AGENDA

SOLVANG CITY COUNCIL
MONDAY OCTOBER 13, 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 *ht*tps://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

2. PRESENTATIONS

a. 3CE Presentation 4
b. County Assessor Presentation 10

3. PUBLIC COMMUNICATIONS – NON- AGENDA AND CONSENT ITEMS
To address the Council on items not on the Agenda and on Consent. Each speaker will be afforded three minutes.

4. CITY MANAGER REPORT AND ADVANCE CALENDAR
Informational Report 31

5. GC SECTION 53232.3(d) (aka AB 1234) and GC SECTION 84308 (aka SB 1439), REPORT OUT, EX-PARTE COMMUNICATIONS, COUNCIL COMMENTS, REQUESTS
Meetings attended, contributions made or received, ex-parte communications, Comments and requests

6. CONSENT ITEMS
Routine, administrative city matters approved with one motion.

a. Approve Order of Agenda.

b. Approve City Council Minutes: September 22, 2025 32

c. Letters to Governor Newsom re Pending 2025 California State Legislation 35

d. Public Records Requests Update 45

e. Approve September Warrants 55

f. Santa Barbara County Fire Department – Quarterly Reports 88

7. PUBLIC HEARINGS

a. 1704 Mission Appeal 97

8. DISCUSSION ITEMS:

a. Agreement with Focus Point Emergency Management Consulting Services for Comprehensive Emergency Planning Services 257

b. Agreement with NBS Government Finance Group dba NBS for Downtown Solvang Business Improvement District (BID) Formation and Implementation Services 310

c. First Reading and Introduction of Ordinance Amending Advisory Body Terms and Appointment Processes 355

d. Revenue Measures Oversight Committee Vacancy 364

e. Caltrans Mission Drive Traffic Flow Discussion 365

f. New City Hall Feasibility Discussion 367

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 8th day of October 2025.



Central Coast Community Energy

ANNUAL REPORT 2024

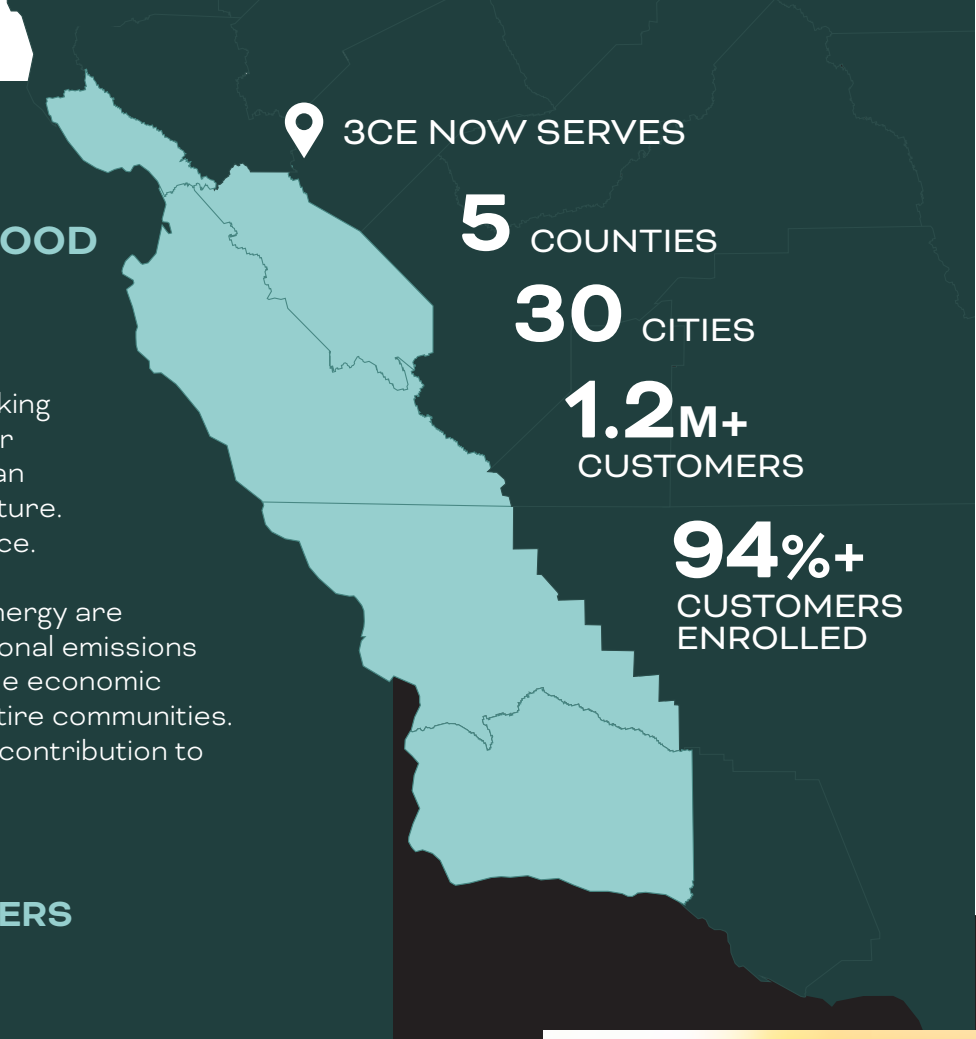
"The rebates we received through this program will allow us to transport kids to where they need to be, even from rural areas. We couldn't have done this without the help of 3CE funds."

— Kris Sihler, Transportation Manager, Santa Cruz City Schools

WORKING TOGETHER, AND USING **POWER FOR GOOD**

Simply by being a 3CE customer, you empower 3CE to invest in local communities and build a cleaner, more reliable grid for all Californians. And by taking advantage of our rebates to electrify your transportation, home, or business, you can speed the transition to a clean-energy future. Every 3CE customer is making a difference.

The impacts of locally controlled clean energy are profound. Together, we are reducing regional emissions for cleaner, healthier air and improving the economic health of households, businesses, and entire communities. As a 3CE customer, you make a valuable contribution to powerful progress.



MEETING COMMUNITY MEMBERS WHERE THEY ARE

Covering Ground

Regional offices in Monterey and San Luis Obispo; Santa Cruz office opening in 2025

160 community events attended, supported, and/or hosted

41 memberships with local community-based organizations

16 farmworker outreach events

7 webinars in English and Spanish

2 community workshops

Spreading the Word

Spanish-language services and material

Underserved Communities Action Plan to reach underserved communities

Forums tailored for solar, commercial, and agricultural customers
Workshops for contractors, builders, affordable housing developers, and community advocates

Addressing the unique needs of our diverse Central Coast

Giving You Greater Control Over Your Electricity Needs

Providing a choice for service to all electricity customers

Residential Battery Rebate Program

OhmConnect partnership

Hourly Flex Pricing Pilot





2024
CLEAN ENERGY HIGHLIGHTS

Sourcing Renewable Energy

avoided more than **445,000** metric tons of CO2 in 2023, the equivalent of taking **105,911** gasoline-powered passenger vehicles off the road for a year.

Sourced 409 Megawatts

of clean & renewable energy in **2024,** enough to power **350,850** households

3CE Lowers Energy Costs via Power Prepayment

3CE's Prepay Program for Power Purchase Agreements has delivered significant benefits. By prepaying for electricity through a $648 million bond issuance in 2023, 3CE is projected to reduce energy costs by nearly 11.4% over the initial seven-year period of the bonds, saving customers $32.9 million.



BUILDING CAPACITY ADDING NEW RENEWABLE ENERGY SOURCES TO THE GRID

Atlas Solar

1 gigawatt solar energy generation
150 megawatts for 3CE customers*
*Enough to power 105,100 homes

Aratina Solar + Storage

530 megawatts solar energy generation
600 megawatts battery storage capacity
120 megawatts for 3CE customers*
*Enough to power 90,000 homes



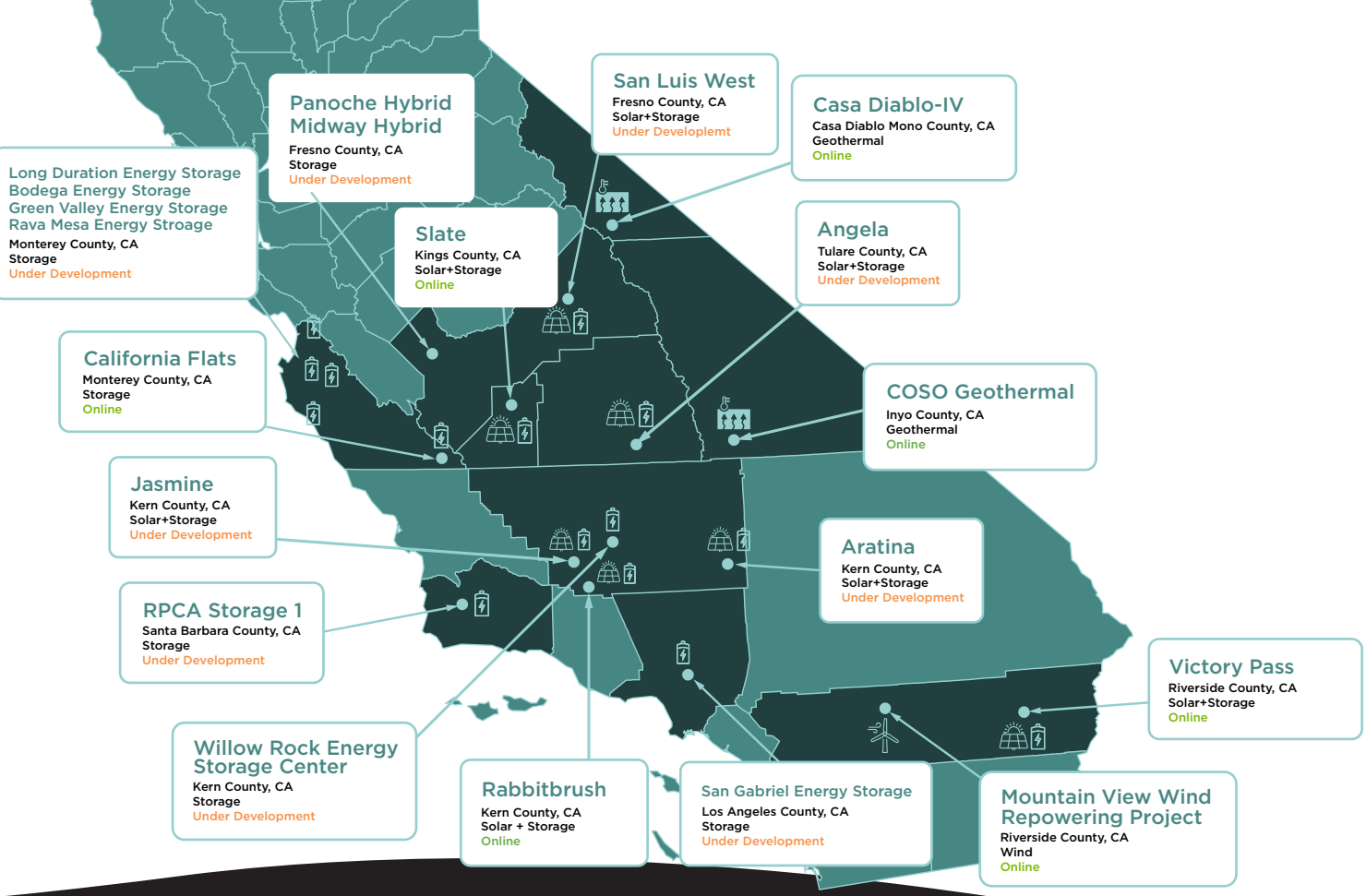
GENERATING RESULTS DELIVERING NEW RENEWABLE ENERGY

Victory Pass Solar + Storage

200 megawatts solar energy generation
50 megawatts battery storage capacity
100 megawatts for 3CE customers*
*Enough to power 68,000 homes

POWERFUL PROG TOWARD 100% RE

20% LOAD	**24% LOAD**
234 MW	309 MW
Geothermal	Geothermal
Solar	Solar
Wind	Wind
2022	**2023**
46 MW Battery Storage	85 MW Battery Storage



Atlas
Solar
La Paz County, AZ
Under Development

Yellow Pine
Solar+Storage
Clark County, NV
Online

OME Fish Lake
Geothermal
Esmeralda County, NV
Under Development

SunZia Wind Project
Wind
Lincoln, Torrance &
San Miguel Counties, NM
Under Development

GRESS
ENEWABLE ENERGY

2024-25	2026	2027
29% LOAD 409 MW Geothermal Solar Wind	49% LOAD 757 MW Geothermal Solar Wind	56% LOAD 849 MW Geothermal Solar Wind
110 MW Battery Storage	381 MW Battery Storage	584 MW Battery Storage

Innovative Renewable Energy Generation

Casa Diablo Geothermal, Mono County, CA
One of 21 new renewable energy projects 3CE has supported, the Casa Diablo Geothermal Plant is California's newest and most innovative geothermal energy generation site. Geothermal energy is clean and reliable 24 hours a day, and 3CE and its customers played an integral role in bringing this landmark project to fruition.

The Future of Energy Storage

Willow Rock Energy Storage Center, Kern County, CA
Battery storage capacity is essential for California's transition to carbon-free energy. Willow Rock Energy Storage isn't your typical battery; instead of lithium, it uses compressed air to generate power on demand. By supporting projects like this, 3CE customers are contributing to revolutionary innovation.

2023-24 COMMUNITY INVESTMENT*

FINANCIAL RESOURCES FOR HOMES AND BUSINESSES

3CE is helping our communities and our customers save money while transitioning transportation, households, and businesses from fossil fuels to clean, all-electric power

Plug into technical assistance and rebates for batteries, EVs & chargers, all-electric agriculture equipment and appliances

Nearly $15 million available in rebates and incentives for households, businesses, and public agencies

NEW CONSTRUCTION ELECTRIFICATION PROGRAM REBATES BUILT MORE THAN 200 NEW, ALL-ELECTRIC AFFORDABLE HOUSING UNITS IN 2024

3CE CUSTOMERS ARE DOING MORE WITH THEIR ENERGY

$11 million in total rebates distributed

$4 million in rebates distributed to equity projects

Since 2018, more than 7,000 customers received rebates

RESIDENTIAL BATTERY REBATE PROGRAM EMPOWERS CUSTOMERS

Rebate covers equipment and installation, allowing participants to charge batteries during the day when renewables are available and electricity prices are lowest, and discharge batteries end-of-day during peak times when prices are highest

REBATES HAVE FUNDED ELECTRIFICATION FOR OUR CENTRAL COAST SINCE 2018

2,843 Electric Vehicles

2,085 EV Chargers

1,633 Projects for EV Readiness

38 Electric Buses

746 All-Electric Water Heaters & HVAC Systems

1,458 All-Electric Affordable Housing Units

93 Agricultural Equipment Electrification Projects

*3CE's Fiscal Year runs Oct. 1 – Sept. 30



"When it was time to replace one of our fleet vehicles, we knew we wanted to explore electric options. 3CE's rebates made the decision even easier. Their program was straightforward and provided a significant incentive that helped us make the switch to electric. We've seen a noticeable decrease in our fuel costs without any compromise in our service to our customers. Thanks to 3CE, the all-electric truck purchase was a true win-win for the Aromas Water District and the community we serve."

— Robert Johnson,
General Manager,
Aromas Water District

Central Coast Community Energy
70 Garden Court, Suite 300
Monterey, CA 93940

Central Coast Community Energy

PRESORT STD
U.S. POSTAGE
PAID
CENTRAL COAST COMMUNITY ENERGY

3CE GIVES YOU THE POWER TO **DO MORE WITH YOUR ENERGY**

- Plug into rebates for EVs & chargers, all-electric agricultural equipment and household batteries and appliances
- Reduce local emissions for healthier air
- Take control of your energy usage
- Support your local economy
- Give your community a voice in the statewide energy conversation
- Make California's grid cleaner and more reliable

POWER FOR GOOD

Learn More
www.3CEnergy.org/about-us



County of Santa Barbara Assessor

Presentation for City of Solvang

Presented by

Michael T. Daly

Chief Deputy Assessor

October 13, 2025

Agenda

- Introduction
- Countywide and City of Solvang Roll Data
- Prop 19
- Disaster Relief
- New Construction



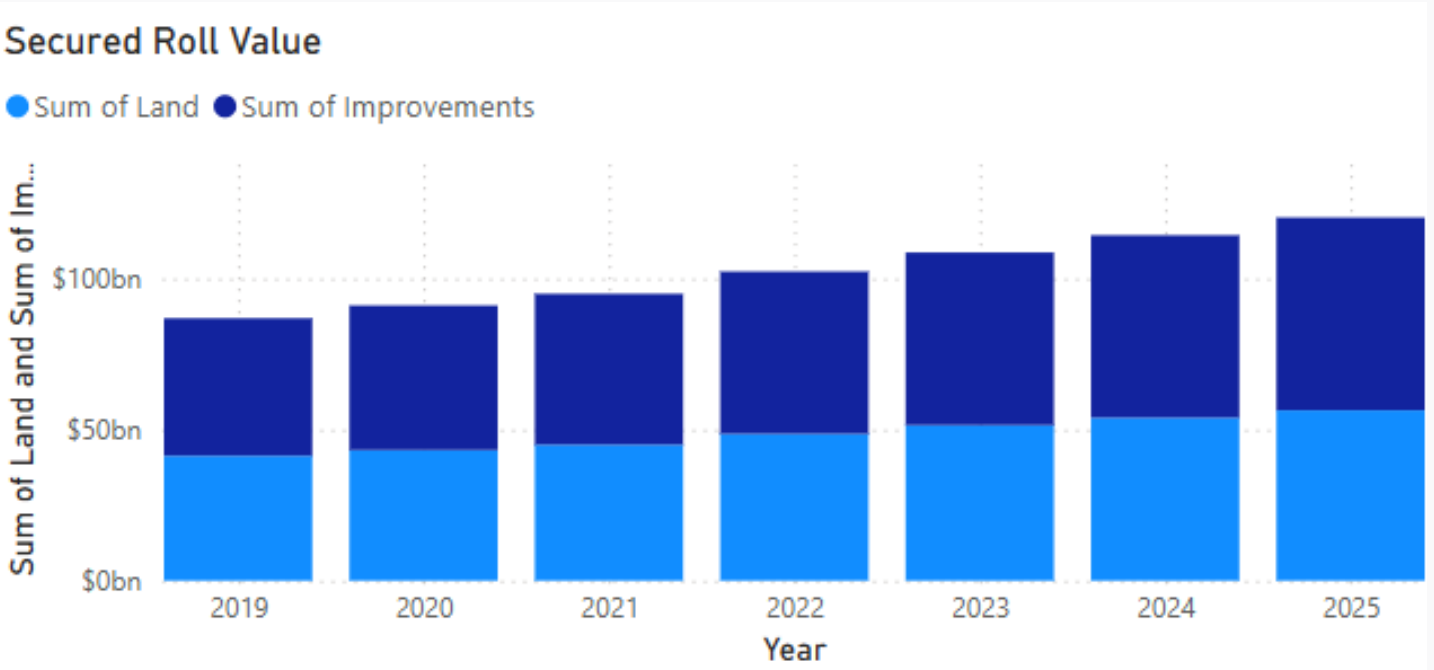
Introduction

- *Chief Deputy Assessor for the County of Santa Barbara*
- *Born and raised in San Diego, graduated UCSB with a B.A. in History and CSU Northridge with a Master's in Public Administration*
- *Started career in the Assessor, Clerk-Recorder, and Registrar of Voters department in 2013 as a property tax appraiser handling commercial appraisal including transfers and new construction*
- *Resolved many complex appeals for property types such as assisted living, golf courses, and hotels*
- *Managed the commercial, residential and mapping divisions before promoting to Chief Deputy Assessor in July 2022*
- *Served as the Chief Deputy Registrar of Voters during the 2024 election cycle*

2020-2025 Secured Roll Data

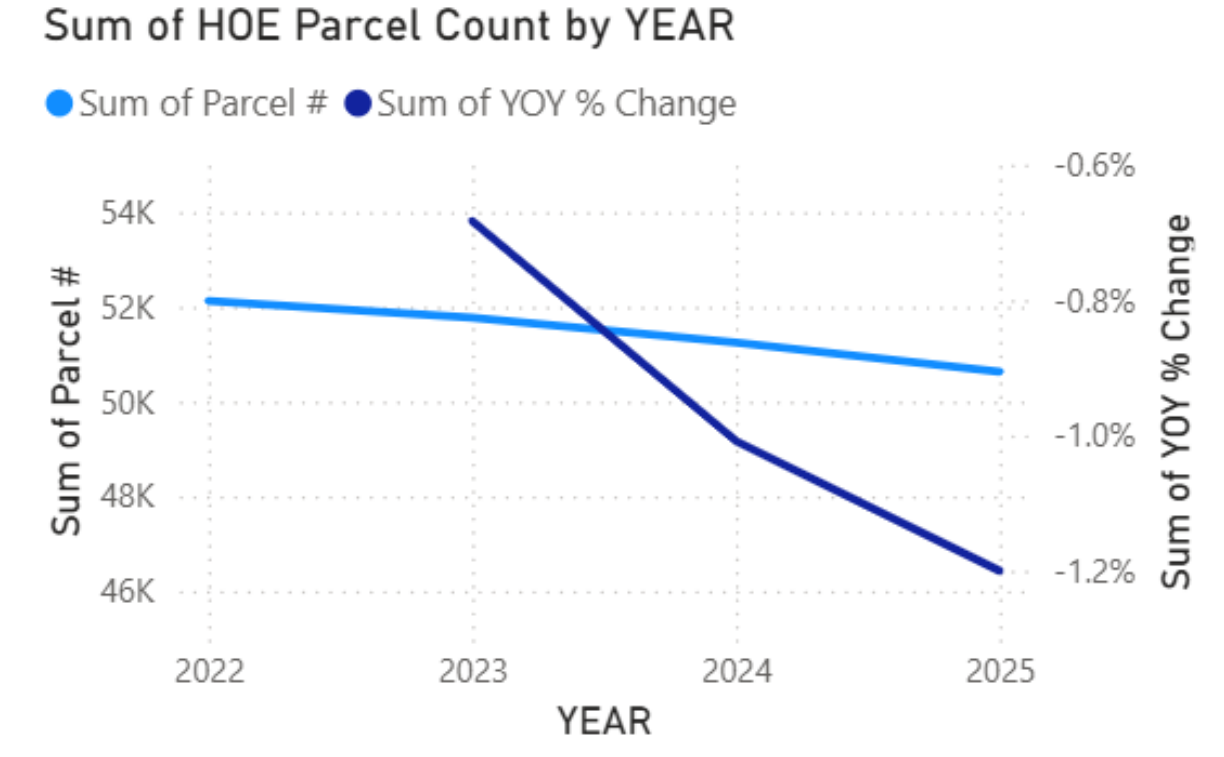
Secured Roll Value

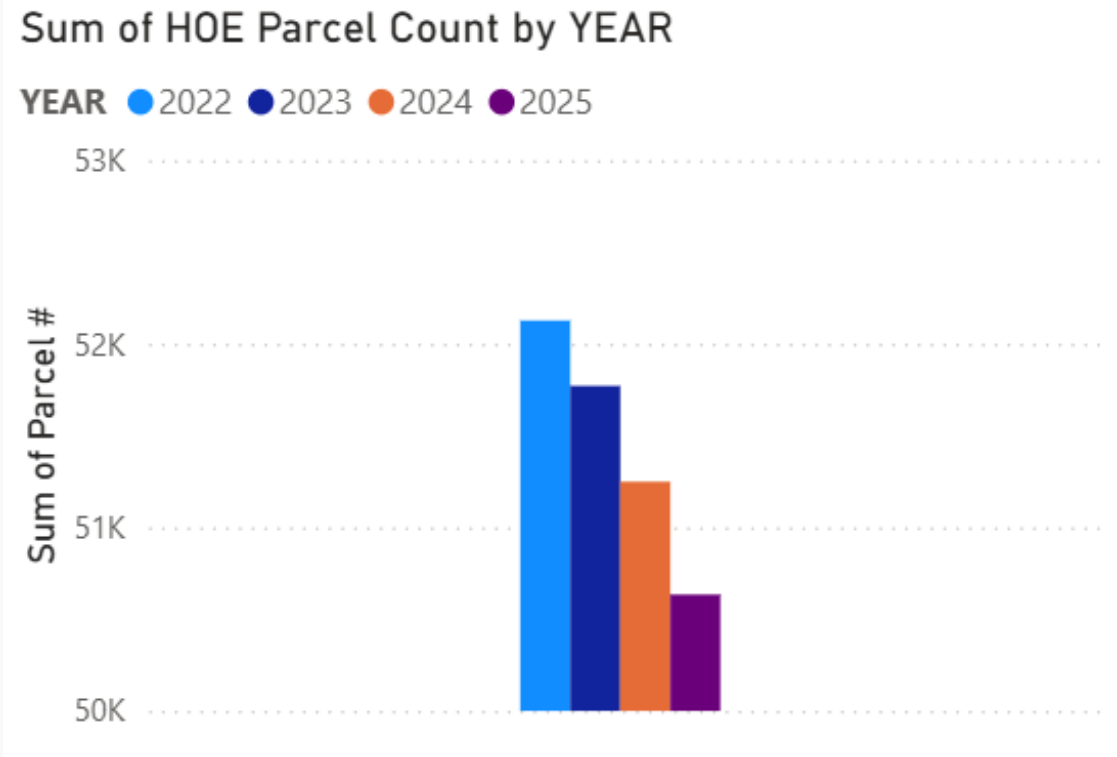
YEAR	Sum of Gross Value	Sum of Gross Value YOY	Median of Gross YOY % change	Average of Overall Gross Value % Change
2025	$121,613,011,114	$5,888,720,624	0.18%	5.09%
2024	$115,724,290,490	$5,878,255,938	-10.49%	5.35%
2023	$109,846,034,552	$6,567,138,724	-10.45%	6.36%
2022	$103,278,895,828	$7,333,748,945	89.23%	7.64%
2021	$95,945,146,883	$3,875,520,102	-9.70%	4.21%
2020	$92,069,626,781	$4,291,884,974		4.89%
2019	$87,777,741,807			
Total	**$726,254,747,455**	**$33,835,269,307**	**-9.70%**	**5.59%**

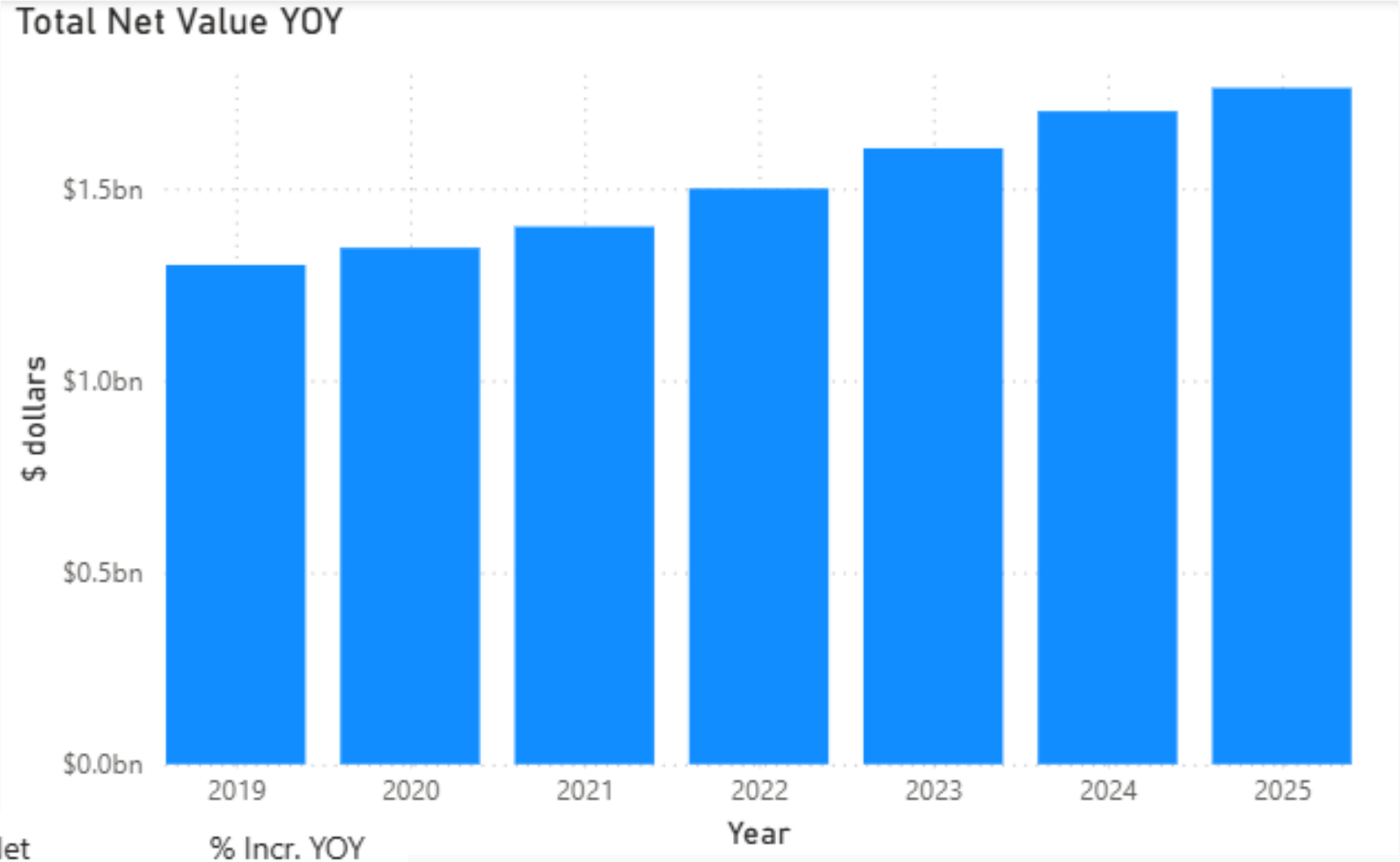




Homeowner’s Exemptions







Year	Parcels	Gross	HOE	#HH	Net	% Incr. YOY
2025	2344	$1,866,183,472	$6,473,600	925	$1,762,117,654	3.57%
2024	2344	$1,777,467,274	$6,589,800	941	$1,701,262,238	6.00%
2023	2348	$1,686,124,085	$6,731,200	962	$1,604,838,779	6.99%
2022	2348	$1,571,687,134	$6,827,800	975	$1,499,982,709	7.09%
2021	2348	$1,474,007,688	$6,978,760	997	$1,400,596,558	4.09%
2020	2345	$1,417,129,974	$7,044,506	1,006	$1,345,525,613	3.44%
Total						**5.20%**

Proposition 19

-Intergenerational

-Base Year Value Transfer

(55+, Disabled, Disaster Victim)

BOE.CA.GOV
for Prop 19
Information

Introduction	Comparison Charts	Guidance Issued/ Rulemaking	Frequently Asked Questions	Related Legislation	Filing Checklist /Additional Resources

boe.ca.gov/prop19

Note: The information presented is intended to provide general and summary information about Proposition 19. It is not intended to be a legal interpretation or official guidance or relied upon for any purpose, but is instead a presentation of summary information. If there is a conflict between the information presented and the text of the proposition or its implementation, the text of the proposition or legal interpretation will prevail. It is highly encouraged that you consult an attorney for advice specific to your situation.

BOE.CA.GOV for Prop 19 Information



PARENT-CHILD & GRANDPARENT-GRANDCHILD EXCLUSION

	Proposition 58/193 (Former Law)	Proposition 19 (Current Law)
Principal Residence	→ Principal residence of transferor → No value limit → Residence and homesite (excess land may be excluded as "other property")	→ Principal residence of transferor and transferee → Value limit of current taxable value plus $1,000,000 (as biennially adjusted) → Family homes and farms
Other Real Property	→ Transferor lifetime limit of $1,000,000 of factored base year value	→ Eliminates exclusion for other real property other than the principal residence
Grandparent-Grandchild Middle Generation Limit	→ Parent(s) of grandchild, who qualifies as child(ren) of grandparent, must be deceased on date of transfer	→ No change: parent(s) of grandchild, who qualifies as child(ren) of grandparent, must be deceased on date of transfer
Filing Period	→ File claim within 3 years or before transfer to third party	→ File for homeowners' exemption within 1 year of transfer → File claim for exclusion within 3 years or before transfer to third party
Implementing Statute	→ Revenue & Taxation Code section 63.1 (implements Propositions 58/193)	→ Revenue and Taxation Code section 63.2 (implements Proposition 19)
Important Dates	→ Through February 15, 2021	→ Effective February 16, 2021

BOE.CA.GOV for Prop 19 Information

BASE YEAR VALUE TRANSFER – PERSONS AT LEAST AGE 55/DISABLED

	Propositions 60/90/110 (RTC Section 69.5)	Proposition 19 (RTC Section 69.6)
Type of Property	→ Principal residence	→ Principal residence
Timing	→ Purchase or newly construct residence within 2 years of sale	→ Purchase or newly construct residence within 2 years of sale
Location of Replacement Home	→ Same county → County with intercounty ordinance (10 counties)	→ Anywhere in California
Value Limit	→ Equal or lesser value → 100% if replacement purchased/newly constructed prior to sale → 105% if replacement purchased/newly constructed in first year after sale → 110% if replacement purchased/newly constructed in second year after sale	→ Any value → No adjustment to transferred base year value if the replacement property is of equal or lesser value than the original property's market value. "Equal or lesser value" means: → 100% if replacement purchased/newly constructed prior to sale → 105% if replacement purchased/newly constructed in first year after sale → 110% if replacement purchased/newly constructed in second year after sale → Amount above "equal or lesser value" is added to transferred value
How many transfers?	→ One time → Exception: After using once for age, second time for subsequent disability	→ Three times
Implementing Statute	→ Revenue & Taxation Code section 69.5 (implements Propositions 60/90/110)	→ Revenue and Taxation Code section 69.6 (implements Proposition 19)
Important Dates	→ Replaced by Proposition 19 (Revenue and Taxation Code section 69.6)	→ Effective April 1, 2021

Prop 19 Data (May 2025)

-Over 900 claims processed

~50% intra-county

-LA with most inbound

		# of Claims	%Total			
IntraCounty	**Santa Barbara County Count**	**432**	**47%**			
Rank	**InterCounty**	**# of Claims**	**% of Total**	**Cumulative Total%**	**% of Intercounty**	**Cumulative InterCounty %**
1	Los Angeles County Count	124	13%	13%	25%	25%
2	Ventura County Count	43	5%	18%	9%	34%
3	Orange County Count	40	4%	22%	8%	42%
4	San Luis Obispo County Count	39	4%	27%	8%	50%
5	San Diego County Count	26	3%	29%	5%	55%
	Other	219	24%	53%	45%	100%
	Total Intercounty	**491**		**53%**		
	Grand Total	923				

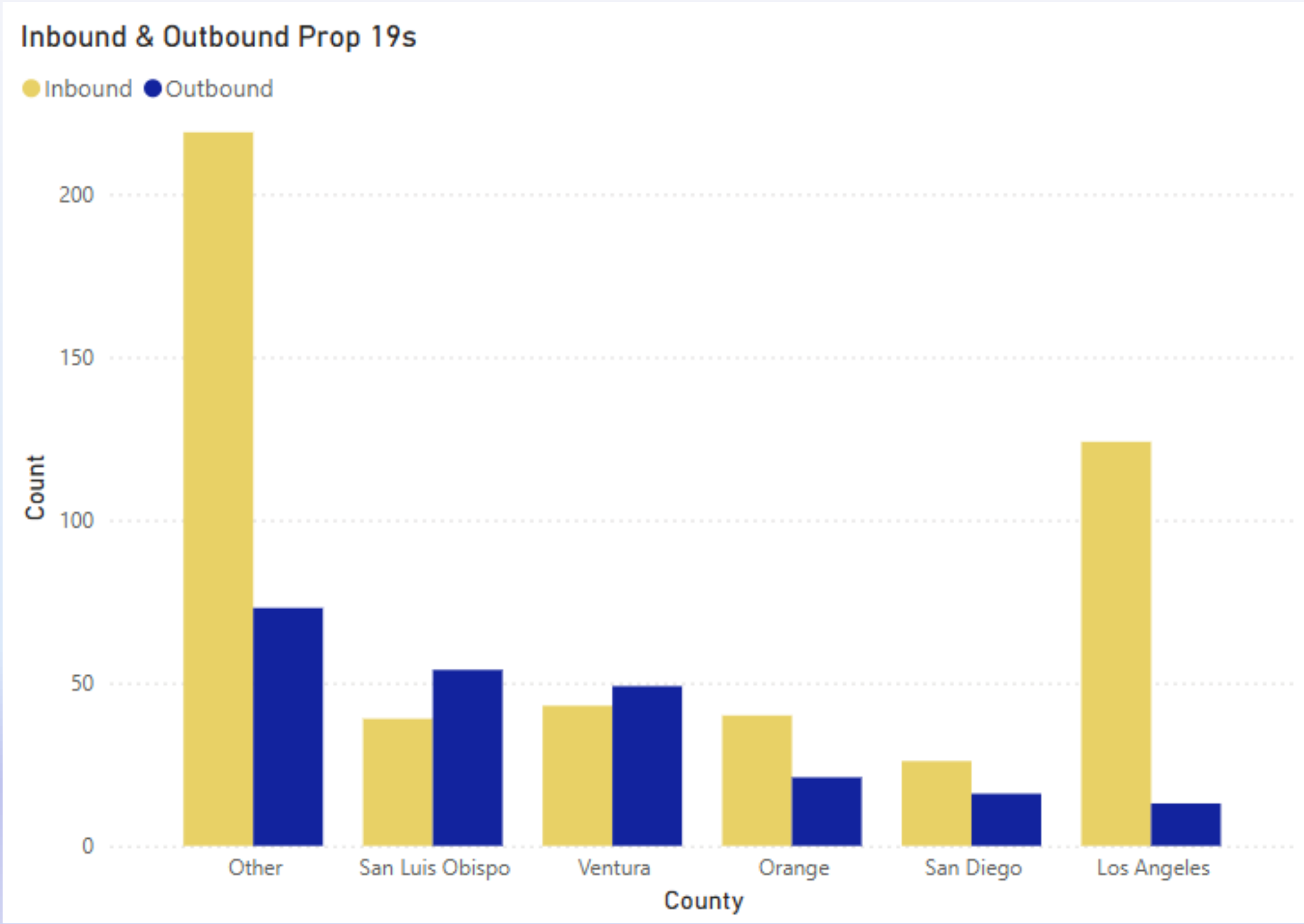
Prop 19 Data (May 2025)

-Over 900 claims processed

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-LA with most inbound

Rank	Outbound Value Certs	226	% of Outbound	Cumulative % of Outbound
1	San Luis Obispo County Count	54	24%	24%
2	Ventura County Count	49	22%	46%
3	Orange County Count	21	9%	55%
4	San Diego County Count	16	7%	62%
5	Los Angeles County Count	13	6%	68%
	Other	73	32%	100%


Inbound & Outbound Prop 19s
Inbound
Outbound
200
150
100
50
0
Count
Other
San Luis Obispo
Ventura
Orange
San Diego
Los Angeles
County

Disaster Relief

BOE.CA.GOV for Prop 19 Information



BASE YEAR VALUE TRANSFER – INTERCOUNTY DISASTER RELIEF

	Proposition 171 (RTC Section 69.3)	Proposition 19 (RTC Section 69.6)
Type of Property	→ Principal residence	→ Principal residence
Timing	→ Purchase or newly construct principal residence within 3 years of disaster	→ Purchase or newly construct principal residence within 2 years of sale
Location of Replacement Home	→ County with intercounty ordinance (14 counties)	→ Anywhere in California
Value Limit	→ Equal or lesser value → 105% if purchased/newly constructed in first year after disaster → 110% if purchased/newly constructed in second year after disaster → 115% if purchased/newly constructed in third year after disaster	→ Any value → No adjustment to transferred base year value if the replacement property is of equal or lesser value than the original property's market value. "Equal or lesser value" means: → 100% if replacement purchased/ newly constructed prior to sale → 105% if replacement purchased/ newly constructed in first year after sale → 110% if replacement purchased/ newly constructed in second year after sale → Amount above "equal or lesser value" is added to transferred value
Type of Disaster	→ Disaster for which the Governor proclaims a state of emergency	→ Wildfire, as defined, or natural disaster as declared by the Governor
Implementing Statute	→ Revenue & Taxation Code section 69.3 (implements Proposition 171)	→ Revenue and Taxation Code section 69.6 (implements Proposition 19)
Important Dates	→ Effective October 20, 1991	→ Effective April 1, 2021

A few distinctions in the statutes

Generally, if a property is damaged by a disaster such as fire or flood, the owner is given relief via reduction in value until the property is restored. The owner retains their factored base value except for portions built above and beyond original footprint.

Reduction of Value while Property is in its Damaged Condition (Sec. 170)

If a calamity such as fire, earthquake, or flooding damages or destroys your property, you may be eligible for property tax relief if the county where your property is located has adopted an ordinance that allows property tax relief to owners of damaged or destroyed property, without fault from the assessee.

Base Year Value Transfer to Replacement Property (Prop 19/R&T 69)

There are provisions for base value transfers under Prop 19. They require a Governor-declared disaster and the owner sell the original property.

Visit the BOE website

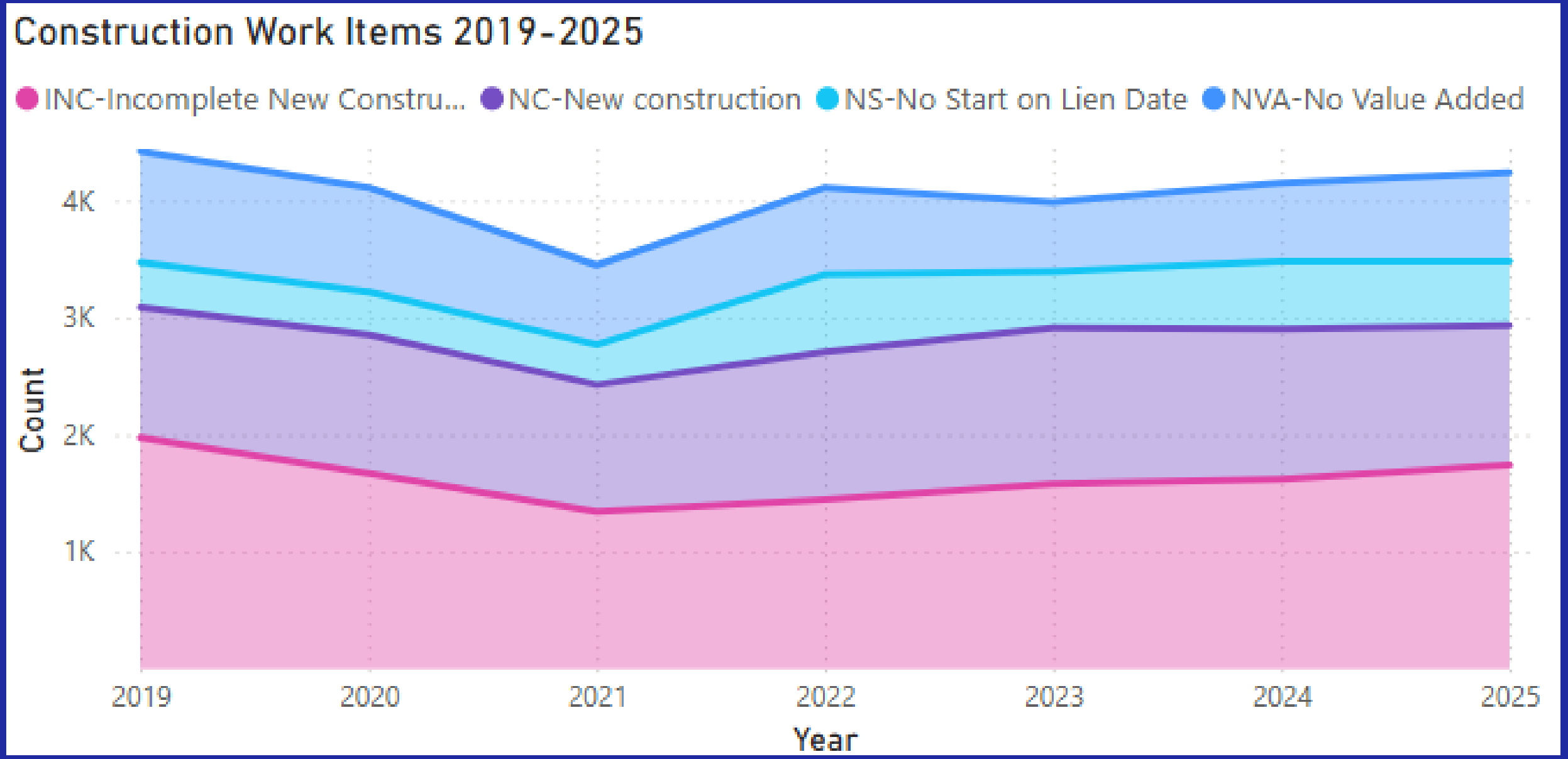
For more information about the nuances of disaster relief, visit boe.ca.gov

SBCAssessor.com to file a claim form

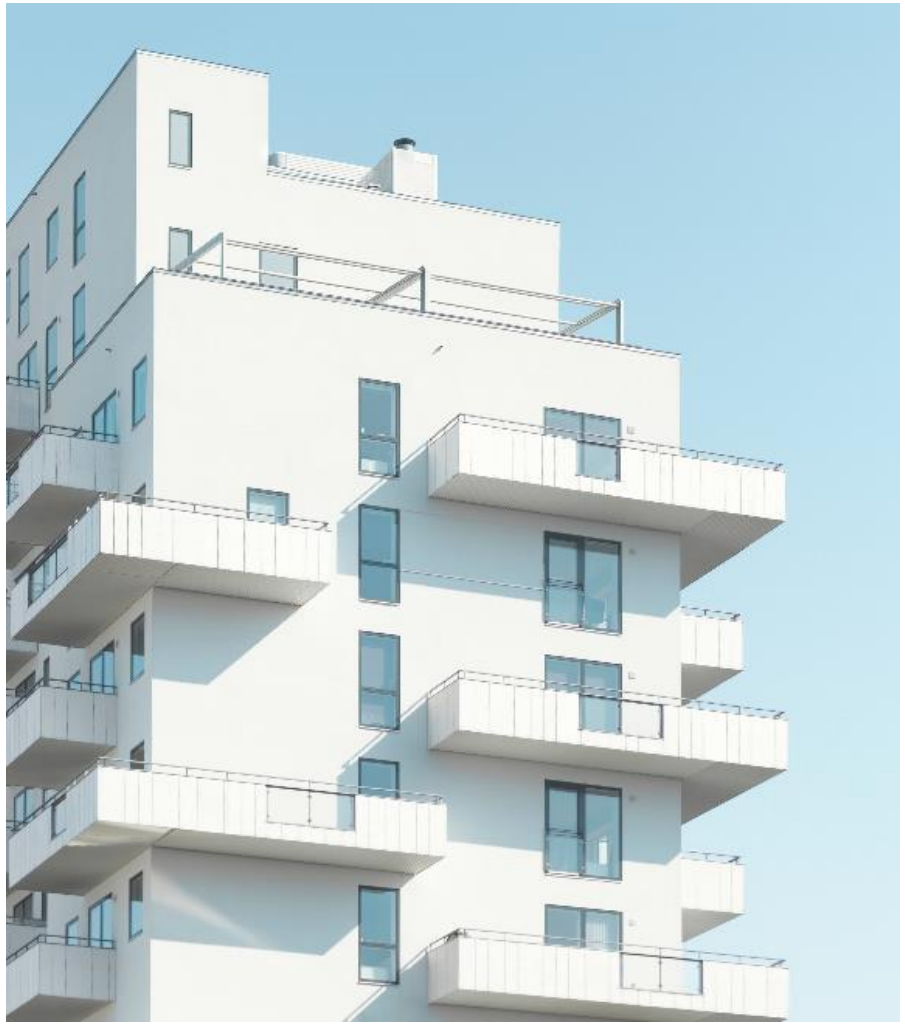
Forms are available on our website and generally must be filed within a year of the disaster/calamity/misfortune, or within two years of sale, depending on circumstance.



New Construction


Construction Work Items 2019-2025
INC-Incomplete New Constru...
NC-New construction
NS-No Start on Lien Date
NVA-No Value Added
4K
3K
2K
1K
Count
2019
2020
2021
2022
2023
2024
2025
Year

What is assessable new construction?



If it’s construction of any kind, it’s “new construction.” Even the smallest of remodels and replacements are considered new construction by our office.

Construction is Discoverable
While our office receives permitting information from all county jurisdictions, all construction is subject to assessment, including unpermitted structures.

Maintenance, Repair, and Replacement May Not be Assessable
Re-carpeting, painting, fixing old HVAC, replacing bath fixtures, and repairing dry rot or termite damaged joists, studs, rafters, siding, etc. may not be reassessed.

Engage…or we may get it wrong!
Each year around January 1st, we send out New Construction Questionnaires to all properties with open new construction work. We need responses. Without a response, we estimate.

Conclusion

CITY COUNCIL ADVANCE CALENDAR

Meeting Date	Agenda Item	Agenda	Dept
27-Oct	Lot 72 Temporary Parking Award	Discussion	Public Works
	Water Wastewater Rates	Presentation	Utilities
	Code Enforcement Office Appreciation Week	Proclamation	Planning
10-Nov	Urban Growth Boundary Direction to Staff	Discussion	Planning
	Adoption of 2025 Building Code	Public Hearing	Planning
24-Nov	Library Update	Presentation	Administration
	Stormwater Annual Report	Consent	Public Works
8-Dec	Adopt Urban Growth Boundary Reso	Discussion	Planning
	Adopt Mitigation Fees Reso	Public Hearing	Planning
	City Council Reorganization - Appt of Mayor pro tem	Discussion	City Clerk
	Approve 2026 City Council Meeting Calendar	Consent	City Clerk
	Revenue Measures Committee Appointment	Discussion	City Clerk
22-Dec	No Meeting		
Future Meetings	RFQ Interim Financing WWTP Administration	Discussion	Finance
	Adopt IS-MND for HCA well	Public Hearing	Utilities
	Library Update	Receive & File	Administration
	Los Olivos CSD Sewer Connection Update	Receive & File	Utilities
	Outdoor dining	Discussion	Planning
	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

Council Requested Agenda Items

Target Date	Agenda Item	Agenda	Dept

MINUTES
SOLVANG CITY COUNCIL
MONDAY, SEPTEMBER 22, 2025

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 Mark Infanti, Elizabeth Orona, Louise Smith

Staff: City Manager Randy Murphy, City Attorney Chelsea O'Sullivan, City Clerk Annamarie Porter, Community Development Director Rafael Castillo, Parks & Recreation Director Jenny McClurg

PLEDGE OF ALLEGIANCE

Eric Daniels led in the Pledge of Allegiance.

1. PROCLAMATIONS, COMMENDATIONS AND CEREMONIAL ITEMS

a. League of Women Voters National Voter Registration Day Proclamation

Tracy Beard received the proclamation

2. PRESENTATIONS

a. PG&E Presentation

Eric Daniels, PG&E Public Policy and External Affairs Expert, presented the report.

3. PUBLIC COMMUNICATIONS – NON- AGENDA AND CONSENT ITEMS

Mayor Brown invited public comments.

Tracy Beard
Vashti Wilson

There were no other public comments.

4. CITY MANAGER REPORT AND ADVANCE CALENDAR

City Manager Murphy reported upcoming items.

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

Mayor Brown reported attending the rededication of the Mission Church, a People Helping People meeting and a tour of the Village planters; spoke about attending a staff awards luncheon and noted attending the recent SBCAG meeting.

Councilmember Infanti reported attending the Library Advisory Committee meeting

6. CONSENT ITEMS

a. Approve Order of Agenda.

b. Approve City Council Minutes: September 8, 2025

c. Adopt Resolution 25-1301 Adopting Updated Special Events Guidebook (pulled)

d. August Report on Santa Ynez Valley Transit Ridership

e. Law Enforcement Services Annual Report

f. Adopt Resolution 25-1302 Approving the Salary Schedule for the position of City Manager

Mayor Brown pulled Item 6.c for separate discussion.

Motion by Mayor Brown to approve the Consent Calendar, as amended, pulling Item No. 6.c for separate consideration, seconded by Mayor pro tem Claudia Orona, and carried 5-0.

ITEMS PULLED FROM CONSENT

c. Adopt Resolution 25-1301 Adopting Updated Special Events Guidebook

Parks & Recreation Director McClurg addressed fees, closure of streets and parking and related fees to recover costs, refundable deposit and results of the fee study.

Councilmember Infanti addressed the effective date, noted that staff has been using the Guidebook for a while and added that it will be effective immediately upon adoption.

Motion by Councilmember Elizabeth, to adopt Resolution 25-1301 Adopting Updated Special Events Guidebook as presented, seconded by Mayor Brown, and carried 5-0.

7. PUBLIC HEARINGS - None

8. DISCUSSION ITEMS:

a. Short Term Rentals Policy & Application

Community Development Director Castillo presented the report. Discussion followed regarding homestays, minimum stay requirements, prohibited types of dwellings, fines, consequences for non-compliance, the need for robust permitting regulations, updating administrative citations and processes, ensuring the City procures the right software and tools, consumption of staff resources, excluded zones and exceptions, transferability of permits.

Discussion followed regarding preserving long-term housing, directing staff to focus on the VMU, working with neighbors to help police compliance and limiting the number of guests.

Mayor Brown invited public comments.

Tracy Beard

There were no other public comments on this item.

Discussion continued regarding caps, what the rules will be and whether they apply to anything outside of the VMU, considering revenue opportunities outside the VMU and the importance of maintaining long-term rentals for the community, distance requirements, 30-unit cap, & prohibiting homestays.

Community Development Director Castillo recommended setting a cap at 30 units. Based on the direction provided, staff will return at a future meeting with an updated ordinance for Council consideration.

b. Chain Retailers

Community Development Director Castillo presented details of the report.

Discussion followed defining “Chain Retailers”, chain restaurants in the Village, maintaining the City’s small-town Danish character, the lack of large spaces in the City needed for large chain retailers, having the market decide demand, ghost retailers.

There were no public comments on this item.

9. COUNCIL CLOSING COMMENTS

Mayor Brown reminded the public of the upcoming State of the City event.

10. ADJOURNMENT

The meeting was adjourned at 8:29 p.m.

Respectfully submitted:

_____

Annamarie Porter, CMC, City Clerk

SUBJECT: **Letters to Governor Newsom re Pending 2025 California State Legislation**

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

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DISCUSSION:
The Governor has until October 12, 2025, to sign or veto bills now on his desk. Cal Cities circulated recommendations of priority measures for cities to support or oppose. Staff reviewed Cal Cities recommendations and identified several bills relevant to Solvang's fiscal health, public safety, and local control. These bills are listed below.

The City's Legislative Platform, last adopted in 2024, sets forth the City's position on a variety of topics. The Legislative Platform also pre-authorizes the Mayor to sign correspondence expressing the City's position on pending legislation so long as such correspondence is consistent with the policy priorities identified in the Legislative Platform. Any such letters must be presented at the next regularly scheduled City Council meeting.

Staff prepared letters setting forth the City's position on the below listed bills. Each letter is customized with Solvang-specific impacts and cites the City Council's Legislative Platform as the basis for the City's comments.

Bills Recommended for Support:

- SB 346 (Durazo) — Short-Term Rental Facilitators / TOT Enforcement
  Platform tie: Supports legislation enabling cities to collect and retain the full amount of local transient occupancy tax from online sales of lodging.

- SB 454 (McNerney) — PFAS Mitigation Fund
  Platform tie: Supports funding and incentives for local water resources and financial assistance to comply with state water quality mandates.

- AB 986 (Muratsuchi) — Landslides as Emergency Condition
  Platform tie: Supports legislation strengthening local emergency preparedness and funding for public safety and disaster systems.

- AB 476 (Mark Gonzalez) — Copper Theft Enforcement
  Platform tie: Supports legislation that safeguards local infrastructure and enables effective public works delivery.

- Wildfire Package: AB 1 (Connolly), AB 888 (Calderon), SB 326 (Becker), SB 616 (Rubio) — Wildfire Resilience & Insurance Access
  Platform tie: Supports funding for public safety programs and advancing community resilience against natural hazards.

- AB 330 (Chris Rogers) — Prepaid Mobile Phone Services Surcharge Extension
  Platform tie: Supports protection of local revenues and maintaining funding mechanisms for vital community services.

- AB 265 (Caloza) — Small Business Recovery Fund
  Platform tie: Supports state aid, tools, and financing mechanisms for local economic development and recovery.

Since all the letters addressed topics already approved in the Legislative Platform, the attached letters were transmitted under the Mayor's signature with a copy to the bill authors, Solvang's legislative delegation, and Solvang's California Cities League regional public affairs manager. The letters are now provided for the Council's information pursuant to the Legislative Platform.

RECOMMENDED MOTION:
"I move to receive and file the 2025 California State Legislation Letters."

ALTERNATIVES:
None

FISCAL IMPACT:
None

ATTACHMENTS:
A. Support Letters (SB 346, SB 454, AB 986, AB 476, AB 1, AB 888, SB 326, SB 616, AB 330, AB 265)

Docusign Envelope ID: 12614662-9029-4669-91A8-D2D0B68FC015

9/22/2025

The Honorable Gavin Newsom
Governor, State of California
1021 O Street, Ste. 9000
Sacramento, CA 95814

RE: SB 346 (Durazo) Local agencies: TOT short-term rental facilitator — Request for Signature

Dear Governor Newsom,

The City of Solvang respectfully requests your signature on SB 346, which would better equip cities to enforce local ordinances related to short-term rentals, including the collection and remittance of transient occupancy taxes (TOT).

Solvang relies on tourism as the cornerstone of its local economy, with TOT and sales tax generating approximately 65 percent of our general fund revenues. Ensuring accurate and transparent collection of these revenues is critical to sustaining essential public services for both residents and visitors.

Short-term rentals can present numerous challenges to neighborhoods and adjacent property owners. They may create additional noise, traffic, parking, and public safety issues, decrease available housing stock, and in some cases turn residential neighborhoods into de facto hotel rows—collectively creating additional demands on local public service providers.

Unfortunately, the enforcement of TOT ordinances and the collection and remittance of these taxes from short-term rentals can be inconsistent, even when voluntary collection agreements are in place. Cities often lack access to basic property information, resulting in a difficult choice either to accept payments without verification or attempt direct collection from property owners—a costly and time-consuming process. Meanwhile, short-term rental facilitators have full knowledge of these properties but resist disclosing this information.

SB 346 would correct this imbalance by requiring facilitators to provide cities with the physical addresses of each listed property and grant full audit authority of TOT dollars. These changes would ensure accurate collection, protect critical local revenues, and allow more efficient enforcement against unlicensed units.
For these reasons, the City of Solvang respectfully requests your signature on SB 346.

Sincerely,

Signed by:
David Brown
0569319E925C466...
David Brown, Mayor
City of Solvang

Docusign Envelope ID: 12614662-9029-4669-91A8-D2D0B68FC015

cc. The Honorable María Elena Durazo
Brady Borcherding, Deputy Legislative Affairs Secretary
David Mullinax, League Regional Public Affairs Manager, dmullinax@cacities.org
Meg Desmond, League of California Cities, cityletters@cacities.org

Docusign Envelope ID: 12614662-9029-4669-91A8-D2D0B68FC015

9/22/2025

The Honorable Gavin Newsom
Governor, State of California
1021 O Street, Ste. 9000
Sacramento, CA 95814

RE: SB 454 (McNerney) — PFAS Mitigation Fund — Request for Signature

Dear Governor Newsom,

The City of Solvang respectfully requests your signature on SB 454, which creates a PFAS Mitigation Fund to support local water and wastewater agencies in treating and remediating PFAS contamination. Solvang operates multiple wells and water tanks, and compliance with state water quality mandates is a significant cost driver. This funding will help us protect public health and our water supply without placing undue burdens on ratepayers.

When the City Council adopted its Legislative Platform, it supported legislation that provides funding and incentives for local water resources, as well as financial/technical assistance to comply with state water quality mandates. This directly relates to this measure and provides the policy basis for Solvang's support.

For these reasons, the City of Solvang respectfully requests your signature.

Sincerely,

Signed by:
David Brown
0569319E925C466...
David Brown, Mayor
City of Solvang

cc. The Honorable Jerry McNerney
Brady Borcherding, Deputy Legislative Affairs Secretary
David Mullinax, League Regional Public Affairs Manager, dmullinax@cacities.org
Meg Desmond, League of California Cities, cityletters@cacities.org

Docusign Envelope ID: 12614662-9029-4669-91A8-D2D0B68FC015

9/22/2025

The Honorable Gavin Newsom
Governor, State of California
1021 O Street, Ste. 9000
Sacramento, CA 95814

RE: AB 986 (Muratsuchi) — Emergency Declarations: Landslides — Request for Signature

Dear Governor Newsom,

The City of Solvang urges you to sign AB 986, which explicitly adds landslides to the list of conditions constituting a local or state emergency. Solvang's hillside areas and aging infrastructure are vulnerable to slope failures during intense storm events, creating risks to residents, businesses, and public facilities. Recognizing landslides as an emergency condition will enable us to access critical state resources more quickly when needed.

When the City Council adopted its Legislative Platform, it endorsed legislation that strengthens local emergency preparedness and funding for public safety systems. This directly relates to this measure and provides the policy basis for Solvang's support.

For these reasons, the City of Solvang respectfully requests your signature.

Sincerely,

Signed by:
David Brown
0569319E925C466...
David Brown, Mayor
City of Solvang

cc. The Honorable Al Muratsuchi
Brady Borcherding, Deputy Legislative Affairs Secretary
David Mullinax, League Regional Public Affairs Manager, dmullinax@cacities.org
Meg Desmond, League of California Cities, cityletters@cacities.org

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9/22/2025

The Honorable Gavin Newsom
Governor, State of California
1021 O Street, Ste. 9000
Sacramento, CA 95814

RE: AB 476 (Gonzalez, Mark) — Copper Theft Enforcement — Request for Signature

Dear Governor Newsom,

The City of Solvang respectfully requests your signature on AB 476, which strengthens enforcement against copper theft. Solvang has invested in upgrading water valves, hydrants, and public lighting—assets that are costly to maintain and vulnerable to theft or vandalism. More vigorous enforcement will protect these investments, reduce service disruptions, and save taxpayer dollars.

When the City Council adopted its Legislative Platform, it supported legislation that safeguards local infrastructure and enables the effective delivery of public works. This directly relates to this measure and provides the policy basis for Solvang's support.

For these reasons, the City of Solvang respectfully requests your signature.

Sincerely,

Signed by:
David Brown
0569319E925C466...
David Brown, Mayor
City of Solvang

cc. The Honorable Mark Gonzalez
Brady Borcherding, Deputy Legislative Affairs Secretary
David Mullinax, League Regional Public Affairs Manager, dmullinax@cacities.org
Meg Desmond, League of California Cities, cityletters@cacities.org

Docusign Envelope ID: 12614662-9029-4669-91A8-D2D0B68FC015

9/22/2025

The Honorable Gavin Newsom
Governor, State of California
1021 O Street, Ste. 9000
Sacramento, CA 95814

RE: Wildfire Package (AB 1, AB 888, SB 326, SB 616) Wildfire Resilience and Insurance Access — Request for Signature

Dear Governor Newsom,

The City of Solvang encourages your signature on AB 1, AB 888, SB 326, and SB 616, which collectively strengthen wildfire mitigation programs, enhance home and community hardening, and improve access to insurance coverage. Located in the Santa Ynez Valley, Solvang is at an elevated risk of wildfires. Residents and businesses have faced difficulties in obtaining or retaining property insurance, and escalating costs pose a threat to our community and economy. These measures provide practical tools to safeguard our people, housing, and businesses that serve visitors.

When the City Council adopted its Legislative Platform, it supported legislation that funds public safety programs and advances community resilience against natural hazards. This directly relates to this measure and provides the policy basis for Solvang's support.

For these reasons, the City of Solvang respectfully requests your signature.

Sincerely,

Signed by:
David Brown
0560349F925C466...
David Brown, Mayor
City of Solvang

cc. The Honorable Damon Connolly (AB 1)
The Honorable Lisa Calderon (AB 888)
The Honorable Josh Becker (SB 326)
The Honorable Susan Rubio (SB 616)
Brady Borcherding, Deputy Legislative Affairs Secretary
David Mullinax, League Regional Public Affairs Manager, dmullinax@cacities.org
Meg Desmond, League of California Cities, cityletters@cacities.org

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9/22/2025

The Honorable Gavin Newsom
Governor, State of California
1021 O Street, Ste. 9000
Sacramento, CA 95814

RE: AB 330 (Rogers) — Prepaid Mobile Phone Services Surcharge Extension — Request for Signature

Dear Governor Newsom,

The City of Solvang respectfully requests your signature on AB 330, which extends the Local Prepaid Mobile Phone Services Surcharge Collection Act to January 1, 2031. Preserving this authority maintains a modest but important local revenue source that helps fund essential services in small cities like Solvang.

When the City Council adopted its Legislative Platform, it supported legislation that protects local revenues and maintains funding mechanisms for vital community services. This directly relates to this measure and provides the policy basis for Solvang's support.

For these reasons, the City of Solvang respectfully requests your signature.

Sincerely,

David Brown, Mayor
City of Solvang

cc. The Honorable Chris Rogers, Assemblymember
Brady Borcherding, Deputy Legislative Affairs Secretary
David Mullinax, League Regional Public Affairs Manager, dmullinax@cacities.org
Meg Desmond, League of California Cities, cityletters@cacities.org

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9/22/2025

The Honorable Gavin Newsom
Governor, State of California
1021 O Street, Ste. 9000
Sacramento, CA 95814

RE: AB 265 (Caloza) Small Business Recovery Fund Act — Request for Signature

Dear Governor Newsom,

The City of Solvang encourages your signature on AB 265, which establishes the Small Business Recovery Fund to support small businesses and nonprofits affected by declared emergencies. Small, visitor-serving enterprises drive Solvang's economy; timely recovery support helps preserve local jobs and community vitality in the aftermath of disasters.

When the City Council adopted its Legislative Platform, it supported legislation providing state aid, tools, and financing mechanisms for local economic development and recovery. This directly relates to this measure and provides the policy basis for Solvang's support.

For these reasons, the City of Solvang respectfully requests your signature.

Sincerely,

Signed by:
David Brown
0560319E925C466...
David Brown, Mayor
City of Solvang

cc. The Honorable Jessica Caloza, Assemblymember
Brady Borcherding, Deputy Legislative Affairs Secretary
David Mullinax, League Regional Public Affairs Manager, dmullinax@cacities.org
Meg Desmond, League of California Cities, cityletters@cacities.org

CITY COUNCIL STAFF REPORT

AGENDA ITEM: 6.d

MEETING DATE: October 13, 2025

SUBJECT: Quarterly July, August, September 2025 Report of Records Requests receive & file

PREPARED BY: Annamarie Porter, City Clerk

DISCUSSION:

This report of public records requests is presented pursuant to City Council request.

During the three-month period we received 42 requests for records.

Average days to close were 3.7

11 were from out of state. Nine were from undisclosed states. The remainder were from within California

ATTACHMENTS:

A. Report of requests

Id	Request Text	Request Date	Closed Date	Requester Name	State
25-133	Hello, We are working with a Client to obtain any information about Alisal Commons Park/Open Space located intersection of Alisal Rd and Juniper Ave. Any information is helpful. I'm looking for the following: 1) hazard maps specifically for seismic-induced landslides, earthquakes or faults, and liquefaction. 2) historic groundwater maps and/or groundwater wells 3) Any soil reports near Alisal Commons Park/Open Space located intersection of Alisal Rd and Juniper Ave. Thank you so much, enjoy the rest of the week. Celine Treyes	09/25/2025 04:02:37 PM	09/30/2025 03:30:46 PM	Celine Treyes	
25-132	My name is Nathan Eberhard with The Claims Center, LLC. I am working on behalf of Southern California Gas Co to obtain a copy of the certificate of liability insurance for the contractor, Lara's Construction license # 1065194, that preferably covers the date 10/27/23. While working at or near 380 Bell St., Los Alamos, CA a gas main was damaged. The reason we are reaching out to you is because Lara's Construction is based in Solvang, CA and provides services therein. Does the city of Solvang keep records of liability insurance for this contractor, perhaps in connection with a municipal contract?	09/25/2025 02:11:14 PM		Nathan Eberhard	MN
25-131	Good Afternoon, I am writing to request a copy of the approved site plan for 601 Oak Ridge Rd., Solvang (APN 137-750-014) Thank you	09/24/2025 02:01:47 PM	09/26/2025 10:15:12 AM	Amber Geraghty	CA
25-130	TOT history for (1) hotels/motels or conventional lodging, and (2) short term rentals. Monthly from 2015 to 2025 (through August)	09/19/2025 08:25:02 AM	09/22/2025 11:39:18 AM	mark schniepp	CA
25-129	Residential Permit History for the City of Solvang, Monthly, for SFUs, ADUs, and MFUs 2018 to 2025 (through August)	09/19/2025 08:20:32 AM	09/24/2025 10:56:10 AM	mark schniepp	CA
25-128	Hi! Can you please send me plans, permits and reports that you have on file for 654 Chalk Hill Road, Solvang? Thank you.	09/17/2025 12:43:49 PM	09/17/2025 03:00:36 PM	LaToya Ramos	CA

25-127	SmartProcure is submitting a public records request to the City of Solvang for any and all purchasing records from 3/6/2025 to current. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable. The specific information requested from your record-keeping system is: 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number 2. Purchase date 3. Line item details (Detailed description of the purchase) 4. Line item quantity 5. Line item price 6. Vendor ID number, name, address, contact person and their email address If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond. As an added security and privacy measure, there will be a unique upload link for any new requests moving forward, including this one. We appreciate your assistance towards this request. You may also attach the information to this email.	09/17/2025 09:51:27 AM	09/17/2025 12:59:47 PM	Lisa Chatar	FL
25-126	I am seeking all publicly-available correspondence between city council staff and former city manager David Gassaway, from December 31, 2018 through December 31, 2019.	09/05/2025 12:17:04 PM	09/08/2025 09:10:16 AM	Mark Portuondo	CA
25-125	can I please get all the record of all permits and plans on 1550 Laurel Ave Solvang ca 93463	09/04/2025 06:20:35 PM	09/08/2025 09:05:49 AM	Alex Uribe	CA
25-124	We respectfully request all the contractors bid documents including ours for project # PW 25-002 Alamo Pintado Road Pavemnet	09/04/2025 10:15:34 AM	09/04/2025 12:33:36 PM	Vince Lopez III	CA
25-123	I respectfully request scanned copies of the following bids for this project: Toro Enterprises Granite Construction V. Lopez Jr. & Sons G.E.C., Inc.	09/03/2025 12:00:00 AM	09/04/2025 09:56:03 AM	Butch Lopez	

25-122	Pursuant to the California Public Records Act, this is a request for an electronic document which lists all Vendor payment transactions for year ending 2024 (fiscal 2023/2024 or calendar year 2024). This could be considered one of the following reports: Warrant Report, Accounts Payable Report, Vendor Payment Checkbook Report, Checkbook Register, Expenditure Data, Transactional Detail Payments, Online Checkbook, or Disbursements. Here is an online example from the City of San Francisco, California (https://data.sfgov.org/City-Management-and-Ethics/Vendor-Payments-Vouchers-/n9pm-xkyq/data). We would accept any existing report which contains a minimum of the Payee Name, Amount and Date of each transaction. The principal purpose of this is to make this information more accessible to the public and to disseminate information regarding the health, safety, and welfare of the general public. This request is not for personal or commercial benefit and we are exercising the general rights of the public. For this reason we are requesting	09/03/2025 07:12:01 AM	09/08/2025 04:16:03 PM	Erin Raasch	FL
25-121	Hi there! I am requesting access to full building permit documentation issued between August 2024 and September 2025. Specifically, I am seeking copies of records that include floor plans, inspector reports (including issues encountered), applications submitted, and related supporting documents. Please let me know the process for obtaining these records under the California Public Records Act. Please feel free to contact me at oliviaander729@gmail.com Thank you for your assistance.	09/02/2025 01:29:58 PM	09/03/2025 08:17:35 AM		

25-120	Please report the monthly or quarterly transient occupancy tax (TOT) revenue accrued during the 2024-2025 fiscal year, as well as the TOT rate imposed during that time. Include all TOT revenue accrued during this period, even if the payments are not yet collected. If possible and applicable, provide a breakdown of the TOT revenue accrued by short-term vacation rentals (Airbnb, Vrbo, etc.) and/or campgrounds.	08/29/2025 01:11:34 PM	09/04/2025 09:48:05 AM	Ginger Jensen	OR
25-119	I am looking for the addresses of each property that is permitted for Short-Term/Vacation Rentails in Solvang.	08/29/2025 11:08:29 AM	09/03/2025 08:14:48 AM	Jeff Treuting	
25-118	I would like a coipy of one years water costs/invoices for 991 College Cyn Rd. n Solvang. I represent the new owners, Jim and Louise West, I am their real estate broker. We need to provide the bills to a prospective tenant. thank you	08/28/2025 01:40:22 PM	09/03/2025 08:14:10 AM	Marilyn Elam	CA
25-117	Good morning, I am a student at Calbright College currently researching the history of Solvang for a school project. Due to my work and class commitments, I am unable to visit Solvang in person to conduct research. I am writing to formally request, under the Freedom of Information Act (FOIA) and/or the California Public Records Act (PRA), access to any scanned copies or electronic records pertaining to: Documents, reports, or correspondence detailing the founding, development, and significant historical events of Solvang Records related to notable celebrations (such as Danish Days), town festivals, and key anniversaries Architectural plans, city maps, or documentation about historical landmarks in Solvang Records regarding the impact of cultural, demographic, or policy changes shaping Solvang's identity Any archived photographs, news articles, or brochures produced by the City of Solvang, Santa Barbara County, or related agencies Meeting minutes, resolutions, or ordinances relevant to Solvang's historic preservation efforts If possible, please include: A list or index of available	08/28/2025 08:57:12 AM	09/08/2025 09:20:33 AM	Samantha L Camunez	CA

25-116	PRA request for RFP submittals and award details for (RFP) Building Department Services.	08/25/2025 11:46:48 AM	09/03/2025 08:11:15 AM	Victor Aguilar	CA
25-115	I am looking for data on legally ran short term rentals in Solving. I noticed in your municipal code that a certificate is required. Is there any way to get a list of recorded short term rental certificate numbers and parcel IDs?	08/22/2025 12:39:59 PM	08/27/2025 01:09:42 PM	Tatiana Bickler	WA
25-114	I would like to request a downloadable copy of the Solvang city zoning map if it is available (preferably as a shapefile or as a pdf).	08/22/2025 12:35:27 PM	08/25/2025 09:49:26 AM	Tatiana Bickler	WA
25-113	Hello, I am a general contractor looking for plans for a clients house. Address is 1940 Viborg. We do not have specific scope of work yet so just working out ideas at this point and need plans for design and budget estimation purposes.	08/20/2025 03:09:54 PM	08/22/2025 08:39:13 AM	Alan Lockwood	CA
25-112	The Data Branch is hereby submitting a commercial records request. We seek a spreadsheet containing all purchase orders from January 1, 2021, to present day. Requested Information: Spreadsheet containing all purchase orders from January 1, 2021, to present day. If easily accessible, please provide the following details for each purchase order: -Purchase order number or equivalent -Purchase date -Vendor ID or equivalent -Vendor name -Line item details -Line item quantity -Line item unit price -Line item total price Format & Delivery: We understand systems and formats may vary. These records generally live in your ERP, and a spreadsheet export of that may be easiest. We would appreciate it if you replied in this email thread if possible. However, if this is not possible, please feel free to send them in any format you prefer, including: -Spreadsheet (Preferred) -PDF -Word -Existing reports from your ERP -Any readily available, already existing records resembling purchasing records (even if missing some requested columns) Note on Commercial Nature & Scope: This	08/19/2025 06:43:30 AM	08/20/2025 10:27:00 AM	Woo Park	DE
25-111	I'm looking for all building records for 1622 Copenhagen Drive.	08/15/2025 02:45:55 PM	08/22/2025 08:36:08 AM	Christos Celmayster	CA

25-110	I am writing on behalf of Better World Technology, Inc. to formally request information regarding the recently awarded contract for Managed IT Services—the RFP with a submission deadline of May 23, 2025. Could you please provide the following: •The total contract award amount and payment structure •A copy of the executed agreement or award resolution •Any additional public information pertaining to the award criteria or scope	08/14/2025 12:00:00 AM	08/14/2025 02:37:54 PM	jerry Garcia	
25-109	I'm looking for any meetings, records, emails, applications or letters by T-Mobile or Centerline Communications for the years 2024 and 2025. These may pertain to building permits, planning, zoning, or CUP applications within the city.	08/13/2025 09:51:45 AM	08/20/2025 10:28:46 AM	Bryon Gunnerson	WA
25-108	I need the roofing plans for 253-263 3rd st solvang 93463 CA. Please send any plans in file in the process I would like all the plans we can get. I am the owner and looking to do some roof improvements /work. best, Brandon	08/07/2025 02:07:53 PM	08/08/2025 11:25:57 AM	Brandon Birtell	CA
25-107	Hello, Please provide information and documentation for parcel 139-031-020. Also, what are the building possibilities for this parcel?	08/06/2025 12:32:34 PM	08/07/2025 04:09:49 PM	Randy	CA

25-106	Dear Clerk, I hope this email finds you well! My name is Yocilin Solis, and I am a research assistant at the Tobacco Economics and Modeling of Policy Outcomes (TEMPO) Lab at the Yale School of Public Health. We are currently compiling local recreational cannabis ordinances passed over the last six years. I'm writing to request information on the current retail cannabis tax rate, as well as any changes made since 2022. If available, could you also provide documents that codify these changes? Your assistance would be greatly appreciated in ensuring Solvang is represented accurately in the dataset we are constructing for public use. Thank you and have a great day! Best, Yocilin -- Yocilin Solis Lopez (she/her) B.A. Ethics, Politics, & Economics, Advanced Language Certificate in Spanish Yale University Class of 2027	07/31/2025 12:00:00 AM	08/01/2025 08:33:18 AM	Yocilin Solis Lopez	
25-105	Hello, I am working on behalf of Southern California Gas Company to obtain a copy of the certificate of liability insurance for the contractor True Landscape that covers the date of 11/6/23. I am wondering if the City of Solvang might have anything on hand? Thank you.	07/29/2025 07:21:01 AM	07/29/2025 08:52:44 AM	Jakob Wrobel	MN
25-104	Greetings, I am working on behalf of Southern California Gas Company. Please email me a copy of the Certificate of Liability Insurance for UTRERA MASONRY INC covering 2023-2024. (Please Ref. Our File 2MN307520). Thank you for your kind assistance.	07/28/2025 01:52:01 PM	07/29/2025 08:14:19 AM	Aurea Brown	MN
25-103	Hello. I would like to request property setback distances and easements for an undeveloped parcel served by a private road. APN 137-660-045. I am preparing new construction documents for the property and want to be clear on the distances from all sides. Thank you	07/25/2025 11:20:54 AM	07/28/2025 08:55:18 AM	LEE GEISLER	CA
25-102	Permit History for 644 Hillside Drive Solvang,	07/25/2025 10:25:31 AM	07/28/2025 08:54:30 AM	Chantal Cloutier	CA

25-101	We're in escrow on the property at 409 1st st, Solvang, CA. Please provide all archive plans, permits and site surveys pertaining to 409 1st st, Solvang, CA (Mirabelle Inn)	07/22/2025 01:58:41 PM	07/28/2025 08:54:01 AM	Arvand Sabetian	CA
25-100	I am appraising an apartment building in the City of Solvang - 310 5th Street. I was hoping to get copies of any building permits and Certificates of Occupancy.	07/21/2025 06:22:09 AM	07/28/2025 08:53:00 AM	Brynn Crispino	
25-99	Greetings, I am working on behalf of Southern California Gas Company. Please email me a copy of the Certificate of Liability Insurance for Uterea Masonry Inc covering 2023-2024. (Please Ref. Our File 2MN307520). Thank you for your kind assistance.	07/18/2025 04:25:35 PM	07/28/2025 08:50:38 AM	Aurea Brown	MN
25-98	Hi, Can you please send me any permits, reports and plans you have on file for 644 Chalk Hill Road, Solvang? Thank you	07/17/2025 12:01:20 PM	07/17/2025 03:56:24 PM	LaToya Ramos	CA
25-97	I am requesting the landscape plan for the Merkantile project, which I believe was approved in 2018. I am interested specifically in how it faces all of Old Mission Drive. During the entire approval process we were intimately involved, and the planting of trees along Old Mission was a very key point to help mitigate the size of the buildings and to block the residents view of the buildings. At least 2 of those trees that were part of that plan have died and have never been replaced.	07/16/2025 06:44:58 PM	07/29/2025 08:13:15 AM	Gabriel Rossetti	CA
25-96	Hi Wendy Now that the RFP has been awarded, I would like copies of all RFP proposals. The city stated in the RFP that “all proposals shall be public records”. I am happy to pick them or download them if you can tell me who to ask for at the city desk or provide a download link. Thank you Hope you have a great weekend. Steve	07/11/2025 12:00:00 AM	07/11/2025 03:06:00 PM	Steve Saucier	

