AGENDA
CITY OF PLYMOUTH
City Council

REGULAR MEETING

THURSDAY, FEBRUARY 26, 2026

Council Chambers
9426 Main Street, Plymouth, California

Don Nunn, Mayor

Holger Hornisch, Vice Mayor
Wendy Cranford, Council Member
Wendy Bottomley, Council Member
Deborah Dill, Council Member

PLEASE NOTE: The Council may take up any agenda item at any time, regardless of the order listed. Action may be taken on any item on the agenda. **Members of the public who wish to speak may be subject to a three (3) minute maximum time limit when addressing the Council, and/or the City may require speaker identification sheets be submitted to the City Clerk prior to being called upon by the Mayor to provide public comment.**

CITY OF PLYMOUTH CITY COUNCIL
REGULAR MEETING AGENDA
Thursday February 26, 2026
6:30 PM

City Council Chambers - 9426 Main Street - Plymouth, CA

In-person participation by the public is permitted. Alternatively, remote/electronic public participation is available in one of the following ways:

City of Plymouth's City Council Zoom Meeting
Meeting ID: 953 2703 6019 **Passcode**:055507
Join via link: https://zoom.us/j/95327036019?pwd=8iM8nhg74PmdhjQdBwfeGrOQCoceKy.1

Members of the public not attending in-person may submit written comments prior to the meeting by emailing comments to the City Clerk at vmchenry@cityofplymouth.org before 3:30 PM on the day of the meeting. Emailed public comments will be distributed to the City Council and made part of the official record.

Don Nunn, Mayor

Holger Hornisch, Vice Mayor
Wendy Bottomley, Council Member
Wendy Cranford, Council Member
Deborah Dill, Council Member

MISSION STATEMENT

The City of Plymouth preserves our small-town atmosphere and provides fiscally responsible services that fulfill public needs while protecting their quality of life.

1. CALL TO ORDER/ROLL CALL:

- **Roll Call**
- **Pledge of Allegiance**

2. APPROVAL OF CITY COUNCIL REGULAR MEETING AGENDA OF FEBRUARY 26, 2026

3. REGULAR MEETING PUBLIC COMMENT

Under provisions of the Government Code, citizens wishing to address the Council for any matter not on the agenda may do so at this time. Please submit a completed Speaker Submittal Form to the City Clerk. Comments are limited to three minutes or less and speakers are requested to state their name and community of residence. For public comments on agendized items, speakers will be called by the Mayor at the point on the agenda when the item will be heard. The City Council is prohibited from materially discussing or acting on any item not on the agenda unless it can be demonstrated to be of an emergency nature or an urgent need to take immediate action arose after the posting of the agenda.

4. PRESENTATIONS/PROCLAMATIONS/APPOINTMENTS:

4.1 AMADOR FIRE PRESENTATION

5. CONSENT CALENDAR ITEMS:

All matters listed under the Consent Calendar are to be considered routine by the City Council and will be enacted by one motion in the form listed. There will be no separate discussion of these items unless, before the City Council votes on the motion to adopt, members of the Council, staff or the public request specific items to be removed from the Consent Calendar for separate discussion and action.

5.1 CORRESPONDENCE

5.2 APPROVE THE CC 12:15PM SPECIAL MEETING MINUTES OF JANUARY 26, 2026

5.3 APPROVE THE CC 6:30PM SPECIAL MEETING MINUTES OF JANUARY 26, 2026

5.4 APPROVE THE CC SPECIAL MEETING MINUTES OF FEBRUARY 5, 2026

5.5 RECEIVE JANUARY WARRANT REGISTER

5.6 AUTHORIZE MAYOR TO SIGN CLEAN CA PLEDGE ON BEHALF OF THE CITY

6. PUBLIC HEARINGS: NONE

7. REGULAR AGENDA ITEMS:

7.1 ACCEPT CITY OF PLYMOUTH COMMUNITY FACILITIES DISTRICT 2016-01 (ZINFANDEL SERVICES DISTRICT) DITCH REPAIR PROJECT

7.2 APPROVE THE FIRST READING AND INTRODUCTION OF AN ORDINANCE NO. 2026-02 ADOPTING PROCUREMENT POLICY CC-45

8. CITY MANAGER'S REPORT

9. MAYOR & COUNCIL MEMBERS' REPORTS AND COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

10. CLOSED SESSION

10.1 CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code § 54957.6)
Agency designated representatives: Andreas Booher, City Attorney
Unrepresented employee: City Manager

10.2 CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: APNs 008-070-036, 037, 038, 039 and 040
Agency Negotiator: Cameron Begbie, City Manager & Andreas Booher, City Attorney
Negotiating Parties: Sutter Home Winery
Under Negotiation: All terms associated with possible acquisition of property by the City

11. ADJOURNMENT

LEVINE ACT PUBLIC PARTY/APPLICANT DISCLOSURE OBLIGATIONS:

Applicants, parties, and their agents who have made campaign contributions totaling more than $500 (aggregated) to a Council Member over the past 12 months, must publicly disclose that fact for the official record of that agenda item. Disclosures must include the amount of the campaign contribution aggregated, and the name(s) of the campaign contributor(s) and Council Member(s). The disclosure may be made either in writing to the City Clerk prior to the agenda item consideration, or by verbal disclosure at the time of the agenda item consideration.

The foregoing statements do not constitute legal advice, nor a recitation of all legal requirements and obligations of parties/applicants and their agents. Parties and agents are urged to consult with their own legal counsel regarding the requirements of the law.

ADDITIONAL INFORMATION

Public documents related to an item on the open session portion of this agenda, which are distributed to the City Council less than 72 hours prior to the meeting, shall be available for public inspection at the City Clerk's office located in Plymouth City Hall and at the time of the meeting. Persons interested in proposing an item for the City Council Agenda should contact a member of the City Council, or the City Manager.

NOTICE:

As presiding officer for this meeting, the Mayor has the authority to preserve order at all City Council meetings, to remove or cause the removal of any person from any such meeting for disruptive conduct, and to enforce the rules of the Council.

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting, please contact the City Clerk's Office at (209) 245-6941 prior to the meeting.

CERTIFICATION OF POSTING OF AGENDA

I, Victoria McHenry, City Clerk for the City of Plymouth, declare that the foregoing agenda for February 26, 2026, Regular Meeting of the Plymouth City Council was posted and available for review on February 20, 2026 at the City Hall of the City of Plymouth, 9426 Main Street, Plymouth, California, 95669. The agenda is also available on the city website at cityofplymouth.org.

Signed at Plymouth, California

//s//

Victoria McHenry City Clerk

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PUBLIC COMMENT

Public Comment Submitted by Stephanie Moreno, Plymouth Resident and Small Business Owner
City of Plymouth Council Meeting – February 26, 2026

The Amador Community Foundation (ACF) has opened a grant opportunity for local entities to be awarded up to $10,000 to improve local parks. The grant notice and website link is below:

https://www.amadorcommunityfoundation.org/wp-content/uploads/2026/01/2026-Grant-Application-ACF-Community-Fund-Grant-Cycle.pdf

Last month, ***The Pickle Barrel 95669+*** Facebook group offered its 200-plus members the opportunity to participate in a non-scientific poll to gauge their support for the City of Plymouth to submit an application for this opportunity. **The most popular option selected by the members was to "allow the swimming pool to stay open on weekends or later in the day during the summer season" (25%).** The next two top votes were to "install a solar pool heating system to extend the swimming season" (15%) and "collaborate with the school district to use the funding to improve the school playground in return for increased public access" (12%).

Based on this feedback, I encourage the City of Plymouth to submit a grant application to ACF and to consider our members' input in preparing its application. I also request that the City Council consider these results in considering funding allocations for residential recreational activities in its FY26-27 budget.

Below are the post narrative and poll results; I did not include the member comments in order to preserve anonymity, but they primarily consisted of additional comments by the administrator or supplementary comments from participants regarding the choices they made in the poll.

> *Post narrative: Let's encourage the City to apply for the $10,000 in Amador Community Grant funding that is intended to help "improve a local park to get kids and/or adults outside and more active."*
>
> ***Proposals will be evaluated on the basis of:***
>
> - ***Community Impact:*** *The extent to which the project benefits the local community. Will the project improve a local park to get kids and/or adults outside and more active.*
> - ***Project Timeline:*** *How realistic it is to finish the project in 2026*
> - ***Resource Utilization:*** *Effective use of existing funding, in-kind contributions, and community resources.*
> - ***Collaborations & Partnerships****: Engagement with other organizations, programs, or resources to enhance project success.*
>
> *Here are some ideas on how to get more residents outside and more active (please note that they may or may not be eligible for this particular funding opportunity, but the City could also apply for other park funds if there is public interest.)*

Poll results: What do you think? Feel free to add additional options to the poll!

Allow the swimming pool to stay open on weekends or later in the day during the summer season.	25%
Install a solar pool heating system to extend the swimming season.	15%
Install 2-3 outdoor fitness stations for seniors that are low-impact (stretch bars, step platform, balance rail).	4%
Start a "blue-zone" educational program to increase longevity and incorporate outdoor activities.	9%
Add distance markers to walking paths to motivate increased walking activity.	4%
Collaborate with the school district to use the funding to improve the school playground in return for increased public access.	12%
Install ADA-friendly picnic tables.	4%
Install "pocket parks" in City right-of-ways (shade tree, pollinator- and drought-friendly plants, and a bench).	4%
Create a dog park at Lodge Hill where dogs can run off leash.	9%
Install a small fruit orchard at Lodge Hill that allows locals to visit year-round and harvest seasonally.	4%
Expand the community garden to encourage community gathering (shaded seating, storage, ADA access).	4%
Shade over the water at the pool	2%
Add additional BBQ pits and/or brick BBQ at McGee Park.	4%

Add poll option...

5 61 Votes 11 comments

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PRESENTATIONS
PROCLAMATIONS
APPOINTMENTS

5.1

CORRESPONDENCE

5.2

CITY OF PLYMOUTH CITY COUNCIL
SPECIAL MEETING MINUTES DRAFT
Monday, January 26, 2026
12:15 PM

Meeting Start and Public Comment: City Council Chambers - 9426 Main Street - Plymouth, CA
Interviews: Lodge Hill – 18565 Empire Street – Plymouth, CA
Report Out: City Council Chambers - 9426 Main Street - Plymouth, CA at 6:30PM

Don Nunn, Mayor

Holger Hornisch, Vice Mayor
Wendy Bottomley, Council Member
Wendy Cranford, Council Member
Deborah Dill, Council Member

MISSION STATEMENT

The City of Plymouth preserves our small-town atmosphere and provides fiscally responsible services that fulfill public needs while protecting their quality of life.

1. CALL TO ORDER/ROLL CALL: Called to order at 12:16 pm

COUNCIL MEMBERS' PRESENT: Don Nunn, Holger Hornisch, Wendy Bottomley, Wendy Cranford, Deborah Dill

COUNCIL MEMBERS ABSENT: None

STAFF/ADVISORY PRESENT: Andreas Booher, City Attorney, Cameron Begbie, Interim City Manager, Victoria McHenry, City Clerk, Jacob Smith, Audio/Video Technician

STAFF/ADVISORY ABSENT: None

Flag Salute led by Mayor Nunn

2. APPROVAL OF CITY COUNCIL SPECIAL MEETING AGENDA OF JANUARY 26, 2026

Council Member Cranford motioned to approve the 12:15 PM City Council Special Meeting Agenda for January 26, 2026. Second by Council Member Dill. Motion passed with a roll call vote of 5-0.

3. SPECIAL MEETING PUBLIC COMMENT

Stephanie Moreno voiced her frustration on how the link to join the meeting is listed. She would like to see it simplified in the future. Ms. Moreno stated she had concerns about the hiring process for the City Manager position. She gave suggestions on how she thinks it should be done.

ADJOURNMENT INTO CLOSED SESSION AT 12:20PM

4. SPECIAL CLOSED SESSION AGENDA ITEMS:

4.1 PUBLIC EMPLOYEE APPOINTMENT – CITY MANAGER (Gov. Code § 54957)

Conduct candidate interviews

5. ADJOURNMENT FROM CLOSED SESSION AT 6:30PM. INTERVIEWS WERE HELD WITH NO REPORTABLE ACTION

Signed at Plymouth, California
//s//
Victoria McHenry City Clerk

5.3

CITY OF PLYMOUTH CITY COUNCIL
SPECIAL MEETING MINUTES DRAFT
Monday, January 26, 2026
6:30 PM

City Council Chambers - 9426 Main Street - Plymouth, CA

In-person participation by the public is permitted. Alternatively, remote/electronic public participation is available in one of the following ways:

Don Nunn, Mayor

Holger Hornisch, Vice Mayor
Wendy Bottomley, Council Member
Wendy Cranford, Council Member
Deborah Dill, Council Member

MISSION STATEMENT

The City of Plymouth preserves our small-town atmosphere and provides fiscally responsible services that fulfill public needs while protecting their quality of life.

1. CALL TO ORDER/ROLL CALL: Called to order at 6:33PM

COUNCIL MEMBERS' PRESENT: Don Nunn, Holger Hornisch, Wendy Bottomley, Wendy Cranford, Deborah Dill

COUNCIL MEMBERS ABSENT: None

STAFF/ADVISORY PRESENT: Andreas Booher, City Attorney, Cameron Begbie, Interim City Manager, Victoria McHenry, City Clerk, Jacob Smith, Audio/Video Technician, Ricky VanDyke, Accountant

STAFF/ADVISORY ABSENT: None

Flag Salute led by Mayor Nunn

2. APPROVAL OF CITY COUNCIL SPECIAL MEETING AGENDA OF JANUARY 26, 2026

Council Member Cranford motioned to approve the 6:30 PM City Council Special Meeting Agenda for January 26, 2026. Second by Vice Mayor Hornisch. Motion passed with a roll call vote of 5-0.

