



## AGENDA

### Regular City Council Meeting,

Successor Agency to the  
Former Redevelopment Agency and the  
Wasco Public Finance Authority

**Tuesday, October 17, 2023 – 6:00 pm.**

**Council Chambers**

**746 8<sup>th</sup> Street, Wasco, CA 93280**

[www.cityofwasco.org](http://www.cityofwasco.org)

Public advisory: Face masks are recommended. The City Council chamber is open and accessible to the public.

**View the meeting Live** on the city's website

<https://www.cityofwasco.org/306/city-council-meeting-videos> subject to technical limitations.

**ACCESSIBILITY:** In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in the City Council meeting, please contact the City Clerk Department at 661-758-7215 or via email at [cityclerk@cityofwasco.org](mailto:cityclerk@cityofwasco.org) within 48 hours of the meeting or sooner.

The following is provided to assist with public participation:

**AGENDA AVAILABILITY:** The City Council Agenda is posted on the bulletin board at the entry of City Hall 746 8<sup>th</sup> Street, Wasco, at the entrance of 764 E Street, Wasco, and at the entry of the Sheriff's Office 748 F Street, Wasco. The agenda packet, meeting minutes, and archived City Council meetings are available on the City's website at [www.cityofwasco.org](http://www.cityofwasco.org).

**Agenda Materials:** City Council agenda materials are released no later than 72 hours prior to a meeting and are available to the public at the City Clerk's Office, 746 8<sup>th</sup> Street, Wasco, CA, in a public binder at each City Council meeting, and on the City's website at <https://www.cityofwasco.org/AgendaCenter>

**PUBLIC COMMENTS:** **All public comments are subject to a 2-minute limit, and a maximum of Thirty (30) minutes will be allowed for any subject.** To provide your comments to the City Councilmembers regarding matters not on the agenda or a specific item on the agenda, you may address your comments IN PERSON. Before making your presentation, you will be asked to state your name for the record. If you would like to submit a written public comment, please email the City Clerk at [cityclerk@cityofwasco.org](mailto:cityclerk@cityofwasco.org) no later than **4:00 p.m. October 17, 2023**. Please clearly indicate which agenda item number your comments pertain to. Every effort will be made to read your comment into the record; If a comment is received after the specific time mentioned above but before the meeting is adjourned, the comment will

still be included as a part of the record of the meeting. Still, it will not be read into the record.

Please be advised that communications directed to the City Council are public records and are subject to disclosure pursuant to the California Public Records Act and Brown Act unless exempt from disclosure under the applicable law. Communications will NOT be edited for redactions and will be printed/posted as submitted.

**SPANISH INTERPRETATION:** If you need an interpretation of your communications to the City Council from Spanish into English, please contact the City Clerk Department at 661-758-7215 or via email at [cityclerk@cityofwasco.org](mailto:cityclerk@cityofwasco.org). **Subject to availability**, notifying at least 48 hours before will usually enable the City to make arrangements.

**INTERPRETACIÓN EN ESPAÑOL:** Si necesita una interpretación de sus comunicaciones al Concejo Municipal del español al inglés, comuníquese con el Departamento del Secretario de la Ciudad al 661-758-7215 o por correo electrónico a [cityclerk@cityofwasco.org](mailto:cityclerk@cityofwasco.org). La notificación de al menos 48 horas generalmente permitirá a la Ciudad hacer arreglos. **Sujeto a disponibilidad.**

## GETTING TO KNOW YOUR AGENDA

### **Agenda Sections:**

**CONSENT CALENDAR** Items are routine items that are not expected to prompt discussion. All items are considered for approval at the same time with one vote. Councilmembers, staff, and the public may request items be removed, and members of the public may comment on an item. Items removed from the Consent Calendar are discussed after the vote on the remaining Consent Calendar items.

**PUBLIC COMMENT** allows the public to address the Council on any matter not listed on the agenda that is within the jurisdiction of the Council. In compliance with the Brown Act, the Council cannot take action on matters not listed on the agenda.

**PUBLIC HEARINGS** are held on matters specifically required by law. The Mayor will ask for presentations from the staff, the proponent, or the applicant involved (if applicable) in the matter under discussion. Following the Mayor will open the public hearing and ask for public comments. Following the questions from the Councilmembers. The Mayor closes the hearing, and the City Council may discuss and take action.

**DEFERRED ITEMS:** these are items that were postponed or delayed for specific reasons and are brought back to the Council for consideration. These items are expected to cause discussion and/or action by the Council. Staff may make a presentation, and Councilmembers may ask questions of staff and involved parties before the Mayor invites the public to provide input.

**NEW BUSINESS:** these are items that are expected to cause discussion and/or action by the council but do not legally require a Public Hearing. Staff may make a presentation,



and Council members may ask questions of staff and the involved parties before the Mayor invites the public to provide input.

**CLOSED SESSION:** may only be attended by members of the Council, support staff, and/or legal counsel. The most common purpose of a Closed Session is to avoid revealing confidential information that may prejudice the City's legal or negotiation position or compromise the employees' privacy interests. Closed sessions may be held only as explicitly authorized by law.

**Council Actions:**

**RESOLUTIONS** are formal expressions of opinion or intention of the Council and are usually effective immediately.

**ORDINANCES** are laws adopted by the Council. Ordinances usually amend, repeal, or supplement the Municipal Code; provide zoning specifications; or appropriate money for specific purposes. Most ordinances require two hearings; an introductory hearing, generally followed by a second hearing at the next regular meeting. Most ordinances go into effect 30 days after the final approval.

**CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) FINDINGS:** CEQA is intended to inform government decision-makers and the public about proposed activities' potential environmental effects and prevent significant, avoidable environmental damage.

**PROCLAMATIONS** and **RECOGNITIONS** are issued by the City to honor significant achievements by community members, highlight an event, promote awareness of community issues, and recognize City employees.

**REGULAR MEETING – 6:00 pm**

1) **CALL TO ORDER:** Mayor Martinez

2) **ROLL CALL:** Mayor Martinez, Mayor Pro Tem Garcia, Council Members: Medina, Reyna, Saldaña

3) **FLAG SALUTE:** led by Mayor

4) **INVOCATION:** by Paul Hernandez, Freewill Baptist Church

5) **PRESENTATIONS:**

- a. Proclamation for Domestic Violence Awareness Month presented to Lideres Campesinas del Comite de Kern Norte.

6) **PUBLIC COMMENTS:**

This portion of the meeting is reserved for persons desiring to address the Council and including the Council acting as the Governing Board for the Successor Agency on any matter not on this agenda and over which the Council and Successor Agency have jurisdiction. Speakers are limited to two (2) minutes. A maximum of Thirty (30) minutes will

be allowed for any one subject. Please state your name for the record before making your presentation.

**BROWN ACT REQUIREMENTS:** The Brown Act does not allow action or Discussion on items not on the agenda (subject to narrow exceptions). This will limit a Councilmember's response to questions and requests made during this comment period.

**7) SUCCESSOR AGENCY BUSINESS: None**

**8) WASCO PUBLIC FINANCE AUTHORITY BUSINESS: None**

**9) NEW EMPLOYEE POLICE DEPARTMENT BADGE PINNING CEREMONY FOR:**

1. Alecio Mora, Police Lieutenant
2. Lionel Lopez, Police Sergeant
3. Maira Puente, Police Sergeant

**CITY COUNCIL BUSINESS:**

**10) CONSENT CALENDAR:**

The Consent Calendar consists of items that, in the staff's opinion, are routine and non-controversial. These items are approved in one motion unless a Council Member or member of the public requests the removal of a particular item.

- a. Receive and File department payments totaling \$27,663.54
- b. Approval of City Council Minutes for October 3, 2023, Regular Meeting.
- c. Adopt a Resolution Authorizing the Submittal of FY 2022-23 CalRecycle SB1383 Local Assistance Grant Program Application for Funding and Authorize the City Manager or Designee to Execute the Grant Agreement and any Amendments Thereto, and Find that the subject activity is not a project within the meaning of CEQA Guidelines Section 15378 and is not subject to review under CEQA.
- d. Adopt a Resolution to Authorize the City Manager or Designee to finalize and execute a contract amendment with Infrastructure Engineers, Inc., a Bowman Company, in an amount not to exceed \$30,000 for completion of the City's 2024-2032 6<sup>th</sup> Cycle Housing Element upon satisfaction of the City Attorney and the requirements and contingencies identified herein, and Find that this action is exempt from the California Environmental Quality Act pursuant to Section 15061(b)(3); not subject for review under CEQA.
- e. Adopt a Resolution withdrawing Integrated Demolition & Remediation Inc. bid proposal from consideration for the Labor Camp Abatement Project, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

- f. Adopt a Resolution Authorizing the City Manager or designee to Endorse and enter into an Agreement with CVE Contracting Group, Inc., dba Central Valley Environmental for the Labor Camp Abatement Project in the amount of \$2,597,000 and allowing the City Manager to execute Contract Change Orders in an amount not to exceed an aggregate of \$50,000, and Find that this Project is classified as categorically exempt pursuant to CEQA Section 21080 (b)(4); 15269(b)(c).
- g. Approval of Travel Expenses Exceeding \$500.00 for Sergeant Maira Puente to attend the POST Field Training Officer course from October 23-27, 2023, in Fresno, California, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.
- h. Approval of Travel Expenses Exceeding \$500.00 per participant for the Community Development Director and Council Members Vincent Martinez, Alex Garcia, Valentin Medina, Gilberto Reyna, and Eduardo Saldaña to attend the Innovating Commerce Serving Communities (ICSC) conference scheduled for October 25 -37, 2023, in San Diego, CA., Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.
- i. Approve the amended Resolution No. 2023- 3929, removing the purchase of a Ford F-150 pick-up truck and replacing it with a Dodge Ram 1500 pick-up truck for the Water Department and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.
- j. Approve the amended Resolution No. 2023- 3872 removing the GMC Sierra 3500 Single-cab Flatbed Pickup Truck and replacing it with a GMC Sierra 3500 Crew-cab Flatbed Pickup Truck for the Sanitation Department and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**11)PUBLIC HEARINGS: None**

**12)DEFERRED BUSINESS: None**

**13)NEW BUSINESS:**

- a. Adopt A Resolution Authorizing the City Manager or Designee to accept the Grant Award of \$501,478.00 and Execute a Grant Agreement and any amendments thereto for The FY 2023-2024 California Department of Justice (DOJ) Tobacco Grant Program and Find the subject activity is not a project within the meaning of CEQA Guidelines Section 15378 and is, therefore, not subject to review under CEQA. (Lara)
- b. Adopt a Resolution Authorizing the City Manager or designee to approve a purchase order with WESCO in an amount not to exceed \$340,000.00 to purchase 45 streetlights for the Downtown Renovation Project and Find that this action is not

a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required. (Villa)

- c. Adopt a Resolution Approving a New Information Technology Manager Position and Approving the Amended Salary Schedule for the Fiscal Year 2023-2024 in Compliance with the California Public Employees' Retirement System (CalPERS) Requirement for Publicly Available Pay Schedules

**14) REPORTS FROM COMMISSIONS AND COMMITTEES:**

- a. Kern Economic Development Corporation (Garcia)
- b. Kern Council of Government (Reyna)
- c. Wasco Task Force (Reyna & Medina)

**15) REPORTS FROM KC FIRE AND SHERIFF:**

- a. Kern County Fire Department (Appleton)
- b. Kern County Sheriff's Department (Stout)

**16) REPORTS FROM THE CITY MANAGER:**

**17) REPORTS FROM THE CITY COUNCIL:**

**18) CLOSED SESSION:**

- a. Approval of Closed Session Minutes for August 15, 2023.

**b. CONFERENCE WITH REAL PROPERTY NEGOTIATIONS 54956.8**

Real Property: APNs 030-081-01 and -02

Agency negotiators: City Manager

Negotiating parties: Dennis Martin

Under negotiation: Potential Purchase

**19) CLOSED SESSION ACTION:**

**20) ADJOURNMENT:**

This is to certify that this agenda was posted at Wasco City Hall on October 13, 2023, on/or before 6:00 p.m. The agenda is also available on the City website at [www.cityofwasco.org](http://www.cityofwasco.org).

*Monica Flores*

Monica Flores, Deputy City Clerk

All agenda item supporting documentation is available for public review on the city website [www.cityofwasco.org](http://www.cityofwasco.org) and the office of the City Clerk of the City of Wasco, 746 8<sup>th</sup> Street, Wasco, CA 93280, during regular business hours, 8:00 am – 4:30 pm Monday through Thursday and 8:30 am – 4:30 pm Friday (closed alternate Friday's), following the posting of the agenda. Any supporting documentation related to an agenda item for an open session of any regular meeting that is distributed after the agenda is posted and prior to the

meeting will also be available for review at the same location and available at the meeting. **Please remember to turn off all cell phones, pagers, or electronic devices during Council meetings.**

*The City of Wasco does not discriminate on the basis of disability in the access to, provision of, or employment in its programs and activities pursuant to 29 United States Code Section 12132 and California Civil Code Section 54. Information regarding the rights provided under the Americans with Disabilities Act (ADA) may be obtained from the City Clerk's Office.*

*If you need special assistance to participate in this meeting, please get in touch with the City Clerk's Office at (661) 758-7215 to make reasonable arrangements to ensure accessibility to this meeting. Telephone (661) 758-7215. Requests for assistance should be made at least two (2) days in advance whenever possible.*



## Bill Pay

As of: October 11, 2023

WARRANTS	AMOUNTS
G100223	13,776.58
G100423	13,886.96
<b>Grand Total</b>	<b>27,663.54</b>

Verified By:  
Finance Director

Isarel  
Perez-  
Hernandez

Digitally signed by: Isarel  
Perez-Hernandez  
DN: CN = Isarel Perez-  
Hernandez email =  
isperez@cityofwasco.org C  
= US  
Date: 2023.10.11 16:01:22 -  
08'00'

WARRANT	VENDOR NAME	VENDOR No.	INVOICE No.	CHECK No	DESCRIPTION	AMOUNTS
G100223	INFO SEND, INC.	4244	246622	26285	AUG STMTS DATA PRCSNG/PRINT/MAIL	5,985.84
G100223	AMAZON CAPITAL SERVICES, INC	4968	1JHJ-GP5F-CTKX	26282	WATER VEH #68: LIGHT BAR	277.56
G100223	AMAZON CAPITAL SERVICES, INC	4968	1Q4H-7LCM-FP91	26282	STREET VEH #02: FLOOR MATS SET	102.83
G100223	AMAZON CAPITAL SERVICES, INC	4968	1QXJ-Q4LM-GRWH	26282	STREETS VEH #108: LAWN MOWER TIRES	173.82
G100223	AMAZON CAPITAL SERVICES, INC	4968	11FX-DGP6-7YD4	26282	RFS VEH #23: A/C BLOWER FAN	271.95
G100223	AMAZON CAPITAL SERVICES, INC	4968	16DN-773Y-Q31N	26282	RFS #17: 2 RELAYS	7.67
G100223	BHT ENGINEERING, INC	5134	23-339	26283	21013: RSTP PALM PALM AVE 8/1/23-8/31/23	310.00
G100223	BHT ENGINEERING, INC	5134	23-340	26283	21016: SB1 POPLAR AVE 8/1/23-8/31/23	2,220.00
G100223	BHT ENGINEERING, INC	5134	23-341	26283	LLMD'S, CFD'S & PSD'S 2023: 8/1/23-8/31/23	826.63
G100223	HINDERLITER DELLAMAS & ASSOCIATES	1184	SIN029077	26284	20162: Q3 AUDIT/CONTRACT SRVCS TRANSACTION TAX	347.20
G100223	RMS LIFE SAFETY	5994	23-0473	26286	23022: CEC CHARGING STATION INFRASTRUCTURE PRJ	3,253.08
<b>G100223 Total</b>						<b>13,776.58</b>
G100423	BSK & ASSOCIATES, INC.	1052	AG22340	26294	WW SAMPLE TEST: 9/7/23 BOD & TSS	140.00
G100423	BSK & ASSOCIATES, INC.	1052	AG22551	26294	WW SAMPLE TEST: 9/12/23 BOD & TSS	140.00
G100423	BSK & ASSOCIATES, INC.	1052	AG22792	26294	WW SAMPLE TEST: 9/14/23 BOD & TSS	140.00
G100423	COUNTRY AUTO & TRUCK, INC.	3008	00341743361	26296	PD FRONT & BACK BRAKES AND ROTORS	461.63
G100423	PACE ANALYTICAL SERVICES, INC	5694	B482381	26303	WTR SAMPLE TEST: 9/5/23 BACTERIOLOGICAL	84.00
G100423	PACE ANALYTICAL SERVICES, INC	5694	B482790	26303	WTR SAMPLE TEST: 9/12/23 BACTERIOLOGICAL DWPDIST12	98.00
G100423	PG & E COMPANY	85	4675436856-4 092623	26305	UB NE COR CENTRAL & MARGALO 092623	262.01
G100423	PG & E COMPANY	85	8231578-9	26305	SEPT 23 NW SE SE 927724 SOLAR PLNT	62.98
G100423	ACME ROTARY BROOM SERVICE	1291	2346	26289	MAIN BROOMS: STRIP STYLE	1,074.00
G100423	KNIGHT'S SITE SERVICES, INC	1075	3616	26300	9/19/23-10/16/23: PORTABLE TOILET SERV AT GW SITE	64.36
G100423	SCHROETER, THOMAS F.	2732	092523	26310	LEAGUE OF CITIES SHARED COST	489.50
G100423	THE BAKERSFIELD CALIFORNIAN	206	092389224	26311	RECRUITMENT WW & RFS	818.30
G100423	HINDERLITER DELLAMAS & ASSOCIATES	1184	SIN031830	26298	20162:Q1 CONTRACT SRVCS TRANSACTION TAX	300.00
G100423	A-1 BATTERY INC	570	94294	26287	STREETS #GENERAL: 4 STREET SIGNS BATTERIES	708.59
G100423	ACC BUSINESS	4766	232576289	26288	FIBER NETWORK SERVICES 08/11-09/10	816.91
G100423	APPLIED TECHNOLOGY GROUP	905	0000027935	26290	RENEWAL: RADIOS FCC CALL	250.00



WARRANT	VENDOR NAME	VENDOR No.	INVOICE No.	CHECK No	DESCRIPTION	AMOUNTS
G100423	ASPHALT COATINGS ENGINEERING, INC	411	29640	26291	GLASS BEADS FOR PAINTING	194.85
G100423	ATT - PAYMENT CENTER	1488	0020570216	26292	DESC: PHONE SERVICES 08/24/2023 - 09/23/2023	28.69
G100423	ATT - PAYMENT CENTER	1488	0020570217	26292	PHONE SERVICES 08/24/2023 - 09/23/2023	47.80
G100423	ATT - PAYMENT CENTER	1488	0020570218	26292	PHONE SERVICES 08/24/2023 - 09/23/2023	24.67
G100423	ATT - PAYMENT CENTER	1488	0020570219	26292	PHONE SERVICES 08/24/2023 - 09/23/2023	322.83
G100423	ATT - PAYMENT CENTER	1488	0020570220	26292	PHONE SERVICES 08/24/2023 - 09/23/2023	25.60
G100423	ATT - PAYMENT CENTER	1488	0020570221	26292	PHONE SERVICES 08/24/2023 - 09/23/2023	70.92
G100423	ATT - PAYMENT CENTER	1488	0020570222	26292	PHONE SERVICES 08/24/2023 - 09/23/2023	24.76
G100423	ATT - PAYMENT CENTER	1488	0020570223	26292	PHONE SERVICES 08/24/2023 - 09/23/2023	47.80
G100423	ATT - PAYMENT CENTER	1488	0020570224	26292	PHONE SERVICES 08/24/2023 - 09/23/2023	24.67
G100423	ATT - PAYMENT CENTER	1488	0020570225	26292	PHONE SERVICES 08/24/2023 - 09/23/2023	24.67
G100423	ATT - PAYMENT CENTER	1488	0020570226	26292	PHONE SERVICES 08/24/2023 - 09/23/2023	1,386.16
G100423	ATT - PAYMENT CENTER	1488	0020570227	26292	PHONE SERVICES 08/24/2023 - 09/23/2023	24.67
G100423	ATT - PAYMENT CENTER	1488	0020570228	26292	PHONE SERVICES 08/24/2023 - 09/23/2023	28.69
G100423	ATT - PAYMENT CENTER	1488	0020570229	26292	PHONE SERVICES 08/24/2023 - 09/23/2023	46.25
G100423	ATT - PAYMENT CENTER	1488	0020570230	26292	PHONE SERVICES 08/24/2023 - 09/23/2023	24.67
G100423	ATT - PAYMENT CENTER	1488	0020570231	26292	PHONE SERVICES 08/24/2023 - 09/23/2023	24.67
G100423	ATT - PAYMENT CENTER	1488	0020570232	26292	PHONE SERVICES 08/24/2023 - 09/23/2023	24.67
G100423	ATT - PAYMENT CENTER	1488	0020570233	26292	PHONE SERVICES 08/24/2023 - 09/23/2023	24.67
G100423	ATT - PAYMENT CENTER	1488	0020570234	26292	PHONE SERVICES 08/24/2023 - 09/23/2023	70.92
G100423	ATT - PAYMENT CENTER	1488	0020571757	26292	PHONE SERVICES 08/24/2023 - 09/23/2023	86.45
G100423	BANK UP CORPORATION	4259	5837	26293	SEPT. 23 LOCK BOX	427.90
G100423	CORE & MAIN LP	4704	T486542	26295	3" BOLT COUPLERS FOR STOCK	438.41
G100423	HURLBERT, SCOTT	5685	092623	26299	REIMBURSEMENT MILEAGE CONFERENCE	344.53
G100423	MUNICIPAL MANAGEMENT ASSISTANTS OF NORTHE	5258	8825	26301	MEMBERSHIP RENEWAL THRU 11/2024 - CINTHIA UGALDE	95.00
G100423	ONE SOURCE PARTS, LLC DEPT 900	5748	1003930	26302	RFS #23: ELEVATOR CYLINDER	1,722.69
G100423	PETTY CASH/ANNEX	88	OCT 2023	26304	ANNEX PETTY CASH - PD FLEET REGISTER	236.00
G100423	PHOENIX GROUP INFORMATION SYSTEMS	4913	82023239	26306	BILLING FOR 08/2023	311.28
G100423	QUINN COMPANY	228	PC080526766	26307	STR #83: BUCKET HYDRAULIC RAM KIT	369.44
G100423	READYREFRESH BY NESTLE	4027	310033487406	26308	8/21/23-9/20/23: 5409 7TH ST PORTABLE WTR SERV	54.67
G100423	SALDANA, EDUARDO	5896	092123	26309	RFND KERN EDC DINNER	100.00
G100423	UNIVAR USA INC	111	51473964	26312	WELL #11: 11TH & OAK LIQUID CHLORINE	932.84
G100423	USA BLUEBOOK	498	135711	26313	24025: CHAIN FOR SUB PUMP & HOOK FOR CCTV CRAWLER	364.84
G100423 Total						13,886.96
Grand Total						27,663.54

**MINUTES**  
**WASCO CITY COUNCIL**  
and Successor Agency to the  
Former Redevelopment Agency  
**Tuesday, October 3, 2023**  
Regular Meeting – 6:00 p.m.  
**City Council Chambers**  
**746 8<sup>th</sup> Street, Wasco, CA 93280**

**REGULAR MEETING – 6:00 pm**

**1) CALL TO ORDER:**

Mayor Martinez called the meeting to order at 6:00 p.m.

**2) ROLL CALL:** Mayor Martinez, Mayor Pro Tem Garcia, Council Members: Medina, Reyna, Saldaña

**PRESENT:** Mayor Martinez, Mayor Pro Tem Garcia, Council Members: Medina, Reyna, Saldaña

**STAFF PRESENT:** City Manager Hurlbert, City Attorney Mark Bateman, City Clerk Martinez, Deputy City Clerk Flores, Public Works Director Villa, Community Development Director Cobb, Assistant City Manager Lara, Chief of Police Fivecoat, Finance Director Perez-Hernandez, Kern Sheriff Sergeant Stout, Kern Fire Chief Appleton

**3) FLAG SALUTE:** led by Mayor

**4) INVOCATION:** by Paul Hernandez, Freewill Baptist Church

**5) PRESENTATIONS:**

- a.** New Employee Police Department Badge Pinning Ceremony for:
  - 1. Alecio Mora, Police Lieutenant
  - 2. Lionel Lopez, Police Sergeant
  - 3. Maira Puente, Police Sergeant

This item has been rescheduled for the next council meeting on October 17, 2023.

**6) PUBLIC COMMENTS: None**

**7) SUCCESSOR AGENCY BUSINESS: None**

**8) WASCO PUBLIC FINANCE AUTHORITY BUSINESS: None**

## **CITY COUNCIL BUSINESS:**

### **9) CONSENT CALENDAR:**

The Consent Calendar consists of items that, in the staff's opinion, are routine and non-controversial. These items are approved in one motion unless a Council Member or member of the public requests the removal of a particular item.

- a. Receive and File department payments totaling \$1,812,268.14
- b. Approval of City Council Minutes for September 19, 2023, Regular Meeting.
- c. Adopt a Resolution Authorizing the City Manager or his designee to finalize and enter into an Agreement for Preventative Maintenance Services of the City's Generators with Duthie Power Services for an Estimated Annual Amount of \$35,092.94, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Reso#2023-3969**

**Agmt#2023-047**

- d. Adopt a Resolution Authorizing the City Manager or designee to Enter and Execute Amendment No. 2 to Agreement 2008-048 with County of Kern Waste Disposal, Agreement #1075-2008, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Reso#2023-3970**

**Agmt#2008-048(2)**

- e. Adopt a Resolution to Authorize the City Manager or Designee to Execute a Task Order Proposal with QUAD KNOFF, INC., for Professional Consulting Services for Compliance with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) to Support the Drinking Water State Revolving Fund Application for the Construction of Four Wells and Two New Water Storage Tanks (Project) in the City of Wasco, and Find that the subject activity is not a project within the meaning of CEQA Guidelines Section 15378 and is therefore not subject to review under CEQA.

**Pulled for separate consideration**

- f. Adopt a Resolution Authorizing the City Manager or Designee to Make a \$739,911.52 Monetary Budget Amendment from the Adopted FY 2023/2024 SB1 Funds to the SB1 Poplar Avenue Rehabilitation Project #21016, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Reso#2023-3972**

- g. Adopt a Resolution Authorizing the City Manager or Designee to Endorse and Enter into an Agreement with Bowman Asphalt, Inc. for the SB1 Poplar Avenue Rehabilitation Project in the amount of \$1,099,979.00 and allowing the City Manager to execute Contract Change Orders in an amount not to exceed an

aggregate of \$75,000, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Reso#2023-3973**

**Agmt#2023-048**

- h. Adopt a Resolution Authorizing the City Manager or Designee to Procure Consultants/Contractors and Approve Expenses up to \$25,000.00 to Perform Work Related to Water Quality Analyses and Video Survey of Potential Future Well Sites, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Reso#2023-3974**

- i. Adopt a Resolution to Authorize the City Manager or Designee to Execute the First Amendment to the On-Call Consultant Services Agreement No. 2021-054 with QUAD KNOPF, INC (QK) and find that the subject activity is not a project within the meaning of CEQA Guidelines Section 15378 and is therefore not subject to CEQA review.

**Reso#2023-3975**

**Agmt#2021-054(1)**

Council Member Reyna pulled item 9e for further discussion.

No Conflict of Interest on the consent calendar for any of the Council members.

No public comments.

**Motion** was made by Council Member Reyna, **seconded** by Council Member Medina, to approve the Consent Calendar with separate consideration on item 9e by the following roll call vote:

AYES:	MARTINEZ, GARCIA, MEDINA, REYNA, SALDAÑA
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	NONE

- e. Adopt a Resolution to Authorize the City Manager or Designee to Execute a Task Order Proposal with QUAD KNOPF, INC., for Professional Consulting Services for Compliance with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) to Support the Drinking Water State Revolving Fund Application for the Construction of Four Wells and Two New Water Storage Tanks (Project) in the City of Wasco, and Find that the subject activity is not a project within the meaning of CEQA Guidelines Section 15378 and is therefore not subject to review under CEQA.

**Reso#2023-3971**

**Agmt#2020-021(1)**

Council Member Reyna requested clarification regarding the allocation of the grant money of \$44 million for this item. City Manager Hurlbert explained that the

City's application status is unchanged but that the funding source now includes direct Federal monies, requiring additional (NEPA) environmental reporting.

**Motion** was made by Council Member Reyna, **seconded** by Mayor Martinez, to approve item 9e by the following roll call vote:

AYES:	MARTINEZ, GARCIA, MEDINA, REYNA, SALDAÑA
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	NONE

**Mayor Martinez granted public comment by Noeh Ontiveros regarding an invitation to the Open-Door Network event.**

**10) PUBLIC HEARINGS: None**

**11) DEFERRED BUSINESS: None**

**12) NEW BUSINESS:**

- a. Adopt a Resolution Authorizing the City Manager or Designee to Approve, Review, and Provide Inspection of the Wasco Rotary Sign Project Implementation and Find that this action is exempt under the California Environmental Quality Act State Guidelines pursuant to Section 15311; therefore, no environmental review is required.

**Reso#2023-3976**

Presentation by Oscar Luna, Larry Pennell, and Kelly Richers.

Public comment by John Pallares addressing his concern regarding the item.

**Motion** was made by Council Member Reyna, **seconded** by Council Member Saldaña, to adopt the resolution by the following roll call vote:

AYES:	MARTINEZ, GARCIA, MEDINA, REYNA, SALDAÑA
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	NONE

- b. Adopt a Resolution Authorizing the City Manager or Designee to Finalize and Execute a Purchase Agreement with ProForce Law Enforcement for Personal Body Armor used by Police and Code Compliance Officers and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Reso#2023-3977**

Oral presentation by City Manager Hurlbert.

No public comments.

**Motion** was made by Mayor Pro Tem Garcia, **seconded** by Council Member Medina, to adopt the resolution by the following roll call vote:

AYES: MARTINEZ, GARCIA, MEDINA, REYNA, SALDAÑA  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: NONE

- c. Adopt A Resolution Authorizing the City Manager or Designee to Finalize, Execute and Implement the City of Wasco Police Department Policy Manual developed with the use of Lexipol, LLC, a Delaware Limited Liability Company, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Reso#2023-3978**

Oral presentation by City Manager Hurlbert, and mentioned there was an omission in the Resolution of the verbiage "including updates ", and to authorize the city manager to update the policy as needed.