25-95	Hello Randy! I hope you are well Could you please send me over the 2025 Solvang Business Licenses, I'm going to start working on the business guide for this year's State of the City. Thanks in advance. 😊 Kindly, Mitzi Sevilla | Marketing & Communications Coordinator Solvang Chamber of Commerce 805.688.0701 solvangcc.com @solvangchamber	07/10/2025 12:00:00 AM	07/11/2025 12:17:11 PM	Mitzi Sevilla	
25-94	I am a Solvang Resident living up on Skytt Mesa. I no longer have my title report containing CCRs. Please forward the CCRs for the Skytt Mesa Development. THANKS VERY MUCH.	07/09/2025 06:18:49 PM	07/11/2025 09:41:35 AM	Anne Nicholas	CA
25-93	Request a copy of your building permit records from July 14, 2023, up to the present. Please include any fields that your permitting system tracks. This includes but is not limited to: -Permit Number -Applied/Issued Dates -Work Address -Permit Type -Permit Status - Description of the work being done - Contractor and Architect Details -Job Valuations The preferred file type is a searchable PDF, the same format you provided in our previous request.	07/06/2025 09:10:26 PM	07/10/2025 08:24:10 AM	Rolex Domengiano	CA
25-92	All permits, including, without limitation, occupancy permits, for the medical condominium unit located at: 680 Alamo Pintado Road, Suite 202 Solvang, CA 93463 Purchaser: Santa Ynez Band of Chumash Indians or Santa Ynez Band of Mission Indians Tenant: Santa Ynez Tribal Health Clinic Many thanks, Sam Cohen, Government Affairs & Legal Officer Santa Ynez Band of Chumash Indians	07/01/2025 01:49:08 PM	07/08/2025 04:55:29 PM	SAMUEL COHEN	CA

CITY COUNCIL STAFF REPORT

AGENDA ITEM: 6.e

MEETING DATE: October 13, 2025

SUBJECT: Approve September Warrant Register

PREPARED BY: Wendy Berry, Administrative Services Director

Attachment provided is a report of payables for the Month of September 2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-AP Bank Code						
11295	Advanced Automotive Solutions Inc.	09/15/2025	Regular	0.00	363.33	47674
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
43284	Invoice	09/08/2025	Oil Change - Truck #635	0.00	363.33	
	501-5200-502-53008	Vehicle Repairs & Maint.	Oil Change - Truck #635	181.67		
	501-5300-503-53008	Vehicle Repairs & Maint.	Oil Change - Truck #635	181.66		
10613	Advantage Group, The	09/15/2025	EFT	0.00	194.00	7569
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
188004	Invoice	08/31/2025	Monthly HRA/Payroll	0.00	194.00	
	100-1100-105-51005	Retiree Medical/Dental/Li	Monthly HRA/Payroll	156.85		
	500-5100-105-51005	Retiree Medical/Dental/Li	Monthly HRA/Payroll	12.40		
	501-5200-105-51005	Retiree Medical/Dental/Li	Monthly HRA/Payroll	12.28		
	501-5300-105-51005	Retiree Medical/Dental/Li	Monthly HRA/Payroll	12.47		
11703	AM Signal, LLC	09/15/2025	Regular	0.00	326.25	47675
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
M30872	Invoice	08/18/2025	StreetSmart Data Collection & Reporting S	0.00	326.25	
	100-1600-600-70105	Projects	StreetSmart Data Collection & R	326.25		
10873	Aqua-Metric Sales Company	09/02/2025	Regular	0.00	1,040.73	47618
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0109776	Invoice	08/26/2025	New Meter registers & Cables	0.00	1,040.73	
	500-5100-501-57030	Water Meter Replacemen	New Meter registers & Cables	1,005.50		
	500-5100-501-57030	Water Meter Replacemen	New Meter registers & Cables	35.23		
51792	ARIAS, ELIZABETH	09/15/2025	Regular	0.00	200.00	47676
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0013838	Invoice	09/08/2025	Recreation Refund	0.00	200.00	
	100-20036	Due to A/R Customer-Civi	Recreation Refund	200.00		
11552	Arturo Navarro Jr.	09/02/2025	Regular	0.00	320.00	47619
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0013788	Invoice	08/25/2025	Umpire - August 2025	0.00	320.00	
	100-1300-360-52005	Recreation Programs	Umpire - August 2025	320.00		
11434	Badawi & Associates	09/30/2025	Regular	0.00	20,832.75	47730
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
1954	Invoice	09/22/2025	2025 Audit	0.00	20,832.75	
	100-1100-120-56013	Audit	2025 Audit	20,832.75		
10553	BrightView Landscape Services	09/08/2025	Regular	0.00	8,328.00	47650
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
9451338	Invoice	08/31/2025	Brightview FY 2025-26	0.00	8,328.00	
	205-3500-804-53005	Open Space/Landscape	Brightview FY 2025-26	8,328.00		

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11687	California Consulting, Inc.	09/15/2025	EFT	0.00	4,600.00	7570

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
7348	Invoice	09/01/2025	Professional Services for Grant Services	0.00	4,600.00
	100-1100-120-57016	Professional Services	Professional Services for Grant S	4,600.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10141	CalPortland Construction	09/15/2025	Regular	0.00	772.13	47677

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
96903964	Invoice	08/28/2025	Sand Slurry	0.00	772.13
	501-5200-502-53003	Repairs and Maintenance	Sand Slurry	772.13	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10076	Cannon Associates	09/22/2025	EFT	0.00	17,590.40	7583

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
93044	Invoice	09/08/2025	Nyborg Waterline Replacement	0.00	17,590.40
	803-5100-501-70105	Projects -WATER	Nyborg Waterline Replacement	17,590.40	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11279	Carollo Engineers, Inc	09/22/2025	EFT	0.00	19,500.00	7584

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
FB70870	Invoice	09/04/2025	WWTP Water Quality Project	0.00	19,500.00
	804-5300-503-70105	Projects -WASTEWATER	WWTP Water Quality Project	19,500.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11008	Carrs Boots & Western Wear	09/15/2025	EFT	0.00	175.00	7571

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
17179	Invoice	07/01/2025	Work Boots - Andrew Calles	0.00	175.00
	100-1300-300-51014	Safety Gear	Work Boots - Andrew Calles	175.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11680	Central Holding Group, LLC	09/30/2025	Regular	0.00	2,797.13	47733

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
INV0013854	Invoice	09/22/2025	Transit Rent - October	0.00	2,797.13
	502-5000-850-57011	Lease Payments	Transit Rent - October	2,797.13	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
91300	Cesar Avila	09/08/2025	EFT	0.00	175.00	7557

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
INV0013807	Invoice	09/02/2025	Work Boots Reimbursement	0.00	175.00
	501-5200-502-51014	Safety Gear	Work Boots Reimbursement	43.75	
	501-5300-503-51014	Safety Gear	Work Boots Reimbursement	131.25	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10647	Chiloni Huffman	09/22/2025	Regular	0.00	71.00	47701

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
122	Invoice	08/31/2025	Wednesday Classes - July	0.00	71.00
	100-1300-370-52005	Recreation Programs	Wednesday Classes - June	71.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10224	Christophe Millner	09/22/2025	EFT	0.00	700.00	7593

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
INV0013850	Invoice	09/15/2025	Tai Chi - Adult Programs	0.00	136.50
	100-1300-370-52005	Recreation Programs	Tai Chi - Adult Programs	136.50	
INV0013851	Invoice	09/16/2025	Kung Fu - Youth Programs	0.00	563.50
	100-1300-365-52005	Recreation Programs	Kung Fu - Youth Programs	563.50	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11761	Cintas Corporation No. 2	09/08/2025	Regular	0.00	1,359.38	47651

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
5285109401	Invoice	09/03/2025	New first aid kits	0.00	1,359.38
	100-1300-310-52003	Supplies	New first aid kits	271.88	
	100-1300-330-52003	Supplies	New first aid kits	271.88	
	100-1600-605-52003	Supplies	New first aid kits	271.88	
	100-1600-620-52003	Supplies	New first aid kits	271.86	
	100-1600-630-52003	Supplies	New first aid kits	271.88	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11761	Cintas Corporation No. 2	09/15/2025	Regular	0.00	56.92	47678

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
5289492501	Invoice	08/29/2025	First Aid Supplies	0.00	56.92
	100-1200-200-52003	Supplies	First Aid Supplies	11.38	
	100-1200-210-52003	Supplies	First Aid Supplies	11.38	
	100-1300-300-52003	Supplies	First Aid Supplies	11.38	
	100-1600-600-52003	Supplies	First Aid Supplies	11.38	
	100-1600-605-52003	Supplies	First Aid Supplies	11.40	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10195	City of Lompoc Finance Dept.	09/15/2025	EFT	0.00	1,666.66	7572

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
18383	Invoice	09/03/2025	Transit Services - October	0.00	1,666.66
	502-5000-850-56003	Wine Country Express	Transit Services - October	1,666.66	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11551	Clean Machine Laundromat	09/22/2025	Regular	0.00	100.00	47702

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
0690-13	Invoice	09/11/2025	Laundry Service	0.00	100.00
	100-1600-605-53003	Repairs and Maintenance	Laundry Service	100.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10732	Coastal Ag	09/02/2025	Regular	0.00	117.30	47620

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
1179841-IN	Invoice	08/25/2025	High Pressure Valve	0.00	117.30
	100-1600-690-52003	Supplies	High Pressure Valve	117.30	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10732	Coastal Ag	09/08/2025	Regular	0.00	383.63	47652

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
1179971-IN	Invoice	08/28/2025	Service on Pressure Washer	0.00	383.63
	100-1600-690-53003	Repairs and Maintenance	Service on Pressure Washer	383.63	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11587	Column Software PBC	09/02/2025	Regular	0.00	85.65	47621

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
8BC38120-0123	Invoice	08/21/2025	PC PH Appeal 1704 Mission Drive	0.00	85.65
	100-1200-200-57015	Printing and Publishing	PC PH Appeal 1704 Mission Driv	85.65	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11587	Column Software PBC	09/30/2025	Regular	0.00	90.31	47731

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
8BC38120-0125	Invoice	09/25/2025	CC PH - 1704 Mission Appeal	0.00	90.31
	100-1000-100-57015	Printing and Publishing	CC PH - 1704 Mission Appeal	90.31	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10197	County of Santa Barbara	09/15/2025	Regular	0.00	1,822.17	47679
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
1039	Invoice	08/26/2025	Laboratory Analysis for Water Quality Mo	0.00	1,822.17	
	100-1600-720-57058	Lab Fees and Stormwater	Laboratory Analysis for Water Q	1,822.17		
10197	County of Santa Barbara	09/30/2025	Regular	0.00	2,867.72	47732
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
1011	Invoice	09/17/2025	Contract Work for General IRWM Progra	0.00	92.34	
	500-5100-501-57016	Professional Services	Contract Work for General IRW	92.34		
1040	Invoice	09/22/2025	WaterWiseSB Media Campaigns	0.00	2,775.38	
	500-5100-501-57016	Professional Services	WaterWiseSB Media Campaigns	2,775.38		
10538	D & H Water Systems, Inc	09/08/2025	Regular	0.00	2,362.04	47653
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
I2025-1170	Invoice	08/29/2025	repair part Analyzer	0.00	2,362.04	
	500-5100-501-53003	Repairs and Maintenance	repair part Analyzer	2,362.04		
10538	D & H Water Systems, Inc	09/15/2025	Regular	0.00	597.47	47680
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
I2025-1200	Invoice	09/05/2025	1001661 Spare Parts Kit	0.00	597.47	
	500-5100-501-53011	Well Repairs and Mainten	1001661 Spare Parts Kit	597.47		
11729	De Lage Landen Financial Services, Inc.	09/08/2025	EFT	0.00	416.96	7558
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
591757580	Invoice	08/21/2025	Lease Payments	0.00	416.96	
	100-1100-120-57011	Lease Payments	Lease Payments	82.54		
	100-1200-200-57011	Lease Payments	Lease Payments	26.69		
	100-1200-210-57011	Lease Payments	Lease Payments	11.26		
	100-1300-300-57011	Lease Payments	Lease Payments	35.44		
	100-1300-350-57011	Lease Payments	Lease Payments	27.10		
	100-1600-600-57011	Lease Payments	Lease Payments	10.42		
	100-1600-605-57011	Lease Payments	Lease Payments	19.60		
	100-1600-690-57011	Lease Payments	Lease Payments	39.61		
	100-1600-700-57011	Lease Payments	Lease Payments	8.34		
	100-1600-720-57011	Lease Payments	Lease Payments	14.18		
	500-5100-501-57011	Lease Payments	Lease Payments	59.63		
	501-5200-502-57011	Lease Payments	Lease Payments	26.69		
	501-5300-503-57011	Lease Payments	Lease Payments	55.46		
11729	De Lage Landen Financial Services, Inc.	09/15/2025	EFT	0.00	205.54	7573

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		
592020950	Invoice	09/08/2025	Lease Payments	0.00	205.54	
	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		
11729	De Lage Landen Financial Services, Inc.	09/30/2025	EFT	0.00	390.41	7599
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
592346643	Invoice	09/21/2025	Lease Payments	0.00	390.41	
	100-1100-120-57011	Lease Payments	Lease Payments	77.30		
	100-1200-200-57011	Lease Payments	Lease Payments	24.99		
	100-1200-210-57011	Lease Payments	Lease Payments	10.54		
	100-1300-300-57011	Lease Payments	Lease Payments	33.18		
	100-1300-350-57011	Lease Payments	Lease Payments	25.38		
	100-1600-600-57011	Lease Payments	Lease Payments	9.76		
	100-1600-605-57011	Lease Payments	Lease Payments	18.35		
	100-1600-690-57011	Lease Payments	Lease Payments	37.09		
	100-1600-700-57011	Lease Payments	Lease Payments	7.81		
	100-1600-720-57011	Lease Payments	Lease Payments	13.27		
	500-5100-501-57011	Lease Payments	Lease Payments	55.83		
	501-5200-502-57011	Lease Payments	Lease Payments	24.99		
	501-5300-503-57011	Lease Payments	Lease Payments	51.92		
10467	DellaValle Embroidery	09/30/2025	EFT	0.00	54.00	7600
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
3531	Invoice	09/25/2025	Embroidered Logos on Work Shirts - Nath	0.00	54.00	
	100-1600-720-52003	Supplies	Embroidered Logos on Work Shi	2.70		
	501-5200-502-52003	Supplies	Embroidered Logos on Work Shi	45.90		
	501-5300-503-52003	Supplies	Embroidered Logos on Work Shi	5.40		
11720	Diaz Automotive & Tires	09/22/2025	Regular	0.00	1,012.00	47719
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0013845	Invoice	09/15/2025	New tires	0.00	1,012.00	
	100-1600-690-53008	Vehicle Repairs & Maint.	New tires	1,012.00		
11563	EMTS, Inc.	09/30/2025	Regular	0.00	5,880.00	47734
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
09203141	Invoice	07/01/2025	Alamo Pintado & Kronberg Weed Abatem	0.00	3,520.00	
	207-2700-807-57068	Fire Safety	Alamo Pintado & Kronberg Wee	3,520.00		
09203430	Invoice	07/31/2025	Rebild & Creekside Ivy/Brush Clearing	0.00	2,360.00	
	207-2700-807-57068	Fire Safety	Rebild & Creekside Ivy/Brush Cl	2,360.00		

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10797	Engel & Gray	09/02/2025	EFT	0.00	1,549.40	7548

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
58H00011	Invoice	08/17/2025	Annual Sludge Disposal	0.00	1,549.40
	501-5300-503-57020	Sludge Disposal	Annual Sludge Disposal	1,549.40	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10797	Engel & Gray	09/08/2025	EFT	0.00	2,239.05	7559

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
58O00009	Invoice	08/24/2025	Annual Sludge Disposal	0.00	2,239.05
	501-5300-503-57020	Sludge Disposal	Annual Sludge Disposal	2,239.05	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10797	Engel & Gray	09/15/2025	EFT	0.00	745.65	7574

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
58X00025	Invoice	08/31/2025	Annual Sludge Disposal	0.00	745.65
	501-5300-503-57020	Sludge Disposal	Annual Sludge Disposal	745.65	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10797	Engel & Gray	09/22/2025	EFT	0.00	1,544.20	7585

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
59700012	Invoice	09/07/2025	Annual Sludge Disposal	0.00	1,544.20
	501-5300-503-57020	Sludge Disposal	Annual Sludge Disposal	1,544.20	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10797	Engel & Gray	09/30/2025	EFT	0.00	2,304.44	7601

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
59E00007	Invoice	09/14/2025	Annual Sludge Disposal	0.00	2,304.44
	501-5300-503-57020	Sludge Disposal	Annual Sludge Disposal	2,304.44	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11435	Exclusive Alarm Services	09/22/2025	Regular	0.00	450.00	47703

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
013996	Invoice	09/10/2025	Monitoring Security System - Generator	0.00	150.00
	100-1100-120-54002	Equipment	Monitoring Security System - Ge	150.00	
013997	Invoice	09/10/2025	Monitoring Security System - Maintenanc	0.00	150.00
	100-1100-120-54002	Equipment	Monitoring Security System - M	150.00	
013998	Invoice	09/10/2025	Monitoring Security System - Water Depa	0.00	150.00
	100-1100-120-54002	Equipment	Monitoring Security System - W	150.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11435	Exclusive Alarm Services	09/30/2025	Regular	0.00	473.00	47735

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
013994	Invoice	09/10/2025	Monitoring Security System - Annex	0.00	162.00
	100-1100-120-54002	Equipment	Monitoring Security System - An	162.00	
013995	Invoice	09/10/2025	Monitoring Security System/Service Call -	0.00	311.00
	100-1100-120-54002	Equipment	Monitoring Security System/Ser	311.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11617	Extreme Clean Janitorial	09/02/2025	Regular	0.00	8,060.00	47622

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
3243	Invoice	08/25/2025	Extreme Clean FY 2025-26	0.00	8,060.00
	100-1600-400-57005	Custodial-Restrooms	Extreme Clean FY 2025-26	8,060.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11617	Extreme Clean Janitorial	09/08/2025	Regular	0.00	8,762.00	47654

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
3244	Invoice	09/01/2025	Extreme Clean FY 2025-26	0.00	8,762.00
	100-1600-400-57005	Custodial-Restrooms	Extreme Clean FY 2025-26	8,762.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11617	Extreme Clean Janitorial	09/15/2025	Regular	0.00	11,116.18	47681

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
3253	Invoice	09/08/2025	Extreme Clean FY 2025-26	0.00	8,450.00
	100-1600-400-57005	Custodial-Restrooms	Extreme Clean FY 2025-26	8,450.00	
3255	Invoice	09/09/2025	Extreme Clean FY 2025-26	0.00	2,666.18
	100-1600-400-57005	Custodial-Restrooms	Extreme Clean FY 2025-26	2,666.18	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11617	Extreme Clean Janitorial	09/22/2025	Regular	0.00	7,592.00	47704

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
3256	Invoice	09/15/2025	Extreme Clean FY 2025-26	0.00	7,592.00
	100-1600-400-57005	Custodial-Restrooms	Extreme Clean FY 2025-26	7,592.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11617	Extreme Clean Janitorial	09/30/2025	Regular	0.00	9,308.00	47736

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
3257	Invoice	09/22/2025	Extreme Clean FY 2025-26	0.00	9,308.00
	100-1600-400-57005	Custodial-Restrooms	Extreme Clean FY 2025-26	9,308.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10611	Farm Supply Co	09/22/2025	EFT	0.00	377.11	7586

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
78601	Invoice	09/11/2025	Reward LS & AQ 2.5gal	0.00	377.11
	501-5300-503-53003	Repairs and Maintenance	Reward LS & AQ 2.5gal	377.11	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10611	Farm Supply Co	09/30/2025	EFT	0.00	414.83	7602

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
78814	Invoice	09/24/2025	Powerflame Gaspony Torch Kit	0.00	414.83
	100-1300-310-53003	Repairs and Maintenance	Powerflame Gaspony Torch Kit	207.42	
	100-1300-330-53003	Repairs and Maintenance	Powerflame Gaspony Torch Kit	207.41	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11145	Ferguson Enterprises, Inc	09/02/2025	Regular	0.00	367.61	47623

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
6174296	Invoice	08/26/2025	6x4 PVC HW SWR	0.00	367.61
	501-5200-502-53003	Repairs and Maintenance	6x4 PVC HW SWR	367.61	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10057	FGL Environmental, Inc.	09/22/2025	EFT	0.00	1,004.00	7587

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
511948A	Invoice	08/15/2025	FGL (Lab Samples)	0.00	97.00
	500-5100-501-57010	Lab Fees	FGL (Lab Samples)	97.00	
511949A	Invoice	09/16/2025	FGL (Lab Samples)	0.00	320.00
	500-5100-501-57010	Lab Fees	FGL (Lab Samples)	320.00	
512794A	Invoice	09/16/2025	FGL (Lab Samples)	0.00	19.00
	500-5100-501-57010	Lab Fees	FGL (Lab Samples)	19.00	
512795A	Invoice	09/16/2025	FGL (Lab Samples)	0.00	115.00
	500-5100-501-57010	Lab Fees	FGL (Lab Samples)	115.00	
513218A	Invoice	08/18/2025	FGL (Lab Samples)	0.00	59.00
	500-5100-501-57010	Lab Fees	FGL (Lab Samples)	59.00	
513219A	Invoice	08/18/2025	FGL (Lab Samples)	0.00	75.00
	500-5100-501-57010	Lab Fees	FGL (Lab Samples)	75.00	
513698A	Invoice	08/21/2025	FGL (Lab Samples)	0.00	115.00
	500-5100-501-57010	Lab Fees	FGL (Lab Samples)	115.00	
513699A	Invoice	08/21/2025	FGL (Lab Samples)	0.00	19.00
	500-5100-501-57010	Lab Fees	FGL (Lab Samples)	19.00	
514150A	Invoice	08/28/2025	FGL (Lab Samples)	0.00	51.00
	500-5100-501-57010	Lab Fees	FGL (Lab Samples)	51.00	
514151A	Invoice	08/28/2025	FGL (Lab Samples)	0.00	19.00
	500-5100-501-57010	Lab Fees	FGL (Lab Samples)	19.00	
514152A	Invoice	08/28/2025	FGL (Lab Samples)	0.00	115.00
	500-5100-501-57010	Lab Fees	FGL (Lab Samples)	115.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11764	Financial Credit Network, Inc.	09/08/2025	Regular	0.00	513.70	47655

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
INV0013808	Invoice	07/31/2025	Nancy Cochran Collections Reimburseme	0.00	513.70
	100-1100-120-57016	Professional Services	Nancy Cochran Collections Reim	513.70	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11697	Five Star Bank	09/08/2025	Regular	0.00	29,696.55	47656

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
5250 08/31/2025	Invoice	08/31/2025	Acct# 5250	0.00	29,696.55
	100-20037	Business Card Payable	Acct# 5250	29,696.55	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11565	Frederick Paul Lageman	09/22/2025	EFT	0.00	3,017.07	7588

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
INV0013842	Invoice	08/31/2025	Fred Lageman Contracted Services	0.00	3,017.07
	100-1300-350-57016	Professional Services	Fred Lageman Contracted Servic	3,017.07	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11365	Frontier Communications	09/02/2025	Regular	0.00	88.44	47624

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
7459 08/25/2025	Invoice	08/25/2025	805-688-7459-060995-5	0.00	88.44
	501-5200-502-57064	IT Expenses - Sewer	805-688-7459-060995-5	88.44	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11365	Frontier Communications	09/02/2025	Regular	0.00	98.50	47625

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
1425 08/20/2025	Invoice	08/20/2025	805-686-1425-042023-5	0.00	98.50
	500-5100-501-57064	IT Expenses - Water Fund	805-686-1425-042023-5	98.50	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11365	Frontier Communications	09/02/2025	Regular	0.00	503.35	47626

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**		
6997 08/19/2025	Invoice	08/19/2025	805-688-6997-072877-5	0.00	503.35	
	501-5300-503-57064	IT Expenses - WWTP	805-688-6997-072877-5	503.35		
11365	Frontier Communications	09/08/2025	Regular	0.00	105.18	47657
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2900 08/28/2025	Invoice	08/28/2025	805-688-2900-110481-5	0.00	105.18	
	501-5300-503-57064	IT Expenses - WWTP	805-688-2900-110481-5	105.18		
11365	Frontier Communications	09/22/2025	Regular	0.00	199.20	47705
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
4056 09/11/2025	Invoice	09/11/2025	805-686-4056-091119-5	0.00	199.20	
	100-1400-400-59010	Visitor's Center	805-686-4056-091119-5	199.20		
11365	Frontier Communications	09/22/2025	Regular	0.00	151.59	47706
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
5575 09/13/2025	Invoice	09/13/2025	Acc# 805-688-5575-062171-5	0.00	151.59	
	100-1100-121-57064	IT Expenses	805 688 5575 062171 5	118.95		
	500-5100-501-57064	IT Expenses - Water Fund	805 688 5575 062171 5	14.81		
	501-5200-502-57064	IT Expenses - Sewer	805 688 5575 062171 5	5.61		
	501-5300-503-57064	IT Expenses - WWTP	805 688 5575 062171 5	12.22		
11365	Frontier Communications	09/30/2025	Regular	0.00	503.49	47737
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
6997 09/19/2025	Invoice	09/19/2025	805-688-6997-072877-5	0.00	503.49	
	501-5300-503-57064	IT Expenses - WWTP	805-688-6997-072877-5	503.49		
11365	Frontier Communications	09/30/2025	Regular	0.00	98.50	47738
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
1425 09/20/2025	Invoice	09/20/2025	805-686-1425-042023-5	0.00	98.50	
	500-5100-501-57064	IT Expenses - Water Fund	805-686-1425-042023-5	98.50		
11627	Full Moon Audio Co.	09/22/2025	EFT	0.00	1,263.13	7589
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
1045	Invoice	09/16/2025	Repair Lighting System at Solvang Park	0.00	1,263.13	
	100-1300-320-53003	Repairs and Maintenance	Repair Lighting System at Solvan	1,263.13		
52174	Gabriel Guzman	09/22/2025	Regular	0.00	322.62	47707
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0013844	Invoice	09/15/2025	Recreation Refund	0.00	322.62	
	100-20036	Due to A/R Customer-Civi	Recreation Refund	322.62		
11147	Government Revenue Solutions Holdings, LLC d	09/02/2025	EFT	0.00	139.62	7551
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV06-021563	Invoice	08/15/2025	SUTA Services for Tax Quarter Ending 3/3	0.00	139.62	
	100-1100-120-57025	Studies/Sales Tax	SUTA Services for Tax Quarter E	139.62		

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10211	Grainger	09/15/2025	Regular	0.00	367.19	47682

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
9630473917	Invoice	09/04/2025	Industrial Flashlights	0.00	367.19
	501-5300-503-52009	Small Equipment	Industrial Flashlights	367.19	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10211	Grainger	09/30/2025	Regular	0.00	297.08	47739

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
9649747731	Invoice	09/22/2025	Midget 2A Fuse	0.00	136.37
	501-5300-503-53003	Repairs and Maintenance	Midget 2A Fuse	136.37	
9654288373	Invoice	09/25/2025	2-Way Ball Valve	0.00	129.39
	501-5300-503-52009	Small Equipment	2-Way Ball Valve	129.39	
9654683581	Invoice	09/25/2025	Fire Hose Adapter	0.00	31.32
	501-5300-503-52009	Small Equipment	Fire Hose Adapter	31.32	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11210	Hach Company	09/30/2025	EFT	0.00	455.88	7603

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
14685274	Invoice	09/24/2025	Peek Salt Bridge	0.00	455.88
	501-5300-503-53003	Repairs and Maintenance	Peek Salt Bridge	455.88	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10725	Hankering Corporation, The	09/30/2025	Regular	0.00	887.19	47740

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
93162	Invoice	09/17/2025	Envelopes	0.00	887.19
	100-1100-120-52003	Supplies	Envelopes	147.91	
	100-1200-200-52003	Supplies	Envelopes	147.89	
	100-1200-210-52003	Supplies	Envelopes	147.89	
	100-1300-350-52003	Supplies	Envelopes	147.89	
	100-1400-400-52003	Supplies	Envelopes	147.89	
	100-1600-600-52003	Supplies	Envelopes	147.72	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10081	Harrison Hardware	09/02/2025	Regular	0.00	34.45	47627

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
572170	Invoice	08/11/2025	Plunger	0.00	34.45
	100-1600-610-53003	Repairs and Maintenance	Plunger	34.45	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11181	Hill Brothers Chemical Co.	09/22/2025	Regular	0.00	1,068.32	47708

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
INV13136543	Invoice	09/10/2025	Ammonia	0.00	1,068.32
	500-5100-501-52014	Chlorination	Ammonia	1,068.32	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10276	Infosend, Inc	09/08/2025	EFT	0.00	471.17	7560

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
293606	Invoice	08/29/2025	Nyborg Insert	0.00	471.17
	500-5100-501-57015	Printing and Publishing	Nyborg Insert	471.17	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10276	Infosend, Inc	09/22/2025	EFT	0.00	1,435.42	7590

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
294442	Invoice	08/31/2025	Utility Billing - August	0.00	1,435.42
	500-5100-501-52004	Utility Bill Printing/Suppli	Utility Billing - August	717.71	
	501-5200-502-52004	Utility Bill Printing/Suppli	Utility Billing - August	717.71	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11766	Instrument Technology Corporation	09/30/2025	Regular	0.00	6,210.13	47742
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
25878	Invoice	09/18/2025	New Line Locator	0.00	6,210.13	
	803-5100-501-70105	Projects -WATER	New Line Locator	6,210.13		
11486	Islay Events	09/08/2025	Regular	0.00	1,530.00	47658
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
1503	Invoice	09/02/2025	Islay Events FY25-26/Caltrans Alamo Pinta	0.00	1,530.00	
	100-1000-100-63002	Audio/Video System R/M	Islay Events FY25-26/Caltrans Al	810.00		
	204-2500-803-70105	Projects/Misc. Repairs	Islay Events FY25-26/Caltrans Al	720.00		
11652	Islett Agency Inc.	09/15/2025	Regular	0.00	4,200.00	47683
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2429	Invoice	09/01/2025	Islett Agency FY 2025-26	0.00	4,200.00	
	100-1400-400-57016	Professional Services	Islett Agency FY 2025-26	4,200.00		
91309	Jalen Gragston	09/22/2025	EFT	0.00	206.73	7591
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0013846	Invoice	09/15/2025	Food for Quarterly Luncheon	0.00	206.73	
	100-1300-300-58001	City Hospitality - Parks &	Food for Quarterly Luncheon	206.73		
11695	JHESR LLC	09/30/2025	Regular	0.00	175.00	47743
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0013853	Invoice	09/22/2025	Highway Entrance Sign Lease - October	0.00	175.00	
	100-1600-690-53007	Highway Entrance Signs	Highway Entrance Sign Lease - O	175.00		
11382	JIM VREELAND MOTORS INC	09/08/2025	Regular	0.00	36.01	47659
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
71462	Invoice	09/02/2025	Key Fob Battery - Truck #645	0.00	36.01	
	100-1600-605-53008	Vehicle Repairs & Maint.	Key Fob Battery - Truck #645	36.01		

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10180	Jim's Service Center	09/15/2025	Regular	0.00	4,577.00	47684

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
INV0013837	Invoice	09/01/2025	Fuel - August	0.00	4,577.00
	100-1300-300-52015	Vehicle Fuel	Fuel - August	11.98	
	100-1300-300-52015	Vehicle Fuel	Fuel - August	155.42	
	100-1300-300-52015	Vehicle Fuel	Fuel - August	88.81	
	100-1300-300-52015	Vehicle Fuel	Fuel - August	72.66	
	100-1300-300-52015	Vehicle Fuel	Fuel - August	158.22	
	100-1300-300-52015	Vehicle Fuel	Fuel - August	73.93	
	100-1300-350-52015	Vehicle Fuel	Fuel - August	151.12	
	100-1600-605-52015	Vehicle Fuel	Fuel - August	105.00	
	100-1600-605-52015	Vehicle Fuel	Fuel - August	227.46	
	100-1600-605-52015	Vehicle Fuel	Fuel - August	310.75	
	100-1600-605-52015	Vehicle Fuel	Fuel - August	142.33	
	100-1600-605-52015	Vehicle Fuel	Fuel - August	168.89	
	100-1600-605-52015	Vehicle Fuel	Fuel - August	329.87	
	100-1600-605-52015	Vehicle Fuel	Fuel - August	270.20	
	100-1600-690-52015	Vehicle Fuel	Fuel - August	11.98	
	100-1600-690-52015	Vehicle Fuel	Fuel - August	73.93	
	500-5100-501-52015	Vehicle Fuel	Fuel - August	11.98	
	500-5100-501-52015	Vehicle Fuel	Fuel - August	218.46	
	500-5100-501-52015	Vehicle Fuel	Fuel - August	73.93	
	500-5100-501-52015	Vehicle Fuel	Fuel - August	575.07	
	500-5100-501-52015	Vehicle Fuel	Fuel - August	121.05	
	501-5200-502-52015	Vehicle Fuel	Fuel - August	36.97	
	501-5200-502-52015	Vehicle Fuel	Fuel - August	5.99	
	501-5300-503-52015	Vehicle Fuel	Fuel - August	227.55	
	501-5300-503-52015	Vehicle Fuel	Fuel - August	545.94	
	501-5300-503-52015	Vehicle Fuel	Fuel - August	239.67	
	501-5300-503-52015	Vehicle Fuel	Fuel - August	5.99	
	501-5300-503-52015	Vehicle Fuel	Fuel - August	124.89	
	501-5300-503-52015	Vehicle Fuel	Fuel - August	36.96	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11198	John H. Salter	09/02/2025	Regular	0.00	296.00	47628

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
INV0013790	Invoice	08/25/2025	Umpire - August 2025	0.00	200.00
	100-1300-360-52005	Recreation Programs	Umpire - August 2025	200.00	
INV0013791	Invoice	08/25/2025	Scheduling - August 2025	0.00	96.00
	100-1300-360-52005	Recreation Programs	Scheduling - August 2025	96.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
52389	Jones Electric AV	09/15/2025	Regular	0.00	192.50	47685

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
INV0013839	Invoice	09/08/2025	Reimbursement of Building Permit Fee	0.00	192.50
	100-1200-210-31036	Building Permits	Reimbursement of Building Per	192.50	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
91288	Jose Acosta	09/22/2025	EFT	0.00	360.00	7592

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
INV0013847	Invoice	09/12/2025	Per Diem for AWWA WaterSmart Confere	0.00	360.00
	500-5100-501-51012	Education	Per Diem for AWWA WaterSmar	180.00	
	501-5200-502-51012	Education	Per Diem for AWWA WaterSmar	90.00	
	501-5300-503-51012	Education	Per Diem for AWWA WaterSmar	90.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11526	JV Outdoor Power Equipment	09/02/2025	Regular	0.00	71.09	47629

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
30153	Invoice	08/20/2025	.050 3/8 LP 57 LKS	0.00	71.09
	100-1600-700-52003	Supplies	.050 3/8 LP 57 LKS	71.09	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11526	JV Outdoor Power Equipment	09/22/2025	Regular	0.00	409.44	47709

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
30313	Invoice	09/10/2025	Echo Chain Saw	0.00	409.44
	100-1600-700-52009	Small Equipment	Echo Chain Saw	409.44	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
52104	Kathy Vasquez	09/22/2025	Regular	0.00	100.00	47710

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
INV0013848	Invoice	09/17/2025	Recreation Refund	0.00	100.00
	100-20036	Due to A/R Customer-Civi	Recreation Refund	100.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11536	Kiza, Inc.	09/02/2025	EFT	0.00	300.00	7550

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
K010362	Invoice	08/22/2025	Business Internet	0.00	300.00
	501-5300-503-57064	IT Expenses - WWTP	Business Internet	300.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11536	Kiza, Inc.	09/30/2025	EFT	0.00	400.00	7605

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
K010701	Invoice	09/19/2025	Backup Business Internet	0.00	100.00
	100-1100-121-57064	IT Expenses	Backup Business Internet	100.00	
K010721	Invoice	09/21/2025	Business Internet	0.00	300.00
	501-5300-503-57064	IT Expenses - WWTP	Business Internet	300.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11441	Lanspeed	09/08/2025	Regular	0.00	8,106.76	47660

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
59647	Invoice	09/01/2025	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	
59648	Invoice	09/01/2025	IT Services Contract	0.00	3,386.76
	100-1100-121-57064	IT Expenses	IT Services Contract	2,655.22	
	500-5100-501-57064	IT Expenses - Water Fund	IT Services Contract	331.90	
	501-5200-502-57064	IT Expenses - Sewer	IT Services Contract	125.31	
	501-5300-503-57064	IT Expenses - WWTP	IT Services Contract	274.33	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
52388	Laura Benard	09/02/2025	Regular	0.00	200.00	47630

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
INV0013801	Invoice	08/28/2025	Recreation Refund	0.00	200.00
	100-20036	Due to A/R Customer-Civi	Recreation Refund	200.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11763	M&M Distibution LLC	09/08/2025	Regular	0.00	36,299.00	47661

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
47019	Invoice	08/27/2025	Cracksealer Trailer	0.00	36,299.00
	300-1600-600-70105	Projects -GEN FUND	Cracksealer Trailer	36,299.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10953	Mainline Utility Company	09/15/2025	Regular	0.00	1,000.00	47686
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
5836	Invoice	07/29/2025	Video Inspection Service	0.00	1,000.00	
	501-5200-502-53003	Repairs and Maintenance	Video Inspection Service	1,000.00		
11424	Maria Shafer	09/08/2025	Regular	0.00	285.00	47662
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2025-068 SOLV D	Invoice	08/27/2025	minutes preperation for CC, DRC, Plannin	0.00	285.00	
	100-1000-100-57016	Professional Services	minutes preperation for CC, DR	285.00		
11424	Maria Shafer	09/22/2025	Regular	0.00	95.00	47711
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2025-069 SOLV C	Invoice	09/13/2025	minutes preperation for CC, DRC, Plannin	0.00	95.00	
	100-1000-100-57016	Professional Services	minutes preperation for CC, DR	95.00		
10680	Meridian Consultants LLC	09/02/2025	Regular	0.00	1,707.25	47631
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
5606	Invoice	08/18/2025	WWTP CEQA & NEPA Support	0.00	1,707.25	
	804-5300-503-70105	Projects -WASTEWATER	Water Quality Project	1,707.25		
10680	Meridian Consultants LLC	09/30/2025	Regular	0.00	3,089.50	47744
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
5634	Invoice	09/12/2025	WWTP CEQA & NEPA Support	0.00	3,089.50	
	804-5300-503-70105	Projects -WASTEWATER	Water Quality Project	2,410.32		
	804-5300-503-70105	Projects -WASTEWATER	WWTP CEQA & NEPA Support	679.18		
11068	MNS Engineers, Inc.	09/08/2025	EFT	0.00	17,077.50	7561
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
90769	Invoice	08/08/2025	Stormwater Review - 1845 Old Mission Ro	0.00	180.00	
	100-1600-720-57016	Professional Services - S	Stormwater Review - 1845 Old	180.00		
90770	Invoice	08/08/2025	FY 2025-26 Professional Services	0.00	16,541.25	
	100-1600-720-57016	Professional Services - S	FY 2025-26 Professional Service	15,297.55		
	100-1600-720-61007	Storm Water Permit	FY 2025-26 Professional Service	1,243.70		
90912	Invoice	08/19/2025	Assistance for FEMA Applications and Pap	0.00	356.25	
	100-1600-690-57016	Professional Services	Assistance for FEMA Application	356.25		
11068	MNS Engineers, Inc.	09/22/2025	EFT	0.00	16,988.77	7594
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
91130	Invoice	09/10/2025	FY 2025-26 Professional Services	0.00	16,988.77	
	100-1600-720-57016	Professional Services - S	FY 2025-26 Professional Service	15,711.42		
	100-1600-720-61007	Storm Water Permit	FY 2025-26 Professional Service	1,277.35		
10885	Moore & Associates, Inc.	09/15/2025	EFT	0.00	5,240.15	7575
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
25-5332	Invoice	09/08/2025	Transit Marketing	0.00	3,700.55	
	502-5000-850-57001	Marketing & Advertising	Transit Marketing	3,700.55		
25-5333	Invoice	09/08/2025	SYVT Transit Administration	0.00	1,539.60	
	502-5000-850-57016	Professional Services	SYVT Adminstration and Marke	1,539.60		

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11128	Nielsen Building Material	09/02/2025	Regular	0.00	120.97	47633

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
228530	Invoice	08/01/2025	Sensor Stud Magnetic	0.00	67.61
	100-1600-610-53003	Repairs and Maintenance	Sensor Stud Magnetic	67.61	
232055	Invoice	08/25/2025	Brick Trowel	0.00	53.36
	100-1100-120-43021	Accts Payable Discounts	Brick Trowel	-1.00	
	100-1600-710-52003	Supplies	Brick Trowel	54.36	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11128	Nielsen Building Material	09/08/2025	Regular	0.00	1,185.22	47663

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
13882	Credit Memo	08/29/2025	Aluminum Handi - Return	0.00	-32.90
	100-1300-310-52003	Supplies	Aluminum Handi - Return	-32.90	
225647	Invoice	07/15/2025	Pine Outside Corner	0.00	102.33
	100-1600-610-53003	Repairs and Maintenance	Pine Outside Corner	102.33	
231343	Invoice	08/20/2025	3/4MIP Adapter	0.00	13.36
	100-1100-120-43021	Accts Payable Discounts	3/4MIP Adapter	-0.26	
	100-1300-340-57029	Village Planter Maint.	3/4MIP Adapter	13.62	
232304	Invoice	08/26/2025	4x8x3/8 Plywood	0.00	322.60
	100-1100-120-43021	Accts Payable Discounts	4x8x3/8 Plywood	-5.79	
	100-1400-400-70502	Julefest	4x8x3/8 Plywood	328.39	
232432	Invoice	08/27/2025	Spec Mix Mortar	0.00	38.14
	100-1100-120-43021	Accts Payable Discounts	Spec Mix Mortar	-0.71	
	100-1600-690-53003	Repairs and Maintenance	Spec Mix Mortar	38.85	
232529	Invoice	08/27/2025	Fine Pore Hydra Sponge	0.00	4.26
	100-1100-120-43021	Accts Payable Discounts	Fine Pore Hydra Sponge	-0.08	
	100-1600-690-52003	Supplies	Fine Pore Hydra Sponge	4.34	
232563	Invoice	08/27/2025	Makita 2pc Combo Kits	0.00	519.85
	100-1100-120-43021	Accts Payable Discounts	Makita 2pc Combo Kits	-9.74	
	100-1300-310-52003	Supplies	Makita 2pc Combo Kits	174.76	
	100-1300-320-52003	Supplies	Makita 2pc Combo Kits	174.76	
	100-1300-330-52003	Supplies	Makita 2pc Combo Kits	180.07	
232793	Invoice	08/28/2025	Sealant Foam Gray	0.00	60.67
	100-1100-120-43021	Accts Payable Discounts	Sealant Foam Gray	-1.14	
	100-1300-310-53003	Repairs and Maintenance	Sealant Foam Gray	61.81	
232796	Invoice	08/28/2025	Mill Aluminum Handi	0.00	32.29
	100-1100-120-43021	Accts Payable Discounts	Mill Aluminum Handi	-0.61	
	100-1300-310-52003	Supplies	Mill Aluminum Handi	32.90	
232987	Invoice	08/29/2025	Mill Handi Sill	0.00	69.56
	100-1100-120-43021	Accts Payable Discounts	Mill Handi Sill	-1.30	
	100-1300-310-52003	Supplies	Mill Handi Sill	70.86	
232989	Invoice	08/29/2025	Sikaflex Sealant	0.00	17.71
	100-1100-120-43021	Accts Payable Discounts	Sikaflex Sealant	-0.33	
	100-1300-310-53003	Repairs and Maintenance	Sikaflex Sealant	18.04	
233182	Invoice	09/02/2025	Safety Glasses	0.00	37.35
	100-1100-120-43021	Accts Payable Discounts	Safety Glasses	-0.70	
	100-1600-700-51014	Safety Gear	Safety Glasses	38.05	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11128	Nielsen Building Material	09/15/2025	Regular	0.00	12.79	47688

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
233857	Invoice	09/05/2025	Marking Paint	0.00	12.79
	100-1100-120-43021	Accts Payable Discounts	Marking Paint	-0.24	
	100-1600-690-53003	Repairs and Maintenance	Marking Paint	13.03	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11128	Nielsen Building Material	09/22/2025	Regular	0.00	39.46	47713

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**		
234338	Invoice	09/09/2025	MM4 10C Cover	0.00	11.73	
	100-1100-120-43021	Accts Payable Discounts	MM4 10C Cover	-0.22		
	100-1300-310-53003	Repairs and Maintenance	MM4 10C Cover	11.95		
234441	Invoice	09/10/2025	Dap Painters Putty	0.00	27.73	
	100-1100-120-43021	Accts Payable Discounts	Dap Painters Putty	-0.52		
	100-1300-310-53003	Repairs and Maintenance	Dap Painters Putty	28.25		
11128	Nielsen Building Material	09/30/2025	Regular	0.00	305.06	47746
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
235704	Invoice	09/18/2025	Waterproof Gear X-Large	0.00	152.53	
	100-1100-120-43021	Accts Payable Discounts	Waterproof Gear X-Large	-2.86		
	100-1300-300-51014	Safety Gear	Waterproof Gear X-Large	155.39		
235712	Invoice	09/18/2025	Waterproof Gear Medium	0.00	152.53	
	100-1100-120-43021	Accts Payable Discounts	Waterproof Gear Medium	-2.86		
	100-1300-300-51014	Safety Gear	Waterproof Gear Medium	155.39		
52336	Northern Santa Barbara County United Way	09/02/2025	Regular	0.00	500.00	47634
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0013784	Invoice	08/26/2025	Recreation Refund	0.00	500.00	
	100-20036	Due to A/R Customer-Civi	Recreation Refund	500.00		
10707	Oilfield Environmental & Compliance, Inc	09/02/2025	Regular	0.00	975.00	47635
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2507150	Invoice	08/21/2025	Annual PO for Lab Fees	0.00	624.00	
	501-5300-503-57010	Lab Fees	Annual PO for Lab Fees	624.00		
2507386	Invoice	08/21/2025	Annual PO for Lab Fees	0.00	351.00	
	501-5300-503-57010	Lab Fees	Annual PO for Lab Fees	351.00		
10707	Oilfield Environmental & Compliance, Inc	09/15/2025	Regular	0.00	351.00	47689
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2507629	Invoice	09/04/2025	Annual PO for Lab Fees	0.00	351.00	
	501-5300-503-57010	Lab Fees	Annual PO for Lab Fees	351.00		
10707	Oilfield Environmental & Compliance, Inc	09/22/2025	Regular	0.00	351.00	47714
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2507812	Invoice	09/11/2025	Annual PO for Lab Fees	0.00	351.00	
	501-5300-503-57010	Lab Fees	Annual PO for Lab Fees	351.00		
10707	Oilfield Environmental & Compliance, Inc	09/30/2025	Regular	0.00	975.00	47747
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2507995	Invoice	09/18/2025	Annual PO for Lab Fees	0.00	624.00	
	501-5300-503-57010	Lab Fees	Annual PO for Lab Fees	624.00		
2508230	Invoice	09/19/2025	Annual PO for Lab Fees	0.00	351.00	
	501-5300-503-57010	Lab Fees	Annual PO for Lab Fees	351.00		

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11410	Olivera's Repair, Inc.	09/08/2025	Regular	0.00	104.46	47664

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
1-5359	Invoice	08/28/2025	Repair on Backhoe Tire	0.00	104.46
	100-1600-600-53008	Vehicle Repairs & Maint.	Repair on Backhoe Tire	20.89	
	100-1600-605-53008	Vehicle Repairs & Maint.	Repair on Backhoe Tire	20.90	
	500-5100-501-53008	Vehicle Repairs & Maint.	Repair on Backhoe Tire	20.89	
	501-5200-502-53008	Vehicle Repairs & Maint.	Repair on Backhoe Tire	20.89	
	501-5300-503-53008	Vehicle Repairs & Maint.	Repair on Backhoe Tire	20.89	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11410	Olivera's Repair, Inc.	09/15/2025	Regular	0.00	457.99	47690

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
1-5380	Invoice	09/02/2025	Tire for Backhoe	0.00	457.99
	100-1300-300-53008	Vehicle Repairs & Maint.	Tire for Backhoe	91.60	
	100-1600-605-53008	Vehicle Repairs & Maint.	Tire for Backhoe	91.60	
	500-5100-501-53008	Vehicle Repairs & Maint.	Tire for Backhoe	91.60	
	501-5200-502-53008	Vehicle Repairs & Maint.	Tire for Backhoe	91.59	
	501-5300-503-53008	Vehicle Repairs & Maint.	Tire for Backhoe	91.60	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10975	O'Reilly Automotive Stores, Inc. dba O'Reilly Aut	09/02/2025	EFT	0.00	64.64	7553

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
4372-132566	Invoice	08/20/2025	ACP w/ Gauge - Truck #619	0.00	64.64
	100-1600-605-53008	Vehicle Repairs & Maint.	ACP w/ Gauge - Truck #619	64.64	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10975	O'Reilly Automotive Stores, Inc. dba O'Reilly Aut	09/08/2025	EFT	0.00	211.12	7562

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
4372-134471	Invoice	08/28/2025	24 Pack Micofiber Cloths	0.00	68.93
	100-1600-605-52003	Supplies	24 Pack Micofiber Cloths	68.93	
4372-135375	Invoice	09/02/2025	Work Lights	0.00	142.19
	501-5200-502-53008	Vehicle Repairs & Maint.	Work Lights	142.19	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10975	O'Reilly Automotive Stores, Inc. dba O'Reilly Aut	09/15/2025	EFT	0.00	29.51	7576

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
4372-136204	Invoice	09/05/2025	Mini Bulb - Truck #618	0.00	9.15
	100-1600-600-53008	Vehicle Repairs & Maint.	Mini Bulb - Truck #618	9.15	
4372-137536	Invoice	09/11/2025	Wiper Fluid	0.00	20.36
	500-5100-501-53008	Vehicle Repairs & Maint.	Wiper Fluid	20.36	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10920	Pacific Central Coast Health Centers	09/22/2025	Regular	0.00	210.00	47715

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
26026994	Invoice	08/26/2025	Physical Exam - Cesar A.	0.00	170.00
	501-5200-502-51009	Employee Medical Exams	Physical Exam - Cesar A.	42.50	
	501-5300-503-51009	Employee Medical Exams	Physical Exam - Cesar A.	127.50	
26063213	Invoice	08/28/2025	Employee Exam - Nathan O.	0.00	40.00
	100-1600-720-51009	Employee Medical Exams	Employee Exam - Nathan O.	2.00	
	501-5200-502-51009	Employee Medical Exams	Employee Exam - Nathan O.	34.00	
	501-5300-503-51009	Employee Medical Exams	Employee Exam - Nathan O.	4.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10916	Pavement Engineering, Inc.	09/22/2025	Regular	0.00	3,416.25	47716

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
2508-046	Invoice	09/10/2025	Alamo Pintado Rehabilitation Project Ame	0.00	3,416.25
	300-1600-600-70105	Projects -GEN FUND	Alamo Pintado Rehabilitation Pr	3,416.25	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10287	Pedro De la Cruz	09/02/2025	Regular	0.00	300.00	47636

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
120250	Invoice	08/21/2025	DJ for Valley Wide Teen Dance	0.00	300.00
	100-1300-365-52005	Recreation Programs	DJ for Valley Wide Teen Dance	150.00	
	100-1300-390-52005	Recreation Programs	DJ for Valley Wide Teen Dance	150.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11136	Petty Cash	09/02/2025	Regular	0.00	1,000.00	47637

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
INV0013757	Invoice	08/20/2025	Teen Dance Change	0.00	1,000.00
	100-10007	Petty Cash-Recreation	Teen Dance Change	1,000.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10790	Polydyne, Inc	09/30/2025	EFT	0.00	1,844.75	7606

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
1963305	Invoice	09/19/2025	Annual PO for Polymer	0.00	1,844.75
	501-5300-503-52010	Chemicals	Annual PO for Polymer	1,844.75	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10723	Procare Janitorial Supply, Inc	09/02/2025	EFT	0.00	780.17	7554

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
185908	Invoice	08/27/2025	Janitorial Supply - RR#1	0.00	390.09
	100-1600-670-52003	Supplies	Janitorial Supply - RR#1	390.09	
185910	Invoice	08/27/2025	Janitorial Supply - RR#3	0.00	195.04
	100-1600-680-52003	Supplies	Janitorial Supply - RR#3	195.04	
185911	Invoice	08/27/2025	Janitorial Supply - Vets	0.00	195.04
	100-1600-610-52003	Supplies	Janitorial Supply - Vets	195.04	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10723	Procare Janitorial Supply, Inc	09/08/2025	EFT	0.00	390.09	7563

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
185909	Invoice	08/27/2025	Janitorial Supply - RR#2	0.00	390.09
	100-1300-320-52003	Supplies	Janitorial Supply - RR#2	390.09	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10723	Procare Janitorial Supply, Inc	09/15/2025	EFT	0.00	3,143.36	7577

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
186192	Invoice	09/08/2025	Janitorial Supply - WWTP	0.00	460.57
	501-5300-503-52003	Supplies	Janitorial Supply - WWTP	460.57	
186210	Invoice	09/05/2025	Janitorial Supply - RR#3	0.00	390.09
	100-1600-680-52003	Supplies	Janitorial Supply - RR#3	390.09	
186211	Invoice	09/05/2025	Janitorial Supply - RR#3	0.00	230.79
	100-1600-680-52003	Supplies	Janitorial Supply - RR#3	230.79	
186212	Invoice	09/05/2025	Janitorial Supply - RR#2	0.00	390.09
	100-1300-320-52003	Supplies	Janitorial Supply - RR#2	390.09	
186213	Invoice	09/05/2025	Janitorial Supply - RR#2	0.00	341.11
	100-1300-320-52003	Supplies	Janitorial Supply - RR#2	341.11	
186214	Invoice	09/05/2025	Janitorial Supply - RR#1	0.00	390.09
	100-1600-670-52003	Supplies	Janitorial Supply - RR#1	390.09	
186215	Invoice	09/05/2025	Janitorial Supply - RR#1	0.00	507.01
	100-1600-670-52003	Supplies	Janitorial Supply - RR#1	507.01	
186216	Invoice	09/05/2025	Janitorial Supply - City Hall	0.00	212.08
	100-1600-620-52003	Supplies	Janitorial Supply - City Hall	212.08	
186217	Invoice	09/05/2025	Janitorial Supply - Vets	0.00	156.03
	100-1600-610-52003	Supplies	Janitorial Supply - Vets	156.03	
186218	Invoice	09/05/2025	Janitorial Supply - SF	0.00	65.50

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	100-1300-330-52003 Supplies		Janitorial Supply - SF		65.50	
10723	Procare Janitorial Supply, Inc	09/30/2025	EFT	0.00	915.19	7607
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
186593	Invoice	09/19/2025	Janitorial Supply - RR#3	0.00	195.04	
	100-1600-680-52003	Supplies	Janitorial Supply - RR#3	195.04		
186594	Invoice	09/19/2025	Janitorial Supply - RR#1	0.00	195.04	
	100-1600-670-52003	Supplies	Janitorial Supply - RR#1	195.04		
186595	Invoice	09/19/2025	Janitorial Supply - RR#2	0.00	195.04	
	100-1300-320-52003	Supplies	Janitorial Supply - RR#2	195.04		
186596	Invoice	09/19/2025	Janitorial Supply - SF	0.00	131.00	
	100-1300-330-52003	Supplies	Janitorial Supply - SF	131.00		
186597	Invoice	09/19/2025	Janitorial Supply - Vets	0.00	199.07	
	100-1600-610-52003	Supplies	Janitorial Supply - Vets	199.07		
10298	Quadient Finance USA, Inc.	09/15/2025	EFT	0.00	1,000.00	7578
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
0573 08/31/2025	Invoice	08/31/2025	Postage	0.00	1,000.00	
	100-1100-120-52008	Postage	Postage	400.00		
	100-1200-200-52008	Postage	Postage	50.00		
	100-1200-210-52008	Postage	Postage	50.00		
	100-1300-300-52008	Postage	Postage	50.00		
	100-1300-350-52008	Postage	Postage	100.00		
	100-1600-600-52008	Postage	Postage	50.00		
	100-1600-605-52008	Postage	Postage	50.00		
	500-5100-501-52008	Postage	Postage	125.00		
	501-5300-503-52008	Postage	Postage	125.00		
10294	Quadient Leasing USA, Inc.	09/22/2025	Regular	0.00	815.09	47717
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
Q2005183	Invoice	09/04/2025	Lease Payments	0.00	815.09	
	100-1100-120-57011	Lease Payments	Lease Payments	161.38		
	100-1200-200-57011	Lease Payments	Lease Payments	52.17		
	100-1200-210-57011	Lease Payments	Lease Payments	22.01		
	100-1300-300-57011	Lease Payments	Lease Payments	69.28		
	100-1300-350-57011	Lease Payments	Lease Payments	52.98		
	100-1600-600-57011	Lease Payments	Lease Payments	20.38		
	100-1600-605-57011	Lease Payments	Lease Payments	38.31		
	100-1600-690-57011	Lease Payments	Lease Payments	77.43		
	100-1600-700-57011	Lease Payments	Lease Payments	16.30		
	100-1600-720-57011	Lease Payments	Lease Payments	27.71		
	500-5100-501-57011	Lease Payments	Lease Payments	116.56		
	501-5200-502-57011	Lease Payments	Lease Payments	52.17		
	501-5300-503-57011	Lease Payments	Lease Payments	108.41		
11752	QYS Training LLC	09/30/2025	Regular	0.00	869.20	47741
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
000054	Invoice	09/17/2025	Dog Training Group Classes	0.00	869.20	
	100-1300-370-52005	Recreation Programs	Dog Training Group Classes	869.20		

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10636	Ramsey Asphalt Construction Corp.	09/22/2025	Regular	0.00	13,731.00	47718

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
11655	Invoice	08/31/2025	Hot Patching Work	0.00	13,731.00
	500-5100-501-53003	Repairs and Maintenance	Hot Patching Work	13,731.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10034	ReadyRefresh by Nestle	09/02/2025	EFT	0.00	151.41	7552

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
25H0018038034	Invoice	08/28/2025	0018038034	0.00	151.41
	501-5300-503-52003	Supplies	0018038034	151.41	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11639	Reece Plumbing	09/02/2025	Regular	0.00	265.93	47632

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
S121543275.001	Invoice	08/26/2025	Urinal Spud	0.00	57.73
	100-1100-120-43021	Accts Payable Discounts	Urinal Spud	-1.09	
	100-1600-680-53003	Repairs and Maintenance	Urinal Spud	58.82	
S121544755.001	Invoice	08/26/2025	Sloan Royal	0.00	194.82
	100-1100-120-43021	Accts Payable Discounts	Sloan Royal	-3.68	
	100-1600-680-53003	Repairs and Maintenance	Sloan Royal	198.50	
S121547783.001	Invoice	08/26/2025	Johni-Ring	0.00	13.38
	100-1100-120-43021	Accts Payable Discounts	Johni-Ring	-0.25	
	100-1600-680-52003	Supplies	Johni-Ring	13.63	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11639	Reece Plumbing	09/15/2025	Regular	0.00	160.79	47687

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
S121557876.001	Invoice	09/09/2025	Pasco 2 Outlet Spud	0.00	123.40
	100-1100-120-43021	Accts Payable Discounts	Pasco 2 Outlet Spud	-2.33	
	100-1600-680-53003	Repairs and Maintenance	Pasco 2 Outlet Spud	125.73	
S121648041.001	Invoice	09/09/2025	2x8 Galv Stl Nipp	0.00	37.39
	100-1100-120-43021	Accts Payable Discounts	2x8 Galv Stl Nipp	-0.71	
	100-1600-680-53003	Repairs and Maintenance	2x8 Galv Stl Nipp	38.10	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11639	Reece Plumbing	09/22/2025	Regular	0.00	306.26	47712

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
S121644258.001	Invoice	09/09/2025	Drinking Fountain	0.00	88.65
	100-1100-120-43021	Accts Payable Discounts	Drinking Fountain	-1.68	
	100-1300-310-53003	Repairs and Maintenance	Drinking Fountain	90.33	
S121652257.001	Invoice	09/10/2025	Millros Blue Monster	0.00	193.35
	100-1100-120-43021	Accts Payable Discounts	Millros Blue Monster	-3.66	
	100-1300-320-52003	Supplies	Millros Blue Monster	66.01	
	100-1600-670-52003	Supplies	Millros Blue Monster	65.50	
	100-1600-680-52003	Supplies	Millros Blue Monster	65.50	
S121675043.001	Invoice	09/12/2025	Karlson Galv Nipp	0.00	24.26
	100-1100-120-43021	Accts Payable Discounts	Karlson Galv Nipp	-0.46	
	100-1600-680-52003	Supplies	Karlson Galv Nipp	24.72	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11639	Reece Plumbing	09/30/2025	Regular	0.00	519.13	47745

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
S121644258.002	Invoice	09/24/2025	Pasco Drinking Fountain	0.00	88.65
	100-1100-120-43021	Accts Payable Discounts	Pasco Drinking Fountain	-1.68	
	100-1300-310-53003	Repairs and Maintenance	Pasco Drinking Fountain	90.33	
S121684675.001	Invoice	09/15/2025	Sloan Vacuum Breaker	0.00	49.03
	100-1100-120-43021	Accts Payable Discounts	Sloan Vacuum Breaker	-0.93	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	100-1300-320-53003 Repairs and Maintenance		Sloan Vacuum Breaker		49.96	
S121687438.001	Invoice	09/15/2025	Cement Glue	0.00	23.75	
	100-1100-120-43021 Accts Payable Discounts		Cement Glue		-0.45	
	100-1300-320-53003 Repairs and Maintenance		Cement Glue		24.20	
S121727641.001	Invoice	09/19/2025	Sloan Flush Valve	0.00	293.99	
	100-1100-120-43021 Accts Payable Discounts		Sloan Flush Valve		-5.56	
	100-1300-330-53003 Repairs and Maintenance		Sloan Flush Valve		299.55	
S121762427.001	Invoice	09/24/2025	Blue Monster Citrus Scrub Towel	0.00	63.71	
	100-1100-120-43021 Accts Payable Discounts		Blue Monster Citrus Scrub Towe		-1.21	
	100-1300-300-52003 Supplies		Blue Monster Citrus Scrub Towe		64.92	
11544	Richards, Watson & Gershon A Professional Cor	09/15/2025	EFT	0.00	81,132.42	7579
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**		**Distribution Amount**	
254780	Invoice	08/31/2025	Professional Services - Administration	0.00	18,557.76	
	100-1100-120-57012 Legal Fees		Professional Services - Administ		18,557.76	
254781	Invoice	08/31/2025	Professional Services - Community Develo	0.00	7,119.50	
	100-1200-200-57012 Legal Fees		Professional Services - Commun		1,824.00	
	100-1200-200-57012 Legal Fees		Professional Services - Commun		5,295.50	
254782	Invoice	08/31/2025	Professional Services - Personnel	0.00	171.00	
	100-1100-120-57012 Legal Fees		Professional Services - Personne		171.00	
254783	Invoice	08/31/2025	Professional Services - Wastewater	0.00	1,311.00	
	501-5300-503-57012 Legal Fees		Professional Services - Wastewa		1,311.00	
254784	Invoice	08/31/2025	Professional Services - South Coast Proper	0.00	45,740.91	
	100-1100-120-57012 Legal Fees		Professional Services - South Co		45,740.91	
254785	Invoice	08/31/2025	Professional Services - Municipal Water	0.00	2,536.50	
	500-5100-501-57012 Legal Fees		Professional Services - Municipa		2,536.50	
254786	Invoice	08/31/2025	Professional Services - S.Y. Valley Resident	0.00	5,695.75	
	100-1200-200-57012 Legal Fees		Professional Services - S.Y. Valley		5,695.75	
11539	RingCentral, Inc.	09/22/2025	EFT	0.00	1,112.20	7595
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**		**Distribution Amount**	
CD_001219347	Invoice	09/15/2025	DigitalLine Unlimited Standard	0.00	1,112.20	
	100-1100-121-57064 IT Expenses		DigitalLine Unlimited Standard		1,112.20	
11381	Roadrunner Management Services, Inc.	09/08/2025	EFT	0.00	70,827.17	7564
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**		**Distribution Amount**	
7048	Invoice	09/04/2025	SYVT Operations Roadrunner Mgmt Serv	0.00	70,827.17	
	502-5000-850-35021 Fare Box Revenue		Farebox Collections		-4,142.76	
	502-5000-850-55003 Communications		Comcast Internet Upgrade		105.00	
	502-5000-850-56010 Transit Contract		SYVT Operations Roadrunner M		74,864.93	
11381	Roadrunner Management Services, Inc.	09/15/2025	EFT	0.00	72,746.36	7580
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**		**Distribution Amount**	
7054	Invoice	09/01/2025	SYVT Operations Roadrunner Mgmt Serv	0.00	72,746.36	
	502-5000-850-35021 Fare Box Revenue		Farebox Collections		-4,177.45	
	502-5000-850-55003 Communications		Comcast Internet Upgrade		105.00	
	502-5000-850-56010 Transit Contract		SYVT Operations Roadrunner M		76,818.81	
11381	Roadrunner Management Services, Inc.	09/15/2025	EFT	0.00	8,159.83	7581
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**		**Distribution Amount**	
7055	Invoice	09/01/2025	Fuel Reimbursement - August	0.00	8,159.83	
	502-5000-850-52015 Vehicle Fuel		Fuel Reimbursement - August		8,159.83	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11660	Robert Hargreaves III	09/08/2025	Regular	0.00	480.00	47665

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
INV0013806	Invoice	08/13/2025	August Skate Camp	0.00	480.00
	100-1300-365-52005	Recreation Programs	August Skate Camp	480.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
52387	Robert Meneley	09/02/2025	Regular	0.00	676.00	47638

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
INV0013802	Invoice	08/28/2025	Recreation Refund	0.00	676.00
	100-20036	Due to A/R Customer-Civi	Recreation Refund	676.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10033	S.Y.R.W.C.D. ID #1	09/15/2025	Regular	0.00	2,828.19	47691

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
5001 08/31/2025	Invoice	08/31/2025	Acct#000017005001	0.00	2,828.19
	500-5100-501-55010	Purchased Water	Acct#000017005001	2,828.19	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10033	S.Y.R.W.C.D. ID #1	09/15/2025	Regular	0.00	3,792.96	47692

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
0001 08/26/2025	Invoice	08/26/2025	Acct#000017040001	0.00	3,792.96
	100-1300-330-55002	Water and Sewer Charges	Acct#000017040001	3,792.96	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10033	S.Y.R.W.C.D. ID #1	09/15/2025	Regular	0.00	1,767.62	47693

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
7501 08/31/2025	Invoice	08/31/2025	Acct#000017037501	0.00	1,767.62
	500-5100-501-55010	Purchased Water	Acct#000017037501	1,767.62	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10004	Santa Barbara Co Sheriff Dept	09/02/2025	Regular	0.00	268,892.00	47639

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
2684	Invoice	08/21/2025	Law Enforcement Services - August 2025	0.00	268,892.00
	207-2700-807-56006	Law Enforcement/Emerg	Law Enforcement Services - Aug	268,892.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10909	Santa Maria Famcon Pipe & Supply	09/02/2025	Regular	0.00	586.16	47640

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
S100162022.001	Invoice	08/25/2025	Pressure Regulator	0.00	586.16
	500-5100-501-53003	Repairs and Maintenance	Pressure Regulator	586.16	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10909	Santa Maria Famcon Pipe & Supply	09/08/2025	Regular	0.00	9,837.58	47666

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
S100160582.001	Invoice	08/25/2025	Flow Meter for Zone 1&2	0.00	9,837.58
	500-5100-501-53003	Repairs and Maintenance	Flow Meter for Zone 1&2	9,837.58	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11167	Santa Ynez Valley Hardware	09/02/2025	Regular	0.00	3,912.19	47641

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
INV0013758	Invoice	08/01/2025	Supplies - July	0.00	3,912.19
	100-1300-310-52003	Supplies	Supplies - July	352.53	
	100-1300-310-53003	Repairs and Maintenance	Supplies - July	267.12	
	100-1300-320-52003	Supplies	Supplies - July	93.50	
	100-1300-320-53003	Repairs and Maintenance	Supplies - July	40.86	
	100-1300-330-52003	Supplies	Supplies - July	173.12	
	100-1300-330-53003	Repairs and Maintenance	Supplies - July	253.00	
	100-1300-340-53003	Repairs and Maintenance	Supplies - July	2.15	
	100-1300-340-57029	Village Planter Maint.	Supplies - July	475.09	
	100-1300-365-52005	Recreation Programs	Supplies - July	22.80	
	100-1400-410-52000	Events	Supplies - July	80.45	
	100-1600-605-52003	Supplies	Supplies - July	386.04	
	100-1600-610-52003	Supplies	Supplies - July	197.95	
	100-1600-610-53003	Repairs and Maintenance	Supplies - July	713.50	
	100-1600-620-53003	Repairs and Maintenance	Supplies - July	143.45	
	100-1600-630-52003	Supplies	Supplies - July	26.07	
	100-1600-630-53003	Repairs and Maintenance	Supplies - July	9.78	
	100-1600-690-52003	Supplies	Supplies - July	252.28	
	100-1600-690-53003	Repairs and Maintenance	Supplies - July	74.35	
	100-1600-690-53007	Highway Entrance Signs	Supplies - July	10.86	
	100-1600-700-52003	Supplies	Supplies - July	21.74	
	100-1600-700-53003	Repairs and Maintenance	Supplies - July	26.08	
	500-5100-501-52003	Supplies	Supplies - July	127.99	
	500-5100-501-53003	Repairs and Maintenance	Supplies - July	4.33	
	501-5200-502-52003	Supplies	Supplies - July	83.53	
	501-5300-503-52003	Supplies	Supplies - July	73.62	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11167	Santa Ynez Valley Hardware	09/08/2025	Regular	0.00	2,181.53	47667

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
INV0013809	Invoice	09/01/2025	Supplies - August	0.00	2,181.53
	100-1300-300-52003	Supplies	Supplies - August	38.04	
	100-1300-310-52003	Supplies	Supplies - August	46.74	
	100-1300-310-53003	Repairs and Maintenance	Supplies - August	426.56	
	100-1300-320-52003	Supplies	Supplies - August	23.91	
	100-1300-320-53003	Repairs and Maintenance	Supplies - August	3.61	
	100-1300-330-53003	Repairs and Maintenance	Supplies - August	194.44	
	100-1300-340-53003	Repairs and Maintenance	Supplies - August	17.35	
	100-1300-340-57029	Village Planter Maint.	Supplies - August	289.66	
	100-1300-375-52005	Recreation Programs	Supplies - August	51.08	
	100-1300-700-57023	Street Tree Planting/Mgm	Supplies - August	51.10	
	100-1400-400-70502	Julefest	Supplies - August	133.66	
	100-1600-605-52003	Supplies	Supplies - August	62.25	
	100-1600-610-52003	Supplies	Supplies - August	7.60	
	100-1600-610-53003	Repairs and Maintenance	Supplies - August	190.61	
	100-1600-630-52003	Supplies	Supplies - August	3.25	
	100-1600-690-52003	Supplies	Supplies - August	11.51	
	100-1600-690-52013	Trash Receptacles	Supplies - August	176.11	
	100-1600-690-53003	Repairs and Maintenance	Supplies - August	18.68	
	100-1600-690-53007	Highway Entrance Signs	Supplies - August	251.02	
	100-1600-700-51014	Safety Gear	Supplies - August	41.30	
	100-1600-700-52003	Supplies	Supplies - August	104.37	
	100-1600-700-53003	Repairs and Maintenance	Supplies - August	21.74	
	501-5300-503-53003	Repairs and Maintenance	Supplies - August	16.94	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
51529	SANTA YNEZ VALLEY MASTER CHORA	09/15/2025	Regular	0.00	427.50	47694

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
INV0013840	Invoice	09/10/2025	Recreation Refund	0.00	427.50
	100-20036	Due to A/R Customer-Civi	Recreation Refund	427.50	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10281	Satcom Global FZE	09/08/2025	EFT	0.00	57.21	7565

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
AS09250446	Invoice	09/01/2025	Iridium SIM Card	0.00	57.21
	100-1100-120-60006	EOC Phone	Iridium SIM Card	57.21	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11253	SB Co. Air Pollution Control	09/02/2025	Regular	0.00	614.00	47642

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
63450	Invoice	05/06/2025	Annual Review Fee - Fjord Drive	0.00	307.00
	501-5300-503-61009	Permit Fees	Annual Review Fee - Fjord Drive	307.00	
63451	Invoice	05/06/2025	Annual Review Fee - Alisal Road	0.00	307.00
	501-5300-503-61009	Permit Fees	Annual Review Fee - Alisal Road	307.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11448	SiteOne Landscaping Supply, LLC	09/08/2025	Regular	0.00	77.82	47668

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
157205376-001	Invoice	08/13/2025	Rain Bird	0.00	77.82
	100-1300-330-53003	Repairs and Maintenance	Rain Bird	77.82	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11448	SiteOne Landscaping Supply, LLC	09/30/2025	Regular	0.00	586.58	47748

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
158579651-001	Invoice	09/18/2025	SCH 80 PVC Coupling Socket	0.00	63.73
	100-1300-330-53003	Repairs and Maintenance	SCH 80 PVC Coupling Socket	63.73	
158579810-001	Invoice	09/18/2025	Weld-On 711 Gray Cement	0.00	22.82
	100-1300-330-53003	Repairs and Maintenance	Weld-On 711 Gray Cement	22.82	
158704773-001	Invoice	09/22/2025	LESCO Synthetic Blend	0.00	42.54
	100-1300-310-53003	Repairs and Maintenance	LESCO Synthetic Blend	21.27	
	100-1300-330-53003	Repairs and Maintenance	LESCO Synthetic Blend	21.27	
158704855-001	Invoice	09/22/2025	Irritec Power-Loc	0.00	11.88
	100-1300-340-57029	Village Planter Maint.	Irritec Power-Loc	11.88	
158718138-001	Invoice	09/22/2025	Bulk Decomposed Granite	0.00	445.61
	100-1300-320-53003	Repairs and Maintenance	Bulk Decomposed Granite	445.61	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10129	Smith & Loveless, Inc.	09/02/2025	Regular	0.00	94.68	47643

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
C/V 13445	Invoice	08/20/2025	Corrected Sales Tax Rate - INV 185081	0.00	94.68
	804-5300-503-70105	Projects -WASTEWATER	Corrected Sales Tax Rate - Invoic	94.68	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11174	Solvang Bakery Inc.	09/08/2025	Regular	0.00	81.00	47669

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
715687	Invoice	08/25/2025	Cake for August Birthdays	0.00	81.00
	100-1000-100-58001	City Hospitality	Cake for August Birthdays	81.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11174	Solvang Bakery Inc.	09/22/2025	Regular	0.00	76.50	47720

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
715778	Invoice	09/16/2025	Cake for September Birthdays	0.00	76.50
	100-1000-100-58001	City Hospitality	Cake for September Birthdays	76.50	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11146	Solvang Chamber of Commerce	09/22/2025	Regular	0.00	40,000.00	47721

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
6169	Invoice	09/17/2025	Muisc in the Park/State of the City FY25-2	0.00	40,000.00
	100-1100-220-59026	Solvang Chamber of Com	Muisc in the Park/State of the Ci	40,000.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10207	Solvang Danish Days Foundation	09/16/2025	Regular	0.00	40,000.00	47699

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
2021-38	Invoice	09/12/2025	2025 Danish Days Festival Grant	0.00	40,000.00
	100-1400-400-59015	Danish Days	2025 Danish Days Festival Grant	40,000.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11613	Solvang Hygge Huset LLC	09/08/2025	Regular	0.00	10,022.54	47670

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
1043	Invoice	09/01/2025	FY 2024-25 Visitor's Center	0.00	10,022.54
	100-1400-400-59010	Visitor's Center	FY 2024-25 Visitor's Center	10,022.54	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
50173	Solvang School	09/02/2025	Regular	0.00	23,740.90	47644

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
INV0013804	Invoice	08/25/2025	Paving of the LC Parking Lot	0.00	23,740.90
	207-2700-807-70985	Public Spaces	Paving of the LC Parking Lot	23,740.90	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10142	SP Maintenance Services, Inc	09/08/2025	EFT	0.00	3,647.92	7566

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
98783	Invoice	09/01/2025	Street Sweeping FY 25/26	0.00	3,647.92
	100-1600-720-57022	Street Sweeping	Street Sweeping FY 25/26	3,647.92	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10902	Staples Advantage	09/02/2025	EFT	0.00	259.20	7555

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
6039332444	Invoice	08/09/2025	Office Supplies	0.00	54.79
	100-1200-200-52003	Supplies	Office Supplies	27.39	
	100-1200-210-52003	Supplies	Office Supplies	27.40	
6040325042	Invoice	08/23/2025	Clorox Wipes	0.00	19.12
	100-1200-200-52003	Supplies	Clorox Wipes	9.56	
	100-1200-210-52003	Supplies	Clorox Wipes	9.56	
6040325045	Invoice	08/23/2025	Office Supplies	0.00	91.20
	100-1300-350-52003	Supplies	Office Supplies	91.20	
6040325047	Invoice	08/23/2025	Supplies	0.00	94.09
	500-5100-501-52003	Supplies	Supplies	94.09	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10902	Staples Advantage	09/15/2025	EFT	0.00	589.84	7582

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
6041921009	Invoice	09/06/2025	Office Supplies	0.00	179.34
	100-1100-120-52003	Supplies	Office Supplies	179.34	
6041921016	Invoice	09/06/2025	Toner Cartridges	0.00	410.50
	501-5300-503-52003	Supplies	Toner Cartridges	410.50	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10902	Staples Advantage	09/22/2025	EFT	0.00	270.36	7596

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
6042387900	Invoice	09/13/2025	Computer Keyboard	0.00	180.22
	500-5100-501-53010	Computer/Desktop Equip	Computer Keyboard	180.22	
6042387902	Invoice	09/13/2025	Paper	0.00	90.14

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	100-1600-690-52003 Supplies		Paper		90.14	
10902	Staples Advantage	09/30/2025	EFT	0.00	206.34	7608
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
6042883594	Invoice	09/20/2025	Toner	0.00	206.34	
	100-1100-120-52003	Supplies	Toner		206.34	
11487	Stiletto Events	09/15/2025	Regular	0.00	4,447.62	47695
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SOL-0825-1	Invoice	09/10/2025	FY 2025-26 Stiletto Events	0.00	4,447.62	
	100-1400-400-57016	Professional Services	FY 2025-26 Stiletto Events		4,447.62	
11671	The Guardian Team LLC	09/02/2025	EFT	0.00	484.00	7556
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1220	Invoice	08/26/2025	Security 8/23/25	0.00	484.00	
	100-16002	REIMBURSEABLE A/P PAY	Security 8/23/25		484.00	
11671	The Guardian Team LLC	09/22/2025	EFT	0.00	382.38	7597
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1223	Invoice	09/09/2025	Security - 9/8/25	0.00	382.38	
	100-16002	REIMBURSEABLE A/P PAY	Security - 9/8/25		382.38	
11671	The Guardian Team LLC	09/30/2025	EFT	0.00	402.50	7609
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1228	Invoice	09/24/2025	Security 09/20/2025	0.00	402.50	
	100-16002	REIMBURSEABLE A/P PAY	Security 09/20/2025		402.50	
11753	Tierra Contracting Inc.	09/22/2025	Regular	0.00	615,660.56	47727
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
Application 1	Invoice	08/26/2025	Nyborg Estates Waterline Replacement Pr	0.00	615,660.56	
	803-5100-501-70105	Projects -WATER	Nyborg Estates Waterline Repla		615,660.56	
11658	Tom Jones & Associates, Inc.	09/15/2025	Regular	0.00	21,487.89	47696
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
0725s	Invoice	07/31/2025	Professional Services FY 2025-26	0.00	21,487.89	
	100-1400-400-57016	Professional Services	Professional Services FY 2025-2		21,487.89	
11658	Tom Jones & Associates, Inc.	09/30/2025	Regular	0.00	13,690.00	47749
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
0825s	Invoice	08/30/2025	Professional Services FY 2025-26	0.00	13,690.00	
	100-1400-400-57016	Professional Services	Professional Services FY 2025-2		13,690.00	
11767	Two Trumpets Communications	09/22/2025	Regular	0.00	2,083.00	47722
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1507	Invoice	08/12/2025	City Newsletter	0.00	2,083.00	
	100-1100-120-57062	Public Relations	City Newsletter		2,083.00	
11767	Two Trumpets Communications	09/30/2025	Regular	0.00	2,083.00	47750

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		
1519	Invoice	09/24/2025	City Newsletter	0.00	2,083.00	
	100-1100-120-57062	Public Relations	City Newsletter	2,083.00		
10992	Tyler Technologies, Inc	09/08/2025	Regular	0.00	40.00	47671
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
025-525577	Invoice	09/01/2025	Utility Billing - September	0.00	40.00	
	500-5100-501-57064	IT Expenses - Water Fund	Utility Billing - September	20.00		
	501-5200-502-57064	IT Expenses - Sewer	Utility Billing - September	20.00		
11730	Ultrex Management Services, LLC	09/15/2025	Regular	0.00	246.48	47697
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
4457110-CAL	Invoice	09/04/2025	Lease Payments	0.00	246.48	
	100-1100-120-57011	Lease Payments	Lease Payments	48.82		
	100-1200-200-57011	Lease Payments	Lease Payments	15.77		
	100-1200-210-57011	Lease Payments	Lease Payments	6.65		
	100-1300-300-57011	Lease Payments	Lease Payments	20.95		
	100-1300-350-57011	Lease Payments	Lease Payments	16.02		
	100-1600-600-57011	Lease Payments	Lease Payments	6.16		
	100-1600-605-57011	Lease Payments	Lease Payments	11.58		
	100-1600-690-57011	Lease Payments	Lease Payments	23.42		
	100-1600-700-57011	Lease Payments	Lease Payments	4.93		
	100-1600-720-57011	Lease Payments	Lease Payments	8.38		
	500-5100-501-57011	Lease Payments	Lease Payments	35.25		
	501-5200-502-57011	Lease Payments	Lease Payments	15.77		
	501-5300-503-57011	Lease Payments	Lease Payments	32.78		
11730	Ultrex Management Services, LLC	09/22/2025	Regular	0.00	15.00	47723
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
4458090	Invoice	09/05/2025	Toner - Annex	0.00	15.00	
	100-1200-200-52003	Supplies	Toner - Annex	2.55		
	100-1200-210-52003	Supplies	Toner - Annex	2.55		
	100-1300-300-52003	Supplies	Toner - Annex	2.55		
	100-1300-350-52003	Supplies	Toner - Annex	2.55		
	100-1600-600-52003	Supplies	Toner - Annex	2.40		
	100-1600-605-52003	Supplies	Toner - Annex	2.40		
11182	Underground Service Alert of Southern Californi	09/08/2025	EFT	0.00	185.93	7567
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
25-260778	Invoice	09/01/2025	California State Fee for Regulatory Costs	0.00	37.93	
	100-1600-720-57028	Underground Alert	California State Fee for Regulato	12.52		
	500-5100-501-57028	Underground Alert	California State Fee for Regulato	12.52		
	501-5200-502-57028	Underground Alert	California State Fee for Regulato	12.89		
820250712	Invoice	09/01/2025	New Ticket Charges	0.00	148.00	
	100-1600-720-57028	Underground Alert	New Ticket Charges	48.84		
	500-5100-501-57028	Underground Alert	New Ticket Charges	48.84		
	501-5200-502-57028	Underground Alert	New Ticket Charges	50.32		
10214	USA Blue Book	09/02/2025	EFT	0.00	525.05	7549
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV00806010	Invoice	08/21/2025	Chlorine	0.00	525.05	
	500-5100-501-52014	Chlorination	Chlorine	525.05		
10214	USA Blue Book	09/30/2025	EFT	0.00	815.85	7604

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		
INV00835401	Invoice	09/22/2025	Hach Free Ammonia	0.00	815.85	
	500-5100-501-52014	Chlorination	Hach Free Ammonia	815.85		
11426	Valley Fresh Market, LLC	09/08/2025	Regular	0.00	281.49	47672
03-1478488	Invoice	08/04/2025	Distilled Water	0.00	8.67	
	500-5100-501-52014	Chlorination	Distilled Water	8.67		
03-1484248	Invoice	08/11/2025	Water Bottles	0.00	19.48	
	100-1600-605-52003	Supplies	Water Bottles	19.48		
05-1056559	Invoice	08/12/2025	Lunch for SAMA Meeting	0.00	243.60	
	501-5300-503-52003	Supplies	Lunch for SAMA Meeting	243.60		
06-666480	Invoice	08/07/2025	Water Bottles	0.00	9.74	
	100-1300-330-52003	Supplies	Water Bottles	9.74		
11562	Valley Shield Termite and Pest Solutions, Inc.	09/02/2025	Regular	0.00	875.00	47645
28307	Invoice	04/30/2025	Rodent Control Monthly - City Hall	0.00	75.00	
	100-1600-620-53003	Repairs and Maintenance	Rodent Control Monthly - City H	75.00		
28887	Invoice	05/28/2025	Rodent Control Monthly - City Hall	0.00	75.00	
	100-1600-620-53003	Repairs and Maintenance	Rodent Control Monthly - City H	75.00		
29441	Invoice	06/25/2025	Rodent Control Monthly - City Hall	0.00	75.00	
	100-1600-620-53003	Repairs and Maintenance	Rodent Control Monthly - City H	75.00		
30473	Invoice	08/22/2025	Monthly Pest Control - Annex	0.00	75.00	
	100-1600-630-53003	Repairs and Maintenance	Monthly Pest Control - Annex	75.00		
30476	Invoice	08/13/2025	Twice a Month AG Service - HCA	0.00	100.00	
	100-1300-310-57057	Pest Management	Twice a Month AG Service - HCA	100.00		
30479	Invoice	08/13/2025	Weekly Pest Control - SF	0.00	100.00	
	100-1300-330-57057	Pest Management	Weekly Pest Control - SF	100.00		
30481	Invoice	08/20/2025	Weekly Pest Control - SF	0.00	100.00	
	100-1300-330-57057	Pest Management	Weekly Pest Control - SF	100.00		
30483	Invoice	08/13/2025	Twice a Month AG Service - Vets	0.00	100.00	
	100-1600-610-53003	Repairs and Maintenance	Twice a Month AG Service - Vets	100.00		
30556	Invoice	08/22/2025	Rodent Control Monthly - City Hall	0.00	75.00	
	100-1600-620-53003	Repairs and Maintenance	Rodent Control Monthly - City H	75.00		
30587	Invoice	08/13/2025	Monthly Pest Control - Vets	0.00	100.00	
	100-1600-610-53003	Repairs and Maintenance	Monthly Pest Control - Vets	100.00		
11562	Valley Shield Termite and Pest Solutions, Inc.	09/08/2025	Regular	0.00	359.00	47673
30475	Invoice	08/27/2025	Twice a Month AG Service - HCA	0.00	100.00	
	100-1300-310-57057	Pest Management	Twice a Month AG Service - HCA	100.00		
30480	Invoice	08/27/2025	Weekly Pest Control - SF	0.00	100.00	
	100-1300-330-57057	Pest Management	Weekly Pest Control - SF	100.00		
30482	Invoice	08/27/2025	Twice a Month AG Service - Vets	0.00	100.00	
	100-1600-610-53003	Repairs and Maintenance	Twice a Month AG Service - Vets	100.00		
30572	Invoice	08/27/2025	Monthly Pest Control - HCA	0.00	59.00	
	100-1300-310-57057	Pest Management	Monthly Pest Control - HCA	59.00		
11562	Valley Shield Termite and Pest Solutions, Inc.	09/22/2025	Regular	0.00	660.00	47724

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**		
31068	Invoice	09/10/2025	Twice a Month AG Service - HCA	0.00	100.00	
	100-1300-310-57057	Pest Management	Twice a Month AG Service - HCA	100.00		
31071	Invoice	09/10/2025	Weekly Pest Control - SF	0.00	100.00	
	100-1300-330-57057	Pest Management	Weekly Pest Control - SF	100.00		
31073	Invoice	09/04/2025	Weekly Pest Control - SF	0.00	100.00	
	100-1300-330-57057	Pest Management	Weekly Pest Control - SF	100.00		
31074	Invoice	09/10/2025	Twice a Month AG Service - Vets	0.00	100.00	
	100-1600-610-53003	Repairs and Maintenance	Twice a Month AG Service - Vets	100.00		
31183	Invoice	09/10/2025	Monthly Pest Control - Vets	0.00	100.00	
	100-1600-610-53003	Repairs and Maintenance	Monthly Pest Control - Vets	100.00		
31528	Invoice	09/10/2025	One Time Service - HCA	0.00	80.00	
	100-1300-310-57057	Pest Management	One Time Service - HCA	80.00		
31529	Invoice	09/10/2025	One Time Service - HCA	0.00	80.00	
	100-1300-310-57057	Pest Management	One Time Service - HCA	80.00		
10872	Verizon Wireless Services, LLC	09/02/2025	Regular	0.00	1,400.60	47646
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
6121441270	Invoice	08/19/2025	Acct#617131340-00001	0.00	1,400.60	
	100-1100-121-57064	IT Expenses	Acct#617131340-00001	760.11		
	500-5100-501-57064	IT Expenses - Water Fund	Acct#617131340-00001	388.02		
	501-5200-502-57064	IT Expenses - Sewer	Acct#617131340-00001	93.46		
	501-5300-503-57064	IT Expenses - WWTP	Acct#617131340-00001	159.01		
10872	Verizon Wireless Services, LLC	09/30/2025	Regular	0.00	1,584.47	47751
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
6123926325	Invoice	09/19/2025	617131340-00001	0.00	1,584.47	
	100-1100-121-57064	IT Expenses	617131340-00001	789.50		
	100-1400-400-59010	Visitor's Center	617131340-00001	138.15		
	500-5100-501-57064	IT Expenses - Water Fund	617131340-00001	404.91		
	501-5200-502-57064	IT Expenses - Sewer	617131340-00001	93.42		
	501-5300-503-57064	IT Expenses - WWTP	617131340-00001	158.49		
52390	Veronica Montano	09/30/2025	Regular	0.00	647.50	47752
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0013887	Invoice	09/25/2025	Recreation Refund	0.00	647.50	
	100-20036	Due to A/R Customer-Civi	Recreation Refund	647.50		
10337	Visit the Santa Ynez Valley	09/22/2025	EFT	0.00	59,758.44	7598
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0013843	Invoice	09/15/2025	SYTBID - July (Collected in August)	0.00	59,758.44	
	100-1400-400-43020	TBID - Admin. Reimburse	SYTBID - July (Collected in Augus	-1,219.56		
	700-1400-400-59016	SYVTBID Payments	SYTBID - July (Collected in Augus	59,758.44		
	700-1400-400-61003	City Admin Fee	SYTBID - July (Collected in Augus	1,219.56		
10881	Wayne Brown	09/02/2025	Regular	0.00	240.00	47647
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0013789	Invoice	08/25/2025	Umpire - August 2025	0.00	240.00	
	100-1300-360-52005	Recreation Programs	Umpire - August 2025	240.00		

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
91240	Wendy Berry	09/22/2025	Regular	0.00	293.21	47700

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
INV0013852	Invoice	09/18/2025	Reimbursement for Mileage to HR Confer	0.00	293.21
	100-1100-120-51012	Education	Reimbursement for Mileage to	293.21	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10266	Western Aeromedical Consortium	09/15/2025	Regular	0.00	75.00	47698

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
148317	Invoice	09/08/2025	Random Drug Test - Nathan O.	0.00	75.00
	100-1600-720-51009	Employee Medical Exams	Random Drug Test - Nathan O.	3.75	
	501-5200-502-51009	Employee Medical Exams	Random Drug Test - Nathan O.	63.75	
	501-5300-503-51009	Employee Medical Exams	Random Drug Test - Nathan O.	7.50	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11469	Willdan Engineering	09/02/2025	Regular	0.00	10,020.78	47648

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
002-35711	Invoice	08/22/2025	Willdan FY 2025-26	0.00	5,948.28
	100-1200-210-57016	Professional Services	Willdan FY 2025-26	5,948.28	
00235712	Invoice	08/22/2025	Willdan FY 2025-26	0.00	4,072.50
	100-1200-210-57016	Professional Services	Willdan FY 2025-26	4,072.50	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11469	Willdan Engineering	09/22/2025	Regular	0.00	9,661.78	47725

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
002-35836	Invoice	09/12/2025	Willdan FY 2025-26	0.00	4,291.78
	100-1200-210-57016	Professional Services	Willdan FY 2025-26	4,291.78	
00235837	Invoice	09/12/2025	Willdan FY 2025-26	0.00	5,370.00
	100-1200-210-57016	Professional Services	Willdan FY 2025-26	5,370.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10800	Xylem Water Solutions USA, Inc	09/02/2025	Regular	0.00	4,068.64	47649

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
3556D87551	Invoice	08/20/2025	Alisal lift station Mechanical parts replace	0.00	4,068.64
	804-5200-502-70105	Projects -SEWER	Alisal lift station Mechanical par	4,068.64	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10800	Xylem Water Solutions USA, Inc	09/22/2025	Regular	0.00	395.45	47726

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
3556D90104	Invoice	09/09/2025	Alisal lift station Mechanical parts replace	0.00	395.45
	804-5200-502-70105	Projects -SEWER	Alisal lift station Mechanical par	395.45	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10686	ZWorld GIS	09/08/2025	EFT	0.00	2,380.00	7568

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
2025-0227	Invoice	09/01/2025	GIS Support Service and Maintenance	0.00	2,380.00
	100-1100-121-57064	IT Expenses	GIS Support Service and Mainte		1,867.58
	500-5100-501-57064	IT Expenses - Water Fund	GIS Support Service and Mainte		232.53
	501-5200-502-57064	IT Expenses - Sewer	GIS Support Service and Mainte		88.06
	501-5300-503-57064	IT Expenses - WWTP	GIS Support Service and Mainte		191.83

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	197	133	0.00	1,329,393.55
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	106	62	0.00	415,675.33
	303	**195**	**0.00**	**1,745,068.88**

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	197	133	0.00	1,329,393.55
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	106	62	0.00	415,675.33
	303	**195**	**0.00**	**1,745,068.88**

Fund Summary

Fund	Name	Period	Amount
998	POOLED CASH	9/2025	1,745,068.88
			1,745,068.88

CITY COUNCIL STAFF REPORT

Agenda Item 6.f

Meeting Date: October 13, 2025

SUBJECT: **Santa Barbara County Fire Department quarterly reports**

PREPARED BY: Annamarie Porter, City Clerk

DISCUSSION:
As part of the MOU contractual agreement with Santa Barbara County Fire, they are to provide a Quarterly detailed Response Time Report and an Incidents by Unit and District Report to the City.

