

# AGENDA

# CITY OF PLYMOUTH

## City Council

### REGULAR MEETING

**THURSDAY, JUNE 11, 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 June 11, 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: 998 5853 1822 Passcode: 333733**

**Join via link: <https://zoom.us/j/99858531822?pwd=axmmcPT8sdVYI2bhuDh7A7NSgmeDqf.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](mailto: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 JUNE 11, 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 agenda 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: NONE**

**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 REGULAR MEETING MINUTES OF MAY 14, 2026**

**5.3 APPROVE THE SPECIAL MEETING MINUTES OF MAY 18, 2026**

- 5.4 RECEIVE MAY WARRANT REGISTER
- 5.5 SECOND READING AND ADOPTION OF 2025 BUILDING STANDARDS CODE
- 5.6 ADOPT RESOLUTION 2026-11 AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH HELIX ENVIRONMENTAL INC. FOR THE PREPARATION OF AN INITIAL STUDY AND SUBSEQUENTLY, EITHER A NEGATIVE DECLARATION, MITIGATED NEGATIVE DECLARATION, OR ENVIRONMENTAL IMPACT REPORT (EIR) FOR THE HAMPTON BY HILTON HOTEL, AN 88-ROOM HOTEL WITH RESTAURANT LOCATED AT 9702 MAIN STREET IN PLYMOUTH, CA.

6. PUBLIC HEARINGS: NONE

7. REGULAR AGENDA ITEMS:

- 7.1 REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING SALE OF SAFE AND SAND FIREWORKS WITHIN PLYMOUTH CITY LIMITS, USE OF SAFE AND SANE FIREWORKS ON JULY 4<sup>th</sup> AND AUTHORIZATION TO USE TOT FUNDS FOR INSURANCE AND SHERIFF COSTS FOR THE 4<sup>TH</sup> OF JULY EVENTS
- 7.2 DISCUSSION AND POSSIBLE ACTION TO ADOPT RESOLUTION 2026-10 – A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF PLYMOUTH, CALIFORNIA, CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE CONSOLIDATED WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2026, FOR THE ELECTION OF CERTAIN OFFICERS OF THE CITY AS REQUIRED BY THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES; REQUESTING THE COUNTY OF AMADOR APPROVE SAID CONSOLIDATION; AND SETTING FORTH REGULATIONS FOR CANDIDATE’S STATEMENTS

8. CITY MANAGER’S REPORT

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

10. CLOSED SESSION:

**10.1 CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

**Property:** APNs 008-070-036, -037, -038, -039, and -040

**Agency Negotiators:** Cameron Begbie, City Manager & Andreas Booher, City Attorney

**Negotiating Parties:** Sutter Home Winery

**Terms 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 June 11, 2026, Regular Meeting of the Plymouth City Council was posted and available for review on June 5, 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](http://cityofplymouth.org).

Signed at Plymouth, California

//s//

Victoria McHenry City Clerk



# 3

## **PUBLIC COMMENT**



# 4

**PRESENTATIONS  
PROCLAMATIONS  
APPOINTMENTS**



# **5.1**

## **CORRESPONDENCE**





A Public Agency 12800 RIDGE ROAD, SUTTER CREEK, CA 95685 • (209) 223-3018 Fax: (209) 257-5267

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May 18, 2026

City of Plymouth  
PO Box 429  
Plymouth, CA 95669

**Subject: Notification of Public Hearing for the 2025 Urban Water Management Plan Update, 2025 Water Shortage Contingency Plan, and Intent to Adopt**

Dear Interested Party:

The Urban Water Management Planning Act (Water Code Section 10610-10657) requires Amador Water Agency (Agency) to update its Urban Water Management Plan (UWMP) and submit the completed plan to California Department of Water Resources (DWR) every five years. The Draft 2025 UWMP has been revised and updated to meet the 2025 DWR Guidelines and provide an overview of the Agency's water supply sources and usage, recycled water, and water conservation programs. The 2025 UWMP also includes an updated, standalone Water Shortage Contingency Plan (WSCP).

The Draft 2025 UWMP and WSCP are available for public review and comment through June 25, 2026. A copy of the Draft UWMP and WSCP will be available for viewing at the Amador Water Agency front desk, and is also accessible on the Agency's website: <http://www.amadorwater.gov/> on May 26, 2026. As per State law, a public hearing will be held on Thursday, June 25, 2026, starting at 09:00 a.m. in the Agency's offices located at 12800 Ridge Road, Sutter Creek and online to provide an opportunity to comment on the Draft UWMP and WSCP. The Agency intends to adopt the UWMP and WSCP at its regular Board meeting on July 9, 2026 at 09:00 a.m., located at 12800 Ridge Road, Sutter Creek and online.

Please contact me with any questions or comments using the contact information below.

Sincerely,

Andrea Hinton  
Regulatory Compliance II | Operations  
Amador Water Agency  
209-257-5243  
[ahinton@amadorwater.gov](mailto:ahinton@amadorwater.gov)



**5.2**





**CITY OF PLYMOUTH CITY COUNCIL  
REGULAR MEETING MINUTES **DRAFT**  
Thursday May 14, 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 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 6:33pm
- COUNCIL MEMBERS' PRESENT:** Don Nunn, Holger Hornisch, Wendy Bottomley
- COUNCIL MEMBERS ABSENT:** Wendy Cranford, Deborah Dill
- STAFF/ADVISORY PRESENT:** Andreas Booher, City Attorney, Cameron Begbie, City Manager, Victoria McHenry, City Clerk, Jacob Smith, Audio/Video Technician, Ricky VanDyke, Accountant
- STAFF/ADVISORY ABSENT:** None

**Flag Salute led by Mayor Nunn**

Mayor Nunn made a statement that Council Member Cranford and Council Member Dill's absences are due to them both attending a graduation event as they both have a student graduating from high school this year.

**2. APPROVAL OF CITY COUNCIL REGULAR MEETING AGENDA OF MAY 14, 2026**

Vice Mayor Hornisch motioned to approve the City Council Regular Meeting Agenda for May 14, 2026, as presented. Second by Council Member Bottomley. Motion passed with a roll call vote of 3-0, with Council Member Cranford and Council Member Dill absent.

**3. REGULAR MEETING PUBLIC COMMENT**

Jim Wise gave an update about the upcoming name additions to the monument at Veteran's Park. He stated that 34 additional names would be added as well as three corrections made to existing names. Mr. Wise also stated that there were two new plaques added as well. He also took a moment to thank the countless donors and volunteers who worked on this project. Mr. Wise also announced there would be a Memorial Day service on May 25<sup>th</sup> at 10 am and invited all to attend.

Rosemarie Moody stated she was thankful that the walking path got weeded, but noticed the weeds were growing again. She asked if there was a long-term plan regarding weed mitigation for the walking path. Ms. Moreno also asked about the Tapco signs and questioned an update when they might be installed. City Manager Begbie stated there was an issue with the depth of the anchors to hold the signs and said the City is working on getting them installed. He is hoping to have them installed within the next two weeks.

**4. PRESENTATIONS/PROCLAMATIONS/APPOINTMENTS:**

**4.1 AMADOR CHILDCARE COUNCIL PRESENTATION**

Jeni Dewalt from the Amador County Childcare Council gave a brief history of how the ACCC was formed and its purpose. She gave information on how to volunteer or help with the program.

**5. CONSENT CALENDAR ITEMS:**

**5.1 CORRESPONDENCE**

**5.2 APPROVE THE REGULAR MEETING MINUTES OF APRIL 9, 2026**

**5.3 RECEIVE APRIL WARRANT REGISTER**

Rosemarie Moody asked about the boot stipend listed in the warrant register. City Manager Begbie clarified this was a benefit that was adopted by the former Public Works supervisors. He has attempted to find supporting documents for this Public Works employee once a year benefit and has been unable to find anything. It is his plan to create one if supporting documents are not located.

**5.4 FINANCIAL UPDATE**

Vice Mayor Hornisch motioned to approve the Consent Calendar as presented. Second by Council Member Bottomley. Motion passed with a roll call vote of 3-0, with Council Member Cranford and Council Member Dill absent.

**6. PUBLIC HEARINGS: NONE**

**7. REGULAR AGENDA ITEMS:**

**7.1 REVIEW AND DISCUSSION OF PROPOSALS FOR SOLID WASTE COLLECTION, DISPOSAL, AND RECYCLING SERVICES FROM REPUBLIC WASTE MANAGEMENT AND CALIFORNIA WASTE RECOVERY SYSTEMS; DISCUSSION, AND POSSIBLE ACTION TO AWARD FRANCHISE AGREEMENT AND FIND AWARD OF THE FRANCHISE AGREEMENT IS EXEMPT FROM ENVIRONMENTAL REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO THE CLASS 1, CLASS 8, AND COMMON SENSE EXEMPTIONS (CEQA GUIDELINES §§ 15301, 15308, and 15061(B)(3))**

Written public comment was submitted by Stephanie Moreno.

Rosemarie Moody stated it baffles her that it is the middle of May and our contract ends on the 31<sup>st</sup>. She questioned why it was so last minute. Ms. Moreno also stated the current franchise agreement for Republic was not in the packet. She is concerned that the percentage offered isn't enough. Ms. Moreno questioned what was stated as a 'new service model' and thinks that this was put together too quickly.

Paul Molinelli and Johnny Plasse spoke on behalf of Republic. Mr. Molinelli spoke of the 10 years of great service to the City. He and Mr. Plasse were available to answer any questions that the council or those in attendance had.

Rudy Vacaraza, owner of Cal-Waste, informed the council of the services that they plan to provide as a waste management service. He answered questions from the council and citizens in attendance.

After council discussion, Vice Mayor Hornisch motioned to approve to Award Franchise Agreement and Find Award of the Franchise Agreement is Exempt from Environmental Review Under the California Environmental Quality Act Pursuant to the Class 1, Class 8, and Common Sense Exemptions (CEQA Guidelines §§ 15301, 15308, and 15061 (B)(3)). Second by Council Member Bottomley. Motion passed with a roll call vote of 3-0, with Council Member Cranford and Council Member Dill absent.

## **7.2 REVIEW, DISCUSSION, AND POSSIBLE ACTION TO ADOPT CITY POLICY CC-067 – EMPLOYEE RECRUITMENT**

Rosemarie Moody asked why it says “may” under the website portion of the policy.

After council discussion, Council Member Bottomley motioned to Adopt City Policy CC-067 – Employee Recruitment with amendments. Second by Vice Mayor Hornisch. Motion passed with a roll call vote of 3-0, with Council Member Cranford and Council Member Dill absent.

## **7.3 INTRODUCTION AND FIRST READING OF ORDINANCE 2026-01 AN ORDINANCE OF THE CITY OF PLYMOUTH REPEALING AND REPLACING SECTION 15.05.020 OF THE PLYMOUTH MUNICIPAL CODE TO ADOPT BY REFERENCE THE 2025 CALIFORNIA BUILDING STANDARDS CODE COMPRISED OF THE 2025 CALIFORNIA ADMINISTRATIVE CODE, THE 2025 CALIFORNIA BUILDING CODE, THE 2025 CALIFORNIA RESIDENTIAL CODE, THE 2025 CALIFORNIA ELECTRICAL CODE, THE 2025 CALIFORNIA MECHANICAL CODE, THE 2025 CALIFORNIA PLUMBING CODE, THE 2025 CALIFORNIA ENERGY CODE, THE 2025 CALIFORNIA WILDLAND-URBAN INTERFACE CODE, THE 2025 CALIFORNIA HISTORICAL BUILDING CODE, THE 2025 CALIFORNIA FIRE CODE, THE 2025 CALIFORNIA EXISTING BUILDING CODE, THE 2025 CALIFORNIA GREEN BUILDING CODE, AND THE 2025 CALIFORNIA REFERENCED STANDARDS CODE, AND FIND THIS ACTION IS EXEMPT FROM ENVIRONMENTAL REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO THE COMMON SENSE EXEMPTION (CEQA GUIDELINES § 15061(B)(3))**

Vice Mayor Hornisch motioned to approve the First Reading of Ordinance 2026-01. Second by Council Member Bottomley. Motion passed with a roll call vote of 3-0, with Council Member Cranford and Council Member Dill absent.

## **7.4 DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE MAYOR TO SIGN TERMINATION AND DISSOLUTION AGREEMENT REGARDING THE AMADOR COUNTY RECREATION AGENCY ON BEHALF OF THE CITY**

Council Member Bottomley motioned to Authorize Mayor to Sign Termination and Dissolution Agreement Regarding the Amador County Recreation Agency (ACRA) on Behalf of the City. Second by Vice Mayor Hornisch. Motion passed with a roll call vote of 3-0, with Council Member Cranford and Council Member Dill absent.

## **8. CITY MANAGER’S REPORT**

City Manager Begbie gave a Sheriff summary report update. He stated that overall, there were a total of 149 incidents. There were 14 arrests throughout the City. City Manager Begbie stated the City has been minding its Ps & Qs with attorney fees and costs are trending down. He stated the City Accountant VanDyke is working hard on the audits. City Manager Begbie stated that the pool is getting ready for its inspection this week. He also noted that there was a pool staff meeting and they are excited about the upcoming swimming season. City Manager Begbie stated that Caltrans will be coming back out to work on the weeds on the walking trail. He will work on a long-term plan for weed mitigation. City Manager Begbie stated there would be a Memorial Day Ceremony at Veteran's Park at 10am. He also stated the City is gearing up for the annual 4<sup>th</sup> of July event. Mayor Nunn asked if some of the vegetation could get burned off by the fire department. City Manager Begbie stated he'd investigate that option. Mayor Nunn also asked about Old Sacramento Road. City Manager Begbie stated the revenue brought in by the waste haulers will be used to pave the road instead of the usual cold patch. Council Member Bottomley asked how many speeding citations were given during traffic stops. City Manager Begbie stated there were 25 vehicle stops in the last month. He wasn't sure how many resulted in citations. Mayor Nunn stated that if people are speeding on Main Street, then they need to receive tickets. He said it sounds like street racing on Main Street and would like to see a report on the number of citations given. City Manager Begbie stated he would address it with the Sheriff's office. Council Member Hornisch asked about what food vendors would be present at the 4<sup>th</sup> of July event. Mayor Nunn asked City Clerk McHenry if food vendors were being contacted and she confirmed that Administrative Analyst Jacob Smith was handling it.

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

Council Member Bottomley stated that she has a plot at the Community Garden. She is looking forward to the Memorial Day ceremony. Council Member Bottomley stated that the financial report in the consent calendar was spot on.

## **10. CLOSED SESSION**

### **10.1 CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Written public comment was submitted from Terri Sweet.

Robert Moody commented on the public comment submitted and said he doesn't know where to start with it. He asked what makes the Sutter Home Road belong to the Burke Ranch residents. City Manager Begbie stated he didn't know where to start with the letter and was just acknowledging it's receipt.

## **ADJOURNMENT INTO CLOSED SESSION AT 8:13PM**

**Property:** APNs 008-070-036, -037, -038, -039, and -040

**Agency Negotiators:** Cameron Begbie, City Manager & Andreas Booher, City Attorney

**Negotiating Parties:** Sutter Home Winery

**Terms Under Negotiation:** All terms associated with possible acquisition of property by the City

### **10.2 CONFERENCE WITH LEGAL COUNCIL – ANTICIPATED LITIGATION (Gov Code § 54956.9) -1 CASE**

**11. ADJOURNMENT AT 8:32PM WITH NO REPORTABLE ACTION**

Respectfully submitted at Plymouth, California

*//s//*

Victoria McHenry City Clerk

DRAFT



# 5.3





**CITY OF PLYMOUTH CITY COUNCIL  
SPECIAL MEETING MINUTES **DRAFT**  
Monday, May 18, 2026  
5:30 PM**

**City Council Chambers - 9426 Main Street - Plymouth, CA**

**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 5:30 pm
- COUNCIL MEMBERS' PRESENT:** Holger Hornisch, Wendy Bottomley, Wendy Cranford, Deborah Dill
- COUNCIL MEMBERS ABSENT:** Don Nunn
- STAFF/ADVISORY PRESENT:** Cameron Begbie, City Manager, Andy Heath Finance Director, Victoria McHenry, City Clerk, Jacob Smith, Audio/Video Technician, Ricky VanDyke, Accountant
- STAFF/ADVISORY ABSENT:** None

**Flag Salute led by Vice Mayor Hornisch**

**1. APPROVAL OF CITY COUNCIL SPECIAL MEETING AGENDA OF MAY 18, 2026**

Council Member Cranford motioned to approve the City Council Special Meeting Agenda for May 18, 2026, as presented. Second by Council Member Bottomley. Motion passed with a roll call vote of 4-0, with Mayor Nunn absent.

**2. SPECIAL MEETING PUBLIC COMMENT: NONE**

**3. SPECIAL MEETING AGENDA ITEMS:**

**4.1 FISCAL YEAR 2026-27 BUDGET STUDY SESSION WORKSHOP**

Rosemarie Moody asked why there wasn't any budget information in the packet. She questioned if the council was given any budget information to look at beforehand.

A break was taken at 5:40pm to try to fix the zoom link. The meeting reconvened at 5:47pm.

Finance Director Heath presented a preliminary budget workshop. He asked for the council's feedback and any priorities they had. Finance Director Heath stated that this was not the final budget. He said the final budget will come in June for approval.

Stephanie Moreno asked if the council was going to reopen public comment so the public could ask some clarifying questions. Vice Mayor Hornisch stated they would take her request under advisement and get back to her.

Finance Director Heath completed his presentation and stated the final budget will be presented in June.

**4. ADJOURNMENT AT 6:58PM**

Respectfully Submitted at Plymouth, California

*//s//*

Victoria McHenry City Clerk

**5.4**





05/29/26  
13:17:30

CITY OF PLYMOUTH  
Check Register for Wells Fargo Checking  
For the Accounting Period: 5/26

Page: 2 of 4  
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
30641	S	35 AMADOR WATER AGENCY	2879.97	05/14/26	_____		
						CL 4338	2879.97
30642	S	303 ASCENT ENVIRONMENTAL, INC	3233.75	05/14/26	_____		
						CL 4355	3233.75
30643	S	254 AT&T	221.28	05/14/26	_____		
						CL 4331	221.28
30644	S	256 AT&T	31.76	05/14/26	_____		
						CL 4314	31.76
30645	S	45 BEST BEST & KRIEGER	11904.00	05/14/26	_____		
						CL 4305	11904.00
30646	S	66 CALIFORNIA LABORATORY SERVICES	1672.00	05/14/26	_____		
						CL 4313	1672.00
30647	S	76 CLARK PEST CONTROL	377.00	05/14/26	_____		
						CL 4343	377.00
30648	S	334 FIRE RISK MANAGEMENT SERVICES	579.40	05/14/26	_____		
						CL 4310	579.40
30649	S	124 HINDERLITER DE LIAMAS & ASSOCIATES	300.00	05/14/26	_____		
						CL 4349	300.00
30650	S	999999 HYDROPOWER ENGINEERING COMPANY	2143.38	05/14/26	_____		
						CL 4353	2143.38
30651	S	178 PACIFIC GAS & ELECTRIC	6707.43	05/14/26	_____		
						CL 4335	6707.43
30652	S	141 SUPERIOR PLUS ENERGY SERVICES INC	87.24	05/14/26	_____		
						CL 4354	87.24
30653	S	370 4LEAF, INC.	5873.75	05/21/26	_____		
						CL 4317	5873.75
30654	S	34 AMADOR WATER AGENCY	39219.51	05/21/26	_____		
						CL 4306	39219.51
30655	S	384 ANDY HEATH FINANCIAL SERVICES	6452.50	05/21/26	_____		
						CL 4358	6452.50
30656	S	255 AT&T	107.00	05/21/26	_____		
						CL 4315	107.00
30657	S	41 AT&T MOBILITY	921.44	05/21/26	_____		
						CL 4322	921.44
30658	S	253 BAHALA NA CORP	366.60	05/21/26	_____		
						CL 4309	366.60
30659	S	418 CALIFORNIA LANDSCAPING & DESIGN INC.	14851.62	05/21/26	_____		
						CL 4365	14851.62
30660	S	75 CITY OF PLYMOUTH	505.69	05/21/26	_____		
						CL 4311	505.69
30661	S	323 CSG CONSULTANTS, INC	520.00	05/21/26	_____		
						CL 4356	520.00
30662	S	73 FIRST-CITIZENS BANK & TRUST CO	311.40	05/21/26	_____		
						CL 4328	311.40
30663	S	437 IWOROQ SYSTEMS, INC.	11330.00	05/21/26	_____		
						CL 4344	11330.00
30664	S	410 KELLER SUPPLY COMPANY	31.70	05/21/26	_____		
						CL 4362	31.70

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
30665	S	999999 MICHAEL ROBINSON	130.87	05/21/26		CL 4357	130.87
30666	S	164 NBS	11760.00	05/21/26		CL 4333	11760.00
30667	S	178 PACIFIC GAS & ELECTRIC	1101.51	05/21/26		CL 4336	1101.51
30668	S	181 PAYCHEX INC.	435.93	05/21/26		CL 4312	435.93
30669	S	421 REPUBLIC SERVICES #594	19.25	05/21/26		CL 4359	19.25
30670	S	200 SHENANDOAH EXCAVATING	1660.00	05/21/26		CL 4366	1660.00
30671	S	377 SIGNAL SERVICE INC	150.00	05/21/26		CL 4360	150.00
30672	S	239 UP COUNTRY POOL CENTER	5.92	05/21/26		CL 4363	5.92
30673	S	243 USDA RURAL DEVELOPMENT	21850.00	05/21/26		CL 4367	21850.00
30674	S	245 WALKER'S SUPPLY CO.	170.65	05/21/26		CL 4364	170.65
30675	S	247 WEBER, GHIO & ASSOCIATES, INC	2095.18	05/21/26		CL 4330	2095.18
30676	S	260 WELLS FARGO	1808.58	05/21/26		CL 4340	1808.58
30677	S	322 WILKINSON PORTABLES INC	735.00	05/21/26		CL 4361	735.00
30678	S	393 WIZIX TECHNOLOGY GROUP, INC	71.49	05/21/26		CL 4325	71.49
30679	S	381 ABSO TECHNOLOGIES, INC.	9512.83	05/28/26		CL 4373	9512.83
30680	S	26 AMADOR COUNTY FAIR	189.00	05/28/26		CL 4369	189.00
30681	S	78 COMCAST	281.35	05/28/26		CL 4337	281.35
30682	S	410 KELLER SUPPLY COMPANY	81.42	05/28/26		CL 4368	81.42
30683	S	389 QUADIENT LEASING USA, INC	535.39	05/28/26		CL 4319	535.39
30684	S	245 WALKER'S SUPPLY CO.	57.93	05/28/26		CL 4372	57.93

Total for Claim Checks 410489.49  
Count for Claim Checks 68

\* denotes missing check number(s)

# of Checks: 68 Total: 410489.49

05/29/26  
13:19:17

CITY OF PLYMOUTH  
Claims and/or Payroll Checks List For Checks from 05/01/26 to 05/31/26  
For checks between: 05/01/26 - 05/31/26