No public comments.

**Motion** was made by Mayor Martinez, **seconded** by Council Member Reyna, to adopt the resolution with the changes as mentioned by the following roll call vote:

AYES: MARTINEZ, GARCIA, MEDINA, REYNA, SALDAÑA  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: NONE

**13) REPORTS FROM COMMISSIONS AND COMMITTEES:**

- a. Kern Economic Development Corporation (Garcia)  
**No report.**
- b. Kern Council of Government (Reyna)  
**No report.**
- c. Wasco Task Force (Reyna & Medina)  
**No report.**

**14) REPORTS FROM KC FIRE AND SHERIFF:**

- a. Kern County Fire Department (Appleton)  
**Chief Appleton gave a recent fire report.**
- b. Kern County Sheriff's Department (Stacy)  
**Sergeant Stout reported on recent crimes.**

**15) REPORTS FROM THE CITY MANAGER:**

**City Manager Hurlbert updated the council on the following:**

- Water shutoffs: Dropped from 100-200 per month historically to approximately 34 after outreach efforts.
- Presented an oral report of the Wasco Police Department Recruitment Statistics.
- Discussed the request for a report on Traffic Calming Measures



- Community Breakfast held on October 4, 2023, at Wasco Union Elementary District Maintenance of Transportation MOT Facility located at 2201 Griffith Avenue, 7:00 a.m.
- Teresa Burke Elementary School Mural Ribbon Cutting Ceremony October 6, 2023 at 8:15 a.m.
- Domestic Violence Awareness Month event – Wednesday, October 11, 6:00 p.m. at the Lifehouse Church, 1441 7<sup>th</sup> Street.
- SNIP Event will be held on Wednesday, October 11<sup>th</sup> & Wednesday, October 25<sup>th</sup>, 8:00 a.m.- 12:00 p.m. across from the Courthouse on the Wasco Public Works sidewalk.
- Community Clean-up, October 21, 2023, 9:00 a.m. – 12:00 p.m. at Barker Park – Volunteers needed.
- Trunk or Treat – College Community Services - Monday, October 30, 2023 – 3:00 p.m. – 5:00 p.m. at 820 6<sup>th</sup> St. (& E St.)
- Trunk or Treat – Wasco Parks & Recreation on Tuesday, October 31, 2023 – 6:00 p.m. – 8:00 p.m. at Barker Park
- Strata Credit Union Bank: Ribbon cutting ceremony on Thursday, November 2, 2023, at 10:00 a.m. at 2380 Highway 46.
- Senator Melissa Hurtado and Assemblywoman Dr. Jasmeet Bains will present a Police Department funding check to the City on Thursday, November 2, 2023, at 1:00 p.m. at the Wasco Council Chambers.

#### **16) REPORTS FROM THE CITY COUNCIL:**

##### **Council Member Reyna:**

- Attended the League of California Cities annual conference on September 20, 2023.

#### **17) CLOSED SESSION: None**

#### **18) CLOSED SESSION ACTION: None**

#### **19) ADJOURNMENT:**

Mayor Martinez adjourned the meeting at 7:04 p.m.

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Monica Flores, Deputy City Clerk

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Vincent Martinez, Mayor



## STAFF REPORT City of Wasco

**TO:** Honorable Mayor and Council Members

**FROM:** M. Scott Hurlbert, City Manager  
Maria Lara, Assistant City Manager  
Luis Villa, Public Works Director

**DATE:** October 17, 2023

**SUBJECT:** Adopt a Resolution Authorizing the Submittal of FY 2022-23 CalRecycle SB1383 Local Assistance Grant Program Application for Funding and Authorize the City Manager or Designee to Execute the Grant Agreement and any Amendments Thereto.

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### **Recommendation:**

Staff recommends the City Council:

- 1) Adopt a Resolution authorizing the submittal of an application for funding and authorize the city manager or designee to execute the grant agreement and any amendments thereto for the FY2022-23 CalRecycle SB 1383 Local Assistance Grant Program.
- 2) Find that the subject activity is not a project within the meaning of CEQA Guidelines Section 15378 and is not subject to review under CEQA.

### **Environmental Review:**

The staff has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA guidelines because the proposed activity consists of a governmental fiscal/administrative activity which does not result in a physical change in the environment, and is therefore not subject to review under CEQA.

### **Discussion:**

The Department of Resources Recycling and Recovery (CalRecycle) offers the SB1383 Local Assistance Grant Program under Chapter 395, Statutes of 2016, in a statewide effort to reduce short-lived climate pollutants (SLCP) emissions. The targets must reduce organic waste disposal by 50 percent by 2020 and 75 percent by 2025 and rescue food for people to eat at least 20 percent of currently disposed surplus food by 2025.

***This non-competitive grant*** program offers \$90,000,000 available for this grant cycle, Fiscal Year 2022-23, of funding to local jurisdictions to assist with the implementation of regulation requirements associated with SB 1383, including but not limited to:

- Capacity Planning
- Collection
- Edible Food Recovery
- Education and outreach (includes organic waste & edible food recovery)
- Enforcement and Inspection
- Program Evaluation/Gap Analysis
- Procurement Requirements/ Record Keeping

*The City of Wasco estimated SB 1383 Local Assistance Grant Funding FY2022-23 is approximately **(\$75,000.00)**. Base award amounts were set at \$75,000 for eligible entities, and the remaining funds were distributed to eligible entities based on per capita calculations using the Department of Finance's January 2023 population statistics.*

The City of Wasco plans to purchase and implement fleet management software and hardware to comply with SB1383 regulations, maintain records, and track cloud-based software. The software has the capability to track various data, including the compliance and enforcement of organics collection services. A significant portion of the funds will be allocated towards this purchase. The remaining funds will be utilized to cover consultant costs related to organics collection implementation, capacity planning, education and outreach, enforcement, and inspection. This will help the City to streamline its operations and ensure efficient compliance with regulations.

The application deadline for SB1383 Local Assistance Grant Program is November 15, 2023, and tentatively April 1, 2024, CalRecycle will be considering funding and approving awards. Then, the City will have from April 1, 2024, to April 1, 2026, to implement the proposed project and file the final report.

**Fiscal Impact:**

Staff resources impact/ No Financial Match Requirement.

**Attachments:**

1. Resolution

**RESOLUTION NO. 2023 - \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WASCO AUTHORIZING SUBMITTAL OF APPLICATION(S) FOR THE FISCAL YEAR 2022-23 CALRECYCLE SB 1383 LOCAL ASSISTANCE GRANT PROGRAM FOR WHICH THE CITY OF WASCO IS ELIGIBLE AND AUTHORIZES THE CITY MANAGER OR DESIGNEE TO EXECUTE THE GRANT AGREEMENT AND ANY AMENDMENTS THERETO**

**WHEREAS**, Public Resources Code sections 48000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle) to administer various grant programs (grants) in furtherance of the State of California's (State) efforts to reduce, recycle, and reuse solid waste generated in the state thereby preserving landfill capacity and protecting public health and safety and the environment; and

**WHEREAS**, in furtherance of this authority CalRecycle is required to establish procedures governing the application, awarding, and management of the grants; and

**WHEREAS**, CalRecycle grant application procedures require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of CalRecycle grants.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Wasco as follows:

**SECTION 1:** Authorizes the submittal of application(s) to FY 2022-23 CalRecycle for SB 1383 Local Assistance Grant Program for which the city is eligible.

**SECTION 2:** the City Manager or designee is hereby authorized and empowered to execute in the name of the City of Wasco all grant documents, including but not limited to applications, agreements, amendments, and requests for payment, necessary to secure grant funds and implement the approved grant project; and

**SECTION 3:** these authorizations are effective for five (5) years from the date of adoption of this resolution.

-o0o-

**I HEREBY CERTIFY** that the foregoing Resolution No. 2023 - was passed and adopted by the Council of the City of Wasco at a regular meeting thereof held on October 17, 2023, by the following vote:

COUNCIL MEMBERS:

AYES:

NOES:

ABSTAIN:

ABSENT:

**Attest:** \_\_\_\_\_

\_\_\_\_\_  
**VINCENT MARTINEZ,**  
**MAYOR** of the City of Wasco

\_\_\_\_\_  
**MARIA O. MARTINEZ**  
**CITY CLERK** and Ex Officio Clerk of  
the Council of the City of Wasco



## STAFF REPORT City of Wasco

**TO:** Honorable Mayor and Council Members

**FROM:** M. Scott Hurlbert, City Manager  
Keri Cobb, Community Development Director

**DATE:** October 17, 2023

**SUBJECT:** Adopt a Resolution to Authorize the City Manager or Designee to finalize and execute a contract amendment with Infrastructure Engineers, Inc., a Bowman Company, in an amount not to exceed \$30,000 for completion of the City's 2024-2032 6<sup>th</sup> Cycle Housing Element upon satisfaction of the City Attorney and the requirements and contingencies identified herein.

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### **Recommendation:**

Staff recommends the City Council:

- 1) Adopt a resolution authorizing the City Manager to finalize and execute a contract amendment with Infrastructure Engineers, Inc., in an amount not to exceed \$30,000 for completion of the City's 2024-2032 6<sup>th</sup> Cycle Housing Element.
- 2) Find that the subject activity is exempt from the California Environmental Quality Act pursuant to Section 15061(b)(3)

### **Environmental Review:**

This Project is exempt from CEQA because the Housing Element is a general, overarching guidance and policy document to promote equity for a City's housing supply and does not dictate any specific measures to be taken in any single housing development. Therefore, it can be seen with certainty that there is no possibility that the Project will result in a significant effect on the environment. As such, the commonsense exemption would apply, and this Project would be considered exempt based on CEQA Exemption 15061(b)(3), which states the following:

*"The activity is covered by the commonsense exemption in that CEQA applies only to projects which have the potential for causing a significant effect on the environment.*

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



*" This is because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, as per the referenced exemption, based on the fully mitigated status of the project's impact on the local environment.*

**Discussion:**

On December 6, 2022, the City Council authorized the City Manager to enter into Agreement No. 2022-047 (attached hereto the staff report) with Infrastructure Engineers for the completion of the City's 2024-2032 6<sup>th</sup> Cycle Housing Element. Infrastructure Engineers was the only proposal the City received, and the initial contract was in the amount of \$149,567, which was just below the \$150,000 LEAP grant the City had for this project.

Significant and steady progress has been made on the City's 6<sup>th</sup> Cycle Housing element, and the draft document is now under review with the State Department of Housing and Community Development. City Staff and Infrastructure Engineers staff have met with State staff via Zoom 3 times to discuss the State's comments on the document. Formal written comments are due back to the City by October 24. Once the written comments are received, we will work with Infrastructure Engineers to address the comments, adopt the document, and resubmit to the State for certification. The project remains on schedule; however, we are at the end of our budget and need an additional amount to address the State's comments and complete the document.

Without a copy of the State's formal written comments, Infrastructure Engineers are unable to provide the City with a specific budget for the additional work required. However, they have agreed that based on the preliminary verbal comments, the work required to address the State's comments and complete the document is estimated at \$20,000. In the interest of moving this project forward and to completion in a timely manner and within the State's deadlines, Staff is requesting that the City Council authorize the City Manager to execute a contract amendment in an amount not to exceed \$30,000 to address the State's comments and complete the document.

The overall budget with the additional funds is more in line with what other cities are paying for completed Housing Elements, and the City is benefiting from cost savings realized as a result of Infrastructure Engineer's work on a Housing Element for a neighboring city.

**Fiscal Impact:**

Kern Council of Governments Kern COG will soon be receiving an additional allocation of Regional Early Action Planning funds in the amount of \$924,200, which will be divided evenly among member cities. The City of Wasco's share will be \$73,165.83. This funding will be used to cover the additional Housing Element costs. The cost will be coded to Project Number 23001.

**Attachments:**

1. Resolution
2. Existing Infrastructure Engineer's Agreement No. 2022-047

**RESOLUTION NO. 2023 - \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF WASCO AUTHORIZING THE CITY MANAGER OR DESIGNEE TO FINALIZE AND EXECUTE A CONTRACT AMENDMENT WITH INFRASTRUCTURE ENGINEERS, INC. A BOWMAN COMPANY IN AN AMOUNT NOT TO EXCEED \$30,000 FOR COMPLETION OF THE CITY'S 2024-2032 6<sup>TH</sup> CYCLE HOUSING ELEMENT**

**WHEREAS**, the City wishes to a contract amendment with Infrastructure Engineers, a Bowman Company, in an amount not to exceed \$30,000 for completion of the City's 2021-2032 6<sup>th</sup> Cycle Housing Element Update; and

**WHEREAS**, the action is exempt from CEQA pursuant to section 15061(b)(3)

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

**SECTION 1:** Authorizes the City Manager or designee to finalize and execute a contract amendment with Infrastructure Engineers Inc., a Bowman Company, in an amount not to exceed \$30,000, subject to approval by the City Attorney.

**SECTION 2:** The amendment shall not be effective unless and until executed by the City Manager upon satisfaction of the City Attorney and the requirements and contingencies identified herein.

-o0o-

**I HEREBY CERTIFY** that the foregoing Resolution No. 2023 - \_\_\_\_\_ was passed and adopted by the Council of the City of Wasco at a regular meeting thereof held on October 17, 2023, by the following vote:

COUNCIL MEMBERS:

AYES:

NOES:

ABSTAIN:

ABSENT:

**Attest:**

\_\_\_\_\_  
**VINCENT MARTINEZ,**  
**MAYOR** of the City of Wasco

\_\_\_\_\_  
**MARIA O. MARTINEZ**  
**CITY CLERK** and Ex Officio Clerk of  
the Council of the City of Wasco

**AGREEMENT NO. 2022 - 047**

THIS AGREEMENT made this 6th day of December, 2022, by and between the CITY OF WASCO, a municipal corporation (the "City") and ADVANCED APPLIED ENGINEERING, INC., a California Corporation dba INFRASTRUCTURE ENGINEERS (the "Consultant"),

**W I T N E S S E T H :**

**WHEREAS**, City wishes to hire Consultant for services relating to the development of revised goals and objectives for City's new 2024-2032 Housing Element Update as more particularly described in Exhibit "A" attached hereto and by this reference made a part hereof (the "Services") and under the terms and conditions hereinafter described.

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions set forth hereinafter, the parties agree as follows:

1. The parties incorporate the foregoing recitals as if fully set forth herein verbatim.

2. Consultant hereby agrees to perform the Services pursuant to the terms and conditions hereinafter described and Consultant is agreeable thereto.

3. Consultant shall perform the Services for a total fee of not to exceed \$149,567.00 (the "Fee") broken down by tasks as more particularly described in Exhibit "B" attached hereto and by this reference made a part hereof. The Services shall be billed utilizing Consultant's rate schedule described in Exhibit "B". Consultant shall bill City by invoice no more often than monthly for the Services. Each invoice shall first be reviewed by the City Manager or the City Manager's representative and approved for payment. Thereafter, each invoice shall be submitted to the City Council at the next regularly scheduled meeting for which the matter can be presented for consideration. Upon approval by the City Council, the invoice shall be paid in the amounts approved by the City Council within a reasonable time thereafter.

4. The Services shall be completed pursuant to the "Project Schedule with Milestones" attached hereto as Exhibit "C" and by this reference made a part hereof. Notwithstanding the foregoing, City may terminate this Agreement at any time upon ten (10) days prior written notice to Consultant in which event, if termination is without cause, Consultant shall be entitled to payment for that portion of the Fee represented by the amount of the Services performed by Consultant to the



date of termination as reasonably determined by City. If termination is for cause, no compensation shall be payable for Services performed in breach of this Agreement.

5. Consultant represents and warrants that Consultant has professional errors and omissions insurance coverage in amounts not less than \$1 million per claim. Consultant represents and warrants that Consultant has comprehensive general public liability insurance in the amount of \$1,000,000 per occurrence and Consultant shall name City, its officers, councilmembers, and employees as additional insureds on its comprehensive general liability insurance policy which shall be primary to any general liability insurance policy or joint powers coverage maintained by the City and which shall provide City with at least ten days prior notice to termination or reduction in coverage. Consultant shall provide City with a certificate of insurance verifying the foregoing to City's satisfaction. Consultant represents and warrants that it has all worker's compensation insurance as required by law.

6. During the term of this Agreement, Consultant shall not provide consulting engineering services for projects within City to any entity or individual other than City without the prior written consent of the City Council which may be given or denied in City's sole discretion.

7. Information, data, plans and specifications, Consultant's estimates, and all other project documents drafted or created by Consultant or on behalf of Consultant for City shall belong to City and Consultant hereby assigns all of its copyright interests therein to City, irrevocably and forever and agrees that City shall be the owner of all such copyrights. All of the foregoing documents hereafter prepared by Consultant for City or on behalf of Consultant for City shall be retained and maintained for City by Consultant in its offices at no additional cost to City. Consultant shall release all such files and documents as instructed by City from time to time, and all such files and documents shall belong to City. Consultant shall not be liable for use of any such files or documents for purposes other than their original intended purpose.

8. All notices required to be given under this Agreement or by law shall be in writing and shall be deemed served if personally delivered to the party to be served or (a) on the next business day following deposit of the notice with an overnight delivery service, provided the overnight carrier's records confirm delivery, or (b) when sent by confirmed facsimile or electronic mail ("Email") or (c) when delivered by United States mail, certified, return receipt requested, with date of signing the return receipt (or refusal to sign) as the date of service or (d) by deposit in the United States mail, postage prepaid with notice deemed served on the third business day thereafter.



All such notices shall be served as follows: if to City - City Manager, 746 8th Street, Wasco California 9328, Fax – (661) 758-7239, Email--[cityclerk@cityofwasco.org](mailto:cityclerk@cityofwasco.org); or if to Consultant – Andre Dupret, 3060 Saturn Street, Suite 250, Brea, California 92821, Fax – (714) 940-0700, Email – [adupret@infengr.com](mailto:adupret@infengr.com). Any party may change any of the foregoing as it relates to the party by giving written notice to the other party of the change in the manner set forth herein.

9. Time is of the essence with regard to each covenant, condition and provision of this Agreement.

10. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

11. This Agreement constitutes the entire agreement between the parties with regard to the subject matter herein and supersede all prior oral and written agreements and understandings between the parties with respect thereto.

12. This Agreement may not be altered, amended, or modified except by a writing executed by duly authorized representatives of all parties.

13. In the event any action or proceeding is instituted arising out of or relating to this Agreement, the prevailing party shall be entitled to its reasonable attorney's fees and actual costs.

14. This Agreement may be executed in counterparts. An electronic or facsimile copy of this fully executed Agreement shall be as effective as the original for all purposes.

15. Waiver by a party of any provision of this Agreement shall not be considered a continuing waiver or a waiver of any other provision, including the time for performance of any such provision.

16. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective heirs, successors, and assigns. Notwithstanding the foregoing, Consultant shall not, under any conditions, assign this Agreement or any part thereof to any other entity or individual without City's prior written consent which may be given or denied in City's sole discretion.

17. If any term, provision, covenant or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and not be affected, impaired, or invalidated thereby.




18. City and Consultant each acknowledge that each party and their respective legal counsel have reviewed this Agreement and agree that this Agreement is the product of negotiations between the parties. This Agreement shall be interpreted without reference to the rule of interpretation of documents that uncertainties or ambiguities therein shall be determined against the party so drafting the Agreement.

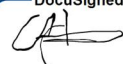
19. Consultant hereby agrees to indemnify, defend, and hold harmless City, its agents, officers, Councilmembers, employees, and representatives from any and all claims, liabilities, expenses, and damages, including, without limitation, attorneys' fees, for injury to or death of any person, and for damage to any property, arising out of or in any way related to any negligent or intentional act, error, or omission by or on behalf of Consultant in performance of Services under this Agreement.

20. Consultant's is an independent contractor under this Agreement and is not an agent or employee of City.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the date first hereinabove written.

DocuSigned by:  
  
740A5800F39347E  
M. SCOTT HURLBERT, City Manager, City of  
Wasco, California

ADVANCED APPLIED ENGINEERING, INC.,  
a California Corporation dba Infrastructure  
Engineers

DocuSigned by:  
  
By: 439512796A61479...  
ANDRE DUPRET, Executive Vice President of  
Development Services

## EXHIBIT "A" [Services]



Proposal for Housing Element Update  
City of Wasco – November 10, 2022

### J. Firm's Scope of Work

This section describes our systemic approach to the scope of work, delivery of services, and associated tasks. Tasks are numbered according to the RFP.

#### Task 1: Project Initiation

##### Task 1.1: Project Kick-Off Meeting

During the project kick-off meeting, Infrastructure Engineers will begin to develop a revised project schedule, with milestones. Our team will initiate the kick-off meeting with City staff and our partners for team introductions, initiate the roadmap to proceed with tasks, and receive guidance to ensure our team and City staff are in accord with the methods to obtain information needed to develop revised goals and objectives for the new 2024-2032 Housing Element Update. The schedule will include the appropriate level of interaction and review with HCD for the certification process.

Additionally, our Project Managers will meet bi-weekly with the City's Project Manager to report on updates, action items and deliverables and ensure objectives and milestones are met. In addition, our team will coordinate and hold pre-scheduled monthly meetings with stakeholders and key team members.

Deliverables: Memorandum of kick-off meeting in PDF format.

##### Task 1.2: Project Schedule

Our team will work with City staff to finalize a Project Schedule within ten (10) working days after the kick-off meeting. The schedule will be compliant with SB 18 and AB 52 regulations and include tasks and milestones for response to comments and certification of the HEU by the Department of HCD prior to December 2023. It will include a public outreach timeline with public meetings and anticipated commission and council hearings, workshops, and study sessions in addition to an environmental review timeline. In addition, the schedule will include:

- Key milestones and tasks with adequate time for staff review of HEU work products
- A Public Outreach Program timeline
- Anticipated Planning Commission and City Council hearings, workshops, and study sessions dates

Deliverables: Initial project schedule and monthly updated schedules in PDF format.

##### Task 1.3: Project Management and Coordination

Infrastructure Engineers' project leads will schedule meetings with City staff, as necessary to ensure objectives and milestone are being met. All required meetings will be held via conference call, virtually, or in-person at the City's discretion. Our project team will prepare a meeting summary, to include action items for each meeting and will also work closely with project staff members to ensure that assigned tasks are completed in a timely manner, that meetings are held according to the project schedule and proceedings recorded, and that the production of the HEU and supporting documents are completed on schedule and filed for shared use. In addition, Infrastructure Engineers project staff will create and make presentations to the City and/or stakeholders as required.

Deliverables: Meeting summaries of scheduling and organization in PDF format.

#### Task 2: Housing Element Update

##### Task 2.1: Current Housing Element Review and Evaluation

Our team will compare results of actual and projected outcomes and expectations contained in the 2015-2023 Housing Element. A focused analysis will include a study of the Land Use, Circulation, Public Facilities, and Economic Development Elements as well as any relevant Specific Plans. Infrastructure Engineers will



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review City documents and provide a summary of citywide conditions, resources, constraints, and funding options. Documents include, but are not limited to, the General Plan, Ordinances, Housing Programs and Policies, and related environmental documents. We will identify existing governmental and non-governmental (i.e., environmental) constraints to accelerated housing development within the City and formulate strategies to combat and alleviate these constraints. Infrastructure Engineers will conduct an analysis of the City's progress towards meeting the identified goals, policies, and programs since the adoption of the current Housing Element in the previous cycle (2015-2023). This evaluation of the existing Housing Element will aid in the identification of existing programs that may require revision or expansion to enhance the efficiency in attaining the goals outlined in the Housing Element. This evaluation will also assist in determining additional programs that may be necessary.

*Deliverables: Inventory of information and data in PDF format.*

#### **Task 2.2: Housing Assessment and Needs Analysis**

Infrastructure Engineers will complete a full housing assessment and needs analysis that is in compliance with state laws. We will obtain and analyze current demographic, economic, infrastructure and housing data needed to complete this task. The assessment will include the following:

- **Identification of the Study Area:** This includes the entire City for which the Housing Needs Assessment applies.
- **Evaluation of Demographics & Economics:** The profile will provide in-depth details about the market areas, including population and household characteristics, development characteristics, economic characteristics, current housing stock, and the housing market conditions.
- **Evaluation of Community and Public Services:** Our team will provide an overview of services available to residents, including, but not limited to, parking alternatives, public transit, shopping, medical, public safety, recreational facilities, utilities, and public infrastructure. These identified services will be evaluated to determine how they affect potential demand for housing.
- **Housing Stock Inventory:** This section will include housing stock characteristics that are analyzed and displayed for the study areas. These characteristics include, but are not limited to, housing tenure (renter vs. owner), age of housing, general housing condition, housing values, rent levels, etc. The analysis will include housing gap estimates for each target market by identifying net gain, decline and demand of market-rate and income-restricted housing utilizing various levels of income stratifications.

Our team will also take an inventory of rental housing supply that includes multifamily rental housing properties in the study areas, such as government-subsidized and affordable Tax Credit properties, as well as market-rate properties.

We will take inventory of for-sale housing supply that includes data for the subject market from sources such as Multiple Listing Services, Realtor.com, and the local tax assessor. Data will be collected and analyzed for both historical sales (typically from 2010 to current) and available information on for-sale housing alternatives. This will provide valuable information such as sales trends, including pricing, and the product that is currently available for purchase.

Finally, we will identify projects in the development pipeline.







- **Stakeholder Interviews:** We will conduct interviews and obtain local insight from area stakeholders regarding current housing conditions and trends, to identify anticipated housing needs, and to determine if there are barriers that exist that may limit residential development in the market. Stakeholders will be asked for input on what housing products or markets should be a priority for the area. This insight is used in conjunction with quantitative data to assess market issues. The use of surveys disseminated to developers, stakeholders and throughout the City's demographic population will aid in the collection of public opinion.



Our team will conduct interviews and obtain local insight from area stakeholders regarding current housing conditions and trends

- **Housing Gap Analysis (Demand Estimates):** Based on the existing housing stock within the study area and both current and projected demographics, a housing gap analysis will be completed for the primary study area (PSA). The gap analysis will determine whether a deficit or surplus of housing units exists for households at various income bands for rental and for-sale housing. The demand analysis will consider existing current household estimates, as well as household growth projections by income and tenure. The rental demand calculations should also consider cost-burdened households and those living in substandard housing. The for-sale demand calculations will take into consideration household growth and the need for replacement housing (older, substandard housing).
- **Conclusions/Recommendations:** The conclusions typically summarize the depth of the market for additional housing within the PSA. Specific conclusions may include recommendations for the types of housing development that should be pursued and supported, as well as types of housing that will be needed in the short, medium and long term (projected five years ahead, or longer), recommendations as to the types of programs that the local government should consider expanding or providing for the development/redevelopment of necessary housing and recommended priorities for funding of projects.

Deliverables: Inventory of information and data in PDF format.

#### **Task 2.3: Housing Parcel Identification (Sites Inventory) Analysis**

Our team will prepare a sites analysis showing the relationship between the City's 6<sup>th</sup> Cycle RHNA and the City's current dwelling unit capacity, availability of potential housing sites based on zoning, infrastructure, and General Plan policies, requirements, and limitations. We will also work with staff to identify potential zoning strategies to address need for additional housing unit capacity. Potential zoning strategies could include the rezoning of sites to accommodate for the City's RHNA.

Deliverables: Inventory of information and data in Excel format.

#### **Task 2.4: Housing Production Constraints Analysis**

Our team will identify programmatic, physical, and financial housing resources available in the City. As well, we will analyze geographical, administrative, and other constraints. This work will include review of existing city regulations, codes, and standards related to housing. Where constraints exist, we will propose strategies to address them. Interviews with City staff/local developers/affordable housing stakeholders will be conducted to determine what the primary constraints to accelerated housing production are within the City. Our research will include review of current City regulations, codes, and standards related to housing.





Deliverables: Inventory of information and data in PDF format.

## Task 6: Community Outreach

### Task 6.1: Community Engagement Plan

Infrastructure Engineers anticipates two scoping meetings with the community; one workshop-style meeting conducted in the early stages of the information gathering process to introduce the Housing Element project, distribute surveys, and gather public comments and POVs; stage a community update meeting midway in the production process after fieldwork and housing constraints analysis are completed; and if necessary, the Infrastructure Engineers team is fully equipped to execute virtual community meetings and workshops in place of live, in-person, gatherings. All data will be archived and available for the City's use. As part of the preparation for presentations, the Infrastructure Engineers community engagement staff will prepare all necessary branded outreach materials for distribution, communication and advertising purposes including for the City's website, social media platforms, flyers, announcements, notices, display boards, surveys, and PowerPoint presentations. If needed, collateral materials can be translated and prepared in Spanish by our in-house staff at no additional charge.

Our production team will prepare all project notices in paper and electronic format for mailings, for use on social media platforms, and for posting on the City's website. When it comes to promoting the community meeting, the Infrastructure Engineers team will cast a wide net to ensure as many community members as possible are aware of the event. Our team will coordinate with the City to update the City's website to prominently display the meeting notification, publicize the event on all social media feeds, and provide information via email blasts to keep the public fully apprised of all community meetings, any modifications to the meeting schedule, and the format of the meeting if restrictions are enforced due to COVID-19.

Deliverables: All outreach materials in PDF format.

### Task 6.2: Study Session

Infrastructure Engineers' community engagement team will be responsible for the preparation of all required project branding design and development for collateral materials such as flyers, announcements, posters and presentation boards, and any required PowerPoint presentations. We will conduct a joint study session of the Planning Commission and City Council following the community outreach and engagement phase to receive early input on the HEU.

Deliverables: Presentation materials; Memoranda of session results, action items, etc., in PDF format.

#### Branding and Publicity

Our team will employ their graphic design abilities to develop eye-catching and professional project collateral, including flyers, posters, and digital materials. We will ensure the look and messaging are consistent with every piece we produce. All materials will be provided in both English and Spanish. As well, we will create a logo for the project to brand every piece of marketing material we create. The logo will be simple, memorable, and versatile. As well, Infrastructure Engineers will prepare a "kit of parts" to distribute at community events. Our graphics staff are talented page layout specialists and skilled designers. They will be responsible for creating flyers for distribution.

### Task 6.3: Public Hearings

Infrastructure Engineers will prepare all required Planning Commission and City Council meeting staff report drafts, exhibits, and presentations for City staff review. Our staff will also attend all public hearings of the Planning Commission and/or City Council as required.