3. SPECIAL MEETING PUBLIC COMMENT

Rosemarie Moody commented she was grateful for the Townhall Meeting held on January 24th. She stated it was hard to hear in the back of the room and hoped the City could look into a better sound system. Ms. Moody reported that she saw two separate drivers pulled over for speeding in town. She is happy to see a stronger sheriff presence in town.

Stephanie Moreno commented on the agenda and the lack of opportunity to make public comments on that item. She stated that item 5.1 needed to have the title on the agenda changed to match the staff report title to alleviate any confusion with that item.

Council Member Cranford made a motion to amend the 6:30PM City Council Special Meeting Agenda with amendments to change the title of item 5.1 to match the item title on the staff report in the published agenda packet. Second by Council Member Bottomley. Motion passed with a roll call vote of 5-0.

4. CONSENT CALENDAR ITEMS:

4.1 CORRESPONDENCE

4.2 APPROVE THE REGULAR MEETING MINUTES OF JANUARY 8, 2026

Council Member Bottomley motioned to approve the consent calendar as presented. Second by Council Member Cranford. Motion passed with a roll call vote of 5-0.

5. SPECIAL AGENDA ITEMS:

5.1 PRESENTATION ON WATER AND WASTEWATER RATE STUDY AND REQUESTING CITY COUNCIL INPUT AND DIRECTION TO DO PROP 218 RATE SETTING

After the staff report was presented, it was suggested by City Attorney Booher to have Sara Mares from NBS take breaks throughout her presentation to allow the public to comment as new information was being presented.

Ms. Mares presented an overview of the rate study then paused for public comment.

Stephanie Moreno asked Ms. Mares if the new revenue from the septage loads as being included in the study. She also asked if NBS takes responsibility for ensuring that rates are reasonable or do they rely on the city for verification. Ms. Moreno also asked if NBS had updated the rates to include the latest AWA water increase.

Ms. Mares stated that the septage revenue is included in the updated analysis. She stated that NBS does not independently validate the cities budget. Ms. Mares stated the information in the water rate study reflects the city's updated budget.

Robert Moody asked for an example of the cost to each customer or customer class.

Ms. Mares stated customer classes are based on land use.

Ms. Mares gave the Water Rate Study presentation then paused for public comment.

Rosemarie Moody asked if the revenue and expenses would be broken down so the rate payers can see what exactly goes into each line item.

Ms. Mares answered that the report would have the items broken down.

Stephanie Moreno compared the presentation with last year's version and noted fewer columns in last year. She stated the final figures are lower and could Ms. Mares please explain how the amounts are lower.

Ms. Mares did her best to explain to her to answer Ms. Moreno's question.

The council took a break at 7:13pm and reconvened at 7:18pm.

Ms. Mares gave the Sewer Rate Study presentation then paused for public comment.

Rosemarie Moody asked that the sewer rate also show the breakdown of costs. She had questions about how EDUs are calculated.

Ms. Mares answered Ms. Moody's question and gave examples on how different calculations are made.

Stephanie Moreno wanted to confirm that residential was going to be changed from 200 to 125 gallons and if there was going to be a breakdown within the residential EDU so that all residents won't be charged the same amount. She asked if the EDU breakdowns were going to be included in the Prop 218 hearing materials. Ms. Moreno

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asked if current rate for septic haulers was based on volume and strength or just volume only. She also asked what happens if we stop having septage haulers and will that affect the rates going forward.

Ms. Mares verified that residential gallons were changing from 220 to 125 gallons. She stated since they only have one month of septage hauling to refer to, they are being conservative with the revenue they are counting on.

Stephanie Moreno re-asked if the EDU breakdowns were going to be included in the Prop 218 hearing materials. She also asked if the current rate of septic haulers was based on volume and strength or based on volume only.

Ms. Mares stated that the EDU version will be in the Prop 218 materials.

Ms. Mares presented the Prop 218 portion then paused for public comment.

Rosemarie Moody asked why all the cities used as examples were from out of the county.

Ms. Mares stated they try to find other agencies that have completed recent studies. She stated that if there were a particular agency the council or citizens wanted, they would be happy to include it.

Stephanie Moreno is concerned about the new Prop 218 process that is being added. She feels it may be confusing to citizens. Ms. Moreno asked Ms. Mares to clarify this for the council

Ms. Mares clarified that the objections and protests were considered separate.

City Attorney Booher said this process would be explained in the Prop 218 materials when they went out to the citizens.

Stephanie Moreno asked if objection ballots and protest ballots would be sent out separately.

Ms. Mares answered that no ballots would be sent out. There would a notice that will be sent out explaining to the citizens how to submit an objection or protest.

Stephanie Moreno urged the council to consider if this would cause confusion to the citizens and possibly a delay in the process.

After council discussion, public comment was opened again.

Stephanie Moreno wanted the council to keep in mind the citizens who are struggling financially when they make their decision. She asked if possibly the two options could be offered to the citizens to vote on when the Prop 218 materials go out.

Ms. Mares stated the Prop 218 materials present one option, not options for the citizens to vote on.

Rosemarie Moody asked that the council consider lower income residents and how it may affect them. She stated a 30% increase could cause a financial strain for them.

After council discussion, Council Member Bottomley, Council Member Dill and Mayor Nunn all voiced their support for moving forward with Option #1 with the 30% increase. Vice Mayor Hornisch preferred Option #2 with the 20% increase, and wanted to go record not supporting Option #1. Council Member Cranford stated that she is fine with either option since there was already a majority for Option #1.

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Direction was then given to Ms. Mares to move forward with Option #1 and the Prop 218 process.

5.2 UPDATE EMPLOYEE HANDBOOK AND MUNICIPAL CODE REVISIONS – DIRECTION FOR FUTURE COUNCIL CONSIDERATION

City Attorney Booher clarified that this is the same version that was brought to the council a few meetings back. He wanted to provide a track changes version for review. City Attorney Booher will present again at a later meeting with any feedback received.

Rosemarie Moody feels that there should be more overview to the hiring process. She also asked who the HR department was at the City. Ms. Moody also feels that the City should do background checks and DMV checks.

Stephanie Moreno thanked City Attorney Booher for the tracked changes version of the manual. She commented that she feels the lack of attendance at the meetings is due to the fact that the City does not share the agendas to several City pages. Ms. Moreno feels that there is fiscal impact because the City Manager can start an employee at any step. She also feels the current in-lieu of benefits item should be included in the manual. Ms. Moreno stated that standby pay has also been changed and also had concerns with OT and Comp Pay. She also mentioned hiring related employees in the past without sufficient advertising.

The council decided to review this matter and would like to put this off until the next meeting. Citizens are encouraged to email Interim City Manager Begbie with questions to forward to City Attorney Booher. City Attorney Booher asked that all suggestions and questions be submitted by February 2nd.

6. CITY MANAGER'S REPORT

Interim City Manager Begbie reported there are two new septage haulers who have now signed contracts with the City. He also informed the City that Pop Up #1 has been rented out long-term to Route 49 Cards who will open February 1st. Interim City Manager Begbie noted that Finance Director Heath was happy with the progress working towards getting ready for our first audit.

7. MAYOR & COUNCIL MEMBERS' REPORTS AND COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

Council Member Dill stated that she and Council Member Bottomley both attended new council member training and there was a lot of good information. She also asked if a revised procurement policy was coming soon to a new agenda.

Council Member Bottomley also echoed the good information that she and Council Member Dill learned at the new council member training.

Vice Mayor Hornisch stated that the Town Hall Meeting held on January 24th was well attended with approximately 125 citizens in attendance. He stated he took heavy notes and plans to bring them to the council. Vice Mayor Hornisch also stated he reached out to Public Works Superintendent Quinn regarding options to address the lighting at the entrance of Zinfandel Ridge

Mayor Nunn reiterated what Vice Mayor Hornisch stated about the issues brought up at the Town Hall Meeting. He stated the sheriff has been taking care of some of the issues regarding traffic.

Vice Mayor Hornisch brought up that there was a Tribal Ad Hoc meeting and bottom line both parties were open to discussions.

8. CLOSED SESSION:

Stepanie Moreno commented on Item 8.2. She wanted to remind the council that they have only been there a short time and can point back to the past councils for problems. Ms. Moreno stated that

they will have to own the decision they make in choosing a City Manager.

ADJOURNMENT INTO CLOSED SESSION AT 8:35PM

8.1 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov. Code § 54956.9) – 1 CASE

Outfront Media LLC v. City of Plymouth (Amador County Superior Court Case No. 25CV15005)

8.2 PUBLIC EMPLOYEE APPOINTMENT – CITY MANAGER (Gov. Code § 54957)

Discussion and possible action to appoint a permanent City Manager

REPORT OUT:

ITEM 8.1 – The council directed the Interim City Manager and City Attorney to negotiate a $0 settlement agreement with Outfront Media.

ITEM 8.2 – The council has narrowed the candidates down to two finalists that we will be conducting background screenings on.

ADJOURNMENT AT 9:08PM

Respectfully Submitted at Plymouth, California
//s// Victoria McHenry, City Clerk

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5.4

CITY OF PLYMOUTH CITY COUNCIL
SPECIAL MEETING MINUTES DRAFT
Thursday, February 5, 2026
7:00 PM

City Council Chambers - 9426 Main Street - Plymouth, CA

Don Nunn, Mayor

Holger Hornisch, Vice Mayor
Wendy Cranford, Council Member
Wendy Bottomley, Council Member
Deborah Dill, Council Member

MISSION STATEMENT

The City of Plymouth preserves our small-town atmosphere and provides fiscally responsible services that fulfill public needs while protecting their quality of life.

1. CALL TO ORDER/ROLL CALL: Called to order at 7:00 PM

COUNCIL MEMBERS' PRESENT: Don Nunn, Holger Hornisch, Wendy Bottomley, Wendy Cranford, Deborah Dill

COUNCIL MEMBERS ABSENT: None

STAFF/ADVISORY PRESENT: Andreas Booher, City Attorney, Cameron Begbie, Interim City Manager, Victoria McHenry, City Clerk, Jacob Smith, Audio/Video Technician

STAFF/ADVISORY ABSENT: None

Flag Salute led by Mayor Nunn

2. APPROVAL OF CITY COUNCIL SPECIAL MEETING AGENDA OF FEBRUARY 5, 2026

Council Member Cranford motioned to approve the City Council Special Meeting Agenda for February 5, 2026. Second by Vice Mayor Hornisch. Motion passed with a roll call vote of 5-0.

3. SPECIAL MEETING PUBLIC COMMENT

Jon Colburn reminisced about when he was City Manager at 16 years old. He joked about his wages and teased the council telling them there were back payments owed to him. Mr. Colburn then brought up Village Drive and cautioned the council to investigate the casinos' use of the road. He would like the attorney to look into it before any changes are made. Mr. Colburn expressed his love for the council and feels they are doing a great job. He thanked the council for the wonderful job they are doing.

Stephanie Moreno also thanked the council for the job they are doing. She feels this is one of the best City Councils the City has had in a long time. Ms. Moreno asked the council what the traffic plan was for the opening of the casino. She also asked the council to investigate the risk of having flock cameras without a policy in place.

District 5 Supervisor Brian Oneto spoke and voiced his support for Interim City Manager Cameron Begbie. He feels Mr. Begbie is doing a wonderful job and encouraged the council to hire him as the permanent City Manager.

4. CLOSED SESSION:

ADJOURNMENT INTO CLOSED SESSION AT 7:11PM

4.1 PUBLIC EMPLOYEE APPOINTMENT – CITY MANAGER (Gov. Code § 54957)

Discussion and possible action to appoint a permanent City Manager

5. REPORT OUT: COUNCIL UNANIMOUSLY VOTED TO DECIDE TO HIRE INTERIM CITY MANAGER CAMERON BEGBIE AS THE PERMANENT CITY MANAGER.

ADJOURNMENT AT 7:42PM

Respectfully submitted at Plymouth, California

//s// Victoria McHenry, City Clerk

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5.5

CITY OF PLYMOUTH
Check Register for Wells Fargo Checking
For the Accounting Period: 1/26

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
-99893	E	403 PAYA SERVICES INC	186.60	01/14/26	1/26		
						CL 4060	186.60
-99888	E	181 PAYCHEX INC.	136.50	01/20/26	1/26		
						CL 4038	136.50
30411	S	423 3E Business Solutions	945.00	01/08/26	_____		
						CL 4087	945.00
30412	S	299 ALLIANT INSURANCE SERVICE, INC	1937.00	01/08/26	_____		
						CL 4080	1937.00
30413	S	26 AMADOR COUNTY FAIR	715.00	01/08/26	_____		
						CL 4059	715.00
30414	S	253 BAHALA NA CORP	545.29	01/08/26	_____		
						CL 4041	545.29
30415	S	429 BELFOR PROPERTY RESTORATION	4679.78	01/08/26	_____		
						CL 4085	4679.78
30416	S	45 BEST BEST & KRIEGER	28834.90	01/08/26	_____		
						CL 4034	28834.90
30417	S	257 CA BUILDING STANDARDS COMMISSION	36.00	01/08/26	_____		
						CL 4083	22.00
						CL 4084	14.00
30418	S	59 CA DEPT OF CONSERVATION	60.85	01/08/26	_____		
						CL 4029	60.85
30419	S	268 CA HIGH SCHOOL RODEO ASSOCIATION	7500.00	01/08/26	_____		
						CL 4079	7500.00
30420	S	418 CALIFORNIA LANDSCAPING & DESIGN INC.	5750.00	01/08/26	_____		
						CL 4071	5750.00
30421	S	147 LEDGER DISPATCH	234.45	01/08/26	_____		
						CL 4068	234.45
30422	S	150 LOWE'S BUSINESS ACCT/SYNCB	1067.33	01/08/26	_____		
						CL 4047	1067.33
30423	S	275 MICHAEL B. SULLIVAN	25.00	01/08/26	_____		
						CL 4078	25.00
30424	S	89 MICHELE GERMAN-DAVIS	2270.00	01/08/26	_____		
						CL 4049	2270.00
30425	S	178 PACIFIC GAS & ELECTRIC	2355.11	01/08/26	_____		
						CL 4073	2355.11
30426	S	181 PAYCHEX INC.	334.30	01/08/26	_____		
						CL 4044	334.30
30427	S	201 SHENANDOAH STATION	1241.27	01/08/26	_____		
						CL 4056	1241.27
30428	S	318 THOMAS MIKKELSEN	25.00	01/08/26	_____		
						CL 4076	25.00
30429	S	269 WILLIAM L. KLAPROTH JR.	25.00	01/08/26	_____		
						CL 4077	25.00
30430	S	393 WIZIX TECHNOLOGY GROUP, INC	6.38	01/08/26	_____		
						CL 4086	6.38
30431	S	384 ANDY HEATH FINANCIAL SERVICES	2537.50	01/14/26	_____		
						CL 4092	2537.50