These reports are meant to keep the City apprised of their activities during the previous Quarter. The most recent quarter ended on September 30, 2025. The Fire Chief will attend a future meeting to discuss these reports in more detail.

RECOMMENDED MOTION:
"I move to receive and file the Santa Barbara County Fire Department quarterly reports"

ALTERNATIVES:
None

FISCAL IMPACT:
None

ATTACHMENTS:
A. SBC Fire Quarterly Reports

Santa Barbara County Fire Department

4410 Cathedral Oaks Road, Santa Barbara, CA 93110

805-681-5500

Solvang - Response Time Report sorted by Date_Time (Scheduled Quarterly)

Basic Incident Alarm Date Time (FD1.26)	Incident Primary Station (FD1.4)	Incident District/Zone	Fire Incident Type	Response Mode To Scene	Response Time
07/01/2025 02:34:05	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:14:41
07/01/2025 06:28:58	30	30	Assist invalid	Non-Emergency, Upgraded to Emergency	-0:06:38
07/01/2025 15:14:06	30	30	EMS call, excluding vehicle accident with injury	Emergency, Downgraded to Non-Emergency	-0:03:31
07/01/2025 16:32:45	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:03:48
07/01/2025 18:35:04	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:03:41
07/01/2025 20:59:32	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:04:31
07/02/2025 00:40:55	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:05:54
07/02/2025 16:23:41	30	30	Dispatched and cancelled en route	Emergency, Downgraded to Non-Emergency	
07/02/2025 15:03:56	30	30	Public service assistance, other	Non-Emergency	-0:11:10
07/02/2025 12:54:21	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:04:20
07/02/2025 12:00:29	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:08:25
07/02/2025 07:31:23	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:06:46
07/03/2025 06:16:00	30	30	EMS call, excluding vehicle accident with injury	Emergency, Downgraded to Non-Emergency	-0:10:41
07/03/2025 12:32:20	VMP	30	Motor vehicle accident with no injuries.	Emergency, Downgraded to Non-Emergency	-0:08:51
07/04/2025 11:02:09	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:06:24
07/04/2025 20:50:04	31	30	Unintentional transmission of alarm, other	Emergency	-0:05:12
07/04/2025 21:56:37	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:03:51
07/04/2025 23:20:17	30	30	Motor vehicle accident with no injuries.	Emergency	-0:04:18
07/04/2025 18:42:38	Prevention	30	Service call, other	Non-Emergency	-0:01:18
07/05/2025 09:43:15	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:06:53
07/05/2025 15:18:59	30	30	Grass fire	Emergency	-0:17:42
07/05/2025 21:55:58	30	30	Smoke detector activation due to malfunction	Emergency	-0:12:22
07/05/2025 00:16:21	30	30	Motor vehicle accident with no injuries.	Non-Emergency	-0:06:54
07/06/2025 12:46:40	30	30	EMS call, excluding vehicle accident with injury	Emergency, Downgraded to Non-Emergency	-0:04:36
07/06/2025 14:12:10	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:06:02
07/07/2025 12:38:48	30	30	Public service	Emergency	-0:03:12
07/07/2025 16:18:31	30	30	Service call, other	Non-Emergency	-0:08:53
07/08/2025 10:43:48	30	30	Dispatched and cancelled en route	Emergency	-0:06:30
07/08/2025 18:20:20	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:05:57
07/09/2025 12:02:35	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:09:08
07/09/2025 14:51:43	30	30	Dispatched and cancelled en route	Non-Emergency	-0:02:17

Basic Incident Alarm Date Time (FD1.26)	Incident Primary Station (FD1.4)	Incident District/Zone	Fire Incident Type	Response Mode To Scene	Response Time
07/09/2025 15:05:03	30	30	EMS call, excluding vehicle accident with injury	Non-Emergency	-0:02:57
07/09/2025 16:15:07	30	30	EMS call, excluding vehicle accident with injury	Non-Emergency	-0:07:07
07/10/2025 06:59:14	30	30	Animal problem	Emergency	-0:34:10
07/11/2025 10:32:44	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:06:32
07/11/2025 15:13:01	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:03:15
07/11/2025 11:36:08	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:03:52
07/11/2025 23:57:54	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:09:12
07/12/2025 17:34:29	30	30	Dispatched and cancelled en route	Emergency	
07/13/2025 13:34:36	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:07:22
07/13/2025 14:59:47	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:06:49
07/14/2025 04:06:01	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:04:51
07/14/2025 14:33:23	30	30	False alarm or false call, other	Emergency	-0:07:47
07/15/2025 07:21:54	30	30	Assist invalid	Non-Emergency	-0:07:28
07/15/2025 11:10:51	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:04:02
07/15/2025 17:02:10	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:04:19
07/16/2025 09:56:12	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:04:39
07/17/2025 06:23:58	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:06:05
07/17/2025 18:07:38	34	30	EMS call, excluding vehicle accident with injury	Emergency	-0:13:57
07/18/2025 09:05:51	30	30	Dispatched and cancelled en route	Emergency	-0:07:25
07/18/2025 10:00:50	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:06:41
07/18/2025 18:14:08	30	30	Power line down	Non-Emergency	-0:17:04
07/19/2025 16:11:27	31	30	Hazardous condition, other	Emergency	-0:09:39
07/19/2025 12:25:13	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:04:59
07/19/2025 18:15:05	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:04:35
07/20/2025 06:11:07	30	30	Assist invalid	Non-Emergency	-0:07:02
07/21/2025 05:44:33	30	30	Dispatched and cancelled en route	Non-Emergency	-0:05:58
07/21/2025 12:59:38	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:13:05
07/21/2025 17:25:32	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:05:21
07/21/2025 20:29:53	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:03:46
07/22/2025 00:38:40	30	30	False alarm or false call, other	Emergency	-0:06:17
07/22/2025 01:36:09	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:05:33
07/23/2025 13:44:30	30	30	Dispatched and cancelled en route	Emergency	
07/23/2025 13:56:07	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:01:47
07/24/2025 13:16:06	30	30	Medical assist, assist EMS crew	Emergency	-0:04:49
07/24/2025 19:48:38	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:03:34
07/25/2025 11:00:00	30	30	Alarm system activation, no fire -	Emergency	-0:07:08

Basic Incident Alarm Date Time (FD1.26)	Incident Primary Station (FD1.4)	Incident District/Zone	Fire Incident Type	Response Mode To Scene	Response Time
			unintentional		
07/25/2025 13:36:33	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:03:06
07/25/2025 19:21:03	30	30	Water or steam leak	Non-Emergency	-0:07:13
07/26/2025 05:51:27	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:07:39
07/26/2025 07:22:27	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:10:15
07/26/2025 11:59:11	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:04:17
07/26/2025 17:56:49	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:05:51
07/27/2025 01:46:11	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:06:09
07/27/2025 16:26:50	30	30	Dispatched and cancelled en route	Emergency	
07/28/2025 00:15:58	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:09:01
07/28/2025 02:58:16	30	30	Assist invalid	Emergency	-0:08:01
07/28/2025 18:46:13	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:05:46
07/29/2025 03:10:28	30	30	Smoke detector activation due to malfunction	Emergency	-0:09:46
07/29/2025 12:39:33	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:05:43
07/29/2025 15:05:19	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:04:31
08/01/2025 20:49:34	30	30	Service call, other	Emergency	-0:05:42
08/03/2025 03:57:50	30	30	Dispatched and cancelled en route	Emergency, Downgraded to Non-Emergency	-0:07:25
08/03/2025 20:04:03	30	30	Smoke from barbecue, tar kettle	Non-Emergency	-0:08:54
08/04/2025 10:28:15	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:02:46
08/04/2025 12:43:02	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:06:29
08/04/2025 14:49:33	30	30	EMS call, excluding vehicle accident with injury	Non-Emergency	-0:09:20
08/04/2025 17:46:05	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:04:42
08/04/2025 22:28:42	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:03:48
08/05/2025 03:03:54	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:08:35
08/05/2025 09:12:30	30	30	Alarm system sounded due to malfunction	Emergency	-0:05:26
08/05/2025 14:43:59	30	30	False alarm or false call, other	Emergency	-0:05:58
08/05/2025 17:40:31	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:07:21
08/06/2025 12:00:02	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:08:04
08/06/2025 17:08:15	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:03:09
08/06/2025 20:19:53	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:05:06
08/07/2025 15:38:17	30	30	Dispatched and cancelled en route	Emergency	-0:03:58
08/07/2025 16:17:33	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:04:34
08/07/2025 18:38:47	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:03:47
08/07/2025 18:43:25	32	30	EMS call, excluding vehicle accident with injury	Emergency	-0:09:18
08/09/2025 05:10:48	30	30	EMS call, excluding vehicle	Emergency	-0:05:05

Basic Incident Alarm Date Time (FD1.26)	Incident Primary Station (FD1.4)	Incident District/Zone	Fire Incident Type	Response Mode To Scene	Response Time
			accident with injury		
08/09/2025 11:49:03	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:04:46
08/09/2025 19:29:59	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:05:27
08/10/2025 12:39:48	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:03:04
08/10/2025 11:17:02	30	30	Motor vehicle accident with no injuries.	Emergency	-0:03:44
08/10/2025 17:35:11	30	30	Passenger vehicle fire	Emergency	-0:05:31
08/10/2025 20:28:38	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:06:50
08/10/2025 22:08:02	30	30	EMS call, excluding vehicle accident with injury	Emergency, Downgraded to Non-Emergency	-0:04:37
08/11/2025 00:24:10	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:05:47
08/11/2025 15:32:03	30	30	Dispatched and cancelled en route	Emergency	
08/12/2025 09:17:18	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:04:53
08/12/2025 13:56:21	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:04:45
08/14/2025 09:12:37	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:03:28
08/14/2025 12:29:11	30	30	EMS call, excluding vehicle accident with injury	Emergency, Downgraded to Non-Emergency	-0:08:56
08/14/2025 14:18:38	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:05:29
08/14/2025 18:09:56	30	30	Unintentional transmission of alarm, other	Emergency	-0:06:32
08/14/2025 20:30:14	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:03:34
08/15/2025 03:17:56	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:04:40
08/15/2025 03:46:25	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:02:15
08/15/2025 13:04:25	30	30	Dispatched and cancelled en route	Emergency	
08/15/2025 12:21:53	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:07:34
08/16/2025 12:03:16	30	30	EMS call, excluding vehicle accident with injury	Emergency, Downgraded to Non-Emergency	-0:09:57
08/16/2025 14:09:44	30	30	EMS call, excluding vehicle accident with injury	Emergency, Downgraded to Non-Emergency	-0:06:55
08/17/2025 05:14:13	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:08:17
08/18/2025 08:26:08	30	30	EMS call, excluding vehicle accident with injury	Non-Emergency	-0:06:50
08/18/2025 11:33:30	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:04:39
08/18/2025 12:56:04	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:03:26
08/18/2025 22:15:23	30	30	Assist invalid	Non-Emergency	-0:06:55
08/19/2025 07:37:00	30	30	Dispatched and cancelled en route	Emergency	
08/19/2025 12:17:55	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:04:24
08/20/2025 08:24:14	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:07:13
08/20/2025 19:20:06	30	30	Dispatched and cancelled en route	Emergency	
08/20/2025 20:12:25	30	30	Dispatched and cancelled en route	Non-Emergency	-0:07:19
08/20/2025 20:36:01	30	30	EMS call, excluding vehicle	Emergency	-0:13:31

Basic Incident Alarm Date Time (FD1.26)	Incident Primary Station (FD1.4)	Incident District/Zone	Fire Incident Type	Response Mode To Scene	Response Time
			accident with injury		
08/21/2025 08:53:51	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:03:36
08/21/2025 19:16:35	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:04:54
08/21/2025 20:05:30	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:04:16
08/21/2025 20:23:40	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:08:25
08/23/2025 15:14:20	31	30	Dispatched and cancelled en route	Emergency	
08/23/2025 15:15:27	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:07:46
08/25/2025 13:28:10	30	30	EMS call, excluding vehicle accident with injury	Non-Emergency	-0:03:59
08/25/2025 11:39:15	30	30	EMS call, excluding vehicle accident with injury	Non-Emergency	-0:06:37
08/26/2025 09:43:41	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:05:04
08/26/2025 11:10:51	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:03:31
08/27/2025 05:09:58	30	30	Person in distress, other	Non-Emergency	-0:09:40
08/27/2025 06:25:52	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:04:57
08/27/2025 09:56:10	30	30	Dispatched and cancelled en route	Emergency	-0:13:46
08/27/2025 13:01:07	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:11:52
08/27/2025 16:50:47	30	30	EMS call, excluding vehicle accident with injury	Emergency, Downgraded to Non-Emergency	-0:08:54
08/27/2025 20:05:42	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:04:31
08/27/2025 20:34:45	30	30	Public service assistance, other	Non-Emergency	-0:00:13
08/28/2025 11:58:32	30	30	Dispatched and cancelled en route	Emergency	
08/28/2025 10:27:56	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:06:16
08/29/2025 03:08:14	30	30	EMS call, excluding vehicle accident with injury	Emergency, Downgraded to Non-Emergency	-0:06:58
08/29/2025 09:31:47	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:03:08
08/30/2025 06:10:28	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:07:33
08/30/2025 08:46:10	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:05:16
08/30/2025 14:29:08	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:03:52
08/30/2025 11:51:41	30	30	Smoke from barbecue, tar kettle	Non-Emergency	-0:10:05
08/31/2025 06:15:37	30	30	Assist invalid	Non-Emergency	-0:14:47
08/31/2025 07:00:38	30	30	Public service assistance, other	Non-Emergency	-0:15:17
08/31/2025 09:10:51	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:03:27
08/31/2025 10:55:58	30	30	EMS call, excluding vehicle accident with injury	Emergency, Downgraded to Non-Emergency	-0:05:59
08/31/2025 19:14:36	30	30	EMS call, excluding vehicle accident with injury	Emergency, Downgraded to Non-Emergency	-0:04:21
09/01/2025 11:06:35	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:03:24
09/01/2025 11:44:42	30	30	Motor vehicle accident with injuries	Emergency	-0:02:21
09/01/2025 21:54:30	30	30	Unintentional transmission of alarm, other	Emergency	-0:07:31
09/02/2025 16:25:10	30	30	Dispatched and cancelled en	Emergency	-0:05:25

Basic Incident Alarm Date Time (FD1.26)	Incident Primary Station (FD1.4)	Incident District/Zone	Fire Incident Type	Response Mode To Scene	Response Time
			route		
09/02/2025 17:38:08	30	30	Dispatched and cancelled en route	Emergency	-0:14:43
09/02/2025 13:16:58	30	30	Brush or brush-and-grass mixture fire	Emergency	-0:11:06
09/03/2025 10:26:19	30	30	Water problem, other	Non-Emergency	-0:03:31
09/03/2025 17:31:50	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:04:37
09/03/2025 22:53:13	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:08:01
09/04/2025 08:56:55	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:06:46
09/04/2025 11:34:44	30	30	Alarm system sounded due to malfunction	Emergency, Downgraded to Non-Emergency	-0:07:48
09/04/2025 18:53:43	30	30	Dispatched and cancelled en route	Emergency	-0:03:52
09/04/2025 21:58:37	30	30	Overpressure rupture, explosion, overheat, other	Emergency	-0:09:25
09/05/2025 16:03:47	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:03:33
09/05/2025 18:16:05	30	30	Dispatched and cancelled en route	Emergency	-0:03:31
09/06/2025 12:27:50	30	30	EMS call, excluding vehicle accident with injury	Emergency, Downgraded to Non-Emergency	-0:09:39
09/07/2025 03:05:02	30	30	Assist invalid	Non-Emergency	-0:06:13
09/08/2025 01:07:53	30	30	False alarm or false call, other	Non-Emergency	-0:10:30
09/08/2025 10:02:46	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:03:18
09/08/2025 15:41:22	30	30	Heat from short circuit (wiring), defective/worn	Emergency, Downgraded to Non-Emergency	-0:09:12
09/08/2025 23:45:15	30	30	Dispatched and cancelled en route	Emergency	-0:07:21
09/10/2025 11:08:53	30	30	Power line down	Emergency	-0:10:15
09/10/2025 15:37:18	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:05:41
09/12/2025 00:58:39	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:05:05
09/12/2025 14:25:03	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:03:15
09/13/2025 09:00:54	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:02:56
09/13/2025 10:50:47	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:07:09
09/13/2025 17:24:52	30	30	Motor vehicle/pedestrian accident (MV Ped)	Emergency	-0:06:26
09/14/2025 17:04:23	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:11:00
09/14/2025 21:19:08	30	30	Assist invalid	Emergency	-0:05:19
09/14/2025 23:52:42	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:04:26
09/15/2025 12:58:52	30	30	Dispatched and cancelled en route	Emergency	-0:03:33
09/15/2025 14:22:25	30	30	Smoke detector activation, no fire - unintentional	Emergency	-0:08:39
09/15/2025 14:29:45	31	30	Oil or other combustible liquid spill	Non-Emergency	-0:14:19
09/15/2025 15:13:03	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:05:17
09/16/2025 08:42:53	21	30	EMS call, excluding vehicle accident with injury	Emergency	-0:06:59
09/16/2025 12:18:29	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:05:21
09/16/2025 16:16:11	30	30	EMS call, excluding vehicle accident with injury	Emergency, Downgraded to Non-Emergency	-0:06:38

Basic Incident Alarm Date Time (FD1.26)	Incident Primary Station (FD1.4)	Incident District/Zone	Fire Incident Type	Response Mode To Scene	Response Time
09/16/2025 12:32:44	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:05:29
09/18/2025 11:11:56	30	30	Assist invalid	Emergency, Downgraded to Non-Emergency	-0:05:47
09/18/2025 12:40:55	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:03:37
09/18/2025 14:37:45	30	30	EMS call, excluding vehicle accident with injury	Emergency, Downgraded to Non-Emergency	-0:11:06
09/19/2025 07:51:13	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:05:20
09/19/2025 12:16:47	30	30	False alarm or false call, other	Emergency	-0:08:42
09/19/2025 19:24:18	30	30	Dispatched and cancelled en route	Non-Emergency	
09/19/2025 20:04:54	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:05:00
09/20/2025 07:03:05	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:05:46
09/20/2025 11:30:53	30	30	Public service assistance, other	Non-Emergency	-0:12:46
09/20/2025 13:45:46	30	30	Motor vehicle accident with no injuries.	Emergency	-0:04:53
09/22/2025 05:20:34	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:06:03
09/22/2025 17:50:13	30	30	False alarm or false call, other	Emergency	-0:08:23
09/23/2025 10:30:37	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:04:29
09/23/2025 13:59:29	30	30	Alarm system sounded due to malfunction	Emergency	-0:08:14
09/23/2025 17:21:34	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:04:34
09/24/2025 09:25:45	30	30	Smoke scare, odor of smoke	Non-Emergency	-0:07:32
09/25/2025 12:48:53	34	30	Dispatched and cancelled en route	Emergency	-0:04:18
09/25/2025 14:50:29	30	30	EMS call, excluding vehicle accident with injury	Emergency	-0:05:44
09/26/2025 18:51:48	30	30	EMS call, excluding vehicle accident with injury	Emergency, Downgraded to Non-Emergency	-0:03:32
09/26/2025 23:33:06	30	30	Dispatched and cancelled en route	Emergency	-0:05:24
09/27/2025 16:05:50	30	30	Dispatched and cancelled en route	Emergency	-0:04:44
09/28/2025 12:36:02	30	30	EMS call, excluding vehicle accident with injury	Non-Emergency	-0:06:34

Report Criteria

Incident District/Zone: Is In 30

Basic Incident Date Original (Fd1.3): Is Equal To Last Quarter

Description

Solvang - Response Time Report

Santa Barbara County Fire Department

4410 Cathedral Oaks Road, Santa Barbara, CA 93110
805-681-5500

Solvang - Incidents by Unit and District (Scheduled Quarterly)

Incident District/Zone	Total Incidents
Apparatus ID: E330	
21	2
SMR - Santa Maria City	1
	Total: 3
Apparatus ID: ME30	
24	1
30	163
31	20
32	16
38	1
	Total: 201
Apparatus ID: MT30	
30	5
31	7
32	1
34	2
38	1
	Total: 16
	Total: 220

Report Criteria

Apparatus: Is In E230, E30, E330, ME30, MT30, T30

Basic Incident Date Original (Fd1.3): Is Equal To Last Quarter

Description

Solvang - Incidents by Unit and District

CITY COUNCIL STAFF REPORT

Agenda Item 7.a

Meeting Date: October 13, 2025

SUBJECT: **Public hearing to consider an appeal of Planning Commission decision approving amendments to facades and building colors for 1704 Mission Drive (APN 139-240-033) (PA 25-035).**

PREPARED BY: Rafael Castillo, AICP, Community Development Director

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DISCUSSION:

Report In Brief

The applicant is appealing the Planning Commission's decision to uphold the Community Development Director's decision to approve, with modifications, certain amendments, to the applicant's previously approved development plan (development permit) for construction of nine (9) hotel cottages and event space within the village mixed-use zone. The applicant is appealing the following requirements:

- Remove some of the half-timbers on Units 2,4,5 and 9 that create additional patterns or that "does not emulate authentic appearance and pattern of historic buildings in Europe" (Adopted Design Guidelines);
- Remove the colored red and white banding on the roof of one structure.

The City Council shall decide whether to:

1. Deny the appeal and adopt the Planning Commission's decision (and Community Development Director's decision) as its own; or
2. Grant the appeal in whole or in part and direct staff draft a resolution setting forth appropriate findings.

Background

On December 4, 2023, the Planning Commission approved a "Development Plan" for a proposed development that included the following:

- Construction of nine (9) separate cottages ranging in size from 250 to 390 square feet (sf) that will serve as one-bedroom hotel rooms covering approximately 3,575 sf of the site (21.9%)
- An on-site ancillary building of approximately 400 sf to serve as a gathering area.
- A separate supply room is attached to one of the cottages, as shown in the proposed project plans.
- Courtyard and perimeter landscaping approximately 8,250 sf or 50% of the net site area.
- Perimeter stone wall.

The applicant was issued a building permit (BP 24-042) and a grading permit (BP 24-129) for this project in December 2024. The applicant commenced façade finishes in late spring/summer 2025. However, he deviated from the approved building permit/entitlements. City staff informed the applicant in late May 2025 of the deviation and the requirement to receive an amendment to the entitlement. The applicant applied for an amendment to the approved plans, requesting a change to the facades consistent with Condition PLN-8 of PC Resolution 23-14, which allows the Planning Manager to review and approve minor amendments. The Design Review Committee weighed in on the proposed amendments and provided feedback to assist the Community Development Director.

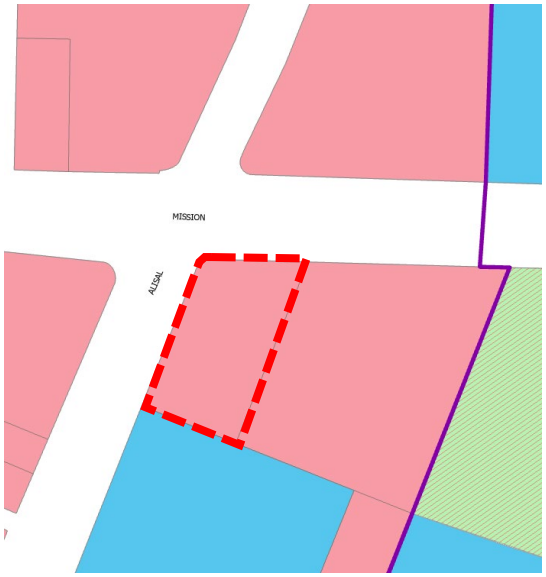
On July 23, 2025, the Community Development Director approved project amendments the applicant proposed but required modification to certain proposed color changes, siding material changes, window elements and half-timbers on Units 2, 3, 4, 5, 6, 7 and 9; to the red and white colored roofing on the "chapel" structure; and the color of the windmill structure. The Community Development Director

determined these modifications were necessary for the project to be consistent with adopted design standards.

The applicant appealed portions of the Director's decision to the Planning Commission. The applicant also requested additional modifications to the site plan and landscaping plan. At its September 2, 2025 meeting, the Planning Commission held a public hearing regarding the appeal and voted 4-0 to uphold the Community Development Director's decision on colors, facades, and siding material changes as well as approve modified site plan and landscaping plan. The applicant is now appealing the Planning Commission's decision on two items only: the requirement to remove excessive half-timbering on units 2, 4, 5, and 9, and removal of the installed color roofing tiles. The applicant has agreed to work with the City to change make other changes required by the Community Development Director and Planning Commission decisions, including paint colors and facade changes.

<u>Proposed Project Site Summary:</u>
Property Owner: Archdiocese of Los Angeles
Applicant: SBID, LLC
APN: 139-240-033
General Plan Designation: Tourist Related/Village Commercial
Zoning: Village Mixed-Use (VMU) / Design District – Village District (DD-1e
Surrounding Uses:
North: Village Mixed-Use (VMU)/Existing Hotel
South: Public/Institutional (PI)/Public Parking lot
East: Village Mixed-Use (VMU)/Vacant Building
West: Alisal Road Right of Way





Applicant's Statements in Support of Appeal:

Half Timbers. The applicant believes that the half timbers as built provide a level of whimsy and charm to the architecture that would be lost with their removal. At the September 2, 2025 meeting, the applicant pointed out that other buildings in the city exhibit curvatures in the half-timbers, specifically the building at the corner of 1st Street and Park Street (486 First).

Example of Existing Half-timbers approved for removal





Red and White Roofing. Additionally, the applicant requests that the red and white colored banding installed on one building be allowed to remain as currently built. The applicant claims the colored chapel tiles will be a unique contribution to the City's Danish aesthetic and provide another architectural feature.

Color Tiled Roof





Community Design Element Policies/Objectives

The following are pertinent policies in the 1989 Community Design Element that the project is required to meet:

- Policy 5.c – The city shall establish guidelines for the entrances to the Village theme area to establish and reflect appropriate Danish/Northern European architecture.
- 4.3.1 Village Area: All new construction and remodels within the Village Area shall be within the traditional and historic Danish theme or design vernaculars which are found in Denmark or neighboring northern European countries. Eighteenth century, half-timbered in Denmark are encouraged.
- 4.3.1 Village Area: Real slate or thatched roof materials are acceptable. Tile roofs may be clay or concrete. Color is to be red or red mix and consistent with Danish roof tile designs.

Analysis of Appealed Elements.

Based on staff's analysis, the installed half timbers in Units 2,4,5 and 9 are not within the traditional and historic Danish theme and no not emulate eighteenth century Denmark half-timbers. The use of half-timbers with more curvature is found in a more general "historic" theme and there are existing buildings in the City that have more articulate half-timbers. However, these existing curved half-timbers predate the current Design Guidelines as explained below.

Slate roofing material is permitted, and red is mentioned as an acceptable color. However, staff's analysis determined the red and white stripped pattern is not consistent with Danish roof tile designs as required.

2008 Land Use Element Policies/Objectives

The following are pertinent policies in the Land Use Element that the project is required to meet:

- Goal 2 - Ensure that development in the city is consistent with the overall community character and contributes positively towards the city's image.
- Policy 2.2 - Ensure that commercial development is located conveniently and is consistent with the Community Design Element of the General Plan.
- Goal 3 - Promote and beautify the city as a tourist destination and provide a pleasant atmosphere for residents.
- Policy 3.1 - Encourage tourism and civic pride by creating entry points to the City.

Analysis of Appealed Elements.

Based on staff's analysis, the project as proposed is not consistent with the overall community character. Based on the appeal, the half-timbers and color banding of the roof is inconsistent with the overall community character, which is a traditional "old world" Danish theme. The curvatures in the half-timbers are not a characteristic found in old world Denmark. The proposed project is located in a convenient location at the corner of Alisal and Mission Drive, and it does promote the city as a tourist destination as designed, and meets the "old world" Danish motif as amended by the Community Development Director.

Design Guidelines

The following are pertinent adopted design policies the project is required to meet:

- New construction within the Village area shall be within the traditional and historic Danish theme or design vernaculars of eighteenth century, half-timbered buildings which are found in Denmark or neighboring northern European countries.
- All exterior elevations shall be integral to the traditional design. Buildings should demonstrate compatibility in materials and consistency in style throughout all elevations.
- Real slate or thatched roof materials are acceptable. Tile roofs may be clay or concrete. The tile color is to be approved by the B.A.R. The roof tile designs must be consistent with Danish roof tile designs consisting of larger flat pans with a small barrel.
- 1/2 timbering (bindingsvaerk) or other methods to emulate 1/2 timbering may be required and where used, it shall be demonstrated that the use emulates the authentic appearance and pattern of historic buildings in Europe.

Page 2 of the adopted Design Guidelines, provides insight on how the guidelines should be utilized by decision makers:

> *These guidelines are intended to provide the builders of the community with a set of measures which will serve to provide the residents and visitors with the highest standard and quality of design and appearance possible.*

Analysis of Appealed Elements.
Based on staff's analysis the installed half timbers in Units 2,4,5 and 9 that are the subject of this appeal do not emulate the authentic appearance and pattern of historic Danish buildings because they are curved or otherwise do not mimic natural wood as required by the Design Guidelines. The applicant half-timbers as installed, are "whimsical and add charm." The applicant noted at the Planning Commission meeting that other buildings within the City contain such variations of half-timber articulation. However, the construction of these buildings occurred prior to the adoption of the Design Guidelines.

As for the slate color roofs, the use of roof tile designs is permitted under the Design Guidelines provided the design is "consistent with Danish roof tile designs consisting of larger flat pans with a small barrel." The Design Guidelines do not specify colors for slate roof tiles. Based on staff's analysis the red and white color bands are not consistent with Danish rooftile designs and a solid color should be utilized to emulate the old-world Danish style.

Staff does acknowledge that as constructed, the buildings do demonstrate compatibility of materials and the project does meet the intent of standard of quality of design and appearance, which is the goal of the guidelines.

Zoning Ordinance Consistency:
The proposed project is located in the Village Mixed-Use Zone (VMU) which was formerly known as the TRC zone. The appeal does not affect setbacks, landscape coverage, etc.

Design Review Committee
The Design Review Committee met on July 17, 2025 to provide input on the proposed façade amendments.

Planning Commission
The Planning Commission held a public hearing on September 2, 2025 and upheld the Community Development Director's decision. This decision is reflected in Attachment E.

CEQA Determination
A previous Class 32 infill exemption was adopted by the Planning Commission as a part of the original project approval. The proposed amendment does not involve the increase in size of structures, heights, etc. Therefore, the exemption remains.

RECOMMENDED MOTION:
Adopt Resolution 25-1303, denying the appeal and Adopting the Planning Commission's decision (and Community Development Director's decision) requiring the applicant remove half-timbers on Units 2,4,5 and 9, to the satisfaction of the Director, and remove roof color tiles that are red and white.

ALTERNATIVES:
1. City Council may grant the appeal, in whole or in part, and direct staff to draft a resolution making the necessary findings consistent with approval.
2. The City Council may request changes to the approved amendment to the adopted development plan. The Council shall be specific on any additional modifications to the approved amendments and direct staff to make those changes.

FISCAL IMPACT:
Appeal fees have been paid.

ATTACHMENTS:
A – Applicant Appeal Letter
B – DRC Staff Report – July 2025
C – Community Development Director Determination
D – Planning Commission Staff Report – September 2025
E – Resolution 25-1303 – Deny Appeal and Adopt Planning Commission Decision

ON DESIGN, ARCHITECTURE & PLANNING

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RECEIVED
Sep 12 2025
CITY OF SOLVANG
COMMUNITY DEVELOPMENT

September 9, 2025

Rafael Castillo
Community Development Director
City of Solvang
411 Second Street
Solvang, CA 93463

RE: 1704 Mission Drive, PA 25-035 - Appeal

Dear Mr. Castillo,

Thank you to the Planning Commission and your review of the proposed amendment to the approved Development Plan (LUP 22-021) at 1704 Mission Drive (APN 139-240-033) during the September 2nd, 2025 Planning Commission Hearing. After careful review of the determinations and modifications to the approved Development Plan outlined in Resolution No 25-05, the Developer is appealing portions of the decision.

Item 1 – Removal of Half Timbers

The Developer is appealing the numerous determinations that as-built half timbers need to be removed. The Developer believes that the half timbers as-built provide a level of whimsy and charm to the architecture that would be lost with their removal. A summary of the Director Determination that are being appealed is below.

- Unit 2
  - Appealing bullet point 4 that reads "Removal of half-timbers as shown in red circles." Developer is requesting the half timbers remain
- Unit 4
  - Appealing bullet point 1 that reads "Removal of half-timbers at the top of the primary entry door, as circled in red." Developer is requesting the half timbers remain.

- Unit 5
    - Appealing bullet point 1 that reads "Reduce the number of half timbers on the primary entry elevation to the satisfaction of the Community Development Director prior to the issuance of final occupancy." Developer is requesting the half timbers remain.
- Unit 9
    - Appealing bullet point 1 that reads "Half-timbers with curvatures along multiple facades shall be removed and patterns reduced as shown in red circles to the satisfaction of the Community Development Director prior to the issuance of final occupancy." Developer is requesting the half timbers remain.

Item 2 – Chapel Roof Color Banding

The Developer is appealing the requirement to remove the colored red and white banding on the roof. The Developer is requesting that the banding remain as-built. We believe that the colored chapel tiles will be a unique contribution to the City's Danish aesthetic and provide another architectural feature for which the City is known for.

Conclusion

We appreciate the Planning Commission and your review of the project thus far, and thank you for being overall complimentary to the project. This appeal is being filed because there is a simple disagreement regarding the project's vision, and we would like the City Council to weigh in on the project's aesthetic direction.

If you have any questions or wish to discuss further, please do not hesitate to contact our offices.

ON Design Architects, LLC

Lonnie Roy

Lonnie Roy
Project Planner
Email: lroy@architects-ca.com
Phone : (805) 896-7896

DESIGN REVIEW COMMITTEE STAFF REPORT

AGENDA ITEM 4.a

Meeting Date July 17, 2025

SUBJECT: **Discussion and input on proposed Planning Manager/Director determination on minor modifications to façade and material changes to Land Use Permit located at 1704 Mission Drive (APN 139-240-033).**

PREPARED BY: Rafael Castillo, AICP, Community Development Director

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DISCUSSION:
On December 4, 2023, the Planning Comission approved a “Development Plan” for a proposed development that included the following:

- Construction of nine (9) separate cottages ranging in size from 250 to 390 square feet (sf) that will serve as one-bedroom hotel rooms covering approximately 3,575 sf of the site (21.9%)
- An on-site ancillary building approximately 400 sf serving as a gathering area.
- A separate supply room is attached to one of the cottages, as shown in the proposed project plans.
- Courtyard and perimeter landscaping approximately 8,250 sf or 50% of the net site area.
- Perimeter stone wall

The applicant was issued a building permit (BP 24-042) and a grading permit (BP 24-129) for this project in December 2024. The applicant commenced construction in late December, however stopped construction for a brief period before resuming construction in Spring 2025. The applicant commenced façade finishes however deviated from the approved building permit/entitlements. City staff informed the applicant in late May 2025 of the deviation and the requirement to receive an amendment to the entitlement. The applicant applied in June for an amendment to the approved plans, requesting a “minor change” to the facades consistent with Condition PLN-8 of PC Resolution 23-14 which states:

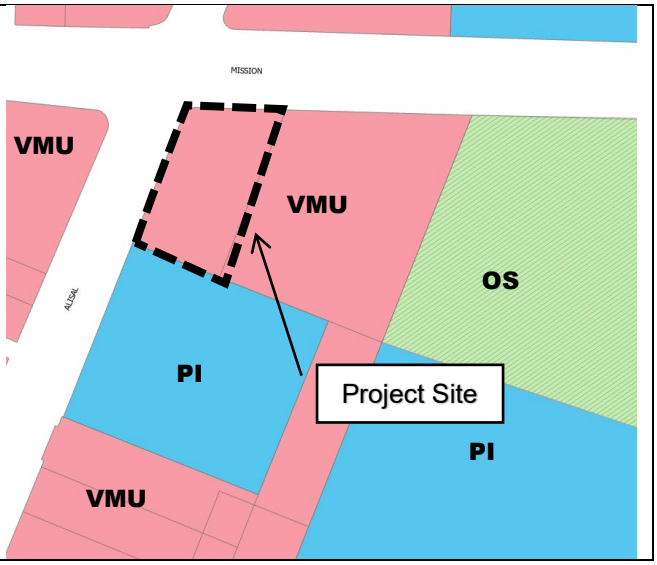
The Planning Manager may authorize minor changes to Exhibit B not to exceed 10 percent of objective standards or other approval, only if the changes are consistent with all applicable provisions of the Solvang Municipal Code, and the spirit and intent of the original approval and does not involve the following:

- *A basis for findings in a Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report for the development;*
- *A basis for conditions of approval for the development; and*
- *A specific consideration by the Review Authority* (eg. .the Planning Manager, Commission, or Council) in approving the plan or permit.



Project Information

Property Owner	Archdiocese of Los Angeles c/o of Santa Ines Mission
Applicant:	SBID, LLC
Address	1704 Mission Drive
APN:	139-240-033
General Plan Designation:	Tourist Related/Village Commercial
Zoning:	Village Mixed-Use (VMU) / Design District – Village District (DD-1)



This report will detail the proposed changes and make a recommendation based on the Municipal Code, General Plan, and Design Guidelines in effect at the time of entitlement issuance because the project has been substantially constructed, therefore, the entitlement has vested.

Community Design Element Policies/Objectives

The Following are pertinent policies that the proposed modifications will need to meet that were contained in the 1989 Community Design Element.

- Policy 5.c – The city shall establish guidelines for the entrances to the Village theme area to establish and reflect appropriate Danish/Northern European architecture.
- 4.3.1 Village Area: All new construction and remodels within the Village Area shall be within the traditional and historic Danish theme or design vernaculars which are found in Denmark or neighboring northern European countries. Eighteenth century, half-timbered buildings commonly found in Denmark are encouraged.
- 4.3.1 Village Area: Real slate or thatched roof materials are acceptable. Tile roofs may be clay or concrete. Color is to be red or red mix and consistent with Danish roof tile designs. Metal roofs must have a standing seam and appear to have been oxidized from copper to green, giving a patina of age.
- Lighting fixtures, gates, exterior window treatments, use of materials, color and the use of potted plants must be considered relative to traditional authenticity and detail.

2008 Land Use Element Policies/Objectives

The Following are pertinent policies that the proposed modifications will need to meet that were contained in the Land Use Element.

- Goal 2 - Ensure that development in the city is consistent with the overall community character and contributes positively towards the city's image.
- Policy 2.2 - Ensure that commercial development is located conveniently and is consistent with the Community Design Element of the General Plan.
- Goal 3 - Promote and beautify the city as a tourist destination and provide a pleasant atmosphere for residents.
- Policy 3.1 - Encourage tourism and civic pride by creating entry points to the City.

Design Guidelines

The following are parenting policies that the proposed modifications will need to meet that are adopted:

1. New construction within the Village area shall be within the traditional and historic Danish theme or design vernaculars of eighteenth century, half timbered buildings which are found in Denmark or neighboring northern European countries.
2. All exterior elevations shall be integral to the traditional design theme stated in number 1, above. Buildings should demonstrate compatibility in materials and consistency in style throughout all elevations.
3. Real slate or thatched roof materials are acceptable. Tile roofs may be clay or concrete. The tile color is to be approved by the B.A.R. The roof tile designs must be consistent with Danish roof tile designs consisting of larger flat pans with a small barrel. Metal roofs must be constructed with panels with a standing seam and appear to have been oxidized from copper to green, giving a patina of age.
4. 1/2 timbering (bindingsvaerk) or other methods to emulate 1/2 timbering may be required and where used, it shall be demonstrated that the use emulates the authentic appearance and pattern of historic buildings in Europe.
5. Buildings shall be designed so that the 1/2 timbering (bindingsvaerk) is darker in color to contrast and resemble the finish of traditional old world buildings.

The adopted Design Guidelines does not have a specified color palette or adopted color schemes for the Village.



Proposed Façade Amendments

The applicant has applied for minor changes to the facades for units 2-9 and the proposed meeting hall which is designed as a chapel.

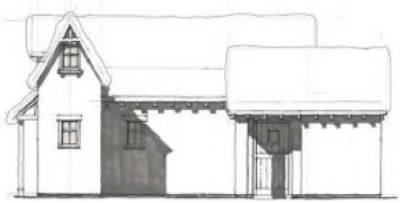
The proposed interior sizes of the units have not changed, proposed heights, setbacks, lot coverage, landscaping, and other materials in connection with the surface of the proposed project. The proposed minor modifications are connected to facades. The analysis is based on adopted documents at the time of Development Plan approval:

- 1989 community Design Element of the General Plan
- 2008 Land Use Element of the General Plan
- Adopted Solvang Design Guidelines

The next page describes the approved facades, proposed modifications, and an analysis based on the above documents. A recommendation from the Community Development Director is included.

Approved Façade	Proposed Modifications	Director Recommendation
Unit 2		
  • Stucco wall • Stone chimney • Thatch roof • Half-timbers. • Proposed Color, “peppery” darker red hue	    BODY COLOR MFR: Sherwin Williams Color: Custom • Proposed use of additional brick on west and north elevation • Additional half-timbering on east, west elevation • Use of half “logs” under the gable area. • Proposed custom color of dark yellow hue.	The approved elevation included a mix of stone, half-timbers, stucco, and a faux thatch roof. The applicant has modified the approved elevation, and with use of half-timbers on elevations that is consistent with the “old world Danish/ northern European Design”. The applicant has included half-logs under the gable. The use of half-logs is not typical with Tudor, or Baroque design schemes of “Old World Danish”, however it is “Old World Northern European design, specifically farmhouses, cabins, and saunas found in Norway, Sweeden, and Finland. Some of the half-timbers are out of scale of the building and inconsistent with the design that was approved. The mix of brick and stucco does not lend to the color selection that the applicant proposes. ***Director Recommendation*** Based on the above analysis and pertinent goals and policies, the following are recommended: • All bricks be utilized on the west elevation (Alisal Road). • Half-logs to be eliminated and replaced with bricks, for consistency with traditional “Old World” Danish Design. • Reduce the number of half-timbers to bring the structure back to scale on the north/east elevation shown in red circles. • Maintain the originally proposed color of dark/reddish hue to match bricks either Carley’s Rose or Cajun Red. Carley’s Rose SW 9002 #ad6f74 Cajun Red SW 0008 #85442a

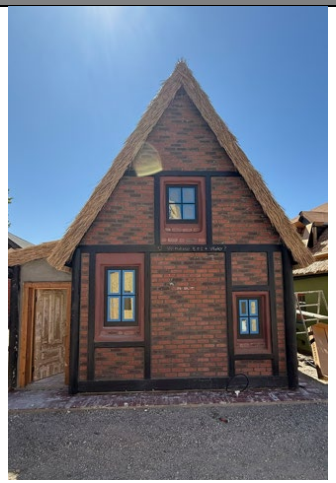
Approved Façade	Proposed Modifications	Director Recommendation
Unit 3		
   • Stucco wall • Stone chimney • Thatch roof • Half-timbers located near the edge of the gable. • Vintage Vessel Green to be utilized as primary color	   • Relocation of proposed windows and modification to use of full dormer. • Half-timbers located near the bottom half and proportionally throughout the structure. • Blue hue utilized instead of the green. • Use of stone on north elevation • Elimination of stone chimney.	The applicant has modified the approved elevation, with additional timbers that are to scale and utilized on all elevations. The applicant added a full dormer on the west elevation which provides a variation along the roofline, consistent with the adopted design guidelines. While not typically utilized as an “Old World Danish” its use is more in-line with “Old World Northern Europe” particularly in farmhouses and chalets. The applicable adopted documents do not define elements of northern European design, therefore, it is considered consistent with the intent of the Community Design Element from 1989. The applicant has added additional details of wood work along the windows and eaves. This is consistent with pertinent policies of the Design Guidelines. ***Director Recommendation*** Based on the above analysis and pertinent goals and policies, the following is recommended: • Applicant’s proposed modifications, including the use of stone and half-timbers, is consistent with adopted documents at the time of entitlement approval. Proposed modifications can move forward.

Approved Façade	Proposed Modifications	Director Recommendation
Unit 4		
   • Stucco wall • Stone chimney • Thatch roof • Half-timbers located near the edge of the gable. • Vintage Vessel Green to be utilized as primary color	    BODY COLOR MFR: Sherwin Williams Color: Custom • Stucco wall • Thatch roof • Additional half-timbers near the gables, and elimination of proposed patterns • Elimination of proposed front door portico • Custom muted yellow color	The applicant has modified the approved elevation with additional half-timbers. However, these half-timbers ,particularly above the entry door where the portico was eliminated, do not emulate the authentic appearance and pattern of historic buildings, as outlined in the adopted Design Guidelines. These half-timbers should be eliminated. The applicant has completed additional wood detail utilizing log construction that is typical of “Old World Northern European” which does provide additional detail. The window on the North Elevation was moved and relocated more centered with the two windows closer to ground level. This provides additional natural light and is symmetrical with the elevation. Additional detailing along the eaves has been removed, but replaced with detailing in other portions of the structure. The proposed color change from a lighter yellow to a darker yellow, mute the darker half-timbers that are present, as well as the additional portico structure in the rear. ***Director Recommendation*** Based on the above analysis and pertinent goals and policies, the following is recommended: • Applicant remove half-timbers on north/entry elevation where it is circled in red. • Applicant utilize the custom color proposed for unit 2, on this unit, or the following: 

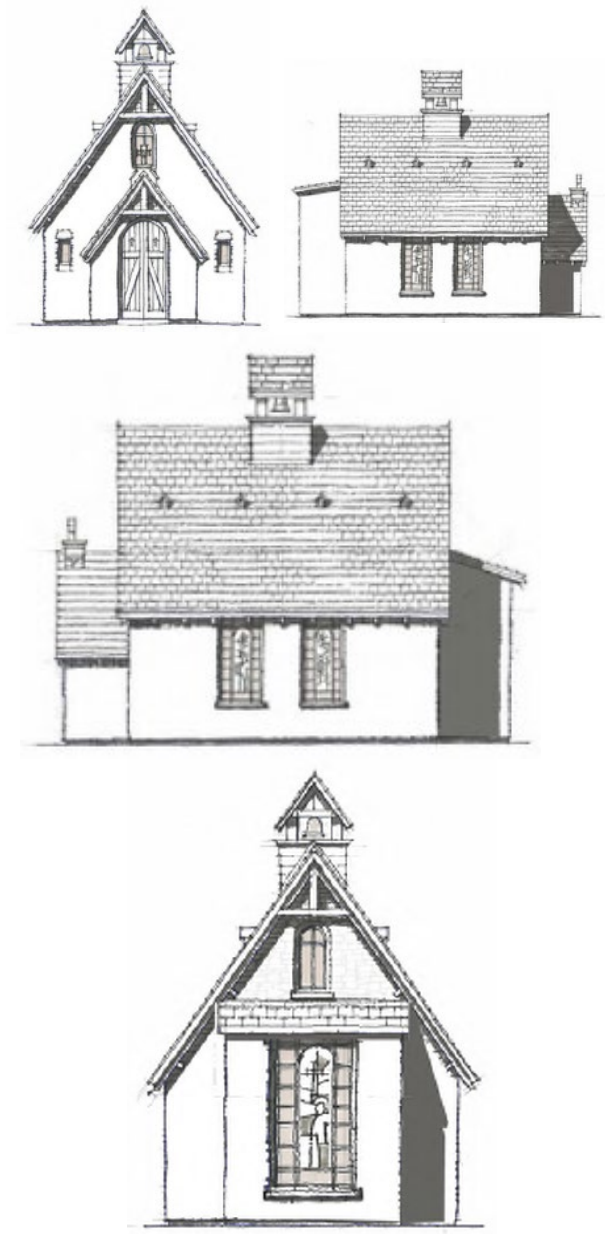
Approved Façade	Proposed Modifications	Director Recommendation
Unit 5		
   • Stucco wall • Stone chimney • Thatch roof • Half-timbers located on vertical west elevation. • Bracing Blue to be utilized as primary color • Shutters and other details	    • Elimination of shutter details • Elimination of Portico on South elevation • Elimination of Stone Chimney • Half-timbers utilized throughout all elevations. • Redish color for primary façade	The applicant has modified the approved elevation, with additional half-timbers that are to scale and utilized on all elevations. While some of the patterns are close together, these patterns are symmetrical and consistent with patterns completed that simulate “authentic” design. The applicable adopted documents do not define elements of Northern European design, therefore, it is considered consistent with the intent of the Community Design Element from 1989. ***Director Recommendation*** Based on the above analysis and pertinent goals and policies, the following is recommended: • Applicant proposed modifications, including the additional half-timbers which are consistent with adopted documents at the time of entitlement approval. Proposed modifications can move forward.

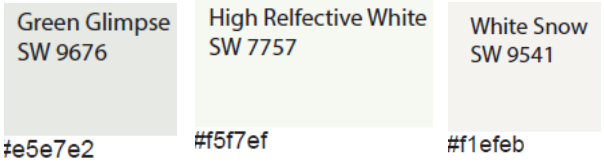
Approved Façade	Proposed Modifications	Director Recommendation
Unit 6		
   • Stucco wall • Thatch roof • Stone utilized on portions of the facades • Shutters/faux flue detail • Peppery to be utilized as primary color	   • Stucco wall • Thatch roof • Addition of Stone on west elevation • Use of half-timbers • Elimination of shutters and faux flue • Addition of half “logs” on north elevation • Change of color to “natural” finish	The approved elevation included a mix of stone, half-timbers, stucco, and a faux thatch roof. The applicant has modified the approved elevation with the use of half-timbers on elevations that is consistent with the “Old World Danish/ Northern European Design”. The applicant has included half-logs on the entire elevation. The use of half-logs is not typical with Tudor, or Baroque design schemes of “Old World Danish”, however it is “Old World Northern European” design.Specifically; farmhouses, cabins, and saunas found in Norway, Sweeden, and Finland. Stone is not typical of “Old World Danish”, however it is considered “Old World Northern European”, therefore it is consistent with the previous General Plan, Community Design Guidelines, and adopted Design Guidelines. The elimination of the shutters and faux flue are mitigated with the addition of the half-timbers and other details. The proposed color “natural finish” is a color inconsistent with the “Old World Danish” color, and it is recommended to utilize a different color shade in the orange, reds, or brown hues. ***Director Recommendation*** Based on the above analysis and pertinent goals and policies, the following are recommended: • Half-logs to be eliminated and replaced with bricks, for consistency with traditional “Old World” Danish Design. • Proposed new colors from the following below: Smoky Salmon SW 6331 #dfb9a9 Chaise Mauve SW 6016 #bfb3b3 Cavern Clay SW 7701 #ae6d51

Approved Façade	Proposed Modifications	Director Recommendation
Unit 7		
   • Stucco wall • Thatch roof • Stone utilized on chimney • Shutters • Vintage Vessel to be utilized as primary color	    • Elimination of the portico on the primary entities. • Elimination of the use of half-timbers • Addition of eave details with the use of logs • Elimination of shutters • Change of color to a custom, lighter green. • Addition of detailing for windows and doors	The applicant has modified the approved elevation, with elimination of half-timbers, shutters, and the stone. The proposed structure maintains the roofline and pitches, alongside dormers consistent with the previous approval. The applicant has added additional detailing within the windows, casings, and the doors. The façade differs from the other existing structures. The applicant has included log eaves which is found in “Old World Northern Europe”, but not the traditional Danish design. The applicable adopted documents do not define elements of northern European design or elements, but does allow them, therefore, it is considered consistent with the intent of the Community Design Element from 1989. ***Director Recommendation*** Based on the above analysis and pertinent goals and policies, the following is recommended: • Applicant’s proposed modifications are consistent with adopted documents at the time of entitlement approval. Proposed modifications can move forward.

Approved Façade	Proposed Modifications	Director Recommendation
Unit 8		
   • Stucco wall • Thatch roof • Stone utilized on chimney • Shutters/faux flue • Bracing Blue to be utilized as primary color	    BODY COLOR MFR: Sherwin Williams Color: Custom • Elimination of proposed stucco wall • Elimination of stone chimney • Elimination of shutters /faux flue • Addition of brick throughout all elevations • Change of façade color to match darker reddish hue bricks • Addition of half-timbering	Brick facades were utilized in “Old World Danish” design, along with half-timbers. The half-timbers are painted in a dark hue. These design elements are consistent with adopted design documents in effect at the time of entitlement. ***Director Recommendation*** Based on the above analysis and pertinent goals and policies, the following is recommended: • Applicant’s proposed modifications, including the additional use of half-timbers and brick is consistent with adopted documents at the time of entitlement approval. Proposed modifications can move forward.

Approved Façade	Proposed Modifications	Director Recommendation
Unit 9		
   • Stucco wall • Thatch roof • Stone utilized on chimney • Use of half-timbers near gable • Use of Sunrise, light yellow color	   • Additional use of half-timbering on all elevations • Change of façade color to darker yellow • Elimination of dormers • Elimination of upper windows	The applicant has modified the approved elevation, with additional half-timbers, however, these timbers do not emulate the authentic appearance and pattern of historic buildings as these patterns contains curves and other design elements that do not mimic natural wood. These timbers should be eliminated as they create too many patterns and curvature. The applicant has eliminated dormers and windows. With the recommended elimination of half-timbers, use of window planter boxes are recommended to be brought forth from the original design. ***Director Recommendation*** Based on the above analysis and pertinent goals and policies, the following is recommended: • Half-timbers circled in red and any other elevations that create too many patterns and curvature should be eliminated. • Addition of planter boxes under windows to enhance the façade.

Approved Façade	Proposed Modifications	Director Recommendation
Chapel		
	    BODY COLOR MFR: Sherwin Williams Color: Custom	The applicant has modified the approved elevation, with additional stone, which is typically utilized in “Old World Northern European” design. The chapel building is one of the more prominent buildings in the development. Therefore, the use of stone should be completed on the entirety of the public view shed, which is the north and west elevation. The applicant has only completed stone on the east elevation. The remaining south elevation should be painted an appropriate color, consistent with “Old World Danish” design motif as called for in the adopted documents. Chapels built in Old World Danish style during the 1700s and 1800s typically followed architectural traditions rooted in medieval forms but adapted with regional materials and influences, not necessarily the typical architectural forms seene throughout the City. Colors utilized were white colors, achieved through limewash (calcium hydroxide and water) applied to stone, brick, or other materials. This color evoked qualities symbolic of purity and light. The Limewash helped maintain the color. The proposed color should emulate this old-world Danish style as it is the prominent structure on the site. Keeping with the “Old World Danish” theme, the slate roof, as proposed, should remain one solid color, with the red and white eliminated and maintain the black/charcoal color roof. ***Director Recommendation*** Based on the above analysis and pertinent goals and policies, the following is recommended: • Include the use of stone throughout the entire elevations of the north/west sides as visible from the public right of way. • Continued use of stained-glass windows obtained by the applicant that provides character of the structure.

Approved Façade	Proposed Modifications	Director Recommendation
• Stucco wall • Slate roof • Bell Tower • Window and door details • No color proposed, to be selected in the field	• Stucco wall remains • Proposed use of stained-glass on all elevations • Slate roof with color slate variant of red and white versus the approved black • Elimination of Bell Tower • Use of stone on east elevation and portions of west, south and north, limited to base only. • Use of sandstone color	• Elimination of the existing color banding on the roof that includes the red and white Danish flag colors. Roof color shall remain charcoal grey/black • Revised proposed chapel structure color to the colors below. The colors include either a green or grey tint to evoke the limestone color finish of prominent religious structures. An alternative color may be proposed by the applicant and approved by the Community Development Director upon consultation. 

DRC Action

The applicant offered each DRC member an opportunity to tour the site and for the applicant to discuss in detail their vision for the proposed project. The Planning Director has also reviewed the project and discussed the applicant's vision. The DRC is to provide input on the Director's recommendation. Based on this input, the Director will formulate a final decision on the proposed modifications and issue a letter either affirming the proposed modifications or affirming the proposed changes to the modifications. The applicant will have an opportunity to appeal the Community Development Director's decision if the applicant is not satisfied with the decision made. The Planning Commission will be the appeal body for this appeal.

ALTERNATIVES:

None

FISCAL IMPACT:

The Applicant paid the application review few.

ATTACHMENTS:

A – Applicant package

Attachment A

HOTEL
1704 MISSION DRIVE
SOLVANG, CA 93463

CONTACT INFORMATION

OWNER:	ARCHDIOCESE OF LOS ANGELES 1760 MISSION DRIVE SOLVANG, CA 93463 PHONE: (805) 688-4815 EMAIL: brbarbato@yahoo.com
LESSEE / TENANT:	EDWARD ST GEORGE 831 CLIFF DR, STE 100 SANTA BARBARA, CA 93109 PHONE: (805) 456-5910
ARCHITECT:	ON DESIGN ARCHITECTS P.O. BOX 598 SANTA BARBARA, CA 93102 ATT: KEITH NOLAN, AIA #C-22451 PHONE: (805) 896-8374 EMAIL: knolan@architects-ca.com
AGENT:	ON DESIGN ARCHITECTS P.O. BOX 598 SANTA BARBARA, CA 93102 ATT: LONNIE ROY PHONE: (805) 896-7896 EMAIL: lroy@architects-ca.com
LANDSCAPE ARCHITECT:	EARTHFORM DESIGN 1227 DE LA VINA ST SANTA BARBARA, CA 93101 ATT: SAM MAPHIS PHONE: (805) 963-2006 EMAIL: sam@earthform.com
GEOTECHNICAL ENGINEER:	BEACON GEOTECHNICAL PO BOX 4814 PASO ROBLES, CA 93447 PHONE: (805) 239-9457 EMAIL: beacongeotechnical@gmail.com
CIVIL ENGINEER:	RRM DESIGN GROUP 10 E FIGUEROA ST #200 SANTA BARBARA, CA 93101 PHONE: (805) 963-8283 EMAIL: MCHamilton@rrmdesign.com
STRUCTURAL ENGINEER:	ASHLEY & VANCE ENGINEERING 210 E. COTA STREET SANTA BARBARA, CA 93101 ATT: PAUL BELMONT PHONE: (805) 962-9966
ELECTRICAL ENGINEER:	JMPE 627 OLIVE STREET SANTA BARBARA, CA 93102 ATT: JOHN MALONEY PHONE: (805) 569-9216
TRUSS MANUFACTURER:	TRUSPRO INC. 695 OBISPO STREET GUADALUPE, CA 93434 ATT: MARK HERRING PHONE: (805) 343-2555

CODE REQUIREMENT:

ALL WORK AND MATERIALS SHALL BE PERFORMED AND INSTALLED IN COMPLIANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES. NOTHING IN THESE PLANS IS TO BE CONSTRUED TO PERMIT WORK NOT CONFORMING TO THESE CODES.

2022 CALIFORNIA BUILDING CODE (C.B.C.)
CALIFORNIA ADMINISTRATIVE CODE 2022 (TITLES 24 & 25)
2022 CALIFORNIA MECHANICAL CODE (2022 C.M.C.)
2022 CALIFORNIA PLUMBING CODE (2022 C.P.C.)
2022 CALIFORNIA ELECTRICAL CODE (2022 C.E.C.)
2022 CALIFORNIA GREEN BUILDING STANDARDS CODE
COUNTY ORDINANCES
FEDERAL OSHA
COUNTY AIR POLLUTION CONTROL DISTRICT REQUIREMENTS
2022 CALIFORNIA ENERGY CODE
2022 CALIFORNIA ADMINISTRATIVE CODE
2022 CALIFORNIA FIRE CODE
2022 CALIFORNIA REFERENCED STANDARDS CODE

PROJECT STATISTICS

HOTEL ROOMS (R-1 OCCUPANCY)

PROPOSED	NET	GROSS
UNIT 1 (BLDG A)	358 SF	394 SF
UNIT 2 (BLDG E)	292 SF	329 SF
UNIT 3 (BLDG B)	330 SF	372 SF
UNIT 4 (BLDG D)	366 SF	414 SF
UNIT 5 (BLDG B)	330 SF	372 SF
UNIT 6 (BLDG C)	299 SF	340 SF
UNIT 7 (BLDG B)	330 SF	372 SF
UNIT 8 (BLDG C)	299 SF	340 SF
UNIT 9 (BLDG E)	292 SF	329 SF
SUBTOTAL:	2,896 SF	3,262 SF

MEETING (B OCCUPANCY)

PROPOSED	NET	GROSS
MEETING (BLDG F)	442 SF	509 SF
SUBTOTAL:	442 SF	509 SF
TOTAL:	3,338 SF	3,771 SF

OCCUPANT LOAD (MEETING)

336 SF (B OCCUPANCY PER 303.1.1) / 7 SF PER OCCUPANT (ASSEMBLY WITHOUT FIXED SEATS) = 48 OCCUPANTS

MINIMUM PLUMBING FIXTURES (MEETING)

OCCUPANT LOAD PER CPC TABLE 4-1 = ASSEMBLY - CONFERENCE 30 SF

336 SF / 30SF = 12 OCCUPANTS

REQUIRED FIXTURES PER CPC TABLE 422.1 FOR B OCCUPANCY: 1 MALE & FEMALE WATER CLOSET, 1 MALE & FEMALE LAVATORY, 1 URINAL AND 1 DRINKING FOUNTAIN

PER CPC 422.2 IN BUSINESS OCCUPANCIES WITH A TOTAL OCCUPANT LOAD OF 50 OR LESS ONE TOILET FACILITY DESIGNED FOR USE BY NO MORE THAN ONE PERSON AT A TIME SHALL BE PERMITTED FOR USE BY BOTH SEXES.

PER CPC 415.2 DRINKING FOUNTAINS SHALL NOT BE REQUIRED FOR AN OCCUPANT LOAD OF 3O OR LESS.

PROVIDED: 1 WATER CLOSET, 1 LAVATORY

ACCESSIBILITY

THIS PROJECT IS DESIGNED TO COMPLY WITH CBC 11B, TRANSIENT LODGING. ACCESSIBLE PARKING IS ACCOMMODATED AT 1693 MISSION.

DRAINAGE FIXTURE UNIT VALUES

PLUMBING FIXTURE TYPE	DFU	NUMBER OF FIXTURES	TOTAL DFU
BATH / SHOWER	2.0	9	18.0
LAVATORY	1.0	10	10.0
BAR SINK	1.0	1	1.0
WATER CLOSET	3.0	10	30.0
TOTAL BUILDING DFU			59.0

DEVELOPMENT STANDARDS

ALLOWED BUILDING HEIGHT

MAXIMUM BUILDING HEIGHT	35 FT 50 FT FOR ARCHITECTURAL FEATURES

REQUIRED SETBACKS

FRONT	42 FT FROM MISSION DRIVE CENTERLINE 30 FT FROM STREET CENTERLINE
SIDE	0 FT
REAR	10% LOT DEPTH, NOT TO EXCEED 10 FT

ALLOWABLE AREA

R-1 OCCUPANCY (S13R)	ALLOWED	7,000 SF
	ACTUAL	2,896 SF
B OCCUPANCY (S13R)	ALLOWED	7,000 SF
	ACTUAL	442 SF

NOTES: 1. BUILDINGS ON SITE ARE CONSIDERED AS PORTIONS OF ONE BUILDING.
2. NO AREA INCREASES ARE CONSIDERED.

INTERIOR FINISHES

BASED UPON B & R-1 OCCUPANCIES, INTERIOR FINISHES SHALL BE IN COMPLIANCE WITH CBC TABLE 803.13, WHICH REQUIRE A MINIMUM CLASS "C", IN CONFORMANCE WITH NFPA 286.

FIRE SPRINKLERS

THIS PROJECT IS DESIGNED TO COMPLY WITH NFPA 13-R. SPRINKLERS & ALARM SYSTEM UNDER A SEPARATE PERMIT.