Our production team will prepare all project notices in paper and electronic form for mailings, for use on social media platforms, and for posting on the City's website. When it comes to promoting the community meeting, the Infrastructure Engineers team will cast a wide net to ensure as many community members as possible are aware of the event. Our team will coordinate with the City to update the City's website to prominently display the meeting notification, publicize the event on all social media feeds, and provide information via email blasts to keep the public fully apprised of all community meetings, any modifications to the meeting schedule, and the format of the meeting if restrictions are enforced due to COVID-19.

When issuing public notices for virtual meetings, our team will clearly convey the following information to maximize attendance and public input to ensure the City achieves an updated Housing Element that meets the needs of the community:

If the meeting is virtual, we will describe how members of the public can observe and participate in the meeting.

We will provide a phone number or email address where members of the public can obtain additional information on how the City will conduct the meeting and how to get assistance in participating electronically.

We will note any limitations on public access or comments that are different than a regular public meeting (such as requiring speakers to sign up or provide comments in advance).

All data will be archived and available for City's use.

Deliverables: Draft Staff Reports and presentation materials; Memorandum of hearing results, action items, etc., in PDF format.

## Task 7: Consistency Review of All General Plan Elements

In compliance with Government Code §65300.5, the goals, policies and objectives and various accompanying analyses and text of the Housing Element must be reviewed in the context of the rest of the elements of the General Plan. We will revise the Housing Element to ensure it includes a discussion of how internal consistency within the General Plan has been achieved and how internal consistency will be maintained throughout the planning period (Government Code §65583(c)(7)), that there is consistency with other General Plan elements such as Land Use, Circulation and Open Space, and that it is compliant with State law.

Deliverables: Inventory of information and data in PDF format.

### Task 7.1: Housing Policies and Programs

The City has the responsibility to adopt a program that implements the policies, goals and objectives of the Housing Element through their vested powers, particularly over land use and development controls, regulatory concessions and incentives, and the utilization of financial resources. SB 375 amended sections of housing law to include specific requirements, including timelines and consequences.

The Housing Element must include programs to address the following six areas:



Example of a Public Notice to be displayed on the City's website, broadcast on social media, and distributed through eblasts.





- Adequate Sites.
- Assist in the development of adequate housing to meet the needs of extremely low-, low- and moderate-income households.
- Address and remove governmental constraints.
- Conserve and improve the condition of the existing affordable housing stock.
- Promote housing opportunities for all persons.
- Preserve units at-risk of converting to market rate uses.

Examples of recommended policies that the City of Wasco can consider as part of this section, and which have been adopted by various jurisdictions throughout the State of California include:

**Policy**

- The City encourages development of residential uses in strategic proximity to employment, recreational facilities, schools, neighborhood commercial areas, and transportation routes.
- The City revises its ordinances and fees to encourage development of secondary dwellings, and further promote secondary dwellings. For example, the City can consider revising road requirements and public facility fees for secondary dwellings or according to home size.
- The City can integrate and disperse special needs housing within the community and in close proximity to transit and public services.
- The City invests in infrastructure and public facilities to ensure that adequate water, sewer, roads, parks, and other needed services are in place to serve existing and future residential developments.
- The City encourages the development of senior housing and assisted living facilities, especially near transit, recreational facilities, medical centers and hospitals, neighborhoods well served by pedestrian facilities, and access to healthy food.

Deliverables: Inventory of information and data in PDF format.

**Task 7.2: Quantified Objectives**

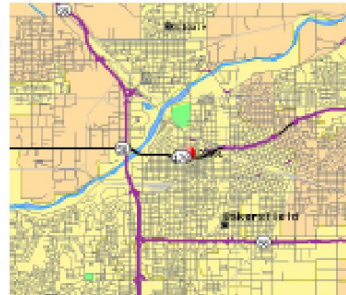
State law mandates that quantified objectives must establish the maximum number of housing units by income category that can be constructed, rehabilitated, and conserved over a five-year time period (Government Code §65583(b)).

Deliverables: Inventory of information and data in PDF format.

**Task 7.3: Revised Maps and Figures**

Our team will revise maps and figures in the Housing Element and other elements of the General Plan to ensure consistency throughout the General Plan document.

Deliverables: Inventory of information and data in PDF format.



Our team will revise maps, figures, and other significant elements of the General Plan to ensure consistency throughout the document.

**Task 8: Environmental Documentation**

**Task 8.1: Environmental Determination – Categorical Exemption**

It is the City's determination that a Categorical Exemption is sufficient at this time. Infrastructure Engineers will proceed with an Exemption for the Housing Element Update, per the City's request.







### Task 9: Public Hearings & Preparation of Presentation Materials

Infrastructure Engineers' staff will attend three to five public hearings and conduct one public scoping meeting to present primary characteristics of the proposed revisions to the Housing Element, and to solicit comments regarding the scope and content of environmental issues to be addressed in the environmental document.



Pre-meeting assistance will be included. We will prepare informational items to be distributed/used at the meeting, which will include the following:

- PowerPoint presentation for all public hearings and CEQA scoping meetings.
- A flowchart defining the entire environmental review process highlighting opportunities for public input.
- A summary of project characteristics.
- Comment cards, surveys, and questionnaires designed to obtain focused responses to identify resident and stakeholder concerns to assist the City and Infrastructure Engineers team in focusing the topical analysis of the Housing Element Update and the environmental document.

Infrastructure Engineers staff will advise the City if, based on comments made at the Public Scoping Meeting, additional or supplemented technical analyses will be required to accurately assess potential levels of impacts resulting from the proposed updates to the Housing Element; we will then develop baseline conditions.

Deliverables: Flowchart; Summary of Characteristics; comment cards/surveys/questionnaires; PowerPoints.

### Task 10: Adoption and Certification

Infrastructure Engineers will prepare the Notice of Determination (NOD) and submit the required filings with state agencies and the County Recorder's Office as may be necessary. The NOD must be filed within five working days after approval of the project.

Since the City is the lead agency, Infrastructure Engineers will ensure that the NOD is filed with the County Clerk of Kern County and the State Clearinghouse.

In addition, Infrastructure Engineers will ensure that the NOD filed with the Kern County Clerk is made available for public inspection and posted within 24 hours of receipt for a period of at least 30 days. The filing of the NOD and its posting starts a 30-day statute of limitations on court challenges to the approval under CEQA; failure to file the NOD will allow a 180-day statute of limitations on court challenges.

Infrastructure Engineers will prepare and circulate the Notice of Completion for the MND through the State Clearinghouse to local agencies and interested persons and for public review and will ensure all aspects of circulation and noticing for the Final MND are undertaken per appropriate protocols. Infrastructure Engineers will also work with the City to ensure the full disposition of the Final MND. The City shall:

- File copy of final MND with Planning Department; include Final MND as part of the regular project report. Retain copies of the Final MND as public records for a reasonable period of time.

Deliverables: Notice of Determination (NOD) stamped by the County Clerk; Notice of Completion (NOC); in Word and PDF formats; up to 25 hardcopies of final environmental analysis.



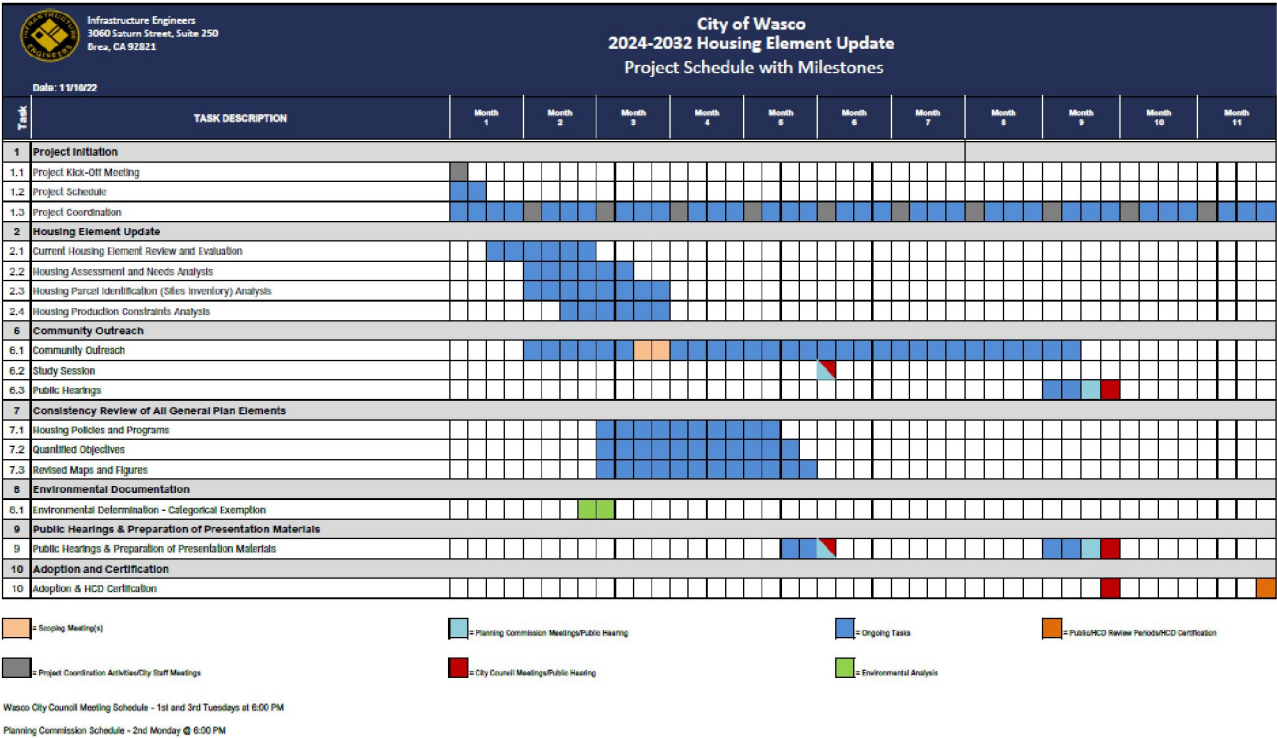
EXHIBIT "B"  
[Consultant’s Rate Schedule]

TASK DESCRIPTION	City of Wasco 2024-2032 Housing Element Update Fee Proposal							11/10/22
	Principal-in-Charge/ Planning Manager	Project Manager	Environmental Manager	Senior Planner	Associate Environmental Planner	Assistant Planner/ Community Outreach	GIS Specialist	TOTAL FEE
	Name: Andre Duprat	Malia Durand	Albert Armijo	Jason Wasmund	John Moreno	Tyler Currie	Cameron Lukos	
Billing Rate:	\$180	\$168	\$158	\$149	\$135	\$129	\$150	
PROJECT SCOPE OF WORK								
Task 1 : Project Initiation								
Task 1.1: Project Kick-Off Meeting		4	4					\$ 1,304
Task 1.2: Project Schedule		8	4					\$ 1,976
Task 1.3: Project Coordination	40	80	90					\$ 25,380
Task 2 : Housing Element Update								
Task 2.1: Current Housing Element Review and Evaluation	2	24	4	20		10		\$ 9,294
Task 2.2: Housing Assessment and Needs Analysis	3	24	4		40	15		\$ 12,539
Task 2.3: Housing Parcel Identification (Sites Inventory) Analysis	2	24	3			10	60	\$ 15,156
Task 2.4: Housing Production Constraints Analysis	4	16	28	10	20	20		\$ 14,602
Task 6: Community Outreach								
Task 6.1: Community Engagement Plan	5	20	4		10			\$ 6,242
Task 6.2: Study Session	5	8	8		5			\$ 4,183
Task 6.3: Public Hearings	5	20			5			\$ 4,935
Task 7: Consistency Review of All General Plan Elements								
Task 7.1: Housing Policies and Programs	4	24	12	20	20	20		\$ 14,906
Task 7.2: Quantified Objectives	2	10	8	10	10	10		\$ 7,434
Task 7.3: Revised Maps and Figures	2	4	4				60	\$ 10,664
Task 8: Environmental Documentation								
Task 8.1: Environmental Determination - Categorical Exemption	1	16	12					\$ 4,764
Task 9: Public Hearings & Preparation of Presentation Materials								
Task 9: Public Hearings & Preparation of Presentation Materials	10	20	10		10			\$ 8,090
Task 10: Adoption and Certification								
Task 10: Adoption & HCD Certification	10	16	16		8			\$ 8,096
TOTAL HOURS	95	318	151	60	128	85	120	
TOTAL PROJECT COSTS								\$ 149,567

\* Hourly rates are all-inclusive. Hourly rates provided in this fee proposal represent a discounted rate for the City of Wasco.



EXHIBIT "C"  
[Project Schedule with Milestones]



**RESOLUTION NO. 2022 - 3825**

**A RESOLUTION OF THE CITY COUNCIL OF WASCO AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO ENTER INTO AN AGREEMENT BETWEEN THE CITY OF WASCO AND ADVANCED APPLIED ENGINEERING, INC., INFRASTRUCTURE ENGINEERS TO COMPLETE THE CTY'S 2024-2032 HOUSING ELEMENT UPDATE**

**WHEREAS**, the City wishes to enter into a consultant services agreement with Advanced Applied Engineering, Inc., Infrastructure Engineers to complete the City's 2021-2032 Housing Element Update; and

**WHEREAS**, the proposal to complete this study is attached as Exhibit "A."

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

**SECTION 1:** Authorizes the City Manager or his designee to execute an agreement with Advanced Applied Engineering, Inc., Infrastructure Engineers, subject to approval by the City Attorney.

**SECTION 2:** The agreement shall not be effective unless and until executed by the City Manager upon satisfaction of the City Attorney and the requirements and contingencies identified herein.


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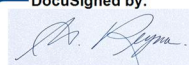
**I HEREBY CERTIFY** that the foregoing Resolution No. 2022 - 3825 was passed and adopted by the Council of the City of Wasco at a regular meeting thereof held on December 6, 2022, by the following vote:

**COUNCIL MEMBERS:**

AYES:	REYNA, PALLARES, GARCIA, LYNCH, MARTINEZ
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	NONE

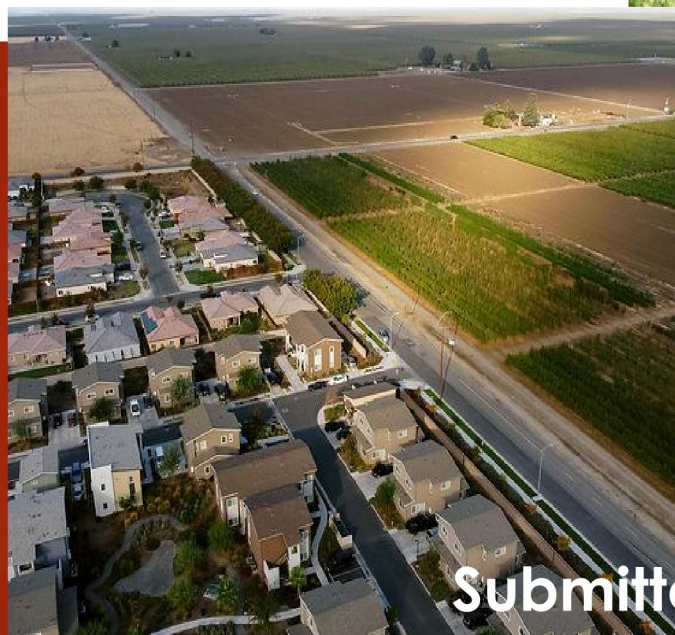
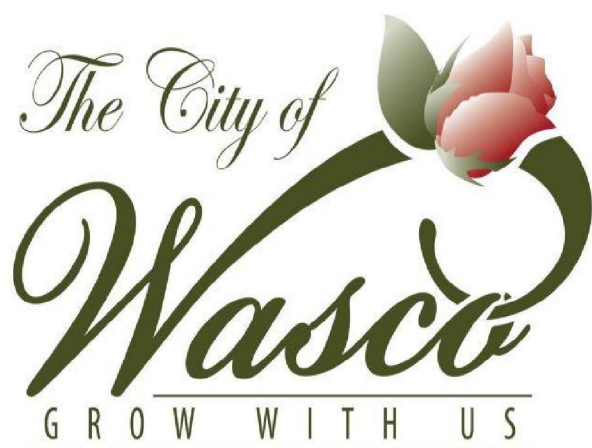
**Attest:** 12/12/2022

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**MARIA O. MARTINEZ**  
**CITY CLERK** and Ex Officio Clerk of  
the Council of the City of Wasco

DocuSigned by:  
  
C5DE139539F34A0  
**GILBERTO REYNA,**  
**MAYOR** of the City of Wasco



# Proposal for a Housing Element Update



Submitted by  
Infrastructure Engineers

November 10, 2022



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## A. Cover Sheet

Infrastructure Engineers' "Cover Sheet" appears on the following pages on our company letterhead, per the RFP.





November 10, 2022

City of Wasco  
764 E Street  
Wasco, CA 93280

Attention: Keri Cobb, Community Development Director

**Subject: Proposal to Prepare the 2024-2032 Housing Element Update**

Dear Ms. Cobb:

In response to the City's Request for Proposal (RFP), Infrastructure Engineers is pleased to submit our qualifications to prepare the 2024-2032 Housing Element Update and required environmental determination for the City of Wasco to ensure it meets the State's housing mandates, while being innovative and achievable at its heart.

The Housing Element Update (HEU) will need to demonstrate how it will provide an adequate inventory of sites on which to accommodate new housing units during the 2024-2032 planning period. The HEU will address the 6th Cycle Housing Element Guidelines and Regional Housing Needs Assessment (RHNA) housing unit goals, while also addressing the environmental impacts that the increased housing development may cause as well as the effects of that increase on the quality of life. Infrastructure Engineers is here to assist the City of Wasco meet those challenges in a timely and cost-effective manner.

**We Understand** – The Housing Element Update will analyze the City's progress toward meeting the housing goals put forth in its 2015-2023 Housing Element and show how the current and future housing needs of the City will be met in the 2024-2032 planning period. The HEU will also incorporate all new requirements and housing laws that aim to continue removing barriers to housing production and incentivize the development of housing, particularly affordable housing, and should contain a strategy that analyses the financial feasibility of providing needed affordable housing with strategies on how to develop such housing. In summary, the City expects the chosen consultant to 1) Assess the effectiveness of current housing programs, goals, and policies; 2) Address the production of housing units for all income categories; 3) Identify housing characteristics and special housing needs; and 4) Explain how the City will accommodate the RHNA for the upcoming 6th Cycle; and 5) Identify and comply with new state housing laws and programs.

**Our Mission** – Since our founding in 1994, Infrastructure Engineers has had a singular mission based on a set of culture principles and fundamentals. That mission is to be the best municipal services provider. Period. Our extensive list of satisfied clients is evidence that we are succeeding in our mission.

**Ready to Serve** – The Development Services Department at Infrastructure Engineers is taking the lead on this assignment and is responsible for preparing this proposal. Our highly experienced and dynamic team of in-house urban and environmental planners and technicians, housing specialists, transportation engineers, and technical studies experts, are ready to serve the City of Wasco and complete the scope of work as expressed in the RFP. For this assignment, we are partnering with several outstanding firms that are familiar with the City of Wasco and the greater San Joaquin Valley.

**Project Approach** – Our strategy will approach the project from a "macro" perspective first, or the broader point of view, and will then focus on the specific details, or the "micro" view, as the initial research and studies are completed. For example, to prepare the sites inventory analysis, we will study the overall number of potential housing sites throughout the City on a global scale and then narrow our analysis to a neighborhood level to



perform a more intimate study of the sites themselves. This process will help us maintain an accurate survey and resulting count of potential developable housing sites to which we will apply specific parcel data such as ownership, parcel size, current uses, zoning, proximity to high quality resources, infrastructure availability, and physical features to determine developable potential.

Community engagement will factor greatly into our project approach. We understand the importance of engaging the community at an early stage in the process. Our team is experienced in the art of coordinating and facilitating a variety of scoping meetings, workshops, charrettes, and pop-up events in both a traditional and virtual – COVID-19-compliant – manner. Our community engagement team will also take the lead in preparing the required presentation and collateral materials necessary for optimum engagement with the public.

With our experience working on complex and challenging projects of similar scope and nature simultaneously – like Environmental Justice Elements, Safety Element Updates, General Plan Updates, and Zoning Code Amendments – our staff possess the ability to work effectively, and efficiently. This includes research, data collection, fieldwork, and analysis. This method of teamwork will make the production of documents and cost efficient.

We also view the various local and state agencies and identified stakeholders as partners in the process of developing a successful Housing Element. Our community engagement and public relations team will reach out to the various stakeholders and will work to keep them informed throughout the process. Outreach will extend to local neighborhoods, elected officials and community leaders both in Wasco and adjacent cities, Kern County administrators, state representatives of the Department of Housing and Community Development (HCD), the State Clearinghouse (SCH), various transportation agencies, including Caltrans, utility companies, Councils of Government (COGs), and most importantly housing and homeless assistance organizations. These could include the Kern County Housing Authority, the California Veterans Assistance Foundation, and the Kern County Department of Human Services, to name a few.

**The Core Infrastructure Engineers Project Team** – For this assignment, we will rely on our Development Services Department and its highly experienced staff to spearhead the preparation of the Housing Element Update, appropriate environmental analysis, and associated documents. Our team of creative and forward-thinking planners, and technicians have the right stuff when it comes to understanding the sustainability of the quality of life and the myriad of environmental considerations that have an impact on the everyday lives of the residents of the City of Wasco. The Infrastructure Engineers project team is committed to working in unison with City staff and the community to ensure that the goals and objectives of the project are met and that the scope of work is performed in a timely and cost-effective manner while being innovative and achievable at its heart.

In addition to our consulting partners, the core team at Infrastructure Engineers will consist of myself as Principal-in-Charge and Planning Manager; our Project Manager, Malia Durand; and our Environmental Manager, Albert Armijo. As Principal-in-Charge, I will also be responsible for quality control and assurance and will be the primary liaison to the City through the duration of the project.

**Relevant Experience** – The preparation of a housing element update is a complex and time-consuming endeavor that requires hands-on experience and the ability to conduct research, compile data, perform fieldwork, perform analyses, and prepare the conclusions required to produce a comprehensive and detailed document, all the while maintaining frequent communications with City staff, HCD and other oversight agencies, the public, and community stakeholders. This is especially true of the level of work that will be required to update the Housing Element for the City of Wasco and obtain certification by the state.





Infrastructure Engineers is currently working on three 2021-2029 Housing Element Updates for the Cities of Huntington Park, Lynwood, and Adelanto, and one 2024-2032 HEU for the City of Shafter. IE is also preparing the related environmental documents for each of these HEUs. For the Wasco HEU, and because of the changes in State law for the preparation of 6<sup>th</sup> Cycle Housing Elements, we will utilize a method of research, fieldwork, data collection, and analysis similar in nature to the method we are using in the preparation of each of our current HEUs.

Our experienced staff of housing, planning and environmental specialists have been trained to work on multiple projects, in multiple spheres, simultaneously and are very effective in their ability to deliver quality product. We are not intimidated nor hindered by the level of work we are engaged in and in fact, thrive in this environment. We have achieved maximum efficiency due to our strict discipline, organization, management style and, most importantly, our talented staff. We are confident that our team is the one to deliver a quality Housing Element on time and on budget to the City of Wasco.

We acknowledge and accept all terms and conditions contained in the RFP and attest that the terms of our proposal are firm for a period of 180 days from the date of submittal.

**In Conclusion** – We look forward to the opportunity to demonstrate our qualifications, problem solving and planning intellect and our process-oriented approach to updating your Housing Element to meet and exceed the expectations of the City and the community. If you have questions on any portion of this proposal, please do not hesitate to contact me, Andre Dupret, at 714-940-0100, ext. 5130, or by email at [adupret@infengr.com](mailto:adupret@infengr.com).

Sincerely,  
Infrastructure Engineers

A handwritten signature in blue ink, appearing to read "Andre Dupret", followed by a long horizontal line extending to the right.

Andre Dupret  
Executive Vice President

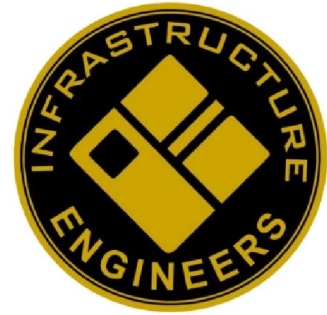


## B. Introduction

Advanced Applied Engineering, dba, Infrastructure Engineers, an S corporation, was established in 1994 with a clear mission to provide professional engineering, planning, and municipal services to cities and counties throughout Southern and Central California. We are committed to making a difference in the communities we serve by maintaining and improving infrastructure and supporting civic services.

Our staff are focused practitioners and expert technicians in every field they service. Many of them are former city employees, so they understand the importance of maintaining strict oversight of project schedules, budgets, and maintenance. They possess first-hand knowledge of city operations and priorities, which empowers them to be strong advocates for every city they serve. We work closely with our clients to address issues before they become problems and strive to always deliver high-quality results on time and within budget.

As a mid-sized municipal services consulting firm, we have achieved great success in our pursuit of service to cities, which has allowed us to grow to a firm with more than 120 staff in five (5) offices conveniently located throughout Southern and Central California. Our office locations are as follows:



<p><b><u>San Bernardino County:</u></b></p> <p>301 E. Vanderbilt Way Suite 430 San Bernardino, CA 92408 Phone: (714) 940-0100</p>	<p><b><u>Orange County (Headquarters):</u></b></p> <p>3060 Saturn Street Suite 250 Brea, CA 92821 Phone: (714) 940-0100</p>	<p><b><u>Los Angeles County:</u></b></p> <p>13200 Crossroads Parkway Suite 400 Industry, CA 91746 Phone: (626) 544-0400</p>
<p><b><u>City of Orange:</u></b></p> <p>3111 N. Tustin Avenue Suite 270 Orange, CA 92865 Phone: (714) 940-0100</p>	<p><b><u>Kern County:</u></b></p> <p>785 Tucker Road Suite G, PMB #401 Tehachapi, CA 93561 Phone: (714) 940-0100</p>	

Infrastructure Engineers is a full-service firm with in-house experts that can evaluate the condition, capacity, and future demands of infrastructure networks and, thus, provide a more realistic picture of development potential. Our staff includes urban planners, environmental specialists, and technicians, civil, design, and traffic engineers, architects, inspectors, plan checkers, and construction managers, allowing us to truly be a full-service firm for our clients. Infrastructure Engineers offers a full spectrum of engineering, planning, housing, environmental, building and safety, architectural, and construction management services. Examples of our services include:





❖ Environmental Impact Reports	❖ CEQA Compliance
❖ Environmental Analysis	❖ Environmental Compliance
❖ Environmental Justice Element Updates	❖ Public Outreach
❖ Safety Element Updates	❖ Community Engagement
❖ Urban Planning	❖ Civil Engineering
❖ Community Development Services	❖ Traffic Engineering
❖ Staff Augmentation	❖ Waste/Wastewater/NPDES/MS4
❖ Building & Safety	❖ Architectural Services

## C. References

<b>Contact City of Lynwood</b>	
Gabriel Linares, PE, Director of Community Development 11330 Bullis Rd., Lynwood, CA 90262	<b>Phone:</b> (310) 603-0220 <b>Email:</b> glinares@lynwood.ca.us
<b>Contact City of Shafter</b>	
Steve Esselman, Planning Director 336 Pacific Ave., Shafter CA 93263	<b>Phone:</b> (661) 746-5002 <b>Email:</b> sesselman@shafter.com
<b>Contact City of Huntington Park</b>	
Steve Forster, Interim Community Development Director 6550 Miles Ave., Huntington Park, CA 90255	<b>Phone:</b> (323) 582-6318 <b>Email:</b> sforster@hpca.gov
<b>Contact City of Corona</b>	
Jay Eastman, Planning Director 400 S. Vicentia Ave., Corona, CA 92882	<b>Phone:</b> (951) 736-2299 <b>Email:</b> jay.eastman@coronaCA.gov
<b>Contact City of Westminster</b>	
Steve Ratkay, Planning Manager 8200 Westminster Blvd., Westminster, CA 92683	<b>Phone:</b> (714) 548-3484 <b>Email:</b> sratkay@westminster-ca.gov
<b>Contact City of Yorba Linda</b>	
Mark Pulone, City Manager of Yorba Linda (formerly Aliso Viejo) 4845 Casa Loma Ave., Yorba Linda, CA 92886	<b>Phone:</b> (714) 961-7110 <b>Email:</b> mpulone@yorbalindaca.gov
<b>Contact City of Pasadena</b>	
Luis Rocha, Planning Manager 100 Garfield Ave., Pasadena, CA 91101	<b>Phone:</b> (626) 744-6747 <b>Email:</b> lrocha@cityofpasadena.net







## D. Firm's Demonstrated Understanding

Infrastructure Engineers appreciates that a well-executed Housing Element creates a blueprint for a community's future population growth, residential development and, ultimately, its quality of life for residents. Long-range planning is the key mechanism for communities to identify and pursue great visions for their future. The Infrastructure Engineers team will assist the City of Wasco staff with the preparation of the City's 2024-2032 Housing Element Update.

Infrastructure Engineers understands that the Housing Element Update will analyze the City's progress toward meeting the housing goals put forth in its 2015-2023 Housing Element and show how the current and future housing needs of the City will be met in the 2024-2032 planning period. The HEU will also incorporate all new requirements and housing laws that aim to continue removing barriers to housing production and incentivize the development of housing, particularly affordable housing, and should contain a strategy that analyses the financial feasibility of providing needed affordable housing with strategies on how to develop such housing. The Housing Element Update will include the following analyses: 1) Assess the effectiveness of current housing programs, goals, and policies; 2) Address the production of housing units for all income categories; 3) Identify housing characteristics and special housing needs; and 4) Explain how the City will accommodate the RHNA for the upcoming 6th Cycle; and 5) Identify and comply with new state housing laws and programs.

Our team believes in the critical importance of community engagement and public participation in the development of Housing Element Updates. Our team will engage local constituencies, residents, business owners, and other stakeholders, to capture their needs and expectations related to future residential development and to identify strategies and mitigations favored by the community while meeting the City's RHNA and California Department of Housing and Community Development (HCD) goals and requirements.

Staff will conduct an overall review of the of the City's General Plan to ensure consistency across all the Elements and identify any possible additional Elements that should be amended as a result of the Housing Element Update.