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
30432	S	254 AT&T	220.91	01/14/26			
						CL 4070	220.91
30433	S	41 AT&T MOBILITY	808.59	01/14/26			
						CL 4058	808.59
30434	S	66 CALIFORNIA LABORATORY SERVICES	961.00	01/14/26			
						CL 4045	961.00
30435	S	76 CLARK PEST CONTROL	361.00	01/14/26			
						CL 4055	361.00
30436	S	96 DIV OF THE STATE ARCHITECT	74.80	01/14/26			
						CL 4089	74.80
30437	S	73 FIRST-CITIZENS BANK & TRUST CO	311.40	01/14/26			
						CL 4091	311.40
30438	S	999999 GOLDWEB PRINTING	233.47	01/14/26			
						CL 4093	233.47
30439	S	428 IRON HORSE RANCH	2100.00	01/14/26			
						CL 4088	2100.00
30440	S	164 NBS	3750.00	01/14/26			
						CL 4072	3750.00
30441	S	178 PACIFIC GAS & ELECTRIC	9425.99	01/14/26			
						CL 4074	9425.99
30442	S	431 PHASE 1 CONSTRUCTION INC	45723.50	01/14/26			
						CL 4090	45723.50
30443	S	141 SUPERIOR PLUS ENERGY SERVICES INC	590.96	01/14/26			
						CL 4039	590.96
30444	S	247 WEBER, GHIO & ASSOCIATES, INC	6865.45	01/14/26			
						CL 4069	6865.45
30445	S	322 WILKINSON PORTABLES INC	216.00	01/14/26			
						CL 4033	216.00
30446	S	35 AMADOR WATER AGENCY	42884.04	01/14/26			
						CL 4094	42884.04
30447	S	370 4LEAF, INC.	5735.00	01/22/26			
						CL 4050	5735.00
30448	S	34 AMADOR WATER AGENCY	35877.81	01/22/26			
						CL 4037	35877.81
30449	S	35 AMADOR WATER AGENCY	12844.91	01/22/26			
						CL 4036	3828.82
						CL 4098	9016.09
30450	S	297 AQUA-METRIC SALES COMPANY	4511.04	01/22/26			
						CL 4097	4511.04
30451	S	303 ASCENT ENVIRONMENTAL, INC	483.75	01/22/26			
						CL 4067	483.75
30452	S	255 AT&T	107.00	01/22/26			
						CL 4048	107.00
30453	S	256 AT&T	31.76	01/22/26			
						CL 4046	31.76
30454	S	75 CITY OF PLYMOUTH	87.98	01/22/26			
						CL 4043	87.98

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
30455	S	94 DEPT OF TRANSPORTATION	1137.54	01/22/26			
						CL 4095	1137.54
30456	S	73 FIRST-CITIZENS BANK & TRUST CO	311.40	01/22/26			
						CL 4066	311.40
30457	S	999999 LARRY BECKER	120.75	01/22/26			
						CL 4096	120.75
30458	S	178 PACIFIC GAS & ELECTRIC	1120.06	01/22/26			
						CL 4075	1120.06
30459	S	377 SIGNAL SERVICE INC	619.50	01/22/26			
						CL 4052	619.50
30460	S	239 UP COUNTRY POOL CENTER	575.41	01/22/26			
						CL 4054	575.41
30461	S	393 WIZIX TECHNOLOGY GROUP, INC	510.08	01/22/26			
						CL 4062	510.08
30463 *	S	78 COMCAST	156.44	01/29/26			
						CL 4035	156.44
30464	S	94 DEPT OF TRANSPORTATION	1054.14	01/29/26			
						CL 4099	1054.14
30465	S	193 GENERAL CODE, LLC	1245.00	01/29/26			
						CL 4102	1245.00
30466	S	999999 GOLDWEB PRINTING	253.66	01/29/26			
						CL 4100	253.66
30467	S	146 LEAGUE OF CALIFORNIA CITIES	951.00	01/29/26			
						CL 4109	951.00
30468	S	147 LEDGER DISPATCH	216.00	01/29/26			
						CL 4101	216.00
30469	S	150 LOWE'S BUSINESS ACCT/SYNCB	450.83	01/29/26			
						CL 4103	450.83
30470	S	169 NV5 INC	1836.25	01/29/26			
						CL 4104	1836.25
30471	S	383 QUADIENT FINANCE USA INC	500.00	01/29/26			
						CL 4063	500.00
30472	S	422 TELSTAR INSTRUMENTS	1868.00	01/29/26			
						CL 4105	1868.00

Total for Claim Checks 248580.68
Count for Claim Checks 63

* denotes missing check number(s)

# of Checks: 63 Total: 248580.68

CITY OF PLYMOUTH
Fund Summary for Claim Check Register
For the Accounting Period: 1/26

Fund/Account	Amount
1 General Fund	
101001	61,329.62
2 TOT - Streets & Promotion Fund	
101001	11,537.00
10 Gas Tax Fund	
101001	1,161.98
33 Miwok Indian Project Fund	
101001	516.80
40 Water Enterprise Fund	
101001	100,064.14
50 Sewer Enterprise Fund	
101001	17,215.85
80 CFD 2016-01 ZR	
101001	56,755.29
Total:	248,580.68

Claims

Check #	Check Type	Vendor/Employee/Payee Number/Name	Check/Doc Amount	Period	Date Issued						Cash Account
Claim		Invoice #/Inv Date/Description	Line Amount	Disc $	PO #	Fund	Org	Acct	Object	Proj	
-99893	E	403 PAYA SERVICES INC	186.60	1/26	01/14/26						
4060			186.60	1/26							
		01/13/26 Processing Fees	93.30			40	600000		761000		101001
		01/13/26 Processing Fees	93.30			50	700000		761000		101001
-99892	V	Check not processed in this period	0	/ 0	/ /						
4106			0	7/25							
		07/05/25 FLEX TIME	0			1	511000		781000		101001
-99891	V	Check not processed in this period	0	/ 0	/ /						
4107			0	9/25							
		09/05/25 FLEX TIME	0			1	511000		781000		101001
-99890	V	Check not processed in this period	0	/ 0	/ /						
4108			0	11/25							
		11/05/25 FLEX TIME	0			1	511000		781000		101001
-99889	V	Check not processed in this period	0	/ 0	/ /						
3967			0	12/25							
		12/05/25 FLEX TIME	0			1	511000		781000		101001
-99888	E	181 PAYCHEX INC.	136.50	1/26	01/20/26						
4038			136.50	1/26							
		01/05/26 FLEX TIME	136.50			1	511000		781000		101001
27289	D		0.00	7/21	01/12/26						
30			26536.90	7/21							
		07/14/21 Service Charge	5793.24			40	600000		729200		101001
		07/14/21 Water Consumption	15677.55			40	600000		729100		101001
		07/14/21 Water Debt Service	5066.11			40	600000		729200		101001
30411	SC	423 3E Business Solutions	945.00	1/26	01/08/26						
4087			945.00	1/26							
		01/05/26 Accounting Services	945.00			1	514000		701000		101001
30412	SC	299 ALLIANT INSURANCE SERVICE, INC	1937.00	1/26	01/08/26						
4080			1937.00	1/26							
		12/05/25 Special Event Liability	1937.00			2	560000		770300		101001

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Claims

Check #	Type	Vendor/Employee/Payee Number/Name	Check/Doc Amount	Period	Date Issued						Cash Account
Claim		Invoice #/Inv Date/Description	Line Amount	Disc $	PO #	Fund	Org	Acct	Object	Proj	
30413	SC	26 AMADOR COUNTY FAIR	715.00	1/26	01/08/26						
4059			715.00	1/26							
		01/06/26 Corp Yard Rent - Feb 2025	715.00			1	531000		721700		101001
30414	SC	253 BAHALA NA CORP	545.29	1/26	01/08/26						
4041			545.29	1/26							
		12/31/25 Elec/Heat/Cool Supp	119.17			1	531000		740700		101001
		12/31/25 Oil/Gas for Equipment	111.99			1	531000		721100		101001
		12/31/25 Street Signs	19.38			1	532000		740500		101001
		12/31/25 Projec/Paint supp/Upkeep	223.29			1	551000		740700		101001
		12/31/25 PPE Pool	64.36			1	554000		740500		101001
		12/31/25 Coupler	7.10			40	600000		740700		101001
30415	SC	429 BELFOR PROPERTY RESTORATION	4679.78	1/26	01/08/26						
4085			4679.78	1/26							
		12/30/25 Doc Rest	4679.78			1	511000		761000		101001
30416	SC	45 BEST BEST & KRIEGER	28834.90	1/26	01/08/26						
4034			28834.90	1/26							
		01/08/26 Retainer	3330.60			1	511000		762000		101001
		01/08/26 Labor-Employment	2713.20			1	511000		762000		101001
		01/08/26 Casino Project	516.80			33	560000		762000		101001
		01/08/26 Public Records Act	1651.10			1	511000		762000		101001
		01/08/26 Litigation-Claims	5038.80			1	511000		762000		101001
		01/08/26 Development-ZR	585.60			1	280005				101001
		01/08/26 Retainer (overage)	14998.80			1	511000		762000		101001
30417	SC	257 CA BUILDING STANDARDS COMMISSION	36.00	1/26	01/08/26						
4083			22.00	1/26							
		01/05/26 Fees	22.00			1	202122				101001
4084			14.00	1/26							
		01/05/25 Fees	14.00			1	202122				101001
30418	SC	59 CA DEPT OF CONSERVATION	60.85	1/26	01/08/26						
4029			60.85	1/26							
		01/05/26 April - June 2021	60.85			1	202101				101001
30419	SC	268 CA HIGH SCHOOL RODEO ASSOCIATION	7500.00	1/26	01/08/26						

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Claims

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Claim		Invoice #/Inv Date/Description	Line Amount	Disc $	PO #	Fund	Org	Acct	Object	Proj		
4079			7500.00	1/26								
		12/29/25 Challenge Champions Rodeo	7500.00			2	560000		770300			101001
30420	SC	418 CALIFORNIA LANDSCAPING & DESIGN I	5750.00	1/26	01/08/26							
4071			5750.00	1/26								
		12/30/25 ZR Monthly Services	5750.00			80	519000		740100			101001
30421	SC	147 LEDGER DISPATCH	234.45	1/26	01/08/26							
4068			234.45	1/26								
		12/26/25 Ad#68803 City Manager	234.45			1	511000		720300			101001
30422	SC	150 LOWE'S BUSINESS ACCT/SYNCB	1067.33	1/26	01/08/26							
4047			1067.33	1/26								
		12/17/25 11/24/25 to 12/11/25	1042.81			1	551000		740100			101001
		12/17/25 11/24/25 to 12/11/25	24.52			1	531000		740100			101001
30423	SC	275 MICHAEL B. SULLIVAN	25.00	1/26	01/08/26							
4078			25.00	1/26								
		12/29/25 Planning Comm Stipend	25.00			1	542000		709000			101001
30424	SC	89 MICHELE GERMAN-DAVIS	2270.00	1/26	01/08/26							
4049			2270.00	1/26								
		01/01/26 Web Site	2270.00			1	511000		761000			101001
30425	SC	178 PACIFIC GAS & ELECTRIC	2355.11	1/26	01/08/26							
4073			2355.11	1/26								
		12/29/25 18565 Empire Street	55.84			1	551000		731000			101001
		12/29/25 18358 Empire Street	5.37			1	551000		731000			101001
		12/29/25 Shenandoah Rd SS Hwy 49 E 150	27.10			40	600000		731000			101001
		12/29/25 E/Plymouth	81.61			40	600000		731000			101001
		12/29/25 9426 Main Street	280.73			1	511000		731000			101001
		12/29/25 9426 Main Street	280.72			40	600000		731000			101001
		12/29/25 9426 Main Street	280.73			50	700000		731000			101001
		12/29/25 18500 Sherwood Street	711.00			1	531000		731000			101001
		12/29/25 7151 Old Sacrament Road	340.00			50	700000		731000			101001
		12/29/25 9395 Main Street	257.12			1	551000		731000			101001
		12/29/25 Hwy 49 WS Main St N 250 ft	17.44			10	560000		731000			101001
		12/29/25 Hwy 49 WS Main St N 250 ft	17.45			50	700000		731000			101001