PARKING

REQUIRED:	# OF SPACES
HOTEL GUEST (1 SPACE PER ROOM)	9
HOTEL EMPLOYEE (1 SPACE PER 5 EMPLOYEES)	1
TOTAL REQUIRED	10

PROVIDED:	# OF SPACES
ON SITE PARKING	0
HOTEL GUEST (1693 MISSION DRIVE)	9
HOTEL EMPLOYEE (1693 MISSION DRIVE)[1]	1
TOTAL PROVIDED	10

NOTE

1. THIS HOTEL WILL BE MANAGED BY HOTEL STAFF AT THE PROPOSED HOTEL AT 1693 MISSION DRIVE.

PROJECT DESCRIPTION

AS-BUILT REVISIONS TO THE APPROVED DEVELOPMENT PLAN, PLANNING COMMISSION RESOLUTION NO 23-14

PROJECT INFORMATION

APN	139-240-033
PROJECT ADDRESS:	1704 MISSION DRIVE SOLVANG, CA 93463
ZONE:	TRC
GENERAL PLAN:	TOURIST COMMERCIAL
GROSS LOT SIZE:	16,309 SQ FT / 0.37 ACRES
LOT SLOPE:	1%
CONST TYPE:	V-B
OCCUPANCY:	R-1, B
FLOOD ZONE:	X
GRADING CY:	60 CY CUT / 260 CY FILL

SITE COVERAGE

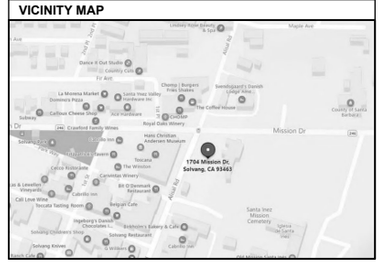
EXISTING

BUILDING	0 SF / 0.0%
HARDSCAPE	0 SF / 0.0%
LANDSCAPE	16,309 SF / 100%
TOTAL	16,309 SF / 100%

PROPOSED

BUILDING	3,997 SF / 24.5%
HARDSCAPE	2,388 SF / 14.6%
PERMEABLE PAVERS	2,182 SF / 13.4%
LANDSCAPE	7,742 SF / 47.5%
TOTAL	16,309 SF / 100%

VICINITY MAP



SHEET INDEX

T-1.1	TITLE SHEET
A-1.1	SITE PLAN (APPROVED. PROVIDED FOR REFERENCE)
A-6.1	EXTERIOR PHOTOS
A-6.2	EXTERIOR PHOTOS
A-6.3	EXTERIOR PHOTOS
A-6.4	EXTERIOR PHOTOS
A-6.5	EXTERIOR PHOTOS
A-6.6	EXTERIOR PHOTOS
A-6.7	EXTERIOR PHOTOS
A-6.8	EXTERIOR PHOTOS
A-6.9	EXTERIOR PHOTOS

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Keith Nolan
C-22451

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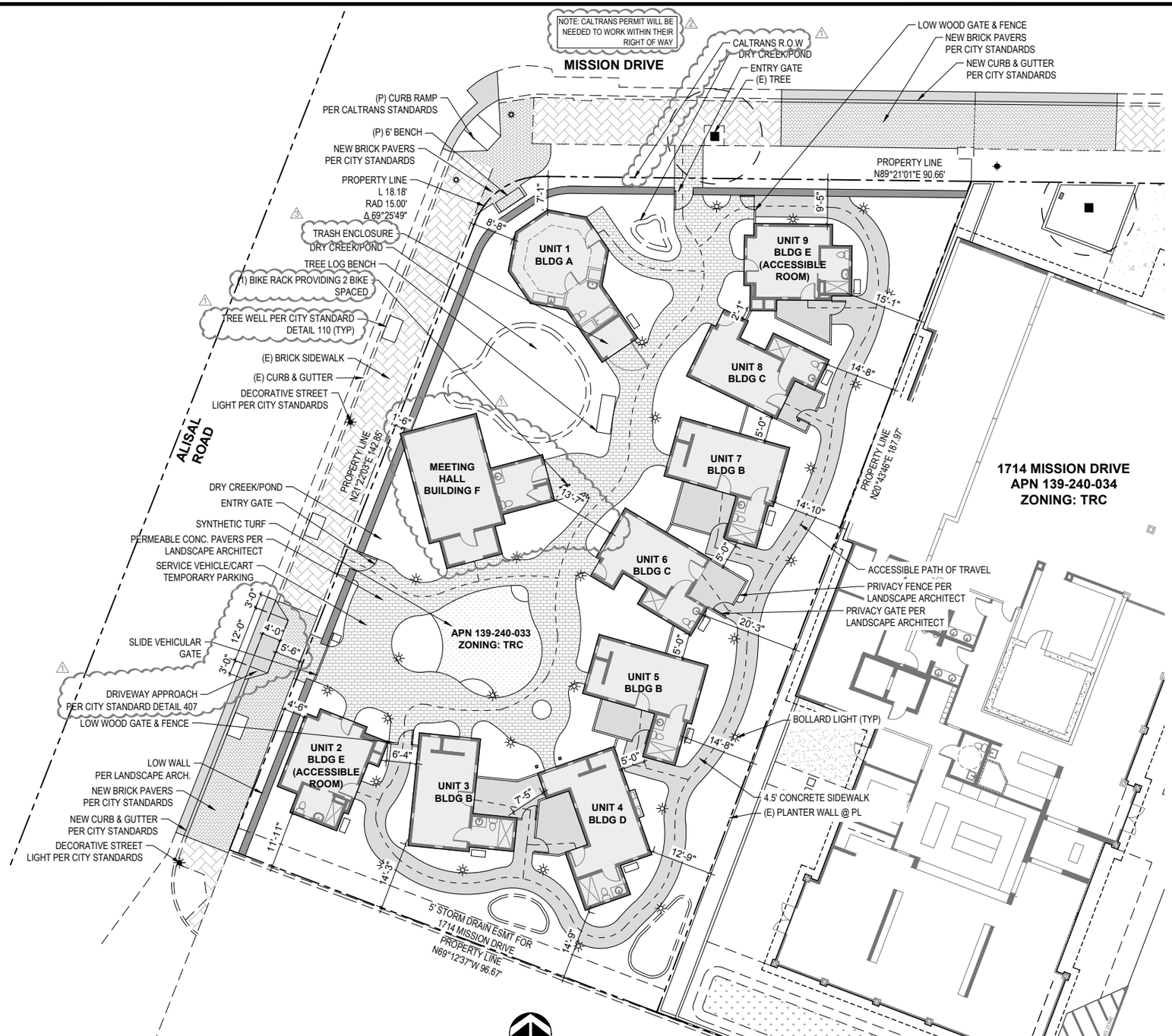
1704 MISSION HOTEL
1704 Mission Drive
Solvang, CA 93463
TITLE SHEET

LICENSED ARCHITECT
KEITH NOLAN
C-22451
STATE OF CALIFORNIA

Revisions

Project Manager
KN
Drawn By
Scale
VARIES
Print Date

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PROPOSED SITE PLAN

SCALE: 1" = 10'

APPROVED SITE PLAN FOR REFERENCE

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PRELIMINARY SITE PLAN

LICENSED ARCHITECT KEITH SAMUEL NOLAN C-22451 STATE OF CALIFORNIA

Revisions
1 PLAN CHECK #1 06-19-24
2 PLAN CHECK #2 08-19-24
3 PLAN CHECK #3 09-19-24

Project Manager: KN
Drawn By:
Scale: VARIES
Print Date:

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A-1.1



COTTAGE 2E AS-BUILT NORTH ELEVATION



COTTAGE 2E AS-BUILT EAST ELEVATION



COTTAGE 2E AS-BUILT NORTH ELEVATION



COTTAGE 2E AS-BUILT HALF TIMBER DETAIL



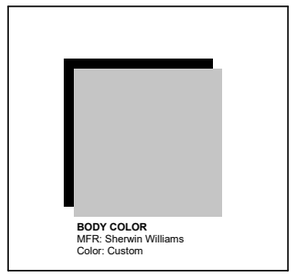
COTTAGE 2E AS-BUILT EAST ELEVATION



COTTAGE 2E AS-BUILT SOUTH ELEVATION



COTTAGE 2E AS-BUILT WEST ELEVATION



COLORS & MATERIALS



COTTAGE 2E APPROVED NORTH ELEVATION



COTTAGE 2E AS-BUILT EAST ELEVATION



COTTAGE 2E APPROVED WEST ELEVATION



COTTAGE 2E APPROVED SOUTH ELEVATION

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COTTAGE 3B AS-BUILT NORTH ELEVATION



COTTAGE 3B AS-BUILT EAST ELEVATION



COTTAGE 3B AS-BUILT EAST ELEVATION



BODY COLOR
MFR: Sherwin Williams
Color: Custom

COLORS & MATERIALS



COTTAGE 3B AS-BUILT WEST ELEVATION



COTTAGE 3B AS-BUILT SOUTH ELEVATION



COTTAGE 3B AS-BUILT EAVE BEAM TAIL DETAIL



COTTAGE 3B AS-BUILT WINDOW & HALF TIMBER DETAIL



COTTAGE 3B APPROVED NORTH ELEVATION



COTTAGE 3B APPROVED EAST ELEVATION



COTTAGE 3B APPROVED WEST ELEVATION



COTTAGE 3B APPROVED SOUTH ELEVATION

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COTTAGE 4D AS-BUILT NORTH WEST ELEVATION



COTTAGE 4D AS-BUILT SOUTH WEST ELEVATION



COTTAGE 4D AS-BUILT SOUTH EAST ELEVATION



COTTAGE 4D AS-BUILT EAVE BEAM TAIL DETAIL



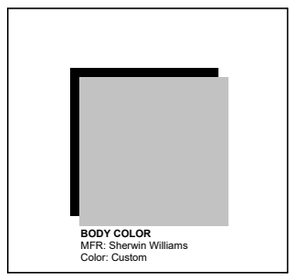
COTTAGE 4D AS-BUILT SOUTH WEST ELEVATION



COTTAGE 4D AS-BUILT ENTRY DETAIL



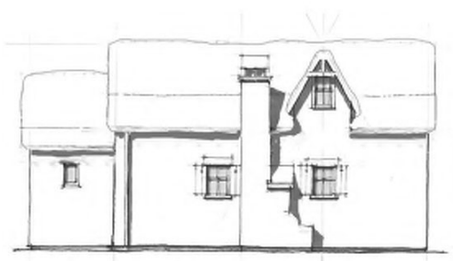
COTTAGE 4D AS-BUILT WINDOW DETAIL



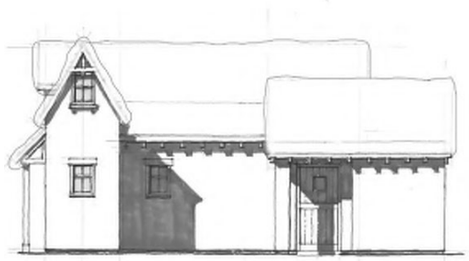
COLORS & MATERIALS



COTTAGE 4D APPROVED NORTH WEST ELEVATION



COTTAGE 4D APPROVED NORTH EAST ELEVATION



COTTAGE 4D APPROVED SOUTH WEST ELEVATION



COTTAGE 4D APPROVED SOUTH EAST ELEVATION

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COTTAGE 5B AS-BUILT WEST ELEVATION



COTTAGE 5B AS-BUILT NORTH ELEVATION



COTTAGE 5B 9 - EAST ELEVATION

BODY COLOR
MFR: Sherwin Williams
Color: Custom

COLORS & MATERIALS



COTTAGE 5B AS-BUILT SOUTH ELEVATION



COTTAGE 5B AS-BUILT SOUTH ELEVATION



COTTAGE 5B AS-BUILT EAVE & ROOF DETAIL



COTTAGE 5B APPROVED WEST ELEVATION



COTTAGE 5B APPROVED EAST ELEVATION



COTTAGE 5B APPROVED SOUTH ELEVATION



COTTAGE 5B APPROVED NORTH ELEVATION

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COTTAGE 6C AS-BUILT WEST ELEVATION



COTTAGE 6C AS-BUILT SOUTH & WEST ELEVATION



COTTAGE 6C AS-BUILT SOUTH ELEVATION



COTTAGE 6C AS-BUILT EAST ELEVATION



COTTAGE 6C AS-BUILT NORTH & WEST ELEVATION



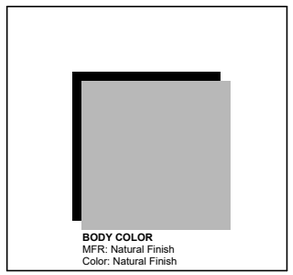
COTTAGE 6C AS-BUILT EAVE BEAM TAIL DETAIL



COTTAGE 6C AS-BUILD FRONT ELEVATION WINDOW DETAIL



COTTAGE 6C AS-BUILT NORTH ELEVATION WALL & WINDOW DETAIL



COLORS & MATERIALS



COTTAGE 6C APPROVED WEST ELEVATION



COTTAGE 6C APPROVED EAST ELEVATION



COTTAGE 6C APPROVED NORTH ELEVATION



COTTAGE 6C APPROVED SOUTH ELEVATION

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COTTAGE 7B AS-BUILT WEST ELEVATION



COTTAGE 7B AS-BUILT NORTH & WEST ELEVATION



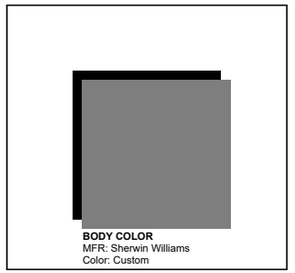
COTTAGE 7B AS-BUILT SOUTH ELEVATION



COTTAGE 7B AS-BUILT WINDOW DETAIL



COTTAGE 7B AS BUILD EAVE BEAM TAIL DETAIL



COLORS & MATERIALS



COTTAGE 7B APPROVED WEST ELEVATION



COTTAGE 7B APPROVED EAST ELEVATION



COTTAGE 7B APPROVED SOUTH ELEVATION



COTTAGE 7B APPROVED NORTH ELEVATION

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COTTAGE 8C AS-BUILT WEST ELEVATION



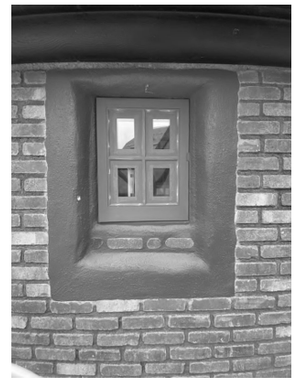
COTTAGE 8C AS-BUILT SOUTH ELEVATION



COTTAGE 8C AS-BUILT NORTH ELEVATION



COTTAGE 8C AS-BUILT EAST ELEVATION



COTTAGE 8C AS-BUILT WINDOW DETAIL



COTTAGE 8C AS-BUILT EAVE & ROOF DETAIL



COTTAGE 8C AS-BUILT NORTH ELEVATION

BODY COLOR
MFR: Sherwin Williams
Color: Custom

COLORS & MATERIALS



COTTAGE 8C APPROVED EAST ELEVATION



COTTAGE 8C APPROVED WEST ELEVATION



COTTAGE 8C APPROVED SOUTH ELEVATION



COTTAGE 8C APPROVED NORTH ELEVATION

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COTTAGE 9 AS-BUILT WEST & NORTH ELEVATION



COTTAGE 9E AS-BUILT WEST ELEVATION



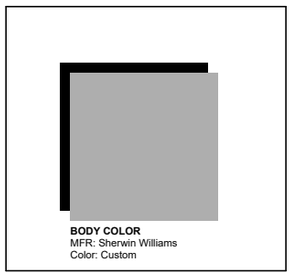
COTTAGE 9E AS-BUILT SOUTH ELEVATION



COTTAGE 9E AS-BUILT NORTH ELEVATION



COTTAGE 9E AS-BUILT EAST ELEVATION



COLORS & MATERIALS



COTTAGE 9E APPROVED NORTH ELEVATION



COTTAGE 9E APPROVED EAST ELEVATION



COTTAGE 9E APPROVED SOUTH ELEVATION



COTTAGE 9E APPROVED WEST ELEVATION

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Interior Design

Keith Nolan
C -22541

ON designLLC
• P.O. BOX 598 • Santa Barbara • California • 93102 •

1704 MISSION HOTEL
1704 Mission Drive
Solvang, CA 93463
EXTERIOR PHOTOS

Revision Schedule

Project Manager
Designer
Scale
PrintDate
6/13/2025 4:59:58 PM

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CHAPEL AS-BUILT WEST ELEVATION



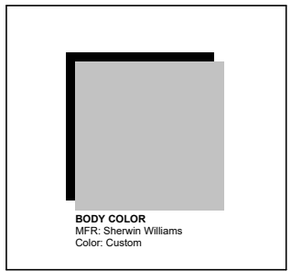
CHAPEL AS-BUILT EAST ELEVATION



CHAPEL AS-BUILT SOUTH ELEVATION

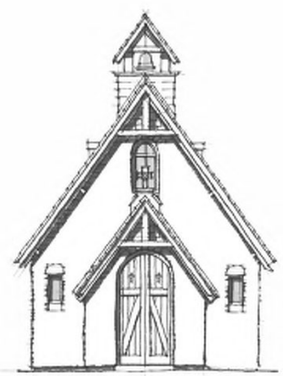


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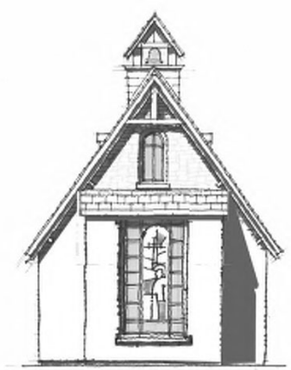


BODY COLOR
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Color: Custom

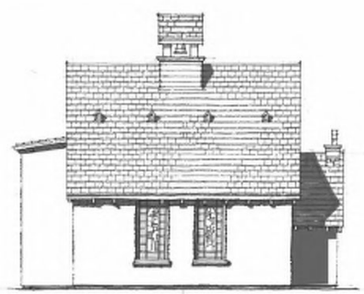
COLORS & MATERIALS



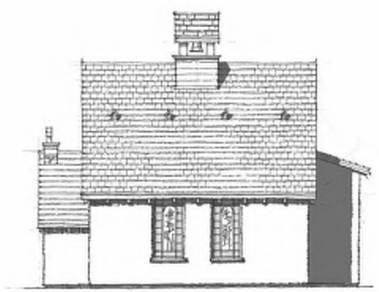
CHAPEL APPROVED SOUTH ELEVATION



CHAPEL APPROVED NORTH ELEVATION



CHAPEL APPROVED EAST ELEVATION



CHAPEL APPROVED WEST ELEVATION

ON DESIGN LLC
Architecture
Planning
Interior Design

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CITY OF SOLVANG
Community Development Department | Planning Division
411 Second Street | Solvang, CA 93463 | www.cityofsolvang.com
(805) 688-5575 | planningdept@cityofsolvang.com

July 23, 2025

Lonnie Roy
PO Box 598
Santa Barbara, CA 93102

Via Email

RE: Notice of Approval, PA 25-034, Amendments to Approved Development Plan LUP 22-021 for 1704 Mission Drive (APN 139-240-033)

Dear Mr. Roy:

Your application to amendment an approved Development Plan (LUP 22-021) for construction of nine (9) unit boutique hotel located at 1704 Mission Drive (APN 139-240-033) has been reviewed by the Community Development Director and the reviewed by the Design Review Committee at its July 17, 2025 meeting. The proposed amendment included revisions to cottage units 2-9 facades and colors, as well as the proposed meeting room (chapel). Based on the review of the provided material, the Solvang General Plan in effect at the time of entitlement approval, Solvang Municipal Code, and adopted design guidelines, the Community Development Director has made the following determinations and modifications to the approved Development Plan:

Unit 2
Proposed façade modifications are approved with the inclusion of the following:

- Color shall be modified to a dark hue red that match existing bricks that were added to the facades. Proposed colors shall be Carley Rose, Cajun Red, or dark red hue color proposed by the applicant and approved by the Community Development Director prior to issuance of final occupancy.
- Brick façade shall be modified and utilized along the west elevation. Any remaining stucco shall be approved by the Community Development Director prior to issuance of final occupancy.
- Half-logs on under the gable area shall be removed or covered with stucco, or similar materials to be approved by the Community Development Director, as shown in Attachment A.
- Removal of half-timbers as shown in Attachment A.
- It is recommended that the bricks be sand blasted or utilize another technique to bring the color of the bricks more uniform.

Unit 3
Proposed modifications are approved with the inclusion of the following modifications:

- Existing color should be glazed include a patina to lighten. This should be completed to the satisfaction of the Community Development Director prior to issuance of final occupancy.

Unit 4
Proposed modifications are approved with the inclusion of the following modifications:

- Removal of half-timbers at the top of the primary entry door, as shown in Attachment A.
- Color shall be modified to a yellow hue, either Lemon Twist, Goldfinch, or yellow hue color proposed by the applicant and approved by the Community Development Director prior to issuance of final occupancy.

Unit 5
Proposed modifications are approved with the inclusion of the following modifications:

- Reduce the number of half timbers on the primary entry elevation to the satisfaction of the Community Development Director prior to the issuance of final occupancy.

Unit 6
Proposed modifications are approved with the inclusion of the following modifications:

- Half-logs on shall be removed or covered with stucco, or similar techniques to be approved by the Community Development Director, as shown in Attachment A.
- Color shall be modified to a lighter red hue/clay color either Chaise Mauve, smoky salmon, or , other hue color proposed by the applicant and approved by the Community Development Director prior to issuance of final occupancy.

Unit 7
Proposed modifications are approved with the inclusion of the following modifications:

- Color should be modified to match the proposed darker green color through techniques proposed by the applicant and approved by the Community Development Director prior to issuance of final occupancy.

Unit 8
Proposed modifications are approved as proposed.

Unit 9
Proposed modifications are approved with the inclusion of the following modifications:

- Half-timbers with curvatures along multiple facades shall be removed and patterns reduced as shown in Attachment A to the satisfaction of the Community Development Director prior to the issuance of final occupancy.

Chappel
Proposed modifications are approved with the inclusion of the following modifications:

- Color banding of red and white shall be removed from the roof. Roof shall consist of all grey/black slate.
- The use of strong shall continue on the west/south elevations to the extent feasible as approved by the Community Development Director.
- Existing color, white/cream shall remain as painted.

Windmill
Proposed modifications are approved with the inclusion of the following modifications:

- Color of proposed exterior shall be reviewed by the Community Development Director with input from the Design Review Committee prior to issuance of final occupancy.

Based on the review of the submitted materials, the Community Development director finds the following for consistency with condition PLN-8 of Planning Commission Resolution 23-14 and Solvang Municipal Code Section 11-16-13:

- The proposed amendments, with modifications recommended by the Community Development Director, does not modify the basis of findings for the approved categorical exemption of the purposes of the California Environmental Quality Act (CEQA);
- The proposed amendments, with modifications recommended by the Community Development Director, does not change or modify a condition of approval for the development;

- The proposed amendment, with modifications recommended by the Community Development Director, does not constitute a specific consideration by the Review Authority; and
- Does not involve expansion of the proposed use more than 10% and complies with applicable life and safety codes.

The proposed modifications are approved by the Community Development Director consistent with condition PLN-8 of Planning Commission Resolution 23-14 on July 23, 2025, as shown in Attachment A of this letter.

Consistent with Solvang Municipal Code (SMC) Section 11-17-3.B, decisions of the Planning Manager/Director are final unless an appeal of this decision is received within ten calendar (10) days (on or before **August 2, 2025**). To appeal this decision, an planning application shall be filed, along with a letter or email detailing the reasons for the appeal and a fee of $1,500 consistent with the adopted fee schedule. If you have any questions regarding this approval, please feel free to contact me at (805) 465-9236 or via email at rcastillo@cityofsolvang.com. City staff and myself look forward to completion of this critical project within the City.

Sincerely,



Rafael Castillo, AICP
Community Development Director

Attachment A – Amended Project Conditions

DocuSign Envelope ID: 8E2C4627-6D3A-4C65-8580-45B85F465887

Exhibit A
Conditions of Approval
City of Solvang

Development Plan
Applicant: Mr. Edward St. George
1704 Mission Drive
APN: 139-240-033

As Amended By Director Determination - 07/23/2025

The following conditions of approval apply to the project referenced above. The conditions of approval are grouped by department and include the timing of required compliance. Additional language within a condition may further define the timing of the required compliance.

General Conditions

Condition:		*Timing:*
GC-1	Project Description: The Development Plan consists of the following as shown in Exhibit B and as amended in Exhibit C: • Construction of nine (9) separate cottages ranging in size from 250 to 390 square feet (sf) that will serve as one-bedroom hotel rooms covering approximately 3,575 sf of the site (21.9%) • An on-site ancillary building approximately 400 sf serving as a gathering area. • A separate supply room is attached to one of the cottages, as shown in the proposed project plans • Courtyard and perimeter landscaping approximately 8,250 sf or 50% of the net site area. • Perimeter stone wall	*Land Use Permit*
GC-2	The Development Plan shall expire on **December 4, 2026** unless building permits are issued and construction has commenced, or a time extension application has been submitted on or before that date, consistent with previously approved time extensions.	*Prior to Expiration Date*
GC-3	The Applicant agrees, as a condition of approval of this resolution, to indemnify, defend and hold harmless, at Applicant's expense, City and City's agents, officers and employees from and against any loss, liability, costs, damages, claims, action or proceeding of any kind including also any proceeding commenced to attack, review, set aside, void or annul the approval of this resolution or to determine the reasonableness, legality or validity of any condition attached hereto. City shall promptly notify Applicant of any such loss, liability, costs, damages, claims, action or proceeding to which City receives notice, and City will cooperate fully with Applicant in the defense thereof. Applicant shall reimburse the City for any court costs and attorney's fees that the City may be required to pay as a result of any such claim, action or proceeding. City may, in its sole discretion, participate in the defense of any such claim, action or proceeding, but such participation shall not relieve Applicant of	*On-going*

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Condition:		*Timing:*
	the obligations of this condition. Applicant's acceptance of this resolution or commencement of construction or operations under this resolution shall be deemed to be acceptance of all conditions contained in this resolution.	
GC-4	Before using any land or structure, or commencing any work pertaining to the erection, moving, alteration, enlarging, or rebuilding of any building, structure, or improvement, the applicant shall obtain a Land Use and Building, and/or Grading Permits(s) from the Solvang City Planning and Building Department. These Permits are required by ordinance and are necessary to ensure implementation of the conditions required by the Planning Commission.	*Building Permit Submittal*
GC-5	All Conditions of Approval shall be provided on a full-size drawing sheet as part of the construction plan set. All notes and specifications as shown on the plans shall be considered Conditions of Approval. If there is a conflict between the approved plans and the Conditions of Approval, the Conditions of Approval shall prevail. The project shall comply with all Federal, State, Local and City codes, regulations, and standards. Construction plans shall comply with applicable California Building Codes in effect at the time of submittal.	*Building Permit Submittal*
GC-6	Before the City issues any Permit, the applicant must obtain written clearance from all departments having conditions, such clearance shall indicate that the applicant has satisfied all pre-construction conditions. For any subsequent permit or application, the Applicant shall comply with Solvang Municipal Code Section 11-16-6, if applicable.	*Prior to issuance of Building Permit*

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Condition:		*Timing:*
GC-7	The applicant shall hold a pre-construction conference. The conference shall include representatives from the Public Works Department, Building Department, Planning Department, the applicant, and contractor(s). The following shall be finalized and specified prior to the start of construction: a. Hours of construction shall be limited to 7:30 am to 5:30 pm weekdays. No construction shall be allowed on Saturday, Sunday or State holidays except as approved in writing by the Public Works Director, or his designee. Indoor activities can occur on the weekends along as there is no outdoor noise. b. Construction related truck-trips are to be scheduled during non-peak hours to help reduce truck traffic on adjacent streets and roadways. c. The route of construction related traffic is to be established to minimize trips through surrounding residential neighborhoods. d. Regular water sprinkling shall occur during site grading and the transportation of fill materials. e. Trucks are covered when hauling grading material. f. Maintain and clean public streets and sidewalks during grading and construction. The street, whether public or private, shall not be used for storage of equipment or materials.	*Prior to building or grading permit issuance*
GC-8	Construction Equipment Noise. Construction equipment shall be properly maintained and equipped with noise-reduction intake and exhaust mufflers and engine shrouds, in accordance with manufacturers' recommendations. Equipment engine shrouds should be closed during equipment operation.	*During Construction*
GC-9	The Owner/Applicant shall designate a washout area(s) for the washing of concrete, stucco, paint, equipment, tools, etc., to prevent wash water from discharging to the storm drains, streets, drainages, or creeks. Polluted water and materials from the washout area(s) shall be contained within this area and removed from the site at least once a week or more often as needed to prevent spillage. The construction wash-out area shall be depicted on project plans submitted for land use clearances and grading permits.	*Building Permit submittal*
GC-10	Construction equipment staging and storage areas shall not be located beyond the boundaries of the property unless the applicant obtains an agreement for staging on an adjacent property. The staging and storage areas for construction vehicles shall be depicted on project plans submitted for land use clearances and grading permits.	*Prior to Building Permit*

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Condition:		*Timing:*
GC-12	Prior to the issuance of any Building Permits, the Applicant shall pay the following fees to the City in the amounts in effect at the time of Building Permit application: These fees shall acknowledge the difference between the existing building versus the new proposed building and the fees will be calculated proportionally. a. Traffic Mitigation fee to be determined by the City Engineer, if applicable. b. Water connection fee as set forth in the Municipal Code, if applicable. c. Sewer connection fee as set forth in the Municipal Code, if applicable. d. Drainage Impact fees as set forth in the Municipal Code, if applicable. e. Other fees, e.g., school fees, addressing, and fire protection certificates. f. All applicable processing review fees.	*Prior to Building Permit*
GC-13	The Planning Department shall be notified immediately if any prehistoric, archaeological, or fossil artifact or resource is uncovered during construction. All construction must stop and an archaeologist that meets the Secretary of the Interior's Professional Qualifications Standards in prehistoric or historical archaeology shall be retained to evaluate the finds and recommend appropriate action. All construction must stop if any human remains are uncovered, and the County Coroner must be notified according to Section 7050.5 of California's Health and Safety Code. If the remains are determined to be Native American, the procedures outlined in CEQA Section 15064.5 (d) and (e) shall be followed.	*During grading*
GC-14	Consistent with General Order 95, of the California Public Utilities Commission, a note shall be included in the cover sheet and utility plan that includes the following language: "Minimum clearances are to be maintained under or around overhead high voltage power including 12 feet vertically from any walkable surface, including rooftops, and 6 feet horizontally from any walkable surface, including roof tops, balconies, stairwells, scaffolding, etc. The applicant shall verify these clearances at all times. Applicant shall notify PG&E if these clearances cannot be met prior to commencing construction	*During Construction*

Santa Barbara County APCD

Condition:		*Timing:*
APCD-1	Santa Barabra County APCD Grading Conditions as follows:	Grading Permit

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	Condition:	*Timing:*
	All dirt stock pile areas shall be sprayed daily and covered with tarps or other dust barriers as needed; Exposed ground areas that are planned to be reworked at dates greater than one month after initial grading shall be sown with a fast germinating, noninvasive, grass seed and watered until vegetation is established; All disturbed soil areas not subject to revegetation shall be stabilized using approved chemical soil binders, jute netting, or other methods approved in advance by the APCD; All roadways, driveways, sidewalks, etc. to be paved shall be completed as soon as possible. In addition, building pads shall be laid as soon as possible after grading unless seeding or soil binders are used; Vehicle speed for all construction vehicles shall not exceed 15 mph on any unpaved surface at the construction site; All trucks hauling dirt, sand, soil, or other loose materials shall be covered or shall maintain at least two feet of freeboard (minimum vertical distance between top of load and top of trailer) in accordance with CVC Section 23114; Wheel washers and/or rumble strips shall be installed where vehicles enter and exit unpaved roads onto streets; and The contractor or builder shall designate a person or persons to monitor the fugitive dust emissions and enhance the implementation of the measures as necessary to minimize dust complaints, and reduce visible emissions below the APCD's limit of 20% opacity for greater than 3 minutes in any 60-minute period. The name and telephone number of such persons shall be provided to APCD Engineering & Compliance Division prior to the start of any grading, earthwork or demolition.	During Construction
APCD-2	Asphalt paving activities shall comply *with* APCD Rule 329, *Cutback and Emulsified Asphalt Paving Materials.* This condition shall be noted on public improvement plans and grading plan.	

FIRE DEPARTMENT

	Condition:	*Timing:*
SBCFD-1	Prior to the issuance of any Land Use Permit, the Applicant shall implement conditions provided by the County of Santa Barbara Fire Department. (Letter dated 3/5/23 Project Number 22FDR-00028)	Building Permit

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Condition:		*Timing:*
	1. All standard fire department conditions and current codes shall apply at time of development. 2. Recorded addressing is required prior to building permit issuance. 3. Fire Protection Certificate (FPC's) shall be required. 4. An automatic fire sprinkler system shall be installed. a. Fire sprinkler plans shall be approved by the fire department prior to installation. 5. An automatic fire or emergency alarm system shall be installed. 6. Address numbers shall be a minimum height of 6 inches. 7. Address numbers shall be as required by the fire department. a. Address number locations shall be approved by the fire department. b. Address numbers shall be a color contrasting to the background color. c. The address numbers shall be elevated at least three feet for the ground for clear visibility and easy directional identification. d. The numbers shall be visible for the access road when traveling in either direction. e. If the driveway is over 150 feet in length or the building is obstructed from view at the access road and /or driveway, numbers shall be posted at all road and driveway intersections as is necessary. 8. The applicant shall be required to pay Fire Department Development Impact Mitigation Fees in accordance with Chapter 15 of the Santa Barbara County Code. a. Payment shall be made according to the schedule of fees in place on the date fees are paid. As of the date of this letter, fees currently are as follows: i. Nonresidential-Retail/Commercial $0.77 per square foot	Prior to issuance of Certificate of Occupancy

PUBLIC WORKS

Condition:		*Timing:*
PW-1	The following items are required by the Public Works Department for frontage improvements. 1. Upon completion of the project, the frontages along Alisal Road and Mission Drive will include full frontage improvements meeting current City and ADA standards. All remaining concrete flatwork, unutilized tree wells, or other such inconsistencies along the frontage must be filled-in to provide a newly improved project frontage. Existing unbroken brick pavers will be accepted.	Prior to issuance of certificate of occupancy

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Condition:		*Timing:*
	2. Install two (2) new decorative streetlights along the Alisal Road Project frontage. Spacing, style, and installation shall be consistent with the Solvang Village/Downtown. Spacing across the street indicated approximately 100-ft spacing between lights.	
	3. Remove the existing unutilized driveway ramps on Alisal Road and Mission Drive including the depressed curb. Install new full-height curb and gutter and new brick sidewalk per City standard.	
	4. Upgrade the wheelchair ramp at the intersection of Alisal Road and Mission Drive to current ADA standards. Since this is within a State facility, Caltrans Standard Plans apply.	
	5. A Caltrans Encroachment Permit will be required for any improvement to the State right-of-way.	
	6. A City of Solvang encroachment permit will be required for all frontage work including utility connections.	
	7. No permanent hardscape beyond brick flatwork along the Mission Drive (State) right-of-way will be allowed.	
	8. The project abuts the City Parking Lot 1 on the south side which shares a 3'-4' block wall. If any additional proposed screening, fencing, wall or landscaping is proposed by the applicant, this request will be reviewed by the Planning Manager and Public Works Director for consideration and approval.	
	9. The applicant or contractor shall clean and repair any damaged public or private improvements (curbs, gutters, sidewalks, water value fire hydrants, manholes, etc.) subject to review and approval of the city engineer.	
	10. The developer shall clear the project site of all construction fencing, debris, weeds, dead plants, and other waste. This requirement shall be noted on the final building plans.	

UTILITIES DEPARTMENT

Condition:		*Timing:*
UTI-1	At building permit submittal, the applicant shall apply to the Utilities Department for review of the water and sewer service lines for the cottages. Any new meters and connections shall be reviewed and approved by the Utilities Department.	Building permit submittal

PLANNING DEPARTMENT:

Condition:		*Timing:*
PLN-1	Prior to the issuance of any Land Use Permits, the planning division will review the elevations, colors, materials, lighting, sign plans and landscaping plans to confirm that they are consist to the plans reviewed and approved by both the Design Review Commission and the Planning Commission.	Building Permit submittal

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Condition:		*Timing:*
PLN-2	Prior to Land Use Permit, the applicant shall provide a parking agreement to the city attorney for review. This parking agreement shall detail the location of the 10 parking spaces for this project. These designated parking spaces shall be located within 500 feet of the project. Upon approval by the city attorney, the applicant shall record the final document and submit recorded document to the planning division.	Prior to Land Use Permit
PLN-3	Prior to issuance of a land use permit or building permit, the applicant shall provide a trash enclosure use agreement and any associated easements for ingress/egress to access the shared trash enclosure between property owners. Applicant shall also provide a shared maintenance agreement for the trash enclosure.	Prior to Land Use Permit
PLN-4	The applicant and hotel operator are not allowed to use any parking spaces or drive aisles within the City Lot 1 for dropping off hotel visitors, luggage, supplies, or any other operation of the cottages.	On-going
PLN-5	Landscaping plan shall be submitted for review and installed by pursuant to approved plans and inspected and approved by the City prior to final Occupancy Clearance.	Building permit issuance
PLN-6	Prior to the issuance of any Land Use Permit, performance securities in amounts to be determined by the planning manager and in a form acceptable to the City, to guarantee the proper installation of plantings, walls, and fences in accordance with the approved plan, and adequate maintenance of the planting for two (2) years following the issuance of a certificate of occupancy shall be filed with the City Clerk. The performance security portion of the installation will be released at a time the planning manager approves the installation. The remaining maintenance performance security portion shall be released at the end of two (2) years following the date the certificate of occupancy is issued by the City, provided the planting has been adequately maintained (SMC 11-11-5(C)(3)).	Building permit issuance
PLN-7	The Applicant must complete and submit the Certificate of Completion for the Model Water Efficiency Local Ordinance (MWELO). The Certificate of Completion should be submitted after the project is complete and irrigation audit performed but before the final inspection, if separate from the audit.	Prior to final Occupancy
PLN-8	The Planning Manager may authorize minor changes to Exhibit B not to exceed 10 percent of objective standards or other approval, only if the changes are consistent with all applicable provisions of the Solvang Municipal Code, and the spirit and intent of the original approval and does not involve the following:	

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Condition: *Timing:*

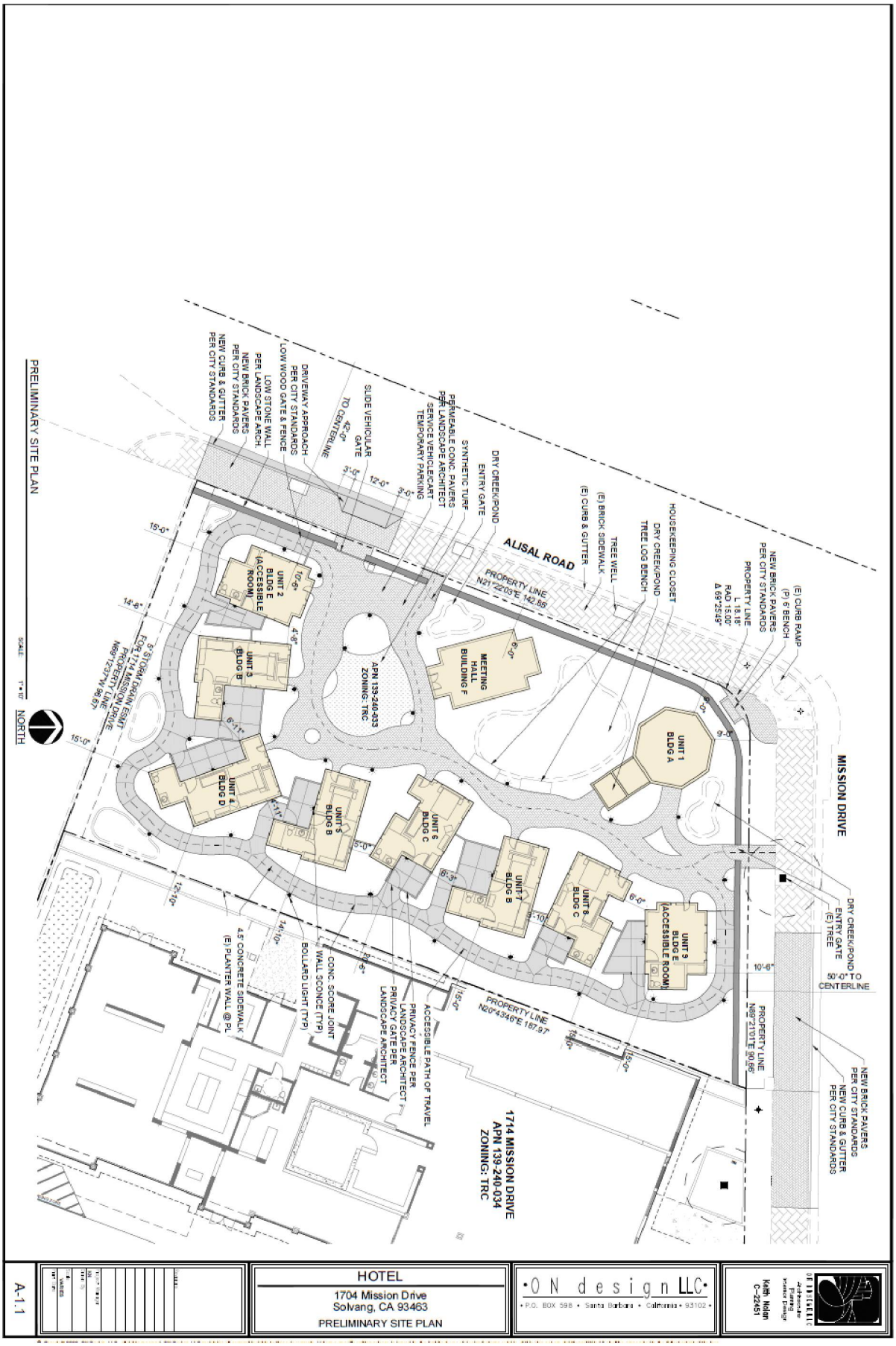
- A basis for findings in a Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report for the development;
- A basis for conditions of approval for the development; and

A specific consideration by the Review Authority (e.g., the Planning Manager, Commission, or Council) in approving the plan or permit.

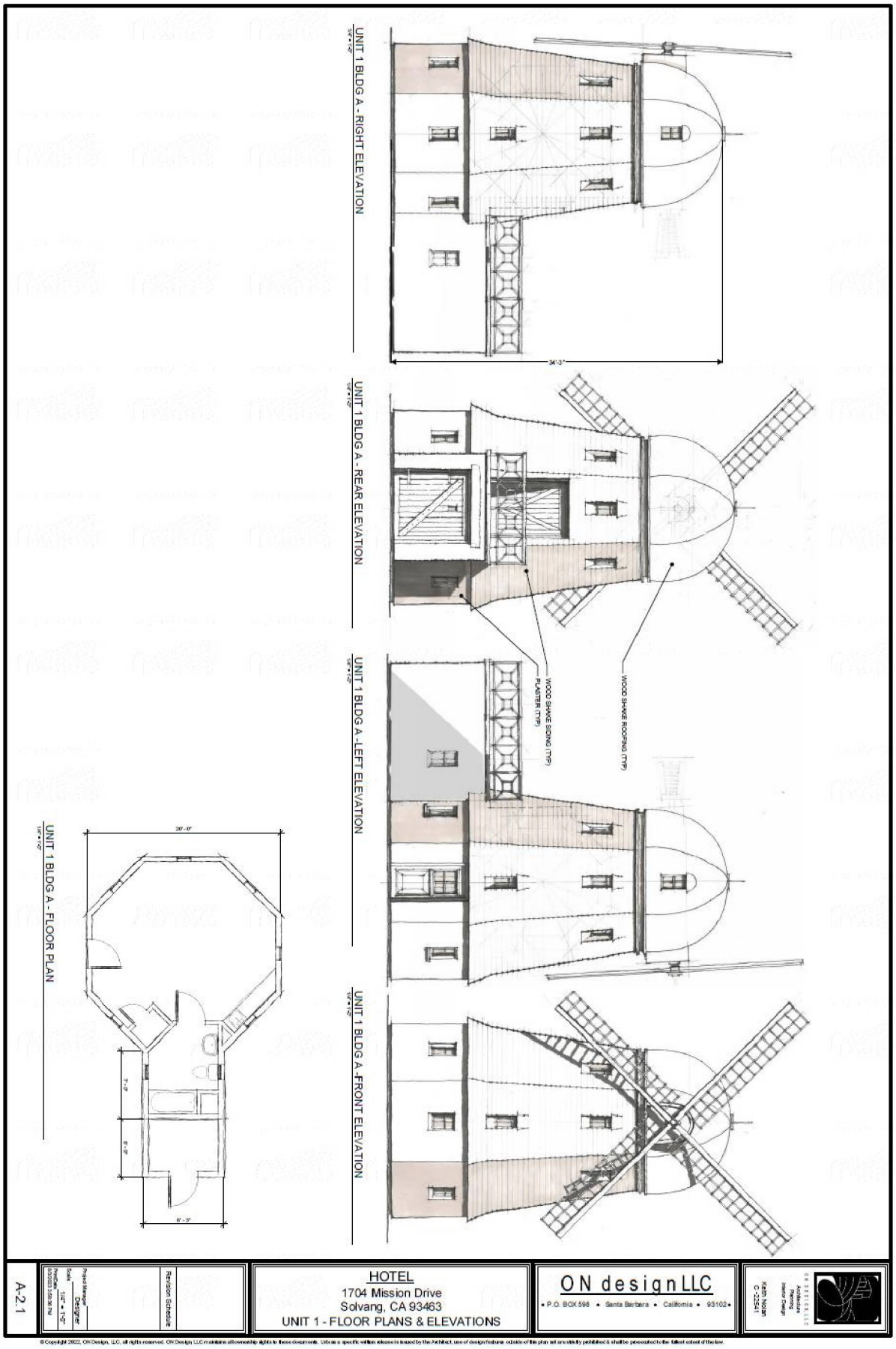
END CONDITIONS

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Exhibit B
Project Plans Reduced

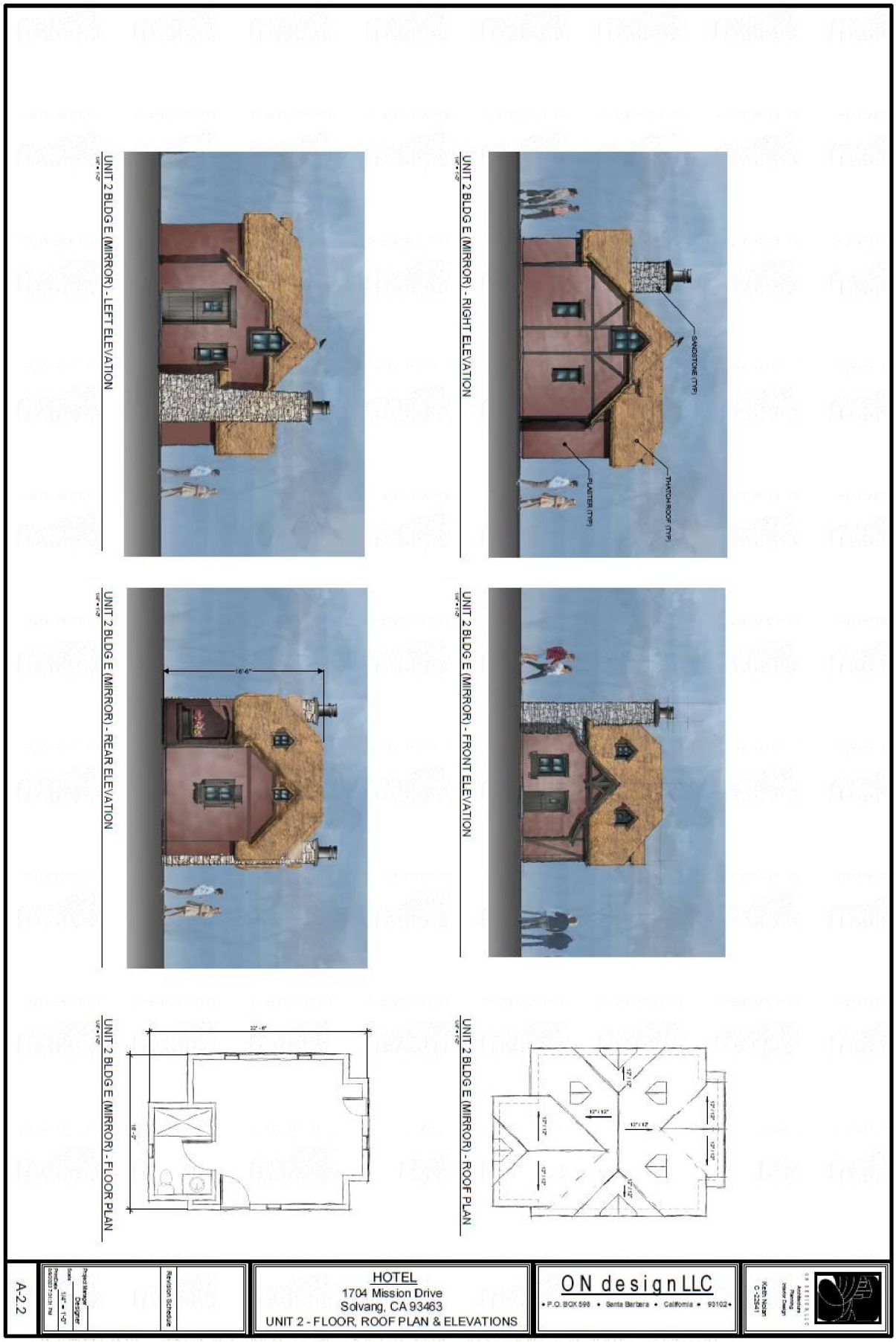


Attachment B
Development Plan – Construction of Nine (9) Hotel Units and Ancillary Improvements
Applicant: Edward St. George, 1704 Mission Drive, APN: 139-240-033



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Attachment B
Development Plan – Construction of Nine (9) Hotel Units and Ancillary Improvements
Applicant: Edward St. George, 1704 Mission Drive, APN: 139-240-033

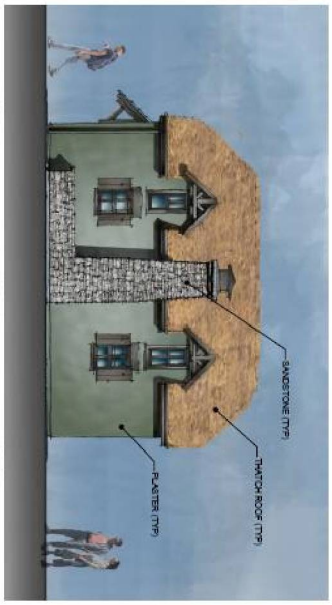


Attachment B
Development Plan – Construction of Nine (9) Hotel Units and Ancillary Improvements
Applicant: Edward St. George, 1704 Mission Drive, APN: 139-240-033

UNIT 3 BLDG B (MIRROR) - LEFT ELEVATION



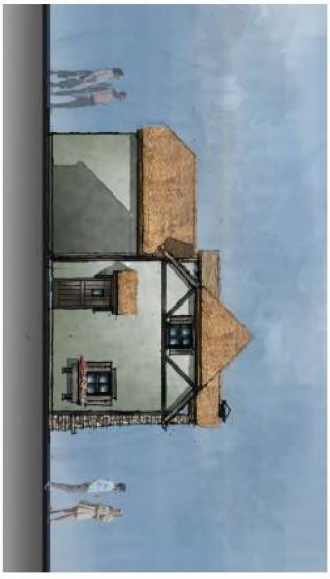
UNIT 3 BLDG B (MIRROR) - RIGHT ELEVATION



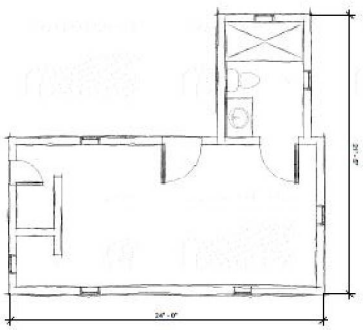
UNIT 3 BLDG B (MIRROR) - REAR ELEVATION



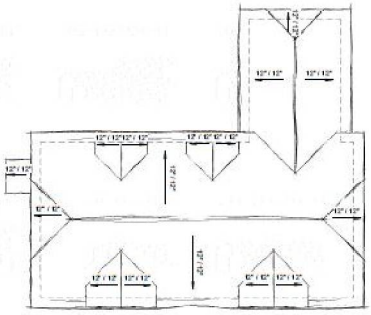
UNIT 3 BLDG B (MIRROR) - FRONT ELEVATION



UNIT 3 BLDG B (MIRROR) - FLOOR PLAN



UNIT 3 BLDG B (MIRROR) - ROOF PLAN



A-2.3

Project Manager
Designer
Scale 1/4" = 1'-0"
Plot Date 06/2021 5:44:36 PM
Revision Schedule

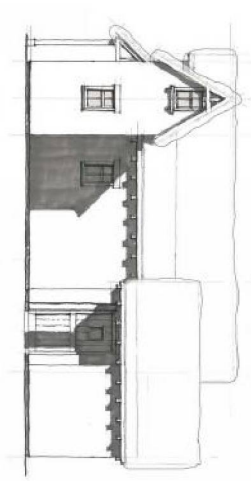
HOTEL
1704 Mission Drive
Solvang, CA 93463
UNIT 3 - FLOOR, ROOF PLAN & ELEVATIONS

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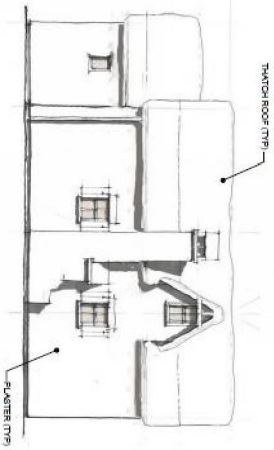
Kevin Nolan
C- 22541
Architecture
Interior Design

Attachment B
Development Plan – Construction of Nine (9) Hotel Units and Ancillary Improvements
Applicant: Edward St. George, 1704 Mission Drive, APN: 139-240-033

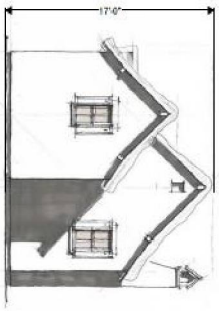
UNIT 4 BLDG D - RIGHT ELEVATION



UNIT 4 BLDG D - LEFT ELEVATION



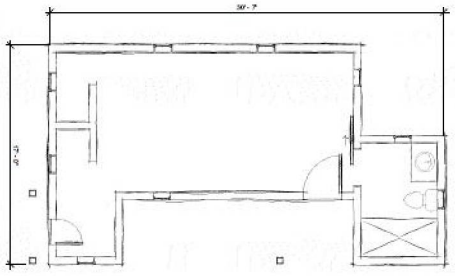
UNIT 4 BLDG D - REAR ELEVATION



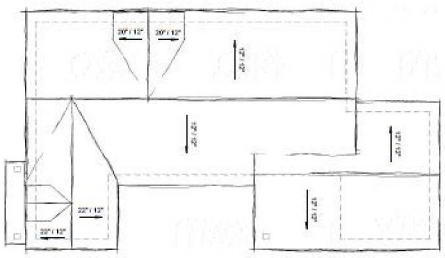
UNIT 4 BLDG D - FRONT ELEVATION



UNIT 4 BLDG D - FLOOR PLAN



UNIT 4 BLDG D - ROOF PLAN



A-2.4

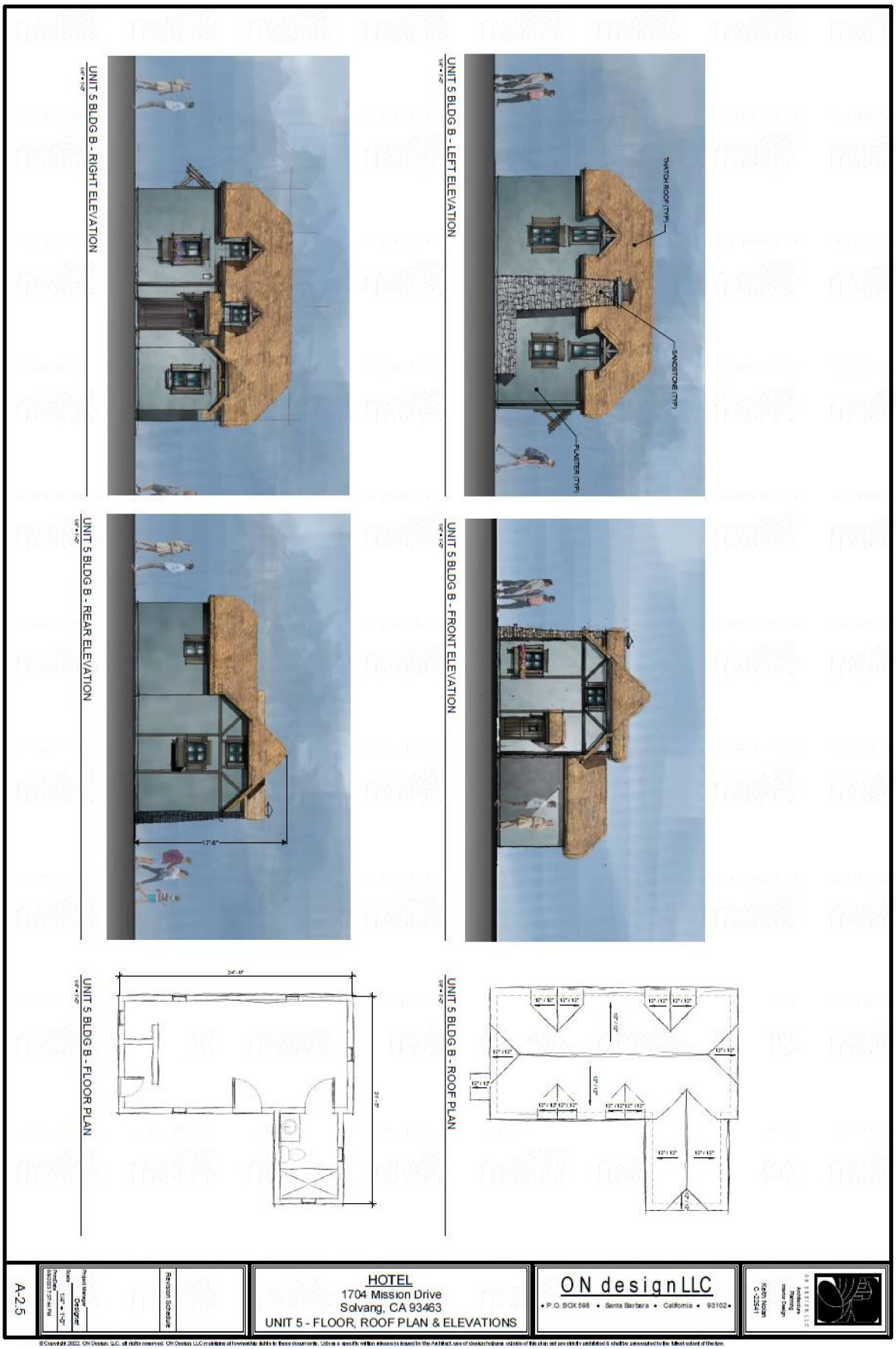
Project Manager
Designer
Date
Scale 1/4" = 1'-0"
Revision Schedule

HOTEL
1704 Mission Drive
Solvang, CA 93463
UNIT 4 - FLOOR, ROOF PLAN & ELEVATIONS

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Attachment B
Development Plan – Construction of Nine (9) Hotel Units and Ancillary Improvements
Applicant: Edward St. George, 1704 Mission Drive, APN: 139-240-033

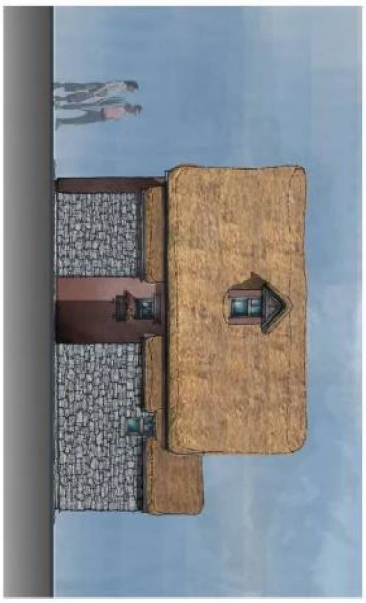
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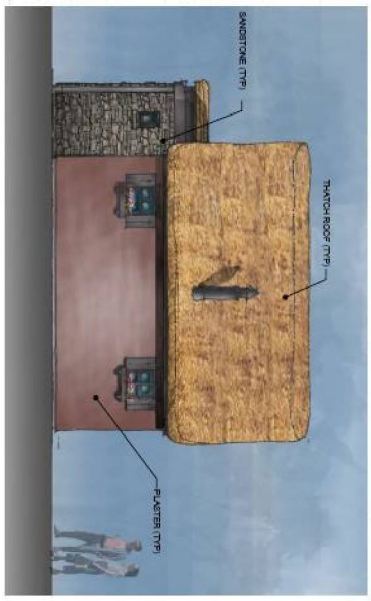
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Attachment B
Development Plan – Construction of Nine (9) Hotel Units and Ancillary Improvements
Applicant: Edward St. George, 1704 Mission Drive, APN: 139-240-033

UNIT 6 BLDG C - RIGHT ELEVATION



UNIT 6 BLDG C - LEFT ELEVATION



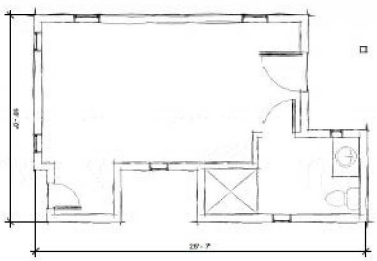
UNIT 6 BLDG C - REAR ELEVATION



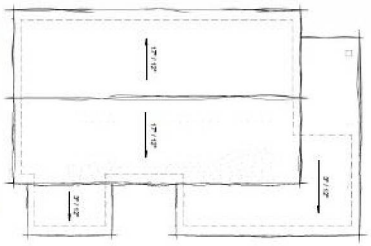
UNIT 6 BLDG C - FRONT ELEVATION



UNIT 6 BLDG C - FLOOR PLAN



UNIT 6 BLDG C - ROOF PLAN



A-2.6

Project Manager
Designer
Scale
Plot Date
Revision Schedule

HOTEL
1704 Mission Drive
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UNIT 6 - FLOOR, ROOF PLAN & ELEVATIONS

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Keith Nobbs
C-22541

Attachment B
Development Plan – Construction of Nine (9) Hotel Units and Ancillary Improvements
Applicant: Edward St. George, 1704 Mission Drive, APN: 139-240-033



Attachment B
Development Plan – Construction of Nine (9) Hotel Units and Ancillary Improvements
Applicant: Edward St. George, 1704 Mission Drive, APN: 139-240-033

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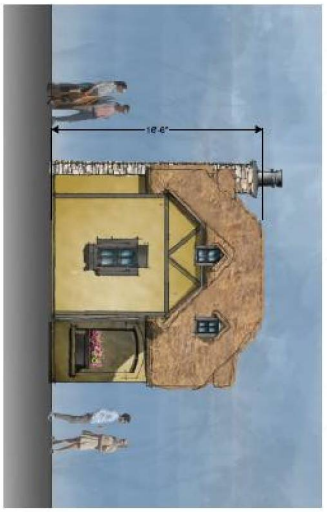
Attachment B
Development Plan – Construction of Nine (9) Hotel Units and Ancillary Improvements
Applicant: Edward St. George, 1704 Mission Drive, APN: 139-240-033



UNIT 9 BLDG E - RIGHT ELEVATION



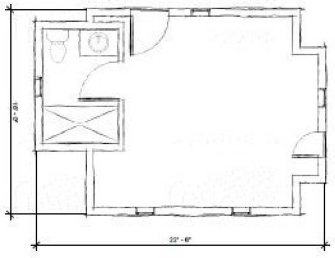
UNIT 9 BLDG E - LEFT ELEVATION



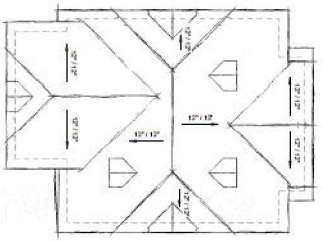
UNIT 9 BLDG E - REAR ELEVATION



UNIT 9 BLDG E - FRONT ELEVATION



UNIT 9 BLDG E - FLOOR PLAN



UNIT 9 BLDG E ROOF PLAN

A-2.9

Revision Schedule

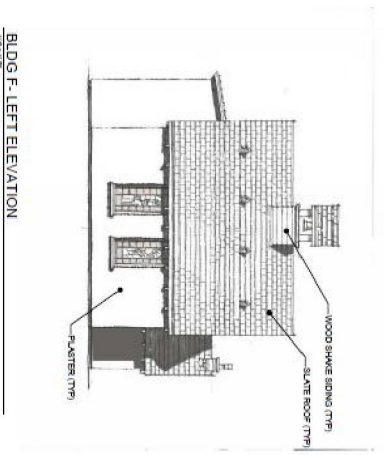
HOTEL
1704 Mission Drive
Solvang, CA 93463
UNIT 9 - FLOOR, ROOF PLAN & ELEVATIONS

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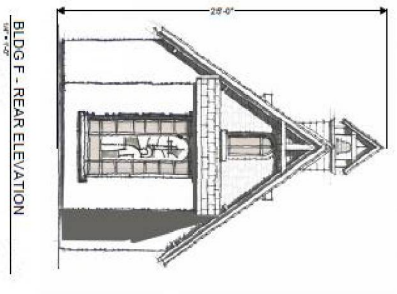
Attachment B
Development Plan – Construction of Nine (9) Hotel Units and Ancillary Improvements
Applicant: Edward St. George, 1704 Mission Drive, APN: 139-240-033



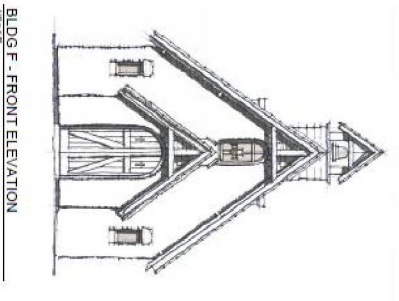
BLDG F - RIGHT ELEVATION



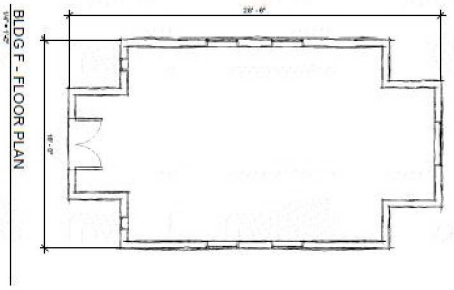
BLDG F - LEFT ELEVATION



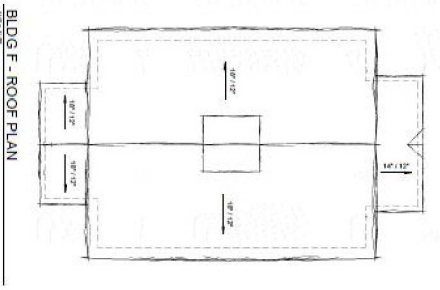
BLDG F - REAR ELEVATION



BLDG F - FRONT ELEVATION



BLDG F - FLOOR PLAN



BLDG F - ROOF PLAN

A-2.10

Project Manager
Designer
Revision Schedule

HOTEL
1704 Mission Drive
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BLDG F - FLOOR, ROOF PLAN & ELEVATIONS

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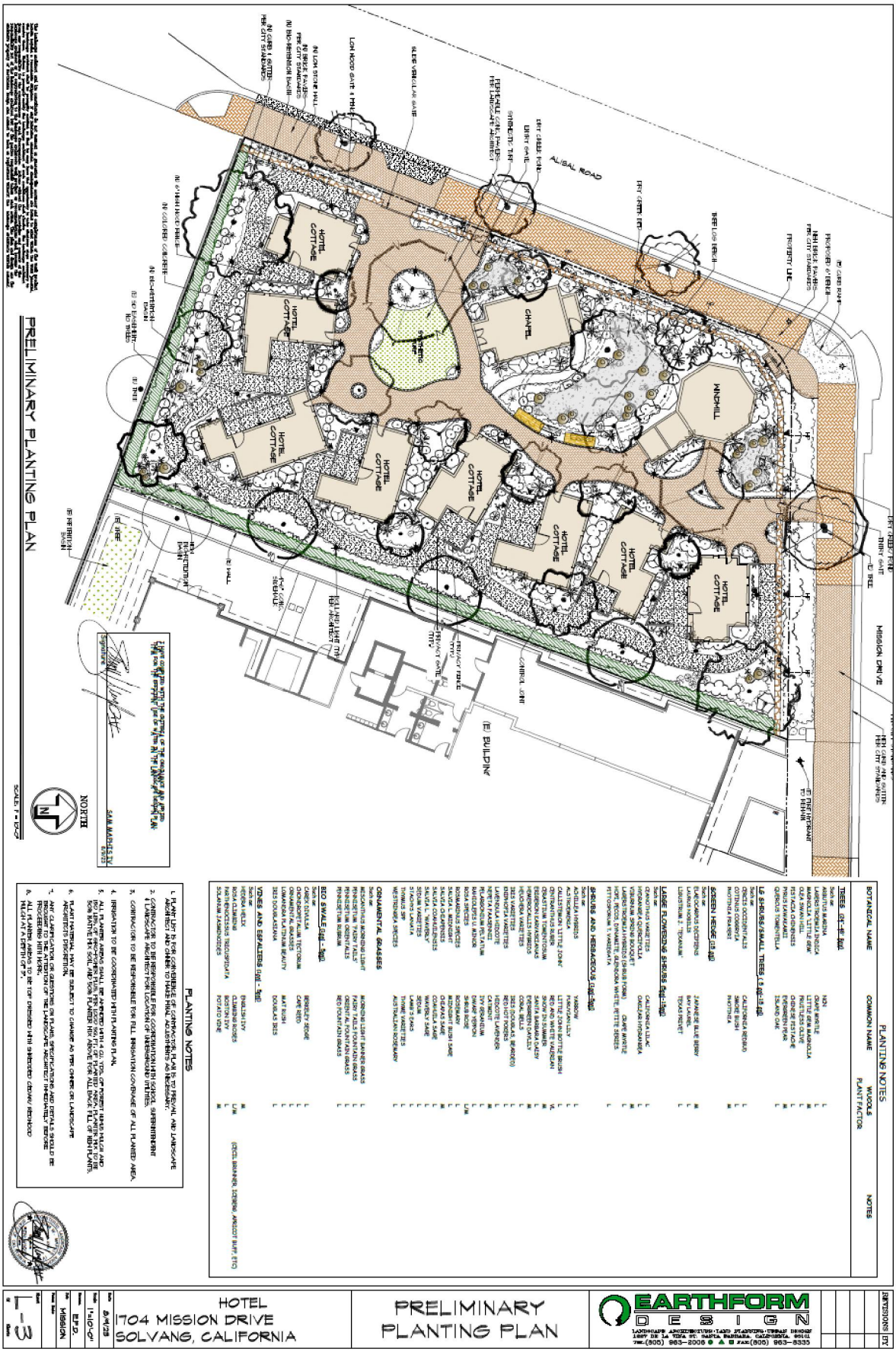
Attachment B
Development Plan – Construction of Nine (9) Hotel Units and Ancillary Improvements
Applicant: Edward St. George, 1704 Mission Drive, APN: 139-240-033

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Attachment B
Development Plan – Construction of Nine (9) Hotel Units and Ancillary Improvements
Applicant: Edward St. George, 1704 Mission Drive, APN: 139-240-033



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Applicant: Edward St. George, 1704 Mission Drive, APN: 139-240-033

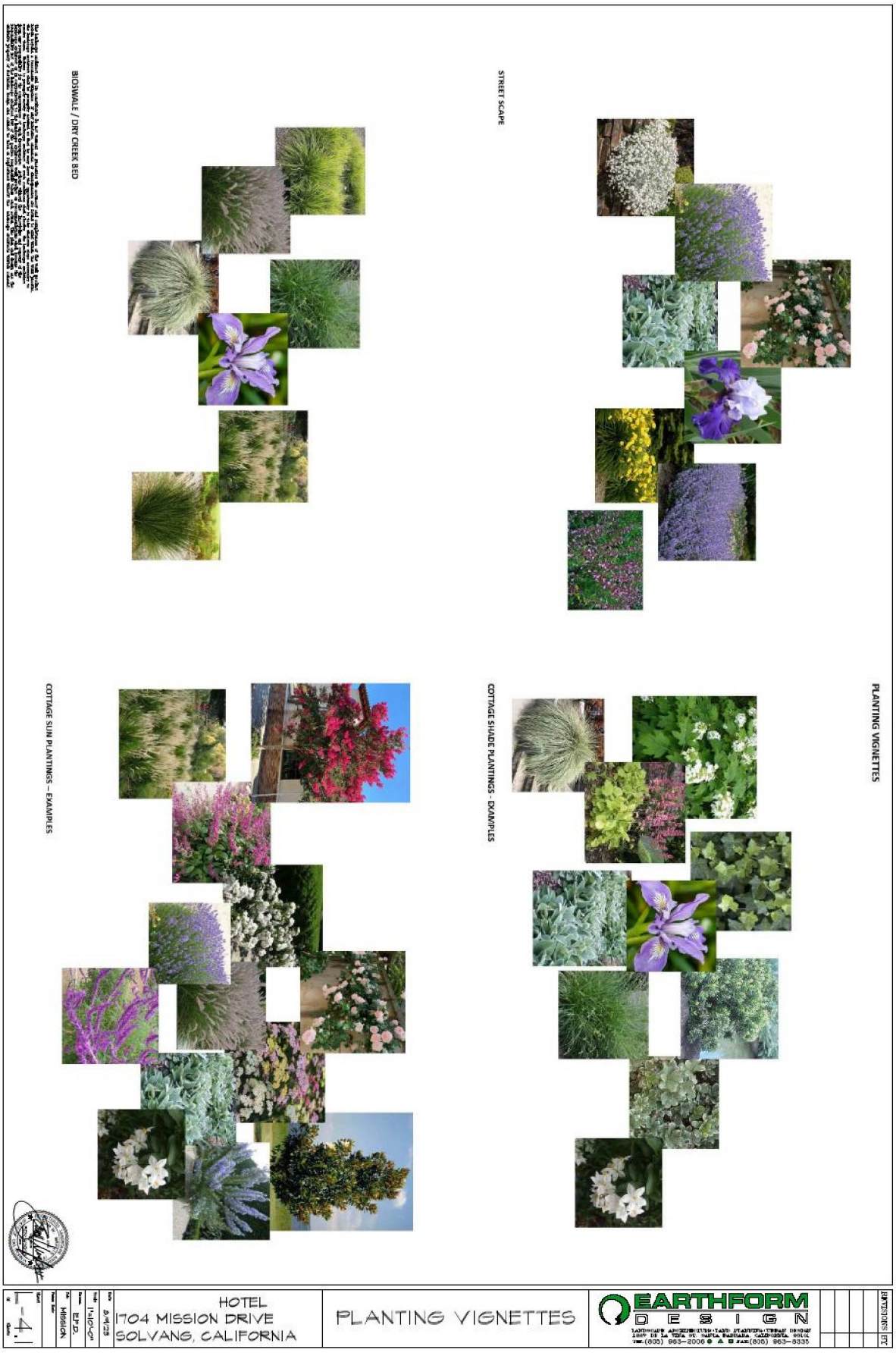


Attachment B
Development Plan – Construction of Nine (9) Hotel Units and Ancillary Improvements
Applicant: Edward St. George, 1704 Mission Drive, APN: 139-240-033



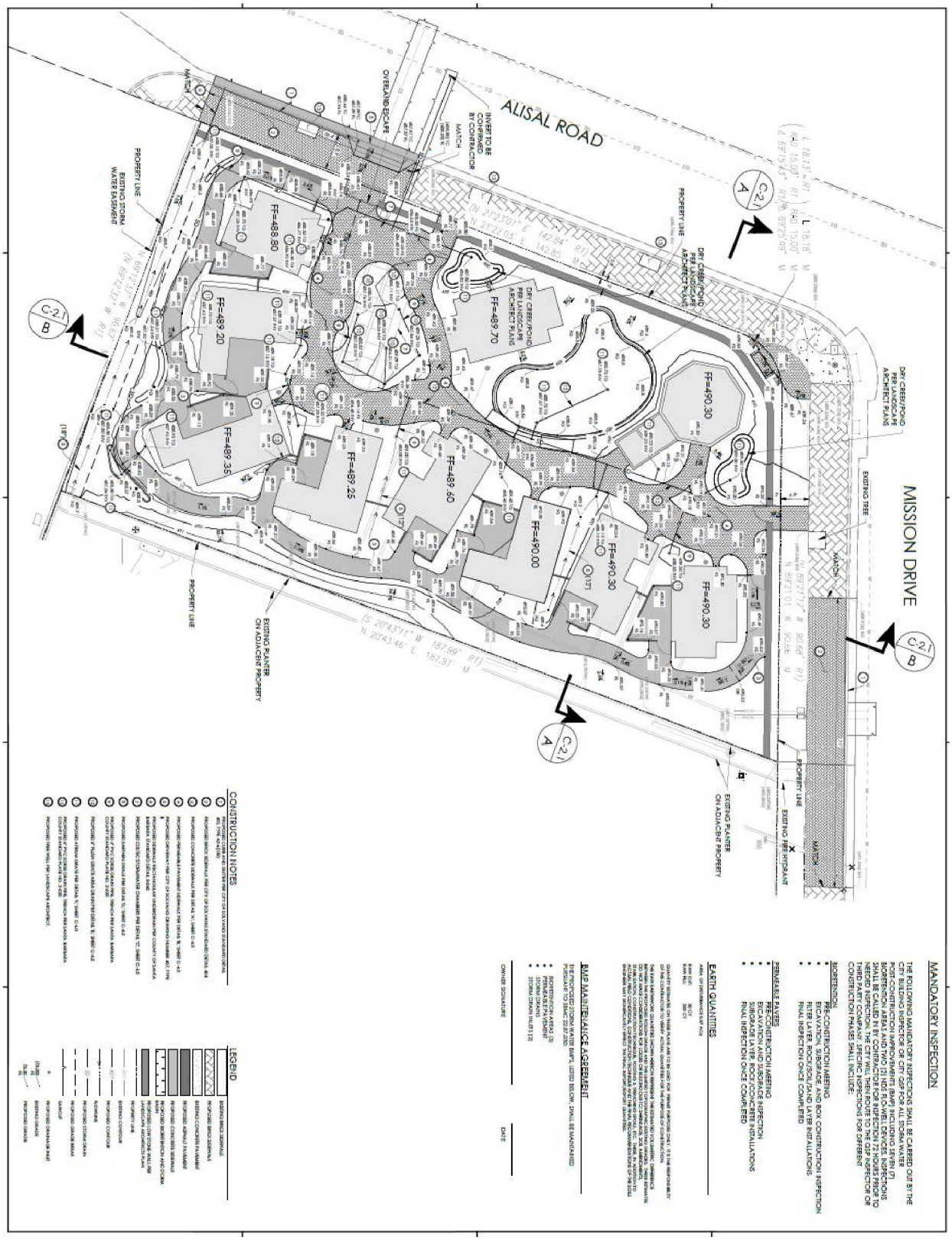
Attachment B
Development Plan – Construction of Nine (9) Hotel Units and Ancillary Improvements
Applicant: Edward St. George, 1704 Mission Drive, APN: 139-240-033

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Attachment B
Development Plan – Construction of Nine (9) Hotel Units and Ancillary Improvements
Applicant: Edward St. George, 1704 Mission Drive, APN: 139-240-033

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MANDATORY INSPECTION

THE FOLLOWING MANDATORY INSPECTIONS SHALL BE CARRIED OUT BY THE CITY BUILDING INSPECTOR OR CITY QSP FOR ALL STORM WATER POLLUTION CONSTRUCTION IMPROVEMENTS (BMP) INCLUDING SITE DESIGN, SOURCE CONTROL AND TREATMENT CONTROL BMP'S. ALL INSPECTIONS SHALL BE CALLED IN BY CONTRACTOR FOR INSPECTION 72 HOURS PRIOR TO NEEDED INSPECTION. THE CITY WILL THEN ROUTE TO THE QSP INSPECTOR OR THIRD PARTY COMPANY SPECIFIC INSPECTIONS FOR DIFFERENT CONSTRUCTION PHASES SHALL INCLUDE:

BIORETENTION
- PRE-CONSTRUCTION MEETING
- ROUGH GRADING AND ROW CONSTRUCTION INSPECTION
- FILTER LAYER, ROCK/GRAVEL AND LATER INSTALLATIONS
- FINAL INSPECTION ONCE COMPLETED

PERMEABLE PAVERS
- PRE-CONSTRUCTION MEETING
- EXCAVATION AND SUBGRADE INSPECTION
- SUBGRADE LAYER, ROCK/CONCRETE INSTALLATIONS
- FINAL INSPECTION ONCE COMPLETED

EARTH QUANTITIES

MASS GRADING PLAN

CUT	3,800 CY
FILL	300 CY
NET	3,500 CY

QUANTITY ESTIMATION ON MASS GRADING PLANS ARE FOR BID, CITY PERMIT REVIEW ONLY. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY ACTUAL QUANTITIES FOR THE PURPOSE OF CONSTRUCTION.

THE EARTHWORK QUANTITIES INCLUDED HEREIN REPRESENT THE ESTIMATED VOLUMETRIC DIFFERENCE BETWEEN EXISTING GRADE AND PROPOSED FINISH GRADE. THE CONTRACTOR SHALL MAKE HIS OWN CALCULATIONS AND SATISFY HIMSELF AS TO THE ACCURACY OF THE QUANTITIES SHOWN. NO ALLOWANCE WILL BE CONSIDERED FOR ANY CLAIM BASED ON DIFFERENCES BETWEEN ESTIMATED QUANTITIES AND ACTUAL QUANTITIES. CONTRACTOR SHALL REVIEW THE FINAL GEOTECHNICAL REPORT AND SHALL INCLUDE ANY RECOMMENDATIONS FOR REMEDIAL GRADING OR SOIL IMPORT/EXPORT QUANTITIES IN THEIR BID. THE FINAL GEOTECHNICAL REPORT SHALL SUPERSEDE ANY QUANTITIES SHOWN HEREON AND SHALL BE USED FOR CONSTRUCTION PURPOSES.

BMP MAINTENANCE AGREEMENT

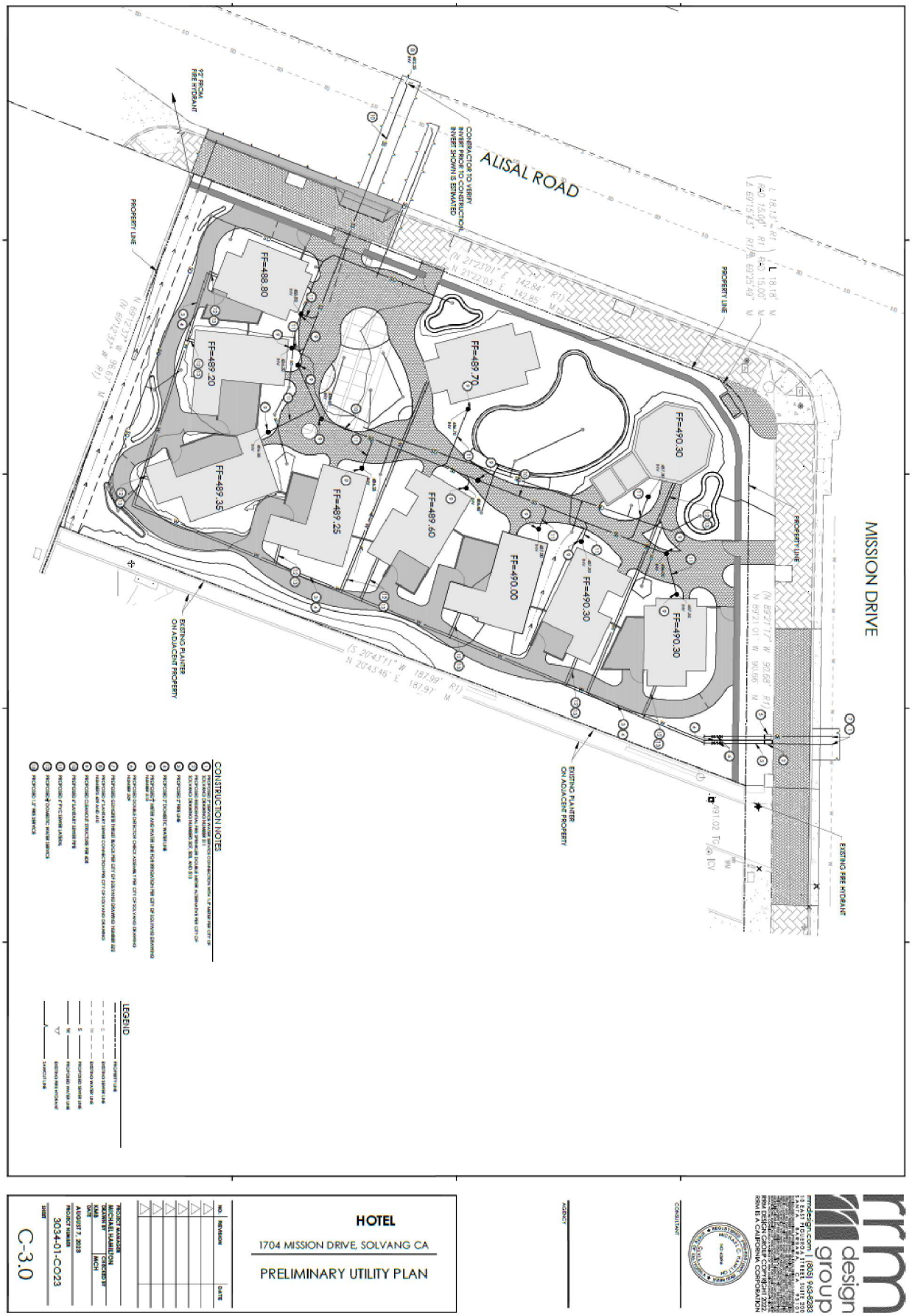
PURSUANT TO SBMC 22.87.280, BMP'S LISTED BELOW, SHALL BE MAINTAINED BY:

- BIORETENTION AREA (3)
- PERMEABLE PAVEMENT
- STORM DRAINS
- STORM DRAIN INLET (2)

OWNER SIGNATURE _____ DATE _____

CONSTRUCTION NOTES

1. PROPOSED CURB AND GUTTER PER CITY OF SOLVANG STANDARD DETAIL
2. PROPOSED BROOM FINISH CONCRETE SIDEWALK PER DETAIL 4/C-5.0
3. PROPOSED CONCRETE SIDEWALK PER DETAIL 4/C-5.0
4. PROPOSED PERMEABLE PAVEMENT SIDEWALK PER DETAIL 5/ SHEET C-5.0
5. PROPOSED CONCRETE DRIVEWAY PER CITY OF SOLVANG STANDARD DETAIL
6. PROPOSED CONCRETE SIDEWALK PER CITY OF SOLVANG STANDARD DETAIL
7. PROPOSED CONCRETE DRIVEWAY PER CITY OF SOLVANG STANDARD DETAIL
8. PROPOSED CONCRETE SIDEWALK PER CITY OF SOLVANG STANDARD DETAIL
9. PROPOSED CONCRETE SIDEWALK PER DETAIL 1/ SHEET C-5.0
10. PROPOSED CONCRETE SIDEWALK PER DETAIL 2/ SHEET C-5.0
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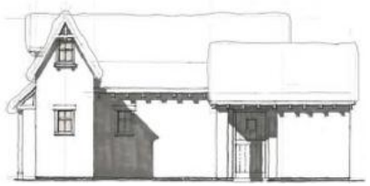
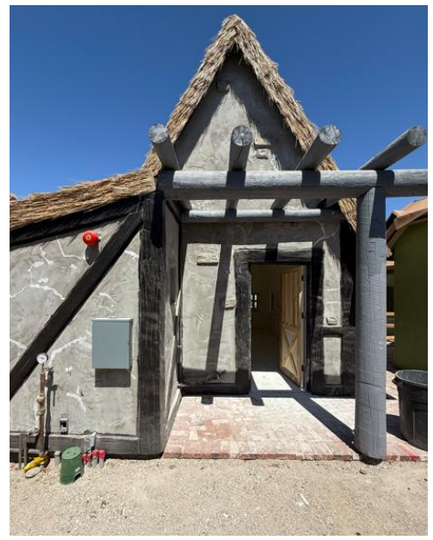


Attachment B
Development Plan – Construction of Nine (9) Hotel Units and Ancillary Improvements
Applicant: Edward St. George, 1704 Mission Drive, APN: 139-240-033

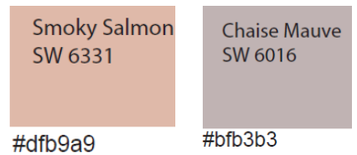
Attachment C – Approved Façade Modifications

Approved Façade	Proposed Modifications	Director Determination
Unit 2		
  • Stucco wall • Stone chimney • Thatch roof • Half-timbers. • Proposed Color, “peppery” darker red hue	    BODY COLOR MFR: Sherwin Williams Color: Custom • Proposed use of additional brick on west and north elevation • Additional half-timbering on east, west elevation • Use of half “logs” under the gable area. • Proposed custom color of dark yellow hue.	• Color shall be modified to a dark hue red that match existing bricks that were added to the facades. Proposed colors shall be Carley Rose, Cajun Red, or dark red hue color proposed by the applicant and approved by the Community Development Director prior to issuance of final occupancy. • Brick façade shall be modified and utilized along the west elevation. Any remaining stucco shall be approved by the Community Development Director prior to issuance of final occupancy. • Half-logs on under the gable area shall be removed or covered with stucco, or similar materials to be approved by the Community Development Director. • Removal of half-timbers as shown in red circle. • It is recommended that the bricks be sand blasted or utilize another technique to bring the color of the bricks more uniform. Carley’s Rose SW 9002 #ad6f74 Cajun Red SW 0008 #85442a

Approved Façade	Proposed Modifications	Director Determination
Unit 3		
   • Stucco wall • Stone chimney • Thatch roof • Half-timbers located near the edge of the gable. • Vintage Vessel Green to be utilized as primary color	   • Relocation of proposed windows and modification to use of full dormer. • Half-timbers located near the bottom half and proportionally throughout the structure. • Blue hue utilized instead of the green. • Use of stone on north elevation • Elimination of stone chimney.	• Existing color should be glazed include a patina to lighten. This should be completed to the satisfaction of the Community Development Director prior to issuance of final occupancy.