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Claims

Check #	Type	Vendor/Employee/Payee Number/Name	Check/Doc Amount	Period	Date Issued	Fund	Org	Acct	Object	Proj	Cash Account
Claim		Invoice #/Inv Date/Description	Line Amount	Disc \$	PO #						
-99881	E	403 PAYA SERVICES INC	177.45	5/26	05/07/26						
4324			177.45	5/26							
		04/30/26 Processing Fees	88.73			40	600000	761000			101001
		04/30/26 Processing Fees	88.72			50	700000	761000			101001
-99880	E	181 PAYCHEX INC.	137.00	5/26	05/20/26						
4307			137.00	5/26							
		05/05/26 FLEX TIME	137.00			1	511000	781000			101001
30619	SC	253 BAHALA NA CORP	813.07	5/26	05/07/26						
4236			813.07	5/26							
		04/01/26 PW-Build/Ground Maint	102.71			1	531000	740100			101001
		04/01/26 PW-Maint Supplies	311.72			1	531000	740500			101001
		04/01/26 PW-Equip Maint & Repair	302.67			1	531000	740700			101001
		04/01/26 Park & Rec-Maint Supplies	83.10			1	551000	740500			101001
		04/01/26 Sewer-Maint Supplies	12.87			50	700000	740500			101001
30620	SC	418 CALIFORNIA LANDSCAPING & DESIGN I	5750.00	5/26	05/07/26						
4332			5750.00	5/26							
		04/28/26 ZR Monthly Services	5750.00			80	519000	740100			101001
30621	SC	999999 CITY OF PLYMOUTH	266.71	5/26	05/07/26						
4348			266.71	5/26							
		05/07/26 Balance PC to \$100	16.71			1	101200				101001
		05/07/26 Pool Cash CY 25-26	250.00			1	102002				101001
30622	SC	78 COMCAST	156.44	5/26	05/07/26						
4270			156.44	5/26							
		04/16/26 Internet	156.44			1	511000	784000			101001
30623	SC	999999 DAKOTA VAITH	131.06	5/26	05/07/26						
4347			131.06	5/26							
		05/06/26 Water Deposite Refund	131.06			40	220002				101001
30624	SC	94 DEPT OF TRANSPORTATION	1160.10	5/26	05/07/26						
4346			1160.10	5/26							
		04/20/26 Signals/Light 1-26 to 3-26	1160.10			1	532000	731000			101001

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Claim		Invoice #/Inv Date/Description	Line Amount	Disc \$	PO #						-----
30625	SC	147 LEDGER DISPATCH	3830.96	5/26	05/07/26						
	4329		3830.96	5/26							
		04/17/26 Ad# 70546	2640.00			1	511000	720300			101001
		04/17/26 Ad# 70547	348.92			1	511000	720300			101001
		04/24/26 Ad# 70610	421.02			40	600000	720300			101001
		04/24/26 Ad# 70610	421.02			50	700000	720300			101001
30626	SC	150 LOWE'S BUSINESS ACCT/SYNCR	210.95	5/26	05/07/26						
	4339		210.95	5/26							
		04/17/26 03/17/26 to 04/17/26	110.42			50	700000	740500			101001
		04/17/26 03/17/26 to 04/17/26	77.58			1	531000	740500			101001
		04/17/26 03/17/26 to 04/17/26	22.95			1	519000	770700			101001
30627	SC	999999 LYNNISA ELKINS	312.71	5/26	05/07/26						
	4300		312.71	5/26							
		04/16/26 W/S Overpayment Refund	312.71			40	220002				101001
30628	SC	89 MICHELE GERMAN-DAVIS	2550.00	5/26	05/07/26						
	4316		2550.00	5/26							
		05/01/26 Web Site	2550.00			1	511000	761000			101001
30629	SC	178 PACIFIC GAS & ELECTRIC	1341.96	5/26	05/07/26						
	4334		1341.96	5/26							
		04/29/26 18565 Empire Street	2.51			1	551000	731000			101001
		04/29/26 18358 Empire Street	0.00			1	551000	731000			101001
		04/29/26 Shenandoah Rd SS Hwy 49 E 150	0.00			40	600000	731000			101001
		04/29/26 E/Plymouth	33.73			40	600000	731000			101001
		04/29/26 9426 Main Street	177.51			1	511000	731000			101001
		04/29/26 9426 Main Street	177.51			40	600000	731000			101001
		04/29/26 9426 Main Street	177.51			50	700000	731000			101001
		04/29/26 18500 Sherwood Street	294.87			1	531000	731000			101001
		04/29/26 7151 Old Sacramento Road	384.01			50	700000	731000			101001
		04/29/26 9395 Main Street	91.23			1	551000	731000			101001
		04/29/26 Hwy 49 WS Main St N 250 ft	1.54			10	560000	731000			101001
		04/29/26 Hwy 49 WS Main St N 250 ft	1.54			50	700000	731000			101001
30630	SC	201 SHENANDOAH STATION	1820.76	5/26	05/07/26						
	4321		1820.76	5/26							
		04/30/26 Fuel 04/02/26 to 04/30/26	1820.76			1	531000	721100			101001

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30631	SC	141 SUPERIOR PLUS ENERGY SERVICES INC	66.00	5/26	05/07/26				
4308			66.00	5/26					
		04/25/26 18565 Empire st	66.00				1 551000 721900		101001
30632	SC	342 THE PUN GROUP, LLP	21000.00	5/26	05/07/26				
4345			21000.00	5/26					
		04/30/26 Audit FY 21-22	21000.00				1 514000 761000		101001
30633	SC	239 UP COUNTRY POOL CENTER	248.38	5/26	05/07/26				
4320			248.38	5/26					
		04/23/26 Chemicals	248.38				1 554000 722100		101001
30634	SC	245 WALKER'S SUPPLY CO.	570.27	5/26	05/07/26				
4342			570.27	5/26					
		04/30/26 Build Dept Supplies	479.49				1 541000 720100		101001
		04/30/26 W/S Billing Paper	45.39				40 600000 720100		101001
		04/30/26 W/S Billing Paper	45.39				50 700000 720100		101001
30635	SC	322 WILKINSON PORTABLES INC	237.60	5/26	05/07/26				
4304			237.60	5/26					
		05/06/26 CORP YARD	118.80				1 531000 721700		101001
		05/06/26 SEWER PLANT	118.80				50 700000 721700		101001
30636	SC	35 AMADOR WATER AGENCY	106881.54	5/26	05/07/26				
4350			106881.54	5/26					
		03/24/26 BNY Mel Pay-Pipeline Project	21113.96				40 600000 799100		101001
		03/24/26 BNY Mel Pay-Pipeline Project	85767.58				40 600000 791100		101001
30637	SC	381 ABSO TECHNOLOGIES, INC.	1875.42	5/26	05/14/26				
4318			1875.42	5/26					
		05/01/26 Tech Support	1875.42				1 511000 784000		101001
30638	SC	999999 ALEXANDRIA SAYLE	80.39	5/26	05/14/26				
4351			80.39	5/26					
		05/11/26 Deposit Refund	80.39				40 220002		101001
30639	SC	20 AMADOR CO SHERIFF	96875.00	5/26	05/14/26				
4352			96875.00	5/26					

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Claims

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Claim		Invoice #/Inv Date/Description	Line Amount	Disc \$		PO #					
		05/05/26 LE Disp Serv 25/26 Q3	96875.00				11	560000	768210		101001
30640	SC	26 AMADOR COUNTY FAIR	715.00	5/26	05/14/26						
	4323		715.00	5/26							
		05/01/26 Corp Yard Rent - May 2026	715.00				1	531000	721700		101001
30641	SC	35 AMADOR WATER AGENCY	2879.97	5/26	05/14/26						
	4338		2879.97	5/26							
		05/05/26 Water Contract Services	2879.97				40	600000	767000		101001
30642	SC	303 ASCENT ENVIRONMENTAL, INC	3233.75	5/26	05/14/26						
	4355		3233.75	5/26							
		05/12/26 Pro Serv 01-01-26 to 04-30-26	3233.75				1	280020			101001
30643	SC	254 AT&T	221.28	5/26	05/14/26						
	4331		221.28	5/26							
		05/06/26 9391047017	47.45				50	700000	732000		101001
		05/06/26 9391047027	47.45				50	700000	732000		101001
		05/06/26 9391047035	126.38				1	511000	732000		101001
30644	SC	256 AT&T	31.76	5/26	05/14/26						
	4314		31.76	5/26							
		05/07/26 Monthly Services	31.76				40	600000	732000		101001
30645	SC	45 BEST BEST & KRIEGER	11904.00	5/26	05/14/26						
	4305		11904.00	5/26							
		05/07/26 Retainer	3280.90				1	511000	762000		101001
		05/07/26 Labor-Employment	2261.00				1	511000	762000		101001
		05/07/26 Arroyo Ditch	387.60				1	511000	762000		101001
		05/07/26 Casino	484.50				33	560000	762000		101001
		05/07/26 Public Records	3344.00				1	511000	762000		101001
		05/07/26 Retainer (Overage)	2146.00				1	511000	762000		101001
30646	SC	66 CALIFORNIA LABORATORY SERVICES	1672.00	5/26	05/14/26						
	4313		1672.00	5/26							
		04/30/26 Drinking Water Lab	812.00				40	600000	728100		101001
		04/30/26 Waste Water Lab	860.00				50	700000	728100		101001

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30647	SC	76 CLARK PEST CONTROL	377.00	5/26	05/14/26						
4343			377.00	5/26							
		05/07/26 City Hall	134.00				1	531000	740100		101001
		05/07/26 Water Treatment Plant	102.00				40	600000	740100		101001
		05/07/26 18565 Empire Street	141.00				1	551000	740100		101001
30648	SC	334 FIRE RISK MANAGEMENT SERVICES	579.40	5/26	05/14/26						
4310			579.40	5/26							
		05/08/26 Benefits	299.86				1	511000	705000		101001
		05/08/26 Benefits	284.29				1	551000	705000		101001
		05/08/26 Benefits	-4.75				50	700000	705000		101001
30649	SC	124 HINDERLITER DE LIAMAS & ASSOCIATE	300.00	5/26	05/14/26						
4349			300.00	5/26							
		05/07/26 Sales Tax (April-June 2026)	300.00				1	519000	761000		101001
30650	SC	999999 HYDROPOWER ENGINEERING COMPANY	2143.38	5/26	05/14/26						
4353			2143.38	5/26							
		03/23/26 Goulds GT-203/2HP/3 phase/460v	2143.38				50	700000	740700		101001
30651	SC	178 PACIFIC GAS & ELECTRIC	6707.43	5/26	05/14/26						
4335			6707.43	5/26							
		05/08/26 CFD 2016-1 NS/O Zinf Pkwy	0.00				80	519000	731000		101001
		05/08/26 7784 Old Sacramento Road	6626.45				50	700000	731000		101001
		05/07/26 End/Burke Dr at White Oak	11.46				40	600000	731000		101001
		05/07/26 End/Burke Dr at White Oak	29.72				40	600000	731000		101001
		05/10/26 W/O Hwy 49 on Main St	39.80				10	560000	731000		101001
30652	SC	141 SUPERIOR PLUS ENERGY SERVICES INC	87.24	5/26	05/14/26						
4354			87.24	5/26							
		05/07/26 9426 Main Street	87.24				1	511000	721900		101001
30653	SC	370 4LEAF, INC.	5873.75	5/26	05/21/26						
4317			5873.75	5/26							
		04/30/26 Planning Services	4810.00				1	542000	761000		101001
		04/30/26 ARCO	647.50				1	280026			101001
		04/30/26 Greilich	92.50				1	280020			101001
		04/30/26 Plan Reim Fees	323.75				1	542000	751000		101001

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Claims

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30654	SC	34 AMADOR WATER AGENCY	39219.51	5/26	05/21/26				
4306			39219.51	5/26					
		05/14/26 Service Charge	17495.66				40 600000 729200		101001
		05/14/26 Water Consumption	16657.74				40 600000 729100		101001
		05/14/26 Water Debt Service	5066.11				40 600000 729200		101001
30655	SC	384 ANDY HEATH FINANCIAL SERVICES	6452.50	5/26	05/21/26				
4358			6452.50	5/26					
		05/18/26 Finance Consult Serv	6452.50				1 514000 761000		101001
30656	SC	255 AT&T	107.00	5/26	05/21/26				
4315			107.00	5/26					
		05/10/26 WWTP Internet	107.00				50 700000 732000		101001
30657	SC	41 AT&T MOBILITY	921.44	5/26	05/21/26				
4322			921.44	5/26					
		05/01/26 CM Devices	230.36				1 511000 732000		101001
		05/01/26 PW Devices	230.36				1 531000 732000		101001
		05/01/26 Water Devices	230.36				40 600000 732000		101001
		05/01/26 WWTP Devices	230.36				50 700000 732000		101001
30658	SC	253 BAHALA NA CORP	366.60	5/26	05/21/26				
4309			366.60	5/26					
		04/30/26 PW-Build & Grounds Maint	15.06				1 531000 740100		101001
		04/30/26 PW-Maint Supplies	280.15				1 531000 740500		101001
		04/30/26 PW-Equipt Maint & Repair	39.86				1 531000 740700		101001
		04/30/26 Pool-Build & Grounds Maint	31.53				1 554000 740100		101001
30659	SC	418 CALIFORNIA LANDSCAPING & DESIGN I	14851.62	5/26	05/21/26				
4365			14851.62	5/26					
		04/27/26 Phase 1 Plant Cost	14851.62				80 519000 740100		101001
30660	SC	75 CITY OF PLYMOUTH	505.69	5/26	05/21/26				
4311			505.69	5/26					
		05/18/26 2016-01 Zinfandel Irrigation	505.69				80 519000 770400		101001
30661	SC	323 CSG CONSULTANTS, INC	520.00	5/26	05/21/26				
4356			520.00	5/26					
		05/11/26 Pro Serv 3-28-26 to 4-24-26	520.00				1 280026		101001

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Claim		Invoice #/Inv Date/Description	Line Amount	Disc \$	PO #						-----
30662	SC	73 FIRST-CITIZENS BANK & TRUST CO	311.40	5/26	05/21/26						
	4328		311.40	5/26							
		05/12/26 TASKALFA 4054CI	103.80			1	511000	761000			101001
		05/12/26 TASKALFA 4054CI	103.80			40	600000	761000			101001
		05/12/26 TASKALFA 4054CI	103.80			50	700000	761000			101001
30663	SC	437 IWORO SYSTEMS, INC.	11330.00	5/26	05/21/26						
	4344		11330.00	5/26							
		04/24/26 EM/STR Software	11330.00			1	511000	761000			101001
30664	SC	410 KELLER SUPPLY COMPANY	31.70	5/26	05/21/26						
	4362		31.70	5/26							
		05/18/26 Pool Signs	31.70			1	554000	740100			101001
30665	SC	999999 MICHAEL ROBINSON	130.87	5/26	05/21/26						
	4357		130.87	5/26							
		05/18/26 Water Refund	130.87			40	220002				101001
30666	SC	164 NBS	11760.00	5/26	05/21/26						
	4333		11760.00	5/26							
		05/04/26 User Fee Study	908.34			1	511000	761000			101001
		05/04/26 User Fee Study	908.33			40	600000	761000			101001
		05/04/26 User Fee Study	908.33			50	700000	761000			101001
		05/05/26 Water Rate Study	8080.00			40	600000	761000			101001
		05/11/26 Wastewater Rate Study	955.00			50	700000	761000			101001
30667	SC	178 PACIFIC GAS & ELECTRIC	1101.51	5/26	05/21/26						
	4336		1101.51	5/26							
		05/14/26 CFD 2016-1 Vintner & Sommelier	13.34			80	519000	731000			101001
		05/14/26 Corner of Hwy 49, S/O Zinf Pkw	18.34			40	600000	731000			101001
		05/14/26 Street Lights	1069.83			10	560000	731000			101001
30668	SC	181 PAYCHEX INC.	435.93	5/26	05/21/26						
	4312		435.93	5/26							
		04/30/26 Payroll	435.93			1	511000	781000			101001
30669	SC	421 REPUBLIC SERVICES #594	19.25	5/26	05/21/26						

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4359		04/30/26 Waste/Recycling Overage	19.25	5/26		1	531000	740100			101001
30670	SC	200 SHENANDOAH EXCAVATING	1660.00	5/26	05/21/26						
4366		04/29/26 Water Leak Repair	1660.00	5/26		40	600000	761000			101001
30671	SC	377 SIGNAL SERVICE INC	150.00	5/26	05/21/26						
4360		05/14/26 System Service	150.00	5/26		1	511000	761000			101001
30672	SC	239 UP COUNTRY POOL CENTER	5.92	5/26	05/21/26						
4363		05/20/26 Chemicals	5.92	5/26		1	554000	722100			101001
30673	SC	243 USDA RURAL DEVELOPMENT	21850.00	5/26	05/21/26						
4367		05/20/26 WEP-1-1	21850.00	5/26		50	700000	772000			101001
		05/20/26 WEP-2-1	7775.00			50	700000	791200			101001
30674	SC	245 WALKER'S SUPPLY CO.	170.65	5/26	05/21/26						
4364		05/20/26 Janitorial Supplies	170.65	5/26		1	511000	740500			101001
30675	SC	247 WEBER, GHIO & ASSOCIATES, INC	2095.18	5/26	05/21/26						
4330		05/12/26 General City Engineering	2095.18	5/26		1	518000	763000			101001
		05/12/26 Greilich Ranch Prelim Studies	75.75			1	280020				101001
		05/12/26 Buyilding Inspection	707.13			1	541000	763100			101001
30676	SC	260 WELLS FARGO	1808.58	5/26	05/21/26						
4340		05/03/26 Amazon/Primo	1808.58	5/26		1	511000	720100			101001
		05/03/26 MS/Zoom/8x8	224.99			1	511000	784000			101001
		05/03/26 8x8	1259.85			40	600000	784000			101001
		05/03/26 8x8	161.87			50	700000	784000			101001
30677	SC	322 WILKINSON PORTABLES INC	735.00	5/26	05/21/26						

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)

05/29/26  
13:19:17

CITY OF PLYMOUTH  
Claims and/or Payroll Checks List For Checks from 05/01/26 to 05/31/26  
For checks between: 05/01/26 - 05/31/26

Page: 9 of 10  
Report ID: W100X2

Claims

Check #	Type	Vendor/Employee/Payee Number/Name	Check/Doc Amount	Period	Date Issued	PO #	Fund Org Acct	Object Proj	Cash Account
4361		05/14/26 4th of July-Toilet/ADA/HW	735.00	5/26			2 560000 770300		101001
30678	SC	393 WIZIX TECHNOLOGY GROUP, INC	71.49	5/26	05/21/26				
4325		05/20/26 P6035CDN	71.49	5/26					
		05/20/26 P6035CDN	3.81				1 511000 720100		101001
		05/20/26 P6035CDN	3.80				40 600000 720100		101001
		05/20/26 P6035CDN	3.81				50 700000 720100		101001
		05/20/26 4054ci	20.02				1 511000 720100		101001
		05/20/26 4054ci	20.03				40 600000 720100		101001
		05/20/26 4054ci	20.02				50 700000 720100		101001
30679	SC	381 ABSO TECHNOLOGIES, INC.	9512.83	5/26	05/28/26				
4373		04/23/26 WWTP Cam Sys	9512.83	5/26					
		04/23/26 Hardware	7542.37				50 700000 784000		101001
			1970.46				1 512000 784000		101001
30680	SC	26 AMADOR COUNTY FAIR	189.00	5/26	05/28/26				
4369		05/22/26 Window	189.00	5/26					
		05/22/26 Vendor Passes	165.00				2 560000 770300		101001
			24.00				2 560000 770300		101001
30681	SC	78 COMCAST	281.35	5/26	05/28/26				
4337		05/16/26 Internet	281.35	5/26					
			281.35				1 511000 784000		101001
30682	SC	410 KELLER SUPPLY COMPANY	81.42	5/26	05/28/26				
4368		05/19/26 Pool Signs	81.42	5/26					
		05/22/26 Pool Signs	33.30				1 554000 740100		101001
			48.12				1 554000 740100		101001
30683	SC	389 QUADIENT LEASING USA, INC	535.39	5/26	05/28/26				
4319		05/19/26 20-Jun-26 to 19-Sept-26	535.39	5/26					
			535.39				1 511000 720100		101001
30684	SC	245 WALKER'S SUPPLY CO.	57.93	5/26	05/28/26				
4372		05/26/26 Janitorial Supplies	57.93	5/26					
			57.93				1 511000 740500		101001

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)

05/29/26  
13:19:17

CITY OF PLYMOUTH  
Claims and/or Payroll Checks List For Checks from 05/01/26 to 05/31/26  
For checks between: 05/01/26 - 05/31/26

Page: 10 of 10  
Report ID: W100X2

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			Account

Claims Total # of Checks: 68 Total: 410489.49

Grand Total # of Checks: 68 Total: 410489.49

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)

05/29/26  
13:17:30

CITY OF PLYMOUTH  
Fund Summary for Claim Check Register  
For the Accounting Period: 5/26

Page: 4 of 4  
Report ID: AP110

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Fund/Account	Amount
1 General Fund	
101001	84,435.45
2 TOT - Streets & Promotion Fund	
101001	924.00
10 Gas Tax Fund	
101001	1,111.17
11 COPS Grant Fund	
101001	96,875.00
33 Miwok Indian Project Fund	
101001	484.50
40 Water Enterprise Fund	
101001	162,575.90
50 Sewer Enterprise Fund	
101001	42,962.82
80 CFD 2016-01 ZR	
101001	21,120.65
<b>Total:</b>	<b>410,489.49</b>

**5.5**





**CITY COUNCIL AGENDA ITEM NO. 5.5**  
**06/11/2026**

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**SUBJECT:** SECOND READING AND ADOPTION OF 2025 BUILDING STANDARDS CODE

**DEPARTMENT:** City Manager's Office

**STAFF:** Cameron Begbie, City Manager

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### **TITLE**

**ADOPTION OF ORDINANCE 2026-01 AN ORDINANCE OF THE CITY OF PLYMOUTH REPEALING AND REPLACING SECTION 15.05.020 OF THE PLYMOUTH MUNICIPAL CODE TO ADOPT BY REFERENCE THE 2025 CALIFORNIA BUILDING STANDARDS CODE COMPRISED OF THE 2025 CALIFORNIA ADMINISTRATIVE CODE, THE 2025 CALIFORNIA BUILDING CODE, THE 2025 CALIFORNIA RESIDENTIAL CODE, THE 2025 CALIFORNIA ELECTRICAL CODE, THE 2025 CALIFORNIA MECHANICAL CODE, THE 2025 CALIFORNIA PLUMBING CODE, THE 2025 CALIFORNIA ENERGY CODE, THE 2025 CALIFORNIA WILDLAND-URBAN INTERFACE CODE, THE 2025 CALIFORNIA HISTORICAL BUILDING CODE, THE 2025 CALIFORNIA FIRE CODE, THE 2025 CALIFORNIA EXISTING BUILDING CODE, THE 2025 CALIFORNIA GREEN BUILDING CODE, AND THE 2025 CALIFORNIA REFERENCED STANDARDS CODE AND FIND THIS ACTION IS EXEMPT FROM ENVIRONMENTAL REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT TO THE COMMON SENSE EXEMPTION (CEQA GUIDELINES § 15061(B)(3))**

### **BACKGROUND**

While the 2025 California Building Standards Code will take effect on January 1, 2026, without any City action, adopting the California Building Standards Code into the City's Municipal Code will allow the City to enforce violations of the Building Standards Code as violations of its Municipal Code.

The California Building Standards Code, Title 24, establishes the minimum regulations for the design and construction of buildings and structures in California. State law mandates that local governments enforce these regulations by adopting local ordinances that adopt the state code by reference. The 2025 California Building Standards Code includes the following individual codes and appendices thereto:

- Title 24, Part 1 – California Administrative Code



**CITY COUNCIL AGENDA ITEM NO. 5.5**  
**06/11/2026**

- Title 24, Part 2 – California Building Code
- Title 24, Part 2.5 – California Residential Code
- Title 24, Part 3 – California Electrical Code
- Title 24, Part 4 – California Mechanical Code
- Title 24, Part 5 – California Plumbing Code
- Title 24, Part 6 – California Energy Code
- Title 24, Part 7 – California Wildland-Urban Interface Code
- Title 24, Part 8 – California Historical Building Code
- Title 24, Part 9 – California Fire Code
- Title 24, Part 10 – California Existing Building Code
- Title 24, Part 11 – California Green Building Code
- Title 24, Part 12 – California Referenced Standards Code

The various codes that make up the new 2025 California Building Standards Code clarify and update existing code requirements but do not make any significant or noteworthy changes.

