



AGENDA

SOLVANG CITY COUNCIL MONDAY DECEMBER 8, 2025 6:30 PM REGULAR MEETING

City Council:

David Brown,	Mayor
Mark Infanti	District 1
Claudia Orona	Mayor pro tem, District 2
Louise Smith	District 3
Elizabeth Orona	District 4

1644 Oak Street, Solvang, Ca 93463
Virtual & in Council Chamber

AGENDA AND SUPPORTING MATERIALS – Available for viewing 8:00a.m.-5:00p.m. at City Hall, 1644 Oak Street, Solvang, and on the City’s website <https://www.cityofsolvang.com/agendacenter>. Additional writings distributed to a majority of the City Council after the posting of the agenda will be made available at City Hall and on the City’s website.

AGENDA POSTING NOTIFICATION - Subscribe to receive email or text message notifications when agendas are posted online through “Notify Me” at: <https://www.cityofsolvang.com/List.aspx>

PUBLIC COMMENT - The public is encouraged to address the City Council in-person, virtually, or in-writing on agenda and non-agenda items. If provided in writing, comments must be submitted to the City Clerk at cityclerk@cityofsolvang.com by 5:00 p.m. on the Friday before the meeting to be considered. Your comment will be recorded and distributed appropriately. Comments on agenda items will be heard at the time each item is considered, including non-agenda items. In-person speakers will be invited to make public comments first. Virtual speakers will follow.

CAMPAIGN CONTRIBUTION DISCLOSURE - Pursuant to Government Code Section 84308, any party to a City proceeding must disclose on the record any campaign contributions made to a member of the City Council [or commission] in excess of \$500 in the past 12 months. This disclosure requirement includes contributions by the party’s agent and aggregated contributions from persons or entities related to the party. Please make the disclosure as soon as possible, but not later than the beginning of the proceeding.

AMERICANS WITH DISABILITIES ACT - If, as a participant of this meeting, you need special assistance the City will attempt to accommodate you in every reasonable manner. Please contact the City Clerk at either (805) 688-5575 x206 or cityclerk@cityofsolvang.com. 72- hours’ notice is requested.

LET YOUR VOICE BE HEARD! Do you have about one minute a month to help make Solvang better? The City of Solvang is working with FlashVote to engage the community and gather valuable input from residents to inform our decisions. We encourage residents to sign up at www.flashvote.com/Solvang or call 775-235-2240 to participate by phone or text only.

PARTICIPATING IN THE MEETING – City Council meetings will be in person and conducted by video/teleconferencing through Zoom. The meeting will also be broadcast live on Channel 23 and streamed on the City’s website, Vimeo, and YouTube <https://www.youtube.com/@CityofSolvang1/>

- To join by Zoom, visit <https://zoom.us/j/3066529195>. If you wish to speak, please use the “raised hand” symbol.
- To join by phone, call **(888) 788-0099** and enter Meeting ID: **306 652 9195#**. The phone line will be open 30 minutes before the meeting.

6:30 PM REGULAR MEETING

CALL TO ORDER
ROLL CALL
PLEDGE OF ALLEGIANCE

1. PROCLAMATIONS, COMMENDATIONS AND CEREMONIAL ITEMS	
a. Gerda’s Iron Art Gift Shop Proclamation	3
2. PRESENTATIONS	
3. PUBLIC COMMUNICATIONS – NON- AGENDA AND CONSENT ITEMS	
<i>To address the Council on items not on the Agenda and on Consent. Each speaker will be afforded three minutes.</i>	
4. CITY MANAGER REPORT AND ADVANCE CALENDAR	
<i>Informational Report</i>	4
5. GC SECTION 53232.3(d) (aka AB 1234) and GC SECTION 84308 (aka SB 1439), REPORT OUT, EX-PARTE COMMUNICATIONS, COUNCIL COMMENTS, REQUESTS	
<i>Meetings attended, contributions made or received, ex-parte communications, Comments and requests</i>	
6. CONSENT ITEMS	
<i>Routine, administrative city matters approved with one motion.</i>	
a. Approve Order of Agenda.	
b. Approve City Council Minutes: November 24, 2025	5
c. Approve 2026 City Council Meeting Calendar	8
d. Approve November Warrants	9
7. PUBLIC HEARINGS –	
8. DISCUSSION ITEMS:	
a. City Council Reorganization – appointment of a Mayor pro tem, seating arrangements and outside committees.	34
b. Appoint two Councilmembers to Ad Hoc Budget committee	37
c. Approve Amendment No. 2 to the Agreement with Tetra Tech for Scope Modification to Fredensborg Canyon Road Multipurpose Trail (MPT) Project	38
d. Award Agreement for Comprehensive Emergency Planning Services to Atlas Planning Solutions	47
e. Approve 2 nd amendment to agreement with California Consulting	93
9. COUNCIL CLOSING COMMENTS	
10. ADJOURNMENT	

AFFIDAVIT OF POSTING

I, Annamarie Porter, City Clerk for the City of Solvang, California, DO HEREBY CERTIFY under penalty of perjury under the laws of the State of California, that the foregoing notice was posted at the City of Solvang City Hall bulletin board at 1644 Oak Street, Solvang, CA and on the City of Solvang website not less than 72 hours prior to the meeting, per Government Code 54954.2.
Dated this 3rd day of December 2025.

CITY OF SOLVANG
Proclamation Honoring Gerda's Iron Art Gift Shop
Celebrating 75 Years of Family Tradition and Danish Craftsmanship

WHEREAS, seventy-five years ago, on December 2, 1950, Lily and Ernst Pedersen opened the Iron Art Gift Shop at 1676 Copenhagen Drive — one of Solvang's earliest downtown businesses, built on a foundation of hard work, artistry, and Danish pride; and

WHEREAS, twenty-five years later, on June 1, 1975, another local entrepreneur, Gerda Larsen, opened Gerda's Yardage just down the street at 1688 Copenhagen Drive — bringing her own creative spirit and eye for beautiful things to the Solvang community; and

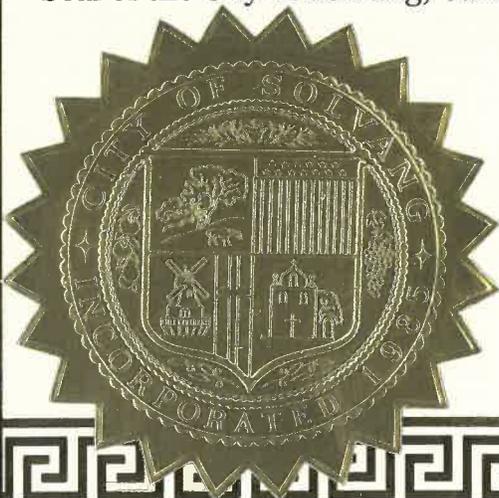
WHEREAS, in June of 1993, their stories came together when Gerda's daughter and Lily's daughter-in-law, Birgitte Pedersen, purchased the Iron Art Gift Shop and merged it with Gerda's Yardage — creating the beloved Gerda's Iron Art Gift Shop that continues to welcome visitors and locals alike today; and

WHEREAS, through changing times and generations, this family business has remained a cornerstone of Solvang's village charm — a place where craftsmanship, kindness, and community spirit are felt in every visit; and

WHEREAS, the Pedersen and Larsen families have together contributed not only to Solvang's economy, but to the heart of what makes this community special — preserving our Danish heritage, celebrating creativity, and reminding us of the enduring power of family and tradition.

NOW, THEREFORE, BE IT RESOLVED, that I, Mayor David Brown, along with the City Council of the City of Solvang, California do hereby Proclaim to honor and recognize Gerda's Iron Art Gift Shop for 75 years of family legacy, craftsmanship, and contribution to the Solvang community and extend our heartfelt gratitude and congratulations to the Pedersen and Larsen families for their dedication, their artistry, and their lasting imprint on our town's history.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Solvang, California, to be affixed this 8th day of December 2025.



David Brown, Mayor



CITY COUNCIL ADVANCE CALENDAR

Meeting Date	Agenda Item	Agenda	Dept
22-Dec	No Meeting		
12-Jan	Human Trafficking Awareness Month	Proclamation	City Clerk
	Sign Ordinance Proposed Amendments	Discussion	Com Dev
	24/25 ACFR	Presentation	Administration
26-Jan	Marketing Update	Presentation	Marketing
	Mid Year budget Adjustments	Discussion	City Manager
	Mission Santa Ynez Land Use	Discussion	City Manager
9-Feb	Sheriff's Report	Presentation	Administration
	Short Term Rental Ordinance	Discussion	Administration
23-Feb	Grant Funding Applications	Discussion	Administration
	Parks & Rec Master Plan	Discussion	Parks & Rec
	Annual Fire Report	Presentation	Administration
	Honorary Mayor for the Day		Administration
9-Mar			
23-Mar			
Future Meetings	RFQ Interim Financing WWTP Administration	Discussion	Finance
	Adopt IS-MND for HCA well	Public Hearing	Utilities
	Adopt Mitigation Fees Reso AB 1600	Public Hearing	Public Works
	Los Olivos CSD Sewer Connection Update	Receive & File	Utilities
	Outdoor dining	Discussion	Com Dev
	Modify City Code Title 9, Chapter 3, 9-3D-3 Water Conservation	Public Hearing	Utilities
	Divestment of Transit responsibility	Discussion	Public Works
	On-Street Parking Restrictions Policy	Discussion	Public Works
	CCWA Bond Update	Presentation	Utilities
	WWTP Finance Solution Directon to Staff	Discussion	Utilities



**MINUTES
SOLVANG CITY COUNCIL
MONDAY, NOVEMBER 24,**

Regular Meeting – 6:30 PM

6:30 PM REGULAR MEETING

CALL TO ORDER

Mayor Brown called the Regular meeting to order at 6:30 p.m. in the City Hall Council Chamber, 1644 Oak Street, Solvang, California.

ROLL CALL

Present: Mayor David Brown, Mayor pro tem Claudia Orona, Councilmembers Elizabeth Orona, Mark Infanti, Louise Smith

Staff: City Manager Randy Murphy, City Attorney Chelsea O'Sullivan, City Clerk Annamarie Porter, Community Development Director Rafael Castillo, Public Works Director Bridget Paris

PLEDGE OF ALLEGIANCE

Mike Decker, Santa Barbara SCAG

1. PROCLAMATIONS, COMMENDATIONS AND CEREMONIAL ITEMS

- a. Father Peter Banks 80th Birthday Celebration Proclamation

2. PRESENTATIONS

- a. Library Year in Review

JoAnne Plummer, Director of Neighborhood Services Director, City of Goleta

3. PUBLIC COMMUNICATIONS – NON-AGENDA AND CONSENT ITEMS

Mayor Brown invited public comments.

Dennis Beebe

There were no other public communications.

4. CITY MANAGER REPORT AND ADVANCE CALENDAR

City Manager Murphy provided the report.

5. GC SECTION 53232.3(d) (aka AB 1234) and GC SECTION 84308 (aka SB 1439) REPORT OUT, COUNCIL COMMENTS, REQUESTS

Councilmember Elizabeth Orona reported attending the Eastern Management JPA meeting.

Councilmember Infanti reported attending the recent GSA meeting.

Mayor Brown spoke about attending the Santa Barbara Associated Governments meeting, the North County Subregional meeting, the Veterans Day celebration and a workshop for REACH and the Coast Rail California Council (CRCC); reported participating in a Zoom meeting with Cal Cities for Councilmembers and Mayors.

6. CONSENT ITEMS

- a. Approve Order of Agenda.
- b. Approve City Council Minutes: November 10, 2025
- c. Adopt Ordinance 25-0384 Advisory Body Terms
- d. Monthly Financial Report – October
- e. Santa Barbara County Sheriff’s Office July to October 2025 Compliance Reports
- f. SYVT Transit Ridership reports receive & file

Motion by Councilmember Elizabeth Orona to approve Consent Items, as presented, seconded by Councilmember Infanti, and carried 5-0.

EXCLUDED CONSENT CALENDAR ITEMS - None

7. PUBLIC HEARINGS

- a. A Public Hearing to Consider Adoption of an Ordinance of the City of Solvang to Amend Title 10 of the Solvang Municipal Code, Adopting and Amending Codes Comprising the 2025 California Building Standards Code; and

Adopt a Resolution of the City Council of the City of Solvang Setting Forth Findings in Support of Amendments to the above referenced codes; and

Adopt a Resolution of the City Council of the City of Solvang to Ratify an Ordinance of the Board of Supervisors of the County of Santa Barbara Adopting and Amending the 2025 California Fire Code

Report presented by Community Development Director Castillo.

Mayor Brown opened the public hearing and invited public comments.

There were no public comments, and Mayor Brown closed the public hearing.

Motion by Mayor pro tem Claudia Orona, to Adopt an Ordinance of the City of Solvang to Amend Title 10 of the Solvang Municipal Code, Adopting and Amending Codes Comprising the 2025 California Building Standards Code; and Adopt a Resolution of the City Council of the City of Solvang Setting Forth Findings in Support of Amendments to the above referenced codes; and Adopt a Resolution of the City Council of the City of Solvang to Ratify an Ordinance of the Board of Supervisors of the County of Santa Barbara Adopting and Amending the 2025 California Fire Code, seconded by Councilmember Infanti, and carried 5-0.

8. DISCUSSION ITEMS

- a. Appointment to fill Vacancy on Revenue Measures Oversight Committee (RMOC)

Report provided by City Attorney O'Sullivan.

Councilmember Smith appointed Phyllis Martina to the RMOC.

There were no public comments on this item.

b. Santa Ynez Valley (SYV) Regional Community Connector Project (River Trail) Funding Request

Report provided by Public Works Director Paris

Michael Decker, SBCAG, narrated a PowerPoint presentation

Mayor Brown invited public comments.

Dennis Beebe
Mike Hecker

There were no other public comments on this item.

Motion by Councilmember Elizabeth Orona, to approve the Santa Ynez Valley (SYV) Regional Community Connector Project (River Trail) Funding Request for \$30,000, seconded by Mayor pro tem Claudia Orona, and carried 5-0.

c. Urban Growth Boundary (UGB) Direction to Staff

Report provided by Community Development Director Castillo.

Mayor Brown invited public comments.

Susan Bott, via Zoom
Nancy Emerson, via Zoom

There were no other public comments on this item.

Council direction was to proceed with formation of the UGB.

9. COUNCIL CLOSING COMMENTS

10. ADJOURNMENT – 8:35 p.m.

The meeting was adjourned at 8:35 p.m.

Respectfully submitted:

Annamarie Porter, CMC, City Clerk

City of Solvang City Council Calendar for Meetings / Staff Reports – 2026

2026 Council Meeting Dates	Noon Wednesday Publish Agenda Packet	Final Staff Reports and attachments to CM	Notice to Newspaper if applicable
Monday, January 12, 2026	Wednesday, January 7, 2026	Tuesday December 30, 2025	Tuesday, December 30, 2025
Monday, January 26, 2026	Wednesday, January 21, 2026	Friday, January 16, 2026	Friday, January 9, 2026
Monday, February 9, 2026	Wednesday, February 4, 2026	Friday, January 30, 2026	Friday, January 23, 2026
Monday, February 23, 2026	Wednesday, February 18, 2026	Friday, February 13, 2026	Friday, February 6, 2026
Monday, March 9, 2026	Wednesday, March 4, 2026	Friday, February 27, 2026	Friday, February 20, 2026
Monday, March 23, 2026	Wednesday, March 18, 2026	Friday, March 13, 2026	Friday, March 6, 2026
Monday, April 13, 2026	Wednesday, April 8, 2026	Friday, April 3, 2026	Friday, March 27, 2026
Monday, April 27, 2026	Wednesday, April 22, 2026	Friday, April 17, 2026	Friday, April 10, 2026
Monday, May 11, 2026	Wednesday, May 6, 2026	Friday, May 1, 2026	Friday, April 24, 2026
Tuesday, May 26, 2026	Wednesday, May 20, 2026	Friday, May 15, 2026	Friday, May 8, 2026
Monday, June 8, 2026	Wednesday, June 3, 2026	Friday, May 29, 2026	Friday, May 22, 2026
Monday, June 22, 2026	Wednesday, June 17, 2026	Friday, June 12, 2026	Friday, June 5, 2026
Monday, July 13, 2026	Wednesday, July 8, 2026	Thursday, July 2, 2026	Friday, June 26, 2026
Monday, July 27, 2026	Cancelled		
Monday, August 10, 2026	Wednesday, August 5, 2026	Friday, July 31, 2026	Friday, July 24, 2026
Monday, August 24, 2026	Cancelled		
Monday, September 14, 2026	Wednesday, September 9, 2026	Friday, Sept 4, 2026	Friday, August 28, 2026
Monday, September 28, 2026	Wednesday, September 23, 2026	Friday, September 18, 2026	Friday, September 11, 2026
Monday, October 12, 2026	Wednesday, October 7, 2026	Friday, October 2, 2026	Friday, September 25, 2026
Monday, October 26, 2026	Wednesday, October 21, 2026	Friday, October 16, 2026	Friday, October 9, 2026
Monday, November 9, 2026	Wednesday, November 4, 2026	Friday, October 30, 2026	Friday, October 23, 2026
Monday, November 23, 2026	Wednesday, November 18, 2026	Friday, November 13, 2026	Friday, November 6, 2026
Monday, December 14, 2026	Wednesday, December 9, 2026	Friday December 4, 2026	Tuesday, November 24, 2026
Monday, December 22, 2026	Cancelled		



City of Solvang

Check Report

By Vendor Name

Date Range: 11/01/2025 - 11/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-AP Bank Code						
10613	**Void**	11/24/2025	EFT	0.00	0.00	7707
	Advantage Group, The	11/17/2025	EFT	0.00	194.00	7687
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
190169	Invoice	10/31/2025	Monthly HRA/Payroll	0.00	194.00	
	100-1100-105-51005		Retiree Medical/Dental/Li...		156.85	
	500-5100-105-51005		Retiree Medical/Dental/Li...		12.40	
	501-5200-105-51005		Retiree Medical/Dental/Li...		12.28	
	501-5300-105-51005		Retiree Medical/Dental/Li...		12.47	
11608	Atterdag At Home, Inc.	11/24/2025	Regular	0.00	20,000.00	47932
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0014071	Invoice	11/20/2025	Grant Funding FY25/26	0.00	20,000.00	
	100-1000-110-59033		Atterdag at Home		20,000.00	
11543	AutoSys, LLC	11/24/2025	EFT	0.00	11,510.41	7701
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV-0382	Invoice	11/18/2025	Annual Repair Contract	0.00	3,472.09	
	501-5300-503-53003		Repairs and Maintenance		3,472.09	
INV-0383	Invoice	11/18/2025	SCADA Work	0.00	8,038.32	
	500-5100-501-70851		SCADA Upgrades		8,038.32	
10151	B & B Steel & Supply of Santa Maria, Inc.	11/03/2025	EFT	0.00	160.55	7664
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
765390	Invoice	10/22/2025	2x2x.250 HST	0.00	160.55	
	501-5300-503-53003		Repairs and Maintenance		160.55	
52199	Blanca Zepeda	11/10/2025	Regular	0.00	100.00	47889
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0014016	Invoice	11/04/2025	Recreation Refund	0.00	100.00	
	100-20036		Due to A/R Customer-Civi...		100.00	
10553	BrightView Landscape Services	11/17/2025	Regular	0.00	8,328.00	47909
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
9526426	Invoice	10/31/2025	Brightview FY 2025-26	0.00	8,328.00	
	205-3500-804-53005		Open Space/Landscape Mt		8,328.00	
11190	Cal Native dba Windmill Nursery	11/17/2025	Regular	0.00	-2,445.98	47910
11190	Cal Native dba Windmill Nursery	11/17/2025	Regular	0.00	2,445.98	47910
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0014033	Invoice	07/01/2025	Festuca Glauca	0.00	142.96	
	100-1300-330-52003		Supplies		142.96	
INV0014034	Invoice	07/02/2025	Color Pack	0.00	599.09	
	100-1300-320-52003		Supplies		599.09	
INV0014035	Invoice	09/25/2025	Salvia Leucantha Midnight	0.00	483.01	
	100-1300-330-52003		Supplies		483.01	

Check Report

Date Range: 11/01/2025 - 11/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
INV0014036	Invoice 100-1300-340-57029	10/15/2025	Salvia Fancy Dancer Village Planter Maint.	0.00	807.64	
INV0014037	Invoice 100-1300-340-57029	10/23/2025	Salvia Fancy Dancer Village Planter Maint.	0.00	289.36	
INV0014038	Invoice 100-1300-340-57029	10/23/2025	Color Pack Village Planter Maint.	0.00	123.92	
11687	California Consulting, Inc.	11/10/2025	EFT	0.00	4,600.00	7673
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
7503	Invoice 100-1100-120-57016	11/01/2025	Professional Services for Grant Services Professional Services	0.00	4,600.00	
			Professional Services for Grant S...		4,600.00	
10204	California Municipal Statistics, Inc.	11/10/2025	Regular	0.00	750.00	47890
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
25102704	Invoice 100-1100-120-57016	10/27/2025	Direct/Overlapping Debt Statement 24-25 Professional Services	0.00	750.00	
			Direct/Overlapping Debt Statem...		750.00	
10141	CalPortland Construction	11/17/2025	Regular	0.00	1,144.61	47911
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
96984438	Invoice 501-5200-502-53003	10/30/2025	Sand Slurry Repairs and Maintenance	0.00	1,144.61	
			Sand Slurry		1,144.61	
91300	Cesar Avila	11/24/2025	EFT	0.00	228.00	7702
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0014040	Invoice 501-5200-502-51012 501-5300-503-51012	11/14/2025	Grade 1 Wastewater Certificate Reimburs... Education Education	0.00	228.00	
			Grade 1 Wastewater Certificate ...		57.00	
			Grade 1 Wastewater Certificate ...		171.00	
11283	ChargePoint, Inc	11/03/2025	Regular	0.00	5,430.00	47861
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
IN367702	Invoice 100-16003 100-1600-710-57051	10/29/2025	Sales Order #SO482482 Prepaid Expenditures Electric Vehicle Charging S..	0.00	5,430.00	
			Sales Order #SO482482		3,620.00	
			Sales Order #SO482482		1,810.00	
11712	Christmas Matters Holiday Carolers	11/17/2025	Regular	0.00	6,550.00	47912
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
1710	Invoice 100-1400-400-70502	11/12/2025	Christmas Matters Mrs. Claus and Elf Julefest	0.00	6,550.00	
			Christmas Matters Mrs. Claus a...		6,550.00	
10224	Christophe Millner	11/17/2025	EFT	0.00	448.00	7693
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0014026	Invoice 100-1300-365-52005	11/10/2025	Kung Fu Youth Programs Recreation Programs	0.00	357.00	
			Kung Fu Youth Programs		357.00	
INV0014027	Invoice 100-1300-370-52005	11/10/2025	Tai Chi - Adult Programs Recreation Programs	0.00	91.00	
			Tai Chi - Adult Programs		91.00	

Check Report

Date Range: 11/01/2025 - 11/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11761	Cintas Corporation No. 2	11/17/2025	Regular	0.00	101.75	47913
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
5301823106	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	11/07/2025	First Aid Supplies	0.00	101.75	
	100-1300-310-52003		Supplies		20.35	
	100-1300-330-52003		Supplies		20.35	
	100-1600-605-52003		Supplies		20.35	
	100-1600-620-52003		Supplies		20.35	
	100-1600-630-52003		Supplies		20.35	
10095	City of Buellton	11/17/2025	Regular	0.00	2,050.50	47914
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
2025-1106	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	11/06/2025	Shared Rec Expense for FY 25/26 Q1	0.00	2,050.50	
	100-1300-390-71010		Buellton - Reimbursement..		2,050.50	
			Shared Rec Expense for FY 25/26..			
10195	City of Lompoc Finance Dept.	11/17/2025	EFT	0.00	1,666.66	7688
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
18753	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	11/03/2025	Transit Services - December	0.00	1,666.66	
	502-5000-850-56003		Wine Country Express		1,666.66	
			Transit Services - December			
11091	CivicPlus, LLC	11/10/2025	EFT	0.00	4,617.27	7674
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
348819	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	11/01/2025	Social Media Archiving Subscription	0.00	4,617.27	
	100-1100-121-57064		IT Expenses		4,617.27	
			Social Media Archiving Subscript...			
11587	Column Software PBC	11/24/2025	Regular	0.00	155.45	47933
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
8BC38120-0126	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	11/13/2025	Notice CC PH California Building Code	0.00	155.45	
	100-1000-100-57015		Printing and Publishing		155.45	
			Notice CC PH California Building ...			
10197	County of Santa Barbara	11/03/2025	Regular	0.00	26.83	47862
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
EH-FDA-25-0001...	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	10/27/2025	Plan Check Follow-Up	0.00	26.83	
	100-1600-610-61009		Permit Fees		26.83	
			Plan Check Follow-Up			
10197	County of Santa Barbara	11/24/2025	Regular	0.00	52.06	47934
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
80415	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	10/15/2025	Garbage Service	0.00	52.06	
	100-1600-720-53003		Repairs and Maintenance		52.06	
			Garbage Service			
10197	County of Santa Barbara	11/24/2025	Regular	0.00	2,766.00	47935
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
COS 11142025	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	11/14/2025	Behavioral Health Mobile Crisis Services	0.00	2,766.00	
	100-1000-130-56004		Mental Health Assmt Te...		2,766.00	
			Behavioral Health Mobile Crisis ...			

