



CITY COUNCIL MEETING

October 21, 2025 at 6:00 PM

Angels Fire House – 1404 Vallecito Road

AGENDA

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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 Michael Chimento | **Vice Mayor** Caroline Schirato

Council Members Alvin Broglio, Scott Behiel, Kara Scott

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

5:00PM CLOSED SESSION

1. ROLL CALL

2. ADJOURN TO CLOSED SESSION

A. Conference with Real Property Negotiators, Ca Gov Code Section 54956.8

Property: APN - 062-004-043 Takahashi - 0.07 acre

Negotiating Parties: Amy Augustine, City Planner

Under Negotiation: Price and Terms

B. Conference with Legal Counsel – Anticipated Litigation, Ca Gov Code Section 54956.9(d)(2):

1 Matter - Will Creger, City Attorney

C. Public Employee Appointment, Ca Gov Code Section 54957(b)(1)

Title: City Administrator - Steve Williams, Interim City Administrator

6:00 PM REGULAR MEETING

3. ROLL CALL

4. PLEDGE OF ALLEGIANCE

5. REPORT OUT OF CLOSED SESSION

6. PRESENTATIONS / PROCLAMATIONS / RECOGNITIONS

A. Presentation - Caltrans Update on 1H700 Project on Main Street (Steve Williams, Interim City Administrator)

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

8. 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.

9. CONSENT ITEMS

A. Approve Draft Minutes of October 7, 2025 (Michelle Gonzalez, Deputy City Clerk)

B. Approve corrected Minutes of July 01, 2025 originally approved on July 15, 2025 (Michelle Gonzalez, Deputy City Clerk)

C. AP Checks and Treasurer Report September 2025 (Michelle Gonzalez, Finance Director)

10. ACTION ITEMS

A. Resolution 25-84 - Accept the Purdy Road Water and Sewer Improvements Project as complete, authorize release of retention, and authorize a contract completion notice to be filed with the County of Calaveras (Dave Richard, Dewberry Enigneers)

B. Resolution 25-85 - Awarding a Contract to CSG to prepare the California Environmental Quality Act (CEQA) Environmental Document for the City of Angels Draft Greenhouse Gas Reduction Plan and Authorizing the City Administrator to sign all related documents and approve change orders not to exceed a total contract amount of \$45,000 (Amy Augustine, City Planner)

C. Ordinance 549: Re-introduce, waive the second reading by substitution of title, hold a public hearing and consider adopting an ordinance to address appointments to, and vacancies on, the Planning Commission (Amy Augustine, City Planner)

D. Agreement - Approve an Agreement Between the City of Angels and CSG for certain on-call, as needed services. (Steve Williams, Interim City Administrator)

E. Resolution 25-83 - Approving a Side Letter Agreement to Include Out-of-Class pay for the Exempt Employee Group (Steve Williams, Interim City Administrator)

11. INFORMATIONAL ITEMS

12. ADMINISTRATION REPORT

13. COUNCIL REPORT

14. CORRESPONDENCE

15. CALENDAR

[A.](#) 2025 City Council Calendar - October - December

16. FUTURE AGENDA ITEMS

17. 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

October 07, 2025 at 6:00 PM

Angels Fire House – 1404 Vallecito Road

DRAFT MINUTES

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Mayor Michael Chimente (PRESENT) | Vice Mayor Caroline Schirato (PRESENT)

Council Members Alvin Broglio (PRESENT) , Kara Scott (PRESENT) , Scott Behiel (PRESENT)

Interim City Administrator Steve Williams (PRESENT) | City Attorney (PRESENT)

5:00 PM CLOSED SESSION

1. ROLL CALL

2. ADJOURN TO CLOSED SESSION

- A. Property Negotiations (Govt. Code 54956.8) APN - 062-004-043 Takahashi - 0.07 acre (Amy Augustine, City Planner)
- B. Conference with Labor Negotiators (Govt. Code section 54957.6). City designated representatives: City Administrator, City Attorney. Employee Organization: Angels Camp Police Officers' Association. (Steve Williams, Interim City Administrator)
- C. Conference with Legal Counsel – Anticipated Litigation (Gov. code 54956.9(d)(2)): 2 matters (Will Creger, City Attorney)
- D. Public Employee Performance Evaluation (Govt. Code section 54957(b)(1).) Title: Fire Chief (Steve Williams, Interim City Administrator)
- E. Conference with Labor Negotiators (Govt. Code section 54957.6.) Unrepresented Employees: Exempt Employee Group. (Steve Williams, Interim City Administrator)
- F. Public Employee Appointment (Gov. Code Section 54957(b)(1)) Title: City Administrator, Police Chief (Steve Williams, Interim City Administrator)

6:00 PM REGULAR MEETING**3. ROLL CALL****4. PLEDGE OF ALLEGIANCE****5. REPORT OUT OF CLOSED SESSION**

Mayor reported out of closed session that direction has been given to staff on all items.

6. PRESENTATIONS/PROCLAMATIONS/RECOGNITION**A. Presentation - Firewise Update**

Steve Wilcox presented an update on Firewise and presented the City with the official sign as a Firewise certified community.

Rich Martin spoke about the insurance benefits from Firewise.

B. Proclamation - 2025 Frog Jump Winner

Mayor wanted to include the Proclamation in the packet and not read it. Intent was to honor the family at the Wild Wild West Days.

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

No changes were made.

ACTION: MOTION TO APPROVE THE AGENDA BY COUNCIL MEMBER BROGLIO, SECONDED BY COUNCIL MEMBER SCOTT, PASSED 5 YES

8. 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.

- Debbie Pointe, Angels Camp Museum Foundation, announced an event on Saturday, October 11, from 10 AM – 4 PM. Admission \$10 (ages 13+), 12 and under free. Food, music, crafts, and tours are available. Parking at the high school with shuttle service to the museum.

9. CONSENT ITEMS

- A. Approve Draft Minutes of September 16, 2025, Michelle Gonzalez, Deputy City Clerk
- B. Resolution 25-74 - Authorizing State Route 49 Road Closure in the City of Angels for the Christmas Parade (Amy Augustine, City Planner)
- C. Resolution 25-75 - Authorizing Banners and Decorations over state route 49 in the City of Angels Historical District (Caytlyn Schaner, Administrative Services Specialist)
- D. Resolution 25-81 Authorizing the Final Closure of the City's Account at U.S. Bank and Transfer of Funds to Bank of Stockton

ACTION: VICE MAYOR PULLED ITEMS A, B, AND C.

MOTION TO APPROVE ITEM D BY COUNCIL MEMBER BROGLIO, SECONDED BY COUNCIL MEMBER SCOTT, PASSED 5 YES.

ITEM A VICE MAYOR ASKED TO CHANGE UNDER PUBLIC COMMENT SECOND BULLET JULIE DAVIS TO JULIE DOUGLAS. MOTION TO APPROVE WITH CHANGE ITEM A BY VICE MAYOR SCHIRATO, SECONDED BY COUNCIL MEMBER BEHIEL, PASSED 5 YES

ITEM B VICE MAYOR ASKED TO CHANGE UNDER FINANCIAL IMPACT FROM THE SCHOOL TO ACBA. MOTION TO APPROVE WITH CHANGES BY VICE MAYOR SCHIRATO, SECONDED BY COUNCIL MEMBER BEHIEL, PASSED 5 YES

ITEM C VICE MAYOR ASKED ABOUT TAKING DOWN CHRISTMAS DECORATIONS AND DOES RESOLUTION TAKE CARE OF THAT. STEVE WILLIAMS SAID IT DOES GIVE PERMISSION. MOTION TO APPROVE ITEM C BY VICE MAYOR SCHIRATO, SECONDED BY COUNCIL MEMBER BEHIEL, PASSED 5 YES

10. ACTION ITEMS

- A. Resolution 25-73 - Approving Task Order 9 with Lumos & Associates, Inc. for groundwater exploration services to develop a secondary water source. (Aaron Brusatori, P.E., City Engineer)

ACTION: MOTION TO APPROVE RESOLUTION 25-73, BY VICE MAYOR SCHIARTO, SECONDED BY COUNCIL MEMBER BEHIEL, PASSED 5 YES

- B. Resolution 25-80 - Approving Pavement Management Program 2025-2030 Amendment No. 1, (Aaron Brusatori, P.E., City Engineer)

ACTION: MOTION TO APPROVE RESOLUTION 25-80, BY COUNCIL MEMBER BEHIEL, SECONDED BY MAYOR CHIMENTE, PASSED 5 YES

- C. Resolution 25-79 - Authorizing the City Administrator to Execute a Construction Contract for the Vallecito Road Sewer Replacement Project with R Sutton Enterprises (Dave Richards, Dewberry Engineers)

ACTION: MOTION TO APPROVE RESOLUTION 25-79, BY COUNCIL MEMBER BROGLIO, SECONDED BY COUNCIL MEMBER SCOTT, PASSED 5 YES

- D. Resolution 25-77 - Authorizing Creative Expressions to raise money for Utica Park shade structures (Amy Augustine, City Planner)

ACTION: MOTION TO APPROVE RESOLUTION 25-77, BY VICE MAYOR SCHIARTO, SECONDED BY COUNCIL MEMBER BROGLIO, PASSED 5 YES

- E. Ordinance 552 – Sign Ordinance Update – Introduce, waive the second reading by substitution of title, hold a public hearing, and consider adoption. (Amy Augustine, City Planner)

ACTION: MOTION TO APPROVE ORDINANCE 552, BY COUNCIL MEMBER SCOTT, SECONDED BY VICE MAYOR SCHIARTO, PASSED 5 YES

- F. Resolution 25-76 - Approving the draft Regional Transportation Plan (RTP) (Amy Augustine, City Planner)

ACTION: MOTION TO APPROVE RESOLUTION 25-76, BY COUNCIL MEMBER BEHIEL, SECONDED BY COUNCIL MEMBER SCOTT, PASSED 5 YES

- G. Ordinance 549 - Planning Commission Vacancies - Introduce, waive the first reading by substitution of title, hold a public hearing and set October 21, 2025, for a second reading of an ordinance to address appointments to, and vacancies on, the Planning Commission (Amy Augustine, City Planner)

NO ACTION TAKEN, HOLD UNTIL OCTOBER 21, 2025, FOR A SECOND READING.

- H. Resolution 25-82 - Adopting Revisions to the City Council Handbook, Will Creger, City Attorney

ACTION: MOTION TO APPROVE RESOLUTION 25-82, BY COUNCIL MEMBER BEHIEL, SECONDED BY COUNCIL MEMBER SCOTT, PASSED 5 YES

- I. Resolution 25-72 - Approving a side letter agreement to the memorandum of understanding with the Angels Camp Police Officers Association regarding longevity pay (Steve Williams, Interim City Administrator)

ACTION: MOTION TO APPROVE RESOLUTION 25-72, BY COUNCIL MEMBER BEHIEL, SECONDED BY VICE MAYOR SCHIARTO, PASSED 5 YES

INFORMATIONAL ITEMS

11. ADMINISTRATION REPORT - REPORT GIVEN ON ITEMS LISTED BELOW

- A. City Council Monthly Update, Steve Williams, Interim City Administrator

12. COUNCIL REPORT- ALL REPORTED OUT

CORRESPONDENCE

13. CITY COUNCIL CALENDAR - REVIEWED

14. FUTURE AGENDA ITEMS – CALAVERAS VISITORS BUREAU UPDATE, ANOTHER PUBLIC WORKS EMPLOYEE FOR PARKS, UPDATE ON ANGELS CREEK TRAIL, STRATEGIC PLAN UPDATE.

15. ADJOURNMENT

ACTION: MOTION TO ADJOURN THE MEETING AT 8:05 PM BY COUNCIL MEMBER BROGLIO, SECONDED BY COUNCIL MEMBER SCOTT, PASSED 5 YES

Michael S. Chimento, Mayor

Michelle Gonzalez, Deputy City Clerk



CITY COUNCIL MEETING

July 01, 2025 at 6:00 PM

Angels Fire House – 1404 Vallecito Road

DRAFT MEETING MINUTES

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

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Mayor Michael Chimento (Present) | **Vice Mayor** Caroline Schirato (Present)

Council Members Isabel Moncada (left at 5:05 p.m.), Alvin Broglio (Present), Scott Behiel (Present)

City Administrator Pamela Caronongan (Present) | **City Attorney** William Creger (Present)

5:00 P.M. CLOSED SESSION

- A. Conference regarding Real Property Negotiation (Government Code Section 54956.8) Property: Foundry Lane / APNs 058-011-023, 058-011-024, and 058-011-028
Agency Negotiator: Pam Caronongan, City Administrator and Amy Augustine, City Planner
Negotiating Party: City of Angels and Mr. Sheahan

- B. Conference regarding Real Property Negotiation (Government Code Section 54956.8)
Property: Raspberry Property (approximately 5 acres) / APNs 062-004-082, 062-004-087, 062-004-075, 062-004-076, 062-004-069, 062-004-074, 062-003-057, 062-003-069.
Agency Negotiator: Pam Caronongan, City Administrator and Amy Augustine, City Planner
Negotiating Party: Johnson Family
- C. Public Employment Performance Evaluation (Gov.Code Section 54957)
Title: City Planner / Planning Director
- D. Conference with Legal Counsel – Anticipated Litigation (Govt. Code Section 54956.9(d)(2) and 54956.9(d)(3) [1 matter]

1. ROLL CALL

During Roll Call, at 5:01 p.m., Council Member Moncada resigned from her position on the City Council and left the City Council Chambers at 5:05 p.m.

2. ADJOURN TO CLOSED SESSION

6:00 PM REGULAR MEETING

3. ROLL CALL

Attendance as noted above.

4. PLEDGE OF ALLEGIANCE

Mayor Chimento led the Pledge of Allegiance.

5. REPORT OUT OF CLOSED SESSION

- A. Conference regarding Real Property Negotiation (Government Code Section 54956.8) Property: Foundry Lane / APNs 058-011-023, 058-011-024, and 058-011-028 Agency Negotiator: Pam Caronongan, City Administrator and Amy Augustine, City Planner Negotiating Party: City of Angels and Mr. Sheahan
- B. Conference regarding Real Property Negotiation (Government Code Section 54956.8) Property: Raspberry Property (approximately 5 acres) / APNs 062-004-082, 062-004-087, 062-004-075, 062-004-076, 062-004-069, 062-004-074, 062-003-057, 062-003-069. Agency Negotiator: Pam Caronongan, City Administrator and Amy Augustine, City Planner Negotiating Party: Johnson Family
- C. Public Employment Performance Evaluation (Gov.Code Section 54957) Title: City Planner / Planning Director
- D. Conference with Legal Counsel – Anticipated Litigation (Govt. Code Section 54956.9(d)(2) and 54956.9(d)(3) [1 matter]

Mayor Chimento announced that the City Council provided directions for staff regarding Closed Session Items A, B, and C; and announced that discussion regarding Closed Session Item D would continue after the Regular Meeting.

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

Motion made by Council Member Behiel, seconded by Council Member Broglio. Motion passed to approve the agenda as posted by roll call vote.

AYES: Mayor Chimento, Vice Mayor Schirato, Council Members Broglio and Behiel

NOES: None

ABSENT: Council Member Moncada

ABSTAIN: None

7. PUBLIC COMMENT

Zero (0) public comment was received.

8. CONSENT ITEMS

~~A. Approve Draft Minutes for Regular Meeting of City Council - June 3, 2025 (Pamela Caronongan, City Administrator for Rose Beristianos, City Clerk)~~

B. Approve Draft Minutes for Regular Meeting of June 17, 2025 (Pamela Caronongan, City Administrator for Michelle Gonzalez, Deputy City Clerk)

Consent Item A was pulled for separate discussion.

Motion made by Council Member Broglio, seconded by Council Member Behiel. Motion passed to approve the remaining Consent Item by roll call vote.

AYES: Mayor Chimento, Vice Mayor Schirato, Council Members Broglio and Behiel

NOES: None

ABSENT: Council Member Moncada

ABSTAIN: None

The Consent Item below was pulled for discussion:

A. Approve Draft Minutes for Regular Meeting of City Council - June 3, 2025 (Pamela Caronongan, City Administrator for Rose Beristianos, City Clerk)

City Council sought guidance from City Attorney William Creger if the City Council can continue with approving the draft minutes for June 3, 2025 two out of the four members of City Council present were not in attendance during that meeting.

City Attorney Creger advised that the City Council can proceed in approving the minutes, and that the two members of a four-member City Council could still vote even though they were not in attendance during that meeting.

Consent Item A was pulled for separate discussion.

Zero (0) public comment was received.

Motion made by Council Member Broglio, seconded by Vice Mayor Schirato. Motion passed to approve the draft meeting minutes of June 3, 2025.

AYES: Mayor Chimento, Vice Mayor Schirato, Council Members Broglio and Behiel

NOES: None

ABSENT: Council Member Moncada

ABSTAIN: None

9. ACTION ITEMS

A. Hold Public Hearing to Consider the Continuation of the Assessments for Fiscal Year 2025-26 for the Landscaping & Lighting District No. 2 - Greenhorn Creek Assessment; Adopt Resolution No. 25-40, thereby Approving the Engineer's Report, Confirm the Diagram and Assessment, and Order the Continuation of Assessments for Fiscal Year 2025-26 (Pamela Caronongan, City Administrator)

Council Member Behiel recused from the discussion for Action Item 9A since he is a Board Member of the Greenhorn Creek LLD Committee.

City Administrator Pamela Caronongan introduced consulting engineer Brandon Vanleuven from SCI Consulting Group, the latter providing the report and responding to inquiries and requests for clarification from the City Council.

Zero (0) public comment was received.

Motion made by Vice Mayor Schirato, seconded by Mayor Chimento. Motion passed to adopt Resolution No. 25-40 by roll call vote.

AYES: Mayor Chimento, Vice Mayor Schirato, and Council Member Broglio

NOES: None

ABSENT: Council Member Moncada

ABSTAIN: None

RECUSED: Council Member Behiel

B. Public Hearing: Re-Introduce and Waive the Second Reading by Substitution of the Title, Hold a Public Hearing, and Adopt Ordinance 546:

- Amending Code Sections include notification, enforcement of, and penalties for Weed Abatement and Fire Codes under the same procedures and penalties as all other Code Violations under the City of Angels Municipal Code (AMC).
- Relocating multiple Code Sections related to Fire Prevention and Fire Safety, and create a new chapter 8.50 - Fire Safety Regulations, adding new definitions, house numbering requirements, fire hydrant requirements, fire hydrant requirements, requirements for new construction within the Wildland Urban Interface (WUI) and Very High Fire Hazard Severity Zone (VHFHSZ) including fire sprinklers, and related fire safety regulations.
- Consolidating Code Sections related to open burning and controlled debris burning.

- **Amending Chapter 8.48 (Fireworks) to include a reference to existing requirements for an administrative conditional use permit for fireworks sales/stands.**
- **Creating a new Title 11 (Roads and Driveways) to consolidate and update the City's Road and Driveway regulations, reference the City's adopted design standards, add a definition and reference to Legacy Streets (AKA Heritage Roadways), and incorporate Road and Driveway Provisions previously found in other Code Sections.**
- **Amending Street Signage Regulations in Section 12.08.090 to cross-reference signage requirements in Chapter 8.50 (Fire Safety Regulations) for consistency.**
- **Repealing Chapter 8.20 (Garbage Collection Rates) as outdated.**

City Planner Amy Augustine provided the report and responded to inquiries and requests for clarification from the City Council.

Zero (0) public comment was received.

Motion made by Council Member Behiel, seconded by Vice Mayor Schirato. Motion passed to adopt Ordinance No. 546 by roll call vote.

AYES: Mayor Chimento, Vice Mayor Schirato, and Council Members Broglio and Behiel.

NOES: None

ABSENT: Council Member Moncada

ABSTAIN: None

C. Hold a Public Hearing, Introduce, Waive the First Reading by Substitution of Title, set July 15, 2025 for a Public Hearing and Second Reading to Consider Ordinance 548 Amending the Setbacks in the Industrial Zoning District.

City Planner Amy Augustine provided the report and responded to inquiries and requests for clarification from the City Council.

Zero (0) public comment was received.

Motion made by Council Member Behiel, seconded by Mayor Chimento. Motion passed to introduce Ordinance No. 548 and set a July 15, 2025 Public Hearing and Second Reading of Ordinance No. 548 by roll call vote.

AYES: Mayor Chimento, Vice Mayor Schirato, and Council Members Broglio and Behiel.

NOES: None

ABSENT: Council Member Moncada

ABSTAIN: None

D. Hold Public Hearing and Adopt Resolution No. 25-38, thereby approving the allocation of up to \$250,000 in Traffic Impact Mitigation Fees towards acquiring Foundry Lane Access off SR 4.

City Planner Amy Augustine provided the report and responded to inquiries and requests for clarification from the City Council.

Zero (0) public comment was received.

Motion made by Council Member Broglio, seconded by Council Member Behiel. Motion passed to adopt Resolution No. 25-38 by roll call vote.

AYES: Mayor Chimento, Vice Mayor Schirato, and Council Members Broglio and Behiel.

NOES: None

ABSENT: Council Member Moncada

ABSTAIN: None

E. Approve a Five-Year (5-Year) Professional Services Agreement (PSA) for Engineering Services with Lumos & Associates with a Term Beginning Date of July 2, 2025 and Term End Date of June 20, 2030. (Michelle Gonzalez, Finance Director)

Finance Director Michelle Gonzalez provided the report and responded to inquiries and requests for clarification from the City Council.

Zero (0) public comment was received.

Motion made by Vice Mayor Schirato, seconded by Mayor Chimento. Motion passed to approve the PSA for Engineering Services with Lumos & Associates by roll call vote.

AYES: Mayor Chimento, Vice Mayor Schirato, and Council Members Broglio and Behiel.

NOES: None

ABSENT: Council Member Moncada

ABSTAIN: None

F. Discuss and Consider the Request from Angels Camp Museum for Additional Funding in an Amount not to Exceed \$53,700 to Cover for the Retention of a Part-Time Museum Archivist; and Approve Resolution No. 25-42, thereby approving the Funding Request and the Corresponding Additional Budget Allocation for Fiscal Year (FY) 2025-26 (Pamela Caronongan, City Administrator)

City Administrator Caronongan provided the report and responded to inquiries and requests for clarification from the City Council.

Zero (0) public comment was received.

Motion made by Vice Mayor Schirato, seconded by Mayor Chimento. Motion passed to adopt Resolution No. 25-42 by roll call vote.

AYES: Mayor Chimento, Vice Mayor Schirato, and Council Member Broglio.

NOES: Council Member Behiel

ABSENT: Council Member Moncada

ABSTAIN: None

G. Adopt Resolution No. 25-43, thereby Authorizing the Release of Construction Documents for Bidding for City of Angels Purdy Road Water and Sewer Improvements Project. (Dave Richard, Water Engineer)

Water Engineer Dave Richard provided the report and responded to inquiries and requests for clarification from the City Council.

Two (2) public comments were received.

Motion made by Mayor Chimento, seconded by Council Member Broglio. Motion passed to adopt Resolution No. 25-43 by roll call vote.

AYES: Mayor Chimento, Vice Mayor Schirato, and Council Members Broglio and Behiel.

NOES: None

ABSENT: Council Member Moncada

ABSTAIN: None

- H. Adopt Resolution No. 25-44, thereby approving the execution of Task Order No. 23 with Dewberry Engineers, Inc. for a not-to-exceed amount of \$104,000 for the construction oversight and engineering services during construction for the Mark Twain Water Distribution System Improvements Project.**

Water Engineer Dave Richard provided the report and responded to inquiries and requests for clarification from the City Council.

Zero (0) public comment was received.

Motion made by Council Member Broglio, seconded by Council Member Behiel. Motion passed to adopt Resolution No. 25-44 by roll call vote.

AYES: Mayor Chimento, Vice Mayor Schirato, and Council Members Broglio and Behiel.

NOES: None

ABSENT: Council Member Moncada

ABSTAIN: None

- I. Municipal Services Agreement (MSA) between County of Calaveras and the City of Angels:**

Staff recommends the City Council to:

1. Discuss, consider, and approve the Municipal Services Agreement (MSA) between the County of Calaveras and the City of Angels for Angels Police dispatch services from Fiscal Year (FY) 2025-2026 through FY 2027-2028; and

2. Adopt Resolution No. 25-45 memorializing the approval of the above-mentioned MSA and the corresponding budget allocation for the FYs noted above, and authorizing the City Administrator and City Attorney to work with County Sheriff's Office staff – with County Sheriff's Office legal counsel to approve minor changes as proposed by the City Attorney, and for the City Administrator to execute the MSA.

City Administrator Caronongan provided the report and responded to inquiries and requests for clarification from the City Council.

Zero (0) public comment was received.

Motion made by Vice Mayor Schirato, seconded by Council Member Behiel. Motion passed to adopt Resolution No. 25-45 by roll call vote.

AYES: Mayor Chimento, Vice Mayor Schirato, and Council Members Broglio and Behiel.

NOES: None

ABSENT: Council Member Moncada

ABSTAIN: None

10. INFORMATIONAL ITEMS

City Administrator Caronongan provided an update to City Council and the public.

11. ADMINISTRATION REPORT

City Administrator Caronongan has provided the Administration Report during the Informational Items portion of the Agenda.

12. COUNCIL REPORT

All present members of the City Council provided their respective reports.

13. CORRESPONDENCE

There was no Correspondence to review.

14. CALENDAR

1. Review 2025 Calendar - June through December.

The City Council reviewed the Calendar with staff.

15. FUTURE AGENDA ITEMS

The following were added to Future Agenda Items:

1. A Future Agenda Item covering the Planning Commission recommendations regarding signs and banners. Staff informed the City Council that the Planning Commission discussed this Agenda Item in June 2025 and is scheduled to present the Agenda Item for City Council consideration during the August 14, 2025 regular meeting.
2. An information Future Agenda Item regarding the automatic water meter readers and fire sprinklers, sizes for commercial and residential, and flow to ensure that the fire sprinklers are fully operational.
3. A Future Agenda Item regarding regulations that can make housing more affordable in the City.

16. ADJOURNMENT

After the Regular Meeting, Mayor Chimento announced that City Council would take a short break then resume Closed Session.

Closed Session resumed and ended at 8:17 p.m.

Motion made by Council Member Behiel, seconded by Council Member Broglio. Motion passed to adjourn the City Council meeting at 8:17 p.m. by roll call vote.

AYES: Mayor Chimento, Vice Mayor Schirato, and Council Members Broglio and Behiel.