On May 14, 2026, the City Council conducted a public hearing and waived the first reading on this Ordinance 2026-01 to incorporate the 2025 California Building Standards Code into the Plymouth Municipal Code.

### **ENVIRONMENTAL DETERMINATION**

Staff recommends that the City Council determine that the Recommended Action is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3) which exempts activities that do not have the potential for having a significant effect on the environment.

### **FISCAL IMPACT**

Adoption of the 2025 California Building Standards Code will not have a fiscal impact on the city.

### **RECOMMENDATION**

Adopt Ordinance 2026-01 amending Section 15.05.020 of the Plymouth Municipal Code and find this action is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3).

### **ATTACHMENT(S)**

1. Ordinance 2026-01

## ORDINANCE No. 2026-01

**An Ordinance of the City Of Plymouth Repealing and Replacing Section 15.05.020 of the Plymouth Municipal Code to Adopt By Reference the 2025 California Building Standards Code Comprised of the 2025 California Administrative Code, the 2025 California Building Code, the 2025 California Residential Code, the 2025 California Electrical Code, the 2025 California Mechanical Code, the 2025 California Plumbing Code, the 2025 California Energy Code, the 2025 California Wildland-Urban Interface Code, the 2025 California Historical Building Code, the 2025 California Fire Code, the 2025 California Existing Building Code, the 2025 California Green Building Code, and the 2025 California Referenced Standards Code**

THE CITY COUNCIL OF THE CITY OF PLYMOUTH DOES ORDAIN AS FOLLOWS:

### **SECTION 1. AMENDMENT OF MUNICIPAL CODE SECTION 15.05.020**

In accordance with California Government Code Section 50022.2, Section 15.05.020 "Adoption of Uniform Codes" of Chapter 15.05 of the Plymouth Municipal Code, is hereby repealed and replaced, in its entirety, to read as follows:

#### 15.05.020 – Adoption of California Building Standards Code.

The city hereby adopts by reference the 2025 edition of the California Building Standards Code, as adopted by the California Building Standards Commission and published in Parts 1, 2, 2.5, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12 of Title 24 of the California Code of Regulations, and all appendices thereto. The California Building Standards Code includes:

- A. Title 24, Part 1 – 2025 California Administrative Code
- B. Title 24, Part 2 – 2025 California Building Code
- C. Title 24, Part 2.5 – 2025 California Residential Code
- D. Title 24, Part 3 – 2025 California Electrical Code
- E. Title 24, Part 4 – 2025 California Mechanical Code
- F. Title 24, Part 5 – 2025 California Plumbing Code
- G. Title 24, Part 6 – 2025 California Energy Code
- H. Title 24, Part 7 – 2025 California Wildland-Urban Interface Code
- I. Title 24, Part 8 – 2025 California Historical Building Code
- J. Title 24, Part 9 – 2025 California Fire Code
- K. Title 24, Part 10 – 2025 California Existing Building Code
- L. Title 24, Part 11 – 2025 California Green Building Code
- M. Title 24, Part 12 – 2025 California Referenced Standards Code

**SECTION 2. CEQA.**

Approval of the code amendment the adoption of this Ordinance is exempt from the requirements of CEQA pursuant to Section 15061(b)(3), of the CEQA Guidelines in that the adoption of state codes and local amendments herein described do not have the potential for having a significant effect on the environment

**SECTION 3. Severability.**

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unenforceable by a court of competent jurisdiction; the remaining portions of this Ordinance shall none the less remain in full force and effect. The Council hereby declare that they would have adopted each section, subsection, sentence, clause, phrase, or portion of this Ordinance, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, portions of this Ordinance be declared invalid or unenforceable

**SECTION 3. Effective Date.**

This ordinance shall take effect (30) days after its adoption.

The foregoing Ordinance was introduced at a regular Meeting of the City Council of the City of Plymouth held on the 14th day of May 2026, and was passed and adopted at a regular meeting of said City Council held on the 11th day of June 2026, by the following vote

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Don Nunn, Mayor

ATTEST:

\_\_\_\_\_  
Victoria McHenry, City Clerk

**5.6**





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**SUBJECT:** Hampton by Hilton Hotel – Environmental Services

**DEPARTMENT:** Planning Department

**STAFF:** Erica Fraser, AICP, Planning Director

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**TITLE**

**ADOPT RESOLUTION 2026-11 AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH HELIX ENVIRONMENTAL INC. FOR THE PREPARATION OF AN INITIAL STUDY AND SUBSEQUENTLY, EITHER A NEGATIVE DECLARATION, MITIGATED NEGATIVE DECLARATION, OR ENVIRONMENTAL IMPACT REPORT (EIR) FOR THE HAMPTON BY HILTON HOTEL, AN 88-ROOM HOTEL WITH RESTAURANT LOCATED AT 9702 MAIN STREET IN PLYMOUTH, CA.**

**BACKGROUND**

The City of Plymouth received a development application from KASL Engineers and Harinder Johl for a Major Design Review and Conditional Use Permit for the Hampton by Hilton Hotel. The proposed project is a three-story hotel with 88 rooms, a 4,500 square foot restaurant, parking, and related improvements, located at 9702 Main Street (Assessor’s Parcel Number 010-150-025-000). The project would occupy a 4.88-acre portion of an existing 17.60-acre undeveloped lot; no development is proposed for the remainder of the lot at this time. The property is zoned Village Commercial.

The City determined that the project is subject to the California Environmental Quality Act (CEQA) and requires preparation of an Initial Study and subsequent CEQA documentation. On March 10, 2026, the City issued a Request for Proposals seeking a qualified firm to perform environmental consulting services and prepare the technical studies, Initial Study, and subsequent CEQA documents, with proposals due April 10, 2026. After evaluating the proposals received, staff selected HELIX Environmental Planning, Inc. (HELIX) based on the firm’s qualifications, relevant CEQA



## CITY COUNCIL AGENDA ITEM NO. 5.6

06/11/2026

experience, and proposed scope and approach. The HELIX proposal, including its fee proposal, is valid for 180 days from April 10, 2026.

### PROJECT STATUS

HELIX will prepare an administrative draft Initial Study to identify, and determine the extent of, potentially significant environmental impacts resulting from the project. Rather than conducting duplicate studies, HELIX will peer review the technical studies provided by the applicant, which include the traffic analysis, air quality and greenhouse gas emissions analysis, arborist report, biological assessment, cultural resources assessment, and wetland delineation, among others. HELIX will document its findings in technical memoranda, and the applicant will be responsible for any resulting revisions. HELIX will supplement the applicant studies with visual simulations of the proposed hotel and will support the City with tribal consultation under CEQA.

HELIX anticipates that the Initial Study will result in a Mitigated Negative Declaration as the appropriate level of CEQA documentation. Should the results of the Initial Study indicate that an Environmental Impact Report (EIR) is warranted, HELIX will seek the City's approval before commencing EIR preparation. HELIX will prepare, post, and file the appropriate environmental documents for compliance with CEQA, including filing with the State Clearinghouse and the Amador County Clerk, and will prepare the related notices and a Mitigation Monitoring and Reporting Program. HELIX will also prepare responses to comments received during public review and will attend public hearings in support of the document.

Consistent with the Request for Proposals, the contract term is anticipated to last approximately one year from execution. HELIX's proposed schedule anticipates delivery of a Final Initial Study or Mitigated Negative Declaration within approximately five months of notice to proceed, with HELIX support at a Planning Commission or City Council hearing thereafter.

### CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

The contract is not subject to CEQA because the contract is not a project pursuant to CEQA Guidelines.

### FISCAL IMPACT

All consulting fees incurred for the project will be paid by the Applicant.



## **CITY COUNCIL AGENDA ITEM NO. 5.6**

**06/11/2026**

### **RECCOMENDATION**

Staff recommends the City Council adopt Resolution 2026-XX authorizing the execution of a Professional Services Agreement with Helix Environmental Inc., on a form approved by the City Attorney, for the completion of environmental services for the Hampton by Hilton Hotel project and to extend the term of the Agreement to December 31, 2026.

### **ATTACHMENTS**

1. Resolution 2026-11 Approving a Professional Services Agreement with Professional Services Agreement with Helix Environmental Inc.
2. Professional Services Agreement
3. HELIX Proposal.

**RESOLUTION NO.  
2026-11**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PLYMOUTH AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH HELIX ENVIRONMENTAL PLANNING, INC. FOR PREPARATION OF AN INITIAL STUDY AND SUBSEQUENTLY A NEGATIVE DECLARATION, MITIGATED NEGATIVE DECLARATION, OR ENVIRONMENTAL IMPACT REPORT PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) FOR THE HAMPTON BY HILTON HOTEL PROJECT**

**WHEREAS**, KASL Engineers and Harinder Johl submitted an application to the City of Plymouth's Planning Department for a Major Design Review and Conditional Use Permit for the Hampton by Hilton Hotel, a three story hotel with 88 rooms, a 4,500 square foot restaurant, parking, and related improvements located at 9702 Main Street (Assessor's Parcel Number 010-150-025-000) on a 4.88 acre portion of an existing 17.60 acre undeveloped lot zoned Village Commercial; and

**WHEREAS**, the Planning Department determined that the project is subject to the California Environmental Quality Act (CEQA) and requires preparation of an Initial Study and subsequent CEQA documentation, and on March 10, 2026, the City issued a Request for Proposals for environmental consulting services, with proposals due April 10, 2026; and

**WHEREAS**, after evaluating the proposals received, City staff selected HELIX Environmental Planning, Inc. to peer review the applicant provided technical studies and prepare the required CEQA documentation for a contract term of approximately one year from execution; and

**WHEREAS**, the Hampton by Hilton Hotel applicant agreed to the cost and scope of work provided by HELIX Environmental Planning, Inc., and all consulting fees incurred for the project will be paid by the applicant;

**WHEREAS**, the City of Plymouth's Planning Department recommends approving the Professional Services Agreement because it is cost effective and provides all necessary environmental services needed to properly evaluate the project under the California Environmental Quality Act;

**WHEREAS**, the City Council of the City of Plymouth grants the City Manager the authority to execute the Professional Services Agreement, agreed upon by the Planning Department and the applicant without further review by the City Council and;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Plymouth authorizes the City Manager to execute a Professional Services Agreement with HELIX Environmental Planning, Inc. to prepare the environmental documentation,

including an Initial Study and subsequently a Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report, for a term of approximately one year from execution, for the Hampton by Hilton Hotel project; and

**THE FOREGOING RESOLUTION** was duly passed and adopted by the City Council of the City of Plymouth at a meeting held on the 11<sup>th</sup> day of June 2026 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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Don Nunn, Mayor

**ATTEST:**

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Victoria McHenry, City Clerk

**PROFESSIONAL SERVICES AGREEMENT BETWEEN  
THE CITY OF PLYMOUTH AND HELIX ENVIRONMENTAL PLANNING**

THIS AGREEMENT for professional services is made by and between the City of Plymouth, a California municipal corporation ("City") and Helix Environmental Planning ("Professional") as of June 11, 2026 (the "Effective Date"). City and Professional shall be referred to herein separately as a "Party" and collectively as "Parties".

**Section 1. SERVICES.** Subject to the terms and conditions set forth in this Agreement, Professional shall provide to City the services described in the Scope of Work attached hereto and incorporated herein as Exhibit A. In the event of a conflict in or inconsistency between the terms of this Agreement and the Exhibit A, this Agreement shall prevail.

- 1.1 **Term of Services.** The term of this Agreement shall begin on the date first noted above and shall end on June 11, 2027 the date of completion specified in Exhibit A. Professional shall complete the work described in Exhibit A prior to that date, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 8. The time provided to Professional to complete the services required by this Agreement shall not affect the City's right to terminate the Agreement, as provided for in Section 8.
- 1.2 **Standard of Performance.** Professional shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Professional is engaged in the geographical area in which Professional practices its profession. Professional shall prepare all work products required by this Agreement in a substantial, first-class manner and shall conform to the standards of quality normally observed by a person practicing in Professional's profession.
- 1.3 **Assignment of Personnel.** Professional shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Professional shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons. All personnel, including those reassigned at City's request, shall be supervised by Professional. Professional is prohibited from subcontracting this Agreement, or any part of it, unless such subcontracting is expressly approved by City in writing.
- 1.4 **Time.** Professional shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Section 1.2 above and to satisfy Professional's obligations hereunder.

**Section 2. COMPENSATION.** City hereby agrees to pay Professional a sum not to exceed \$65,750.00 notwithstanding any contrary indications that may be contained in Professional's proposal, for services to be performed and reimbursable costs incurred under this Agreement. In the event of a conflict between this

Agreement and Professional's fee schedule regarding the amount of compensation, attached as Exhibit B, the Agreement shall prevail. City shall pay Professional for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Professional for services rendered pursuant to this Agreement. Professional shall submit all invoices to City in the manner specified herein. Except as specifically authorized by City in writing, Professional shall not bill City for duplicate services performed by more than one person.

Professional and City acknowledge and agree that compensation paid by City to Professional under this Agreement is based upon Professional's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Professional. Consequently, the parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Professional and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement.

**2.1 Invoices.** Professional shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs, if any, incurred prior to the invoice date. Invoices shall contain the following information:

- Serial identifications of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.;
- The beginning and ending dates of the billing period;
- A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
- At City's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;
- The total number of hours of work performed under the Agreement by Professional and each employee, agent, and subcontractor of Professional performing services hereunder;
- The Professional's signature; and
- Professional shall give separate notice to the City when the total number of hours worked by Professional and any one individual employee, agent, or subcontractor of Professional reaches or exceeds 800 hours, which shall include an estimate of the time necessary to complete work described in Exhibit A, if applicable.

**2.2 Monthly Payment.** City shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. City shall have thirty (30) days from the receipt of an invoice that complies with all of the requirements above to pay Professional.

- 2.3 Final Payment.** City shall pay the last ten percent (10%) of the total sum due pursuant to this Agreement within sixty (60) days after completion of the services and submittal to City of a final invoice, if all services required have been satisfactorily performed.
- 2.4 Total Payment.** City shall pay for the services to be rendered by Professional pursuant to this Agreement. City shall not pay any additional sum for any expense or cost whatsoever incurred by Professional in rendering services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement.
- In no event shall Professional submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment.
- 2.5 Hourly Fees.** Fees for work performed by Professional on an hourly basis shall not exceed the amounts shown on the fee schedule set forth in Exhibit B.
- 2.6 Reimbursable Expenses.** Reimbursable expenses, if any, are set forth in Exhibit B, and shall not exceed sixty five thousand, seven hundred and fifty dollars (\$65,750). Expenses not listed in Exhibit B are not chargeable to City. Reimbursable expenses are included in the total amount of compensation provided under this Agreement that shall not be exceeded.
- 2.7 Payment of Taxes.** Professional is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.
- 2.8 Payment upon Termination.** In the event that the City or Professional terminates this Agreement pursuant to Section 8, the City shall compensate the Professional for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Professional shall maintain adequate logs and timesheets to verify costs incurred to that date.
- 2.9 Authorization to Perform Services.** The Professional is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator, as defined in Section 11.9.

**Section 3. FACILITIES AND EQUIPMENT.** Except as set forth herein, Professional shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement. City shall make available to Professional only the facilities and equipment listed in this Section, and only under the terms and conditions set forth herein.

City may furnish, at its sole discretion, physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Professional's use while consulting with City employees and reviewing records and the information in possession of the City. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of City. In no event shall City be obligated to furnish any facility that

may involve incurring any direct expense, including but not limited to computer, long-distance telephone or other communication charges, vehicles, and reproduction facilities.

**Section 4. INSURANCE REQUIREMENTS.** Before beginning any work under this Agreement, Professional, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Professional and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, Professional shall provide proof satisfactory to the City of such insurance that meets the requirements of this Section and under forms of insurance satisfactory in all respects and that such insurance is in effect prior to beginning work to the City. Professional shall maintain the insurance policies required by this Section throughout the term of this Agreement. The cost of such insurance shall be included in the Professional's bid. Professional shall not allow any subcontractor to commence work on any subcontract until Professional has obtained all insurance required herein for the subcontractor(s) and provided evidence that such insurance is in effect to the City. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution. Professional shall maintain all required insurance listed herein for the duration of this Agreement.

**4.1 Workers' Compensation.** Professional shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Professional. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than ONE MILLION DOLLARS (\$1,000,000) per accident. In the alternative, Professional may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the Labor Code shall be solely in the discretion of the Contract Administrator. The insurer, if insurance is provided, or the Professional, if a program of self-insurance is provided, shall waive all rights of subrogation against the City and its officers, officials, employees, and volunteers for loss arising from work performed under this Agreement.

An endorsement shall state that coverage shall not be canceled except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City. Professional shall notify City within fourteen (14) days of notification from Professional's insurer if such coverage is suspended, voided or reduced in coverage or in limits.

The requirement to maintain Statutory Worker's Compensation and Employer's Liability Insurance may be waived by the City upon written verification that Professional does not have any employees.

**4.2 Commercial General and Automobile Liability Insurance.**

**4.2.1 General requirements.** Professional, at its own cost and expense, shall maintain commercial general liability insurance for the term of this Agreement in an amount not less than TWO MILLION DOLLARS (\$2,000,000.00) and automobile liability

insurance for the term of this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000.00). The commercial general liability and automobile liability insurance shall be per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If a commercial general liability insurance or an automobile liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

**4.2.2 Minimum scope of coverage.** Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (most recent edition) covering comprehensive General Liability on an “occurrence” basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (most recent edition), Code 1 (any auto). No endorsement shall be attached limiting the coverage.

**4.2.3 Additional requirements.** Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

- a. City and its officers, employees, agents, and volunteers shall be covered as additional insureds with respect to each of the following: liability arising out of activities performed by or on behalf of Professional, including the insured’s general supervision of Professional; products and completed operations of Professional; premises owned, occupied, or used by Professional; and automobiles owned, leased, or used by the Professional. The coverage shall contain no special limitations on the scope of protection afforded to City or its officers, employees, agents, or volunteers.
- b. The insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
- c. An endorsement must state that coverage is primary insurance with respect to the City and its officers, officials, employees and volunteers, and that no insurance or self-insurance maintained by the City shall be called upon to contribute to a loss under the coverage.
- d. Any failure of Professional to comply with reporting provisions of the policy shall not affect coverage provided to City and its officers, employees, agents, and volunteers.

- e. An endorsement shall state that coverage shall not be canceled except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City. Professional shall notify City within fourteen (14) days of notification from Professional's insurer if such coverage is suspended, voided or reduced in coverage or in limits.

### **4.3 Professional Liability Insurance.**

**4.3.1 General requirements.** Professional, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than TWO MILLION DOLLARS (\$2,000,000) covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall not exceed \$150,000 per claim. An endorsement shall state that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

**4.3.2 Claims-made form.** The following provisions shall also apply if the professional liability coverage is written on a claims-made form:

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of the Agreement or the work, so long as commercially available at reasonable rates.
- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Professional must purchase an extended reporting coverage for a minimum of five (5) years after completion of the Agreement or the work under this Agreement, whichever is later.
- d. A copy of the claim reporting requirements must be submitted to the City prior to the commencement of any work under this Agreement.

### **4.4 All Policies Requirements.**

**4.4.1 Acceptability of insurers.** All insurance required by this Section is to be placed with insurers with a Bests' rating of no less than A:VII.

**4.4.2 Verification of coverage.** Prior to beginning any work under this Agreement, Professional shall furnish City with certificates of insurance evidencing required policies delivered to Professional by the insurer, including complete copies of all endorsements attached to those certificates. All copies of policies and endorsements shall show the signature of a person authorized by that insurer to

bind coverage on its behalf. If the City does not receive the required insurance documents prior to the Professional beginning work, it shall not waive the Professional's obligation to provide them. The City reserves the right to require complete copies of all required insurance policies at any time.

**4.4.3 Subcontractors.** Professional shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

**4.4.4 Deductibles and Self-Insured Retentions.** Professional shall disclose to and obtain the written approval of City for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement.

During the period covered by this Agreement, only upon the prior express written authorization of Contract Administrator, Professional may increase such deductibles or self-insured retentions with respect to City, its officers, employees, agents, and volunteers. The Contract Administrator may condition approval of an increase in deductible or self-insured retention levels with a requirement that Professional procure a bond, guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to each of them.

**4.4.5 Wasting Policies.** Except for Professional Liability insurance policy, no policy required by this Section 4 shall include a "wasting" policy limit (i.e. limit that is eroded by the cost of defense).

**4.4.6 Waiver of Subrogation.** Professional hereby agrees to waive subrogation which any insurer or contractor may require from vendor by virtue of the payment of any loss. Professional agrees to obtain any endorsements that may be necessary to effect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the entity for all work performed by the Professional, its employees, agents, and subcontractors.

**4.5 Remedies.** In addition to any other remedies the City may have if Professional fails to provide or maintain any insurance policies, or policy endorsements, to the extent and within the time herein required, the City may, at its sole option, exercise any of the following remedies, which are alternatives to other remedies the City may have and are not the exclusive remedy for Professional's breach:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;

- Order Professional to stop work under this Agreement or withhold any payment that becomes due to Professional hereunder, or both stop work and withhold any payment until Professional demonstrates compliance with the requirements hereof; and/or
- Terminate this Agreement.

**Section 5. INDEMNIFICATION AND PROFESSIONAL'S RESPONSIBILITIES.**

- 5.1 General Requirement.** Professional shall indemnify, defend with counsel selected by the City, and hold harmless the City and its officials, officers, employees, agents, and volunteers from and against any and all losses, liability, claims, suits, actions, damages, and causes of action arising out of any personal injury, bodily injury, loss of life, or damage to property, or any violation of any federal, state, or municipal law or ordinance, to the extent caused, in whole or in part, by the willful misconduct or negligent acts or omissions of Professional or its employees, subcontractors, or agents, by acts for which they could be held strictly liable, or by the quality or character of their work. The foregoing obligation of Professional shall not apply when (1) the injury, loss of life, damage to property, or violation of law arises wholly from the negligence or willful misconduct of the City or its officers, employees, agents, or volunteers and (2) the actions of Professional or its employees, subcontractor, or agents have contributed in no part to the injury, loss of life, damage to property, or violation of law. It is understood that the duty of Professional to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by City of insurance certificates and endorsements required under this Agreement does not relieve Professional from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Agreement, Professional acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.
- 5.2 PERS Indemnification.** In the event that Professional or any employee, agent, or subcontractor of Professional providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of City, Professional shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Professional or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.
- 5.3 Design Professionals.** To the extent that the services under this Agreement include design professional services subject to California Civil Code Section 2782.8, as may be amended from time to time, Professional's duty to indemnify under Sections 5.1 and 5.2 shall only be to the maximum extent permitted by California Civil Code Section 2782.8.

**Section 6.**      **STATUS OF PROFESSIONAL.**

**6.1**      **Independent Contractor.** At all times during the term of this Agreement, Professional shall be an independent contractor as defined in Labor Code Section 3353, and shall not be an employee of City. Nothing contained in this Agreement shall be construed to be inconsistent with the foregoing relationship or status. City shall have the right to control Professional only insofar as the results of Professional's services rendered pursuant to this Agreement and assignment of personnel pursuant to Section 1.3; however, otherwise City shall not have the right to control the means by which Professional accomplishes services rendered pursuant to this Agreement. Professional shall have no power or authority by this Agreement to bind the City in any respect. All employees and agents hired or retained by Professional are employees and agents of Professional and not of the City. The City shall not be obligated in any way to pay any wage claims or other claims made against Professional by any such employees or agents, or any other person resulting from performance of this Agreement.

Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Professional and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits. Professional shall not allow any employee to become eligible for a claim for PERS benefits.

**6.2**      **Professional Not an Agent.** Except as City may specify in writing, Professional shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Professional shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

**Section 7.**      **LEGAL REQUIREMENTS.**

**7.1**      **Governing Law.** The laws of the State of California shall govern this Agreement.

**7.2**      **Compliance with Applicable Laws.** Professional and any subcontractors shall comply with all laws and regulations applicable to the performance of the work hereunder, including but not limited to, the California Building Code, the Americans with Disabilities Act, and any copyright, patent or trademark law. Professional's failure to comply with any law(s) or regulation(s) applicable to the performance of the work hereunder shall constitute a breach of contract.

**7.3**      **Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Professional, and any subcontractors, shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.

**7.4 Licenses and Permits.** Professional represents and warrants to City that Professional and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Professional represents and warrants to City that Professional and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Professional and any subcontractors shall obtain and maintain valid Business Licenses from City during the term of this Agreement.

**7.5 Nondiscrimination and Equal Opportunity.** Professional shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Professional under this Agreement. Professional shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Professional thereby.

Professional shall include the provisions of this Section in any subcontract approved by the Contract Administrator or this Agreement.

## **Section 8. TERMINATION AND MODIFICATION.**

**8.1 Termination.** City may cancel this Agreement at any time and without cause upon written notification to Professional.

Professional may cancel this Agreement upon thirty (30) days' prior written notice to City and shall include in such notice the reasons for cancellation.

In the event of termination, Professional shall be entitled to compensation for services performed to the satisfaction of the City to the effective date of termination; City, however, may condition payment of such compensation upon Professional delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Professional or prepared by or for Professional or the City in connection with this Agreement.

**8.2 Extension.** City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Section 1.1. Any such extension shall require a written amendment to this Agreement, as provided for herein. Professional understands and agrees that, if City grants such an extension, City shall have no obligation to provide Professional with compensation beyond the maximum amount provided for in this

Agreement. Similarly, unless authorized by the Contract Administrator, City shall have no obligation to reimburse Professional for any otherwise reimbursable expenses incurred during the extension period.

**8.3 Amendments.** The Parties may amend this Agreement only by a writing signed by all the Parties.

**8.4 Assignment and Subcontracting.** City and Professional recognize and agree that this Agreement contemplates personal performance by Professional and is based upon a determination of Professional's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the professional reputation and competence of Professional. Professional may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator. Professional shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the Contract Administrator.

**8.5 Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Professional shall survive the termination of this Agreement.

**8.6 Options upon Breach by Professional.** If Professional materially breaches any of the terms of this Agreement, City's remedies shall include, but not be limited to, the following:

**8.6.1** Immediately terminate the Agreement. City shall not in any manner be liable for Professional's actual or projected lost profits had Professional completed the services required by this Agreement;

**8.6.2** Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Professional pursuant to this Agreement;

**8.6.3** Retain a different professional to complete the work described in Exhibit A not finished by Professional; or

**8.6.4** Charge Professional the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that City would have paid Professional pursuant to Section 2 if Professional had completed the work.

**Section 9. Confidentiality.** Professional understands and agrees that, in the performance of services under this Agreement or in the contemplation thereof, Professional may have access to confidential information or other materials exempt from public disclosure, and that such information may contain sensitive or confidential data, the disclosure of which to third parties may be damaging to City ("Confidential Information") or any third party. Professional shall not, either during or after the Term, disclose to any third party any Confidential Information without the prior written consent of City. If City gives Professional written

authorization to make any such disclosure, Professional shall do so only within the limits and to the extent of that authorization.

**Section 10. KEEPING AND STATUS OF RECORDS.**

- 10.1 Records Created as Part of Professional's Performance.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Professional prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Professional hereby agrees to deliver those documents to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. City and Professional agree that, until final approval by City, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both parties.
- 10.2 Professional's Books and Records.** Professional shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Professional to this Agreement.
- 10.3 Inspection and Audit of Records.** Any records or documents that Section 10.2 of this Agreement requires Professional to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Under California Government Code section 8546.7, if the amount of public funds expended under this Agreement exceeds TEN THOUSAND DOLLARS (\$10,000.00), the Agreement shall be subject to the examination and audit of the State Auditor, at the request of the City or as part of any audit of the City, for a period of three (3) years after final payment under the Agreement.

**Section 11. MISCELLANEOUS PROVISIONS.**

- 11.1 Attorneys' Fees and Costs.** If a Party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing Party shall be entitled to reasonable attorneys' fees and costs, in addition to any other relief to which that Party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- 11.2 Venue.** In the event that either Party brings any action against the other under this Agreement, the Parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Amador or in the United States District Court, Eastern District of California.

- 11.3 **Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
- 11.4 **No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 11.5 **Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.
- 11.6 **Use of Recycled Products.** Professional shall prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.
- 11.7 **Conflict of Interest.** Professional may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Professional in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code section 81000 et seq.

Professional shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code sections 1090 et seq.

Professional hereby warrants that it is not now, nor has it been in the previous 12 months, an employee, agent, appointee, or official of the City. If Professional was an employee, agent, appointee, or official of the City in the previous twelve months, Professional warrants that it did not participate in any manner in the forming of this Agreement. Professional understands that, if this Agreement is made in violation of Government Code section 1090 et seq., the entire Agreement is void and Professional will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Professional will be required to reimburse the City for any sums paid to the Professional. Professional understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code section 1090 and, if applicable, will be disqualified from holding public office in the State of California.

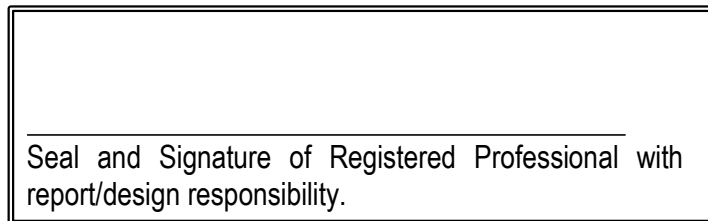
- 11.8 **Solicitation.** Professional agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.
- 11.9 **Contract Administration.** This Agreement shall be administered by Cameron Begbie ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his or her designee.

11.10 **Notices.** Any written notice to Professional shall be sent to:

\_\_\_\_HELIX Environmental Planning, Inc.\_\_\_\_\_  
\_\_\_\_1180 Iron Point Road, Suite 130\_\_\_\_\_  
\_\_\_\_Folsom, CA 95630\_\_\_\_\_  
Email Address (for Insurance Update Requests)  
\_\_\_\_Roberte@helixepi.com\_\_\_\_\_

Any written notice to City shall be sent to:  
Cameron Begbie, City Manager  
P.O.Box 429  
Plymouth, CA 95669

11.11 **Professional Seal.** Where applicable in the determination of the contract administrator or when required by law, the first page of a technical report, first page of design specifications, and each page of construction drawings shall be stamped/sealed and signed by the licensed professional responsible for the report/design preparation. The stamp/seal shall be in a block entitled "Seal and Signature of Registered Professional with report/design responsibility," as in the following example.



11.12 **Integration.** This Agreement, including the scope of work attached hereto and incorporated herein as Exhibit A, and the fee schedule attached hereto and incorporated herein as Exhibit B, represents the entire and integrated agreement between City and Professional and supersedes all prior negotiations, representations, or agreements, either written or oral.

11.13 **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

11.14 **Time is of the Essence.** Time is of the essence in this Agreement for each covenant and term of a condition herein.

11.15 **Authority.** All Parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement and the names, titles, and capacities herein stated on behalf of any entities, persons, states, or firms represented or purported to be represented by such entities, persons, states or firms and that all former requirements necessary or required by the state or federal law in order to enter into the Agreement have been fully complied with.

- 11.16 Drafting and Ambiguities.** Each Party acknowledges that it has reviewed this Agreement with its own legal counsel, and based upon the advice of that counsel, freely entered into this Agreement. Each Party has participated fully in the review and revision of this Agreement. Any rule of construction that ambiguities are to be resolved against the drafting party does not apply in interpreting this Agreement.
- 11.17 Headings.** Headings used in this Agreement are for reference purposes only and shall not be considered in construing this Agreement.
- 11.18 IRS Form W-9.** Professional shall complete and submit Internal Revenue Service Form W-9 to the City before execution of this Agreement. The City's Finance Director shall have authority to waive this requirement.

**[signatures on the following page]**

**IN WITNESS WHEREOF**, the Parties have executed this Agreement as of the Effective Date.

**CITY**

**PROFESSIONAL**

\_\_\_\_\_  
Cameron Begbie, City Manager

\_\_\_\_\_  
Robert Edgerton, Principal  
HELIX Environmental Planning, Inc.

Attest:

\_\_\_\_\_  
Victoria McHenry, City Clerk

Approved as to Form:

\_\_\_\_\_  
Andreas Booher, City Attorney

**EXHIBIT A**  
**SCOPE OF WORK**

**EXHIBIT B**  
**FEE SCHEDULE**

PROPOSAL FOR

# Environmental Consulting Services for Hampton by Hilton Hotel



CITY OF PLYMOUTH PLANNING DEPARTMENT

APRIL 10, 2026

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## Appendices

Appendix A – Resumes

Appendix B – Consolidated Financial Statements

## A. PROPOSER IDENTIFICATION FORM AND COVER LETTER

April 10, 2026

Erica Fraser, Senior Planner  
City of Plymouth Planning Department  
P.O. Box 429  
Plymouth, CA 95669

### **Subject: Proposal for Environmental Consulting Services for Hampton by Hilton Hotel**

Dear Ms. Fraser:

HELIX Environmental Planning, Inc. (HELIX) endeavors to provide the City of Plymouth (City) with exemplary environmental consulting services for the Hampton by Hilton Hotel. We understand that the City is seeking a consultant to peer review applicant-provided technical studies and prepare California Environmental Quality Act (CEQA) documentation for a planned three-story, 88-room hotel, including a 4,500-square-foot (sf) restaurant and related improvements, which is assumed to be an Initial Study/Mitigated Negative Declaration (ISMND). As demonstrated in the following proposal, HELIX has the expertise, depth of staff, and commitment necessary to provide the City with exceptional CEQA consulting services. The following are key aspects of our proposal which provide direct benefit to the City:

- **Unmatched Experience.** HELIX has extensive experience preparing a wide range of CEQA documents from Initial Studies tiering from program Environmental Impact Reports (EIR) to preparing complex EIRs for controversial projects. As demonstrated in Section D.3, Project Qualifications, of this proposal, HELIX has prepared numerous CEQA documents for development projects tiering from Specific Plan and General Plan program EIRs as well as an award-winning program EIR for the City of Bishop Downtown Specific Plan & Mixed-Use Overlay project.
- **Legally Defensible Documents.** HELIX has successfully prepared legally defensible EIRs and other environmental compliance documents for more than 30 years. To the extent that lawsuits have been filed on projects for which HELIX provided environmental compliance services, these lawsuits have reflected the

controversial nature of the projects in question—not a surprise given that many clients bring their most complex and controversial projects to HELIX.

- **Creative Problem Solving.** From large-scale commercial, mixed-used, and residential projects to research and development and industrial land use projects, HELIX is often involved with the development of a site from its conception through project construction. This has allowed us to develop a portfolio of mitigation measures that would reduce environmental impacts as part of the project, reducing potentially costly mitigation costs. Creative problem-solving, a high level of commitment to clients, and high-quality service and products are the hallmark of our success.
- **CEQA Streamlining.** HELIX proposes the most streamlined approach to project entitlement processing and environmental compliance under CEQA. Accordingly, we propose conducting peer review of project applicant provided technical studies (rather than conducting duplicate studies). Secondly, we will use the peer reviewed (and revised, as necessary) technical studies for substantial evidence outlined in the Initial Study. HELIX will supplement the applicant-provided technical studies with preparation of visual simulations to support the Aesthetics section of the Initial Study. We assume that the Initial Study will indicate processing of a Mitigated Negative Declaration for the proposed project in lieu of an EIR. Should an EIR be required due to concerns expressed during tribal cultural resource consultation (undertaken by the City with support from HELIX) or due to other conclusions identified in the Initial Study, then we will coordinate with the City at the earliest possible instance to determine the next course of action.
- **Full-Service and Responsive Team.** The HELIX project team will be led by Project Manager and CEQA Lead, Robert Edgerton, an American Institute of Certified Planner (AICP) with an advanced Certificate in Environmental Planning (CEP) accreditation, and a Principal Planner with over 30 years of experience preparing CEQA documentation throughout Northern California for residential, commercial, and mixed-use development and redevelopment projects. Mr. Edgerton will be assisted by Environmental Planner Julia Pano who will also serve as Assistant Project Manager and a secondary point of contact for the City. Work products will undergo HELIX's rigorous Quality Assurance/Quality Control (QA/QC) Program led by Principal Planner, Lesley Owing. HELIX senior resource experts are included to peer review the applicant-provided technical studies to be integrated into the CEQA documentation. Our key team members and their qualifications are presented in Section D.2, Key Staff.

This proposal provides an overview of our understanding of the project and an associated project approach, schedule, and cost estimate, as well as an overview of our company, related experience, and project team qualifications demonstrating our ability to successfully complete the project.

The Fee Proposal included in Section F of this proposal is valid for 180 days beginning April 10, 2026.

Please contact me, Robert Edgerton, if you have any questions during the proposal evaluation period. I work out of HELIX's Folsom office, which is approximately 25 miles from the project site, and is also our office closest to the City.

**HELIX Mailing Address**

1180 Iron Point Road, Suite 130  
Folsom, CA 95630  
916.435.1205 main phone

**Project Manager Contact**

Robert Edgerton, Principal Planner  
916.709.2302 direct phone  
RobertE@helixepi.com

Thank you for considering HELIX, and we look forward to hearing from you.

Sincerely,



Robert Edgerton, AICP CEP  
Principal Planner

Distribution: proposal emailed to Efraser@4leafinc.com



## B. BACKGROUND AND PROJECT SUMMARY

HELIX understands that the City has received an entitlement application from a private developer to construct and operate a three-story hotel with 88 rooms, a 4,500 sf restaurant, and related improvements located at 9702 Main Street (Assessor's Parcel Number [APN] 010-150-025). The project would be located on an estimated 4.9-acre portion of the existing 17.6-acre undeveloped parcel. No development is proposed for the remainder of the parcel. The proposed project is consistent with the City's zoning designation of the parcel (Village Commercial) and General Plan land use designation (Urban Commercial).

The City has preliminarily determined that the project is subject to CEQA. Technical studies in support of the proposed project have been prepared by the project applicant. The City has requested that preparation of an Initial Study be undertaken to identify and determine the extent of potentially significant environmental impacts resulting from project construction and/or operation.

HELIX proposes to conduct peer reviews of project applicant-provided technical studies using our in-house team of subject matter experts. Upon conclusion of the peer reviews, HELIX will document our findings and recommendations for revision in technical memorandum format. The project applicant shall be responsible for revising the studies and reports according to the recommendations unless otherwise directed by the City. HELIX will supplement the project applicant prepared technical studies with preparation of stand-alone visual simulations of the proposed project. HELIX will support the City with compliance with formal tribal consultation under CEQA (formerly referred to as Assembly Bill [AB] 52 consultation); as the project does not require a General Plan Amendment, tribal consultation under Senate Bill (SB) 18 is not applicable.

Following receipt of revised technical studies from the project applicant, HELIX will prepare an administrative draft Initial Study for review and approval by the City. The Initial Study shall be prepared in the required format and shall include each discussion section mandated under the CEQA (Division 13, Section 21000 et seq. of the California Public Resources Code), CEQA Guidelines (California Code of Regulations, Title 14, Section 15000 et seq.), and the Plymouth Municipal Code (Title 18, CEQA Implementation Policies and Procedures). HELIX assumes that the Initial Study will result in the identification of a MND as the appropriate level of CEQA documentation. Should the results of the Initial Study indicate that an EIR is warranted, HELIX will seek additional approval from the City prior to commencing EIR documentation and processing.

HELIX will prepare, post/circulate, and file the appropriate environmental documentation for compliance with CEQA and filing with the State Clearinghouse (SCH), a division of the California Governor's Office of Land Use and Climate Innovation (LCI), and the Amador County Clerk.

## C. METHODOLOGY

### C.1 Scope of Work

Our proposed scope of work is outlined in detail below and includes a step-by-step breakdown of each task. All work will be performed by HELIX's project team under the direction of the City as the project's CEQA lead agency.

#### Task 1: Peer Review of Technical Studies Provided by the Project Applicant

HELIX's in-house subject matter experts will conduct peer review of select technical studies provided to the City by the project applicant. The list of technical studies to receive peer review from HELIX is as follows:

- Acoustical Analysis
- Air Quality/Greenhouse Gases Emissions
- Arborist Report
- Biological Assessment
- Cultural Resources Assessment
- Wetland Delineation

We assume the City's engineer or other appropriate entity will peer review/approve the Phase 1 Environmental Site Assessment, geotechnical report, preliminary soils/hazardous materials report, preliminary drainage report, preliminary title report, traffic analysis, and stormwater control plan.

Technical studies will be peer reviewed by credentialed/degreed resource experts in their respective fields (i.e., Registered Professional Archaeologist [RPA], International Society of Arboriculture [ISA] Certified Arborist, etc.). Reviews will be qualitative, desk-top based, and rely on database/records search information provided in the technical studies. No field verification component will be conducted without additional authorization from the City.

The results of the individual peer reviews (one per technical study) will compile our professional opinion as to methodology, approach, results, and conclusions, and be presented in technical memorandum format. Revision of the technical studies based upon the peer review results shall be undertaken by the project applicant. Revised technical studies shall be remitted to the City by the project applicant along with a response to comments matrix explaining the revision(s). The cost to revise the technical studies, if required, shall be borne by the project applicant.

#### Deliverables

- Peer Review Technical Memoranda (x6) in Adobe Acrobat PDF™ format.

#### Task 2: Visual Simulations

HELIX will prepare a visual simulation model for the proposed Hampton Hotel as seen from select key observation points (KOP). Two preliminary KOPs have been identified to

optimize views to the proposed hotel: KOP 1 will be from north of the hotel along Shenandoah Road facing south at the project site; KOP 2 will be from west of the hotel along Highway 49 facing east toward the project site. Both KOPs will include existing site context to remain and protect.

The visual renderings will be prepared using AutoCAD™, Rhino™, Google Earth Pro™, Photoshop™, and/or Lumion™ software applications. The project applicant shall provide the AutoCAD™ base linework, showing the layout of the proposed Hampton by Hilton Hotel on site. HELIX assumes that the 3D model of the Hampton by Hilton Hotel or plans/elevations for reference to model the hotel will be provided by the project applicant. HELIX assumes that an AutoCAD™ file with site topography, utilities, existing trees, and buildings will be provided from the site survey; otherwise, site context modeling will be based on HELIX's best ability to model from existing site context as shown on Google Earth Pro™. Should this information not be provided/available, an augment to complete these services may be required.

A 3D model will be created using AutoCAD™ for the linework of existing context features and proposed hotel features, exported into Rhino™ for modeling, and then exported into Lumion™ for finalized renderings. The purpose of the simulations is to illustrate to the City that the project will not visually impact views from the road and surroundings. The contextual topography that surrounds the project site will be provided using Lumion's integrated program, ArcGIS™, if not provided by the project applicant. The KOPs will be finalized in Photoshop™ software and provided for final review and submission.

#### Deliverables

- Visual renderings based upon City-approved KOPs and depicting elements of the proposed Hampton by Hilton Hotel (various electronical formats).

### **Task 3: Tribal Cultural Resources Support under CEQA**

HELIX will support the City with tribal cultural resource consultation under CEQA (formerly referred to as AB 52). As the project does not propose amendment to the General Plan or a Specific Plan, tribal consultation under SB 18 does not apply.

HELIX will contact the Native American Heritage Commission (NAHC) to conduct a records search of their Sacred Lands File (SLF) for the presence of Native American sacred sites or human remains in the vicinity of the Area of Potential Effect (APE). Note: the APE shall be identified in the project applicant provided Cultural Resources Assessment technical study. The results provided by the NAHC will include a list of Native American groups and individuals with potential knowledge of cultural resources in or near the project area.

HELIX will prepare a draft of the tribal consultation invitation letter for review by the City in contacting tribes. One round of revisions to the draft notification letter will be provided

by HELIX to address City comments and a final letter will be provided to the City. The City shall incorporate the invitation letter onto City letterhead and be responsible for mailing the letters (via registered mail) to the tribes.

HELIX will also assist the City in preparing for a single tribal consultation meeting; HELIX staff will attend one on-site tribal consultation meeting, if requested by the tribes, to support the City in its formal consultation responsibilities with interested tribes. This effort will involve providing general assistance to the City to facilitate a good-faith consultation effort for the project. HELIX has assumed a total of 20 hours of senior archaeologist time for this task. Additional meeting requests and the preparation time necessary for them would require a contract augment.

#### Deliverables

- NAHC SLF search and tribal outreach letters

#### **Task 4: CEQA Initial Study/Mitigated Negative Declaration**

HELIX proposes that an ISMND will be prepared for the proposed project to satisfy CEQA requirements. If it is determined during Initial Study preparation that potential environmental effects resulting from the project would remain significant and unmitigable, or if the City requires a different CEQA document, HELIX would need to modify the Scope of Services (and cost estimate) outlined below.

The Draft ISMND will include a detailed description of the proposed project, an Initial Study checklist, and supporting figures. The Initial Study checklist will analyze the project's potential environmental effects. Unless outlined above, it is assumed that any project-specific technical reports that may be required by the City will be provided to HELIX by the City and/or project applicant. The ISMND impact assessment will include a qualitative impact evaluation for the remaining environmental topic areas indicated in the Initial Study checklist. HELIX will rely on the CEQA Guidelines Appendix G checklist unless otherwise directed by the City.

HELIX will produce an electronic version of a screencheck Draft ISMND for the proposed project for City review. Following a single round of revision, HELIX will produce an electronic draft document for the City's use. A reproducible original of the Draft ISMND and a digital copy in Microsoft Word® (.doc or .docx) and/or Adobe Acrobat® (.pdf) formats also will be provided to the City.

HELIX will prepare a Notice of Intent to Adopt a MND for the project for review and approval by the City. Acting as the City's agent, HELIX shall upload the ISMND and notices to the SCH. The City shall be responsible for filing the Notice of Intent with the Amador County Clerk, publishing a public notice in a local newspaper, and notifying surrounding property owners of the availability of the Draft ISMND, as warranted.

In consultation with the City, HELIX will respond to public and agency comments received on the content of the Draft ISMND during the 30-day public review of the document. HELIX has budgeted approximately eight hours of professional time to respond to comments on the contents and conclusions; it is further assumed that the technical analyses will not require revision. The responses to comments and revisions to the Draft ISMND (as needed) will be incorporated into a Final ISMND. HELIX will also prepare a draft and final Mitigation Monitoring and Reporting Program (MMRP) for the project.

HELIX will prepare the Notice of Determination (NOD) for the project for review and approval by City. HELIX will file the NOD at the Amador County Clerk within five business days after approval of the project and adoption of the ISMND. The project applicant or City shall bear the cost of County Clerk and California Department of Fish and Wildlife (CDFW) filing fees for the project.