Infrastructure Engineers understands that the proposed Project is exempt under State CEQA Guidelines §15061(b)(3) common sense exemption, because the Project involves policies, programs, and actions to meet the City's RHNA allocation that either would not cause a significant effect on the environment or incorporates actions that have already been taken by the City. Based on these factors, it can be seen with certainty that there is no possibility that the proposed 6th Cycle Housing Element Update would have a significant effect on the environment; therefore, the 6th Cycle Housing Element is exempt from CEQA under the commonsense exemption. Infrastructure Engineers will prepare the CEQA Exemption accordingly.

Our staff is prepared to attend a minimum of three to five public hearings, workshops, and scoping meetings to support the production, presentation and adoption/certification of the Updated Housing Element and associated environmental documents. Infrastructure Engineers staff has years of experience working together with City staff and the State Department of HCD in the timely development, production, and certification of Housing Element Updates.

For this assignment, we will rely on our Development Services Department and its highly experienced staff to spearhead the preparation of the Housing Element Update, appropriate environmental analysis, and associated documents. Our team of creative and forward-thinking planners, traffic engineers, environmental specialists and technicians have the right stuff when it comes to understanding the sustainability of the quality of life and the myriad of environmental considerations that have an impact on the everyday lives of the residents of the City of Wasco. The Infrastructure Engineers project team is committed to working in unison with City staff and the community to ensure that the goals and objectives







of the project are met and that the scope of work is performed in a timely and cost-effective manner while being innovative and achievable at its heart.

## **E. Insurance**

Infrastructure Engineers complies with and maintains the insurance requirements of the City of Wasco included in the sample contract in Attachment 1 of the RFP.

## **F. Firm's Capability**

The preparation of a housing element update is a complex and time-consuming endeavor that requires hands-on experience and the ability to conduct research, compile data, perform fieldwork, perform analyses, and prepare the conclusions required to produce a comprehensive and detailed document, all the while maintaining frequent communications with City staff, HCD and other oversight agencies, the public, and community stakeholders. This is especially true of the level of work that will be required to update the Housing Element for the City of Wasco and obtain certification by the state.

Infrastructure Engineers is currently working on three 2021-2029 Housing Element Updates for the Cities of Huntington Park, Lynwood, and Adelanto, and one 2024-2032 HEU for the City of Shafter. IE is also preparing the related environmental documents for each of these HEUs. For the Wasco HEU, and because of the changes in State law for the preparation of 6th Cycle Housing Elements, we will utilize a method of research, fieldwork, data collection, and analysis similar in nature to the method we are using in the preparation of each of our current HEUs.

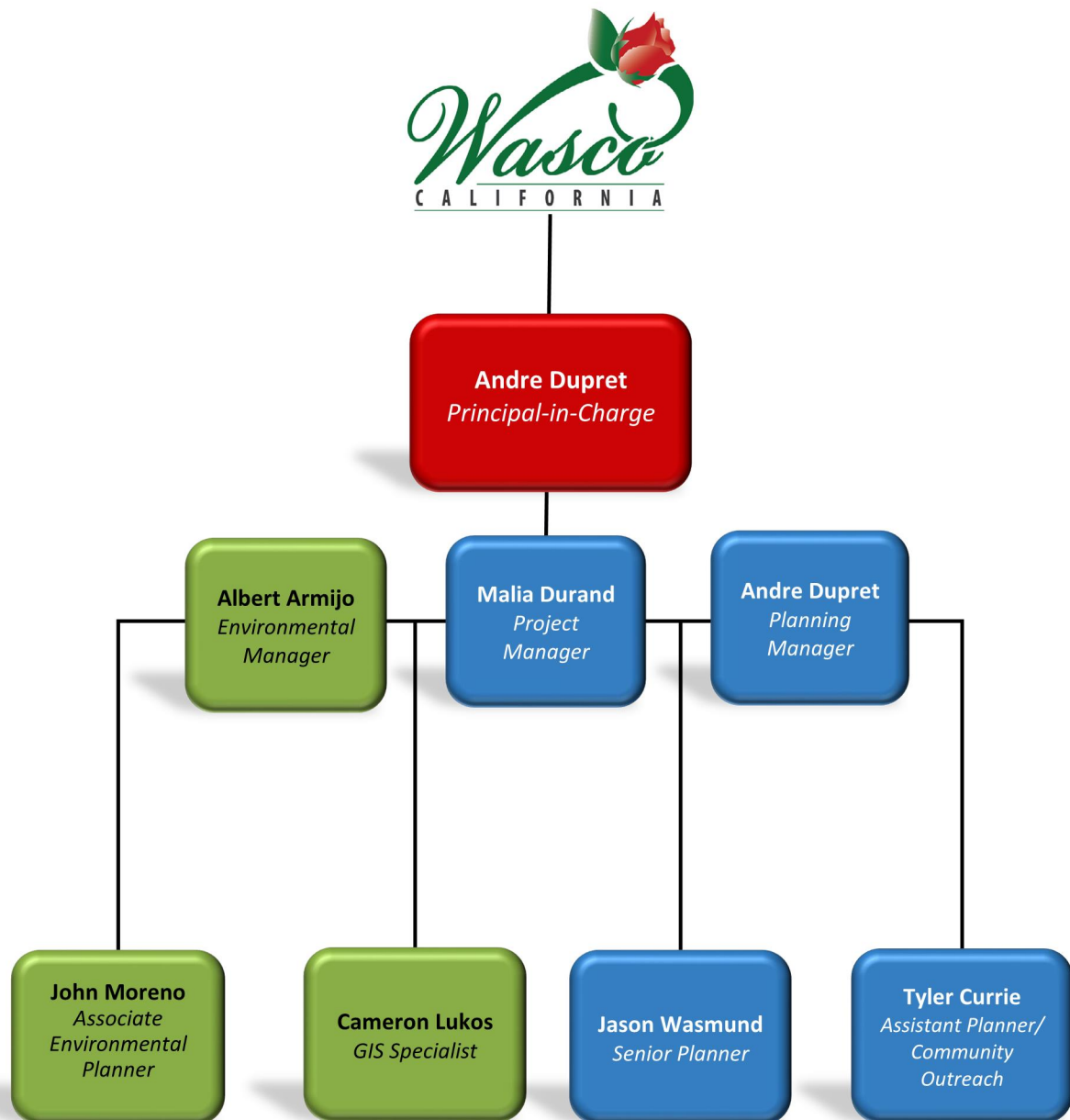
Our experienced staff of housing, planning and environmental specialists have been trained to work on multiple projects, in multiple spheres, simultaneously and are very effective in their ability to deliver quality product on-time and within budget. We are not intimidated nor hindered by the level of work we are engaged in and in fact, thrive in this environment. We have achieved maximum efficiency due to our strict discipline, organization, management style and, most importantly, our talented staff. We are confident that our team is the one to deliver a quality Housing Element on time and on budget to the City of Wasco.





## G. Firm's Qualifications

### Organization Chart





## Resumes – Proposer’s Personnel

### Andre Dupret, APA – Principal-in-Charge/Planning Manager

#### Education:

- MA Candidate, Public Administration, Villanova, PA
- BA, Environmental/Urban Design, California State University, Fullerton, CA

#### Professional Affiliations:

- American Planning Association
- Gateway Cities Council of Governments – Planning Directors

**Years of Experience: 30+**

Our Executive Vice President, Andre Dupret, will serve as Principal-in-Charge and will have primary responsibility on this project. Andre is an urban planner with over 30 years of executive management experience in environmental compliance, city administration, urban planning, community development, economic development, redevelopment, and housing. He will oversee the scope of work on this assignment and will be responsible for ensuring that our team delivers quality products and services consistently on time and within budget. Andre has extensive local government experience in areas of environmental compliance, city administration, urban planning, building and safety, public works, community services, community and economic development and utility services having served as interim City Manager, Assistant City Manager, Deputy City Manager, and department head of several Southern California communities including South Pasadena, Pomona, Maywood, Artesia, and Lynwood. Andre

serves/served as the Principal-in-Charge for environmental planning projects for the Cities of Pasadena, Norwalk, Bell Gardens, Lynwood, Shafter, Bakersfield, Adelanto, Huntington Park, and many more. He has also provided community engagement and public outreach services to the Cities of Baldwin Park, Bell Gardens, Montebello, and Huntington Park; and prepared redevelopment plans for over twenty-five cities throughout the State of California including the Cities of Calexico, Blythe, Dinuba, Needles, Manteca, Firebaugh, Exeter, and Westminster, to name a few.

#### *Relevant Experience*

##### **2024-2032 Housing Element Update, City of Shafter, CA.**

Infrastructure Engineers is currently in production on the 6<sup>th</sup> Cycle, 2024-2032 Housing Element for the City of Shafter. Andre is the Principal-in-Charge on this project responsible for QA/QC, client interface, and budget accounting.

##### **2021-2029 Housing Element Update, City of Lynwood, CA.**

As Principal-in-Charge, Andre is currently overseeing the production of the City’s 2021-2029 Housing Element Update, including a full environmental impact report and related technical studies.

##### **6th Cycle Housing Element Update, City of Huntington Park, CA.**

Andre is working closely with the City and consultants to prepare the 2021-2029 HEU to address the City’s 6<sup>th</sup> Cycle RHNA and future housing needs. Andre is the Principal-in-Charge.

##### **Planning Support and Staff Augmentation Services, City of Adelanto, CA.**

Infrastructure Engineers has been hired to provide planning support and staff augmentation to the City of Adelanto Planning Division. IE is currently providing a Planning Manager, an Environmental Specialist, three Senior Planners, an Associate Planner, an Associate Environmental Planner, a Housing Specialist, and two Planning Technicians. Andre is the acting Development Services Director and oversees the IE planning staff both on and off-site.





**Peer Review of an EIR for the Norwalk Civic Center Project Specific Plan, City of Norwalk, CA.**

Andre is the Principal-in-Charge for the recently awarded Peer Review project to provide CEQA Consulting Services. This project involves Infrastructure Engineers performing Peer Reviews of various documents pertaining to the Norwalk Entertainment District-Civic Center Specific Plan Project. Infrastructure Engineers will provide a review of the Environmental Impact Report (EIR) on behalf of and working closely alongside the City and as well as planning support and traffic and civil engineering oversight. This project is on an accelerated schedule.

**Environmental and Technical Studies Peer Reviews, City of Pasadena, CA.**

Andre is the Principal-in-Charge and oversees the preparation and delivery of peer reviews of environmental documents and technical studies prepared for various proposed development projects. Infrastructure Engineers is under a long-term municipal services agreement for this service.

**Environmental Justice Element and Public Safety Element Update, City of Lynwood, CA.**

Andre is Principal-in-Charge overseeing these three advanced planning projects and supervising 8 planners and environmental specialists and several technical studies subconsultants in the preparation of the environmental analysis and in the construction of the Elements and planning documents.

**General Plan & Zone Code Consistency Project, City of Bell Garden, CA.**

Andre is the designated Principal-in-Charge on this assignment to review the General Plan and Zoning Code to find inconsistencies and assess where changes are required.

**Planning Support Services, City of Moreno Valley, CA.**

Infrastructure Engineers has been hired to provide as-needed planning services for the City of Moreno Valley. The services provided by IE include various elements of entitlement review and development plan review. Andre is the Principal-in-Charge on this project responsible for QA/QC, client interface, and budget accounting.

**Staff Augmentation Service, City of Westminster, CA.**

Andre oversees the deployment and monitors the progress of Infrastructure Engineers planning staff providing staff augmentation services of a full-time Associate Planner assisting with the processing of ADU applications and other current planning and special projects.

**Staff Augmentation Services, City of Corona, CA.**

Andre oversees the deployment and monitors the progress of one full-time Senior Planner, one full-time Planning Technician, and a full-time Administrative Assistant.

**Staff Augmentation Services, City of Huntington Park, CA.**

Andre oversees the deployment of and monitors the progress of a full-time Associate Planner, and a full-time Planning Technician.

**Staff Augmentation Services, City of Norwalk, CA.**

Andre is overseeing the deployment of and monitors the progress of one part-time Planning Technician/Assistant Planner.





## Malia Durand, CISEC-IT – Project Manager

### Education:

- BS, Environmental Science, San Diego State University (SDSU), CA

### Certifications:

- Certified Inspector of Sediment and Erosion Control In-Training (CISEC-IT) 2016

### Years of Experience: 10+

Malia Durand, CISEC-IT, will serve as the Project Manager on this assignment. Malia has a combination of education and advanced planning and environmental work experience which qualifies her to perform the services requested by the City. As an environmental sciences practitioner for the County of San Diego, Malia served as an Environmental Planner II working in the Environmental services unit of the Department of Public Works. Managing the environmental processing of numerous public works projects. Some of the projects that Malia was responsible for included road improvements, bridges, flood control, facilities, dumping remediation, and complex emergency repair projects. Her work as a junior biologist prepared her in the areas of environmental, species, habitat,

construction, and mitigation monitoring. Malia has a clear understanding of environmental law and policy and knows how to effectively apply this knowledge in field work and technical report write-ups. Malia is a Certified Inspector of Sediment and Erosion Control in Training.

### Relevant Experience

#### **2024-2032 Housing Element Update, City of Shafter, CA.**

Infrastructure Engineers has been hired to prepare the 6<sup>th</sup> Cycle, 2024-2032 Housing Element for the City of Shafter. Malia is the Project Manager on this project.

#### **2021-2029 Housing Element Update, City of Lynwood, CA.**

Malia is co-managing the production of the City's Housing Element through a public process that will be certified by the California Department of Housing and Community Development (HCD) by October 15<sup>th</sup>, 2021. The Housing Element Update will comply with evolving housing policy and law, address the Regional Housing Needs Assessment (RHNA) and quality of housing options for the growing region, and provide environmental clearance.

#### **2021-2029 Housing Element Update, City of Huntington Park, CA.**

As Lead Planner in charge of overseeing the preparation of the 6th Cycle Housing Element and coordinating her efforts with a HEU consultant, Malia writes the various sections of the document, participates in meetings with the State Housing and Community Development Department (HCD) and collaborates with the Gateway Cities COG for the preparation of Annual Progress Reports, Implementation Progress Reports, and future planning objectives.

#### **Environmental Planning Manager, Infrastructure Engineers, Brea, CA.**

Malia is one of Infrastructure Engineers' multi-faceted planners, selected for her ability to effectively interact with clients and the public to arrive at positive results when managing projects and staff. She utilizes her customer service skills when on assignment, while interfacing at the public counter. Current projects include the preparation of an Environmental Justice Element, a Safety Element Update, and a Specific Plan Amendment.





### **Environmental Justice Element and Public Safety Element Update, City of Lynwood, CA.**

Malia is coordinating the production of these three advanced planning projects and supervising 8 planners and environmental specialists and several technical studies subconsultants in the preparation of the environmental analysis and in the construction of the Elements and planning documents.

### **CEQA Consulting Services, City of Norwalk, CA.**

Infrastructure Engineers was recently selected to provide CEQA Consulting Services by performing Peer Reviews of various documents pertaining to the Norwalk Entertainment District-Civic Center Specific Plan Project. Malia utilizes her experience with environmental document development and review to serve as the Senior Environmental Planner for this project. Infrastructure Engineers will provide a review of the Environmental Impact Report (EIR) on behalf of and working closely alongside the City. The project is on an accelerated schedule. The City will provide Infrastructure Engineers with various sections of the EIR in phased review, and it is expected that reviews be completed within one week.

### **General Plan and Zoning Code Consistency Project, City of Bell Gardens, CA.**

Infrastructure Engineers has been contracted to assist the City in updating the General Plan to ensure consistency with the Zoning Code. The City is evaluating approximately one hundred parcels for zone change to allow for more mixed-use and residential development throughout the city. Malia is the Project Manager for this project and leads the team in evaluating the City's proposed changes to determine where inconsistency will exist within the General Plan should these changes be made and therefore what additional edits to the General Plan will be necessary. The land use and zoning maps will be updated according to the approved changes.

### **Planning Support and Staff Augmentation Services, City of Adelanto, CA.**

Infrastructure Engineers has been hired to provide support and staff to the City of Adelanto Planning Division. IE is currently providing a Director of Planning, an Environmental Specialist, a Planning Manager, three Senior Planners, an Associate Planner, an Associate Environmental Planner, and a Planning Technician. Malia provides on-call/as-needed planning support services, environmental compliance, and housing program consultations. She is assisting with the development of the 6<sup>th</sup> Cycle Housing Element.

### **Environmental Planner II, County of San Diego, Department of Public Works, Environmental Service Unit, San Diego, CA.**

Malia managed the environmental processing of numerous public works projects, from concept through construction, and to final mitigation sign-off. Some example projects included road improvements, bridges, flood control facilities, dump remediation and complex emergency repair projects.







## Albert Armijo – Environmental Manager

### Education:

- PhD Candidate, Comparative Racial/Ethnic Studies, and History, University of California, Berkeley, CA
- MA, History and American Studies, Indiana University, IN
- BA, History and Comparative Culture, University of California, Irvine, CA

**Years of Experience: 36+**

Al has over 36 years of professional planning experience, during which he has created and supervised project work teams comprised of technical consultants, managed entitlement processes, secured entitlements for large-scale and small-scale development proposals for private and public clients, composed land use regulations, policies and planning studies including General Plan elements and Specific Plans, composed all levels of environmental documents in compliance with CEQA and NEPA regulations and guidelines, worked extensively with community and private interest groups, conducted public presentations on behalf of private clients and public entities, served as Planning Director for three cities, and performed project advocacy. His career in planning includes working on development projects in Orange, Los Angeles, Riverside, San Bernardino, and San Diego

counties, working in a staff support position for various cities in Orange County, Los Angeles County, San Diego County and Riverside County, and serving as a full-time employee with public agencies and with a large land development company.

### **Relevant Experience**

#### **Planner/Senior Environmental Specialist, Infrastructure Engineers, Brea, CA.**

Al composes environmental documents including Environmental Impact Reports and Initial Studies/Mitigated Negative Declarations in compliance with California Environmental Act requirements. Al conducts peer reviews of technical studies for public jurisdictions, composes Planning Commission and City Council Staff Reports and Resolutions, and prepares required Public Notices of Public Agency and community meetings. He also conducts public workshops pertaining to environmental documentation. Al composes General Plan Elements, including Environmental Justice Elements, Public Safety Elements, and Land Use Element Amendments. Serve on work team that conducts demographic and housing research for, and composes, Housing Elements.

#### **Planning Support and Staff Augmentation Services, City of Adelanto, CA.**

Infrastructure Engineers has been hired to provide support and staff to the City of Adelanto Planning Division. IE is currently providing a Director of Planning, an Environmental Specialist, a Planning Manager, three Senior Planners, an Associate Planner, an Associate Environmental Planner, and a Planning Technician. Albert serves as the co-Planning Manager and oversees the planning and environmental services division of the City.

#### **Interim Planning and Building Manager, City of Lynwood, CA.**

Managed daily Planning Division and Building Division operations and personnel, including supervision of seven City staff members and additional consulting staff. In this position, served as Project Manager for major projects. Composed Requests for Proposals for large-scale City projects. Coordinated Planning Commission and City Council Agendas. Prepared Division Agenda Reports for City Planning Commission, City Council, City Manager, and Development Services Program Director. Conducted presentations before Planning Commission and City Council. Coordinated Planning and Building Departments' work with City





Code Enforcement Division. Worked with City Attorney on preparation of new Ordinances for inclusion in City Municipal Code. Reviewed and assisted in preparation of Development Agreements. Prepared environmental documentation and CEQA-required notices for large discretionary projects.

### **General Plan Update and Amendment to Redevelopment Plan; City of Grand Terrace, CA.**

Served as Project Manager and primary author of CEQA documentation for General Plan Update and Redevelopment Plan Amendment project, including preparation of all required notices, coordination of technical studies, preparation of Preliminary Draft Environmental Impact Report and Draft Environmental Impact Report, composition of responses to comments and incorporation of all required information into a Final Environmental Impact Report for City of Grand Terrace. Principal issues addressed included land use, population, housing, air quality and vehicular circulation.

### **Project Manager, Presidio Del Mar, City of San Clemente, CA.**

Conducted due diligence for single-family residential and habitat preservation project. Necessary entitlements included General Plan Amendment, Zone Change, Site Development Permit and Tentative Subdivision Map. Principal issues addressed pertained to aesthetics, viewshed protection, biological resources, hydrology, land use, grading and vehicular access.

### **Director of Planning Services, City of Aliso Viejo, CA.**

Developed and implemented annual and short-term Planning Department objectives; supervised and evaluated work of Planning Department staff. Prepared annual and mid-year Planning Department budgets. Applied for various federal and State financial grants. Developed Requests for Proposals for securing consultants for large-scale, long-term projects. Coordinated and reviewed work of professional planning and technical contract consultants. Served as Project Manager for, and primary author of, the Aliso Viejo Town Center Vision, Concept and Specific Plans, the comprehensive General Plan Update, the Green City Initiative, the Art in Public Places Program, and the Aliso Viejo Ranch Community Center environmental analysis. Developed, and secured City Council approval of, City's first Zoning Code and Zoning Map. Conducted project-related community meetings and public presentations. Prepared and presented Planning Department Staff Reports to the Planning Commission and City Council. Implemented City Manager policies and directions. Interfaced with developers regarding projects in the City.

### **Chambers Group, City of Huntington Beach, CA.**

Served as Principal Project Manager for, and contributing author of, City of Grand Terrace General Plan Update Environmental Impact Report. Composed Preliminary Draft Environmental Impact Report for superfund site in City of Huntington Beach. Supervised technical consultants within company (biologists; hydrologists; acoustics professionals) in work related to various environmental documents. Mentored environmental staff.

### **Sterling Medical Office Building: City of Irvine, CA.**

Served as primary author of an Environmental Impact Report for a proposal to demolish an existing single-story medical office building and construct a three-story medical office building in its place. Necessary entitlements included a General Plan Amendment, Zone Change, and Master Plan. Principal issues addressed included aesthetics, air quality, biological resources, hazards and hazardous materials disposal, land use, noise, traffic, and water quality.

### **Bastanchury Road Widening; City of Yorba Linda, CA.**

Served as sole author of an Initial Study and Mitigated Negative Declaration for a proposal to construct an additional traffic lane and associated improvements along a 2,500-foot segment of an existing roadway. Principal issues investigated and addressed pertained to air quality, General Plan consistency, water quality, noise, traffic safety, pedestrian safety, and aesthetics (street lighting).







## Jason Wasmund – Senior Planner

### Education:

- Master of Urban and Regional Planning, University of California, Irvine, CA
- BS, Environmental Policy, Analysis, and Planning

### Years of Experience: 20

Jason Wasmund has over 20 years' experience in current and long-range planning, design, and historic preservation planning, including entitlement processing, planning counter assistance, historic resource research, preparation of staff reports, and public hearings, and has spent nearly his entire career working for cities in Southern California. To enhance his commercial cannabis program knowledge, in 2019, Jason received intensive commercial cannabis program process training sponsored by the South Bay Cities Council of Governments and is currently serving as the Commercial

Cannabis Program Planner for the City of Corona where he is exclusively processing Cannabis Program applications. He is also trained in Accessory Dwelling Unit (ADU) application processing and served as a historic preservation planner for the City of Pasadena.

### ***Relevant Experience***

#### **Senior Planner, Infrastructure Engineers, Brea, CA.**

Jason works on current and advanced planning projects at the firm. Recent projects include a 2021-2029 Housing Element Update, an Environmental Justice Element, a Public Safety Element Update, and a Specific Plan Amendment. As a planner, Jason is versed in the preparation of staff reports, resolutions, and ordinances; has extensive planning counter experience; and assists with public outreach activities such as scoping meetings, workshops, charrettes, and popup events.

#### **Senior Planner, City of Adelanto, CA.**

As part of IE's Planning Support and Staff Augmentation Services contract with the City of Adelanto, Jason provided on-site support services to the City on current and advanced planning projects, and CEQA compliance.

#### **Associate Planner, City of Corona, CA.**

Jason completed a 12-month assignment at the City of Corona as the exclusive planner assigned to process over fifty Commercial Cannabis Program application packets. His processing skills and knowledge resulted in the successful completion of his service.

#### **Assistant Planner, City of Pasadena Design & Historic Preservation Section, CA.**

Extensive background in design and historic preservation planning, including entitlement processing, preparation of staff reports, and public hearings. Jason participated in the designation of numerous landmarks, National Register nominations, design review of commercial buildings and multi-family residential development, numerous Certificates of Appropriateness, and implementation of a master development plan.

#### **Assistant Planner, City of Glendora Department of Planning and Redevelopment, CA.**

Extensive background in current planning, entitlement processing, regular counter assistance, research and preparation of staff reports, and public hearings before the Planning Commission and City Council. Projects included entitlement processing for new commercial buildings and additions; multi-family residential developments; new wireless sites and co-locations; second story reviews; code amendment ordinances; zone changes; variances; conditional use permits; and historic landmark designations.





## John Moreno – Associate Environmental Planner

### Education:

- BA, Urban Studies, California State University, Northridge, CA

Years of Experience: 17

John Moreno has 17 years of environmental planning experience and is perfectly suited for this assignment. John's in-depth understanding of CEQA compliance and NEPA guidelines are strengths that he will rely on to satisfy the environmental services needed by the City.

### Relevant Experience

#### Associate Environmental Planner, Infrastructure Engineers, Brea, CA.

John, in his capacity as an Associate Environmental and Land Use Planner at Infrastructure Engineers (IE), reports directly to the Environmental Planning Manager. John assists with the preparation and/or review of technical studies and various environmental documents such as Initial Studies (ISs), Negative Declarations (NDs), Mitigated Negative Declarations (MNDs), and helps author Environmental Impact Reports (EIRs), and is experienced in the preparation of Mitigation Monitoring and Reporting Plans (MMRPs). John also processes entitlement applications; reviews and provides comments on development plans; and assists the Urban Planning group at IE with entitlement due diligence, permit, street vacation and encroachment permit preparation, dedication and easement application processing, public hearing preparation, and zoning research.

#### 2024-2032 Housing Element Update, City of Shafter, CA.

Infrastructure Engineers has been hired to prepare the 6<sup>th</sup> Cycle, 2024-2032 Housing Element for the City of Shafter. John is the Associate Environmental Planner on this project.

#### Associate Environmental Planner, City of Adelanto, CA.

As part of IE's Planning Support and Staff Augmentation Services contract with the City of Adelanto, John provides on and off-site support services to the City on CEQA compliance.

#### Planner III, STV, Inc., Los Angeles, CA.

John's responsibilities included field work, field verification of requirements of Mitigation Monitoring and Reporting Plans (MMRPs); and interfacing with engineers, architects, planners, public agencies, construction contractors, and other environmental field personnel to support environmental compliance during construction. John assisted in the preparation of transit planning and transportation planning technical documents, including but not limited to feasibility studies and alternatives analyses. He assisted in the preparation and review of environmental technical reports and chapters of documents to comply with the requirements of the National Environmental Policy Act (NEPA) and the California Environmental Quality Act (CEQA). Responsibilities also included data processing, document control, researching, writing, word processing, GIS, graphics preparation, graphics formatting, document formatting, task management, client relations, and sub-consultant relations for transit/transportation planning and environmental planning tasks.

#### Land Use Planner, Los Angeles/San Francisco, CA.

John assisted clients in the Los Angeles and San Francisco Bay Area with land use entitlements. Prepared and coordinated the submittal of a variety of engineering, building and safety, and planning related applications to public agencies. Conducted due diligence by researching and reviewing plans, recorded maps, documents, title reports, legal documents, agency determination letters, easements, surveys, legal descriptions, improvement plans, ordinances, affidavits, and land records for clients. Performed entitlement due diligence, permit, street vacation and encroachment permit preparation, dedication and







easement application processing, public hearing preparation, and zoning research. Responsible for project and permit status tracking, record keeping, deliveries, and general project filing. Performed research and interfaced with city staff and employees.

**CEQA/NEPA Project Manager/Consultant, Los Angeles Unified School District, Los Angeles, CA.**

John established project teams of technical experts for the preparation of CEQA/NEPA compliance documents for up to twelve new school construction projects ranging between \$20M - \$75M. Monitored daily progress of consultants, scopes of work, budgets, and schedules for the preparation of environmental compliance documents. Managed daily progress by consultants, vendors, and support staff on technical work products. Authored CEQA/NEPA environmental analysis documents for school development projects. Developed a district-wide mitigation monitoring protocol for construction and long-term operation. Conducted public scoping meetings to collect public input on the project and the Draft EIR. Conducted mitigation monitoring, reviewed architectural plans and renderings; conducted mold inspections, processed contract amendments, work requests and invoices. Responded to inquiries from Board of Education members prior and during project approval.

**Environmental Analyst/Consultant, Sapphos Environmental, City of Pasadena, CA.**

John established project teams of technical experts for the preparation of technical studies including traffic, geology, air and noise, cultural, Phase I reports, and hydrology studies for numerous development projects. Monitored daily progress of consultants, scopes of work, budgets, and schedules for the preparation of environmental compliance documents. Managed daily progress by consultants, vendors, and support staff on technical work products. Authored CEQA/NEPA environmental analysis for a diverse range of development projects. Assisted clients with public scoping meetings for the project and the Draft EIR. Assisted with the preparation of Request for Proposals (RFP).





## Tyler Currie – Assistant Planner/Community Outreach

### Education:

- BA, Urban Studies with a specialization in Urban Planning, Design, and Management, San Diego State University, San Diego, CA

**Years of Experience: 3+**

Tyler Currie is an Assistant Planner with municipal government experience. Tyler is experienced in community outreach, administrative support, construction documentation, and pre-project management. Tyler acquired his Bachelor of Arts degree in Urban Studies with a specification in Urban Planning, Design, and Management. Tyler is a driven self-starter who uses his experience and knowledge of city planning to assist with development and planning projects.

### *Relevant Experience*

#### **Assistant Planner, Infrastructure Engineers, Brea, CA.**

As a member of the planning group within the Development Services Department at Infrastructure Engineers, Tyler applies his education in Urban Studies with a specialization in Urban Planning, Design, and Management, and past city experience, to perform the various demands of our fast-paced work environment. His ability to learn quickly and retain knowledge has given him an edge as a planner.

#### **Junior Clerk, San Francisco Public Works Architecture and Engineering, San Francisco, CA.**

Provided oversight (electronically processing physical and digital files, plotting Standard Operation Procedures (SOP's), and tracking historical archives) on over 10 million files as file management liaison for the public works program for the City of San Francisco. Maintained documentation for distribution among 40 architects and engineers for succeeding tenant improvements.