NOES: None

ABSENT: Council Member Moncada

ABSTAIN: None

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 of Angels
AP Check Report September 2025

<u>Reference</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
Check			
9/03/2025 EFT	PINNACLE PUBLIC FINANCE INC	ACH TEST	0.01
9/04/2025 EFT	PINNACLE PUBLIC FINANCE INC	2017 REFINANCING LOAN AGREEMENT	165,882.04
9/05/2025 94276	ALPHA ANALYTICAL LABORATORIES INC	Water Testing Services SEPTEMBER	8,311.00
9/05/2025 94277	ANGELS CAMP CHEVRON	Propane for forklift	44.92
9/05/2025 94278	BOIRE, LAURIE	Cleaning the Police Dep. for August 2025	120.00
9/05/2025 94279	CALAVERAS LUMBER CO INC	Invoices 463050, 467171, 69046, 69060, 69070, 69073, 69079, 69104, 69244, 69350, 69386, 69501, 69514, 69600, 69639, 69670, 69835, 69869, 70133, 70580, 70603, 70738, 71105, 71324, 71334, 71439, 71579, 71595, 71653	3,438.11
9/05/2025 EFT	CONETH SOLUTIONS INC	IT Services SEPTETMBER 2025	7,177.00
9/05/2025 EFT	GATEWAY PRESS	Business Cards	262.29
9/05/2025 94280	GUARDIAN PUBLIC SAFETY BACKGROUND INVESTIGATIONS	5-PSB- LEVEL FIVE	1,800.00
9/05/2025 EFT	HUNT & SONS LLC	Invoices 576598, 584403	2,956.42
9/05/2025 94281	JAVELINA TRADING COMPANY	SUPPLIES FOR WASTEWATER	301.48
9/05/2025 94282	LEVEL ONE WEB DESIGN INC	WEB HOSTING	1,057.00
9/05/2025 94283	MCI	Long distance services	67.14
9/05/2025 94284	MOUNTAIN AIR AUTOMOTIVE	Invoices 654, 668, 697, 717	7,128.75
9/05/2025 94285	PACE SUPPLY CORP	Supplies for Public works	1,025.27
9/05/2025 94286	QUADIENT	METER RENTAL, OTHER SERVICES	118.73
9/05/2025 94287	ROLLERI LANDSCAPE PRODUCTS	Invoices 70701, 70703	859.12
9/05/2025 EFT	TOP DOG POLICE K9 TRAINING & CONSULTING	Maint training for Jodi McDermid	250.00
9/05/2025 EFT	USABUEBOOK	Supplies for wastewater	404.09
9/05/2025 94288	UTICA WATER & POWER AUTHORITY	S-126 water data collection	400.00
9/12/2025 94290	PHONESMART LLC	COMPUTER DIAGNOSTICS	65.00
9/17/2025 EFT	ACCUFUND, INC.	ACCUFUND SOFTWARE	14,998.75
9/17/2025 94291	ANGELS CAMP CHEVRON	SERVICES FOR WASTEWATER	44.92
9/17/2025 94292	ANGELS FOOD MARKET	SUPPLIES FOR WW/WT	23.95
9/17/2025 94293	ANGELS SHEET METAL	GENERAL MAINT. -WASTEWATER	484.81
9/17/2025 94294	AT&T	Invoices 090425-A, 090425-B, 090425-C, 090425-D, 090425-E, 090425-F	1,178.16
9/17/2025 94295	AUGUSTINE PLANNING ASSOCIATES INC	Invoices 070125, 080125	18,910.00
9/17/2025 94296	CALAVERAS COUNTY ADMINISTRATION	Videographer for council meeting 9/2/25	205.52
9/17/2025 EFT	CALAVERAS POWER AGENCY	Power billing 7/23-8/23/25	29,556.92
9/17/2025 94297	CALNET	Billing period 10/2-11/3/25	593.98
9/17/2025 94298	CAMPORA PROPANE SERVICE	Invoices 10610728, 10611295	36.51
9/17/2025 94299	CARTER, QUENTIN	DISTRIBUTION SYSTEM REVIEW REIMB.	149.95
9/17/2025 EFT	CONETH SOLUTIONS INC	SERVICES FOR PUBLIC WORKS AND POLICE	1,425.00
9/17/2025 94300	COPPEROPOLIS FIRE PROTECTION DISTRICT	9 HEART SAVER CARDS	225.00
9/17/2025 94301	CORRPRO COMPANIES INC	INSPECTION SERVICE FOR WATER TREATMENT	860.00
9/17/2025 94302	CVCWA	Association dues for wastewater treatment and collections system	3,500.00
9/17/2025 94303	CWEA	CERT RENEWAL FEES-JEREMY HEISTER	251.00
9/17/2025 94304	DARIO'S LANDSCAPING	Invoices 69, 70, 71, 73, 77, 78	15,500.00
9/17/2025 EFT	GATEWAY PRESS	BENCH AND TREE PLAQUES-remaining invoice balance	285.35
9/17/2025 94305	GEORGE REED INC	22150 CUTBACK 3/8"	444.05
9/17/2025 94306	HELIX ENVIRONMENTAL SOLUTIONS	Chemicals for wastewater	1,208.31
9/17/2025 EFT	HUNT & SONS LLC	Invoices 589436, 591436	2,129.18
9/17/2025 94307	JBS LANDSCAPE, INC.	LANDSCAPE SERVICES FOR AUGUST 2025	9,455.00
9/17/2025 94308	KAESER COMPRESSORS, INC.	Refrigeration dryer	3,360.38
9/17/2025 94309	MASON, CALEB	BOOT REIMB 25/26	217.49
9/17/2025 94310	MOTHERLODE ANSWERING SERVICE INC	Basic Services	304.88
9/17/2025 94311	MOUNTAIN AIR AUTOMOTIVE	Maint on 2017 Dodge	915.47
9/17/2025 94312	MOUNTAIN OASIS PURIFIED WATER	Invoices 082925, 082925-WW	162.20
9/17/2025 EFT	NEXUS TECHNOLOGIES	IT Software Subscription Services FY 2025-26	2,173.63
9/17/2025 94313	NO CONTRACT PEST CONTROL INC	Invoices 28590, 28593	336.00
9/17/2025 EFT	NORTHSTAR CHEMICAL	Water & Wastewater chemicals FY 2025-26	3,865.41
9/17/2025 94314	OPERATING ENGINEERS LOCAL UNION NO 3	UNION DUES -SEPTEMBER 2025	864.00
9/17/2025 94315	PACE SUPPLY CORP	Supplies for Public works	1,025.27

9/17/2025 EFT	PEREZ, ELISA BARRAGAN	CLEANING SERVICES 8/15 AND 8/19/25	
9/17/2025 94316	QUADIENT FINANCE USA INC	Postage machine services	300.00
9/17/2025 94317	ROBERTS, LANDEN	BOOT REIMB 25/26	250.00
9/17/2025 94318	ROLLERI LANDSCAPE PRODUCTS	RIVER ROCK	32.63
9/17/2025 94319	SAFE-T-LITE	RIGHT TURN ONLY SIGN	696.39
9/17/2025 94320	SONORA AIRCO GAS & GEAR	Cylinder rental	8.00
9/17/2025 94321	STATE WATER RESOURCES CONTROL BOARD	GRADE 4 WASTEWATER CERT. RENEWAL - CALEB MASON	201.00
9/17/2025 94322	TOSHIBA FINANCIAL SERVICES	Services 8/23-9/23/25	2,037.31
9/17/2025 EFT	USABUEBOOK	MUELLER 110 DEGREE ADAPTER	309.60
9/26/2025 EFT	BROWN, BILLY	RETIREE BENEFIT SEPTEMBER 2025	426.70
9/26/2025 EFT	BURNS, GARY	RETIREE BENEFIT SEPTEMBER 2025	426.70
9/26/2025 94326	CALAFCO	2023 CALAFCO CONF. REGISTRATION FOR A PAQUE	4,200.00
9/26/2025 94327	COLANTUONO, HIGHSMITH AND WHATLEY PC	CLOSED SESSION SPEC MTG 7/21/25	877.50
9/26/2025 94328	HESS, JIM	RETIREE BENEFIT SEPTEMBER 2025	134.35
9/26/2025 EFT	KELLY, MARY	RETIREE BENEFIT SEPTEMBER 2025	115.07
9/26/2025 EFT	KING, JUDY	RETIREE BENEFIT SEPTEMBER 2025	134.35
9/26/2025 EFT	KITCHELL, JONATHAN	RETIREE BENEFIT SEPTEMBER 2025	348.85
9/26/2025 94329	KITCHELL, JOSEPH	RETIREE BENEFIT SEPTEMBER 2025	115.07
9/26/2025 94330	LN CURTIS & SONS	SUPPLIES FOR ANGELS FIRE	1,945.05
9/26/2025 94331	MARK TWAIN UNION ELEMENTARY	MAINT ON E-211	974.00
9/26/2025 EFT	NUTTALL, WILLIAM	RETIREE BENEFIT SEPTEMBER 2025	388.13
9/26/2025 94332	SATTERFIELD, PAMELA	RETIREE BENEFIT SEPTEMBER 2025	115.07
9/26/2025 EFT	SORACCO, RICHARD	RETIREE BENEFIT SEPTEMBER 2025	115.07
9/26/2025 EFT	TACHEIRA, ANTHONY	RETIREE BENEFIT SEPTEMBER 2025	426.70
9/26/2025 EFT	TINNIN, JENNIFER	RETIREE BENEFIT SEPTEMBER 2025	66.14
9/26/2025 94333	NJIRICH AND SONS INC.	Resolution 25-22 Mark Twain Water System Improvement Project	129,093.52
Total Check			460,497.77



CITY OF ANGELS

Section 9, Item C.

TREASURER'S REPORT For the Month Ended

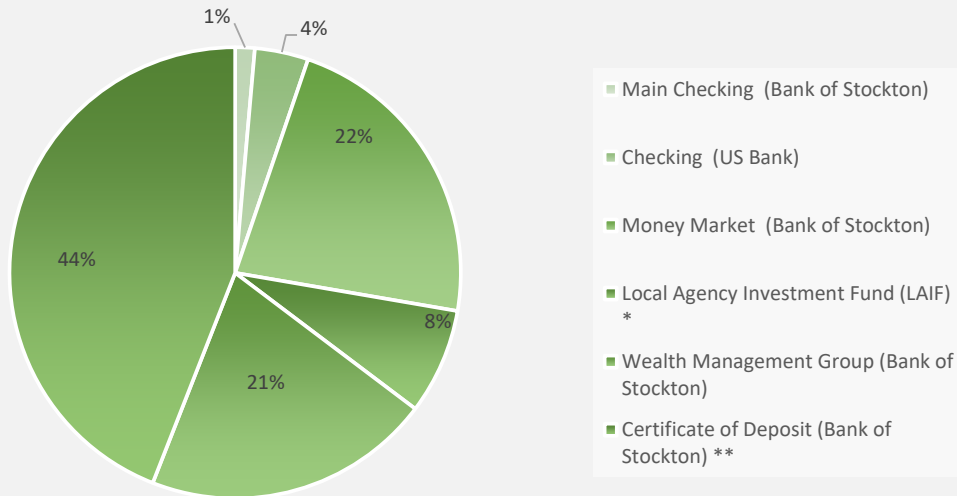
September 30, 2025

Operating Portfolios	Beginning Balance	Ending Balance	Accrued Interest	Bank Fees	% of Total
Main Checking (Bank of Stockton)	\$ 664,757	\$ 352,255	\$ 18	\$ (92)	1%
Checking (US Bank)	970,036	969,314		(197)	4%
Money Market (Bank of Stockton)	6,247,575	5,665,681	18,106		22%
Local Agency Investment Fund (LAIF) *	1,912,365	1,912,365	20,890		8%
Wealth Management Group (Bank of Stockton)	5,193,709	5,211,254	17,545		21%
Certificate of Deposit (Bank of Stockton) **	11,070,078	11,107,748	37,670		44%
TOTAL OPERATING FUNDS	\$ 26,058,521	\$ 25,218,617	\$ 94,229	\$ (289)	100%

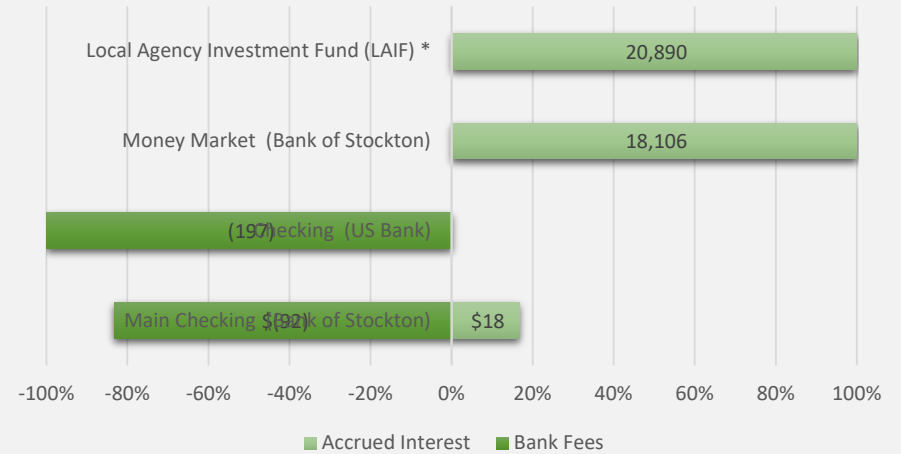
* Interest recorded Quarterly (Dec 2024)

** CD renews 6/28/2025 interest rate 5.10% Term 6 months

Composition of Operating Portfolios
September 30, 2025



Interest Earnings/Bank Fees
September 30, 2025



Total Interest Earned FY 24/25	\$	1,125,195
Total Interest Earned FY 25/26	\$	261,686



CITY HALL

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

DATE: October 21, 2025

TO: City Council

FROM: Dave Richard, Dewberry Engineers

RE: RESOLUTION 25-84 - ACCEPT THE PURDY ROAD WATER AND SEWER IMPROVEMENTS PROJECT AS COMPLETE, AUTHORIZE RELEASE OF RETENTION, AND AUTHORIZE A CONTRACT COMPLETION NOTICE TO BE FILED WITH THE COUNTY OF CALAVERAS

RECOMMENDATION:

Recommend acceptance of the Project and authorize release of retention with final payment and filing of a Contract Completion Notice with the County of Calaveras.

BACKGROUND:

A number of sanitary sewer overflows have occurred from the existing 8-inch collection system mainline along Purdy Road due to reduced flow capacity. The pipeline is also susceptible to I/I due to the proximity of an unnamed creek. Based on the recent results of a CCTV investigation, problematic segments of the sewer were identified and replaced under this project

In addition to sewer replacement work, an 8-inch waterline was extended to improve fire protection along Purdy Road, to increase system delivery pressures, and to facilitate a future connection to waterline improvements along Murphys Grade Road.

DISCUSSION:

The Purdy Road Water and Sewer Improvements Project was awarded to Njirich & Sons, Inc. (N/S) for an original contract amount of \$324,475.00. A contract decrease was approved as CCO 1 in the amount of \$500.00 for deletion of one bid item for a waterline appurtenance and additional work for reconstruction of ramp and detour access road at 714 Purdy Road. With CCO 1, the final contract amount will be \$323,975.00. A notice of substantial completion was issued as of October 6, 2025, and final completion of the project was October 7, 2025. The City acknowledged completion of the Project as of October 8, 2025.

FISCAL IMPACT:

The Purdy Road Water and Sewer Improvements Project is funded through the approved water/ wastewater capital improvement program (CIP).

ATTACHMENTS:

Construction Change Order No. 001 signed by City Water/Wastewater Engineer and N/S.



Accept the Project, Authorize Release of Retention, and Authorize a Contract Completion Notice to be Filed with the County of Calaveras for the Purdy Road Water and Sewer Improvements Project

Resolution 25 –

Admin Services Officer Review and Received _____

Finance Officer Review and Received _____





CHANGE ORDER
City Of Angels

Sheet 1 of 1

Section 10, Item A.

Change requested by: ☒ Engineer ☐ Contractor

CHANGE ORDER NO.	CONTRACT NUMBER	PROJECT	FEDERAL NUMBER(S)
001		Purdy Road Water and Sewer Improvements Project	

TO

Njirich & Sons, Contractor

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

Description of work to be done, estimate of quantities, and prices to be paid.

Reconstruct ramp and detour access road at 714 Purdy Road	\$14,500.00
Delete Bid Item 7, Install Dead-End Blow-Off	<\$15,000.00>

Estimated Cost: ☐ Increase ☒ Decrease <\$500.00>

For this order, the time of completion will be adjusted as follows: Additional 1 calendar day

SUBMITTED BY

SIGNATURE	(PRINT NAME AND TITLE)	DATE
	Dave Richard, Water/Wastewater Engineer	9/30/2025

CITY APPROVAL BY

SIGNATURE	(PRINT NAME AND TITLE)	DATE
	STEVEN WILLIAMS INTERIM CITY ADMINISTRATOR	9/30/25

We, the undersigned contractor, have given careful consideration to the change proposed and agree to provide equipment, furnish materials, and perform the work specified above, and will accept as full payment the prices shown above. **NOTE: If you do not sign this order, you are directed to proceed with the ordered work. You may file a Request for Information within 15 days.**

CONTRACTOR ACCEPTANCE BY

SIGNATURE	(PRINT NAME AND TITLE)	DATE
	Cory Njirich	9-30-2025

**CITY OF ANGELS
CITY COUNCIL
RESOLUTION No. 25-84**

Section 10, Item A.

**A RESOLUTION OF THE CITY OF ANGELS CITY COUNCIL TO ACCEPT THE PURDY ROAD
WATER AND SEWER IMPROVEMENTS PROJECT AS COMPLETE, AUTHORIZE RELEASE OF
RETENTION, AND AUTHORIZE A CONTRACT COMPLETION NOTICE TO BE FILED WITH THE
COUNTY OF CALAVERAS**

WHEREAS, a number of sanitary sewer overflows have occurred from the existing 8-inch collection system sewer along Purdy Road due to reduced flow capacity; and

WHEREAS, Resolution 25-43 approved on July 1, 2025, authorized construction documents for the Purdy Road Water and Sewer Improvements Project managed by Dave Richard (Dewberry); and

WHEREAS, replacement of deteriorated segments of the sewer was recommended to eliminate hydraulic bottlenecks due to obstructions while mitigating potential infiltration and inflow; and

WHEREAS, in addition to sewer work along Purdy Road, a waterline extension was proposed as the initial stage of constructing a connection to the existing water supply main in Murphys Grade Road; and

WHEREAS, the Purdy Road Water and Sewer Improvements Project was awarded to Njirich & Sons, Inc. (N/S) for an original contract amount of \$324,475.00.; and

WHEREAS, a contract decrease was approved as Change Order 1 in the amount of \$500.00 for deletion of one bid item for a waterline appurtenance and additional work for reconstruction of ramp and detour access road at 714 Purdy Road; and

WHEREAS, with Change Order 1, the final contract amount will be \$323,975.00; and

WHEREAS, notice of substantial completion was issued as of October 6, 2025, and final completion of the project was October 7, 2025.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Angels hereby accept the Purdy Road Water and Sewer Improvements Project as complete, authorize release of retention, and authorize a contract completion notice to be filed with the County of Calaveras

PASSED AND ADOPTED this 21st day of October 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Michael Chimento, Mayor

Michelle Gonzalez, Deputy City Clerk



HOME OF THE JUMPING FROG



COMMUNITY DEVELOPMENT

CITY OF ANGELS PO Box 667, 200 Monte Verda St. Suite B, Angels Camp, CA 95222 P: (209) 736-1346

Date: October 21, 2025

To: City of Angels City Council

From: Amy Augustine, AICP – City Planner

Re: **Resolution 25-85 Awarding a Contract to CSG to prepare the California Environmental Quality Act (CEQA) Environmental Document for the City of Angels Draft Greenhouse Gas Reduction Plan and Authorizing the City Administrator to sign all related documents and approve change orders not to exceed a total contract amount of \$45,000**

RECOMMENDATION
Adopt Resolution 25-85.

BACKGROUND
The planning effort producing the City of Angels Draft Greenhouse Gas Reduction Plan (GHGRP) began in early 2020 under the auspices of the Calaveras Council of Governments. The City has pursued a GHGRP because:

- 1. Economic Development.** State mandates to reduce greenhouse gas emission apply to all new discretionary development pursuant to state environmental regulations [i.e., the California Environmental Quality Act (CEQA)]. Without a GHGRP, new city development must spend considerable time and money to prepare an individual greenhouse gas emissions inventory and formulate an individual plan and mitigation measures to reduce greenhouse gas emissions with no guarantee that the plan will survive legal challenges. A “qualified” GHGRP, provides the documentation, evidence, and thresholds necessary to support a finding of no significant adverse impact relative to greenhouse gas emissions with mitigation (as guided by the plan) for new development subject to CEQA in Angels Camp.
- 2. Funding and Economic Development.** Many new and proposed future funding sources from the state agencies require the applicant to demonstrate that the proposed project will reduce greenhouse gas emissions or otherwise reduce the impacts of climate change. Those with adopted GHGRPs often have a competitive advantage over those jurisdictions without such plans. These funding sources include grants for transportation projects, parks, trails, wildfire prevention, and similar programs important to the city. An overview of *some* of the state grant programs tied to climate change can be found at : <https://ww2.arb.ca.gov/our-work/programs/california-climate-investments/california-climate-investments-funded-programs>



COMMUNITY DEVELOPMENT

CITY OF ANGELS PO Box 667, 200 Monte Verda St. Suite B, Angels Camp, CA 95222 P: (209) 736-1346

3. **General Plan Consistency.** City of Angels General Plan 2020, in compliance with state law, includes multiple goals, policies, programs, and a mitigation measure addressing greenhouse gas emissions/climate (often linked to air emissions) change including:

9.A.j Participate in and Support Regional Air Quality Planning Efforts and Implement Adopted Plans where Mandated by Law

Provide representation from Angels Camp at regional planning events that address the issues and opportunities available for effective air quality management. Participate in planning efforts to prepare and implement a regional Air Quality Plan or State Implementation Plan (SIP) and implement those components applicable to Angels Camp as prescribed by state and federal regulations and continue to comply with the rules set forth by the CCAPCD and CARB including, if required pursuant to AB32 (Global Warming Solutions Act of 2006), preparation of a greenhouse gas emissions reduction plan addressing City emissions (emphasis added). Support cost-effective multi-use modeling and Geographic Information System (GIS) technology to accurately measure air quality parameters. Note: This is a general plan mitigation measure

Milestones in the planning process, to date:

City Agency	Date	Action
City of Angels Planning Commission	October 14, 2021	Adopt the City of Angels Community Wide and Government Operations 2018 Greenhouse Gas Emissions Inventories, Calaveras County Wildfire Greenhouse Gas Emissions Reduction Plan, and Recommended Greenhouse Gas Emission Reduction Thresholds for the City of Angels. Resolution 21-19
City of Angels City Council	November 2, 2021	Adopt Resolution 21-37 the City of Angels Community Wide and Government Operations 2018 Greenhouse Gas Emissions Inventories, Calaveras County Wildfire Greenhouse Gas Emissions Reduction Pan, and Recommended Greenhouse Gas Emission Reduction Thresholds in Compliance with State Law.
City of Angels Planning Commission	May 11, 2022	Draft Implementation Measures Workshop
City of Angels City Council	December 5, 2023	Receive an overview presentation on the draft plan from the Sierra Business Council and its associated consultants, ask questions, and release the draft plan for a 30-day public comment period. No comments were received.



COMMUNITY DEVELOPMENT

CITY OF ANGELS PO Box 667, 200 Monte Verda St. Suite B, Angels Camp, CA 95222 P: (209) 736-1346

The final step in producing a qualified Greenhouse Gas Reduction Plan is the preparation and adoption of an environmental analysis of the plan. Adoption of Resolution 25-85 will begin this final step.

DISCUSSION/ANALYSIS

The City released a Request for Proposals posted on Public Purchase with a link to that site included on the City’s website, on August 29, 2025 (**Attachment A**). The RFP was viewed by 8 firms. A non-mandatory pre-bid meeting was held September 11, 2025. Bids were due on September 26, 2025. Three bids were received.

The City Planner and City Engineer ranked and scored the bids as follows:

Firm Name	Score	Rank	Bid Amount
CSG	88%	1	\$32,300
Rincon/a/	74%	2	\$99,976
UltraSystems	69%	3	\$59,190

/a/ Bid includes update of Plan (\$49,982), additional optional tasks bring total to \$120,010.

Based on the preceding, CSG was determined to be the lowest and most qualified responsible bidder for the following reasons:

- Includes both CEQA expertise and Greenhouse Gas Reduction Plan experience
- Cost

Staff recommends awarding the contract to CSG contingent upon the City Attorney approval of the contract and authorizing the City Attorney to make any potential minor amendments to the contract as may be necessary with authorization for the City Administrator to sign and execute the contract and to approve any necessary change orders not to exceed a total contract amount of \$45,000.

ENVIRONMENTAL FINDINGS:

This item will hire a qualified consultant to prepare the necessary environmental document for the City’s Draft Greenhouse Gas Reduction Plan.

FISCAL ANALYSIS:

The Calaveras Council of Governments has allocated \$45,000 for this effort. The proposed cost is \$32,300. Staff are requesting approval to award a contract totaling \$32,300 with authorization for the City Administrator per resolution 25-85 to include issuance of change orders up to a total contract allocation of \$45,000.

ATTACHMENTS:

- A. RFP
- B. Resolution 25-85
- C. Contract with CSG Proposal



CITY OF ANGELS
PO Box 667, 200 Monte Verda St., Suite B
Angels Camp, CA 95222

REQUEST FOR PROPOSALS

City of Angels to Prepare Environmental Documentation for a Draft Greenhouse Gas Reduction Plan to Achieve a CEQA Qualified Plan

Release: August 29, 2025

Non-Mandatory Pre-Submittal Conference
September 11, 2025, 10:00 a.m.

Deadline for Proposal Submission (Online Only)
September 26, 2025, 2 p.m.

Inquiries - Please direct questions to:

Amy Augustine, City Planner
planning@angelscamp.gov
(209) 743-2323

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Attachment B – Greenhouse Gas Inventory	
Attachment C - Contract Template	

Request for Proposals

City of Angels Environmental Documentation for a Draft Greenhouse Gas Reduction Plan to Achieve a CEQA Qualified Plan

PROJECT SUMMARY AND DESCRIPTION – SCOPE OF WORK

The City has prepared a Greenhouse Gas Reduction Plan (GHGRP) to be consistent with Section 15183.5 of CEQA Guidelines, Tiering and Streamlining the Analysis of Greenhouse Gas Emissions. This RFP requests proposals to prepare the appropriate CEQA document for the GHGRP as necessary to make it a "qualified plan." A copy of the City's GHGRP (**Attachment A**) and Greenhouse Gas Inventory (**Attachment B**) are included.

Plans for reducing GHG emissions that are determined adequate for CEQA tiering are typically referred to as a "qualified plan". A qualified plan allows a lead agency to analyze and mitigate potential environmental impacts related to GHG emissions at the programmatic level. Future projects can tier from the plan analysis; that is, the proposed project may incorporate by reference or rely on the programmatic analysis to evaluate project impacts. A public or private project that demonstrates consistency with the qualified plan and incorporates applicable reduction measures would also be determined to have a less than significant cumulative impact related to GHG emissions. A qualified plan streamlines individual project analysis and allows for consistency across project analysis to achieve Citywide goals, rather than determining GHG emissions significance on a case-by-case basis.

The City of Angels is seeking consulting services to prepare the appropriate environmental document, anticipated to be a negative declaration.

Specific tasks include, but may not be limited to:

- A. Review existing plan
- B. Prepare an administrative draft environmental document
- C. Prepare a public hearing draft environmental document
- D. Prepare a response to comments
- E. Attend public hearing (1)
- F. Prepare a final environmental document and Notice of Determination

The City will be responsible for posting and uploading legal notices and uploading environmental documents to the state.

REQUIRED PROPOSAL SUBMITTALS/ORGANIZATION

Proposals shall include, in the following order:

- A. Cover Page
- B. Project Understanding and Approach
- C. Experience performing similar work on time and within budget
- D. Cost

E. Timeline

Proposals should not exceed 10 pages (resumes will not be counted as part of the 10 pages). The cover page will count towards the total.

CONTACT

All questions (outside of those asked at the pre-submittal conference on September 11, 2025) should be submitted in writing and must be received by 8 p.m. on September 10, 2025, through <https://www.publicpurchase.com/vendor/login/login>. For other questions, see Cover Page for contact information.

PROJECT TIMETABLE

ACTIVITY	DATE
Release Request for Proposals (RFP)	August 28, 2025
Pre-Submittal Conference (Zoom)	September 11, 2025 – 10 a.m.
Deadline to submit written questions	September 12, 2025 – 2 p.m.
Answers to written questions posted	September 15, 2025
Deadline to submit Proposals electronically	September 26, 2025 – 2:00 p.m.
Review Committee opens and evaluates proposals	September 26 - 30, 2025
Notice of Intent to Award Contract (tentative)	October 2, 2025
Deadline for protests/appeals (tentative)	October 12, 2025
City Council Approval/Contract Executed (tentative)	October 21, 2025

Proposals must be received electronically (via Public Purchase) no later than **2:00 p.m.** on **September 26, 2025**, via Public Purchase (<https://www.publicpurchase.com/vendor/login/login>). Please contact Amy Augustine, City Planner at planning@angelscamp.gov or (209) 743-2323 if you have questions or need additional information.

PROPOSAL EVALUATION AND SELECTION

The objective is to perform a thorough and fair evaluation of submitted bids and facilitate the selection of a vendor that best satisfies the City's requirements. The following evaluation process will be used:

The City shall name; for the purpose of evaluating the bids for this RFP, a Review Committee composed of representatives from the City. The City may also elect to include qualified representatives from other agencies or entities. Proposers may be telephoned and asked for further information and may be expected to appear for oral interviews, if necessary. References and/or previous clients will also be called.

Upon receipt of the proposals, a technical evaluation will be performed. The Review Committee shall be responsible for performing the evaluations of each proposal. Each member of the Committee shall rate the proposers separately. The scores of each of the Committee members shall then be averaged to provide a total score for each of the proposers. The proposals shall be evaluated on the following categories and the maximum weight possible for each category is listed below:

Evaluation Criteria	Points
Project Understanding and approach	30
Experience performing similar work on time and within budget	30
Cost	30
Timeline	10
Total	100

The City reserves the right to conduct in-person interviews, if necessary.

The System for Award Management (sam.gov) shall be used to verify contractors are not suspended or debarred before making an award.

Award/Notice of Intent to Award/Appeal Process

Award will be made to the qualified proposer whose bid will be most advantageous to the City with price and all other factors identified above considered. The City will negotiate with the highest ranked proposer to refine the scope for mutual satisfaction.