Approved Façade	Proposed Modifications	Director Determination
Unit 4		
   • Stucco wall • Stone chimney • Thatch roof • Half-timbers located near the edge of the gable. • Vintage Vessel Green to be utilized as primary color	    BODY COLOR MFR: Sherwin Williams Color: Custom • Stucco wall • Thatch roof • Additional half-timbers near the gables, and elimination of proposed patterns • Elimination of proposed front door portico • Custom muted yellow color.	• Removal of half-timbers at the top of the primary entry door, as circled in red. • Color shall be modified to a yellow hue, either Lemon Twist, Goldfinch, or yellow hue color proposed by the applicant and approved by the Community Development Director prior to issuance of final occupancy.  BODY COLOR MFR: Sherwin Williams Color: Custom Lemon Twist SW 6909 #ffdb68 Goldfinch SW 6905 #fdb824

Approved Façade	Proposed Modifications	Director Determination
Unit 5		
   • Stucco wall • Stone chimney • Thatch roof • Half-timbers located on vertical west elevation. • Bracing Blue to be utilized as primary color • Shutters and other details	    • Elimination of shutter details • Elimination of Portico on South elevation • Elimination of Stone Chimney • Half-timbers utilized throughout all elevations. • Redish color for primary façade	• Reduce the number of half timbers on the primary entry elevation to the satisfaction of the Community Development Director prior to the issuance of final occupancy.

Approved Façade	Proposed Modifications	Director Determination
Unit 6		
   • Stucco wall • Thatch roof • Stone utilized on portions of the facades • Shutters/faux flue detail • Peppery to be utilized as primary color	   • Stucco wall • Thatch roof • Addition of Stone on west elevation • Use of half-timbers • Elimination of shutters and faux flue • Addition of half “logs” on north elevation • Change of color to “natural” finish	• Half-logs on shall be removed or covered with stucco, or similar techniques to be approved by the Community Development Director. • Color shall be modified to a lighter red hue/clay color either Chaise Mauve, smoky salmon, or, other hue color proposed by the applicant and approved by the Community Development Director prior to issuance of final occupancy. 

Approved Façade	Proposed Modifications	Director Determination
Unit 7		
   • Stucco wall • Thatch roof • Stone utilized on chimney • Shutters • Vintage Vessel to be utilized as primary color	    • Elimination of the portico on the primary entities. • Elimination of the use of half-timbers • Addition of eave details with the use of logs • Elimination of shutters • Change of color to a custom, lighter green. • Addition of detailing for windows and doors	Color should be modified to match the proposed darker green color through techniques proposed by the applicant and approved by the Community Development Director prior to issuance of final occupancy.

Approved Façade	Proposed Modifications	Director Determination
Unit 8		
   • Stucco wall • Thatch roof • Stone utilized on chimney • Shutters/faux flue • Bracing Blue to be utilized as primary color	    BODY COLOR MFR: Sherwin Williams Color: Custom • Elimination of proposed stucco wall • Elimination of stone chimney • Elimination of shutters /faux flue • Addition of brick throughout all elevations • Change of façade color to match darker reddish hue bricks • Addition of half-timbering	Proposed modifications are approved as proposed.

Approved Façade	Proposed Modifications	Director Determination
Unit 9		
   • Stucco wall • Thatch roof • Stone utilized on chimney • Use of half-timbers near gable • Use of Sunrise, light yellow color	   • Additional use of half-timbering on all elevations • Change of façade color to darker yellow • Elimination of dormers • Elimination of upper windows	Half-timbers with curvatures along multiple facades shall be removed and patterns reduced as shown in red circles to the satisfaction of the Community Development Director prior to the issuance of final occupancy.

Approved Façade	Proposed Modifications	Director Determination
Chapel		
	    BODY COLOR MFR: Sherwin Williams Color: Custom	• Color banding of red and white shall be removed from the roof. Roof shall consist of all grey/black slate. • The use of strong shall continue on the west/south elevations to the extent feasible as approved by the Community Development Director. • Existing color, white/cream shall remain as painted.

Approved Façade	Proposed Modifications	Director Determination
• Stucco wall • Slate roof • Bell Tower • Window and door details • No color proposed, to be selected in the field	• Stucco wall remains • Proposed use of stained-glass on all elevations • Slate roof with color slate variant of red and white versus the approved black • Elimination of Bell Tower • Use of stone on east elevation and portions of west, south and north, limited to base only. • Use of sandstone color	

PLANNING COMMISSION STAFF REPORT

AGENDA ITEM: 5.a

MEETING DATE: September 2, 2025

SUBJECT: Public hearing to consider an Appeal of Community Development Director's determination approving amendments to facades and building colors with modifications to a previously approved Development Plan for 1704 Mission Drive (APN 139-240-033) (PA 25-035).

PREPARED BY: Rafael Castillo, AICP, Community Development Director

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DISCUSSION:

Background

On December 4, 2023, the Planning Comission approved a "Development Plan" for a proposed development that included the following:

- Construction of nine (9) separate cottages ranging in size from 250 to 390 square feet (sf) that will serve as one-bedroom hotel rooms covering approximately 3,575 sf of the site (21.9%)
- An on-site ancillary building approximately 400 sf serving as a gathering area.
- A separate supply room is attached to one of the cottages, as shown in the proposed project
- plans.
- Courtyard and perimeter landscaping approximately 8,250 sf or 50% of the net site area.
- Perimeter stone wall

The applicant was issued a building permit (BP 24-042) and a grading permit (BP 24-129) for this project in December 2024. The applicant commenced construction in late December, however stopped construction for a brief period before resuming construction in Spring 2025. The applicant commenced façade finishes however deviated from the approved building permit/entitlements. City staff informed the applicant in late May 2025 of the deviation and the requirement to receive an amendment to the entitlement. The applicant applied for an amendment to the approved plans, requesting a change to the facades consistent with Condition PLN-8 of PC Resolution 23-14, which allows the Planning Manager to review and approve minor amendments. The Design Review Committee weighed in on the proposed amendments and provided feedback to assist the Community Development Director on their decision. On July 23, 2025, the Community Development Director issued a determination and notice of approval with modifications (Attachment A). The applicant has appealed this determination and wishes to proceed with the façade revisions as completed. Additionally, the applicant has requested modifications to the site plan and landscaping plan be considered by the Planning Commission.

View of Current Construction at 1704 Mission Drive



Proposed Project Site Summary:
Property Owner: Archdiocese of Los Angeles
Applicant: SBID, LLC
APN: 139-240-033
General Plan Designation: Tourist Related/Village Commercial
Zoning: Village Mixed-Use (VMU) / Design District – Village District (DD-1)
Surrounding Uses:
North: Village Mixed-Use (VMU)/Existing Hotel
South: Public/Institutional (PI)/Public Parking lot
East: Village Mixed-Use (VMU)/Vacant Building
West: Alisal Road Right of Way

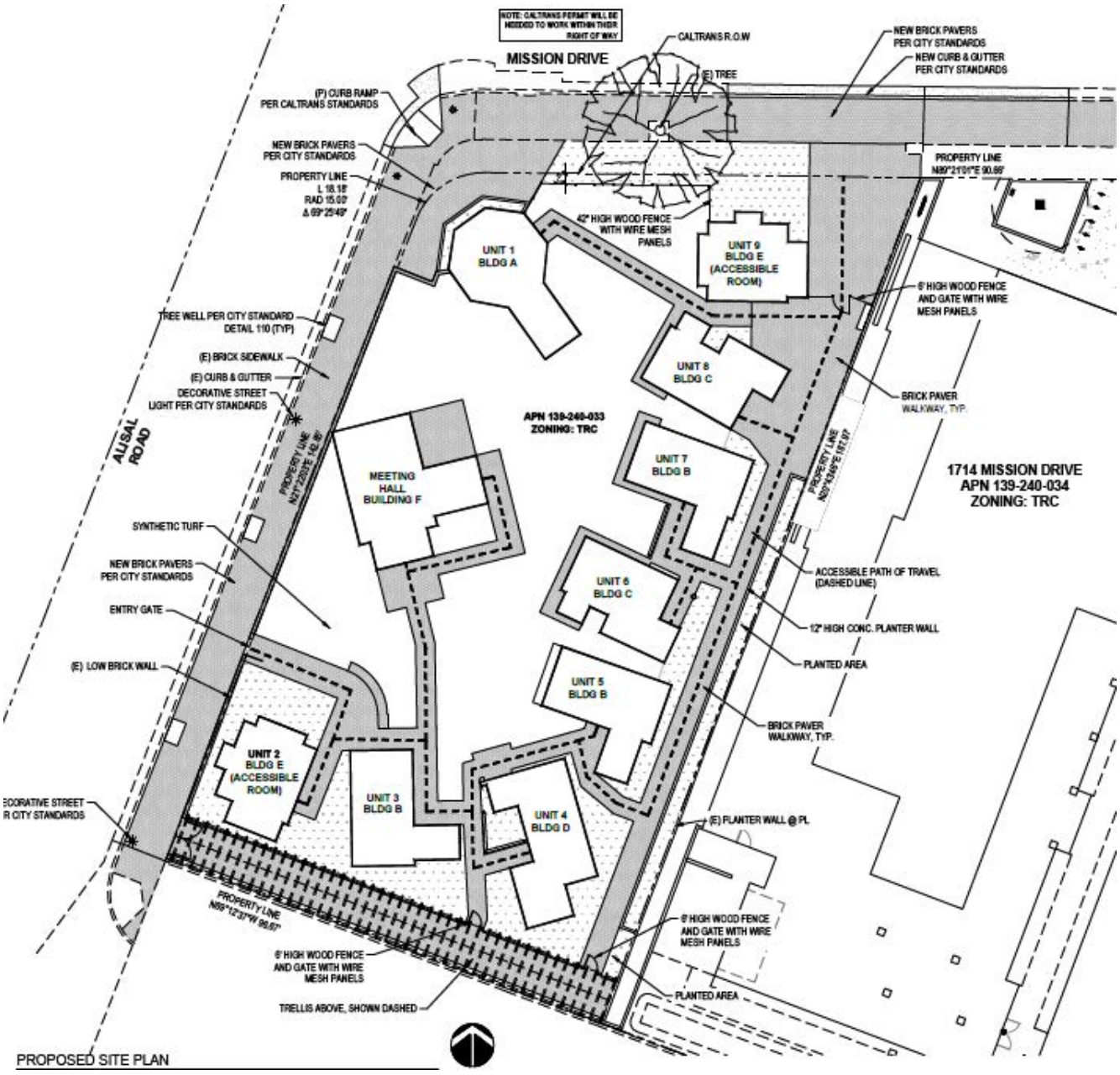




Appeal of Approved of Modified Amendments:
The applicant has appealed the Community Development Director's determination for minor changes to the facades for units 2-9 and the proposed meeting hall which is designed as a chapel and provided additional amendments from what was previously analyzed (Attachment B). The applicant proposes the following amendments in addition to what was initially proposed in June 2025, and presented to the DRC in July:

- Modification of the approved site plan re-orienting buildings and addition of a trellis on the south end of the property.
- Modification of the approved landscaping plan eliminating a significant portion of the proposed landscaping within the site.
- Modifications of the proposed windmill façade with the addition of brick and color deviation.
- Additional proposed color changes to units identified in Attachment C.

Proposed Site Plan Amendment



Proposed Landscaping Plan



Proposed Site Plan and Landscaping Plan Amendments:

The proposed site plan amendments are minor in nature and include a proposed new trellis adjacent to the City's Parking lot and straightening the accessible path of travel along the property line adjacent to 1714 Mission Drive (Old Bank Building). Building A has been slightly re-oriented to the corner of Mission Drive and Alisal Road, while Units 2, 3 and 4 have been moved closer to the property lines. The approved plan includes parking at 1693 Mission Drive (Denmarket Square). A proposed 10 parking spaces were to be striped and dedicated to the hotel development, consistent with the municipal code in effect at the time of development plan approval. Due to the location of the parking, the project was conditioned to include a new ADA curb-ramp at the intersection of Alisal Road and Mission Drive. The applicant has requested a revision to the conditions of approval allowing for removal of the ADA ramp requirement if parking is provided at 1714 Mission Drive (adjacent lot). City staff recommends modification of that condition to allow this to occur, and supports the parking to be located on the adjacent lot versus across the street.

The proposed landscaping plan substantially deviates from the originally approved plan. The applicant proposes eliminating much of the landscaping that was initially approved and replacing it with hardscaping, and synthetic turf. The initial concept was to mimic a garden; however, the applicant proposes the use of the space to allow for events and other gatherings, therefore is proposing to eliminate much of the landscaping to accommodate these events. City staff recommend the following be added to amended conditions of approval for consistency with the adopted General Plan at the time of development plan approval and adopted design guidelines.

- Revised landscaping plan shall be amended to include additional tree plantings on-site, specifically near unit 2, between units 3/4, and the meeting hall as shown in the resolution.
- Revised landscaping plan shall be amended to include additional landscaping between units 6/7, specifically low ground shrubs to the satisfaction of the community development director
- Revise landscaping plan to include shrubs along Alisal road and the proposed new wall.
- Wall shall be re-built from the corner of Building F to proposed new sidewalk and ensure the wall is wholly located on the property.
- Proposed new fencing shall be submitted to be reviewed and approved by city staff. This shall include all proposed fencing and walls.
- Applicant shall revise all stormwater calculations and submit for revisions for consistency with the Solvang Municipal Code to be reviewed and approved by the City Engineer.
- Any additional on-site lighting shall be in conformance with Solvang Municipal Code section 11-10-A7.C.
- Applicant shall be required to ensure path of travel meets all applicable California Building Code requirements.

Proposed Facade Amendments:

Attachment C includes the analysis completed by the Community Development Director with a side by side comparison from the previously approved project, and the proposed revisions. The Planning Commission has the following options:

- Uphold the Director's determination in its entirety as shown in Attachment C;
- Approve the appeal of the applicant, allowing for revisions to facades in Attachment B;
- Approve modifications to either attachments and B or C.

Community Design Element Policies/Objectives

The Following are pertinent policies that the proposed amendments shall meet that were contained in the 1989 Community Design Element.

- Policy 5.c – The city shall establish guidelines for the entrances to the Village theme area to establish and reflect appropriate Danish/Northern European architecture.
- 4.3.1 Village Area: All new construction and remodels within the Village Area shall be within the traditional and historic Danish theme or design vernaculars which are. found in Denmark or neighboring northern European countries. Eighteenth century, half-timbred in Denmark are encouraged.
- 4.3.1 Village Area: Real slate or thatched roof materials are acceptable. Tile roofs may be clay or concrete. Color is to be red or red mix and consistent with Danish roof tile designs. Metal roofs must have a standing seam and appear to have been oxidized from copper to green, giving a patina of age.

- Lighting fixtures, gates, exterior window treatments, use of materials, color and the use of potted plants must be considered relative to traditional authenticity and detail.

Based on the proposed modification to conditions as proposed by city staff, the proposed amendment meets the intent of these policies and objectives.

2008 Land Use Element Policies/Objectives

The Following are pertinent policies that the proposed modifications will need to meet that were contained in the Land Use Element.

- Goal 2 - Ensure that development in the city is consistent with the overall community character and contributes positively towards the city's image.
- Policy 2.2 - Ensure that commercial development is located conveniently and is consistent with the Community Design Element of the General Plan.
- Goal 3 - Promote and beautify the city as a tourist destination and provide a pleasant atmosphere for residents.
- Policy 3.1 - Encourage tourism and civic pride by creating entry points to the City.

Based on the proposed modification to conditions as proposed by city staff, the proposed amendment meets the intent of these policies and objectives.

Design Guidelines

The following are parenting policies that the proposed modifications will need to meet that are adopted:

- New construction within the Village area shall be within the traditional and historic Danish theme or design vernaculars of eighteenth century, half timbered buildings which are found in Denmark or neighboring northern European countries.
- All exterior elevations shall be integral to the traditional design theme stated in number 1, above. Buildings should demonstrate compatibility in materials and consistency in style throughout all elevations.
- Real slate or thatched roof materials are acceptable. Tile roofs may be clay or concrete. The tile color is to be approved by the B.A.R. The roof tile designs must be consistent with Danish roof tile designs consisting of larger flat pans with a small barrel. Metal roofs must be constructed with panels with a standing seam and appear to have been oxidized from copper to green, giving a patina of age.
- 1/2 timbering (bindingsvaerk) or other methods to emulate 1/2 timbering may be required and where used, it shall be demonstrated that the use emulates the authentic appearance and pattern of historic buildings in Europe.
- Buildings shall be designed so that the 1/2 timbering (bindingsvaerk) is darker in color to contrast and resemble the finish of traditional old world buildings.

The adopted Design Guidelines does not have a specified color palette or adopted color schemes for the Village. Based on the proposed modification to conditions as proposed by city staff, the proposed amendment meets the intent of these policies and objectives.

Zoning Ordinance Consistency:

The proposed project is located in the Village Mixed-Use Zone (VMU) which was formerly known as the TRC zone. There is no proposed changes in building coverage, height, or setbacks from the property lines. The applicant proposes a reduction in the amount of landscaping, however, the TRC zoning at the time of approval did not include a minimum amount of landscaping.

Public Works

The public works department reviewed the proposed amendments and has provided amended conditions to ensure consistency with the municipal code.

Santa Barbara County Fire Department

The Santa Barbara County Fire Department reviewed the previous entitlement and has no changes in the conditions of approval. These are incorporated into the resolution.

Design Review Committee

The Design Review Committee met on July 17, 2025 to provide input on the proposed façade amendments. The DRC's recommendations were included in the Director's determination and are included in Attachment C.

CEQA Determination

A previous Class 32 infill exemption was adopted by the Planning Commission as a part of the original project approval. The proposed amendment does not involve the increase in size of structures, heights, etc. Therefore, the exemption remains.

Recommendation

The Planning Commission uphold the Community Development Director's determination and allow for project amendments consistent with the conditions added for facades and colors based.

ALTERNATIVES:

1. The Planning Commission may Request changes to the proposed amendment to the adopted development plan (permit). The Commission should be specific on the proposed changes, and direct city staff to make those changes in the attached resolution.
2. The Planning Commission may approve the appeal by the applicant and allow for façade amendments based on the applicant's design scheme as shown in Attachment B. If the Planning Commission approves the appeal, the Planning Commission shall direct staff to modify exhibits in Planning Commission Resolution 25-05.

FISCAL IMPACT:

Appeal fees have been paid.

ATTACHMENTS:

A. Community Development Director Letter
B. Applicant Proposed Amendments with cover letter
C. Director Determination of Façade Changes
D. Planning Commission Resolution 25-05

CITY OF SOLVANG
Community Development Department | Planning Division
411 Second Street | Solvang, CA 93463 | www.cityofsolvang.com

July 23, 2025

Lonnie Roy
PO Box 598
Santa Barbara, CA 93102

Via Email

RE: Notice of Approval, PA 25-034, Amendments to Approved Development Plan LUP 22-021 for 1704 Mission Drive (APN 139-240-033)

Dear Mr. Roy:

Your application to amendment an approved Development Plan (LUP 22-021) for construction of nine (9) unit boutique hotel located at 1704 Mission Drive (APN 139-240-033) has been reviewed by the Community Development Director and the reviewed by the Design Review Committee at its July 17, 2025 meeting. The proposed amendment included revisions to cottage units 2-9 facades and colors, as well as the proposed meeting room (chapel). Based on the review of the provided material, the Solvang General Plan in effect at the time of entitlement approval, Solvang Municipal Code, and adopted design guidelines, the Community Development Director has made the following determinations and modifications to the approved Development Plan:

Unit 2
Proposed façade modifications are approved with the inclusion of the following:

- Color shall be modified to a dark hue red that match existing bricks that were added to the facades. Proposed colors shall be Carley Rose, Cajun Red, or dark red hue color proposed by the applicant and approved by the Community Development Director prior to issuance of final occupancy.
- Brick façade shall be modified and utilized along the west elevation. Any remaining stucco shall be approved by the Community Development Director prior to issuance of final occupancy.
- Half-logs on under the gable area shall be removed or covered with stucco, or similar materials to be approved by the Community Development Director, as shown in Attachment A.
- Removal of half-timbers as shown in Attachment A.
- It is recommended that the bricks be sand blasted or utilize another technique to bring the color of the bricks more uniform.

Unit 3
Proposed modifications are approved with the inclusion of the following modifications:

- Existing color should be glazed include a patina to lighten. This should be completed to the satisfaction of the Community Development Director prior to issuance of final occupancy.

Unit 4
Proposed modifications are approved with the inclusion of the following modifications:

- Removal of half-timbers at the top of the primary entry door, as shown in Attachment A.
- Color shall be modified to a yellow hue, either Lemon Twist, Goldfinch, or yellow hue color proposed by the applicant and approved by the Community Development Director prior to issuance of final occupancy.

Unit 5
Proposed modifications are approved with the inclusion of the following modifications:

- Reduce the number of half timbers on the primary entry elevation to the satisfaction of the Community Development Director prior to the issuance of final occupancy.

Unit 6
Proposed modifications are approved with the inclusion of the following modifications:

- Half-logs on shall be removed or covered with stucco, or similar techniques to be approved by the Community Development Director, as shown in Attachment A.
- Color shall be modified to a lighter red hue/clay color either Chaise Mauve, smoky salmon, or , other hue color proposed by the applicant and approved by the Community Development Director prior to issuance of final occupancy.

Unit 7
Proposed modifications are approved with the inclusion of the following modifications:

- Color should be modified to match the proposed darker green color through techniques proposed by the applicant and approved by the Community Development Director prior to issuance of final occupancy.

Unit 8
Proposed modifications are approved as proposed.

Unit 9
Proposed modifications are approved with the inclusion of the following modifications:

- Half-timbers with curvatures along multiple facades shall be removed and patterns reduced as shown in Attachment A to the satisfaction of the Community Development Director prior to the issuance of final occupancy.

Chappel
Proposed modifications are approved with the inclusion of the following modifications:

- Color banding of red and white shall be removed from the roof. Roof shall consist of all grey/black slate.
- The use of strong shall continue on the west/south elevations to the extent feasible as approved by the Community Development Director.
- Existing color, white/cream shall remain as painted.

Windmill
Proposed modifications are approved with the inclusion of the following modifications:

- Color of proposed exterior shall be reviewed by the Community Development Director with input from the Design Review Committee prior to issuance of final occupancy.

Based on the review of the submitted materials, the Community Development director finds the following for consistency with condition PLN-8 of Planning Commission Resolution 23-14 and Solvang Municipal Code Section 11-16-13:

- The proposed amendments, with modifications recommended by the Community Development Director, does not modify the basis of findings for the approved categorical exemption of the purposes of the California Environmental Quality Act (CEQA);

- The proposed amendments, with modifications recommended by the Community Development Director, does not change or modify a condition of approval for the development;
- The proposed amendment, with modifications recommended by the Community Development Director, does not constitute a specific consideration by the Review Authority; and
- Does not involve expansion of the proposed use more than 10% and complies with applicable life and safety codes.

The proposed modifications are approved by the Community Development Director consistent with condition PLN-8 of Planning Commission Resolution 23-14 on July 23, 2025, as shown in Attachment A of this letter.

Consistent with Solvang Municipal Code (SMC) Section 11-17-3.B, decisions of the Planning Manager/Director are final unless an appeal of this decision is received within ten calendar (10) days (on or before **August 2, 2025**). To appeal this decision, an planning application shall be filed, along with a letter or email detailing the reasons for the appeal and a fee of $1,500 consistent with the adopted fee schedule. If you have any questions regarding this approval, please feel free to contact me at (805) 465-9236 or via email at rcastillo@cityofsolvang.com. City staff and myself look forward to completion of this critical project within the City.

Sincerely,

Rafael Castillo, AICP
Community Development Director

Attachment A – Amended Project Conditions

ON DESIGN, ARCHITECTURE & PLANNING

Mailing Address: P.O. Box 598, Santa Barbara, CA 93102
PH: (805) 896-7896
Email: ondesignstaff@architects-ca.com

July 30, 2025

Rafael Castillo
Community Development Director
City of Solvang
411 Second Street
Solvang, CA 93463

RE: 1704 Mission Drive, PA 25-034 - Appeal

Dear Mr. Castillo,

Thank you to the Design Review Committee and your review of the proposed amendment to the approved Development Plan (LUP 22-021) at 1704 Mission Drive (APN 139-240-033). After careful review of the determinations and modifications to the approved Development Plan outlined in the letter dated July 23, 2025, the Developer would is appealing the decision.

As noted at the Design Review Hearing of July 17, 2025, the proposed modifications to the approved Development Plan are subjective in nature. The Developer and the City share the same goal of developing the subject site with a project that the community can be proud of; however, there are differing opinions as to how to achieve this goal. The Developer has a distinctive vision for the cottages, where each one was developed separately by different owners. Thus, the materials and aesthetic design of each cottage are variable. The design intent is that the site was developed organically, over time. The Developer believes that City determinations and modifications to the project are pushing the cottages to be more homogeneous and lack whimsy, which is not the direction the Developer wants to take the project in.
Additionally, there are specific design details that are requested to be removed, such as the colored slate tiles and log siding. The Developer has spent a substantial amount of time in Northern Europe and has pulled detailed examples from those experiences. Thus, the Developer believes that these details and others are regionally accurate and

appropriate for the project. With the aforementioned points in mind, and the subjective nature of the proposed modifications to the approved Development Plan, we are appealing the decision outlined in the July 23 letter.

We appreciate the Design Review Committee and your review of the project thus far, and thank you for being overall complimentary to the project. This appeal is being filed because there is a simple disagreement regarding the project's vision, and we would like the Planning Commission to weigh in on the project's aesthetic direction.

If you have any questions or wish to discuss further, please do not hesitate to contact our offices.

ON Design Architects, LLC

Lonnie Roy

Lonnie Roy
Project Planner
Email: lroy@architects-ca.com
Phone: (805) 896-7896

HOTEL
1704 MISSION DRIVE
SOLVANG, CA 93463

CONTACT INFORMATION

OWNER: ARCHDIOCESE OF LOS ANGELES
1760 MISSION DRIVE
SOLVANG, CA 93463
PHONE: (805) 688-4815
EMAIL: brbarbato@yahoo.com

LESSEE / TENANT: EDWARD ST GEORGE
831 CLIFF DR, STE 100
SANTA BARBARA, CA 93109
PHONE: (805) 456-5910

ARCHITECT: ON DESIGN ARCHITECTS
P.O. BOX 598
SANTA BARBARA, CA 93102
ATT: KEITH NOLAN, AIA #C-22451
PHONE: (805) 896-8374
EMAIL: knolan@architects-ca.com

AGENT: ON DESIGN ARCHITECTS
P.O. BOX 598
SANTA BARBARA, CA 93102
ATT: LONNIE ROY
PHONE: (805) 896-7896
EMAIL: lroy@architects-ca.com

LANDSCAPE ARCHITECT: EARTHFORM DESIGN
1227 DE LA VINA ST
SANTA BARBARA, CA 93101
ATT: SAM MAPHIS
PHONE: (805) 963-2006
EMAIL: sam@earthform.com

GEOTECHNICAL ENGINEER: BEACON GEOTECHNICAL
PO BOX 4814
PASO ROBLES, CA 93447
PHONE: (805) 239-9457
EMAIL: beacongeotechnical@gmail.com

CIVIL ENGINEER: RRM DESIGN GROUP
10 E FIGUEROA ST #200
SANTA BARBARA, CA 93101
PHONE: (805) 963-8283
EMAIL: MCHamilton@rrmdesign.com

STRUCTURAL ENGINEER: ASHLEY & VANCE ENGINEERING
210 E. COTA STREET
SANTA BARBARA, CA 93101
ATT: PAUL BELMONT
PHONE: (805) 962-9966

ELECTRICAL ENGINEER: JMPE
627 OLIVE STREET
SANTA BARBARA, CA 93102
ATT: JOHN MALONEY
PHONE: (805) 569-9216

TRUSS MANUFACTURER: TRUSPRO INC.
695 OBISPO STREET
GUADALUPE, CA 93434
ATT: MARK HERRING
PHONE: (805) 343-2555

CODE REQUIREMENT:

ALL WORK AND MATERIALS SHALL BE PERFORMED AND INSTALLED IN COMPLIANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES. NOTHING IN THESE PLANS IS TO BE CONSTRUED TO PERMIT WORK NOT CONFORMING TO THESE CODES.

2022 CALIFORNIA BUILDING CODE (C.B.C.)
CALIFORNIA ADMINISTRATIVE CODE 2022 (TITLES 24 & 25)
2022 CALIFORNIA MECHANICAL CODE (2022 C.M.C.)
2022 CALIFORNIA PLUMBING CODE (2022 C.P.C.)
2022 CALIFORNIA ELECTRICAL CODE (2022 C.E.C.)
2022 CALIFORNIA GREEN BUILDING STANDARDS CODE
COUNTY ORDINANCES
FEDERAL OSHA
COUNTY AIR POLLUTION CONTROL DISTRICT REQUIREMENTS
2022 CALIFORNIA ENERGY CODE
2022 CALIFORNIA ADMINISTRATIVE CODE
2022 CALIFORNIA FIRE CODE
2022 CALIFORNIA REFERENCED STANDARDS CODE

PROJECT STATISTICS

HOTEL ROOMS (R-1 OCCUPANCY)

PROPOSED	NET	GROSS
UNIT 1 (BLDG A)	358 SF	394 SF
UNIT 2 (BLDG E)	292 SF	329 SF
UNIT 3 (BLDG B)	330 SF	372 SF
UNIT 4 (BLDG D)	366 SF	414 SF
UNIT 5 (BLDG B)	330 SF	372 SF
UNIT 6 (BLDG C)	299 SF	340 SF
UNIT 7 (BLDG B)	330 SF	372 SF
UNIT 8 (BLDG C)	299 SF	340 SF
UNIT 9 (BLDG E)	292 SF	329 SF
SUBTOTAL:	2,896 SF	3,262 SF

MEETING (B OCCUPANCY)

PROPOSED	NET	GROSS
MEETING (BLDG F)	442 SF	509 SF
SUBTOTAL:	442 SF	509 SF
TOTAL:	3,338 SF	3,771 SF

OCCUPANT LOAD (MEETING)

336 SF (B OCCUPANCY PER 303.1.1) / 7 SF PER OCCUPANT (ASSEMBLY WITHOUT FIXED SEATS) = 48 OCCUPANTS

MINIMUM PLUMBING FIXTURES (MEETING)

OCCUPANT LOAD PER CPC TABLE 4-1 = ASSEMBLY - CONFERENCE 30 SF

336 SF / 30SF = 12 OCCUPANTS

REQUIRED FIXTURES PER CPC TABLE 422.1 FOR B OCCUPANCY: 1 MALE & FEMALE WATER CLOSET, 1 MALE & FEMALE LAVATORY, 1 URINAL AND 1 DRINKING FOUNTAIN

PER CPC 422.2 IN BUSINESS OCCUPANCIES WITH A TOTAL OCCUPANT LOAD OF 50 OR LESS ONE TOILET FACILITY DESIGNED FOR USE BY NO MORE THAN ONE PERSON AT A TIME SHALL BE PERMITTED FOR USE BY BOTH SEXES.

PER CPC 415.2 DRINKING FOUNTAINS SHALL NOT BE REQUIRED FOR AN OCCUPANT LOAD OF 3O OR LESS.

PROVIDED: 1 WATER CLOSET, 1 LAVATORY

ACCESSIBILITY

THIS PROJECT IS DESIGNED TO COMPLY WITH CBC 11B, TRANSIENT LODGING. ACCESSIBLE PARKING IS ACCOMMODATED AT 1693 MISSION.

DRAINAGE FIXTURE UNIT VALUES

PLUMBING FIXTURE TYPE	DFU	NUMBER OF FIXTURES	TOTAL DFU
BATH / SHOWER	2.0	9	18.0
LAVATORY	1.0	10	10.0
BAR SINK	1.0	1	1.0
WATER CLOSET	3.0	10	30.0
TOTAL BUILDING DFU			59.0

DEVELOPMENT STANDARDS

ALLOWED BUILDING HEIGHT

MAXIMUM BUILDING HEIGHT: 35 FT
50 FT FOR ARCHITECTURAL FEATURES

REQUIRED SETBACKS

FRONT: 42 FT FROM MISSION DRIVE CENTERLINE
30 FT FROM STREET CENTERLINE

SIDE: 0 FT

REAR: 10% LOT DEPTH, NOT TO EXCEED 10 FT

ALLOWABLE AREA

R-1 OCCUPANCY (S13R)	ALLOWED	7,000 SF
	ACTUAL	2,896 SF
B OCCUPANCY (S13R)	ALLOWED	7,000 SF
	ACTUAL	442 SF

NOTES: 1. BUILDINGS ON SITE ARE CONSIDERED AS PORTIONS OF ONE BUILDING.
2. NO AREA INCREASES ARE CONSIDERED.

INTERIOR FINISHES

BASED UPON B & R-1 OCCUPANCIES, INTERIOR FINISHES SHALL BE IN COMPLIANCE WITH CBC TABLE 803.13, WHICH REQUIRE A MINIMUM CLASS "C", IN CONFORMANCE WITH NFPA 286.

FIRE SPRINKLERS

THIS PROJECT IS DESIGNED TO COMPLY WITH NFPA 13-R. SPRINKLERS & ALARM SYSTEM UNDER A SEPARATE PERMIT.

PARKING

REQUIRED:	# OF SPACES
HOTEL GUEST (1 SPACE PER ROOM)	9
HOTEL EMPLOYEE (1 SPACE PER 5 EMPLOYEES)	1
TOTAL REQUIRED	10

PROVIDED:	# OF SPACES
ON SITE PARKING	0
HOTEL GUEST (1693 MISSION DRIVE)	9
HOTEL EMPLOYEE (1693 MISSION DRIVE)[1]	1
TOTAL PROVIDED	10

NOTE

1. THIS HOTEL WILL BE MANAGED BY HOTEL STAFF AT THE PROPOSED HOTEL AT 1693 MISSION DRIVE.

PROJECT DESCRIPTION

AS-BUILT REVISIONS TO THE APPROVED DEVELOPMENT PLAN, PLANNING COMMISSION RESOLUTION NO 23-14

PROJECT INFORMATION

APN	139-240-033
PROJECT ADDRESS:	1704 MISSION DRIVE SOLVANG, CA 93463
ZONE:	TRC
GENERAL PLAN:	TOURIST COMMERCIAL
GROSS LOT SIZE:	16,309 SQ FT / 0.37 ACRES
LOT SLOPE:	1%
CONST TYPE:	V-B
OCCUPANCY:	R-1, B
FLOOD ZONE:	X
GRADING CY:	60 CY CUT / 260 CY FILL

SITE COVERAGE

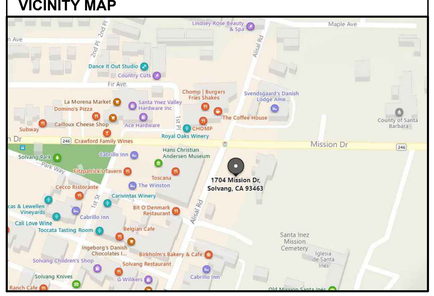
EXISTING

BUILDING	0 SF / 0.0%
HARDSCAPE	0 SF / 0.0%
LANDSCAPE	16,309 SF / 100%
TOTAL	16,309 SF / 100%

PROPOSED

BUILDING	3,997 SF / 24.5%
HARDSCAPE	2,388 SF / 14.6%
PERMEABLE PAVERS	2,182 SF / 13.4%
LANDSCAPE	7,742 SF / 47.5%
TOTAL	16,309 SF / 100%

VICINITY MAP



SHEET INDEX

T-1.1	TITLE SHEET
A-1.1	SITE PLAN (APPROVED)
A-1.1	SITE PLAN (AS-BUILT/PROPOSED)
A-6.1	EXTERIOR PHOTOS
A-6.2	EXTERIOR PHOTOS
A-6.3	EXTERIOR PHOTOS
A-6.4	EXTERIOR PHOTOS
A-6.5	EXTERIOR PHOTOS
A-6.6	EXTERIOR PHOTOS
A-6.7	EXTERIOR PHOTOS
A-6.8	EXTERIOR PHOTOS
A-6.9	EXTERIOR PHOTOS
A-6.10	EXTERIOR PHOTOS
L-3	PLANTING PLAN (APPROVED)
L-1.0	PROPOSED LANDSCAPE PLAN (AS-BUILT/PROPOSED)

ON DESIGN, LLC
Architecture
Planning
Interior Design

Keith Nolan
C-22451

• ON design LLC •
• P.O. BOX 598 • Santa Barbara • California • 93102 •

1704 MISSION HOTEL
1704 Mission Drive
Solvang, CA 93463
TITLE SHEET

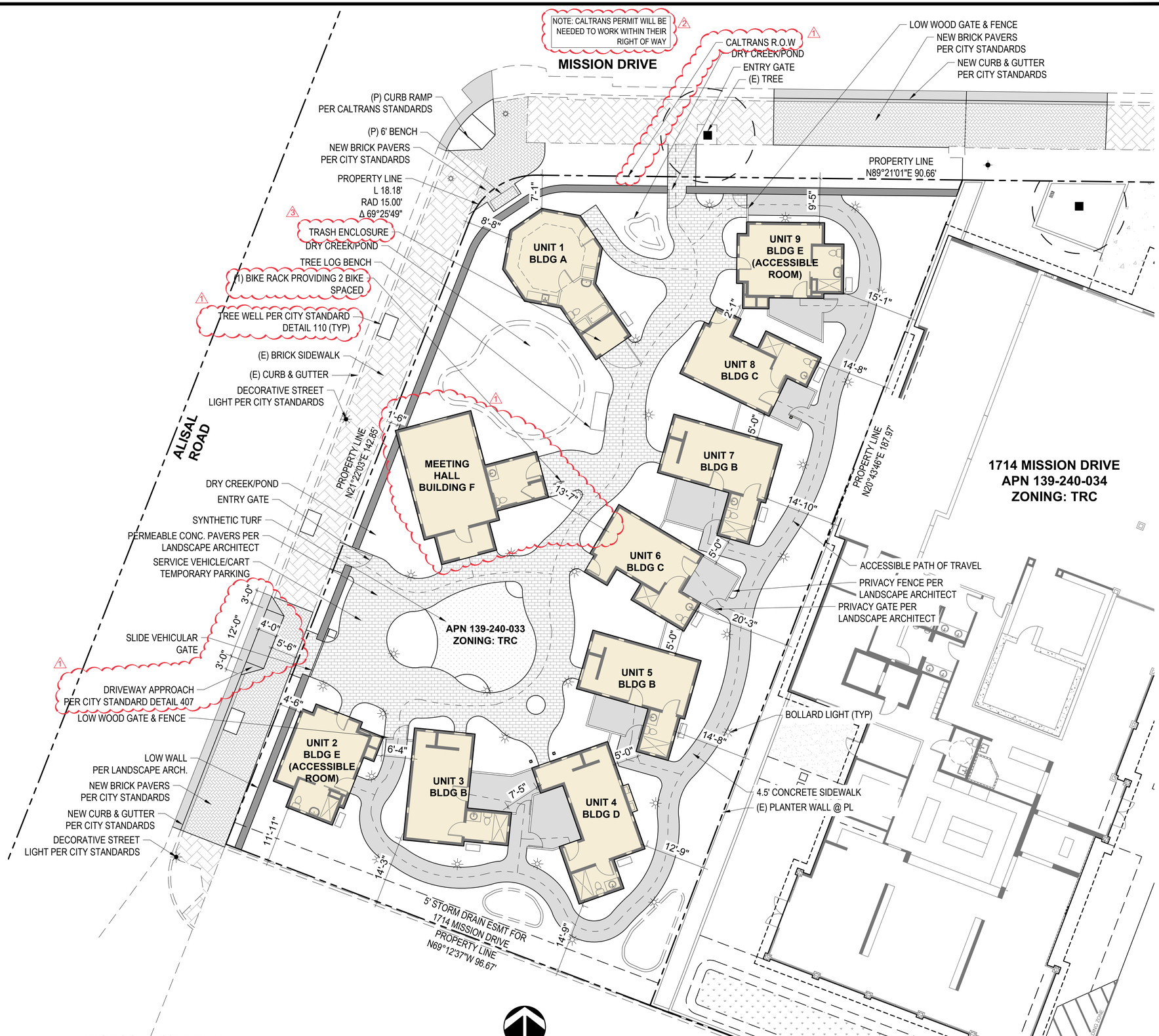
LICENSED ARCHITECT
KEITH NOLAN
C-22451
01-25
STATE OF CALIFORNIA

Revisions

Project Manager: KN
Drawn By:
Scale: VARIES
Print Date:

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T-1.1



PROPOSED SITE PLAN

SCALE: 1" = 10'

APPROVED SITE PLAN FOR REFERENCE

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Architecture
Planning
Interior Design

Keith Nolan
C-22451

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1704 MISSION HOTEL
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PRELIMINARY SITE PLAN

Revisions
1 PLAN CHECK #1 06-19-24
2 PLAN CHECK #2 08-19-24
3 PLAN CHECK #3 09-19-24

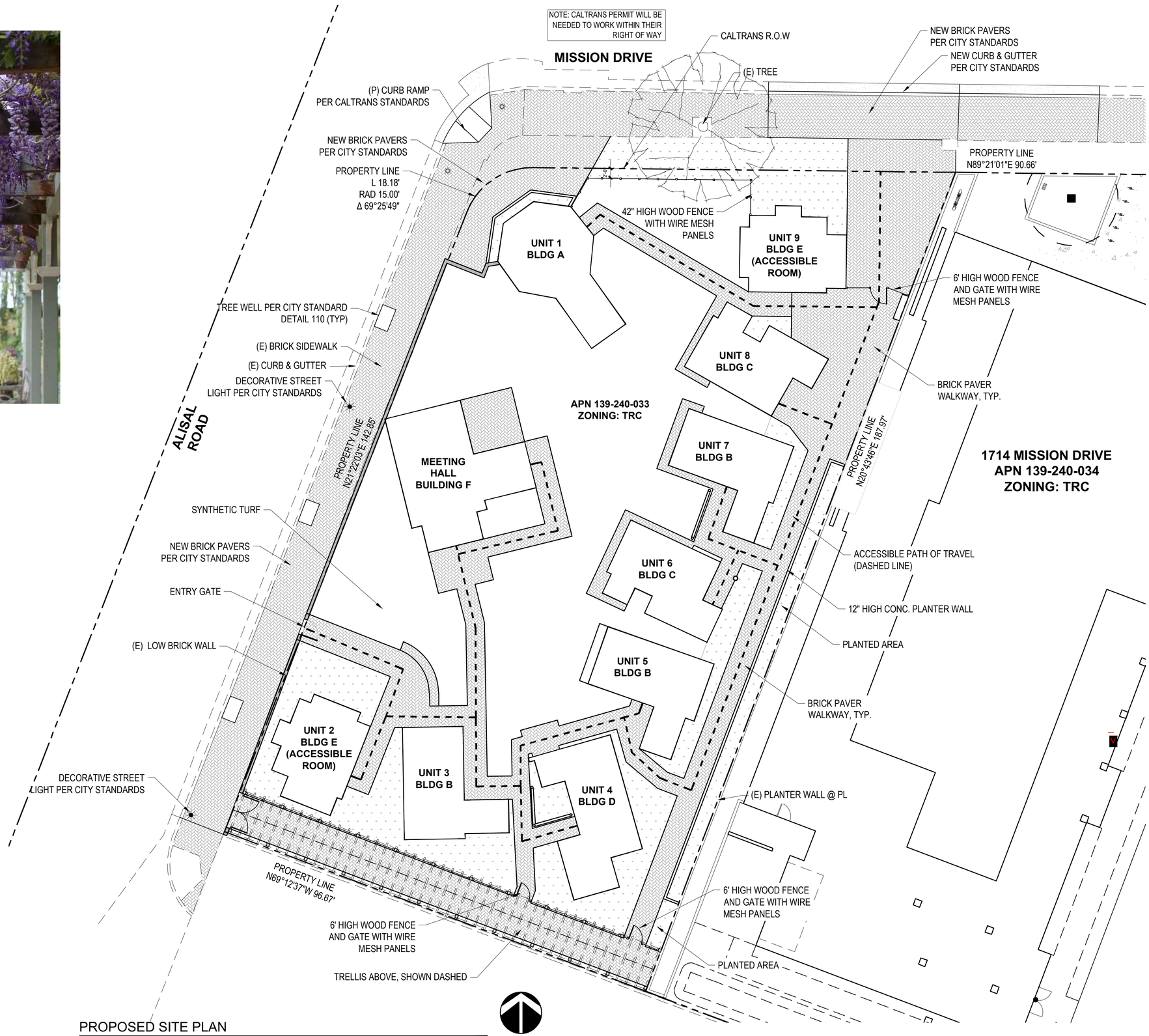
Project Manager: KN
Drawn By:
Scale: VARIES
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A-1.1

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TRELLIS CONCEPT



PROPOSED SITE PLAN

SCALE: 1" = 10'

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SITE PLAN

LICENSED ARCHITECT KEITH SAMUEL NOLAN C-22451 03-25 STATE OF CALIFORNIA

Revisions	
1	PLAN CHECK #1 06-19-24
2	PLAN CHECK #2 08-19-24
3	PLAN CHECK #3 09-19-24
4	PLAN CHECK #4 11-04-24

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COTTAGE 2E AS-BUILT NORTH ELEVATION



COTTAGE 2E AS-BUILT EAST ELEVATION



COTTAGE 2E AS-BUILT NORTH ELEVATION



COTTAGE 2E AS-BUILT HALF TIMBER DETAIL



COTTAGE 2E AS-BUILT EAST ELEVATION



COTTAGE 2E AS-BUILT SOUTH ELEVATION



COTTAGE 2E AS-BUILT WEST ELEVATION

BODY COLOR
MFR: Sherwin Williams
Color: Custom

COLORS & MATERIALS



COTTAGE 2E APPROVED NORTH ELEVATION



COTTAGE 2E AS-BUILT EAST ELEVATION



COTTAGE 2E APPROVED WEST ELEVATION



COTTAGE 2E APPROVED SOUTH ELEVATION

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1704 MISSION HOTEL
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EXTERIOR PHOTOS

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A-6.1



COTTAGE 3B AS-BUILT NORTH ELEVATION



COTTAGE 3B AS-BUILT EAST ELEVATION



COTTAGE 3B AS-BUILT EAST ELEVATION

BODY COLOR
MFR: Sherwin Williams
Color: Custom

COLORS & MATERIALS



COTTAGE 3B AS-BUILT WEST ELEVATION



COTTAGE 3B AS-BUILT SOUTH ELEVATION



COTTAGE 3B AS-BUILT EAVE BEAM TAIL DETAIL



COTTAGE 3B AS-BUILT WINDOW & HALF TIMBER DETAIL



COTTAGE 3B APPROVED NORTH ELEVATION



COTTAGE 3B APPROVED EAST ELEVATION



COTTAGE 3B APPROVED WEST ELEVATION



COTTAGE 3B APPROVED SOUTH ELEVATION

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A-6.2

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COTTAGE 4D AS-BUILT NORTH WEST ELEVATION



COTTAGE 4D AS-BUILT SOUTH WEST ELEVATION



COTTAGE 4D AS-BUILT SOUTH EAST ELEVATION



COTTAGE 4D AS-BUILT EAVE BEAM TAIL DETAIL



COTTAGE 4D AS-BUILT SOUTH WEST ELEVATION



COTTAGE 4D AS-BUILT ENTRY DETAIL



COTTAGE 4D AS-BUILT WINDOW DETAIL

BODY COLOR
MFR: Sherwin Williams
Color: Custom

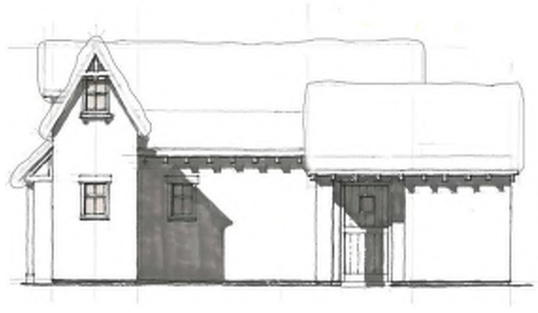
COLORS & MATERIALS



COTTAGE 4D APPROVED NORTH WEST ELEVATION



COTTAGE 4D APPROVED NORTH EAST ELEVATION



COTTAGE 4D APPROVED SOUTH WEST ELEVATION



COTTAGE 4D APPROVED SOUTH EAST ELEVATION

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COTTAGE 5B AS-BUILT WEST ELEVATION



COTTAGE 5B AS-BUILT NORTH ELEVATION



COTTAGE 5B 9 - EAST ELEVATION

BODY COLOR
MFR: Sherwin Williams
Color: Custom

COLORS & MATERIALS



COTTAGE 5B AS-BUILT SOUTH ELEVATION



COTTAGE 5B AS-BUILT SOUTH ELEVATION



COTTAGE 5B AS-BUILT EAVE & ROOF DETAIL



COTTAGE 5B APPROVED WEST ELEVATION



COTTAGE 5B APPROVED EAST ELEVATION



COTTAGE 5B APPROVED SOUTH ELEVATION



COTTAGE 5B APPROVED NORTH ELEVATION

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COTTAGE 6C AS-BUILT WEST ELEVATION



COTTAGE 6C AS-BUILT SOUTH & WEST ELEVATION



COTTAGE 6C AS-BUILT SOUTH ELEVATION



COTTAGE 6C AS-BUILT EAST ELEVATION



COTTAGE 6C AS-BUILT NORTH & WEST ELEVATION



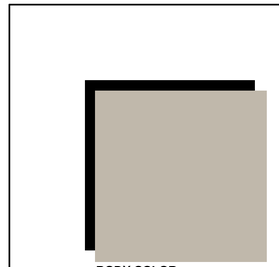
COTTAGE 6C AS-BUILT EAVE BEAM TAIL DETAIL



COTTAGE 6C AS-BUILD FRONT ELEVATION WINDOW DETAIL



COTTAGE 6C AS-BUILT NORTH ELEVATION WALL & WINDOW DETAIL



BODY COLOR
MFR: Natural Finish
Color: Natural Finish

COLORS & MATERIALS



COTTAGE 6C APPROVED WEST ELEVATION



COTTAGE 6C APPROVED EAST ELEVATION



COTTAGE 6C APPROVED NORTH ELEVATION



COTTAGE 6C APPROVED SOUTH ELEVATION

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COTTAGE 7B AS-BUILT WEST ELEVATION



COTTAGE 7B AS-BUILT NORTH & WEST ELEVATION



COTTAGE 7B AS-BUILT SOUTH ELEVATION



COTTAGE 7B AS-BUILT WINDOW DETAIL



COTTAGE 7B AS BUILD EAVE BEAM TAIL DETAIL

BODY COLOR
MFR: Sherwin Williams
Color: Custom

COLORS & MATERIALS



COTTAGE 7B APPROVED WEST ELEVATION



COTTAGE 7B APPROVED EAST ELEVATION



COTTAGE 7B APPROVED SOUTH ELEVATION



COTTAGE 7B APPROVED NORTH ELEVATION

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A-6.6



COTTAGE 8C AS-BUILT WEST ELEVATION



COTTAGE 8C AS-BUILT SOUTH ELEVATION



COTTAGE 8C AS-BUILT NORTH ELEVATION



COTTAGE 8C AS-BUILT EAST ELEVATION



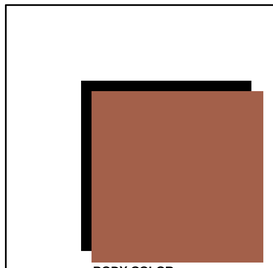
COTTAGE 8C AS-BUILT WINDOW DETAIL



COTTAGE 8C AS-BUILT EAVE & ROOF DETAIL



COTTAGE 8C AS-BUILT NORTH ELEVATION



BODY COLOR
MFR: Sherwin Williams
Color: Custom

COLORS & MATERIALS



COTTAGE 8C APPROVED EAST ELEVATION



COTTAGE 8C APPROVED WEST ELEVATION



COTTAGE 8C APPROVED SOUTH ELEVATION



COTTAGE 8C APPROVED NORTH ELEVATION

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COTTAGE 9 AS-BUILT WEST & NORTH ELEVATION



COTTAGE 9E AS-BUILT WEST ELEVATION



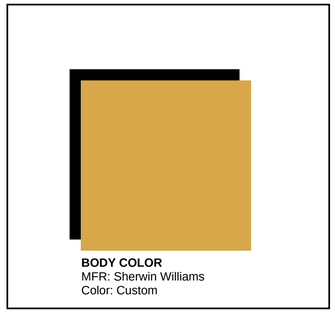
COTTAGE 9E AS-BUILT SOUTH ELEVATION



COTTAGE 9E AS-BUILT NORTH ELEVATION



COTTAGE 9E AS-BUILT EAST ELEVATION



BODY COLOR
MFR: Sherwin Williams
Color: Custom

COLORS & MATERIALS



COTTAGE 9E APPROVED NORTH ELEVATION



COTTAGE 9E APPROVED EAST ELEVATION



COTTAGE 9E APPROVED SOUTH ELEVATION



COTTAGE 9E APPROVED WEST ELEVATION

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CHAPEL AS-BUILT WEST ELEVATION



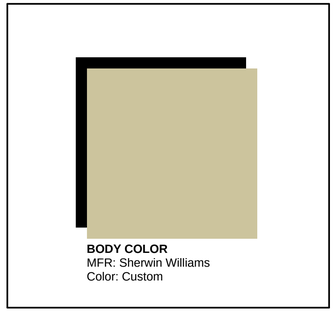
CHAPEL AS-BUILT EAST ELEVATION



CHAPEL AS-BUILT SOUTH ELEVATION

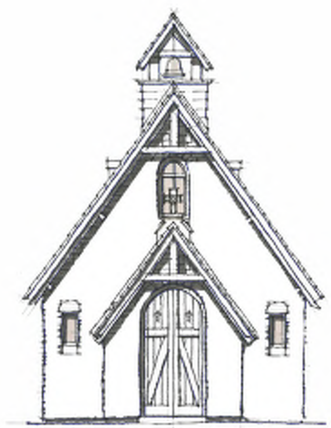


CHAPEL AS-BUILT NORTH ELEVATION

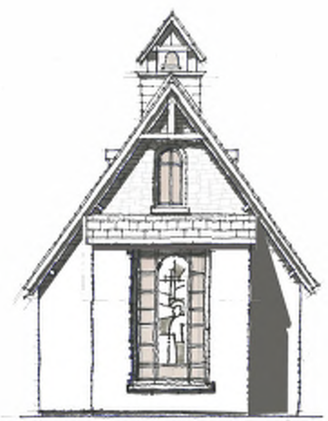


BODY COLOR
MFR: Sherwin Williams
Color: Custom

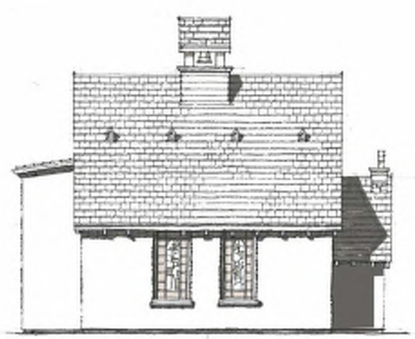
COLORS & MATERIALS



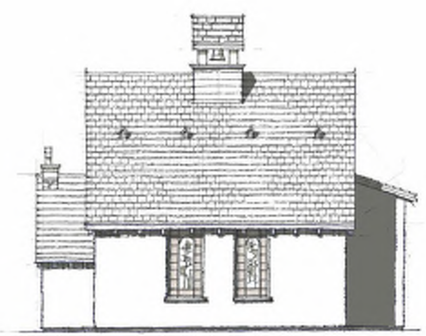
CHAPEL APPROVED SOUTH ELEVATION



CHAPEL APPROVED NORTH ELEVATION



CHAPEL APPROVED EAST ELEVATION



CHAPEL APPROVED WEST ELEVATION

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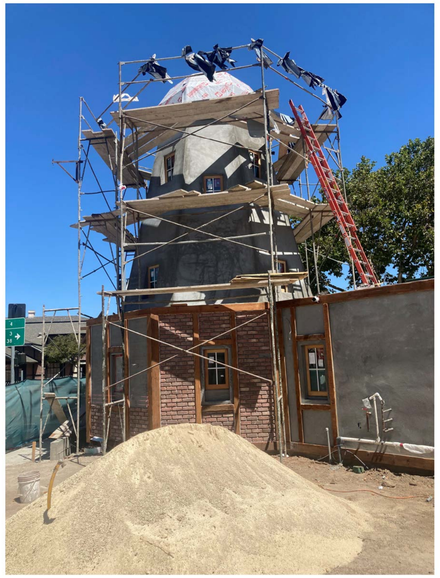
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WINDMILL AS-BUILT NORTHWEST ELEVATION



WINDMILL AS-BUILT NORTHEAST ELEVATION



WINDMILL AS-BUILT SOUTH ELEVATION



WINDMILL AS-BUILT WEST ELEVATION



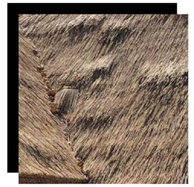
WINDMILL AS-BUILT SOUTHEAST ELEVATION



PLASTER SW 7004

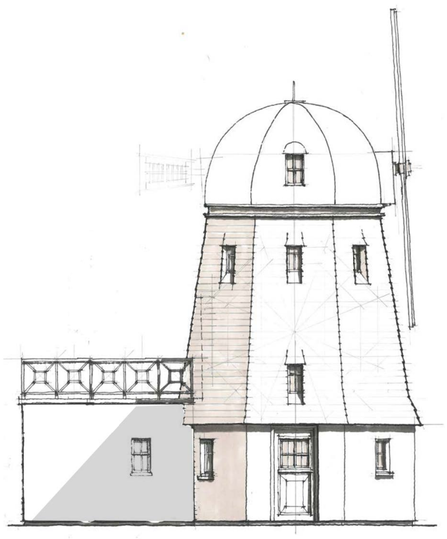


BRICK HALF TIMBER

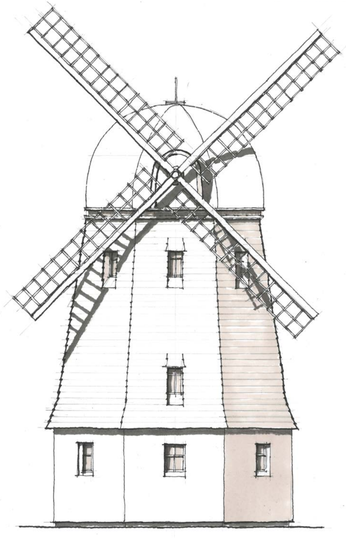


THATCH ROOF

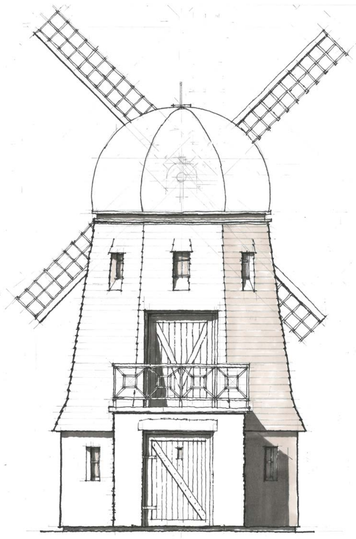
COLORS & MATERIALS



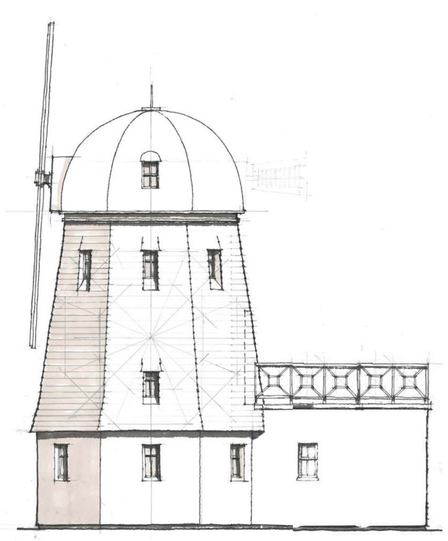
WINDMILL APPROVED NORTHEAST ELEVATION



WINDMILL APPROVED NORTHWEST ELEVATION



WINDMILL APPROVED SOUTHEAST ELEVATION



WINDMILL APPROVED SOUTHWEST ELEVATION

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LILLE SODE PLANT LIST

PLANT QUANTITIES ARE FOR CONTRACTOR CONVENIENCE. PLAN SHALL PREVAIL.

SYM	SIZE	QTY	WUCOLS PLANT FACTOR	BOTANICAL NAME	COMMON NAME	NOTES
TREES						
ARB MAR	24" Box	4	L	ARBUTUS MARINA	NCN	STANDARD, DOUBLE STAKE
LAG IND	24" Box	12	L	LAGERSTROEMIA INDICA	CRAPE MYRTLE	STANDARD, DOUBLE STAKE
MAG LIT	24" Box	7	M	MAGNOLIA ' LITTLE GEM.'	LITTLE GEM MAGNOLIA	DOUBLE STAKE
OLE EUR	ON SITE	4	L	OLEA EUROPA	EUROPEAN OLIVE	TRANSPLANT AS SHOWN
PIS CHI	24" Box	2	L	PISTACIA CHINENSIS	CHINESE PISTACHE	DOUBLE STAKE
PYR KAW	24" Box	5	M	PYRUS KAWAKAMII	EVERGREEN PEAR	DOUBLE STAKE
QUE TOM	36" Box	1	L	QUERCUS TOMENTELLA	ISLAND OAK	STANDARD, DOUBLE STAKE
SHRUBS AND HERBACEOUS						
ACH MOO	1g	26	L	ACHILLEA 'MOONSHINE'	MOONSHINE YARROW	
AGA QUE	1g	82	L	AGAPANTHUS 'QUEEN ANN'	LILY OF THE NILE	
CEN RUB	1g	35	L	CENTRANTHUS RUBER	RED VALARIAN	
COT COG	5g	3	L	COTINUS COGGYGIA	SMOKE BUSH	
DIE VEG	1g	17	L	DIETES VEGETA	FORTNIGHT LILY	
GUA SIS	1g	5	L	GUARA SISKIYOU PINK	PINK GUARA	
HEM HYB	1g	122	L	HEMEROCALLIS HYBRIDS	EVERGREEN DAYLILIES	
HEU MAX	1g	19	L	HEUCHERA MAXIMA	ALUM ROOT	
HYD QUE	5g	5	M	HYDRANGEA QUERCIFOLIA	OAKLEAF HYDRANGEA	
IRI DOU	1g	8	L	IRIS DOUGLASIANA	DOUGLAS IRIS	
IRI VAR	1g	8	M	IRIS VARIETIES		MIXED COLORS
LAV OTT	5g	61	L	LAVENDULA 'OTTO QUAST'	SPANISH LAVENDER	
LAV HID	1g	22	L	LAVENDULA 'HIDCOTE'	HIDCOTE LAVENDER	
LIG TEX	5g	92	L	LIGUSTRUM J.'TEXANUM'	TEXAS PRIVET	MIXED COLORS
LOR PUR	5g	8	L	LOROPETALUM CHINESE- PURPLE	CHINESE FRINGE FLOWER	
PEN BOP	1g	335	L	PENSTEMON 'MARGARITA BOP'	MARGARITA BOP PENSTEMON	
PHL FRU	5g	6	L	PHLOMIS FRUTICOSA	JERUSELUM SAGE	
PIT CRE	1g	11	L	PITTOSPORUM T. CREAM DE MINT	DWARF VARIEGATED TOBIRA	
PIT VAR	5g	5	L	PITTOSPORUM TOBIRA 'VARIEGATA'	VARIEGATED TOBIRA	
POL DAL	5g	4	L	POLYGALA DALMAISIANA	SWEET PEA SHRUB	
RHA MIN	5g	32	L	RHAPHIOLEPIS U. 'MINOR'	DWARF YEDDA	
ROS ICE	5g	39	L	ROSA 'ICEBERG'	ICEBERG ROSE	
ROS PIN	5g	7	L	ROSA SIMPLICITY PINK	PINK SIMPLICITY ROSE	
ROS TUS	5g	9	L	ROSMARINUS 'TUSCAN BLUE'	TUSCAN BLUE ROSMARY	
SAL MID	5g	27	L	SALVIA L. 'MIDNIGHT'	MEXICAN BUSH SAGE - MIDNIGHT	
SAL MYS	1g	21	L	SALVIA 'MYSTIC'	MYSTIC SAGE	
TEU CHA	1g	19	L	TEUCRIUM CHAMAEDRYS	GERMANDER	
VER BON	1g	3	L	VERBENA BONARIENSIS	NCN	
VIB SPR	5g	6	M	VIBURNUM T. 'SPRING BOUQUET'		
WES MUN	1g	10	L	WESTRINGIA 'MUNDI'	DWARF AUSTRALIAN ROSEMARY	
GOUNDCOVERS/FILL IN						
ACH HYB	4"		L	ACHILLEA HYBRIDS	YARROW	
CER TOM	1g		L	CERASTIUM TOMENTOSUM	SNOW IN SUMMER	
ERI KAR	1g	142	L	ERIGERON KARVASDIANUS	SANTA BARBARA DAISY	
GER BIO	1g	63	L	GERANIUM, BIOKOVA		
NEP FAA	1g	64	L	NEPETA FAASENNII	CATAINT	
STA LAN	4"	96	L	STACHYS LANATA	LAMB'S EARS	
GRASSES AND SEDGES						
CAR DIV	1g	21	L	CAREX DIVULSA	BERKELEY SEDGE	
LOM PLA	1g	12	L	LOMANDRA 'PLATINUM BEAUTY	PLATINUM BEAUTY RUSH	
PEN ORI	1g	56	L	PENNISETUM ORIENTALIS	ORIENTAL FOUNTAIN GRASS	
PEN RUB	5g	11	L	PENNISETUM 'RUBRUM'	RED FOUNTAIN GRASS	
VINES AND ESPALIERS						
CLY CAL	5g	5	L	CLYTOSTOMA CALLISTEGIOIDES	LAVENDER TRUMPET VINE	STAKED
GRE ESP	15g	4	L	GREWIA CAFFRA ESPALIER	LAVENDER STAR FLOWER ESPALIER	ESPALIER
JAS POL	5g	4	L	JASMINUM POLYANTHUM	PINK JASMINE	STAKED
ROS CLI	5g	4	L	ROSA CLIMBING	CECIL BRUNNER CLIMBING ROSE	STAKED
SOL JAS	5g	4	M	SOLANUM JASMINOIDES	POTATO VINE	STAKED
TRA JAS	5g	4	L	TRACHELOSPERMUM JASMINOIDES	STAR JASMINE	STAKED
PAR TRI	5g	2	L	PARTHENOCISSUS TRICUSPIDATA	BOSTON IVY	STAKED
BUF CLI	5g	5	M	ROSA CLIMBING - BUFF/APRICOT	BUFF/APRICOT CLIMBING ROSE	STAKED
ROS SAL	5g	3	M	ROSA CLIMBING - "SALLY HOMES"	SALLY HOMES CLIMBING ROSE	STAKED
WHI CLI	5g	3	L	ROSA CLIMBING 'WHITE ICEBERG'	WHITE ICEBERG CLIMBING ROSE	STAKED

PLANTING NOTES

1. PLANT LIST IS FOR CONVENIENCE OF CONTRACTOR. PLAN IS TO PREVAIL AND LANDSCAPE ARCHITECT AND OWNER TO MAKE FINAL ADJUSTMENTS AS NECESSARY.
2. CONTRACTOR TO BE RESPONSIBLE FOR COORDINATION WITH SCHOOL SUPERINTENDENT & LANDSCAPE ARCHITECT FOR LOCATION OF UNDERGROUND UTILITIES.
3. CONTRACTOR TO BE RESPONSIBLE FOR FULL IRRIGATION COVERAGE OF ALL PLANTED AREA.
4. IRRIGATION TO BE COORDINATED WITH PLANTING PLAN.
5. ALL PLANTER AREAS SHALL BE AMENDED WITH 4 CU. YDS. OF FOREST HUMUS MULCH AND 150 LBS. OF GRO-POWER PLUS, PER 1,000 SQ. FT. OF PLANTED AREA. PLANTER MIX TO BE 50% NATIVE MIX SOIL AND 50% PLANTER MIX ABOVE FOR ALL BACK FILL OF NEW PLANTS.
6. PLANT MATERIAL MAY BE SUBJECT TO CHANGE AS PER OWNER OR LANDSCAPE ARCHITECTS DISCRETION.
7. ANY CLARIFICATION OR QUESTIONS ON PLANS, SPECIFICATIONS AND DETAILS SHOULD BE BROUGHT TO THE ATTENTION OF THE LANDSCAPE ARCHITECT IMMEDIATELY BEFORE PROCEEDING WITH WORK.
8. ALL PLANTER AREAS TO BE TOP DRESSED WITH SHREDDED CEDAR/ REDWOOD MULCH AT A DEPTH OF 3".
9. ALL PLANT LAYOUT TO BE DONE BY LANDSCAPE ARCHITECT AND APPROVED BY LANDSCAPE ARCHITECT.

I HAVE COMPLIED WITH THE CRITER[illegible] AND APPLIED THEM FOR THE EFFICIENT USE OF W[illegible]PE DESIGN PLAN.

APPRO

Signature

SAM MAPHIS IV
6/21/24

REN: 12/31/24

PROGRESS SET

NORTH

PLANTING PLAN

SCALE: 1" = 10'-0"

The landscape architect and his consultants do not warrant or guarantee the accuracy and completeness of the work product herein beyond a reasonable diligence. If any mistakes, omissions, or discrepancies are found to exist within the work product, the landscape architect shall be promptly notified so that he may have the opportunity to take whatever steps necessary to resolve them. Failure to promptly notify the landscape architect of such conditions shall absolve the landscape architect from any responsibility for the consequences of such discrepancies. Actions without the knowledge and consent of the landscape architect or in contradiction to the landscape architects work product or recommendations shall become the responsibility not of the landscape architect but of the parties responsible taken such action. This plan and design are the exclusive property of Earthform Design and cannot be used or reproduced without the landscape architects written consent.

N:\EFD1\Projects\St George Solvang Cottages 1704 Mission Drive\Autocad\Base.dwg, 6/21/2024 9:35:38 AM

REVISIONS | BY

EARTHFORM DESIGN
LANDSCAPE ARCHITECTURE • LAND PLANNING • URBAN DESIGN
1227 DE LA VINA ST. SANTA BARBARA, CALIFORNIA 93101
TEL: (805) 963-2006 ● FAX: (805) 963-8305

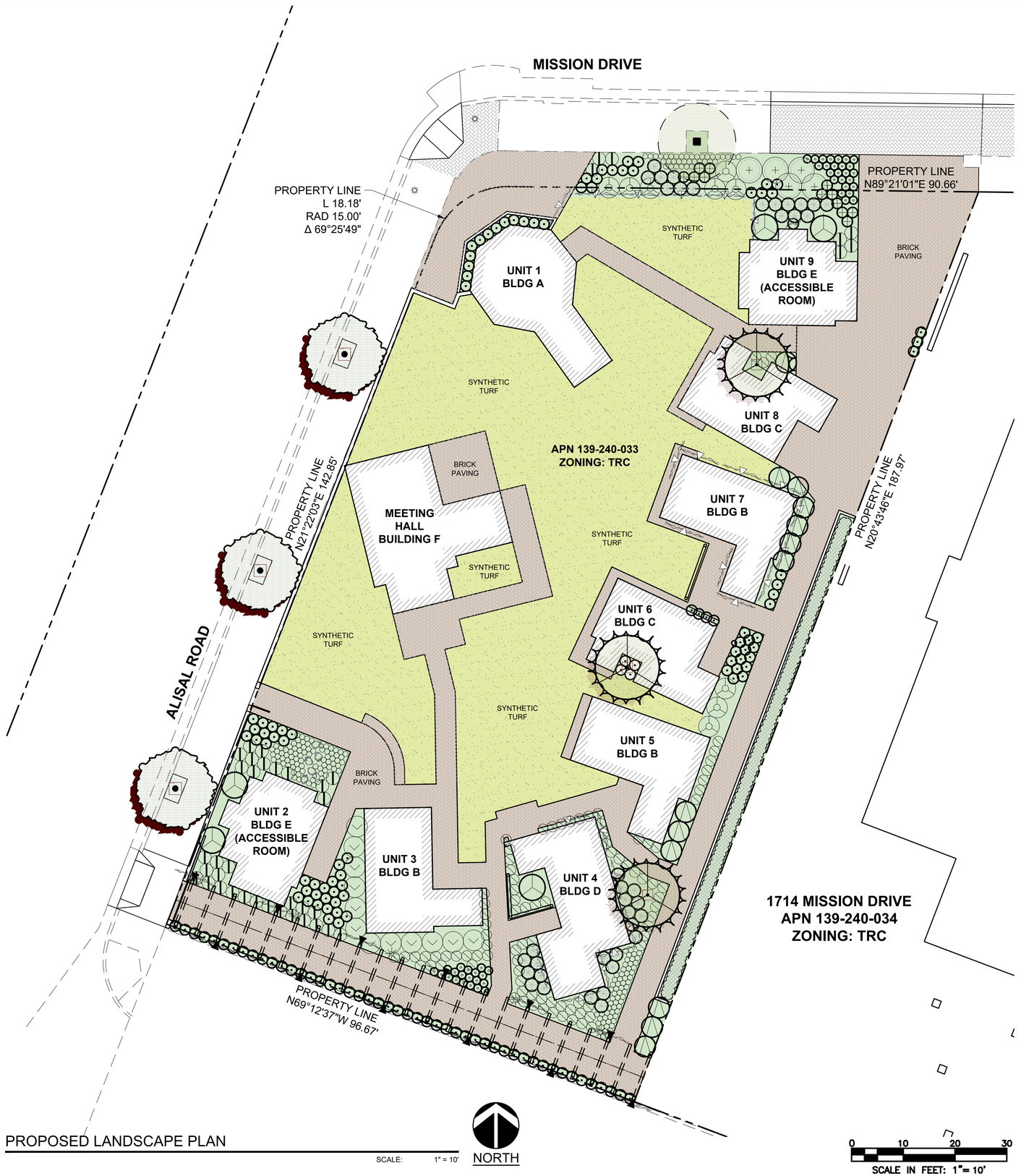
PLANTING PLAN

LILLE SODE HOTEL
1704 MISSION DRIVE
SOLVANG, CALIFORNIA

Date 6/21/24
Scale 1"=10'-0"
Drawn E.F.D.
Job MISSION
Print Date
Sheet L-3
Of Sheets

PLANTING LEGEND:

SYMBOL CALLOUT	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	COMMENTS	WATER USE
TREES						
	Existing Tree					
	Platanus x acerifolia	London Planetree	24" Box	As Shown	Standard	L
	Lagerstroemia indica	Crape Myrtle	24" Box	As Shown	Standard	L
SHRUBS						
	Lagerstroemia indica 'Monkie'	Petite Pinkie Crape Myrtle	15 Gal.	60" O.C.	-	L
	Strelitzia reginae	Bird of Paradise	5 Gal.	48" O.C.	-	L
	Rhaphiolepis umbellata 'Minor'	Dwarf Yeddo Hawthorn	5 Gal.	48" O.C.	-	L
	Polygala x dalmaisiana	Sweet Pea Shrub	5 Gal.	48" O.C.	-	L
	Pittosporum tobira 'Shima'	Cream De Mint® Dwarf Pittosporum	1 Gal.	30" O.C.	-	L
	Nandina domestica 'Nana'	Dwarf Heavenly Bamboo	1 Gal.	30" O.C.	-	L
	Agapanthus 'Peter Pan'	Dwarf Lily of the Nile	1 Gal.	24" O.C.	-	L
	Hemerocallis spp	Daylily	1 Gal.	24" O.C.	-	L
	Salvia x 'Balsalmisp'	Mystic Spires Blue Salvia	1 Gal.	24" O.C.	-	L
GROUNDCOVER						
	Trachelospermum jasminoides	Star jasmine	1 Gal.	60" O.C.	-	L
	Carex divulsa	Berkeley Sedge	6" Pot	18" O.C.	-	L
	Achillea spp.	Yarrow	4" Pot	12" O.C.	-	L
VINES						
	Wisteria sinensis	Chinese wisteria	1 Gal.	As Shown	-	L
	Ficus pumila	Creeping Fig	1 Gal.	As Shown	-	L
	Trachelospermum jasminoides	Star Jasmine	1 Gal	As Shown	-	L
Herbs						
	Herbs per owner					



PROPOSED LANDSCAPE PLAN

SCALE: 1" = 10'

ON DESIGN, LLC
Architecture
Planning
Interior Design

Keith Nolan
C-22451

• ON design LLC •
• P.O. BOX 598 • Santa Barbara • California • 93102 •

1704 MISSION HOTEL

1704 Mission Drive
Solvang, CA 93463

PRELIMINARY LANDSCAPE PLAN

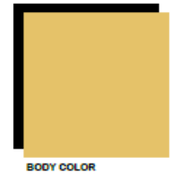
Revisions

Project Manager: KN
Drawn By:
Scale: VARIES
Print Date:

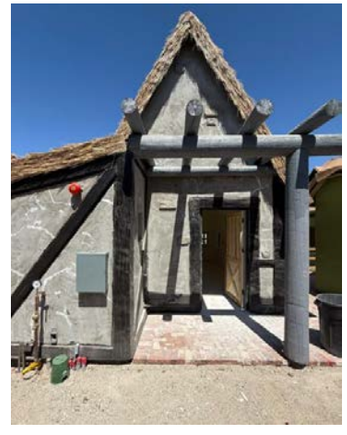
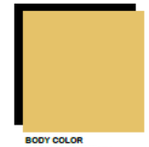
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Attachment C – Approved Façade Modifications By Community Development Director

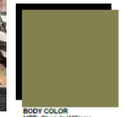
Approved Façade	Proposed Modifications By Applicant	Director Determination
Unit 2		
  • Stucco wall • Stone chimney • Thatch roof • Half-timbers. • Proposed Color, “peppery” darker red hue	    BODY COLOR MFR: Sherwin Williams Color: Custom • Proposed use of additional brick on west and north elevation • Additional half-timbering on east, west elevation • Use of half “logs” under the gable area. • Proposed custom color of dark yellow hue. • Applicant has applied white paint on the bricks	• Color shall be modified to a dark hue red that match existing bricks that were added to the facades. Proposed colors shall be Carley Rose, Cajun Red, or dark red hue color proposed by the applicant and approved by the Community Development Director prior to issuance of final occupancy. • Brick façade shall be modified and utilized along the west elevation. Any remaining stucco shall be approved by the Community Development Director prior to issuance of final occupancy. • Half-logs on under the gable area shall be removed or covered with stucco, or similar materials to be approved by the Community Development Director. • Removal of half-timbers as shown in red circle. • It is recommended that the bricks be sand blasted or utilize another technique to bring the color of the bricks more uniform. Carley’s Rose SW 9002 #ad6f74 Cajun Red SW 0008 #85442a

Approved Façade	Proposed Modifications By Applicant	Director Determination
Unit 3		
   • Stucco wall • Stone chimney • Thatch roof • Half-timbers located near the edge of the gable. • Vintage Vessel Green to be utilized as primary color	   • Relocation of proposed windows and modification to use of full dormer. • Half-timbers located near the bottom half and proportionally throughout the structure. • Blue hue utilized instead of the green. • Use of stone on north elevation • Elimination of stone chimney.	• ~~Existing color should be glazed include a patina to lighten. This should be completed to the satisfaction of the Community Development Director prior to issuance of final occupancy~~. *Proposed color modification by applicant is satisfactory to the Community Development Director*

Approved Façade	Proposed Modifications By Applicant	Director Determination
Unit 4		
   • Stucco wall • Stone chimney • Thatch roof • Half-timbers located near the edge of the gable. • Vintage Vessel Green to be utilized as primary color	    BODY COLOR MFR: Sherwin Williams Color: Custom • Stucco wall • Thatch roof • Additional half-timbers near the gables, and elimination of proposed patterns • Elimination of proposed front door portico • Custom muted yellow color.	• Removal of half-timbers at the top of the primary entry door, as circled in red. • Color shall be modified to a yellow hue, either Lemon Twist, Goldfinch, or yellow hue color proposed by the applicant and approved by the Community Development Director prior to issuance of final occupancy.  BODY COLOR MFR: Sherwin Williams Color: Custom  Lemon Twist SW 6909 #ffdb68  Goldfinch SW 6905 #fdb824

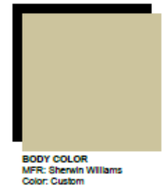
Approved Façade	Proposed Modifications By Applicant	Director Determination
Unit 5		
   • Stucco wall • Stone chimney • Thatch roof • Half-timbers located on vertical west elevation. • Bracing Blue to be utilized as primary color • Shutters and other details	    • Elimination of shutter details • Elimination of Portico on South elevation • Elimination of Stone Chimney • Half-timbers utilized throughout all elevations. • Redish color for primary façade 	• Reduce the number of half timbers on the primary entry elevation to the satisfaction of the Community Development Director prior to the issuance of final occupancy. • *Proposed color by applicant in their revised package is satisfactory to the Community Development Director*
Unit 6		

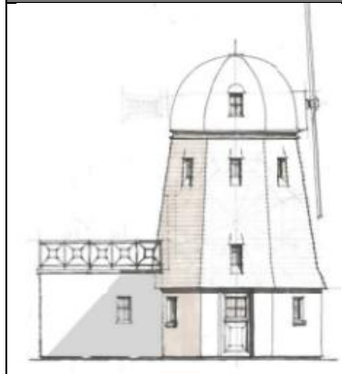
Approved Façade	Proposed Modifications By Applicant	Director Determination
   • Stucco wall • Thatch roof • Stone utilized on portions of the facades • Shutters/faux flue detail • Peppery to be utilized as primary color	   • Stucco wall • Thatch roof • Addition of Stone on west elevation • Use of half-timbers • Elimination of shutters and faux flue • Addition of half “logs” on north elevation • Change of color to “natural” finish •	• Half-logs on shall be removed or covered with stucco, or similar techniques to be approved by the Community Development Director. • Color shall be modified to a lighter red hue/clay color either Chaise Mauve, smoky salmon, or, other hue color proposed by the applicant and approved by the Community Development Director prior to issuance of final occupancy. Smoky Salmon SW 6331 #dfb9a9 Chaise Mauve SW 6016 #bfb3b3

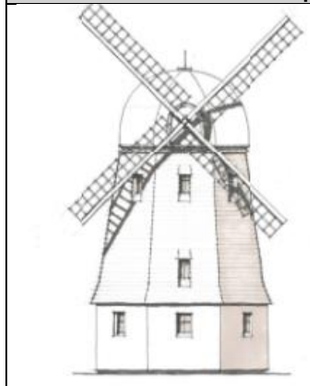
Approved Façade	Proposed Modifications By Applicant	Director Determination
Unit 7		
   • Stucco wall • Thatch roof • Stone utilized on chimney • Shutters • Vintage Vessel to be utilized as primary color	    • Elimination of the portico on the primary entities. • Elimination of the use of half-timbers • Addition of eave details with the use of logs • Elimination of shutters • Change of color to a custom, lighter green. • Addition of detailing for windows and doors	Color should be modified to match the proposed darker green color through techniques proposed by the applicant and approved by the Community Development Director prior to issuance of final occupancy.