Check Report

Date Range: 11/01/2025 - 11/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11729	De Lage Landen Financial Services, Inc.	11/10/2025	EFT	0.00	390.41	7675
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
592663950	Invoice	10/21/2025	Lease Payment	0.00	390.41	
	Account Number		Account Name		Item Description	Distribution Amount
	100-1100-120-57011		Lease Payments		Lease Payment	77.30
	100-1200-200-57011		Lease Payments		Lease Payment	24.99
	100-1200-210-57011		Lease Payments		Lease Payment	10.54
	100-1300-300-57011		Lease Payments		Lease Payment	33.18
	100-1300-350-57011		Lease Payments		Lease Payment	25.38
	100-1600-600-57011		Lease Payments		Lease Payment	9.76
	100-1600-605-57011		Lease Payments		Lease Payment	18.35
	100-1600-690-57011		Lease Payments		Lease Payment	37.09
	100-1600-700-57011		Lease Payments		Lease Payment	7.81
	100-1600-720-57011		Lease Payments		Lease Payment	13.27
	500-5100-501-57011		Lease Payments		Lease Payment	55.83
	501-5200-502-57011		Lease Payments		Lease Payment	24.99
	501-5300-503-57011		Lease Payments		Lease Payment	51.92
11729	De Lage Landen Financial Services, Inc.	11/17/2025	EFT	0.00	205.54	7689
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
592982908	Invoice	11/06/2025	Lease Payments	0.00	205.54	
	Account Number		Account Name		Item Description	Distribution Amount
	100-1100-120-57011		Lease Payments		Lease Payments	40.70
	100-1200-200-57011		Lease Payments		Lease Payments	13.15
	100-1200-210-57011		Lease Payments		Lease Payments	5.55
	100-1300-300-57011		Lease Payments		Lease Payments	17.47
	100-1300-350-57011		Lease Payments		Lease Payments	13.36
	100-1600-600-57011		Lease Payments		Lease Payments	5.14
	100-1600-605-57011		Lease Payments		Lease Payments	9.66
	100-1600-690-57011		Lease Payments		Lease Payments	19.53
	100-1600-700-57011		Lease Payments		Lease Payments	4.11
	100-1600-720-57011		Lease Payments		Lease Payments	6.99
	500-5100-501-57011		Lease Payments		Lease Payments	29.39
	501-5200-502-57011		Lease Payments		Lease Payments	13.15
	501-5300-503-57011		Lease Payments		Lease Payments	27.34
10576	Dekra-Lite Industries, Inc.	11/24/2025	EFT	0.00	1,774.80	7703
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
ARINV027079	Invoice	11/17/2025	Lights for trees	0.00	1,774.80	
	Account Number		Account Name		Item Description	Distribution Amount
	100-1600-700-52012		Tree Lights		Lights for trees	1,774.80
91301	Elisa Monroy	11/24/2025	EFT	0.00	38.97	7704
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0014069	Invoice	11/20/2025	Water Bottles for Turkey Trot Reimburse...	0.00	38.97	
	Account Number		Account Name		Item Description	Distribution Amount
	100-1300-375-52005		Recreation Programs		Water Bottles for Turkey Trot Re...	38.97
11563	EMTS, Inc.	11/17/2025	Regular	0.00	4,161.00	47915
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
09203851	Invoice	11/12/2025	Vegetation Removal HW-448 on Fredensbo...	0.00	4,161.00	
	Account Number		Account Name		Item Description	Distribution Amount
	207-2700-807-57068		Fire Safety		Vegetation Removal HW-448 on ...	4,161.00
10797	Engel & Gray	11/03/2025	EFT	0.00	813.53	7665
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
5AJ00011	Invoice	10/19/2025	Annual Sludge Disposal	0.00	813.53	
	Account Number		Account Name		Item Description	Distribution Amount
	501-5300-503-57020		Sludge Disposal		Annual Sludge Disposal	813.53
10797	Engel & Gray	11/10/2025	EFT	0.00	783.89	7676

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
5AQ00012	Invoice 501-5300-503-57020	10/26/2025	Annual Sludge Disposal Sludge Disposal	0.00	783.89	
10797	Engel & Gray	11/17/2025	EFT	0.00	1,507.25	7690
5B200021	Invoice 501-5300-503-57020	11/02/2025	Annual Sludge Disposal Sludge Disposal	0.00	1,507.25	
10797	Engel & Gray	11/24/2025	EFT	0.00	2,351.67	7705
5B900022	Invoice 501-5300-503-57020	11/09/2025	Annual Sludge Disposal Sludge Disposal	0.00	2,351.67	
10387	Erickson Electric, Inc.	11/10/2025	Regular	0.00	3,468.00	47891
250550	Invoice 500-5100-501-53003	10/31/2025	Wiring generators Repairs and Maintenance Wiring generators	0.00	3,468.00	
11617	Extreme Clean Janitorial	11/03/2025	Regular	0.00	7,592.00	47863
3272	Invoice 100-1600-400-57005	10/27/2025	Extreme Clean FY 2025-26 Custodial-Restrooms Extreme Clean FY 2025-26	0.00	7,592.00	
11617	Extreme Clean Janitorial	11/10/2025	Regular	0.00	8,060.00	47892
3273	Invoice 100-1600-400-57005	11/03/2025	Extreme Clean FY 2025-26 Custodial-Restrooms Extreme Clean FY 2025-26	0.00	8,060.00	
11617	Extreme Clean Janitorial	11/17/2025	Regular	0.00	8,391.00	47916
3286	Invoice 100-1600-400-57005	11/09/2025	Extreme Clean FY 2025-26 Custodial-Restrooms Extreme Clean FY 2025-26	0.00	8,391.00	
11617	Extreme Clean Janitorial	11/24/2025	Regular	0.00	7,982.00	47936
3288	Invoice 100-1600-400-57005	11/17/2025	Extreme Clean FY 2025-26 Custodial-Restrooms Extreme Clean FY 2025-26	0.00	7,982.00	

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Date Range: 11/01/2025 - 11/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10057	FGL Environmental, Inc.	11/24/2025	EFT	0.00	2,017.00	7706
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
515847A	Invoice	10/08/2025	FGL (Lab Samples)	0.00	70.00	
	500-5100-501-57010	Lab Fees	FGL (Lab Samples)		70.00	
515848A	Invoice	10/08/2025	FGL (Lab Samples)	0.00	70.00	
	500-5100-501-57010	Lab Fees	FGL (Lab Samples)		70.00	
516245A	Invoice	10/06/2025	FGL (Lab Samples)	0.00	19.00	
	500-5100-501-57010	Lab Fees	FGL (Lab Samples)		19.00	
516246A	Invoice	10/06/2025	FGL (Lab Samples)	0.00	115.00	
	500-5100-501-57010	Lab Fees	FGL (Lab Samples)		115.00	
516740A	Invoice	10/13/2025	FGL (Lab Samples)	0.00	115.00	
	500-5100-501-57010	Lab Fees	FGL (Lab Samples)		115.00	
516741A	Invoice	10/21/2025	FGL (Lab Samples)	0.00	452.00	
	500-5100-501-57010	Lab Fees	FGL (Lab Samples)		452.00	
516742A	Invoice	10/13/2025	FGL (Lab Samples)	0.00	19.00	
	500-5100-501-57010	Lab Fees	FGL (Lab Samples)		19.00	
517224A	Invoice	10/16/2025	FGL (Lab Samples)	0.00	115.00	
	500-5100-501-57010	Lab Fees	FGL (Lab Samples)		115.00	
517225A	Invoice	10/16/2025	FGL (Lab Samples)	0.00	19.00	
	500-5100-501-57010	Lab Fees	FGL (Lab Samples)		19.00	
517227A	Invoice	10/16/2025	FGL (Lab Samples)	0.00	120.00	
	500-5100-501-57010	Lab Fees	FGL (Lab Samples)		120.00	
517229A	Invoice	10/28/2025	FGL (Lab Samples)	0.00	635.00	
	500-5100-501-57010	Lab Fees	FGL (Lab Samples)		635.00	
517692A	Invoice	10/24/2025	FGL (Lab Samples)	0.00	75.00	
	500-5100-501-57010	Lab Fees	FGL (Lab Samples)		75.00	
517694A	Invoice	10/24/2025	FGL (Lab Samples)	0.00	59.00	
	500-5100-501-57010	Lab Fees	FGL (Lab Samples)		59.00	
518174A	Invoice	10/29/2025	FGL (Lab Samples)	0.00	19.00	
	500-5100-501-57010	Lab Fees	FGL (Lab Samples)		19.00	
518175A	Invoice	10/29/2025	FGL (Lab Samples)	0.00	115.00	
	500-5100-501-57010	Lab Fees	FGL (Lab Samples)		115.00	
11697	Five Star Bank	11/10/2025	Regular	0.00	17,115.22	47893
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
5250 10/31/2025	Invoice	10/31/2025	Acct#5250	0.00	17,115.22	
	100-20037	Business Card Payable	Acct#5250		17,115.22	
11209	Francisco & Associates, Inc.	11/24/2025	Regular	0.00	5,250.00	47937
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
4202	Invoice	11/17/2025	Solvang Mesa Landscape Maintenance	0.00	5,250.00	
	205-3500-804-57016	Professional Services	Solvang Mesa Landscape Maint...		5,250.00	
11565	Frederick Paul Lageman	11/03/2025	EFT	0.00	4,758.03	7666
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0013974	Invoice	09/30/2025	Fred Lageman Contracted Services	0.00	4,758.03	
	100-1300-350-57016	Professional Services	Fred Lageman Contracted Servic...		4,758.03	
11565	Frederick Paul Lageman	11/17/2025	EFT	0.00	7,474.30	7691

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0014031	Invoice 100-1300-350-57016	10/31/2025	Fred Lageman Contracted Services Professional Services	0.00	7,474.30	
11365	Frontier Communications	11/03/2025	Regular	0.00	88.77	47864
7459 10/25/2025	Invoice 501-5200-502-57064	10/25/2025	Acct#805-688-7459-060995-5 IT Expenses - Sewer	0.00	88.77	
11365	Frontier Communications	11/10/2025	Regular	0.00	105.55	47894
2900 10/28/2025	Invoice 501-5300-503-57064	10/28/2025	Acct#805-688-2900-110481-5 IT Expenses - WWTP	0.00	105.55	
11365	Frontier Communications	11/24/2025	Regular	0.00	199.68	47938
4056 11/11/2025	Invoice 100-1400-400-59010	11/11/2025	Acct#805-686-4056-091119-5 Visitor's Center	0.00	199.68	
11365	Frontier Communications	11/24/2025	Regular	0.00	151.85	47939
5575 11/13/2025	Invoice 100-1100-121-57064 500-5100-501-57064 501-5200-502-57064 501-5300-503-57064	11/13/2025	Acct# 805-688-5575-062171-5 IT Expenses IT Expenses - Water Fund IT Expenses - Sewer IT Expenses - WWTP	0.00	151.85	
11627	Full Moon Audio Co.	11/03/2025	EFT	0.00	18,020.22	7667
JF25-2	Invoice 100-1400-400-70502	10/28/2025	Julefest Lightshow, AV Equipment/Shows Julefest	0.00	18,020.22	
52284	Good Samaritan Shelter	11/03/2025	Regular	0.00	300.00	47865
INV0013989	Invoice 100-20036	10/30/2025	Recreation Refund Due to A/R Customer-Civi...	0.00	300.00	
11147	Government Revenue Solutions Holdings, LLC d	11/17/2025	EFT	0.00	150.00	7694
INV06-021967	Invoice 100-1100-120-57025	11/05/2025	Clearview/STARS Service 2nd Quarter 2025 Studies/Sales Tax	0.00	150.00	
10211	Grainger	11/10/2025	EFT	0.00	134.55	7677
9693521081	Invoice 501-5300-503-52003	10/30/2025	Sealed Lead Acid Battery Supplies	0.00	134.55	
10211	Grainger	11/24/2025	EFT	0.00	270.64	7708

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Date Range: 11/01/2025 - 11/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
9714826097	Invoice 501-5300-503-52003	11/17/2025	Carpeted Entrance Mat Supplies	0.00	199.04 199.04	
9716691499	Invoice 501-5300-503-53003	11/18/2025	Urine Salt Dissolver Repairs and Maintenance	0.00	71.60 71.60	
10530	GSI Water Solutions, Inc.	11/24/2025	EFT	0.00	8,197.50	7709
00662.004-2	Invoice 500-5100-501-57016	11/13/2025	Well # 4 Perchlorate Investigation Professional Services	0.00	8,197.50 8,197.50	
10725	Hankering Corporation, The	11/10/2025	Regular	0.00	1,631.25	47895
93464	Invoice 100-1400-400-70502	11/04/2025	Julefest Hwy 246 Banner Julefest	0.00	1,631.25 1,631.25	
10725	Hankering Corporation, The	11/24/2025	Regular	0.00	724.34	47940
93735	Invoice 100-1400-400-70502	11/17/2025	Pole Banners/Julefest Julefest	0.00	724.34 724.34	
11237	Hanly General Engineering Corp	11/03/2025	Regular	0.00	35,661.28	47866
2509-51	Invoice 804-5200-502-70105	10/28/2025	Emergency Sewer Replacement Alisal Golf... Projects -SEWER	0.00	33,911.28 33,911.28	
2509-55	Invoice 100-1300-330-53003	10/29/2025	Sunny Fields Service Lift Station Repairs and Maintenance	0.00	1,750.00 1,750.00	
10276	Infosend, Inc	11/28/2025	EFT	0.00	1,424.36	7716
298103	Invoice 500-5100-501-52004 501-5200-502-52004	10/31/2025	Utility Billing Utility Bill Printing/Suppli... Utility Bill Printing/Suppli...	0.00	1,424.36 712.18 712.18	
11486	Islay Events	11/10/2025	Regular	0.00	1,440.00	47896
1518	Invoice 100-1000-100-63002 207-2700-807-57067	11/03/2025	City Council Meetings/Parks Master Plan Audio/Video System R/M Recreation Services	0.00	1,440.00 1,080.00 360.00	
11652	Islett Agency Inc.	11/10/2025	Regular	0.00	4,200.00	47897
2472	Invoice 100-1400-400-57016	11/01/2025	Islett Agency FY 2025-26 Professional Services	0.00	4,200.00 4,200.00	
91276	Jason Banta	11/17/2025	EFT	0.00	128.00	7692
INV0014028	Invoice 100-1100-120-51012	10/29/2025	Per Diem for CSTI Conference - Jason B. Education	0.00	128.00 128.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
91294	Jennifer Calbillo	11/03/2025	Regular	0.00	1,042.17	47888
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0013990	Account Number		Account Name	Item Description	Distribution Amount	
	Invoice	11/03/2025	Lodging Reimbursement	0.00	1,042.17	
	100-1200-201-57063		Code Enforcement	Lodging Reimbursement	1,042.17	
11695	JHESR LLC	11/28/2025	Regular	0.00	175.00	47960
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0014083	Account Number		Account Name	Item Description	Distribution Amount	
	Invoice	11/25/2025	Highway Entrance Sign Lease - December	0.00	175.00	
	100-1600-690-53007		Highway Entrance Signs	Highway Entrance Sign Lease - D...	175.00	
10180	Jim's Service Center	11/10/2025	Regular	0.00	5,274.47	47898
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0014019	Account Number		Account Name	Item Description	Distribution Amount	
	Invoice	11/01/2025	Fuel - October	0.00	5,274.47	
	100-1300-300-52015		Vehicle Fuel	Fuel - October	501.42	
	100-1300-350-52015		Vehicle Fuel	Fuel - October	123.50	
	100-1600-600-52015		Vehicle Fuel	Fuel - October	67.05	
	100-1600-605-52015		Vehicle Fuel	Fuel - October	1,677.07	
	100-1600-690-52015		Vehicle Fuel	Fuel - October	35.51	
	500-5100-501-52015		Vehicle Fuel	Fuel - October	1,089.59	
	501-5200-502-52015		Vehicle Fuel	Fuel - October	11.84	
	501-5300-503-52015		Vehicle Fuel	Fuel - October	1,768.49	
52936	Julie Padfield	11/03/2025	Regular	0.00	65.00	47867
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0013973	Account Number		Account Name	Item Description	Distribution Amount	
	Invoice	10/24/2025	Recreation Refund	0.00	65.00	
	100-20036		Due to A/R Customer-Civi...	Recreation Refund	65.00	
11536	Kiza, Inc.	11/24/2025	EFT	0.00	100.00	7711
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
K011445	Account Number		Account Name	Item Description	Distribution Amount	
	Invoice	11/19/2025	Backup Business Internet	0.00	100.00	
	100-1100-121-57064		IT Expenses	Backup Business Internet	100.00	
11441	Lanspeed	11/10/2025	Regular	0.00	8,138.48	47899
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
59839	Account Number		Account Name	Item Description	Distribution Amount	
	Invoice	11/01/2025	IT Services Contract	0.00	4,720.00	
	100-1100-121-57064		IT Expenses	IT Services Contract	3,700.48	
	500-5100-501-57064		IT Expenses - Water Fund	IT Services Contract	462.56	
	501-5200-502-57064		IT Expenses - Sewer	IT Services Contract	174.64	
	501-5300-503-57064		IT Expenses - WWTP	IT Services Contract	382.32	
59846	Invoice	11/01/2025	IT Services Contract	0.00	3,418.48	
	100-1100-121-57064		IT Expenses	IT Services Contract	2,680.09	
	500-5100-501-57064		IT Expenses - Water Fund	IT Services Contract	335.01	
	501-5200-502-57064		IT Expenses - Sewer	IT Services Contract	126.48	
	501-5300-503-57064		IT Expenses - WWTP	IT Services Contract	276.90	
11171	Mad Hatter	11/24/2025	Regular	0.00	114.19	47941
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
1125A	Account Number		Account Name	Item Description	Distribution Amount	
	Invoice	11/12/2025	City Apparel - Terri S.	0.00	114.19	
	100-1000-100-58001		City Hospitality	City Apparel - Terri S.	114.19	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10953	Mainline Utility Company	11/24/2025	Regular	0.00	1,100.00	47942
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
5852	Invoice	09/09/2025	Inspect Existing Sewer Main Line	0.00	1,100.00	
	501-5200-502-53003		Repairs and Maintenance		1,100.00	
11424	Maria Shafer	11/03/2025	Regular	0.00	285.00	47868
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
2025-072 SOLV D...	Invoice	10/20/2025	minutes preparation for CC, DRC, Planning...	0.00	95.00	
	100-1000-100-57016		Professional Services		95.00	
2025-073 SOLV CC	Invoice	10/29/2025	minutes preparation for CC, DRC, Planning...	0.00	190.00	
	100-1000-100-57016		Professional Services		190.00	
11424	Maria Shafer	11/10/2025	Regular	0.00	332.50	47900
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
2025-074 SOLV PC	Invoice	10/30/2025	minutes preparation for CC, DRC, Planning...	0.00	142.50	
	100-1000-100-57016		Professional Services		142.50	
2025-075 SOLV PC	Invoice	11/05/2025	minutes preparation for CC, DRC, Planning...	0.00	190.00	
	100-1000-100-57016		Professional Services		190.00	
11424	Maria Shafer	11/24/2025	Regular	0.00	95.00	47943
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
2025-076 SOLV CC	Invoice	11/13/2025	minutes preparation for CC, DRC, Planning...	0.00	95.00	
	100-1000-100-57016		Professional Services		95.00	
52335	Maribel Gonzalez	11/03/2025	Regular	0.00	647.50	47869
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0013982	Invoice	10/28/2025	Recreation Refund	0.00	647.50	
	100-20036		Due to A/R Customer-Civi... Recreation Refund		647.50	
11748	Melton Design Group, Inc.	11/03/2025	Regular	0.00	69,615.75	47870
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
6839	Invoice	10/28/2025	Parks and Rec Master Plan	0.00	69,615.75	
	207-2700-807-57067		Recreation Services		69,615.75	
10680	Meridian Consultants LLC	11/03/2025	Regular	0.00	3,664.00	47871
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
5661	Invoice	10/27/2025	WWTP CEQA & NEPA Support	0.00	1,510.00	
	804-5300-503-70105		Projects -WASTEWATER		1,510.00	
5662	Invoice	10/27/2025	HCA Middle Well Reliability Project	0.00	2,154.00	
	803-5100-501-70105		Projects -WATER		2,154.00	
11629	Mission Sanitation	11/17/2025	Regular	0.00	770.00	47917
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
M1314	Invoice	11/05/2025	Service on Units	0.00	770.00	
	100-1300-375-52005		Recreation Programs		770.00	

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Date Range: 11/01/2025 - 11/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10885	Moore & Associates, Inc.	11/10/2025	EFT	0.00	3,881.25	7679
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
25-5361	Invoice	11/05/2025	Transit Marketing	0.00	450.00	
	502-5000-850-57001		Marketing & Advertising		450.00	
25-5362	Invoice	11/05/2025	SYVT Transit Administration	0.00	3,431.25	
	502-5000-850-57016		Professional Services		3,431.25	
			SYVT Administration and Market...			
11128	Nielsen Building Material	11/03/2025	Regular	0.00	4.99	47872
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
240728	Invoice	10/22/2025	PVC Pipe	0.00	4.99	
	100-1300-340-57029		Village Planter Maint.		4.99	
			PVC Pipe			
11128	Nielsen Building Material	11/10/2025	Regular	0.00	102.84	47901
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
241463	Invoice	10/27/2025	XLarge Glove	0.00	32.01	
	100-1100-120-43021		Accts Payable Discounts		-0.60	
	100-1600-690-52003		Supplies		32.61	
241818	Invoice	10/29/2025	Grout/Cementall	0.00	68.87	
	100-1100-120-43021		Accts Payable Discounts		-1.29	
	501-5200-502-53003		Repairs and Maintenance		70.16	
242029	Invoice	10/30/2025	Simpson LUS24 - Truck #645	0.00	1.96	
	100-1100-120-43021		Accts Payable Discounts		-0.04	
	100-1600-605-53008		Vehicle Repairs & Maint.		2.00	
			Simpson LUS24 - Truck #645			
11128	Nielsen Building Material	11/17/2025	Regular	0.00	192.66	47919
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
243052	Invoice	11/05/2025	Pine 8pcs Bundle	0.00	192.66	
	100-1100-120-43021		Accts Payable Discounts		-3.61	
	100-1400-400-70502		Julefest		196.27	
			Pine 8pcs Bundle			
11128	Nielsen Building Material	11/24/2025	Regular	0.00	297.99	47945
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
243164	Invoice	11/06/2025	Concrete Fix	0.00	45.23	
	100-1100-120-43021		Accts Payable Discounts		-0.85	
	100-1600-610-53003		Repairs and Maintenance		46.08	
243679	Invoice	11/10/2025	Kickdown Door Stop	0.00	140.57	
	100-1100-120-43021		Accts Payable Discounts		-2.63	
	100-1600-610-52003		Supplies		143.20	
244097	Invoice	11/12/2025	Caulk Gun	0.00	24.53	
	100-1100-120-43021		Accts Payable Discounts		-0.46	
	100-1300-320-53003		Repairs and Maintenance		24.99	
244140	Invoice	11/12/2025	2x6x12 DF PT - Truck #645	0.00	60.94	
	100-1100-120-43021		Accts Payable Discounts		-1.13	
	100-1600-605-53008		Vehicle Repairs & Maint.		62.07	
244171	Invoice	11/12/2025	Hex Bolts - Truck #645	0.00	7.69	
	100-1100-120-43021		Accts Payable Discounts		-0.14	
	100-1600-605-53008		Vehicle Repairs & Maint.		7.83	
244184	Invoice	11/12/2025	Simpson LUS24 - Truck #645	0.00	1.96	
	100-1100-120-43021		Accts Payable Discounts		-0.04	
	100-1600-605-53008		Vehicle Repairs & Maint.		2.00	
244231	Invoice	11/13/2025	Conductor Pipe	0.00	17.07	
	100-1100-120-43021		Accts Payable Discounts		-0.32	
			Conductor Pipe			

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Date Range: 11/01/2025 - 11/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	100-1300-330-53003	Repairs and Maintenance	Conductor Pipe		17.39	
52937	Nielsen Building Materials Inc.	11/17/2025	Regular	0.00	1,246.25	47920
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0014021	Invoice	11/07/2025	Recreation Refund	0.00	1,246.25	
	100-20036	Due to A/R Customer-Civi...	Recreation Refund		1,246.25	
10707	Oilfield Environmental & Compliance, Inc	11/24/2025	Regular	0.00	2,731.00	47946
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2508885	Invoice	11/13/2025	Annual PO for Lab Fees	0.00	430.00	
	501-5300-503-57010	Lab Fees	Annual PO for Lab Fees		430.00	
2509123	Invoice	11/13/2025	Annual PO for Lab Fees	0.00	624.00	
	501-5300-503-57010	Lab Fees	Annual PO for Lab Fees		624.00	
2509361	Invoice	11/13/2025	Annual PO for Lab Fees	0.00	351.00	
	501-5300-503-57010	Lab Fees	Annual PO for Lab Fees		351.00	
2509572	Invoice	11/13/2025	Annual PO for Lab Fees	0.00	351.00	
	501-5300-503-57010	Lab Fees	Annual PO for Lab Fees		351.00	
2509755	Invoice	11/13/2025	Annual PO for Lab Fees	0.00	351.00	
	501-5300-503-57010	Lab Fees	Annual PO for Lab Fees		351.00	
2509933	Invoice	11/13/2025	Annual PO for Lab Fees	0.00	624.00	
	501-5300-503-57010	Lab Fees	Annual PO for Lab Fees		624.00	
52379	Old Mission Santa Ines Church	11/03/2025	Regular	0.00	500.00	47873
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0013983	Invoice	10/28/2025	Recreation Refund	0.00	500.00	
	100-20036	Due to A/R Customer-Civi...	Recreation Refund		500.00	
11410	Olivera's Repair, Inc.	11/03/2025	Regular	0.00	219.00	47874
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1-5902	Invoice	10/23/2025	Service on Mini Trailer	0.00	219.00	
	500-5100-501-53008	Vehicle Repairs & Maint.	Service on Mini Trailer		219.00	
10975	O'Reilly Automotive Stores, Inc. dba O'Reilly Au	11/10/2025	EFT	0.00	183.28	7680
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
4372-148588	Invoice	10/30/2025	Wiper Blade - Truck #645	0.00	46.53	
	100-1600-605-53008	Vehicle Repairs & Maint.	Wiper Blade - Truck #645		46.53	
4372-148589	Invoice	10/30/2025	Anti Freeze - Truck #619	0.00	16.15	
	100-1600-605-53008	Vehicle Repairs & Maint.	Anti Freeze - Truck #619		16.15	
4372-148590	Invoice	10/30/2025	Anti Freeze - Truck #622	0.00	16.15	
	100-1600-605-53008	Vehicle Repairs & Maint.	Anti Freeze - Truck #622		16.15	
4372-149686	Invoice	11/04/2025	Battery - Valve Ex	0.00	104.45	
	500-5100-501-53008	Vehicle Repairs & Maint.	Battery - Valve Ex		104.45	
10975	O'Reilly Automotive Stores, Inc. dba O'Reilly Au	11/17/2025	EFT	0.00	772.02	7695
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
4372-145489	Invoice	10/16/2025	Battery - Truck #618	0.00	464.37	
	100-1600-600-53008	Vehicle Repairs & Maint.	Battery - Truck #618		464.37	
4372-145611	Invoice	10/17/2025	New Maf - Truck #618	0.00	105.43	
	100-1600-600-53008	Vehicle Repairs & Maint.	New Maf - Truck #618		105.43	
4372-148126	Invoice	10/28/2025	Battery - Scissor Lift	0.00	164.52	
	100-1600-605-53008	Vehicle Repairs & Maint.	Battery - Scissor Lift		164.52	