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Claims

Check #	Check Type	Vendor/Employee/Payee Number/Name	Check/Doc Amount	Period	Date Issued						Cash Account
Claim		Invoice #/Inv Date/Description	Line Amount	Disc $	PO #	Fund	Org	Acct	Object	Proj	
30426	SC	181 PAYCHEX INC.	334.30	1/26	01/08/26						
4044			334.30	1/26							
		12/25/25 Payroll	334.30			1	511000		781000		101001
30427	SC	201 SHENANDOAH STATION	1241.27	1/26	01/08/26						
4056			1241.27	1/26							
		12/31/25 Fuel 12/02/25 to 12/31/25	1241.27			1	531000		721100		101001
30428	SC	318 THOMAS MIKKELSEN	25.00	1/26	01/08/26						
4076			25.00	1/26							
		12/29/25 Planning Comm Stipend	25.00			1	542000		709000		101001
30429	SC	269 WILLIAM L. KLAPROTH JR.	25.00	1/26	01/08/26						
4077			25.00	1/26							
		12/29/25 Planning Comm Stipend	25.00			1	542000		709000		101001
30430	SC	393 WIZIX TECHNOLOGY GROUP, INC	6.38	1/26	01/08/26						
4086			6.38	1/26							
		12/22/25 P6035CDN	2.13			1	511000		720100		101001
		12/22/25 P6035CDN	2.12			40	600000		720100		101001
		12/22/25 P6035CDN	2.13			50	700000		720100		101001
30431	SC	384 ANDY HEATH FINANCIAL SERVICES	2537.50	1/26	01/14/26						
4092			2537.50	1/26							
		01/14/26 Finance Consult Services	2537.50			1	514000		761000		101001
30432	SC	254 AT&T	220.91	1/26	01/14/26						
4070			220.91	1/26							
		01/06/26 9391047017	47.31			50	700000		732000		101001
		01/06/26 9391047027	47.31			50	700000		732000		101001
		01/06/26 9391047035	126.29			1	511000		732000		101001
30433	SC	41 AT&T MOBILITY	808.59	1/26	01/14/26						
4058			808.59	1/26							
		01/01/26 CM Devices	202.14			1	511000		732000		101001
		01/01/26 PW Devices	202.15			1	531000		732000		101001
		01/01/26 Water Devices	202.15			40	600000		732000		101001
		01/01/26 WWTP Devices	202.15			50	700000		732000		101001

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Claims

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Claim		Invoice #/Inv Date/Description	Line Amount	Disc $	PO #	Fund	Org	Acct	Object	Proj	
30434	SC	66 CALIFORNIA LABORATORY SERVICES	961.00	1/26	01/14/26						
4045			961.00	1/26							
		12/31/25 Drinking Water Lab	504.00			40	600000	728100			101001
		12/31/25 Waste Water Lab	457.00			50	700000	728100			101001
30435	SC	76 CLARK PEST CONTROL	361.00	1/26	01/14/26						
4055			361.00	1/26							
		01/08/26 City Hall	128.00			1	531000	740100			101001
		01/08/26 Water Treatment Plant	98.00			40	600000	740100			101001
		01/08/26 18565 Empire Street	135.00			1	551000	740100			101001
30436	SC	96 DIV OF THE STATE ARCHITECT	74.80	1/26	01/14/26						
4089			74.80	1/26							
		01/08/26 DSA-Plymouth/Amador	74.80			1	202121				101001
30437	SC	73 FIRST-CITIZENS BANK & TRUST CO	311.40	1/26	01/14/26						
4091			311.40	7/21							
		01/13/26 TASKALFA 4054CI	103.80			1	511000	761000			101001
		01/13/26 TASKALFA 4054CI	103.80			40	600000	761000			101001
		01/13/26 TASKALFA 4054CI	103.80			50	700000	761000			101001
30438	SC	999999 GOLDWEB PRINTING	233.47	1/26	01/14/26						
4093			233.47	1/26							
		01/14/26 TH Mailer	233.47			1	512000	720300			101001
30439	SC	428 IRON HORSE RANCH	2100.00	1/26	01/14/26						
4088			2100.00	1/26							
		01/09/26 CM Horse & Buggy Rides	2100.00			2	560000	770300			101001
30440	SC	164 NBS	3750.00	1/26	01/14/26						
4072			3750.00	1/26							
		01/06/26 Water Rate Study	1875.00			40	600000	761000			101001
		01/06/26 Wastewater Rate Study	1875.00			50	700000	761000			101001
30441	SC	178 PACIFIC GAS & ELECTRIC	9425.99	1/26	01/14/26						
4074			9425.99	1/26							
		01/08/26 CFD 2016-1 NS/O Zinf Pkwy	17.37			80	519000	731000			101001

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Claims

Check #	Check Type	Vendor/Employee/Payee Number/Name	Check/Doc Amount	Period	Date Issued							Cash Account
Claim		Invoice #/Inv Date/Description	Line Amount	Disc $	PO #	Fund	Org	Acct	Object	Proj		
		01/08/26 7784 Old Sacramento Road	9291.71			50	700000		731000			101001
		01/07/26 End/Burke Dr at White Oak	24.64			40	600000		731000			101001
		01/07/26 End/Burke Dr at White Oak	34.89			40	600000		731000			101001
		01/09/26 W/O Hwy 49 on Main St	57.38			10	560000		731000			101001
30442	SC	431 PHASE 1 CONSTRUCTION INC	45723.50	1/26	01/14/26							
	4090		45723.50	1/26								
		01/05/26 ZR Ditch Repair Project	1710.00			80	519000		763000			101001
		01/05/26 ZR Ditch Repair Project	44013.50			80	519000		763000			101001
30443	SC	141 SUPERIOR PLUS ENERGY SERVICES INC	590.96	1/26	01/14/26							
	4039		590.96	1/26								
		01/06/26 9426 Main Street	590.96			1	511000		721900			101001
30444	SC	247 WEBER, GHIO & ASSOCIATES, INC	6865.45	1/26	01/14/26							
	4069		6865.45	1/26								
		01/10/26 General City Engineering	629.75			1	518000		763000			101001
		01/10/26 18190 Sutter St	504.50			1	532000		740100			101001
		01/10/26 Arroyo Woods	133.50			1	280007					101001
		01/10/26 Greilich Ranch	326.50			1	280020					101001
		01/10/26 Building Inspection	108.75			1	541000		763100			101001
		01/10/26 ZR-Drain & Maint Issues	5162.45			80	519000		763000			101001
30445	SC	322 WILKINSON PORTABLES INC	216.00	1/26	01/14/26							
	4033		216.00	1/26								
		01/14/26 CORP YARD	108.00			1	531000		721700			101001
		01/14/26 SEWER PLANT	108.00			50	700000		721700			101001
30446	SC	35 AMADOR WATER AGENCY	42884.04	1/26	01/14/26							
	4094		42884.04	1/26								
		10/21/25 BNY Mel Pay-Pipeline Project	42884.04			40	600000		799100			101001
30447	SC	370 4LEAF, INC.	5735.00	1/26	01/22/26							
	4050		5735.00	1/26								
		12/31/25 Planning Services	4301.25			1	542000		761000			101001
		12/31/25 Arroyo Woods	92.50			1	280007					101001
		12/31/25 Greilich	138.75			1	280020					101001
		12/31/25 Planning Reimbursable Fees	1202.50			1	542000		751000			101001

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Check #	Check Type	Vendor/Employee/Payee Number/Name	Check/Doc Amount	Period	Date Issued						Cash Account
Claim		Invoice #/Inv Date/Description	Line Amount	Disc $	PO #	Fund	Org	Acct	Object	Proj	
30448	SC	34 AMADOR WATER AGENCY	35877.81	1/26	01/22/26						
4037			35877.81	1/26							
		01/14/26 Service Charge	17495.66			40	600000		729200		101001
		01/14/26 Water Consumption	13316.04			40	600000		729100		101001
		01/14/26 Water Debt Service	5066.11			40	600000		729200		101001
30449	SC	35 AMADOR WATER AGENCY	12844.91	1/26	01/22/26						
4036			3828.82	1/26							
		01/13/26 Water Contract Services	3828.82			40	600000		767000		101001
4098			9016.09	1/26							
		11/12/25 Water Contract Services	5210.40			40	600000		767000		101001
		12/10/25 Water Contract Services	3805.69			40	600000		767000		101001
30450	SC	297 AQUA-METRIC SALES COMPANY	4511.04	1/26	01/22/26						
4097			4511.04	1/26							
		01/15/26 Support 11/13/25 to 11/12/26	4511.04			40	600000		722205		101001
30451	SC	303 ASCENT ENVIRONMENTAL, INC	483.75	1/26	01/22/26						
4067			483.75	1/26							
		01/20/26 Pro Ser 12-1-25 to 12-31-25	483.75			1	280020				101001
30452	SC	255 AT&T	107.00	1/26	01/22/26						
4048			107.00	1/26							
		01/10/26 WWTP Internet	107.00			50	700000		732000		101001
30453	SC	256 AT&T	31.76	1/26	01/22/26						
4046			31.76	1/26							
		01/07/26 Monthly Services	31.76			40	600000		732000		101001
30454	SC	75 CITY OF PLYMOUTH	87.98	1/26	01/22/26						
4043			87.98	1/26							
		01/16/26 2016-01 Zinfandel Irrigation	87.98			80	519000		770400		101001
30455	SC	94 DEPT OF TRANSPORTATION	1137.54	1/26	01/22/26						
4095			1137.54	1/26							
		10/20/25 Signals & Lighting	1137.54			1	532000		731000		101001
30456	SC	73 FIRST-CITIZENS BANK & TRUST CO	311.40	1/26	01/22/26						

Check Types: MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACH
P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)

Claims

Check #	Check Type	Vendor/Employee/Payee Number/Name	Check/Doc Amount	Period	Date Issued						Cash Account
Claim		Invoice #/Inv Date/Description	Line Amount	Disc $	PO #	Fund	Org	Acct	Object	Proj	
4066			311.40	1/26							
		01/12/26 TASKALFA 4054CI	103.80			1	511000		761000		101001
		01/12/26 TASKALFA 4054CI	103.80			40	600000		761000		101001
		01/12/26 TASKALFA 4054CI	103.80			50	700000		761000		101001
30457	SC	999999 LARRY BECKER	120.75	1/26	01/22/26						
4096			120.75	1/26							
		01/16/26 W/S Overpayment	120.75			40	220002				101001
30458	SC	178 PACIFIC GAS & ELECTRIC	1120.06	1/26	01/22/26						
4075			1120.06	1/26							
		01/14/26 CFD 2016-1 Vintner & Sommelier	13.99			80	519000		731000		101001
		01/14/26 Corner of Hwy 49, S/O Zinf Pkw	18.91			40	600000		731000		101001
		01/14/26 Street Lights	1087.16			10	560000		731000		101001
30459	SC	377 SIGNAL SERVICE INC	619.50	1/26	01/22/26						
4052			619.50	1/26							
		01/17/26 Monthly Services	619.50			1	511000		761000		101001
30460	SC	239 UP COUNTRY POOL CENTER	575.41	1/26	01/22/26						
4054			575.41	1/26							
		01/16/26 Chemicals	575.41			1	554000		722100		101001
30461	SC	393 WIZIX TECHNOLOGY GROUP, INC	510.08	1/26	01/22/26						
4062			510.08	1/26							
		01/20/26 P6035CDN	1.32			1	511000		720100		101001
		01/20/26 P6035CDN	1.32			40	600000		720100		101001
		01/20/26 P6035CDN	1.32			50	700000		720100		101001
		01/20/26 4054ci	28.36			1	511000		720100		101001
		01/20/26 4054ci	28.36			40	600000		720100		101001
		01/20/26 4054ci	28.36			50	700000		720100		101001
		01/15/26 4054ci Toner	140.35			1	511000		720100		101001
		01/15/26 4054ci Toner	140.35			40	600000		720100		101001
		01/15/26 4054ci Toner	140.34			50	700000		720100		101001
30463	SC	78 COMCAST	156.44	1/26	01/29/26						
4035			156.44	1/26							
		01/16/26 Internet	156.44			1	511000		784000		101001

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Claims

Check #	Check Type	Vendor/Employee/Payee Number/Name	Check/Doc Amount	Period	Date Issued						Cash Account
Claim		Invoice #/Inv Date/Description	Line Amount	Disc $	PO #	Fund	Org	Acct	Object	Proj	
30464	SC	94 DEPT OF TRANSPORTATION	1054.14	1/26	01/29/26						
4099			1054.14	1/26							
		01/20/26 Signals/light 10-25 to 12-25	1054.14			1	532000		731000		101001
30465	SC	193 GENERAL CODE, LLC	1245.00	1/26	01/29/26						
4102			1245.00	1/26							
		01/22/26 Annual Maint/Update Fee	1245.00			1	513000		720905		101001
30466	SC	999999 GOLDWEB PRINTING	253.66	1/26	01/29/26						
4100			253.66	1/26							
		01/21/26 TH Mailer	253.66			1	512000		720300		101001
30467	SC	146 LEAGUE OF CALIFORNIA CITIES	951.00	1/26	01/29/26						
4109			951.00	1/26							
		01/29/26 2026 Annual dues	951.00			1	512000		720800		101001
30468	SC	147 LEDGER DISPATCH	216.00	1/26	01/29/26						
4101			216.00	1/26							
		01/16/26 AD# 69234	216.00			1	542000		720300		101001
30469	SC	150 LOWE'S BUSINESS ACCT/SYNCB	450.83	1/26	01/29/26						
4103			450.83	1/26							
		01/17/26 CH hallway lights	314.24			1	531000		740100		101001
		01/17/26 Pool Fitting	9.37			1	554000		740500		101001
		01/17/26 Fee	29.00			1	531000		740100		101001
		01/17/26 Sewer dump load boxes	98.22			50	700000		740100		101001
30470	SC	169 NV5 INC	1836.25	1/26	01/29/26						
4104			1836.25	1/26							
		01/19/26 Pro Serv 10-20-25 to 12-31-25	1836.25			50	700000		763000		101001
30471	SC	383 QUADIENT FINANCE USA INC	500.00	1/26	01/29/26						
4063			500.00	1/26							
		01/16/26 Postage	166.67			1	511000		720100		101001
		01/16/26 Postage	166.66			40	600000		720100		101001
		01/16/26 Postage	166.67			50	700000		720100		101001
30472	SC	422 TELSTAR INSTRUMENTS	1868.00	1/26	01/29/26						

Check Types: MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACH
P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)

Claims

Check #	Check Type	Vendor/Employee/Payee Number/Name	Check/Doc Amount	Period	Date Issued								Cash Account
Claim		Invoice #/Inv Date/Description	Line Amount	Disc $		PO #	Fund	Org	Acct	Object	Proj		
4105			1868.00		1/26								
		01/22/26 Project 30-45037	1868.00				50		700000	740700			101001

Claims Total # of Checks: 68 Total: 275117.58

Grand Total # of Checks: 68 Total: 275117.58

Check Types: MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACH
P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)

Fund/Account	Amount
1 General Fund	
101001	61,225.82
2 TOT - Streets & Promotion Fund	
101001	11,537.00
10 Gas Tax Fund	
101001	1,161.98
33 Miwok Indian Project Fund	
101001	516.80
40 Water Enterprise Fund	
101001	99,960.34
50 Sewer Enterprise Fund	
101001	17,112.05
80 CFD 2016-01 ZR	
101001	56,755.29
Total:	248,269.28

5.6

Make Your Community a Clean California Community!