#### **Land Use Associate 1, Md7, San Francisco, CA.**

Reviewed engineering and construction documentation for local jurisdiction applications, ensuring compliance with code guidelines for about 10 telecommunication projects. Acted as a liaison for customers and properly communicated permit timelines and processes.

#### **Project Management Intern, Paganini Electric Corporation, San Francisco, CA.**

Coordinated team meetings with project managers and jobsite foremen to solidify project deliverables, track documentation of projects, and plan realistic timelines of job relevant sites. Spearheaded the development of about 5 RFI (quotes, project blueprints, and timelines) proposals and small projects for local customers.

#### **Real Estate Accounting Admin Assistant, Compass, San Francisco, CA.**

Managed and provided final approval of contractual real estate compliance for various leases that were executed by landlords, agents, and lessees.





## Cameron Lukos – GIS Specialist

### Education:

- MS, Environmental Science & Technology, California State Fullerton, CA
- BA, Environmental Analysis, Pitzer College

### Certifications:

- Data Analysis Certification

**Years of Experience: 5**

### Relevant Experience

#### **GIS Specialist, Infrastructure Engineers, Brea, CA.**

Cameron Lukos is Infrastructure Engineer's GIS (Geographic Information Systems) specialist, working at the intersection of data analysis, programming, and cartography. His primary duties include analyzing spatial data through mapping software and designing digital maps with geographic data and various other data sets. Cameron assists our Land Use and Environmental Planners with the geospatial research and analysis necessary in Urban planning and creates/maintains interactive GIS systems for Infrastructure Engineers and local municipalities.

#### **GIS Specialist/Associate Biologist, Ruth Villalobos and Associates, Ontario, CA.**

Supported and assisted in conducting biological surveys and wetland delineations. Prepared maps and complex databases using a variety of digital data sources including the most current aerial photography, AutoCAD, GPS field collection data, and geo-transformation of historic data for production of various reports, including wetland delineations and permit applications. Reviewed and prepared EIR and CEQA document sections, project descriptions, technical documents, and biological documents. Utilized software knowledge including ArcGIS 10.X, ArcGIS Online, Arc Collector, Trimble GPS Receivers, Pathfinder Office Software, Adobe Photoshop, and Microsoft Office (Word, Excel, PowerPoint).

#### **GIS Technician, Glenn Lukos Associates, Santa Ana, CA.**

Formulated numerous GIS models for wetland delineations, mitigation plans, biological surveys, environmental planning, and land use planning. Conducted GIS analyses for U.S. Army Corps of Engineers, Regional Water Quality Control Board, and California Department of Fish and Wildlife jurisdictional delineations, biological resources, and impact and environmental assessments/alternatives analyses. Prepared relevant, presentable, project-specific exhibits for reports and CEQA documents that depict aquatic resources, biological resources, monitoring areas, proposed impacts, proposed restoration, and photo documentation.







## H. Firm's Related Experience

### 2021-2029 Housing Element Update and EIR City of Lynwood



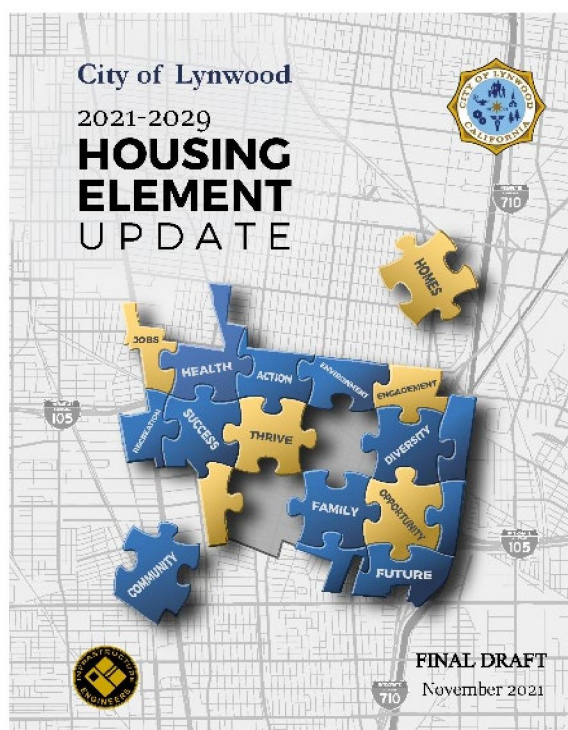
#### **Client Contact Information:**

- Gabriel Linares, Community Development Director
- (310) 603-0220
- glinares@lynwood.ca.us
- Project Cost: \$99,093
- Dates of service: 2021 - 2023

#### **IE Team Members:**

- Andre Dupret  
Principal-in-Charge
- Malia Durand  
Project Manager
- Albert Armijo  
Environmental Specialist

Infrastructure Engineers is currently in the final phase of production on the City of Lynwood's 2021-2029 Housing Element Update (HEU). In-depth analysis resulted in an adequate inventory of sites on which to accommodate new housing units during the 2021-2029 planning period while addressing the 6th Cycle Housing Element guidelines and RHNA goal of 1,555 housing units. In addition, our team conducted an environmental review of the project in compliance with local requirements, and the State CEQA Guidelines. An initial study was completed to address the environmental impacts and the quality-of-life issues that increased development would cause. Infrastructure Engineers also prepared a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program.







## 2021-2029 Housing Element Update City of Huntington Park



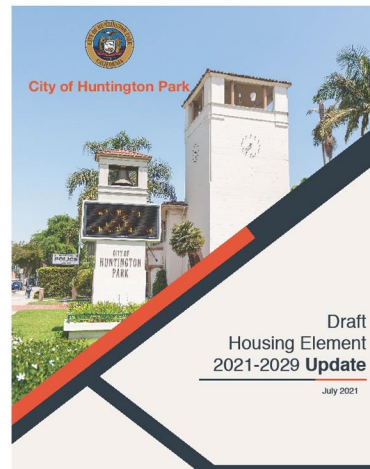
### **Client Contact Information:**

- Steve Forester, Interim  
Director of Community  
Development
- (323) 582-6161
- sforester@hpca.gov
- Project Cost: \$150,000
- Dates of service: 2021 - 2022

### **IE Team Members:**

- Andre Dupret  
Principal-in-Charge
- Malia Durand  
Project Manager
- Albert Armijo  
Environmental Specialist

Infrastructure Engineers planning staff prepared a LEAP Grant application on behalf of the City for a \$150,000 grant to fund the preparation of the 6th Cycle HEU, related environmental documents and progress reports for the 5th and 6th Cycle HEUs. Our planning staff are currently assisting the City come into compliance with some 5th Cycle HE deficiencies as well as coordinating with the Gateway Cities Council of Governments on responses to the Department of Housing and Community Development (HCD) on outstanding 5th Cycle HEU issues. The City of Huntington Park is a built-out city with ongoing issues of overcrowding, a lack of developable parcels, and waning developer interest caused, in part, by the current COVID-19 economic downturn. As part of the 6th Cycle HEU project, the City will embark on an aggressive community outreach program to illicit the participation and input of the community, its residents, business owners, and other stakeholders to develop an action plan that is practical, doable and which results in more housing units for the City. Infrastructure Engineers staff will be assisting the City in this effort and will also provide support on efforts to address the issues of infrastructure capacities, environmental impacts, economic disenfranchisement, quality of life, and social inequity.





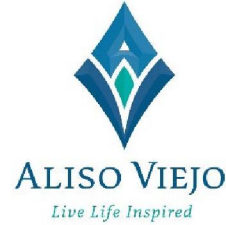
## Housing Element Update City of Aliso Viejo

### **Client Contact Information:**

- So Kim, Community Development Director
- (949) 425-2527
- skim@avcity.org
- Project Cost: \$100,000
- Dates of service: 2017 - 2020

### **IE Team Members:**

- Albert Armijo  
Director of Planning



Our City Planner and Environmental Specialist, Al Armijo, serving as the Director of Planning, created, directed, and managed the preparation of Aliso Viejo's first certified Housing Element (4th Cycle). Al managed the environmental consultant work team in the preparation of the HEU. While the Housing Element was being prepared in compliance with all State requirements, the project team worked simultaneously on major changes to the General Plan and necessary changes to the City's Zoning Code. The project required not only major research, analysis, and composition, it also required a significant number of community meetings and public outreach, preparation of an environmental impact report, and frequent direct contact with staff of various State agencies. The adopted Housing Element established eleven Housing Programs which became the basis for annual progress reports. The Housing Programs included: 1) Adequate Sites for Affordable Housing; 2) Affordable Housing In-Lieu Funds; 3) Home Ownership Assistance Programs; 4) Section 8 Housing Choice Vouchers; 5) OCHA Special Needs Groups Rental Assistance Program; 6) City Grants for Special Needs Groups; 7) Code Enforcement; 8) Conservation of Existing and Future Affordable Units; 9) Streamline Residential Permit Processing; 10) Fair Housing Services; and 11) Encourage Energy Conservation. State Housing and Community Development staff certified the Housing Element, marking the successful completion and implementation of Aliso Viejo's initial Housing Element.





## Environmental Justice Element City of Lynwood



### ***Client Contact Information:***

- Gabriel Linares, Community Development Director
- (310) 603-0220
- glinares@lynwood.ca.us
- Project Cost: \$46,040
- Dates of service: 2022 - 2023

### ***IE Team Members:***

- Andre Dupret  
Principal-in-Charge
- Malia Durand  
Project Manager
- Albert Armijo  
Environmental Specialist

Low-income residents, communities of color, tribal nations, and immigrant communities have disproportionately experienced some of the greatest environmental burdens and related health problems. Historically, these communities have been located near freeways and other heavily traveled roadways, dangerous intersections, and industrial uses. These locations have had a direct and negative effect on the health of residents of those communities. Infrastructure Engineers has been engaged by the City of Lynwood to develop and Environmental Justice Element whereby the City can take actions to promote public health, provide protection from environmental hazards, and enrich the quality of life for all residents of Lynwood. The Environmental Justice Element stipulates the following four primary goals:

- To promote safe and sanitary housing opportunities
- To reduce City residents' exposure to air, water, and soil pollution
- To ensure resident access to healthy food
- To encourage active engagement in civic life







## Safety Element Update City of Lynwood



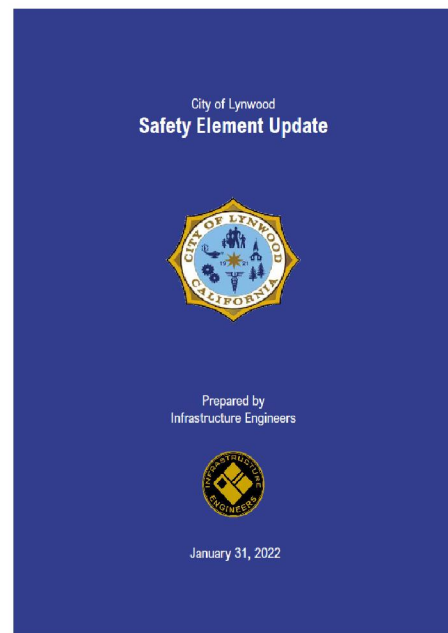
### **Client Contact Information:**

- Gabriel Linares, Community Development Director
- (310) 603-0220
- glinares@lynwood.ca.us
- Project Cost: \$19,500
- Dates of service: 2022 - 2023

### **IE Team Members:**

- Andre Dupret  
Principal-in-Charge
- Malia Durand  
Project Manager
- Albert Armijo  
Environmental Specialist

IE has been engaged to update the City's Safety Element of the General Plan. The purpose of the Element is to identify and address potential hazards within or affecting the City of Lynwood. Goals and policies are established in the Element to minimize potential dangers to residents, workers and visitors while identifying actions needed to manage crises such as earthquakes, fires, and floods. Continuing education of public officials and residents about potential hazards within the community, emergency preparedness, and evacuation routes are also addressed. The Element covers the following hazards as they pertain to conditions in the City: seismically induced conditions including ground shaking, surface rupture, ground failure, tsunami and seiche; slope instability leading to mudslides and landslides; subsidence and other geologic hazards; flooding; wildland and urban fires; evacuation routes, water supply requirements and design standards for new development as they relate to identified fire, seismic, and geologic hazards.







## I. Firm's Recent Work Performance in Kern County

### 2024-2032 Housing Element Update City of Shafter



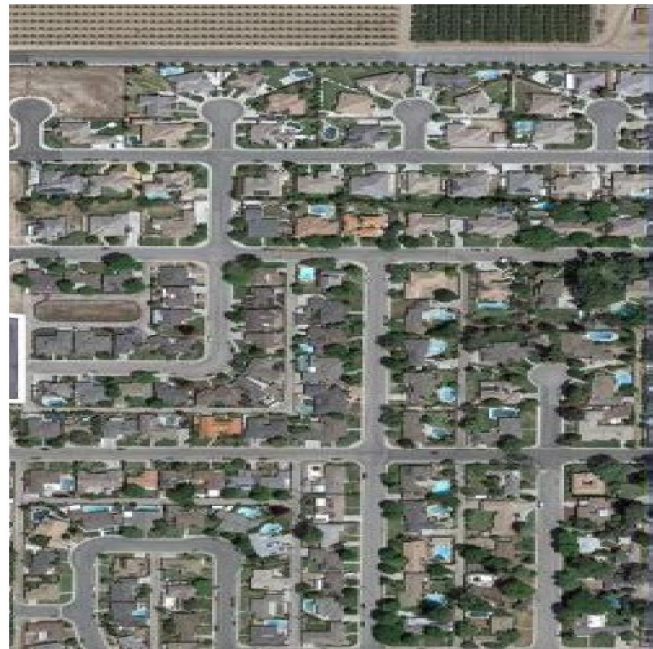
#### **Client Contact Information:**

- Steve Esselman, Community Development Director
- (626) 746-5002
- sesselman@shafter.org
- Project Cost: \$288,046
- Dates of service: 2022 - 2024

#### **IE Team Members:**

- Andre Dupret  
Principal-in-Charge
- Malia Durand  
Project Manager
- Albert Armijo  
Environmental Specialist

Infrastructure Engineers has been hired to prepare the 6<sup>th</sup> Cycle, 2024 - 2032 Housing Element for the City of Shafter including the required environmental assessment. Malia is the Project Manager on this project.





**General Plan  
Amendment/Zone  
Change No. 22-0263 EIR  
City of Bakersfield**



**BAKERSFIELD**

***Client Contact Information:***

- Jose Fernandez, Associate Planner
- (661) 326-3778
- jfernandez@bakersfieldcity.us
- Project Cost: \$89,275
- Dates of service: 2022 - 2023

***IE Team Members:***

- Andre Dupret  
Principal-in-Charge
- Malia Durand  
Project Manager
- Albert Armijo  
Environmental Specialist

The City of Bakersfield has selected Infrastructure Engineers to prepare an Environmental Impact Report (EIR) in compliance with the California Environmental Quality Act (CEQA), Guidelines. The EIR will analyze the potential environmental impacts related to General Plan Amendment/Zone Change No. 22-0263 which is a request to amend the land use designation from HI (Heavy Industrial) to SI (Service Industrial) and change the zone classification from M-3 (Heavy Industrial) to M-2 (General Manufacturing). The request will be considered by the Bakersfield Planning Commission and City Council.







## J. Firm's Scope of Work

**This section describes our systemic approach to the scope of work, delivery of services, and associated tasks. Tasks are numbered according to the RFP.**

### Task 1: Project Initiation

#### Task 1.1: Project Kick-Off Meeting

During the project kick-off meeting, Infrastructure Engineers will begin to develop a revised project schedule, with milestones. Our team will initiate the kick-off meeting with City staff and our partners for team introductions, initiate the roadmap to proceed with tasks, and receive guidance to ensure our team and City staff are in accord with the methods to obtain information needed to develop revised goals and objectives for the new 2024-2032 Housing Element Update. The schedule will include the appropriate level of interaction and review with HCD for the certification process.

Additionally, our Project Managers will meet bi-weekly with the City's Project Manager to report on updates, action items and deliverables and ensure objectives and milestones are met. In addition, our team will coordinate and hold pre-scheduled monthly meetings with stakeholders and key team members.

Deliverables: Memorandum of kick-off meeting in PDF format.

#### Task 1.2: Project Schedule

Our team will work with City staff to finalize a Project Schedule within ten (10) working days after the kick-off meeting. The schedule will be compliant with SB 18 and AB 52 regulations and include tasks and milestones for response to comments and certification of the HEU by the Department of HCD prior to December 2023. It will include a public outreach timeline with public meetings and anticipated commission and council hearings, workshops, and study sessions in addition to an environmental review timeline. In addition, the schedule will include:

- Key milestones and tasks with adequate time for staff review of HEU work products
- A Public Outreach Program timeline
- Anticipated Planning Commission and City Council hearings, workshops, and study sessions dates

Deliverables: Initial project schedule and monthly updated schedules in PDF format.

#### Task 1.3: Project Management and Coordination

Infrastructure Engineers' project leads will schedule meetings with City staff, as necessary to ensure objectives and milestone are being met. All required meetings will be held via conference call, virtually, or in-person at the City's discretion. Our project team will prepare a meeting summary, to include action items for each meeting and will also work closely with project staff members to ensure that assigned tasks are completed in a timely manner, that meetings are held according to the project schedule and proceedings recorded, and that the production of the HEU and supporting documents are completed on schedule and filed for shared use. In addition, Infrastructure Engineers project staff will create and make presentations to the City and/or stakeholders as required.

Deliverables: Meeting summaries of scheduling and organization in PDF format.

### Task 2: Housing Element Update

#### Task 2.1: Current Housing Element Review and Evaluation

Our team will compare results of actual and projected outcomes and expectations contained in the 2015-2023 Housing Element. A focused analysis will include a study of the Land Use, Circulation, Public Facilities, and Economic Development Elements as well as any relevant Specific Plans. Infrastructure Engineers will





review City documents and provide a summary of citywide conditions, resources, constraints, and funding options. Documents include, but are not limited to, the General Plan, Ordinances, Housing Programs and Policies, and related environmental documents. We will identify existing governmental and non-governmental (i.e., environmental) constraints to accelerated housing development within the City and formulate strategies to combat and alleviate these constraints. Infrastructure Engineers will conduct an analysis of the City's progress towards meeting the identified goals, policies, and programs since the adoption of the current Housing Element in the previous cycle (2015-2023). This evaluation of the existing Housing Element will aid in the identification of existing programs that may require revision or expansion to enhance the efficiency in attaining the goals outlined in the Housing Element. This evaluation will also assist in determining additional programs that may be necessary.

*Deliverables: Inventory of information and data in PDF format.*

### **Task 2.2: Housing Assessment and Needs Analysis**

Infrastructure Engineers will complete a full housing assessment and needs analysis that is in compliance with state laws. We will obtain and analyze current demographic, economic, infrastructure and housing data needed to complete this task. The assessment will include the following:

- **Identification of the Study Area:** This includes the entire City for which the Housing Needs Assessment applies.
- **Evaluation of Demographics & Economics:** The profile will provide in-depth details about the market areas, including population and household characteristics, development characteristics, economic characteristics, current housing stock, and the housing market conditions.
- **Evaluation of Community and Public Services:** Our team will provide an overview of services available to residents, including, but not limited to, parking alternatives, public transit, shopping, medical, public safety, recreational facilities, utilities, and public infrastructure. These identified services will be evaluated to determine how they affect potential demand for housing.
- **Housing Stock Inventory:** This section will include housing stock characteristics that are analyzed and displayed for the study areas. These characteristics include, but are not limited to, housing tenure (renter vs. owner), age of housing, general housing condition, housing values, rent levels, etc. The analysis will include housing gap estimates for each target market by identifying net gain, decline and demand of market-rate and income-restricted housing utilizing various levels of income stratifications.

Our team will also take an inventory of rental housing supply that includes multifamily rental housing properties in the study areas, such as government-subsidized and affordable Tax Credit properties, as well as market-rate properties.

We will take inventory of for-sale housing supply that includes data for the subject market from sources such as Multiple Listing Services, Realtor.com, and the local tax assessor. Data will be collected and analyzed for both historical sales (typically from 2010 to current) and available information on for-sale housing alternatives. This will provide valuable information such as sales trends, including pricing, and the product that is currently available for purchase.

Finally, we will identify projects in the development pipeline.







- **Stakeholder Interviews:** We will conduct interviews and obtain local insight from area stakeholders regarding current housing conditions and trends, to identify anticipated housing needs, and to determine if there are barriers that exist that may limit residential development in the market. Stakeholders will be asked for input on what housing products or markets should be a priority for the area. This insight is used in conjunction with quantitative data to assess market issues. The use of surveys disseminated to developers, stakeholders and throughout the City's demographic population will aid in the collection of public opinion.
- **Housing Gap Analysis (Demand Estimates):** Based on the existing housing stock within the study area and both current and projected demographics, a housing gap analysis will be completed for the primary study area (PSA). The gap analysis will determine whether a deficit or surplus of housing units exists for households at various income bands for rental and for-sale housing. The demand analysis will consider existing current household estimates, as well as household growth projections by income and tenure. The rental demand calculations should also consider cost-burdened households and those living in substandard housing. The for-sale demand calculations will take into consideration household growth and the need for replacement housing (older, substandard housing).
- **Conclusions/Recommendations:** The conclusions typically summarize the depth of the market for additional housing within the PSA. Specific conclusions may include recommendations for the types of housing development that should be pursued and supported, as well as types of housing that will be needed in the short, medium and long term (projected five years ahead, or longer), recommendations as to the types of programs that the local government should consider expanding or providing for the development/redevelopment of necessary housing and recommended priorities for funding of projects.



Our team will conduct interviews and obtain local insight from area stakeholders regarding current housing conditions and trends

Deliverables: Inventory of information and data in PDF format.

### **Task 2.3: Housing Parcel Identification (Sites Inventory) Analysis**

Our team will prepare a sites analysis showing the relationship between the City's 6<sup>th</sup> Cycle RHNA and the City's current dwelling unit capacity, availability of potential housing sites based on zoning, infrastructure, and General Plan policies, requirements, and limitations. We will also work with staff to identify potential zoning strategies to address need for additional housing unit capacity. Potential zoning strategies could include the rezoning of sites to accommodate for the City's RHNA.

Deliverables: Inventory of information and data in Excel format.

### **Task 2.4: Housing Production Constraints Analysis**

Our team will identify programmatic, physical, and financial housing resources available in the City. As well, we will analyze geographical, administrative, and other constraints. This work will include review of existing city regulations, codes, and standards related to housing. Where constraints exist, we will propose strategies to address them. Interviews with City staff/local developers/affordable housing stakeholders will be conducted to determine what the primary constraints to accelerated housing production are within the City. Our research will include review of current City regulations, codes, and standards related to housing.





Deliverables: Inventory of information and data in PDF format.

## Task 6: Community Outreach

### Task 6.1: Community Engagement Plan

Infrastructure Engineers anticipates two scoping meetings with the community; one workshop-style meeting conducted in the early stages of the information gathering process to introduce the Housing Element project, distribute surveys, and gather public comments and POVs; stage a community update meeting midway in the production process after fieldwork and housing constraints analysis are completed; and if necessary, the Infrastructure Engineers team is fully equipped to execute virtual community meetings and workshops in place of live, in-person, gatherings. All data will be archived and available for the City's use. As part of the preparation for presentations, the Infrastructure Engineers community engagement staff will prepare all necessary branded outreach materials for distribution, communication and advertising purposes including for the City's website, social media platforms, flyers, announcements, notices, display boards, surveys, and PowerPoint presentations. If needed, collateral materials can be translated and prepared in Spanish by our in-house staff at no additional charge.

Our production team will prepare all project notices in paper and electronic format for mailings, for use on social media platforms, and for posting on the City's website. When it comes to promoting the community meeting, the Infrastructure Engineers team will cast a wide net to ensure as many community members as possible are aware of the event. Our team will coordinate with the City to update the City's website to prominently display the meeting notification, publicize the event on all social media feeds, and provide information via email blasts to keep the public fully apprised of all community meetings, any modifications to the meeting schedule, and the format of the meeting if restrictions are enforced due to COVID-19.

Deliverables: All outreach materials in PDF format.

### Task 6.2: Study Session

Infrastructure Engineers' community engagement team will be responsible for the preparation of all required project branding design and development for collateral materials such as flyers, announcements, posters and presentation boards, and any required PowerPoint presentations. We will conduct a joint study session of the Planning Commission and City Council following the community outreach and engagement phase to receive early input on the HEU.

Deliverables: Presentation materials; Memoranda of session results, action items, etc., in PDF format.

#### Branding and Publicity

Our team will employ their graphic design abilities to develop eye-catching and professional project collateral, including flyers, posters, and digital materials. We will ensure the look and messaging are consistent with every piece we produce. All materials will be provided in both English and Spanish. As well, we will create a logo for the project to brand every piece of marketing material we create. The logo will be simple, memorable, and versatile. As well, Infrastructure Engineers will prepare a "kit of parts" to distribute at community events. Our graphics staff are talented page layout specialists and skilled designers. They will be responsible for creating flyers for distribution.

### Task 6.3: Public Hearings

Infrastructure Engineers will prepare all required Planning Commission and City Council meeting staff report drafts, exhibits, and presentations for City staff review. Our staff will also attend all public hearings of the Planning Commission and/or City Council as required.







Our production team will prepare all project notices in paper and electronic form for mailings, for use on social media platforms, and for posting on the City's website. When it comes to promoting the community meeting, the Infrastructure Engineers team will cast a wide net to ensure as many community members as possible are aware of the event. Our team will coordinate with the City to update the City's website to prominently display the meeting notification, publicize the event on all social media feeds, and provide information via email blasts to keep the public fully apprised of all community meetings, any modifications to the meeting schedule, and the format of the meeting if restrictions are enforced due to COVID-19.

When issuing public notices for virtual meetings, our team will clearly convey the following information to maximize attendance and public input to ensure the City achieves an updated Housing Element that meets the needs of the community:

If the meeting is virtual, we will describe how members of the public can observe and participate in the meeting.

We will provide a phone number or email address where members of the public can obtain additional information on how the City will conduct the meeting and how to get assistance in participating electronically.

We will note any limitations on public access or comments that are different than a regular public meeting (such as requiring speakers to sign up or provide comments in advance).

All data will be archived and available for City's use.

*Deliverables: Draft Staff Reports and presentation materials; Memorandum of hearing results, action items, etc., in PDF format.*

## Task 7: Consistency Review of All General Plan Elements

In compliance with Government Code §65300.5, the goals, policies and objectives and various accompanying analyses and text of the Housing Element must be reviewed in the context of the rest of the elements of the General Plan. We will revise the Housing Element to ensure it includes a discussion of how internal consistency within the General Plan has been achieved and how internal consistency will be maintained throughout the planning period (Government Code §65583(c)(7), that there is consistency with other General Plan elements such as Land Use, Circulation and Open Space, and that it is compliant with State law.

*Deliverables: Inventory of information and data in PDF format.*

### Task 7.1: Housing Policies and Programs

The City has the responsibility to adopt a program that implements the policies, goals and objectives of the Housing Element through their vested powers, particularly over land use and development controls, regulatory concessions and incentives, and the utilization of financial resources. SB 375 amended sections of housing law to include specific requirements, including timelines and consequences.

The Housing Element must include programs to address the following six areas:



Example of a Public Notice to be displayed on the City's website, broadcast on social media, and distributed through eblasts.





- Adequate Sites.
- Assist in the development of adequate housing to meet the needs of extremely low-, low- and moderate-income households.
- Address and remove governmental constraints.
- Conserve and improve the condition of the existing affordable housing stock.
- Promote housing opportunities for all persons.
- Preserve units at-risk of converting to market rate uses.

Examples of recommended policies that the City of Wasco can consider as part of this section, and which have been adopted by various jurisdictions throughout the State of California include:

### **Policy**

- The City encourages development of residential uses in strategic proximity to employment, recreational facilities, schools, neighborhood commercial areas, and transportation routes.
- The City revises its ordinances and fees to encourage development of secondary dwellings, and further promote secondary dwellings. For example, the City can consider revising road requirements and public facility fees for secondary dwellings or according to home size.
- The City can integrate and disperse special needs housing within the community and in close proximity to transit and public services.
- The City invests in infrastructure and public facilities to ensure that adequate water, sewer, roads, parks, and other needed services are in place to serve existing and future residential developments.
- The City encourages the development of senior housing and assisted living facilities, especially near transit, recreational facilities, medical centers and hospitals, neighborhoods well served by pedestrian facilities, and access to healthy food.

*Deliverables: Inventory of information and data in PDF format.*

### **Task 7.2: Quantified Objectives**

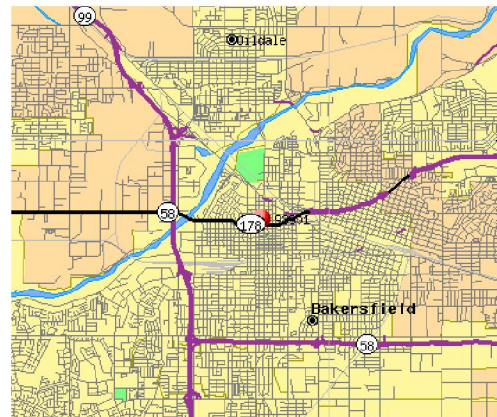
State law mandates that quantified objectives must establish the maximum number of housing units by income category that can be constructed, rehabilitated, and conserved over a five-year time period (Government Code §65583(b).

*Deliverables: Inventory of information and data in PDF format.*

### **Task 7.3: Revised Maps and Figures**

Our team will revise maps and figures in the Housing Element and other elements of the General Plan to ensure consistency throughout the General Plan document.

*Deliverables: Inventory of information and data in PDF format.*



Our team will revise maps, figures, and other significant elements of the General Plan to ensure consistency throughout the document.

## **Task 8: Environmental Documentation**

### **Task 8.1: Environmental Determination – Categorical Exemption**

It is the City's determination that a Categorical Exemption is sufficient at this time. Infrastructure Engineers will proceed with an Exemption for the Housing Element Update, per the City's request.







## Task 9: Public Hearings & Preparation of Presentation Materials

Infrastructure Engineers' staff will attend three to five public hearings and conduct one public scoping meeting to present primary characteristics of the proposed revisions to the Housing Element, and to solicit comments regarding the scope and content of environmental issues to be addressed in the environmental document.



Pre-meeting assistance will be included. We will prepare informational items to be distributed/used at the meeting, which will include the following:

- PowerPoint presentation for all public hearings and CEQA scoping meetings.
- A flowchart defining the entire environmental review process highlighting opportunities for public input.
- A summary of project characteristics.
- Comment cards, surveys, and questionnaires designed to obtain focused responses to identify resident and stakeholder concerns to assist the City and Infrastructure Engineers team in focusing the topical analysis of the Housing Element Update and the environmental document.