#### Deliverables

- Screencheck Draft ISMND
- Public Review Draft ISMND
- Final ISMND
- Draft/Final MMRP
- Notice of Intent to Adopt
- NOD
- Supporting information for staff report (i.e., response to comments)

#### Task 5: Project Management and Meetings

HELIX will provide project management services as the project undergoes environmental processing. Management tasks consist of formal and informal communication with the project team, City staff, and the project applicant. Communication will take the form of telephone conversations, face-to-face discussions and email. Other management responsibilities will include interface with City staff on project description information, tracking project budget, and reviewing schedule progress. QA/QC reviews of deliverables will be completed by senior staff prior to their submittal to the City. If preparation and approval of the environmental document takes longer than five months to complete, additional management time at additional cost may be required.

HELIX's Project Manager will virtually attend two project team meetings, including a kick-off meeting to discuss the project and a meeting to address City comments on the Draft ISMND. HELIX will also support and attend a Planning Commission and/or City Council hearing (if needed) in support of the draft environmental document. No specific presentation graphics are included for any of the above meetings. If additional meeting time is requested, a budget augment would be required.

## Deliverables

N/A.

### C.2 Tentative Project Schedule

The schedule presented assumes contract approval/notice to proceed on May 1, 2026, and identifies tasks and deliverables to be performed, the duration for each task, and the overall completion time. If HELIX is selected and notice to proceed is granted on May 1, 2026, and there are no major changes to the project design throughout the execution of our proposed scope of work, HELIX is confident that a Final ISMND can be provided to the City by September 30, 2026.

HELIX recognizes the importance for projects to stay on schedule. Delays in schedule often translate into higher project expenditures for all involved parties (consultant, City, and project applicant), so meeting the project schedule is critical in completing the project within budget. We proactively monitor the project schedule and budget, and we immediately inform clients up-front when additions to project scopes may result in increased costs or an extended schedule.

Task	Duration	Deliverable Date
<b>HELIX receives Notice to Proceed</b>	--	May 1
<b>Task 1: Peer Review of Applicant Provided Technical Studies</b>		
• Acoustical Analysis	2 weeks	May 15
• Air Quality/Greenhouse Gas Emissions Analysis*	4 weeks	May 29
• Arborist Report	2 weeks	May 15
• Biological Resources Assessment	2 weeks	May 15
• Cultural Resources Assessment	2 weeks	May 15
• Wetland Delineation	3 weeks	May 22
• Project Applicant Submits Revised Reports to City	2-4 weeks	May 29-June 12
<b>Task 2: Visual Simulations</b>		
• Coordinate with City for Identification of KOPs	2 weeks	May 15
• Obtain Data Needs from Project Applicant	2 weeks	May 15
• Prepare draft visual simulations	4 weeks	June 12
• Revise/Finalize visual simulations	2 weeks	June 26
<b>Task 3: Tribal Consultation under CEQA Support</b>		
• HELIX Coordinates with NAHC for List of Tribal Contacts	1 week	May 8
• HELIX Drafts Tribal Consultation Invite Letters	2 weeks	May 22
• Termination of 30-Day Invitation Period	4 weeks	June 26
• HELIX Staffs Tribal Coordination Meeting (if requested)	--	--
<b>Task 4: CEQA ISMND</b>		
• HELIX Prepares Screencheck Draft ISMND	8 weeks	July 1
• City Review of Screencheck Draft ISMND	2 weeks	July 15
• HELIX Prepares Pre-Print Draft ISMND	2 weeks	July 30

Task	Duration	Deliverable Date
<ul style="list-style-type: none"> <li>City Reviews Pre-Print Draft ISMND/HELIX Prepares Draft ISMND</li> </ul>	2 weeks	August 15
--Public Review Period--	30 days	August 15-September 15
<ul style="list-style-type: none"> <li>HELIX Prepares Draft Responses to Comments/Errata/Notices and Final ISMND</li> </ul>	2 weeks	September 30
<b>Task 5: Meetings</b>		
<ul style="list-style-type: none"> <li>HELIX Supports ISMND at Planning Commission or City Council Hearing</li> </ul>	--	October 2026

\*Requires receipt of City-approved Traffic Analysis

### C.3 Implementation Plan

HELIX commits to consistently delivering high-quality work products that fulfill the scope of work, addresses client and stakeholder needs, and provides regulatory defensibility. HELIX has an excellent reputation for client satisfaction and delivering top quality work products on time and within budget due to the effectiveness of our Project Management and QA/QC Program.

The success of our approach is rooted in proactive project management founded on detailed planning, clear lines of communication, and rigorous project controls. Our Project Manager, Robert Edgerton, AICP CEP, has 30+ years of CEQA experience and will serve as the Project Manager and the City’s primary point of contact. Immediately following contract initiation, Mr. Edgerton will convene a kick-off meeting with City staff and key team members to refine the workplan, confirm the schedule, clarify roles and responsibilities, and establish communication protocols. Throughout the project, he will be responsible for the management of the agreed-upon scope of work, deliverable schedule, and project budget, and actively participate in project meetings with the City’s Project Manager and project team. Through active management, early identification of issues, dedicated oversight, and proactive communication, we deliver on our commitment to client satisfaction.

The fundamental objective of our QA/QC Program is to ensure that the work product fulfills a task’s scope of services; are prepared in accordance with local, state, and federal regulations; and are technically accurate. HELIX ensures a thorough review for each major deliverable prior to submittal to the City by the Project Manager and a principal-level technical specialist for technical accuracy and completeness, accuracy in addressing the specifics of the project, meeting the City’s expectations, and compliance with the scope of work. Documents will also be reviewed by HELIX’s technical editor as part of the document production phase, ensuring documents posted for public release are also Section 508 and ADA-compliant. The QA/QC process expedites the City’s review processing time by avoiding the time and expense associated with numerous re-writes due to errors. Additionally, to ensure accounting-related accuracy, HELIX uses

Deltek VantagePoint software to provide real-time reporting of time and expenses allocated to a project. HELIX's Project Manager will regularly review the project budget, invoices, and project charges to ensure accurate billing and budget tracking.

## D. QUALIFICATIONS

### D.1 HELIX Firm Overview

HELIX is an employee-owned, California corporation with offices in Sacramento, Placer, Contra Costa, San Diego, Orange, Los Angeles, and Riverside counties. Established in 1991, we have extensive experience helping public and private clients comply with environmental laws and regulations, manage natural and cultural resources, and design and construct sustainable projects. With 34 years of extensive experience providing environmental planning services throughout California, HELIX has developed a proven approach to environmental compliance that produces legally defensible documents in an efficient, cost-effective manner.

With approximately 300 staff statewide, services provided by HELIX include CEQA and National Environmental Policy Act (NEPA) document preparation; regulatory permitting; biological and aquatic resource studies; arboriculture surveys; acoustical/noise studies; air quality, greenhouse gas (GHG), and energy analyses; cultural resources investigations; historic resource evaluations; paleontological studies; MMRP compliance; landscape architecture; Geographic Information Systems (GIS) data analysis; and native habitat restoration design, installation, and maintenance.

HELIX's core service is the provision of CEQA and related environmental compliance documents for private clients and public agencies, including Categorical Exemptions, Initial Studies, MNDs, EIRs, and Addenda. We have completed environmental documents for residential, mixed-use, commercial, industrial, and transit-oriented development projects. We have also worked on general, community, and specific plans as well as documents for educational, medical, institutional, and correctional facilities. In addition, we have supported a variety of public infrastructure projects from pipelines and water treatment plants to fire stations, parks, roads, bridges, and highways. Our team proactively assists agencies in determining the appropriate environmental documentation and review process for complex and controversial projects, including identifying opportunities for streamlining.

Our experience with environmental review and document preparation includes assembling and organizing the administrative record; preparing and distributing public notices; organizing and facilitating scoping meetings and other public involvement programs; responding to public and agency comments; and supporting lead agency staff at public hearings. We also provide assistance with tribal consultation. HELIX's planners and technical specialists frequently provide peer review services to lead agencies seeking an independent review of CEQA documents and/or technical studies provided by project applicants.

Our experience also includes preparing and implementing MMRPs. We understand the environmental impacts associated with land development and have developed a portfolio of mitigation measures to reduce these environmental impacts, including conducting pre-construction clearance surveys for special-status species, utilizing site design and noise barriers to reduce stationary-source noise impacts on nearby noise sensitive uses, and applying air quality/GHG minimization measures such as dust control, low-emission equipment use, and construction phasing to reduce emissions.

## D.2 Key Staff

HELIX has assembled an in-house team with the depth and breadth of experience to successfully lead the CEQA environmental review process and offer innovative approaches. The City is assured direct senior staff involvement throughout the project, bringing the greatest possible creativity with respect to compliance strategies, as well as careful project management to meet the schedule, control costs, and produce high-quality work products.

### Organization Chart

As illustrated, our in-house team includes environmental planners and resource experts for peer-review of technical studies.



### ***Project Team Qualifications***

As demonstrated in the staff summaries below, we have carefully selected our key personnel, based upon relevant qualifications and experience required to support this project. Full length resumes with relevant experience are included in Appendix A.

#### **Robert Edgerton, AICP CEP | Project Manager/Principal Planner**

Mr. Edgerton has over 30 years of experience as both a Project Manager and a Principal Planner aiding private companies, governmental agencies, and non-governmental organizations in the planning, entitlement, and permitting of land development and infrastructure improvement projects. He has successfully processed more than 200 CEQA environmental compliance documents including focused EIRs; program EIRs for Specific Plan projects; and Initial Studies tiering from Master Plan, General Plan, and Specific Plan program EIRs; as well as Environmental Impact Statements (EIS) and Environmental Assessments (EA) pursuant to the NEPA.



#### **Julia Pano | Assistant Project Manager/Environmental Planner**

Ms. Pano is an Environmental Planner with six years of experience preparing CEQA compliance documents, including EIRs, ISMNDs, Categorical Exemptions, and Addenda for a variety of project types including residential, commercial, and mixed-use land development; groundwater recharge; infrastructure improvement; and renewable energy. She also has experience preparing NEPA compliance documents for restoration, public facility development, fuel break, and broadband projects with various federal lead agencies. She conducts research, prepares impact analyses for various environmental resource issue areas including air quality/GHG and noise, prepares site feasibility reports, and peer reviews technical reports prepared by technical specialists in support of CEQA and NEPA documents.



#### **Lesley Owing | Principal Planner/Senior QA/QC**

Ms. Owing is a Principal Planner with 14 years of experience in the provision of CEQA and NEPA documentation for a variety of project types including residential, commercial, and mixed-use land development; habitat restoration; parks and recreation; transportation; water/wastewater infrastructure; renewable energy; and education facilities. Ms. Owing develops CEQA review and strategy plans early in the project planning phase and prepares project site constraints analyses. She has managed many controversial projects by maintaining thorough administrative records for projects that are anticipated to face legal challenges, leading response to comments for projects that have generated hundreds of public comments and providing public agency support through project appeal hearings. Ms. Owing stays



abreast of recent CEQA case law and changes to the State CEQA Guidelines and requirements through on-going education and participation in professional environmental planning groups and conferences.

#### Emma deBecker | Environmental Planner

Ms. deBecker is an Environmental Planner with experience preparing CEQA compliance documents, including EIRs, ISMNDs, Addenda, and Categorical Exemptions for a variety of project types including affordable housing, infill, and commercial land development; groundwater recharge; water/wastewater infrastructure improvement; parks and recreation; and renewable energy projects. She also has experience preparing NEPA compliance documents for broadband infrastructure projects and road improvement projects. Ms. deBecker conducts research, prepares impact analyses for various environmental resource issue areas, performs site reconnaissance surveys, and peer reviews CEQA documents prepared by other consultants on behalf of agency staff.



#### David Bise | Principal Biologist

Mr. Bise is a HELIX Biology Group Manager and Principal Biologist specializing in environmental permitting, client and agency coordination, project management, environmental impact assessment, and regulatory and environmental compliance. He has 28 years of professional experience in the environmental sciences, including preparation of CEQA and NEPA documents; preparation of environmental permit applications (404/401, Streambed Alteration Agreements), Section 7 Biological Assessments, State Incidental Take Permit Applications, and land management plans; conducting special-status species surveys; and habitat mitigation and monitoring.



#### Marisa Brilts | Biologist/Arborist

Ms. Brilts is a Biologist and Arborist with eleven years of professional experience performing surveys for sensitive biological resources in California. She conducts targeted biological surveys for plants and wildlife, maps vegetation communities and wetlands, and prepares biological assessments and technical reports. Her skills include conducting biological surveys; worker environmental awareness program training; and construction monitoring for development projects and public infrastructure projects. Ms. Brilts has experience with several special-status species, including vernal pool fairy shrimp, vernal pool tadpole shrimp, western spadefoot, California red-legged frog, Swainson's hawk, burrowing owl, white-tailed kite, western pond turtle, golden eagle, and tricolored blackbird. She has conducted protocol-level surveys for special-status vernal pool invertebrate species, burrowing owl, Swainson's



hawk, and tricolored blackbird. Ms. Brilts holds a U.S. Fish and Wildlife (USFWS) Endangered Species Act 10(a)(1)(A) Permit for Listed Large Branchiopod (No. ES-778195-15); a CDFW Scientific Collecting Permit, Specific Use (No. S-190450001-20119-001), and is an ISA Certified Arborist (No. WE-13338A) with Tree Risk Assessment Qualification (TRAQ).

### Clarus Backes, RPA | Senior Cultural Resources Project Manager

Mr. Backes is an Archaeologist and Senior Cultural Resources Project Manager with 25 years of professional experience throughout California and the western Great Basin. He has conducted and supervised numerous projects in support of compliance with Sections 106 and 110 of the National Historic Preservation Act (NHPA), CEQA, and NEPA. He is also well versed in criteria for California Register of Historical Resources (CRHR) and National Register of Historic Places (NRHP) evaluations. He has participated in a wide range of projects involving archaeological survey, testing, data recovery, monitoring, laboratory analysis, and the development of mitigation and treatment plans, and has 20 years of experience in a decision-making capacity on cultural resources projects in California. Mr. Backes is a RPA (No. 1673640), meets the U.S. Secretary of the Interior's Professional Qualifications Standards for prehistoric and historic archaeology, and holds a Bureau of Land Management (BLM) Statewide Cultural Resource Use Permit for California (Permit No. CA-21-28).



### Martin Rolph | Senior Air Quality/GHG and Noise Specialist

Mr. Rolph is an environmental specialist with eight years of experience in air quality, GHG, and noise impact analysis for CEQA and NEPA compliance, and 15 years of engineering experience. He is proficient in the use of the California Emissions Estimator Model (CalEEMod), the Roadway Construction Model, AP-42 Emissions Factors, EMFAC and OFFROAD Emissions Inventory, and AERMOD/HARP2 health risk assessment tools and evaluating data and model results in accordance with CEQA Guidelines adopted by various air districts in northern California. Mr. Rolph is also proficient in the use of the Computer Aided Noise Abatement (CadnaA) outdoor noise model, the Federal Highway Administration (FHWA) Highway Traffic Noise Model (TNM), the FHWA Roadway Construction Noise Model (RCNM), and the application of other numerical techniques and methods for evaluating and mitigating noise impacts from stationary sources. Mr. Rolph brings his extensive engineering experience to the profession of environmental planning, including mathematical modeling and analysis of systems, preparation of technical documentation, and regulatory compliance analysis.



**Jose Andrade | Landscape Designer/Visual Resources Specialist**

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Mr. Andrade is a Landscape Designer with a wide range of experience working on mitigation and restoration sites, parks and recreation facilities, trails, streetscapes, educational facilities, commercial development, and residential developments. His project contributions include the preparation of construction documents, conceptual plans, and graphic renderings. He specializes in visual simulations and 3D renderings in support of visual impact assessments per CEQA and Caltrans requirements and in support of the public outreach process. Mr. Andrade works closely with public agencies during the community engagement process. As a bi-lingual speaker, he is an asset to support Spanish-speaking community members at community outreach events.



### D.3 Project Qualifications

The following projects demonstrate our team's experience with CEQA documentation for projects with similar aspects of the Hampton by Hilton Hotel, including our experience with commercial development, including hotels; projects located in the Sierra Nevada foothills and the unique nature of small-town communities; and the range of CEQA documentation and technical analysis. These projects were prepared by our proposed team as identified.

#### **AC Hotel by Marriott ISMND | City of Folsom, Sacramento County**

*Key Staff: Robert Edgerton, Project Manager/Principal Planner; Julia Pano, Environmental Planner; Martin Rolph, Senior Air Quality/GHG and Noise Specialist; Clarus Backes, RPA, Senior Cultural Resources Specialist.*

HELIX prepared an ISMND for AC Hotel by Marriott located in the City of Folsom on approximately 1.5 acres. The project includes construction of a 85,000-sf, five-story hotel with 130 hotel guestrooms and eight executive suites. Shared, first-floor amenities include a restaurant and bar, library, and outdoor patio. A planned development permit modification was required to modify the development standards to accommodate the building



stories and building height from a maximum height of two stories and 50 feet to five stories and 73 feet. A modification was also required for parking standards. HELIX prepared an Air Quality Modeling and GHG Reduction Strategy Consistency Checklist, noise modeling, and cultural resources assessment; attended the City Council public hearing and planning commission meeting; and prepared the IS/MND.

#### **Valley Springs Commercial ISMND | Valley Springs, Calaveras County**

*Key Staff: Julia Pano, Project Manager/Environmental Planner; Lesley Owing, Principal Planner/QA/QC; Emma deBecker, Environmental Planner; Martin Rolph, Senior Air Quality/GHG and Noise Specialist; Clarus Backes, RPA, Senior Cultural Resources Specialist; David Bise, Principal Biologist*

Valley Springs Commercial is a proposed development on approximately seven acres in unincorporated Valley Springs in Calaveras County along State Route 26. The proposed project would require a Tentative Parcel Map, Conditional Use Permit, rezone, and General Plan amendment to divide the project site into a total of five parcels, four of which would be developed with a drive-through coffee shop, an ARCO convenience store with six fuel pumps and a car wash, a drive-through fast-food restaurant, a diner,

and an oil change shop. HELIX is preparing an ISMND and technical studies including a biological resources assessment, aquatic resources delineation, cultural resources assessment, air quality and GHG emissions analysis, and noise and vibration assessment. HELIX is also assisting with tribal cultural resources based on AB 52 and SB 18 consultation provided by the County and managing a subconsultant for preparation of the Transportation Impact Study.



### **Firefall Resort Expansion ISMND | Groveland, Tuolumne County**

*Key Staff: Robert Edgerton, Project Manager/Principal Planner; Lesley Owing, Senior QA/QC; Julia Pano and Emma deBecker, Environmental Planners; Martin Rolph, Senior Air Quality/GHG and Noise Specialist; Jose Andrade, Landscape Designer.*

HELIX prepared environmental documentation for the expansion of Firefall Resort located along State Route 120 near unincorporated Groveland in Tuolumne County. The project includes the demolition of an existing on-site dwelling and the construction of 28 duplex buildings, a single-family residence, a brewery and kitchen, and employee housing on approximately 28 acres. The project would also include construction of on-site parking, pedestrian and vehicular circulation, utility extensions, and dedication of a central open space area. HELIX is preparing the ISMND; developed post-project photo simulations of two key observation points, air quality and greenhouse gas emissions analysis, and noise impact analysis in support of the ISMND; and peer-reviewed other applicant-provided technical studies.



### **City of Bishop Downtown Specific Plan & Mixed-Use Overlay Program EIR**

*Key Staff: Robert Edgerton, Project Manager/Principal Planner; Lesley Owing, Senior Planner; Julia Pano, Environmental Planner; Martin Rolph, Air Quality/GHG Specialist; Clarus Backes, RPA, Senior Cultural Resources Specialist.*

*2023 Award of Excellence - Housing Department Category by the American Planning Association California Chapter.*

HELIX supported the City of Bishop with preparation of a program-level EIR for the proposed Bishop Downtown Specific Plan. The project would increase allowable residential and commercial density in the downtown core of this rural and underserved City located in the Eastern Sierra Nevada region. HELIX supported the public outreach campaign and prepared several technical studies in support of the program-level EIR,

including air quality/GHG/energy analysis, noise and vibration studies, biological resource evaluation, cultural resource assessment, and visual resource analysis. The project was approved and the program-level EIR was certified unanimously by City Council in December 2022.

#### D.4 References

We welcome the City to contact the client references provided to attest to the nature and quality of work. Please refer to the section above for a description of the project and work performed.

Project Name & Start and End Dates	Client Name	Client Contact
AC Hotel by Marriott ISMND 1/2022 - 6/2022	City of Folsom	Desmond Parrington, AICP Planning Manager 916.461.6233 dparrington@folsom.ca.us
Valley Springs Commercial ISMND 9/2025 - Ongoing	Calaveras County <i>(Lead Agency)</i>	Madeleine Flandreau, Senior Planner 209.754.6394 MFlandreau@calaverascounty.gov
	Core States Group <i>(Private Client)</i>	Leslie Burnside Senior Project Manager 425.656.7468 lburnside@core-states.com
City of Bishop Downtown Specific Plan & Mixed-Use Overlay Program EIR 4/2021 - 12/2022	City of Bishop	Nora Gamino Public Works Director 760.873.5863 x330 ngamino@cityofbishop.ca.gov

## E. FINANCIAL CAPACITY

HELIX is a growing, profitable firm with a strong history of financial performance. We do not have any situations that would impede our ability to complete this project. HELIX has sufficient working capital, an excellent relationship with our bank, and an available line of credit. HELIX has never filed for bankruptcy nor been the subject of a stop payment notice or foreclosure. Please find excerpts of our latest Consolidated Financial Statements in Appendix B. We can provide the complete statement upon request.

HELIX is named in one active lawsuit filed in Shasta County related to a personal injury incident that occurred in a City of Anderson public park in August 2024. The other defendants are the City of Anderson and Foothill Associates, who provided environmental consulting services for the park's Conceptual Master Plan approved in 2017. Foothill Associates' support for the Conceptual Master Plan was based on site visits its staff conducted in 2014; the lawsuit incorrectly assumes Foothill Associates was hired to provide arborist services for the park. The Plaintiffs also allege HELIX is liable because it acquired Foothill Associates in 2019; however, HELIX denies any liability in this matter. HELIX purchased tail insurance at the time of acquisition of Foothill Associates, and the complaint received in September 2025 is being covered by our insurer.

In 2022, a HELIX employee reported a workplace injury that occurred during use of an elevator at HELIX's corporate office. The employee subsequently filed a workers' compensation claim and an Application for Adjudication of Claim with the Workers' Compensation Appeals Board (WCAB), which is a formal administrative litigation process under California law. HELIX is named as the employer in the WCAB case, HELIX's workers' compensation insurer is named as the insurance company in the WCAB case, and the workers' compensation insurer has assumed defense and financial responsibility for statutory benefits

associated with the claim. The HELIX employee also filed a separate lawsuit against the building owners and the elevator company in the Superior Court of California, County of San Diego, stemming from the 2022 injury. The building owners subsequently tendered the lawsuit to HELIX, asserting defense and indemnification in the case. The elevator company filed a cross-complaint against HELIX seeking indemnity, contribution, and declaratory relief in the case. As of March 2026, both cases are in the discovery phase, and a legal determination has not yet been rendered in either lawsuit.

## F. FEE PROPOSAL

Following is our fee proposal broken down by tasks within the Scope of Work. Our fee proposal is valid for 180 days.