If the City cannot successfully negotiate a purchase with the highest ranked proposer, the City will terminate negotiations and begin negotiation with the next highest ranked proposer.

Proposers will receive e-mailed Award/Non-Award notification which will include the name of the proposer to be awarded this contract.

Proposers are advised that the City reserves the following prerogatives:

- To reject any and all bids; and/or
- To consider historic information and fact, whether gained from the proposer's bid or any other source, in the evaluation process; and/or
- The proposer is cautioned that it is the proposer's sole responsibility to submit information related to the valuation categories and the City is under no obligation to solicit such information if it is not included with the bid. Failure of the individual or firm to submit such information may cause an adverse impact on the bid evaluation.

Appeal of the RFP process or recommendation of award once the Notices of Award/Non-Award have been issued shall be as follows:

- Any protest shall be submitted in writing to:

**City of Angels City Administrator
Attn: Bid Manager
Angels Camp City Hall
200 Monte Verda Street, Suite B
Angels Camp, CA 95222**

- The protest must be submitted before 2:00 p.m. on the 10th business day following the date of the Notice of Award/Non-Award.
- The protest shall contain a complete statement of the basis for the protest, the name, address, telephone number and e-mail address of the person representing the protesting party.

- The procedure and time limits are mandatory and are the proposer's sole and excludes remedy in the event of a bid protest.

Proposer's failure to comply with these procedures shall constitute a waiver of any right to further pursue the protest, including filing a Government Code claim or legal proceedings.

Public Records Access

Submitted bids are subject to the California Public Records Act (California Government Code 6250 et seq.) and may be disclosed to members of the public upon request. It is the responsibility of the proposer to clearly identify information in their bids that they consider to be confidential under the California Public Records Act. To the extent that the City agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.

All information regarding the bids will be confidential until such time as the Review Committee has completed its evaluation and, or if, contract negotiations are complete.

Costs of Developing the Bid

All costs incurred in the preparation of a bid are the responsibility of each proposer and will not be reimbursed by the City.

Bid Terms and Conditions

It is the responsibility of each proposer to be familiar with all the specifications, terms and conditions of the Request for Proposals. By submission of a proposal, the proposer certifies that if awarded a contract, proposer will make no claim against the City based upon ignorance of or misunderstanding of the specifications.

Each proposer shall submit its proposal with the understanding that the proposal will become a part of the official file on this matter and shall be subject to disclosure, if requested by a member of the public, following the completion of negotiations.

By submitting a proposal, each proposer certifies that all statements in the proposal are true. This constitutes a warranty, the falsity of which shall include the right, at the County's option of declaring any contract made, as a result thereof, null and void. Proposals shall be completed, executed, and submitted in accordance with the instructions of this RFP and any applicable addendums issued. If a bid is not submitted in the format specified in this RFP, it may be rejected, unless the City determines that the nonconformity is either a minor irregularity or that the defect or variation in the bid is immaterial or inconsequential. The City may give the proposer an opportunity to cure any deficiency resulting from a minor irregularity or an immaterial or inconsequential defect, or the City may waive such deficiency, whichever is most advantageous to the City.

The City cannot accept bids from any individual currently employed with the City of Angels (California Government Code Section 29708).

GENERAL CONDITIONS

Contract Information

A. City of Angels

For a purchase contract with the City of Angels, a bid provider must meet the following, as applicable:

- Provide a federal Tax Identification Number (TIN) or Social Security Number
- Complete an IRS Form W-9
- Comply with all local, State and Federal rules, regulations, policies including, but not limited to:
 - Standard City contract language (**Attachment C**)
 - Insurance coverage including worker's compensation, general liability, auto liability and professional liability, unless waived by the City (See **Attachment C**)
- Meet the audit requirements for City expenditures if required in the above documents.

B. Term/Termination

The contract/purchase will be subject to termination by either party in accordance with **Attachment C**.

C. Successful Bid as Part of Contract Services

Bids received in response to this solicitation, at the City's discretion, may be incorporated into the awarded contract and may serve as basic terms and conditions for the ultimate contract. Therefore, proposers are advised that, if successful, they will be held responsible for levels of services proposed at the funding levels quoted. The City reserves the right to negotiate modifications or revisions to any awarded contract.

D. Funding Availability

It is mutually agreed that if the Federal, State or City budget for the current year and/or any subsequent years pursuant to this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the City shall have no liability to pay any funds to the Contractor or to furnish other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement. Contractor's assumption of risk of possible non-appropriation is part of the consideration of this Agreement. City budget decisions are subject to the discretion of the City Council. State budget decisions are subject to the discretion of the state legislature and governor. Federal budget decisions are subject to the discretion of Congress.

If funding for any fiscal year is reduced or deleted by the Federal/State/City budget for purposes of this program, the City shall have the option to either cancel this Agreement with no liability occurring to the City or offer an Agreement amendment to the Contractor to reflect the reduced amount.

E. Certifications, Hold Harmless, and Contract Template

Successful bidder(s) will be asked to certify compliance with the following and sign the contract template included in **Attachment C**.



This Agreement is made and entered into as of the 21st day of October, 2025 by and between the **CITY OF ANGELS**, a municipal corporation ("City") and CSG, ("Consultant").

RECITALS:

- A. Consultant is specially trained, experienced and competent to perform the special services which will be required by this Agreement; and
- B. Consultant possesses the skill, experience, ability, background, certification and knowledge to provide the services described in this Agreement on the terms and conditions described herein.
- C. City desires to retain Consultant to render professional services as set forth in this Agreement.

AGREEMENT

- 1. Scope of Services. The Consultant shall furnish the following services in a professional manner:
“Consultant shall perform the services described on Exhibit A which is attached hereto and incorporated herein by reference. Consultant shall provide said services at the time, place, and in the manner specified in Exhibit A, subject to the direction of the City through its staff that it may provide from time to time.”
- 2. Time of Performance. The services of Consultant are to commence upon execution of this Agreement and shall continue for a period of three years.
- 3. Compensation. Compensation to be paid to Consultant shall be no more than **\$32,300**. In no event shall Consultant's compensation exceed **\$32,300** per fiscal year without additional written authorization from the City. Payment by City under this Agreement shall not be deemed a waiver of defects, even if such defects were known to the City at the time of payment.
- 4. Method of Payment. Consultant shall submit monthly billings to City describing the work performed during the preceding month. Consultant's bills shall include a brief description of the services performed, the date the services were performed, the number of hours spent and by whom, and a description of any reimbursable expenditures. City shall pay Consultant no later than 30 days after approval of the monthly invoice by City staff.
- 5. Extra Work. At any time during the term of this Agreement, City may request that Consultant perform Extra Work. As used herein, "Extra Work" means any work which is determined by City to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without written authorization from City.
- 6. Termination. This Agreement may be terminated by the City immediately for cause or by either party without cause upon fifteen days’ written notice of termination. Upon termination, Consultant shall be entitled to compensation for services performed up to the effective date of termination.

7. Ownership of Documents. All plans, studies, documents and other writings prepared by and for Consultant, its officers, employees and agents and subcontractors in the course of implementing this Agreement, except working notes and internal documents, shall become the property of the City upon payment to Consultant for such work, and the City shall have the sole right to use such materials in its discretion without further compensation to Consultant or to any other party. Consultant shall, at Consultant's expense, provide such reports, plans, studies, documents and other writings to City upon written request by City. Consultant shall not be responsible for any unauthorized modification or use of such information for other than its intended purpose.
8. Consultant's Books and Records.
 - a. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to City for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant to this Agreement.
 - b. Consultant shall maintain all documents and records which demonstrate performance under this Agreement for a minimum period of three (3) years, or for any longer period required by law, from the date of termination or completion of this Agreement.
 - c. Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit, at any time during regular business hours, upon written request by the City Administrator, City Attorney, City Auditor, or a designated representative of these officers. Copies of such documents shall be provided to the City for inspection at City Hall when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available at Consultant's address indicated for receipt of notices in this Agreement.
 - d. Where City has reason to believe that such records or documents may be lost or discarded due to dissolution, disbandment or termination of Consultant's business, City may, by written request by any of the above named officers, require that custody of the records be given to the City and that the records and documents be maintained in City Hall. Access to such records and documents shall be granted to any party authorized by Consultant, Consultant's representatives, or Consultant's successor-in-interest.
9. Independent Contractor. It is understood that Consultant, in the performance of the work and services agreed to be performed, shall act as and be an independent contractor and shall not act as an agent or employee of the City. Consultant shall obtain no rights to retirement benefits or other benefits which accrue to City's employees, and Consultant hereby expressly waives any claim it may have to any such rights.
10. Interest of Consultant. Consultant (including principals, associates and professional employees) covenants and represents that it does not now have any investment or interest in real property and shall not acquire any interest, direct or indirect, in the area covered by this Agreement or any other source of income, interest in real property or investment which would be affected in any manner or degree by the performance of Consultant's services hereunder. Consultant further covenants and represents that in the performance of its duties hereunder no person having any such interest shall perform any services under this Agreement.

Consultant is not a designated employee within the meaning of the Political Reform Act because Consultant:

- a. will conduct research and arrive at conclusions with respect to his/her rendition of information, advice, recommendation or counsel independent of the control and direction of the City or of any City official, other than normal agreement monitoring; and

- b. possesses no authority with respect to any City decision beyond rendition of information, advice, recommendation or counsel. (FPPC Reg. 18700(a)(2).)
11. Professional Ability of Consultant. City has relied upon the professional training and ability of Consultant to perform the services hereunder as a material inducement to enter into this Agreement. Consultant shall therefore provide properly skilled professional and technical personnel to perform all services under this Agreement. All work performed by Consultant under this Agreement shall be in accordance with applicable legal requirements and shall meet the standard of quality ordinarily to be expected of competent professionals in Consultant's field of expertise.
12. Compliance with Laws. Consultant shall use the standard of care in its profession to comply with all applicable federal, state and local laws, codes, ordinances and regulations.
13. Licenses. Consultant represents and warrants to City that it has all licenses, permits, qualifications, insurance and approvals of whatsoever nature which are legally required of Consultant to practice its profession. Consultant represents and warrants to City that Consultant shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement, any licenses, permits, insurance and approvals which are legally required of Consultant to practice its profession.
14. Indemnity. Consultant shall indemnify and hold harmless City, its elected and appointed officials, officers, employees, and volunteers (collectively, "City") from losses, costs, liabilities and expenses for any damage, injury or death (collectively, "Liability") arising directly or indirectly from or connected with the services provided under this Agreement to the extent that such Liability is caused by the negligence or willful misconduct of Consultant, its officers, employees, agents, contractors, subcontractors, consultants, or any person under its direction or control and shall make good to and reimburse City for any expenditures, including reasonable attorneys' fees, the City may incur by reason of such matters. Consultant's obligations under this Section shall exist regardless of concurrent negligence or willful misconduct on the part of the City or any other person; provided, however, that Consultant shall not be required to indemnify City for the proportion of Liability a court determines is attributable to the negligence or willful misconduct of the City. The City acknowledges that this indemnity does not require the Consultant to provide an up-front legal defense to the City. This indemnification clause shall survive the termination or expiration of this Agreement.

Consultant further agrees to provide, at Consultant's expense, reasonable assistance to the City in responding to third party claims to the extent such claims implicate the quality of the Consultant's performance under this Agreement, which assistance shall include selection, management, and compensation of expert witnesses as necessary to substantiate or defend the quality of the Consultant's performance under this Agreement, as well as making Consultant's employees and project work product available as reasonably necessary to assist in the defense of such claims. This shall not preclude the City from recovering its reasonable attorneys' fees and defense costs in responding to third party claims to the extent such claims are found to have been caused by the Consultant's negligence or willful misconduct.

15. Insurance Requirements.

a. Commercial General Liability

- i. Vendor shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than two million dollars (\$2,000,000) per occurrence for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. Vendor's general liability policies shall be primary and

shall not seek contribution from the City's coverage, and be endorsed using Insu Office form CG 20 10 (or equivalent) to provide that City and its officers, officials, employees, and agents shall be additional insureds under such policies. For construction projects, an endorsement providing completed operations coverage for the additional insured, ISO form CG 20 37 (or equivalent), is also required.

- ii. Any failure to comply with reporting provisions of the policies by Vendor shall not affect coverage provided the City.
- iii. Coverage shall state that Vendor insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- iv. Coverage shall contain a waiver of subrogation in favor of the City.

b. Business Automobile Liability

- i. Vendor shall provide auto liability coverage for owned, non-owned, and hired autos using ISO Business Auto Coverage form CA 00 01 (or equivalent) with a limit of no less than two million dollars (\$2,000,000) per accident.

c. Workers' Compensation and Employers' Liability

- ii. Vendor shall maintain Workers' Compensation Insurance and Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000). Vendor shall submit to City, along with the certificate of insurance, a waiver of subrogation endorsement in favor of City, its officers, agents, employees, and volunteers.

d. All Coverages

- i. Each insurance policy required by the agreement shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced in limits except after thirty (30) days' prior written notice has been given to the City, except that ten (10) days' prior written notice shall apply in the event of cancellation for nonpayment of premium.
- ii. All self-insurance, self-insured retentions, and deductibles must be declared and approved by the City.
- iii. Evidence of Insurance - Prior to commencement of work, the Vendor shall furnish the City with certificates, additional insured endorsements, and waivers of subrogation evidencing compliance with the insurance requirements above. The Vendor must agree to provide complete, certified copies of all required insurance policies if requested by the City.
- iv. Acceptability of Insurers - Insurance shall be placed with insurers admitted in the State of California and with an AM Best rating of A- VII or higher.

16. Notices. Any notice required to be given under this Agreement shall be in writing and either served personally or sent prepaid, first class mail. Any such notice shall be addressed to the other party at the address set forth below. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to City:
 City of Angels
 Attention: Steve Williams, Interim City Administrator
 P.O. Box 667, 200 Monte Verda St., Suite B
 Angels Camp, CA 95222

If to Consultant:
 Cyrus Kianpour, PE, PLS
 President, CSG Consultants, Inc.
 cyrusk@csgengr.com

17. Entire Agreement. This Agreement constitutes the complete and exclusive statement of Agreement between the Agency and Consultant. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded in total by this Agreement.
18. Amendments. This Agreement may be modified or amended only by a written document executed by both Consultant and City and approved as to form by the City special counsel.
19. Assignment and Subcontracting. The parties recognize that a substantial inducement to City for entering into this Agreement is the professional reputation, experience and competence of Consultant. Assignments of any or all rights, duties or obligations of the Consultant under this Agreement will be permitted only with the express consent of the City. Consultant shall not subcontract any portion of the work to be performed under this Agreement without the written authorization of the City. If City consents to such subcontract, Consultant shall be fully responsible to City for all acts or omissions of the subcontractor. Nothing in this Agreement shall create any contractual relationship between City and subcontractor nor shall it create any obligation on the part of the City to pay or to see to the payment of any monies due to any such subcontractor other than as otherwise is required by law.
20. Waiver. Waiver of a breach or default under this Agreement shall not constitute a continuing waiver of a subsequent breach of the same or any other provision under this Agreement.
21. Severability. If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.
22. Litigation Expenses and Attorneys' Fees. If either party to this Agreement commences any legal action against the other party arising out of this Agreement, the prevailing party shall be entitled to recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses, and attorneys' fees.
23. Mediation. The parties agree to make a good faith attempt to resolve any disputes arising out of this Agreement through mediation prior to commencing litigation. The parties shall mutually agree upon the mediator and shall divide the costs of mediation equally. If the parties are unable to agree upon a mediator, the dispute shall be submitted to JAMS/ENDISPUTE ("JAMS") or its successor in interest. JAMS shall provide the parties with the names of five qualified mediators. Each party shall have the option to strike two of the five mediators selected by JAMS and thereafter the mediator remaining shall hear the dispute. If the dispute remains unresolved after mediation, either party may commence litigation.
24. Execution. This Agreement may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy hereof shall have been signed by both parties hereto. In approving this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

25. Authority to Enter Agreement. Consultant has all requisite power and authority to conduct its execute, deliver, and perform the Agreement. Each party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and to bind each respective party.
26. Prohibited Interests. Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
27. Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Consultant shall also comply with all relevant provisions of City's Minority Business Enterprise program, Affirmative Action Plan or other related programs or guidelines currently in effect or hereinafter enacted.

IN WITNESS HEREOF, the parties have caused this Agreement to be executed on the date first written

Section 10, Item B.

CITY OF ANGELS:

Consultant:

By: _____

Steve Williams,
Interim City Administrator

By: _____

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

ATTEST:

Michelle Gonzalez, City Clerk

SCOPE OF WORK

COVER LETTER

September 26, 2025

Amy Augustine, City Planner
City of Angels
P.O. Box 667
200 Monte Verda Street, Suite B
Angels Camp, CA 95222

Subject: Environmental Documentation for a Draft Greenhouse Gas Reduction Plan, City of Angels

Dear Ms. Augustine:

CSG Consultants (CSG) is pleased to submit this proposal to the City of Angels for the Draft Greenhouse Gas Reduction Plan environmental review. **It is our understanding that the proposed project involves environmental review for the Draft Greenhouse Gas Reduction Plan to be consistent with Section 15183.5 of the California Environmental Quality Act (CEQA) Guidelines. The attached scope of work, budget, and schedule assumes the preparation of an Initial Study, resulting in a Negative Declaration (IS/ND), in accordance with the CEQA Guidelines and requirements set forth by the City.**

CSG is an employee-owned company and works solely for public agencies, serving as a seamless extension of municipal staff. We currently furnish planning, environmental, sustainability, building and safety, fire prevention, code enforcement, public works, and a host of additional services to over 250 municipal clients throughout California.

Through our many years of service to our public agency clients, we have learned that key attributes a consultant can offer a client are expertise, experience, responsiveness, flexibility, and a solid understanding of community concerns. In addition to acting on these service principles, CSG has as a main objective – to focus on ensuring integrity and excellence in our analyses and processes, culminating in mutually beneficial solutions and the successful review of projects.

Our team for the assignment is led by Mr. Glenn Lajoie, AICP, Principal and Director of CSG's Environmental Planning Services. Mr. Lajoie has attained over 35 years of experience in the practice of environmental/CEQA review throughout California. Mr. Lajoie's background is wide ranging and includes development, infrastructure, and policy programs subject to both CEQA and NEPA clearances. Additional support is provided by Kathleen Gallagher, Principal and Senior Sustainability Manager of CSG's Sustainability Services, who has 30 years of experience in the practice of developing and implementing sustainability programs, including greenhouse gas inventories, climate action plans (CAPs), and CAP implementation and monitoring programs.

Our approach outlines a collaborative process, resulting in thorough, complete, and legally defensible documentation and processing. We are proud of our history of working closely with agency staff to effectively navigate the environmental compliance process, while being flexible and responsive. CSG's environmental services team has extensive experience with the public input process for environmental review pursuant to CEQA.

Thank you for the opportunity to submit our proposal for the Draft Greenhouse Gas Reduction Plan environmental review. We would welcome the opportunity to once again be of service to Angels Camp. CSG has previously provided Planning Staff Augmentation Services to the community, and it is further noted that CSG is currently an Environmental Planning on-call consultant for the Calaveras County Planning Department. Please do not hesitate to contact **Glenn Lajoie** if you have any questions or need clarification regarding the content of this proposal at **(714) 815-8124**, or via email at glennl@csgengr.com. As President, I am an official authorized to bind the firm to the commitments made in this proposal. We look forward to providing the City of Angels with environmental review services for this important project.

Sincerely,



Cyrus Kianpour, PE, PLS

President, CSG Consultants, Inc.

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B. Project Understanding and Approach

Introduction

CSG Consultants (CSG) is pleased to submit this proposal to the City of Angels to prepare an Initial Study/Negative Declaration and provide environmental review services in accordance with the California Environmental Quality Act (CEQA) for the proposed Draft Greenhouse Reduction Plan Project. Our team will work closely with City staff, from contract execution and project inception, through to public hearings and completion of the CEQA review process. The documentation and processing will be in accordance with CEQA, Public Resources Code 21000-21177, the State CEQA Guidelines (California Code Regulations, Title 14, Division 6, Chapter 3, Section 15000-15387), the City of Angels regulations, and requirements and procedures of any other responsible Public Agency with jurisdiction by law.

Project Understanding

CSG understands that the proposed project consists of the Draft Greenhouse Gas Reduction Plan (GHGRP). The intention of the environmental review for this project is to determine the GHGRP is adequate for CEQA tiering as a 'qualified plan'. A qualified plan allows a lead agency to analyze and mitigate potential environmental impacts related to greenhouse gas emissions at a programmatic level. Future projects can tier from the plan analysis, which allows for streamlined CEQA review of greenhouse gas emissions impacts for future public and private projects.

Approach

With authorization to proceed, we view the project kick-off meeting as a key component for setting up a successful project review. This meeting will serve as an opportunity to discuss expectations, responsibilities, and communications procedures. The initiation of the Initial Study process will involve a review of issues, constraints, project goals/objectives, as well as the overall schedule. Based on available project information, CSG will draft the Project Description for review.

The Initial Study will be prepared in accordance with Sections 15060 to 15065 of the CEQA Guidelines and Appendix G of the Guidelines, which address the topical areas of study. The Initial Study will include an Executive Summary, Introduction, and Project Description. The environmental analysis section will identify the existing conditions baseline for each topic, short-term and long-term potential environmental impacts, and conclude the level of significance for those impacts.

Once the Administrative Draft Initial Study is completed, CSG will schedule a call/meeting to review the findings of the Initial Study and to confirm the Negative Declaration CEQA clearance for the project. The Public Review Draft Initial Study/Negative Declaration will be circulated for a 30-day review period and will be followed by the Final Initial Study/Negative Declaration documentation. CSG will attend the public hearings to present the findings to the City's decision makers to consider and take action on the CEQA determination.

1.0 Kick-Off and Project Description

1.1 Kick-Off Meeting

The work program will be initiated with a kick-off meeting with City representatives and stakeholders to discuss the scope of the environmental review in greater detail. This initial meeting will be used to confirm the parameters of the analysis, information needs, scheduling, and overall communications. Prior to the kick-off, CSG will distribute an agenda and information needs memorandum. Upon completion of the kick-off meeting, CSG will prepare meeting minutes that detail action items for the CSG team, City staff, and stakeholders. With the receipt of detailed project information and feedback from the kick-off meeting, CSG will draft the preliminary Project Description (Task 1.3) and provide any updates to the master schedule for review and approval by City staff.

1.2 Data Collection

Following the kick-off meeting, CSG will prepare and submit a data request to obtain any further information needs. CSG will also obtain and review existing documents available from the City, including City Ordinances, the 2020 General Plan, the Zoning Code, the 2021 Greenhouse Gas Inventory, the Draft GHGRP, and other relevant documents required for the environmental analysis.

1.3 Project Description

The Project Description will detail the proposed project characteristics and agreements/approvals that are required, based on available information. This section will include a summary of the local environmental setting, existing General Plan, GHGRP, and Zoning. CSG will submit the draft Project Description to the City for review and approval. It is assumed the City will provide one set of consolidated, vetted comments to the CSG team. CSG will revise the Project Description to address comments provided and once finalized, the Project Description will be distributed and used by the CSG team. CSG assumes that once finalized, no significant modifications will occur to the Project Description.

2.0 Initial Study/Negative Declaration

2.1 Administrative Draft IS/ND

CSG will prepare an IS/ND in accordance with the CEQA Guidelines. The IS/ND will include detailed explanations of all checklist determinations and discussions of potential environmental impacts. The analysis shall be prepared in accordance with Public Resources Code Section 21080(c) and CEQA Guidelines Section 15060 to 15065 and Appendix G of the Guidelines. Each Environmental Topical Area of Study will consider applicable regulatory requirements and guidelines as appropriate, including the General Plan, General Plan EIR, the Municipal Code, and all applicable State and federal laws. The IS/ND will include an Introduction, the Project Description, and review for the following topical areas of Appendix G:

- Aesthetics
- Agriculture and Forestry Resources
- Air Quality
- Biological Resources
- Cultural Resources
- Energy
- Geology and Soils
- Greenhouse Gas Emissions
- Hazards and Hazardous Materials
- Hydrology and Water Quality
- Land Use and Planning
- Mineral Resources
- Noise
- Population and Housing
- Public Services and Recreation
- Transportation
- Tribal Cultural Resources
- Utilities and Service Systems
- Wildfire
- Mandatory Findings of Significance

2.2 Preliminary Draft IS/ND

This scope of work assumes that the City will provide one set of consolidated, vetted comments (with tracked changes in the Word file) on the Administrative Draft IS/ND. CSG will revise the document and provide the Preliminary Draft IS/ND as a Word file, with all changes presented in track changes to assist with the final check of the document. A PDF of the Preliminary Draft IS/ND will also be provided, including all exhibits.

2.3 Public Review Draft IS/ND

Following the review of the Preliminary Draft IS/ND, CSG will revise the document and prepare the Public Review Draft IS/ND for distribution. This task assumes that all substantive comments will have been raised as part of Task 2.2 above. Should hours spent on this task exceed costs identified within this scope of work, CSG will coordinate with City staff regarding the need for additional funds to incorporate all comments.

CSG will prepare the Public Review Draft IS/ND for a 30-day public review period. This scope of work assumes that CSG will provide the Public Review Draft IS/ND electronically for local distribution. CSG will prepare the Notice of Intent (NOI) and provide an electronic copy to the City. CSG will post the Public Review Draft IS/ND on the State Clearinghouse's online

portal, CEQAnet, and file the NOI, Summary Form, and Notice of Completion (NOC) to formally commence the 30-day review period.

This scope of work assumes the City will prepare and distribute the document to any identified responsible and trustee agencies and any other agencies that may be appropriate. This scope of work assumes the City is responsible for local distribution, including radius mailing, site postings, and newspaper noticing required for the project, including filing the NOI with the County Clerk's office.

2.4 Responses to Comments

Section 21091(d) of the CEQA Guidelines states that a Lead Agency must consider comments received on an IS/ND during the public review period. Although not required, CSG will respond to environmental review comments received during the 30-day public review period for the IS/ND. CSG will prepare thorough, reasoned, and sensitive responses to relevant environmental issues. The draft responses to comments will be prepared for review by City staff. CSG will address one complete set of comments and will provide revisions in track changes for ease of review.

The extent of public and agency comments that will result from the public review process is unknown at this time. Should the extent of responses to comments exceed the budget estimate, additional funding may be required. The scope of work does not assume any further supplemental technical studies or extensive analysis will be required for the response to comments. If it is determined that supplemental technical analysis is required, CSG will work with the City to determine the associated scope of work and additional funding required.

2.5 Final IS/ND

The Final IS/ND will consist of the Response to Comments and revisions to the IS/ND text, as determined necessary. To facilitate the review, CSG will format the Final IS/ND with underline text for any new or modified text, and "strike out" any deleted text. A "check copy" Final IS/ND will be provided for review and confirmation that the Final IS/ND is complete.

CSG will prepare the Notice of Determination (NOD) and file it with the SCH. This scope of work assumes City staff will prepare public notices for newspaper publishing and mailing as required and the City will file the NOD with the County Clerk's office within 5 days following final action. This scope of work assumes the City will be responsible for paying the County Clerk Processing fee.

3.0 Project Management and Meetings

3.1 Project Management

The CSG Project Manager, Mr. Glenn Lajoie, AICP will be responsible for the management and supervision of the Project Team. Mr. Lajoie will direct the preparation of the CEQA document, ensuring compliance with CEQA requirements, guidelines, and the City's CEQA procedures. Documentation will be prepared in a City-approved format and will undergo internal review to ensure that it is of high quality, per industry standards, and is legally defensible. Mr. Lajoie will coordinate with the City and/or other stakeholder representatives as well as internal support staff and word processing team members to achieve the timely completion of the CEQA document. Throughout the work program, the CSG team will serve as an extension of City staff and as a resource on CEQA and environmental review matters.

Monthly invoices will include the beginning and ending dates of the billing period, serial identification of progress bills, total contract amount, all costs (by task) incurred to date (actual and percentage), estimated completion percentage for each task, and financial information for each task for that billing period.

3.2 Project Meetings

Close coordination with staff is essential. CSG will participate in progress/project conference calls and/or meetings. CSG will confirm assumptions before finalizing the agreement for consultant services.

The following meetings are assumed:

- Kick-off meeting with City staff and stakeholder representatives (included in Task 1.1)

- Planning Commission and/or City Council meeting(s) (budgeting for one public hearing)
- Periodic project update calls and virtual meetings with City staff and other agencies, as applicable. This scope of work assumes 3, 30-minute long coordination meetings.