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Date Range: 11/01/2025 - 11/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
4372-150512	Invoice 501-5100-501-53008	11/07/2025	Inverter Vehicle Repairs & Maint. Inverter	0.00	37.70	
10975	O'Reilly Automotive Stores, Inc. dba O'Reilly Au	11/24/2025	EFT	0.00	143.28	7712
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
4372-149968	Invoice 501-5300-503-53008	11/05/2025	Motor Oil - Truck #624 Vehicle Repairs & Maint. Motor Oil - Truck #624	0.00	25.17	
4372-151597	Invoice 100-1600-605-53008	11/12/2025	Bed Coating - Truck #645 Vehicle Repairs & Maint. Bed Coating - Truck #645	0.00	34.46	
4372-152091	Invoice 501-5300-503-53008	11/14/2025	Backup Light Vehicle Repairs & Maint. Backup Light	0.00	83.65	
11774	Pacific Blue Property Management, Inc.	11/10/2025	Regular	0.00	2,797.13	47902
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0014015	Invoice 502-5000-850-57011	11/03/2025	Transit Rent - November Lease Payments Transit Rent - November	0.00	2,797.13	
10920	Pacific Central Coast Health Centers	11/24/2025	Regular	0.00	110.00	47947
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
27039137	Invoice 500-5100-501-51009	10/17/2025	Alcohol Screening - Mike M. Employee Medical Exams Alcohol Screening - Mike M.	0.00	55.00	
27039138	Invoice 500-5100-501-51009	10/17/2025	Drug Screening - Michael M. Employee Medical Exams Drug Screening - Michael M.	0.00	55.00	
10025	Perry's Electric Motors & Controls	11/24/2025	Regular	0.00	1,146.52	47948
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
28400	Invoice 501-5300-503-53003	10/31/2025	Repair motor for sbr blower #2 Repairs and Maintenance Repair motor for sbr blower #2	0.00	1,146.52	
11136	Petty Cash	11/03/2025	Regular	0.00	38.97	47875
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0013984	Invoice 100-1300-375-52005	10/28/2025	Water Bottles for Haunted House Recreation Programs Water Bottles for Haunted House	0.00	38.97	
11136	Petty Cash	11/17/2025	Regular	0.00	97.15	47921
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0014022	Invoice 100-1300-375-52005	11/07/2025	Drinks for Turkey Bingo Recreation Programs Drinks for Turkey Bingo	0.00	97.15	
10494	Phil's Plumbing, Inc	11/03/2025	Regular	0.00	555.00	47876
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
9364	Invoice 100-1300-320-53003	09/18/2025	Plumbing Service for Solvang Park Restro... Repairs and Maintenance Plumbing Service for Solvang Pa...	0.00	555.00	

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Date Range: 11/01/2025 - 11/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10723	Procure Janitorial Supply, Inc	11/03/2025	EFT	0.00	1,296.42	7670
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
187385	Invoice	10/17/2025	Janitorial Supply - City Hall	0.00	179.44	
	100-1600-620-52003	Supplies	Janitorial Supply - City Hall		179.44	
187584	Invoice	10/22/2025	Janitorial Supply - RR#2	0.00	199.44	
	100-1300-320-52003	Supplies	Janitorial Supply - RR#2		199.44	
187585-1	Invoice	10/24/2025	Janitorial Supply - RR#3	0.00	39.01	
	100-1600-680-52003	Supplies	Janitorial Supply - RR#3		39.01	
187779	Invoice	10/29/2025	Janitorial Supply - RR#1	0.00	490.22	
	100-1600-670-52003	Supplies	Janitorial Supply - RR#1		490.22	
187781	Invoice	10/29/2025	Janitorial Supply - RR#3	0.00	388.31	
	100-1600-680-52003	Supplies	Janitorial Supply - RR#3		388.31	
10723	Procure Janitorial Supply, Inc	11/10/2025	EFT	0.00	1,906.40	7681
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
187780	Invoice	10/29/2025	Janitorial Supply - RR#2	0.00	388.31	
	100-1300-320-52003	Supplies	Janitorial Supply - RR#2		388.31	
187783	Invoice	10/29/2025	Janitorial Supply- SF	0.00	195.04	
	100-1300-330-52003	Supplies	Janitorial Supply- SF		195.04	
187893	Invoice	10/31/2025	Janitorial Supply - RR#1	0.00	132.09	
	100-1600-670-52003	Supplies	Janitorial Supply - RR#1		132.09	
187894	Invoice	10/31/2025	Janitorial Supply- RR#2	0.00	132.09	
	100-1300-320-52003	Supplies	Janitorial Supply- RR#2		132.09	
187895	Invoice	10/31/2025	Janitorial Supply - RR#3	0.00	76.93	
	100-1600-680-52003	Supplies	Janitorial Supply - RR#3		76.93	
187896	Invoice	10/31/2025	Janitorial Supply - City Hall	0.00	76.93	
	100-1600-620-52003	Supplies	Janitorial Supply - City Hall		76.93	
187897	Invoice	10/31/2025	Janitorial Supply- Vets	0.00	76.93	
	100-1600-610-52003	Supplies	Janitorial Supply- Vets		76.93	
188009	Invoice	11/05/2025	Janitorial Supply - RR#1	0.00	288.67	
	100-1600-670-52003	Supplies	Janitorial Supply - RR#1		288.67	
188010	Invoice	11/05/2025	Janitorial Supply - RR#2	0.00	250.20	
	100-1300-320-52003	Supplies	Janitorial Supply - RR#2		250.20	
188011	Invoice	11/05/2025	Janitorial Supply - RR#3	0.00	195.04	
	100-1600-680-52003	Supplies	Janitorial Supply - RR#3		195.04	
188012	Invoice	11/05/2025	Janitorial Supply - Vets	0.00	94.17	
	100-1600-610-52003	Supplies	Janitorial Supply - Vets		94.17	
10723	Procure Janitorial Supply, Inc	11/24/2025	EFT	0.00	1,412.11	7713
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
188163	Invoice	11/12/2025	Janitorial Supply - RR#1	0.00	171.64	
	100-1600-670-52003	Supplies	Janitorial Supply - RR#1		171.64	
188164	Invoice	11/12/2025	Janitorial Supply - RR#2	0.00	155.49	
	100-1300-320-52003	Supplies	Janitorial Supply - RR#2		155.49	
188165	Invoice	11/12/2025	Janitorial Supply- RR#3	0.00	109.11	
	100-1600-680-52003	Supplies	Janitorial Supply- RR#3		109.11	
188283	Invoice	11/14/2025	Janitorial Supply - RR#1	0.00	284.25	
	100-1600-670-52003	Supplies	Janitorial Supply - RR#1		284.25	
188284	Invoice	11/14/2025	Janitorial Supply - RR#2	0.00	367.86	
	100-1600-620-52003	Supplies	Janitorial Supply - RR#2		367.86	
188285	Invoice	11/14/2025	Janitorial Supply - RR#3	0.00	224.50	

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Date Range: 11/01/2025 - 11/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	100-1600-680-52003	Supplies	Janitorial Supply - RR#3		224.50	
188286	Invoice	11/14/2025	Janitorial Supply- Vets	0.00	99.26	
	100-1600-610-52003	Supplies	Janitorial Supply- Vets		99.26	
11139	Quick Crete Products Corp.	11/03/2025	Regular	0.00	5,152.59	47877
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
134155	Invoice	10/27/2025	Downtown concrete planters	0.00	5,152.59	
	100-1300-340-57029		Village Planter Maint.		5,152.59	
11646	Quinn Company	11/03/2025	Regular	0.00	175,776.58	47878
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
E3412801	Invoice	10/27/2025	New MQ Generator	0.00	175,776.58	
	803-5100-501-70105		Projects -WATER		175,776.58	
10034	ReadyRefresh by Nestle	11/03/2025	EFT	0.00	128.47	7669
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
25J0018038034	Invoice	10/29/2025	Acct#0018038034	0.00	128.47	
	501-5300-503-52003		Supplies		128.47	
11639	Reece Plumbing	11/17/2025	Regular	0.00	5,257.67	47918
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
S121848464.001	Invoice	11/12/2025	New Ridgid SNAke	0.00	5,248.10	
	100-1100-120-43021		Accts Payable Discounts		-99.25	
	100-1300-320-53003		Repairs and Maintenance		586.75	
	100-1600-620-53003		Repairs and Maintenance		586.75	
	100-1600-630-53003		Repairs and Maintenance		586.75	
	100-1600-670-53003		Repairs and Maintenance		586.75	
	100-1600-680-53003		Repairs and Maintenance		3,000.35	
S122105876.001	Invoice	11/10/2025	Rough Surface Glove	0.00	9.57	
	100-1100-120-43021		Accts Payable Discounts		-0.18	
	100-1600-605-52003		Supplies		9.75	
11639	Reece Plumbing	11/24/2025	Regular	0.00	20.52	47944
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
S122167217.001	Invoice	11/18/2025	Blue Monster Thread Seal	0.00	20.52	
	100-1100-120-43021		Accts Payable Discounts		-0.39	
	100-1300-330-53003		Repairs and Maintenance		20.91	

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Date Range: 11/01/2025 - 11/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11544	Richards, Watson & Gershon A Professional Cor	11/10/2025	EFT	0.00	39,140.93	7682
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
255633	Invoice	10/30/2025	Professional Services - City of Solvang	0.00	30,570.53	
	100-1100-120-57012	Legal Fees	Professional Services - City of So...		30,570.53	
255634	Invoice	10/30/2025	Professional Services - Community Develo...	0.00	1,311.00	
	100-1200-200-57012	Legal Fees	Professional Services - Communi...		1,311.00	
255635	Invoice	10/30/2025	Professional Services - Water Rights Matte...	0.00	798.00	
	500-5100-501-57012	Legal Fees	Professional Services - Water Ri...		798.00	
255636	Invoice	10/30/2025	Professional Services - Personnel	0.00	1,767.00	
	100-1100-120-57012	Legal Fees	Professional Services - Personnel		1,767.00	
255637	Invoice	10/30/2025	Professional Services - Code Enforcement	0.00	712.50	
	100-1200-200-57012	Legal Fees	Professional Services - Code Enf...		712.50	
255638	Invoice	10/30/2025	Professional Services - Wastewater	0.00	769.50	
	501-5300-503-57012	Legal Fees	Professional Services - Wastewa...		769.50	
255640	Invoice	10/30/2025	Professional Services - Municipal Water	0.00	3,078.00	
	500-5100-501-57012	Legal Fees	Professional Services - Municipal...		3,078.00	
255641	Invoice	10/30/2025	Professional Services - AdvS.Y. Valley Assoc...	0.00	134.40	
	100-1200-200-57012	Legal Fees	Professional Services - AdvS.Y. V...		134.40	
11544	Richards, Watson & Gershon A Professional Cor	11/17/2025	EFT	0.00	18,940.57	7696
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
251064	Invoice	07/01/2025	Professional Services - Administration	0.00	16,233.07	
	100-1100-120-57012	Legal Fees	Professional Services - Administr...		16,233.07	
253219	Invoice	07/01/2025	Professional Services - Community Develo...	0.00	2,565.00	
	100-1200-200-57012	Legal Fees	Professional Services - Communi...		2,565.00	
253222	Invoice	07/01/2025	Professional Services - Municipal Water	0.00	142.50	
	500-5100-501-57012	Legal Fees	Professional Services - Municipal...		142.50	
11544	Richards, Watson & Gershon A Professional Cor	11/24/2025	EFT	0.00	82,959.29	7714
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
254389	Invoice	07/31/2025	Professional Services - Community Develo...	0.00	11,400.00	
	100-1200-200-57012	Legal Fees	Professional Services - Communi...		11,400.00	
254890	Invoice	09/11/2025	Professional Services - Wastewater	0.00	2,850.00	
	501-5300-503-57012	Legal Fees	Professional Services - Wastewa...		2,850.00	
254891	Invoice	09/11/2025	Professional Services - City of Solvang	0.00	23,256.77	
	100-1100-120-57012	Legal Fees	Professional Services - City of So...		23,256.77	
254892	Invoice	09/11/2025	Professional Services - Community Develo...	0.00	1,111.50	
	100-1200-200-57012	Legal Fees	Professional Services - Communi...		1,111.50	
254893	Invoice	09/11/2025	Professional Services - Water Rights Matte...	0.00	1,197.00	
	500-5100-501-57012	Legal Fees	Professional Services - Water Ri...		1,197.00	
254894	Invoice	09/11/2025	Professional Development - Code Enforce...	0.00	114.00	
	100-1200-200-57012	Legal Fees	Professional Development - Cod...		114.00	
254895	Invoice	09/11/2025	Professional Services - Adv. South Coast P...	0.00	38,480.37	
	100-1100-120-57012	Legal Fees	Professional Services - Adv. Sout...		38,480.37	
254896	Invoice	09/11/2025	Professional Services - Municipal Water	0.00	769.50	
	500-5100-501-57012	Legal Fees	Professional Services - Municipal...		769.50	
254897	Invoice	09/11/2025	Professional Services - Adv. S.Y. Valley Res...	0.00	3,780.15	
	100-1200-200-57012	Legal Fees	Professional Services - Adv. S.Y. ...		3,780.15	

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Date Range: 11/01/2025 - 11/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11539	RingCentral, Inc.	11/24/2025	EFT	0.00	1,114.38	7715
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
CD 001273209	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	11/15/2025	DigitalLine Unlimited Standard	0.00	1,114.38	
	100-1100-121-57064		IT Expenses		1,114.38	
11381	Roadrunner Management Services, Inc.	11/17/2025	EFT	0.00	83,937.87	7697
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
7069	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	11/01/2025	SYVT Operations Roadrunner Mgmt Serv	0.00	75,347.04	
	502-5000-850-35021		Fare Box Revenue		-4,167.86	
	502-5000-850-55003		Communications		105.00	
	502-5000-850-56010		Transit Contract		79,409.90	
7070	Invoice	11/01/2025	Fuel Reimbursement - October	0.00	8,590.83	
	502-5000-850-52015		Vehicle Fuel		8,590.83	
11660	Robert Hargreaves III	11/03/2025	Regular	0.00	800.00	47879
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0013981	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	10/24/2025	October Skate Camp	0.00	800.00	
	100-1300-365-52005		Recreation Programs		800.00	
10033	S.Y.R.W.C.D. ID #1	11/17/2025	Regular	0.00	12,273.29	47922
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
5001 10/31/2025	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	10/31/2025	Acct#000017005001	0.00	12,273.29	
	500-5100-501-55010		Purchased Water		12,273.29	
10033	S.Y.R.W.C.D. ID #1	11/17/2025	Regular	0.00	2,066.32	47923
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
7501 10/31/2025	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	10/31/2025	Acct#000017037501	0.00	2,066.32	
	500-5100-501-55010		Purchased Water		2,066.32	
10033	S.Y.R.W.C.D. ID #1	11/17/2025	Regular	0.00	2,466.79	47924
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
0001 10/28/2025	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	10/28/2025	Acct#00017040001	0.00	2,466.79	
	100-1300-330-55002		Water and Sewer Charges		2,466.79	
10909	Santa Maria Famcon Pipe & Supply	11/03/2025	Regular	0.00	375.74	47880
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
S100166874.001	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	10/23/2025	Full Face Gasket	0.00	202.57	
	500-5100-501-53003		Repairs and Maintenance		202.57	
S100167002.001	Invoice	10/29/2025	Complete Hard Parts	0.00	173.17	
	100-1300-320-53003		Repairs and Maintenance		173.17	

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Date Range: 11/01/2025 - 11/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11167	Santa Ynez Valley Hardware	11/17/2025	Regular	0.00	2,088.21	47925
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0014023	Invoice	10/31/2025	Supplies - October	0.00	2,088.21	
	100-1300-300-52003		Supplies		2.00	
	100-1300-300-53008		Vehicle Repairs & Maint.		73.91	
	100-1300-310-53003		Repairs and Maintenance		173.77	
	100-1300-320-53003		Repairs and Maintenance		93.42	
	100-1300-330-53003		Repairs and Maintenance		116.74	
	100-1300-340-57029		Village Planter Maint.		560.33	
	100-1300-375-52005		Recreation Programs		268.70	
	100-1400-400-70502		Julefest		48.89	
	100-1600-605-52003		Supplies		37.14	
	100-1600-605-53003		Repairs and Maintenance		31.65	
	100-1600-610-52003		Supplies		98.17	
	100-1600-610-53003		Repairs and Maintenance		152.69	
	100-1600-620-53003		Repairs and Maintenance		21.74	
	100-1600-630-53003		Repairs and Maintenance		145.68	
	100-1600-670-53003		Repairs and Maintenance		32.59	
	100-1600-680-53003		Repairs and Maintenance		16.51	
	100-1600-690-52003		Supplies		66.31	
	100-1600-700-52003		Supplies		52.17	
	500-5100-501-52003		Supplies		39.13	
	500-5100-501-53003		Repairs and Maintenance		44.08	
	500-5100-501-53008		Vehicle Repairs & Maint.		12.59	
10281	Satcom Global FZE	11/17/2025	EFT	0.00	57.21	7698
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
AS11250177	Invoice	11/01/2025	Iridium SIM Card	0.00	57.21	
	100-1100-120-60006		EOC Phone		57.21	
52938	SBC Probation Union	11/17/2025	Regular	0.00	500.00	47926
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0014030	Invoice	11/13/2025	Recreation Refund	0.00	500.00	
	100-20036		Due to A/R Customer-Civi...		500.00	
11448	SiteOne Landscaping Supply, LLC	11/03/2025	Regular	0.00	454.65	47881
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
159815392-001	Invoice	10/22/2025	Decorative Bark Bulk	0.00	302.72	
	100-1300-330-53003		Repairs and Maintenance		302.72	
159915932-001	Invoice	10/23/2025	NDS Distribution Tubing	0.00	143.15	
	100-1300-340-57029		Village Planter Maint.		143.15	
159916792-001	Invoice	10/23/2025	NDS Insert Connector	0.00	8.78	
	100-1300-340-57029		Village Planter Maint.		8.78	
11448	SiteOne Landscaping Supply, LLC	11/24/2025	Regular	0.00	618.46	47949
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
160648554-001	Invoice	11/14/2025	Bulk Concrete Sand	0.00	259.06	
	100-1600-720-53003		Repairs and Maintenance		259.06	
160736355-001	Invoice	11/18/2025	Supplies	0.00	359.40	
	500-5100-501-53003		Repairs and Maintenance		359.40	

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Date Range: 11/01/2025 - 11/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11174	Solvang Bakery Inc.	11/17/2025	Regular	0.00	124.11	47927
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
715886	Invoice	10/14/2025	Birthday Cake for October Birthdays	0.00	124.11	
	100-1000-100-58001		City Hospitality		124.11	
11174	Solvang Bakery Inc.	11/24/2025	Regular	0.00	90.00	47950
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
716103	Invoice	11/17/2025	Cake for November Birthdays	0.00	90.00	
	100-1000-100-58001		City Hospitality		90.00	
11613	Solvang Hygge Huset LLC	11/10/2025	Regular	0.00	12,889.03	47903
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
1045	Invoice	11/03/2025	Visitor's Center FY 2025-26	0.00	12,889.03	
	100-1400-400-59010		Visitor's Center		12,889.03	
51701	SOLVANG ROTARY CLUB FOUNDATION	11/17/2025	Regular	0.00	8,734.94	47928
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0014039	Invoice	11/12/2025	4th of July Parade Expenses	0.00	8,734.94	
	100-1000-110-59045		Solvang Rotary		8,734.94	
10142	SP Maintenance Services, Inc	11/10/2025	EFT	0.00	4,277.92	7683
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
99476	Invoice	10/30/2025	Street Sweeping FY 25/26	0.00	630.00	
	100-1600-720-57022		Street Sweeping		630.00	
99492	Invoice	11/01/2025	Street Sweeping FY 25/26	0.00	3,647.92	
	100-1600-720-57022		Street Sweeping		3,647.92	
10902	Staples Advantage	11/03/2025	EFT	0.00	564.88	7671
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
6044501392	Invoice	10/04/2025	Storage Boxes	0.00	65.61	
	100-1200-200-52003		Supplies		32.80	
	100-1200-210-52003		Supplies		32.81	
6044501394	Invoice	10/04/2025	Keyboard	0.00	33.89	
	100-1400-400-53010		Computer/Desktop Equi...		33.89	
6044501396	Invoice	10/04/2025	KCups	0.00	228.89	
	500-5100-501-52003		Supplies		228.89	
6045930475	Invoice	10/25/2025	Office Supplies	0.00	236.49	
	100-1100-120-52003		Supplies		236.49	
10902	Staples Advantage	11/10/2025	EFT	0.00	1,993.59	7684
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
6047029592	Invoice	11/01/2025	UPC backup for plant PLC	0.00	1,802.37	
	501-5300-503-53003		Repairs and Maintenance		1,802.37	
6047029596	Invoice	11/01/2025	Copy Paper	0.00	138.62	
	100-1200-200-52003		Supplies		27.72	
	100-1200-210-52003		Supplies		27.72	
	100-1300-300-52003		Supplies		27.72	
	100-1600-600-52003		Supplies		27.72	
	100-1600-605-52003		Supplies		27.74	
6047029598	Invoice	11/01/2025	Trash Can	0.00	52.60	
	100-1100-120-52003		Supplies		52.60	

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Date Range: 11/01/2025 - 11/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10902	Staples Advantage	11/17/2025	EFT	0.00	184.31	7699
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
6047029594	Invoice	11/01/2025	Supplies	0.00	171.69	
	100-1200-200-52003		Supplies		57.22	
	100-1200-210-52003		Supplies		57.22	
	100-1600-600-52003		Supplies		57.25	
6047569762	Invoice	11/08/2025	Earbuds	0.00	1.73	
	100-1100-120-53010		Computer/Desktop Equi...		1.73	
6047569765	Invoice	11/08/2025	Tissues	0.00	10.89	
	100-1200-200-52003		Supplies		5.44	
	100-1200-210-52003		Supplies		5.45	
10183	State Water Resources Control Board (SWRCB)	11/24/2025	Regular	0.00	7,279.00	47951
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
SW-0322594	Invoice	11/05/2025	Annual Permit Fees	0.00	7,279.00	
	500-5100-501-61009		Permit Fees		7,279.00	
			Stormwater Annual Permit			
11487	Stiletto Events	11/24/2025	Regular	0.00	5,506.60	47952
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
SOL-1025-1	Invoice	11/10/2025	FY 2025-26 Stiletto Events	0.00	5,506.60	
	100-1400-400-57016		Professional Services		5,506.60	
			FY 2025-26 Stiletto Events			
11773	Sun Coast Rentals, Inc.	11/03/2025	Regular	0.00	426.00	47882
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
251003-0000384...	Invoice	10/26/2025	Light Tower	0.00	426.00	
	100-1300-375-52005		Recreation Programs		426.00	
			Light Tower			
52212	Superior Court of California - County of Santa B	11/17/2025	Regular	0.00	700.00	47929
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0014029	Invoice	11/13/2025	Recreation Refund	0.00	700.00	
	100-20036		Due to A/R Customer-Civi...		700.00	
			Recreation Refund			
11776	SYV Garden Center, Inc. dba Windmill Nursery	11/28/2025	Regular	0.00	2,445.98	47961
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0014077	Invoice	07/01/2025	Festuca Glauca	0.00	142.96	
	100-1300-330-52003		Supplies		142.96	
			Festuca Glauca			
INV0014078	Invoice	07/02/2025	Color Pack x 84	0.00	599.09	
	100-1300-320-52003		Supplies		599.09	
			Color Pack x 84			
INV0014079	Invoice	09/25/2025	Salvia Leucantha Midnight #5	0.00	483.01	
	100-1300-330-52003		Supplies		483.01	
			Salvia Leucantha Midnight #5			
INV0014080	Invoice	10/15/2025	Salvia g. Fancy Dancer #1	0.00	807.64	
	100-1300-340-57029		Village Planter Maint.		807.64	
			Salvia g. Fancy Dancer #1			
INV0014081	Invoice	10/23/2025	Salvia Santa Barbara #1	0.00	289.36	
	100-1300-340-57029		Village Planter Maint.		289.36	
			Salvia Santa Barbara #1			
INV0014082	Invoice	10/23/2025	Color Pack x 24	0.00	123.92	
	100-1300-340-57029		Village Planter Maint.		123.92	
			Color Pack x 24			

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Date Range: 11/01/2025 - 11/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11671	The Guardian Team LLC	11/03/2025	EFT	0.00	402.50	7672
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
1234	Invoice	10/27/2025	Security 10/19/25	0.00	402.50	
	100-16002		REIMBURSEABLE A/P PA...		402.50	
			Security 10/19/25			
11753	Tierra Contracting Inc.	11/03/2025	Regular	0.00	923,818.24	47883
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Application 3	Invoice	10/20/2025	Nyborg Estates Waterline Replacement Pr...	0.00	923,818.24	
	803-5100-501-70105		Projects -WATER		923,818.24	
			Nyborg Estates Waterline Repla...			
11658	Tom Jones & Associates, Inc.	11/24/2025	Regular	0.00	28,555.00	47953
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
0925s	Invoice	09/30/2025	Professional Services FY 2025-26	0.00	28,555.00	
	100-1400-400-57016		Professional Services		28,555.00	
			Professional Services			
			Professional Services FY 2025-26			
11619	Tomasini Diesel Repair LLC	11/10/2025	Regular	0.00	795.00	47904
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
0870	Invoice	11/03/2025	Service on Floor Scrubber Vacuum	0.00	795.00	
	100-1600-610-53003		Repairs and Maintenance		397.50	
	100-1600-700-53003		Repairs and Maintenance		397.50	
			Service on Floor Scrubber Vacu...			
11377	Tractor Supply Credit Plan	11/10/2025	Regular	0.00	161.54	47905
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
200569384	Invoice	10/20/2025	FG ANCH SHCKL W/PIN	0.00	161.54	
	501-5300-503-52009		Small Equipment		161.54	
			FG ANCH SHCKL W/PIN			
11672	Traffic Management, Inc.	11/03/2025	Regular	0.00	247.61	47884
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
06-119167	Invoice	10/17/2025	Sidewalk Closed Signs	0.00	247.61	
	100-1600-690-52003		Supplies		247.61	
			Sidewalk Closed Signs			
11672	Traffic Management, Inc.	11/17/2025	Regular	0.00	2,252.25	47930
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
06-119541	Invoice	11/12/2025	Crack sealing pellets	0.00	2,252.25	
	100-1600-690-52003		Supplies		2,252.25	
			Crack sealing pellets			
11767	Two Trumpets Communications	11/24/2025	Regular	0.00	2,083.00	47954
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
1538	Invoice	11/12/2025	City Newsletter	0.00	2,083.00	
	100-1100-120-57062		Public Relations		2,083.00	
			City Newsletter			
10992	Tyler Technologies, Inc	11/10/2025	Regular	0.00	40.00	47906
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
025-532802	Invoice	11/01/2025	Utility Billing - November	0.00	40.00	
	500-5100-501-57064		IT Expenses - Water Fund		20.00	
	501-5200-502-57064		IT Expenses - Sewer		20.00	
			Utility Billing - November			