	Task 1		Task 2		Task 3		Task 4		Task 5		TOTAL		
	Peer Review of Technical Studies		Visual Simulations		Tribal Cultural Resources Support		ISMND		Project Management and Meetings				
<b>HELIX LABOR</b>	<b>Rate</b>	<b>Hours</b>	<b>Cost</b>	<b>Hours</b>	<b>Cost</b>	<b>Hours</b>	<b>Cost</b>	<b>Hours</b>	<b>Cost</b>	<b>Hours</b>	<b>Cost</b>	<b>Hours</b>	<b>Cost</b>
Personnel													
Principal Planner	\$290	4	\$1,160	2	\$580	4	\$1,160	16	\$4,640	16	\$4,640	42	\$12,180
Principal Planner	\$285	4	\$1,140	-	\$0	-	\$0	8	\$2,280	-	\$0	12	\$3,420
Environmental Project Manager II	\$165	4	\$660	-	\$0	-	\$0	40	\$6,600	-	\$0	44	\$7,260
Environmental Planner II	\$130	4	\$520	-	\$0	4	\$520	80	\$10,400	-	\$0	88	\$11,440
Sr. Environmental Specialist	\$195	8	\$1,560	-	\$0	-	\$0	-	\$0	-	\$0	8	\$1,560
Principal Air Quality Specialist	\$265	8	\$2,120	-	\$0	-	\$0	-	\$0	-	\$0	8	\$2,120
Principal Biologist	\$280	8	\$2,240	-	\$0	-	\$0	-	\$0	-	\$0	8	\$2,240
Principal Biologist	\$280	8	\$2,240	-	\$0	-	\$0	-	\$0	-	\$0	8	\$2,240
Sr. Cultural Resources PM II	\$210	8	\$1,680	-	\$0	-	\$0	-	\$0	-	\$0	8	\$1,680
Cultural Resources PM II	\$175	8	\$1,400	-	\$0	20	\$3,500	-	\$0	-	\$0	28	\$4,900
Biologist V	\$170	8	\$1,360	-	\$0	-	\$0	-	\$0	-	\$0	8	\$1,360
Sr. GIS Specialist/Manager	\$200	-	\$0	4	\$800	-	\$0	8	\$1,600	-	\$0	12	\$2,400
Technical Editor	\$140	8	\$1,120	-	\$0	-	\$0	8	\$1,120	-	\$0	16	\$2,240
Principal Landscape Architect	\$240	-	\$0	4	\$960	-	\$0	-	\$0	-	\$0	4	\$960
Landscape Designer I	\$130	-	\$0	60	\$7,800	-	\$0	-	\$0	-	\$0	60	\$7,800
<b>Total HELIX Labor Cost</b>		<b>80</b>	<b>\$17,200</b>	<b>70</b>	<b>\$10,140</b>	<b>28</b>	<b>\$5,180</b>	<b>160</b>	<b>\$26,640</b>	<b>16</b>	<b>\$4,640</b>	<b>354</b>	<b>\$63,800</b>
<b>EXPENSES</b>		<b>Task 1</b>		<b>Task 2</b>		<b>Task 3</b>		<b>Task 4</b>		<b>Task 5</b>		<b>TOTAL</b>	
Document Reproduction			\$273		\$100		\$64		\$500		\$0		\$937
Travel (car rentals, meals, hotels, etc)			\$0		\$0		\$0		\$509		\$327		\$836
Subtotal Expenses			\$273		\$100		\$64		\$1,009		\$327		\$1,773
HELIX Mark-Up on Expenses	10%		\$27		\$10		\$6		\$101		\$33		\$177
Total Expenses			\$300		\$110		\$70		\$1,110		\$360		\$1,950
<b>TOTAL</b>			<b>\$17,500</b>		<b>\$10,250</b>		<b>\$5,250</b>		<b>\$27,750</b>		<b>\$5,000</b>		<b>\$65,750</b>

## G. DISCLOSURES

To the best of our knowledge, HELIX does not have any past or current business or personal relationships with any current City of Plymouth elected official, appointed official, City employee, or family member of any current City of Plymouth elected official, appointed official, or City employee.

## H. EX PARTE COMMUNICATIONS

### Exhibit C

#### EX PARTE COMMUNICATIONS

Proposers and Proposers' representatives should not communicate with the City Council members about this RFP. In addition, Proposers and Proposers' representatives should not communicate outside the procedures set forth in this RFP with an officer, employee or agent of the City, including any member of the evaluation panel, with the exception of the RFP Facilitator, regarding this RFP until after Contract Award. Proposers and their representatives are not prohibited, however, from making oral statements or presentations in public to one or more representatives of the City during a public meeting. A "Proposer" or "Proposer's representative" includes all of the Proposer's employees, officers, directors, consultants and agents, any subcontractors or suppliers listed in the Proposer's proposal, and any individual or entity who has been requested by the Proposer to contact the City on the Proposer's behalf. Please indicate by signing below one of the following two statements.

#### Only sign one statement.

I certify that Proposer and Proposer's will not communicate with a City Councilmember concerning the Initial Study/Negative Declaration, Mitigated Negative Declaration or Environmental Impact Report RFP at any time after April 18, 2024 and prior to the award of the contract.



## I. SAMPLE AGREEMENT

HELIX has reviewed the sample Professional Services Agreement attached to the Request for Proposal, and we agree with the terms; we do not have any exceptions or conditions.

## APPENDIX A

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### Resumes

**EDUCATION**

Master of Science, Environmental Sciences, Colorado State University, 1999

Bachelor of Science, Natural Resource Management, San Diego State University, 1990

**CERTIFICATIONS**

American Institute of Certified Planners, with advanced Certificate in Environmental Planning Accreditation, No. 159640

**PROFESSIONAL AFFILIATIONS**

Association of Environmental Professionals

American Planning Association

**ROBERT EDGERTON, AICP CEP**

Project Manager/Principal Planner



Mr. Edgerton has over 30 years of experience as both a Project Manager and a Principal Planner aiding private companies, governmental agencies, and non-governmental organizations in the planning, entitlement, and permitting of landS development and infrastructure improvement projects. He has successfully processed more than 200 California Environmental Quality Act (CEQA) environmental compliance documents including focused

Environmental Impact Reports (EIRs); program EIRs for Specific Plan projects; and Initial Studies tiering from Master Plan, General Plan, and Specific Plan program EIRs; as well as Environmental Impact Statements and Environmental Assessments pursuant to the National Environmental Policy Act (NEPA). He has also prepared, consulted on, and processed federal, state, and local permits in support of projects with the U.S. Army Corps of Engineers (USACE), U.S. Fish and Wildlife Services (USFWS), Bureau of Land Management (BLM), State and Regional Water Quality Control Board, and California Department of Fish and Wildlife (CDFW).

**AC Hotel by Marriott** (2022). Project Manager for the preparation of an IS/MND for AC Hotel by Marriott located in the City of Folsom on approximately 1.5 acres. The project includes construction of a five-story hotel with 130 hotel guestrooms and eight executive suites. Shared, first-floor amenities include a restaurant and bar, library, and outdoor patio. Managed the peer-review of applicant-provided technical studies and preparation of the IS/MND. Work performed for City of Folsom who also serves as the lead agency.

**City of Bishop Downtown Specific Plan & Mixed-Use Overlay Program EIR** (2021 - 2022). Principal Planner for preparation of an EIR supporting proposed redevelopment of downtown Bishop through implementation of a Specific Plan and mixed-use overlay. The primary purpose of the proposed project is to increase housing opportunities and density in the City's inner core while improving walkability, alternative transportation modes, and pedestrian amenities. The project and EIR were unanimously approved in December 2022. Work performed for the City of Bishop in partnership with Alta Planning + Design.

**Rocklin Public Market** (2025). Project Manager for CEQA documentation for the development of a mixed-use public market on three acres in the City of Rocklin, Placer County. The development is comprised of four buildings, including a two-story retail building, two-story market hall, a three-story mixed-use residential/commercial building with residential units, and a two-story restaurant/brewery, centered around a plaza. Managed the preparation of analysis to support Class 32 Categorical Exemption pursuant to Section 15332, In-Fill Development

Projects. Managed preparation of air quality/GHG emissions analysis, noise and vibration assessment, and an arborist report. Work performed for the project applicant with the City of Rocklin as the lead agency.

**Scholar Way Senior Apartment Community** (2019 - 2020). Project Manager for a senior apartment community on approximately two acres in the City of Folsom, Sacramento County. Prepared IS/MND CEQA documentation and oversaw preparation of technical studies, including air quality assessment and greenhouse gas emissions analysis, biological resource evaluation, cultural resources assessment, noise impact analysis, and traffic impact analysis. Work was performed for the City of Folsom who was also the lead agency.

**Avenida Senior Living** (2020). Project Manager for a proposed senior living apartment community on an approximately five acre site in the City of Folsom, Sacramento County. Prepared an IS/MND and oversaw preparation of technical studies, including a cultural resources assessment, air quality assessment and greenhouse gas emissions analysis, noise impact analysis. Work performed for the City of Folsom.

**Broadstone Villas Multi-Family Apartment** (2021). Project Manager for preparation of technical studies and CEQA environmental compliance documentation for the proposed Broadstone Villas Multi-family Apartment project located adjacent to the Palladio Marketplace on an estimated 18.45 acres site in the City of Folsom, Sacramento County. Prepared IS/MND CEQA documentation and managed preparation of air quality and greenhouse gas emissions assessment, noise impact analysis, cultural resources assessment, AB 52 consultation, traffic impact study, and biological resources inventory. Work performed for the City of Folsom.

**Tenfold Natomas Residential Care Facility for the Elderly** (2021 - 2022). Project Manager for a senior living facility proposed on an approximately 6.5-acre site located in the City of Sacramento. Managed preparation of a modified IS and the Addenda to the 1997 MND for development entitlements of a revised project. Oversaw preparation of Air Quality/GHG Emissions Analysis and Noise Impact Analysis. Work performed for Shamrock Holdings, Inc. with the City of Sacramento as the lead agency.

**Terracina at Whitney Ranch Affordable Community** (2021). Project Manager for Terracina at Whitney Ranch, a proposed high-density residential development consisting of an affordable housing apartment complex on approximately 12 acres in the City of Rocklin. Due to a request by the applicant for a density bonus for affordable housing, prepared a modified IS and Addendum 2 to analyze the potential environmental impacts associated with the revised proposed project in comparison to the potential effects analyzed in the previous EIR and addenda. Work performed for USA Properties Fund, Inc. with the City of Rocklin as the lead agency.

**Whitney Walk Residential** (2025). Project Manager for an Initial Study/Addendum tiered from two separate CEQA IS/MNDs that had originally evaluated adjacent properties as independent projects. The properties were combined into a single, unified development proposal for 170 single-family detached and attached units on 13 acres in the City of Rocklin, Placer County. Prepared the IS/Addendum and managed preparation of Air Quality and Greenhouse Gas Impact Analysis, Cultural Resources Assessment, and Noise Report by in-house staff. Work performed for the project applicant with the City of Rocklin as the lead agency.

**EDUCATION**

Bachelor of Science, Environmental Science and Management, University of California, Davis, 2021

**PROFESSIONAL AFFILIATIONS**

Association of Environmental Professionals

**JULIA PANO****Environmental Project Manager II**

Ms. Pano is an Environmental Planner with six years of experience preparing California Environmental Quality Act (CEQA) compliance documents, including Environmental Impact Reports (EIRs), Initial Studies/Mitigated Negative Declarations (IS/MNDs), Categorical Exemptions, and Addenda for a variety of project types including residential, commercial, and mixed-use land development; cannabis cultivation, operation, and processing facilities;

groundwater recharge; infrastructure improvement; renewable energy; and other planning and public works projects. She also has experience preparing NEPA compliance documents for restoration, development, fuel break, and broadband projects with various federal lead agencies. She provides extension of staff services to multiple counties throughout Northern California by conducting permit and project application intake reviews for completeness. She conducts research, prepares impact analyses for various environmental resource issue areas including AQ/GHG and noise, prepares site feasibility reports, and peer reviews technical reports prepared by technical specialists in support of CEQA and NEPA documents. With an educational background in environmental compliance and conservation, Ms. Pano supports tasks related to environmental compliance and reporting to various public agencies.

**AC Hotel by Marriott IS/MND (2022).** Environmental Planner for the preparation of an IS/MND for AC Hotel by Marriott in the City of Folsom, Sacramento County. Peer-reviewed applicant-provided technical studies and led the preparation of the project description and impact analysis for all resource sections of the IS/MND in compliance with Appendix G of the State CEQA guidelines. The project includes construction of a five-story hotel with outdoor amenities located within an existing paved parking lot for the Palladio at Broadstone Shopping Center. Work performed for City of Folsom who also serves as the lead agency.

**City of Bishop Downtown Specific Plan & Mixed-Use Overlay Program EIR (2022).** Environmental Planner for the Downtown Bishop Specific Plan and Mixed-Use Overlay Project in the City of Bishop. Prepared the Findings of Fact and Statement of Overriding Considerations in support of the EIR. The project includes the establishment of a framework to guide the growth, function, and aesthetics of Bishop's city center while maintaining its distinct small-town character and creating a vibrant pedestrian-friendly environment. Work performed for the City of Bishop who also serves as the lead agency.

**UC Merced Classroom and Office Building III CEQA Addendum (2024 - 2025).** Environmental Planner for the preparation of an Addendum to the 2020 University of California (UC) Merced Long Range

Development Plan (LRDP) Supplemental EIR (SEIR) and 2009 UC Merced LRDP EIS/EIR for the UC Merced Classroom and Office Building III Project located at the UC Merced campus in Merced County. Peer-reviewed applicant-provided information and led the preparation of the project description and impact analysis for all resource sections of the Addendum in compliance with the State CEQA guidelines. Prepared the Air Quality and Greenhouse Gas Emissions Technical Report that was incorporated into the Addendum. The project would include removal of existing Academic Office Annex modular trailers and construction of a three-story, 61,640 square foot academic building. The CEQA Addendum was approved unanimously from the UC Board of Regents in March 2025. Work performed for UC Merced.

**Camp Gold Star Resort and Marina IS/MND (2025).** Project Manager for the preparation of an IS/MND for the Camp Gold Star Project in San Joaquin County. The project includes construction of a private resort with 25 mobile lodges and amenities, including a marina with an “L” shaped dock. Roles included coordinating with project applicant and San Joaquin County staff, reviewing all applicant-provided project information, and overseeing and reviewing the IS/MND. Work performed for Camp Gold Star LLC with San Joaquin County as the lead agency.

**Latrobe Commercial Condominium Environmental Consulting (2022).** Environmental Planner for the preparation of an IS/MND for the Latrobe Condominiums Project in the unincorporated community of El Dorado Hills, El Dorado County. Peer-reviewed applicant-provided technical studies and assisted in the preparation of the project description and impact analysis for all resource sections of the IS/MND in compliance with Appendix G of the State CEQA guidelines. The project includes the construction of eight commercial buildings consisting of private condominium units and as well as a shared business center. Work performed for El Dorado County who also serves as the lead agency.

**Folsom Corporate Center Apartments IS/MND (2022).** Environmental Planner for the preparation of an IS/MND for the Folsom Corporate Apartments in the City of Folsom, Sacramento County. Peer-reviewed applicant-provided technical studies and led the preparation of the project description and impact analysis for all resource sections of the IS/MND in compliance with Appendix G of the State CEQA guidelines. The project includes the construction of a multi-family apartment community with indoor and outdoor amenities located on two separate lots within the Folsom Corporate Center. Work performed for the City of Folsom who also serves as the lead agency.

**Creekside Apartments IS/MND (2023).** Environmental Planner for the preparation of an IS/MND for the Creekside Apartments Project in the City of Folsom, Sacramento County. Peer-reviewed applicant-provided technical studies and leads the preparation of the project description and impact analysis for all resource sections of the IS/MND in compliance with Appendix G of the State CEQA guidelines. The project includes the construction of a 188-unit multi-family rental housing community with a mix of one-, two-, and three-bedroom units arranged in four, four-story buildings. The project would also include a clubhouse/leasing office with indoor amenities, as well as landscaping and outdoor amenities. Work performed for City of Folsom who also serves as the lead agency.

**EDUCATION**

Bachelor of Science, Environmental Economics & Policy; Minor-City and Regional Planning, University of California, Berkeley, 2013  
 Geographic Information System Certified, San Francisco State University, 2015

**PROFESSIONAL AFFILIATIONS**

Association of Environmental Professionals

**LESLEY OWNING****Principal Planner**

Ms. Owing is a Principal Planner with 14 years of experience in the provision of California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documentation for a variety of project types including residential, commercial, and mixed-use land development; habitat restoration; parks and recreation; transportation; water/wastewater infrastructure; renewable energy; and education facilities. Ms.

Owing develops CEQA review and strategy plans early in the project planning phase and prepares project site constraints analyses. She has managed many controversial projects by maintaining thorough administrative records for projects that are anticipated to face legal challenges, leading response to comments for projects that have generated hundreds of public comments, and providing public agency support through project appeal hearings. Ms. Owing stays abreast of recent CEQA case law and changes to the State CEQA Guidelines and requirements through on-going education and participation in professional environmental planning groups and conferences.

**Latrobe Commercial Condominium IS/MND (2022 - 2024).** Project Manager for the preparation of an IS/MND for the development of a 59-unit commercial complex that would be used for research and development. Responsible for managing the preparation of the IS/MND, peer-reviewing applicant-provided technical studies, and management of the traffic firm contracted as a subconsultant to HELIX. Key role in this project has included extensive coordination with County planning and department of transportation staff, the traffic engineering team, and the project team to develop a project description and resolve traffic impact concerns. Work is being performed for the project applicant in close coordination with El Dorado County as the CEQA lead agency.

**UC Merced Classroom and Office Building III CEQA Addendum (2024 - 2025).** Project Manager for the preparation of an Addendum to the 2020 UC Merced LRDP SEIR and 2009 UC Merced LRDP EIS/EIR. The Addendum evaluated the removal of existing Academic Office Annex modular trailers and construction of a three-story, 61,640 square foot (sf) academic building. Tasks included leading coordination with UC Merced staff, coordinating with Fehr & Peers as HELIX's transportation subconsultant, overseeing the preparation and conducting senior review of the biological resources assessment, AQ/GHG report, and CEQA Addendum, prepared responses to UC Merced and UCOP staff comments, and prepared the final CEQA Addendum. Successfully completed the scope of work on budget and within four months from

contract execution to meet the tight project approval deadline. The CEQA Addendum was approved unanimously in March 2025.

**Aramis Solar Energy Generation and Storage Project EIR (2018 - 2021).** Project Manager for preparation of an EIR for the construction, operation, and decommissioning of a solar energy generation and storage project on 410 acres in unincorporated North Livermore, Alameda County. Led the preparation of the EIR and managed the preparation biological resources, cultural resources, air quality/greenhouse gas, visual simulations, and noise technical reports that were completed in house as well as the traffic study prepared by a subconsultant. Other responsibilities included preparing the statement of overriding considerations, written findings of significant effects, use permit findings, and the East County Board of Zoning Adjustments staff report as well as presenting and responding to public comments at the scoping meeting, public comment hearing, project approval hearing, and project appeal hearing. The project was approved and the EIR was certified by the East County Board of Zoning Adjustments in November 2020 and by the County Board of Supervisors in March 2021 following appeal. Following County Board of Supervisors approval in March 2021, opponents filed a lawsuit in April 2021 to overturn the Board of Supervisor's approval of the project and certification of the EIR, and the EIR was upheld by the courts twice. Work performed for Intersect Power, with the County of Alameda as the CEQA lead agency.

**City of Bishop Downtown Specific Plan & Mixed-Use Overlay Program EIR (2021 - 2022).** Senior Environmental Planner for the preparation of a Program EIR analyzing environmental impacts associated with the adoption of the Downtown Bishop Specific Plan and Mixed-Use Overlay. Responsible for the preparation of the project description, objectives, and alternatives as well as the visual impact, transportation, land use and planning, and population and housing analyses. The Downtown Specific Plan & Mixed-Use Overlay Project received the 2023 Excellence and Achievement in Planning – Comprehensive Planning Award of Excellence (Small Jurisdiction) from American Planning Association (APA) California Chapter – Central Section and subsequently received the 2023 Award of Excellence – Housing Department by the APA California Chapter. Work performed as a subconsultant to Alta Planning + Design, Inc. with the City of Bishop as the project owner.

**FMC Willow and Grand Park (2019 - 2022).** Project Manager for the preparation of an IS/Addendum for a 379-unit mixed use, multi-family community development project with a five-acre community park on a 22-acre site in Newark, Alameda County that was formerly used as a chemical plant and has gone through extensive soil and groundwater remediation. The project includes the development of retail, affordable housing units, multi-family townhouses, a community building, five-acre community park, and bus transit station. Managed the preparation of the CEQA documentation and supporting technical studies prepared by a multi-disciplinary team consisting of biologists, archaeologists, air quality/GHG specialists, noise specialists, and traffic engineers. Assisted City staff with SB 18 consultation with local tribes. Project was approved unanimously by City Council in October 2022. Prepared a federal Endangered Species Act compliance letter in support of a Federal Emergency Management Agency (FEMA) Conditional Letter of Map Revision (CLOMR) application which was approved in August 2023. Work was performed on behalf of Integral Communities in close consultation with the City of Newark planning and public works department staff.

**EDUCATION**

Bachelor of Arts,  
Environmental  
Studies,  
University of  
California, Santa  
Barbara, 2023

**PROFESSIONAL  
AFFILIATIONS**

Association of  
Environmental  
Professionals

**EMMA DEBECKER****Environmental Planner**

Ms. deBecker is an Environmental Planner with experience preparing California Environmental Quality Act (CEQA) compliance documents, including Environmental Impact Reports (EIRs), Initial Studies/Mitigated Negative Declarations (IS/MNDs), Addenda, and Categorical Exemptions for a variety of project types including affordable housing, infill, and commercial land development; groundwater recharge; water/wastewater infrastructure

improvement; parks and recreation; and renewable energy projects. She also has experience preparing National Environmental Policy Act (NEPA) compliance documents for broadband infrastructure projects and road improvement projects. Ms. deBecker also conducts research, prepares impact analyses for various environmental resource issue areas, performs site reconnaissance surveys, and peer reviews CEQA documents prepared by other consultants on behalf of agency staff.

**Firefall Resort Expansion IS/MND (2025).** Environmental Planner for the preparation of an IS/MND for the Smith Station-Firefall Ranch Project in Tuolumne County. The project involves demolition of an existing residence and expansion of the existing Firefall Ranch into an undeveloped meadow with aquatic features. The project proposes to construct 28 rental cabins, internal circulation, utility extensions, a private single-family residence, employee housing, and commercial area with a brewery and restaurant. Role involves preparation of the IS/MND, support of technical studies, and client coordination. Work performed for Tuolumne County.

**Valley Springs Commercial IS/MND (2025).** Environmental Planner for the preparation of an IS/MND in support of a commercial development in Calaveras County. Project included construction of drive-through restaurants, a gas station with a convenience store and car wash, a diner, and oil change shop, and approval of a Tentative Parcel Map, Conditional Use Permit, rezone, and General Plan amendment for the project site. Work performed for Mandeep Dhillon with Calaveras County as the CEQA Lead Agency.

**Rocklin Public Market IS/MND (2025).** Environmental Planner for the preparation of a Class 32 Categorical Exemption for a mixed-use infill residential and commercial market in the City of Rocklin's Business Attraction, Retention, and Revitalization Overlay (BARRO) Zone. Project included the construction of four buildings with retail, office, commercial, and restaurant uses, and 20 dwelling units. Role included support of technical studies, identification of a streamlined CEQA pathway, and preparation of a report documenting the project's eligibility for a Class 32

Categorical Exemption. Work performed for G3 Concepts with the City of Rocklin as the CEQA Lead Agency.

**Camp Gold Star Resort and Marina IS/MND (2025).** Environmental Planner in preparation of an IS/MND in support of the Camp Gold Star Project on McDonald Island in unincorporated San Joaquin County. The project involves the construction of a resort with mobile cabins, various recreational amenities, and a marina. Role included regulatory research and preparation of the IS/MND. Work performed for Camp Gold Star, LLC with San Joaquin County as the lead agency.