Do you take pride in your community – and want to make it even better? Would you like your community to be recognized as a beautiful and clean place to live? Then help the place you love become a Clean California Community! Caltrans has launched a new statewide designation to reward communities for their hard work in staying clean and beautiful.

Why become a Clean California Community?

Beyond the immediate benefits of beautification, your community – once designated – will also receive,

- Personalized "You Are Entering a Clean California Community" signage with the Clean California Community logo.
- Recognition on state websites and social media posts, and state-partnered media outreach.
- Access to national grant opportunities, educational materials, and volunteer cleanup kits (while supplies last) from Clean CA partner, Keep America Beautiful.

What constitutes a "community"?

This can be incorporated geographic areas, such as cities, towns, counties, municipal districts, and military bases. It can also include neighborhood groups, school districts, houses of worship areas, community group service areas, business improvement districts, watershed groups, and other unincorporated entities. An organized entity with a leadership structure is a likely start. If you're not sure about your community, reach out and ask!

What is required to become a Clean California Community?

The designation process itself is **FREE**. Your community must commit to meet 10 or more of the following criteria and be able to provide records that they were completed – many of which you may already be doing:

- Your community's leader must **sign the pledge**. For a town, this could be a mayor. For an organization, it might be the president or executive director, for a religious organization, it might be the minister, priest, imam, or rabbi.
- Establish an informal Clean CA committee or some other **advisory body**. This could be an existing committee that you leverage for Clean CA.
- Get **community input** through a public meeting, a survey, a special event, or some other means of gathering feedback from the public on your community's approach.
- Conduct an initial **litter assessment** to establish your baseline.
- Hold regular **community cleanups**. We recommend at least 4 each year – big or small.
- Establish **metrics** and **measure** regularly to track your clean community's progress.

Make Your Community a Clean California Community!

- **Educate the community** by providing signage, community programs, or school lessons* to clean up and prevent litter.
- Provide **K-12 educational programs*** to help inform anti-littering behaviors among the youngest generations.
- Offer some form of **enforcement or deterrence** to prevent future littering.
- Create a **long-term plan** to ensure your community becomes and/or stays clean.
- **Place anti-litter infrastructure** in key locations, such as trash and recycling bins that are emptied regularly or utilize regular street sweeping to clean as you go.
- **Green and beautify your community** by planting trees, gardens, or flower beds, or create public art to make your community more vibrant.
- Schedule/host **collection drives** for hard-to-recycle items, such as "dump days" or "amnesty days."
- Engage at least 5 local **business partners** to support your campaign.
- Provide **cigarette receptacles** to help contain the most widely littered item on the planet.

How do I apply for this designation?

The first step is simple – the community must designate an authorized representative to sign a pledge stating that the community will pursue the designation. Then within the next year, the community must document that it meets at least 10 of the above criteria. Once you achieve this milestone, you can be designated as a Clean California Community!

Visit **CleanCA.com** to learn more about how your community can become a Clean California Community. You can download the pledge and access *educational and designation resources **here**.

Clean CA Community Pledge

I, **Mayor Don Nunn**, hereby commit the community of **Plymouth**, to pursue the criteria of becoming a designated Clean California Community.

Whereas we, the leaders and residents of Plymouth united by a profound sense of pride and a shared vision for a cleaner, greener community, endeavor to elevate our community to even greater heights,

Whereas we aspire to be heralded as a model of excellence, renowned for our commitment to cleanliness and environmental stewardship,

Whereas the State of California, in its pursuit of a cleaner, greener existence for all, has established the prestigious Clean California Community designation as a testament to communities that exemplify these values,

Now, therefore, be it resolved that we solemnly pledge to uphold the principles of the Clean California Community program, dedicating ourselves to fostering a community marked by cleanliness, sustainability, and civic pride.

This pledge is to serve as Plymouth's commitment to the principles of the Clean California Community program. Through our collective efforts, we pledge to maintain a clean, green, and vibrant community for the betterment of all residents.

I assert that I am authorized to make this pledge on behalf of our community.

Signed:

Name: Don Nunn

Title: Mayor

Date: 2/26/26

6.1

PUBLIC HEARINGS

7.1

CITY COUNCIL AGENDA ITEM NO. 7.1
2/26/2026

SUBJECT:	Accept City of Plymouth Community Facilities District No. 2016-01 (Zinfandel Services District) Ditch Repair Project
DEPARTMENT:	City Engineers' Office
STAFF:	Cameron Begbie, City Manager Frank Whitmore, City Engineer

TITLE

ACCEPT CITY OF PLYMOUTH COMMUNITY FACILITIES DISTRICT 2016-01 (ZINFANDEL SERVICES DISTRICT) DITCH REPAIR PROJECT

BACKGROUND

The contractor, Phase One Construction, Inc., has completed all contract items of work for the project. All work has been completed in substantial compliance with the plans, specifications, and codes and standards of the City.

ENVIRONMENTAL DETERMINATION

This action does not constitute a project under CEQA or NEPA and is therefore not subject to environmental review.

FISCAL IMPACT

Project Costs are as follows:

Original Contract Amount:	$ 46,330.00
Total Change Orders:	$ 1,800.00
Final Contract Amount:	**$ 48,130.00**

RECOMMENDATION

Adopt Resolution 2026-02 accepting the work on the project and authorizing the City Mayor to execute the Notice of Completion and cause it to be filed with the Amador County Recorder.

ATTACHMENT(S)

1. Resolution 2026-02
2. Notice of Completion

RESOLUTION NO. 2026-02

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PLYMOUTH ACCEPTING WORK ON THE COMMUNITY FACILITIES DISTRICT NO. 2016-01 (ZINFANDEL SERVICES DISTRICT) DITCH REPAIR PROJECT AND AUTHORIZING THE CITY MAJOR TO EXECUTE AND FILE THE NOTICE OF COMPLETION

WHEREAS, the City of Plymouth solicited Bids for the Community Facilities District No. 2016-01 (Zinfandel Services District) Ditch Repair Project; and

WHEREAS, the City Engineer of the City of Plymouth, County of Amador, State of California, has certified all work was completed on January 8, 2026, in substantial compliance with the approved plans and specifications for a final cost of $48,130; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Plymouth that the work performed by Phase One Construction, Inc. is hereby accepted as complete.

BE IT FURTHER RESOLVED, by the City Council of the City of Plymouth that the City Mayor is authorized to execute the Notice of Completion for the Project and cause it to be filed with the Amador County Recorder.

THE FOREGOING RESOLUTION was duly introduced and passed at a meeting of the City Council of the City of Plymouth held on the 26th day of February 2026 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

_____
Don Nunn, Mayor

_____
Victoria McHenry, City Clerk

Recording requested by:
City Of Plymouth
Office Of The City Engineer

When recorded, mail to:
City Manager
City of Plymouth
P.O. Box 429
Plymouth, CA 95669

NOTICE OF COMPLETION
CITY OF PLYMOUTH

Job Title: Community Facilities District No. 2016-01
(Zinfandel Services District) Ditch Repair Project

Owner: CITY OF PLYMOUTH
P.O. Box 429
Plymouth, CA 95669

Contractor: Phase One Construction, Inc.
1849 Saint Basil Circle
Roseville, CA 95747

Location: Zinfandel Ridge Subdivision in Plymouth, California

This is to certify that the work done on the project as referenced above was satisfactorily completed on January 8, 2026, in accordance with the plans and specifications approved by the City Council of the City of Plymouth. The final construction costs were $48,130.

The CITY OF PLYMOUTH hereby accepts the project constructed by Phase One Construction, Inc., as complete on this 26th day of February 2026.

Approved: This 26th day of February 2026.

Don Nunn, Mayor

Attest:

Victoria McHenry, City Clerk

VERIFICATION

I, the undersigned, declare that I am the Mayor of the CITY OF PLYMOUTH and that I have read the foregoing Notice and know its contents, and that the same is true to the best of my knowledge and belief. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was executed at Plymouth, California on February 26, 2026.

CITY OF PLYMOUTH

Don Nunn, Mayor

7.2

CITY COUNCIL AGENDA ITEM NO. 7.2
02/26/2026

SUBJECT: Approve the First Reading and Introduction of an Ordinance No. 2026-02 Adopting Procurement Policy CC-45.

DEPARTMENT: City Manager's Office

STAFF: Cameron Begbie, City Manager

TITLE

APPROVE THE FIRST READING AND INTRODUCTION OF AN ORDINANCE NO. 2026-02, ADOPTING PROCUREMENT POLICY CC-45

BACKGROUND

Government Code Sections 54201 through 54204 require local agencies including cities, to adopt policies and procedures, including bidding regulations, governing the purchase of supplies, equipment, and services. The City requires materials, supplies, equipment, and services to carry out its mission and provide services to the public. To ensure that public funds are expended responsibly and in compliance with applicable law, the City has prepared a comprehensive Procurement Policy entitled Procurement Policy CC-45.

The Procurement Policy will establish efficient policies and procedures for the procurement of public works projects, general services, professional services, maintenance services, and materials, supplies, and equipment at the lowest possible cost commensurate with quality and need. Such policies and procedures shall clearly define authority for the purchasing function and shall ensure compliance with all applicable laws in a professional and ethical manner.

The Procurement Policy applies to all City departments, officials, employees, and others participating in City procurement activities.

Plymouth City Council previously considered Resolution 2023-40 on October 12, 2023, opting the City into the California Uniform Public Construction Cost Accounting Act (the "Act" or "CUPCCAA") governing the procurement of public works projects. This policy effectuates the adoption of that Resolution and the requirements of the Act.

The Policy includes a local business preference for goods, supplies, equipment, and non-professional services (excluding public works), providing a three percent (3%) differential to qualified local vendors, consistent with applicable law.

ENVIRONMENTAL DETERMINATION

This action is not a project under the California Environmental Quality Act (CEQA) and is therefore not subject to CEQA review

FISCAL IMPACT

Approval of this Ordinance adopting a Procurement Policy will not result in additional fiscal impacts to the City as it is intended to standardize the City's procurement processes.

ATTACHMENT(S)

1. Ordinance 2026-02 – An Ordinance of the City of Plymouth Adopting Procurement Policy CC-45
2. Procurement Policy CC-45
3. Resolution 2023-40 – Adopting CUPCCAA (approved by the City Council on October 12, 2023)

ORDINANCE 2026-02
AN ORDINANCE OF THE CITY COUNCIL OF
THE CITY OF PLYMOUTH ADOPTING PROCUREMENT POLICY CC-45

WHEREAS, Government Code sections 54201 through 54204 require cities to adopt Ordinances, policies, and procedures governing the purchase of supplies, equipment, and services; and

WHEREAS, the City of Plymouth ("City") requires materials, supplies, equipment, services, professional services, and public works construction to carry out its mission and provide services to the public; and

WHEREAS, the City Council desires to ensure that public funds are expended responsibly, efficiently, and in compliance with applicable federal, state, and local laws; and

WHEREAS, the City Council previously adopted Resolution No. 2023-40 on October 12, 2023, electing to become subject to the California Uniform Public Construction Cost Accounting Act (Public Contract Code section 22000 et seq.) ("CUPCCAA") governing the procurement of public works projects; and

WHEREAS, the proposed Procurement Policy establishes policies and procedures governing the procurement of goods, supplies, equipment, maintenance services, general services, professional services, and public works projects, including procurement procedures consistent with CUPCCAA; and

WHEREAS, the proposed Procurement Policy defines authority for the purchasing function, establishes thresholds and procedures for informal and formal bidding, ensures ethical procurement practices, and promotes fiscal accountability; and

WHEREAS, the proposed Procurement Policy includes a local business preference for goods, supplies, equipment, and non-professional services (excluding public works), providing a three percent (3%) differential to qualified local vendors, consistent with applicable law; and

WHEREAS, adoption of the Procurement Policy is not a "project" within the meaning of the California Environmental Quality Act (Public Resources Code section 21000 et seq.) and therefore is not subject to environmental review; and

WHEREAS, the City Council has reviewed the proposed Procurement Policy, held a first reading and introduction of this Ordinance at its regular meeting on February 26, 2026, and finds that the approval of this Ordinance adopting the Procurement Policy is in the best interest of the City.

NOW, THEREFORE, THE MAYOR AND CITY COUNCIL OF THE CITY OF PLYMOUTH DO HEREBY ORDAIN AS FOLLOWS:

1. Recitals. The above recitals are true and represent findings of the City Council.

2. Adoption of Procurement Policy. The Procurement Policy attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby adopted in order for the City to adopt a comprehensive and uniform Procurement Policy.

3. Implementation. The City Manager is authorized and directed to implement the Procurement Policy and to take such administrative actions as are necessary to carry out its provisions.

4. Consistency with Law. In the event of any conflict between this Procurement Policy and applicable federal or state law, the provisions of such law shall control.

5. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance or the Procurement Policy is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions.

The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published in the manner required by law. This ordinance shall become effective thirty days (30) from and after its passage.

Approved on the 12th day of March, 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____

Mayor

ATTEST:

_____

City Clerk

PROCUREMENT POLICY		CC- 45
CITY POLICY	Effective Date: 04/12/2026	Revised Date: N/A

I. PURPOSE AND SCOPE

The Plymouth City Council recognizes the need for materials, supplies, equipment, and services for the City to carry out its mission. The purpose of this policy is to:

A. Implement Council direction to seek out and stimulate competition;
B. purchase personal property, materials, supplies, and services at a standard consistent with the required levels of quality;
C. ensure that all qualified and responsible suppliers and bidders have an equal opportunity to do business with the City;
D. utilize accepted public purchasing practices in the conduct of services;
E. comply with all federal, state, and local laws; and
F. conform to ethical business practices in all transactions.