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Date Range: 11/01/2025 - 11/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11730	Ultrex Management Services, LLC	11/17/2025	Regular	0.00	436.43	47931
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
4504560-CAL	Invoice	11/04/2025	Lease Payments	0.00	436.43	
	100-1100-120-57011		Lease Payments		86.41	
	100-1200-200-57011		Lease Payments		27.93	
	100-1200-210-57011		Lease Payments		11.78	
	100-1300-300-57011		Lease Payments		37.10	
	100-1300-350-57011		Lease Payments		28.37	
	100-1600-600-57011		Lease Payments		10.91	
	100-1600-605-57011		Lease Payments		20.51	
	100-1600-690-57011		Lease Payments		41.46	
	100-1600-700-57011		Lease Payments		8.73	
	100-1600-720-57011		Lease Payments		14.84	
	500-5100-501-57011		Lease Payments		62.41	
	501-5200-502-57011		Lease Payments		27.93	
	501-5300-503-57011		Lease Payments		58.05	
11182	Underground Service Alert of Southern Californ	11/10/2025	EFT	0.00	203.93	7685
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
1020250717	Invoice	11/01/2025	New Ticket Charges	0.00	166.00	
	100-1600-720-57028		Underground Alert		54.78	
	500-5100-501-57028		Underground Alert		54.78	
	501-5200-502-57028		Underground Alert		56.44	
25-261527	Invoice	11/01/2025	California State Fee for Regulatory Costs	0.00	37.93	
	100-1600-720-57028		Underground Alert		12.52	
	500-5100-501-57028		Underground Alert		12.52	
	501-5200-502-57028		Underground Alert		12.89	
10214	USA Blue Book	11/03/2025	EFT	0.00	136.83	7668
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV00868646	Invoice	10/27/2025	200mV ORP Standard	0.00	136.83	
	501-5300-503-53003		Repairs and Maintenance		136.83	
10214	USA Blue Book	11/10/2025	EFT	0.00	147.37	7678
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV00872180	Invoice	10/30/2025	Buffer Yellow/Red	0.00	147.37	
	501-5300-503-52003		Supplies		147.37	
10214	USA Blue Book	11/24/2025	EFT	0.00	345.48	7710
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0083892	Invoice	11/13/2025	Blue Marking Flag	0.00	345.48	
	500-5100-501-52003		Supplies		345.48	
11426	Valley Fresh Market, LLC	11/10/2025	Regular	0.00	48.61	47907
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
02-969341	Invoice	10/07/2025	Drinks for CJPIA Training	0.00	37.27	
	100-16002		REIMBURSEABLE A/P PA...		37.27	
02-972285	Invoice	10/14/2025	Ice Cream for Staff Birthdays	0.00	11.34	
	100-1000-100-58001		City Hospitality		11.34	

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Date Range: 11/01/2025 - 11/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11562	Valley Shield Termite and Pest Solutions, Inc.	11/03/2025	Regular	0.00	359.00	47885
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
31673	Invoice	10/22/2025	Twice a Month AG Service - HCA	0.00	100.00	
	100-1300-310-57057		Pest Management		100.00	
31677	Invoice	10/22/2025	Weekly Pest Control - SF	0.00	100.00	
	100-1300-330-57057		Pest Management		100.00	
31680	Invoice	10/22/2025	Twice a Month AG Service - Vets	0.00	100.00	
	100-1600-610-53003		Repairs and Maintenance		100.00	
31792	Invoice	10/22/2025	Monthly Pest Control - HCA	0.00	59.00	
	100-1300-310-57057		Pest Management		59.00	
11562	Valley Shield Termite and Pest Solutions, Inc.	11/10/2025	Regular	0.00	100.00	47908
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
31675	Invoice	10/29/2025	Weekly Pest Control - SF	0.00	100.00	
	100-1300-330-57057		Pest Management		100.00	
11562	Valley Shield Termite and Pest Solutions, Inc.	11/24/2025	Regular	0.00	550.00	47955
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
32307	Invoice	11/12/2025	Monthly Pest Control - Annex	0.00	75.00	
	100-1600-630-53003		Repairs and Maintenance		75.00	
32309	Invoice	11/05/2025	Twice a Month AG Service - HCA	0.00	100.00	
	100-1300-310-57057		Pest Management		100.00	
32311	Invoice	11/05/2025	Weekly Pest Control - SF	0.00	100.00	
	100-1300-330-57057		Pest Management		100.00	
32315	Invoice	11/05/2025	Twice a Month AG Service - Vets	0.00	100.00	
	100-1600-610-57057		Pest Management		100.00	
32386	Invoice	11/12/2025	Rodent Control Monthly - City Hall	0.00	75.00	
	100-1600-620-53003		Repairs and Maintenance		75.00	
32415	Invoice	11/05/2025	Monthly Pest Control - Vets	0.00	100.00	
	100-1600-610-57057		Pest Management		100.00	
11718	Viking Charities, Inc.	11/24/2025	Regular	0.00	3,000.00	47956
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0014068	Invoice	11/18/2025	Grant Funding FY25-26	0.00	3,000.00	
	100-1000-110-59046		Viking Charities		3,000.00	
10337	Visit the Santa Ynez Valley	11/17/2025	EFT	0.00	44,126.46	7700
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0014032	Invoice	11/13/2025	SYVTBID - September (Collected in Octobe...	0.00	44,126.46	
	100-1400-400-43020		TBID - Admin. Reimburse...		-900.54	
	700-1400-400-59016		SYVTBID Payments		44,126.46	
	700-1400-400-61003		City Admin Fee		900.54	
10497	West Coast Arborists, Inc	11/03/2025	Regular	0.00	10,975.20	47886
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
235460	Invoice	10/15/2025	Street Tree and Parks Tree Annual Mainte...	0.00	10,975.20	
	100-1300-310-57023		Tree Maintenance		2,494.36	
	100-1300-320-57023		Tree Maintenance		997.75	
	100-1300-330-57023		Tree Maintenance		1,496.62	
	100-1600-700-57023		Street Tree Management		5,986.47	

Check Report

Date Range: 11/01/2025 - 11/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11469	Willdan Engineering	11/03/2025	Regular	0.00	6,472.30	47887
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
002-36162	Invoice	10/17/2025	Willdan FY 2025-26	0.00	1,219.80	
	100-1200-210-57016		Professional Services		1,219.80	
00236163	Invoice	10/17/2025	Willdan FY 2025-26	0.00	5,252.50	
	100-1200-210-57016		Professional Services		5,252.50	
11469	Willdan Engineering	11/24/2025	Regular	0.00	5,640.50	47957
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
002-36363	Invoice	11/14/2025	Willdan FY 2025-26	0.00	273.00	
	100-1200-210-57016		Professional Services		273.00	
00236364	Invoice	11/14/2025	Willdan FY 2025-26	0.00	5,367.50	
	100-1200-210-57016		Professional Services		5,367.50	
10686	ZWorld GIS	11/10/2025	EFT	0.00	2,380.00	7686
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
2025-0254	Invoice	11/01/2025	GIS Support Service and Maintenance	0.00	2,380.00	
	100-1100-121-57064		IT Expenses		1,867.58	
	500-5100-501-57064		IT Expenses - Water Fund		232.53	
	501-5200-502-57064		IT Expenses - Sewer		88.06	
	501-5300-503-57064		IT Expenses - WWTP		191.83	

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	144	99	0.00	1,489,362.84
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-2,445.98
Bank Drafts	0	0	0.00	0.00
EFT's	125	53	0.00	364,602.30
	269	153	0.00	1,851,519.16

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	144	99	0.00	1,489,362.84
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-2,445.98
Bank Drafts	0	0	0.00	0.00
EFT's	125	53	0.00	364,602.30
	269	153	0.00	1,851,519.16

Fund Summary

Fund	Name	Period	Amount
998	POOLED CASH	11/2025	1,851,519.16
			1,851,519.16



AGENDA ITEM 8.a

Meeting Date: December 8, 2025

SUBJECT: Council action regarding:

- i. Designation of Mayor pro tem for 2026
- ii. Establishing council seating arrangements.
- iii. Councilmember appointments to Outside Agency Boards and Committees

PREPARED BY: Annamarie Porter, CMC, City Clerk

DISCUSSION:

Designation of Mayor pro tem

The City Council Protocols adopted on July 8, 2024 state the term for Mayor pro tem shall be one year, commencing on the first meeting in December of each year. They also indicate that the first criteria for selection of the Mayor pro tem shall be that Council Member who has served at least one year on the Council and has not previously served as Mayor pro tem. If more than one Council Member has not previously served as Mayor pro tem, then from such Council Members, the Council Member with the greatest seniority in terms of consecutive years of service shall be selected. A Council Member shall have the right to decline the position if they so choose. If there is still more than one Council Member eligible according to seniority, the Council Member who received the highest number of votes for the most recent election of each Council Member eligible by reason of seniority shall be selected as Mayor pro tem. However, no Council Member shall serve more than one term as Mayor pro tem until all of the Council Members have served or declined to serve.

All but one member of the Council meet the first criteria of having served on the Council for at least one year excluding Councilmember Smith. Councilmember Elizabeth Orona has served as the Mayor pro tem in 2024. Mark Infanti has served as Mayor pro tem in 2022 and Claudia Orona has served as Mayor pro tem in 2025.

Seating Arrangement

Historically, the Mayor has had the prerogative to designate the seating order for the Council dais. By majority vote the City Council may choose a different methodology for the seating arrangement such as in order of the represented District. Typically, Mayor pro tem is seated to the right or left of the Mayor, and the remaining could be by District. If this method were chosen, Mark Infanti, District 1 would be seated to the far right facing the public, Claudia Orona, District 2, followed by David Brown Mayor at large, Louise Smith District 3, and Elizabeth Orona, District 4.

Council representation on Boards, Committees and Agencies

Councilmembers represent the City of Solvang on various Boards, Committees and Agencies. The City Council should by majority vote, select representatives and alternates to each Board, Committee and Agency. The list of Board, Committee and Agency current representatives and alternates is shown on Attachment "A". Council could choose to extend terms of all members for one year.

ALTERNATIVES:

None

FISCAL IMPACT:

None

ATTACHMENTS:

A. Current representatives to outside agencies

SB COUNTY ASSOCIATION OF GOVERNMENTS (SBCAG)

A regional planning agency comprised of Santa Barbara County and all eight incorporated cities within the county. SBCAG distributes local, state, and federal transportation funds and acts as a forum for addressing regional and multi-jurisdictional issues. Also includes North County Sub-Regional Planning Committee.

Meets once per month rotating between Santa Barbara or Santa Maria. North County Sub-Regional Planning Committee also meets once per month, in Solvang.

Representative: Mayor Brown

Alternate: Councilmember C. Orona

AIR POLLUTION CONTROL DISTRICT (APCD)

A local agency charged with control of air pollution from all sources except motor vehicles. In 1994 State legislation added city representatives to the APCD governing board.

The Board of Directors has seven meetings per year, in either Santa Barbara or Santa Maria.

Representative: Mayor Brown

Alternate: Councilmember C. Orona

CALIFORNIA JOINT POWERS AUTHORITY (CJPIA)

Municipal self-insurance pool providing risk management education and liability protection from losses and lawsuits to its members. One individual from each member of the Authority is selected by the legislative body to participate on the Board of Directors.

The CJPIA Board of Directors holds an annual business meeting each July.

Representative: Councilmember District 3 Smith

Alternate: Councilmember C. Orona

LEAGUE OF CALIFORNIA CITIES

An Association of California City officials who work to educate, exchange information and combine resources to influence State policy decisions that affect cities. One member of Council is selected as the Solvang representative.

Attendance at the Annual Conference typically in October as the Voting Delegate for Solvang

Representative: City Manager Murphy

Alternate: Mayor Brown

EASTERN MANAGEMENT AREA-GROUNDWATER SUSTAINABILITY AGENCY (EMA-GSA)

Established to preserve the authority and responsibility of cities and counties to sustainably manage their respective groundwater basin.

The Agency typically meets on 4th Thursday of the second month of each quarter.

Representative: Councilmember E. Orona

Alternate: Councilmember Infanti

CENTRAL COAST COMMUNITY ENERGY

Representative: Councilmember C. Orona

Alternate: Councilmember Infanti

SANTA BARBARA COUNTY LIBRARY ADVISORY COMMITTEE

Representative: Councilmember Infanti

Alternate: Councilmember C Orona



CITY COUNCIL STAFF REPORT

AGENDA ITEM: 8.b

DATE: December 8, 2025

SUBJECT:	Formation of an Ad Hoc Budget Committee for the FY 26/27 & 27/28 Budget Cycle
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PREPARED BY: Wendy Berry, Administrative Services Director

DISCUSSION:

Staff recommends the City Council create an Ad Hoc Budget Committee consisting of two members of the City Council for the limited purpose of reviewing the two-year preliminary budget for the FY 26/27 & 27/28 budget, financing, grant funding and capital improvement plan and developing a budget proposal for Council's consideration. Staff further recommends the Ad Hoc Budget Committee only be authorized to meet on an as-needed basis from December, 2025 through June, 2026 in advance of the City Council's review of the FY 26/27 & 27/28 budget in June, 2026 and thereafter be automatically dissolved.

Last year, Councilmembers Elizabeth Orona and Louise Smith served on an ad hoc committee to consider the City's budget in the last budget cycle. Staff recommends a different pair of Councilmembers be selected to serve this year.

The City Manager and appropriate staff will be available to assist the Ad Hoc Budget Committee to develop and refine a budget proposal for Council consideration.

MOTION:

"I move to establish the 2026 Ad Hoc Budget Committee consisting of two members of the City Council to review the City's FY 26/27 & 27/28 budget, financing, grant funding, and capital improvement plan, and develop a budget proposal for Council's consideration, and to authorize such Commission to meet on an as needed basis from December 2025 through June, 2026, after which it will automatically dissolve, and to appoint Council members _____ and _____ to serve on such Committee.

ALTERNATIVES:

The City Council may choose to not establish an Ad Hoc Budget Committee. In this case, the full City Council would continue to review and discuss all aspects of the budget, financing, and grant funding during regular or special Council meetings. This approach may provide broader participation by all Council Members but could require additional staff and Council meeting time and, further, limit the opportunity for more detailed preliminary review afforded by a smaller ad hoc committee.

FISCAL IMPACT:

No fiscal impact

ATTACHMENTS:

None



Meeting Date: December 8, 2025

SUBJECT: Approve Amendment No. 2 to the Agreement with Tetra Tech for Scope Modification to Fredensborg Canyon Road Multipurpose Trail (MPT) Project

PREPARED BY: Bridget Paris, Public Works Director / City Engineer

DISCUSSION:

The City of Solvang is currently in the design phase of the Fredensborg Cyn Rd MPT Project. During a community event, a community member brought an idea to City staff suggesting an alternative to constructing significant infrastructure specifically, a retaining wall to widen the right-of-way, to adequately accommodate both two-way traffic and the multipurpose trail. The suggestion proposed using the existing right-of-way instead, which would require converting Fredensborg Canyon Road between Chalk Hill Road and Viborg Road from two-way traffic to one-way operation.

In response, staff requested a proposal from Tetra Tech to modify the scope of their existing agreement to evaluate this alternative. The scope modification removes previously scoped construction administration services and adds new tasks to perform an operational traffic analysis and develop conceptual design options reflecting the one-way conversion concept.

Tetra Tech's scope modification includes:

- Analysis of intersection turning movements and traffic redistribution under existing, “no build,” and “build” scenarios.
- Evaluation of level of service impacts and recommendations for traffic control or geometric improvements.
- Development of two conceptual design options for City Council consideration:
 - Option 1: Retaining Wall Option – Maintains the existing two-way traffic configuration and includes a retaining wall along the southeast side of Fredensborg Cyn Rd to accommodate the multipurpose trail.
 - Option 2: One-Way Road Option – Converts Fredensborg Cyn Rd to one-way northbound traffic between Chalk Hill Rd and Viborg Rd, allowing for the trail to be located on the northwest side of the roadway.

The operational analysis and conceptual designs will assist the City Council in determining the preferred approach for project advancement.

MOTION

Approve Amendment No. 2 to the Tetra Tech agreement for the additional scope of work to perform the traffic analysis and develop design options.

ALTERNATIVES:

1. Do not approve Amendment No. 2 and maintain the current two-way configuration without conducting further traffic evaluation.
2. Provide alternate direction to staff.

FISCAL IMPACT:

Tetra Tech proposes to perform the additional services for a lump sum of \$30,600. This cost will be funded through the reallocation of funds previously budgeted for construction administration services

(\$33,932) within the existing Fredensborg Cyn Rd MPT project budget. Construction administration services will be removed from the consultant's current scope, and the remaining balance of \$3,332 will be retained by the City for optional tasks under the project's existing agreement.

No additional City funds are required at this time.

ATTACHMENTS:

- A. Amendment No. 2 to the Agreement with Tetra Tech
- B. Tetra Tech Proposal for Additional Services

AMENDMENT NO. 2

to the Fredensborg Canyon Road Multi-Purpose Trail Project Agreement with
TETRA TECH, INC.

THIS SECOND AMENDMENT is made and entered into this 8TH day of **December 2025** between the **CITY OF SOLVANG**, a municipal corporation, and Charter City (City), and **TETRA TECH, INC.**, a Delaware Corporation (“Contractor”). In consideration of the mutual covenants and conditions set forth in the original Agreement dated, **March 11, 2024**, Amendment No. 1, dated **July 1, 2025**, this Second Amendment modifies the scope of services under the Agreement as described herein and in Exhibit B without increasing the total contract compensation or extending the contract term. The parties therefore agree as follows:

1. **Scope of Services.** The optional construction Tasks H-J identified in the original Agreement are hereby removed and replaced with a new scope of work to perform an operational traffic analysis on Fredensborg Canyon Road, to evaluate the potential conversion of the segment between Chalk Hill Road and Viborg Road from two-way to one-way traffic as set forth in Exhibit “B” (Proposal), attached hereto and incorporated herein by reference. The Tasks A-F set forth in the scope of work to the original agreement remain unchanged. The time and materials amount set forth in Task G has been revised to reflect the remaining balance of the original contract budget for Task A-F and the scope changes for Task H-J.

2. **Compensation.** This amendment does not increase the total compensation amount. Compensation remains unchanged at a not-to-exceed total of **\$179,001**, and shall now be allocated as follows:
 - **\$145,079** for design Task A-F (including in scope of work to original agreement);
 - **\$30,600** for the new operational traffic analysis (replacing, in part, options Task H-J)(included in Exhibit B); and
 - **\$3,322** for Task G Bidding & Construction Engineering Assistance (replacing, in part, optional Task G budget).

3. **Term.** The term of the Agreement remains unchanged and shall continue in full force and effect through **June 30, 2027**.

Except as specifically amended herein, all other terms and conditions of the Agreement and prior amendments shall remain in full force and effect.

Campaign Contribution Disclosure: Pursuant to Government Code Section 84308, any party to a City proceeding (which includes, but is not limited to, all contracts with the City, other than competitively bid, labor, or personal employment contracts) must disclose on the record any campaign contributions made to a member of the City Council or other elected or appointed officer of the City, any candidate for elected office of the City, or any candidate for elective office of any other agency who is also an elected or appointed officer of the City in excess of \$250 in the past 12 months. This disclosure requirement includes contributions by the party’s agent, such as a consultant, and aggregated contributions from persons or entities related to the party. Consultant has filled out and provide the ‘Applicant/Interested Party Campaign Contribution Disclosure Form’ with submission of Amendment 1 and shall update this form after each contribution and no later than the beginning of any associated proceeding.

CITY OF SOLVANG

TETRA TECH, INC.

David Brown, Mayor

Jason L. Fussel, Vice President

APPROVED AS TO FORM:

ATTEST:

Chelsea O'Sullivan, City Attorney

Annamarie Porter, City Clerk

EXHIBIT "B"
PROPOSAL



October 1, 2025

Bridget Paris, PE
Public Works Director
City of Solvang
411 Second Street
Solvang, CA 93463

Reference: Proposal for Additional Services for City of Solvang Fredensborg Canyon Road Multipurpose Trail

Dear Ms. Paris:

Tetra Tech is pleased to submit this proposal for additional design services to be completed for the City of Solvang Fredensborg Canyon Road Multipurpose Trail. The City is considering to convert the segment of Fredensborg Canyon Road between Chalk Hill Road and Viborg Road from two-way traffic to one-way traffic, and has asked Tetra Tech to perform an operational traffic analysis. The scope of work is described below.

SCOPE OF WORK

Task 1 – Project Management

Project management will consist of coordination with the City Project Manager, budgeting, and invoicing. Tetra Tech will attend up to two (2) virtual meetings with the City Project Manager. These meetings include one (1) progress meeting and one (1) meeting to review the findings.

Task 2 – Operational Traffic Analysis

We propose to perform the following analysis activities in order to complete a traffic evaluation for the proposed conversion of Fredensborg Canyon Road to one-way northbound operation:

1. Review and organize turning movement counts collected (by others) during:
 - Tuesday AM peak period (7:00 AM to 9:00 AM),
 - Tuesday PM peak period (2:00 PM to 6:00 PM),
 - Thursday AM peak period (7:00 AM to 9:00 AM),
 - Thursday PM peak period (2:00 PM to 6:00 PM), and
 - Saturday peak period (9:00 AM to 5:00 PM)

at the following intersections to be provided by the City of Solvang:

- Chalk Hill Road and Fredensborg Canyon Road,
- Chalk Hill Road/Atterdag Road and Eucalyptus Drive,
- Atterdag Road and Laurel Avenue,
- Fredensborg Canyon Road and Viborg Road,
- Viborg Rod and Alisal Road,
- Alisal Road and Eucalyptus Drive, and
- Alisal Road and Laurel Avenue.

2. Prepare a “No Build” traffic scenario based on a background growth rate and a Design Year to be discussed and determined with the City of Solvang.
3. Redistribute “No Build” traffic at the intersections listed in Item 1, above, for the proposed one-way northbound operation on Fredensborg Canyon Road between Chalk Hill Road and Viborg Road for the Weekday AM and PM peak hours (higher of Tuesday or Thursday counts), as well as the Saturday peak hour.
4. Perform a level of service analysis for the intersections listed in Item 1 for the Existing, “No Build”, and “Build” traffic scenarios.
5. Evaluate the level of service analysis to identify traffic impacts related to the proposed one-way operation, and recommend traffic control and geometric improvements to address traffic impacts related to the anticipated traffic shifts from the proposed one-way operation.
6. Prepare an electronic memo report in PDF format documenting all findings, recommendations and conclusions.

Task 3 – Option Development

This task involves developing the following two (2) options for the Fredensborg Canyon Road Multipurpose Trail project to be presented to City Council. Tetra Tech will develop a site plan and cost estimate for each option.

- Option 1 is the Retaining Wall Option. This option maintains existing traffic patterns on Fredensborg Canyon Road and proposes the multipurpose trail and retaining wall on the southeast side of the road.
- Option 2 is the One-Way Road. This option converts Fredensborg Canyon Road between Chalk Hill Road and Viborg Road to one-way traffic and proposes the multipurpose trail on the northwest side of the road.

ASSUMPTIONS

- All meetings are virtual.
- Traffic data collection to be performed by others. City of Solvang to provide data to Tetra Tech prior to traffic analysis.
- Site plans developed for the options will be at about 15% design level.

SCHEDULE

A draft copy of the one-way traffic report will be provided within four (4) weeks of receiving the traffic counts, confirmation of annual growth rate, and Build Year determination from the City of Solvang.

The site plans and cost estimates for the options described above will be provided within two (2) weeks of receiving the City’s comments on the draft traffic report.

PROPOSED FEE

The Tetra Tech team proposes to perform the scope of work described above for a **Lump Sum/Firm Fixed Price of \$30,600** as summarized below. Our detailed fee summary is attached as the Price Proposal.

Table 1. Fee Breakdown

Task	Fee
Task 1 – Project Management	\$ 1,500
Task 2 – Operational Traffic Analysis	\$ 10,780
Task 3 – Option Development	\$ 18,320
Total	\$ 30,600

Per our discussions, Tetra Tech will perform the traffic analysis described above using the budget allocated for the construction administration services of the Fredensborg Canyon Road Multipurpose Trail (\$33,932). Construction administration services will be removed from our original scope of work through this proposal. The remaining balance of \$3,332 will be retained by the City for the optional task(s) under Task G – Bidding & Construction Engineering Assistance.

Thank you for the opportunity to submit our proposal. If you have any questions or require additional information, please contact me at (805) 542-8635, or by email at elva.pangilinan@tetratech.com.

Sincerely,



Elva Pangilinan, PE, CDT, ENV SP
Project Manager



Jason Fussel, PE, PLS, QSD/P, LEED AP, ENV SP
Vice President

Attachment(s): Price Proposal



Price Proposal

Revision Date:
Aug 26, 2025

Labor Plan

4 Resource

Price Summary / Totals

Fredensborg Canyon Road Multipurpose Trail Project

Perform operational traffic analysis to understand if Fredensborg Cyn Rd between Chalk Hill Rd and Viborg Rd can be converted from a two-way street to a one-way street

Submitted to: City of Solvang (Attn: Bridget Paris)

Contract Type: Fixed Price

Project Phases / Tasks	Schedule			Work Days Off	Work Days	Total Labor Hrs	Project Director (Jason Fusesel, PE, PLS)	Project Manager (Elva Pangillinan, PE)	Mid Civil Engineer (Mikayla Palmer)	Sr Engineer 1 (Kyle Ramakers, PE)	Labor Rate Esc.	Labor	Subs	Travel	Mat'ls & Equip	ODCs	Task Pricing Totals
	From	Thru	Months														
Task 1 - Project Management						8	8	54	50	44	0.00%	30,600	-	-	-	-	30,600
Meetings (2)						4		2	2			660					660
Coordination						4		4				840					840
Task 2 - Operational Traffic Analysis						44	-	-	-	44		10,780	-	-	-	-	10,780
Review & organize traffic data received from City of Solvang						4				4		980					980
Traffic Projections (Growth Rate & Build/Design Year TBD)						2				2		490					490
Redistribute one-way traffic for AM, PM, SAT periods						6				6		1,470					1,470
Existing Operational Analysis						7				7		1,715					1,715
No Build Operational Analysis						4				4		980					980
Build Operational Analysis						4				4		980					980
Traffic Analysis Memorandum & Figures						14				14		3,430					3,430
2 virtual meetings with City (1 progress and 1 review findings)						3				3		735					735
Task 3 - Option Development						104	8	48	48	-		18,320	-	-	-	-	18,320
Option 1 - Retaining Wall						52	4	24	24	-		9,160	-	-	-	-	9,160
Site Plan						24	4	8	12			4,360					4,360
Cost Estimate						28		16	12			4,800					4,800
Option 2 - One-Way Road						52	4	24	24	-		9,160	-	-	-	-	9,160
Site Plan						24	4	8	12			4,360					4,360
Cost Estimate						28		16	12			4,800					4,800
Totals						156	8	54	50	44	0.00%	30,600	-	-	-	-	30,600

Task Pricing Totals	30,600
Specify Add'l Fees on Setup	0
Technology Use Fee	
Total Price	30,600

Pricing by Resource

Labor Rate Esc.	Labor	Subs	Travel	Mat'ls & Equip	ODCs	Task Pricing Totals
0.00%	30,600	-	-	-	-	30,600
	1,500	-	-	-	-	1,500
	660					660
	840					840
	10,780	-	-	-	-	10,780
	980					980
	490					490
	1,470					1,470
	1,715					1,715
	980					980
	980					980
	3,430					3,430
	735					735
	18,320	-	-	-	-	18,320
	9,160	-	-	-	-	9,160
	4,360					4,360
	4,800					4,800
	9,160	-	-	-	-	9,160
	4,360					4,360
	4,800					4,800
	30,600	-	-	-	-	30,600



Meeting Date: November 24, 2025

SUBJECT: Award Agreement for Comprehensive Emergency Planning Services to Atlas Planning Solutions

PREPARED BY: Olivia Uribe Mutal, Assistant to the City Manager

DISCUSSION:

The City Council has established goals (6, 19, and 33) to enhance public safety, expand community outreach, and ensure continuity of operations. To advance these priorities and strengthen community resilience to natural hazards and human-caused threats, the City must update its emergency preparedness framework, modernize existing plans, develop continuity strategies, and equip staff with the training necessary to respond effectively.