Infrastructure Engineers staff will advise the City if, based on comments made at the Public Scoping Meeting, additional or supplemented technical analyses will be required to accurately assess potential levels of impacts resulting from the proposed updates to the Housing Element; we will then develop baseline conditions.

Deliverables: Flowchart; Summary of Characteristics; comment cards/surveys/questionnaires; PowerPoints.

## Task 10: Adoption and Certification

Infrastructure Engineers will prepare the Notice of Determination (NOD) and submit the required filings with state agencies and the County Recorder's Office as may be necessary. The NOD must be filed within five working days after approval of the project.

Since the City is the lead agency, Infrastructure Engineers will ensure that the NOD is filed with the County Clerk of Kern County and the State Clearinghouse.

In addition, Infrastructure Engineers will ensure that the NOD filed with the Kern County Clerk is made available for public inspection and posted within 24 hours of receipt for a period of at least 30 days. The filing of the NOD and its posting starts a 30-day statute of limitations on court challenges to the approval under CEQA; failure to file the NOD will allow a 180-day statute of limitations on court challenges.

Infrastructure Engineers will prepare and circulate the Notice of Completion for the MND through the State Clearinghouse to local agencies and interested persons and for public review and will ensure all aspects of circulation and noticing for the Final MND are undertaken per appropriate protocols. Infrastructure Engineers will also work with the City to ensure the full disposition of the Final MND. The City shall:

- File copy of final MND with Planning Department; include Final MND as part of the regular project report. Retain copies of the Final MND as public records for a reasonable period of time.

Deliverables: Notice of Determination (NOD) stamped by the County Clerk; Notice of Completion (NOC); in Word and PDF formats; up to 25 hardcopies of final environmental analysis.





## **K. Firm's Proposed Schedule**

Infrastructure Engineers' "Proposed Schedule" appears on the following page:





Infrastructure Engineers  
3060 Saturn Street, Suite 250  
Brea, CA 92821

City of Wasco  
2024-2032 Housing Element Update  
Project Schedule with Milestones

Date: 11/10/22

Task	TASK DESCRIPTION	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11
1	Project Initiation											
1.1	Project Kick-Off Meeting											
1.2	Project Schedule											
1.3	Project Coordination											
2	Housing Element Update											
2.1	Current Housing Element Review and Evaluation											
2.2	Housing Assessment and Needs Analysis											
2.3	Housing Parcel Identification (Sites Inventory) Analysis											
2.4	Housing Production Constraints Analysis											
6	Community Outreach											
6.1	Community Outreach											
6.2	Study Session											
6.3	Public Hearings											
7	Consistency Review of All General Plan Elements											
7.1	Housing Policies and Programs											
7.2	Quantified Objectives											
7.3	Revised Maps and Figures											
8	Environmental Documentation											
8.1	Environmental Determination - Categorical Exemption											
9	Public Hearings & Preparation of Presentation Materials											
9	Public Hearings & Preparation of Presentation Materials											
10	Adoption and Certification											
10	Adoption & HCD Certification											

= Scoping Meeting(s)

= Planning Commission Meetings/Public Hearing

= Ongoing Tasks

= Public/HCD Review Periods/HCD Certification

= Project Coordination Activities/City Staff Meetings

= City Council Meetings/Public Hearing

= Environmental Analysis

Wasco City Council Meeting Schedule - 1st and 3rd Tuesdays at 6:00 PM

Planning Commission Schedule - 2nd Monday @ 6:00 PM



## **L. Firm's Fee Proposal**

Infrastructure Engineers' "Fee Proposal" appears on the following page:







Infrastructure Engineers  
3060 Saturn Street, Suite 250  
Brea, CA 92821

City of Wasco  
2024-2032 Housing Element Update  
Fee Proposal

11/10/22

TASK DESCRIPTION	Principal-in-Charge/ Planning Manager	Project Manager	Environmental Manager	Senior Planner	Associate Environmental Planner	Assistant Planner/ Community Outreach	GIS Specialist	TOTAL FEE	
	Name:	Andre Dupret	Malia Durand	Albert Armijo	Jason Wasmund	John Moreno	Tyler Currie		Cameron Lukos
	Billing Rate:	\$180	\$168	\$158	\$149	\$135	\$129		\$150
PROJECT SCOPE OF WORK									
Task 1 : Project Initiation									
Task 1.1: Project Kick-Off Meeting		4	4					\$ 1,304	
Task 1.2: Project Schedule		8	4					\$ 1,976	
Task 1.3: Project Coordination	40	80	30					\$ 25,380	
Task 2 : Housing Element Update									
Task 2.1: Current Housing Element Review and Evaluation	2	24	4	20		10		\$ 9,294	
Task 2.2: Housing Assessment and Needs Analysis	3	24	4		40	15		\$ 12,539	
Task 2.3: Housing Parcel Identification (Sites Inventory) Analysis	2	24	3			10	60	\$ 15,156	
Task 2.4: Housing Production Constraints Analysis	4	16	28	10	20	20		\$ 14,602	
Task 6: Community Outreach									
Task 6.1: Community Engagement Plan	5	20	4		10			\$ 6,242	
Task 6.2: Study Session	5	8	8		5			\$ 4,183	
Task 6.3: Public Hearings	5	20			5			\$ 4,935	
Task 7: Consistency Review of All General Plan Elements									
Task 7.1: Housing Policies and Programs	4	24	12	20	20	20		\$ 14,908	
Task 7.2: Quantified Objectives	2	10	8	10	10	10		\$ 7,434	
Task 7.3: Revised Maps and Figures	2	4	4				60	\$ 10,664	
Task 8: Environmental Documentation									
Task 8.1: Environmental Determination - Categorical Exemption	1	16	12					\$ 4,764	
Task 9: Public Hearings & Preparation of Presentation Materials									
Task 9: Public Hearings & Preparation of Presentation Materials	10	20	10		10			\$ 8,090	
Task 10: Adoption and Certification									
Task 10: Adoption & HCD Certification	10	16	16		8			\$ 8,096	
TOTAL HOURS	95	318	151	60	128	85	120		
TOTAL PROJECT COSTS								\$ 149,567	

\* Hourly rates are all-inclusive. Hourly rates provided in this fee proposal represent a discounted rate for the City of Wasco.

# City of Wasco



## 2022-2023 HOURLY RATE SCHEDULE (effective March 1, 2022)

Principal in Charge \$238

### Civil Engineering/Traffic Engineering

Project Manager \$185  
Principal Engineer \$180  
Senior Engineer \$170  
Senior Plan Check Engineer \$175  
Plan Check Engineer \$165  
Associate Engineer \$155  
Assistant Engineer \$145  
Engineering Associate \$135  
Engineering Assistant \$115  
GIS Analyst \$150  
CAD Manager \$135  
CAD Designer \$110  
CAD Technician \$100  
Engineering Technician \$105

Principal Traffic Engineer \$185  
Senior Traffic Engineer \$170  
Traffic Engineer \$150

### Water/Wastewater/NPDES

Senior Water Engineer \$167  
Water Engineer \$158  
Program Manager (NPDES) \$168  
Inspector (NPDES) \$110  
Environmental Scientist \$105

### Surveying

Project Manager \$185  
Plan Checker \$162  
(Subdivision & Survey Document)  
Survey Analyst \$150  
Survey Crew (2-man) \$236  
Survey Crew \$278  
(2-man, prevailing wages)

### Construction Management

Construction Manager \$188  
Resident Engineer \$188  
Scheduler/Controller \$163  
Utilities Coordinator \$138  
Senior PW Observer/Inspector \$130  
Senior PW Observer/Inspector \$191  
(prevailing wages)  
PW Observer/Inspector \$113  
PW Observer/Inspector \$159  
(prevailing wages)

### Community Development— Environmental & Planning

Director \$195  
Development Services Manager \$189  
Project Manager \$173  
Planning Manager \$167  
Principal Planner \$163  
Senior Planner \$153  
Associate Planner \$139  
Assistant Planner \$129  
Planning Technician \$98  
CEQA/NEPA Specialist \$175  
Environmental Specialist \$170  
Senior Environmental Planner \$165  
Environmental Planner II \$155  
Environmental Planner I \$144  
Environmental Technician \$100

### Municipal Engineering Support

Interim City Manager \$220  
Assistant/Deputy City Manager \$197  
City Engineer \$178  
City Traffic Engineer \$169  
Deputy City Engineer \$169  
Deputy City Traffic Engineer \$161  
Plan Check Engineer \$178  
Plan Examiner \$155  
CIP Manager \$178  
Associate Engineer \$149  
Engineering Associate \$142  
Engineering Assistant \$118  
Engineering Technician \$106

### Building & Safety

Building Official \$175  
Plan Check Engineer \$165  
Landscape Plan Checker \$162  
Senior Certified Access Specialist \$165  
Certified Access Specialist \$155  
Plans Examiner \$145  
Code Enforcement Manager \$145  
Code Enforcement Officer \$127  
Senior Building Inspector \$127  
Building Inspector \$120  
Grading Inspector \$120  
Counter Technician \$105

### Fire Prevention

Fire Marshal \$165  
Fire Investigator \$154  
Fire Plans Examiner \$143  
Senior Fire Inspector \$138  
Fire Inspector \$120  
Counter Technician \$93

### Architectural Services

Director \$200  
Studio Manager \$184  
Senior Project Manager/ \$176  
Senior Architect  
Project Manager/Project Architect \$155  
Senior Job Captain \$126  
Job Captain \$105  
Drafter \$90

### Program Management/Public Outreach

Program Director \$184  
Web Designer \$150  
Media Specialist \$145  
Program Coordinator \$135  
Photographer \$128  
Outreach Specialist \$125  
Interpreter/Translator \$125  
Production Assistant \$85  
Fund Administrator \$138  
Labor Compliance Coordinator \$105

### Administrative & Clerical Services

Organizer/Supervisor \$108  
Administrative Assistant \$90  
Clerk Typist \$80

### Other Charges

Delivery \$110  
Mileage (Current federal guideline  
rate @ time of billing)/Mile  
Travel Cost + 15%  
Reimbursements Cost + 15%

Additional billing classifications may be added to the above list throughout the year as new positions are created. The above schedule is for straight time. Overtime will be charged at 1.5 times. Sundays and Holidays are charged at 2.0 times the standard time. Deposition and court appearances will be charged at 1.5 times the listed billing rates.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/28/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Klein Agency, LLC P.O. Box 219  Timonium MD 21094		<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> (410) 832-7600 <b>FAX (A/C, No):</b> (410) 832-1849 <b>E-MAIL ADDRESS:</b> certs@kleinagencyllc.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Charter Oak Fire Insurance Co	
		<b>INSURER B:</b> Travelers Property Casualty Co. of America	
		<b>INSURER C:</b> Berkley Insurance Company	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:** 22-23 Infrastructure Engi**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			6306J047645	08/31/2022	08/31/2023	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
	<input checked="" type="checkbox"/> Contractual Liability						MED EXP (Any one person)	\$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	\$ 1,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$ 2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	\$ 2,000,000
B	<b>AUTOMOBILE LIABILITY</b>			8108T020400	08/31/2022	08/31/2023	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident)	\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB			CUP6J395074	08/31/2022	08/31/2023	EACH OCCURRENCE	\$ 25,000,000
	<input type="checkbox"/> EXCESS LIAB	<input checked="" type="checkbox"/> OCCUR					AGGREGATE	\$ 25,000,000
	<input type="checkbox"/> DED	<input type="checkbox"/> RETENTION \$						\$
	<input type="checkbox"/> CLAIMS-MADE							
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			UB6J317115	08/31/2022	08/31/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N					E.L. EACH ACCIDENT	\$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> N	N / A				E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
C	Primary Professional & Pollution Liab / Excess Professional & Pollution Liability			AEC905795802/V3349C220101	08/31/2022	08/31/2023	Each Claim/Aggregate	5,000,000
							Excess Each Claim/Aggr.	5,000,000
							Total Limits:	10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Agreement No. 2022-047 Housing Element Update. If required by an insured written contract, executed prior to any loss, the certificate holder is an Additional Insured on a primary and non-contributory basis under the General and Auto Liability Policies. If required by an insured written contract, executed prior to any loss, Waiver of Subrogation is provided for General, Auto, and Workers Compensation Policies. Umbrella Policy follows form over General, Auto, and Employer's Liability Policies. 30 day notice of cancellation, 10 day for non-payment.

**CERTIFICATE HOLDER****CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

City of Wasco  
746 8th Street

Wasco

CA 93280

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## STAFF REPORT City of Wasco

**TO:** Honorable Mayor and Council Members

**FROM:** M. Scott Hurlbert, City Manager  
Luis Villa, Public Works Director

**DATE:** October 17, 2023

**SUBJECT:** Adopt a Resolution withdrawing Integrated Demolition & Remediation Inc. bid proposal from consideration for the Labor Camp Abatement Project.

---

### Recommendation:

Staff recommends the City Council:

- 1) Adopt a Resolution withdrawing Integrated Demolition & Remediation Inc. bid proposal from consideration for the Labor Camp Abatement Project.
- 2) Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

### Environmental Review:

The staff has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA guidelines because the proposed activity consists of a governmental fiscal/administrative activity which does not result in a physical change in the environment; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA. Thus, no environmental review is required.

### Discussion:

The City entered into an agreement with the California High Speed Rail in June of 2023 which allowed for reimbursement for the City to move forward with the demolition of the old Farm Labor Camp located at 750 H Street. Issues with crime, homelessness, fires, theft, etc., have plagued this area for the past few years as it has remained abandoned.

The first step in the process of clearing the site is the abatement of hazardous materials. Two studies were performed at the site, which collectively identified three hazardous materials that will need to be abated prior to demolition. The three identified substances are Asbestos, Lead Paint, & Polychlorinated biphenyl (PCB's). The majority (quantity-wise) of the hazardous materials identified by far was asbestos.

Staff issued a request for proposals on August 27, 2023, in a coordinated effort between the City, the California High-Speed Rail, and the San Joaquin Air Pollution Control District to get the structures cleared of all hazardous materials.

On October 4, 2023, at 2:00 PM, bids were received, opened publicly, and read.

Staff received five (5) bids from Contractors as follows:

Contractor	Cost
Integrated Demolition & Remediation	\$1,497,000.00
Central Valley Environmental	\$2,597,000.00
Resource Environmental	\$2,970,000.00
PARC Environmental	\$2,987,000.00
Bowen Engineering & Environmental	\$3,480,000.00

After review of the received bids, it was immediately noted by Staff that Integrated Demolition & Remediation Inc.'s bid proposal was much lower than the other bidders.

Hours after the bid opening, contact between Staff and the noted Contractor was made, at which time the Contractor indicated that they had made a calculation error prior to filling out their bid sheets and would like to withdraw their bid. Staff instructed the bidder to submit a written request for review.

This written request was received on October 4, 2023, at 4:18 PM via email. Staff reached out to the City Attorney for direction. The City Attorney noted that we can allow the withdrawal to take place as long as the following elements of the Public Contract Code Section 5103 were met: (a) That a mistake was made; (b) That the bidder gave the public entity written notice within five working days excluding Saturdays, Sundays, and state holidays, after the opening of the bids of the mistake specifying in the notice in detail how the mistake occurred; (c) That the mistake made the bid materially different than the bidder intended it to be; and (d) The mistake was made in filling out the bid and not due to error in judgment or to carelessness in inspecting the site of the work or reading the plans or specifications.

All of the above elements were found by Staff to be met. As such, Staff is recommending that the Council allow the withdrawal of the bid from Integrated Demolition & Remediation, Inc.

**Fiscal Impact:**

None

**Attachments:**

1. Withdraw Request Email
2. Resolution

**From:** [Jay Gandhi](#)  
**To:** [Kameron Arnold](#)  
**Cc:** [Nick Vora](#)  
**Subject:** WASCO FARM LABOR CAMP HAZARDOUS MATERIALS ABATEMENT  
**Date:** Wednesday, October 4, 2023 4:18:46 PM  
**Attachments:** [IDR Revised Bid Form -WASCO FARM LABOR CAMP HAZARDOUS MATERIALS ABATEMENT.pdf](#)

---

**EXTERNAL MESSAGE:** Use caution when clicking links or attachments

Kameron,

Thank you for taking my call. As discussed, there was a Math error on our bid for the subject project. The excel sheet did not capture the value of Quadrant 3 to the total bid. Our total bid should be \$ 2,368,000.00 and not \$ 1,497,000.00. IDR is requesting to withdraw the bid or complete the scope of work at \$ 2,368,000.00.

Please see attached copy of the corrected bid form.

Let me know if you have any questions.

Thanks,

**JAY GANDHI**

**Integrated Demolition and Remediation Inc**

4938 E La Palma Ave, Anaheim, CA-92807

**Email:** [jay@idrdemo.com](mailto:jay@idrdemo.com)

**Cell:** 714-483-1534

**Phone:** 714-340-3333

**Fax:** [714-709-4729](tel:714-709-4729)

CSLB License #1003504



## BID SCHEDULE

ITEM NO.	ITEM CODE	UNIT OF MEASURE	ESTIMATED QUANTITY	PRICE PER UNIT	TOTAL PRICE
1	Mobilization	LS	1	\$25,000.00	\$25,000.00
2	PCB Abatement	LS	1	\$15,000.00	\$15,000.00
3	Lead Paint Remediation/Abatement	LS	1	\$35,000.00	\$35,000.00
4	Asbestos Abatement	LS	1	\$2,293,000.00	\$2,293,000.00

\$2,368,000.00

**TOTAL BID AMOUNT:** \_\_\_\_\_

Acknowledgment of Addenda  
Addendum No.      Initial

1, 2, 3, 4, & 5



Shrenik Vora, President

Printed Name / Title

Signature

Integrated Demolition and Remediation Inc

Company

1003504 : 05/31/2025

Contractor's License Number / Expiration Date

Selection of bidder shall be based on the lowest responsive and responsible bid for the combined total of construction items. The City has the option to reject all bids with or without cause. The City also may at its discretion remove any item(s) from this project. It is understood that the foregoing quantities are approximate only and are solely for the purpose of facilitating the comparison of bids, and that the contractor's compensation will be computed upon the basis of the actual quantities in the complete work, whether they be more or less than those shown.

**RESOLUTION NO. 2023 - \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WASCO ALLOWING A BID PROPOSAL FROM INTEGRATED DEMOLITION & REMEDIATION, INC. TO BE WITHDRAWN FROM CONSIDERATION FOR THE LABOR CAMP ABATEMENT PROJECT**

**WHEREAS**, the City of Wasco wishes to allow Integrated Demolition & Remediation, Inc. to withdraw their bid; and

**WHEREAS**, Contract Code Section 5103 requires the following terms be met to withdraw a bid: (a) That a mistake was made; (b) That the bidder gave the public entity written notice within five working days, excluding Saturdays, Sundays, and state holidays, after the opening of the bids of the mistake specifying in the notice in detail how the mistake occurred; (c) That the mistake made the bid materially different than the bidder intended it to be; and (d) The mistake was made in filling out the bid and not due to error in judgment or to carelessness in inspecting the site of the work or reading the plans or specifications.; and

**WHEREAS**, Staff has concluded that the necessary steps were taken to ensure that the bidder is in compliance with Contract Code Section 5103; and,

**WHEREAS**, Integrated Demolition & Remediation, Inc. has formally requested to withdraw their bid via email.

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

**SECTION 1:** authorizes the bid from Integrated Demolition & Remediation, Inc. to be withdrawn from consideration regarding the Labor Camp Abatement Project.

-o0o-

**I HEREBY CERTIFY** that the foregoing Resolution No. 2023. - was passed and adopted by the Council of the City of Wasco at a regular meeting thereof held on October 17, 2023, by the following vote:

COUNCIL MEMBERS:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

**VINCENT MARTINEZ,**  
**MAYOR** of the City of Wasco

**Attest:** \_\_\_\_\_

---

**MARIA O. MARTINEZ**  
**CITY CLERK** and Ex Officio Clerk of  
the Council of the City of Wasco





## STAFF REPORT City of Wasco

**TO:** Honorable Mayor and Council Members

**FROM:** M. Scott Hurlbert, City Manager  
Luis Villa, Public Works Director

**DATE:** October 17, 2023

**SUBJECT:** Adopt a Resolution Authorizing The City Manager or Designee to Enter into an Agreement with CVE Contracting Group, Inc., dba Central Valley Environmental for the Labor Camp Abatement Project in the amount of \$2,597,000 and allowing the City Manager to execute Contract Change Orders in an amount not to exceed an aggregate of \$50,000.

---

### Recommendation:

Staff recommends the City Council:

- 1) Adopt a Resolution Authorizing The City Manager or designee to Endorse and enter into an Agreement with CVE Contracting Group, Inc., dba Central Valley Environmental, for the Labor Camp Abatement Project in the amount of \$2,597,000 and allowing the City Manager to execute Contract Change Orders in an amount not to exceed an aggregate of \$50,000.
- 2) Find that this Project is classified as categorically exempt pursuant to CEQA Section 21080 (b)(4); 15269(b)(c).

### Environmental Review:

Staff has reviewed the proposed Project for compliance with the California Environmental Quality Act (CEQA) and has determined that the Project is categorically exempt pursuant to CEQA Section 21080 (b)(4); 15269(b)(c), as it is characterized as emergency project due to the nature of the project site.

### Discussion:

The City entered into an agreement with the California High Speed Rail in June of 2023 which allowed for reimbursement for the City to move forward with the demolition of the old Farm Labor Camp located at 750 H Street. Issues with crime, homelessness, fires, theft, etc., have plagued this area for the past few years as it has been uninhabited.

The first step in the process of clearing the site is the abatement of hazardous materials. Two studies were performed at the site, which collectively identified three hazardous materials that will need to be abated prior to demolition. The three identified substances

are Asbestos, Lead Paint, & Polychlorinated biphenyl (PCB's). The majority (quantity wise) of the hazardous materials identified by far was asbestos.

Staff issued a request for proposals on August 27, 2023, in a coordinated effort between the City, the California High-Speed Rail, and the San Joaquin Air Pollution Control District to get the structures cleared of all hazardous materials.

On October 4<sup>th</sup>, 2023, at 2:00 PM, bids were received, opened publicly, and read.

Staff received five (5) bids from Contractors as follows:

Contractor	Cost
<del>Integrated Demolition &amp; Remediation</del>	<del>\$1,497,000.00 (BID WITHDRAWN)</del>
Central Valley Environmental	\$2,597,000.00
Resource Environmental	\$2,970,000.00
PARC Environmental	\$2,987,000.00
Bowen Engineering & Environmental	\$3,480,000.00

After review of the received bids, including the withdrawn bid, Staff has determined that CVE Contracting Group, Inc. is the lowest cost, responsible bidder. As such, Staff recommends awarding the Project to CVE Contracting Group, Inc.

#### **Fiscal Impact:**

The City has allotted a pot of funds for this Project under Project No. 21003. In total, The budget shows \$9,360,432 coming from the General Fund. The agreement with the California High-Speed Rail Authority has authorized the City to be reimbursed for up to \$9,000,000 related to the abatement and demolition of this site. Awarding this Project to Central Valley Environmental would leave \$6,403,000 (reimbursable) & \$6,763,432 (budgeted) remaining for the demolition & site-clearing phase (to follow abatement).

#### ***Project Costs by Phase***

	Project Costs by Phase						
	Prior Years	2022-23	2023-24	2024-25	2025-26	2026-27	Total
Study							-
Environmental Review							-
Land Acquisition							-
Site Preparation							-
Design							-
Construction	9,360,432						9,360,432
Construction Management							-
Equipment Acquisition							-
<b>Total</b>	<b>9,360,432</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,360,432</b>

#### ***Project Funding Sources***

	Project Funding Sources						
	Prior Years	2022-23	2023-24	2024-25	2025-26	2026-27	Total
General Fund	9,360,432						9,360,432
							-
							-
<b>Total</b>	<b>9,360,432</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,360,432</b>

**Project Effect on the Operating Budget:** Eliminates maintenance and repair costs associated with buildings.

**Attachments:**

1. Resolution
2. Agreement
3. Bid Summary
4. Project Location Map

## **RESOLUTION NO. 2023 -**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WASCO AUTHORIZING THE CITY MANAGER OR DESIGNEE TO ENTER INTO AN AGREEMENT WITH CVE CONTRACTING GROUP, INC. DBA CENTRAL VALLEY ENVIRONMENTAL FOR THE LABOR CAMP ABATEMENT PROJECT**

**WHEREAS**, the City of Wasco wishes to contract with CVE Contracting Group, Inc. for abatement of the former labor camp; and

**WHEREAS**, said Agreement has been made in the form and manner prescribed by the City of Wasco Municipal Code and the California Public Contract Code; and

**WHEREAS**, CVE Contracting Group, Inc. and the City each acknowledge that each party and their respective legal counsel have reviewed the Agreement; and,

**WHEREAS**, the Agreement shall be governed by and construed in accordance with the laws of the State of California; and

**WHEREAS**, CVE Contracting Group, Inc. agrees to comply with the State prevailing wage determinations in effect ten days prior to the bid opening of October 4, 2023.

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

**SECTION 1:** Authorizes the City Manager or designee to finalize and execute this Agreement with CVE Contracting Group, Inc.

**SECTION 2:** the City Manager or designee is hereby authorized and empowered to execute change orders and make quantity adjustments to the contract in an amount not exceeding \$50,000.00.

-o0o-



**I HEREBY CERTIFY** that the foregoing Resolution No. 2023. - was passed and adopted by the Council of the City of Wasco at a regular meeting thereof held on October 17, 2023, by the following vote:

COUNCIL MEMBERS:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
**VINCENT MARTINEZ,**  
**MAYOR** of the City of Wasco

**Attest:** \_\_\_\_\_

\_\_\_\_\_  
**MARIA O. MARTINEZ**  
**CITY CLERK** and Ex Officio Clerk of  
the Council of the City of Wasco



## STAFF REPORT City of Wasco

**TO:** Honorable Mayor and Council Members

**FROM:** M. Scott Hurlbert, City Manager  
Charlie Fivecoat, Chief of Police

**DATE:** October 17, 2023

**SUBJECT:** Approval of Travel Expenses Exceeding \$500.00 for Sergeant Maira Puente to attend the POST Field Officer course from October 23-27, 2023, in Fresno, CA.

---

### **Recommendation:**

Staff recommends the City Council:

- 1) Approve Travel Expenses Exceeding \$500.00 for Sergeant Maira Puente to attend the POST Field Training Officer course in Fresno, California, from October 23-27, 2023, in Fresno, California; and
- 2) Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

### **Environmental Review:**

The staff has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA guidelines because the proposed activity consists of a governmental fiscal/administrative activity which does not result in a physical change in the environment; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA. Thus, no environmental review is required.

### **Discussion:**

The POST Field Training Officer course is designed to assist officers and command staff who train and supervise new officers. The course will provide communication skills and accuracy in completing daily evaluations and strategies in training.

The cost of the training, hotel fees, and food per diems will exceed the Expense and Use of Public Resources Policy Limits established by City of Wasco Resolution No. 2006-2327, limiting expenses to \$500.00 per trip.

**Fiscal Impact:**

It is estimated that the cost of travel and training for the POST Field Training Officer course will not exceed \$1,000. The adopted FY 2022-2023 Operating Budget contains sufficient funding to cover this expense; no budget action is required with approval of this item.

**Attachments:**






1. Course Information

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## FIELD TRAINING OFFICER

### 25 Presentations

Can't find a scheduled presentation? [Search the Complete List of Courses.](#)

CCN 	COURSE TITLE 	DATES 	COURSE LOCATION 	HOURS 
2310-31725-23-003	<a href="#">FIELD TRAINING OFFICER</a>	10/16/2023	CARMICHAEL	40
3550-31725-23-002	<b><a href="#">FIELD TRAINING OFFICER</a></b> DESIGNED FOR OFFICERS WHO TRAIN AND SUPERVISE RECRUIT OFFICERS. FEES: Go to <a href="http://www.fccpoliceacademy.com">www.fccpoliceacademy.com</a> for any related costs. (BACKFILL APPROVED) FOR MORE INFORMATION ON SIGNING FOR THE COURSE, COURSE CURRENT COSTS, ETC. GO TO <a href="https://www.fresnocitycollege.edu/academics/career-and-technical-education/police-academy/post-aot/field-training-officer.html">https://www.fresnocitycollege.edu/academics/career-and-technical-education/police-academy/post-aot/field-training-officer.html</a>  <b>CPT:</b> Yes <b>Plan:</b> IV. Travel and per diem reimbursement <b>Cost:</b> Non-Reimbursable Tuition: \$138.00 <b>College Units:</b> 1  <b>To register, contact the presenter:</b> <b><a href="#">STATE CENTER REG TRNG FACILITY FRESNO CITY COLLEGE</a></b>	Start Date: <b>10/23/2023</b> End Date: <b>10/27/2023</b>	<b>FRESNO</b> STATE CENTER REG TRNG FACILITY FRESNO CITY COLLEGE  <b><a href="#">5 RIVER PARK PLACE WEST #330</a></b> <b><a href="#">FRESNO 93720</a></b> (559) 442-8277	40





## STAFF REPORT City of Wasco

**TO:** Honorable Mayor and Council Members

**FROM:** M. Scott Hurlbert, City Manager

**DATE:** October 17, 2023

**SUBJECT:** Approval of Travel Expenses Exceeding \$500.00 per participant for the Community Development Director and Council Members Vincent Martinez, Alex Garcia, Valentin Medina, Gilberto Reyna, and Eduardo Saldaña to attend the Innovating Commerce Serving Communities (ICSC) conference scheduled for October 25 -27, 2023, in San Diego, CA.

---

### **Recommendation:**

Staff recommends the City Council:

- 1) Approval of Travel for the Community Development Director and Council Members Vincent Martinez, Alex Garcia, Valentin Medina, Gilberto Reyna, and Eduardo Saldaña to attend the Innovating Commerce Serving Communities (ICSC) conference scheduled for September 25 -27, 2023, in San Diego, CA.; and
- 2) Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

### **Environmental Review:**

The staff has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA guidelines because the proposed activity consists of a governmental fiscal/administrative activity which does not result in a physical change in the environment; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA. Thus, no environmental review is required.