This policy applies to all City departments, officials, executives, employees, interns, volunteers, contractors, vendors, suppliers, members of the public, and other persons participating in City programs and services.

II. POLICY

The City of Plymouth shall procure materials, supplies, and services in a manner that promotes competition, inspires good business relationships, and ensures the confidence of the public.

III. DEFINITIONS

A. **Appropriation**: City Council approved revenue allocation through the budget process to make expenditures and incur obligations for specific City purposes. Expenditures may not legally exceed appropriations. The Council must approve any amendments to the total appropriations for a fund or transfers between funds. The Council must authorize supplemental budget appropriations from unanticipated revenues during the fiscal year.

B. **Approval**: The signature from authorized personnel obligates the City to a purchase, contractual service agreement, or public project (i.e., Department Head, Purchasing Agent, City Manager, or Council).

C. **Authorization**: City Council expressed approval by ordinance, code, or policy to obligate the City to a purchase, contractual service agreement, or public project.

D. **Contractual/Professional Service Agreements**: An agreement for the performance of services not provided by City personnel, excluding public works projects.

E. **Cooperative Purchasing**: An arrangement in which multiple businesses combine their buying requirements into a single contract to aggregate demand to reduce costs. Government agencies often use these Agreements to reduce costs and streamline procurement processes.

F. **Emergency**: An unforeseen circumstance in which an immediate purchase, service, or construction is necessary to avoid a substantial hazard to life, health, or property, a severe interruption of the operation of the City, or a department thereof.

G. **Encumber**: Funds will be encumbered through the purchase requisition/purchase order process

H. **Invitation to Bid**: A public announcement to companies and suppliers that the City is seeking bids for specific supplies, equipment, or services.

I. **Lowest Responsive and Responsible Bidder**: The bidder who offers a responsive proposal at the most competitive price. NOTE: This is not necessarily the lowest *responsible* bidder. Responsibility pertains to whether a bidder has furnished, when requested, information and data to provide that the bidder's financial resources, production or service reputation, and experience adequate to make satisfactory delivery of specified supplies and equipment, services, or public projects to satisfy any provision of this policy.

J. **Multi-Year Agreements**: Contracts that extend beyond 12 months from the date of execution.

K. **Open Market Purchase**: The purchase of supplies and equipment, services, or the sale of surplus property without the need for soliciting bids or awarding to the lowest bidder.

L. **Professional Services**: The specialized, short-term, or intermittent services that the City does not provide but are needed to conduct City business effectively. The services may include but not be limited to accounting, administration, architecture, custodial, economics, engineering, financial, insurance, labor relations, law, legislation, maintenance, mechanics, medicine, planning, science, technology, and other services which are incidental to the operation of the City.

M. **Public Notice/Bid**: Notice of a solicitation by posting a pending procurement on the City's website and may include other information, such as publication in a newspaper, use of an electronic mailing list, or posting on one or more different websites.

N. **Public Works Project**: a public works project is:

    1. Construction, reconstruction, erection, alteration, renovation, improvement, demolition, installation, and repair work involving any publicly owned, leased, or operated facility

2. Painting or repainting of any publicly owned, leased, or operated facility.
3. In the case of a publicly owned electric utility system, "public project" shall include only the construction, erection, improvement, or repair of dams, reservoirs, powerplants, and electrical transmission lines of 230,000 volts and higher.
4. "Public project" does not include maintenance work. For purposes of this section, "maintenance work" includes all of the following:
    i. Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes.
    ii. Minor repainting.
    iii. Resurfacing of streets and highways at less than one inch.
    iv. Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.
    v. Work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems, including, but not limited to, dams, reservoirs, powerplants, and electrical transmission lines of 230,000 volts and higher.

O. **Purchase**: all obligations to disburse public funds except for personnel services. Purchases are limited to one of the following categories:
    1. supplies and equipment,
    2. services, or
    3. public projects.

P. **Purchase Order:** a document issued by the City that encumbers available appropriations to pay a contractor.

Q. **Purchasing Agent**: the individual with the responsibility to authorize purchases. The City Manager acts as the purchasing agent for the City.

R. **Request for proposal ("RFP")**: process in which the City asks suppliers to propose a scope of work for services needed and a plan to achieve a desired result at a fair and competitive price.

S. **Request for Qualifications ("RFQ")**: process in which the City asks suppliers to submit qualifications related to a specific service.

IV. PROCEDURES

A. <u>General</u>
    a. All purchases and the execution of contracts shall conform to this policy. Any employee who purchases, orders, or makes obligations contrary to this policy's provisions shall be subject to discipline up to and including termination.
    b. All purchases shall be per policies approved by the Council through budget

processes, ordinances, resolutions, grants, agreements, and donations. Accordingly, no employee shall purchase, provide notice of award, or execute a contract, until the approving authority has determined that the appropriation is sufficient and approves the transaction.

c. All determinations and other written records about any solicitation or requisition of purchase shall be maintained by the City in a contract file determined by each department. The City shall retain all records as required by law or regulation but in no event less than the years indicated in the City Records Retention Policy.

B. Roles and Responsibilities

a. Purchasing Agent - The City of Plymouth Purchasing Agent shall act in the City's best interest in a manner consistent with City rules, regulations, and policies set forth and all applicable law provisions.

b. Department Heads - Department Heads are responsible for being familiar with and enforcing this policy within their departments and divisions.

c. Employees - Employees are responsible for complying with this policy concerning procurement and purchasing. Employees shall report all violations to the Purchasing Agent or designee.

C. Purchasing Methods - All purchases shall be made in the name of the City using the following means:

a. Employee-issued procurement cards (i.e., Credit Cards)

b. Purchase orders

c. The city-authorized charge accounts

d. Reimbursement

D. Approval Authority and Limits

a. Council-approved amounts in the annual budget for the purchase of specifically identified items of personal property or professional services shall constitute spending authority to the City Manager or department head.

b. All purchases shall meet the purchasing solicitation and approval requirements outlined herein before entering into the transaction.

c. Approval Authority for procurement of services, supplies, or other property:

i. $5,000 or less: Department Head

ii. $5,001 to $25,000: City Manager

iii. $25,001 or more: City Council

E. Approval Authority and Limits (Emergency):

a. The following personnel have the authority to approve emergency purchases or repairs for the continuing operations of the City in the event of an emergency without following the solicitation requirements outlined below.

i. $50,000 or less: Department Head

ii. $50,001 to $100,000: City Manager

iii. $100,001 or more: City Manager upon City Attorney or Mayor

concurrence.

b. Staff who have approved emergency purchases must notify the City Manager during the same business day. All emergency purchases over $50,001 must be presented to the Council for approval at the next regular City Council meeting.

F. Multi-Year Agreements:

a. Multi-year agreements shall be included in the approved budget.
b. All multi-year agreements shall be reviewed and approved by the City Manager for budget compliance and the City Attorney for legal compliance.
c. Staff has the authority to approve multi-year agreements if the cumulative cost of the agreement is within their approving threshold limit.
    i. For example, the City Manager may approve a three-year agreement for $15,000 per year ($45,000 total).

G. Sole Source/Standardization Purchase: Pursuant to Public Contract Code 3400: A purchase accomplished through solicitation or acceptance of a proposal from only one source A sole source procurement must include documentation regarding why only one supplier is acceptable. The City may use sole source purchases when the following circumstances apply:

a. Inadequate Competition: After soliciting several sources, competition is determined inadequate.
b. Patents or Restricted Data Rights: Patent or data rights restrictions preclude competition.
c. Standardization and Substantial Duplication Costs: In the case of a follow-on contract for the continued development or production of highly specialized professional services, equipment, and materials, when it is likely that award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition.
d. Unacceptable Delay: In the case of a follow-on contract for the continued development or production of highly specialized professional services, equipment, and materials, when it is likely that award to another contractor would result in unacceptable delays in fulfilling the City's needs.
e. Unique Capability or Availability: The supplier demonstrates a unique or innovative concept or capability unavailable from another source. A unique or innovative concept means a new, novel, or changed concept, approach, or method that is the product of original thinking, the details of which are kept confidential or are patented or copyrighted and are available to the City only from one source and has not in the past been available to the City from another vendor.

V. SOLICITATION TYPES

A. Request for Qualification

a. Staff may use the Request for Qualification ("RFQ") process as a pre-qualification for a competitive bid. Only those bidders who successfully respond to the RFQ and

meet the qualification criteria will be invited to the Request for Proposal ("RFP") process. An RFQ may make the solicitation process more efficient as there will be fewer responses, and all the bidders will be qualified. This two-stage approach is not required for every RFP. The approving authority will determine if this extra step helps streamline the solicitation process and to gather information about candidates for future use.

b. An RFQ may also be used for projects or services that are not well defined, are unusual, or are exceptionally complex, and flexibility is needed to establish the scope of work; for this process, personnel shall perform the following steps:
    i. Personnel shall issue a public notice outlining a preliminary scope of work and the applicable contractual terms and conditions, including any unique capabilities or qualifications that will be required of the contractor.
    ii. Personnel must use the City's RFQ template.
    iii. There shall be no public opening of RFQ proposals, and the contents of all submissions shall remain confidential. The proposals shall be open for public inspection after contract execution, except for information identified by the proposer as confidential or proprietary information and determined by the City Attorney to be confidential or proprietary information.
    iv. Proposals received after the date and time specified in the RFQ may not be accepted.
    v. If provided for in the RFQ, the approving authority may conduct discussions with responsible proposers. The purpose of the talks is for clarification to ensure complete understanding and accuracy of responses to the requirements in the request for proposals. Proposers shall then have an opportunity to revise their proposals before the contract award for the City to obtain the best and final proposals. In conducting discussions, the City may not disclose any information derived from proposals submitted by competing proposers.
    vi. The approving authority shall evaluate the final proposals based on criteria contained in the RFQ and shall rank in order of preference the most qualified proposers.
    vii. The approving authority may request the best and final offers from one or more proposers and negotiate contracts with the highest-ranked proposer or proposers.
    viii. The City shall award the contract to the highest-ranked proposer with whom a satisfactory agreement has been negotiated. If the City cannot reach an acceptable contract with a vendor, negotiations may be terminated, and the RFQ process may start over.
    ix. If, at any time during the process, the approving authority determines that only one proposer is fully qualified or that one proposer is significantly more capable than the other proposers under consideration, the City Manager may negotiate a contract with that proposer.
    x. Multiple contract awards may be made under a single RFQ if the request

for proposals provides for multiple contract awards.

xi. RFQs shall be evaluated based on the criteria stated within the proposal.

B. Request for Proposal

A Request for Proposal ("RFP") is a formal, competitive solicitation process for purchasing supplies, equipment, or services. An RFP is used when the City cannot precisely set forth its needs. Rather than including specifications, the City shall provide vendors a statement of work and the vendors are then asked to propose solutions. The RFP will detail what items the vendors are to submit, the qualifications of the proposer, the cost of their proposals, how the City will evaluate the proposals, select the vendor, and develop the contract. The RFP award is based upon various factors, including the lowest price, expertise of the proposer, and technical superiority of the proposal as compared to the other proposals submitted to the City. Proposals in response to an RFP are subject to negotiation after they have been submitted to the City.

a. Personnel shall issue a public notice outlining the scope of work and the applicable contractual terms and conditions, including any unique capabilities or qualifications that will be required of the contractor.
b. Personnel must use the City's RFP template.
c. It is the City's practice to post the RFP for a minimum of ten (10) business days.
d. There shall be no public opening of RFP proposals, and the contents of all submissions shall remain confidential. The proposals shall be open for public inspection after contract execution, except for information identified by the proposer as confidential or proprietary information and determined by the City Attorney to be confidential or proprietary information.
e. Proposals received after the date and time specified in the RFP shall not be accepted.
f. If provided for in the RFP, the approving authority may conduct discussions with responsible proposers. The purpose of the talks is for clarification to ensure complete understanding and accuracy of responses to the requirements in the request for proposals. Proposers shall then have an opportunity to revise their proposals before the contract award for the City to obtain the best and final proposals. In conducting discussions, the City may not disclose any information derived from proposals submitted by competing proposers.
g. The approving authority shall evaluate the final proposals based on criteria contained in the RFP on a best-value basis. It shall rank in order of preference the most qualified proposers. The approving authority, or designee, may request the best and final offers from one or more proposers and negotiate contracts with the highest-ranked proposer or proposers.
h. The contract shall be awarded to the highest-ranked proposer with whom a satisfactory agreement has been negotiated. If the City cannot reach an acceptable contract with a vendor, negotiations may be terminated, and the RFQ process may start over.
i. If, at any time during the process, the approving authority determines that only one proposer is fully qualified or that one proposer is more highly skilled than the

others under consideration, the City Manager may negotiate and award a contract to that proposer.

j. Multiple contract awards may be made under a single RFP if the request for proposals provides for multiple contract awards.
k. RFPs shall be evaluated based on the criteria stated in the proposal.
l. Invitation to Bid
    i. In the context of goods, materials, or non-professional services, City staff may utilize an Invitation to Bid process.