On August 11, 2025, the City issued a Request for Proposals (RFP) for Comprehensive Emergency Planning Services. The scope includes:

- Updating the City's 2014 Emergency Operations Plan (EOP) to align with Federal Emergency Management Agency (FEMA), Standardized Emergency Management System (SEMS), National Incident Management System (NIMS), and California Governor's Office of Emergency Services (Cal OES) requirements.
- Developing the City's first Continuity of Operations Plan (COOP), including six annexes.
- Completing an Emergency Operations Center (EOC) inventory and gap analysis.
- Delivering staff training, tabletop exercises, and after-action reporting consistent with HSEEP standards.
- Supporting public and stakeholder engagement through town halls, focus groups, surveys, and bilingual outreach.

Seven proposals were received by the September 22 deadline and evaluated on technical approach, qualifications, schedule, past performance, and cost.

The City then interviewed the top three ranked firms. The interview panel included J.D. Saucedo, Emergency Manager at the Santa Barbara County Office of Emergency Management, Solvang City Manager Randy Murphy, and Assistant to the City Manager Olivia Uribe Mutal. After reviewing proposals, checking references, and conducting interviews, the panel unanimously selected Atlas Planning Solutions (APS) as the recommended consultant.

Atlas distinguished itself in several key areas:

- Extensive California emergency planning experience. Atlas and its partner firm have delivered Emergency Operations Plans, Continuity of Operations Plans, hazard mitigation work, and EOC training for more than 25 California jurisdictions, including updating the Santa Barbara County EOP.
- Clear, actionable, and user-focused plans designed for real-world use, emphasizing concise guidance, modernized EOC procedures, and practical operational tools for staff.

While Atlas's initial proposal was higher, staff worked with the firm to refine the scope, identify efficiencies, and tailor deliverables to Solvang's needs. This resulted in a revised scope of work and a streamlined budget that fully supports the City's emergency planning objectives.

Based on qualifications, methodology, references, interview performance, and the updated scope and cost, staff recommend awarding the Professional Services Agreement to Atlas Planning Solutions.

The project is expected to span 12–18 months, with completion anticipated by May 2027.

RECOMMENDED MOTION:

I move to approve the Agreement with Atlas Planning Solutions for Comprehensive Emergency Planning Services in an amount not to exceed \$181,221 and authorize the City Manager and Administrative Services Director to make the necessary Measure U budget adjustments.

ALTERNATIVES:

1. Request modifications to the contract scope, budget, or schedule and return with a revised agreement.
2. Reject all proposals and direct staff to reissue the RFP.

FISCAL IMPACT:

The contract cost shall not exceed \$181,221, covering all services including plan development, staff training, exercises, and community engagement. The project is locally funded through the City's approved budget for FY 2025–26 and FY 2026–27, with \$70,000 funded from Measure E. Although no grant funding will pay for this procurement, completion of the scope will enable the City to be more competitive for many future grant opportunities.

ATTACHMENTS:

- A. Atlas Planning Solutions Agreement



CITY OF SOLVANG PROFESSIONAL SERVICES AGREEMENT

PARTIES AND DATE. This Agreement is made and entered into **this 8th day of December, 2025** (“Effective Date”) by and between the **CITY OF SOLVANG**, a Municipal Corporation and Charter City organized under the Constitution and laws of the State of California with its principal place of business at 1644 Oak Street, Solvang, CA 93463 (“City”) and **ATLAS PLANNING SOLUTIONS**, a California Corporation, with its principal place of business at 6578 Barranca Dr, Riverside, CA 92506 (“Consultant”). City and Consultant are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement. The parties hereto, in consideration of the mutual covenants contained herein, hereby agree to the following terms and conditions:

1.0 GENERAL PROVISIONS

1.01 **Term:** This agreement will become effective on the date of execution set forth below and will continue in effect until terminated as provided herein.

1.02 **Services:** Consultant shall perform the **scope of work (tasks)** described and set forth in **Exhibit A**, attached hereto and incorporated herein as though set forth in full. Consultant shall complete the tasks according to the **project schedule** which is also set forth in **Exhibit A**.

Consultant shall determine the method, details and means of performing the above-referenced services.

Consultant may, at their own expense, employ such assistants and subconsultants, as Consultant deems necessary to perform the services required of Consultant by this agreement. However, Consultant may not assign this agreement to any other person or entity in the performance of required project-related services, and the City may not control, direct or supervise Consultant’s assistants or employees in the performance of those services.

1.03 **Standard of Performance:** Consultant’s services shall be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of Consultant’s profession currently practicing under similar conditions. Whenever the scope of work requires or permits approval by the City, it is understood to be approval solely for the purposes of conforming to the requirements of the scope of work and not acceptance of any professional or other responsibility for the work. Such approval does not relieve the Consultant of responsibility for complying with the standard of performance or laws, regulations, industry standards, or from liability for damages caused by negligent acts, errors, omissions, noncompliance with industry standards, or the willful misconduct of Consultant or its subcontractors. By delivery of completed work, Consultant certifies that the work conforms to the requirements of this contract and all applicable federal, state and local laws. If Consultant is retained to perform services requiring a license, certification, registration or other similar requirement under California law, Consultant shall maintain that license, certification, registration or other similar requirement throughout the term of this Contract.

1.04 **Compensation:** In consideration for the services to be performed by Consultant, City agrees to pay Consultant monetary consideration for professional services in accordance with the **fee schedule** set forth in **Exhibit A**. The parties agree that total compensation for fees and costs for the services detailed in **Exhibit A** shall not exceed the sum of **\$181,221**, unless and until this Agreement is amended as provided herein.

1.05 **Billing/Payment Terms.** All charges for Consultant's services and authorized related reimbursable expenses shall be billed monthly, and all undisputed charges will be paid by City within 30 (thirty) days of receipt. The bills shall list all tasks under this Agreement, the task budget, project total budget, percentage completed for each task for that month, associated percentage billing against each task, and total billing for that month. In the event the Agreement is based on time & materials billing up to a not-to-exceed amount, the bill shall itemize by date all services and expenses provided during the invoice period (under this Agreement) including a brief description of the nature of work performed, the person or vendor performing them, the applicable billing rate, and the time expended. All Consultant service invoices must be approved by the City Manager prior to payment.

2.0 OBLIGATIONS OF CONTRACTOR

2.01 **Contract Management and Service Performance:** Principal shall serve as the project manager and will personally prepare, or direct and supervise the preparation of, all work product called for by this agreement. Consultant represents that it has the qualifications, experience and facilities to properly perform all services hereunder in a thorough, competent, timely, and professional manner and shall, at all times during the term of this Agreement, have in full force and effect all licenses required of it by law. Consultant agrees to devote the hours and the human resources necessary to timely perform the services set forth in this agreement in an efficient, professional, and effective manner.

2.02 **Avoidance of Conflict of Interest.**

(a) Consultant may represent, perform services for, and be employed by additional individuals or entities, in Consultant's sole discretion, as long as the performance of these extra-contractual services does not interfere with or present a conflict with City's business or interfere with the timely performance and completion of Consultant's services under this Agreement.

(b) Consultant shall comply with all conflict of interest laws and regulations including, without limitation, the City's Conflict of Interest Code (on file in the City Clerk's Office). All officers, employees and/or agents of Consultant who will be working on behalf of the City pursuant to this Agreement may be required to file Statements of Economic Interest. Therefore, it is incumbent upon the Consultant to notify the City of any staff changes relating to this Agreement.

(c) In accomplishing the scope of services of this Agreement, all officers, employees and/or agents of the Consultant unless as indicated in Subsection (d), will be performing a very limited and closely supervised function, and therefore, unlikely to have a conflict of interest arise. No disclosures are required for any officers, employees, and/or agents of Consultant, except as indicated in Subsection (d). _____ (*Initials*).

(d) In accomplishing the scope of services of this Agreement, Consultant will be performing a specialized or general service for the City, and there is substantial likelihood that the Consultant's work product will be presented, either written or orally for the purpose of influencing a governmental decision. As a result, the following persons shall be subject to the City's Conflict of Interest Code.

_____None_____

2.03 **Tools and Instrumentalities:** Consultant shall provide all tools and instrumentalities to perform the services under this agreement.

2.04 **Workers' Compensation and Other Employee Benefits:** City and Consultant intend and agree that Consultant is an independent contractor of City and agree that Consultant and Consultant's employees and agents have no right to Workers' Compensation and other City-sponsored employee benefits. Consultant agrees to provide Workers' Compensation and other employee benefits, where required by law, for Consultant's employees and agents. Consultant agrees to hold harmless and indemnify City for any and all claims arising out of any claim for injury, disability, or death of Consultant and any of Consultant's employees or agents.

2.05 **Indemnification**

(a) **Non-design, non-construction Professional Services:** To the fullest extent permitted by law (including, but not limited to California Civil Code Sections 2782 and 2782.8), Consultant shall indemnify, defend, and hold harmless the City, and its elected officials, officers, employees, volunteers, and agents ("City Indemnitees"), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable legal counsels' fees and costs of litigation ("claims"), arising out of the Consultant's performance or Consultant's failure to perform its obligations under this Agreement or out of the operations conducted by Consultant, including the City's active or passive negligence, except for such loss or damage arising from the sole negligence or willful misconduct of the City. In the event the City Indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from Consultant's performance of this Agreement, the Consultant shall provide a defense to the City Indemnitees or at the City's option, reimburse the City Indemnitees their costs of defense, including reasonable legal fees, incurred in defense of such claims.

(b) **Non-design, construction Professional Services:** To the extent the Scope of Services involve a "construction contract" as that phrase is used in Civil Code Section 2783, this paragraph shall apply in place of paragraph (a). To the fullest extent permitted by law (including, but not limited to California Civil Code Sections 2782 and 2782.8), Consultant shall indemnify, defend, and hold harmless the City, and its elected officials, officers, employees, volunteers, and agents ("City Indemnitees"), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable legal counsels' fees and costs of litigation ("claims"), arising out of the Consultant's performance or Consultant's failure to perform its obligations under this Agreement or out of the operations conducted by Consultant, except for such loss or damage arising from the active negligence, sole negligence or willful misconduct of the City. In the event the City Indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from Consultant's performance of this Agreement, the Consultant shall provide a defense to the City Indemnitees or at the City's option, reimburse the City Indemnitees their costs of defense, including reasonable legal fees, incurred in defense of such claims.

(c) **Design Professional Services:** In the event Consultant is a "design professional", and the Scope of Services require Consultant to provide "design professional services" as those phrases are used in Civil Code Section 2782.8, this paragraph shall apply in place of paragraphs (a) or (b). To the fullest extent permitted by law (including, but not limited to California Civil Code Sections 2782 and 2782.8) Consultant shall indemnify, defend and hold harmless the City and its elected officials, officers, employees, volunteers and agents ("City Indemnitees"), from and against all claims, damages, injuries, losses, and expenses including costs, attorney fees, expert consultant and expert witness fees arising out of, pertaining to or relating to, the negligence, recklessness or willful misconduct of Consultant, except to the extent caused by the sole negligence, active negligence or willful misconduct of the City. Negligence, recklessness or willful misconduct of any subcontractor employed by Consultant shall be conclusively deemed to be the negligence, recklessness or willful misconduct of Consultant unless adequately corrected by Consultant. In the event the City Indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from Consultant's performance of

this Agreement, the Consultant shall provide a defense to the City Indemnitees or at the City's option, reimburse the City Indemnitees their costs of defense, including reasonable legal fees, incurred in defense of such claims. In no event shall the cost to defend charged to Consultant under this paragraph exceed Consultant's proportionate percentage of fault. However, notwithstanding the previous sentence, in the event one or more defendants is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, Consultant shall meet and confer with other parties regarding unpaid defense costs.

(d) Payment by City is not a condition precedent to enforcement of the indemnities in paragraph (a), (b), or (c). In the event of any dispute between Consultant and City, as to whether liability arises from the active negligence, sole negligence or willful misconduct of the City or its officers, employees, or agents, Consultant will be obligated to pay for City's defense until such time as a final judgment has been entered adjudicating the City as having been actively negligent, solely negligent or as having engaged in willful misconduct. Except as otherwise required by Civil Code Section 2782.8, Consultant will not be entitled in the absence of such a determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees and costs of litigation. The provisions of this Section 2.05 shall survive completion of Consultant's services or the termination of this Agreement.

2.06 **Insurance**: Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit B attached to and part of this agreement.

2.07 **Campaign Contribution Disclosure**: Pursuant to Government Code Section 84308, any party to a City proceeding (which includes, but is not limited to, all contracts with the City, other than competitively bid, labor, or personal employment contracts) must disclose on the record any campaign contributions made to a member of the City Council or other elected or appointed officer of the City, any candidate for elected office of the City, or any candidate for elective office of any other agency who is also an elected or appointed officer of the City in excess of \$500 in the past 12 months. This disclosure requirement includes contributions by the party's agent, such as a consultant, and aggregated contributions from persons or entities related to the party. Consultant is required to fill out and provide the attached Exhibit C 'Applicant/Interested Party Campaign Contribution Disclosure Form' with submission of this Agreement and to update this form after each contribution and no later than the beginning of any associated proceeding.

3.0 OBLIGATIONS OF CITY

3.01 **Cooperation**: City agrees to comply with all reasonable requests of Consultant necessary to the performance of Consultant's duties under this agreement. City employees, agents and officers of the City agree to disclose all information relevant to this project to Consultant. Consultant shall be entitled to reasonably rely upon the accuracy and completeness of information furnished by City, provided that Consultant shall give City prompt written notice of any known defects in such information.

4.0 TERMINATION OF AGREEMENT

4.01 **Termination Notice**: Notwithstanding any other provision of this agreement, any party hereto may terminate this agreement, at any time, without cause, by giving at least 30 (thirty) days' prior written notice to the other parties to this agreement.

4.02 **Termination on Occurrence of Stated Events**: This agreement shall terminate automatically on the occurrence of any of the following events:

- a. Sale of the business of any party;
- b. The end of the 30 (thirty) days as set forth in section 4.01;
- c. End of the contract to which Consultant's services were necessary; or
- d. Assignment of this agreement by Consultant without the consent of City.
- e. Death of any party.

4.03 **Termination by any Party for Default:** Should any party default in the performance of this agreement or materially breach any of its provisions, the non-breaching party, at its option, may terminate this agreement, immediately, by giving written notice of termination to the breaching party.

4.04 **Termination:** This agreement shall terminate on **June 30, 2027**, unless earlier extended as set forth in this Section. The City, with the agreement of Consultant, is authorized to extend the term of this agreement beyond the termination date, as needed, under the same terms and conditions as set forth in this agreement. Any such extension shall be in writing and be an amendment to this agreement.

5.0 SPECIAL PROVISIONS

5.01 **Additional Tasks as May Be Assigned by the City Manager:** Prior to initiating any Consultant work on matters relating to the purposes of this Agreement, but outside the Scope of Services for this Agreement, it shall be the responsibility of Consultant to obtain written approval of the City Manager, prior to initiation of such tasks.

5.02 **Time Schedule:** Consultant is to begin work upon receipt and execution of City contract. Consultant agrees to engage its best efforts to adhere strictly to the schedule set forth in **Exhibit A** and incorporated herein.

5.03 **Work Outside Contract Scope:** No payment for changed or additional work shall be made unless the changed or additional work has first been approved in writing by the City Manager and the parties have agreed upon the appropriate adjustment, if any, to the payment schedule and maximum payment amount for the changed or additional work. The Contract Manger may order changes or additions to the scope of work. Whether a change or addition to the scope of work is proposed by the Consultant or ordered by the City Manager, the parties shall in good faith negotiate an appropriate adjustment, if any, to the payment schedule and maximum payment for the changed or additional work. An approved change or addition, along with the payment adjustment, if any, will be effective upon an amendment to this contract executed by both parties. The amendment shall not render ineffective or invalidate unaffected portions of this contract.

5.04 **Confidentiality:**

- (a) Confidential Nature of Information. Consultant shall treat all information obtained from the City in the performance of this contract as confidential and proprietary to the City. Consultant shall treat all records and work product prepared or maintained by Consultant in the performance of this contract as confidential.
- (b) Limitation on use and disclosure. Consultant agrees that it will not use any information obtained as a consequence of the performance of work for any purpose other than fulfillment of Consultant's scope of work. Consultant will not disclose any information prepared for the City, or obtained from the City or obtained as a consequence of the performance of work to any person other than the City, or its own employees, agents or

subcontractors who have a need for the information for the performance of work under this contract unless such disclosure is specifically authorized in writing by the City.

- (c) Security plan. If requested by the City Manager, Consultant shall prepare a security plan to assure that information obtained from the City or as a consequence of the performance of work is not used for any unauthorized purpose or disclosed to unauthorized persons. Consultant shall advise the City of any request for disclosure of information or of any actual or potential disclosure of information.
- (d) Survival. Consultant's obligations under this paragraph shall survive the termination of this contract.

6.0 MISCELLANEOUS

6.01 **Notices:** Except as otherwise expressly provided by law, any and all notices or other communications required or permitted by this agreement or by law to be served on or given to any party to this agreement shall be in writing and delivered or, in lieu of such personal service, when deposited in the United States mail, first class postage prepaid, to the following address for each respective party:

PARTY	ADDRESS
TO: CITY OF SOLVANG	City of Solvang 1644 Oak Street Solvang, CA 93463 Attention: City Clerk
Copy to:	Chelsea O'Sullivan, City Attorney Richards, Watson & Gershon 847 Monterey Street, Suite 206 San Luis Obispo, CA 93401
TO: CONSULTANT	Atlas Planning Solutions 6578 Barranca Dr, Riverside, CA 92506 Aaron Pfannenstiel, CFO aaron@atlasplanning.org

6.02 **Governing Law:** This agreement and all matters relating to this agreement shall be governed by the laws of the State of California in force at the time, should any need for interpretation of this agreement or any decision or holding concerning this agreement arise.

6.03 **Binding Effect:** This agreement shall be binding on and shall inure to the benefit of the heirs, executors, administrators, successors and assigns of the parties hereto, but nothing in this Section shall be construed as consent by City to any assignment of this agreement or any interest in the agreement.

6.04 **Remedies:** The remedies set forth in this agreement shall not be exclusive, but shall be cumulative with, and in addition to, all remedies now or hereafter allowed by law or equity.

6.05 **Due Authority:** The parties hereby represent that the individuals executing this agreement are expressly authorized to do so on and in behalf of the parties.

6.06 **Ownership of Work Product:** Upon delivery, the work product, including without limitation, all original reports, writings, recordings, drawings, files, and detailed calculations

developed under this contract are the property of the City. Consultant agrees that all copyrights, which arise from creation of the work pursuant to this contract, shall be vested in the City and waives and relinquishes all claims to copyright or other intellectual property rights in favor of the City. City acknowledges that its use of the work product is limited to the purposes contemplated by the scope of work and that the Consultant makes no representation of the suitability of the work product for use in or application to circumstances not contemplated by the scope of work.

6.07. Integration and Modification:

- (a) This contract represents the entire understanding and agreement of the City and Consultant as to those matters contained herein. This agreement correctly sets forth the obligations of the parties hereto to each other as of the date of this agreement. All agreements or representations respecting the subject matter of this agreement not expressly set forth or referred to in this agreement are null and void. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This contract may not be modified, amended, or altered except in writing signed by the City and Consultant.
- (b) In the event of any conflict between the terms of this agreement and the terms of an exhibit, the terms of this agreement shall control, even if the exhibit purports to modify this agreement. In the event an exhibit incorporates by reference any additional physical documents, websites, web links or other electronic location not under the control of the City, the parties agree that such additional documents shall have no impact on this agreement and shall be deemed to be void unless actually attached to the exhibit that purports to incorporate such additional document. Notwithstanding the foregoing sentence, the provisions of Section 2.05 of this agreement shall not be altered, amended, limited or otherwise affected in any manner by any language included in an exhibit to this agreement, even if such exhibit purports to affect the provisions of Section 2.05. Furthermore, any attempt to limit liability to the City that is expressed in an exhibit shall have no force or effect unless City has expressly agreed to such limitation by providing the initials of its authorized representative here: _____.

6.08. Advice of Counsel: The parties agree that they are aware that they have the right to be advised by counsel with respect to the negotiations, terms, and conditions of this contract, and that the decision of whether or not to seek the advice of counsel with respect to this contract is a decision which is the sole responsibility of each of the parties hereto. This contract shall not be construed in favor or against either party by reason of the extent to which each party participated in the drafting of the contract.

6.09. Independent Review: Each party hereto declares and represents that in entering this contract it has relied and is relying solely upon its own judgment, belief and knowledge of the nature, extent, effect and consequence relating thereto. Each party further declares and represents that this contract is being made without reliance upon any statement or representation not contained herein of any other party, or any representative, agent, or attorney of any other party.

6.10. Attorney Fees: In the event of any controversy, claim or dispute between the parties hereto, arising out of or relating to this agreement, or the breach hereof, the prevailing party shall be entitled, in addition to other such relief as may be granted, to a reasonable sum as and for attorney fees.

6.11 No waiver: The waiver of any breach by any party of any provision of this agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of this agreement.

6.12. **Assignment:** This agreement is specifically not assignable by Consultant to any person or entity. Any assignment or attempt to assign by Consultant whether it be voluntary or involuntary, by operation of law or otherwise, is void and is a material breach of this agreement, giving rise to a right to terminate as set forth in Section 4.03.

6.13. **Time for Performance:** Except as otherwise expressly provided for in this agreement, should the performance of any act required by this agreement to be performed by either party be prevented or delayed by reason by any act of God, strike, lockout, labor trouble, inability to secure materials, epidemics, pandemics, or any other cause, except financial inability, which is the fault of the party required to perform the act, the time for performance of the act will be extended for a period of time equivalent to the period of delay and performance of the act during the period of delay will be excused: provided, however, that nothing contained in this Section shall exclude the prompt payment by either party as required by this agreement of the performance of any act rendered difficult or impossible solely because of the financial condition of the party required to perform the act.

6.14. **Severability:** Should any provision of this agreement be held by a court of competent jurisdiction or by a legislative or rulemaking act to be either invalid, void or unenforceable, the remaining provisions of this agreement shall remain in full force and effect, unimpaired by the holding, legislation or rule.

6.15. **Construction:** The parties agree that each has had an opportunity to have their counsel review this agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this agreement or any amendments or exhibits thereto. The captions of the sections are for convenience and reference only, and are not intended to be construed to define or limit the provision to which they relate.

6.16. **Amendments:** Amendments to this agreement shall be in writing and shall be made only with the mutual written consent of all the parties to this agreement.

6.17. **Signatures:** The individuals executing this contract represent and warrant that they have the legal capacity and authority to do so on behalf of their respective legal entities.

IN WITNESS WHEREOF, the parties have executed this contract on the following date.

CITY OF SOLVANG

ATLAS PLANNING SOLUTIONS

David Brown, Mayor

Aaron Pfannenstiel, Secretary, CFO

ATTEST:

APPROVED AS TO FORM
Richards, Watson & Gershon

Annamarie Porter, City Clerk

Chelsea O'Sullivan, City Attorney

EXHIBIT A
SCOPE OF WORK,
FEE SCHEDULE
&
PROJECT SCHEDULE



Solvang Comprehensive Emergency Planning Services

CITY OF SOLVANG

City of Solvang

1644 Oak Street
Solvang, CA 93463

Atlas Planning Solutions
6578 BARRANCA DR | RIVERSIDE, CA 92506

September 9, 2025 (Updated November 14, 2025)

Olivia Uribe Mutal
City of Solvang
1644 Oak Street
Solvang, CA 93463

Dear Ms. Mutal,

We are pleased to submit this proposal for the City of Solvang's Comprehensive Emergency Planning Services. At Atlas Planning Solutions (APS), we understand the critical importance of emergency planning to ensure the preparedness and resilience of communities in the face of natural disasters and emergencies.

APS offers comprehensive emergency management consulting and disaster preparedness services with a focus on emergency management and hazard mitigation. Relying on our experienced staff, the APS Team will deliver a thorough, actionable, and user friendly product that will support the City's needs.

To further enhance our Team's capabilities, APS is partnering with Navigating Preparedness Associates, a Small Disabled Veteran Business Enterprise that provides emergency management consulting services throughout California. Our two firms have collaborated on projects like this for the past five years.

For the APS Team, Aaron Pfannenstiel will serve as the project manager and the City's primary point of contact. Mr. Pfannenstiel is committed to ensuring the highest quality product and process for the City and ensures that all personnel proposed will work on this project.

As a firm principal, Aaron is authorized to negotiate and execute contracts on behalf of the firm and affirms the following:

- This proposal shall remain valid for a period of not less than 180 calendar days from the date of submittal.
- The APS Team has reviewed and acknowledges all addenda distributed as part of this RFP process.
- All information submitted with this proposal is true and correct.

If you have questions or would like to schedule an interview with our team, please don't hesitate to contact us.

Respectfully submitted,



Aaron Pfannenstiel

Atlas Planning Solutions

6578 Barranca Dr
Riverside, CA 92506
www.atlasplanning.org

Aaron Pfannenstiel | Principal
Phone: 951-444-9379
aaron@atlasplanning.org

Federal Tax ID: 83-2907286

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A. Company and General Information



Atlas Planning Solutions

Atlas Planning Solutions focuses on making the world a better place. Founded in 2018 in Riverside, California, our mission is to leverage our skills and experience in comprehensive planning, climate adaptation, and hazard mitigation, offering clients a wide range of consulting services to help them navigate their complex problems and issues. Our focus is on successful client outcomes that build agency capacity, create resilient places to live and work, and create communities that thrive in this ever-changing landscape.

As a small, woman-owned, and disabled veteran-owned business in the State of California, Atlas Planning Solutions understands that successful outcomes rely on client satisfaction, optimal project management, and a clear understanding of clients' needs. We strive to exceed our clients' expectations, which has translated into repeat business and numerous referrals for our services.

Atlas Planning Solutions Business Information

Legal Name: Atlas Planning Solutions |S-Corporation, Incorporated in 2018 in the State of California.

Address: 6578 Barranca Drive, Riverside, CA 92506

Phone: 951-444-9376

Email: aaron@atlasplanning.org; suzanne@atlasplanning.org

Firm Principals/ Officers:

- Suzanne Murray – Principal/ CEO
- Aaron Pfannenstiel – Principal/ CFO/Project Manager

Staff Members:

- Crystal Stueve – Senior Planner
- Robert Jackson – Associate Planner

Number of Years in Business: **6+ years**

Number of Years Performing Requested Services: **24+ Years**

***To better serve Solvang, Atlas Planning Solutions has partnered with one of our colleague firms that we frequently team with on projects like this. A description of this firm is provided below:**

Federal EIN 83-2907286
California Corporate Number C4220195



Navigating Preparedness Associates (NPA)

Navigating Preparedness Associates (NPA), Limited Liability Corporation (LLC) is a Disabled Veteran-Owned Small Business Enterprise (SDVBE), California #1770371, with a single office located in Lafayette, California. Founded in 2014, NPA provides emergency management solutions for local, state, and federal government and private industry. Our associates are experts in delivering solutions across a broad spectrum of mitigation, preparedness, response, and recovery functions.