Approved Façade	Proposed Modifications By Applicant	Director Determination
Unit 8		
   • Stucco wall • Thatch roof • Stone utilized on chimney • Shutters/faux flue • Bracing Blue to be utilized as primary color	    BODY COLOR MFR: Sherwin Williams Color: Custom • Elimination of proposed stucco wall • Elimination of stone chimney • Elimination of shutters /faux flue • Addition of brick throughout all elevations • Change of façade color to match darker reddish hue bricks • Addition of half-timbering	Proposed modifications are approved as proposed.

Approved Façade	Proposed Modifications By Applicant	Director Determination
Unit 9		
   • Stucco wall • Thatch roof • Stone utilized on chimney • Use of half-timbers near gable • Use of Sunrise, light yellow color	   • Additional use of half-timbering on all elevations • Change of façade color to darker yellow • Elimination of dormers • Elimination of upper windows	Half-timbers with curvatures along multiple facades shall be removed and patterns reduced as shown in red circles to the satisfaction of the Community Development Director prior to the issuance of final occupancy.

Approved Façade	Proposed Modifications By Applicant	Director Determination
Chapel		
	   	• Color banding of red and white shall be removed from the roof. Roof shall consist of all grey/black slate. • The use of strong shall continue on the west/south elevations to the extent feasible as approved by the Community Development Director. • Existing color, white/cream shall remain as painted.

Approved Façade	Proposed Modifications By Applicant	Director Determination
• Stucco wall • Slate roof • Bell Tower • Window and door details • No color proposed, to be selected in the field	• Stucco wall remains • Proposed use of stained-glass on all elevations • Slate roof with color slate variant of red and white versus the approved black • Elimination of Bell Tower • Use of stone on east elevation and portions of west, south and north, limited to base only. • Use of sandstone color	
Windmill		
 WINDMILL APPROVED NORTHEAST ELEVATION 	  THATCH ROOF  PLASTER SW 7004  BRICK HALF TIMBER	Proposed modifications are consistent with northern European design and is recommended to be approved as proposed.

Approved Façade	Proposed Modifications By Applicant	Director Determination
 WINDMILL APPROVED NORTHWEST ELEVATION  WINDMILL APPROVED SOUTHEAST ELEVATION • Proposed windmill included blades, with stone, wood batten siding, and stucco on the base. • Proposed colors were not determined. • On building permit stucco white called out with patterned roof.	 • Proposed use of brick base versus the stucco base • Succo use on the elevated structure • Replacement of slate roof and railings • Use of faux thatched roof consistent with remaining development	

RESOLUTION NO. 25-1303

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLVANG CALIFORNIA DENYING AN APPEAL OF PLANNING COMMISSION RESOLUTION 25-05 (APPROVING A DEVELOPMENT PLAN AMENDMENTS WITH MODIFICATIONS AND APPROVING MODIFICATIONS TO THE SITE PLAN AND LANDSCAPING PLAN AT 1704 MISSION DRIVE (APN 139-240-033)) AND ADOPTING SUCH RESOLUTION WITH A FINDING THAT THE PROPOSED AMENDMENT IS IN CONFORMANCE WITH THE ADOPTED CLASS 32 EXEMPTION TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)(PA 25-035)

WHEREAS, on December 4, 2023, the Planning Commission of the City of Solvang approved Resolution 23-14 at a duly noticed regular public hearing approving a development plan for nine (9) hotel cottages and a meeting facility located at 1704 Mission Drive (APN 139-240-033); and

WHEREAS, Applicant, On Design, LLC, applied for an amendment consistent with Condition PLN-8 of Resolution 23-14 requesting façade changes, including materials and colors on June 16, 2025; and

WHEREAS, the Design Review Committee at its July 17, 2025 meeting provided input and took public comment regarding the requested façade changes including color and materials and provided direction to the Community Development Director; and

WHEREAS, the Community Development Director, after careful review of the General Plan and Zoning Ordinance in effect at the time of Development Plan approval, the adopted Solvang Design Guidelines, and testimony from committee members of the Design Review Committee, issued a determination and notice of Development Plan Amendment Approval with modifications to the applicant on July 23, 2025; and

WHEREAS, Applicant, On Design, LLC, submitted a timely appeal of the Community Development Director's Decision for the Development Plan Amendment with modification on July 30, 2025; and

WHEREAS, consistent with Solvang Municipal Code section 11-17-3, an appeal of the Planning Manager (now Community Development Director), the Planning Commission is the review authority for the appeal of their decision; and

WHEREAS, on September 2, 2025, the Planning Commission of the City of Solvang approved Resolution 25-05 at a duly noticed regular public hearing upholding the Community Development Director's Determination, and approving site plan and landscaping plan amendments for a previously approved development permit for construction and development of nine (9) hotel cottages and a meeting facility located at 1704 Mission Drive (APN 139-240-033)("Amended Approved Project"); and

WHEREAS, Applicant, On Design, LLC, submitted a timely appeal of the Planning Commission's Decision on the Amended Approved Project, specifically to allow for additional articulation of half-timbers on Units 2,3,4,5 and 9, and allowing for color banding on the proposed chapel structure on September 12, 2025 (the "Appeal"); and

WHEREAS, consistent with Solvang Municipal Code section 11-17-3, the City Council is the review authority for the Appeal; and

WHEREAS, the City Council for the City of Solvang received for its review and consideration the Appeal, ,the approved development plan, the applicant's proposed modifications, the Community Development Director's decision and supporting documentation, the Planning Commission's decision and supporting evidence and all other relevant documentation constituting the record in this matter; and

WHEREAS, a notice of public hearing regarding the Appeal was sent to adjoining property owners and advertised in the manner required by law and consistent with Solvang Municipal Code Section 11-17-3; and

WHEREAS, the City Council of the City of Solvang reviewed and considered theAppeal, held a public hearing and provided an opportunity for public comment at its duly noticed regular City Council meeting on October 13, 2025.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SOLVANG DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Recitals set forth above are true and correct and are adopted as findings in support of this Resolution.

SECTION 2. The City Council of the City of Solvang hereby finds the Project remains exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15332 because the Project is consistent with the applicable general plan land use designation, general plan policies, and zoning regulations, as conditioned, occurs on a site of no more than 5 acres substantially surrounded by urban uses that has no value for endangered, rare or threatened species, project approval would not result in any significant effects relating to traffic, noise, air quality or water quality, and the site can be adequately served by all required utilities and public services **SECTION 3**. The City Council of the City of Solvang, consistent with Solvang Municipal Code (SMC) Section 11-16-5.F, hereby finds:

1. The Amended Approved Project, as approved by Planning Commission Resolution 25-05, is consistent with the general plan, this zoning code, and other city goals, policies, and standards, as applicable.

   Fact. The Amended Approved Project, as approved by the Planning Commission in Resolution 25-05, is consistent with the pertinent goals, and policies for this type of development as set forth in the corresponding staff report; is consistent with the underlying land use designation Tourist Related /Village Commercial land use designation that will serve tourist and provide commercial revenue; meets all required zoning code requirements in effect at the time of vesting of the development plan; and is not in conflict with adopted city policies or standards.

   The installed half timbers in Units 2,4,5 and 9 are not within the traditional and historic Danish theme and do not emulate eighteenth century Denmark half-timbers as required by the 1988 Community Character Element, which was in place. The use of half-timbers with more curvature is found in a more general “historic” theme and there are existing buildings in the City that have more articulate half-timbers. that predate the adopted Design Guidelines.

   Slate roofing material is permitted in the adopted Design Guidelines, and red is mentioned as an acceptable color as a total roof color. However, the red and white stripped pattern is not consistent with Danish roof tile designs as by the Community Design Element.

   The project as proposed is not consistent with the overall community character in the 2008 Land Use Element Goal 2. The half-timbers and color banding of the roof is inconsistent with the overall community character, which is a traditional “old world” Danish theme. The curvatures in the half-timbers are not a characteristic found in old world Denmark.

   The installed half timbers in Units 2,4,5 and 9 do not emulate the authentic appearance and pattern of historic Danish buildings because they are curved or otherwise do not mimic natural wood as required by the adopted Solvang Design Guidelines. The slate color roofs, and the use of roof tile designs is permitted under the Design Guidelines provided the design is “consistent with Danish roof tile designs consisting of larger flat pans with a small barrel.” The Design Guidelines do not specify colors for slate roof tiles. Based on staff’s analysis the red and white

color bands are not consistent with Danish rooftile designs and a solid color should be utilized to emulate the old-world Danish style.

2. For nonresidential development, the subject site is physically suitable for the proposed development in terms of design, operating characteristics, shape, size, and topography.

   Fact. The Amended Approved Project, as approved by the Planning Commission in Resolution 25-05, is a non-residential development that will redevelop the site into 9 hotel cottages and a meeting room, and create an event space for private gatherings. This use is consistent with the Zoning Ordinance in effect at the time of vesting of the development plan, and with the adopted Zoning Ordinance currently in effect. The proposed use is consistent with tourist commercial uses envisioned by both Solvang 2045 General Plan and the 2008 General Plan Land Use Element in effect at the time of project approval. The site is considered an infill project and is suitable for this type of development, as conditioned.

3. The proposed development will not constitute a hazard to the public, health, safety, or welfare.

   Fact. The Amended Approved Project, as approved by the Planning Commission in Resolution 25-05, will not constitute a hazard to the public health, safety, and welfare of the residents and visitors to the City of Solvang.

SECTION 4. The City Council of the City of Solvang hereby denies the Appeal and adopts Planning Commission Resolution 25-05, attached hereto and incorporated herein by reference, as its own thereby adopting the Amended Approved Project.

SECTION 5. This Resolution is effective immediately upon adoption.

SECTION 6. The City Clerk shall certify to the passage and adoption of this Resolution and shall cause a certified copy to be filed in the book of original resolutions.

PASSED, APPROVED AND ADOPTED this 13th day of October, 2025.

_____
David Brown, Mayor

APPROVED AS TO FORM:

_____
Chelsea O'Sullivan, City Attorney

ATTEST:

_____
Annamarie Porter, City Clerk

STATE OF CALIFORNIA)
COUNTY OF SANTA BARBARA)ss
CITY OF SOLVANG)

I, Annamarie Porter, City Clerk of the City of Solvang, California do hereby certify that Resolution No. 25-1303 was passed and adopted by the City Council of the City of Solvang at a regular meeting of said City Council held on the 13th day of October, 2025, and thereafter signed and approved by the Mayor and attested by the City Clerk, and that said resolution was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____
Annamarie Porter, City Clerk

Land Use Permit (LUP) 22-021
Planning Application 25-035 – Amendment
Applicant: On Design, LLC / Edward St. George
Property Owner: Archdiocese of Los Angeles
1714 Mission Drive
APN: 139-240-033
As Amended by Director Determination - 07/23/2025
As Amended and Upheld by the Planning Commission September 2, 2025
As Upheld by the City Council October 13, 2025

The following conditions of approval apply to the project referenced above. The conditions of approval are grouped by department and include the timing of required compliance. Additional language within a condition may further define the timing of the required compliance.

Note:
Underlines and Italic text represent added conditions. ~~Strikeout~~ text represents conditions removed or completed.

Condition:		*Timing:*
General Conditions:		
GC-1	Project Description: The Development Plan consists of the following as shown in Exhibit B *and as amended as noted:* • Construction of nine (9) separate cottages ranging in size from 250 to 390 square feet (sf) that will serve as one-bedroom hotel rooms covering approximately 3,575 sf of the site (21.9%) • An on-site ancillary building approximately 400 sf serving as a gathering area. • A separate supply room is attached to one of the cottages, as shown in the proposed project plans • Courtyard and perimeter landscaping approximately 8,250 sf or 50% of the net site area. • Perimeter stone wall	Land Use Permit
GC-2	Development Permit for LUP 22-021 shall expire on December 4, 2026	~~*Prior to Expiration Date*~~ *Complete*
GC-3	The Applicant agrees, as a condition of approval of this resolution, to indemnify, defend and hold harmless, at Applicant's expense, City and City's agents, officers and employees from and against any loss, liability, costs, damages, claims, action or proceeding of any kind including also any proceeding commenced to attack, review, set aside, void or annul the approval of this resolution or to	On-Going

Condition:		*Timing:*
	determine the reasonableness, legality or validity of any condition attached hereto. City shall promptly notify Applicant of any such loss, liability, costs, damages, claims, action or proceeding to which City receives notice, and City will cooperate fully with Applicant in the defense thereof. Applicant shall reimburse the City for any court costs and attorney's fees that the City may be required to pay as a result of any such claim, action or proceeding. City may, in its sole discretion, participate in the defense of any such claim, action or proceeding, but such participation shall not relieve Applicant of the obligations of this condition. Applicant's acceptance of this resolution or commencement of construction or operations under this resolution shall be deemed to be acceptance of all conditions contained in this resolution.	
GC-4	Before using any land or structure, or commencing any work pertaining to the erection, moving, alteration, enlarging, or rebuilding of any building, structure, or improvement, the applicant shall obtain a Zoning Clearance, Building, and Grading Permits(s) from the Solvang City. These Permits are required by ordinance and are necessary to ensure implementation of the conditions required by the Planning Commission.	~~*Prior to Permit Issuance*~~ *Complete*
GC-5	All Conditions of Approval shall be provided on a full-size drawing sheet as part of the construction plan set submitted for building permits. All notes and specifications as shown on the plans shall be considered Conditions of Approval. If there is a conflict between the approved plans and the Conditions of Approval, the Conditions of Approval shall prevail. The project shall comply with all Federal, State, Local and City codes, regulations, and standards. Construction plans shall comply with applicable California Building Codes in effect at the time of submittal.	*Building Permit Submittal*
GC-6	Before the City issues any Permit, the applicant must obtain written clearance from all departments having conditions, such clearance shall indicate that the applicant has satisfied all pre- construction conditions. For any subsequent permit or application, the Applicant shall comply with Solvang Municipal Code Section ~~11-16-6~~, 11-16-13.	*Prior to Permit Issuance*
GC-7	The applicant shall hold a pre-construction conference. The conference shall include representatives from the Public Works, Planning Department, Building Department, the applicant, and contractor(s). The following shall be finalized and specified prior to the start of construction: a. Hours of construction shall be limited to 7:30 am to 5:30 pm weekdays. No construction shall be allowed on Saturday, Sunday or State holidays except as approved in writing by the Public Works Director, or his designee. Indoor activities	Prior to building or grading permit issuance

Condition:		*Timing:*
	can occur on the weekends along as there is no outdoor noise. b. Construction related truck-trips are to be scheduled during non-peak hours to help reduce truck traffic on adjacent streets and roadways. c. The route of construction related traffic is to be established to minimize trips through surrounding residential neighborhoods. d. Regular water sprinkling shall occur during site grading and the transportation of fill materials. e. Trucks are covered when hauling grading material. f. Maintain and clean public streets and sidewalks during grading and construction. The street, whether public or private, shall not be used for storage of equipment or materials.	
GC-8	Construction Equipment Noise. Construction equipment shall be properly maintained and equipped with noise-reduction intake and exhaust mufflers and engine shrouds, in accordance with manufacturers' recommendations. Equipment engine shrouds should be closed during equipment operation.	During Construction
GC-9	The Owner/Applicant shall designate a washout area(s) for the washing of concrete, stucco, paint, equipment, tools, etc., to prevent wash water from discharging to the storm drains, streets, drainages, or creeks. Polluted water and materials from the washout area(s) shall be contained within this area and removed from the site at least once a week or more often as needed to prevent spillage. The construction wash-out area shall be depicted on project plans submitted for land use clearances and grading permits.	During Construction
GC-10	Construction equipment staging and storage areas shall not be located beyond the boundaries of the property unless the applicant obtains an agreement for staging on an adjacent property. The staging and storage areas for construction vehicles shall be depicted on project plans submitted for land use clearances and grading permits.	During Construction
GC-11	Prior to the issuance of any Building Permits, the Applicant shall pay the following fees to the City in the amounts in effect at the time of Building Permit application: These fees shall acknowledge the difference between the existing building versus the new proposed building and the fees will be calculated proportionally. a. Traffic Mitigation fee to be determined by the City Engineer, if applicable. b. Water connection fee as set forth in the Municipal Code, if applicable. c. Sewer connection fee as set forth in the Municipal Code, if applicable.	Prior to building Permit Issuance

Condition:		*Timing:*
	d. Drainage Impact fees as set forth in the Municipal Code, if applicable. e. Other fees, e.g., school fees, addressing, and fire protection certificates. f. All applicable processing review fees.	
GC-12	The Planning Department shall be notified immediately if any prehistoric, archaeological, or fossil artifact or resource is uncovered during construction. All construction must stop and an archaeologist that meets the Secretary of the Interior's Professional Qualifications Standards in prehistoric or historical archaeology shall be retained to evaluate the finds and recommend appropriate action. All construction must stop if any human remains are uncovered, and the County Coroner must be notified according to Section 7050.5 of California's Health and Safety Code. If the remains are determined to be Native American, the procedures outlined in CEQA Section 15064.5 (d) and (e) shall be followed.	During Construction
GC-13	Consistent with General Order 95, of the California Public Utilities Commission, a note shall be included in the cover sheet and utility plan that includes the following language: “Minimum clearances are to be maintained under or around overhead high voltage power including 12 feet vertically from any walkable surface, including rooftops, and 6 feet horizontally from any walkable surface, including roof tops, balconies, stairwells, scaffolding, etc. The applicant shall verify these clearances at all times. Applicant shall notify PG&E if these clearances cannot be met prior to commencing construction	During Construction
GC-14	*Conditions of this resolution shall be placed on any revised building permit.*	*Plan Revision Submittal*
GC-15	*Applicant shall be responsible to remit all building permit review fees and additional inspection fees for any plan revisions per the adopted fee schedule in effect at the time of building permit application.*	*Plan Revision Submittal*
GC-16	*Consistent with Solvang Municipal Code Section 11-6-5.A, the Development Plan conditions shall convert to a Development Permit. All conditions shall be adhered to throughout the duration of operations when the timing States “During Operations.*	*During Operations*
Stanta Barbara County APCD		
APCD-1	Santa Barabra County APCD Grading Conditions as follows: • All dirt stock pile areas shall be sprayed daily and covered with tarps or other dust barriers as needed; • Exposed ground areas that are planned to be reworked at dates greater than one month after initial grading shall be	During Construction

Condition:		*Timing:*
	sown with a fast germinating, noninvasive, grass seed and watered until vegetation is established; • All disturbed soil areas not subject to revegetation shall be stabilized using approved chemical soil binders, jute netting, or other methods approved in advance by the APCD; • All roadways, driveways, sidewalks, etc. to be paved shall be completed as soon as possible. In addition, building pads shall be laid as soon as possible after grading unless seeding or soil binders are used; • Vehicle speed for all construction vehicles shall not exceed 15 mph on any unpaved surface at the construction site; • All trucks hauling dirt, sand, soil, or other loose materials shall be covered or shall maintain at least two feet of freeboard (minimum vertical distance between top of load and top of trailer) in • accordance with eve Section 23114; • Wheel washers and/or rumble strips shall be installed where vehicles enter and exit unpaved roads onto streets; and • The contractor or builder shall designate a person or persons to monitor the fugitive dust emissions and enhance the implementation of the measures as necessary to minimize dust complaints, and reduce visible emissions below the APCD's limit of 20% opacity for greater than 3 minutes in any 60-minute period. The name and telephone number of such persons shall be provided to APCD Engineering & Compliance Division prior to the start of any grading, earthwork or demolition.	
APCD-2	Asphalt paving activities shall comply with APCD Rule 329, Cutback and Emulsified Asphalt Paving Materials. This condition shall be noted on public improvement plans and grading plan.	During Construction
Santa Barbara County Fire Department		
SBCFD-1	Prior to the issuance of any Land Use Permit, the Applicant shall implement conditions provided by the County of Santa Barbara Fire Department. (Letter dated 3/5/23 Project Number 22FDR-00028): 1. All standard fire department conditions and current codes shall apply at time of development. 2. Recorded addressing is required prior to building permit issuance. 3. Fire Protection Certificate (FPC's) shall be required. 4. An automatic fire sprinkler system shall be installed. a. Fire sprinkler plans shall be approved by the fire department prior to installation. 5. An automatic fire or emergency alarm system shall be installed. 6. Address numbers shall be a minimum height of 6 inches.	Building Permit

Condition:		*Timing:*
	7. Address numbers shall be as required by the fire department. a. Address number locations shall be approved by the fire department. b. Address numbers shall be a color contrasting to the background color. c. The address numbers shall be elevated at least three feet for the ground for clear visibility and easy directional identification. d. The numbers shall be visible for the access road when traveling in either direction. e. If the driveway is over 150 feet in length or the building is obstructed from view at the access road and /or driveway, numbers shall be posted at all road and driveway intersections as is necessary. 8. The applicant shall be required to pay Fire Department Development Impact Mitigation Fees in accordance with Chapter 15 of the Santa Barbara County Code. a. Payment shall be made according to the schedule of fees in place on the date fees are paid. As of the date of this letter, fees currently are as follows: b.. Nonresidential-Retail/Commercial $0.77 per square foot.	
SBCFD-2	*No final occupancy or temporary occupancy shall be issued without issuance and inspections from the Santa Barbara County Fire Department*	*Prior to issuance of final occupancy*
Public Works		
PW-1	The following items are required by the Public Works Department for frontage improvements: 1. Upon completion of the project, the frontages along Alisal occupancy Road and Mission Drive will include full frontage improvements meeting current City and ADA standards. All remaining concrete flatwork, unutilized tree wells, or other such inconsistencies along the frontage must be filled-in to provide a newly improved project frontage. Existing unbroken brick pavers will be accepted. *Alternatively, an ADA ramp shall not be required at the southeast corner of Alisal Road and Mission Road if the applicant enters into a parking agreement with the adjacent property located at 1714 Mission Drive (APN 139-240-034).* 2. Install two (2) new decorative streetlights along the Alisal Road Project frontage. Spacing, style, and installation shall be consistent with the Solvang Village/Downtown. Spacing across the street indicated approximately 100-ft spacing between lights.	Prior to Issuance of certificate of Occupancy

Condition:		*Timing:*
	3. Remove the existing unutilized driveway ramps on Alisal Road and Mission Drive including the depressed curb. Install new full-height curb and gutter and new brick sidewalk per City standard. 4. A Caltrans Encroachment Permit will be required for any improvement to the State right-of-way. 5. A City of Solvang encroachment permit will be required for all frontage work including utility connections. 6. No permanent hardscape beyond brick flatwork along the Mission Drive (State) right-of-way will be allowed. 7. The project abuts the City Parking Lot 1 on the south side which shares a 3'-4' block wall. If any additional proposed screening, fencing, wall or landscaping is proposed by the applicant, this request will be reviewed by the Planning Manager and Public Works Director for consideration and approval. 8. The applicant or contractor shall clean and repair any damaged public or private improvements (curbs, gutters, sidewalks, water value fire hydrants, manholes, etc.) subject to review and approval of the city engineer. 9. The developer shall clear the project site of all construction fencing, debris, weeds, dead plants, and other waste. This requirement shall be noted on the final building plans.	
PW-2	*Applicant shall provide a trash enclosure on-site, or at the property located at 1714 Mission Drive (APN 139-240-034) with a signed maintenance/access agreement. The applicant may also enter into an agreement for trash pick-up with the City of Solvang for a fee determined by the Administrative Services Director and agreement approved by the City Manager. City shall recover all costs associated with this arrangement.*	*Prior to Final Occupancy*
PW-3	*Any plan revisions that increase impervious surfaces including but not limited to brick pavers with concrete underlayment, synthetic turf, and other surfaces deemed to be impervious by the City Engineer shall be reviewed and approved through a plan revision to ensure all stormwater is captured on-site consistent with the Solvang Municipal Code Title 14.*	*Prior to Issuance of Plan Revisions*
PW-4	*Prior to issuance of final occupancy, a survey shall be completed to ensure walls, overhangs, and other permeant structures are not located within either City right of way or Caltrans Right of way. If*	*Prior to Final Occupancy*

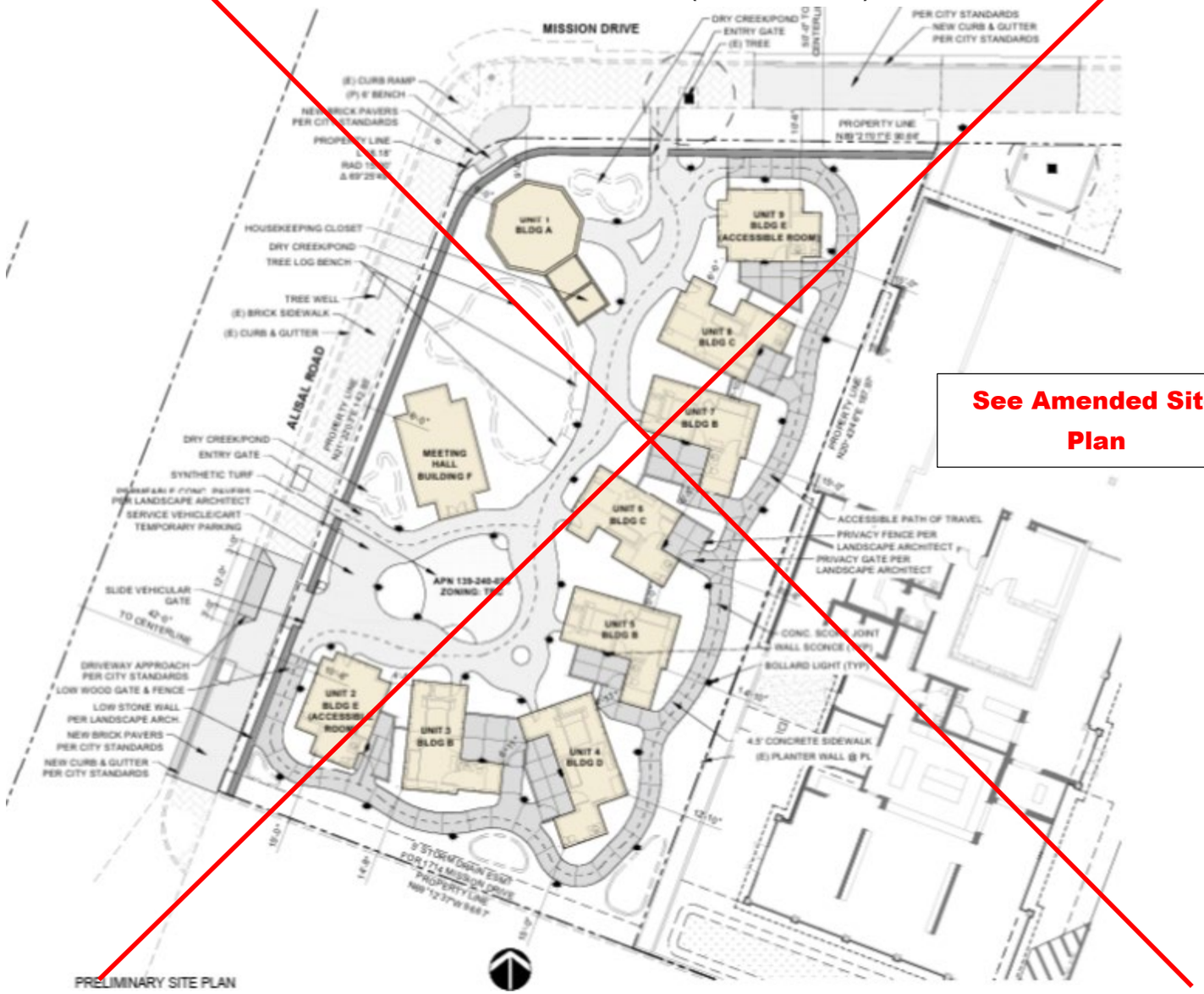
Condition:		*Timing:*
	permeant structures are located within the city right-of-way, the applicant shall either remove the structures, or enter into a encroachment agreement that holds harmless the City of Solvang. Applicant shall be responsible for all required fees, including attorney fees charged per the adopted fee schedule to draft such documents.	
Utilities		
UTI-1	At building permit submittal, the applicant shall apply to the Utilities Department for review of the water and sewer service lines for the cottages. Any new meters and connections shall be reviewed and approved by the Utilities Department	Building Permit Submittal
Planning		
PLN-1	Prior to the issuance of any Land Use Permits, the planning division will review the elevations, colors, materials, lighting, sign plans and landscaping plans to confirm that they are consist to the plans reviewed and approved by both the Design Review Commission and the Planning Commission.	Building Permit Submittal
PLN-2	Prior to Land Use Permit, the applicant shall provide a parking agreement to the city attorney for review. This parking agreement shall detail the location of the 10 parking spaces for this project. *Parking shall be provided at either the following locations:* • *1693 Mission Drive (APN 139-143-025); or* • *1714 Mission Drive (APN 139-240-034)* *Applicant shall be responsible for in lieu fee payment of $123,760 prior to issuance of final occupancy for removal of any existing off-site parking and shall ensure the site is ADA compliant with the California Building Code. Parking spaces shall be signed and painted with "For hotel use at 1714 Mission Drive Only, towing shall be enforced" citing the proper California Vehicle code sections.* ~~These designated parking spaces shall be located within 500 feet of the project~~. Upon approval by the city attorney, the applicant shall record the final document and submit recorded document to the planning division.	~~Prior to land use permit~~ *Prior to issuance of Final Occupancy.*
PLN-3	Prior to issuance of a land use permit or building permit, the applicant shall provide a trash enclosure use agreement and any associated easements for ingress/egress to access the shared trash enclosure between property owners. Applicant shall also provide a shared maintenance agreement for the trash enclosure.	~~Prior to Land Use Permit~~ *Prior to issuance of Final Occupancy.*
PLN-4	The applicant and hotel operator are not allowed to use any parking spaces or drive aisles within the City Lot 1 for dropping off hotel visitors, luggage, supplies, or any other operation of the cottages.	~~On-going~~ *During Operations*

Condition:		*Timing:*
PLN-5	~~Prior to the issuance of any Land Use Permit, performance securities in amounts to be determined by the planning manager and in a form acceptable to the City, to guarantee the proper installation of plantings, walls, and fences in accordance with the approved plan, and adequate maintenance of the planting for two (2) years following the issuance of a certificate of occupancy shall be filed with the City Clerk. The performance security portion of the installation will be released at a time the planning manager approves the installation. The remaining maintenance performance security portion shall be released at the end of two (2) years following the date the certificate of occupancy is issued by the City, provided the planting has been adequately maintained (SMC 11-11-5(C)(3)).~~ *Applicant shall maintain all live plantings at all times. Any dead landscaping shall be replaced within 30 days upon issuance of a notice of violation by the Community Development Department.*	~~Building permit issuance.~~ *During Operations*
PLN-6	The Applicant must complete and submit the Certificate of Completion for the Model Water Efficiency Local Ordinance (MWELO). The Certificate of Completion should be submitted after the project is complete and irrigation audit performed but before the final inspection, if separate from the audit.	*Prior to issuance of Final Occupancy.*
PLN-7	The Planning Manager may authorize minor changes to Exhibit B not to exceed 10 percent of objective standards or other approval, only if the changes are consistent with all applicable provisions of the Solvang Municipal Code, and the spirit and intent of the original approval and does not involve the following: • A basis for findings in a Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report for the development; • A basis for conditions of approval for the development; and • A specific consideration by the Review Authority (e.g., the Planning Manager, Commission, or Council) in approving the plan or permit. Minor changes authorized pursuant to this condition shall not require separate processing of a formal amendment.	*On-Going*
PLN-8	*All exterior lighting shall be consistent with Solvang Municipal Code section 11-10A-7.C.*	*During Operations*
PLN-9	*Prior to any re-painting as directed by the review authority, the applicant shall paint a test swatch and inform the Community Development Director of the test swatch for each building. The test swatch shall be inspected and approved by the Community Development Director prior to completion of façade paints.*	*During Construction*
PLN-10	*No certificate of occupancy shall be issued if facades do not match approved plan revisions. Plan revisions shall include all materials, and all approved colors on the plans.*	*During Construction*

Condition:		*Timing:*
PLN-11	*No temporary certificate of occupancy shall be issued for any event that is accessible to the public prior to the completion of all required conditions in this amended conditions of approval.*	*During Construction*
PLN-12	*Events shall abide by the following:* *Any events that includes use of amplified music is considered an ancillary use and shall be in compliance with the City's noise standards, consistent with Solvang Municipal Code (SMC) Section.6-2-7. As an ancillary use, any use of amplified music shall not charge a fee or entry. Amplified music shall be limited to the hours of 12:00 p.m. to 8:00 p.m. and shall not exceed 80 decibels (dB) on Friday, Saturday, and Sunday, as measured from the edge of the property line, and 70 dB Monday through Thursday*	*During Operations*

****END CONDITIONS****

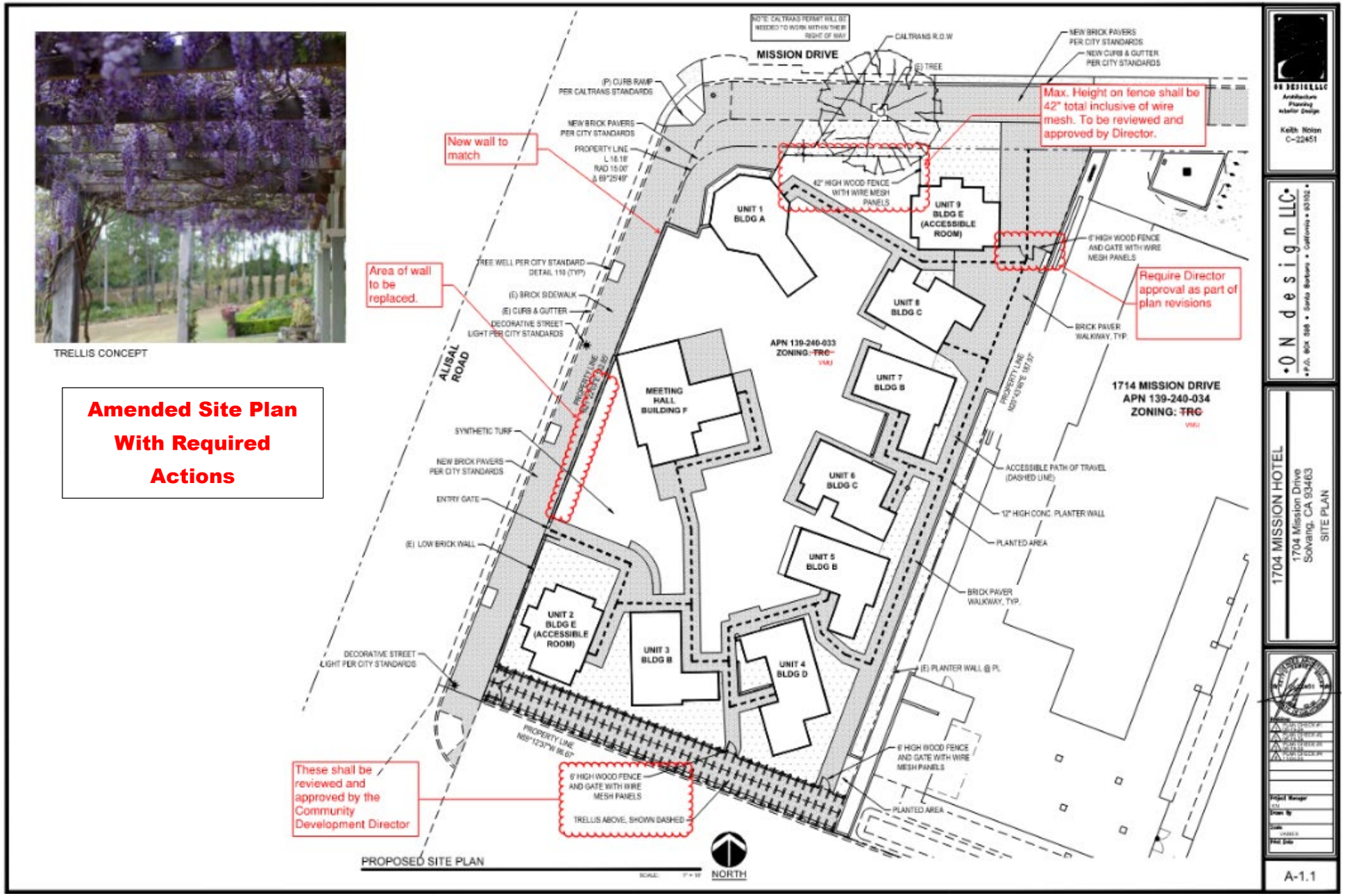
EXHIBIT B
PROJECT PLANS REDUCED (AS AMENDED)

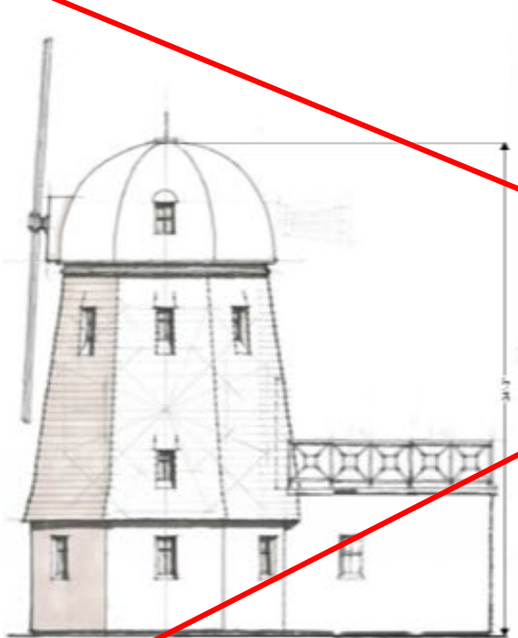


See Amended Site Plan

TRELLIS CONCEPT

Amended Site Plan With Required Actions

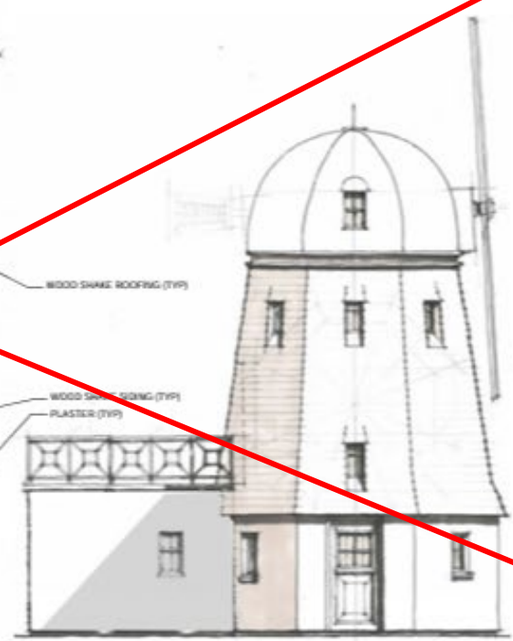




UNIT 1 BLDG A - RIGHT ELEVATION



UNIT 1 BLDG A - REAR ELEVATION

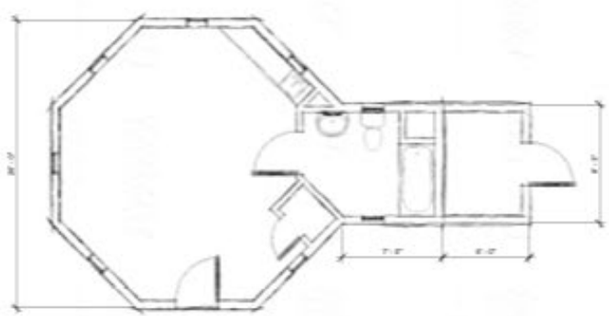


UNIT 1 BLDG A -LEFT ELEVATION



UNIT 1 BLDG A -FRONT ELEVATION

See Exhibit C



UNIT 1 BLDG A - FLOOR PLAN

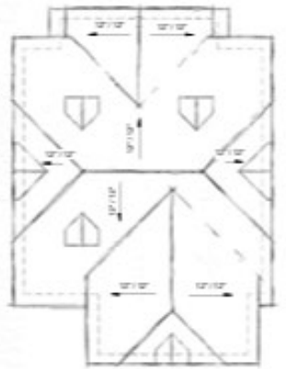
See Exhibit C



UNIT 2 BLDG E (MIRROR) - RIGHT ELEVATION



UNIT 2 BLDG E (MIRROR) - FRONT ELEVATION



UNIT 2 BLDG E (MIRROR) - ROOF PLAN



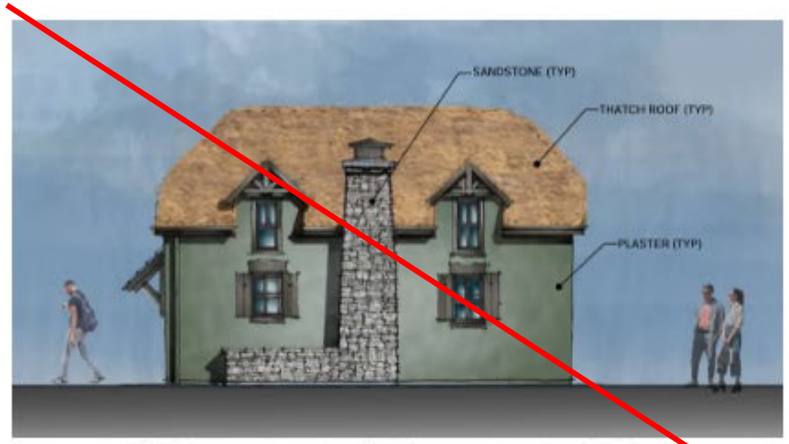
UNIT 2 BLDG E (MIRROR) - LEFT ELEVATION



UNIT 2 BLDG E (MIRROR) - REAR ELEVATION



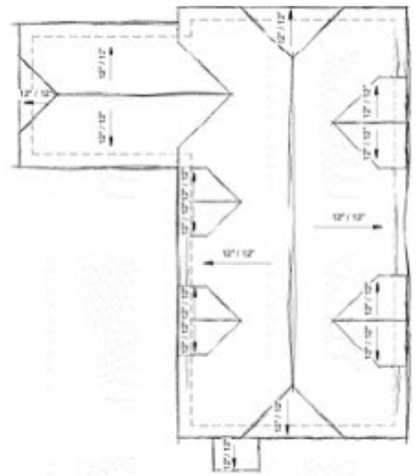
UNIT 2 BLDG E (MIRROR) - FLOOR PLAN



UNIT 3 BLDG B (MIRROR) - RIGHT ELEVATION



UNIT 3 BLDG B (MIRROR) - FRONT ELEVATION



UNIT 3 BLDG B (MIRROR) - ROOF PLAN

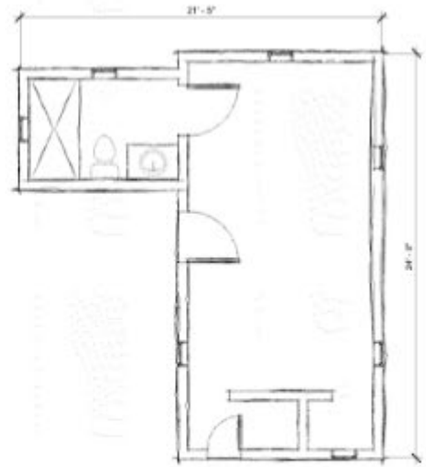


UNIT 3 BLDG B (MIRROR) - LEFT ELEVATION



UNIT 3 BLDG B (MIRROR) - REAR ELEVATION

See Exhibit C



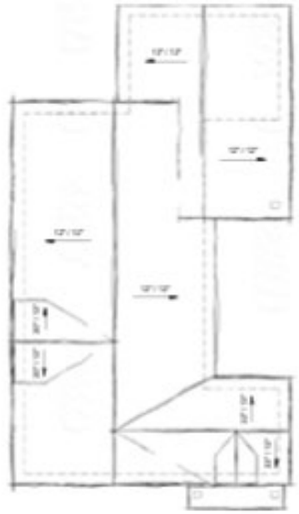
UNIT 3 BLDG B (MIRROR) - FLOOR PLAN



UNIT 4 BLDG D - LEFT ELEVATION



UNIT 4 BLDG D - FRONT ELEVATION



UNIT 4 BLDG D - ROOF PLAN

See Exhibit C



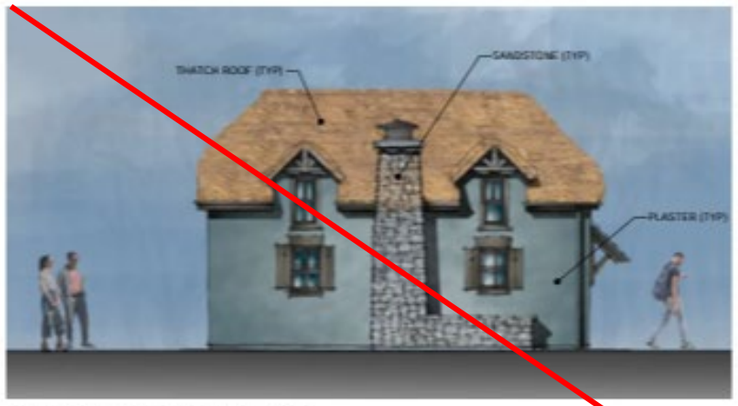
UNIT 4 BLDG D - RIGHT ELEVATION



UNIT 4 BLDG D - REAR ELEVATION



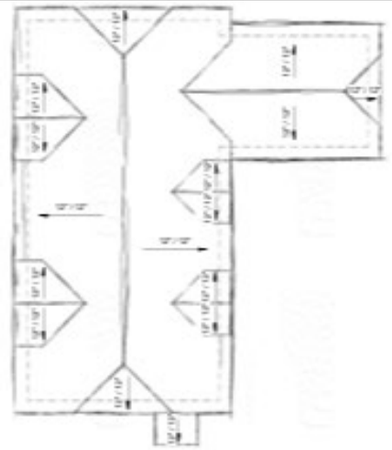
UNIT 4 BLDG D - FLOOR PLAN



UNIT 5 BLDG B - LEFT ELEVATION



UNIT 5 BLDG B - FRONT ELEVATION



UNIT 5 BLDG B - ROOF PLAN

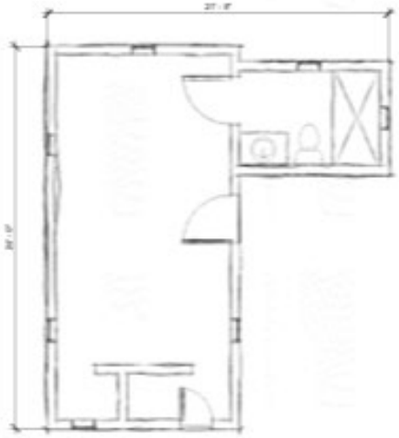
See Exhibit C



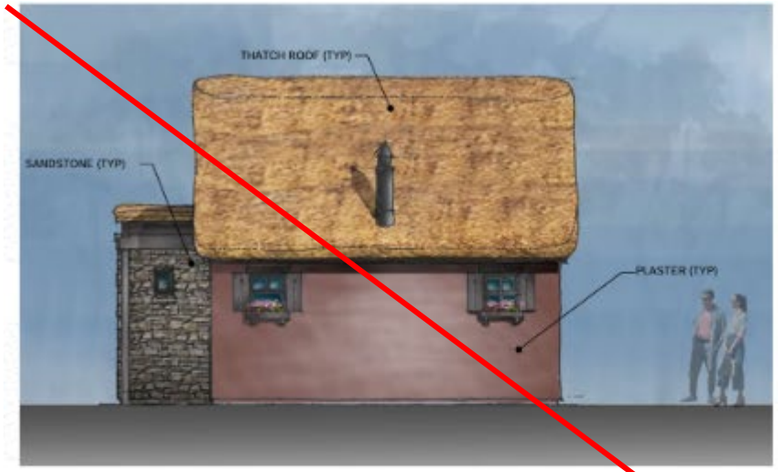
UNIT 5 BLDG B - RIGHT ELEVATION



UNIT 5 BLDG B - REAR ELEVATION



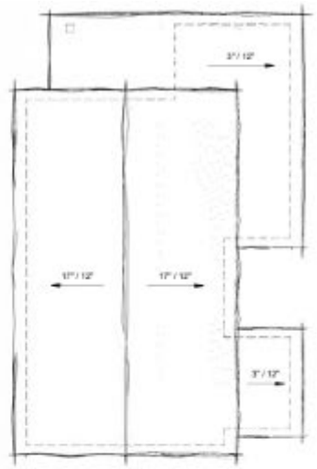
UNIT 5 BLDG B - FLOOR PLAN



UNIT 6 BLDG C - LEFT ELEVATION

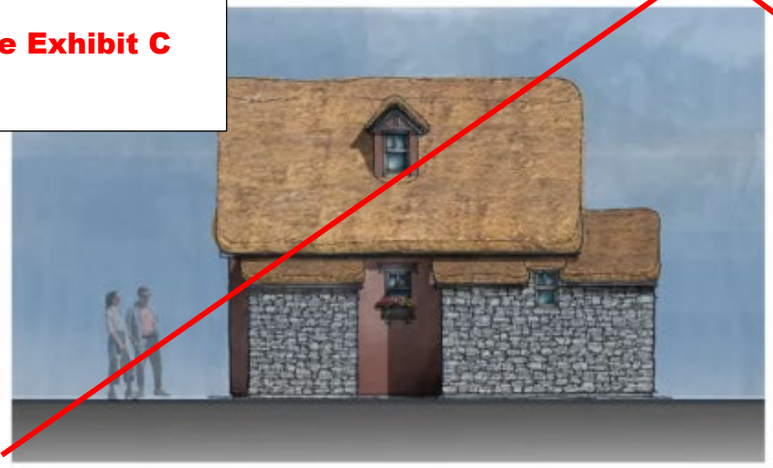


UNIT 6 BLDG C - FRONT ELEVATION



UNIT 6 BLDG C - ROOF PLAN

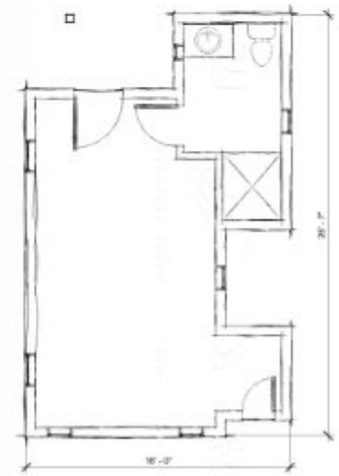
See Exhibit C



UNIT 6 BLDG C - RIGHT ELEVATION



UNIT 6 BLDG C - REAR ELEVATION



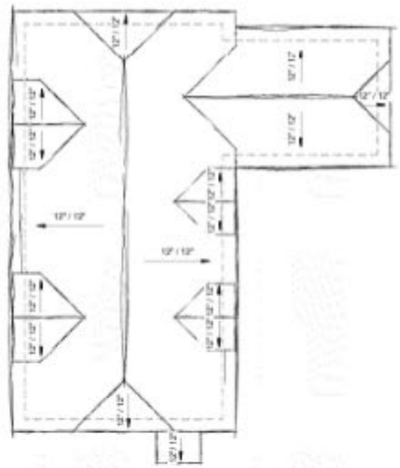
UNIT 6 BLDG C - FLOOR PLAN



UNIT 7 BLDG B - LEFT ELEVATION



UNIT 7 BLDG B - FRONT ELEVATION



UNIT 7 BLDG B - ROOF PLAN

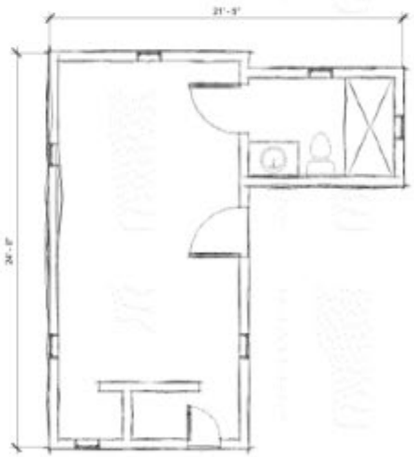
See Exhibit C



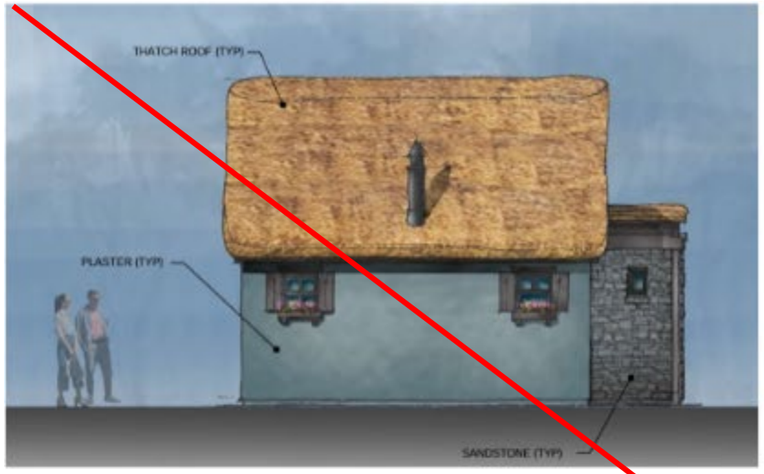
UNIT 7 BLDG B - RIGHT ELEVATION



UNIT 7 BLDG B - REAR ELEVATION



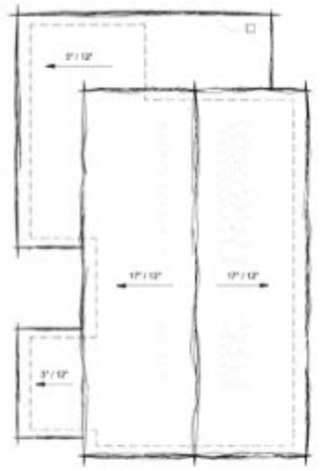
UNIT 7 BLDG B - FLOOR PLAN



UNIT 8 BLDG C (MIRROR) - RIGHT ELEVATION

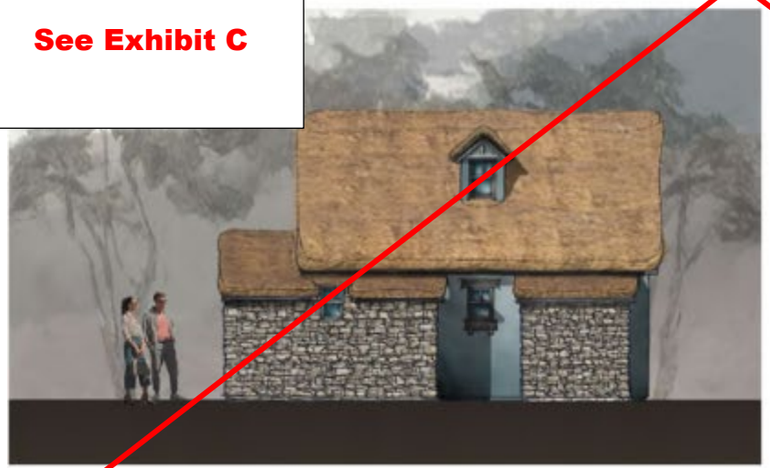


UNIT 8 BLDG C (MIRROR) - FRONT ELEVATION



UNIT 8 BLDG C (MIRROR) - ROOF PLAN

See Exhibit C



UNIT 8 BLDG C (MIRROR) - LEFT ELEVATION



UNIT 8 BLDG C (MIRROR) - REAR ELEVATION



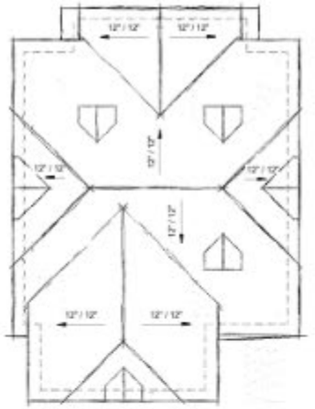
UNIT 8 BLDG C (MIRROR) - FLOOR PLAN



UNIT 9 BLDG E - LEFT ELEVATION



UNIT 9 BLDG E - FRONT ELEVATION



UNIT 9 BLDG E ROOF PLAN

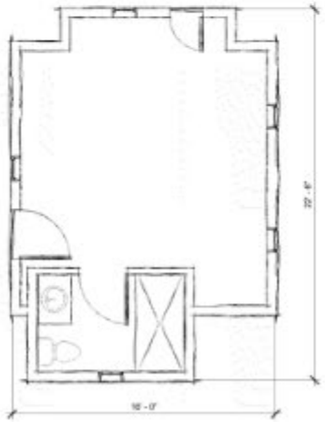
See Exhibit C



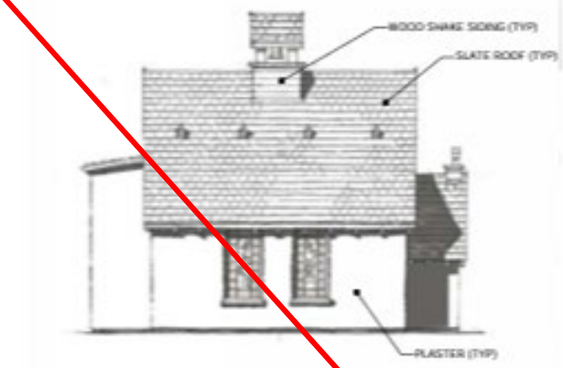
UNIT 9 BLDG E - RIGHT ELEVATION



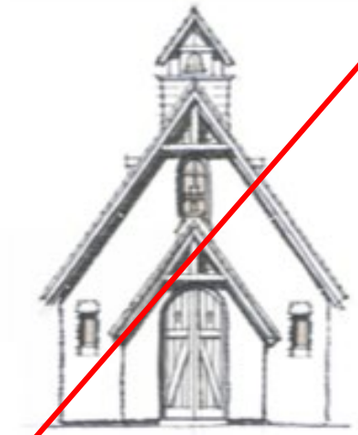
UNIT 9 BLDG E - REAR ELEVATION



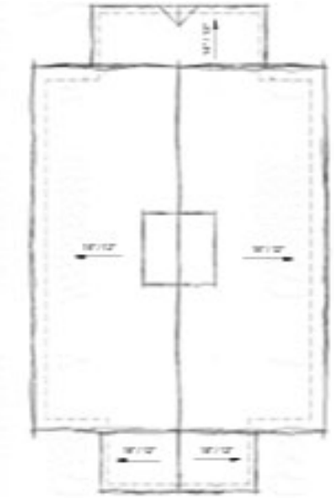
UNIT 9 BLDG E - FLOOR PLAN



BLDG F- LEFT ELEVATION



BLDG F - FRONT ELEVATION

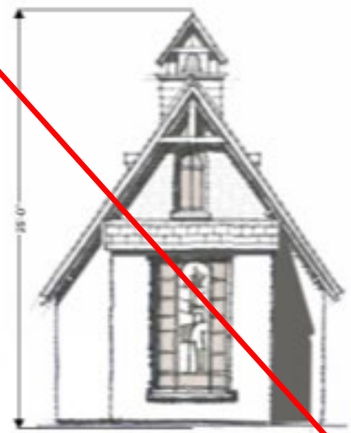


BLDG F - ROOF PLAN

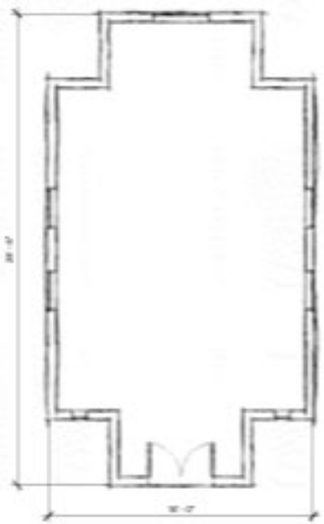
See Exhibit C



BLDG F - RIGHT ELEVATION



BLDG F - REAR ELEVATION



BLDG F - FLOOR PLAN

BODY COLOR PALETTE






TRIM COLOR PALETTE




See Exhibit C

SIDING PALETTE



Smooth Trowel Plaster Finish



BUILDING STONE
Manufactured Sandstone
Manufacturer: Eldorado Stone
Model: RoughCut
Color: Vineyard Trail



WALL STONE
Manufactured Sandstone
Manufacturer: Eldorado Stone
Model: River Rock
Color: Colorado



Synthetic Shake
Manufacturer: James Hardie
Model: Hardie Shingle Staggered Edge

ROOFING PALETTE



Synthetic Thatch
Manufacturer: Endureed
Model: Somerset



Synthetic Slate
Manufacturer: Brava
Color: Light Arendale



LIGHTING PALETTE





Bollard Light.
Manufacturer: Nightscaping
Model: 4x4 Ivy Design, 37" High



Manufacturer: Steven Handelman Studios
Model: Misc.

PAVEMENT MATERIALS





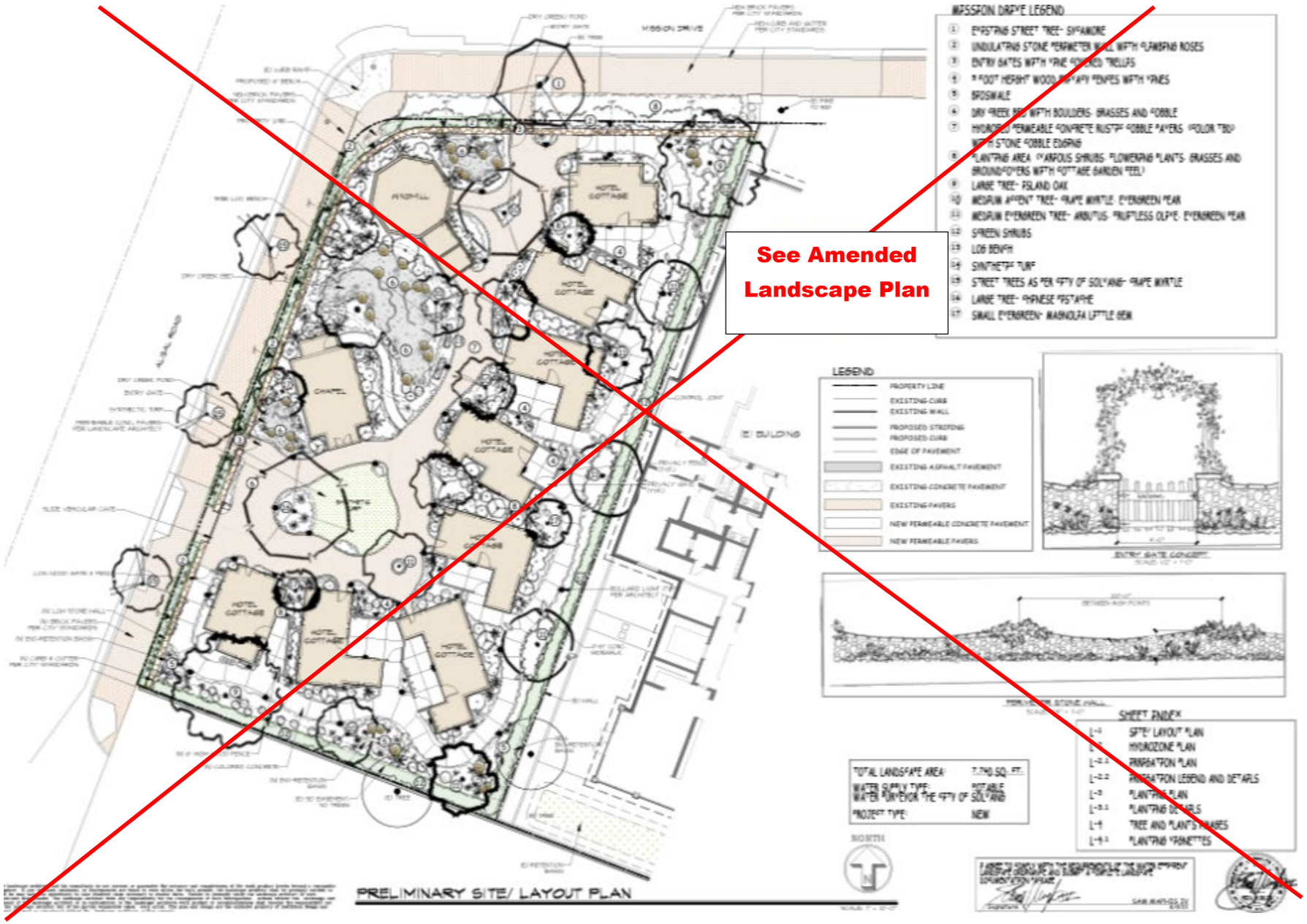
B4 Painted Desert
(red/tan/charcoal)

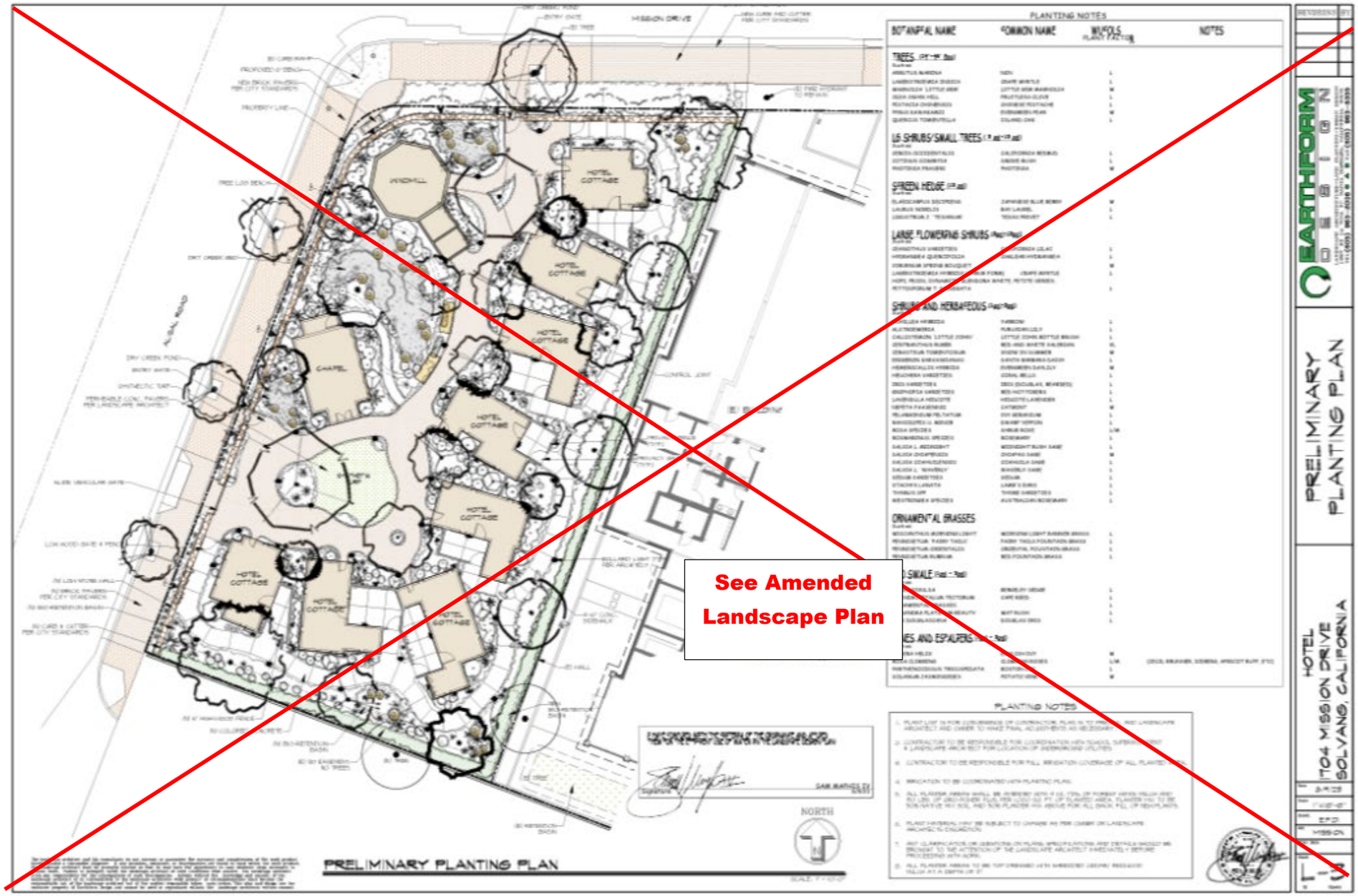
Permeable Pavers
Manufacturer: Pacific Interlock Pavers
Model: Hydro-Flo Rustic Cobble Pavers
Color: Painted Desert

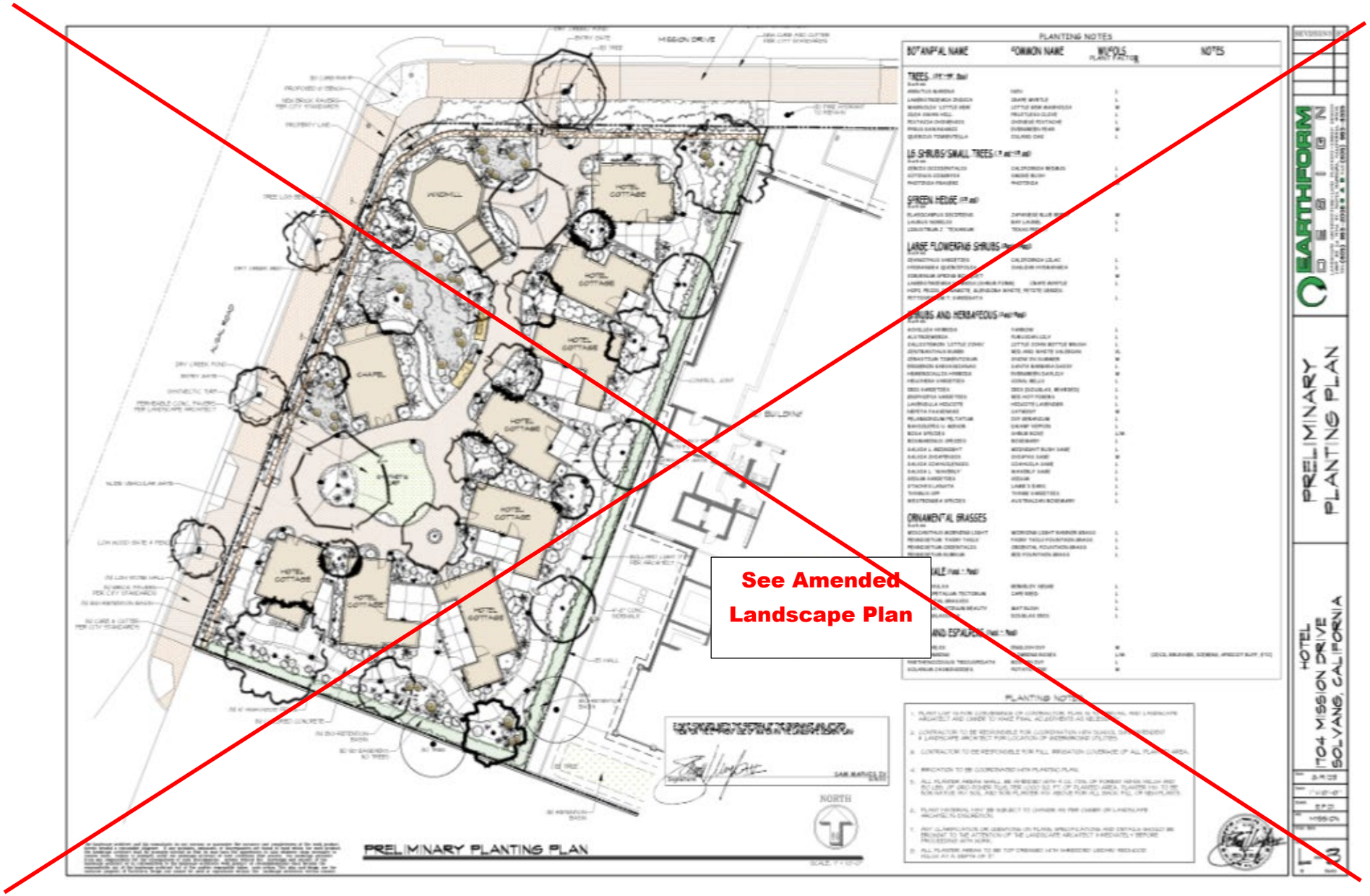


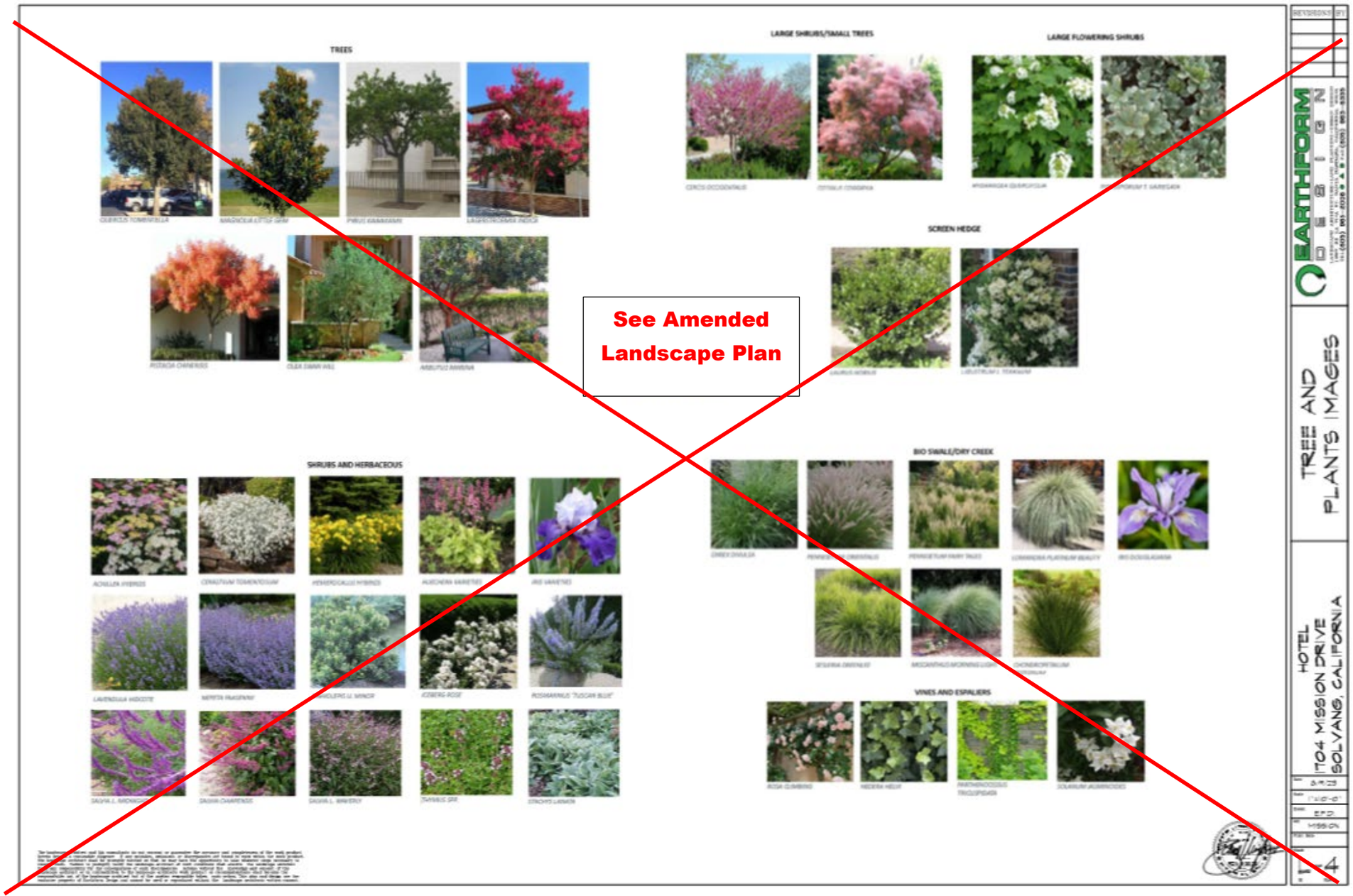


Color Concrete
Finish: Top Cast/Acid Etch
Color: Davis Canyon 160


See Amended
Landscape Plan
PRELIMINARY SITE/ LAYOUT PLAN


See Amended
Landscape Plan
PRELIMINARY PLANTING PLAN
PRELIMINARY
PLANTING PLAN
HOTEL
1704 MISSION DRIVE
SOLVANG, CALIFORNIA
EARTHFORM
DESIGN


See Amended
Landscape Plan
PRELIMINARY PLANTING PLAN
PRELIMINARY
PLANTING PLAN
HOTEL
1704 MISSION DRIVE
SOLVANG, CALIFORNIA
EARTHFORM
DESIGN


TREES
LARGE SHRUBS/SMALL TREES
LARGE FLOWERING SHRUBS
SCREEN HEDGE
See Amended
Landscape Plan
SHRUBS AND HERBACEOUS
BIO SWALE/DRY CREEK
VINES AND ESPALIERS
EARTHFORM
TREE AND
PLANTS IMAGES
HOTEL
1704 MISSION DRIVE
SOLVANG, CALIFORNIA