C. Invitation to Bid (ITB)
    a. ITBs should be used for purchases of materials, services, and equipment that must meet City specifications. These ITBs shall be awarded to the bidder presenting either the "best value" to the City or on the basis of the lowest responsive and responsible bidder. The basis for award shall be set forth in the ITB documents.

    b. Notice Inviting Bid (NIB): When the materials, supplies, or services are to be secured through the formal bidding process, the approving authority shall give notice of the purchase(s) to be made or services to be acquired, inviting sealed bids. The notice requesting proposals or bids shall meet, at a minimum, the following requirements:
        i. The City shall place an ad in a newspaper of general circulation in the City. The publication or posting of the notice shall be at least ten business days before the date of opening the bids or proposals.
        ii. The ad shall state the service, materials, supplies, or personal property to be obtained to enable bidders to know with reasonable accuracy the personal property, materials, supplies, or services sought.
        iii. Specify any applicable surety requirements.
        iv. Identify where and when specifications can be obtained.
        v. Specify the deadline to submit proposals or bids.
        vi. Contain notice that all submittals shall be sealed.
        vii. Specify when, where, and how to submit proposals or bids.
        viii. Include the date and time for opening bids.
        ix. Identify the contact person and phone number.

    c. Bidder Security: All bids shall be presented under sealed cover and accompanied by one of the following forms of bidder's security:
        i. Cash.
        ii. Cashier's check made payable to the City.
        iii. A certified check made payable to the City.
        iv. A bidder's bond executed by an admitted surety insurer made payable to the City.
        v. Acceptable surety shall not exceed 10% of the aggregate amount of the Bid: If the bidder to whom the contract is awarded fails or neglects to enter into the contract and file the required performance bond after 20 days of

notification of award. In that case, the bid security shall be forfeited, and the City Manager shall draw the money due on such bid security and deposit it in the City's name.

d. Opening and Public Record: Bids shall be opened in public at the time and place stated in the public notice. Staff shall prepare and present a tabulation of all bids to the Council.

e. Award of Bid: The City should award the contract to the lowest responsible bidder except as otherwise provided in the State Public Contract Code.

f. Successful Bidder: Upon bid award, the successful bidder shall submit the following:
    1. Performance Bond and Payment Bond equal to one hundred percent (100%) of the contract price.
    2. Proof to the satisfaction of the City of appropriate insurance coverage, such as a Comprehensive General Liability policy, a Professional Errors and Omissions policy, or a Workers' Compensation policy, depending upon the nature of the services, materials, or personal property requested.
    3. Proof to the satisfaction of the City of possession of all appropriate and required licenses or governmental permits to perform the work requested.

g. No Successful Bidders: If a competitive bid process results in no successful bidders, personnel shall reevaluate the scope of service and conduct a second competitive bid. If time or resources do not allow for a second competitive bid, the approving authority may authorize personnel to execute an informal request.

VI. SUPPLIES, GOODS, EQUIPMENT, MATERIALS, AND NON-PROFESSIONAL SERVICES

Procurements of Supplies, Goods, Equipment, Materials, and Non-Professional Services

a. Supplies, Goods, or Equipment: shall mean those regularly purchased and consumed by the City. These items include, but are not limited to, office supplies, janitorial supplies, building and maintenance materials and supplies, asphalt, fertilizers, chemicals, pipes, fittings, etc. This shall also mean mechanical implements and apparatus used in an operation or activity, such as motors, pumps, and rolling stock. Equipment shall include capitalized fixed assets and items entirely expensed in the year purchased.

b. No Bids or Quotes Strictly Required: The City encourages but does not require

written quotes or bids to purchase one-time supplies, goods, equipment, or services under $2,500.

c. Informal Solicitation: personnel must obtain informal written bids/ proposals / quotes for purchasing one-time supplies, goods, equipment, or services for $2,501 to $25,000.
    i. The department making the purchase shall solicit the quotations by written (including email) or verbal request to prospective vendors.
        1. City shall attempt to obtain at least three (3) quotes, but the failure to obtain three quotes will not limit City's ability to enter into contracts under this section.
    ii. For purchases between $2,501 and $250,000 a Purchase Order or Contract is required.

d. Formal Solicitation: personnel must obtain written bids or proposals for the purchase of supplies, goods, equipment, or services that are $25,001 or more or are for a multi-year contract. Formal Solicitations are performed through a Invitation to Bid (ITB) or Request for Proposal (RFP) process. Award will be determined on the basis of award set forth in the solicitation documents, either best value to the City or lowest responsive and responsible bidder. Procurements greater than $25,001 shall require a contract.

e. Personnel will conduct procurement transactions in a manner providing full and open competition. Some of the situations considered to be restrictive of the competition included, but not limited to:
    iii. Unreasonable requirements are placed on firms for them to qualify to do business.
    iv. Unnecessary experience and excessive bonding requirements.
    v. Noncompetitive pricing practices between firms or between affiliated companies.
    vi. Noncompetitive award to any person or firm on retainer contracts.
    vii. The specification of only a brand name product without listing its salient characteristics and not allowing a similar product to be offered.
    viii. Exclusionary or discriminatory specifications.
    ix. Any arbitrary action in the procurement process.

f. Personnel shall not split a single transaction into two or more transactions to evade the solicitation requirements outlined in this policy.

g. Many businesses provide discounts for bulk purchases. Personnel should consolidate purchases whenever possible to receive such discounts. Personnel should consolidate City purchases with other departments, divisions, and sections when possible.

h. The approving authority may cancel a solicitation when cancellation is in the City's best interests and may reject, in whole or in part, any or all offers for a solicitation.

VII. PROFESSIONAL SERVICES

A. Purchasing and Contracting for Professional Services

i. Professional services are those services provided by any specially trained and experienced person, firm, or corporation for services and advice in those areas including, but not limited to, architectural, environmental, land surveying, financial, economic, accounting, engineering, legal, construction management, or administrative matters. These services shall be procured on the basis of demonstrated competence and qualifications for the types of services to be performed and at fair and reasonable prices to the City.

ii. The City does not strictly require competitive solicitation for the procurement of professional services that involve specialized skill, training, expertise, use of professional judgment or discretion, and/or a high degree of creativity. Still, the selection of any professional services must be on the basis of demonstrated competence and qualifications at fair and reasonable prices.

iii. When prudent, the City will use the RFP process to ensure that the City receives the desired service on the most favorable terms or for the best value. While the City is not specifically required to issue RFPs for professional services, it has established this process to ensure that the City obtains qualified and necessary professional services as economically as possible.

1. For purchases of Professional Services less than $25,000, no quotes or solicitation procedures are required. The City will endeavor to obtain the best value through competitive solicitations as circumstances permit.

2. For purchases of Professional Services between $25,000 and $100,000 the City shall attempt to obtain at least three (3) written quotes, but the failure to obtain three quotes will not limit the District's ability to enter into contracts under this section.

3. For Professional Services of $100,001 or greater, the District shall procure those services pursuant to a formal RFP.

VIII. Procurement Table – Goods, Materials, Equipment, Services (Professional & Non-

Professional)

The following table summarizes the relevant purchase amounts, bid type, contract type, and the approval levels for goods, materials, equipment, professional and non-professional services. To the extent that any ambiguity exists between this table and the text of this Policy, the express language of the Policy will control.

Procurement Table – Goods, Services, Professional Services				
Purchase Type	**Purchase Amount**	**Bid Type**	**Contract Type**	**Approval Level**
Goods/ Supplies, Equipment or Non-Professional Services	$0 - $2,500	No Quotes, Written ITBs or RFPs explicitly required	Purchase Order	Department Head (up to $5,000) City Manager
Goods/ Supplies, Equipment or Non-Professional Services	$2,501 - $25,000	Solicitation of 3 Quotes	Purchase Order or Contract	Department Head (up to $5,000) City Manager (up to $25,000) City Council ($25,001+)
Goods/ Supplies, Equipment or Non-Professional Services	$25,001+	Written ITBs and/or RFPs	Contract	City Council
Professional Services	$0-25,000	No IQs or RFPs explicitly required.	Contract	Department Head (up to $5,000) City Manager
Professional Services	$25,001 - $100,000	Solicitation of 3 Quotes	Contract	City Council
Professional Services	$100,001+	RFPs	Contract	City Council

**Award of Professional Services shall be based on demonstrated competence and qualifications.

***Award of Procurements for Goods, Services and Non-Professional Services shall be on the basis of best-value or lowest responsive and responsible bidder, as set forth in the solicitation documents.

IX. PUBLIC WORKS (CONSTRUCTION) PROCUREMENT

A. Public Projects

a. The Uniform Public Construction Cost Accounting Act (Act), enacted in 1983 under Public Contract Code section 22000 et seq., establishes an alternative set of bidding and accounting procedures for local agencies that choose to participate. The Act permits agencies that have opted in to perform certain public works projects with their own workforce, up to specified monetary thresholds, provided they follow the cost accounting procedures set forth in the Act.

b. The City of Plymouth elected to participate in the Act by formally notifying the State Controller and adopting the Act on October 12, 2023. The Act supersedes only the bidding procedures for public projects. All other contracting requirements of the Public Contract Code remain applicable. Contractors for public projects, as defined, shall be procured in accordance with the contracting procedures set forth in the Act (Section 22030 et. seq. of the Public Contract Code) as it may be amended from time to time.

c. The procedures set forth in this section shall apply to the procurement of "public projects" defined as any of the following:

1. Construction, reconstruction, erection, alteration, renovation, improvement, demolition, installation, and repair work involving any publicly owned, leased, or operated facility.
2. Painting or repainting of any publicly owned, leased, or operated facility.
3. In the case of a publicly owned electric utility system, "public project" shall include only the construction, erection, improvement, or repair of dams, reservoirs, powerplants, and electrical transmission lines of 230,000 volts and higher.

d. "Public project" does not include maintenance work. For purposes of this section, "maintenance work" includes all of the following:

1. Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes.
2. Minor repainting.
3. Resurfacing of streets and highways at less than one inch.
4. Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.
5. Work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems, including, but not limited to, dams, reservoirs, powerplants, and electrical transmission lines of 230,000 volts and higher.

e. For purposes of this section, "facility" means any plant, building, structure, ground facility, utility system, subject to the limitation found in paragraph (5) of subdivision (2) above, real property, streets and highways, or other public work improvement.

f. **It is improper to split or separate any project into smaller projects to evade City awards or competitive bidding processes.**

B. <u>No Formal or Informal Bidding Required (Projects less than $75,000)</u>:

Contracts for public projects below the relevant bidding thresholds under the Act for formal or informal bidding, as they may be amended from time to time, may be done pursuant to force account or negotiated contract. As of January 1, 2025 this threshold was $75,000. Nothing in this section shall prohibit the City from using either informal bid processes or formal bid process for projects that fall below the relevant threshold under this section.

C. <u>Informal Bidding (Between $75,000 and $220,000)</u>

i. When a public project is to be performed which qualifies for informal bidding under the Act, a notice of such project shall be given as follows, except where the product or service is proprietary:

   a. Mailed notices shall be given to all construction trade journals specified by the Commission for the receipt of such a notice for Amador County; or
   b. Additional notices posted on the City website or delivered through an electronic bidding system to other contractors, may, in the discretion of the City, be given.

ii. If the product or service to be acquired is proprietary in nature, such that it can only be obtained from a certain contractor or contractors, notice inviting bids may be sent only to such contractor or contractors.

iii. All mailing, emailed, City website postings, and electronic bidding system notices to contractors and construction trade journals shall be completed not less than 10 calendar days before bids are due.

iv. The notice shall describe the project in general terms, how to obtain more detailed information about the project and shall state the time and place for submission of bids.

v. If all bids received are in excess of the amount of two hundred twenty thousand dollars ($220,000) as may be amended from time to time, the City Council may, by adoption of a resolution by a four-fifths vote, award the contract, at two hundred thirty-five thousand dollars ($235,000) or less, to the lowest responsible bidder, if it determines the cost estimate of the Authority was reasonable.

vi. **Award of a project procured pursuant to this section shall be made to the lowest responsible bidder submitting a responsive bid.**

D. <u>Formal Bidding (for Construction Projects $220,000 or More)</u>

i. When a public project is to be performed which qualifies for formal bidding under the Act, notice of such project shall be given as follows except where the product or service is proprietary:

a. A notice shall be published at least <u>14 calendar days</u> before the date of opening of the bids in a newspaper of general circulation, printed and published in the jurisdiction of the City. In addition, notice may also be published on the City website or through an electronic bidding system.

b. The notice inviting formal bids shall also be sent to all construction trade journals specified by the Commission for the receipt of such notice for Amador County at least <u>15 calendar days</u> before the date of opening the bids.

c. Additional notices to other contractors and/or trade journals may, in the discretion of City, be given.

i. If the product or service to be acquired is proprietary in nature such that it can only be obtained from a certain contractor or contractors, notice inviting bids may be sent only to such contractor or contractors.

ii. The notice shall distinctly describe the project, describe how to obtain more detailed information about the project, and shall state the time and place for submission of bids.

iii. **Award of the contract procured pursuant to this section shall be made to the lowest responsible bidder submitting a responsive bid.**

iv. If two or more bids are the same and the lowest, the City may accept the one it chooses.

v. The City Manager or the City Council may, in their respective discretion, reject all bids and proceed as authorized by the Act.

E. <u>Formal & Informal Bidding Miscellaneous Requirements.</u>

i. Plans and Specifications: Before soliciting any contract for a construction project, the City shall prepare full, complete, and accurate plans and specifications providing adequate direction to enable any contractor or builder to carry them out. Plans and specifications shall sufficiently define the details of the work, which affects costs, to

apprise bidders of all the essential and substantial parts of the work and enable them to know with reasonable accuracy the outlay they will have to make in performing the work to be contracted for.

ii. Bidder Security:

a) All bids for construction projects shall be presented under sealed cover and accompanied by one of the following forms of bidder's security:
   (a) Cash.
   (b) Cashier's check made payable to the City.
   (c) A certified check made payable to the City.
   (d) A bidder's bond executed by an admitted surety insurer made payable to the City.

b) Acceptable surety shall not exceed 10% of the aggregate amount of the Bid: If the bidder to whom the contract is awarded fails or neglects to enter into the contract and file the required performance bond after 20 days of notification of award. In that case, the bid security shall be forfeited, and the City Manager shall draw the money due on such bid security and deposit it in the City's name.

iii. Opening and Public Record: Bids shall be opened in public at the time and place stated in the public notice. Staff shall prepare and present a tabulation of all bids to the Council.

iv. No Successful Bidders: If a competitive bid process results in no successful bidders, personnel shall reevaluate the scope of service and conduct a second competitive bid. If time or resources do not allow for a second competitive bid, the approving authority may authorize personnel to execute an informal request.

v. Contract: It is the City's practice for the Council to delegate signing authority to the City Manager for public project contracts awarded by the Council.

vi. Contract Change Orders: The Council authorizes the City Manager to perform change orders up to the contingency amount, as outlined in the bid award staff report. To alleviate administrative costs, delay of work, and work extensions, the City Manager is authorized to approve change orders up to $10,000, all within the total amount of the Council approved contingency. Change orders cannot change the scope of the approved project.

vii. Council Actions: Staff shall prepare a staff report to request the following Council actions:
   1. Award of Bid.
   2. Approval of contract change orders beyond amounts authorized in bid award.