NPA's Managing Director, Lee Rosenberg, is a Certified Emergency Manager (CEM) with over 35 years of experience leading real-world contingency operations and addressing complex emergency and disaster issues. Mr. Rosenberg is a retired US Navy Captain who also served as a Federal Emergency Management Agency (FEMA) Region IX (RIX) Federal Coordinating Officer.

Legal name	Navigating Preparedness Associates, LLC
Mailing and physical address	3245 Driftwood Dr. Lafayette, CA 94549
Phone, fax, and website	(925) 381-0583 www.Navigatingpreparedness.com
List of corporate officers with titles	Lee Rosenberg, Managing Director

NPA has decades of experience in the following areas:

- City, County, and Special District Emergency Operations Plans
- Continuity of Operations Plans for cities and counties
- Disaster Mitigation Act (DMA) 2000 Compliant Hazard Mitigation Plans
- Catastrophic Incident Planning
- Water District Emergency Preparedness
- Public Health Emergency Preparedness and Response
- Maritime Threat Analysis and Response
- Homeland Security Exercise and Evaluation Program (HSEEP) Compliant Exercises

B. Qualification Statements

Personnel and Qualifications

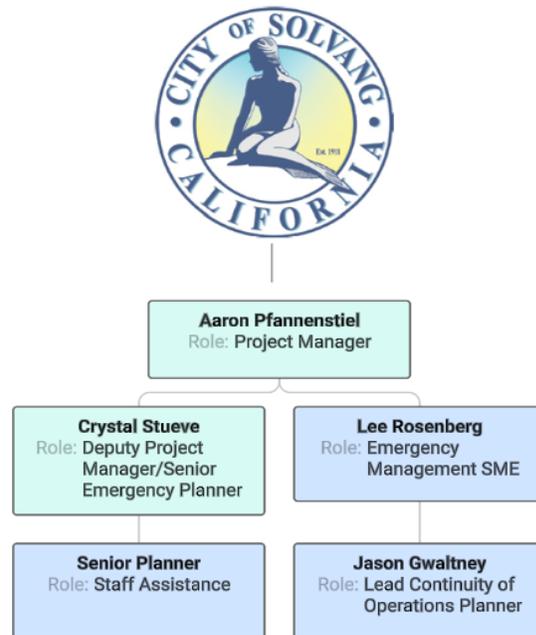
The Atlas Planning Solutions team is comprised of key principals with diverse skill sets and experience. We operate under a working principal model, whereby principal owners of the firm are actively involved and engaged in day-to-day client management, deliverable preparation, and project oversight based on client needs. The team members proposed for this effort are summarized below, and resumes are provided.

Aaron Pfannenstiel will serve as the Management Contact and Project Manager for the APS Team. He has over 20 years of community planning experience, focusing on emergency management, hazard mitigation, and community resiliency. Mr. Pfannenstiel will devote time to each task to ensure the project is executed consistently and smoothly.

Crystal Stueve will serve as the Deputy Project Manager for this project. With a strong background in writing and research and reliance on over 18 years of experience working for local and federal agencies, she understands the importance of clear communication, documentation of processes and outcomes, and developing plans that are easy to read, understand, and implement.

Lee Rosenberg* is a Certified Emergency Manager (CEM) with nearly 40 years of experience leading real-world contingency operations and addressing complex emergency and disaster issues. Mr. Rosenberg is a retired US Navy Captain who also served as a Federal Emergency Management Agency (FEMA) Region IX (RIX) Federal Coordinating Officer. Mr. Rosenberg will serve as a senior planner and subject matter expert for this project, lending his experience and leadership to this project.

Jason Gwaltney* has over 20 years of experience in emergency management and business and government continuity planning, specializing in the development of strategic, operational, and tactical plans for local and state governments, utilities, multijurisdictional planning regions, and private businesses. Mr. Gwaltney will serve as the lead continuity of operations planner. He is a Disaster Recovery Institute International Certified Business Continuity Planner.



Team Resumes

AARON PFANNENSTIEL, AICP

Aaron@atlasplanning.org

951-444-9379

PROJECT MANAGER | SAFETY ELEMENT & HAZARD MITIGATION SME

Mr. Pfannenstiel is the Principal and Chief Financial Officer (CFO) for Atlas Planning Solutions (APS) and has been with the organization since its founding in 2018. He brings 24 years of experience in community planning, focusing on emergency management, hazard mitigation, and community resiliency, and has supported more than 100 Local Hazard Mitigation Plans (LHMPs) throughout the nation, with an emphasis on jurisdictions throughout California. With a background in geology, environmental studies, and urban planning, he helps clients understand hazards, assess vulnerabilities, and develop policies, programs, and mitigation strategies that make communities safer. Aaron incorporates hazard mitigation into comprehensive planning projects to increase resiliency in communities. He prepares local and multi-jurisdictional hazard mitigation plans, emergency operations plans, general plans, and safety elements.

EDUCATION

- MURP, 2005, Regional Planning/Urban Planning, California State Polytechnic University, Pomona
- BA, 2001, Environmental Studies, University of California at Santa Barbara
- BS, 2001, Geological Sciences, University of California at Santa Barbara

RELEVANT & CURRENT EXPERIENCE

County of Santa Barbara, EOP Update and TTX (2023), Project Manager – Managed the update of the County’s Operational Area EOP, which included an update to the Base Plan, development of key functional annexes, a focused Access and Functional Needs engagement process, and a TTX to validate the draft plan prior to County approval. The project schedule was expedited allowing for completion in four months.

City of Ontario, LHMP Update, EOP Update, and TTX (2023), Project Manager – Managed the update of the City’s EOP Basic Plan, including updating all functional annexes, creating a recovery annex and mass care and shelter annex. This project also included a TTX that involved a scenario involving an evacuation incident. Completion of the EOP update occurred in conjunction with an update to the City’s Local Hazard Mitigation Plan, and an Evacuation Assessment in compliance with AB 747.

City of Newport Beach, EOP Update (2022), Project Manager – Managed the focused update of the Newport Beach EOP, which included the creation of key functional annexes to support City needs. As a result of this work, APS continues to support client needs and was recently awarded an emergency management assessment project that supports the preparation of a COOP for the City.

PROFESSIONAL AFFILIATIONS & CERTIFICATIONS

- American Institute of Certified Planners (AICP), California, 021026
- American Planning Association (APA), California, 155482
- California Emergency Services Association
- American Institute of Certified Planners, 2006, 021026
- LEED Accredited Professional, 2006

CRYSTAL STUEVE

Crystal@atlasplanning.org

951-444-9379

DEPUTY PROJECT MANAGER / SENIOR EMERGENCY PLANNER

Ms. Crystal Stueve provides more than 20 years of relevant professional experience and has authored, reviewed, and edited dozens of plans, reports, and other similar documents for federal and local government institutions. She has a strong working knowledge of emergency preparedness planning, risk assessments, and the implications of these processes on government operations. Her time in the Military has enabled her to understand internal workings of government offices and the manners in which information must be presented to achieve uptake and ultimately achieve desired outcomes. She has also published numerous training and capacity strengthening resources to enhance readiness for human and environmentally driven challenges including climate challenges, with a focus on human-centered design.

EDUCATION

- MA, 2017, Mass Communications & Journalism, Kent State University
- BS, 2012, Intelligence Management, Henley-Putnam University

RELEVANT & CURRENT EXPERIENCE

County of Santa Barbara, EOP Update and TTX (2023), Senior Planner – Supported updating the Operational Area EOP. Led the EOP Basic Plan update, including updating all functional annexes. Also served as the technical editor for the update. Condensed the plan to include more concise and pertinent information to ensure the plan met the 2024 Cal OES Emergency Plan Review Crosswalk guidelines. The EOP update planning process focused on supporting vulnerable populations and meeting new DEIA requirements set forth by the State. Conducted a Tabletop Exercise for the EOP.

City of Ontario, LHMP Update, EOP Update, and TTX (2023), Senior Planner – Updated the plan to include more concise and pertinent information, integrating re-prioritized hazards from the recently updated Local Hazard Mitigation Plan, and ensuring the plan meets the 2020 Cal OES Emergency Plan Review Crosswalk guidelines. Created the following annexes: Mass Care and Shelter, Debris Management, Cost Recovery, and Evacuation. Conducted a Tabletop Exercise. Updated the City of Ontario's Local Hazard Mitigation Plan. The LHMP update focused on refreshing the originally adopted plan in 2018 and bringing the current version into FEMA compliance. These updates included reviews of city plans and policies, identification of facilities necessary for city operation, prioritization of hazards, preparation of hazard profiles that could impact the city, preparation of a risk assessment, and updated mitigation actions to reduce potential vulnerabilities in the future.

City of Newport Beach, EOP Update (2022), Senior Planner – Updated the City of Newport Beach's 2011 EOP. This update focused on making the original plan more concise and actionable and ensuring the plan met the guidelines outlined in the 2020 Cal OES Emergency Plan Review Crosswalk guidelines. Created the following annexes: Alert and Warning, Evacuation, Pandemic Response, and Public Safety Power Shutoff. Assisted the City with integrating a whole community approach to their EOP to ensure DAFN and other vulnerable populations were considered during the planning process.

PROFESSIONAL AFFILIATIONS & CERTIFICATIONS

- IS 100, 200, and 700/800 Certified
- United States Army Reserve
- DOD TS Clearance with SCI Eligibility

LEE ROSENBERG, CEM

lee.rosenberg@navigatingpreparedness.com

EMERGENCY MANAGEMENT SUBJECT MATTER EXPERT

Mr. Lee Rosenberg is the owner and managing director of Navigating Preparedness Associates. As the company leader, he provides direction to staff who deliver comprehensive emergency preparedness services to the government and industry. With more than 40 years of emergency management, national security, and homeland security experience, Mr. Rosenberg has a broad and deep knowledge of the practical application of operations and policy in these areas. He has a particular focus on hazard mitigation plan development and program implementation. Mr. Rosenberg led the URS Corporation's Oakland environmental service department and West Coast emergency preparedness practice from 2008 to 2014. He served as a Federal Coordinating Officer for FEMA Region IX from 2006 to 2008, where he provided support to states for numerous presidentially declared disasters. He has supported more than 50 Local Hazard Mitigation Plans (LHMPs) throughout California and the western United States.

EDUCATION

- Certified Emergency Manager (CEM), International Association of Emergency Managers, 2021
- Northwestern University, Master of Engineering Management

RELEVANT & CURRENT EXPERIENCE

City of Pittsburg, EOP Update and EOC Training, (2023 – 2024), Project Manager/Lead Planner – Updated the 2018 City EOP. Follow on work, now in progress includes developing a City COOP. The new EOP features use of the latest CSTI EOC job aids, improved action plan development guidance and an information collection plan template.

Contra Costa Health, COVID 19 After Action Report (2024), Project Manager – Led development of a comprehensive review of the County's response to the COVID 19 pandemic. Interviewed senior staff from the health department and Office of Emergency Services. Delivered a detailed report with specific, measurable and actionable recommendations.

County of Santa Barbara, EOP Update and TTX (2023), Lead Planner – Supported updating the Operational Area EOP. Led design of the TTX to validate the plan. The project included updating all functional annexes, creating a recovery annex and revising the recovery annex. The project was completed in four months.

PROFESSIONAL AFFILIATIONS & CERTIFICATIONS

- Certified Emergency Manager, CEM

JASON GWALTNEY, MPA, CBCP

jason@navigatingpreparedness.com

EMERGENCY MANAGEMENT AND CONTINUITY PLANNING SUBJECT MATTER EXPERT

Jason Gwaltney has over 20 years' experience in emergency management and business and government continuity planning, specializing in the development of strategic, operational, and tactical plans for local and state governments, utilities, multijurisdictional planning regions, and private businesses. Additionally, Mr. Gwaltney has an expert understanding of emergency management doctrine including the California Standardized Emergency Management System, National Incident Management System, National Response Framework, National Disaster Recovery Framework and FEMA's Comprehensive Preparedness Guide (CPG 101), as well as other local, regional, state, and military emergency planning policies. In his career, Mr. Gwaltney has written over 100 contingency plans.

EDUCATION

- MPA, 2007, University of San Francisco
- BS, 2001, Interdisciplinary Sciences, University of West Florida

RELEVANT & CURRENT EXPERIENCE

Lead Planner, Contra Costa Health, Healthcare Coalition Continuity of Operations Plan, Martinez, CA (2025)

- Created a novel approach to continuity planning, by defining essential functions that are applicable to all organizations within the coalition. Manages a team of technical experts in the fields of emergency management, training and exercises, and continuity of operations planning.
- Conducted a plan and policy review, led stakeholder meetings, and developed content for the plan.

Business Continuity Subject Matter Expert, California Office of Energy Infrastructure Safety, Business Continuity Plan, Sacramento, CA (2024)

- Assisted Cal OEIS in the development of their Business Continuity Plan and Pandemic Annex.
- Assisted in the identification of mission essential functions, development of a risk assessment and business impact assessment, and provided quality reviews of initial and final drafts of the plan and pandemic annex.

Lead Planner, Town of Nags Head Fire and Ocean Rescue Department, Emergency of Operations Plan, Nags Head, NC (2023)

- Assisted the Town of Nags Head with developing and delivering and Emergency Operations Plan.
- Facilitated a strategic planning process, plan and policy review, EOP development, EOC Operations Guide development, and the development of seven scenario- or function-specific annexes, including: Active Shooter, Continuity of Operations, Severe Weather, Wildfire, Pandemic, and Recovery.

PROFESSIONAL AFFILIATIONS & CERTIFICATIONS

- Certified Business Continuity Professional (DRI)

Firm Qualification/Experience

Atlas Planning Solutions' Emergency Operations Planning Experience

Atlas Planning Solutions staff have completed or are currently working on several Emergency Operations Plans throughout the State. With extensive experience assisting communities as they address the changing legislative requirements and frameworks governing emergency planning within California, Atlas Planning Solutions has a breadth of experience to support the City.

Over the past 10 years, Atlas Planning Solutions staff have assisted the following jurisdictions throughout California:

Atlas Planning Solutions Prior EOP Experience		
Jurisdiction	APS	NPA
City of Pico Rivera (2025)	Prime Consultant	Subconsultant
City of Mission Viejo (2024)	Prime Consultant	Subconsultant
City of Aliso Viejo (2024)	Prime Consultant	Subconsultant
City of Costa Mesa (2023)	Prime Consultant	Subconsultant
City of Huntington Beach (2021)	Prime Consultant	Subconsultant
City of Loma Linda (2023)	Prime Consultant	Subconsultant
City of Newport Beach (2022)	Prime Consultant	Subconsultant
City of Ontario (2023)	Prime Consultant	Subconsultant
City of Rancho Cucamonga (2023)	Prime Consultant	Subconsultant
City of San Bernardino (2023)	Prime Consultant	Subconsultant
County of Santa Barbara (2023)	Prime Consultant	Subconsultant
County of Inyo (2023)	Subconsultant	Prime Consultant
City of Orinda (2025) – In Progress	N/A	Prime Consultant
East Valley Water District (2024)	N/A	Prime Consultant
City Pittsburg (2022)	N/A	Prime Consultant
City of Fairfield (2021)	N/A	Prime Consultant
City of Redwood City (2018)	N/A	Prime Consultant
Port of Oakland (2017)	N/A	Prime Consultant
Water Emergency Transportation Authority (2016)	N/A	Prime Consultant
Town of Paradise (2021)	N/A	Subconsultant
City of Hermosa Beach (2021)	N/A	Subconsultant
City of Torrance (2021)	N/A	Subconsultant

The following representative projects provide reference information for Atlas Planning Solutions:

2023 Santa Barbara County EOP Update | County of Santa Barbara, CA

APS recently assisted the County with an update to its 2018 EOP. This update was completed on an extremely condensed timeline to meet the County's deadline needs. The update focused on condensing the plan to include more concise and pertinent information and ensuring the plan met the 2024 Cal OES Emergency Plan Review Crosswalk guidelines. The EOP update planning process focused on supporting vulnerable populations and meeting new DEIA requirements set forth by the State. Representatives for vulnerable populations throughout the county were included in the planning process as they attended workshops and working groups. Additionally, APS conducted a Tabletop Exercise for the EOP. Vulnerable populations representatives were also included in the tabletop exercise.

Duration: October 2023 – December 2023

Type of Contract: EOP Update

Key Staff: Aaron Pfannenstiel, Suzanne Murray, Crystal Stueve, Robert Jackson, Lee Rosenberg

Project Reference Information	
Company Name	County of Santa Barbara Office of Emergency Management
Contact Name and Title	Kelly Hubbard
Company Address	4408 Cathedral Oaks Rd., Santa Barbara, CA 93110
Contact Telephone Number	805-681-5526
Contact Email	khubbard@countyofsb.org
Timeframe	August 2023- December 2023
The project included an update to the County's Emergency Operations Plan, several annexes, and a focused Access and Functional Needs outreach and engagement process.	

2022 Newport Beach EOP Update| City of Newport Beach, CA

Atlas Planning Solutions updated the City of Newport Beach's 2011 EOP. This update focused on making the original plan more concise and actionable and ensuring the plan met the guidelines outlined in the 2020 Cal OES Emergency Plan Review Crosswalk guidelines. As part of the EOP update, APS created the following annexes: Alert and Warning, Evacuation, Pandemic Response, and Public Safety Power Shutoff. APS assisted the City with integrating a whole community approach to their EOP to ensure DAFN and other vulnerable populations were considered during the planning process.

Duration: February 2022 – December 2022

Type of Contract: EOP Update

Key Staff: Aaron Pfannenstiel, Suzanne Murray, Crystal Stueve, Robert Jackson, Lee Rosenberg

Project Reference Information	
Company Name	City of Newport Beach
Contact Name and Title	Katie Eing, Emergency Services Coordinator

Company Address	870 Santa Barbara Drive, Newport Beach, CA 92669
Contact Telephone Number	949-644-3670
Contact Email	keing@nbpd.org
Timeframe	February 2022 – December 2022
The project included an update to the City's 2011 Emergency Operations Plan and the development of functional annexes.	

2022 / 2017 / 2012 Huntington Beach Local Hazard Mitigation Plan Updates; 2022 EOP Update | City of Huntington Beach, CA

APS currently provides the City of Huntington Beach with on-call emergency management assistance. Under this contract, APS staff assist the City's Emergency Manager with emergency management-related tasks, such as the recent preparation of a Tsunami Annex to the EOP and modifications to existing annexes completed by the City in the past few years. Prior to this current effort, APS updated the City's EOP and developed additional annexes to support several of the City's challenges. Previously, APS staff supported the past three LHMP updates for the City (2022, 2017, and 2012). These updates included reviews of city plans and policies, identification of facilities necessary for city operation, prioritization of hazards, preparation of hazard profiles that could impact the city, preparation of a risk assessment, and updated mitigation actions to reduce potential vulnerabilities in the future. Cal OES and FEMA Region IX's final review of all three plans resulted in minimal comments and revisions.

Contract Year: July 2021 – Current

Type of Contract: LHMP Update; EOP Update

Key Staff: Aaron Pfannenstiel, Suzanne Murray, Crystal Stueve, Robert Jackson

Project Reference Information	
Company Name	City of Huntington Beach
Contact Name and Title	Brevyn Mettler, Emergency Services Coordinator
Company Address	2000 Main St, Huntington Beach, CA 92648
Contact Telephone Number	714-374-1565
Contact Email	brevyn.mettler@surfcity-hb.com
Timeframe	July 2021 -Current
The project included updates to the City's LHMP and EOP. Prior updates conducted by APS staff include the 2017 and 2012 updates.	

The following representative projects provide reference information for Navigating Preparedness Associates:

2025 Continuity of Operations Plan Development | Contra Costa Health

NPA is updating the continuity of operations plan for the Contra Costa Health Care Coalition. The plan provided detailed guidance for all participating organizations. Key features were analysis and description of:

- Essential functions with priority rating and restoration timing
- Orders of succession
- Vital documents
- Essential staff

- Reconstitution of support services
- Devolution

The project included a series of workshops to obtain critical information and input. These workshops engaged all Health Care Coalition Members.

Contract Year: July 2024 – June 2025

Type of Contract: Time and Material

Key Staff: Lee Rosenberg, Jason Gwaltney

Project Reference Information	
Company Name	Contra Costa Health
Contact Name and Title	Daniella Poy Wing BSN, RN, PHN Health Care Readiness and Recovery Coordinator
Company Address	597 Center Avenue, Suite 200, Martinez, CA 94553
Contact Telephone Number	Work/Cell Phone: 510-517-6004
Contact Email	Email: Daniella.Poy-Wing@cchealth.org
Timeframe	2024-2025

2025 Continuity of Operations Plan Development | City of Pittsburg, CA

NPA developed a new continuity of operations plan for the City of Pittsburg. The plan provided detailed guidance for each City department. Key features were analysis and description of:

- Essential functions with priority rating and restoration timing
- Orders of succession
- Vital document
- Alternative locations for seat of government
- Essential staff
- Reconstitution of support services
- Devolution

The project included a series of workshops to obtain critical information and input. These workshops engage all City departments.

Contract Year: January 2024 – May 2025

Type of Contract: Time and Material

Key Staff: Lee Rosenberg, Jason Gwaltney

Project Reference Information	
Company Name	City of Pittsburg CA
Contact Name and Title	Zuna Barker REHS Environmental Health and Safety Officer
Company Address	City of Pittsburg, 65 Civic Avenue, Pittsburg, CA 94565
Contact Telephone Number	925-252-4129
Contact Email	zbarker@pittsburgca.gov
Timeframe	2024-2025

2024 – 2025 Emergency Management Program Assessment, EOC SOP, Training and Tabletop Exercise | East Valley Water District, City of Highland, CA

NPA conducted a thorough review of the water district’s emergency management programs. The assessment included a review of key guidance documents, interviews with staff and a workshop based on a disaster scenario. The results were a set of areas for improvement with recommendations for implementation. The assessment used FEMA’s Comprehensive Preparedness Guide 101 (CPG 101): Developing and Maintaining Emergency Operations Plans as a framework. In addition to completing the assessment, NPA developed an emergency operations standard operating procedure including EOC position guides and status boards. To complement the EOC SOP, NPA delivered tailored EOC training for each Section and facilitated a tabletop exercise.

Duration: November 2023 – March 2025
Type of Contract: Time and Material
Key Staff: Lee Rosenberg, Francisco Soto

Project Reference Information	
Company Name	East Valley Water District, Director of Administrative Services
Contact Name and Title	Kerrie Bryant
Company Address	31111 Greenspot Rd, Highland, CA 92346
Contact Telephone Number	909-806-4087
Contact Email	kbryan@eastvalley.org
Timeframe	2024-2025

C. Project Approach

The APS Team understands the City's desire to develop and mobilize a process to evaluate its Emergency Management Program and plans/policies. Our goal is to deliver a thorough product that identifies the gaps in their program, necessary updates to existing plans and exceeds the City's expectations. To do this, we have developed the following work program that relies on the tasks laid out in the RFP.

To effectively manage this effort, the APS Team will periodically conduct check in calls/meetings with the City's project manager and key staff members to review project progress, discuss outstanding issues/items, create opportunities to discuss critical issues/concerns uncovered during the process. These meetings are anticipated to occur on a regular basis (bi-weekly/monthly) until adequate progress has been made on the project. Once the project is running smoothly, these meetings can be modified to an acceptable timeframe agreed upon by the City and APS Team. As project management is an ongoing process throughout this project, cost and hours associated with it have been incorporated into each task.

As part of this project, bi-weekly or monthly updates during the entirety of the project and a final report summarizing all deliverables, recommendations, and implementation guidance will be provided.

Phase 0: Project Kick-off and Document Review

The project kickoff and initial meeting with the City and APS team will be the initial step conducted under this task. Before the initial kick-off meeting, APS will work with the City to identify the members of the core planning team to assist with information gathering and deliverable review.

Prior to this meeting, the APS team will complete a review of the 2014 EOP, the current Local Hazard Mitigation Plan, mutual aid agreements, evacuation procedures, emergency checklist, departmental continuity efforts, and any other documents the City deems relevant. In addition to the meeting agenda, the APS Team will develop a draft Project Management Plan that will identify project goals, outline communication protocols, identify key City team members, and the preliminary project schedule for review and discussion.

Deliverables:

- Kickoff meeting that includes:
 - Meeting Agenda to align and set expectations, create a schedule/calendar, and to discuss project management
 - Project Management Plan that clearly defines milestones/deliverables schedule for each component of the project

Phase 1: Emergency Operations Plan Update and EOC Inventory

Task 1.1: Facilitated Threat Review

Building off the work from the City's Annex to the Santa Barbara County MJHMP, the APS Team will facilitate a meeting to review the threats previously identified as well as potential threats of concern for the City. We anticipate this review to include natural, technological, and human-caused hazards of concern and will work closely with the planning team to determine the appropriate ones for inclusion in the EOP. As part of this review, the APS Team will conduct a simple prioritization exercise to determine the key threats of concern for the City, allowing our

team to focus on identifying potential gaps in the existing EOP. This exercise will help us develop the necessary recommendations to incorporate into the EOP, COOP, and future plans.

Deliverables:

- A Facilitated Threat Review and Prioritization Exercise Meeting

Task 1.2: Revise and Update the 2014 EOP

Subtask 1.2.1: Data Gathering and Analysis

The APS team will complete a review of the current EOP using the Cal OES Emergency Plan Review Crosswalk (Crosswalk). During this review, APS will identify areas for potential update, improving organization, procedure cohesion, and a clearly defined set of actions. The results of the review will be presented, and copies of the Crosswalk will be provided to facilitate discussion with the Team.

To ensure the City has a Standardized Emergency Management System (SEMS)/National Incident Management System (NIMS) compliant EOP, the APS team will review the current EOP and other relevant emergency management-related plans. The previously completed Cal OES Emergency Plan Review Crosswalk will identify potential gaps and develop recommendations for improvement. We will also use FEMA's Comprehensive Planning Guide (CPG) 101 and the International Organization for Standardization (ISO) 22320 standards to support the review. This process will allow our team to understand baseline conditions and areas for greater research and inquiries to pose to stakeholders during plan development.

Once initial comments from the City are provided, the APS team will begin to refine the table of contents and expanded outline highlighting the design and structure of the EOP. Upon completion this document will be provided to the City for review and approval. The document will describe the EOP design and structure, and a comment matrix will accompany the table of contents and expanded outline to allow for tracking of staff input. After City staff review, we will consolidate input, resolve conflicts with the City's project manager, and provide a final table of contents and expanded outline, which will include a list of required additional information.

Note: the budget associated with this work is included in Phase 0 (Document Review).

Deliverables:

- Completed Cal-OES Emergency Plan Review Crosswalk
- Data Collection Packet that outlines:
 - Comprehensive bibliography of authorities, regulations, and guidance to inform EOP development
 - Data needs and EOP gaps identified by City staff
- Draft table of contents and expanded outline for the EOP in electronic format
- Comment matrix

Subtask 1.2.2: ADA Compliance Review and Update

The APS Team recognizes that compliance with the Americans with Disabilities Act (ADA) is a critical component of an emergency management program. For most communities' ADA compliance focuses on key issues like emergency alerts, community evacuation and transportation, and emergency shelters. To support this task, the APS Team will review the City's procedures and protocols surrounding these issues. This review is intended to highlight potential gaps and concerns surrounding City efforts to ensure ADA compliance. In addition, our team

understands how access and functional needs (AFN) and ADA compliance can drive how a City manages resources and alters processes to better suit community needs. This coupled with the major legislative changes driving AFN requirements at the state level, will inform how we conduct this assessment.