As part of this task, CSG will prepare meeting agendas and minutes for City review. Should the City determine that additional meetings beyond the meetings outlined above are necessary, this scope of work can be modified accordingly.

Deliverables

For budgetary purposes, the following is a breakdown of all product deliverables. This listing assumes all deliverables will be provided electronically. CSG can also provide a cost per document and can provide billing on a time and material basis, as requested.

Project Description

- *One electronic copy (in PDF and Word) of the draft project description*
- *One electronic copy (in PDF) of the project description*

Initial Study/Negative Declaration

- *One electronic copy (in PDF and Word) of the Administrative Draft IS/ND*
- *One electronic copy (in PDF and Word) of the Preliminary Draft IS/ND*
- *One electronic copy (in PDF) of the Public Review Draft IS/ND*
- *One electronic copy of the NOI*
- *SCH submittal package, including Public Draft IS/ND, NOA/NOI, summary form, and NOC to the SCH via CEQAnet*

Final Initial Study/Negative Declaration

- *One electronic copy (in PDF and Word) of the administrative draft Responses to Comments*
- *One electronic copy (in PDF) of the Responses to Comments*
- *One electronic copy (in PDF and Word) of the administrative draft Errata*
- *One electronic copy (in PDF) of the Errata*
- *One electronic copy (in PDF) of the “check copy” Final IS/ND (consisting of the Response to Comments and Errata)*
- *One electronic copy (in PDF) of the Final IS/ND (consisting of the Response to Comments and Errata)*
- *One electronic copy of the NOD*
- *SCH submittal package, including Final IS/ND and the NOD*

C. Project Experience

Our record of success with our clients is outstanding. CSG prides itself on completing projects on time and within budget, including those listed below. The following is a small sampling of CSG's Environmental Consulting Services projects and clients.

Planning Staff Augmentation and Environmental Review Services | City of Sonora, California

2021-Ongoing

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

2024-2029 Housing Element Update and Safety Element Update IS/ND | City of Sonora, California

CSG is preparing an IS/ND for the City's 2024-2029 Housing Element Update and Safety Element Update. The environmental review is ongoing.

On-Call Environmental Services | Calaveras County, California

2022-Ongoing

CSG serves as the County's on-call CEQA consultant for various development and infrastructure projects, including the Copper Valley Master Plan community's residential proposals in Copperopolis, as well as infill projects near San Andreas and Angels Camp.

Planning and Environmental Services | City of Plymouth, California

2023-Ongoing

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

ARCO Commercial Center and Car Wash Project IS/MND | City of Plymouth, California

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

Planning Services | City of Jackson, California

2022-2024

The City of Jackson contracted CSG to provide support for their Current and Long-Range Planning needs. The Current Planning duties include project reviews, acting as liaison between applicant and other City departments, processing and presenting projects for the City's Design Review Committee, Planning Commission and City Council's determinations, and reviewing CEQA exemptions and IS/MNDs prepared for public and private projects in the City. Long Range planning duties included assisting with the City's General Plan Update and Housing Element Update.

D. Cost

CSG's proposed budget for the IS/ND is provided below.

IS/ND – Budget

Task	Description	Cost
1.0 Kick-Off and Project Description		
1.1	Kick-Off Meeting	\$800
1.2	Data Collection	\$500
1.3	Project Description	\$1,000
Task 1.0 Subtotal		\$2,300
2.0 Initial Study/Negative Declaration		
2.1	Administrative Draft IS/ND	\$18,000
2.2	Preliminary Draft IS/ND	\$2,500
2.3	Public Review Draft IS/ND	\$1,600
2.4	Responses to Comments	\$600
2.5	Final IS/ND	\$2,000
Task 2.0 Subtotal		\$24,700
3.0 Project Management and Meetings		
3.1	Project Management	\$2,200
3.2	Project Meetings	\$2,400
Task 4.0 Subtotal		\$4,600
Direct Costs		\$700
TOTAL		\$32,300

Invoice Billing

Invoices will be submitted monthly and will identify project progress on a percent complete basis.

E. Timeline

CSG's proposed schedule for the IS/ND is provided below. CSG is committed to maintaining agreed upon schedules and will complete the IS/ND within the established timeframe.

Tasks	Week(s)
Task 1.0 Kick-Off Meeting and Project Description	1-2
1.1 Kick-Off Meeting	1
1.2 Data Collection	1
1.3 Project Description	1
City review of Draft Project Description	2
Task 2.0 Initial Study/Negative Declaration	3-14
2.1 Administrative Draft IS/ND	6
2.2 Preliminary Draft IS/ND	8 ¹
2.3 Public Review Draft IS/ND	9-13 ²
2.4 Responses to Comments	13 ³
2.5 Final IS/ND	14
Task 3.0 Project Management and Meetings	Ongoing
3.1 Project Management	Ongoing
3.2 Project Meetings	Ongoing
Hearing(s)	To Be Determined

Note:

¹ Assumes one week for City review of the Administrative Draft IS/ND.

² Assumes 30-day public review period.

³ Assumes one week for City review of Responses to Comments.

Appendix A

Resumes

Glenn Lajoie, AICP

PRINCIPAL, DIRECTOR OF ENVIRONMENTAL PLANNING

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

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

Education

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

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

Professional Affiliations

*American Planning Association
(APA)*

*Association of Environmental
Professionals (AEP)*

Relevant Project Experience

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

Kathleen Gallagher

SENIOR SUSTAINABILITY MANAGER, PRINCIPAL

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

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

Recent Project Experience

Integrated Waste Management Manager | South Bay Joint Powers Authority

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

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

Sustainability Program Manager | San Mateo County Jurisdiction

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

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

Education

University of Michigan

Ann Arbor, MI

Political Science/Environmental Resources

Financial Consultant Certification

Professional

Certifications/Affiliations

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

Skills

Implement High Impact Sustainability Programs

Develop Climate Action Plans

Energy Efficiency/Solar Project Development

SB 1383 Compliance

CalGreen Compliance

CalRecycle Compliance Reporting

Public Education & Outreach Development

Environmental Preferable

Purchasing Policy Development

Presentations to Elected Officials, Community Groups

Grant Writing/Grant Management

Awards

Beacon Award Winner

Sustainability Program

Implementation & Greenhouse Gas Emission Reductions-Silver Level

Kelli Allen

ENVIRONMENTAL PROJECT MANAGER

Ms. Allen serves as an Environmental Project Manager for CSG Consultants and is currently providing staff support to CSG clients. Ms. Allen has experience in the preparation of CEQA and NEPA documents, including EIRs, IS/(M)NDs, Categorical Exclusions, and safety elements. Ms. Allen has completed CEQA documentation for mixed-use developments, residential, commercial, retail, and industrial projects, and has conducted peer reviews of EIRs and IS/MNDs for commercial and residential development projects. Ms. Allen has experience drafting presentations and writing administrative CEQA documents, including Project Descriptions, Notices of Availability, Preparation, and Determination, and OPR summary documents.

Relevant Project Experience

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

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

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

Safety Element Update | City of Sonora, CA. Ms. Allen assisted in the preparation of a safety element update for the City of Sonora. The element evaluates the future hazard risks associated with fire, flood, seismic and geologic conditions, hazardous materials/wastes, emergency operations, human-caused hazards, critical facilities and infrastructure, evacuation, and climate change in Sonora. Ms. Allen also assisted in the preparation of the 2024-2029 Housing Element Update and Safety Element Update IS/ND.

Valley of the Sacred Heart Academy IS/MND | City of Dixon, CA. Ms. Allen is assisting in the preparation of an IS/MND to evaluate the potential environmental impacts of the development of an educational facility in the City of Dixon. The proposed project involves the development of a two-story, 11,539 square-foot educational center building with associated surface parking and landscaping improvements in the City's downtown area.

Education

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

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

*Wildlands Studies Belize Program
Concentration in Environmental
Conservation*

*Environmental Wildlands Studies
Environmental Field Survey
Wildlands Environment and
Culture,*

Western Washington University

Professional Affiliations

*Association of Environmental
Professionals Member*

Oscar Escobar

ENVIRONMENTAL PROJECT MANAGER

Mr. Escobar serves as an Environmental Project Manager for CSG Consultants and is currently providing support to CSG clients. As a member of the Environmental Planning team, he specializes in the preparation of California Environmental Quality Act (CEQA) environmental documentation, including categorical exemptions (CEs), initial studies (IS), negative declarations (ND)/mitigated negative declarations (MND), environmental impact reports (EIRs), and environmental assessments, and technical studies, including Phase I Initial/Environmental Site Assessments (ISA/ESA), Shade/Shadow Studies, and Visual Impact Assessments (VIA) for various environmental planning projects located throughout California.

Relevant Project Experience

Valley of the Sacred Heart Academy Project IS/MND | City of Dixon, CA. Mr. Escobar is assisting in the preparation of an IS/MND to evaluate the potential environmental impacts of the development of an educational facility in the City of Dixon. The proposed project involves the development of a two-story, 11,539 square-foot educational center building with associated surface parking and landscaping improvements in the City's downtown area.

Messick Bridge Replacement Project IS/MND | County of San Joaquin, CA.

Mr. Escobar assisted in the preparation of an IS/MND to evaluate the potential environmental impacts of the Messick Bridge Replacement Project. The proposed project would include the demolition of the existing Messick Road Bridge and construction of a new bridge over Mosher Creek. The replacement bridge structure would be 55 feet and 4 inches long and 29 feet and 6 inches wide, including 10-foot lanes and three-foot shoulders in each direction. The number of spans associated with the bridge would be reduced from the current three-span configuration to a single span. The proposed structure would be supported by abutments at each bank of the creek founded on Cast in Steel Shell (CISS) or Cast in Drilled Hole (CIDH) piles. Wing walls would be constructed adjacent to the abutments and rock slope protection would be placed along the exterior of each wing wall.

Chick-fil-A Silver Creek and Capitol Project IS/MND | City of San Jose, CA. Mr. Escobar assisted in the preparation of an IS/MND to evaluate the potential environmental impacts of the Chick-fil-A Silver Creek and Capitol Project. The proposed project would demolish an existing former O'Reilly Auto Parts retail building and construct a new Chick-fil-A restaurant with a dual drive-thru lane and associated surface parking. The Chick-fil-A restaurant would be a 3,565-square-foot, one-story building with 38 interior dining seats and 28 outdoor dining seats. The dual lane drive-thru would have a 21-vehicle stacking que capacity.

930 Commercial Street Project IS/MND | City of San Carlos, CA. Mr. Escobar is assisting in the preparation of an IS/MND to evaluate the potential environmental impacts of the 930 Commercial Street Project. The proposed project includes the removal of the two existing single-story industrial buildings and asphalt parking lots, in order to construct a new one-story, 48,370-square-foot automobile repair facility with associated surface parking and landscaping improvements. The facility would be designed to service and maintain a fleet of corporate gasoline-powered, light-duty vehicles, featuring a variety of amenities and spaces geared towards the industrial use.

Education

Master of Urban and Regional Planning (MURP), California Polytechnic State University, Pomona

Bachelor of Science in Environmental Management and Protection, California Polytechnic State University, San Luis Obispo

Professional Affiliations

Association of Environmental Professionals (AEP), Co-Vice President of Programs

American Planning Association (APA), Member

CITY OF ANGELS
CITY COUNCIL
RESOLUTION No. 25-85

Section 10, Item B.

A RESOLUTION OF THE CITY OF ANGELS CITY COUNCIL AWARDING A CONTRACT TO CSG TO PREPARE THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) ENVIRONMENTAL DOCUMENT FOR THE CITY OF ANGELS DRAFT GREENHOUSE GAS REDUCTION PLAN AND AUTHORIZING THE CITY ADMINISTRATOR TO SIGN ALL RELATED DOCUMENTS AND APPROVE CHANGE ORDERS NOT TO EXCEED A TOTAL CONTRACT AMOUNT OF \$45,000

WHEREAS, the City desires to prepare an environmental document to establish its Greenhouse Gas Reduction Plan as a CEQA Qualified Plan; and

WHEREAS, the City did release a request for proposals; and

WHEREAS, the City received three qualified proposals; and

WHEREAS, a committee reviewed and ranked the proposals; and

WHEREAS, CSG ranked the highest;

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Angels hereby:

1. Awards a contract to CSG to prepare the California Environmental Quality Act (CEQA) environmental document for the City of Angels Draft Greenhouse Gas Reduction Plan contingent upon the City Attorney approval of the contract and
2. Authorizing the City Attorney to make any potential minor amendments to the contract as may be necessary, and
3. Authorizing the city administrator to sign all related documents and authoring the City administrator to approve change orders not to exceed a total contract amount of \$45,000.

Passed and adopted this 21st day of October 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Michael Chimento, Mayor

Michelle Gonzalez, City Clerk



HOME OF THE JUMPING FROG



MEMORANDUM

City of Angels City Council

Date: October 21, 2025

To: City of Angels Planning Commission

From: Amy Augustine, AICP – City Planner

Re: **Ordinance 549: Re-introduce, waive the second reading by substitution of title, hold a public hearing and consider adopting an ordinance to address appointments to, and vacancies on, the Planning Commission**

RECOMMENDATION

Adopt Ordinance 549.

BACKGROUND

On August 5, 2025, the City Council adopted Resolution of Intent 25-54 (attached) as an interim measure before codifying procedures for filling vacancies, including planning commission vacancies. On October 7, 2025, the City Council introduced this ordinance and held a public hearing. No comments were received.

The purpose of this proposed ordinance is to codify what was established by Resolution 25-54 and reflects a long-standing City Council policy. Specifically, when Planning Commission vacancies are created after the expiration of a planning commissioner's term, that commissioner is allowed to continue serving until such time as a replacement is appointed by the City Council. This avoids the potential for delaying Planning Commission business and private development projects by ensuring that a quorum is present at monthly Planning Commission meetings.

ANALYSIS

Pursuant to Angels Municipal Code Section 17.90.040, decisions pertaining to code amendments shall be made upon the following findings of fact:

- A. The proposed change or amendment is consistent with the City of Angels Municipal Code; and
- B. The proposed change or amendment is consistent with the City of Angels General Plan; and
- C. The proposed change or amendment will not be substantially detrimental to the health, safety, or general welfare of the city.

Findings A– Consistency with the Angels Camp Municipal Code

The purpose of this amendment is to codify Resolution 25-54 and long-standing city policy to ensure the presence of a quorum at monthly Planning Commission meetings. Because this change ensures a mechanism allowing the Planning Commission to continue performing its duties as specified in Chapter 17.85 of the City of Angels Municipal Code, Finding A may be made.

Finding B – Consistency with the General Plan

Per Angels Municipal Code Section 17.85.020:

Duties of the planning commission shall be as follows:

A. To develop and maintain a comprehensive, long-term general plan for the physical development of the city of Angels planning area as provided by the California Planning and Zoning Law;

A functioning Planning Commission is vital to preparing, maintaining, and implementing the general plan. It is one of the Planning Commission’s primary duties as illustrated in the Angels Municipal Code. Because this code amendment ensures the ability of the Planning Commission to carry out those duties, despite a vacancy or vacancies, Finding B can be made.

Finding C. The proposed change or amendment will not be substantially detrimental to the health, safety, or general welfare of the city.

The proposed change is procedural only and has no change in the physical environment. It ensures that the Planning Commission can perform its duties as required pursuant to Chapter 17.85 of the City of Angels Municipal Code. Therefore, based on the nature of the proposed change, it does not affect the health, safety, or general welfare of the city.

Based on the preceding, Finding C can be made.

FISCAL IMPACT:

No funding is necessary for this proposed code amendment.

ENVIRONMENTAL FINDING:

The project is exempt from the state and City guidelines for the implementation of the California Environmental Quality Act (CEQA), pursuant to Section 15061(b)(3) which states that CEQA applies only to projects which have the potential for causing a significant effect on the environment (the common sense exemption). Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. As noted, the change is procedural and results in no physical (and therefore no significant) effect on the environment.

ATTACHMENTS:

- A. Resolution of Intent 25-54
- B. Ordinance 559 with proposed Code Changes

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANGELS
TO FORMALIZE APPROVING THE “HOLDOVER PERIOD” OR CONTINUATION OF
APPOINTEE’S SERVICE AFTER TERM EXPIRATION WHILE AWAITING THE FILLING OF
VACANT CITY BOARD, COMMISSION, OR COMMITTEE SEAT**

WHEREAS, many jurisdictions implement a “holdover period” where a commissioner or an appointee can continue to serve until a successor is appointed and qualified; and

WHEREAS, such a “holdover period” allows for a smooth transition and ensures the continuation of the commission’s work without interruption; and

WHEREAS, more importantly, the “holdover period” would help ensure the commission maintains a quorum and can continue its responsibilities as a legislative body; and

WHEREAS, the “holdover period” is a common mechanism implemented to ensure continuity in the operations of commissions, even when there are delays in appointing new commissioners; and

WHEREAS, the “holdover period” has been implemented as an unwritten rule in other municipalities and jurisdictions; and

WHEREAS, in the spirit of transparency, the City of Angels (CITY) wishes to formalize the implementation of the “holdover period” through this Resolution and

WHEREAS, the City intends to further formalize the implementation of the “holdover period” through the passage of an Ordinance.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Angels, the City Council approves the formalization of a “holdover period” which would allow for the continuation of quorum in Citywide boards, commissions, and committees.

AYES :
NOES :
ABSENT :
ABSTAIN :

Michael Chimento, Mayor

ATTEST:

**Michelle Gonzalez, Deputy City Clerk
for Rose Beristianos, City Clerk**



**CITY OF ANGELS
CITY COUNCIL
ORDINANCE 549**

**AN ORDINANCE OF THE CITY OF ANGELS CITY COUNCIL REVISING CHAPTER 17.85 OF
THE ANGELS MUNICIPAL CODE TO ADDRESS APPOINTMENTS TO, AND VACANCIES ON,
THE PLANNING COMMISSION**

WHEREAS, the City of Angels Planning Commission is required to develop and maintain a comprehensive, long-term general plan for the physical development of the city of Angels planning area as provided by the California Planning and Zoning Law in addition to multiple other duties as established in Chapter 17.85 of the City of Angels Municipal Code; and

WHEREAS, from time to time the planning commission may have one or more vacancies while the City Council gathers applications and interviews to fill vacancies for expired terms; and

WHEREAS, this may interfere with the ability of the planning commission to establish a quorum necessary to complete its duties; and

WHEREAS, the proposed code amendments are consistent with the City of Angels General Plan; and

WHEREAS, The proposed code amendments are consistent with the City of Angels Municipal Code; and

WHEREAS, the proposed code amendments will not be substantially detrimental to the health, safety, or general welfare of the city; and

WHEREAS, pursuant to the state and City guidelines for implementing the California Environmental Quality Act (CEQA), the proposed amendment is exempt from further review, pursuant to Section 15061(b)(3) which states that CEQA applies only to projects which have the potential for causing a significant effect on the environment (the common sense exemption). Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

WHEREAS, the City Council passed Resolution of Intent 25-54 on August 5, 2025, stating its intent to adopt this ordinance; and

WHEREAS, the City of Angels City Council did hold a public hearing on October 7, 2025, introducing the ordinance and set and held a second public hearing to consider adoption on October 21, 2025;

NOW THEREFORE BE IT RESOLVED that the City of Angels City Council hereby adopts Ordinance 549 in accordance with **Attachment A** based on the following findings:

1. The proposed code amendments are consistent with the City of Angels General Plan; and
2. The proposed code amendments are consistent with the City of Angels Municipal Code; and
3. The proposed code amendments will not be substantially detrimental to the health, safety, or general welfare of the city; but will, in fact, assist in protecting the health, safety, and general welfare of the community; and
4. Pursuant to the state and City guidelines for implementing the California Environmental Quality Act (CEQA), the proposed amendment is exempt from further review, pursuant to Section 15061(b)(3) which states that CEQA applies only to projects which have the potential for causing

a significant effect on the environment (the common sense exemption). Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

Section 2:

The foregoing Ordinance or a summary shall, before the expiration of fifteen (15) days of its passage, be published with the names of the Council members voting for and against the same once in a newspaper of general circulation printed and published in the County of Calaveras, State of California, and said Ordinance shall take effect and be in force thirty (30) days after the passage thereof.

The foregoing Ordinance was introduced at a regular meeting of the City of Angels City Council held on October 7, 2025, and passed and adopted as an ordinance of said City at a regular meeting of said Council held on October 21, 2025, by the following vote:

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

Michael Chimente, Mayor

Michelle Gonzalez, City Clerk



HOME OF THE JUMPING FROG

Add a new Section 17.85.035 VACANCIES**Chapter 17.85****PLANNING COMMISSION PROCEDURES, VACANCIES****Sections:****17.85.010 Name.****17.85.020 Duties.****17.85.030 Membership--Officers.****17.85.035 Vacancies****17.85.040 Committees.****17.85.050 Quorum--Majority vote--Appeals.****17.85.060 Meetings.****17.85.070 Agenda.****17.85.080 Procedural standards.****17.85.090 Required actions.****17.85.100 Planning projects.****17.85.105 Historical district sign review committee.****17.85.110 General conduct.****17.85.120 Policy.****17.85.130 Information for commissioners.****17.85.140 Information for public.****17.85.150 Applications and scheduling.****17.85.160 Legal notices.****17.85.170 Records.****17.85.180 Reports to city council.****17.85.190 Amendments.****17.85.035 Vacancies**

In the event of a vacancy on the Planning Commission due to an expired term, the commissioner may continue to serve in the expired seat until a replacement is appointed by the City Council.



CITY HALL

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

DATE: October 21, 2025

TO: City Council

FROM: Steve Williams, Interim City Administrator

RE: AGREEMENT – APPROVE AN AGREEMENT BETWEEN THE CITY OF ANGELS AND CSG FOR ON CALL BUILDING AND CODE ENFORCEMENT SERVICES

RECOMMENDATION:

Approve an agreement between the City of Angels and CSG for on-call Building and Code Enforcement services.

BACKGROUND:

CSG provided a range of services to the City of Angels until the City hired a Building and Fire Code Official/ Code Enforcement Officer in December 2024. With the employment of a full-time Building and Fire Code Official/ Code Enforcement Officer, the City continued to use CSG on an on-call, as needed basis.

DISCUSSION:

The City of Angels had an agreement with CSG for a variety of on-call services, including Building Official and supplementary Code Enforcement, until the agreement expired on June 21, 2025. The expiration of the previous agreement appears to have been an oversight as the need for these on-call, as needed services remains.

At the request of the City, CSG provided a proposal for continuing the services previously provided on an on-call, as needed basis. The proposal is included as Attachment “A” to this staff report.

Staff prepared an agreement modeled primarily after the former (expired) agreement. One small but significant addition is included in Section 2 (Time of Performance). This addition allows for one (1) year extensions upon written mutual agreement beyond the initial three (3) year period of the agreement.

The City Attorney has reviewed the agreement.

CSG has reviewed the agreement

This agreement is necessary to continue to provide certain services within the City of Angels.

FISCAL IMPACT:

Compensation under this agreement shall not exceed \$50,000 per fiscal year. These funds are already allocated within the approved FY25-26 adopted budget. No additional funds are requested.



ATTACHMENTS:

Attachment “A” – Proposal for Services
Attachment “B” –Agreement



PROPOSAL TO THE

Section 10, Item D.

City of Angels Camp

FOR
BUILDING & CODE ENFORCEMENT SERVICES



930 Fresno Street
Newman, CA 95360

209.862.9511 phone
209.862.1079 fax

www.csngengr.com



Employee-Owned

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Cover Letter

SECTION

1

October 10, 2025

Steve Williams (Interim City Administrator)
City of Angels Camp
Code Enforcement Division
200 Monte Verda St. #B
Angels Camp, CA 95222

Subject: Proposal for Building & Code Enforcement Services

Dear Mr. Williams,

On behalf of **CSG Consultants, Inc. (CSG)**, thank you for the opportunity to submit our proposal to the City of Angels Camp City) for Building and Code Enforcement Services. Having collaborated with the City in the past, we look forward to working alongside the City in any capacity where our services would be beneficial to the community.

CSG shares a common goal of maintaining community safety and wellbeing in the City, facilitated by the resolution of code violations in a fair and efficient manner. For more than 30 years (since 1991), CSG has been providing consulting services solely to public agencies throughout the state of California. We currently furnish code enforcement, building and safety, public works, plan check, planning, and fire prevention as well as additional services to over 250 clients throughout the west. Below is a select list of public agencies where CSG has provided building and/or code enforcement services:

- | | |
|---------------------|---------------------------|
| • City of Stockton | • City of Sonora |
| • City of Elk Grove | • City of Mountain House |
| • City of Gustine | • City of Los Banos |
| • City of Hercules | • City of Larkspur |
| • City of Modesto | • City of Campbell |
| • City of Patterson | • City of San Rafael |
| • Town of Woodside | • Town of Los Altos Hills |

Lee Holt, CCEO, will serve as the primary contact and project manager and brings more than 25 years of public agency experience. Her contact information is as follows:

Lee Holt, CCEO | Code Enforcement Manager/Primary Code Enforcement Contact
(650) 522-2500 *office* | (650) 245-7122 *cell* | leeh@csgengr.com *email*

Crickett Brinkman | Regional Operations Director/Primary Building Services Contact
(209) 862-9511 *office* | (209) 595-7103 *cell* | crickettb@csgengr.com *email*

Please feel free to contact Ms. Holt or Ms. Brinkman with any questions or comments you may have regarding our proposal. Our personnel excel at working alongside City staff and residents to promote remain safe, healthy, and vibrant communities. We look forward to partnering with the City in this capacity, and to serving the community of Angels Camp together.

Sincerely,



Cyrus Kianpour, PE, PLS
President, CSG Consultants



Employee-Owned

Company Overview

SECTION

2

CSG CONSULTANTS

CSG Consultants, Inc. (CSG) is an employee-owned California company with its headquarters in Foster City, CA. Additional support is available from our other offices in Newman, San Jose, Pleasanton, Sacramento, Paso Robles, and Orange. Founded in 1991, **CSG performs work solely for public agencies**, eliminating the potential for conflicts of interest between developers and agencies. In this way, we can focus exclusively on the specific needs of our municipal clients. **No subconsultants will be utilized for this work, solely CSG staff.**

NAME OF FIRM: CSG Consultants, Inc.