PLANTING VIGNETTES



STREET SCAPE



COTTAGE SHADE PLANTINGS - EXAMPLES

See Amended Landscape Plan



BIOSWALE / DRY CREEK BED



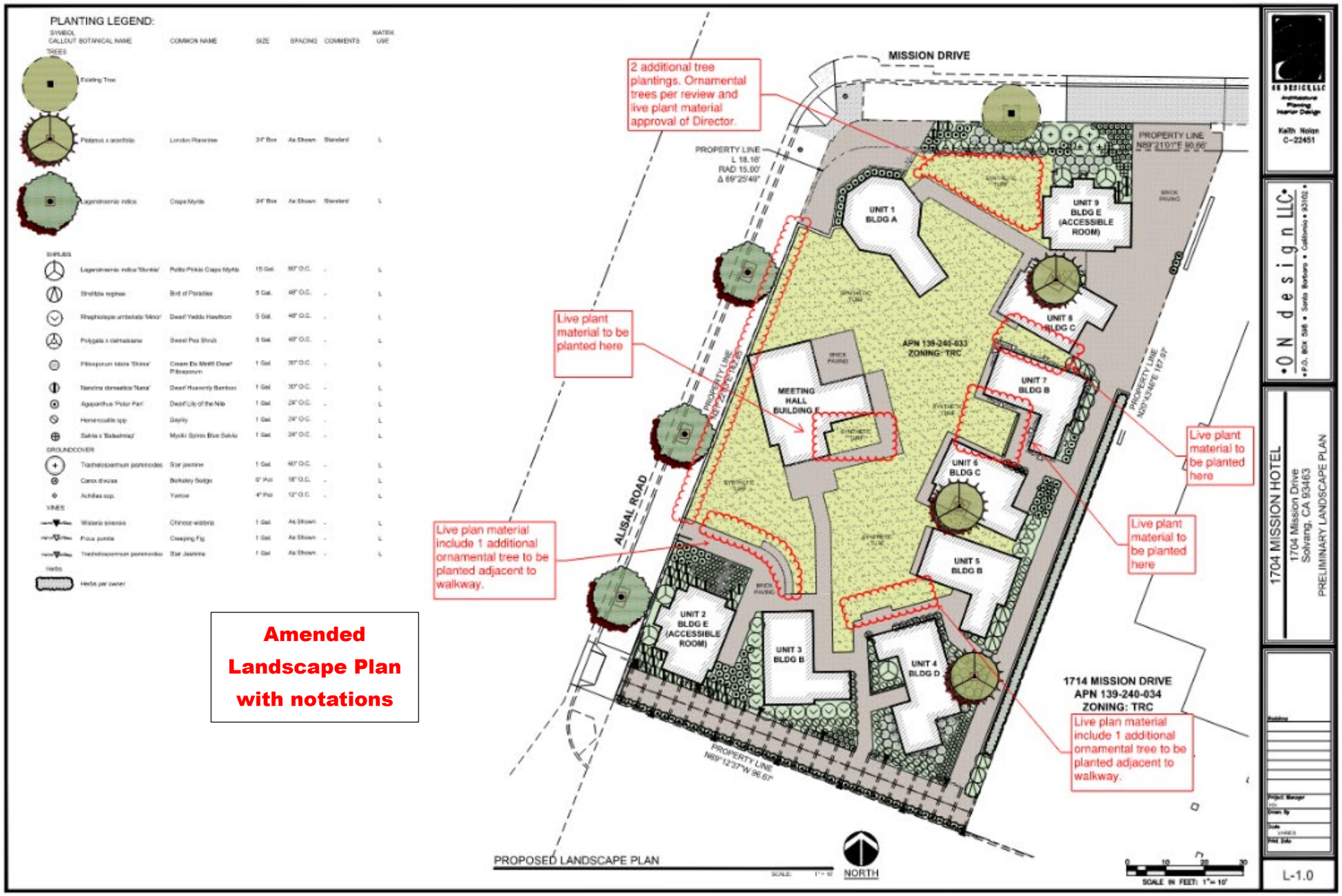
COTTAGE SUN PLANTINGS – EXAMPLES

EARTHFORM DESIGN

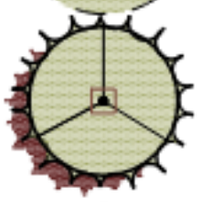
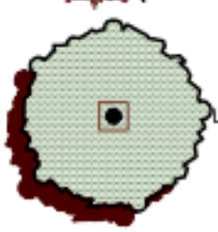
PLANTING VIGNETTES

HOTEL
1704 MISSION DRIVE
SOLVANG, CALIFORNIA

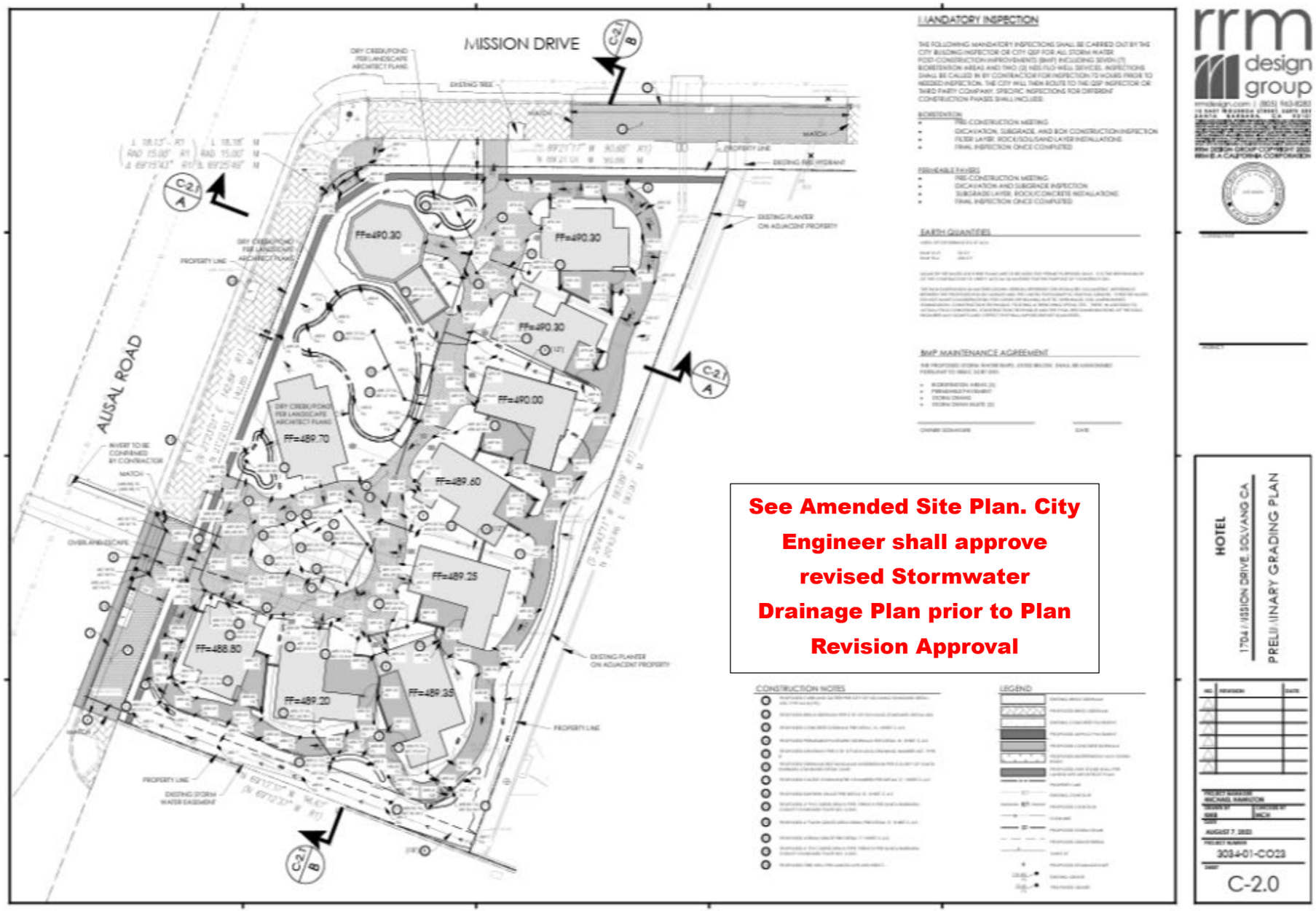
L-4.1

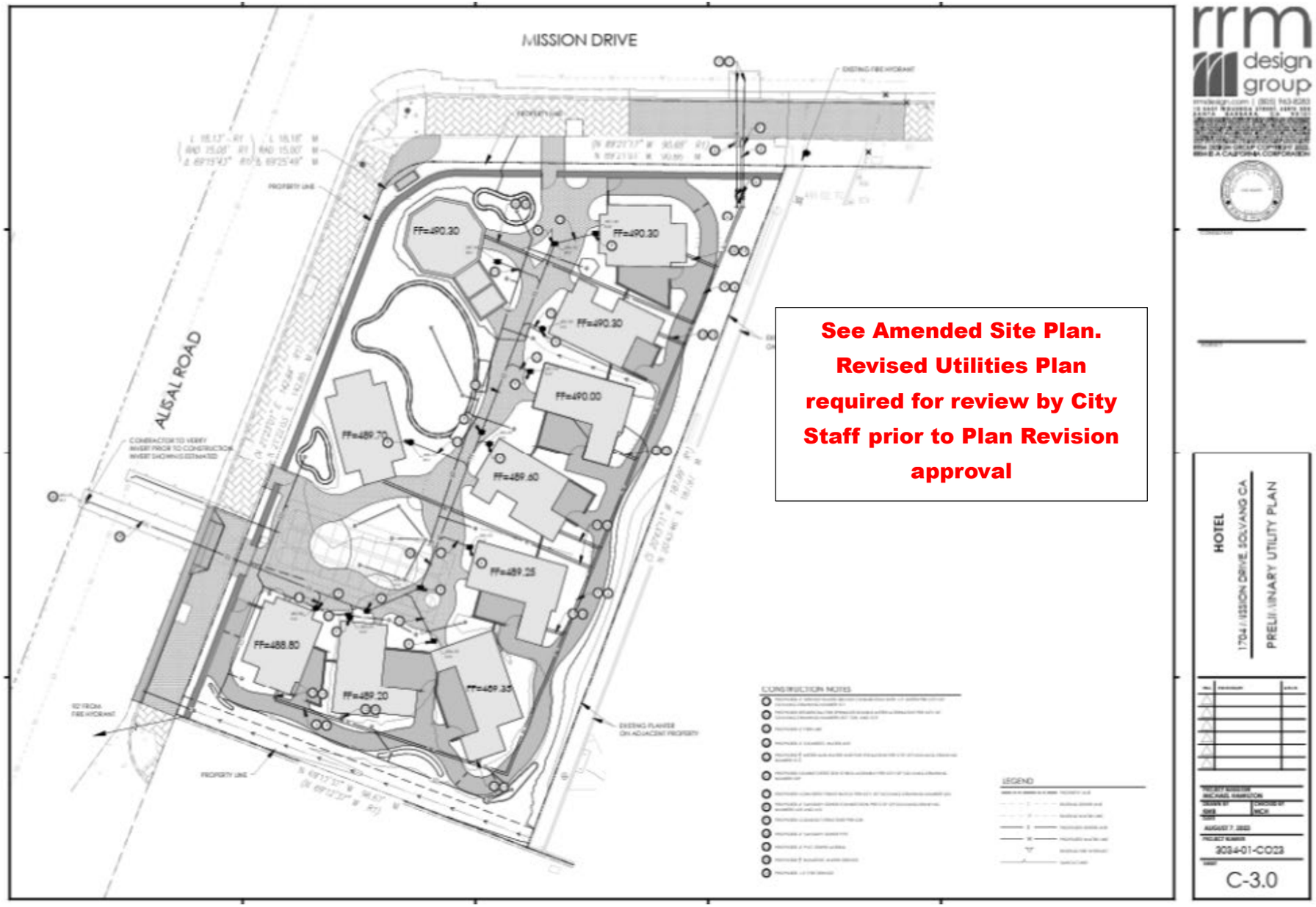

PLANTING LEGEND:
SYMBOL
CALLOUT
BOTANICAL NAME
COMMON NAME
SIZE
SPACING
COMMENTS
WATER USE
TREES
Existing Tree
Platanus x acerifolia
London Plane tree
24" Box
As Shown
Standard
L
Lagerstroemia indica
Crape Myrtle
24" Box
As Shown
Standard
L
SHRUBS
Lagerstroemia indica 'Monita'
Petite Pinkie Crape Myrtle
15 Gal.
60" O.C.
L
Strelitzia reginae
Bird of Paradise
5 Gal.
48" O.C.
L
Rhaphiolepis umbellata 'Minor'
Dwarf Yedda Hawthorn
5 Gal.
48" O.C.
L
Polygala x dalmaisiana
Sweet Pea Shrub
5 Gal.
48" O.C.
L
Pittosporum tobira 'Shiora'
Cream De Mint® Dwarf Pittosporum
1 Gal.
30" O.C.
L
Nandina domestica 'Nana'
Dwarf Heavenly Bamboo
1 Gal.
30" O.C.
L
Agapanthus 'Polar Ice'
Dwarf Lily of the Nile
1 Gal.
24" O.C.
L
Hemerocallis spp.
Daylily
1 Gal.
24" O.C.
L
Salvia x 'Balsalmag'
Mystic Spires Blue Salvia
1 Gal.
24" O.C.
L
GROUNDCOVER
Trachelospermum jasminoides
Star jasmine
1 Gal.
60" O.C.
L
Carex divulsa
Berkeley Sedge
6" Pot
18" O.C.
L
Achillea spp.
Yarrow
4" Pot
12" O.C.
L
VINES
Wisteria sinensis
Chinese wisteria
1 Gal.
As Shown
L
Ficus pumila
Creeping Fig
1 Gal.
As Shown
L
Trachelospermum jasminoides
Star Jasmine
1 Gal.
As Shown
L
Hedge per owner
Amended Landscape Plan with notations
2 additional tree plantings. Ornamental trees per review and live plant material approval of Director.
Live plant material to be planted here
Live plan material include 1 additional ornamental tree to be planted adjacent to walkway.
Live plant material to be planted here
Live plant material to be planted here
Live plan material include 1 additional ornamental tree to be planted adjacent to walkway.
MISSION DRIVE
PROPERTY LINE
L 18.18'
RAD 15.00'
Δ 69°25'49"
PROPERTY LINE
N69°21'01"E 90.66'
UNIT 1
BLDG A
UNIT 9
BLDG E
(ACCESSIBLE
ROOM)
UNIT 8
BLDG C
APN 139-240-033
ZONING: TRC
MEETING
HALL
BUILDING F
UNIT 7
BLDG B
UNIT 6
BLDG C
UNIT 5
BLDG B
ALISAL ROAD
UNIT 2
BLDG E
(ACCESSIBLE
ROOM)
UNIT 3
BLDG B
UNIT 4
BLDG D
1714 MISSION DRIVE
APN 139-240-034
ZONING: TRC
PROPERTY LINE
N69°12'37"W 96.67'
PROPERTY LINE
N20°47'23"E 167.97'
PROPERTY LINE
N21°23'55"E 96.85'
PROPOSED LANDSCAPE PLAN
NORTH
SCALE IN FEET: 1"= 10'
ON design LLC
1704 MISSION HOTEL
1704 Mission Drive
Solvang, CA 93463
PRELIMINARY LANDSCAPE PLAN
L-1.0

PLANTING LEGEND:

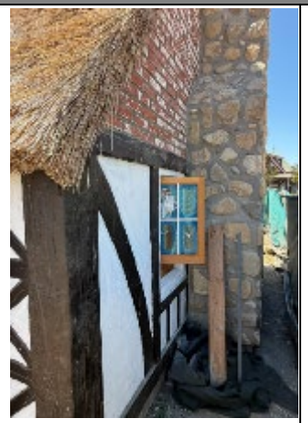
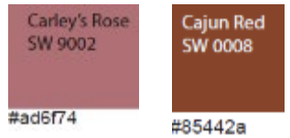
SYMBOL CALLOUT	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	COMMENTS	WATER USE
TREES						
	Existing Tree					
	Platanus x acerifolia	London Planetree	24" Box	As Shown	Standard	L
	Lagerstroemia indica	Crape Myrtle	24" Box	As Shown	Standard	L
SHRUBS						
	Lagerstroemia indica 'Monkie'	Petite Pinkie Crape Myrtle	15 Gal.	60" O.C.	-	L
	Strelitzia reginae	Bird of Paradise	5 Gal.	48" O.C.	-	L
	Rhaphiolepis umbellata 'Minor'	Dwarf Yeddo Hawthorn	5 Gal.	48" O.C.	-	L
	Polygala x dalmaisiana	Sweet Pea Shrub	5 Gal.	48" O.C.	-	L
	Pittosporum tobira 'Shima'	Cream De Mint® Dwarf Pittosporum	1 Gal.	30" O.C.	-	L
	Nandina domestica 'Nana'	Dwarf Heavenly Bamboo	1 Gal.	30" O.C.	-	L
	Agapanthus 'Peter Pan'	Dwarf Lily of the Nile	1 Gal.	24" O.C.	-	L
	Hemerocallis spp	Daylily	1 Gal.	24" O.C.	-	L
	Salvia x 'Balsalmisp'	Mystic Spires Blue Salvia	1 Gal.	24" O.C.	-	L
GROUNDCOVER						
	Trachelospermum jasminoides	Star jasmine	1 Gal.	60" O.C.	-	L
	Carex divulsa	Berkeley Sedge	6" Pot	18" O.C.	-	L
	Achillea spp.	Yarrow	4" Pot	12" O.C.	-	L
VINES						
	Wisteria sinensis	Chinese wisteria	1 Gal.	As Shown	-	L
	Ficus pumila	Creeping Fig	1 Gal.	As Shown	-	L
	Trachelospermum jasminoides	Star Jasmine	1 Gal	As Shown	-	L
Herbs						
	Herbs per owner					

Amended Landscape Plan with notations

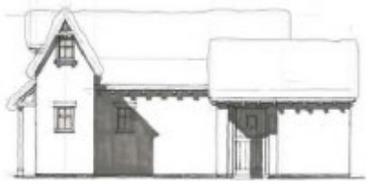

MISSION DRIVE
AUSAL ROAD
C-2.1 B
C-2.1 A
C-2.1 A
C-2.1 B
FF=490.30
FF=490.30
FF=490.30
FF=490.00
FF=489.70
FF=489.60
FF=489.25
FF=488.80
FF=489.20
FF=489.35
PROPERTY LINE
EXISTING PLANTER ON ADJACENT PROPERTY
EXISTING STORM WATER EASEMENT
MANDATORY INSPECTION
EARTH QUANTITIES
BMP MAINTENANCE AGREEMENT
See Amended Site Plan. City Engineer shall approve revised Stormwater Drainage Plan prior to Plan Revision Approval
CONSTRUCTION NOTES
LEGEND
rrm design group
HOTEL
17044 MISSION DRIVE, SOLVANG CA
PRELIMINARY GRADING PLAN
3034-01-C023
C-2.0


MISSION DRIVE
ALGAL ROAD
PROPERTY LINE
EXISTING FIRE HYDRANT
FF=490.20
FF=490.20
FF=490.20
FF=490.00
FF=489.70
FF=489.60
FF=489.25
FF=488.80
FF=489.20
FF=489.35
See Amended Site Plan.
Revised Utilities Plan
required for review by City
Staff prior to Plan Revision
approval
CONSTRUCTION NOTES
LEGEND
rrm
design
group
HOTEL
1704 MISSION DRIVE, SOLVANG CA
PRELIMINARY UTILITY PLAN
2024-01-C023
C-3.0

Attachment C – Approved Façade Modifications By Community Development Director

Approved Façade	Proposed Modifications By Applicant	Director Determination
Unit 2		
  • Stucco wall • Stone chimney • Thatch roof • Half-timbers. • Proposed Color, “peppery” darker red hue	    BODY COLOR MFR: Sherwin Williams Color: Custom • Proposed use of additional brick on west and north elevation • Additional half-timbering on east, west elevation • Use of half “logs” under the gable area. • Proposed custom color of dark yellow hue. • Applicant has applied white paint on the bricks	• Color shall be modified to a dark hue red that match existing bricks that were added to the facades. Proposed colors shall be Carley Rose, Cajun Red, or dark red hue color proposed by the applicant and approved by the Community Development Director prior to issuance of final occupancy. • Brick façade shall be modified and utilized along the west elevation. Any remaining stucco shall be approved by the Community Development Director prior to issuance of final occupancy. • Half-logs on under the gable area shall be removed or covered with stucco, or similar materials to be approved by the Community Development Director. • Removal of half-timbers as shown in red circle. • It is recommended that the bricks be sand blasted or utilize another technique to bring the color of the bricks more uniform. 
Unit 3		

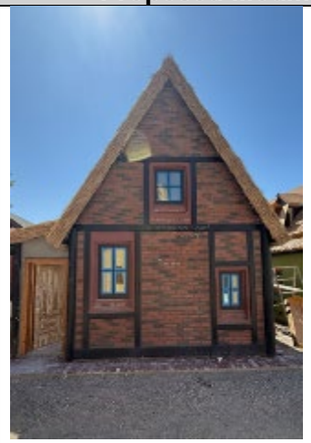
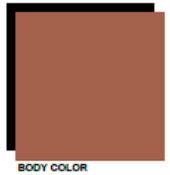
Approved Façade	Proposed Modifications By Applicant	Director Determination
   • Stucco wall • Stone chimney • Thatch roof • Half-timbers located near the edge of the gable. • Vintage Vessel Green to be utilized as primary color	   • Relocation of proposed windows and modification to use of full dormer. • Half-timbers located near the bottom half and proportionally throughout the structure. • Blue hue utilized instead of the green. • Use of stone on north elevation • Elimination of stone chimney.	• ~~Existing color should be glazed include a patina to lighten. This should be completed to the satisfaction of the Community Development Director prior to issuance of final occupancy~~. *Proposed color modification by applicant is satisfactory to the Community Development Director*
Unit 4		

Approved Façade	Proposed Modifications By Applicant	Director Determination
   • Stucco wall • Stone chimney • Thatch roof • Half-timbers located near the edge of the gable. • Vintage Vessel Green to be utilized as primary color	    BODY COLOR MFR: Sherwin Williams Color: Custom • Stucco wall • Thatch roof • Additional half-timbers near the gables, and elimination of proposed patterns • Elimination of proposed front door portico • Custom muted yellow color.	• Removal of half-timbers at the top of the primary entry door, as circled in red. • Color shall be modified to a yellow hue, either Lemon Twist, Goldfinch, or yellow hue color proposed by the applicant and approved by the Community Development Director prior to issuance of final occupancy. 
Unit 5		

Approved Façade	Proposed Modifications By Applicant	Director Determination
   • Stucco wall • Stone chimney • Thatch roof • Half-timbers located on vertical west elevation. • Bracing Blue to be utilized as primary color • Shutters and other details	    • Elimination of shutter details • Elimination of Portico on South elevation • Elimination of Stone Chimney • Half-timbers utilized throughout all elevations. • Redish color for primary façade 	• Reduce the number of half timbers on the primary entry elevation to the satisfaction of the Community Development Director prior to the issuance of final occupancy. • *Proposed color by applicant in their revised package is satisfactory to the Community Development Director*
Unit 6		

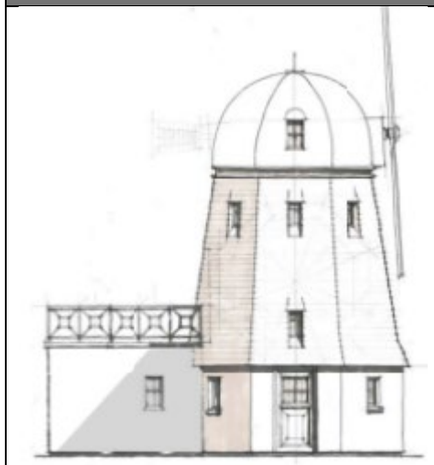
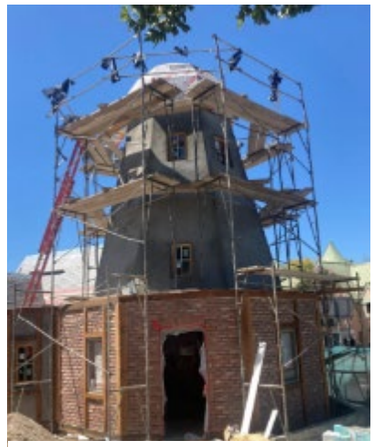
Approved Façade	Proposed Modifications By Applicant	Director Determination
   • Stucco wall • Thatch roof • Stone utilized on portions of the facades • Shutters/faux flue detail • Peppery to be utilized as primary color	    • Stucco wall • Thatch roof • Addition of Stone on west elevation • Use of half-timbers • Elimination of shutters and faux flue • Addition of half “logs” on north elevation • Change of color to “natural” finish •	• Half-logs on shall be removed or covered with stucco, or similar techniques to be approved by the Community Development Director. • Color shall be modified to a lighter red hue/clay color either Chaise Mauve, smoky salmon, or, other hue color proposed by the applicant and approved by the Community Development Director prior to issuance of final occupancy. Smoky Salmon SW 6331 #dfb9a9 Chaise Mauve SW 6016 #bfb3b3
Unit 7		

Approved Façade	Proposed Modifications By Applicant	Director Determination
   • Stucco wall • Thatch roof • Stone utilized on chimney • Shutters • Vintage Vessel to be utilized as primary color	    • Elimination of the portico on the primary entities. • Elimination of the use of half-timbers • Addition of eave details with the use of logs • Elimination of shutters • Change of color to a custom, lighter green. • Addition of detailing for windows and doors	Color should be modified to match the proposed darker green color through techniques proposed by the applicant and approved by the Community Development Director prior to issuance of final occupancy.
Unit 8		

Approved Façade	Proposed Modifications By Applicant	Director Determination
   • Stucco wall • Thatch roof • Stone utilized on chimney • Shutters/faux flue • Bracing Blue to be utilized as primary color	    BODY COLOR MFR: Sherwin Williams Color: Custom • Elimination of proposed stucco wall • Elimination of stone chimney • Elimination of shutters /faux flue • Addition of brick throughout all elevations • Change of façade color to match darker reddish hue bricks • Addition of half-timbering	Proposed modifications are approved as proposed.
Unit 9		

Approved Façade	Proposed Modifications By Applicant	Director Determination
   • Stucco wall • Thatch roof • Stone utilized on chimney • Use of half-timbers near gable • Use of Sunrise, light yellow color	   • Additional use of half-timbering on all elevations • Change of façade color to darker yellow • Elimination of dormers • Elimination of upper windows	Half-timbers with curvatures along multiple facades shall be removed and patterns reduced as shown in red circles to the satisfaction of the Community Development Director prior to the issuance of final occupancy.
Chapel		

Approved Façade	Proposed Modifications By Applicant	Director Determination
 • Stucco wall • Slate roof • Bell Tower • Window and door details • No color proposed, to be selected in the field	  BODY COLOR MFR: Sherwin Williams Color: Custom   • Stucco wall remains • Proposed use of stained-glass on all elevations • Slate roof with color slate variant of red and white versus the approved black • Elimination of Bell Tower	• Color banding of red and white shall be removed from the roof. Roof shall consist of all grey/black slate. • The use of strong shall continue on the west/south elevations to the extent feasible as approved by the Community Development Director. • Existing color, white/cream shall remain as painted.

Approved Façade	Proposed Modifications By Applicant	Director Determination
	• Use of stone on east elevation and portions of west, south and north, limited to base only. • Use of sandstone color	
Windmill		
 WINDMILL APPROVED NORTHEAST ELEVATION 	  PLASTER SW 7004  BRICK HALF TIMBER  THATCH ROOF	Proposed modifications are consistent with northern European design and is recommended to be approved as proposed.

Approved Façade	Proposed Modifications By Applicant	Director Determination
 WINDMILL APPROVED NORTHWEST ELEVATION  WINDMILL APPROVED SOUTHEAST ELEVATION • Proposed windmill included blades, with stone, wood batten siding, and stucco on the base. • Proposed colors were not determined. • On building permit stucco white called out with patterned roof.	 • Proposed use of brick base versus the stucco base • Succo use on the elevated structure • Replacement of slate roof and railings • Use of faux thatched roof consistent with remaining development	

CITY COUNCIL STAFF REPORT

Agenda Item 8.a

Meeting Date: October 13, 2025

SUBJECT: **Agreement with Focus Point Emergency Management Consulting Services (FPEM) for Comprehensive Emergency Planning Services**

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

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DISCUSSION:
The City Council has established goals (6, 19, & 33) to enhance public safety, expand community outreach, and ensure continuity of City operations. To advance these priorities and strengthen the community's resilience to both natural hazards (such as wildfires, floods, and earthquakes) and man-made threats, the City must update its emergency preparedness framework, modernize its plans, develop continuity strategies, and provide staff with the necessary training to respond effectively.

On August 11, 2025, the City of Solvang issued a Request for Proposals (RFP) for Comprehensive Emergency Planning Services to strengthen the City's resilience and readiness for disasters and emergencies. The scope includes:

- Updating the City's 2014 Emergency Operations Plan (EOP) to align with aligned with the Federal Emergency Management Agency's Comprehensive Preparedness Guide 101, Version 3.0 (FEMA CPG 101 v3.0), the State of California's Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the California Governor's Office of Emergency Services (Cal OES) requirements.
- Developing the City's first Continuity of Operations Plan (COOP), including department-level annexes for essential functions.
- Conducting an Emergency Operations Center (EOC) inventory and gap analysis, with recommendations for improvements.
- Delivering staff training, tabletop exercises, and after-action reports in compliance with Homeland Security Exercise and Evaluation Program (HSEEP).
- Supporting public and stakeholder engagement through town halls, focus groups, surveys, and bilingual outreach.

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

Following a thorough review by City staff, with input from J.D. Saucedo, M.S.E.D.M., AEM®, Emergency Manager with the Santa Barbara County Office of Emergency Management, Focus Point Emergency Management Consulting Services (FPEM) was selected as the top-ranked proposer. FPEM demonstrated:

- Extensive experience delivering FEMA and Cal OES-compliant EOPs, COOPs, and evacuation plans across California, including multi-jurisdictional and tourism-driven communities.
- A strong project team led by Fay A. Glass, a Certified Emergency Management Specialist with over 30 years of experience at the city, county, state, and federal levels.
- A tailored, phased methodology for Solvang that incorporates accessibility standards, regional coordination with Santa Barbara County partners, and inclusive community engagement strategies.

This project would span 12–18 months, with final completion expected by April 2027.

RECOMMENDED MOTION:
I move to approve a Professional Services Agreement with Focus Point Emergency Management Consulting Services (FPEM) for Comprehensive Emergency Planning Services in an Amount not to exceed $138,000 and authorize the Mayor to execute the Contract.

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 $138,000, 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; no grant funding is tied to this procurement.

ATTACHMENTS:
A. Professional Services Agreement with Focus Point Emergency Management Consulting Services (FPEM)

CITY OF SOLVANG
PROFESSIONAL SERVICES AGREEMENT

PARTIES AND DATE. This Agreement is made and entered into **this 13th** day of October**, 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 **Focus Point Emergency Management Consulting Services LLC**, a California Limited Liability Corporation, with its principal place of business at 16155 Sierra Lakes Parkway #160-715, Fontana, CA 92336 ("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 $**138,000**, 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 affect 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 $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 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	Focus Point Emergency Management Consulting Services 16155 Sierra Lakes Parkway #160-715, Fontana, CA 92336 Fay A. Glass, CEO/President fglass@fpemconsultingservices.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

David Brown, Mayor

ATTEST:

Annamarie Porter, City Clerk

Focus Point Emergency Management Consulting Services, LLC

Fay A. Glass, CEO/President

APPROVED AS TO FORM
Richards, Watson & Gershon

Chelsea O'Sullivan, City Attorney

EXHIBIT A

SCOPE OF WORK,

FEE SCHEDULE

&

PROJECT SCHEDULE

REQUEST FOR PROPOSALS (RFP) FOR SOLVANG COMPREHENSIVE EMERGENCY PLANNING SERVICES

FOCUS POINT EMERGENCY MANAGEMENT CONSULTING SERVICES RESPONSE

Prepared by:

Fay A. Glass / CEO - President





fglass@fpemconsultingservices.org www.fpemconsultingservices.org

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A. Cover Letter

September 22, 2025

To: City of Solvang

Attn: Olivia Uribe Mutal

1644 Oak Street

Solvang, CA 93463

Email: oliviaum@cityofsolvang.com

From: Focus Point Emergency Management Consulting Services

16155 Sierra Lakes Parkway #160-715

Fontana, CA 92336

Email: fglass@fpemconsultingservices.org

Phone: (909) 553-1290

Dear Ms. Uribe Mutal,

On behalf of Focus Point Emergency Management Consulting Services (FPEM Consulting), I am pleased to submit our proposal for Comprehensive Emergency Planning Services in response to the City of Solvang's Request for Proposals.

FPEM Consulting is a California-based, minority female-owned firm with over 30 years of combined experience in emergency management, continuity planning, and stakeholder engagement. We specialize in delivering FEMA- and Cal OES-compliant planning tools, customized training programs, and actionable strategies that empower local governments to prepare, respond, and recover effectively.

We are committed to providing high-quality service—on time and within budget and have a proven record of success with municipalities across California. Our proposal includes all required forms, a detailed work plan, staffing qualifications, and supporting documentation that demonstrate our understanding of Solvang's unique risk profile and operational needs.

We acknowledge receipt of all addenda issued in connection with this RFP and affirm our readiness to collaborate with City staff, elected officials, and community stakeholders throughout the project lifecycle.

Please direct all correspondence regarding this proposal to:

Fay A. Glass, CEO/President

Focus Point Emergency Management Consulting Services

16155 Sierra Lakes Parkway #160-715

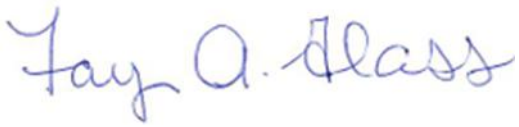
Fontana, CA 92336

Phone: (909) 553-1290

Email: fglass@fpemconsultingservices.org

If you have any questions or require additional information, please do not hesitate to contact me directly. We appreciate the opportunity to support the City of Solvang in strengthening its emergency preparedness and resilience, and we look forward to the possibility of working together.

Sincerely,



Fay A. Glass, CEO/President
Focus Point Emergency Management Consulting Services LLC
16155 Sierra Lakes Parkway #160-715
Fontana, CA 92336
Phone: (909) 553-1290

B. Qualification Statements:

Personnel and Qualifications:

Focus Point Emergency Management Consulting Services (FPEM Consulting) brings together an experienced and credentialed team with a proven history in emergency planning, continuity of operations, stakeholder engagement, and project management. Our personnel have successfully led and supported projects across California that mirror the scope and complexity of Solvang's Comprehensive Emergency Planning Service's needs. Together, the FPEM team offers a balanced blend of strategic leadership, technical expertise, administrative support, and community engagement.

Fay A. Glass, President & Project Manager

Ms. Fay A. Glass serves as President and Project Manager for FPEM Consulting, bringing over 30 years of combined experience in emergency management, continuity planning, disaster preparedness, and public sector coordination. She holds a Master of Arts in Management and a Bachelor of Science in Business Management and is a certified Emergency Management Specialist through the California Specialized Training Institute (CSTI). Additionally, Ms. Glass has completed the FEMA Professional Development Series, further underscoring her expertise in disaster operations, planning, and recovery.

Ms. Glass has experience of local government at the city, county, state, and federal levels, providing her with a comprehensive understanding of intergovernmental collaboration and compliance requirements:

- **City-Level:** Coordinated directly with municipal emergency managers, law enforcement, and city departments to develop evacuation procedures, sheltering plans, and continuity operations.
- **County-Level:** Partnered with county emergency services and human services agencies to design regional evacuation frameworks and conduct multi-jurisdictional planning initiatives.
- **State-Level:** Collaborated with the California Governor's Office of Emergency Services (Cal OES) on plan alignment, hazard mitigation strategies, and state emergency preparedness standards.
- **Federal-Level:** Applied FEMA guidance, standards, and training to ensure local emergency plans meet federal requirements for compliance and funding eligibility.

As Project Manager, Ms. Glass provides strategic oversight, ensures compliance with FEMA and Cal OES standards, and serves as the primary liaison with City of Solvang stakeholders. She will guide all phases of the project, from risk assessments and stakeholder engagement to planning development, training, and exercises. Her leadership ensures Solvang's emergency plans will be comprehensive, actionable, and adaptable to evolving risks and hazards.

Carolyn Glass, Project Coordinator

Ms. Carolyn Glass brings strong project coordination and administrative management skills that support seamless project delivery for FPEM. She is responsible for day-to-day project administration, including budget management, payroll processing, invoice tracking, and logistical coordination of meetings, workshops, and training events. In addition, she manages scheduling,

stakeholder communications, and ensures the timely preparation of project documents and deliverables.

Ms. Glass also oversees FPEM's outreach platforms, including the firm's presence on Facebook, Twitter, Instagram, and LinkedIn, ensuring professional communications and stakeholder engagement. She has with extensive knowledge and application of ICS, SEMS, and NIMS principles, enhancing her understanding of disaster operations and emergency management fundamentals. With a sharp eye for detail, Ms. Glass facilitates precise task execution and optimizes efficiency, thereby contributing to the seamless progression of every phase within the project.

Torrie Lozano, Administrative Coordinator

Ms. Torrie Lozano is a seasoned public service professional with over 20 years of experience in local government, bringing a strong background in contract compliance, auditing, program oversight, and emergency management support. She has successfully conducted compliance audits, led RFP evaluations, and monitored work order performance to ensure strict adherence to regulatory standards and organizational policies.

Her expertise includes interpreting and applying Federal, State, and County regulations, preparing and delivering presentations for diverse stakeholder groups, and serving as a trusted liaison between city residents, elected officials, and local, state, and federal agencies. Ms. Lozano has played an integral role in coordinating projects that require cross-jurisdictional collaboration, ensuring accountability and transparency in program execution.

In addition to her administrative and compliance experience, Ms. Lozano possesses knowledge of emergency management principles, with a solid understanding and application of the Incident Command System (ICS), Standardized Emergency Management System (SEMS), and National Incident Management System (NIMS). She supports planning, training, and coordination efforts that align with federal, state, and local emergency management standards, strengthening organizational preparedness and operational readiness.

Her effective communication, organizational, and analytical skills allow her to manage complex programs while fostering collaboration among diverse stakeholders. Ms. Lozano's dedication to public service, coupled with her emergency management knowledge, ensures she brings added value to initiatives that prioritize community safety, resilience, and regulatory compliance.

Sindya Zuniga, Administrative Coordinator & Communications Specialist

Ms. Sindya ("Sindy") Zuniga is a versatile administrative and communications professional with a growing specialization in emergency management. At FPEM Consulting, she plays a vital role in project communications and community engagement, particularly through the development of FPEM's monthly newsletter, stakeholder updates, and social media presence. Her work ensures consistent, clear, and engaging messaging that supports both internal coordination and external outreach for emergency planning projects.

Over the past year, Ms. Zuniga has contributed to administrative coordination, content development, and marketing strategies that expand the reach and impact of FPEM's emergency preparedness initiatives. She integrates her communications expertise with a strong understanding of emergency management frameworks, applying knowledge of the Incident Command System (ICS)**,** Standardized Emergency Management System (SEMS)**,** and the National Incident Management System (NIMS) to ensure all outreach and coordination efforts align with federal, state, and local standards.

Her expertise includes newsletter writing and design, content editing, email marketing, event coordination, and stakeholder engagement. She is proficient in Microsoft Office Suite, Canva, Mailchimp, and Google Workspace, and demonstrates the ability to manage multiple priorities while maintaining accuracy and timeliness in support of complex emergency management projects.

Ms. Zuniga is pursuing a Bachelor of Science in Business Administration at California State University, San Bernardino. Her creativity, organizational expertise, and understanding of ICS, SEMS, and NIMS make her an asset to Solvang's emergency planning, ensuring stakeholder engagement is clear and compliant.

Smart Hire, Virtual Administrative Support Partner

Smart Hire supplements the FPEM team with dedicated virtual administrative services, including data entry, document formatting, research support, and internal tracking. This partnership allows the project team to maintain efficiency, accuracy, and responsiveness throughout the project lifecycle. By leveraging Smart Hire's expertise, FPEM ensures that deliverables are professionally prepared, deadlines are met, and staff capacity remains focused on high-value project tasks.

Team and Organizational Structure:

Lead Firm: Focus Point Emergency Management Consulting Services (FPEM Consulting)

Focus Point Emergency Management Consulting Services, LLC (FPEM Consulting), established in 2016, is a minority woman-owned firm based in Southern California specializing in emergency management, disaster preparedness, continuity of operations, and stakeholder engagement. With over 30 years of combined experience, FPEM has successfully developed emergency operations and evacuation plans for municipalities, private organizations, utilities, and community associations. The firm has earned a reputation for delivering high-quality, compliant, and actionable plans that strengthen resilience and protect communities.

For the City of Solvang Comprehensive Emergency Planning Services project, FPEM Consulting will serve as the prime contractor, holding full responsibility for project management, plan development, stakeholder coordination, compliance, and deliverable completion.

Organizational Structure and Team Roles:

FPEM Consulting Services has assembled a highly skilled and experienced project team designed to ensure accountability, efficiency, and seamless delivery of services. Our organizational structure promotes clear lines of responsibility, robust quality assurance, and effective stakeholder collaboration.

Fay A. Glass – President & Project Manager

Ms. Glass brings over 30 years of combined emergency management experience and provides executive leadership, strategic oversight, and quality assurance for the project. She ensures all deliverables align with FEMA, Cal OES, and local government standards, serving as the primary client liaison. Ms. Glass leads to stakeholder engagement, facilitates collaborative planning processes, and drives the project to timely and successful completion.

Carolyn Glass – Project Coordinator

Ms. Glass oversees administrative, logistical, and operational functions of the project. She oversees budgets, schedules, workshops, and documentation. She ensures milestones are met, workshops are executed smoothly, and reporting is accurate, comprehensive, and on time.

Torrie Lozano – Administrative Coordinator

Ms. Lozano contributes expertise in compliance, regulatory interpretation, and contract oversight, ensuring the plan meets both statutory and audit-ready requirements. She provides critical input into plan development with an emphasis on regulatory alignment, risk reduction, and continuity of operations strategies.

Sindya Zuniga – Administrative Coordinator & Communications Specialist

Ms. Zuniga leads project communications, community engagement, and stakeholder messaging. She develops newsletters, outreach materials, and engagement content to ensure consistent, professional, and accessible communication. Her ability to translate complex emergency management information into community-focused messaging strengthens stakeholder participation and public awareness.

Smart Hire – Virtual Administrative Support Partner

Smart Hire provides flexible, scalable support to the project team, handling data entry, document formatting, and internal tracking functions. Their contributions improve efficiency, maintain document accuracy, and allow the project team to remain agile and responsive throughout the project lifecycle.

Resource Allocation & Focus

FPEM's organizational structure strategically aligns staff expertise to maximize project outcomes:

- **Project Management & Plan Development (60%)** – Led by Fay A. Glass, with compliance and continuity support from Torrie Lozano.
- **Administrative Coordination & Logistics (20%)** – Managed by Carolyn Glass, with operational support from Smart Hire.
- **Stakeholder Engagement & Communications (20%)** – Directed by Fay A. Glass and executed by Sindya Zuniga.

Team Experience Collectively:

The FPEM team has a proven record of delivering comprehensive emergency plans across public, private, and nonprofit sectors. Key relevant projects include:

- **Poblano Energy Storage System (BESS) Emergency Operation Plan (EOP) – City of Rialto**
  FPEM developed an Emergency Operations Plan for a utility-scale battery energy storage facility. This project required technical hazard identification, response protocols for unique energy-related risks, and coordination with city officials and first responders. Deliverables aligned with FEMA and industry standards, demonstrating FPEM's ability to adapt planning to specialized infrastructures.
- **Emergency Operations & Evacuation Plan – CZ Master Association (Coto de Caza Community)**
  FPEM is developing a comprehensive Emergency Operations and Evacuation Plan for a large-scale residential community. This project required direct engagement with

homeowners' association leadership, security contractors, law enforcement, and residents. The team facilitated risk assessments, designed evacuation strategies, and established communication and sheltering protocols tailored to a unique, private community environment.

- **Tri-Cities Regional Evacuation Plan – Cities of Moorpark, Simi Valley, and Thousand Oaks**
  FPEM successfully managed a multi-jurisdictional project involving three municipalities and Ventura County agencies. The project required extensive stakeholder workshops, collaborative task forces, and the integration of GIS mapping into regional evacuation strategies. The completed plan improved interoperability, clarified roles, and created a unified framework for regional response and evacuation.

Collectively, these projects demonstrate the team's ability to:

- Manage multi-stakeholder and multi-jurisdictional planning efforts.
- Address both public sector and private/community sector need.
- Develop actionable plans that align with FEMA, Cal OES, and local standards.
- Ensure deliverables are practical, compliant, and sustainable over time.

Client References:

Project: Poblano Energy Storage System (BESS) Emergency Operations Plan (EOP)

- **Organization:** EPC Services
- **Address:** 10851 North Black Canyon Highway, Suite 620, Phoenix, AZ 85029
- **Telephone:** (480) 356-0747
- **Contact:** Ken Penney – KenPenney@epcs.com
- **Project Description:** FPEM Consulting was contracted to develop an Emergency Operations Plan for the Poblano Battery Energy Storage System located in the City of Rialto. The project required coordination with energy sector stakeholders, City officials, and emergency services to address risks unique to battery energy storage facilities. The EOP provides guidance for hazard identification, response protocols, evacuation procedures, and recovery actions specific to large-scale energy storage operations. Deliverables were designed to align with FEMA, Cal OES, and industry best practices, ensuring a safe and coordinated response framework.
- **Status:** Completed
- **Amount:** $45,000

Project: Emergency Operations & Evacuation Plan (EOP) – CZ Master Association, Coto de Caza Community

- **Organization:** CZ Management (Via Coto de Caza)
- **Address:** 30021 Tomas Suite 100, Rancho Santa Margarita, CA 92688
- **Telephone:** (949) 504-5693
- **Contact:** Andy Larkin – andy.larkin@czmaster.org

- **Project Description:** FPEM Consulting partnered with the CZ Master Association to develop a comprehensive Emergency Operations and Evacuation Plan for the Coto de Caza community. The project included extensive stakeholder engagement with community leaders, security services, and local law enforcement (CHP and Orange County Sheriff's Department). FPEM facilitated workshops, conducted risk assessments, and began drafting plan components covering disaster response, evacuation routes, sheltering, and communication protocols. Once finalized, this plan will serve as a critical tool for HOA leadership and residents, enhancing the safety and resilience of a unique and expansive community.
- **Status:** In-progress Stage
- **Amount:** $20,000

Project: Tri-Cities Regional Evacuation Plan – Cities of Moorpark, Simi Valley, and Thousand Oaks

- **Organization:** City of Moorpark – Roger Pichardo
- **Address:** 799 Moorpark Ave, Moorpark, CA 93021
- **Telephone:** (805) 517-6200
- **Contact:** rpichardo@moorparkca.gov
- **Project Description:** FPEM Consulting successfully developed a Regional Evacuation Plan for the Tri-Cities of Moorpark, Simi Valley, and Thousand Oaks. This complex project involved coordinating with three municipalities, Ventura County agencies, and regional partners to establish unified evacuation strategies. FPEM facilitated working groups, task force meetings, site visits, and stakeholder workshops to gather insights and ensure alignment across jurisdictions. The final plan includes detailed GIS mapping, resource coordination strategies, shelter/mass care planning, and clear evacuation protocols. This project demonstrated FPEM's ability to manage multi-jurisdictional planning efforts and deliver a product that enhances safety, interoperability, and resilience.
- **Status:** Completed
- **Amount:** $80,000

C. Project Approach, Management Approach/Subjective Statements

Project Understanding:

The City of Solvang requires a comprehensive, phased emergency planning initiative that strengthens preparedness across the full spectrum of emergency management—planning, continuity, training, operational capacity, and community engagement. As a tourism-driven city, Solvang faces distinct challenges, including a high volume of transient visitors unfamiliar with local evacuation procedures, rural evacuation routes with limited capacity, and the need for seamless coordination with county, regional, and state partners during a crisis.

Focus Point Emergency Management Consulting Services (FPEM) understands these dynamics and is prepared to deliver tailored, high-quality solutions. Our approach is rooted in FEMA CPG 101 v3.0 standards, Cal OES guidance, SEMS/NIMS frameworks, HSEEP compliance, and ADA accessibility requirements while also ensuring all materials meet WCAG 2.1 AA and Section 508 standards. This ensures that emergency planning documents, training resources, and communication strategies are inclusive, compliant, and accessible to the widest possible audience.

To maximize efficiency and collaboration, FPEM leverages secure, cloud-based tools such as JotForm for structured data collection, SharePoint for document management and controlled stakeholder access, and SurveyMonkey for post-training evaluations and community feedback. These platforms provide scalability, transparency, and streamlined communication throughout the project lifecycle.

Our methodology blends technical expertise with stakeholder facilitation to produce deliverables that are not only compliant, but actionable, user-friendly, and scalable to Solvang's specific operating environment. Each phase will emphasize practical application, from tabletop exercises to continuity planning and community engagement strategies, ensuring Solvang is prepared for both day-to-day readiness and large-scale emergencies.

FPEM's commitment is to provide the City with a comprehensive, accessible, and sustainable emergency management program that builds internal capacity, strengthens regional coordination, and enhances resilience for both residents and visitors.

Project Approach by Phase:

Phase 0: Project Kickoff & Document Review (Month 1)

This foundational phase establishes alignment, transparency, and readiness, ensuring a strong framework for all subsequent work. FPEM will ground its approach in FEMA CPG 101 v3.0 standards, Cal OES guidance, SEMS/NIMS frameworks, HSEEP compliance, and ADA accessibility requirements, while also ensuring that all materials and tools are fully WCAG 2.1 AA/Section 508 compliant for inclusivity and accessibility.

Key Activities

- **Kickoff Meeting** – Convene with City leadership, department heads, and key stakeholders to confirm project scope, roles, responsibilities, communication protocols, and success measures.

- **Collaboration Infrastructure** – Deploy a secure **SharePoint** portal for centralized document management, version control, milestone tracking, and transparent communication with stakeholders.
- **Data Collection** – Utilize **custom JotForm surveys** to capture departmental input on essential functions, staffing, resources, and operational priorities, ensuring data is structured, exportable, and easy to analyze.
- **Baseline Review** – Conduct a thorough review of existing plans (EOP, COOP, annexes, hazard analyses, city planning documents) to identify strengths, gaps, and compliance issues relative to FEMA, Cal OES, SEMS/NIMS, and ADA standards.
- **Project Work Plan** – Deliver a detailed roadmap outlining timelines, deliverables, engagement strategies, and performance measures to guide project execution with precision.
- **Stakeholder Engagement Feedback** – Implement **SurveyMonkey** to gather structured feedback from City staff and partners after the kickoff, ensuring continuous alignment and responsiveness to stakeholder needs.

Added Value
By integrating **SharePoint** for collaboration, **JotForm** for structured data collection, and **SurveyMonkey** for stakeholder evaluation, FPEM reduces administrative burden on City staff while enhancing efficiency, transparency, and accountability. This approach builds trust early, incorporates all perspectives, and establishes a solid foundation for accessible, compliant, and actionable emergency planning tailored to the City's operational environment.

Phase 1: Emergency Operations Plan (EOP) Update & EOC Inventory (Months 1–8)

FPEM will deliver a modernized, FEMA- and Cal OES-compliant Emergency Operations Plan (EOP) designed for practical usability under real-world conditions. This phase ensures the City of Solvang achieves both regulatory compliance and operational readiness, with a plan that is accessible, actionable, and fully department owned.

Key Activities

- **Localized THIRA** – Conduct a Threat and Hazard Identification and Risk Assessment tailored to Solvang's hazard profile, including wildfire, flooding, public safety power shutoffs (PSPS), utility disruption, and mass evacuation challenges.
- **Legislative Integration** – Update the City's 2014 EOP to incorporate current state requirements (SB 160, AB 477, AB 2311) as well as FEMA CPG 101 v3.0, SEMS/NIMS, Cal OES, HSEEP compliance, and ADA accessibility standards.
- **Streamlined Annexes** – Review, reorganize, and modernize the City's existing annexes into concise, department-driven, and action-oriented resources. Annexes will be updated and expanded based on stakeholder input to include:
    - **Wildfire Annex**
    - **Public Safety Power Shutoff (PSPS) Annex**
    - **Flooding Annex**
    - **Mass Care Annex**
    - **Evacuation Annex**
    - **Public Information Annex**

      All annexes will be WCAG 2.1 AA/Section 508 compliant, ensuring accessibility for all staff and community stakeholders.
- **Engagement Workshops** – Facilitate monthly workshops with department leads and key stakeholders to validate and refine content, ensuring collaboration, ownership, and practical alignment.
- **Operational Tools** – Develop activation checklists, decision matrices, and quick-reference guides to make the EOP an operational manual, not just a compliance document.

- **EOC Assessment** – Conduct a comprehensive Emergency Operations Center (EOC) inventory covering layout, equipment, software, staffing models, and technology requirements.
- **Gap Analysis Report** – Deliver a prioritized report identifying gaps in capability and compliance, with recommendations, cost estimates, and potential funding strategies.

Added Value
This phase moves far beyond static plan writing. By integrating current annexes, building operational tools, applying accessibility standards, and capturing stakeholder input, FPEM ensures the EOP is a living, functional document. It equips staff with the tools and confidence to respond effectively during emergencies while ensuring the City of Solvang remains aligned with local, state, and federal best practices.

Phase 2: Continuity of Operations Plan (COOP) Development (Months 6–12)

FPEM will design and deliver a scalable, department-driven Continuity of Operations Plan (COOP) that ensures Solvang can maintain essential functions and services during and after any disruption. This phase focuses on operational resilience, interdepartmental ownership, and compliance with FEMA COOP guidance.

Key Activities

- **Business Impact Analysis (BIA) & Risk Assessment (RA):** Conduct a comprehensive BIA and RA for each department to identify critical functions, potential vulnerabilities, resource dependencies, and the operational impacts of various hazard scenarios. This ensures the COOP is data-driven, risk-informed, and aligned with city priorities.
- **Departmental Data Collection** – Leverage secure digital tools (e.g., JotForm) to gather critical service data, including essential functions, alternate facilities, vital records, IT dependencies, staffing structures, and succession planning.
- **Facilitated COOP Workshops** – Conduct structured scenario-based workshops with department leaders to develop customized, actionable COOP strategies that reflect real-world operational realities.
- **Continuity Protocols Development** – Document IT disaster recovery strategies, vital records protection procedures, staff notification and communication protocols, and continuity of leadership measures.
- **Comprehensive COOP Deliverable** – Provide a citywide COOP featuring embedded departmental templates, step-by-step recovery checklists, reconstitution procedures, and a clear framework for activating continuity protocols during prolonged disruptions.
- **Integration with EOP Framework** – Align the COOP with FEMA Continuity Guidance Circulars (CGC), HSEEP principles, SEMS/NIMS standards, and the City's Emergency Operations Plan (EOP) to ensure seamless activation and cross-plan interoperability.

Added Value
This phase goes beyond compliance by building institutional resilience and protecting the continuity of government operations. By safeguarding critical services, Solvang will be equipped to sustain public trust, maintain essential community lifelines, and ensure continuity of governance even under extended crisis conditions.

Phase 3: Emergency Staff Training & Exercises (Months 12–18)

FPEM Consulting Services will lead Phase 3 to ensure Solvang's emergency personnel are fully prepared to implement the Emergency Operations Plan (EOP) and Continuity of Operations Plan (COOP). Our approach combines best-practice training methodologies with advanced collaboration and evaluation tools to maximize effectiveness and long-term impact.

- **Customized, Section-Specific Training Programs:** FPEM will develop ICS/NIMS/SEMS-aligned curricula tailored to Solvang's organizational structure, including interactive presentations, practical job aids, and quick-reference tools. Training will be delivered role-specifically to all EOC sections:
    - **Command Staff:** Executive leadership, policy direction, and high-pressure decision-making.
    - **Operations Section:** Field coordination, resource deployment, and situational awareness.
    - **Planning Section:** Incident action planning, information management, and documentation.
    - **Logistics Section:** Resource procurement, facility support, and communication systems management.
    - **Finance/Administration Section:** Cost tracking, contracts, timekeeping, and reimbursement documentation.
- **Scenario-Based Tabletop Exercises (TTX):** Facilitate realistic exercises simulating Solvang's highest-risk hazards, such as wildfire evacuations during peak tourism or extended power outages. Staff will apply learned concepts in realistic operational scenarios to strengthen coordination and decision-making.
- **Evaluation, After-Action Review (AAR), and Continuous Improvement:** FPEM will implement structured evaluation using attendance logs, performance tracking, and post-exercise assessments collected via **JotForm and SurveyMonkey**. Following exercises, we will conduct formal AAR sessions to capture lessons learned and develop actionable improvement plans, promoting a continuous cycle of operational enhancement.
- **Collaboration and Data Management:** By integrating **SharePoint**, all training materials, exercise documentation, and improvement plans will be stored centrally for secure, accessible, and collaborative use across departments.
- **Added Value – Sustainable Training:** FPEM will provide templates and reusable modules that City staff can adapt for future sessions, reducing dependency on external consultants while ensuring long-term, self-sufficient preparedness.

Through these strategies, FPEM guarantees that Solvang's emergency staff will be confident, competent, and fully prepared to respond effectively to any emergency scenario, with measurable outcomes and sustainable tools supporting ongoing resilience.

Phase 4: Public & Interagency Engagement (Months 1–18, Ongoing)

FPEM Consulting Services will lead Phase 4 to ensure Solvang's emergency planning process is inclusive, transparent, and regionally integrated, building both community trust and interagency cohesion. This phase focuses on initiative-taking outreach, collaboration, and technology-driven engagement to enhance preparedness and resilience.

- **Council & Community Engagement:** Develop and deliver tailored briefings, talking points, and outreach materials for residents, businesses, and tourists. Communication strategies will be culturally sensitive and accessible, ensuring all stakeholders understand their roles in emergency preparedness and response.
- **Regional Coordination:** Collaborate closely with Santa Barbara County OES, local law enforcement, fire agencies, and mutual aid partners to ensure Solvang's plans align with

regional protocols and best practices. This integration enhances operational interoperability and strengthens cross-jurisdictional emergency response capabilities.

- **Technology-Enhanced Public Safety Communication:** Incorporate the **Genasys alerting platform** and advanced evacuation tools to deliver timely, targeted notifications, improving situational awareness and community safety during emergencies.
- **Community Events & Stakeholder Feedback:** Host town halls, workshops, and interagency planning sessions, leveraging **JotForm** for RSVPs, structured feedback collection, and follow-up engagement. This approach ensures that planning is informed by community input and that stakeholders remain actively engaged throughout the process.
- **Added Value – Bridging Planning and Public Trust:** By combining technical expertise, regional coordination, and community-centered engagement, FPEM ensures Solvang's residents, businesses, and visitors are informed, invested, and confident in the City's preparedness efforts. This phase transforms emergency planning from a technical requirement into a shared, sustainable community initiative.

Optional Phase 5: EOC Design Consultation

Optional Phase 5: Emergency Operations Center (EOC) Design Consultation

If authorized, FPEM Consulting Services will provide Solvang with expert guidance to ensure the new City Hall EOC is designed for operational efficiency, resilience, and long-term adaptability. This optional phase integrates industry's best practices, national standards, and user-centered design principles to optimize functionality and readiness.

- **Concept and Layout Review:** Conduct a detailed analysis of proposed architectural plans and floor layouts to ensure efficiency, functionality, workflow optimization, and compliance with NIMS/SEMS standards. Recommendations will focus on operational effectiveness, staff accessibility, and multi-hazard adaptability.
- **Best Practices and Standards Alignment:** Provide evidence-based recommendations for EOC layout, technology integration, communications infrastructure, and accessibility features, referencing national guidelines and FEMA-approved EOC design criteria.
- **Collaborative Design Input:** Participate in design team workshops and coordination meetings to align architectural and operational requirements, ensuring that the facility supports real-world emergency response workflows and interdepartmental coordination.
- **Technical Memorandum Deliverable:** Produce a comprehensive memorandum summarizing all findings, recommendations, and phased implementation guidance. This document will serve as a practical roadmap for EOC design, future upgrades, and operational continuity.
- **Added Value – Future-Proofed Emergency Infrastructure:** By leveraging FPEM's expertise, Solvang will gain a purpose-built EOC that enhances operational performance, inclusivity, and resilience, ensuring the facility meets current and evolving emergency management needs while maximizing return on investment.

Solvang Comprehensive Emergency Planning Services – Project Gantt Chart

Visual Layout:

Phase	Duration	Timeline (M1–M18)
Phase 0: Kickoff & Document Review	1 month	
Phase 1: EOP Update & EOC Inventory	8 months	
Phase 2: COOP Development	7 months	
Phase 3: Staff Training & Exercises	7 months	
Phase 4: Public & Interagency Engagement	18 months	
Optional Phase 5: New City Hall EOC Design	3 months	

Color Legend:

- = Phase 0: Kickoff & Document Review
- = Phase 1: EOP Update & EOC Inventory
- = Phase 2: COOP Development
- = Phase 3: Staff Training & Exercises
- = Phase 4: Public & Interagency Engagement
- = Optional Phase 5: EOC Design Consultation

Internal Project Management Methods:

Focus Point Emergency Management Consulting (FPEM) employs rigorous internal project management processes to ensure timely, high-quality, and fully coordinated project execution. Key methods include:

- **Schedule Control:** All project activities are tracked using Microsoft Project, providing a detailed timeline of milestones, deliverables, and dependencies. Weekly assessments of progress are conducted, with monthly reports submitted to the City for coordination and issue resolution.
- **Quality Assurance:** Every delivery undergoes a multi-level internal review for accuracy, operational relevance, and adherence to federal, state, and local standards. Peer review and cross-team verification are embedded throughout each phase to maintain excellence.
- **Communication Protocols:** A single point of contact, Fay A. Glass, Project Manager, leads all client communications. Weekly progress updates, bi-weekly coordination meetings, and a secure SharePoint portal enable efficient information sharing, version control, and transparency.
- **Stakeholder Coordination:** FPEM integrates stakeholder input at every stage, engaging department heads, public safety officials, and community partners through surveys, workshops, and targeted interviews to ensure plans are actionable and widely supported.

Integration of Federal and State Requirements:

FPEM Consulting Services ensures all deliverables meet the highest standards of federal and state emergency management guidance while maintaining full accessibility and inclusivity in accordance with WCAG 2.1 AA and Section 508 standards. This approach guarantees that Solvang's emergency planning, training, and operational documents are legally compliant, operationally effective, and accessible to all stakeholders.

- **FEMA CPG 101 v3.0 Compliance:** EOP updates and COOP development will strictly follow FEMA's guidance, producing scalable, hazard-informed plans that are fully integrated with ICS, SEMS, and NIMS frameworks. Plans will be structured for clear activation procedures, measurable outcomes, and audit-readiness.
- **Cal OES Standards:** All deliverables will incorporate California-specific legislation, including **SB 160, AB 477, and AB 2311**, ensuring both legal compliance and operational relevance in local emergency management practices.
- **ADA Accessibility & Inclusive Design:** All planning documents, training materials, and public-facing resources will be created in ADA-compliant formats to guarantee equitable access for staff, residents, and visitors. This includes clear documentation, structured workflows, and accessible digital tools to enhance engagement and comprehension.
- **Measurable Outcomes & Accountability:** FPEM will implement structured evaluation tools to track compliance, accessibility, and usability, providing documented evidence for audit readiness and continuous improvement.

This framework ensures Solvang's emergency management efforts are **compliant, inclusive, operationally robust, and prepared for both internal and external evaluation**, strengthening public trust and organizational resilience.

Tailored Approach for Solvang:

Recognizing Solvang's unique characteristics, a small, tourism-driven city with high visitor volumes, limited evacuation corridors, and complex interagency response structures FPEM's approach is customized to deliver practical, operationally relevant solutions:

- **Tourism-Specific Preparedness:** Plans integrate evacuation strategies and messaging tailored for seasonal visitors, hospitality businesses, and high-density events, ensuring clarity and safety for transient populations.
- **Evacuation-Constrained Operations:** Emergency procedures and decision matrices account for narrow roadways, traffic chokepoints, and rural access routes, providing realistic, actionable guidance for first responders and city staff.
- **Interagency Integration:** FPEM coordinates closely with Santa Barbara County OES, local law enforcement, fire departments, and regional partners, ensuring response activities are harmonized and jurisdictional roles are clearly defined.
- **Scalable and Sustainable Solutions:** All plans, training modules, and exercises are designed for repeat use, adaptability to evolving hazards, and continuous improvement, ensuring long-term value for Solvang's emergency management program.

Summary: FPEM's combined expertise in municipal emergency management, stakeholder engagement, compliance adherence, and operationally practical planning ensures that the City of Solvang will receive high-quality, actionable, and sustainable emergency preparedness solutions, tailored to its unique community and operational needs.

Team Qualifications:

Focus Point Emergency Management Consulting (FPEM) brings a highly qualified, experienced, and credentialed team capable of delivering the City of Solvang's Comprehensive Emergency Planning Services with precision, compliance, and operational effectiveness. Each team member combines technical expertise, firsthand municipal experience, and strong project management skills. All staff have successfully completed FEMA's Professional Development Series, ensuring consistent knowledge of federal preparedness standards and best practices.

Key Personnel:

Fay A. Glass – President & Project Manager

- **Qualifications & Credentials:** Master of Arts in Management, Bachelor of Science in Business Management, FEMA Professional Development Series, CSTI Emergency Management Specialist. Extensive knowledge and practical application of ICS, SEMS, and NIMS principles, ensuring that all emergency management activities, plans, and exercises adhere to federal, state, and local regulatory frameworks. Skilled in integrating ADA accessibility requirements, SB 160, AB 477, and AB 2311 mandates into operational planning and training programs.
- **Role:** Fay serves as the primary project lead for the City of Solvang Comprehensive Emergency Planning Services, overseeing all phases of the project from kickoff to final deliverables. She provides strategic guidance and ensures quality assurance at every stage, maintaining strict adherence to FEMA, Cal OES, ICS, NIMS, and SEMS standards. As the City's principal liaison, she coordinates directly with elected officials, department heads, emergency personnel, and external agencies to ensure collaborative decision-making, stakeholder alignment, and operational readiness. She also oversees the development of Emergency Operations Plans (EOP), Continuity of Operations Plans (COOP), staff training modules, tabletop exercises, and public engagement initiatives.
- **Experience:** With over 30 years of experience in emergency management, Fay has successfully led municipal, county, and regional planning initiatives that required complex interagency coordination and compliance with federal and state regulations. Key projects include:
    - **Tri-Cities Regional Evacuation Plan:** Directed a multi-jurisdictional evacuation planning effort covering Moorpark, Simi Valley, and Thousand Oaks, integrating GIS mapping, stakeholder workshops, and public communication strategies.
    - **Coto de Caza Emergency Operations & Evacuation Plan:** Developed comprehensive EOPs and evacuation protocols for a large residential community with intricate access and egress challenges.
    - **Poblano BESS Emergency Operations Plan – City of Rialto:** Oversaw planning for a critical energy storage system, including risk assessment, emergency response coordination, and continuity of operations planning.
    - **Community Resilience & Grant Management:** Successfully identified and secured funding for emergency management initiatives, delivering programs that enhanced community preparedness, staff training, and interagency coordination.
- **Key Competencies:**
    - Advanced project management and leadership in emergency management initiatives.
    - Expertise in stakeholder engagement, interagency coordination, and public communication.
    - Development and execution of scenario-based training and tabletop exercises for municipal staff and EOC responders.
    - Integration of best practices in risk assessment, hazard mitigation, mass-care and shelter planning, and continuity planning.

    - Strong fiscal management, including budget oversight and grant administration.
- **Added Value for the City of Solvang:** Fay's deep experience with small, tourism-driven municipalities facing constrained evacuation corridors and seasonal population surges ensures that all plans are practical, actionable, and scalable. Her leadership keeps the City's emergency preparedness in line with standards, ready for action, and connected with the community to support ongoing resilience.

Carolyn Glass – Project Coordinator

- **Qualifications & Credentials:** Bachelor of Science in Business Administration; experience in project coordination, logistics, and administrative support for emergency management initiatives. Knowledgeable in ICS, SEMS, NIMS principles, and local, state, and federal emergency management compliance standards.
- **Role:** Carolyn serves as Project Coordinator for the City of Solvang Comprehensive Emergency Planning Services. She provides administrative and operational support for all phases of the project, which includes budget tracking, scheduling, documentation, database management, and coordinating workshops and training exercises. She manages logistical aspects of meetings, exercises, and stakeholder engagement activities, coordinating timelines, resources, and deliverables to meet project objectives.
- **Experience:**
    - Managed project timelines, budgets, and resources for multi-phase municipal emergency planning projects.
    - Conducted risk assessments and coordinated with internal and external stakeholders to develop and implement emergency response plans.
    - Oversaw administrative operations including payroll, accounts payable, file management, travel coordination, and social media content creation to enhance public engagement.
    - Supported emergency preparedness initiatives for municipalities and community organizations, ensuring compliance with regulatory requirements and continuity of operations standards.
- **Key Competencies:**
    - Project administration and logistics management.
    - Database and documentation management.
    - Workshop and training coordination.
    - Stakeholder communication and reporting.
    - Risk assessment support and operational readiness.
- **Added Value for the City of Solvang:** Carolyn organizes and manages administration to keep emergency planning on schedule and within budget. Her diligence, ability to manage complex tasks, and experience in municipal emergency operations strengthen the efficiency, coordination, and documentation of the City's preparedness programs.

Torrie Lozano – Administrative Coordinator

- **Qualifications & Credentials:** Bachelor of Science in Business Administration – Accounting; extensive knowledge of emergency management principles, ICS, SEMS, and NIMS, with proven expertise in regulatory compliance, contract oversight, and municipal planning.
- **Role:** Torrie provides specialized support in regulatory interpretation, compliance auditing, and plan review for all phases of the City of Solvang project. She coordinates and maintains emergency, continuity, and interagency plans to comply with federal, state, and local regulations, ensuring audit readiness.
- **Experience:**
    - Conducted compliance audits and RFP evaluations for multiple municipal emergency planning initiatives.
    - Served as a liaison between city residents, elected officials, and emergency services agencies.
    - Supported development of emergency plans with a focus on regulatory alignment, risk reduction, and continuity of operations strategies.
    - Provided staff training and guidance on administrative and operational procedures, enhancing departmental readiness and compliance.
- **Key Competencies:**
    - Regulatory compliance and contract oversight.
    - Emergency operations and continuity planning support.
    - Stakeholder liaison and community outreach.
    - Risk management and audit preparation.
    - Administrative and project coordination support
- **Added Value for the City of Solvang:** Torrie's expertise ensures all planning deliverables are compliant, auditable, and strategically aligned with best practices in emergency management. Her coordination and oversight provide assurance that Solvang's plans are not only effective but sustainable and scalable for future needs.

Sindya Zuniga – Administrative Coordinator & Communications Specialist

- **Qualifications & Credentials:** Experienced administrative and communications professional with expertise in project coordination, public engagement, and content development. Knowledgeable in emergency preparedness concepts and municipal operations.
- **Role:** Sindya manages project communications, newsletter development, and community engagement strategies. She coordinates internal documentation, supports reporting, and ensures consistent, professional communication with stakeholders and the public throughout all phases of emergency planning.
- **Experience:**
    - Developed and distributed FPEM's monthly emergency preparedness newsletter.
    - Assisted in content gathering, editing, and coordination for emergency planning initiatives.
    - Supported social media campaigns and public outreach to engage community members and local organizations.
    - Assisted in administrative tasks, including scheduling, file management, and documentation for internal and external initiatives.
- **Key Competencies:**
    - Project coordination and administrative support.
    - Community engagement and public outreach.
    - Newsletter writing, editing, and design.
    - Content development for stakeholder communication.
    - Event coordination and reporting

- **Added Value for the City of Solvang:** Sindya's coordination and communications expertise ensures that emergency planning deliverables are accessible, informative, and effectively disseminated. Her skills strengthen both internal project operations and external stakeholder engagement, supporting transparency, public awareness, and community resilience.

Qualification Statement – FPEM Consulting Services

Focus Point Emergency Management Consulting Services (FPEM) is a California-based, minority female-owned firm specializing in emergency management, continuity planning, and stakeholder coordination. With over 30 years of combined experience, our multidisciplinary team delivers FEMA- and Cal OES-compliant planning tools, training programs, and operational guidance to municipalities, public agencies, and community organizations throughout California.

Our personnel are seasoned professionals with deep expertise in emergency operations planning, continuity of government, interagency coordination, and public engagement. Every team member has completed FEMA ICS/NIMS/SEMS training and is highly knowledgeable in integrating federal and state mandates, including ADA accessibility, SB 160, AB 477, and AB 2311, into actionable planning solutions.

FPEM involves initiative-taking communication, strategic management, and compliance with established timelines and budgets, resulting in the achievement of specified quality standards. Our internal processes emphasize transparency, collaboration, and rigorous quality assurance, ensuring all deliverables are operationally practical, accessible, and tailored to the unique characteristics and needs of the communities we serve.

The FPEM team has extensive experience leading comprehensive emergency planning initiatives for a variety of jurisdictions, including the Cities of Redlands, Rialto, Moorpark, Simi Valley, and Thousand Oaks; the Counties of Riverside and San Bernardino; the CZ Master Association for Coto de Caza; CommUnify; and Young Visionaries Youth Leadership Academy. Our expertise encompasses facilitating multi-stakeholder workshops, developing FEMA- and Cal OES-compliant functional and hazard annexes, conducting Emergency Operations Center (EOC) assessments, and creating continuity of operations plans. These efforts have consistently strengthened operational resilience, enhanced interagency coordination, and improved community preparedness across all served areas.

Summary: FPEM Consulting Services combines proven expertise, regulatory compliance, and operational insight to provide municipalities like the City of Solvang with comprehensive, actionable, and sustainable emergency planning solutions that strengthen community safety and preparedness. ***FPEM staff resumes appear in Appendix D.***

Relevant Project Experience

Project: Poblano Energy Storage System (BESS) Emergency Operations Plan (EOP)

- **Organization:** EPC Services
- **Address:** 10851 North Black Canyon Highway, Suite 620, Phoenix, AZ 85029
- **Telephone:** (480) 356-0747
- **Contact:** Ken Penney – KenPenney@epcs.com

- **Project Description:** FPEM Consulting was contracted to develop an Emergency Operations Plan for the Poblano Battery Energy Storage System located in the City of Rialto. The project required coordination with energy sector stakeholders, City officials, and emergency services to address risks unique to battery energy storage facilities. The EOP provides guidance for hazard identification, response protocols, evacuation procedures, and recovery actions specific to large-scale energy storage operations. Deliverables were designed to align with FEMA, Cal OES, and industry best practices, ensuring a safe and coordinated response framework.

- **Team Members**: Fay A. Glass, Project Manager
- **Status:** Completed
- **Amount:** $45,000

Project: Emergency Operations & Evacuation Plan (EOP) – CZ Master Association, Coto de Caza Community

- **Organization:** CZ Management (Via Coto de Caza)

- **Address:** 30021 Tomas Suite 100, Rancho Santa Margarita, CA 92688

- **Telephone:** (949) 504-5693

- **Contact:** Andy Larkin – andy.larkin@czmaster.org

- **Project Description:** FPEM Consulting partnered with the CZ Master Association to develop a comprehensive Emergency Operations and Evacuation Plan for the Coto de Caza community. The project included extensive stakeholder engagement with community leaders, security services, and local law enforcement (CHP and Orange County Sheriff's Department). FPEM facilitated workshops, conducted risk assessments, and began drafting plan components covering disaster response, evacuation routes, sheltering, and communication protocols. Once finalized, this plan will serve as a critical tool for HOA leadership and residents, enhancing the safety and resilience of a unique and expansive community.

- **Team Members**: Fay A. Glass, Project Manager: Torrie Lozano, Administrative Coordinator
- **Status:** Development Stage
- **Amount:** $20,000

Project: Tri-Cities Regional Evacuation Plan – Cities of Moorpark, Simi Valley, and Thousand Oaks

- **Organization:** City of Moorpark – Roger Pichardo

- **Address:** 799 Moorpark Ave, Moorpark, CA 93021

- **Telephone:** (805) 517-6200

- **Contact:** rpichardo@moorparkca.gov

- **Project Description:** FPEM Consulting successfully developed a Regional Evacuation Plan for the Tri-Cities of Moorpark, Simi Valley, and Thousand Oaks. This complex project involved coordinating with three municipalities, Ventura County agencies, and regional partners to establish unified evacuation strategies. FPEM facilitated working

groups, task force meetings, site visits, and stakeholder workshops to gather insights and ensure alignment across jurisdictions. The final plan includes detailed GIS mapping, resource coordination strategies, shelter/mass care planning, and clear evacuation protocols. This project demonstrated FPEM's ability to manage multi-jurisdictional planning efforts and deliver a product that enhances safety, interoperability, and resilience.

- **Team Members**: Fay A. Glass, Project Manager: Project Coordinator's (2) Carolyn Glass
- **Status:** Completed
- **Amount:** $80,000

Project: Grant Writing & Grant Management

- **Organization:** Young Visionaries Youth Leadership Academy (YVYLA)
- **Address:** 699 Tippecanoe Ave, San Bernardino, CA 92407
- **Telephone:** (909) 723-1695
- **Contact:** Terrance Stone – tstone@yvyla-ie.org
- **Project Description:** FPEM Consulting provides ongoing grant writing and grant management services to YVYLA, a community-based nonprofit serving youth and families across the Inland Empire. Services include identifying funding opportunities, developing competitive grant applications, and managing awarded funds to ensure compliance with federal, state, and local requirements. Through this partnership, FPEM has supported YVYLA in securing and effectively administering critical resources for workforce development, community engagement, and youth leadership programs.
- **Team Members**: Fay A. Glass, Project Manager
- **Status:** Ongoing Project
- **Amount:** Ongoing project

Project: Emergency Preparedness Assessment, Security & Safety, Continuity of Operations Plans

- **Organization:** CommUnify
- **Address:** 5638 Hollister Ave, Suite 230, Goleta, CA 93117
- **Telephone:** (805) 964-8857 ext. 1142
- **Contact:** David Jimenez – djimenez@commuifysb.org
- **Project Description:** FPEM Consulting conducted a comprehensive emergency preparedness assessment and developed continuity of operations plans for CommUnify, a nonprofit that provides critical human services across Santa Barbara County. The project included site assessments, staff training, development of security and safety protocols, and planning for continuity of essential operations during disasters. The deliverables strengthened organizational resilience, improved compliance with emergency management standards, and enhanced staff readiness to respond to both natural and human-caused incidents.

- **Team Members**: Fay A. Glass, Project Manager: Project Coordinator, Carolyn Glass: Security Coordinators (2)
- **Status:** Completed
- **Amount:** $235,000

Schedule – City of Solvang Comprehensive Emergency Planning Services

FPEM Consulting Services proposes a structured, phased implementation schedule to ensure the timely completion of all project deliverables while maintaining the highest standards of quality, compliance, and operational usability. The schedule aims to finish core phases by December 31, 2026, with an optional extension to April 30, 2027, for added flexibility.

Phase	Duration	Major Activities	Key Deliverables
Phase 0: Project Kickoff & Document Review	October 2025	• Kickoff meeting with City leadership and stakeholders • Deploy SharePoint portal for collaboration • Collect departmental data via JotForm • Conduct baseline review of existing plans (EOP, COOP, annexes, hazard analyses) • Develop detailed project work plan • Gather initial feedback via SurveyMonkey	• Kickoff meeting summary • SharePoint portal live with baseline documents • Completed departmental data collection forms • Baseline review report with compliance assessment • Project work plan and timeline • Stakeholder feedback summary
Phase 1: EOP Update & EOC Inventory	October 2025 – May 2026	• Conduct localized THIRA • Update EOP with current FEMA, Cal OES, SEMS/NIMS, ADA/WCAG standards • Modernize and streamline annexes (Wildfire, PSPS, Flooding, Mass Care, Evacuation, Public Information) • Facilitate monthly stakeholder workshops • Develop operational tools (checklists, decision matrices, quick-reference guides) • Conduct EOC inventory and assessment • Deliver gap analysis report	• Updated and department-approved EOP • Revised annexes, fully accessible and compliant • Operational tools (checklists, matrices, guides) • EOC inventory report • Gap analysis and recommendations report
Phase 2: COOP Development	March 2026 – September 2026	• Conduct BIA/RA for departmental essential functions • Collect departmental continuity data via JotForm • Facilitate scenario-based COOP workshops • Develop continuity protocols (IT recovery, vital records, staffing, communications) • Integrate COOP with EOP framework and FEMA guidance	• Departmental BIA/RA summaries • Comprehensive citywide COOP document • Department-specific templates and checklists • Continuity activation and reconstitution procedures • COOP alignment report with EOP and FEMA/SEMS/NIMS standards

Phase	Duration	Major Activities	Key Deliverables
Phase 3: Emergency Staff Training & Exercises	October 2026 – March 2027	• Develop ICS/NIMS/SEMS-aligned training modules • Section-specific EOC training for Command, Operations, Planning, Logistics, Finance/Admin • Conduct scenario-based tabletop exercises • Collect performance data and evaluations • Conduct After-Action Review (AAR) and Improvement Plan (IP)	• Training curricula, presentations, job aids, and reference tools • Attendance and evaluation logs • AAR and IP documenting lessons learned • Reusable templates and modules for future training
Phase 4: Public & Interagency Engagement	October 2025 – April 2027 (Ongoing)	• Develop briefings, talking points, and outreach materials • Coordinate with Santa Barbara County OES, law enforcement, fire agencies, and mutual aid partners • Integrate Genasys alerting and evacuation tools • Host town halls, workshops, and interagency planning sessions • Collect structured feedback via JotForm	• Public outreach materials (briefings, talking points) • Stakeholder coordination reports • Workshop/town hall summaries and feedback • Records of Genasys alert system integration
Optional Phase 5: EOC Design Consultation	As authorized, October 2025 – April 2027	• Review architectural layouts and floor plans • Recommend layout, technology, and accessibility features • Participate in design team meetings • Provide phased implementation guidance	• Technical memorandum summarizing recommendations • Conceptual EOC design review report • Implementation roadmap for phased construction or retrofit

Proposed Delivery Strategy

FPEM Consulting Services will adopt an initiative-taking and collaborative method to guarantee the timely and precise completion of all deliverables.