### **Discussion:**

The ICSC Conference provides network opportunities with invaluable resources, connections, and industry insights and actively works together to take advantage of economic development opportunities. Additionally, the event offers opportunities for staff to learn about retail and food service industry trends.

The cost of the training, hotel fees, and food per diems will exceed the Expense and Use of Public Resources Policy Limits established by City of Wasco Resolution No. 2006-2327, limiting expenses to \$500.00 per trip.

As a result, the City Council must approve the travel request for Community Development Director Cobb and Council Members Vincent Martinez, Alex Garcia, Valentin Medina, Gilberto Reyna, and Eduardo Saldaña, as the expenses for the cost of the trip will exceed \$500.00.

**Fiscal Impact:**

The estimated travel and training cost of \$2300.00 per person. The adopted FY 2023-2024 Operating Budget contains sufficient funding to cover this expense; no budget action is required with approval of this item.

**Attachments:**

1. Conference information



ICSC@WESTERN

October 25-27, 2023

San Diego Convention Center  
San Diego, California, United States

## Details

### Questions?

For more information, please call +1 844  
728 ICSC or email [info@icsc.com](mailto:info@icsc.com).

Event FAQs

[Add to calendar](#)

[View full schedule](#)



Create connections and catalyze deals with the innovators, dealmakers and changemakers driving the marketplaces industry forward in your region. Advance your business goals and experience the latest trends shaping the spaces where consumers shop, dine, work, play, and gather.

Thank you to the ICSC@WESTERN Program Advisory Committee for their contributions to this event. View the complete committee list **here**.

## Schedule At-a-Glance

### **Wednesday, October 25**

11:30 – 6:30 pm • Badge Pickup & Registration

12:30 pm – 3:30 pm • Get-Together (Optional Event): Property Tour – IQHQ's Research and Development District (RaDD)\*\*

4:00 – 6:00 pm • Networking Reception

### **Thursday, October 26**

7:00 am – 5:00 pm • Badge Pickup & Registration

8:30 – 9:00 am • ICSC First-Timer, New Member & Student Meetup

9:00 am – 5:00 pm • Dealmaking & Retailer Central

### **Friday, October 27**

8:00 am – 12:00 pm • Badge Pickup & Registration

9:00 – 10:00 am • Retailer Runway

9:00 am – 12:00 pm • Dealmaking & Retailer Central



**ICSC@WESTERN Know Before You Go Webinar****10:00 am, Wednesday, October 18**

Learn from long-time ICSC@WESTERN attendees and meet new colleagues at this complimentary virtual gathering, where you'll hear valuable tips, tricks and best practices for the event.

[Sign Up](#)**Registration Fees\*****Standard Rate** (ends 11:59 pm EST on October 24 , 2023)Member • **\$550**Non-Member • **\$1,100**Retailer Member • **\$0**Student Member • **\$50****On-Site Rate** (starts at 12:00 am EST on October 25, 2023)Member • **\$750**Non-Member • **\$1,300**Retailer Member • **\$0**Student Member • **\$50**

\* All cancellations are subject to a \$100 cancellation fee for members and non-members; \$25 for student members.

Refunds will not be given for cancellations received after

**October 20, 2023**. All requests for refunds must be received by ICSC in writing.

**\*\*Get-Together (Optional Event) •****Wednesday, October 25**

To sign up, select and add this option to cart during registration. If you have already registered for ICSC@WESTERN, select “Session Registration” on the top right of the event page then select the optional event(s) and add to cart. **Note:** You must be logged into your ICSC account.

**12:30 pm – 3:30 pm • Property Tour – IQHQ’s Research and Development District (RaDD)**

Location: Meet at 989 Pacific Highway – located on the corner of West Broadway and Pacific Hwy, Ground Floor

Join IQHQ for a tour of RaDD, a 1.7 million SF state-of-the-art district that features lab and office space, 150,000 SF of best-in-class retail, outdoor dining, open green space, public art, event space, and unparalleled access to transit.

The tour is a one-hour experience, and we offer three tour time options. All tour times are sold out:

- ~~12:30~~ - SOLD OUT
- ~~1:30~~ - SOLD OUT
- ~~2:30~~ - SOLD OUT

**Hotel Reservations**

- Rooms for ICSC@WESTERN book up fast. For discounted rates, reserve your hotel stay via onPeak, our official hotel partner, today. Hotel reservations close on **October 2, 2023**, and availability is on a first-come, first-served basis.
- Notice to all ICSC Members: Please be advised that ICSC will only contact you through onPeak, ICSC's official hotel provider. Any other email or phone solicitations offering hotel bookings are unauthorized and should be disregarded as spam notices.

Book Hotel



## Exhibitor & Sponsorship Information

- To reserve your booth space, please contact Kim Romano at [kromano@icsc.com](mailto:kromano@icsc.com).
- Sponsorship opportunities are available, please contact David Ranta at [dranta@icsc.com](mailto:dranta@icsc.com) and Carlos Baudett at [cbaudett@icsc.com](mailto:cbaudett@icsc.com).

### **Special Offer for Retailers**

ICSC is excited to offer you an exclusive complimentary opportunity to showcase your brand at Retailer Central. Your package includes: one 6' draped table, company ID sign, 2 stools and event registrations. To take advantage of this opportunity, please contact Allison Serpico at [aserpico@icsc.com](mailto:aserpico@icsc.com).

ICSC is committed to bringing our event attendees together safely and with the proper health precautions in place but cannot guarantee that event attendees, exhibitors, vendors or other participants will not become infected with COVID, and by voluntarily attending an ICSC event, you accept and assume the risk of possible exposure or contraction of the same. Read ICSC's Event Terms and Conditions and our Event FAQs for more information.

Follow us for the latest event news and updates.





About this event series

The ICSC@ event series is our signature regional two- to three-day gatherings of innovators and dealmakers, who are dedicated to strengthening communities and economies by bringing the spaces where consumers shop, dine, work, play, and gather to life.

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Mark Hunter  
Managing Director  
CBRE



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Senior Vice President  
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## STAFF REPORT City of Wasco

**TO:** Honorable Mayor and Council Members

**FROM:** M. Scott Hurlbert, City Manager  
Luis Villa, Public Works Director

**DATE:** October 17, 2023

**SUBJECT:** Approve the amended Resolution No. 2023- 3929, removing the purchase of a Ford F-150 pick-up truck and replacing it with a Dodge Ram 1500 pick-up truck for the Water Department.

---

**Recommendation:**

Staff recommends the City Council:

- 1) Approve the amended Resolution No. 2023- 3929, removing the purchase of a Ford F-150 pick-up truck and replacing it with a Dodge Ram 1500 pick-up truck for the Water Department; and
- 2) Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Environmental Review:**

The staff has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA guidelines because the proposed activity consists of a governmental fiscal/administrative activity which does not result in a physical change in the environment; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA. Thus, no environmental review is required.

**Discussion:**

On July 18, 2023, the Water Department was granted approval by the Council to acquire a new pickup truck. The initial plan was to purchase either a Ford F-150 or a Chevrolet 1500 model. However, due to ongoing supply chain issues, production of these models has been halted. National Auto Fleet Group contacted city staff regarding an available Dodge Ram 1500, similar to the models previously approved by the Council. The Ram 1500 pricing came in approximately \$1,000 lower than the previously approved models. Based on the limited availability and slightly lower price, the staff recommends purchase of the Ram 1500 instead of the initially requested vehicle.

This new truck will replace an aging heavy-duty utility truck and will be used to save fuel on smaller jobs such as meter reads, customer complaints, and inspections. Additionally, it will be used for staff training and picking up smaller parts from neighboring cities.

According to the City's municipal code, joint powers agreements can be used to procure equipment. The City is a member of Sourcewell, a national joint power agreement that allows the City to make equipment purchases without further competitive bidding. The City will be obtaining the truck using Sourcewell Contract No. 091521-NAF. A quote was received from National Auto Fleet Group for both a Ford F-150 and a Chevrolet 1500. The updated quote for the Dodge Ram 1500 will be attached to Resolution No. 2023-3929 (1).

**Fiscal Impact:**

Council initially approved the purchase of a new pickup truck for the water department on July 18, 2023 - Reso No. 2023-3929. The purchase will be funded by CIP project #22005, in an amount not to exceed \$40,000.00.

**Attachments:**

1. Resolution No. 2023-3929
2. Sourcewell Quotes



**RESOLUTION NO. 2023 - 3929**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WASCO AUTHORIZING THE CITY MANAGER OR DESIGNEE TO FINALIZE AND APPROVE A PURCHASE ORDER WITH NATIONAL AUTO FLEET GROUP IN THE AMOUNT NOT TO EXCEED \$40,000.00 TO PURCHASE ONE TRUCK FOR THE PUBLIC WORKS WATER DEPARTMENT.**

**WHEREAS**, the City of Wasco wishes to purchase a truck from National Auto Fleet Group; and

**WHEREAS**, In accordance with the City's municipal code, the City may utilize joint powers agreements, to procure equipment; and

**WHEREAS**, the City's cost for the truck in the amount not to exceed \$40,000.00 is to be from the Water Capital Outlay Fund; and

**WHEREAS**, the purchase shall be governed by and construed in accordance with the laws of the State of California.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Wasco:

**SECTION 1:** Adopt a Resolution Authorizing the City Manager or designee to approve a purchase order with National Auto Fleet Group as attached hereto as Exhibit "A" in the amount not to exceed \$40,000.00 to purchase one truck for the public works water department.

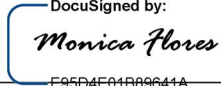
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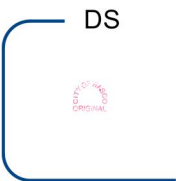
I **HEREBY CERTIFY** that the foregoing Resolution No. 2023 - 3929 was passed and adopted by the Council of the City of Wasco at a regular meeting thereof held on July 18, 2023, by the following vote:

COUNCIL MEMBERS:	
AYES:	MARTINEZ, GARCIA, MEDINA, REYNA, SALDAÑA
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	NONE

DocuSigned by:  
  
3168138935D1459...  
**VINCENT MARTINEZ,**  
**MAYOR** of the City of Wasco

**Attest:** 7/19/2023

DocuSigned by:  
  
E95D4E01B89641A...  
**MONICA FLORES**  
**DEPUTY CITY CLERK** and Ex Officio Clerk of  
the Council of the City of Wasco





# National Auto Fleet Group

A Division of Chevrolet of Watsonville  
490 Auto Center Drive, Watsonville, CA 95076  
(855) 289-6572 • (831) 480-8497 Fax  
Fleet@NationalAutoFleetGroup.com

10/4/2023

Quote ID: **25995**

Order Cut Off Date: **5/4/2023**

Mr Alberto Martinez  
City of Wasco  
801 8th street  
Wasco, California, 93280

Dear Alberto Martinez,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

**One (1) New/Unused (2023 Ram 1500 Classic (DS1L62) Tradesman 4x2 Reg Cab 8' Box, Stock Unit #PG656295 )** and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$34,445.00	\$33,116.22	3.858 %	\$1,328.78
Stock Unit #PG656295		\$0.00		
Tax (8.2500 %)		\$2,732.09		
Tire fee		\$8.75		
Transportation		\$450.00		
Total		<b>\$36,307.06</b>		

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell Contract 091521-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper  
Account Manager  
Email: Fleet@NationalAutoFleetGroup.com  
Office: (855) 289-6572  
Fax: (831) 480-8497

Quoting Department  
Account Manager  
Fleet@NationalAutoFleetGroup.com  
(855) 289-6572





# National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) 289-6572 • (831) 480-8497 Fax

Fleet@NationalAutoFleetGroup.com

6/23/2023

6/26/2023 Re-Configured

Quote ID: **34409 R1**

Order Cut Off Date: **8/19/2022**

Alberto Martinez  
City of Wasco  
Water/Wastewater

764 E st

Wasco, California, 93280

Dear Alberto Martinez,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

**One (1) New/Unused (2023 Ford F-150 (F1C) XL 2WD Reg Cab 6.5' Box 122" WB, )** and delivered to your specified location, each for

## One Unit

Contract Price	\$34,619.00
Tax (8.2500 %)	\$2,856.07
Tire fee	\$8.75
Total	\$37,483.82

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell Contract 091521-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper  
Account Manager  
Email: Fleet@NationalAutoFleetGroup.com  
Office: (855) 289-6572  
Fax: (831) 480-8497



**GMC**





# National Auto Fleet Group

A Division of Chevrolet of Watsonville  
490 Auto Center Drive, Watsonville, CA 95076  
(855) 289-6572 • (831) 480-8497 Fax  
Fleet@NationalAutoFleetGroup.com

7/7/2023

Quote ID: **34557**

Order Cut Off Date: **TBA**

Alberto Martinez  
City of Wasco  
Water/Wastewater

764 E st

Wasco, California, 93280

Dear Alberto Martinez,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

**One (1) New/Unused (2024 Chevrolet Silverado 1500 (CC10703) 2WD Reg Cab 126" Work Truck 6.6' Box, )** and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$38,115.00	\$37,326.74	2.068 %	\$788.26
Tax (0.0000 %)		\$0.00		
Tire fee		\$8.75		
Total		\$37,335.49		

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell Contract 091521-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper  
Account Manager  
Email: Fleet@NationalAutoFleetGroup.com  
Office: (855) 289-6572  
Fax: (831) 480-8497





## STAFF REPORT City of Wasco

**TO:** Honorable Mayor and Council Members

**FROM:** M. Scott Hurlbert, City Manager  
Luis Villa, Public Works Director

**DATE:** October 17, 2023

**SUBJECT:** Approve the amended Resolution No. 2023- 3872 removing the GMC Sierra 3500 Single-cab Flatbed Pickup Truck and replacing it with a GMC Sierra 3500 Crew-cab Flatbed Pickup Truck for the Sanitation Department.

---

### Recommendation:

Staff would like to provide information only to the City Council:

- 1) Approve the amended Resolution No. 2023- 3872 removing the GMC Sierra 3500 Single-cab flatbed Bed Pickup Truck and replacing it with a GMC Sierra 3500 Crew-cab flatbed Bed Pickup Truck for the Sanitation Department; and
- 2) Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

### Environmental Review:

The staff has reviewed the proposed activity for compliance with the California Environmental Quality Act(CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA guidelines because the proposed activity consists of a governmental fiscal/administrative activity which does not result in a physical change in the environment; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA. Thus, no environmental review is required.

### Discussion:

On May 2, 2023, Council approved Resolution No. 2023-3872, Authorizing the City Manager or designee to approve a purchase order in an amount not to exceed \$75,618.82 to purchase one GMC Sierra 3500 flat Bed Pickup Truck for the Sanitation Department from Motor City GMC.

During the build process of the truck, there was an error in the type of cab and bed style ordered. The original was a Regular single-cab flatbed one-ton Pickup. On September 22, 2023, staff was provided an email with an updated quote and estimated time of delivery. At this time, staff noticed an increased price and the error in cab and bed style.

(Crew cab flatbed one-ton Pickup) Staff finds we have no issue with the different types of cab and bed styles as the truck will still provide the same performance in the work expected when initially requested. GMC has honored the original quoted price (no other incurred cost).

The staff report and the new quote will be attached to Resolution No. 2023-3872 (1).

**Fiscal Impact:**

The City budgeted \$75,000.00 in the 2022-23 budget (Project No. 22009) for one Flatbed pickup for the Sanitation Department. The final cost from Motor City GMC is \$74,318.95, which is less than the original quote.

***Project Funding Sources***

	Project Funding Sources						
	Prior Years	2022-23	2023-24	2024-25	2025-26	2026-27	Total
Sanitation Enterprise Fund		75,000					75,000
							-
							-
<b>Total</b>	-	75,000	-	-	-	-	75,000

**Project Effect on the Operating Budget:** Reduce number of unexpected major repairs associated with aging fleet

**Attachments:**

1. Resolution No. 2023-3872
2. New Quote

**RESOLUTION NO. 2023 - 3872**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WASCO AUTHORIZING THE CITY MANAGER TO APPROVE A PURCHASE ORDER TO PURCHASE ONE GMC SIERRA 3500 FLAT BED PICKUP FOR THE SANITATION DEPARTMENT FROM MOTOR CITY GMC IN AN AMOUNT NOT TO EXCEED \$74,318.95**

**WHEREAS**, the City of Wasco wishes to purchase a GMC SIERRA 3500 Flat bed pickup from Motor City GMC; and

**WHEREAS**, the City's cost for the GMC SIERRA 3500 Flat bed pickup in the amount not to exceed \$74,318.95 is to be from the Sanitation Enterprize Fund and

**WHEREAS**, the purchase shall be governed by and construed in accordance with the laws of the State of California.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Wasco as follows:

**SECTION 1:** Authorizes the City Manager or his designee to approve a purchase order to purchase one GMC SIERRA 3500 Flat bed pickup from Motor City GMC in an amount not to exceed, \$74,318.95


-o0o-




**I HEREBY CERTIFY** that the foregoing Resolution No. 2023 - 3872 was passed and adopted by the Council of the City of Wasco at a regular meeting thereof held on May 2, 2023, by the following vote:

COUNCIL MEMBERS:

AYES:	MARTINEZ, GARCIA, MEDINA, REYNA
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	SALDAÑA

DocuSigned by:  
  
3168138935D1459  
**VINCENT MARTINEZ,**  
**MAYOR** of the City of Wasco

**Attest:** 5/4/2023

DocuSigned by:  
  
290AD08E8EDD40F...  
**MARIA O. MARTINEZ**  
**CITY CLERK** and Ex Officio Clerk of  
the Council of the City of Wasco

BUYER		CO-BUYER		Deal #:		412122	
CITY OF WASCO 746 8TH ST WASCO, CA 93280 Work #: (661) 758-7214 Email: smaxey@cityofwasco.org				Deal Type:		Retail	
				Deal Date:		10/12/2023	
				Print Time:		11:50am	
				Salesperson: CHRISTIAN LEFAY PATRICK			
VEHICLE							
New	<input checked="" type="checkbox"/>	Stock #:	Description:	VIN:	Mileage:		
Used	<input type="checkbox"/>	C24070	2024 GMC SIERRA 3500	1GD48PE79RF229243	65		
Demo	<input type="checkbox"/>						
TRADE							
AFTERMARKETS							
FLATBED WITH LIFTGATE \$ 17,854.00				Sale Price: \$ 50,679.20			
				Total Financed Aftermarkets: \$ 17,854.00			
				Total Trade Allowance: \$ 0.00			
				Trade Difference: \$ 68,533.20			
				Doc Fee: \$ 85.00			
				State & Local Taxes: \$ 5,661.00			
				Total License and Fees: \$ 39.75			
				Total Cash Price: \$ 74,318.95			
				Total Trade Payoff: \$ 0.00			
Total Aftermarkets: \$ 17,854.00				Delivered Price: \$ 74,318.95			
				Cash Down Payment + Deposit: \$ 0.00			
				Sub Total: \$ 74,318.95			
				Service Agreement: \$ 0.00			
				Maintenance Agreement: \$ 0.00			
				GAP Insurance: \$ 0.00			
				Credit Life, Accident & Health: \$ 0.00			
				Other: \$ 0.00			
Rate: Amount Financed: \$ 74,318.95				Amount Financed: \$ 74,318.95			



## STAFF REPORT City of Wasco

**TO:** Honorable Mayor and Council Members

**FROM:** M. Scott Hurlbert, City Manager  
Maria Lara, Assistant City Manager  
Charlie Fivecoat, Chief of Police

**DATE:** October 17, 2023

**SUBJECT:** Adopt A Resolution Authorizing the City Manager or Designee to accept the Grant Award of \$501,478.00 and Execute a Grant Agreement and any amendments thereto for The FY 2023-2024 California Department of Justice (DOJ) Tobacco Grant Program.

---

**Recommendation:**

Staff recommends that the City Council:

- 1) Adopt a Resolution authorizing the City Manager or designee to accept the award and execute a grant agreement and any amendments thereto for the FY 2023-2024 Tobacco Grant Program from the California Department of Justice (DOJ)
- 2) Find the subject activity is not a project within the meaning of CEQA Guidelines Section 15378 and is, therefore, not subject to review under CEQA.

**Environmental Review:**

This action is not a project within the meaning of CEQA Guidelines Section 15378 and is, therefore, not subject to CEQA since it does not have the potential to result in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. The approval of this agenda item does not commit the City to a definite course of action concerning a project since the action authorized herein may lead to the negotiation of a grant agreement. This proposed activity is, therefore, not subject to CEQA. Any future action connected to this approval that constitutes a project will be reviewed for compliance with CEQA.

**Discussion:**

The California Healthcare, Research, and Prevention Tobacco Tax Act of 2016 (Proposition 56) provides local public agencies funding to promote a healthier California by reducing illegal sales and marketing of cigarettes and tobacco products,

including e-cigarettes, to minors. The Office of the Attorney General makes these annual funds available to local law enforcement agencies through the California Department of Justice (DOJ) Tobacco Grant Program.

Grantees may use grant funds to enforce a local ordinance or state law related to the illegal sale and marketing of tobacco products, including e-cigarettes, to minors and youth, including, but not limited to:

- Enforcement of flavor ban laws/ordinances
- Retailer compliance and licensing checks
- Consumer protection enforcement
- Illegal online sales and marketing, including use of door-to-door delivery services
- Retailer training programs
- Public education outreach

The Tobacco Grant Program has a highly competitive award process, as evidenced by the Department's receipt of over \$48 million requests for the 2023-24 grant cycle. **The City of Wasco has been awarded \$501,478.00 to hire one (1.0 FTE) Police Officer for 36 months. The officer's duties will include conducting retailer enforcement, inspections, retailer education, and tobacco community education outreach.**

**Fiscal Impact:**

There is no local match requirement. The Tobacco Grant Program is a reimbursement grant. DOJ will reimburse the city, in arrears, for approved expenditures upon receipt of invoices and quarterly progress reports.

**Attachments:**

1. Tobacco Grant Award Notification Letter
2. Resolution





DIVISION OF OPERATIONS  
OFFICE OF THE CHIEF  
GRANT SERVICES BRANCH  
TOBACCO GRANT PROGRAM  
P.O. Box 160187  
Sacramento, CA 95816-0187  
Telephone: (916) 210-6422  
E-Mail Address: TobaccoGrantRFP@doj.ca.gov

October 11, 2023

M. Scott Hurlbert, City Manager  
Wasco Police Department  
746 8th Street  
Wasco, CA 93280

Re: Tobacco Grant Award Notification Fiscal Year 2023-24 (RFP: DOJ-PROP56-2023-24-1)

Dear: City Manager Hurlbert

Congratulations! On behalf of the California Department of Justice (DOJ), Tobacco Grant Program, I am pleased to inform you that your agency's grant application for the fiscal year 2023-24 grant cycle has been approved for grant funds authorized under the California Healthcare, Research and Prevention Tobacco Tax Act of 2016. The total amount of your agency's grant award is \$501,478.

The Tobacco Grant Program's award process is highly competitive, and for the 2023-24 grant cycle, the Department received over \$48 million in requests. As noted in the application materials, grant funding prioritized support for local retailer enforcement and education efforts, including enforcement of flavored tobacco bans. Consequently, some awards were approved with modifications based upon funding priorities.

**To accept the 2023-24 grant award, please complete and return the following by email within 15 calendar days of the date of this letter:**

1. Signed Letter of Intent (template attached), affirming either:
  - a. Your agency will seek a resolution from the governing body to accept the award (*if your agency has a governing body*); or
  - b. No governing body exists and no resolution is required.
36. Summary of Award (template attached)

Please email the signed Letter of Intent and Summary of Award as indicated above to [TobaccoGrantRFP@doj.ca.gov](mailto:TobaccoGrantRFP@doj.ca.gov) with the subject line including the name of your agency: "FY 23-24\_Letter of Intent\_Wasco Police Department." Upon receipt of this information, the Department will provide your agency with additional documents for execution/use (e.g.,

October 11, 2023

Page 2

Memorandum of Understanding, Grantee Handbook, etc.). These documents will contain more information about the process for reimbursement and other important details. Activities for reimbursement under this grant may commence November 1, 2023.

Should you have any questions regarding this letter or the required follow up information, please email [TobaccoGrantRFP@doj.ca.gov](mailto:TobaccoGrantRFP@doj.ca.gov).

Sincerely,

STACY HEINSEN  
Manager, Tobacco Grant Program

For ROB BONTA  
Attorney General

Attachments:  
Letter of Intent  
Summary of Award  
Budget Detail

## RESOLUTION NO. 2023 -

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WASCO AUTHORIZING THE CITY MANAGER OR DESIGNEE TO ACCEPT THE GRANT AWARD AND EXECUTE A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FOR THE FY 2023-2024 TOBACCO GRANT PROGRAM FROM THE CALIFORNIA DEPARTMENT OF JUSTICE (DOJ)**

**WHEREAS**, the City of Wasco (herein referred to as APPLICANT) submitted an application to the California Department of Justice for the Tobacco Grant Program and received award notification (\$501,478.00) in funding; and

**WHEREAS**, APPLICANT can implement the local retailer enforcement and education efforts, including enforcement of flavored tobacco bans; and

**WHEREAS**, APPLICANT is authorized to accept the award, execute the grant agreement and any amendments thereto under the DOJ Tobacco Grant Program; and

**WHEREAS**, APPLICANT authorizes its city manager or designee to execute the grant agreement and any amendments, incur grant-related expenses, and receive reimbursement for those expenses.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Wasco, by adopting this resolution, does hereby state that:

**Section 1.** APPLICANT authorizes its City Manager, or designee, to execute the grant agreement and any amendments, incur grant-related expenses, and receive reimbursement for those expenses.

**BE IT FURTHER RESOLVED** that the City Manager or designee is hereby authorized and empowered to execute in the name of the City of Wasco all grant documents, including but not limited to agreements, amendments, reports, budget amendments, and requests for payment, necessary to secure grant funds and implement the approved grant project.

-o0o-

**I HEREBY CERTIFY** that the foregoing Resolution No. 2023 -        was passed and adopted by the Council of the City of Wasco at a regular meeting thereof held on October 17, 2023, by the following vote:

COUNCIL MEMBERS:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
**VINCENT MARTINEZ,**  
**MAYOR** of the City of Wasco

**Attest:** \_\_\_\_\_

\_\_\_\_\_  
**MARIA O. MARTINEZ**  
**CITY CLERK** and Ex Officio Clerk of  
the Council of the City of Wasco





## STAFF REPORT City of Wasco

**TO:** Honorable Mayor and Council Members

**FROM:** M. Scott Hurlbert, City Manager  
Luis Villa, Public Works Director

**DATE:** October 17, 2023

**SUBJECT:** Adopt a Resolution Authorizing the City Manager or designee to approve a purchase order with WESCO in an amount not to exceed \$340,000.00 to purchase 45 streetlights for the Downtown Renovation Project.

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### **Recommendation:**

Staff recommends the City Council:

- 1) Adopt a Resolution Authorizing the City Manager or designee to approve a purchase order with WESCO in an amount not to exceed \$340,000.00 to purchase 45 streetlights for the Downtown Renovation Project.
- 2) Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required

### **Environmental Review:**

Staff has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA guidelines because the proposed activity consists of a governmental fiscal/administrative activity which does not result in a physical change in the environment; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA. Thus, no environmental review is required.

### **Discussion:**

Project #22012, the Downtown Renovation Project, funded by the Clean California Grant, includes replacing 45 streetlights. One of the requirements of these funds is that the Project be completed before June 30, 2024.

This tight deadline requires that the City do anything within its ability to speed up the process of construction, materials procurement, etc. With the current lead time of streetlights, procuring these materials ourselves could substantially impact the project

schedule. Additionally, cost savings are expected versus having the Contractor front the cost of the lights or worry about the procurement.

On Sunday, August 27, 2023, the City advertised a request for proposals to procure street lighting materials. On September 12, 2023, the bid's due date, zero bids were received.

After seeing no bids received, Staff reached out to suppliers one by one and was able to procure the following three quotes:

Supplier	Price
WESCO	\$334,155.67
SCL North	\$335,565.00
OneSource	\$340,920.00

After reviewing the supplied quotes, the Staff has concluded that WESCO's proposal is the most cost-effective and recommends purchasing from them.

**Fiscal Impact:**

This purchase order in the amount of \$334,155.67 will leave approximately \$6,165,000.00 remaining in the project budget. No further budget action is required with approval of this item.

**Attachments:**

1. Resolution
2. Quote

**RESOLUTION NO. 2023 -**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WASCO AUTHORIZING THE CITY MANAGER OR DESIGNEE TO APPROVE A PURCHASE ORDER WITH WESCO IN AN AMOUNT NOT TO EXCEED \$340,000.00 TO PURCHASE 45 STREET LIGHTS FOR THE DOWNTOWN RENOVATION PROJECT**

**WHEREAS**, the City wishes to purchase 45 streetlights from WESCO for the Downtown Renovation Project; and,

**WHEREAS** a quote for this equipment in the amount of \$334,155.67 was received from WESCO; and,

**WHEREAS**, this purchase will come out of the Clean California Grant for the Downtown Renovation Project; and,

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

**SECTION 1:** Authorizes City Manager or designee to finalize and approve a purchase order with WESCO in an amount not to exceed \$340,000.00 to purchase 45 streetlights for the Downtown Renovation Project.

-o0o-

**I HEREBY CERTIFY** that the foregoing Resolution No. 2023 - was adopted by the Council of the City of Wasco at a regular meeting held on October 17, 2023, by the following vote:

COUNCIL MEMBERS:

AYES:

NOES:

ABSTAIN:

ABSENT:

**Attest:**

\_\_\_\_\_  
**Vincent Martinez**  
**MAYOR** of the City of Wasco

\_\_\_\_\_  
**MARIA O. MARTINEZ**  
**CITY CLERK** and Ex Officio Clerk of  
the Council of the City of Wasco

## BID SCHEDULE

### HISTORIC DOWNTOWN STREET LIGHTING (MATERIALS PURCHASE)

ITEM NO.	ITEM CODE	UNIT OF MEASURE	ESTIMATED QUANTITY	PRICE PER UNIT	TOTAL PRICE
1	Stresscrete Group (or approved equal) as specified. Color: Federal Green	EA	45	$\frac{75}{100} \times \$6859 = \$5144.25$	$\frac{84}{100} \times 308,688 = \$25,929.83$

Tax (8.25%) \$25,466.83

**TOTAL BID AMOUNT: \$334,155.67**

Acknowledgment of Addenda  
Addendum No. Initial

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Bill Koehnen / WESCO LIGHTING SPECIALIST  
Printed Name / Title

Bill Koehnen  
Signature

WESCO - BAKERSFIELD  
Company

N/A Quote expires 10/18/23

Contractor's License Number / Expiration Date

Selection of bidder shall be based on the lowest responsive and responsible bid for the combined total of construction items. The City has the option to reject all bids with or without cause. The City also may at its discretion remove any item(s) from this project. It is understood that the foregoing quantities are approximate only and are solely for the purpose of facilitating the comparison of bids, and that the contractor's compensation will be computed upon the basis of the actual quantities in the complete work, whether they be more or less than those shown.