**Mowry Village Residential Development (2024).** Environmental Planner for preparation of a memorandum evaluating minor project revisions to the certified Mowry Village Residential Project EIR. The minor project revisions included a reduction in market-rate units and the addition of affordable housing units for low- and very-low income levels. The memorandum documented that the minor project revisions would not require recirculation of the previously certified EIR. Work performed included preparation of the memorandum. Work performed for Integral Communities with the City of Newark as the CEQA Lead Agency.

**Creekstone Senior Living IS/MND (2025).** Environmental Planner for preparation of an IS/MND for the Creekstone Senior Living Project in the Town of Loomis, Placer County. The project involves the construction of a 117-unit senior living community comprised of one-story duplex cottages and a two-story community building with various on-site improvements on a currently vacant, undeveloped lot. Role included preparation of the IS/MND and support of technical studies including biological and cultural resources. Work performed for the Town of Loomis.

**Thornton Affordable Housing CEQA Categorical Exemption (2024 - 2025).** Environmental Planner for the preparation of a Notice of Exemption (NOE) for the Thornton Avenue Affordable Housing Project in the City of Newark. The proposed project involves the construction of a 59-unit 100 percent affordable apartment building. The NOE documented the proposed project's eligibility as a Class 32 Infill Development. Role included developing the project description, regulatory research, drafting the NOE, and supporting technical studies. Work performed for the City of Newark.

**Pinnacle Pass Affordable Housing CEQA Categorical Exemption (2024 - 2025).** Environmental Planner for the preparation of a Categorical Exemption (CE) Report in support of the Pinnacle Pass Affordable Housing Project in the City of Scotts Valley. The CE Report documented the proposed affordable housing project's eligibility for a Class 32 CE pursuant to CEQA Guidelines Section 15332. Role involved peer review of technical studies, regulatory research, and preparation of the CE Report and Notice of Exemption. Work performed for CRP Affordable Housing with the City of Scotts Valley as the lead agency.

**County of El Dorado Broadband Infrastructure Program EIR (2024 - 2025).** Environmental Planner for the preparation of a program EIR for the El Dorado County Broadband Infrastructure Project. The program EIR assessed the potential environmental impacts of future broadband installation in El Dorado County at a programmatic level to streamline the environmental review process for future individual broadband projects. Role included regulatory research, lead planner for the EIR and National Environmental Policy Act (NEPA) Environmental Assessment, and supporting various technical studies. Work performed for El Dorado County.

**EDUCATION**

Master of Science, Wildlife Management, University of California, Berkeley, 1998

Bachelor of Science, Zoology, University of California, Davis, 1992

Master of Business Administration, University of California, Davis, 2014

**CERTIFICATIONS**

Yolo Habitat Conservation Plan/Natural Community Conservation Plan Approved Biologist

**PROFESSIONAL AFFILIATIONS**

Wildlife Society, Western and National Chapters

Association of Environmental Professionals

**DAVID BISE**

Principal Biologist



Mr. Bise is a HELIX Biology Group Manager and Principal Biologist specializing in environmental permitting, client and agency coordination, project management, environmental impact assessment, and regulatory and environmental compliance. He has 28 years of professional experience in the environmental sciences, including preparation of California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA)

documents; preparation of environmental permit applications (404/401, Streambed Alteration Agreements [SAAs]), Section 7 Biological Assessments, State Incidental Take Permit Applications, and land management plans; conducting special-status species surveys; and habitat mitigation and monitoring.

**Amador County Biological Investigation and Monitoring at Buena Vista Landfill (2024).** Principal Biologist for senior review of biological resource studies on 41 acres of the Buena Vista Landfill located near the City of Lone in Amador County. The project will reconstruct the final cover on Waste Management Unit 1 and the expansion of the Class II surface impoundment and replacement of the existing liner in the surface impoundment. Oversaw preparation of a wetland delineation, biological resources investigation, and monitoring during construction to ensure avoidance of mapped wetland area. Work performed for the County of Amador.

**Castle Oaks Village 6 Project (2021).** Principal Biologist conducting senior review and oversight of preconstruction nesting bird surveys conducted for a residential development in Amador County. HELIX also assisted with environmental compliance consistent with the project's CEQA document and environmental permits. Work was performed for Riverland Homes with Amador County serving as the lead agency.

**Auburn Hotel Expansion (2019).** Project Manager for proposed commercial hotel expansion project in Auburn. Oversaw preparation of a biological resources assessment of the proposed expansion. Work was performed for the Saratoga Group with the City of Auburn serving as the lead agency.

**Home 2 Suites (2023).** Principal Biologist for senior review of preparation of the biological resources components of a Santa Clara Valley Habitat Plan Application for an approximately 2-acre site proposed for a hotel in the City of Gilroy. Work performed for Central Valley Hotels.

**The Huddle on 5th Apartments (2023).** Principal Biologist ensuring compliance with Yolo County HCP/NCCP for an in-fill lot in the City of West Sacramento, Yolo County. Work included mapping vegetation

communities according to the Yolo County HCP vegetation classification system, assessment of the site to support HCP-covered species, preparation of WEAP materials, review of avoidance and minimization measure completion letter, and review of elderberry shrub survey and valley elderberry longhorn beetle habitat assessment according to USFWS guidelines. Work was performed for a private developer with the City of West Sacramento serving as the lead agency.

**Marriott Town Place Suites Project (2020).** Project Manager for biological assessment work under HELIX's on-call contract with the San Joaquin Council of Governments (SJCOG) to assist with environmental compliance associated with the San Joaquin Multi-species Conservation Plan (SJMSCP). HELIX conducted a site assessment and prepared a Preconstruction Survey Form and Incidental Take and Mitigation Measure summary for SJCOG review. Documents provide applicants with environmental compliance measures for potential covered species habitat under the SJMSCP.

**Huntington Senior Apartments Biological Compliance Services (2019).** Project Manager for proposed adult retirement community in the City of Roseville. HELIX tasks include CEQA documentation, preparation of technical reports including a biological resources assessment and arborist report, and environmental compliance surveys. Work conducted for the Stamas Corporation with the City of Roseville serving as the lead agency.

**Carson Creek Unit 2 Mixed-use Development (2019 - 2026).** Principal Biologist conducting senior review and biological monitoring on Preserve associated with residential development in El Dorado Hills, El Dorado County. Work products prepared by HELIX include environmental permit applications (404/401/Lake and Streambed Alteration Agreement), preparation of an Operations and Maintenance Plan for the onsite Preserve and biological monitoring and focused biological surveys of the Preserve. Work was performed for Lennar Homes of California, LLC with El Dorado County serving as the lead agency.

**Borden Ranch 17, 18, 24, 25 (2019).** Project Manager and field biologist working on an aquatic resources delineation of 4 separate parcels totaling approximately 590 acres in southern Sacramento County. HELIX biologists delineated the aquatic resources on the parcels according to regulatory agency (USACE, RWQCB, and CDFW) guidelines. Work was performed for AKT Development Corporation. The USACE serves as the lead regulatory agency.

**El Dorado Hills 52 (2020).** Principal Biologist conducting senior review of technical reports for a proposed commercial development in El Dorado Hills, El Dorado County. HELIX prepared an aquatic resources delineation, biological assessment, and oak tree impact and mitigation study for the proposed project. Work was conducted for AKT Development Corporation with El Dorado County serving as the lead agency.

**Saratoga Estates - Elliott Homes (2019).** Project Manager for environmental compliance and construction monitoring associated with a residential development in El Dorado Hills. Environmental compliance issues include wetland avoidance, wetland permitting, nesting bird and western pond turtle surveys, and preparation and implementation of Worker Environmental Awareness Training sessions. Work performed for Elliott Homes with El Dorado County as lead agency.

**EDUCATION**

Bachelor of  
Science,  
Environmental  
Studies,  
California State  
University,  
Sacramento,  
2013

**CERTIFICATIONS**

USFWS  
Endangered

Species Act  
10(a)(1)(A)  
Permit for Listed  
Large  
Branchiopod, No.  
ES-778195-15

CDFW Scientific  
Collecting Permit,  
Specific Use, No.  
S-190450001-  
20119-001

International  
Society of  
Arboriculture  
Certified Arborist,  
No. WE-13338A

International  
Society of  
Arboriculture,  
Tree Risk  
Assessment  
Qualification

**PROFESSIONAL  
AFFILIATIONS**

California Native  
Plant Society,  
Sacramento  
Chapter

**MARISA BRILTS**

Biologist V



Ms. Brilts is a Biologist and ISA-certified Arborist with eleven years of professional experience performing surveys for sensitive biological resources in California. She conducts targeted biological surveys for plants and wildlife, maps vegetation communities and wetlands, and prepares biological assessments and technical reports. Her skills include conducting biological surveys; worker environmental awareness program training; and construction monitoring for

residential developments, cellular towers, and other infrastructure projects. Ms. Brilts has experience with several special-status species, including vernal pool fairy shrimp, vernal pool tadpole shrimp, western spadefoot, California red-legged frog, Swainson's hawk, burrowing owl, white-tailed kite, western pond turtle, golden eagle, and tricolored blackbird. She has conducted protocol-level surveys for special-status vernal pool invertebrate species, burrowing owl, Swainson's hawk, and tricolored blackbird. In addition, she is skilled in the use of GPS devices and associated software, four-wheel-drive vehicle operation, and is adept at identifying plants and wildlife in the field.

**Felder Property Oak Resources Technical Report (2022 - 2023).** ISA-certified arborist for project scope including an oak woodland canopy assessment and heritage tree survey for proposed private residential project in El Dorado County. Mapped existing oak tree canopy and heritage trees and prepared an Oak Resources Technical Report consistent with El Dorado County standards. Work was performed for Felder property owner.

**Watt Avenue Apartments (2023).** ISA-certified arborist for proposed sewer facility upgrades associated with the construction of a multi-family residential development located in the City of Sacramento. Responsibilities include conducting tree risk assessments and arborist recommendations through a technical report to the client and leading agency. Work performed for New Green Properties.

**Alta Arden Car Wash Arborist Letter Report (2023).** ISA-certified arborist providing services for the proposed Quick Quack Car Wash facility within unincorporated Sacramento County. Scope of services included tree survey and arborist letter reports to the County. Work performed for Quick Quack Car Wash.

**WellQuest Senior Living Granite Bay Arborist Assessment (2022).** ISA-certified arborist responsible for tree surveys and arborist report for a proposed senior living facility in Granite Bay, Placer County. Conducted a tree inventory and prepared an arborist report for trees regulated by Placer County. Work conducted for WellQuest.

**Victory Mine Oak Tree Impact Assessment (2023).** ISA-certified arborist for a proposed Verizon telecommunications project that will tie into existing facilities. Scope of service included arborist tree assessment for mixed woodland and oak tree, pine, and cedar species inventoried. Responsibilities included preparing technical report for El Dorado County Planning Division. Work performed for Epic Wireless Group, LLC.

**Tracy Hills Project (2021).** Biologist assisting with surveys for San Joaquin kit fox, Swainson's hawk, burrowing owl, California tiger salamander, California red-legged frog, western spadefoot, and American badger for an approximate 525-acre project area in the City of Tracy. Work performed for Integral Communities.

**Mitchell Village Oak Tree Mitigation and Oak Woodland Restoration (2021 - 2025).** ISA-certified arborist for the Mitchell Village residential development in the City of Citrus Heights. Work included conducting an initial tree inventory and preparing an arborist report for trees regulated by the City within the project footprint, and conducting tree risk assessments for tree trimming and removal of hazard trees on-site. Responsibilities included coordination with the client, Sunrise Parks and Recreation District, and the tree removal contractor. Also conducted mitigation tree health assessments for the project and prepared annual monitoring reports for the open space areas. Work performed for KB Homes.

**Carson Creek Unit 2 Mixed-use Development (2016 - 2025).** Biologist managing annual monitoring of an approximately 127-acre preserve in the community of El Dorado Hills, El Dorado County. Monitoring activities include riparian and grasslands assessment, purple needlegrass surveys, burrowing owl assessment and protocol level surveys for red legged frog. Work performed for Lennar Homes of California, Inc.

**Bell Woods - Lennar (2020 - 2022).** ISA-certified arborist for the Bell Woods and Bell Ranch residential developments located in El Dorado County. Work included conducting an initial tree survey and preparing an arborist report for trees regulated by El Dorado County within the project footprint. Technical reports provided for tree mitigation assessment to the County. Work performed for Lennar Communities.

**Bell Ranch - Lennar (2023).** Arborist for 150-acre Bell Ranch and Bell Woods residential development projects located in the City of El Dorado Hills, El Dorado County. Conducted inspection and monitoring of 139 oak tree mitigation plantings. Work performed for Lennar Communities.

**Heritage at Carson Creek Village 11 Regulatory Support Services (2022 - 2025).** Biologist for a development project located in El Dorado Hills, El Dorado County. Monitored construction activities, ensured permit compliance, and provided worker environmental awareness program trainings to crews. Performed surveys of the project area for special-status species and nesting birds, including burrowing owl, tricolored blackbird, western pond turtle, elberberry long horned beetle, and western spadefoot. Work performed for Lennar Communities.

**Winding Ranch (2019 - 2022).** Biologist for the approximately 23-acre site located within the unincorporated community of Carmichael in Sacramento County. Conducted a pre-construction burrowing owl survey and prepared a Biological Resource Assessment Report. Work performed for Pappas Investments.

**EDUCATION**

Master of Arts,  
Anthropology,  
California State  
University, Long  
Beach, 2009

Bachelor of Arts,  
Anthropology,  
California State  
University, Los  
Angeles, 2004

**CERTIFICATIONS**

Registered  
Professional  
Archaeologist,  
No. 1673640

Bureau of Land  
Management  
Statewide  
Cultural

Resource Use  
Permit  
(California),  
Permit No. CA-  
21-28

**PROFESSIONAL AFFILIATIONS**

Society for  
California  
Archaeology

Society for  
American  
Archaeology

American Rock  
Art Research  
Association

**CLARUS BACKES, RPA****Senior Cultural Resources Project Manager**

Mr. Backes is an Archaeologist and Senior Cultural Resources Project Manager with 25 years of professional experience throughout California and the western Great Basin. He has conducted and supervised numerous projects in support of compliance with Sections 106 and 110 of the National Historic Preservation Act (NHPA), the California Environmental Quality Act (CEQA), and the National Environmental Policy Act (NEPA). He is

also well versed in criteria for California Register of Historical Resources (CRHR) and National Register of Historic Places (NRHP) evaluations. He has participated in a wide range of projects involving archaeological survey, testing, data recovery, monitoring, laboratory analysis, and the development of mitigation and treatment plans, and has 20 years of experience in a decision-making capacity on cultural resources projects in California. Mr. Backes is a Registered Professional Archaeologist (RPA) and meets the U.S. Secretary of the Interior's Professional Qualifications Standards for prehistoric and historic archaeology.

**Hotel at Sheldon Place (2021).** Project Manager for the preparation of a cultural resources assessment meeting the requirements of CEQA for the Hotel at Sheldon Place, a 109-room, four-story hotel, located on approximately 2.5 acres in the City of Elk Grove, Sacramento County. Work performed for RSC Engineering.

**Canyon Terrace Apartments General Plan Amendment, Rezone and Planned Development Permit (2018).** Senior Archaeologist responsible for overseeing archaeological surveys, archival research, and Native American coordination for Senate Bill 18 compliance in support of a proposed development project. The project, located in the City of Folsom, would construct 96 new apartment units in eight new apartment buildings. Work performed for the City of Folsom.

**Avenida Senior Living IS/MND (2020).** Senior Archaeologist for cultural resources services conducted in support of the CEQA IS/MND for the Avenida Senior Living facility in the City of Folsom. Project included archival research, Native American consultation, and an intensive pedestrian survey of the project area. The resulting Cultural Resources Assessment Report documented the findings of the study; assessed the potential for the project area to contain significant, undiscovered archaeological resources; and recommended avoidance and minimization measures to reduce potential impacts to unanticipated discoveries. Work performed for the City of Folsom.

**Broadstone Villas Multi-Family Apartment IS/MND and Technical Studies (2021).** Senior Archaeologist for preparation of a cultural

resources assessment and report for a proposed apartment project located adjacent to the Palladio Marketplace on an approximately 18-acre site in the City of Folsom, Sacramento County. Work performed for the City of Folsom Community Development Department.

**Folsom Corporate Center Apartments IS/MND (2021).** Senior Archaeologist for proposed multi-family apartment community project on approximately 7 acres in Folsom, Sacramento County. Provided senior review of project's cultural resource assessment which met CEQA requirements. Work performed for the City of Folsom Community Development Department.

**Winding Ranch (2019 - 2022).** Senior Archaeologist for proposed residential infill development in the Carmichael area of Sacramento County. Development includes commercial and multi-family residential on a 23-acre site. Conducted cultural resources assessment and prepared a Cultural Resources Assessment Report to meet the requirements of Section 106 and CEQA. Work performed for Pappas Investments with the County of Sacramento as lead agency.

**Allison Drive Apartments (2018).** Principal Investigator responsible for conducting archaeological surveys, archival research, and Native American coordination in support of two proposed market rate apartment complexes on approximately 15 acres in the City of Vacaville in Solano County. Acted as primary author for the project's Cultural Resources Technical Report which presented the results of the assessment and provided recommendations for avoidance and mitigation during construction. Work performed for Guardian Commercial Real Estate, LLC.

**4434 Maple Lane (2018).** Senior Archaeologist responsible for overseeing archival research, field surveys, and an architectural significance evaluation of a 5-acre lot and 1-acre proposed open space area in Carmichael, Sacramento County. The project included the documentation and evaluation of Shelterwood, a historic Folk Victorian residence originally constructed in 1874. Work performed for Nicksam Properties, LLC.

**City of Bishop Downtown Specific Plan & Mixed-Use Overlay Program EIR (2021 - 2022).** Principal Investigator responsible for addressing potential impacts to cultural resources by the proposed Bishop Downtown Specific Plan. The project would increase allowable residential and commercial density in the downtown core of this rural and underserved City located in the Eastern Sierra Nevada region. Responsibilities included overseeing cultural resources compliance for the project, including archival research on the history and archaeology of the Bishop area; Native American coordination; cultural resources reconnaissance surveys; and a Cultural Resources Assessment Report that presented the findings of the study and discussed relative cultural sensitivity of portions of the Specific Plan area. Work performed as a subconsultant to Alta Planning + Design, Inc. with the City of Bishop as the project owner.

**Old Depot Bike Park (2019 - 2022).** Senior Archaeologist for cultural resources including delineation of an Area of Potential Effects (APE), extensive background research, Native American outreach, and an intensive pedestrian survey in support of CEQA IS/MND for a new bike park in El Dorado County. The project included a significance evaluation of several historic railroad features that seem to represent an early 20th century worker's camp associated with the Diamond and Caldor Railway's Diamond Springs facility. Work performed for the County of El Dorado.

**EDUCATION**

Bachelor of Science, Mechanical Engineering, University of California, Davis, 1991

**PROFESSIONAL AFFILIATIONS**

Association of Environmental Professionals

**MARTIN ROLPH****Sr. Environmental Specialist II**

Mr. Rolph is a Senior Environmental Specialist with eight years of experience in air quality, greenhouse gas, and noise impact analysis for California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) compliance, and 15 years of engineering experience. He is proficient in the use of the California Emissions Estimator Model (CalEEMod), the Roadway Construction Model, AP-42 Emissions Factors, EMFAC and

OFFROAD Emissions Inventory, and AERMOD/HARP2 health risk assessment tools and evaluating data and model results in accordance with CEQA Guidelines adopted by various air districts in northern California. Mr. Rolph is also proficient in the use of the Computer Aided Noise Abatement (CadnaA) outdoor noise model, the Federal Highway Administration (FHWA) Highway Traffic Noise Model (TNM), the FHWA Roadway Construction Noise Model (RCNM), and the application of other numerical techniques and methods for evaluating and mitigating noise impacts from stationary sources. Mr. Rolph brings his extensive engineering experience to the profession of environmental planning, including mathematical modeling and analysis of systems, preparation of technical documentation, and regulatory compliance analysis.

**AC Hotel by Marriott IS/MND (2022).** Air Quality/Greenhouse Gas and Noise Specialist for the preparation of technical studies analyzing air quality, greenhouse gas emissions, energy, and noise impacts resulting from the construction and operation of a hotel in the City of Folsom. Technical studies were prepared to support an IS/MND. Work was performed for the City of Folsom.

**Rocklin Public Market IS/MND (2025).** Senior Air Quality/Greenhouse Gas and Noise Specialist for analysis of air quality, greenhouse gas emissions, and noise impacts for the development of a mixed-use public market on three acres in the City of Rocklin, Placer County. Responsible for air quality and noise modeling and preparation of technical reports. Work performed for the project applicant with the City of Rocklin as the lead agency.

**Camp Gold Star Resort and Marina IS/MND (2025).** Senior Air Quality/Greenhouse Gas Specialist for analysis of air quality, greenhouse gas emissions, and noise impacts for a private resort project with 25 mobile lodges and amenities, including a marina with an "L" shaped dock. Responsible for quality and noise modeling and preparation of initial study sections. Work performed for Camp Gold Star LLC with San Joaquin County as the lead agency.

**City of Bishop Downtown Specific Plan & Mixed-Use Overlay Program EIR (2021 - 2022).** Air Quality/Greenhouse Gas Specialist for a specific plan which would increase allowable residential and commercial density in the downtown core of this rural and underserved City located in the Eastern Sierra Nevada region. Prepared modeling of potential air pollutant and greenhouse gas emissions and prepared air quality and greenhouse gas emissions technical reports and EIR sections. Work performed for the City of Bishop.

**UC Merced Classroom and Office Building III CEQA Addendum (2024 - 2025).** Air Quality/Greenhouse Gas Specialist for the preparation of an Addendum to the 2020 University of California (UC) Merced Long Range Development Plan (LRDP) Supplemental EIR (SEIR) and 2009 UC Merced LRDP EIS/EIR for the UC Merced Classroom and Office Building III Project located at the UC Merced campus in Merced County. The project would include removal of existing Academic Office Annex modular trailers and construction of a three-story, 61,640 square foot academic building. Prepared the Air Quality and Greenhouse Gas Emissions Technical Report that was incorporated into the Addendum. The CEQA Addendum was approved unanimously from the UC Board of Regents in March 2025. Work performed for UC Merced.

**Broadstone Villas Multi-Family Apartment IS/MND and Technical Studies (2021).** Air Quality/Greenhouse Gas and Noise Specialist for the preparation of an IS/MND for a multi-family residential development in the City of Folsom. Responsible for analysis of air quality, greenhouse gas emissions, energy, and noise impacts and preparation of corresponding IS/MND sections. Work was performed for the City of Folsom.

**Folsom Corporate Center Apartments IS/MND (2022).** Air Quality/Greenhouse Gas and Noise Specialist for the preparation of an IS/MND for a multi-family residential development in the City of Folsom. Responsible for analysis of air quality, greenhouse gas emissions, energy, and noise impacts and preparation of corresponding IS/MND sections. Analysis included a health risk assessment for potential impacts to future project residents resulting from freeway exhaust emissions. Work was performed for the City of Folsom.

**Vintage at Folsom Affordable Senior Apartments (2022).** Noise Technical Specialist for the preparation of a technical study analyzing the noise impacts resulting from the construction and operation of a senior apartment development in the City of Folsom. Technical studies were prepared to support an IS/MND. Work performed for the City of Folsom.

**Cameron Park Grocery Outlet (2021 - 2022).** Noise Technical Specialist for the preparation of a technical report analyzing the noise impacts resulting from the construction and operation of a commercial grocery store project in the unincorporated community of Cameron Park, El Dorado County. Work was performed for Boos Development West, LLC, with El Dorado County as the Lead Agency.