PRIMARY CONTACTS: **Lee Holt** | Code Enforcement Manager
(650) 522-2500 *phone* • (650) 245-7122 *mobile* | leeh@csgengr.com *email*
Crickett Brinkman | Regional Operations Director
(209) 862-9511 *phone* • (209) 595-7103 *mobile* | crickettb@csgengr.com *email*

HEADQUARTERS: 550 Pilgrim Drive, **Foster City**, CA
(650) 522-2500 *phone* • (650) 522-2599 *fax* | www.csgengr.com

REGIONAL OFFICES: 930 Fresno Street, **Newman**, CA 95360
2150 River Plaza Drive, Suite #255, **Sacramento**, CA 95814
3150 Almaden Expressway #255, **San Jose**, CA 95118
3875 Hopyard Road, Suite 141, **Pleasanton**, CA 94588
806 9th Street, Ste 2A, **Paso Robles**, CA 93446
3707 W. Garden Grove Boulevard, Suite 100, **Orange**, CA 92868

YEARS IN BUSINESS: 34 • Founded in 1991

OWNERSHIP: Employee-Owned

EMPLOYEES: 350+

TYPE OF BUSINESS: California Corporation • Incorporated June 15, 2000 • Federal ID: 91-2053749

The CSG Consultants Team Works for You



Qualifications of Team

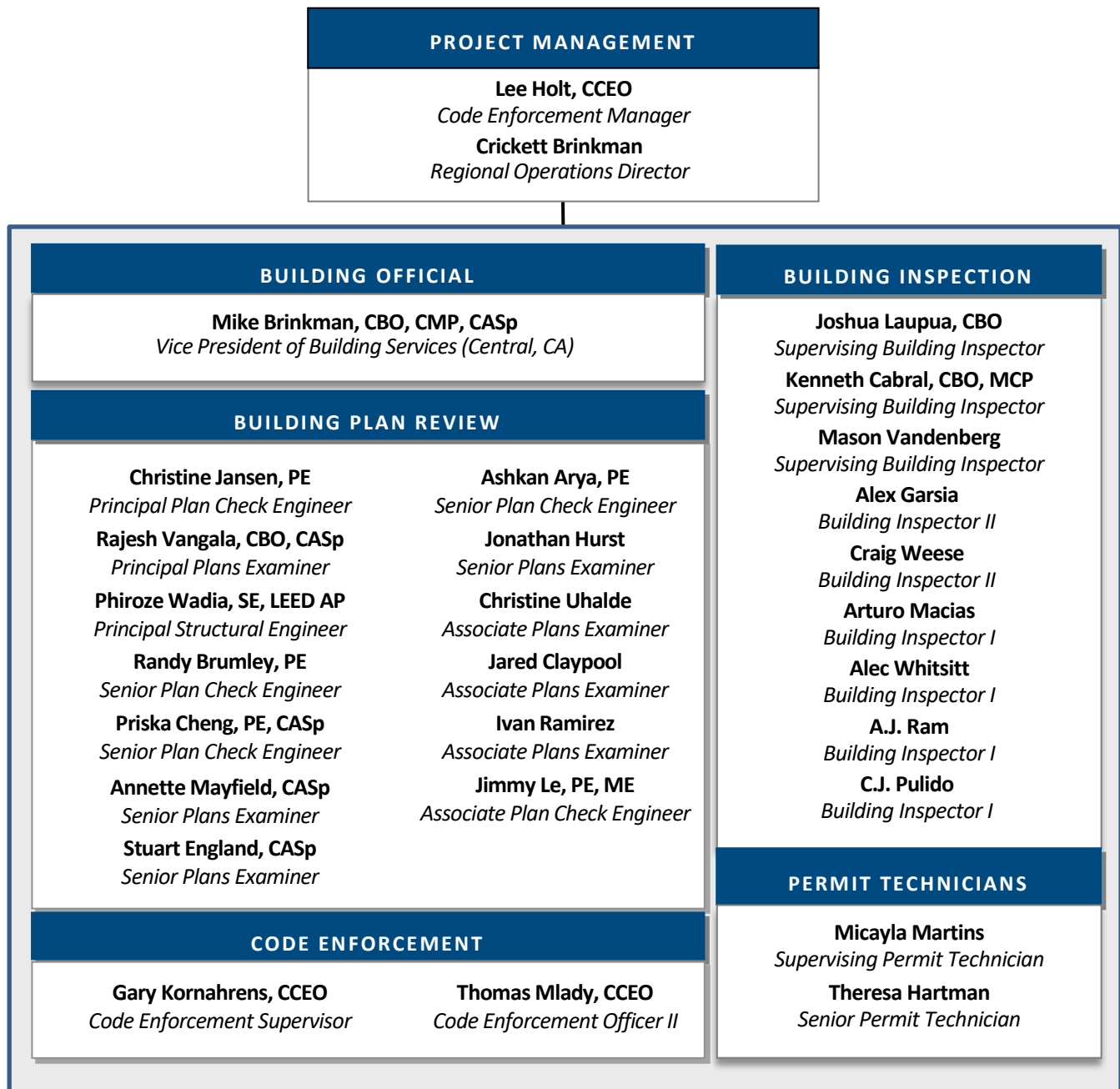
SECTION

3

ORGANIZATIONAL CHART

CSG offers the following staff resources and organizational structure for the City. **Lee Holt** (Code Enforcement Manager) and **Crickett Brinkman** (Regional Operations Director) will serve as the primary contacts for the City and, in conjunction with the City's Project Manager(s), will allocate appropriate levels of resources and will ensure that work is comprehensive, accurate, and meets the City's needs. **No subconsultants will be used for this contract.**

Resumes with detailed qualifications of proposed key staff members are provided in the appendix.



Scope of Services

SECTION

4

BUILDING PLAN REVIEW SERVICES

Our team of professionals is ready to assist in all aspects of plan review and to focus on the special needs and requirements of each of our clients. We pledge thorough and accurate reviews and prompt turnaround times and offer proven digital plan review services and comprehensive online status reports. CSG serves as an active partner, working as a seamless extension of our public agency clients in performing the requested services and working closely with the development community and public as directed.

Compliance Standards

Our engineers and plan reviewers carefully review all plans and documents for compliance with building codes, fire codes, energy conservation standards, and accessibility regulations adopted by the State of California, and all local policies and ordinances including but not limited to:

- ▮ California Building Code, Volumes 1 and 2
- ▮ California Residential Code
- ▮ California Electrical Code
- ▮ California Plumbing Code
- ▮ California Mechanical Code
- ▮ California Fire Code
- ▮ California Energy Code
- ▮ California Green Building Standards Code (CALGreen)
- ▮ California Existing Building Code
- ▮ California Health and Safety Code
- ▮ National Fire Protection Association (NFPA) Standards as adopted and referenced by the State of California (California Code of Regulations, Title-19)
- ▮ State Historical Building Code
- ▮ NPDES/WQMP/SWPPP Compliance
- ▮ Local adopted ordinances and amendments relative to building, fire and municipal codes, including project Conditions of Approval from other agency departments, divisions, and regulating agencies



Digital Plan Review



CSG has been providing digital plan review services for over 20 years, leading the consultant field with this ground-breaking service. All paper plans submitted to CSG for building and fire plan review are immediately scanned into digital files and stored on CSG's servers for quick and easy access by both our clients and our plan reviewers.

Our plan reviewers furnish electronic versions of their plan comments conforming to each client's established correction list templates. Any additional forms utilized by the agency will be incorporated into the correction comments and returned with the appropriate

recommendations. Plan check comments can be delivered electronically by email or other agency-approved means, enabling staff to immediately modify CSG's checklist for incorporation with other department comments. We provide convenient, environmentally friendly digital storage of all construction-related documents, and on request, can provide clients with a set of digitally scanned plans at no additional cost.

CSG's staff is well versed in electronic plan review programs such as ProjectDox, ComDev/TRAKiT, Bluebeam Studio, and other software utilized by client agencies.

In addition, for jurisdictions requesting a pure digital plan review workflow, we can enable an applicant to submit digital files—**with no size limitations**—directly to CSG via our web-based application. Our application includes an online portal for the applicant/jurisdiction to retrieve comments and marked-up digital plans including redlines. Importantly, this service tracks the status of all submittals and re-submittals until the plans have been approved. Key features of our digital plan review service include:

- Efficient.** Plans are pushed to plan review staff the same day they are received.
- User-friendly.** CSG developed its own online portal specifically to manage the electronic file submittal process. Through use of this interface, the applicant is no longer faced with size restrictions on email attachments or required to learn complex file transfer settings.
- Proven.** We have provided a digital plan review option to our clients for over 20 years.
- Non-Proprietary.** CSG’s electronic review process is **100% PDF-based** with no additional software required to view redlines.

All paper plans submitted to CSG are immediately scanned into digital files for quick and easy access by our clients and plan reviewers.

Online Plan Check Status

CSG offers a convenient service allowing clients to check plan review status and comments online. By accessing our secure Plan Check Status website, agency staff as well as authorized applicants can view their project documents and plans and communicate with the specific plan checker via e-mail. Staff and authorized applicants can download comments upon completion of the plan check.

Plans Pickup and Delivery

CSG will coordinate pickup and delivery of plans and other materials from/to the agency via CSG personnel or an approved alternative service.

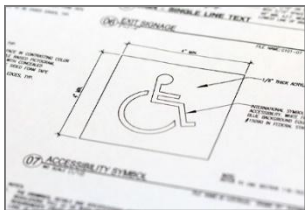
Green Building and LEED Accreditation

Our Building Division team is experienced in plan review and inspection for compliance with CALGreen and local green building ordinances and includes LEED Accredited Professionals. In addition, CSG Consultants has the qualifications necessary to assist with both the development of policy and the implementation of green and sustainable building practices. CSG’s Sustainability Programs division can assist, for example, with construction and demolition debris recycling programs and public outreach to the building industry.

OSHDP-3 Reviews

Our professional engineers and certified plans examiners have successfully completed OSHPD 3 plan reviews for multiple client agencies.

CASp Plan Review Services



We understand California Building Departments are required to have CASp certified staff in place and available for technical questions and interpretations. Our CASp certified team members are knowledgeable of state and federal accessibility laws and regulations and possess the expertise necessary to promote access to facilities for persons with disabilities. In accordance with current regulations, CSG can provide CASp certified professionals to review plans for accessibility and to facilitate compliance with regulations.

CASp Consultation Services

To facilitate the City’s compliance with current rules and regulations, CSG will provide a CASp certified professional for technical questions and interpretations and to perform accessibility compliance inspections upon request.

Third-Party Plan Review Services

Subject to the Building Official’s approval, CSG can offer comprehensive, cost-effective **third-party plan review services** to our public agency clients on projects for which applicants may be seeking plan review turnaround times that cannot be readily accommodated by building department staff. Under such third-party agreements, and the agency’s approval, CSG negotiates plan review fees and review schedules directly with the permit applicant, with CSG’s fees paid by the applicant.

BUILDING PLAN CHECK TURNAROUND TIMES

CSG strives to provide the highest quality and most timely service in the industry. We take pride in maintaining the requested review times for all our clients—even delivering faster than our own deadlines. Our goal is to approve code-complying projects and to move work quickly and successfully through jurisdictional processes. CSG will ensure that all building and safety duties and follow-up actions will be performed in a timely and responsive manner.

The following are CSG's proposed plan check turnaround times:

TYPE OF REVIEW	INITIAL REVIEW (BUSINESS DAYS) ²	RE-CHECK (BUSINESS DAYS) ²
Residential New Construction	10	5
Residential Additions	10	5
Small Residential Remodels	10	5
Commercial New Construction & Large/Complex Projects ¹	15	10
Commercial Additions	10	5
Small Commercial Remodels/Tenant Improvements	10	5
Residential Solar	7	5
Commercial Solar	10	5
Expedited ¹	5-10	5

¹Turnaround time may vary with the complexity and magnitude of the project. If a review is anticipated to take longer than the maximum turnaround time, CSG will notify the City's representative and negotiate additional time required to ensure an appropriate level of review.

² The number of working days associated with the plan check turnaround time is based on time of project submittal. The first working day will be the day the project is received by CSG if submitted by 12:00 PM (Noon). For a project that is received by CSG after 12:00 PM, the first working day will be the next business day.

Note: Turnaround times for housing projects subject to State streamlining will comply with State law. This includes, but is not limited to, ADU's, SB 9 units, SB 35, by-right and ministerial housing projects.

Expedited Plan Check Services

At the City's request, we can perform plan check services on an accelerated schedule based on the fees indicated in our fee schedule.

Office Hours and Meeting Availability

CSG plan checkers are available for inquiries anytime during normal business hours via phone or email, Monday through Friday. Our plan checkers can typically respond to the City for all questions or requests generated during any plan review on the same day, but no later than the following day a request is received. To assist the City, we can also meet in-person with City staff and project stakeholders or can utilize video conferencing with all parties involved.

Pre-Design Consultation

Additionally, we recognize the value of pre-design consultation with prospective applicants for large/complex projects and are available to provide this service at no additional cost. Our designated Project Manager and/or technical staff will be available in-person or virtually for consultation and meetings with a reasonable lead time.

BUILDING OFFICIAL SERVICES

CSG's Building Officials are certified and have extensive building industry experience. They have the proven skills, technical knowledge and a well-rounded approach to performing Building Division administration and providing management oversight and direction to plan reviewers, inspectors, and permit technicians. Our Building Officials are well-known for their consummate customer service skills and successful identification of solutions through innovative problem solving. They can be available full-time or part-time as needed. CSG's Building Officials have expertise in providing the following services and can easily adapt to other requests as needed:

- *Building Official Administration, including addressing complex Building Code issues, code interpretation, and resolution of inquiries and complaints*
- *Rapidly familiarizing themselves with local code amendments*
- *Applying knowledge of all aspects of the California Building Codes and local amendments*
- *Making determinations on the approval and use of alternative materials and methods*
- *Staying abreast of ongoing changes to applicable state and federal laws through long-standing industry relationships and associations*
- *Providing technical assistance and educating stakeholders*
- *Building and maintaining relationships with other departments and agencies*
- *Participating in pre-development reviews and providing comments*
- *Processing Planning Commission and Council staff reports*
- *Attending Planning Commission and Council meetings*

BUILDING INSPECTION SERVICES



CSG provides fully integrated, multi-disciplined building inspection services for residential, commercial, and industrial projects. Our inspection personnel have an outstanding mixture of technical expertise and experience in all construction types. We provide experienced, ICC certified inspectors who work with a team approach to ensure compliance with applicable codes and requirements and provide solutions to mitigate potential risks and safety hazards. Using well-honed customer service and communication skills our inspectors excel at educating stakeholders to keep projects moving forward. Our inspectors also utilize current technologies and equipment to view plans and documents, research related code requirements, document field conditions and progress, and share that information with stakeholders while in the field. Key services include but are not limited to the following:

- *Providing inspection services to ensure project compliance with State adopted codes and local amendments including building, electrical, mechanical and plumbing codes*
- *Offering code interpretation and education*
- *Seamlessly integrating into client organizations and consistently enforcing policies and procedures*
- *Addressing and resolving inquiries*
- *Maintaining records and files*
- *Providing all vehicles, fuel, maintenance and other equipment necessary for inspectors to carry out duties.*

CASp Inspection Services

To facilitate the City's compliance with current rules and regulations, CSG will provide a CASp certified professional for technical questions and interpretations and to perform accessibility compliance inspections upon request.

OSHDP-3 Inspection Services

CSG offers OSHDP-3 certified inspectors who can conduct thorough inspections of these facilities.

PERMIT TECHNICIAN SERVICES



CSG has highly qualified staff available to provide Permit Technician services. These frontline, first-response services are vital to the success of the entire building and safety permit process as they often set the tone for the applicant whether a homeowner, contractor, or design professional. CSG handpicks exceptionally qualified personnel who can function as seamless extensions of the agency's team, understand the importance of exemplary customer service, and have knowledge of the inner workings of building departments and thorough familiarity with the building application and permit process.

CSG's permit processing staff is trained in customer service and helping to facilitate and expedite the permit process. Our staff members can perform quick assessments of each customer's needs and ensure that they are served appropriately. They are familiar with State Contractors License Law and ensure that permits are issued to properly licensed contractors. CSG's permit technicians are also familiar with multiple permit software systems and will quickly gain proficiency with the software that has been customized for the City. Our staff is knowledgeable and experienced with permit processing functions including:

- *Providing the public with appropriate forms and handouts*
- *Processing permit applications and issuing permits using the City's software*
- *Accepting plans, documents, structural calculations and energy reports for permit processing*
- *Routing plans to building and other departments and agencies*
- *Performing document control, ensuring permit file integrity, and maintaining status of plans and documents during the permit process.*
- *Preparing plan check letters to be sent to applicants*
- *Assisting the public with completing applications and other required forms*

CODE ENFORCEMENT SERVICES



Code enforcement activities are a crucial service to ensure not only public health and safety, but also to enhance economic development throughout a community. Blighted conditions such as graffiti on public and private properties, illegal dumping, vacant lots, overgrown vegetation, deteriorated building exteriors, missing or broken windows and screens, foreclosures, illegal signs, and inoperable vehicles all contribute negatively to a community's image and promote deterioration. Municipal Code standards are enforced to ensure that communities remain attractive, inviting, and safe. Well-kept communities help to maintain or increase

values, discourage crime, encourage quality development while preserving the overall quality of life in the community. Additionally, supportive education of community members plays an essential role in a jurisdiction's ability to self-regulate and reduce program demand.

OUR APPROACH TO WORK

CSG and its Code Enforcement Officers are driven to provide a high standard of performance and program delivery. In delivery of their services, CSG staff apply knowledge gained from extensive and varied experience across multiple agencies, cultural understanding and sensitivities, and technical proficiency gained from certifications including PC 832 (Arrest Search and Seizure), CPTED (Crime Prevention Through Environmental Design), California Association of Code Enforcement Officers (CACEO), or equivalent. We also achieve efficiencies in service through maintaining computer literacy with software applications including Central Square (TrakIt), Accela, iWorQ, Tyler, Microsoft Office Suite, and other code enforcement databases and supportive platforms. Our staff seamlessly integrate with an agency's code enforcement team, demonstrating professionalism through clear communication, adaptability, motivation, efficiency, and approachability. As part of their normal duties, CSG officers enforce state/local laws; issue Administrative Citations; author reports, can testify at hearings, and perform other duties as may be required.

TAILORED SERVICE AND DELIVERY

CSG's Code Enforcement team works to align our services with our client agency's needs and within the legal framework of the jurisdiction and industry. Our Approach is to identify and provide the best suited CSG officer(s) for each client's needs. Our officers all bring flexibility and adaptability along with transferable knowledge from work in a variety of settings. We are known for our team-orientated approach and the ability to seamlessly integrate within a jurisdiction's framework. We effectively coordinate with agency staff, include Building, Planning, Community Development, Police, Fire, Legal, Finance, as well as partner agencies.

INTERPERSONAL SKILLS AND APPROACH

A significant portion of our work stems from our interactions and education within communities and with individuals. We emphasize education and promote voluntary compliance with all responsible parties and assist in creating pathways and benchmarks for success. Our officers communicate, collaborate, and respectfully interact with staff and the community. We pride ourselves in our approach, by addressing people with respect, integrity, compassion, and from an ethical foundation. Identification of Code Violations. While each officer has their own background and style, to be successful in their duties, all of team members are articulate, coachable, driven, relatable, and effective.

COMPREHENSIVE CODE ENFORCEMENT SERVICES



CSG provides tailored Code Enforcement services to a wide variety of jurisdictions throughout California. Our work includes - development, implementation, and staffing for general and specialized code enforcement programs based on each community's specific needs. We also offer program review and code enforcement management services. Our officers maintain accurate records, follow up with stakeholders, and provide effective enforcement to ensure public health and safety. General code enforcement activities include but are not limited to inspections, investigative work, responding to calls for service, preparing and processing all required notifications, and providing

appropriate documentation. Our skilled and experienced staff interpret and enforce provisions of the Building, Zoning, Fire, Housing, Nuisance and Property Maintenance, and state and local codes. We also address special issues related to short term rentals, illicit massage, and other identified concerns within the community.

GENERAL CODE ENFORCEMENT SERVICES

Code Enforcement Officers work to identify violations, engage stakeholders and responsible parties to correct code violations. Examples of violations we address and enforce include:

- *Building codes*
- *State health & safety codes*
- *Zoning provisions*
- *Public nuisances*
- *Fire codes*
- *Housing codes*
- *Property Maintenance concerns*
- *Other applicable codes*

Our skilled and experienced Code Enforcement Officers are adept at delivering multiple aspects of code enforcement. Although a majority of our results are gained by voluntary compliance, our services include a full range of code enforcement activities, including:

- *Bringing flexibility and transferable knowledge from various jurisdictions*
- *We are team oriented and collaborate with staff, partner agencies, and communities*
- *Conducting respectful and thorough site inspections and follow up*
- *Educating the public and stakeholders regarding the regulations and due process*
- *We complete all required documentation*
- *Communicate with and encourage individuals to gain voluntary compliance*
- *Utilize administrative remedies including notices of violation and citations*
- *Presenting evidence at administrative hearings -*
- *Preparing staff reports, as well as committee and City Council presentations*
- *Coordination of activities with multiple departments, both internally and externally*
- *Review and process license and permit applications*
- *Coordination with contractors for services such as demolitions, clean-ups, fencing, and emergency boarding.*
- *Provide supportive documentation to legal counsel and make court appearances as necessary*
- *Prepare documentation for recovery costs*

CSG can review existing code enforcement programs to identify inefficiencies and help update appropriate policies and procedures. This may include possible changes or updates to the code, process management, procedures manuals, or structural realignment to facilitate the mission of the code enforcement unit.

FOCUSED CODE ENFORCEMENT SERVICES

CSG can tailor and provide a vast menu of customizable approaches and service for client agencies. Our team offers assistance in developing and implementing a wide variety of specialized programs aimed at addressing each community's unique needs. These programs include responding to economic, technological, and environmental influences. We address specific topic related issues and concerns designed for community safety and conformance.

COMMERCIAL CORRIDOR ENHANCEMENT

CSG can support communities with a focus on commercial corridors through education, neighborhood preservation, and beautification. We address issues such as blight, signage, property maintenance, graffiti, and other visually detracting elements of a designated area. Our approach emphasizes building relationships in the community to achieve compliance. We work collaboratively with property and business owners to address violations and any required corrective measures. We can incorporate principles of Crime Prevention Through Environmental Design (CPTED) to address concerns regarding lighting, visibility, and access.

CODE ENFORCEMENT SUPERVISION

CSG can provide interim staffing to oversee an agency's code enforcement personnel and day-to-day activities ensuring, for example, that procedures are followed, caseloads are managed effectively and that code enforcement officers work fairly and consistently with property owners and reporting parties. Our personnel are adept at serving as liaisons for code enforcement units when interacting with members of other departments. CSG Code Enforcement Managers may be called upon to attend department meetings, committee meetings and County Council meetings as a code enforcement program progresses. They can also be available to assist code enforcement officers, law enforcement and other County staff as well as representatives of other agencies on field visits when needed.

FIELD TRAINING OFFICER (FTO)

Well trained and knowledgeable officers are essential to a productive, efficient, and-successful Code Enforcement program. Recognizing this, CSG is implementing a process influenced by Peace Officer Standards and Training (POST) guidelines for officers. This includes a POST certified FTO, trained both as a certified trainer and as a program administrator. CSG offers agencies this same process to facilitate uniformity, structure, and alignment. Additionally, this advanced level of oversight and training will reduce jurisdictional liability and increase performance.

HOUSING INSPECTIONS

Upon request, CSG will conduct inspections in response to complaints about substandard housing consistent with Health and Safety Code Section 17900. Services could include contacting property owners and tenants, conducting inspections, documenting violations, and monitoring repairs.

DANGEROUS BUILDINGS AND PUBLIC NUISANCES

CSG will assist the City and support the Building department in administering the Uniform Code for the Abatement of Dangerous Buildings and Nuisance Chapter of the Municipal Code, including the following services:

- *Conduct preliminary investigations of conditions of property and make initial contact with tenants and property owners as appropriate;*
- *Prepare courtesy notices and warning letters as appropriate;*
- *Conduct inspections and prepare documentation of violations;*
- *Prepare inspection warrants if necessary in order to gain access to conduct inspections;*
- *Prepare "Compliance Orders" and "Notice and Orders;"*
- *Organize appeal hearings if needed;*
- *Conduct follow-up inspections to monitor compliance with "Compliance Orders" and "Notice and Orders;"*

- *Provide support to legal counsel including preparation of declarations and documentation suitable for submission to Court;*
- *Make Court appearances as necessary; and*
- *Prepare documentation for recovery of costs through administrative penalties and recordation of liens.*
- *Appearing as expert witnesses*

HEARING OFFICER SERVICES

If requested, CSG will assist the City with an on-call or designated Administrative Hearing Officer providing the following services:

- **Conducting Administrative Hearings:** *CSG's Hearing Officer will preside over administrative hearings and ensure proper conduct during proceedings. CSG's Hearing Officer will hear all parties and review relevant evidence to determine an unbiased decision and/or recommendation based on the facts presented.*
- **Management of Procedural Issues:** *This includes ruling on motions, written appeals, and other related evidence. CSG's Hearing Officer also has the authority to administer oaths, receive testimony, and is committed to upholding due process while facilitating an impartial environment where all parties can fairly present their case.*
- **Records Management:** *CSG's Hearing Officer will maintain detailed records of all proceedings, compiling all pertinent documents and evidence. Additionally, a transcript of the proceedings can be provided upon request.*
- **Issuing Decisions:** *After careful review of the evidence, information, and arguments presented during hearings, CSG's Hearing Officer will issue a written decision detailing the findings and a subsequent order and/or remedy to be executed.*

We have also provided council presentations and updates supporting the impactful work delivered within those communities.

Experience & References

SECTION

5

RELEVANT EXPERIENCE (BUILDING DEPARTMENT SERVICES)

The following is a sampling of building services provided by CSG to demonstrate our capabilities:

FULL SERVICE BUILDING DEPARTMENT | CITY OF LOS BANOS, CA

Building Plan Review, Building Official, Deputy Building Official, Inspection, Permit Counter



CSG provides a full-service Building Department to the City of Los Banos. This includes a Building Official who oversees the operations of plan reviewers, permit technicians, and inspectors. Depending on workload, CSG has provided various support staff to supplement the Building Official, including a Deputy Building Official, field inspectors, and permit technicians. Plan review for small projects is conducted on-site by the Deputy Building Official and qualified CSG staff. All other plan review is performed off-site by CSG's experienced team of plan reviewers.

POLICE STATION/HEADQUARTERS | CITY OF LOS BANOS, CA

Building & Fire Plan Review, Building Inspection

CSG provided building/fire plan review and inspections for the Los Banos Police Station, a 28,000 sq. ft. facility that was completed in Fall 2023. The new headquarters will include a dispatch center, community outreach/meeting space, and house divisions that include the police department, code enforcement, and detectives. Additional space within the facility includes a briefing room, evidence storage area, locker rooms, a training room, sleeping headquarters and multiple conference rooms. CSG is also providing building and fire plan review for deferred submittals that include a radio tower, impound building, light gauge metal stud framing, and sprinkler systems.

FULL-SERVICE BUILDING DEPARTMENT | CITY OF MOUNTAIN HOUSE, CA

Building Plan Review, Building Official, Inspection, Permit Counter



In July of 2024, Mountain House became the 483rd city in California, 28 years after its establishment on the western edge of San Joaquin County. To support their building department during its transition to cityhood, CSG was selected to provide full-service staffing and continues to work alongside City personnel. CSG is currently providing the City with building plan review services, building inspection, Building Official, as well as permit technicians for the front counter. As one of the fastest growing areas in the state, Mountain House has a buildout population projection of 50,000 residents, coupled with a 6.52% growth projection. CSG is working in concert with the City and developers and has provided plan review and/or inspection for projects that include, but are not limited to:

- ▶ New 2-story Sports Complex with commercial kitchen, offices, and retail space
- ▶ City Amphitheater
- ▶ City Dog Park
- ▶ Panattoni Indoor Recreation

FULL-SERVICE BUILDING DEPARTMENT | CITY OF ELK GROVE, CA***Building Official, Deputy Building Official, Building Plan Review, Permit Counter, Inspection***

CSG staffs a full-service Building Department for the City of Elk Grove, which includes a Building Official on-site 5-days per week to perform administration and management of plan review, permit counter, and field inspections. CSG's staff provides coordination with the CMO, CDD, Public Works, Engineering, Fire, Code Enforcement, Planning, and Economic Development. Additional Building Department personnel and/or services CSG provides to the City include:

- ▶ **Deputy Building Official:** On-site 5-days per week, responsible for the day-to-day field inspection assignments, customer inquiries at the counter/via email, and light plan review.
- ▶ **Plan Review:** On-site one day per week, with full-time offsite plan review of all projects.
- ▶ **Public Counter Permit Services:** On-site 5 days per week, CSG staff processes all building applications and issues all permits. Additionally, CSG staff provide customer service at the counter and coordinate with applicants and developers via phone and email.
- ▶ **Field Inspection:** CSG staff provide field inspections for all residential and commercial permits (5 days per week).

KUBOTA (WESTERN DISTRIBUTION CENTER) | CITY OF ELK GROVE***Building Plan Review***

CSG provided building plan review for Kubota's Western Distribution Center, which included a 631,465 square foot warehouse and future expansions estimated at 300,000 square feet—making it the largest building in the City of Elk Grove. The project consisted of a tilt-up warehouse and tenant improvement, valued at \$27,798,415 and \$5,000,000 respectively, and includes an assembly building, sales floor, and well as space for Kubota University and its associated classrooms.

SOUZA DAIRY VILLAGES | CITY OF ELK GROVE***Building Plan Review & Inspection***

CSG is providing building plan review and ongoing inspections for each phase of construction for the Souza Dairy Villages project in Elk Grove, CA. The subdivision layout project features 1,162 residential lots, 11 large lots for future high-density residential, commercial, and mixed-use developments, a school site, and eight community parks. At buildout, the project will total 815 single-family homes, 649 multi-family units, and 291 age restricted homes. CSG has performed plan reviews and inspections for all seven (7) units/subdivisions, consisting of multiple Master Plans.

RELEVANT EXPERIENCE (CODE ENFORCEMENT)

The following is a sampling of code enforcement services provided by CSG to demonstrate our capabilities:

GENERAL CODE ENFORCEMENT & STAFF AUGMENTATION | TOWN OF WOODSIDE, CA



This is one of many instances where CSG provides a Code Enforcement Officer to support and enforce local ordinances. This includes inspections and investigative work that ensures public health and safety, in addition to resolving other or nuanced complaints and violations. This includes responding to citizen calls for service, documentation, preparing all needed correspondence, maintaining accurate records and followed up with stakeholders. Our highly qualified staff also interpret and enforce provisions of the Municipal Code, including the Zoning, Housing, Building, Nuisance and Property Maintenance codes.