## Quick Service Quotation



UNLESS THERE ARE DIFFERENT OR ADDITIONAL TERMS AND CONDITIONS CONTAINED IN A MASTER AGREEMENT THAT MODIFY WESCO'S STANDARD TERMS, BUYER AGREES THAT THIS QUOTE AND ANY RESULTING PURCHASE ORDER WILL BE GOVERNED BY WESCO'S TERMS AND CONDITIONS AVAILABLE AT [see link below](http://www.wesco.com/terms_and_conditions_of_sale.pdf), AS SUCH TERMS MAY BE UPDATED FROM TIME TO TIME, WHICH TERMS ARE INCORPORATED HEREIN BY REFERENCE AND MADE PART HEREOF. PLEASE CONTACT THE SELLER IDENTIFIED ON THIS QUOTE IF YOU REQUIRE A PRINTED COPY.

[HTTP://WWW.WESCO.COM/TERMS AND CONDITIONS OF SALE.PDF](http://www.wesco.com/terms_and_conditions_of_sale.pdf)

<b>To:</b> <b>Kameron Arnold</b> City of Wasco  Quote valid for 30 days from above date	<b>Date:</b> 09/19/23 <b>Project Name</b> Historic Downtown lighting <b>or Number:</b> <b>Quoted by:</b> <b>Bill Koehnen</b> <a href="mailto:wkoehnen@wesco.com">wkoehnen@wesco.com</a>
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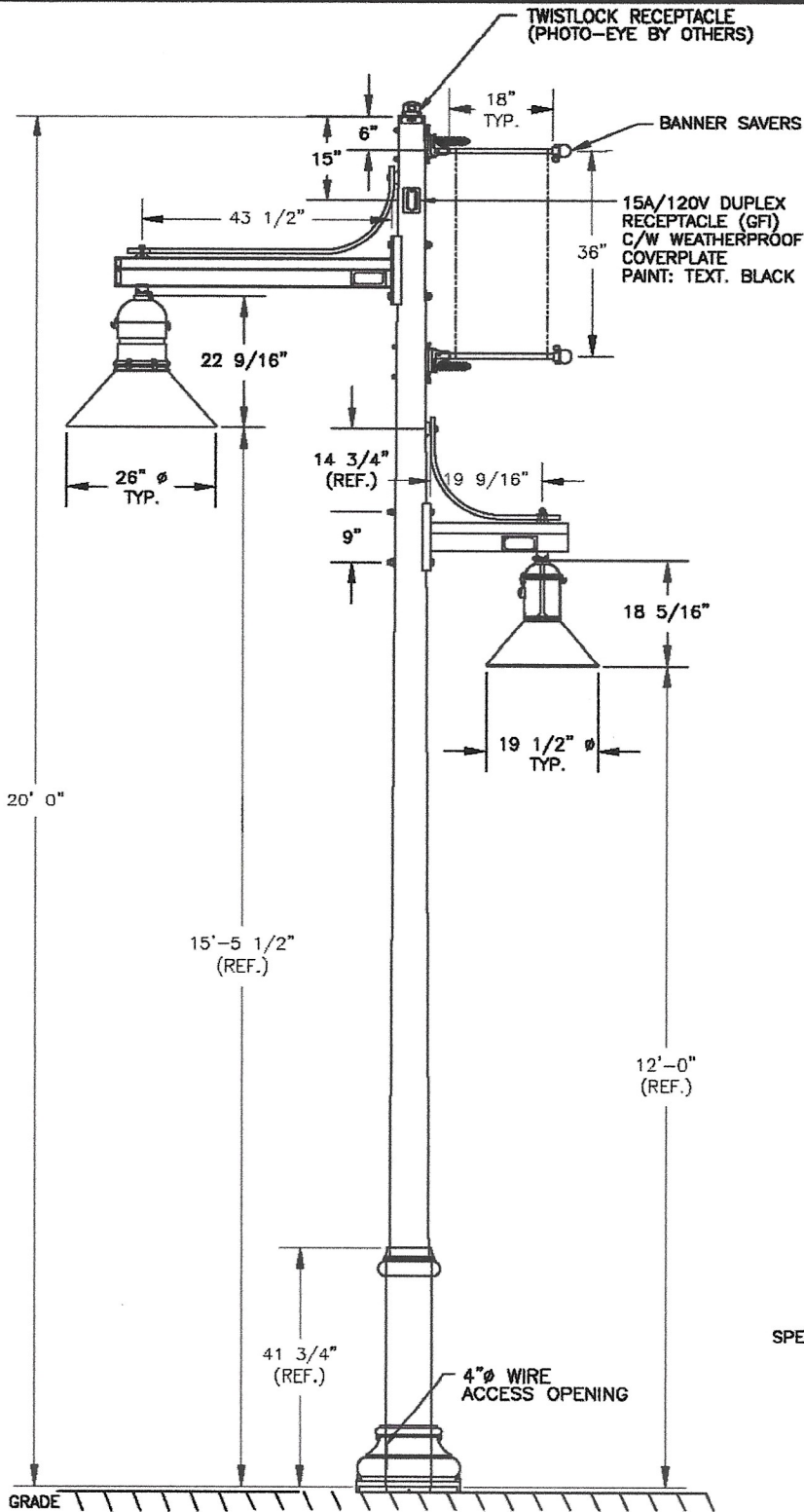
**Attn:** Salesperson: **Patrick Bakich**

Item	Quantity	Catalog Number and Description	Unit price	Total Price	Notes
1	45	Deco Lighting Assemblies to include:	\$ 6,859.75	\$ 308,688.84	
2		Arm KA51-A-S-1-FL-(TX -Federal Green)			
3		Arm: KA51-A-S-1-FL-(TX -Federal Green) Mod			
4		Fixtures: K728-P4FL-II-60(SSL)-7030-120:277-4K-WSGN			
5		Fixtures: K828-P4FL-III-60(SSL)-8060-120:277-4K-WSGN			
6		Pole: KM90-RF-20'-DR-PR7-TX-Federal Green)			
7		Banner Arms: TBA-CC-BB			
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27			SUB TOTAL	\$ 308,688.84	
28			Tax if applicable	\$ 25,466.83	8.25%
29			S&H		freight prepaid
30			Total	\$ 334,155.67	
31					

F.O.B. Point of shipment. The prices stated in this offer shall, unless renewed, automatically expire fifteen (15) days from the date of this offer.

**WESCO Distribution, Inc.**

REV.	ALTERATION	DATE	BY



#### PEDESTRIAN LUMINAIRE SPECIFICATIONS

CATALOG NO.: K728-P4FL-II-60(SSL)  
-8060-120:277-4K-WS-BK

QUANTITY: 1  
OPTICAL SYSTEM: FLAT ARRAY, FLAT LENS  
IES CLASS.: TYPE II  
INPUT WATTAGE: 60W (8060 SERIES)  
LINE VOLTAGE: 120:277V  
CCT: 4000K  
PAINT: TEXTURED-BLACK Federal Green  
OPTIONS: WATTAGE SELECTOR

OPTIONS  
QUICK DISCONNECT ☒

#### STREETSIDE LUMINAIRE SPECIFICATIONS

CATALOG NO.: K828-P4FL-III-60(SSL)  
-8060-120:277-4K-WS-BK

QUANTITY: 1  
OPTICAL SYSTEM: FLAT ARRAY, FLAT LENS  
IES CLASS.: TYPE III  
INPUT WATTAGE: 60W (8060 SERIES)  
LINE VOLTAGE: 120:277V  
CCT: 4000K  
PAINT: TEXTURED-BLACK Federal Green  
OPTIONS: WATTAGE SELECTOR

OPTIONS  
QUICK DISCONNECT ☒

#### PEDESTRIAN ARM SPECIFICATIONS

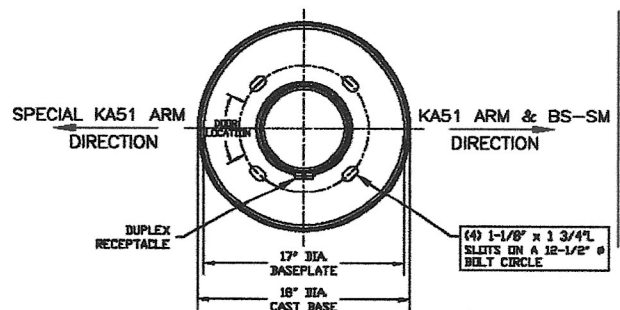
CATALOG NO.: (MOD.) KA51-S  
QUANTITY: 1  
MATERIAL: ALUMINUM  
PAINT: TEXTURED-BLACK Federal Green  
OPTIONS:

#### STREETSIDE ARM SPECIFICATIONS

CATALOG NO.: (MOD.) KA51-S-4'  
QUANTITY: 1  
MATERIAL: ALUMINUM  
PAINT: TEXTURED-BLACK Federal Green  
OPTIONS:

#### POLE SPECIFICATIONS

CATALOG NO.: MOD. KM90RF-20'-DR-B5-SM-PR7  
QUANTITY: 1  
POLE HEIGHT: 20' 0"  
POLE TOP DIA.: 4 1/2"  
MATERIAL: \* 3 GAUGE ALUMINUM SHAFT \*  
BOLT CIRCLE: 12-1/2" Ø  
ANCHOR BOLTS: 1" x 36" (INCLUDED)  
BOLT PROJECTION: 3" HIGH  
PAINT: TEXTURED-BLACK Federal Green  
OPTIONS: DUPLEX RECEPTACLE  
BANNER SAVER ARMS  
(BANNER BY OTHERS)  
TWISTLOCK RECEPTACLE  
(PHOTO-EYE BY OTHERS)



TOP VIEW

CUSTOMER APPROVAL:

#### Notes:

Although rare, oscillating loads severe enough to cause damage can occasionally occur in structures of all types. Because they are influenced by many factors not provided to StressCrete, these loads are unpredictable. The users maintenance program should include observation for excessive vibration & examination for any structural damage. The StressCrete warranty specifically excludes fatigue failure or similar phenomena resulting from induced vibration, oscillation or resonance associated with the eccentric rotation of attached equipment.

CUSTOMER ORDER No:

STRESSCRETE GROUP No: 128 of 134



#### Manufacturing Locations:

Burlington, Ontario 1-800-268-7809  
Northport, Alabama 1-800-435-6563  
Atchison, Kansas 1-800-837-1024  
Jefferson, Ohio 1-800-268-7809

PROJECT/CUSTOMER:

WASCO, CA STREETSCAPE

DRAWN BY:	AT:	CHECKED BY:	DATE:	REVISION:
MJ	SC3		1/25/23	
DRAWING TYPE:	DRAWING NUMBER:			
CONCEPT DRAWING	Q-2301057-1			



## STAFF REPORT City of Wasco

**TO:** Honorable Mayor and Council Members

**FROM:** M. Scott Hurlbert, City Manager  
Isarel Perez Hernandez, Finance Director  
Nancy Vera, Human Resources Manager

**DATE:** October 17, 2023

**SUBJECT:** Adopt a Resolution Approving a New Information Technology Manager Position and Approving the Amended Salary Schedule for the Fiscal Year 2023-2024 in Compliance with the California Public Employees' Retirement System (CalPERS) Requirement for Publicly Available Pay Schedules.

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### **Recommendation:**

Staff recommends the City Council:

- 1) Adopt a Resolution Approving a New Information Technology Manager Position and Approving the Amended Salary Schedule for the Fiscal Year 2023-2024 in Compliance with the California Public Employees' Retirement System (CalPERS) Requirement for Publicly Available Pay Schedules; and
- 2) Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c)(3), no environmental review is required.

### **Environmental Review:**

The staff has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA guidelines because the proposed activity consists of a governmental fiscal/administrative activity which does not result in a physical change in the environment; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA. Thus, no environmental review is required.

### **Background:**

Start-up of the Wasco Police Department, combined with increasing reliance on the City's information technology systems, has created a need for additional in-house technical resources. The City's outside technology services provider provides a majority of basic desktop, network and security management functions required. However, the Police Department technology infrastructure will demand 24/7 availability and a significantly higher security threshold.



**Discussion:**

The proposed Information Technology Manager position will complement the City's current IT Specialist position to provide day-to-day support, troubleshooting and coordination with our outside technology consultants and vendors. Significant training investments will be made to ensure familiarity with critical applications including the new PD dispatch and case management application, city-wide camera and access management system, and expansions of our accounting and document management systems. It is anticipated the position will be approximately 75% focused on PD start-up activities through Q1 2024 but ultimately will provide city-wide support.

Staff recommends using approved PD start-up personnel budget for the recruitment and hiring phase with a budget adjustment during mid-year review, if needed. A Mid-Management exempt Pay Range 12 (\$80,379 to \$102,893) is recommended.

**CalPERS Compliance:**

The City Council annually approves the Salary Schedule for the given Fiscal Year as outlined by the Public Employees' Retirement Law (PERL) Government Code (GC) sections 20636 and 20636.1, which define compensation earnable for State, School, and Public Agency members. Section 570.5 of the California Code of Regulations (CCR) further clarifies compensation earnable.

For purposes of determining the amount of "compensation earnable" pursuant to GC sections 20630, 20636, and 20636.1, the pay rate shall be limited to the amount listed on a pay schedule that meets all of the following requirements:

1. Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws;
2. Identifies the position title for every employee position;
3. Shows the pay rate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
4. Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
5. Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
6. Indicates an effective date and date of any revisions;
7. Is retained by the employer and available for public inspection for not less than five years; and
8. Does not reference another document in lieu of disclosing the pay rate.

All eight (8) requirements must be met in one salary schedule for each member's pay in order for CalPERS to approve the pay amount as pay rate and reportable compensation earnable. All employers must comply with the compensation-earnable provisions and corresponding regulations of the PERL.

The noted change in the Salary Schedule for Fiscal Year 2023 – 2024 is the addition of the Information Technology Manager position, which requires City Council approval and submission to CalPERS.

**Fiscal Impact:**



Impact to current FY 2023-2024 adopted budget is expected to be minimal as full PD staffing is not anticipated before FY end. The mid-year budget review exercise will revisit staffing levels and bring any needed appropriation requests to Council for consideration at that time.

**Attachments:**

1. Resolution
2. Updated Salary Schedule

## RESOLUTION NO. 2023 -

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WASCO APPROVING THE AMENDED SALARY SCHEDULE FOR THE FY 2023-2024 IN COMPLIANCE WITH THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS) REQUIREMENTS FOR PUBLICLY AVAILABLE PAY SCHEDULES**

**WHEREAS**, in order to meet CalPERS requirements for publicly available pay schedules, the City Council must approve a Salary Schedule for all City positions (including elected and appointed positions), independent from the Salary Schedules included in the Memorandum of Understanding with employee groups or employment agreements; and

**WHEREAS**, Title 2, §570.5 of the California Code of Regulations establishes certain requirements for a publicly available pay schedule; and

**WHEREAS**, the City of Wasco must comply with Government Code § 20636(B)(1) and Title 2, §570.5 of the California Code of Regulations; and

**WHEREAS**, the City of Wasco wishes to establish the position of Information Technology Manager to be included in the Amended Salary Schedule.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Wasco,

**SECTION 1:** Approves the Amended Salary Schedule for Fiscal Year 2023-24 as attached hereto Exhibit "A" in order to meet the requirements of Title 2, §570.5 of the California Code of Regulations.

**SECTION 2:** Authorizes the City Manager or Designee to endorse and implement the Amended Salary Schedule.

**SECTION 3:** Authorizes the City Manager or Designee to begin recruitment and hiring for the position of Information Technology Manager.

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**I HEREBY CERTIFY** that the foregoing Resolution No. 2023 - was adopted by the Council of the City of Wasco at a regular meeting held on October 17, 2023, by the following vote:

COUNCIL MEMBERS:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

**Vincent Martinez**  
**MAYOR** of the City of Wasco

**Attest:**

---

**MARIA O. MARTINEZ**  
**CITY CLERK** and Ex Officio Clerk of  
the Council of the City of Wasco

# EXHIBIT "A"

## CITY OF WASCO POSITION & SALARY RANGE LIST EFFECTIVE 07/01/2023 - 06/30/2024

		DIRECTOR - ANNUAL	
		MINIMUM	MAXIMUM
City Manager	Contract	\$191,065	
Deputy Public Works Director(s)	Contract	\$94,053.44	\$120,038.66
Assistant City Manager	Contract	\$94,053.44	\$120,038.66
Finance Director	Contract	\$104,573.69	\$133,465.47
Community Development Director	Contract	\$104,573.69	\$133,465.47
Public Works Director	Contract	\$104,573.69	\$133,465.47
Police Lieutenant	Contract	\$104,573.69	\$133,465.47
Chief of Police	Contract	\$133,465.47	\$162,347.25
City Clerk/Treasurer	\$	60	

MID MANAGEMENT - EXEMPT PAY SCHEDULE - BIWEEKLY												ANNUAL PAY		HOURLY RATE	
TITLE	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP A	STEP F	STEP A	STEP F	STEP A	STEP F	STEP A	STEP F
Senior Planner	6	\$2,745.17	\$2,882.41	\$3,026.54	\$3,177.86	\$3,336.76	\$3,503.58	\$71,374.42	\$91,093.08	34.3146	43.7948				
City Project Manager	9	\$2,956.23	\$3,104.05	\$3,259.25	\$3,422.21	\$3,593.32	\$3,772.99	\$76,861.98	\$98,097.74	36.9529	47.1624				
Chief Building Official	9	\$2,956.23	\$3,104.05	\$3,259.25	\$3,422.21	\$3,593.32	\$3,772.99	\$76,861.98	\$98,097.74	36.9529	47.1624				
Sanitation Superintendent	9	\$2,956.23	\$3,104.05	\$3,259.25	\$3,422.21	\$3,593.32	\$3,772.99	\$76,861.98	\$98,097.74	36.9529	47.1624				
Human Resources Manager	12	\$3,184.27	\$3,345.28	\$3,514.81	\$3,692.88	\$3,879.57	\$4,076.16	\$82,791.02	\$105,980.16	39.8034	50.9520				
Accounting Manager	12	\$3,184.27	\$3,345.28	\$3,514.81	\$3,692.88	\$3,879.57	\$4,076.16	\$82,791.02	\$105,980.16	39.8034	50.9520				
Information Technology Manager	12	\$3,184.27	\$3,345.28	\$3,514.81	\$3,692.88	\$3,879.57	\$4,076.16	\$82,791.02	\$105,980.16	39.8034	50.9520				
Administrative Manager	18	\$3,691.93	\$3,876.53	\$4,070.34	\$4,273.87	\$4,487.56	\$4,711.94	\$95,990.18	\$122,510.44	46.1491	58.8993				
Non-Exempt Bi-Weekly Pay Schedule												ANNUAL PAY		HOURLY RATE	
TITLE	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP A	STEP F	STEP A	STEP F	STEP A	STEP F	STEP A	STEP F
Utility Technician	23	\$1,445.31	\$1,517.57	\$1,593.45	\$1,673.12	\$1,756.79	\$1,844.63	\$37,578.06	\$47,960.38	18.0664	23.0579				
Animal Shelter Service Worker	23	\$1,445.31	\$1,517.57	\$1,593.45	\$1,673.12	\$1,756.79	\$1,844.63	\$37,578.06	\$47,960.38	18.0664	23.0579				
Animal Control Officer	25	\$1,518.47	\$1,594.40	\$1,674.12	\$1,757.83	\$1,845.72	\$1,938.00	\$39,480.22	\$50,388.00	18.9809	24.2250				
Facilities Maintenance Technician I	25	\$1,518.47	\$1,594.40	\$1,674.12	\$1,757.83	\$1,845.72	\$1,938.00	\$39,480.22	\$50,388.00	18.9809	24.2250				
Transit Bus Driver	25	\$1,518.47	\$1,594.40	\$1,674.12	\$1,757.83	\$1,845.72	\$1,938.00	\$39,480.22	\$50,388.00	18.9809	24.2250				
Mechanic I	26	\$1,556.43	\$1,634.25	\$1,715.96	\$1,801.77	\$1,891.85	\$1,986.45	\$40,467.18	\$51,647.70	19.4554	24.8306				
Street Maintenance Technician I	26	\$1,556.43	\$1,634.25	\$1,715.96	\$1,801.77	\$1,891.85	\$1,986.45	\$40,467.18	\$51,647.70	19.4554	24.8306				
Water Operator-In-Training	26	\$1,556.43	\$1,634.25	\$1,715.96	\$1,801.77	\$1,891.85	\$1,986.45	\$40,467.18	\$51,647.70	19.4554	24.8306				
WWTP Operator-In-Training	27	\$1,595.34	\$1,675.11	\$1,758.86	\$1,846.79	\$1,939.13	\$2,036.10	\$41,478.84	\$52,938.60	19.9418	25.4513				
Street Sweeper Operator I	27	\$1,595.34	\$1,675.11	\$1,758.86	\$1,846.79	\$1,939.13	\$2,036.10	\$41,478.84	\$52,938.60	19.9418	25.4513				
Street Maintenance Technician II	28	\$1,635.23	\$1,716.99	\$1,802.83	\$1,892.99	\$1,987.63	\$2,087.01	\$42,515.98	\$54,262.26	20.4404	26.0876				
Billing and Collections Specialist I	29	\$1,676.11	\$1,759.92	\$1,847.90	\$1,940.31	\$2,037.32	\$2,139.19	\$43,578.86	\$55,618.94	20.9514	26.7399				
Mechanic II	29	\$1,676.11	\$1,759.92	\$1,847.90	\$1,940.31	\$2,037.32	\$2,139.19	\$43,578.86	\$55,618.94	20.9514	26.7399				
Administrative Assistant I	29	\$1,676.11	\$1,759.92	\$1,847.90	\$1,940.31	\$2,037.32	\$2,139.19	\$43,578.86	\$55,618.94	20.9514	26.7399				
Facilities Maintenance Technician II	29	\$1,676.11	\$1,759.92	\$1,847.90	\$1,940.31	\$2,037.32	\$2,139.19	\$43,578.86	\$55,618.94	20.9514	26.7399				
Sanitation Worker I	29	\$1,676.11	\$1,759.92	\$1,847.90	\$1,940.31	\$2,037.32	\$2,139.19	\$43,578.86	\$55,618.94	20.9514	26.7399				
Wastewater Collections Specialist I	30	\$1,718.01	\$1,803.91	\$1,894.11	\$1,988.84	\$2,088.25	\$2,192.66	\$44,668.26	\$57,009.16	21.4751	27.4083				
Water Operator I	30	\$1,718.01	\$1,803.91	\$1,894.11	\$1,988.84	\$2,088.25	\$2,192.66	\$44,668.26	\$57,009.16	21.4751	27.4083				
Transit Coordinator I	30	\$1,718.01	\$1,803.91	\$1,894.11	\$1,988.84	\$2,088.25	\$2,192.66	\$44,668.26	\$57,009.16	21.4751	27.4083				
Administrative Assistant II	31	\$1,760.97	\$1,849.01	\$1,941.47	\$2,038.55	\$2,140.46	\$2,247.48	\$45,785.22	\$58,434.48	22.0121	28.0935				
Wastewater Plant Operator I	31	\$1,760.97	\$1,849.01	\$1,941.47	\$2,038.55	\$2,140.46	\$2,247.48	\$45,785.22	\$58,434.48	22.0121	28.0935				
Sanitation Worker II	31	\$1,760.97	\$1,849.01	\$1,941.47	\$2,038.55	\$2,140.46	\$2,247.48	\$45,785.22	\$58,434.48	22.0121	28.0935				
Payroll/AP Specialist	32	\$1,804.98	\$1,895.23	\$1,989.99	\$2,089.50	\$2,193.97	\$2,303.67	\$46,929.48	\$59,895.42	22.5623	28.7959				
Executive Assistant I	33	\$1,850.11	\$1,942.61	\$2,039.74	\$2,141.73	\$2,248.82	\$2,361.25	\$48,102.86	\$61,392.50	23.1264	29.5156				
Billing and Collections Specialist II	34	\$1,896.36	\$1,991.18	\$2,090.74	\$2,195.27	\$2,305.04	\$2,420.28	\$49,305.36	\$62,927.28	23.7045	30.2535				
Water Operator II	34	\$1,896.36	\$1,991.18	\$2,090.74	\$2,195.27	\$2,305.04	\$2,420.28	\$49,305.36	\$62,927.28	23.7045	30.2535				
Wastewater Plant Operator II	36	\$1,992.36	\$2,091.97	\$2,196.57	\$2,306.40	\$2,421.72	\$2,542.79	\$51,801.36	\$66,112.54	24.9045	31.7849				
Human Resources Analyst I	37	\$2,042.16	\$2,144.27	\$2,251.50	\$2,364.07	\$2,482.27	\$2,606.37	\$53,096.16	\$67,765.62	25.5270	32.5796				
Sanitation Supervisor	37	\$2,042.16	\$2,144.27	\$2,251.50	\$2,364.07	\$2,482.27	\$2,606.37	\$53,096.16	\$67,765.62	25.5270	32.5796				
Streets Supervisor	37	\$2,042.16	\$2,144.27	\$2,251.50	\$2,364.07	\$2,482.27	\$2,606.37	\$53,096.16	\$67,765.62	25.5270	32.5796				
Staff Accountant	38	\$2,093.22	\$2,197.88	\$2,307.78	\$2,423.16	\$2,544.33	\$2,671.54	\$54,423.72	\$69,460.04	26.1653	33.3943				
Water Operator III	38	\$2,093.22	\$2,197.88	\$2,307.78	\$2,423.16	\$2,544.33	\$2,671.54	\$54,423.72	\$69,460.04	26.1653	33.3943				
Building Inspector I	40	\$2,199.18	\$2,309.15	\$2,424.58	\$2,545.83	\$2,673.12	\$2,806.78	\$57,178.68	\$72,976.28	27.4898	35.0848				
Code Compliance Officer I	40	\$2,199.18	\$2,309.15	\$2,424.58	\$2,545.83	\$2,673.12	\$2,806.78	\$57,178.68	\$72,976.28	27.4898	35.0848				
Assistant Planner	41	\$2,254.16	\$2,366.87	\$2,485.21	\$2,609.47	\$2,739.94	\$2,876.94	\$58,608.16	\$74,800.44	28.1770	35.9618				
Billing and Collections Supervisor	43	\$2,368.29	\$2,486.70	\$2,611.03	\$2,741.59	\$2,878.66	\$3,022.61	\$61,575.54	\$78,587.86	29.6036	37.7826				
Code Compliance Officer II	43	\$2,368.29	\$2,486.70	\$2,611.03	\$2,741.59	\$2,878.66	\$3,022.61	\$61,575.54	\$78,587.86	29.6036	37.7826				
Building Inspector II	43	\$2,368.29	\$2,486.70	\$2,611.03	\$2,741.59	\$2,878.66	\$3,022.61	\$61,575.54	\$78,587.86	29.6036	37.7826				
GIS Specialist	43	\$2,368.29	\$2,486.70	\$2,611.03	\$2,741.59	\$2,878.66	\$3,022.61	\$61,575.54	\$78,587.86	29.6036	37.7826				
Wastewater Plant Operator III	43	\$2,368.29	\$2,486.70	\$2,611.03	\$2,741.59	\$2,878.66	\$3,022.61	\$61,575.54	\$78,587.86	29.6036	37.7826				
Associate Planner	44	\$2,427.48	\$2,548.87	\$2,676.31	\$2,810.13	\$2,950.64	\$3,098.17	\$63,114.48	\$80,552.42	30.3435	38.7271				
Water Supervisor	44	\$2,427.48	\$2,548.87	\$2,676.31	\$2,810.13	\$2,950.64	\$3,098.17	\$63,114.48	\$80,552.42	30.3435	38.7271				
Wastewater Supervisor	44	\$2,427.48	\$2,548.87	\$2,676.31	\$2,810.13	\$2,950.64	\$3,098.17	\$63,114.48	\$80,552.42	30.3435	38.7271				
Accounting Supervisor	44	\$2,427.48	\$2,548.87	\$2,676.31	\$2,810.13	\$2,950.64	\$3,098.17	\$63,114.48	\$80,552.42	30.3435	38.7271				
Information Technology & Marketing Specialist	46	\$2,550.40	\$2,677.91	\$2,811.82	\$2,952.41	\$3,100.02	\$3,255.04	\$66,310.40	\$84,631.04	31.8800	40.6880				
Police Non-Exempt Bi-Weekly Pay Schedule												ANNUAL PAY		HOURLY RATE	
TITLE	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP A	STEP F	STEP A	STEP F	STEP A	STEP F	STEP A	STEP F
Police Records Clerk	33	\$1,850.11	\$1,942.61	\$2,039.74	\$2,141.73	\$2,248.82	\$2,361.25	\$48,102.86	\$61,392.50	23.1264	29.5156				
Police Dispatcher	36	\$1,992.36	\$2,091.97	\$2,196.57	\$2,306.40	\$2,421.72	\$2,542.79	\$51,801.36	\$66,112.54	24.9045	31.7849				
Senior Police Dispatcher	40	\$2,199.18	\$2,309.15	\$2,424.58	\$2,545.83	\$2,673.12	\$2,806.78	\$57,178.68	\$72,976.28	27.4898	35.0848				
Police Officer	44	\$2,427.48	\$2,548.87	\$2,676.31	\$2,810.13	\$2,950.64	\$3,098.17	\$63,114.48	\$80,552.42	30.3435	38.7271				
Police Records Administrator	44	\$2,427.48	\$2,548.87	\$2,676.31	\$2,810.13	\$2,950.64	\$3,098.17	\$63,114.48	\$80,552.42	30.3435	38.7271				
Senior Police Officer	47	\$2,614.13	\$2,744.85	\$2,882.08	\$3,026.18	\$3,177.50	\$3,336.39	\$67,967.38	\$86,746.14	32.6766	41.7049				
Police Sergeant	54	\$3,107.43	\$3,262.77	\$3,425.93	\$3,597.21	\$3,777.08	\$3,965.92	\$80,793.18	\$103,113.92	38.8429	49.5740				