**Watt Avenue Apartments (2021).** Air Quality/Greenhouse Gas Specialist responsible for the preparation of a technical report analyzing air quality and greenhouse gas emissions impacts resulting from construction and operation of a multi-family residential development in the unincorporated community of North Highlands, Sacramento County. Work was performed for New Green Properties, LLC, with Sacramento County as the Lead Agency.

**EDUCATION**

Bachelor of Landscape Architecture, Minor in Architecture, California Polytechnic State University, San Luis Obispo, 2023

**CERTIFICATIONS**

Remote Pilot Certificate for Small Unmanned Aircraft, Department of Transportation, Federal Aviation Administration, No. 5221020

**PROFESSIONAL AFFILIATIONS**

Associate Member of the Sierra Chapter of the American Society of Landscape Architecture  
Associate Member of the Southern California Chapter of the American Society of Landscape Architecture

**JOSE ANDRADE**

Landscape Designer



Mr. Andrade is a Landscape Designer with a wide range of experience working on mitigation and restoration sites, parks and recreation facilities, trails, streetscapes, educational facilities, commercial and residential developments. His project contributions include the preparation of construction documents, conceptual plans, and graphic renderings. Mr. Andrade works closely with public agencies during the community engagement process and as a bi-lingual speaker, he supports Spanish-speaking community members at public outreach events. He specializes in visual simulations and 3D renderings in support of visual impact assessments per CEQA/Caltrans requirements and in support of the public outreach process. Mr. Andrade is a licensed commercial drone operator (FAA Part 107 Certified) with experience in aerial site documentation, mapping, and visual inspections to enhance project visualization and analysis.

**Eleventh/Grant Line Roundabout Landscape Visual Simulations**

(2023). Landscape Designer for the preparation of 3D visual impact assessment modeling and renderings for a roundabout in Tracy, San Joaquin County. The purpose of the 3D visual simulations was to illustrate potential impacts that the project would have on the current road network with surrounding area. Work was performed for County of San Joaquin.

**Bertelsen Park Retrofit** (2023 - 2025). Landscape Designer for the preparation of construction documents for the retrofit of Bertelsen Park located in El Dorado Hills following a fire that destroyed the existing picnic pavilion, restroom building, and small splashpad. Improvements include a new restroom building, larger picnic area and shade structure, site furnishings, new splash pad, and low water use planting.

Contributions included the planting plan, layout plan, construction details, notes, cost estimates, coordinating all site amenities with selected manufacturers, 3D visual simulations, video walk through of design, and rendered master plan. Work performed for the El Dorado Hills Community Services District.

**San Francisco Pier 92 Landscape Design and Visual Simulations**

(2024). Landscape Designer for and existing industrial facility located in the Port of San Francisco. Developed three conceptual landscape plans using three-dimensional computer model and finalized into a final design. Goals for the landscape design include screening of the proposed warehouse building and existing structures, providing landscape improvements to the Amador Street frontage, providing new entry signage, and maintaining access to the existing cell phone tower/facilities. Work performed for Martin Marietta Materials.

**Republic Otay Material Recovery Facility Aerial Views and Graphics Support (2023).**

Landscape Designer for the preparation of 3D visual impact assessment modeling and renderings of a 77,000 square foot building with mobile and stationary equipment located in Chula Vista, San Diego County. The building and equipment will be used to process approximately 350 tons per day of household and commercial generated material for the recovery of recyclable material. The incoming material will be collected throughout the southern portions of San Diego County, including the City of San Diego and other nearby cities. Work performed for Republic Services.

**Delta Water Treatment Plant Groundwater Recharge Basin (2024 - 2025).** Landscape Designer responsible for master planning, conceptual landscape design, and construction documents for the expansion of the existing 70-acre groundwater recharge facility in Stockton. The project aims to protect groundwater basins through conjunctive management, enhancing the reliability of the City's water supply. Landscape design features include a visitor viewing platform, parking areas for cars and buses, interpretive signage, restrooms, a large shade structure, and a drought-tolerant demonstration garden. Certain areas of the site will be heavily planted with trees to provide screening, particularly from neighboring residential properties. This work is part of the design-build project team, with Gateway Pacific Contractors as a subconsultant to Nexgen Utility Management. The project owner is the City of Stockton.

**John T. Klaus Park (2024 - 2025).** Landscape Designer for conceptual plans for a 584-acre park located in Lake County, with two-thirds of the site planned for a wildlife refuge and one-third into sporting and athletic activities for youth. Prepared meeting presentation boards, online survey, and PowerPoint presentation in support of in-person and virtual community meetings to elicit feedback on the desired park programming. Work performed for Lake County.

**Carson Creek Preserve (2023 - 2025).** Landscape Designer for the preparation of irrigation plans and construction details for the restoration of five acres of native riparian habitat within a 127-acre preserve in El Dorado Hills, established pursuant to USACE and CDFW special conditions. Plans were prepared in compliance with the El Dorado Irrigation District standards due to the recycled water service connection, and in coordination with HELIX's Construction Group to ensure the equipment and materials used are cost efficient, easily removable, and easily maintainable. Work performed for Lennar.

**Centennial Park Bike Park (2024).** Landscape Designer for the facilitation of community meetings to solicit input on the design for a 35-acre bike park in Centennial Park in Vacaville, Solano County. Assisted with meeting preparation, presentation slides, coordinating with the City of Vacaville park's director and other subconsultant designers to prepare conceptual plan. Prepared image boards and conceptual plan rendering for the community to vote on their favorite types of bike parks and amenities. Work performed for Landify ECT Corporation.

**El Dorado Hills Boulevard Roadway Renovations (2024 - 2025).** Landscape Designer responsible for creating project base through ArcGIS Pro and assessing the current planting and irrigation systems to be repaired or replaced along two miles of medians and streetscapes in El Dorado Hills, El Dorado County. Based on the findings, landscape construction documents for District review, approval, and bidding were prepared. Work was performed for the El Dorado Community Services District as the project owner.

## APPENDIX B

# Consolidated Financial Statements

**HELIX ENVIRONMENTAL PLANNING, INC. AND SUBSIDIARY**

**CONSOLIDATED BALANCE SHEETS**

December 31, 2025 and 2024

	<b>2025</b>	<b>2024</b>
<b>Assets</b>		
<b>Current Assets</b>		
Cash and cash equivalents	\$ 398,970	\$ 290,977
Accounts receivable, net	9,391,899	8,007,422
Work-in-process - unbilled revenue, net	3,010,595	2,692,582
Prepaid expenses and other receivables	804,140	706,849
	<u>13,605,604</u>	<u>11,697,830</u>
<b>Total Current Assets</b>		
Property and Equipment, net	2,243,171	1,678,518
Operating Lease Assets, net	2,161,138	3,185,646
Goodwill and Other Intangibles, net	444,271	243,482
Deposits	118,505	116,666
	<u>18,572,689</u>	<u>16,922,142</u>
<b>Total Assets</b>		
<b>Liabilities and Stockholders' Equity</b>		
<b>Current Liabilities</b>		
Accounts payable	\$ 986,540	\$ 441,676
Accrued payroll	1,769,201	1,775,061
Current portion of financing lease liabilities	558,102	506,637
Current portion of operating lease liabilities	1,130,146	1,269,177
Retainer payable	609,948	660,387
Accrued ESOP/ 401(k) contributions	502,448	6,765
Current portion of related party payable	738,515	722,153
Line of credit	750,000	700,000
Other current liabilities	175,401	43,672
	<u>7,220,301</u>	<u>6,125,528</u>
<b>Total Current Liabilities</b>		

*See accompanying notes to Consolidated Financial Statements and Independent Accountants' Review Report.*

**HELIX ENVIRONMENTAL PLANNING, INC. AND SUBSIDIARY****CONSOLIDATED BALANCE SHEETS (CONTINUED)**

December 31, 2025 and 2024

	<u>2025</u>	<u>2024</u>
<b>Noncurrent Liabilities</b>		
Related party payables, net of current portion	\$ 1,477,031	\$ 1,728,895
Financing lease liabilities, net of current portion	1,307,481	657,910
Operating lease liabilities, net of current portion	<u>1,079,996</u>	<u>1,992,664</u>
<b>Total Liabilities</b>	<u>11,084,809</u>	<u>10,504,997</u>
<b>Stockholders' Equity</b>		
Common stock: no par value per share; 100,000 shares authorized and 49,777 and 48,458 shares issued and outstanding as of December 31, 2025 and 2024, respectively		
Retained earnings	6,790,535	5,785,351
Additional paid in capital	<u>697,345</u>	<u>631,794</u>
<b>Total Stockholders' Equity</b>	<u>7,487,880</u>	<u>6,417,145</u>
<b>Total Liabilities and Stockholders' Equity</b>	<u>\$ 18,572,689</u>	<u>\$ 16,922,142</u>

*See accompanying notes to Consolidated Financial Statements and Independent Accountants' Review Report.*

**HELIX ENVIRONMENTAL PLANNING, INC. AND SUBSIDIARY****CONSOLIDATED STATEMENTS OF INCOME**

December 31, 2025 and 2024

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	<u>2025</u>	<u>2024</u>
Revenue	\$ 47,170,849	\$ 45,625,836
Costs of Revenue	<u>18,486,498</u>	<u>18,722,572</u>
Gross Profit	28,684,351	26,903,264
General and Administrative Expenses	<u>27,620,370</u>	<u>25,822,033</u>
Operating Income	<u>1,063,981</u>	<u>1,081,231</u>
Other Expense		
Other expense	(4,560)	(1,600)
Interest expense	<u>(54,237)</u>	<u>(56,145)</u>
Total Other Expense	<u>(58,797)</u>	<u>(57,745)</u>
Net Income	<u>\$ 1,005,184</u>	<u>\$ 1,023,486</u>

*See accompanying notes to Consolidated Financial Statements and Independent Accountants' Review Report.*

## F. FEE PROPOSAL

Following is our fee proposal broken down by tasks within the Scope of Work. Our fee proposal is valid for 180 days.

	Task 1		Task 2		Task 3		Task 4		Task 5		TOTAL		
	Peer Review of Technical Studies		Visual Simulations		Tribal Cultural Resources Support		ISMND		Project Management and Meetings				
HELIX LABOR	Rate	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
Personnel													
Principal Planner	\$290	4	\$1,160	2	\$580	4	\$1,160	16	\$4,640	16	\$4,640	42	\$12,180
Principal Planner	\$285	4	\$1,140	-	\$0	-	\$0	8	\$2,280	-	\$0	12	\$3,420
Environmental Project Manager II	\$165	4	\$660	-	\$0	-	\$0	40	\$6,600	-	\$0	44	\$7,260
Environmental Planner II	\$130	4	\$520	-	\$0	4	\$520	80	\$10,400	-	\$0	88	\$11,440
Sr. Environmental Specialist	\$195	8	\$1,560	-	\$0	-	\$0	-	\$0	-	\$0	8	\$1,560
Principal Air Quality Specialist	\$265	8	\$2,120	-	\$0	-	\$0	-	\$0	-	\$0	8	\$2,120
Principal Biologist	\$280	8	\$2,240	-	\$0	-	\$0	-	\$0	-	\$0	8	\$2,240
Principal Biologist	\$280	8	\$2,240	-	\$0	-	\$0	-	\$0	-	\$0	8	\$2,240
Sr. Cultural Resources PM II	\$210	8	\$1,680	-	\$0	-	\$0	-	\$0	-	\$0	8	\$1,680
Cultural Resources PM II	\$175	8	\$1,400	-	\$0	20	\$3,500	-	\$0	-	\$0	28	\$4,900
Biologist V	\$170	8	\$1,360	-	\$0	-	\$0	-	\$0	-	\$0	8	\$1,360
Sr. GIS Specialist/Manager	\$200	-	\$0	4	\$800	-	\$0	8	\$1,600	-	\$0	12	\$2,400
Technical Editor	\$140	8	\$1,120	-	\$0	-	\$0	8	\$1,120	-	\$0	16	\$2,240
Principal Landscape Architect	\$240	-	\$0	4	\$960	-	\$0	-	\$0	-	\$0	4	\$960
Landscape Designer I	\$130	-	\$0	60	\$7,800	-	\$0	-	\$0	-	\$0	60	\$7,800
<b>Total HELIX Labor Cost</b>		<b>80</b>	<b>\$17,200</b>	<b>70</b>	<b>\$10,140</b>	<b>28</b>	<b>\$5,180</b>	<b>160</b>	<b>\$26,640</b>	<b>16</b>	<b>\$4,640</b>	<b>354</b>	<b>\$63,800</b>
<b>EXPENSES</b>		<b>Task 1</b>		<b>Task 2</b>		<b>Task 3</b>		<b>Task 4</b>		<b>Task 5</b>		<b>TOTAL</b>	
Document Reproduction			\$273		\$100		\$64		\$500		\$0		\$937
Travel (car rentals, meals, hotels, etc)			\$0		\$0		\$0		\$509		\$327		\$836
Subtotal Expenses			\$273		\$100		\$64		\$1,009		\$327		\$1,773
HELIX Mark-Up on Expenses	10%		\$27		\$10		\$6		\$101		\$33		\$177
<b>Total Expenses</b>			<b>\$300</b>		<b>\$110</b>		<b>\$70</b>		<b>\$1,110</b>		<b>\$360</b>		<b>\$1,950</b>
<b>TOTAL</b>			<b>\$17,500</b>		<b>\$10,250</b>		<b>\$5,250</b>		<b>\$27,750</b>		<b>\$5,000</b>		<b>\$65,750</b>



# 6.1



**7.1**





**CITY COUNCIL AGENDA ITEM NO. 7.1**  
**06/11/2026**

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**SUBJECT:** Review, Discussion and Possible Action Regarding Sale of Safe and Sane Fireworks within Plymouth City Limits, Use of Safe and Sane Fireworks on July 4th and Authorization to Use TOT Funds for Insurance and Sheriff Costs for the 4th of July Events

**DEPARTMENT:** City Manager's Office

**STAFF:** Cameron Begbie, City Manager

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### **TITLE**

**REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING SALE OF FIREWORKS WITHIN PLYMOUTH CITY LIMITS, USE ON JULY 4<sup>TH</sup> AND AUTHORIZE CITY MANAGER TO USE TOT FUNDS FOR INSURANCE AND SHERIFF COSTS FOR THE 4<sup>TH</sup> OF JULY EVENTS.**

### **BACKGROUND**

The Kit Carson Mountain Men organization would like to sell "Fireworks" again on from July 1<sup>st</sup> to July 4<sup>th</sup>. As a non-profit organization, proceeds benefit the Plymouth Community.

Safe and Sane fireworks would be allowed to be lit on Main Street only from 8pm until 10pm, only on the 4<sup>th</sup> of July under supervision of City staff and the Fire Department.

Historically, TOT funds are used to pay for the extra insurance needed for the event as well as covering the costs to hire off-duty Sheriffs for crowd control at the event. We are requesting approval to use funds this year to pay for these services.

### **FISCAL IMPACT**

Minimal use of TOT funds to pay for Sheriff's Office personnel for security and for insurance premium to cover both morning and evening activities.



**CITY COUNCIL AGENDA ITEM NO. 7.1**  
**06/11/2026**

Insurance Premium: **\$562.00**

Approximate Cost of Sheriff's Office:

The estimated cost for Sheriff's Office support during the event ranges from **\$1,183.20 to \$1,557.36** for two personnel and one vehicle for a six-hour period. Actual costs are dependent upon personnel availability and assignment requirements. Rates may vary based on whether personnel volunteer for the assignment or must be assigned. Staffing may consist of two Deputy Sheriffs, one Deputy Sheriff and one Sergeant, or two Sergeants, which will affect the final cost. Vehicle charges are included in the estimates above.

Sheriff Service Breakdown:

Deputy Sheriff, Swing Shift, C-Step, PEPR = Regular rate is \$90.40/hour

-Sergeant, Swing Shift, C-Step, Classic = Regular Rate is \$121.58/hour

-Sergeant, Swing Shift, C-Step, PEPR = Regular Rate is \$110.13/hour

-Vehicle Rate is \$16.40/hour.

There is no cost associated with the Kit Carson Mountain Men sales of safe and sane fireworks.

### **RECOMMENDATION**

Approve the sale of fireworks, use of fireworks on July 4<sup>th</sup> and provide direction to staff and authorize use of TOT funds for insurance costs and Sheriff's Office personnel on a hire-back status.

**7.2**





**CITY COUNCIL AGENDA ITEM NO. 7.2**  
**06/11/2026**

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**SUBJECT:** Discussion and possible action to adopt Resolution 2026-10 – A Resolution of the City Council for the City of Plymouth, California, Calling and Giving Notice of the Holding of a General Municipal Election to be Consolidated with the Statewide General Election to be held on Tuesday, November 3, 2026, for the Election of Certain Officers of the City as Required by the Laws of the State of California Relating to General Law Cities; Requesting the County of Amador Approve Said Consolidation; and Setting Forth Regulations for Candidate’s Statements.

**DEPARTMENT:** City Manager

**STAFF:** Cameron Begbie, City Manager

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#### **TITLE**

**DISCUSSION AND POSSIBLE ACTION TO ADOPT RESOLUTION 2026-10 – A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF PLYMOUTH, CALIFORNIA, CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE CONSOLIDATED WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2026, FOR THE ELECTION OF CERTAIN OFFICERS OF THE CITY AS REQUIRED BY THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES; REQUESTING THE COUNTY OF AMADOR APPROVE SAID CONSOLIDATION; AND SETTING FORTH REGULATIONS FOR CANDIDATE’S STATEMENTS.**

#### **BACKGROUND**

On even numbered years Amador County calls for a General Municipal Elections. The election will be held on November 3, 2026, within the City of Plymouth for the purpose of electing two council members for full terms of four years each.

Pursuant to requirements of Section 10403 of the Elections Code of the State of California, the City Council requests the Board of Supervisors of Amador County to consent to consolidating the City Ballot Measure election with the General Election on November 3, 2026.

The Elections Code Section 10403 requires jurisdictions to file a copy of a



**CITY COUNCIL AGENDA ITEM NO. 7.2**  
**06/11/2026**

signed Resolution requesting consolidation of the Statewide Election to the Board of Supervisors, and to file a copy with the Registrar of Voters

.Attachment(s):

- Resolution 2026-10 – A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF PLYMOUTH, CALIFORNIA, CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE CONSOLIDATED WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2026, FOR THE ELECTION OF CERTAIN OFFICERS OF THE CITY AS REQUIRED BY THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES; REQUESTING THE COUNTY OF AMADOR APPROVE SAID CONSOLIDATION; AND SETTING FORTH REGULATIONS FOR CANDIDATE’S STATEMENTS

**ENVIRONMENTAL DETERMINATION**

This action does not constitute a “project” under Section 15378 of the California Environmental Quality Act (CEQA) Guidelines and is therefore exempt from environmental review.

**FISCAL IMPACT**

Actual costs of the election will be passed on to the City. The cost is unknown at this time. For reference, the cost of the 2024 election was \$2,384.72

**RECOMMENDATION**

Staff recommends approval of Resolution 2026-10 as presented.

**ATTACHMENT(S)**

1. Resolution 2026-10

**RESOLUTION NO. 2026-10**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF PLYMOUTH, CALIFORNIA, CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE CONSOLIDATED WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2026, FOR THE ELECTION OF CERTAIN OFFICERS OF THE CITY AS REQUIRED BY THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES; REQUESTING THE COUNTY OF AMADOR APPROVE SAID CONSOLIDATION; AND SETTING FORTH REGULATIONS FOR CANDIDATE'S STATEMENTS.**

**WHEREAS**, pursuant to Elections Code Section 1301 and 1000(e), a general municipal election shall be held on November 3, 2026, for the election of two council members; and

**WHEREAS**, a Notice of Election must be filed with the Amador County Registrar of Voters specifying which offices are to be filled at this election; and

**WHEREAS**, the City of Plymouth boundary map has not changed since the last election held in November 5, 2024, and

**WHEREAS**, Amador County intends to conduct a consolidated election on November 3, 2026, and

**WHEREAS**, the consolidation of elections may serve to reduce election expenses to taxpayers and may increase voter turnout; and

**WHEREAS**, a Candidate's statement, if desired, is to be paid by the Candidate; and

**WHEREAS**, the Amador County Elections Department must be Authorized to conduct the election and to canvass all returns; and

**WHEREAS**, Amador County should be reimbursed for the actual costs of the election; and

**WHEREAS**, a pre-determined tie-breaking method should now be designated to prevent any possible dispute as to the final outcome of the election.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLYMOUTH DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:**

Section 1.

That pursuant to the laws of the State of California relating to General Law Cities, there is called and ordered to be held in the City of Plymouth, California on Tuesday, November 3, 2026, a general municipal election for the purpose of electing two members of the City Council for a term of four years each.

Section 2.

That the ballots to be used at the election shall be in form and content as required by law.

### Section 3.

That the City Clerk is authorized, instructed, and directed to procure and furnish, or coordinate with the Amador Registrar of Voters to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct said election.

### Section 4.

That the vote center locations and hours of operations, ballot drop box locations and hours of operations, vote-by-mail procedures and timing, the election officers, and all other persons and procedures for the General Municipal Election shall be the same as those utilized by the County of Amador and in compliance with the Elections Code of the State of California.

### Section 5.

That in all particulars not recited in this Resolution, said election shall be held and conducted as provided by law for holding municipal elections in said City.

### Section 6.

That notice of the time and place of holding said election is hereby given and the City Clerk is hereby authorized, instructed and directed to give such further or additional notice of said election, in time, form and manner as required by law.

### Section 7.

That pursuant to the requirements of Section 10403 of the California Elections Code, the Board of Supervisors of the County of Amador is hereby requested to consent and agree to the consolidation of a General Municipal Election with the Statewide General Election on Tuesday, November 3, 2026, that the Amador Registrar of Voters is hereby authorized to canvass the returns of said General Municipal Election of November 3, 2026 and perform all other proceedings incidental to and connected with the General Municipal Election. Pursuant to California Elections Code Sections 10403 and 10418, the Election will be held and conducted in accordance with the provisions of law regulating the Statewide General Election.

### Section 8.

That in the event of a tie vote (if any two or more persons receive an equal and the highest number of votes for an office) as certified by the Amador Registrar of Voters, in accordance with Election Code §15651 (a) shall set a date and time and place and summon the candidates who have received the tie votes to appear and will determine the tie by coin toss.

### Section 9.

The City Council authorizes reimbursement to the Amador Register of Voters by the City upon presentation of a properly submitted bill for all reasonable and actual election expenses.

### Section 10.

Pursuant to Sections 13307 and 13308 of the Election Code of the State of California, each candidate for elective office to be voted for may prepare a candidate's statement on an appropriate form provided by the City Clerk. Such statement may include the name, age and occupation of the candidate and brief description of no more than two hundred (200) words of the candidate's education and qualifications expressed by the candidate himself/herself. Such statement shall not include party affiliation of the candidate, or membership of activity in partisan political organizations. In addition, the statement shall be limited to a recitation of the candidate's own personal background and qualifications and shall not in any way make reference to other

candidates for that office or to another candidate's qualifications, character, or activities. Such statement shall be filed in the Office of the City Clerk, with payment of applicable fees, at the time the candidate's nomination papers are filed. Such statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m., the next working day after the close of the nomination period.

Section 11.

This Resolution shall apply to the November 3, 2026, General Municipal Election and shall thereafter be repealed.

Section 12.

That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

Section 113.

That the City Clerk is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the Election Department of the County of Amador.

**PASSED AND ADOPTED** by the City Council of the City of Plymouth, California at a regular meeting held on the 11th day of June 2026, by the following roll call vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**APPROVED:**

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**Don Nunn, Mayor**

**ATTEST:**

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**Victoria McHenry, City Clerk**



# **10.1**

## **Closed Session**