CODE ENFORCEMENT TRAINING OFFICER | CITY OF GUSTINE, CA

CSG staff served as a training officer for their code enforcement staff in the City of Gustine. Training of their new officers included municipal code interpretation, inspections, investigations, case management officer safety practices, business licensing, field checks, handling citizen complaints, and exercising sound decision-making at all times.

ACTING CODE ENFORCEMENT SUPERVISOR | CITY OF MODESTO, CA

CSG staff served as the interim Code Enforcement Supervisor for their Neighborhood Preservation Unit in the City of Modesto. Duties included assisting with case management, officer training, departmental coordination, officer and case management oversight, assessing and helping improve response times, staff morale, and overall improvement to program functions.

PROGRAM ASSESSMENT SERVICES | SAN JOAQUIN COUNTY, CA

CSG performed a comprehensive program evaluation to examine processes to improve operational benchmarks and efficiency. This effort included a thorough review of services and interactions with collaborative departments. A formal report encapsulating the findings and recommendations was provided to the agency for reference.

SPECIALTY PROGRAM – “AGED CASES” | CITY OF CAMPBELL, CA

CSG has a long-standing relationship working with the City to focus on the management and closure of older cases. Many of these cases have complexities that include incomplete records, multiple changes in ownership, cross-platform violations, and other challenging characteristics. These cases have required the experience of a veteran officer due to the high level of finesse needed to manage non-compliant responsible parties. A significant number of cases required direct coordination with and approval of various departmental City staff. Our officer has coordinated with outside resources (e.g., County agencies), created a new collaborative model and unified partnership with Building and Planning Departments, and represents the Community Development Department as a seamless extension of the City. CSG's code enforcement officers' work for the City of Campbell has resulted in a substantial caseload reduction and has been able to successfully close “unsolvable” cases. Through this assignment, CSG has been able to showcase its diversity in problem solving, diplomacy, ability to work with a community, beneficial coordination, organizational approach, supportive documentation abilities, and a capacity to effectively tailor services for communities with distinct needs.

MASSAGE PROGRAM IMPLEMENTATION AND MANAGEMENT, HOUSING INSPECTION, GENERAL CODE ENFORCEMENT | CITY OF SAN RAFAEL, CA

CSG's Code Enforcement staff has assisted the city in the development and ongoing implementation of its highly successful Massage Inspection Program (MIP). The program provides full administrative services in managing and monitoring all permitted massage businesses in San Rafael, and addressing unpermitted activities. This is done in

combination with specialized inspections: initial inspections, annual inspections, compliance inspections, sting operations, and after-hour & weekend inspections.

Additionally, the staff coordinates the following administrative duties on the City's behalf: new-business intake and certifications, employee registrations (including credential verification), public education, permitting, and issuance of administrative citations. Additionally, we have also provided full-service support for City's Housing Inspection Program (HIP), Residential Building Record (RBR) program which addresses current property status in resale situations (and addresses unpermitted construction), and general code enforcement support.

SHORT-TERM RENTAL PROGRAM ENFORCEMENT | COUNTY OF VENTURA, CITIES OF MONTEREY AND SAUSALITO, CA



CSG provided short-term rental enforcement for the County of Ventura and City of Sausalito, and has a long and continuing partnership with the City of Monterey since 2015. Our inspectors specialize in enforcing short-term rental regulation, as well as proactively identifying rental properties that are in violation. We have handled a large cases load that requires taking the appropriate steps through the administrative process and issuance of administrative citations.

COMMUNITY DEVELOPMENT BLOCK GRANT | CITIES OF LOS BANOS, LIVINGSTON, CA

CSG provided Community Development Block Grant (CDBG) sponsored inspection services and assistance, including general code and vehicle abatement support services in the cities of Los Banos and Livingston. Our inspectors effectively specialized in resolving blight and nuisance complaints in these cities by concentrating inspection and nuisance abatement services within the low to moderate income census tracts in block grant cities.

REFERENCES

Our track record of success with our clients is outstanding and we encourage you to contact our references for additional information about our qualifications. The following is a partial list of references for which CSG has provided similar code enforcement services. Additional references can be provided upon request.

City of Elk Grove

Christopher Jordan

Development Services Director

8401 Laguna Palms Way

Elk Grove, Ca 95758

(91) 478-2222

cjordan@elkgrovecity.org*Full Service : Building Official, Plan Review,
Inspection, Permit Technician*

City of Mountain House

Jodi Almasy

Deputy City Manager

251 E. Main Street

Mountain House, CA 95391

(209) 831-5637

mhbuilding@sjgov.org*Full Service : Building Official, Plan Review,
Inspection, Permit Technician*

Town of Woodside

Yazdan (Yaz) Emrani

Director of Public Works/Town Engineer

2955 Woodside Road

Woodside, CA 94062

(650) 851-6790

yemrani@woodsideca.gov*Code Enforcement Services*

City of Hercules

Timothy Rood

Community Development Director

111 Civic Drive

Hercules, CA 94547

(510) 799-8251

TRood@hercules.gov*Code Enforcement Services*

City of Patterson

Alysia Gomez

Code Enforcement Officer

1 Plaza

Patterson, CA 95363

(916) 652-1840

agomez@pattersonca.gov*Code Enforcement Services*

City of San Rafael

Hector Carlos

Code Enforcement Supervisor

1400 Fifth Avenue, Top Floor

San Rafael, CA 94901

(415) 458-5337

hector.carlos@cityofsanrafael.org*Code Enforcement Services*

City of Campbell

Rob Eastwood

Community Development Director

70 N. First Street

Campbell, CA 95008

(408) 866-2140

robe@campbellca.gov*Code Enforcement Services*

Fee Schedule

SECTION

6

BUILDING & CODE ENFORCEMENT SERVICES

CSG's fee schedule for services is provided in the table below. Our hourly rates cover general overhead expenses such as mileage and most other equipment necessary to execute the job requirements. Final fees are negotiable between the City and CSG.

PERSONNEL / REVIEW TYPE	ALL INCLUSIVE FEE / HOURLY RATE
Off-Site Building Plan Review by Percentage	
Full Building Plan Review by Percentage	65% of Agency's Building Plan Check Fees
Structural Only Plan Review by Percentage	50% of Agency's Building Plan Check Fees
Expedited Plan Review by Percentage	95% of Agency's Building Plan Check Fees
Minimum Per Plan Review (Except for Residential Solar)	\$250
Building Plan Review (Hourly Rates)	
Building Plan Review (Including Solar Projects)	\$128
Building Plan Review – Professional Engineer	\$146
Building Plan Review – Structural Engineer	\$170
CASp Plan Review/Consultation	\$151
Residential Rooftop/Ground-Mounted Solar Energy Systems	1-hour minimum
Expedited Plan Review/Overtime (Hourly)	1.5 x Hourly Rate
Building Department Services	
Permit Technician	\$79
CASp Inspection	\$151
Building Inspector I	\$110
Combination Building Inspector (Building Inspector II)	\$135
Deputy Building Official	\$150
Building Official	\$179
Building Department Special Projects*	\$160
Administration/Plan Processing*	\$85-\$150
Code Enforcement Services	
Code Enforcement Manager	\$200
Administrative Hearing Officer	\$180
Code Enforcement Supervisor	\$170
Senior Code Enforcement Officer	\$155
Code Enforcement Officer II	\$135
Code Enforcement Officer I	\$105
Overtime Rate (in excess of 8 hours per day)	1.5 x Hourly Rate

TERMS & CONDITIONS

- ▶ All plan review based on percentage of the agency's plan check fees includes the initial plan review and two subsequent reviews. Additional reviews, deferred submittals, revisions, and RFIs will be charged at the appropriate hourly rate.
- ▶ Minimum percentage plan review fee per project excludes Solar, ESS, or EVCS reviews.
- ▶ RFIs for large developments will be performed at an hourly rate, and turnaround times will be agreed upon in advance with the agency.
- ▶ Depending on project size and scope, CSG's percentage-based expedited plan review rate may be adjusted if mutually agreed upon between the agency and CSG.
- ▶ Should the scope of work change or circumstances develop which necessitate special handling, CSG will notify the agency prior to proceeding.
- ▶ Overtime/services provided outside of normal business hours will be billed at 1.5x the applicable hourly rate.
- ▶ Services provided on weekends/holidays will be billed a 2x the applicable hourly rate.
- ▶ Hourly rates for publicly funded projects will be based on current prevailing wage rates.
- ▶ On July 1 or the anniversary of the contract start date, CSG will initiate an hourly rate increase based on change in CPI for the applicable region.
- ▶ CSG will mail/email an invoice every month for services rendered during the previous month. Unless otherwise agreed, payment terms are 30 days from receipt of invoice.
- ▶ If plans are not submitted electronically, CSG will coordinate the pickup and return of all plans to CSG via CSG staff or a licensed courier service.
- ▶ For hourly projects only, performance of plan review services utilizing the agency's adopted plan review software (e.g., ProjectDox or Bluebeam Studios) to, for example, markup plans with corrections and redlines and/or coordinate with other internal agencies, may involve additional time being added to the plan review time at the associated plan review rate.

***Building Department Special Projects** may include developing and establishing the following: building department workflows and relationships with other internal agency departments, building permit code requirements, inspector and permit technician responsibilities, criteria for over-the-counter plan review and out-to-plan check projects, transmittals and routing processes, Building Department handouts for different project types; and may include other duties as assigned by the agency.

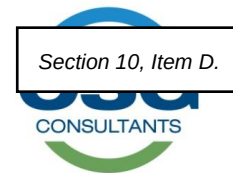
***Administration/Plan Processing** fees are incurred for specific additional services requested by the agency beyond the normally provided CSG administrative services which typically include coordinating the pick-up and return of plans; performing scanning, collating, and tracking; and providing plan review status updates to the agency. Cost for additional services will be negotiated based on the type of request with a minimum fee based on 0.5 hours of service per project.

Appendix: Resumes

Resumes for staff have been provided on the following pages for the City’s review.

Lee Holt CCEO

Code Enforcement Program Manager



LICENSES & CERTIFICATIONS

California Association of Code Enforcement Officers (CACEO)

Certified Code Enforcement Officer
(Basic, Intermediate, Advanced)

Police Officer Standards Training (POST):

PC 832 Arrest, Search & Seizure
#2970-80102-15004

PC 832 Firearms Familiarization
#2970-80101-15014

Field Training Officer (FTO)
#2970-31725-18-001

Crime Through Environmental Design
(CPTED) | #2970-31310-17-001

Interview & Interrogation (I&I)
#2970-31445-14004

Drug & Alcohol #2970-20315-15003

Crime Scene & Forensic Photography
#2970-31684-16001

California Law Enforcement
Telecommunications System (CLETS)

California State Fire Marshal (CSFM):

Investigation 1A

Prevention 1A & 1B

Management 1A

Firefighter 1

Command 1A

ICS 200

HazMat FRO Awareness OR 194275

HazMat: Nuclear

Biological Chemical Terrorism
OR167282

HazMat Decontamination OR 167259

Emergency Medical Technician (EMT)
#E041012

Qualified Applicator License (QAL)
(C/F/J Categories) | #115185

EDUCATION

Bachelor of Arts, Liberal
Studies/Biology | CSU Hayward,
Hayward, CA

PROFESSIONAL AFFILIATIONS

International Code Council (ICC)

American Association of Code
Enforcement (AAEC)

California State Fire Association (CSFA)
CACEO Region 1 Director

Ms. Holt is the Code Enforcement Manager for CSG Consultants and its public agency clients. Officer Holt has over 20 years of agency and special district experience, serving in a variety of monitoring, code enforcement, health and safety, fire, and building services-related capacities. Ms. Holt is widely credentialed; an effective team member and collaborator across departments, agencies and the public; developer of clear, concise and accurate reports, and brings a strategic mindset in delivering solutions for clients. Ms. Holt is in pursuit of her Residential Building Inspector certificate and is also training for the Permit Technician certificate as well.

CSG EXPERIENCE

Code Enforcement Officer | Multiple CSG Client Agencies

Ms. Holt performed comprehensive code enforcement services as well as assisted with targeted programs including vending enforcement, massage ordinance, program review, STR (short-term rental), ordinance enforcement, C4 Storm Water Inspections at commercial and industrial facilities, and often provides council updates and presentations. She has provided code enforcement services the following agencies:

- City of Santa Cruz
- City of San Rafael
- City of Sausalito
- City of Seaside
- City of Livingston
- City of Rocklin
- City of Millbrae
- City of Half Moon Bay
- City of Half Moon Bay
- City of Hercules
- City of Newark
- City of San Carlos
- City of Los Banos
- City of Campbell
- Town of Loomis
- Town of Portola Valley
- Town of Colma
- County of Marin
- County of Ventura
- County San Joaquin

Code Enforcement Training Officer | City of Gustine

Ms. Holt served as the training officer for new staff in the City of Gustine.

ADDITIONAL RELATED EXPERIENCE

Water Operator | Yolo County Flood Control

Ms. Holt served as Water Operator ensuring distribution to growers during irrigation season, including water usage and flow calculation. She was also responsible for maintaining the water system through construction and operating heavy equipment. Other responsibilities included setting up SOP's for water quality testing and written protocols (e.g., calibration) for water quality sensors and collection.

Fire Fighter | Vacaville Fire Protection District

In addition to responding to fire calls, Ms. Holt assisted in district functions, outreach, recruit training, sponsored events, OES responses; equipment upkeep; and report writing.

Vector Control Technician | City of Berkeley

Ms. Holt's work included maintaining health and safety conditions within the City as mandated by state/federal laws. This included providing response to calls for service about sewage, rodents, insects, raccoons (and other wildlife), abandoned/inoperable vehicles, vegetation, mold, and other health-related concerns.

Vector Biologist | Alameda County Mosquito Abatement

Ms. Holt increased awareness and coordination between local agencies and related businesses within her assigned zone, through outreach, presentations and education at selected community events, fairs, and schools.



Gary Kornahrens

CCEO

Code Enforcement Supervisor

LICENSES & CERTIFICATIONS

California Association of Code Enforcement Officers (CACEO):

Certified Code Enforcement Officer (Basic, Intermediate, Advanced)

Code Enforcement Continuing Education

California Mold Update
Boss to Coach
SB296 Officer Safety Update

Peace Officer Standards Training (POST):

Reserve Officer I

Leadership & Development (250 hours) | Santa Clara County Sheriff's Department

PC 832 Arrest, Search & Seizure
PC 832 Firearms Familiarization

EDUCATION

General Education, Chabot Community College | Hayward, CA

Public Administration, California State University Hayward | Hayward, CA

Reserve Police Academy, College of San Mateo | San Mateo, CA

PROFESSIONAL AFFILIATIONS

California Association of Code Enforcement Officers (CACEO)

Abandoned Vehicle Abatement Service Authority | (AVASA)

Silicon Valley Animal Control Spay and Neuter Committee

TAGNET Anti-Graffiti Task Force

Mr. Kornahrens has over 40 years of enforcement experience, including 26 years as a Code Enforcement Officer and Supervisor with the City of Cupertino, and another 13 years with CSG. Additionally, he has 5 years direct experience conducting Administrative Hearings for the Cities of Fremont, Union City, San Rafael, Lathrop, Napa, Salinas, Ceres, and the Los Rios Community College District. He has served on several boards and commissions including serving three terms on the Abandoned Vehicle Abatement Service Authority (AVASA) and service on the TAGNET Anti-Graffiti Task Force. Mr. Kornahrens has completed the 250-hour POST certified Santa Clara County Sheriff's Leadership and Development class. Now as a Code Enforcement Supervisor, he continues to provide staff mentorship and guidance and assist the Program Manager with proposals and overall program support.

CSG EXPERIENCE

Senior Code Enforcement Officer | Town of Woodside, CA

Mr. Kornahrens is the assigned officer in a long-term assignment in Woodside, and enforces all facets of the municipal code, including health & safety and building violations.

Senior Code Enforcement Officer | Towns of Portola Valley and Colma, CA

Mr. Kornahrens was the established Code Enforcement Officer for these jurisdictions, and trained staff to address and enforce any code violations, including leaf blowers, building violations, and general code concerns.

Code Enforcement Officer | County of San Joaquin, CA

Mr. Kornahrens assisted in the program review of the County's Code Enforcement division.

Code Enforcement Officer | City of Campbell, CA

Acting as the City's full-time code enforcement handling all current cases, Mr. Kornahrens also addressed aged cases in attempts to reduce their case backlog.

Massage Establishment Enforcement Program | City of San Rafael, CA

Mr. Kornahrens was part of a team of representatives that supported the City of San Rafael in enforcing their Massage Ordinance. As a regulatory officer in the Massage Inspection Program (MIP), he was one of the original members who assisted with the implementation of the still operating program.

ADDITIONAL RELATED EXPERIENCE

Senior Code Enforcement Officer | City of Cupertino, CA

As both Senior Code Enforcement Officer and Supervisor, Mr. Kornahrens enforced the Municipal Code for the City of Cupertino.

Reserve Deputy | Santa Clara County Sheriff's Department

Mr. Kornahrens was assigned to the County's Transit Patrol Division.

Reserve Police Officer | Mountain View Police Department

While with Mt. View, Mr. Kornahrens performed solo patrol of an assigned beat within the city.

Community Services Officer | Mountain View Police Department

Responsibilities included both parking enforcement and equipment maintenance scheduling.

Correctional Officer and Reserve Police Officer | Hayward Police Department

Mr. Kornahrens performed custodial care of the prisoners and solo patrol of an assigned beat within the City.

School Security Agent | Hayward Unified School District

Mr. Kornahrens patrolled over 40 school campuses, responded to alarms and safety concerns.

School Security Agent | San Leandro Public School District

Assigned as a high school campus supervisor providing school security.



Thomas Mlady CCEO

Code Enforcement Officer II

LICENSES & CERTIFICATIONS

Certified Code Enforcement Officer
(CCEO)
(Basic, Intermediate, Advanced)

Code Continuing Education

Human Trafficking – Suspicious
Structures | California Association of
Code Enforcement Officers (CACEO)

Housing Inspections 101 | GMS

Preparing Your Case: Report Writing
and Evidence | GMS

Introduction to Legal Aspects for Code
Enforcement | GMS

OSHA 30-Hour Card | CAL OSHA

Police Officer Standards Training (POST):

PC 832 Arrest, Search, and Seizure

EDUCATION

BS Degree, Geosciences | Southern
New Hampshire University,
Manchester, NH

Mr. Mlady serves as a Code Enforcement Officer II for CSG Consultants, bringing expertise gained from his background in safety and security services with the San Joaquin Regional Transit District, and Army and Air Force Exchange Services. Mr. Mlady is a member of the California Association of Code Enforcement Officers (CACEO) and is adept at various types of investigations, surveillance, and training/management of staff.

CSG EXPERIENCE

Code Enforcement Officer I | Multiple CSG Client Agencies, CA

Mr. Mlady has become a client favorite as he provides code enforcement services for multiple jurisdictions. He has honed his skills and has emerged as a knowledgeable and skilled officer. The following are a few of the CSG client agencies he has or is serving:

- City of Larkspur
- City of Angels Camp
- City of Sonora
- City of San Rafael
- City of Patterson
- City of Escalon
- Town of Portola Valley
- City of Pleasant Hill

RELEVANT EXPERIENCE

Safety and Security Manager | San Joaquin Regional Transit District – Stockton, CA

As the Safety and Security Manager for the San Joaquin Regional Transit District (RTD), Mr. Mlady's duties and contributions included the following:

- Direct oversight of one subordinate and 16 contracted subordinates divided into three shifts that operate 24 hours/day, 365 days/year.
- Management of staffing, scheduling, discipline, and performance evaluations of said subordinates and contractors.
- Responsible for managing or directing design and administration of safety and security management, and 3rd party contracts, programs and services.
- Managed security policies and procedures to promote safety and security of personnel and assets.
- Cultivated relationships with local law enforcement and external security vendors
- Investigated and resolved security breaches to protect organization and corporate assets. Investigated incidents and wrote reports.
- Monitored and maintained CCTV and access control systems to protect personnel and assets.
- Collaborated with senior management to develop and implement strategies to mitigate safety and security risks.
- Proposed and managed administration of a broad program of safety and security topics. Delivered regular security awareness programs to educate personnel on security measures and protocols.

Safety and Security Manager | Army and Air Force Exchange Services – French Camp, CA

As the overseas Safety and Security Manager for the Army and Air Force Exchange Services, Mr. Mlady's duties included the following:

- Staffing, scheduling and overall management of multiple facilities across several countries that were comprised of as many as 200 individuals.
- Direct oversight of 14 subordinates divided into three shifts that operated 24 hours/day, 365 days/year.
- Conducted OSHA, environmental, and security inspections/surveys.
- Conducted interviews, obtained written statements, and prepared case reports/files.
- Acted as a liaison between command, law enforcement, legal, and Exchange management on loss prevention activities.



Crickett Brinkman

Regional Operations Director

LICENSES & CERTIFICATIONS

EDUCATION

Business Degree
Santa Barbara Business College | Santa
Barbara, CA

PROFESSIONAL

AFFILIATIONS

ICC Yosemite Chapter Board of
Directors
CBOAC Board of Directors & Treasurers

As CSG's Regional Operations Director for the Central Valley, Ms. Brinkman excels at planning, directing and coordinating nontechnical functions of local offices, with a primary objective of improving customer experience through operational efficiencies. She is responsible for ensuring and improving the performance, productivity, and efficiency of local office operations through the provision of effective methods and strategies.

CSG EXPERIENCE

Regional Operations Director | CSG Consultants, Inc.

Ms. Brinkman serves as the Regional Operations Director (Central Valley) for CSG, her duties include the following:

- **Coordination & Supervision:** Coordinates, manages and monitors the workings of various departments such as DRT, local HR, customer proposals, office administration and building department administration.
- **Best Practices:** Improves processes and policies. Formulates and implements policies and procedures. Monitors compliance with adopted policies and procedures.
- **Human Resources:** Participates in planning and coordinating staff resources. Organizes local recruiting and placement of required staff. Ensures performance of new employee onboarding process. Delegates tasks and accountabilities. Monitors and evaluates performance, creation of welcoming employees with new hire HR Boxes
- **Production:** Coordinates and monitors various departments. Monitors performance and implements improvements. Supervises staff, schedules employees and helps employees improve their performance. Ensures effective maintenance of office fixtures and equipment.
- **Communication:** Monitors, manages and improves the efficiency of local services such as IT, HR, DRT and BLD. Coordinates communications between functions.
- **Sales, Marketing & Customer Service:** Manages customer support and provides support to sales and marketing efforts as needed. Additional responsibilities include swag research/ordering, coordination of employee gifts/ ordering, shirt orders for marketing, brochures, marketing display development/ ordering, work marketing booth for sever events for building services, working with Foster City Marketing team for other events and career days.
- **Strategic Input:** Participates in management planning meetings and implements and manages operational plans.

Mike Brinkman

CASp, CBO, MCP

Vice President of Building Services



LICENSES & CERTIFICATIONS

DSA Certified Access Specialist (CASp) 071
Master Code Professional
Certified Building Official
Building Plans Examiner
Residential Plans Examiner
Building Inspector, UBC
Plans Examiner, UBC
Plumbing Inspector, UPC
Mechanical Inspector UMC
Residential Electrical Inspector
Commercial Electrical Inspector
Combination Inspector Uniform Codes
Residential Energy Inspector
Plans Examination
Commercial Energy Plans Examination
Commercial Energy Inspector
Accessibility Inspector/ Plans Examiner
Building Inspector
Combination Inspector
Residential Combination Inspector
Fire Inspector 1
| ICC 5230795
Safety Assessment Program
| SAPC61387
FEMA IS-00700 National Incident Management Systems
IACET First Responder Awareness (Association of Bay Area Governments)
CA State Contractors License
| C-61D-28 688121
Structural Welder Certification Class
| E7018

EDUCATION

Associate of Arts Degree
General Education
Chabot College | Hayward, CA

PROFESSIONAL AFFILIATIONS

CALBO Member of the Board of Directors
Past President, ICC Yosemite Chapter
Education Chairman
ICC Yosemite Chapter
Member, IAEl Yosemite Division
Treasure, ICC Region 1
Founding Member, Certified Access Specialist Institute – CASI

Mr. Brinkman is highly certified in multiple disciplines as a DSA Certified Access Specialist, a Certified Building Official and Master Code Professional. He has demonstrated his dexterity in enforcing a full range of state codes as well as specifications and standards. As a Master Code Professional, Mr. Brinkman has attained the highest level for certification standards within the International Code Council (ICC).

His work as a CASp professional involves many years of ensuring compliance with accessibility requirements in the California Building Code Title 24 and Americans with Disabilities Act. Mr. Brinkman provides expertise to public agencies, homeowners, architects, developers and contractors in the development of plans, and reviews and comments on site-specific issues related to accessibility.

Mr. Brinkman is highly knowledgeable of complex residential and commercial buildings and structures and all stages of construction. As a project manager, he expertly advises all stakeholders on design, coordination and construction of projects, working with jurisdictional staff, engineers, architects, and homeowners to quickly move through the necessary processes and procedures to achieve successful completion. His extensive knowledge in enforcement of building, plumbing, electrical, mechanical and other codes as well as his keen understanding of necessary ordinances ensures proper construction and successful project delivery.

Mr. Brinkman is responsible for all building operations for many municipal building departments—planning, directing, supervising and coordinating all building department activities while maintaining customer service levels and positive public relations. He is active as a manager, trainer and instructor for personnel working in residential and commercial construction, plan reading and code interpretation.

RELEVANT CSG EXPERIENCE

Building Official/Building Inspector/Building Plan Check Engineer | Multiple Jurisdictions
Mr. Brinkman currently provides contract building official, building inspection, and plan check services for CSG to the following jurisdictions:

- City of Patterson
- City of Los Banos
- City of Gustine
- City of Newman
- City of Hughson
- City of Escalon
- City of Firebaugh
- City of Mountain House

NOTABLE PROJECTS

- Hampton Inn (City of Patterson)
- Flying J Travel Center (City of Patterson)

PRIOR EXPERIENCE

Building Official/Building Inspector/Building Plan Check Engineer | Multiple Jurisdictions
Prior to working with CSG, Mr. Brinkman provided contract building official, building inspection and plan check services for the following jurisdictions:

- City of Hollister
- City of Pacific Grove
- City of Watsonville
- County of San Benito

NOTABLE ACCOMPLISHMENTS

- Author of an ICC published book: Residential Building Inspection, A Step-by-Step Guide
- CALBO Director (2019-Present)
- CTI Course Development Award (2016-2017 CALBO ABM)
- Two-term past President and current Treasurer of the Yosemite Chapter of ICC
- Founding Treasurer of ICC Region I
- County Building Officials Association of CA (CBOAC) – Building Official of the Year (2018)



Randy Brumley PE

Senior Plan Check Engineer

LICENSES & CERTIFICATIONS

Professional Mechanical Engineer
State of California | #37959

ICC Certified Mechanical Plans
Examiner

EDUCATION

Bachelor of Science, Mechanical and
Aeronautical Engineering, University of
California, Davis | Davis, CA

Mr. Brumley is a Senior Plan Check Engineer and will be providing mechanical, electrical, and plumbing plan review for CSG and its clients. He brings over 20 years of engineering experience. He is an innovative problem solver with extensive experience in complex industrial products, creative design, and development. To this role he brings expertise in design engineering and integration, and excellent interpersonal and communication skills.

CSG EXPERIENCE

Mr. Brumley has provided plan check reviews for the following agencies CSG serves:

- City of Sacramento
- City of Stockton
- City of South San Francisco
- City of Paso Robles
- County of Monterey

PRIOR EXPERIENCE

Mechanical Plans Examiner | Consulting Firm, Roseville, CA

As a Mechanical Plans Examiner, Mr. Brumley performed building plan examinations to ensure commercial and residential building projects complied with Federal, State, and local rules, laws, and regulations. He provided technical expertise for mechanical, plumbing, energy, and green codes. Mr. Brumley also acted as an instructor for building officials, plans examiners, and inspectors for local chapters and established positive relationships with local agencies, City staff, and the public.

Mechanical Engineer | California Energy Commission, Sacramento, CA

Mr. Brumley reviewed, evaluated, and verified Acceptance Test Technician Certification Provider (ATTCP) applications. He conducted oversight of approved ATTCPs and their programs to ensure continued compliance with Title 24 for the installation and maintenance of mechanical systems for nonresidential buildings. He also worked within a team to develop program requirements, refined acceptance test procedures and updated building energy efficiency standards.

Senior Engineer | Aerojet Rocketdyne, Rancho Cordova, CA

Mr. Brumley provided technical expertise for industrial product development. He managed project scope, schedule, and quality while concurrently controlling costs to meet budget requirements. He directed a multi-discipline team of engineers including mechanical, composite, electrical, manufacturing, systems, and testing.