3. Acceptance of Notice of Completion for public projects.

viii. Public Project Administration: Per Public Contract Code, all public projects shall have an alphabetical filing system containing the following filling categories: Accounting, Contract & Bid Documents, Construction, Consultants, Design Correspondence, Drawings, Environmental Documents, Permits, Photos, Planning, Specifications, and Submittals. At a minimum, files shall contain Award of Bid Staff Reports, Bid Notices, Notice of Completion, contracts, Permits, Progress Payments, Change Orders w/ supporting documentation, Change order summary sheets, Insurance documents, Bonds, Preliminary notices, Inspections, Certified Payroll Information

F. Public Works Emergency Pub. Contract Code, § 22050

(a)(1) In the case of an emergency, the City, pursuant to a four-fifths vote of its City Council, may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts.

(2) Before the City takes any action pursuant to paragraph (1), it shall make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency.

(b)(1) The City Council, by a four-fifths vote, may delegate, by resolution or ordinance, to the appropriate county administrative officer, city manager, chief engineer, or other nonelected agency officer, the authority to order any action pursuant (a)(1).

(2) RESERVED

(3) If a person with authority delegated pursuant to paragraph (1) or (2) orders any action specified in paragraph (1) of subdivision (a), that person shall report to the City Council, at its next meeting required pursuant to this section, the reasons justifying why the emergency will not permit a delay resulting from a competitive solicitation for bids and why the action is necessary to respond to the emergency.

(c)(1) If the City Council orders any action specified in subdivision (a), the City Council shall review the emergency action at its next regularly scheduled meeting and, except as specified below, at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action. If the City Council meets weekly, it may review the emergency action in accordance with this paragraph every 14 days.

(2) If a person with authority delegated pursuant to subdivision (b) orders any action specified in paragraph (1) of subdivision (a), the City Council shall initially review the emergency action not later than 7 days after the action, or at its next regularly scheduled

meeting if that meeting will occur not later than 14 days after the action, and at least at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action, unless a person with authority delegated pursuant to subdivision (b) has terminated that action prior to the City Council reviewing the emergency action and making a determination pursuant to this subdivision. If the City Council meets weekly, it may, after the initial review, review the emergency action in accordance with this paragraph every 14 days.

(3) When the City Council reviews the emergency action pursuant to paragraph (1) or (2), it shall terminate the action at the earliest possible date that conditions warrant so that the remainder of the emergency action may be completed by giving notice for bids to let contracts.

X. ADMINISTRATIVE PROCEDURES

A. Requisitions and Purchase Orders

a. Designated personnel from each department will create a purchase order within the City's Finance system for all purchases as described below. The purchase order must contain a completed Purchase Request Form and copies of quotes or bids, as described herein.
b. A purchase of $500 or less does not require a purchase order or a Purchase Request Form; however, all purchases must be approved by personnel with proper approval authority.
c. A purchase order is required for all purchases over $500.
d. A Purchase Request Form is required with purchase orders over $2,000 and must be approved by the approval authority before the purchase is made. The Purchase Request form date should be before the invoice date. An exception to the Purchase Request Form date before the invoice date shall be only allowed in case of emergency purchases as approved by the proper approval authority.
e. A purchase order is encouraged but not required when an approved contract is in place for purchasing goods and services established between a vendor and City. Purchases covered by contracts will follow the same approval thresholds as purchase orders. When invoices are received from the vendor, the assigned contract purchase order number must be written on the invoice. When an invoice is processed, the contract amount will be drawn down by the invoice amount.
f. A purchase order is not required when payments are made for goods or services needed to conduct the day-to-day business. For example, utility charges, leases, insurance or risk management claims, workers' compensation claims, permits, debt service payments, legal fees, employee benefits, etc.
g. Types of Purchase Orders
    i. Standard purchase orders are issued, and an order is placed for specific items after the appropriate solicitation and requisition process is completed.
    ii. Blanket purchase orders may be issued for vendors from whom the City

regularly purchases items of a small quantity and low unit cost.

A. Year-End Processing of Purchase Orders
   a. To close the City's books on time, the Finance Division will send out a Year-End Purchasing Memo to all personnel indicating the deadlines and exceptions for creating purchase orders in the last month of the fiscal year.

B. Purchasing Used Supplies and Equipment
   a. Previously owned equipment and other used items present unique comparison-shopping problems. Accordingly, alternative means of establishing market value need to be considered on a case-by-case basis. Such means may include "blue book" values and public auctions.

C. Equal Employment Opportunity/Affirmative Action - All procurement using federal funds requires all interested vendors to certify the following:
   a. That the vendor does not discriminate against any employee or applicant for employment because of race, religion, sex, age, creed, color, disability, or national origin;
   b. The vendor complies with all Executive Orders and Federal, State, and local laws regarding fair employment practices and non-discrimination in employment

D. Solicitation and Utilization of Disadvantaged Business Enterprises
   a. For all procurement related to construction, equipment, services, and supplies using Federal funds, the City shall comply with the applicable agency requirements for utilizing small, minority, and women business enterprises as defined in 49 CFR Part 26.
   b. The City will ensure that sub-recipients, loan recipients, and prime contractors under these federally funded programs comply with the applicable agency requirements. In addition, the City shall make good faith efforts to solicit and utilize small businesses, minority-owned firms, and women's business enterprises (collectively Disadvantaged Business Enterprises or DBEs).
   c. Examples of good faith efforts include, but are not limited to, the following:
      i. Ensuring DBEs are fully aware of contracting opportunities practicable through outreach and recruitment activities.
      ii. Making information on forthcoming opportunities available to DBEs and time frames for contacts and establishing delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process.
      iii. Considering in the contracting process whether firms competing for large contracts could subcontract with DBEs.
      iv. Encouraging contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
      v. Using the services and assistance of the Small Business Association and the Minority Business Development Agency of the Department of Commerce

or equivalent state or local agencies.

vi. If the prime contractor awards a subcontract, requiring the prime contractor to make the same good faith efforts listed above.

E. Conflict of Interest

a. Council Members and City personnel shall not participate in the selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved.
    i. Such a conflict would arise when any previously listed has a financial or other interest in the firm selected for award.
    ii. In cases where there may be a direct or indirect benefit, the Council Member is responsible for reporting such benefit to the Council in writing.
    iii. If anyone fails to report such benefit, they will be subject to any disciplinary proceeding deemed appropriate by the Council, including possible dismissal.

b. Council Members and City personnel are subject to the conflict-of-interest laws of the State of California. Anyone who violates the standards of the law shall be subject to the penalties, sanctions, or other disciplinary actions provided for therein.

c. Council Members and City personnel shall not solicit, demand, or accept from any person, contractor, potential contractor, or potential subcontractors, anything of a monetary value, including gifts, gratuities, and favors, except as the receipt and reporting of gifts are permitted by The Political Reform Act (Government Code Section 81000, et.seq.). Anyone failing to adhere to the above will be subject to any disciplinary proceeding deemed appropriate by the City, including possible dismissal.

d. Council Members and City personnel shall not use confidential information for actual or anticipated personal gain or the actual or anticipated personal gain of any other person related to them by blood, marriage, or common commercial or financial interest. Anyone failing to adhere to the above will be subject to any disciplinary proceeding deemed appropriate by the City, including possible dismissal.

e. In recognition that some vendors, as their company policy for purposes of product promotion and client relations, may extend specific discounts or other benefits to employees of their clients, this section is intended to prevent even the appearance of conflict between what is best for the City and what may be good for employees of the City. It is not permissible to accept less than the best deal for the City because of discounts or other benefits accruing to employees.

f. The City will not recognize and participate in vendor programs for employees unless all the points below apply:
    i. Any employee discount or other benefit shall not be a factor in the selection of a vendor. Ideally, decision-makers shall not even know of such vendor programs.
    ii. Any employee discount or other benefit shall accrue to all employees in

equal measure.

iii. Decision makers shall comply with the Conflict of Interest policy and the Fair Political Practices Commission's ("FPPC's") Conflict of Interest procedures regarding the disclosure of gifts.

F. Debarment and Suspended Parties

a. The City will not solicit or accept offers from, give awards to, or consent to subcontracts with contractors or vendors who are debarred or suspended from government contracting and government-approved subcontracting.

G. Use of State and Federal Grant Funds

a. The City may receive funds through a state or federal grant process. To ensure sound accounting practices, provide consistency in the administration of grants, and be compliant with all laws, rules, and regulations involving the use of state and federal grant revenue, it is imperative and incumbent upon any person who is purchasing items using grant revenue to be aware of all provisions of the specific grant and follow all requirements, rules, and laws therein.

b. City policy does not supersede any state statute, administrative rule, federal law, or regulation that may govern each specific grant program. The laws and regulations that must be complied with include, but are not limited to, the following:

i. California Local Assistance Procedures Manual (LAPM)

ii. California Labor Code

iii. Federal Grant Management OMB Circulars 48 and 49 Code of Federal Regulations (CFR)

XI. LOCAL BUSINESS PREFERENCE (Goods, Supplies, Equipment, Non-Professional Services, Non-Public Works)

A local business preference allows the City to promote local businesses, as well as benefit from enhanced economic activity as dollars re-circulate in the local economy by way of multiplier effects. Multiplier effects have been shown to benefit the community in the following ways:

- Direct effects: Benefits the local economy by directly investing money in a local business.
- Indirect effects: Occurs when money awarded to a local business results in inter-industry purchases of materials, supplies, goods and services. Another potential indirect effect is the increase in employment associated with greater workloads/demands.
- Induced effects: Increases in household income as a result of both the direct and indirect effects.

A. Percent Differential: Local vendors are granted a **three percent (3%)** differential in lieu of sales and transactions tax loss for the purchase of materials, supplies, equipment and

personal property. Prices, fitness, quality, delivery and service being equal, preference will be given to the local vendor, in the purchase of supplies and equipment.

B. This Local vendor preference shall not be granted for contracts involving public works, personal, professional, and consultant services, or as otherwise prohibited by law.

C. For the purposes of this section, "local vendor" means a business having its principal place of operation within the jurisdictional boundaries of the City and a valid business license.

D. For purposes of this section, when the City considers a local vendor's bid, quote, or proposal in connection with the purchase of supplies and equipment, the local vendor's bid shall be the bid amount after the applicable percent differential is applied."

E. Public Contract Code § 22030 et seq., preempts local preference in regard to the procurement of goods and services for public works projects which requires the City to award to the lowest responsible bidder. This local preference policy shall not apply to public works projects.

RESOLUTION 2023-40

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PLYMOUTH DECLARING THE CITY'S INTENT TO BECOME SUBJECT TO THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

THE CITY COUNCIL RESOLVES AS FOLLOWS:

SECTION 1. The City Council finds and declares as follows:

A. Pursuant to Public Contract Code §20160, et seq., general law cities in California must competitively bid all public projects in excess of $5,000 in accordance with state-mandated formal bidding procedures.

B. In 1983, the California Legislature adopted the Uniform Public Contract Cost Accounting Act (commencing with Public Contract Code § 22000) to provide for a uniform cost accounting standard for construction work performed or contracted by local agencies and further providing an alternative method for bidding and awarding contracts for public projects.

C. Public Contract Code § 22030 provides that any city that desires to utilize the alternative procedures for bidding and contracting for public projects must elect, by resolution, to become subject to the uniform construction cost accounting procedures set forth in the Act and must notify the State Controller of its election.

D. The City desires to become subject to the uniform construction cost accounting procedures set forth in Public Contract Code§§ 22000, et seq.

E. Public Contract Code § 22034 requires each public agency that elects to become subject to the uniform construction cost accounting procedures to enact an informal bidding ordinance that complies with the requirements set forth in Public Contract Code § 22034.

F. The City is adopting an Ordinance enacting informal bidding procedures consistent with the Uniform Public Construction Cost Accounting Act.

SECTION 2. The City Council of the City of Plymouth elects under Public Contract Code § 22030 to become subject to the uniform construction accounting procedures set forth in Public Contract Code§ 22010, et seq.

SECTION 3. The City Clerk is directed to inform the California State Controller forthwith of the City's election to become subject to the Uniform Public Construction Cost Accounting Act.

SECTION 4. This Resolution does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before, this Resolution's effective date. Any such amended part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Resolution.

SECTION 5. If any part of this Resolution or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Resolution are severable.

SECTION 6. To the extent that any other Resolution pertaining to the City's election to become subject to the Uniform Public Construction Cost Accounting Act is incorporated into this Resolution, it is superseded in its entirety.

SECTION 7. Electronic Signatures. This Resolution may be executed with electronic signatures in accordance with Government Code § 16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 8. The Mayor is hereby authorized to affix her signature to this Resolution signifying its adoption by the City Council of the City of Plymouth, and the City Clerk, or her duly appointed deputy, is directed to attest thereto.

SECTION 9. This Resolution will become effective immediately upon adoption.

Passed and adopted this 12th day of October 2023 by the following vote:

AYES:	Marianne Akerland, Doug Sim, Michael McLaughlin, Keith White
NOES:	None
ABSTAIN:	None
ABSENT:	None

Marianne Akerland

Marianne Akerland, Mayor

ATTEST:

Victoria McHenry

Victoria McHenry, Deputy City Clerk

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CLOSED SESSION