Recent legislature that will be assessed as part of this task includes:

AB 2311 – Access and Functional Needs (Brown): Requires each county, including a city and county, to integrate access and functional needs, as defined, into its emergency plan, upon the next update.

AB 477 – Access and Functional Needs (Cervantes): Requires each county to include representatives from access and functional needs populations in the next regular update to its emergency plan. Specifically, jurisdictions must include internal and external stakeholders throughout each phase of the emergency planning process, including emergency communications, emergency evacuations, and emergency sheltering.

SB 160 – Cultural Competence (Jackson): Requires counties to incorporate cultural competence into the next update of their emergency plan to ensure that the diverse cultural and linguistic needs of all residents are addressed.

To complete this assessment, the APS team will provide a matrix of federal and state requirements along with the ways in which the current EOP complies with these requirements or recommendations that should be incorporated into the updated EOP to ensure compliance.

Note: Regarding AFN requirements and Mass Care and Shelter functions, the City anticipates reliance on resources from both the County and Red Cross during an incident. Based on this assumption a stand-alone Mass Care and Shelter Annex is not anticipated for this work effort and Instead issues associated with AFN/ Mass Care and Shelter will be integrated throughout the EOP and Annexes where appropriate .

Subtask 1.2.3: EOP Update Planning and Team Facilitation Meetings

To facilitate the review and update of the EOP, the APS team will conduct four Planning Team meetings that will accompany the tasks within this scope of work. The purpose of these meetings is to facilitate data collection and discuss issues and concerns identified by the Team. The following meetings are assumed and will accompany task milestones as detailed in the following appropriate sections.

- Meeting 1: Project Initiation
- Meeting 2: TOC and Base Plan Issues Review
- Meeting 3: Administrative Draft EOP Review
- Meeting 4: Final EOP Review

In addition to these meetings, the APS Team anticipates the need for a City Council adoption meeting, which has been scoped under Task 1.2.8.

Subtask 1.2.4: EOP Basic Development

Upon completion of Task 1.2.1 and 1.2.2, the APS Team will aggregate all the information gathered from City Staff (including feedback during Meeting 1) and begin drafting the EOP basic plan. This update will include revisions to the basic plan, incorporating new information and data gathered from City staff, as well as reformatting to better meet City needs. The EOP will provide direction on how to conduct effective response coordination during an emergency. While the EOP

will focus on response operations, it will also provide a broad framework for all phases of emergency management. To meet the requirements of the ADA, the EOP will address the needs of relevant populations and communities within the planning area including people with disabilities and other access and functional needs.

The EOP will include descriptions and actionable guidance covering:

- Planning assumptions
- An analysis of the City's demographics and communities
- A hazard analysis consistent with the City's Local Hazard Mitigation Plan and General Plan Safety Element
- The City's emergency response organization, including lines of authority and relationships
- Activation thresholds and levels, position checklists, and EOC configuration
- Comprehensive resource management
- Information collection and developing situational awareness
- Relationship of the Operational Area with other jurisdictions during emergency response
- Role of the private sector, including non-profit organizations, local businesses, the public, and other constituencies consistent with Cal OES and FEMA policies
- Emergency communications processes and procedures
- Emergency notification systems and protocols
- Standard reports
- Action planning processes
- Incident/function-specific annexes
- Alignment with the Community Wildfire Protection Plan
- Other annexes, resources, and checklists necessary to implement the components of the plan

The EOP will provide sufficient direction so that staff who do not regularly support incident operations can use the EOP to activate the EOC and begin operations to initiate an effective response. Upon completion of the Administrative Draft EOP, the APS team will conduct a meeting with the Team to provide an overview of the document, and review some of the major changes that have been incorporated into this version. Upon completion of the meeting, the APS Team will update the Basic Plan based on feedback provided and prepare the Draft EOP Basic Plan.

Deliverables:

- Final TOC draft for approval by the City Project Manager
- Initial Draft of Administrative EOP Basic plan for review
- EOP review meeting

Subtask 1.2.5: EOP Appendices Development

Based on the discussion conducted during the Project Initiation Meeting and the development of the Table of Contents for the EOP update, the APS Team will identify the appendices necessary to accompany the basic plan. These appendices will include a recovery operations framework for use after a disaster event occurs. Upon completion of these appendices, the Draft EOP document and Appendices will be submitted to City staff for review and comment.

Deliverables:

- One meeting to engage the planning team to analyze EOP needs, solicit input, and review draft documents

- A final draft EOP Basic Plan and Appendices for review and comment in electronic format

Subtask 1.2.6: EOP Annex Update and Development

The APS Team will support the preparation of hazard specific and functional annexes based on City needs and stakeholder input. Annexes may include hazard specific concerns (Wildfire, Power Outage Incident/ PSPS, Flooding, Cyber Incident Pandemic/Disease Outbreak, Hazmat Spill / Radiological Incident) or functional concerns (Alert & Warning, Evacuation, Local Assistance Center/Family Reunification Center/Family Assistance Center, Points of Distributing/ Dispensing, Volunteers & Donations Management, Debris Management). **The final determination of annexes to be developed will coincide with completion of Tasks 1.1, 1.2.1, and Meeting 2 under Task 1.2.3.**

For budgeting purposes, the APS Team has limited the proposed budget to six annexes at this time. If more annexes are desired, they can be completed under a separate scope and fee.

Deliverables:

- Drafts of up to 6 EOP Annexes for review and comment in electronic format
- Final drafts of 6 EOP Annexes in electronic format

Subtask 1.2.7: Final EOP Development

After consolidating and adjudicating comments provided by the City, the APS Team will develop the final draft EOP and appendices for final approval and adoption by the City Council. As part of this task the APS team will support City staff presentation of the EOP to City Council for formal adoption.

Emergency Operations Center (EOC) Handbook Development

As part of the Final EOP task, the APS Team also proposes the development of an EOC Handbook, which will rely on FEMA guidance regarding EOC operations, organization, and staffing. EOC standard operating procedures should clearly outline processes for opening the EOC, including the following elements at a minimum:

- Authority
- Conditions for activation
- Notice events and notifications
- Setup
- Deactivation
- Staff and individual functions

APS will collaborate with City staff to gather input regarding what additional items the City would like to be included in the EOC Handbook.

Deliverables:

- Final draft EOP and appendices for approval and adoption by City Council
- Preparation for and attendance at the City Council meeting (if desired)
- A final draft EOC Handbook for review and comment in electronic format

Subtask 1.2.8: City Council Presentation

Upon completion of the Final EOP documents (Base Plan, Appendices, and Annexes), the APS Team will develop a PowerPoint presentation, staff report content, and resolution of adoption for

the final adoption process. As part of this task, attendance at one in-person meeting by one APS Team member is anticipated.

Task 1.3: EOC Capabilities Assessment and EOC Inventory and Gap Analysis Report

The APS team will conduct a capabilities assessment of the City's current EOC setup. This assessment will be conducted utilizing a FEMA EOC Assessment Checklist. The questions have an operations focus and are intended to address whether a requirement for a particular capability exists, whether the EOC can provide that capability, and whether the provided capability is adequate.

The checklist includes an assessment of the following areas:

- **Facility Features:** examines the physical features of EOC facilities: sitting, structure, available space. EOC spaces to consider are an operations area, conference rooms, communications center, secure communications room, and multi-use space. Multi-use space is space that is not dedicated to EOC operations but can quickly be made available to support EOC requirements for additional space during major disaster or surge situations.
- **Survivability:** assesses the ability to sustain the effects of a realized potential risk and continue operations from the EOC or a fully capable alternate location; (e.g., have an alternate EOC that can be activated and used if the primary is destroyed, damaged, or not accessible).
- **Security:** assesses the ability to guard against potential risks and protect operations from the unauthorized disclosure of sensitive information; (e.g., have sufficient security and structural integrity to protect the facility, its occupants, and communications equipment and systems from relevant threats and hazards).
- **Sustainability:** assesses the ability to support operations for extended durations; (e.g., be able to sustain operations 24/7 during all emergency situations without interruption; to the extent practical, be located in a place that is not a high risk area for known hazards, such as flood zones, other natural hazard, nuclear power plant, hazardous material sites, etc.).
- **Interoperability:** assesses the ability to share common principles of operations and exchange routine and time-sensitive information with local jurisdictions, State-level EOCs, and FEMA's network of operations centers; (e.g. be able to communicate with key State agencies, local government EOCs, emergency response teams at or near an incident site, near-by State EOCs, and Federal authorities to include the FEMA Regional Operations Center (ROC) as well as the FEMA Operations Center).
- **Flexibility:** assesses the ability to scale operations and adapt operational pace to the All-Hazards event (e.g., have sufficient space, equipment, furniture, administrative supplies, and the like available to satisfy mission requirements).

Deliverables:

- A Draft EOC Inventory and Gap Analysis Report, with prioritized recommendations for improvements.
- A Final EOC Inventory and Gap Analysis Report based on City

Phase 2: Continuity of Operations Plan Development

To ensure Solvang can continue functioning during and after an emergency incident that could disrupt operations and functionality, the APS Team will develop the City's first Continuity of Operations Plan (COOP). Development of this plan is intended to align with Federal and State requirements and guidance for continuity. To achieve this, the following work effort is proposed:

Task 2.1: COOP Kickoff and Coordination

The APS Team will initiate the COOP with a kickoff meeting that includes key members of the project team and stakeholders that will support COOP preparation. While these members may have been identified at the outset of the project, this meeting will focus on any necessary changes to team members or changes to the planning process based on lessons learned from Phase 1.

Task 2.2: THIRA Incorporation/ Refinement

Relying on the THIRA developed in Phase 1, the APS Team will refine how these potential threats may disrupt essential functions and assess cascading impacts that may affect staff, city assets, communication capabilities, and/or supplies and services.

Task 2.3: COOP Components Development

Developing the COOP will require the creation of the various components that are necessary for essential City functions. The following are the key tasks associated with COOP development that will be conducted by the APS Team:

- **Mission Essential Functions (MEFs)/ Primary Mission Essential Functions (PMEFs)** identification will play a critical role in COOP development. This will include developing a process for prioritization of functions and dependencies (staff, systems, facilities, partners) and result in creation of an essential functions matrix
- **Leadership Succession and Delegation of Authority** will ensure continuity of command during an emergency incident. This component will ensure authority for critical decisions and legal/financial functions are established and adhered to.
- **Alternate Locations and Remote Capabilities** will be identified and established to ensure locations to be used during an emergency (EOCs, mutual aid sites, partner facilities) are available and understood. This component will also look at current IT capabilities for cybersecurity, remote work/telework, and redundancy of data and capabilities.
- **Communication Systems** including IT assets will be discussed and assessed to determine if critical communications will remain operational and if redundant resources are available. As part of this component, a strategy for interoperability will be identified.
- **Staff Resources** will play a key role in continuity. To effectively account for this, roles and responsibilities will be identified for key staff as well as procedures for accountability, safety, support, and resilience to ensure the City is following state requirements and
- **Vital Records** inventorying procedures, backup protocols, and storing and accessing critical information will be identified. Records considered essential include legal, financial, operational, permits, and contracts, and should be accessible by the City during an emergency event.
- **Reconstitution and Recovery** plays a critical component in returning the organization back to a state of normalcy. Criteria will be developed to ensure normal operations can resume once a disruption ends and methods for addressing transitioning operations and after-action procedures will be provided.

To test the efficacy of the COOP the APS Team will conduct Department-level workshops on the Draft COOP to test plan assumptions and build organizational buy-in.

Deliverables:

- A completed COOP document that includes:
 - Succession & Delegation Annex.
 - Continuity Facilities Plan.
 - Communications & IT Continuity Annex.
 - Human Capital Annex.
 - Vital Records & Databases Annex.
 - Reconstitution Annex.
- Department-level workshops

Phase 3: Emergency Staff Training and Exercises

Task 3.1 - Staff Training

Once a thorough draft of the EOP has been developed, the team will develop a 4 hour “EOP Fundamentals” training module aligned with NIMS, ICS, and SEMS; that can be used to familiarize City staff with the EOP. The training topics will address the significant aspects of the EOP, such as the response structure, roles, responsibilities, and authorities, activation protocols, control and coordination (vertical and horizontal), priorities and policy setting, information and resource management, EOC/jurisdiction action planning, and/or others as appropriate to the new plan. The course will also educate participants on how to navigate the plan and how to ensure a constant state of readiness. Because research shows that people learn best when they are both told what to do and given opportunities to do it themselves, the training will be designed to provide a few opportunities for participants to interact with the materials through short, yet engaging activities. Training materials will include a PowerPoint Presentation, Participant Manual, and handouts/activities as appropriate. The team will conduct the first “beta” offering of the training for City personnel—up to 40 participants—and will revise the training materials based on any lessons learned from that first offering. The materials will then be provided to the City in editable format, which will allow it to continue training based on need.

Upon completion of the EOP Fundamentals Training, the APS Team will provide 5 position-specific trainings for each EOC Section. The purpose of each training is to provide an overview of the Sections function, descriptions of each position within the Section, provide an overview of critical documents (position checklists, EOC Activation Guide, etc....) and ensure staff are able and empowered to take on the duties assigned to them during an emergency.

In preparation for the training, the team will hold two virtual planning meetings with the City to select objectives and refine the approach, identify and solicit participants, review draft materials, and coordinate logistics. The team will remain available and in communication by phone and email for any additional coordination needs as planning progresses. The team assumes the City will furnish all venues, facilities, food/beverage, and audio/visual services for the training.

Task 3.2 - Tabletop Exercise

Tabletop Planning Process

The TTX planning process will be informed by the various meetings conducted leading up to the initiation of this task. Based on the discussions and feedback received, our team will produce the documentation needed to facilitate the TTX, which may include but not be limited to a situation manual, an exercise presentation, a facilitator guide, and a participant feedback form. As part of this planning process, two planning meetings are proposed for the tabletop exercise, which are intended to support discussions with City staff regarding the planning and design of the tabletop

exercise, including the desired scenario used and other critical details . Each meeting will include an agenda, presentation, and other materials pertinent to the TTX planning process.

Tabletop Exercise

For the TTX, the APS team will provide wrap-around support on the exercise day by providing staff to facilitate and evaluate the exercise and monitor activities to ensure exercise objectives are met. The team will reproduce hard copies of necessary documents for the players (e.g., Situation Manual, Participant Feedback Form, attendance logs, evaluation summaries, and any other relevant documents). Following the completion of TTX, we will facilitate a Hot Wash to discuss lessons learned and help refine future trainings and exercises. In addition, we anticipate providing opportunities for feedback on the EOP documents, which can be used by the City to make future revisions and modifications to suit your needs. We will also conduct a team debrief after the exercise to identify what was learned and discovered during the process.

After Action Review/Meeting

To close out the TTX, the APS team will conduct an After-Action Review. This review will include a draft After Action Report (AAR) that contains observations, analysis, and recommendations based on the conduct of the TTX. After a two-week review by City staff, we will develop a final draft AAR which will be presented at the After-Action Meeting, which is intended to assist the Team with reaching consensus on AAR content and insert corrective actions. Once the AAR process assigns staff responsibility/completion dates to corrective actions, the document becomes the After-Action Report/Improvement Plan (AAR/IP).

Deliverables:

- One – 4 Hour Emergency Management Training
- Five - EOC Section Training Sessions
- One Tabletop Exercise that includes an After-Action Report and Improvement Plan
- Preparation of training materials and handouts to support training and exercises listed.

Phase 4: Public and Interagency Engagement

To support public and interagency engagement, the APS Team will complete the following tasks:

Task 4.1 – Engagement Strategy

To better understand how engagement will occur as part of the project, the APS Team will prepare an Engagement Strategy memorandum, which outlines how engagement will occur, which methods will be used in which way, specific public events where engagement activities will be conducted, engagement resources that will be relied upon (websites, social media, other), and what type of content will be developed to support engagement activities. Key inputs into this strategy will include templates currently used by the City, branding guidelines for how materials should look, and other relevant guidance and protocols established by the City that would inform outreach/engagement activities and materials.

Task 4.2 – Engagement Content

As part of the Engagement Strategy developed in Task 4.1, the APS Team will also develop outreach/engagement content to support the project. Relying on initial feedback and direction from City staff, the following content is expected to be developed by our team:

- Website content
- Social media content for posting on City sites
- Content for print advertisements or electronic advertisements.
- PowerPoint presentation template
- Project content for inclusion in public meetings and stakeholder engagement materials
- Targeted messaging materials for decision makers, stakeholders, residents, businesses, visitors, and vulnerable populations.

Content developed will highlight the various hazards of concern addressed in the EOP and COOP, as well as other hazard/issues like evacuation (coordinating with Santa Barbara County OEM) and other organizations within the City and surrounding areas.

Task 4.3 - Interagency Coordination

Development of the strategy and content is intended to better coordinate with other agencies and stakeholders that may play a role during an emergency incident in Solvang. To assist in this coordination, the APS Team recommends conducting stakeholder workshops and listening sessions with key service providers (County Fire, Sheriff, OEM), neighboring communities, and major employers and business organizations. Much of the information developed during this phase may be of interest to these entities, and the opportunity to receive feedback and strengthen relationships may be important later.

Deliverables:

- Engagement Strategy
- Engagement Content (PowerPoint briefings, talking points, and draft messaging to support community presentations, City Council updates, and regional coordination efforts)
- Notes from Interagency Coordination meetings/workshops

Optional Phase 5: Design Consultation for the New City Hall EOC

In support of the City's New City Hall EOC design, the APS Team can provide consultation services based on our experience and expertise supporting emergency management departments and staff. Relying on this experience our team can review architectural concepts and space plans developed by the City's Architect. Our review will focus on recommendations for EOC layout, technological considerations, and key elements that should be incorporated into an EOC that meets SEMS/NIMS compliance. While the EOP and COOP will make assumptions about these types of considerations based on the current EOC layout, this task can provide guidance on relevant updates that may be necessary to these documents based on the New EOC design and layout.

Completion of this task will include attendance at two planning meetings with the City and Project Design Team, as well as a technical memorandum outlining recommendations and other considerations for incorporation into the final design.

As an optional task, the APS Team would only initiate this work effort upon approval by City staff.

D. Implementation Schedule

Based on the proposed schedule, the APS team anticipates a 18-month schedule to complete this project. Within the schedule the APS Team has inserted a column that identifies responsibility for each task. This is intended to assist the City with which team members will take the lead on preparation of the assigned task. While this schedule assumes an efficient planning process and discrete timeframes for internal and external outreach and coordination, we also recognize that project needs change. As part of the project initiation phase of the project, the APS Team will work with City staff to update this schedule and verify the initial assumptions made.

Upon completion of Phase 0, the APS Team will provide an updated schedule that includes the necessary detail to track and manage the project. In addition, we also recognize that our initial assumptions on outreach and engagement may need to change to accommodate City desires. We look forward to the opportunity to collaborate with staff on these types of changes to make sure we are meeting City expectations.

Task #	Task	Responsibility	Start Date	End Date	Duration	Predecessors
1	-		12/08/25	05/14/27	375d	
2	0.0 - Phase 0: Kickoff and Document Review		12/08/25	01/02/26	20d	
3	Notice to Proceed	City	12/08/25	12/08/25	0	
4	0.1 Kick Off Meeting	APS	12/15/25	12/15/25	1d	
5	0.2 Document Review	APS/NPA	12/15/25	01/02/26	3w	3FS +1w
6	0.3 Project Management Plan	APS/NPA	12/15/25	01/02/26	3w	3FS +1w
7	1.0 - Phase 1: Emergency Operations Update and EOC Inventory		12/15/25	07/24/26	160d	
8	1.1 Facilitated Threat Review	APS	12/16/25	01/05/26	3w	4
9	1.2 - Revise and Update the 2014 EOP	APS/NPA	12/15/25	07/24/26	160d	
10	1.2.1 Data Gathering and Analysis	APS/NPA	12/15/25	01/09/26	4w	5SS
11	1.2.2 ADA Compliance Review and Update	APS/NPA	01/05/26	01/16/26	2w	6
12	1.2.3 EOP Update Planning and Team Facilitation Meetings	APS	01/19/26	04/10/26	12w	11
13	1.2.4 EOP Basic Plan Development	APS	01/19/26	02/13/26	4w	11
14	City Review	City	02/16/26	02/27/26	2w	13
15	1.2.5 EOP Appendices Development	APS	02/16/26	03/13/26	4w	13
16	City Review	City	03/16/26	03/27/26	2w	15
17	1.2.6 EOP Annex Update and Development (6 Annexes)	APS/NPA	03/16/26	04/24/26	6w	15
18	City Review	City	04/27/26	05/22/26	4w	17
19	1.2.7 Final EOP Development	APS	05/25/26	06/12/26	3w	18
20	City Review	City	06/15/26	06/26/26	2w	19
21	1.2.8 City Council Presentation	APS	06/29/26	07/24/26	4w	20
22	1.3 - EOC Capabilities Assessment and EOC Inventory and Gap Analysis Report		04/27/26	06/05/26	30d	
23	Draft Assessment/Inventory/Gap Analysis	NPA	04/27/26	05/15/26	3w	17
24	City Review	City	05/18/26	05/29/26	2w	23
25	Final Assessment/ Inventory/ Gap Analysis	NPA	06/01/26	06/05/26	1w	24
26	2.0 - Phase 2: Continuity of Operations (COOP) Development		06/15/26	11/27/26	120d	
27	Draft COOP	NPA	06/15/26	10/02/26	16w	19
28	City Review	City	10/05/26	10/23/26	3w	27
29	Departmental Workshops	NPA	10/26/26	11/13/26	3w	28
30	Final COOP	NPA	11/16/26	11/27/26	2w	29
31	3.0 - Phase 3: Emergency Staff Training and Exercises		11/30/26	05/14/27	120d	
32	3.1 Staff Training	APS/NPA	11/30/26	02/19/27	12w	30
33	3.2 Table Top Exercise	APS/NPA	02/22/27	05/14/27	12w	32
34	4.0 - Phase 4: Public and Interagency Engagement		01/05/26	04/09/27	330d	
35	4.1 Task 4.1 – Engagement Strategy	APS	01/05/26	01/16/26	2w	6
36	City Review	City	01/19/26	01/23/26	1w	35
37	4.2 Task 4.2 – Engagement Content	APS	01/26/26	02/06/26	2w	36
38	City Review	City	02/09/26	02/13/26	1w	37
39	4.3 Task 4.3 - Interagency Coordination	APS	02/16/26	04/09/27	60w	38
40						

E. Cost Structure

Atlas Planning Solutions has provided a cost proposal based on tasks and hourly rate schedule. The following assumptions were used to develop this cost proposal:

- The plan update will rely on prior information contained within the plan, assuming staff considers this information credible and accurate.
- The proposed fee is our best estimation based on our assessment of the City's needs. If any assumptions are incorrect or require refinement, the APS Team will be happy to work with the City to refine this estimate.
- APS recommends a project contingency budget of 10% of the proposed fee. Inclusion of a contingency in the contract helps the City accommodate unanticipated needs or additional work, without the need for additional City Council action. Use of this budget would only occur with prior approval by the EOP Project Manager.
- A reimbursables budget has been identified, which would be used for document printing/reproduction, mailing, vehicle mileage and other expenses incurred during the project. This budget would be billed on a time and materials basis and has been estimated at 2.5% of the total labor fee for the project.

The following table displays employee hourly rates and a breakdown of each task by the number of hours allotted for completion.

Task Name	Aaron Pfannenstiel	Crystal Stueve	Jason Gwaltney	Senior Planner	Lee Rosenberg	Total Fees
	\$ 235	\$ 175	\$145	\$ 145	\$ 175	
Phase 0: Kickoff and Document Review	4	16	6	16	8	\$8,330
Phase 1: Emergency Operations Plan Update and EOC Inventory	44	156	28	164	92	\$81,580
Task 1.1: Facilitated Threat Review	8	8	0	12	8	\$6,420
Task 1.2 Revise and Update the 2014 EOP						
Subtask 1.2.1: Data Gathering and Analysis	0	0	0	0	0	\$0
Subtask 1.2.2: ADA Compliance Review and Update	4	8	0	8	4	\$4,200
Subtask 1.2.3: EOP Update Planning and Team Facilitation Meetings	4	8	0	8	8	\$4,900
Subtask 1.2.4: EOP Basic Plan Development	4	24	0	40	8	\$12,340
Subtask 1.2.5: EOP Appendices Development	4	16	0	16	8	\$7,460
Subtask 1.2.6: EOP Annex Update and Development (6 Annexes)	6	60	24	60	24	\$28,290
Subtask 1.2.7: Final EOP Development	2	8	4	8	4	\$4,310
Subtask 1.2.8: City Council Presentation	4	0	0	0	4	\$1,640
Task 1.3: EOC Capabilities Assessment and EOC Inventory and Gap Analysis Report	8	24	0	12	24	\$12,020
Phase 2: Continuity of Operations (COOP) Development	40	0	150	0	40	\$28,910
Phase 3: Emergency Staff Training and Exercises	24	40	12	40	80	\$28,660
Task 3.1 - Staff Training	8	0	6	30	20	\$10,600
Task 3.2 - Table Top Exercise	16	8	0	60	24	\$18,060
Phase 4: Public and Interagency Engagement	16	40	0	24	24	\$16,560
Task 4.1 – Engagement Strategy	4	8	0	8	4	\$4,200
Task 4.2 – Engagement Content	4	8	0	16	4	\$5,360
Task 4.3 - Interagency Coordination	8	8	0	16	8	\$7,000
Reimbursable Expenses (2.5%)						\$4,101
Grand Total (Phases 1 through 4)						\$168,141
Optional Phase 5: Design Consultation for the New City Hall EOC	8	24	0		40	\$13,080
Grand Total (w/ Optional Phase 5)						\$181,221

F. Insurance Coverage

Atlas Planning Solutions currently carries the following insurance policies with the following carriers:

Atlas Planning Solutions Insurance Policies				
Insurance Type (Carrier)	Expiration	Policy #	Limit (Occurrence)	Limit (Aggregate)
Commercial General Liability (State Farm)	1/14/2026	92-GH-W958-1	\$2,000,000	\$4,000,000
Umbrella Liability (State Farm)	1/14/2026	92-GH-X515-4	\$1,000,000	\$2,000,000
Workers Compensation (State Farm)	8/1/2026	92-TA-H706-1	\$1,000,000	N/A
Professional Liability (Hiscox Insurance)	1/22/2026	P100.057.330.7	\$3,000,000	\$3,000,000

Atlas Planning Solutions does not carry auto liability coverage as the firm does not own any vehicles. In instances where auto coverage is still required our Umbrella Policy is in place to provide that coverage. Our current insurance policies and limits appear to meet the City's requirements as indicated in the RFP. In addition, upon award Atlas Planning will provide a waiver of subrogation endorsement in favor of the City for all insurance policies required under this agreement, including but not limited to general liability, and workers' compensation coverage.

As a principal and officer of the firm, I (Aaron Pfannenstiel) attest that the above information is accurate and true.