Mr. Brumley also served as Lead Designer Engineer for warhead applications. He maintained design performance requirements and trained and mentored colleagues.

Project Engineer | Aerojet Rocketdyne, Rancho Cordova, CA

Mr. Brumley handled product design and user interfaces, analyzed components, reviewed design merits, and reverse-engineered componentry. He reviewed manufacturing assembly processes and coordinated with Quality Assurance and Production teams to ensure production requirements and standards were met. He successfully integrated newly acquired company product lines and reduced manufacturing costs by developing and testing joint bearing strength panels.

Composite/Design Engineer | Aerojet Rocketdyne, Rancho Cordova, CA

Mr. Brumley designed composite pressure vessels and containers for industrial and military use and worked with composite materials. He ensured on-time delivery of test hardware by providing versatile engineering support and reduced tool manufacturing costs. He also improved structural analysis efficiency and time savings by designing and developing graphic user interfaces in Excel.



Christine Jansen PE

Principal Plan Check Engineer

LICENSES & CERTIFICATIONS

California Professional Civil Engineer
| License No. 79594

EDUCATION

M.S., Civil Engineering
California State University, Sacramento
| Sacramento, CA

B.S., Civil Engineering
California State University, Sacramento
| Sacramento, CA

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers:
Member

SEAOCC: Member

Ms. Jansen is a Principal Plan Check Engineer with over 17 years of engineering experience. Ms. Jansen offers a wealth of California and Nevada Building Code knowledge and project management experience to CSG's clients. To this role, she brings leadership experience, and excellent communication, time management, and customer service skills.

RELEVANT EXPERIENCE

Consultant Plan Review Engineer / Plan Review Coordinator

Ms. Jansen reviewed building plans for compliance with the California building codes and City ordinances for both public and private commercial and residential structures for permit issuance. She also provided structural plan check for projects ranging from small non-habitable structures to complex multi-story commercial buildings. Additional responsibilities included structural plan review coordination and management throughout California and Nevada.

Associate Civil Engineer | City of Sacramento, CA

Ms. Jansen provided building and structural plan check for public and private commercial and residential structures. She also served as an intern supervisor and her responsibilities included processing expedited requests and application extensions, providing over the counter structural plan review, and assisting applicants with code questions.

Civil Engineer | Bureau of Reclamation, Sacramento, CA

Ms. Jansen prepared and reviewed designs and specifications for projects relating to dams and waterway infrastructure in the Central Valley federal waterways. She was also responsible for completing budgets, construction schedules, and inspections for the dams and infrastructures.

Temporary Project Engineer – Single Project | Syblon Reid Engineering Contractor

Ms. Jansen was responsible for general engineering, specification submittals, materials management, site management and oversight, sub-contractor organization, and payroll assistance for a 5-million-dollar project.

Assistant Engineer | Dokken Engineering, Inc., Folsom, CA

Ms. Jansen was responsible for the design, analysis, detailing, specifying, research, calculations, plan check, and planning studies of moderate to complex highway infrastructure assignments.

Intern Engineer | David Evans and Associates, Inc.

Ms. Jansen's responsibilities included roadway modeling, quantities, estimating, creating project reports, utility coordination, public infrastructure design, and the design and analysis of highways and highway interchanges.

Assistant Engineer | Wood Rogers, Inc.

Ms. Jansen's tasks included project coordination, assisting with project and construction management, drafting, submittal processing, and cost estimations for subdivisions, major roadways, and parks.

Intern Engineer | Frayji Design Group

Ms. Jansen's tasks included grading improvement plans, subdivision improvement plans, cost estimations, site design, project coordination and forward planning.



Jimmy Le PE

Associate Plan Check Engineer

LICENSES & CERTIFICATIONS

Mechanical PE

EDUCATION

MS. in Mechanical Engineering
California State Polytechnic University,
Pomona

BS in Mechanical Engineering
University of California, Irvine

PROFESSIONAL AFFILIATIONS

The American Society of Mechanical
Engineers (ASME)
Secretary

Mr. Le provides comprehensive mechanical and plumbing plan review and permit technician services on behalf of CSG and its clients. His role involves meticulously evaluating mechanical and plumbing system design to ensure they meet all codes and regulations. As a result-oriented and highly motivated professional, Mr. Le excels in managing complex projects, demonstrating exceptional skills in both independent and collaborative work environments. He effectively communicates with team members and clients ensuring clarity and efficiency throughout the project plan check cycle. His self-motivation and commitment to excellence enable him to deliver high-quality outcomes within strict deadlines, contributing significantly to the successful completion of projects.

RELEVANT EXPERIENCE

Building Plans Examiner | CSG Consultants, Inc.

Mr. Le performs mechanical and plumbing plan check across multiple jurisdictions to ensure compliance with California Mechanical and Plumbing Codes along with other codes and standards. His responsibilities include evaluating system layout. For mechanical systems, this includes evaluating HVAC layout, ductwork, equipment specifications, and energy efficiency. For plumbing systems, it involves checking pipe routing, fixture placements, water sizing calculations, and drainage. Some notable projects include plan check for the city of Santa Ana commercial cannabis businesses evaluating HVAC systems for climate control and odor management and assessing complex plumbing needs such as high-capacity system and secure water supply configurations. Reviewing multi-unit condominiums for the city of Fullerton and its multi-unit HVAC systems for efficient heating, cooling and ventilation as well as adequate water supply, waste management and integration with other residential systems across multiple dwellings. This ensures proper integration with other building systems such as electrical and HVAC, and verifies that all designs meet safety, performance, and regulatory requirements.

As an intern, one of Mr. Le's main responsibilities includes preparing plans and specifications to redesign an outdated Oil Dock facility at OCSD under supervision of Engineering Supervisor. Tasks include researching articles on storage methods and designing exhaust/HVAC system using AutoCAD. Another responsibility includes conducting fieldwork with Associate Engineers to collect and input data of specialized equipment onto Maximo. Mr. Le is collaborative individual working with Assistant and Associate Engineers as well as operators and contractors to improve capital assets.

Mechanical Engineering Intern | Orange County Sanitation District

As an intern, Mr. Lee would: collaborate with Assistant and Associate Engineers to prepare plans and specifications for minor engineering projects. Mr. Lee would also collect data, entry, tabulation and analysis for special projects and reports



Annette Mayfield EIT, CASp

Principal Plans Examiner

LICENSES/CERTIFICATIONS

ICC Plans Examiner
ICC # 8018477
Engineer-In-Training
State of California
EIT# 130173
Certified Access Specialist
CASp-538

EDUCATION

BS, Civil Engineering
California State University
Fresno, CA

Ms. Mayfield is a CASp Certified Principal Plans Examiner for CSG with more than 15 years of experience serving multiple jurisdictions throughout the State of California. She approaches plan review with unique knowledge while balancing the delivery of timely and accurate reviews and remaining responsive to and approachable by the public.

CSG EXPERIENCE

Principal Plans Examiner | CSG Consultants, Inc.

Ms. Mayfield has performs plan check services for various CSG clients, including, but not limited to the following:

- *City of Sunnyvale*
- *City of Mountain House*
- *City of Gilroy*
- *City of Newman*
- *City of Hughson*
- *City of Delano*
- *City of Sanger*
- *City of Sacramento*
- *City of Elk Grove*
- *City of Stockton*
- *City of Monterey*
- *City of Watsonville*
- *City of Paso Robles*
- *City of Arroyo Grande*
- *City of San Luis Obispo*

PRIOR EXPERIENCE

Plans Examiner | Interwest Consulting Group

As a Plans Examiner for Interwest Consulting Group, Ms. Mayfield's work included life safety reviews for high profile projects like the Sacramento Criminal Courthouse, Sacramento Republic Soccer Stadium, as well as the \$1.3 billion-dollar 2020 UC Merced Campus Expansion.

Plans Examiner | NAFFA International

Ms. Mayfield has experience performing life-safety, architectural, mechanical, plumbing, electrical, accessibility and structural reviews in residential, multifamily, and commercial projects, including specialty reviews of OSHPD 3 licensed clinics, high-rise buildings, industrial facilities, hotel/motels and residential care facilities. This experience is also evident in working directly with applicants, designers, and jurisdictions, having successfully served numerous jurisdictions throughout the state of California.



Ivan Ramirez

Associate Plans Examiner

LICENSES & CERTIFICATIONS

Certified Plans Examiner
| ICC B3

EDUCATION

Bachelor of Science, Civil Engineering
California State University, Northridge
| Northridge, CA

Mr. Ramirez brings more than five years of plan review experience to CSG and its clients, having performed plan check in a variety of capacities. Through his experience with City Building Departments and civil engineering companies, Mr. Ramirez has developed an expertise in the plan review process and interpreting CA and international building, residential, mechanical, electrical, plumbing, energy, green building, and structural codes.

RELEVANT EXPERIENCE

California Code Check A Bureau Veritas Company – Plan Review Engineer | Thousand Oaks and Atascadero, CA

Mr. Ramirez reviewed and processed plan submittals from various jurisdictions ensuring that the proposed plans followed the most current and pertinent requirements, as set forth by the international and California building, residential, mechanical, electrical, plumbing, energy, green building and structural codes. He met with engineers, architects and developers with regards to structural, architectural and code compliant irregularities or inquiries to help mitigate and resolve building deficiencies. Onsite assignments with Jurisdictions included the [Santa Rosa Fire Resilience Recovery Center](#) where he distributed and delegated plan submittals to internal building department staff. He met with the Building Official and Various Council members on various matters ranging from Pre-Construction meetings with local professionals to forecasted projections of residential and commercial rebuilds. He established and maintained effective working relationships with property owners, architects, engineers, contractors, the general public, co-workers, other departments, supervisors and officials.

City of San Luis Obispo Building Department

Mr. Ramirez provided developmental plan review to determine compliance and efficacy of future subdivision and commercial projects. This included parcel map subdivision. He performed plan review of commercial, industrial and residential building construction projects to determine compliance with State and local building codes, laws, and ordinances. Established and maintained effective working relationships with property owners, architects, engineers, contractors, the general public, co-workers, other departments, and supervisors. He coordinated and monitored plan review accomplished by the City's consultants and other City departments. Mr. Ramirez also coordinated plan review by other departments to ensure transmittal of corrections in a complete and professional manner. He conducted training sessions as required for Division staff concerning code changes, code interpretations, compliance issues and procedural working methods. He maintained accurate records and prepared reports related to assignments. He also aided in the code enforcement function and supported the investigation of complaints of alleged code and ordinance violations and other unsafe conditions; provided technical guidance to identify and resolved building code violations.

California Code Check / Bureau Veritas Company Internship | Thousand Oaks, CA

Mr. Ramirez reviewed and processed plan submittals from various jurisdictions ensuring that the proposed plans followed the most current and pertinent requirements, as set plumbing, energy, green building and structural codes. He aided in the logging and approval process for permit completion.

Heery International | Sun Valley, CA

Mr. Ramirez assisted civil engineers, architects and construction managers with the renovations, rehabilitation and development of the Los Angeles Unified School District 8 facilities. He worked on plan development, excel spreadsheets and PowerPoint presentations for the Engineers and Architects within the office. He also observed site inspections for the current projects of the time and was given the opportunity to sit in on several meetings with the construction teams of various campuses.



Stuart England CASp

Senior Plans Examiner

LICENSES & CERTIFICATIONS

Certified Building Plan Examiner
Certified Commercial Building
Inspector
| ICC 5087331
Certified Access Specialist | CASp - 872

EDUCATION

Extensive Code, Structural, and
Accessibility training through ICC,
CALBO, IAEI, NFPA, PSMJ, Access
Services Plus, and Cal CASp, Inc.

AFFILIATIONS

International Code Council (ICC)
Member of National Fire Protection
Association (NFPA)
International Association of Electrical
Inspectors (IAEI)
PSMJ Resources, Inc. – Project
Management

Mr. England serves as a Senior Plans Examiner in the Plan Review Division of CSG Consultants. He brings over 21 years of experience having served in various roles in the Building and Engineering Departments. With considerable experience as a designer, plan reviewer, and inspector, he has a broad and deep construction knowledge and is well-suited to adapt to the everchanging landscape of construction methods and technologies. To this role he brings great project management and customer service skills, and the ability to take on various tasks and responsibilities.

RELEVANT CSG EXPERIENCE

CSG Senior Plans Examiner | Multiple CSG Client Agencies

Mr. England performed residential, multi-family, commercial, medical, industrial, structural, and agricultural plan review for a variety of CSG client agencies throughout California including:

- City of Elk Grove
- City of Lincoln
- City of Los Banos
- City of Merced
- City of Mountain View
- City of Patterson
- City of San Carlos
- County of Fresno
- County of San Joaquin
- County of Santa Cruz
- County of Tuolumne

PRIOR EXPERIENCE

Project Manager | Consulting Firm, Merced, CA

Mr. England served as a project manager for commercial, multi-family, industrial, and agricultural projects. He performed quality control during the plan and construction phases. He coordinated and communicated with consultants, utility companies, contractors, and clients. Additional responsibilities included plan check and site inspections for commercial, multi-family, industrial, and agricultural projects.

Plans Examiner | City of Merced, CA

Mr. England performed plan review and inspection for complex commercial, industrial, OSHPD3, multi-family, and accessibility projects.

Engineering Technician IV | City of Merced, CA

Mr. England performed plan review and inspection for all utility encroachments, general encroachments, and treatment plants. He also provided multi-jurisdictional inspections and inspection services for capital improvement projects.



Ashkan Arya PE

Senior Plan Check Engineer

LICENSES/CERTIFICATIONS

CA Professional Civil Engineer
Approved by SE by CA Board for
Professional Engineers
Licensed Engineer in Tehran, Iran

EDUCATION

B.S., Civil Engineering
Iran University of Science and
Technology, Tehran, Iran

Mr. Arya brings more than 15 years of industry experience to CSG, which includes more than five years of experience providing plan reviews for commercial, residential and industrial projects. He has worked as both a Structural Plan Check Engineer and Structural Design Engineer, and is well versed in both preparing structural plans and performing plan review for structures and projects.

RELEVANT EXPERIENCE

Structural Design Engineer | Self Employed

Prepared structural plans and calculations for a variety of residential and commercial projects.

Structural Design Engineer | BHW Engineers

Mr. Arya prepared structural plans and calculations for new construction, including additions, remodels, seismic retrofits and retaining structures.

Structural Design Engineer | Tehran, Iran

In this role, Mr. Arya prepared structural plans and calculations for a variety of building structures—primarily concrete and steel residential projects, parking, and commercial (up to 13-story). These projects featured a variety of building structural systems, including concrete and steel moment frames, concrete shear walls, steel bracing frames and numerous foundation types.



Jared Claypool

Associate Plans Examiner

LICENSES & CERTIFICATIONS

California Residential Building Inspector
Residential Electrical Inspector
Residential Plans Examiner
Residential Energy Inspector/Plans Examiner
| ICC 8488488

EDUCATION

Building Inspection
Butte Community College | Chico, CA

Building Inspection on the Job Training
CSG Academy | Newman, CA

Mr. Claypool serves as an Associate Plans Examiner for CSG Consultants and its client agencies. Prior to his work as a plans examiner, Mr. Claypool also provided building inspections for CSG, which has translated to a understanding of both the plan check and inspection side of building department functions. He has a knowledge of the complete building process, which makes him an asset to any client agency CSG serves.

Prior to joining CSG, Mr. Claypool was a professional glazier. He is experienced at retrieving a regular stream of daily assignments from a central dispatch and ensuring early or on-time job completion. Responsibilities included inspecting machinery and understanding proper tool and equipment use required for task completion.

Mr. Claypool has strong leadership and excellent customer service skills. He regularly attends trade school to continue his training. His current trade certifications include OSHA 30, Boom Lift, Scissor Lift, Fork Lift, Grade ALL, First Aid, CPR, Hoisting and Riggering.

RELEVANT EXPERIENCE

Plan Review | Multiple Jurisdictions

Mr. Claypool performs plan review support for our plan check staff, reviewing over the counter solar plans, small additions and remodels for residential projects for numerous CSG client cities. A sampling of clients he provided services for include the City of Newman, City of Los Banos, City of Gustine and City of Patterson.

Building Inspector | Multiple Jurisdictions

Mr. Claypool has performed building inspections from the ground up for residential and light commercial projects throughout the CSG client cities. A sampling of clients he provided services for include the City of Newman, City of Patterson, City of Gustine, City of Los Banos and Stanislaus County.

Permit Technician | Multiple Jurisdictions

Mr. Claypool has performed building inspections from the ground up for residential and light commercial projects throughout the CSG client cities. These clients include the City of Newman, City of Los Banos, and City of Gustine.

CSG Academy Training | CSG Consultants—Central Valley, CA

As a trainee, Mr. Claypool has learned the sequence and procedure of building inspections, becoming familiar with the codes concentrating on Chapter 3 of the CBC. He has shadowed and mentored CSG inspectors to develop field techniques, becoming familiar with the layout of plans and documents including “approved” job site plans, and has a solid understanding of how building departments function. Additionally, he understands different city/ county ordinances and how they work with the codes. He is also able to issue permits through CSG’s GreenVue permitting system.

Christine A. Uhalde

Associate Plans Examiner

LICENSES & CERTIFICATIONS

Residential Plans Examiner (ICC)
CALGreen Inspector/Plans Examiner (ICC)
Certified Permit Technician (ICC)

Ms. Uhalde is an Associate Plans Examiner for CSG and its clients. With her background, she uses her ability to multi-task, attention to detail, and efficient work ethic skills to provide the highest quality service to our clients.

EDUCATION

Bachelor of arts, Communication
California State University, Fresno |
Fresno, CA

RELEVANT EXPERIENCE

Associate Plans Examiner | CSG Consultants, Inc.

Ms. Uhalde has provided plan review services for multiple jurisdictions throughout California, including:

- ▶ Town of San Anselmo
- ▶ City of Mountain House
- ▶ City of Santa Cruz
- ▶ City of Arroyo Grande
- ▶ City of Paso Robles
- ▶ City of Los Banos
- ▶ City of Grover Beach
- ▶ City of Fowler

Permit Technician | CSG Consultants, Inc.

Ms. Uhalde provided permit technician services for multiple jurisdictions throughout California.

PRIOR EXPERIENCE

Fifth Grade Teaching Assistant | Lincoln Elementary School, Fresno, CA

Created and adapted lesson plans according to students’ academic needs, including both individual and group work. Attended and actively participated in all meetings including PLCs, grade level meetings, and PD sessions. Helped facilitate a safe, supportive, and energetic community that welcomes the various needs and learning styles of children.

Household Manager | The Williams Family, Dallas, TX

Booked flights and domestic travel arrangements for the family to ensure all logistics were planned in advance. Coordinated schedules with cleaning services, yard services, tutors, contractors, and vendors. Maintained comprehensive household manuals, setting priorities for tasks on a daily, weekly, monthly, quarterly, and annual basis

Program Director | The First Tee of Northern Nevada, Reno, NV

Executed marketing strategies resulting in 45% growth of program participant base and attained the highest number of participants since the chapter’s start. Built a network of new community partnerships with over 10 organizations including the Boys and Girls Club and Girl Scouts of America. Planned, coordinated, and executed varying types of internal and external meetings, annual fundraising events, volunteer trainings, and employee moral functions
Developed annual budgets, project timelines, expense reports, and created a filing/recording system for donations and data entry



Joshua Laupua CBO

Supervising Building Inspector

LICENSES & CERTIFICATIONS

Certified Building Official (ICC)
California Residential Building Inspector
Residential Electrical Inspection
California Residential Plumbing Inspector
California Commercial Plumbing Inspector
California Residential Electrical Inspector
California Commercial Mechanical
Inspector
California Residential Mechanical
Inspector
California Residential Combination
Inspector
Legal Module
Management Module
Permit Technician
| ICC 8488174

EDUCATION

General Education
Fresno State University | Fresno, CA

Building Inspection on the Job Training
CSG Academy | Newman, CA

Mr. Laupua serves as a Senior Building Inspector for CSG Consultants. He brings excellent customer service skills, coupled with strong organizational and prioritization skills. Mr. Laupua currently provides inspection services to multiple CSG client agencies throughout the Central Valley and beyond. He has extensive experience working within building departments and has developed the ability to adapt to specific agency processes. Mr. Laupua is also skilled at assisting customers over the counter, and/or on the phone, as well as issuing building permits and performing small over-the-counter plan reviews.

RELEVANT CSG EXPERIENCE

Senior Building Inspector | Multiple CSG Agencies

Mr. Laupua has performed building inspections from the ground up for residential and light commercial projects for a variety of agencies CSG serves:

- | | |
|--------------------------------|-------------------------------|
| ▶ <i>County of San Joaquin</i> | ▶ <i>County of Stanislaus</i> |
| ▶ <i>City of Modesto</i> | ▶ <i>City of Atwater</i> |
| ▶ <i>City of Patterson</i> | ▶ <i>City of Los Banos</i> |
| ▶ <i>City of Gustine</i> | ▶ <i>City of Oakdale</i> |
| ▶ <i>City of Waterford</i> | ▶ <i>City of Newman</i> |
| ▶ <i>City of Gilroy</i> | ▶ <i>City of Manteca</i> |
| ▶ <i>City of Coalinga</i> | ▶ <i>City of Dos Palos</i> |
| ▶ <i>City of Firebaugh</i> | ▶ <i>City of Escalon</i> |

CSG Academy Training | CSG Consultants—Central Valley, CA

As a trainee, Mr. Laupua learned the sequence and procedures of building inspections and gained an important understanding of the building codes (concentrating on Chapter 3 of the CBC). He developed field techniques while shadowing and being mentored by CSG inspectors. He also became familiar with the layout of plans and documents including “approved” job site plans and developed a solid understanding of how building departments function. Additionally, his training included gaining familiarity with different city/county ordinances and their relationship to specific building codes. Mr. Laupua also received training on issuing permits through CSG’s GreenVue permitting system.

NOTABLE CSG PROJECT EXPERIENCE

- ▶ *Great Wolf Lodge (City of Manteca)*
- ▶ *Hampton Inn (City of Patterson)*

PRIOR EXPERIENCE

Farm Facilities Maintenance | Central Valley, CA

Mr. Laupua performed a variety of farm facilities maintenance services for the following companies:

- ▶ *Highland Labradors Kennels*
- ▶ *Kegles Custom Farming*
- ▶ *Needmore Farms*



Kenneth Cabral CBO

Supervising Building Inspector

LICENSES & CERTIFICATIONS

Certified Building Official (ICC)
 CA Commercial Combination Inspector
 CA Residential Combination Inspector
 CA Commercial Building Inspector
 CA Commercial Electrical Inspector
 CA Commercial Mechanical Inspector
 CA Commercial Plumbing Inspector
 CA Residential Building Inspector
 CA Residential Plumbing Inspector
 CA Residential Electrical Inspector
 CA Residential Mechanical Inspector
 CALGreen Inspector/Plans Examiner
 Residential/Commercial Energy
 Inspector/Plans Examiner
 Residential Plans Examiner
 Permit Technician
 California Combination Inspector
 CA Public Accommodations Accessibility
 Inspector/Plans Examiner
 Fire Plans Examiner
 Legal Module
 Fire Inspector I
 Accessibility Inspector/Plans Examiner
 Master Code Professional
 Certified Sustainability Professional

EDUCATION

Interdisciplinary Studies in Arts &
 Humanities | Canada College
 Welding Certification Classes |
 Chabot College

Mr. Cabral serves as a Senior Building Inspector for CSG. His strengths as an inspector include excellent customer service, organizational and prioritization skills. Mr. Cabral currently provides inspection services to the City of Los Banos, with additional experience in the Cities of Mountain View and Brisbane. He has a complete understanding of the building department process and can assist customers in-person over the counter and on the phone. In addition, Mr. Cabral works well in the field with contractors and performs timely, consistent inspections.

RELEVANT CSG EXPERIENCE

Building Inspector | Various CSG Agencies

Mr. Cabral has performed building inspections from the ground up for residential projects and light commercial throughout the jurisdictions in which he works. These CSG clients include:

- ▶ *City of Mountain View*
- ▶ *City of Kerman*
- ▶ *City of Dos Palos*
- ▶ *City of Los Banos*
- ▶ *City of Brisbane*
- ▶ *City of Firebaugh*
- ▶ *County of Tuolumne*
- ▶ *City of Sanger*

CSG Academy Training | CSG Consultants—Central Valley, CA

As a trainee, Mr. Cabral learned the sequence and procedure of building inspections and became familiar with the codes, concentrating on Chapter 3 of the CBC. He has shadowed and mentored CSG inspectors to develop field techniques, become familiar with the layout of plans and documents including “approved” job site plans, and developed a solid understanding of how building departments function. Additionally, he understands different city/county ordinances and how they relate to specific codes.

PRIOR EXPERIENCE

Material Handler / Laborer | Quiet Rock by PABCO Gypsum, Newark, CA

Mr. Cabral’s responsibilities included assembly line operation, production line efficiency, basic equipment repair, safety standards, quality controls, forklift operator, raw material production, shipping/packaging, and inventory control.

Mason Vandenberg

Building Inspector Supervisor



LICENSES & CERTIFICATIONS

California Residential Mechanical Inspector
Residential Electrical Inspector
California Commercial Plumbing Inspector
California Residential Building Inspector
| ICC 00238620

EDUCATION

International Code Council, CA
High School Diploma
Los Banos High School
| Los Banos, CA

Mr. Vandenberg serves as building inspector for CSG and its clients. In addition to his inspection experience, he has experience working in construction and is knowledgeable of building structure types and the systems that operate within them, such as plumbing, electrical and HVAC.

RELEVANT EXPERIENCE

Housley Farms | Firebaugh, CA

Mr. Vandenberg's responsibilities included cleaning or preparing construction sites to eliminate possible hazards; reading plans, instructions, and specifications to determine work activities; controlling traffic passing near, in, and around work zones; signaling equipment operators to facilitate alignment, movement and adjustment of machinery, equipment and materials; digging ditches and trenches, backfill excavations, and compacting and leveling earth to grade specifications; lubricating, cleaning and repairing machinery and equipment; providing assistance to craft workers including carpenters, plasterers and masons; mopping, brushing, and spreading paints and cleaning solutions to clean and protect surfaces; and grinding, scraping sanding and polishing surfaces such as concrete, marble, terrazzo, or wood flooring.

Panoche Water District | Firebaugh, CA

Mr. Vandenberg performed routine preventive maintenance to ensure that water district machinery and building systems remained operational and efficient, and the physical condition of buildings did not deteriorate. He repaired or replaced defective equipment parts and laid brick to repair and maintain buildings, walls, arches and other structures. He planned and laid out his repair work using drawings, maintenance manuals, and schematic diagrams.

Craig Weese

Building Inspector II



LICENSES & CERTIFICATIONS

California Residential Building
Inspector
| ICC 8712574
California Contractors License
| 603659
California Real Estate License
| 01239449

Mr. Weese has several years of experience in the building construction industry and serves as a Building Inspector for CSG Consultants. He performs field inspections of residential structures during various stages of construction and remodeling to ensure compliance with applicable codes and regulations. Mr. Weese is skilled at providing code interpretation to clients, building professionals and the public—as well as resolving code compliance challenges

RELEVANT EXPERIENCE

EDUCATION

Building Inspection on the Job Training
CSG Academy | Newman, CA

Building Inspector | Multiple CSG Client Agencies, including Cities of Newman, Gustine and Los Banos

Mr. Weese has performed field inspections of new and remodeled residential construction for multiple jurisdictions in the Central Valley.

CSG Academy Training | CSG Consultants- Central Valley, CA

As a trainee, Mr. Weese learned the sequence and procedure of building inspections, and studied the codes with an emphasis on Chapter 3. He shadowed and received mentoring from senior CSG inspection staff to learn field techniques and to familiarize himself with the layout of plans and documents including “approved” job site plans. Through his training, he gained a solid understanding of how a building department functions and understands different city/county ordinances and how they work with the codes.

Residential/Commercial Construction Foreman | RJI Construction

Mr. Weese performed networking, quotes and executed project management to complete escrow repairs. Managed execution of various projects with related contractor necessary to complete repairs in a time sensitive work environment. He interacted with clients to implement basic remodeling and finish carpentry work. He performed installation of tile floors and counter tops, stair railings and handrails, cabinets, windows and pre-hung doors.

Property Management | Real Property Management – Central Valley, CA

Mr. Weese travels throughout the Central Valley to inspect, repair and prepare property for transitions. He managed various vendors necessary to complete projects of repair and maintenance. He communicated with property management staff and residents to complete project.



Alec Campbell-Whitsitt

Building Inspector

LICENSES & CERTIFICATIONS

CA Residential Building Inspector (ICC)
Residential Electrical Inspector

EDUCATION

Avionics Electrical Technician Training
U.S. Navy | Lemoore, CA

High School Diploma
Gustine High School | Gustine, CA

Mr. Campbell-Whitsitt brings more than eight years of experience in the building industry to CSG and its clients, having worked as an Assistant Superintendent for construction companies in California since 2015. During that time, he frequently performed walking inspections with City Inspectors and maintained a close, personal working relationship with Building Departments. Since joining CSG, Mr. Campbell-Whitsitt has provided building inspection services the following agencies:

- ▶ City of Los Banos
- ▶ City of Dos Palos
- ▶ City of Patterson
- ▶ City of Atwater
- ▶ City of Newman
- ▶ City of Firebaugh
- ▶ City of Gustine

PRIOR EXPERIENCE

Assistant Superintendent | Johnstone Moyer, Inc.

In this role, Mr. Campbell-Whitsitt gained experience with Garden Walk-up, Podium and Multi-Family building exposure. Responsibilities included maintaining accurate working schedules, coordinating owners project walks, supervising subcontractors and personnel, and allocating appropriate resources. Additionally, he was responsible for quality assurance of work performed—including preparing punch lists, maintaining picture logs, as well as compiling and recording related data.

Assistant Superintendent | SCM Construction Management

As Assistant Superintendent, Mr. Campbell-Whitsitt became well-versed in single and multi-family building history. In this role, he coordinated work schedules, performed project walks and was responsible for supervising subcontractors. Mr. Campbell-Whitsitt also maintained a strong working relationship with building departments on all inspections.

Avionics Electrical Technician | U.S. Navy

While stationed in Lemoore, CA, Mr. Campbell-Whitsitt served as an Avionics Electrical Technician for the U.S. Navy and was responsible for all aspects of aircraft carrier preservation. In this role, he ensured the security of \$15 Million worth of highly sensitive aircraft equipment, installing and preserving security sensitive aircraft parts. Mr. Campbell-Whitsitt also created daily reports with findings related to diagnostics of the aircraft, analyzed data/schematics, and utilized that data to make informed decisions to help military personnel complete missions safely.



Aaron (A.J) Ram

Building Inspector I

LICENSES & CERTIFICATIONS

Residential Building Inspector
| ICC 10169032

EDUCATION

GED, Merced Adult School
| Merced, CA

General Education
Dos Palos High School | Dos Palos, CA

Mr. Ram serves as a Building Inspector for CSG Consultants. He performs field inspections of structures during various stages of construction and remodeling to ensure compliance with applicable codes and regulations. To this role, Mr. Ram brings excellent communication, organizational, and customer service skills.

RELEVANT EXPERIENCE

CSG Building Inspector | City of Los Banos, CA

Mr. Ram owned serves as a building inspector for the City of Los Banos.

Owner | Ram Building and Home Services, Merced, CA

Mr. Ram owned and operated his own business providing handyman and light construction services. He performed jobs including grounds maintenance and the installation, repair and replacement of plumbing fixtures, light fixtures, gates, fences, sprinklers, walls, and flooring. He was also responsible for administrative tasks such as scheduling appointments and preparing quotes and invoices.

Technician | AT&T/DirecTV, Merced, CA

Mr. Ram was responsible for all tasks associated with installing and programming DirecTV satellites for customers including organizing and maintaining equipment, performing site surveys and hazard assessments. He kept up to date with all applicable certifications and safety courses and helped and educated customers about the DirecTV system.

Carpenter | Kris Bruns Construction, Pacific Grove, CA

Mr. Ram's responsibilities included installation of shelves, doors, windows, baseboard, and trims. He also constructed and installed frameworks including walls, floors, and door frames.



Arturo Macias

Building Inspector

LICENSES & CERTIFICATIONS

CA Residential Building Inspector
(ICC)

Mr. Macias serves as a Building Inspector for CSG and its clients and ensures construction projects meet building codes and ordinances, zoning regulations and contract specifications. Since joining CSG, Mr. Macias has provided inspection services for the following agencies:

EDUCATION

Institute of Technology
Criminology and Medical Response |

- City of Patterson
- City of Atwater
- City of Gustine
- City of Los Banos
- City of Firebaugh
- City of Newman
- City of Greenfield
- City of Dos Palos

PRIOR EXPERIENCE

Assistant | Titan/KB Homes

As an Assistant for Titan/KB Homes, Mr. Macias read floor plans and layouts and inspected homes from concrete forms up to drywall stages. He also communicated with Subcontractors, Fire and City Inspectors in this role.

Level 3 Supervisor | Tesla Motors Factory

In his role as Level 3 Supervisor for a Tesla Motors factory, Mr. Macias orchestrated special projects such as continuous improvements and safety protocol improvements. He was also responsible for shuttle services, supercharger management and yard management for logistics.

Supervisor | Classic Party Rentals

Mr. Macias served as a Supervisor for Classic Party Rentals, a role that required him to drive a 26-foot truck, load/unload equipment and operate heavy equipment and heating/cooling systems.

Alex Garsia

Building Inspector



LICENSES & CERTIFICATIONS

California Residential Building
Inspector | ICC 9508837

EDUCATION

High School Diploma
Orestimba High School | Newman, CA
Building Inspection on the Job Training
CSG Academy | Newman, CA

Mr. Garsia serves as a Building Inspector for CSG Consultants. He performs field inspections of residential structures during various stages of construction and remodeling to ensure compliance with applicable codes and regulations. Mr. Garsia is skilled at providing code interpretation to clients, building professionals and the public—as well as resolving code compliance challenges.

RELEVANT EXPERIENCE

Building Inspector | Cities of Los Banos and Merced, CA

Mr. Garsia has served as a Residential Building Inspector for the City of Los Banos and currently serves the City of Merced. He has been responsible for all phases of residential inspections for his client agencies.

CSG Academy Training | CSG Consultants- Central Valley, CA

As a trainee, Mr. Garsia learned the sequence and procedure of building inspections and studied the codes with an emphasis on Chapter 3. He shadowed and received mentoring from senior CSG inspection staff to learn field techniques and to familiarize himself with the layout of plans and documents including “approved” job site plans. Through his training, he gained a solid understanding of how a building department functions and understands different city/county ordinances and how they work with the codes.

Warehouse Associate | Restoration Hardware Distribution Center and Grainger Distribution Center, Patterson, CA

As a Warehouse Associate, Mr. Garcia performed all functions required in tracking merchandise and evaluating quantity and quality of supplies and product inventory. Additionally, he acted as a safety representative and ensured warehouse accessibility and safety for customer traffic.



C.J. Pulido Jr.

Building Inspector

LICENSES & CERTIFICATIONS

CA Residential Building Inspector
(ICC)

EDUCATION

High School Diploma |
John H. Pitman HS, Turlock, CA

Mr. Pulido Jr. serves as a Building Inspector for CSG and its clients and ensures construction projects meet building codes and ordinances, zoning regulations and contract specifications. He possesses well refined time management skills, attention to detail, and excels in customer service roles. Since joining CSG, Mr. Pulido Jr. has provided inspection services for the following agencies CSG serves:

- *City of Patterson*
- *City of Atwater*
- *City of Gustine*
- *City of Los Banos*
- *City of Firebaugh*
- *City of Newman*
- *City of Livingston*
- *City of Dos Palos*

PRIOR EXPERIENCE

Visitation Specialist | Children’s Crisis Center

Prior to joining CSG, Mr. Pulido Jr. served as a Visitation Specialist, assisting Child Protective Services. In this role, he assembled legal reports for court-ordered visits between parents and children. Mr. Pulido Jr. frequently utilized techniques that included crisis intervention, de-escalation, critical thinking, and customer service skills. Additionally, he gained experience with Microsoft Office, Excel, and Word.

Manager/Shift Lead | Planet Fitness

As a Manager and Shift Lead for Planet Fitness, Mr. Pulido Jr. was responsible for creating schedules for employees, placing orders, taking inventory, and generating sales via memberships and upselling techniques. He developed excellent time management skills in this role, and utilized his customer service experience to acquire and retain customers.

Mental Health Worker Manager | California Psychiatric Transitions

In this role, Mr. Pulido Jr. was responsible for charting and documenting client behavior, while balancing duties as a Manager. He created schedules for 90 staff members, and was a main point of contact for the 24-7 care facility—fielding calls from clients, conservators, County workers, etc. Mr. Pulido Jr. was also responsible for interviews, hiring/firing, and disciplinary action of employees.

This Agreement is made and entered into as of the 21ST day of October 2025 by and between the CITY OF ANGELS, a municipal corporation ("City") and CSG Consultants, Inc. (CSG), ("Consultant").

RECITALS:

- A. Consultant is specially trained, experienced, and competent to perform the special services which will be required by this Agreement; and
- B. Consultant possesses the skill, experience, ability, background, certification, and knowledge to provide the services described in this Agreement on the terms and conditions described herein.
- C. City desires to retain Consultant to render professional services as set forth in this Agreement.

AGREEMENT

1. Scope of Services. The Consultant shall furnish the following services in a professional manner: "Consultant shall perform the services described on Exhibit "A" which is attached hereto and incorporated herein by reference. Consultant shall provide said services at the time, place, and in the manner specified in Exhibit "A", subject to the direction of the City through its staff that it may provide from time to time."
2. Time of Performance. The services of Consultant are to commence upon execution of this Agreement and shall continue for a period of three (3) years. Upon mutual written agreement of the Parties, this Agreement may be extended for additional one (1) year periods.
3. Compensation. Compensation to be paid to Consultant shall be no more than \$50,000 per fiscal year. In no event shall Consultant's compensation exceed \$50,000 per fiscal year without additional written authorization from the City. Payment by City under this Agreement shall not be deemed a waiver of defects, even if such defects were known to the City at the time of payment.
4. Method of Payment. Consultant shall submit monthly billings to City describing the work performed during the preceding month. Consultant's bills shall include a brief description of the services performed, the date the services were performed, the number of hours spent and by whom, and a description of any reimbursable expenditures. City shall pay Consultant no later than 30 days after approval of the monthly invoice by City staff.
5. Extra Work. At any time during the term of this Agreement, City may request that Consultant perform Extra Work. As used herein, "Extra Work" means any work which is determined by City to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without written authorization from City.
6. Termination. This Agreement may be terminated by the City immediately for cause or by either party without cause upon fifteen days' written notice of termination. Upon termination, Consultant shall be entitled to compensation for services performed up to the effective date of termination.
7. Ownership of Documents. All plans, studies, documents and other writings prepared by and for Consultant, its officers, employees and agents and subcontractors in the course of implementing this Agreement, except working notes and internal documents, shall become the property of the City upon payment to Consultant for such work, and the City shall have the sole right to use such materials in its discretion without further compensation to Consultant or to any other party. Consultant shall, at Consultant's expense, provide such reports, plans, studies, documents and other writings to City upon written request by City. Consultant shall not be responsible for any unauthorized modification or use of such information for other than its intended purpose.
8. Consultant's Books and Records.
 - a. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to City for a minimum period of three (3) years, or for any longer period required

by law, from the date of final payment to Consultant to this Agreement.

- b. Consultant shall maintain all documents and records which demonstrate performance under this Agreement for a minimum period of three (3) years, or for any longer period required by law, from the date of termination or completion of this Agreement.
 - c. Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit, at any time during regular business hours, upon written request by the City Administrator, City Attorney, City Auditor, or a designated representative of these officers. Copies of such documents shall be provided to the City for inspection at City Hall when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available at Consultant's address indicated for receipt of notices in this Agreement.
 - d. Where City has reason to believe that such records or documents may be lost or discarded due to dissolution, disbandment or termination of Consultant's business, City may, by written request by any of the above-named officers, require that custody of the records be given to the City and that the records and documents be maintained in City Hall. Access to such records and documents shall be granted to any party authorized by Consultant, Consultant's representatives, or Consultant's successor-in-interest.
9. Independent Contractor. It is understood that Consultant, in the performance of the work and services agreed to be performed, shall act as and be an independent contractor and shall not act as an agent or employee of the City. Consultant shall obtain no rights to retirement benefits or other benefits which accrue to City's employees, and Consultant hereby expressly waives any claim it may have to any such rights.
10. Interest of Consultant. Consultant (including principals, associates and professional employees) covenants and represents that it does not now have any investment or interest in real property and shall not acquire any interest, direct or indirect, in the area covered by this Agreement or any other source of income, interest in real property or investment which would be affected in any manner or degree by the performance of Consultant's services hereunder. Consultant further covenants and represents that in the performance of its duties hereunder no person having any such interest shall perform any services under this Agreement.

Consultant is not a designated employee within the meaning of the Political Reform Act because Consultant:

- a. will conduct research and arrive at conclusions with respect to his/her rendition of information, advice, recommendation or counsel independent of the control and direction of the City or of any City official, other than normal agreement monitoring; and
 - b. possesses no authority with respect to any City decision beyond rendition of information, advice, recommendation or counsel. (FPPC Reg. 18700(a)(2).)
11. Professional Ability of Consultant. City has relied upon the professional training and ability of Consultant to perform the services hereunder as a material inducement to enter into this Agreement. Consultant shall therefore provide properly skilled professional and technical personnel to perform all services under this Agreement. All work performed by Consultant under this Agreement shall be in accordance with applicable legal requirements and shall meet the standard of quality ordinarily to be expected of competent professionals in Consultant's field of expertise.
12. Compliance with Laws. Consultant shall use the standard of care in its profession to comply with all applicable federal, state and local laws, codes, ordinances and regulations.
13. Licenses. Consultant represents and warrants to City that it has all licenses, permits, qualifications, insurance and approvals of whatsoever nature which are legally required of Consultant to practice its profession. Consultant represents and warrants to City that Consultant shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement, any licenses, permits, insurance and approvals which are legally required of Consultant to practice its profession.
14. Indemnity. Consultant shall indemnify and hold harmless City, its elected and appointed officials, officers, employees, and volunteers (collectively, "City") from losses, costs, liabilities and expenses for any damage, injury or death (collectively, "Liability") arising directly or indirectly from or connected with the

services provided under this Agreement to the extent that such Liability is caused by the negligence or willful misconduct of Consultant, its officers, employees, agents, contractors, subcontractors, consultants, or any person under its direction or control and shall make good to and reimburse City for any expenditures, including reasonable attorneys' fees, the City may incur by reason of such matters. Consultant's obligations under this Section shall exist regardless of concurrent negligence or willful misconduct on the part of the City or any other person; provided, however, that Consultant shall not be required to indemnify City for the proportion of Liability a court determines is attributable to the negligence or willful misconduct of the City or any other person not employed, affiliated, contracted or acting pursuant to the direction of Consultant. The City acknowledges that this indemnity does not require the Consultant to provide an up-front legal defense to the City. This indemnification clause shall survive the termination or expiration of this Agreement.

Consultant further agrees to provide, at Consultant's expense, reasonable assistance to the City in responding to third party claims to the extent such claims implicate the quality of the Consultant's performance under this Agreement, which assistance shall include selection, management, and compensation of expert witnesses as necessary to substantiate or defend the quality of the Consultant's performance under this Agreement, as well as making Consultant's employees and project work product available as reasonably necessary to assist in the defense of such claims. This shall not preclude the City from recovering its reasonable attorneys' fees and defense costs in responding to third party claims to the extent such claims are found to have been caused by the Consultant's negligence or willful misconduct.

15. Insurance Requirements.

a. Commercial General Liability

- i. Vendor shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than two million dollars (\$2,000,000) per occurrence for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. Vendor's general liability policies shall be primary and shall not seek contribution from the City's coverage, and be endorsed using Insurance Services Office form CG 20 10 {or equivalent) to provide that City and its officers, officials, employees, and agents shall be additional insureds under such policies. For construction projects, an endorsement providing completed operations coverage for the additional insured, ISO form CG 20 37 {or equivalent), is also required.
- ii. Any failure to comply with reporting provisions of the policies by Vendor shall not affect coverage provided the City.
- iii. Coverage shall state that Vendor insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- iv. Coverage shall contain a waiver of subrogation in favor of the City.

b. Business Automobile Liability

- i. Vendor shall provide auto liability coverage for owned, non-owned, and hired autos using ISO Business Auto Coverage form CA 00 01 (or equivalent) with a limit of no less than two million dollars (\$2,000,000) per accident.

c. Workers' Compensation and Employers' Liability

- i. Vendor shall maintain Workers' Compensation Insurance and Employer's liability Insurance with limits of at least one million dollars (\$1,000,000). Vendor shall submit to City, along with the certificate of insurance, a waiver of subrogation endorsement in favor of City, its officers, agents, employees, and volunteers.

d. All Coverages

- i. Each insurance policy required by the agreement shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced in limits except after thirty (30) days' prior written notice has been given to the City, except that ten (10) days' prior written notice shall apply in the event of cancellation for nonpayment of premium.

- ii. All self-insurance, self-insured retentions, and deductibles must be declared and approved by the City.
 - iii. Evidence of Insurance - Prior to commencement of work, the Vendor shall furnish the City with certificates, additional insured endorsements, and waivers of subrogation evidencing compliance with the insurance requirements above. The Vendor must agree to provide complete, certified copies of all required insurance policies if requested by the City.
 - iv. Acceptability of Insurers - Insurance shall be placed with insurers admitted in the State of California and with an AM Best rating of A- VII or higher.
16. Notices. Any notice required to be given under this Agreement shall be in writing and either served personally or sent prepaid, first class mail. Any such notice shall be addressed to the other party at the address set forth below. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to City: City of Angels
P.O. Box 667, 200 Monte Verda St., Suite B.
Angels Camp, CA 95222
Attention: City Administrator

If to Consultant:
CSG Consultants Inc
550 Pilgrim Drive
Foster City, CA 94404
Attention: Cyrus Kianpour

17. Entire Agreement. This Agreement constitutes the complete and exclusive statement of Agreement between the Agency and Consultant. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded in total by this Agreement.
18. Amendments. This Agreement may be modified or amended only by a written document executed by both Consultant and City and approved as to form by the City special counsel.
19. Assignment and Subcontracting. The parties recognize that a substantial inducement to City for entering into this Agreement is the professional reputation, experience and competence of Consultant. Assignments of any or all rights, duties or obligations of the Consultant under this Agreement will be permitted only with the express consent of the City. Consultant shall not subcontract any portion of the work to be performed under this Agreement without the written authorization of the City. If City consents to such subcontract, Consultant shall be fully responsible to City for all acts or omissions of the subcontractor. Nothing in this Agreement shall create any contractual relationship between City and subcontractor nor shall it create any obligation on the part of the City to pay or to see to the payment of any monies due to any such subcontractor other than as otherwise is required bylaw.
20. Waiver. Waiver of a breach or default under this Agreement shall not constitute a continuing waiver of a subsequent breach of the same or any other provision under this Agreement.
21. Severability. If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.
22. Litigation Expenses and Attorneys' Fees. If either party to this Agreement commences any legal action against the other party arising out of this Agreement, the prevailing party shall be entitled to recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses, and attorneys' fees.
23. Mediation. The parties agree to make a good faith attempt to resolve any disputes arising out of this Agreement through mediation prior to commencing litigation. The parties shall mutually agree upon the mediator and shall divide the costs of mediation equally. If the parties are unable to agree upon a mediator,

the dispute shall be submitted to JAMS/ENDISPUTE ("JAMS") or its successor in interest. JAMS shall provide the parties with the names of five qualified mediators. Each party shall have the option to strike two of the five mediators selected by JAMS and thereafter the mediator remaining shall hear the dispute. If the dispute remains unresolved after mediation, either party may commence litigation.

24. Execution. This Agreement may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy hereof shall have been signed by both parties hereto. In approving this Agreement, it shall not be necessary to produce or account for more than one such counterpart.
25. Authority to Enter Agreement. Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and to bind each respective party.
26. Prohibited Interests. Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
27. Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Consultant shall also comply with all relevant provisions of City's Minority Business Enterprise program, Affirmative Action Plan or other related programs or guidelines currently in effect or hereinafter enacted.

IN WITNESS HEREOF, the parties have caused this Agreement to be executed on the date first written above.

CITY OF ANGELS:

CONSULTANT:

Steve Williams
Interim City Administrator

CSG
Signature

PRINT NAME – CSG Signatory

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

Exhibit 'A'**SCOPE OF WORK**

Serving as On-Call contract Building Official, Inspector, and Code Enforcement, providing the City with professional services and dedicated personnel to perform the following: provide as-needed services including plan review, inspections for building, permit technician services, code enforcement, and Building Official Services. All staff utilized by Consultant shall be properly and appropriately certified for all work assigned as per California Health and Safety Code Chapter 17. Construction Inspectors, Plans Examiners, and Building Officials (18949.25-18949.31).

1. Provide inspection services to assure that construction complies with approved plans and is in compliance with adopted codes, policies, and procedures.
2. Perform inspections on construction projects to confirm that all aspects of work such as building, electrical, plumbing, and mechanical systems conform to the applicable building codes, zoning ordinances, energy conservation, and disabled access requirements, including all local and state requirements.
3. Provide the services of a Certified Accessibility Specialist.
4. Participate in reviews with technical consultants, health and other governments agency inspectors, City staff, and owners.
5. Assist in the coordination of job site conferences with technical consultants, engineers, architects, owners, and subcontractors to review project requirements and clarify or resolve questions or problems prior to commencing work.
6. Prepare inspection notices of noncompliance on incorrect construction methods or materials found during inspection; confer with contractors or representatives regarding construction methods and procedures as they relate to compliance with plans and specifications.
7. Maintain records of non-compliance items and follow up to achieve resolution of such items. Record all significant construction-related activities and events such as work completed to provide a chronological and factual history of inspection on assigned projects.
8. Inspect buildings alleged to be substandard, unsafe, or unsightly to ensure the timely compliance with building codes and other ordinances and regulations or the demolition of such structures.
9. Be available during an emergency or natural disaster.
10. Investigate, review, and respond to complaints of possible ordinance violations.
11. Prepare reports of conditions for referral to proper authorities and prepare notices of violations.
12. Interview property owners, business owners, and residents concerning violations and other code enforcement matters.
13. Provide information regarding compliance with property maintenance standards and land use. Signs, group home and business tax-related ordinances.
14. Issue citations for violations of the Municipal Code.
15. Assist the City in prosecuting violators' proceedings or appeals, including preparation of files for criminal, administrative, and or civil code complaints and providing court testimony.



CITY HALL

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

DATE: October 21, 2025
TO: City Council
FROM: Steve Williams, Interim City Administrator
RE: Resolution 25-083 – Approving a Side Letter Agreement to the Memorandum of Understanding with the Exempt Employees regarding Out-of-Class Pay.

RECOMMENDATION:
Approve the Resolution to authorize a side letter agreement to the Memorandum of Understanding with the Exempt Employees regarding Out-of-Class Pay.

BACKGROUND:
The City of Angels and the Exempt Employees (ACPOA) are parties to a Memorandum of Understanding (MOU) that governs wages, hours, and other terms and conditions of employment.

DISCUSSION:
The current MOU includes no provision for compensating an employee who temporarily fills the role of another employee within the bargaining unit during an absence or leave.

During the last three (3) months, two different employees of the Exempt Group have been tasked with assuming the responsibilities of another job classification within the same Exempt Group and one employee continues to assume the responsibilities of another job classification. No mechanism exists to compensate those employees for these additional responsibilities.

I recommend adding Section 26 (Out-of-Class Pay) to the Exempt MOU which would state:

“Employees who are assigned by the City Administrator or the City Council to work out of their classification and perform a substantial portion of that classification’s duties for more than five (5) consecutive workdays, in addition to their regular duties, shall receive a premium payment of five percent (5%) of their base salary for the duration of the out-of-classification assignment. This premium shall be paid retroactively to the first day of the assignment once the five (5) day threshold has been met. This premium shall not be provided for duties that are incidental or reasonably included within the scope of the employee’s current job description or classification, even if those duties are occasionally performed at a higher level.”

I further recommend that this Section be effective retroactively to July 1, 2025.

FINANCIAL IMPACT:
This side letter does not create any additional fiscal impact beyond what was already contemplated within the existing adopted budget.

ATTACHMENTS:
A. Side Letter
B. Resolution 25-083

SIDE LETTER AGREEMENT

City of Angels
and
Exempt Employees

October 21, 2025

WHEREAS, the City of Angels (“City”) and the Exempt Employees (“Exempt”), hereinafter collectively the “Parties,” have met and conferred in good faith regarding wages, hours, and other terms and conditions of employment; and

WHEREAS, the Memorandum of Understanding (“MOU”) between the Parties, which sets forth the wages, hours, and other terms and conditions of employment for exempt employees, was effective July 1, 2024, and remains in effect through June 30, 2027; and

WHEREAS, the parties agree that all terms and conditions of the current Memorandum of Understanding shall remain in full force and effect, except as modified by this Side Letter.

TERMS AND CONDITIONS OF THIS SIDE LETTER AGREEMENT

SECTION 26: OUT-OF-CLASS PAY: The Parties agree to add section 26 to the existing MOU with the following language retroactive to July 1, 2025:

“Employees who are assigned by the City Administrator or the City Council to work out of their classification and perform a substantial portion of that classification’s duties for more than five (5) consecutive workdays, in addition to their regular duties, shall receive a premium payment of five percent (5%) of their base salary for the duration of the out-of-classification assignment. This premium shall be paid retroactively to the first day of the assignment once the five (5) day threshold has been met. This premium shall not be provided for duties that are incidental or reasonably included within the scope of the employee's current job description or classification, even if those duties are occasionally performed at a higher level.”

CITY OF ANGELS
EXEMPT EMPLOYEES

CITY OF ANGELS

By: _____

By: _____
Steve Williams
Interim City Administrator

By: _____
Michael Chimente
Mayor

CITY OF ANGELS
CITY COUNCIL
RESOLUTION No. 25-083

**RESOLUTION APPROVING A SIDE LETTER AGREEMENT TO THE
MEMORANDUM OF UNDERSTANDING WITH THE EXEMPT EMPLOYEES
REGARDING OUT-OF-CLASS PAY**

WHEREAS, the City of Angels (“City”) and the Exempt Employees Association (“Exempt”) are parties to a Memorandum of Understanding (MOU) governing wages, hours, and terms and conditions of employment; and

WHEREAS, during the last three (3) months, two different employees of Exempt were tasked with assuming the responsibilities of another job classification within the Exempt Group; and

WHEREAS, the City and Exempt have agreed to add Section 26 (Out-of-Class Pay) so that the section shall read:

“Employees who are assigned by the City Administrator or the City Council to work out of their classification and perform a substantial portion of that classification’s duties for more than five (5) consecutive workdays, in addition to their regular duties, shall receive a premium payment of five percent (5%) of their base salary for the duration of the out-of-classification assignment. This premium shall be paid retroactively to the first day of the assignment once the five (5) day threshold has been met. This premium shall not be provided for duties that are incidental or reasonably included within the scope of the employee’s current job description or classification, even if those duties are occasionally performed at a higher level.”

NOW, THEREFORE, BE IT RESOLVED, that the City of Angels City Council does approve a Resolution approving a side letter agreement to the memorandum of understanding with the Exempt Employees Association regarding out-of-class pay retroactive to July 1, 2025.

PASSED AND ADOPTED this 21st day of October 2025, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Michael Chimente, Mayor

Michelle Gonzalez,
Deputy City Clerk

October 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 COG	2 VM Schirato out of office (9/25-10/2)	3	4
5	6	7 City Council Meeting	8	9 Planning Com 5:00	10	11 VM Schirato out of office (10/11-10/16)
12	13	14	15 COG TAC CPPA IRWMA	16	17	18
19	20	21 City Council Meeting	22	23	24	25
26	27	28 UWPA	29	30	31	

LEAGUE OF CITIES Annual Conference and Expo October 8-10, 2025

CSEDD: R: Scott, A: Broglio
 COG: R: Behiel & Schirato A: Broglio
 CPPA: R: Chimento, A: Broglio
 LAFCO: R: Behiel & Scott A: Chimento
 SOLID WASTE TASK FORCE: R: Broglio, A: Chimento
 UWPA: R: Broglio & Schirato, A: Chimento

COG TAC – City Engineer/City Administrator
 IRWMA - City Planner / City Administrator
 AVA – City Administrator

Want to learn more about LAFCO,
 Local Agency Formation
 Commission click here

November 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 City Council Meeting	5 COG	6	7	8
9	10	11	12	13 Planning Com 5:00	14	15
16	17 LAFCO	18 City Council Meeting	19 COG TAC IRWMA	20 CSEDD	21	22
23	24	25 UWPA	26	27	28	29
30						

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December 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 City Council Meeting	3 COG	4	5	6
7	8	9	10	11 Planning Com 5:00	12	13
14	15	16 City Council Meeting	17 COG TAC IRWMA	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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