Aaron Pfannenstiel, AICP

Chief Financial Officer

EXHIBIT B

INSURANCE REQUIREMENTS

Prior to the beginning of and throughout the duration of the Work, Consultant will maintain insurance in conformance with the requirements set forth below. Consultant will use existing coverage to comply with these requirements. If that existing coverage does not meet the requirements set forth here, Consultant agrees to amend, supplement or endorse the existing coverage to do so. Consultant acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amount of coverage required. Any insurance proceeds available to City in excess of the limits and coverage required in this agreement and which is applicable to a given loss, will be available to City.

Consultant shall provide the following types and amounts of insurance:

Commercial General Liability Insurance using Insurance Services Office "Commercial General Liability" policy form CG 00 01, or a City approved equivalent. Defense costs must be paid in addition to limits. There shall be no cross liability exclusion for claims or suits by one insured against another. Limits are subject to review but in no event less than \$1,000,000 per occurrence and in the aggregate.

Business Auto Coverage on ISO Business Auto Coverage form CA 00 01 including symbol 1 (Any Auto) or the equivalent. Limits are subject to review, but in no event to be less than \$1,000,000 per accident. If Consultant owns no vehicles, this requirement may be satisfied by a non-owned auto endorsement to the general liability policy described above. If Consultant or Consultant's employees will use personal autos in any way on this project, Consultant shall provide evidence of personal auto liability coverage for each such person.

Workers Compensation on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than \$1,000,000 per accident or disease.

Professional Liability or Errors and Omissions Insurance as appropriate shall be written on a policy form coverage specifically designed to protect against acts, errors or omissions of the consultant and "Covered Professional Services" as designated in the policy must specifically include work performed under this agreement. The policy limit shall be no less than \$1,000,000 per claim and in the aggregate. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend. The policy retroactive date shall be on or before the effective date of this agreement.

Insurance procured pursuant to these requirements shall be written by insurers that are admitted carriers in the state of California and with an A.M. Bests rating of A- or better and a minimum financial size VII.

General conditions pertaining to provision of insurance coverage by Consultant. Consultant and City agree to the following with respect to insurance provided by Consultant:

1. Consultant agrees to have its insurer endorse the third party general liability coverage required herein to include as additional insureds City, its officials, employees and agents, using standard ISO endorsement No. CG 2010 with an edition prior to 1992, or a City approved equivalent. Consultant also agrees to require all contractors, and subcontractors to do likewise.
2. No liability insurance coverage provided to comply with this Agreement shall prohibit Consultant, or Consultant's employees, or agents, from waiving the right of subrogation prior to a loss. Consultant agrees to waive subrogation rights against City regardless of the applicability of any insurance proceeds, and to require all contractors and subcontractors to do likewise.
3. All insurance coverage and limits provided by Consultant and available or applicable to this agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement

or any other agreement relating to the City or its operations limits the application of such insurance coverage.

4. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved of in writing.
5. Consultant's general liability policy shall not contain any provision or definition that would serve to eliminate so-called "third party action over" claims, including any exclusion for bodily injury to an employee of the insured or of any contractor or subcontractor.
6. All coverage types and limits required are subject to approval, reasonable modification and reasonable additional requirements by the City, as the need arises. Consultant shall not make any reductions in scope of coverage (e.g. elimination of contractual liability or reduction of discovery period) that may affect City's protection without City's prior written consent.
7. Proof of compliance with these insurance requirements, consisting of certificates of insurance evidencing all of the coverages required and an additional insured endorsement to Consultant's general liability policy, shall be delivered to City at or prior to the execution of this Agreement. In the event such proof of any insurance is not delivered as required, or in the event such insurance is canceled at any time and no replacement coverage is provided, City has the right, but not the duty, to obtain any insurance it deems necessary to protect its interests under this or any other agreement and to pay the premium. Any premium so paid by City shall be charged to and promptly paid by Consultant or deducted from sums due Consultant, at City option.
8. Certificate(s) are to reflect that the insurer will provide 30 days notice to City of any cancellation of coverage by the carrier.
9. It is acknowledged by the parties of this agreement that all insurance coverage required to be provided by Consultant or any subcontractor, is intended to apply first and on a primary, non-contributing basis in relation to any other insurance or self insurance available to City.
10. Consultant agrees to require that subcontractors, and any other party involved with the project who is brought onto or involved in the project by Consultant, provide the same minimum insurance coverage required of Consultant. Consultant agrees to monitor and review all such coverage and assumes responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with subcontractors and others engaged in the project will be submitted to City for review.
11. If Consultant's existing coverage includes a deductible or self-insured retention, the deductible or self-insured retention must be declared to the City. At that time the City shall review options with the Consultant, which may include reduction or elimination of the deductible or self-insured retention, substitution of other coverage, or other solutions. Consultant shall be responsible for paying any deductibles or self-insured retentions on its policies.
12. The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Consultant, the City will negotiate additional compensation proportional to the increased benefit to City.
13. For purposes of applying insurance coverage only, this Agreement will be deemed to have been executed immediately upon any party hereto taking any steps that can be deemed to be in furtherance of or towards performance of this Agreement.

14. Consultant acknowledges and agrees that any actual or alleged failure on the part of City to inform Consultant of non-compliance with any insurance requirement in no way imposes any additional obligations on City nor does it waive any rights hereunder in this or any other regard.
15. Consultant will renew the required coverage annually as long as City, or its employees or agents face an exposure from operations of any type pursuant to this agreement. This obligation applies whether or not the agreement is canceled or terminated for any reason. Termination of this obligation is not effective until City executes a written statement to that effect.
16. Consultant shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Proof that such coverage has been ordered shall be submitted prior to expiration. A coverage binder or letter from Consultant's insurance agent to this effect is acceptable. A certificate of insurance and/or additional insured endorsement as required in these specifications applicable to the renewing or new coverage must be provided to City within five days of the expiration of the coverages.
17. The provisions of any workers' compensation or similar act will not limit the obligations of Consultant under this agreement. Consultant expressly agrees not to use any statutory immunity defenses under such laws with respect to City, its employees, officials and agents.
18. Requirements of specific coverage features or limits contained in this section are not intended as limitations on coverage, limits or other requirements nor as a waiver of any coverage normally provided by any given policy. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue, and is not intended by any party or insured to be limiting or all-inclusive.
19. These insurance requirements are intended to be separate and distinct from any other provision in this agreement and are intended by the parties here to be interpreted as such.
20. The requirements in this Section supersede all other sections and provisions of this Agreement to the extent that any other section or provision conflicts with or impairs the provisions of this Section.
21. Consultant agrees to be responsible for ensuring that no contract used between itself and its sub-consultants reserves the right to charge City or Consultant for the cost of additional insurance coverage required by this agreement. Any such provisions are to be deleted with reference to City. It is not the intent of City to reimburse any third party for the cost of complying with these requirements. There shall be no recourse against City for payment of premiums or other amounts with respect thereto.
22. Consultant agrees to provide immediate notice to City of any claim or loss against Consultant arising out of the work performed under this agreement. City assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve City.



CITY OF SOLVANG

Applicant/Interested Party Campaign Contribution Disclosure Form

1644 Oak Street | Solvang, CA 93463 | www.cityofsolvang.com | (805) 688-5575

APPLICANT/INTERESTED PARTY INFORMATION

Applicant Name:

Phone:

Email (required):

Representative/Agent:

Phone:

Email:

Mailing Address:

City:

State:

Zip:

Website:

Name and subject matter of applicant's proceeding:

CONTRIBUTION DISCLOSURE (GOVERNMENT CODE SECTION 84308)

Please list all contributions in excess of \$500 (either as a single payment or in aggregate) made within the past 12 months to officers of the agency involved in the above-mentioned proceeding by any parties (applicants) or their agents or representatives, including corporations, limited liability companies (LLCs), or other business entities and principals thereof, that are affiliated with the above-referenced proceeding. You may attach additional pages as necessary to list contributions made to involved agency officers and provide additional information about the contributor's relationship with the recipient.

Contributor Name:

Date of Contribution

Recipient Office/Candidate

Contribution Amount (\$):

Refund: Yes or No; Date of Refund.

By checking this box I certify that I have not given any contributions consistent with Government Code Section 84308

ACKNOWLEDGEMENT

This form must be updated after each contribution, and no less than 45 days before any agency consideration regarding the above-referenced application. Completion of this form does not waive or in any way impact a party's obligation to disclose such contributions over \$250 on the record of the proceeding pursuant to Government Code section 84308(e).

I declare under penalty of perjury that the information which has been included in this Disclosure Form is true and correct:

Signature: _____

Date: _____

Print Name: _____

OFFICIAL USE ONLY

File/Project No:

Date Received:



Meeting Date: December 8, 2025

SUBJECT: Approve Amendment No. 2 to the Professional Services Agreement with California Consulting, Inc. for Grant Research and Writing Services

PREPARED BY: Olivia Uribe Mutal, Assistant to the City Manager

DISCUSSION:

California Consulting, Inc. has supported the City's grant development efforts since December 2023 and continues to play a central role in advancing Solvang's long-term funding strategy. Over the past year, the firm has submitted several significant applications on the City's behalf, including two federal appropriations requests for \$14.3 million each to Senator Butler and Congressman Carbajal for the Wastewater Treatment Plant Upgrade Project, along with a \$150,000 Safe Streets and Roads for All (SS4A) application that remains pending. Although the federal earmark requests were initially highly competitive, the City has now secured a major victory: Congressman Carbajal successfully championed the inclusion of \$1 million for the Wastewater Treatment Plant Upgrade Project in the federal appropriations bill, which was signed into law a few weeks ago. This award marks a significant milestone for the City, reflects the strength of Solvang's partnership with its federal delegation, and provides critical support for a longstanding capital project priority.

In addition to these major submissions, California Consulting meets monthly with City staff and has established a consistent structure for tracking submitted, active, and upcoming grants. These meetings bring together the firm's senior leadership and municipal grant specialists, ensuring continuity and a deep understanding of the City's capital needs. Through this process, the consultant provides real-time updates, helps staff evaluate funding alignment, and positions the City to move quickly when opportunities open.

The consultant has also facilitated direct engagement with federal agencies. Through calls and technical consultations with the United States Environmental Protection Agency (USEPA), the United States Department of Agriculture (USDA), the United States Bureau of Reclamation (USBoR), the United States Economic Development Administration (USEDA), and FEMA's HMGP/BRIC technical advisors, Solvang has gained clear guidance on program eligibility, competitiveness, and timing. For example, USBoR advised the City to prioritize proposals for Small Storage, Environmental Resources, and Planning & Design. At the same time, USDA Rural Development has met repeatedly with Solvang and Carollo Engineers to identify the most viable funding pathways for wastewater upgrades. FEMA's contracted advisors also helped the City evaluate HMGP/BRIC. They confirmed that Solvang would not be competitive for the current cycle, allowing staff to redirect time and resources toward stronger opportunities.

The consultant is also preparing a Caltrans Sustainable Transportation Planning Grant due in January 2025, which may support a comprehensive downtown mobility and public-space plan that aligns several existing efforts, including the Parking Study, Comprehensive Safety Plan, wayfinding, pedestrian access, and parks and facility needs. Beyond this application, California Consulting has continued to identify future opportunities for Solvang in areas such as water conservation and flood mitigation, active transportation, resilience improvements, and parks and recreation.

Amendment No. 2 would extend services through December 31, 2026, and increase the total contract amount to \$163,800. With ongoing wastewater planning, active transportation initiatives, future parks and recreation opportunities, and multiple federal relationships now established, including the recently awarded \$1 million appropriation, continuing the consultant's services ensures the City does not lose

momentum at a critical time. Staff recommends approval to maintain continuity, protect the City's competitiveness, and sustain progress on several major grant-funded initiatives.

RECOMMENDED MOTION:

"I move to approve Amendment No. 2 to the Professional Services Agreement with California Consulting, Inc. for grant research and writing services, increasing the agreement by \$55,200 for a total not-to-exceed amount of \$163,800, extending the term to December 31, 2026, and authorize the Mayor to execute the amendment on behalf of the City."

ALTERNATIVES:

1. Approve the amendment with modifications. The Council may adjust terms, compensation, or duration; however, changes may require renegotiation and could delay grant-seeking work.

2. Decline to approve the amendment. This is not recommended for the following reasons:
 - Grant research and application work would revert to existing staff capacity, limiting the number of applications the City can pursue.
 - The City may issue a new Request for Proposals (RFP), which would delay current efforts and require additional staff time.
 - Active pursuit of certain competitive grants could be paused, reducing the City's access to external funding opportunities.

FISCAL IMPACT:

Amendment No. 2 extends the contract through December 31, 2026, adding \$55,200 to the agreement maintaining the existing monthly rate of \$4,600. This brings the total not-to-exceed contract amount to \$163,800. Funding is available in the adopted budget, and no budget adjustment is required at this time.

ATTACHMENTS:

- A. Amendment No. 2 to the Agreement with California Consulting, Inc.
- B. California Consulting Grant Activity Report and Grant Summary

AMENDMENT NO. 2

to the Agreement with

CALIFORNIA CONSULTING, INC

THIS SECOND AMENDMENT is made and entered into this **8th** day of **December 2025** between the **CITY OF SOLVANG**, a municipal corporation, and Charter City (City), and **CALIFORNIA CONSULTING, INC**, a California Corporation (Consultant). In consideration of the mutual covenants and conditions set forth in the original Agreement dated **December 8, 2023**, and Amendment No. 1, dated **November 24, 2024**, for California Consulting for Grant Research and Writing for the additional amount of **\$55,200** for a total agreement not to exceed **\$163,800**, and to extend the term to **December 31, 2026**.

Campaign Contribution Disclosure: Pursuant to Government Code Section 84308, any party to a City proceeding (which includes, but is not limited to, all contracts with the City, other than competitively bid, labor, or personal employment contracts) must disclose on the record any campaign contributions made to a member of the City Council or other elected or appointed officer of the City, any candidate for elected office of the City, or any candidate for elective office of any other agency who is also an elected or appointed officer of the City in excess of \$500 in the past 12 months. This disclosure requirement includes contributions by the party's agent, such as a consultant, and aggregated contributions from persons or entities related to the party. Consultant is required to fill out and provide the attached [Exhibit C](#) 'Applicant/Interested Party Campaign Contribution Disclosure Form' with submission of this Agreement and to update this form after each contribution and no later than the beginning of any associated proceeding.

All remaining portions of the original Agreement and applicable portions of prior Amendment(s) shall remain in full force and effect.

CITY OF SOLVANG

CALIFORNIA CONSULTING, INC

David Brown, Mayor

Steve Samuelian, CEO

APPROVED AS TO FORM:

ATTEST:

Chelsea O'Sullivan, City Attorney

Annamarie Porter, City Clerk



CITY OF SOLVANG

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I declare under penalty of perjury that the information which has been included in this Disclosure Form is true and correct:

Signature: Steve Samuelian

Date: _____

Print Name: _____

OFFICIAL USE ONLY

File/Project No:

Date Received:



**City of Solvang
City Council Report**

Grants Awarded:

Congressman Salud Carbajal’s Office: Appropriations Request

Date it was Submitted: April 26, 2024

Match: Yes (25%)

Purpose of grant: To fund critical upgrades to the Wastewater Treatment Plant. Johanna Montiel Deputy Chief of Staff/ Legislative Director said, “The Congressman did submit the funding request for the city of Solvang's Wastewater Treatment Plant Upgrade Project. The appropriations committee provided \$1M and this is on track to getting signed into law. You can see [the amount here](#) in the Joint Explanatory statement to the CR. It is on page 99.”

** California Consulting did not participate in lobbying of any kind and is not a lobbying firm.*

Grants In Progress:

Cal OES: Hazard Mitigation Grant Program – Request for Information (RFI)

Due: November 14, 2025

Match: Yes (25%)

Purpose of grant: To fund one generator at the Wastewater Treatment Plant

USDOT Federal Highway Administration: Bridge Investment Program

Due: TBD

Match: Yes (varies)

Purpose of grant: To plan projects for local bridges in poor or fair condition

Caltrans: Sustainable Transportation Planning Grant

Due: November 21, 2025

Match: Yes (11.47%)

Purpose of grant: To support planning of the Mission Drive Complete Streets Project, which aims to improve transportation safety and accessibility in downtown Solvang

Cal OES: State and Local Cybersecurity Grant Program

Due: Not Released Yet

Match: TBD

Purpose of grant: To strengthen cybersecurity systems and protect Solvang's critical infrastructure

Office of Planning and Research: Extreme Heat and Community Resilience Grant

Due: Not Released Yet

Match: TBD

Purpose of grant: To support projects that protect vulnerable communities from extreme heat events. The City has begun preparing application materials.

Grants Submitted – Waiting on Results

Senator Adam Schiff's Office: FY26 Programmatic and Community Directed Spending (CDS) Request

Date it was Submitted: March 25, 2025

Match: No

Purpose of grant: To fund local infrastructure, education, and healthcare projects

** California Consulting did not participate in lobbying of any kind and is not a lobbying firm.*

Congressman Salud Carbajal's Office: FY26 Community Project Funding Request

Date it was Submitted: April 2, 2025

Match: No

Purpose of grant: To support local infrastructure, education, and healthcare efforts

** California Consulting did not participate in lobbying of any kind and is not a lobbying firm.*

Cal OES: Hazard Mitigation Grant Program (HMGP) – Notice of Interest

Date it was Submitted: May 12, 2025

Match: Yes (\$150,000)

Purpose of grant: To purchase generators for critical upgrades at the Wastewater Treatment Plant

CalFire: Wildfire Prevention Grants Program

Date it was Submitted: August 6, 2025

Match: No

Purpose of grant: To support hazardous fuels reduction, planning, or public education projects

Cal OES: Hazard Mitigation Grant Program – Full Subapplication
Date it was Submitted: September 15, 2025
Match: Yes (25% Non-Federal)
Purpose of grant: To fund one generator at the Wastewater Treatment Plant

Grants Not Awarded

Senator Butler’s Office: Appropriations Request (Earmark)
Date it was Submitted: March 11, 2024
Match: Yes (20%)
Purpose of grant: To fund upgrades to the Wastewater Treatment Plant

** California Consulting did not participate in lobbying of any kind and is not a lobbying firm.*

U.S. Department of Transportation: Safe Streets and Roads for All Program
Date it was Submitted: August 29, 2024
Match: No
Purpose of grant: To develop a new Safety Action Plan, bring in a new consultant, and replace the Local Road Safety Plan

Caltrans: Sustainable Transportation Planning Grant
Date it was Submitted: January 22, 2025
Match: Yes (11.47%)
Purpose of grant: To fund the planning phase of the Mission Drive Complete Streets Project

U.S. Department of Agriculture: Community Wildfire Defense Grant
Date it was Submitted: February 28, 2025
Match: Yes
Purpose of grant: To create or update the City’s Community Wildfire Protection Plan

Notes:

California Consulting hosts recurring monthly meetings with Solvang attended by Steve Samuelian (CEO), David Marquez (Senior Project Manager), Sammy D’Ambrosio (Grant Specialist), Caitlin Williams (Management Assistant based in DC where she monitors federal grants for our clients) and various City departments. In addition to our monthly meetings, the following are several key meetings that have taken place to advance specific funding opportunities:

Cal OES Coordination (Hazard Mitigation Grant Program)

I held four separate meetings (8/27, 9/2, 9/8, and 10/31) with California Office of Emergency Services (Cal OES) staff to guide the City's Hazard Mitigation Grant Program (HMGP) application. These sessions covered project eligibility, detailed scoping, and benefit-cost analysis (BCA) guidance. The final meeting included a Request for Information (RFI) from Cal OES, indicating continued interest in the application. **This is a good and positive sign as it indicates that the agency is interested in the applications.**

Interdepartmental Projects

On 9/30 I met with Jose Acosta, Bridget Paris, Jenny, and David to review the City's eligibility and scope for the Waste Management Grant Program, including key requirements, timelines, and priority areas.

In addition to this meeting, I've worked closely with Utilities, Parks, and Public Works to support project development and funding strategy. I've had several focused meetings with Jose to explore wastewater funding opportunities. Most recently, on 11/6, we met to review the City's eligibility for the Water Infrastructure Finance and Innovation Act (WIFIA) program, and to assess how it could support upgrades at the City's wastewater treatment plant.

Extreme Heat and Community Resilience Grant Program

I held multiple planning sessions with Jenny, Bridget, and Olivia Uribe-Mutal to prepare the City's submission for the Extreme Heat and Community Resilience Program. The focus has been on aligning City needs with program priorities and ensuring application readiness. To specify, on 9/8 we met to discuss the Extreme Heat grant program's feasibility and Solvang's eligibility. We had a followup meeting 11/4 to discuss our next deliverables and timelines.

Caltrans Feedback Sessions

I met three times with city staff to discuss the Sustainable Transportation application since August. The first meeting with Caltrans on 8/21 was a general debrief to understand their program's scoring and outcome. The city and I met on 9/16 to discuss their feedback and our course of action. The second meeting with Caltrans on 10/7 was a targeted office hours session for detailed feedback. **Caltrans reassured and encouraged the City to reapply as they liked our application. They have noted that applicants rarely get funded the first time around - typically on the second or third time after rounds of feedback**

Opportunities the City is interested in but not ready to apply or grant is closed:

T-Mobile Hometown Grant

Deadline: Rolling

Amount: \$50,000 max

Match: No

Eligibility: Cities, Counties, Non-Profits with a community population of under 50k

<https://www.t-mobile.com/brand/hometown-grants#FAQs>

The T-Mobile Hometown Grants program funds projects to build, rebuild, or refresh community spaces that help foster local connections in your town. Projects should be shovel-ready, physical builds or improvements that can be completed within 12 months of receiving Hometown Grants funding.

Examples of eligible projects include but are not limited to: adaptive uses of older and historic buildings into community gathering spaces, improvements to outdoor parks or trails, and technology projects for the public library.

Funds may not be used for: engineering and architectural plans or fees, salaries or annual operating expenses, or reimbursement for projects that are already completed. Hometown Grants are intended for “shovel-ready projects”. Information required for your application includes:

- Project plan proposal with a detailed budget and timeline
- Up to 5 letters of support from stakeholders in the community
- Examples of in-kind donation possibilities/additional funding to cover the remainder of the project
- Details on permits needed or already obtained

**Interested eventually as the City is relocating the library to the city hall.*

California Coastal Conservancy

Deadline: Rolling

Amount: There are no maximum or minimum grant amounts for this funding; however, it is anticipated that most grants will be between \$200,000 and \$5,000,000.

Match: No

<https://scc.ca.gov/grants/>

The Coastal Conservancy funds a wide variety of projects along the California coast, San Francisco Bay, and in coastal watersheds to increase availability of beaches, parks and trails for the public, protect and restore natural lands and wildlife habitat, preserve working lands, and increase community resilience to the impacts of climate change including wildfire resilience.

The Conservancy will fund most stages of a project including: pre-project feasibility studies, property acquisition, project planning including community involvement, design, environmental review, permitting, construction, and project-related monitoring. We do not fund operation and maintenance activities.

**The City is working on their parks & rec master plan. They will be ready to apply based on the outcomes of that plan. They are considering pursuing connectivity between trails, connecting the Mission Drive trail to a vacant lot the City has on Old Mill Rd.*

California Strategic Growth Council: Community Resilience Centers Program

Deadline: TBD Spring 2026

Amount: Planning grants: \$100,000 to \$500,000; Implementation grants: \$1M - \$10M

Match: No

Eligibility: Cities, counties, special districts, JPAs, COGs, nonprofits, tribes, CBOs, community development finance institutions or community development corporations, emergency management, response, preparedness and recovery service providers and organizations. All communities are eligible to apply. SGC Staff will prioritize projects located in under-resourced communities.

*****One partner required for planning, two partners required for implementation**

Program URL: <https://sgc.ca.gov/grant-programs/crc/>

Summary: The program objectives inspire and guide the CRC Program’s overall design and implementation. As such, all applicants should be mindful of the program objectives when designing their applications and implementing their projects. The CRC Program objectives are to:

- Fund the planning, construction, and retrofit of community resilience centers across California’s diverse communities.
- Advance local communities’ capacity to respond to and recover from emergencies as they build long-term resilience.
- Encourage meaningful engagement, cross-sectoral collaboration, community-based partnerships, and shared governance and decision-making models.
- Mitigate the public health impacts of extreme heat and other emergencies exacerbated by climate change.
- Prioritize projects located in and benefiting under-resourced, rural, unincorporated, and Tribal communities across geographically diverse regions in the state of California.

CalRecycle – Illegal Disposal Site Abatement Grant Program

Due: TBD. If funds are still available and not exhausted, applications for Cycle 106 will open in Winter 2025-26.

Eligibility: Cities, counties, and special districts

Match: No match required

Purpose:

Supports local governments with:

- Illegal dumping enforcement
- Public education
- Signage and outreach
- Surveillance equipment (e.g. cameras)
- Community engagement and cleanup

Caltrans: Active Transportation Program

Due: TBD June 2026

Amount: Unspecified

Match: No, but might be a match if applying to funds from MPO

Eligibility: Local, Regional or State Agencies - Caltrans - Transit Agencies - Natural Resources or Public Land Agencies - State or local park or forest agencies - State or local fish and game or wildlife agencies - Department of the Interior Land Management Agencies - U.S. Forest Service - Public Schools or School Districts - Tribal Governments - Private Nonprofit Organizations (Recreational Trails Program only) - Any other entity with responsibility for oversight of transportation or recreational trails

Link: <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/cycle7>

Purpose: The purpose of ATP is to encourage increased use of active modes of transportation by achieving the following goals: Increase the proportion of trips accomplished by biking and walking; Increase safety and mobility for non-motorized users; Advance the active transportation efforts of regional agencies to achieve Greenhouse Gas (GHG) reduction goals, pursuant to SB 375 (of 2008) and SB 341 (of 2009); Enhance public health; Ensure that disadvantaged communities fully share in the benefits of the program; Provide a broad spectrum of projects to benefit many types of active

transportation users

CalTrans: Local Highway Safety Improvement Program (HSIP)

Due: TBD September 2026

Amount: min \$100k - max \$10 m

Match: No

Eligibility: Must be a city, a county, or a tribal government federally recognized within the State of California.

Link: <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/highway-safety-improvement-program>

Purpose: achieving a significant reduction in fatalities and serious injuries on all public roads. The Division of Local Assistance (DLA) manages California's local agency share of HSIP funds. California's Local HSIP focuses on infrastructure projects with nationally recognized crash reduction factors (CRFs). Local HSIP projects must be identified on the basis of crash experience, crash potential, crash rate, or other data-supported means.

WATERSMART GRANTS

Planning and Project Design Grants

Deadline: TBD

Purpose: As a community in drought-prone California, Solvang could use this grant to develop water conservation strategies, enhance water supply resilience, or plan infrastructure improvements to mitigate the impacts of prolonged drought conditions or could upgrade aging water systems or implement new water management technologies to improve efficiency, reduce waste, and ensure a sustainable water supply for residents and businesses.

Award Ceiling: \$400,000

Non-Federal Cost Share: Required (details depend on project category)

Program Contact: Karen Shubert Email: kshubert@usbr.gov

Link: <https://www.grants.gov/search-results-detail/349785>

*The City's project will be the Reservoir 3 Expansion project.