1. **Overlapping Phases:** Phases 1–4 are strategically overlapped where feasible to expedite completion without compromising quality. For example, Phase 2 COOP development begins while Phase 1 EOP updates are underway.
2. **Concurrent Stakeholder Engagement:** Departmental workshops, interagency coordination sessions, and public engagement activities are scheduled in parallel, leveraging virtual meetings to save travel time and accelerate feedback loops.
3. **Digital Tools for Efficiency:** SharePoint will be used for document version control and milestone tracking, while JotForm collects and compiles departmental data in real time, minimizing delays.
4. **Milestone-Based Review:** Key deliverables will undergo internal peer review and City validation at each phase, ensuring timely corrections and approval cycles.
5. **Contingency Planning:** Built-in buffer periods accommodate potential delays in data collection, stakeholder availability, or emergency events, ensuring December 31, 2026, completion is achievable.
6. **Creative Strategies for Expedited Delivery:**
    - Virtual workshops for departmental COOP and EOP validation
    - Digital public engagement platforms for community input

- Pre-prepared templates and checklists to accelerate drafting and review.
- Integration of training and TTX scheduling with department availability

By combining structured project management, flexible scheduling, and innovative delivery strategies, FPEM ensures Solvang will receive compliant, actionable, and high-quality emergency planning deliverables on schedule, enhancing the City's operational resilience and preparedness.

Cost Structure & Narrative – City of Solvang Comprehensive Emergency Planning Services

FPEM Consulting Services proposes a total project cost of $138,000 for the comprehensive, multi-phase emergency planning initiative. This cost structure reflects a carefully calibrated allocation of resources to ensure high-quality deliverables, compliance with federal and state standards, and actionable outcomes tailored to Solvang's unique needs as a small, tourism-driven city with constrained evacuation corridors and complex interagency response structures.

Each phase of the project is thoughtfully budgeted:

- **Phase 0:** Establishes foundational alignment and document review.
- **Phase 1:** Delivers a detailed EOP update and EOC inventory.
- **Phase 2:** Develops a scalable, department-driven COOP.
- **Phase 3:** Conducts staff training and scenario-based exercises.
- **Phase 4:** Facilitates public and interagency engagement.
- **Optional Phase 5:** Provides technical consultation for a new City Hall EOC.

The allocation of labor hours, administrative support, travel, per-dem, printing, and technology tools such as SharePoint and JotForm ensures that all phases are adequately resourced without unnecessary overhead. This approach emphasizes transparency, proportionality, and value, providing a competitive, yet realistic, proposal that supports the City's goal of completing all phases by December 31, 2026, but no later than April 30, 2027.

By integrating quality assurance, schedule control, and compliance with FEMA CPG 101 v3.0, Cal OES guidance, SEMS/NIMS frameworks, and ADA accessibility standards, FPEM ensures every dollar contributes directly to measurable outcomes, operational resilience, and enhanced emergency preparedness. The proposed structure reflects efficiency, strategic oversight, and actionable results, positioning it as a high-value, award-winning cost proposal.

Hourly Rates for Key Personnel:

- Fay A. Glass – President & Project Manager: $200/hour
- Carolyn Glass – Project Coordinator: $90/hour
- Torrie Lozano – Administrative Coordinator: $80/hour
- Sindya Zuniga – Communications/Administrative Specialist: $80/hour
- Administrative/Support (Smart Hire & misc.): $60/hour

Table – Cost Structure $138,000

Staff Allocation & Cost by Phase

Phase	Staff Member	Role	Estimated Hours	Hourly Rate	Subtotal
Phase 0 – Kickoff & Document Review	Fay A. Glass	Project Manager	20	$150	$3,000
	Carolyn Glass	Project Coordinator	20	$125	$2,500
	Torrie Lozano	Administrative Coordinator	15	$90	$1,350
	Sindya Zuniga	Admin/Communications Specialist	15	$100	$1,500
Phase 0 Subtotal					**$8,350**
Phase 1 – EOP Update & EOC Inventory	Fay A. Glass	Project Manager	60	$150	$9,000
	Carolyn Glass	Project Coordinator	70	$125	$8,750
	Torrie Lozano	Administrative Coordinator	30	$90	$2,700
	Sindya Zuniga	Admin/Communications Specialist	30	$100	$3,000
Phase 1 Subtotal					**$23,450**
Phase 2 – COOP Development	Fay A. Glass	Project Manager	40	$150	$6,000
	Carolyn Glass	Project Coordinator	50	$125	$6,250
	Torrie Lozano	Administrative Coordinator	20	$90	$1,800
	Sindya Zuniga	Admin/Communications Specialist	20	$100	$2,000
Phase 2 Subtotal					**$16,050**
Phase 3 – Staff Training & Exercises	Fay A. Glass	Project Manager	40	$150	$6,000
	Carolyn Glass	Project Coordinator	50	$125	$6,250
	Torrie Lozano	Administrative Coordinator	20	$90	$1,800
	Sindya Zuniga	Admin/Communications Specialist	20	$100	$2,000
Phase 3 Subtotal					**$16,050**
Phase 4 – Public & Interagency Engagement	Fay A. Glass	Project Manager	15	$150	$2,250
	Carolyn Glass	Project Coordinator	20	$125	$2,500
	Torrie Lozano	Administrative Coordinator	10	$90	$900
	Sindya Zuniga	Admin/Communications Specialist	10	$100	$1,000
Phase 4 Subtotal					**$6,650**

Phase	Staff Member	Role	Estimated Hours	Hourly Rate	Subtotal
Optional Phase 5 – EOC Design Consultation	Fay A. Glass	Project Manager	10	$150	$1,500
	Carolyn Glass	Project Coordinator	10	$125	$1,250
	Torrie Lozano	Administrative Coordinator	5	$90	$450
	Sindya Zuniga	Admin/Communications Specialist	5	$100	$500
Phase 5 Subtotal					**$3,700**
Administrative & Operational Costs					**$5,000**
TOTAL PROJECT COST					**$138,000**

Grand Total (all Phases 0-5): $138,000

Key Points

1. Comprehensive Labor & Direct Costs
   FPEM's pricing reflects all labor associated with the project, including staff time, project management, planning, coordination, facilitation, and technical expertise. Direct costs cover administrative support, printing, travel, lodging, per diem, SharePoint portal setup, JotForm surveys, Zoom licenses, and other necessary project resources to ensure seamless implementation.
2. Optional Phase 5 – EOC Design Consultation
   Phase 5 is included in the total cost for planning purposes but remains fully optional. The city may authorize or remove this phase based on priorities without affecting the core project deliverables.
3. Realistic Phase Allocation
   Costs are allocated according to complexity and resource requirements. Phase 1 (EOP Update & EOC Inventory) represents the largest investment, reflecting its critical importance in maintaining Solvang's operational readiness and compliance with federal and state standards.
4. Compliance & Accessibility
   All deliverables are developed in alignment with FEMA CPG 101 v3.0, Continuity Guidance Circulars (CGC), HSEEP principles, SEMS/NIMS standards, and California-specific legislation (SB 160, AB 477, AB 2311). Additionally, all public-facing and internal documents are fully WCAG 2.1 AA/Section 508 compliant to ensure equitable access for all staff, residents, and visitors.
5. Transparent Costing & Flexibility
   FPEM provides clear documentation of hourly rates, staff allocation, and direct costs. The budget allows adjustments in staffing or services to meet evolving City priorities or budget constraints while maintaining project quality and deliverable standards.
6. Initiative-Taking Schedule Alignment
   Costs support timely delivery of all phases, ensuring the project is completed by December 31, 2026, or no later than April 30, 2027. The schedule allows for expedited implementation of critical activities when required.
7. Efficiency & Quality Assurance
   FPEM's internal project management ensures seamless coordination across all phases.

Deliverables undergo peer review, and consistent communication is maintained with City stakeholders to guarantee actionable, high-quality results.

Justification

1. Hours and Labor
   Staff hours are carefully allocated to reflect the complexity and scope of each phase. Fay A. Glass's hours are concentrated in technical and decision-making phases, including EOP updates, COOP development, and staff training, ensuring expert oversight and high-quality deliverables. Administrative and support staff hours are allocated to documentation, coordination, and communication functions.
2. Other Direct Costs
   All other direct costs are necessary and realistic, including travel, lodging, meals, printing, paper, ink, SharePoint setup, JotForm surveys, and Zoom licenses. FPEM maintains lean administrative spending to maximize project value while ensuring all operational needs are met.
3. Optional Services
   Phase 5 offers optional technical support for EOC design. The city can authorize this additional service without impacting the scope, timeline, or quality of the base project deliverables.
4. Flexibility
   The cost structure allows scalable allocation of staff hours or phases depending on City priorities. This flexibility ensures the city can reduce or increase services as needed while keeping deliverables compliant and actionable.
5. Compliance & Quality
   Each phase is designed to meet FEMA, Cal OES, ICS, NIMS, SEMS, HSEEP, and ADA/WCAG standards. Deliverables are audit-ready, actionable, and designed to integrate seamlessly into the City's emergency management program.

Attachment A - SAMPLE City of Solvang Professional Services Agreement

Acknowledgment of Agreement Review

Focus Point Emergency Management Consulting Services, LLC (FPEM) hereby acknowledges that we have thoroughly reviewed *Attachment A – SAMPLE City of Solvang Professional Services Agreement.*

We confirm that the agreement is acceptable as written, and we respectfully state that no changes, revisions, or modifications are requested.

Authorized Representative:



_____

Fay A. Glass, President/CEO
Focus Point Emergency Management Consulting Services, LLC
16155 Sierra Lakes Parkway #160-715
Fontana, CA 92336
Phone: (909) 553-1290

Date: September 22, 2025

FAY A. GLASS

CEO/PRESIDENT - FOCUSPOINTEMERGENCYMANAGEMENTCONSULTING SERVICES

Fontana, CA 909-553-1290 Fglass@fpemconsultingservices.org

OBJECTIVE

To deliver effective project management leadership in emergency management services, ensuring compliance with all requirements outlined in the Request for Proposal while maintaining accountability, transparency, and collaboration with stakeholders to achieve successful outcomes.

INTRODUCTION

With a proven history in emergency management, Fay A. Glass brings extensive expertise in developing comprehensive emergency plans and programs for cities and special districts. Focusing on readiness, stakeholder collaboration, and grant management, Fay has successfully led numerous initiatives to enhance community resilience and preparedness.

EDUCATION & CERTIFICATE

- Master of Arts in Management
  University of Redlands, Redlands, CA
- Bachelor of Arts in Business Management, University of Phoenix
  Ontario, CA
- Certified with the FEMA Emergency Professional Development Series as an Emergency Manager.
- Certified with the California Specialized Training Institute as an Emergency Management Specialist.

SKILLS

- Emergency Operations, Continuity of Operations, and Regional Evacuation Planning
- Hazard Mitigation Planning and Disaster Response Leadership
- Exercise Design, Planning, and Facilitation
- Grant Writing and Management
- Staff Training, Mentoring, and Team Leadership
- Liaison with Government and Non-Governmental Organizations
- Community Outreach and Public Engagement
- Budget Development and Management

EXPERIENCE

- Emergency Planning & Program Development: Designed and implemented a comprehensive range of emergency management plans, including Emergency Operations Plans (EOPs), Continuity of Operations Plans (COOPs), Power Outage Plans, Mass-Care and Shelter Plans, Hazard Mitigation Plans, and Flood Safety Plans. All plans were tailored to meet individual jurisdictions' unique operational and geographic needs, enhancing response and recovery capabilities.
- Emergency Operations Coordination: Provided ongoing updates and guidance to Emergency Operations Centers (EOCs), ensuring readiness and alignment with evolving threats. Fay's proactive communication and coordination strengthened operational preparedness and interagency collaboration.

FAY A. GLASS

CEO/PRESIDENT - FOCUSPOINTEMERGENCYMANAGEMENTCONSULTING SERVICES

Fontana, CA 909-553-1290 Fglass@fpemconsultingservices.org

EXPERIENCE

Stakeholder Engagement & Collaboration: Coordinated and facilitated disaster council meetings involving city council members, city staff, and community stakeholders. Fostered meaningful dialogue to support decision-making, enhance community resilience, and strengthen local emergency preparedness initiatives.
Grant Research & Management: Successfully identified, applied for, and managed grants supporting emergency management initiatives. Ensured compliance with federal and state grant requirements, securing funding for critical preparedness programs and organizational capacity-building.

Staff Training & Exercise Facilitation: Developed and delivered targeted training programs on emergency notification systems and response protocols. Conducted scenario-based tabletop exercises (TTX) addressing earthquakes, citywide flooding, and aviation incidents, providing staff with practical skills to evaluate and improve emergency response.
Regional Leadership & Oversight: Managed a team of Emergency Services Coordinators spanning 28 cities and over 100 special districts. Oversaw compliance with state and federal guidelines, ensuring coordinated emergency management operations across multiple jurisdictions.

Professional Development & Networking: Coordinated grant-funded participation for county and city personnel in emergency management training and conferences, promoting knowledge-sharing and professional growth across the emergency management community

SKILLS

Fay A. Glass is an accomplished emergency management professional with extensive experience leading complex planning and preparedness initiatives. As a strategic and results-driven project manager, she excels in developing emergency operations and continuity plans, coordinating stakeholders across agencies, managing grants, and delivering targeted staff training. Fay's leadership and expertise strengthen community resilience, ensure operational readiness, and enhance the effectiveness of emergency management programs.

CAROLYN GLASS

PROJECT COORDINATOR - FOCUSPOINTEMERGENCYMANAGEMENTCONSULTING SERVICES

Fontana, CA 909-443-9855 cglass@fpemconsultingservices.org

OBJECTIVE

To provide comprehensive project coordination and administrative support for emergency management services, ensuring timely, compliant, and high-quality delivery of all tasks and deliverables outlined in the Request for Proposal.

INTRODUCTION

Carolyn Glass is a Project Coordinator specializing in emergency management, overseeing project timelines, budgets, and resources. She manages databases, logistics, and administrative duties, supports emergency response planning, and enhances community engagement through outreach and social media. Her skills make her a valuable asset to emergency management initiatives.

EDUCATION & CERTIFICATE

- Bachelor of Science in Business Administration – *Pending*
- Cerritos College, Cerritos, CA
- FEMA Professional Development Series – Emergency Management Fundamentals
- ICS, SEMS, and NIMS Training – Incident Command and Emergency Response Frameworks

SKILLS

- Risk Assessment and Management
- Emergency Response Planning and Implementation
- Budgeting and Financial Management
- Resource Allocation and Management
- Stakeholder Engagement and Management
- Communication and Interpersonal Skills
- Time Management and Prioritization
- Leadership and Team Management
- Critical Thinking and Problem-Solving
- Administrative Support and Logistics

EXPERIENCE

- Managed project timelines, budgets, and resources for emergency response plans to ensure organizational preparedness for disasters and crises.
- Oversaw accounts payable for multiple properties, including those affected by emergencies such as fire damage or natural disasters.
- Developed and implemented emergency response plans in collaboration with internal teams and external stakeholders.
- Conducted comprehensive risk assessments to identify vulnerabilities and devised strategies to mitigate potential impacts.
- Exercised critical thinking and decisive problem-solving in high-pressure emergencies.
- Maintained accurate financial and administrative records to support auditing, reporting, and operational transparency.
- Coordinated project administrative duties, including payroll, travel arrangements, scheduling, and social media content creation for community and stakeholder engagement.

TORRIE LOZANO

ADMINISTRATIVE COORDINATOR - FOCUS POINTEMERGENCY MANAGEMENT CONSULTING SERVICES

Fontana, CA 909-510-0278 TLozanoFPEMConsultingServices@gmail.com

OBJECTIVE

Experienced emergency management professional specializing in compliance, regulatory alignment, and continuity planning, dedicated to strengthening organizational resilience and supporting effective emergency preparedness.

INTRODUCTION

Torrie Lozano is a seasoned emergency management professional with over 20 years of local government experience. She specializes in compliance, regulatory alignment, and continuity planning, contributing to actionable, audit-ready emergency operations plans and interagency coordination.

EDUCATION & CERTIFICATE

- Bachelor of Science in Business Administration – Accounting
  California State University, Los Angeles, Los Angeles, CA

- FEMA Professional Development Series – Emergency Management Fundamentals
- ICS, SEMS, and NIMS Training – Incident Command and Emergency Response Frameworks

SKILLS

- Emergency Management & Continuity Planning (ICS, SEMS, NIMS)
- Regulatory Compliance & Audit-Ready Procedures
- Administrative Coordination, Budget Tracking, & Scheduling
- Risk Assessment & Gap Analysis
- Community Outreach & Stakeholder Engagement
- Staff Training, Capacity Building & Workshop Facilitation
- Interagency Collaboration & Public Communication

EXPERIENCE

FPEM Consulting Services – Administrative Coordinator
Dates of Service: August 2025

- Provided subject matter expertise in compliance audits, policy alignment, and regulatory interpretation to ensure plans meet federal, state, and local standards.
- Supported development of Emergency Operations Plans (EOP) and Continuity of Operations Plans (COOP) for municipal and community clients.
- Risk assessments, gap analyses, and operational reviews were conducted to enhance emergency preparedness and continuity strategies.
- Coordinated interagency collaboration, community engagement, and stakeholder communication to facilitate plan validation and adoption.
- Oversaw administrative functions including scheduling, documentation, budget tracking, and workshop logistics to support project efficiency.

SINDYA ZUNIGA

ADMINISTRATIVE COORDINATOR - FOCUS POINTEMERGENCY MANAGEMENT CONSULTING SERVICES

Fontana, CA 909-708-6359 SZunigaFPEMConsultingServices@gmail.com

OBJECTIVE

Dedicated communications and project coordination professional with experience in content development, newsletter design, and community outreach. Skilled in managing projects, supporting emergency preparedness awareness, and creating engaging materials that strengthen organizational visibility and community engagement.

INTRODUCTION

Sindya Zuniga is a skilled communications and project coordination professional with expertise in newsletter writing, content development, and community outreach. She brings strong organizational and creative abilities to support emergency preparedness initiatives and enhance community engagement.

EDUCATION & CERTIFICATE

- Bachelor of Science in Business Administration – *Pending*
  California State University San Bernardino, CA
- FEMA Professional Development Series – Emergency Management Fundamentals
- ICS, SEMS, and NIMS Training – Incident Command and Emergency Response Frameworks

SKILLS

- Project Coordination & Administration
- Newsletter Writing & Design
- Content Development & Editing
- Email Marketing & Community Outreach
- Event Coordination & Promotion
- Strong Verbal & Written Communication
- Microsoft Office Suite, Canva, Mailchimp, Google Workspace
- Emergency Preparedness Awareness
- Time Management & Organizational Skills

EXPERIENCE

FPEM Consulting Services - Administrative Coordinator

- Serve as key support in the development and distribution of FPEM's monthly newsletter.
- Coordinate with project teams to gather and organize content, including updates, preparedness tips, and community highlights.
- Assist with administrative tasks related to emergency preparedness efforts.
- Ensure clear communication with stakeholders, contributing to outreach and engagement goals.
- Support documentation, scheduling, and file management for internal and external initiatives.

Sales & Marketing Professional – Various Roles – 2015–2023

- Executed successful marketing campaigns, increasing brand visibility and customer engagement.
- Developed and maintained client relationships, driving customer satisfaction and retention.

Attachment E: Acknowledgement of Receipt – Addendum 1 & 2

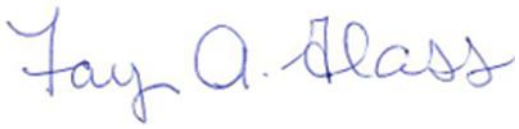
Dear Ms. Uribe Mutal

Focus Point Emergency Management LLC (FPEM Consulting Services) acknowledges receipt of Addendum 1 and Addendum 2 related to the Solvang Comprehensive Emergency Planning Services by the City of Solvang.

We have reviewed the contents of both addenda and will incorporate the updates and clarifications into our proposal response accordingly.

Thank you for providing these documents. Please let us know if any further updates or instructions are anticipated.

Sincerely,



Fay A. Glass

President & CEO

Focus Point Emergency Management LLC

fglass@fpemconsultingservices.org

Thank You

Focus Point Emergency Management Consulting Services, LLC (FPEM) respectfully submits this proposal in response to the City of Solvang's Request for Proposals for Comprehensive Emergency Planning Services. We appreciate the opportunity to have our proposal evaluated for this important project and welcome the chance to apply our expertise in support of the City's ongoing efforts to strengthen emergency preparedness, response, and recovery capabilities.

FPEM is committed to providing the highest standard of professional service, ensuring compliance with applicable regulations, and delivering solutions tailored to the City of Solvang's unique needs. It would be our privilege to partner with the city to enhance resilience and safeguard the community.

We thank you for your time and consideration of our proposal, and we look forward to the possibility of serving the City of Solvang.

Respectfully submitted,



Fay A. Glass, President/CEO
Focus Point Emergency Management Consulting Services, LLC
16155 Sierra Lakes Parkway #160-715
Fontana, CA 92336
Phone: (909) 553-1290

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.

Attachment C – Campaign Disclosure Form

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: Focus Point Emergency Management Consulting Services		
Phone: (909) 553-1290	Email (required): fglass@fpemconsultingservices.org	
Representative/Agent: Fay A. Glass		
Phone: 909) 553-1290	Email: fglass@fpemconsultingservices.org	
Mailing Address: 16155 Sierra Lakes Pkwy #160-715		
City: Fontana	State: CA	Zip: 92336
Website: www.fpemconsultingservices.org		
Name and subject matter of applicant's proceeding: Fay A. Glass		

CONTRIBUTION DISCLOSURE (GOVERNMENT CODE SECTION 84308)

Please list all contributions in excess of $250 (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: Fay A. Glass Date: 09/22/2025

Print Name: Fay A. Glass

OFFICIAL USE ONLY	
File/Project No:	Date Received:

CITY COUNCIL STAFF REPORT

Agenda Item 8.b

Meeting Date: October 13, 2025

SUBJECT: **Agreement with NBS Government Finance Group DBA NBS for Downtown Solvang Business Improvement District (BID) Formation and Implementation Services**

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

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DISCUSSION:
On August 11, 2025, the City released the Request for Proposals (RFP) for Downtown Solvang Business Improvement District Formation and Implementation Services. The scope includes a consultant to research and analyze options for a Business Improvement District, a Property-Based Improvement District, or a Community Improvement District. The consultant will lead comprehensive stakeholder outreach and consensus-building efforts; develop an implementation strategy with a timeline, budget, and administrative framework; and navigate all Proposition 218 requirements, including special-benefit analysis, notice, balloting, and hearing procedures, as well as prepare an Engineer's Report if an owner-assessment model is chosen. Although the contract amount falls within the administrative approval authority, staff is presenting this item to the City Council to ensure transparency and to acknowledge the Council's leadership in advancing this significant initiative.

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

After review, NBS Government Finance Group DBA NBS was selected as the top-ranked proposer. NBS demonstrated:

- Extensive experience forming Business Improvement Districts and related districts across California, including recent projects in tourism-driven communities such as Long Beach, San Mateo, and Los Osos.
- Proven track record with Proposition 218 compliance, having prepared Engineer's Reports.
- Robust outreach and consensus-building approach, using tools like stakeholder steering committees, targeted surveys, and facilitated workshops that have helped unify merchants, property owners, and chambers of commerce in diverse communities.

This project is expected to span approximately twelve months, with completion no later than October 2026. This effort advances the Council's 2024–2026 goal #12 by exploring a BID in a manner that has Chamber support while broadening and balancing tourism through locally driven initiatives and partnerships, and by pursuing a more sustainable, diversified revenue base for City services.

RECOMMENDED MOTION
I move to approve a Professional Services Agreement with NBS Government Finance Group DBA NBS for Downtown Solvang Business Improvement District (BID) Formation and Implementation Services in an Amount not to exceed $89,175 and authorize the Mayor to execute the Contract.

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 $89,175, covering all services. The project is locally funded through the City's approved budget for FY 2025–26 and 2026–27; no grant funding is tied to this procurement.

ATTACHMENTS:
A. NBS Government Finance Group DBA NBS Agreement

CITY OF SOLVANG
PROFESSIONAL SERVICES AGREEMENT

PARTIES AND DATE. This Agreement is made and entered into this 13th day of October, 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 **NBS Government Finance Group DBA NBS,** a California Corporation, with its principal place of business at 32605 Temecula Parkway #318, Temecula, CA 92592 ("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 $**89,175**, 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 affect 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 $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 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, 2026** 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	NBS Government Finance Group DBA NBS 32605 Temecula Parkway #318, Temecula, CA 92592 Sara Mares, Chief Operating Officer smares@nbsgov.com

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

Randy Murphy, City Manager

ATTEST:

Annamarie Porter, City Clerk

NBS Government Finance Group DBA NBS

Sara Mares, COO

APPROVED AS TO FORM
Richards, Watson & Gershon

Chelsea O'Sullivan, City Attorney

EXHIBIT A

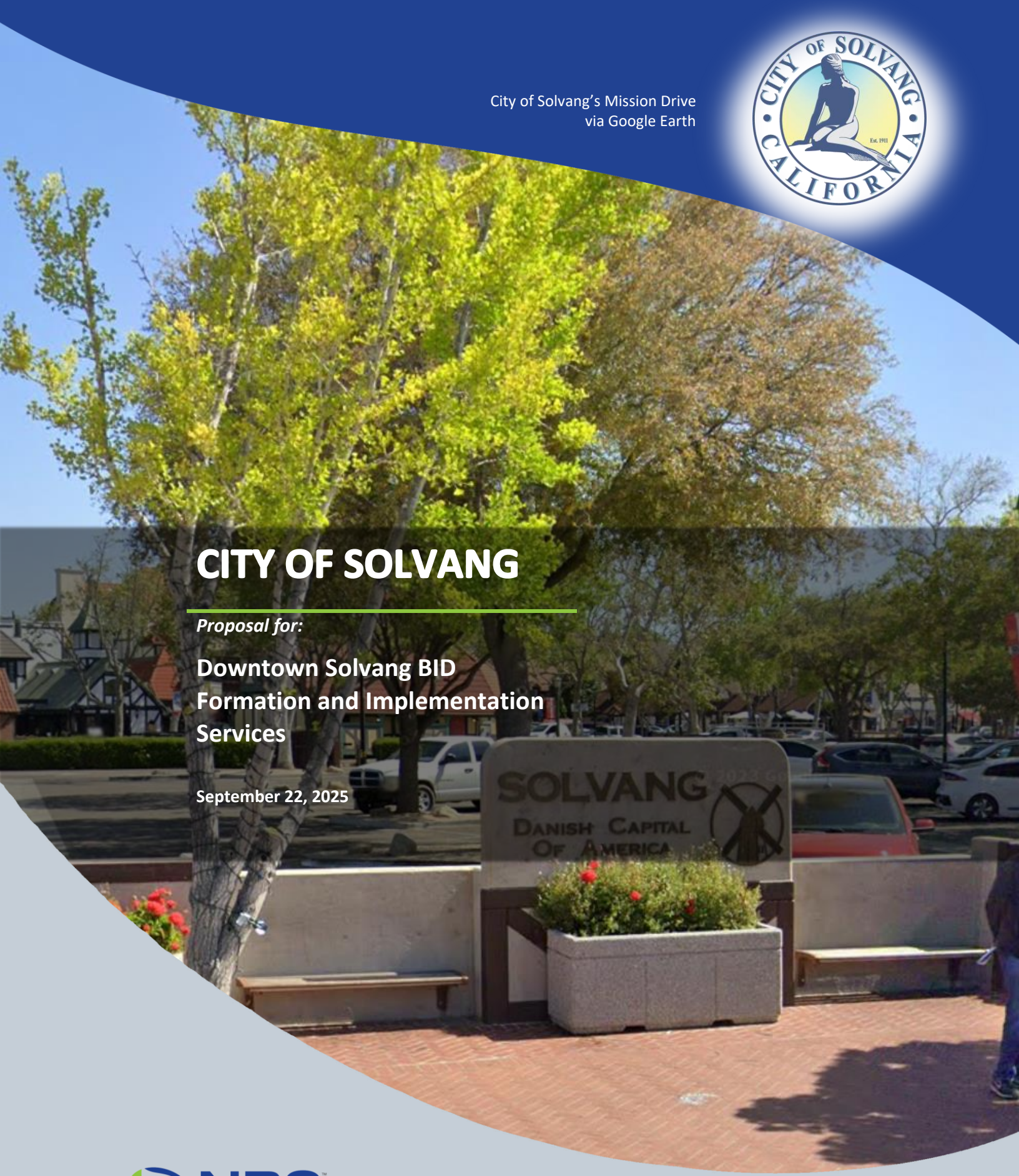
SCOPE OF WORK,

FEE SCHEDULE

&

PROJECT SCHEDULE

City of Solvang's Mission Drive
via Google Earth



CITY OF SOLVANG

Proposal for:

Downtown Solvang BID Formation and Implementation Services

September 22, 2025

NBS
helping communities
fund tomorrow since 1996

nbsgov.com

32605 Temecula Parkway, Suite 316
Temecula, CA 92592
Toll free: 800.676.7516

nbsgov.com

September 22, 2025

Olivia Uribe Mutal
Assistant to the City Manager
City of Solvang
1644 Oak Street
Solvang, CA 93463

RE: PROPOSAL FOR DOWNTOWN SOLVANG BUSINESS IMPROVEMENT DISTRICT (BID) FORMATION & IMPLEMENTATION SERVICES

Dear Olivia,

NBS is pleased to submit our proposal in response to the City of Solvang's (City) Request for Proposal to evaluate the feasibility of forming and supporting a Business Improvement District (BID) in Downtown Solvang. With nearly three decades of experience guiding California communities through BID formation, renewal, and strategic assessment, our firm is uniquely positioned to lead this initiative with insight, precision, and deep stakeholder engagement.

For 29 years, our team has successfully formed and renewed BIDs across the state, each tailored to reflect the unique identity and priorities of its business community. In Solvang—renowned as the 'Danish Capital of America,' where windmills, bakeries, wine-tasting rooms, and cultural festivals attract visitors year-round—we see a BID as more than a funding mechanism. It is an opportunity to strengthen tourism, support local businesses, and enhance the unique Danish charm that defines the City's downtown experience.

Our approach emphasizes early and sustained stakeholder involvement, ensuring priorities are clearly defined and community support is built from the ground up. We are well-versed in the technical, legal, and strategic requirements under California's Property and Business Improvement District Law of 1994. Our phased methodology includes rigorous feasibility analysis, inclusive outreach, and the development of a comprehensive Communication Action Plan with clear recommendations, funding strategies, and implementation timelines. And, in cases where a BID may not be the optimal path, we have successfully pivoted to alternative funding mechanisms to meet community goals—always with transparency and consensus at the forefront.

We acknowledge receipt of Addenda 1 and 2 posted via PlanetBids on 8/27/25 and 9/15/25, respectively.

Please contact me at 800.676.7516 or via email at smares@nbsgov.com if you have any questions or would like to discuss our professional qualifications further. I am the main contact for this proposal throughout evaluation. My address is included in the letterhead above. We would genuinely like to work on this project and help the City move forward successfully.

Sincerely,

Sara Mares
Chief Operating Officer

Danielle Wood
Director

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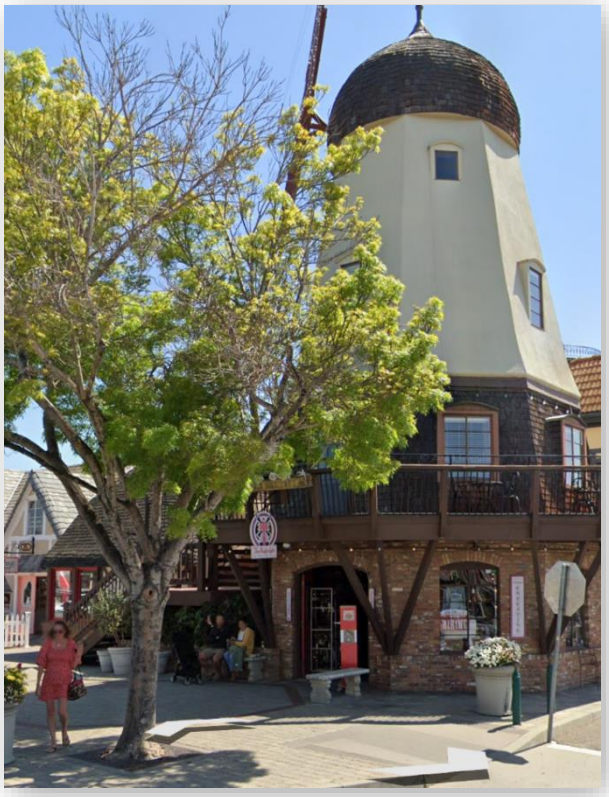
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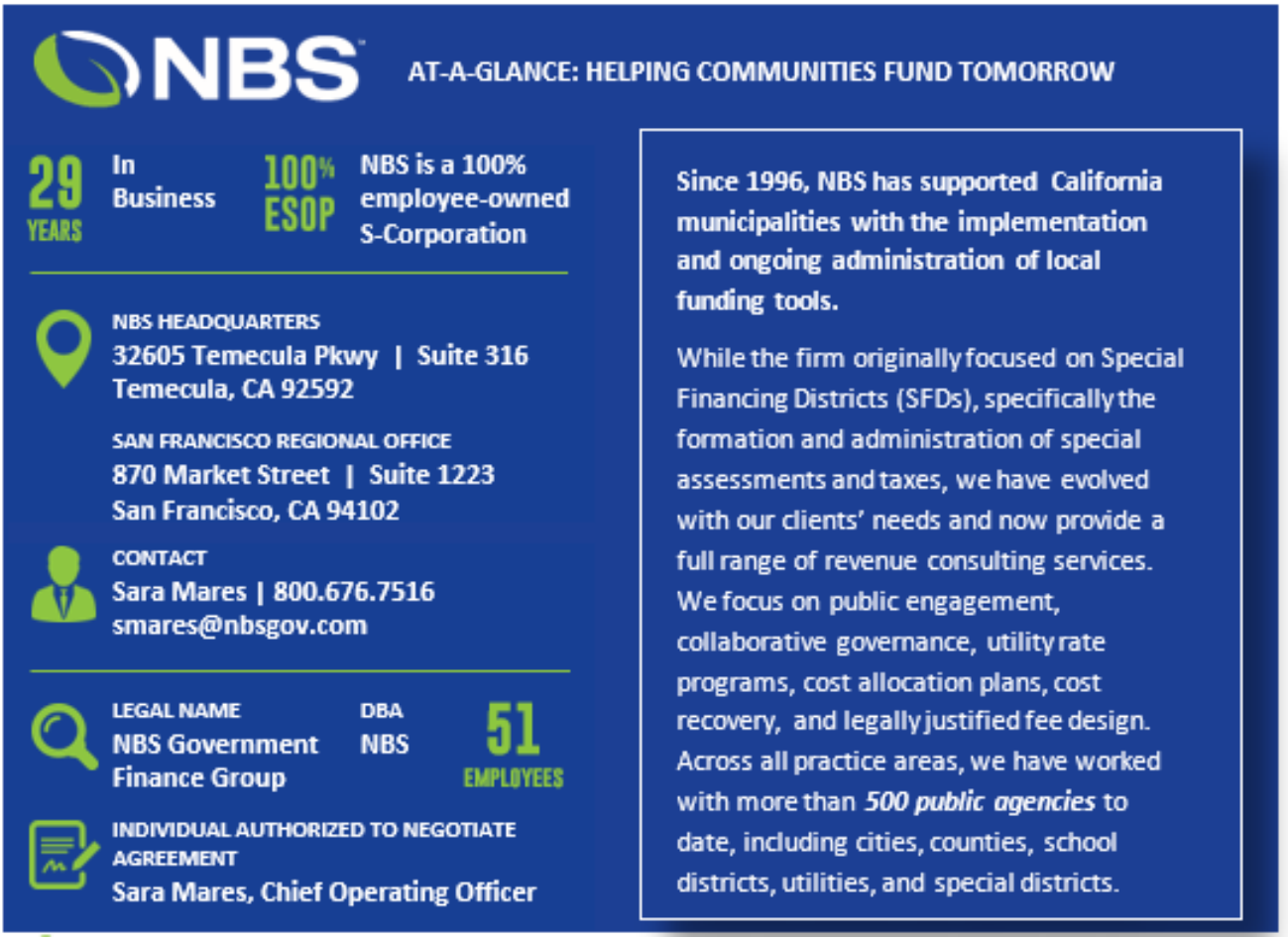
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1 | QUALIFICATION STATEMENTS



District Formation Consulting

The NBS District Formation Consulting practice ensures your Special Financing Districts (SFD) and related revenue tools are well-developed from their inception.

We act as strong advocates for our public agency clients to ensure that any SFD or other revenue tool is appropriate and well-crafted for the need. Throughout our engagement, we provide sage guidance and recommendations. We are often called upon to present complex issues to councils, boards and interested parties.

We have supported thousands of SFDs including millions of parcels and have worked through virtually every conceivable challenge in their use. Our experience is with all manner of property related fees, special taxes, and special assessments – including all manner of Business Improvement Districts (BIDs).

Whether the need is identifying and funding negative fiscal impacts, financing needed infrastructure, or providing community-desired services, our expert consultants have deep experience and help navigate the challenges.

NBS Statement of Qualifications:

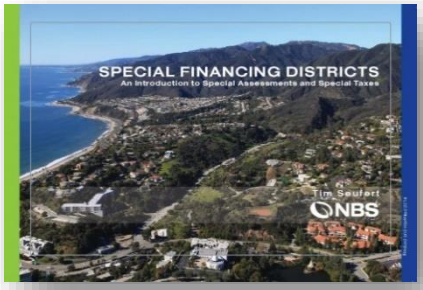
With nearly three decades of experience guiding California communities through Business Improvement District formation, renewal, and strategic assessment, NBS is uniquely positioned to lead Solvang's initiative with insight, precision, and deep stakeholder engagement.

CivicMic
A podium for the people.

As communication is paramount, the NBS team developed the **CivicMic** platform, which focuses on providing collaborative governance services including outreach, public engagement, and adaptive management, bringing citizen voices into the governance process. Through our customized approach, we engage residents of diverse backgrounds for unique perspectives using social media and other collaborative activities.

NBS Wrote the Book on Special Financing Districts

We believe in continuing education, not only for our own team, but also for our clients and municipal staff. As industry leaders, we have a unique set of qualifications and experience in the work we perform. In that regard, we have published the following booklet that can be downloaded at no charge at www.nbsgov.com/insights (click on NBS Publications). For a hard copy, please call 800.676.7516 or email contactnbs@nbsgov.com



- ***Special Financing Districts (SFDs)*** has been credited as the best publication on SFDs in a decade by prominent industry professionals.

  Also available is a video covering NBS' capabilities in *Special Financing District Administration*.

Organizational Structure

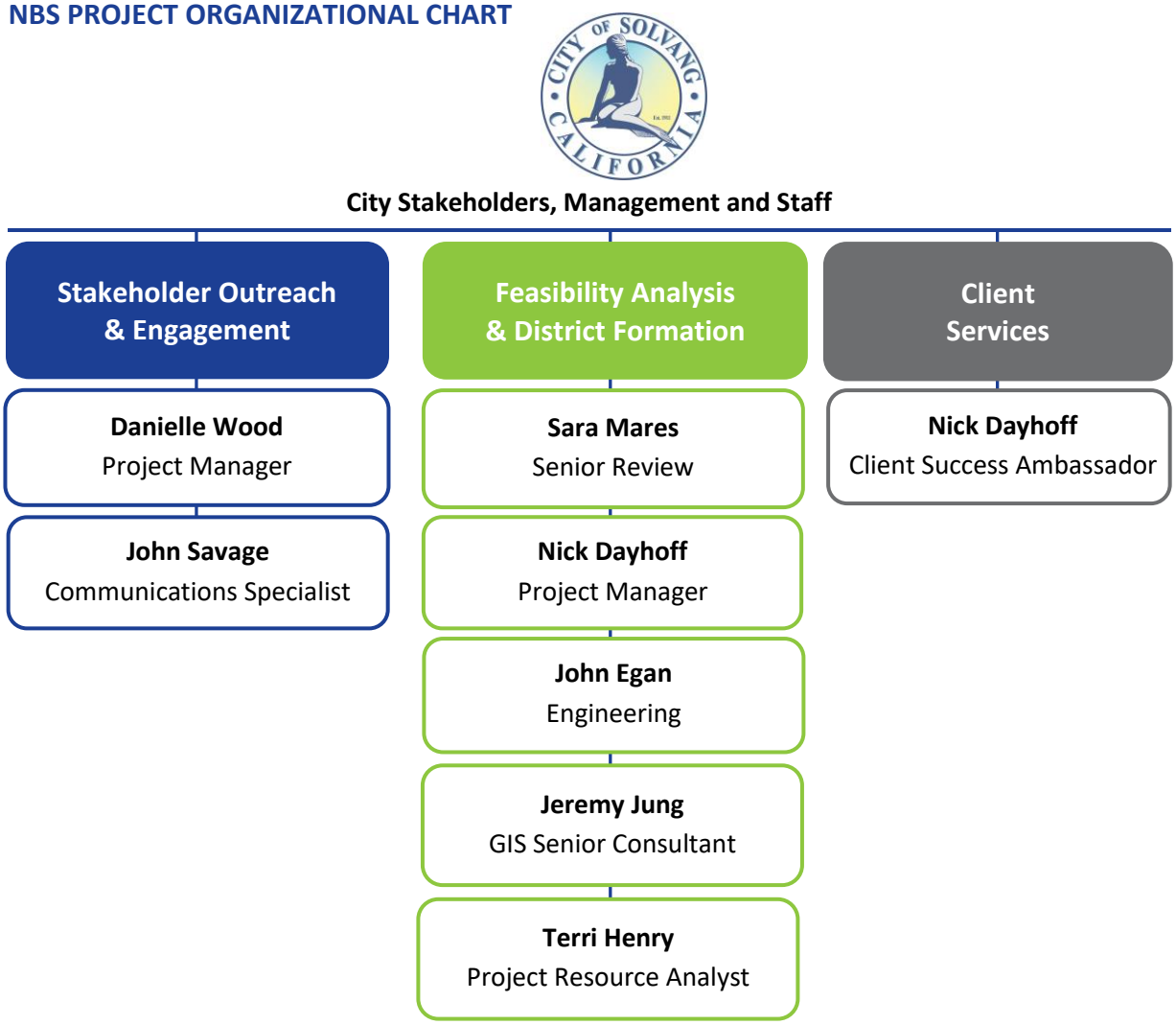
NBS was founded in 1996 and is structured as a CA S-Corporation. 100% Employee-Owned since 2014, NBS underwent a thorough process to ensure our ESOP meets the high standards of broad-based employee ownership, and became a member of Certified Employee-Owned. Research has shown that ESOP companies perform better for their clients and employee-owners and provide improved benefits to staff and their families.

EMPLOYEE-OWNED EO CERTIFIED

Personnel Providing Services to the City of Solvang

One of our greatest strengths and a critical element in successful project execution is a team that works cohesively, efficiently, and has expertise in resolving complex issues. Our proposed project team has an in-depth understanding of the various types of Special Financing Districts as well as recent changes to laws, codes, and regulations affecting local governments, including Proposition 218. We treat our clients as partners by developing an intimate knowledge of their needs and responding with strategic and timely solutions. The selected staff are those most qualified based on their experience and background. Outlined below is a brief overview of NBS' proposed consulting team for the City:

NBS PROJECT ORGANIZATIONAL CHART



All work will be performed in-house by the above employee-owners of NBS.
Roles, responsibilities and resumes of our proposed team members are provided on the following pages.

Project Team Roles and Responsibilities

DANIELLE WOOD, PROJECT MANAGER | STAKEHOLDER OUTREACH & ENGAGEMENT

Role and Responsibilities: As Project Manager, Danielle Wood will be the primary day-to-day contact for the City's Community Outreach and Engagement efforts. She will work closely with City staff and the team and be in regular communication with the City and all others involved in the process. Danielle will also

communicate directly with City staff to discuss engagement milestones, create and adjust engagement approaches and lead community meetings.

Work Experience: Danielle Wood has more than two decades of experience as a Director at NBS. As one of the developers of CivicMic.com, an online outreach, and collaboration tool, she is a seasoned professional in outreach, public engagement, collaborative governance, special financing district formation, and administration.

JOHN SAVAGE, COMMUNICATIONS SPECIALIST | STAKEHOLDER OUTREACH & ENGAGEMENT

Role and Responsibilities: John Savage will work closely with the project manager to develop content that will be used to educate the community. He will create a dedicated web page and targeted content on CivicMic.com, monitor and record community meetings, and develop engagement materials such as surveys to promote a high level of community engagement and participation.

Work Experience: John is an experienced communications specialist with more than a decade of professional experience in public engagement, outreach, project management, and relationship management.

SARA MARES, SENIOR REVIEW | FEASIBILITY ANALYSIS & DISTRICT FORMATION

Role and Responsibilities: Sara Mares will provide technical review, including the evaluation of alternatives and results, as needed throughout the project. She will assist the project team in developing the best solutions that will fit the City's unique characteristics and issues.

Work Experience: Sara Mares is Chief Operating Officer with more than 25 years of experience with NBS. She forms Special Financing Districts (SFDs), specializing in Community Facilities Districts and related bond issuance. She also has significant background in forming various types of Assessment Districts. Sara has experience working with all aspects of the formation, annexation and debt issuance process, including planning, project management, budget analysis, rate modeling, financial analyses, formulation of rate and methods of apportionment, and public presentations. She spent many years involved in ongoing special district administration, including working with distressed districts, and brings that experience and perspective to every formation project she works on. She is a registered Municipal Advisor Representative.

NICK DAYHOFF, PROJECT MANAGER & CLIENT SUCCESS AMBASSADOR | FEASIBILITY ANALYSIS & DISTRICT FORMATION

Role and Responsibilities: As Project Manager, Nick Dayhoff will be the primary day-to-day contact for the City's project related to the Feasibility Analysis and BID Formation activities. He will work closely with City staff and the team and be in regular communication with the City and all others involved in the process. Nick will also serve as Client Success Ambassador ensuring that the City's fundamental objectives are being met at all times and that the project is proceeding on a timely basis.

Work Experience: Nick Dayhoff has been with NBS for more than 19 years. As a Senior Consultant, he is actively involved with new Special Financing District (SFD) formations including Assessment Districts and Community Facilities Districts, parcel tax modeling, bond issuance/refunding analyses, fiscal impact analyses, and feasibility studies. Nick is a Registered Municipal Advisor Representative.

JOHN EGAN, PE, ENGINEER | FEASIBILITY ANALYSIS & DISTRICT FORMATION

Role and Responsibilities: As a Registered Professional Engineer, John Egan reviews and signs/stamps Engineer's Reports. He is also available for general assessment engineering discussion on a conceptual basis.

Work Experience: John Egan has more than 50 years of professional civil and environmental engineering experience.

JEREMY JUNG, GIS SENIOR CONSULTANT | FEASIBILITY ANALYSIS & DISTRICT FORMATION

Role and Responsibilities: Jeremy Jung will provide as-needed GIS support services to confirm boundaries and/or map City improvements.

Work Experience: Jeremy Jung has extensive experience as a GIS technician and has been with NBS since May 2019. He creates and analyzes maps and data associated with County Assessor's Parcels, District Boundaries, and custom images utilizing the latest GIS technology. In addition, Jeremy is able to display GIS maps over satellite imagery in order to view properties and maps with a high degree of detail as well as extract GIS parcel data to compare to other data sources, such as county-secured property tax rolls. He has a Bachelor of Science in Political Science from California Polytechnic State University, Pomona, and multiple certificates in Geospatial and Geographic Information Systems.

TERRI HENRY, PROJECT RESOURCE ANALYST | FEASIBILITY ANALYSIS & DISTRICT FORMATION

Role and Responsibilities: Under direction of the Project Manager, Terri Henry will review documentation and data analysis as needed on this project. She will coordinate data, maps, transcripts, and other records in support of District Formation and Annexation services.

Work Experience: As a Project Resource Analyst, Terri Henry brings more than 30 years of experience to our project team. She has an extensive background in journalism, marketing, public relations, as well as administration, research, and project management. Terri earned a Bachelor of Arts in English from Christopher Newport University and has employed her skills as a newspaper reporter, editor, creative director, and legal administrative assistant.

TEAM RESUME

DANIELLE WOOD | Director

EDUCATION

- Bachelor of Science, Business Administration/Finance, California State University San Bernardino
- Advanced Public Engagement for Local Government Program, Pepperdine School of Public Policy
- Planning for Effective Public Participation Program, International Association for Public Participation

HIGHLIGHTS

- Skilled Public Engagement Specialist
- Experienced Communications Professional
- Seasoned Consultant in Special Financing District (SFD) Formation and Administration
- Outreach
- Public Engagement
- Collaborative Governance
- Adaptive Management
- More than Two Decades of Experience

AFFILIATIONS

- California Public Information Officials (CAPIO)
- California Society of Municipal Finance Officers (CSMFO)
- Municipal Management Association of Southern California (MMASC)
- Women in Public Finance (WPF)

BIOGRAPHY

Danielle Wood is a Director with NBS where she provides public engagement, outreach, and collaborative governance client services and project management efforts for a number of our clients. She has two decades of experience working with local governments and communities across California.

RELEVANT PROJECT EXPERIENCE

- **Downtown San Mateo Association District Public Engagement Services for BID Renewal.** Public Engagement services for the renewal of the existing Business Improvement District (BID). Created a framework for outreach efforts that resulted in increased cooperation from business owners. Developed a comprehensive website to better inform business owners about the District's initiatives and how they can benefit from them. Interviewed business owners via phone and online surveys, allowing for tailored and consistent messaging.
- **Long Beach Wrigley BID Formation**. NBS is assisting with the formation of the Wrigley Long Beach Business-Based Improvement District. NBS has worked with community stakeholders for multiple years to gather information on priorities for the business community to determine needed services and an appropriate boundary. Through multiple engagement activities such as virtual and in-person meetings, collaboration with other local PBID and BIDs the BID has moved forward with a robust program for education and will soon begin the petition gathering phase.
- **Ocean Avenue Association Engagement for CBD Renewal.** NBS assisted with the ongoing renewal of Ocean Avenue Community Benefit District (CBD) to fund ongoing cleaning, streetscape and marketing services within the CBD. A robust communication plan was developed that used surveys along with online and in-person community meetings to bring property owners together and build consensus. Through collaboration with property owners, Ocean Avenue staff and NBS' engagement team, the CBD was renewed in July 2025.
- **City of San Leandro Outreach and Public Engagement Services.** Services gauge overall property owner support for the formation of an Assessment District. Public engagement efforts have included items such as the creation of a dedicated public engagement webpage, multiple information releases, surveys, recorded meetings, and community participation web maps.
- **City of Culver City PBID Formation Outreach.** New Property Business Improvement District for a very unique community within the City. Outreach services included an area profile analysis, a public informational mailer and survey, and in person and virtual public meetings.

> *"We greatly appreciate your follow up, follow through and commitment to our community! We all desire to live well and thrive for the good of the whole city!"*
> *Property Owner, City of Oxnard*

TEAM RESUME

JOHN SAVAGE | Communications Specialist

EDUCATION

- Bachelor of Arts, Liberal Arts, California State University Channel Islands

EXPERTISE

- Adobe CC: Photoshop, Illustrator, InDesign, Premiere and After Effects
- WordPress site design, development, and content management
- HTML, CSS, and JavaScript for responsive web design and basic webapp creation
- UX/UI principles for user-friendly digital experiences
- Email marketing design: MailChimp, Constant Contact, Infusionsoft
- Microsoft Office, G Suite

BIOGRAPHY

John Savage brings more than a decade of professional experience in public engagement, outreach, strategic communications, and content creation. As a skilled designer, writer, and editor, John specializes in developing original, targeted content across social media, web, and print platforms.

John is experienced in building trust with stakeholders and diverse communities by crafting authentic, data-driven messaging strategies. His collaborative approach ensures that communication goals align with community needs while delivering consistent, engaging content across multiple platforms—including video, audio, motion graphics, social media, print, and web.

RELEVANT PROJECT EXPERIENCE

- **Ocean Avenue Community Benefit District (CBD) Renewal:** Led the creation and management of a dedicated project website to support the renewal of the Ocean Avenue Community Benefit District. Developed clear, accessible content explaining the assessment district process, benefits of renewal, and project milestones. Designed surveys, FAQs, infographics, and multimedia assets including an interactive map to educate property owners and the community. Supported stakeholder engagement by facilitating online content delivery, ensuring materials were easy to navigate and available ahead of and after meetings. The effort helped maintain transparency and build support throughout the petition and renewal process.
- **Broadmoor Police Protection District:** Developed and implemented a comprehensive digital and print communications campaign to increase transparency and build community trust in the Broadmoor Police Protection District. Created a dedicated project website with financial transparency content explaining revenue sources, budget allocation, and public safety investments. Produced multilingual FAQs, social media content, postcards, doorhangers, and banners to ensure broad community reach. Facilitated stakeholder engagement and provided talking points for leadership, while showcasing community policing efforts, safety innovations, and legal frameworks unique to police districts in California. The effort strengthened connections with residents through clear, accessible information and multi-platform outreach.

TEAM RESUME

SARA MARES | Chief Operating Officer

EDUCATION

- Bachelor of Arts, with honors, Economics, Mills College
- Continuing education from UC Davis, UCLA, CDIAC, etc.

HIGHLIGHTS

- Registered Municipal Advisor Representative
- 24+ years of experience
- Expert Special Tax Consultant
- District Formations
- Reassessment Consulting
- Expert in Proposition 218 Compliance and Assessment District Formation

AFFILIATIONS

- California Society of Municipal Finance Officers (CSMFO)
- California Special Districts Association (CSDA)
- Committee on Special Assessments, Taxes and Other Financing Facilities (CASTOFF)
- Women in Public Finance (WPF)

SPEAKING / MEDIA

- Maintenance Services Funding: A Finance/Public Works Convo, 2023 CSMFO Annual Conference
- Revenue Recovery: From Riches to Rags, and Back to Riches? 2022 CSMFO Annual Conference
- Show Me More Money: Optimizing Revenues in a Post-COVID World. 2022 CSMFO Annual Conference
- Park & Rec Fiscal Toolbox. 2021 CARPD Annual Conference
- A Revenue Cornucopia: A Multi-Faceted Approach to Funding. 2021 CSMFO Annual Conference
- One Special District's Approach to Raising Revenue. 2020 CSDA Webinar Series

BIOGRAPHY

Sara Mares is the Chief Operating Officer of NBS. She forms Special Financing Districts (SFDs), including Property and Business Improvement Districts, Community Facilities Districts, 1913 Act Assessment Districts, Landscape and Lighting Districts, Benefit Assessment Districts and Fire Assessments. Sara has experience working with all aspects of the formation process, including planning and feasibility, project management, budget analysis, development of Rate and Method of Apportionment and Engineer's Reports and presentations. She also has significant experience with ongoing SFD administration including levy submittal, delinquency management and continuing disclosure.

- **Long Beach Downtown Alliance PBID Renewal**. NBS assisted with the renewal of Downtown Long Beach Property-Based Business Improvement District, which funds the costs of Clean Teams & Placemaking services, Safety Ambassadors & Homeless Outreach services, Economic Development, and Marketing & Special Events within the area of the PBID. NBS prepared the assessment Engineer's Report and Assessment Ballots and tabulated the Assessment Ballots at the Public Hearing. Updates were made to the boundary and service levels provided.
- **Midtown BID Renewal.** In January 2020, NBS was engaged by the Midtown BID Owners Association to assist with the renewal of their existing Property and Business Improvement District. NBS moved quickly to prepare a Management Plan and Engineer's Report. The require petition gathering process began just as shut downs occurred related to the COVID-19 pandemic. While that slowed petition return, sufficient signed petitions to move the PBID renewal forward were received in January 2022. The procedural steps with Long Beach City Council, including approval of the Engineer's Report and the assessment balloting process were completed successfully in July 2022.
- **San Mateo Downtown Business Improvement Area.** NBS worked with both the Downtown Association and the City to revise their BID methodology to recognize new business and a changing downtown business environment post-COVID. The BID (business based) assessments were successfully increased in November 2022 with the new assessment rates going into effect on July 1, 2023.

> *"Thank you so much for your help with the Downtown PBID renewal! You and the NBS team were great partners in helping to get this across the finish line."*
>
> *Austin Metoyer, Downtown Long Beach Alliance*

TEAM RESUME

NICK DAYHOFF | Senior Consultant

EDUCATION

- Bachelor of Arts, Finance, California State University, San Diego

HIGHLIGHTS

- Registered Municipal Advisor Representative
- 19+ years with NBS
- Seasoned Professional in District Administration
- District Formations, including PBIDs/CBDs and CFDs
- Sewer Charge Administration
- Continuing Disclosure
- Proposition 218 Compliance and Notification

"I really appreciated the touch-base meeting we had recently, and look forward to working with you in the coming fiscal year."

Felicia Newhouse, Assistant General Manager, Ross Valley Sanitary District

BIOGRAPHY

Nick Dayhoff is a Senior Consultant with NBS where he forms and administers Special Financing Districts (SFDs). He is actively involved with a broad range of new district formations, bond issuance/ refunding analysis, and feasibility studies, and brings years of experience in the annual administration of a variety of types of SFDs to each formation project.

RELEVANT PROJECT EXPERIENCE

- **Uptown Long Beach PBID:** Renewal of existing PBID. Assessments fund a maintenance program, security services, marketing efforts and program administration.
- **City of Culver City:** Formation of a benefit assessment district encompassing commercial parcels along West Washington Boulevard. Property owners in the district approved assessments to fund maintenance of roadway medians and lighting that benefitted their parcels that front West Washington Boulevard, a thriving commercial area.
- **Koreatown/Northgate Community Benefit District:** Renewal of an existing CBD to fund a sidewalk operations program and a marketing/identity enhancement program. Renewal included three zones of benefit based on the varying level of services provided within each zone.
- **Union Square CBD.** Renewal of existing Business Improvement District for the vibrant Union Square shopping district in the City of San Francisco. CBD assessments fund a clean & safe program, marketing efforts, and program administration.

TEAM RESUME

JOHN EGAN | Professional Engineer

LICENSE

- Registered Professional Engineer
- State of California C14853

EDUCATION

- Bachelor of Science, Civil Engineering, Iowa State University
- Master of Science, Business Administration, Anderson Graduate School of Management, University of California Los Angeles

PROFESSIONAL AFFILIATIONS

- American Public Works Association (APWA)
- American Society of Civil Engineers
- American Water Works Association (AWWA)
- American Academy of Environmental Engineers

BIOGRAPHY

John Egan has more than 50 years of professional civil and environmental engineering experience. John is responsible for direction of conceptual development, planning, design, and preparation of construction documents and planning studies for a variety of public works and private development projects. In this capacity, he directs and/or supervises preparation of planning, derivation and analysis of alternatives, comparative costs and design efforts, and is responsible for project administration, client coordination and construction management services.

John's related experience concerning the planning and conduct of special assessment projects includes use and/or administration of the Municipal Improvement Acts of 1913 and 1915, Mello-Roos Community Facilities Act of 1982, and the Uniform Standby Charge Procedures.

John was the Assessment Engineer/Engineer-of-Work for conduct and implementation of numerous assessment districts utilizing provisions of various assessment acts, including the Landscape and Lighting Act of 1972 and the 1913 and 1915 Municipal Improvement Acts

RELEVANT PROJECT EXPERIENCE

- City of Folsom, Lighting and Landscape District
- City of Monrovia, Maintenance Assessment District
- City of San Jacinto, 90+ Landscape and Lighting District Zones of Benefit
- City of San Leandro, Neptune Drive Flood Control Assessment District
- City of Tulare, Property-Based Business Improvement District
- City of Union City, Union Landing Property & Business Improvement District
- City of Vista, Lighting and Landscape District
- City/County of San Francisco, Ocean Avenue Community Benefit District
- County of Imperial, County Service Area Formation
- Valley-Wide Recreation and Park District, Multiple Landscape and Lighting Districts

TEAM RESUME

JEREMY JUNG | GIS Senior Consultant

EDUCATION

- Bachelor of Science, Political Science, California Polytechnic State University, Pomona
- Certificate, Geospatial Technician, Victor Valley College
- Certificate, Geographic Information Systems, San Bernardino Valley College
- Certificate, Geographic Information Systems, Rio Hondo College

HIGHLIGHTS / TECHNICAL

- Configure and maintain ESRI ArcGIS applications (web maps, Dashboards, StoryMaps, Survey123, Collector, QuickCapture)
- Prepare numerous boundary maps, diagrams, and 1915 Act lien apportionments
- ArcDesktop, ArcSDE, ArcGIS Server, ArcGIS Online, Survey 123, Collector
- Python Software experience
- SQL for data manipulation and analysis
- Autodesk AutoCAD

"Our staff appreciates the expertise, guidance and experience that the NBS teams bring to our special assessments."

Mike Gow, General Manager / Chief Engineer, Lake Hemet Municipal Water District

BIOGRAPHY

Jeremy Jung is a Geographic Information Systems (GIS) Senior Consultant for NBS. He has nearly a decade of experience in the design and maintenance of GIS Geodatabases in a SDE environment, including reconciling/posting and QA/QC. He has developed new workflows and utilized Model Builder for processing parcel data that removed the need to purchase the data on a quarterly basis. Jeremy has performed spatial analysis to identify restricted areas for Cannabis Delivery Services, and utilized basic Python scripts to edit and automate GIS workflows. He has updated and maintained numerous map services for GIS applications (Cityworks, CRW Trakit, Granite XP, Internal Geoviewer, Public Viewer).

As a GIS Senior Consultant, Jeremy creates maps and analyzes data associated with county assessor's parcels, district boundaries, public facilities and improvements as well as captures custom images utilizing the latest in GIS technology. In addition, he is able to create custom web-based GIS applications for internal and external use by NBS clients.

RELEVANT PROJECT EXPERIENCE

- **CivicMic –** Successfully completed a variety of projects for CivicMic including the creation of surveys, web maps, web apps, and testing ESRI Hubs. The web applications assist with facilitating community outreach and public engagement opportunities to determine the level of public support.
- **East Contra Costa Fire Protection District* –** Calculated fire stations distance drive times and half mile buffer distances within ECCFPD boundary to determine best response times for each parcel. Utilizing network analysis was instrumental in determining the calculation of special general benefit and proportionality for ECCFPD.**Now Contra Costa County Fire Protection District*
- **Los Angeles County Metropolitan Transportation Authority –** Accomplished creating a quarter mile and half mile buffers around-approximately 60 stations to help identify assessed values for each parcel within the buffer zones.
- **City of Fairfield Lighting and Landscape Maintenance Districts (LLMDs) -** Created visual web application dashboard which displayed numerous metrics and inventoried maintenance landscapes, parcels, streetlights, and boundaries for each district.
- **Reclamation District 1000 –** Assisted with the fee study by creating a web map that showed all the parcels that belong within the district and have a filter based on Customer Class and Drainage.
- **Rio Del Mar Flats –** Assigned a benefit category for each parcel within district and submitted an assessment diagram. Created web map that displayed location of community participation.

TEAM RESUME

TERRI HENRY | Project Resource Analyst

EDUCATION

- Bachelor of Arts, English, Christopher Newport University

HIGHLIGHTS

- Experienced Project Resource Analyst supporting District Formation and Annexation services
- Adept at working with analytical software, databases, and spreadsheets
- Utilizes skills in journalism, marketing, public relations, research, and administration to ensure complex and technical information is communicated clearly and accurately
- Exceptional presentation design skills; translates complex ideas, strategies and research into compelling visuals such as infographics, charts, and presentations
- Collaborates with the Project Manager to review documentation and conduct data analysis for ongoing projects
- Coordinates and manages data, maps, transcripts, and records to support District Formation and Annexation services
- Contributes over three decades of professional expertise to the project team

BIOGRAPHY

Terri Henry reviews various documentation and data analyses. She coordinates data, maps, transcripts, and other records in support of District Formation and Annexation services.

Terri brings more than 30 years of experience to our project team. She has an extensive background in journalism, marketing, public relations, administration, research, and project management. Adept at coordinating data, documentation, and records to support organizational objectives. Terri holds a Bachelor of Arts in English, with a proven track record in roles such as newspaper reporter, editor, creative director, and legal administrative assistant.

RELEVANT PROJECT EXPERIENCE

Terri has served on several NBS projects, including the following:

- **City of Alameda,** CFD Formation and Annexations
- **City of Dinuba,** CFD Formation and Annexations
- **City of Hesperia,** CFD Formation and Annexation
- **City of Los Angeles Bureau of Street Lighting,** Assessment District Formation
- **City of Manteca,** CFD Annexations
- **City of Monrovia,** Citywide Landscape and Lighting Assessment District Formation
- **City of Palmdale,** CFD Formation and Annexations, Landscape Maintenance District Formation
- **City of Patterson,** CFD Annexations
- **City of Petaluma,** LMD Evaluation
- **City of Redding,** PBID Formation
- **City of Rio Vista,** Stormwater Property-Related Fees Prop 218 Noticing
- **City of San Jacinto,** CFD Annexations
- **City of Tulare,** PBID Formation
- **City of Vista,** Landscape & Lighting and Street Maintenance Assessment Districts Formation
- **Contra Costa Fire Protection District,** CFD Annexations
- **Frazier Park Public Utility District**, Assessment District Formation/Standby Assessment Charge Increase
- **Stallion Springs CSD,** Assessment District Formation

Legal/Financial Actions

In the last five years, NBS has not been involved in any substantive claims, suits, liens, restraining orders, foreclosures, or other such legal or financial matters that would affect its ability to perform for Solvang.

2 | PAST PERFORMANCE AND REFERENCES

NBS recognizes the unique position of tourism-dependent communities and the critical role that maintaining and servicing business infrastructure plays in shaping the visitor experience, ensuring operational continuity, and fostering long-term economic resilience. Well-maintained public spaces and reliable services make tourist destinations more welcoming, encourage visitor spending, and promote return visits. Strong infrastructure supports local jobs, stimulates small businesses, and fosters community identity and pride. NBS is committed to partnering with Solvang and its stakeholders to ensure long-term growth and sustainability in its downtown business district.

Below is a sampling of projects and references currently being provided or completed within the past five years that are similar in scope and magnitude to the City's needs.

Client/Project Name	Project Description	Contact Information
Downtown Long Beach Alliance PBID Renewal	NBS assisted with the renewal of the Downtown Long Beach Property-Based Business Improvement District, which funds the costs of Clean Teams & Placemaking services, Safety Ambassadors & Homeless Outreach services, Economic Development, and Marketing & Special Events within the area of the PBID. NBS prepared the assessment Engineer's Report and Assessment Ballots and tabulated the Assessment Ballots at the Public Hearing. Updates were made to the boundary and service levels provided. The District was approved and renewed in July of 2022.	Austin Metoyer President & CEO Downtown Long Beach Alliance 100 West Broadway, Suite 120 Long Beach, CA 90802 P: 562.506.2960 E: austinm@dlba.org
Downtown San Mateo Association BID Renewal and Public Engagement	NBS worked closely with the Downtown San Mateo Association "District" throughout the BID renewal process. The NBS team collaborated with District staff to assess existing budgets, conduct a rate analysis, and choose a strategy for reshaping the District's pricing model. Concurrently, the CivicMic team assisted the District in developing an effective communication strategy with local businesses. We created a framework for outreach efforts that resulted in increased cooperation from business owners and facilitated business owners' understanding of community leaders' desires to assess the quality of service provided, the size of the budget, and how the district is funded. A comprehensive website was developed to better inform business owners about the District's initiatives and how they can benefit from them. We also interviewed business owners via phone and online surveys, allowing for tailored and consistent messaging.	Lew Cohen Board Member 380 1st Avenue San Mateo, CA 94401 P: 650.342.5520 E: bstreetbooks@gmail.com

Client/Project Name	Project Description	Contact Information
Fisherman's Wharf Community Benefit District BID Formation and Renewal	The NBS team was hired to analyze both the property-based BID as well as business-based BID for Fisherman's Wharf CBD. This required extensive parcel and data analysis given the range of Port, City, and private properties and uses. NBS was also retained to calculate the annual assessments.	Bri Maughan, Executive Director Fisherman's Wharf CBD 2801 Leavenworth St, Ste B-16 San Francisco, CA 94133 P: 415.676.3530 E: bri@fwcbd.com
The Unity Council in the City of Oakland Fruitvale BID Renewal and Public Engagement	NBS assisted with the attempted renewal of a Business Improvement District, Fruitvale BID, to fund ongoing cleaning and marketing services within the BID. NBS provided a detailed general and special benefit analysis and assessment engineering services for the renewal, including developing a new Engineer's Report, Management District Plan, along with mailed notices and assessment ballots. In addition, NBS utilized the CivicMic platform to engage stakeholders and property owners in the community. Unfortunately, property owners did not approve the renewal of the existing BID, however, the renewal process opened up communication within the BID.	Tiffany Rose Naputi Lacsado The Unity Council Associate Director of Economic Development 1900 Fruitvale Avenue, Suite 2A Oakland, CA 94601 P: 510.535.6900 E: tlacsado@unitycouncil.org
Midtown Property and Business Owners Association **City of Long Beach** Midtown PBID Renewal	In January 2020, NBS was engaged by the Midtown BID Owners Association to assist with the renewal of their existing Property and Business Improvement District. NBS moved quickly to prepare a Management Plan and Engineer's Report. The required petition gathering process began just as shut downs occurred related to the COVID-19 pandemic. While that slowed petition return, sufficient signed petitions to move the PBID renewal forward were received in January 2022. NBS prepared the assessment Engineer's Report and Assessment Ballots and tabulated the Assessment Ballots at the Public Hearing. The District was approved and renewed in July of 2022.	Billy Anderson, Jr. Vice Chair of BID Midtown Property and Business Owners Association Office: 562.599.8513 Cel: 562.355.9078 E: banderson@lbtransit.com

Client/Project Name	Project Description	Contact Information
City of Long Beach Wrigley Business Improvement District BBID Formation	In March 2024, NBS was engaged by the City of Long Beach to examine the feasibility of creating a business or property-based BID along Pacific Avenue. NBS met with participants to gather information and create a roadmap that included an engagement toolkit, stakeholder meetings and interviews. Property and business data were both analyzed to understand the various stakeholders in each group. Through this process, NBS gathered information to make a recommendation to the City as to which funding option would be most appropriate. The City and stakeholders evaluated the options presented and ultimately opted to move forward with a business-based BID. The process to form the BID is underway and expected to be completed in early 2026.	Kyle Smith BID Program Manager 411 W. Ocean Avenue Long Beach, CA 90802 P: 562.591.5665 E: kyle.j.smith@longbeach.gov
Ocean Avenue Association Community Benefit District Renewal and Public Engagement	NBS assisted with the ongoing renewal of a Community Benefit District, Ocean Avenue CBD, to fund ongoing cleaning, streetscape and marketing services within the CBD. NBS provided assessment engineering services for the renewal, including developing a new Engineer's Report with a detailed general and special benefit analysis, and Management District Plan. A robust communication plan was developed that used surveys along with online and in-person community meetings to bring property owners together and build consensus. Through collaboration with property owners, Ocean Avenue staff and NBS' engagement team, the CBD was renewed at the Public Hearing and ballot tabulation on July 8, 2025.	Christian Martin Executive Director 1720 Ocean Avenue San Francisco, CA 94112 P: 888.807.4441 E: christianm@oaacbd.org
Downtown Redding PBID Formation and Public Engagement	Engaged in February 2024, NBS has partnered with the City of Redding to form the desired Downtown Redding Property Based Improvement District (PBID) to support its growing and thriving downtown hub. Currently in phase II, NBS has conducted stakeholder outreach, assisted in creating an Owner's Association, conducted a special vs. general benefit analysis, and collaborated with City staff throughout the project. The PBID efforts are ongoing.	Mark Christ Associate Community Project Coordinator 777 Cypress Avenue Redding, CA 96001 P: 530-245-7136 E: mchrist@cityofredding.org

Client/Project Name	Project Description	Contact Information
City of Tulare PBID Formation and Public Engagement	NBS was hired by the City of Tulare to assist with the formation of a new PBID to fund needed services in their downtown. Through community engagement with downtown stakeholders, the NBS team established the PBID boundary, determined the services to be funded by the PBID and drafted the Engineer's Report and Management Plan. Petitions have been sent out to property owners and signatures are being gathered so that the proceeding may go to the City Council for consideration.	Marc Mondell City Manager 411 E. Kern Avenue Tulare, CA 93274 P: 559.684.4200 E: mmondell@tulare.ca.gov

3 | PROJECT APPROACH, MANAGEMENT APPROACH/ SUBJECTIVE STATEMENTS

PROJECT APPROACH

NBS achieves project success through a focus on key objectives: effective communication with all parties, strategic assignment of skilled team members, collaborative and manageable timeline development, and robust stakeholder engagement. The preparation of a project roadmap ensures that the City, stakeholders, and NBS are always aligned on objectives and project milestones, providing clear understanding of all project goals and deliverables.

NBS will approach the project with BBID (business-based) and PBID (property-based) funding mechanisms as the primary considerations for this project. Unlike BBIDs and PBIDs, a Community Improvement District (CID) is not a specific type of funding mechanism under California law as the PBID law allows for capital financing of projects. NBS is well versed in all manner of Special Financing Districts (SFDs) to include both taxes and assessments, and we have assisted other communities with implementation of these perhaps less traditional tools in downtown areas where fitting. Solvang's status as a charter city adds to that flexibility, if needed.

The City desires to strengthen outreach efforts with public engagement. NBS and the City will create a framework for outreach efforts with greater collaboration from stakeholders. The City will utilize social media to relay information, educate and understand stakeholders on a closer level. Engagement activities will always aim to reach those with diverse backgrounds allowing for unique perspectives. Items such as logistics and skill sets are considered when developing engagement activities.

PUBLIC ENGAGEMENT PROCESS



ASSESSMENT APPROACH

NBS has been developing robust and sound assessment methodologies for our clients since 1996. BIDs present a unique challenge in assessment engineering in that there may be multiple zones where different service levels are provided, varied land uses including residential, and diverse ownership interests that all need to be balanced. Achieving an Engineer's Report that is both defensible and acceptable to property owners who need to approve the assessment is key. We approach this challenge first by gaining a clear understanding of the services to be provided and then by identifying the special benefits conferred by those services. From there, a detailed understanding of the property data and characteristics helps to

guide the allocation of proportional special benefit to each parcel. A review of resulting assessments is done to identify any outliers and adjustments that may be made. We approach each assessment as its own unique set of facts and circumstances drawing from our depth of experience and knowledge to create the assessment methodology.

SCOPE OF SERVICES

We acknowledge and will provide the scope of services and deliverables detailed on RFP pages 4-7. Below outlines our standard process for this important effort in the City's downtown corridor. Please note we have integrated the City's scope with our own and have offered additional suggested approaches and methods based on our expertise. At the kickoff meeting, we can review and customize the scope to meet the specific needs of the City.

Our schedule for completing this project no later than June 30, 2026, is detailed in Section 4. Also, the roles and responsibilities of our project team members have been defined in Section 1.

Feasibility Services

Tasks I and II: Project Research and Legal Analysis & Stakeholder Identification

KICK-OFF MEETING

NBS will hold a kick-off meeting with City staff and Key Stakeholders that will be used to create the engagement roadmap.

DATABASE DEVELOPMENT

NBS will use secured roll data from the County along with business license data from the City to compile a stakeholder list that includes property owners and business owners, including mailing addresses for each.

CURRENT PROGRAM EVALUATION

NBS staff will review the current services being provided and services' funding, if any, considering current legal understanding and framework. NBS will determine, with the City's assistance, expected budget appropriations for services derived from Measure U and Measure E funds and incorporate the impacts in the evaluation. The team will work with stakeholders to identify service needs and anticipated service levels.

COMMUNICATION PLAN AND PROJECT TIMELINE

NBS will establish an internal communication action plan and proposed project timeline.

PREPARE INITIAL REVIEW MEMO

The team will prepare a short memorandum summarizing the current legal climate, relevant background, current market conditions, and making recommendations for proceeding with a BID formation, including pros and cons related to a property- or business-based assessment and governance options. The memo will also provide an information-needs list and a general timeline for formation and will act as a roadmap for next steps.

OUTREACH AND ENGAGEMENT

Task III: Outreach and Engagement

TARGETED STAKEHOLDER INTERVIEWS

NBS will develop multiple stakeholder surveys. Surveys will be online and mailed to gather information from the community. NBS will work with City staff to create a list of target stakeholders that should have one-on-one interviews. The one-on-one interviews will help to craft a future survey that will go out to the community. NBS will use CivicMic.com to allow surveys to be taken online, allowing for a higher number of participants.

The surveys will take place at the beginning of the engagement efforts to determine the focus of future education, establish priorities and understand the level of support.

CREATION OF ENGAGEMENT TOOLKIT

The establishment of an internal communication action plan and engagement toolkit, including talking points for stakeholders and a dedicated webpage on CivicMic.com that will be linked to the City website and allow constant project updates throughout this project.

COMMUNITY MEETINGS AND WORKSHOPS

NBS will conduct stakeholder meetings to allow for stakeholder sharing. Meetings will focus on sharing and gathering information with tools that eliminate language and literacy barriers.

Community Meetings – Provide the following services for community meetings:

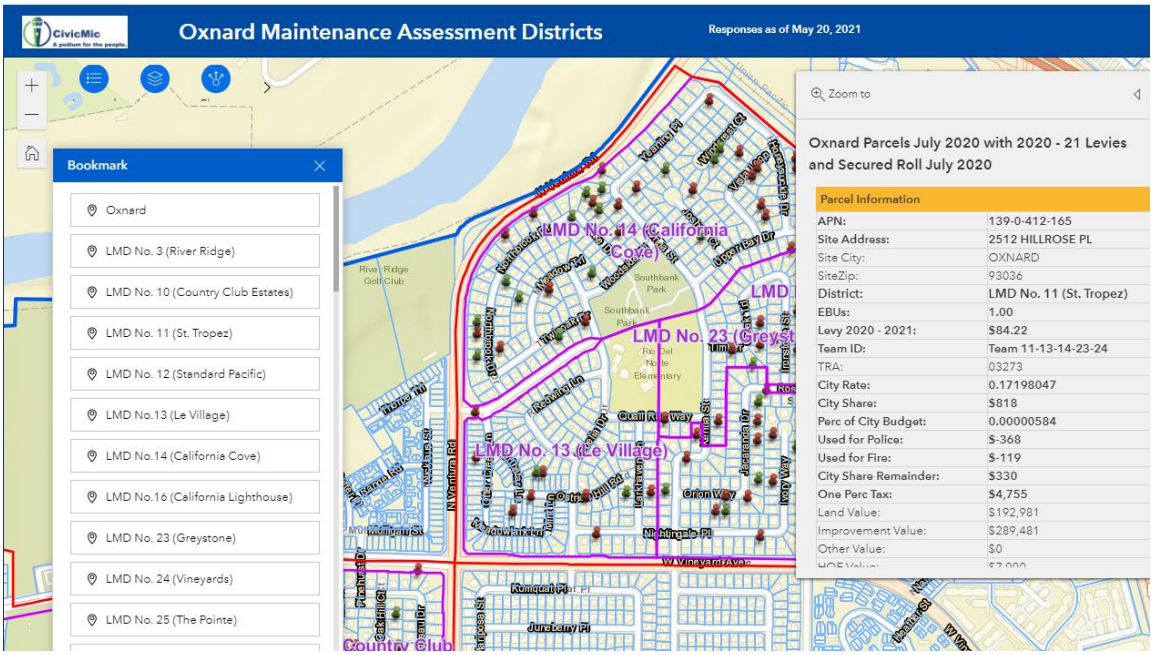
- Host up to two community meetings with at least one being virtual to allow the community to discuss items of importance and build a sense of community
- Create and post community meeting notices on various outlets
- Lead meetings with objectives created with the City prior to the meeting
- Develop action items based on feedback received at Community Meetings or from the survey and other ongoing communication efforts
- Record community meetings that will be shared to CivicMic.com and social media sites
- Provide useful and detailed results

Webpage Updates – Develop and deploy content to a dedicated webpage and social media.

This task includes, but is not limited to, the following items. All posts to the webpage are emailed directly to the email list members. A link will be provided for the City's website to send all interested parties directly to CivicMic.com.

- Background on the need for additional revenue
- History on use of current funds available to the City
- Calendar of anticipated events (such as timeline for community meetings, 218 proceedings including public hearing and ballot tabulation dates)
- Legislative updates
- Meeting announcements and minutes
- Content development and update for website and social media

- Specialized mapping and graphics including a boundary map. Below is a sample map showing parcels engaged in a community on CivicMic.com:



FINAL MEMO PREPARATION

NBS will provide the City with a final memo that proposes a boundary for the BID/PBID, a list of community priorities, a description of the proposed services and activities based on such priorities, a proposed budget for such services and activities based on cost estimates provided by the City, a recommendation for an assessment methodology, estimated assessment rates, and next steps.

Property and Business Improvement District (PBID) or Business Improvement District Formation

Tasks IV, V, VI, and VII: District Design and Implementation Planning, Engineering Assessment (if required), Legal Formation and Implementation Support & Nonprofit BID Organization Formation (if applicable)

REVIEWING AND UNDERSTANDING THE SERVICES

NBS will review services, including location of services to be provided and frequency of services, as well as any zones which receive different or varying frequency of services. This review shall be specific and will be a central component of the recommendation on the parcels to be included in the BID/PBID and special vs. general benefit analysis for such PBID.

BUDGET DEVELOPMENT

The team will review a budget provided by City staff and the stakeholder group. Cost categories may include, but not be limited to, services budgets, all relevant expenses, incidental costs (engineering, legal,

staff, consultants and ongoing administration), operating reserves, capital improvement reserves, and equipment/material replacement reserves. NBS will analyze the potential coordination of existing City service and Measure E/U funded improvements.

BUSINESS DATABASE (BID)

NBS will create a business database using the most recently available data from the City. The database will include business ownership and mailing information, and data relevant to the calculation of the assessments.

SPECIAL VS. GENERAL BENEFIT ANALYSIS (PBID)

The team will analyze the services, proposed boundaries, district characteristics, parcel characteristics, special and general benefits conferred, and assessment engineering standards and sources to separate and quantify special vs. general benefit in compliance with the special benefit requirements of Proposition 218. NBS will meet with City staff and, if needed, legal counsel to discuss appropriate and/or alternative approaches to the proposed PBID.

NBS will prepare a Report summarizing the findings and recommendations. The main goal of the Report is to separate and quantify special and general benefit and to provide a review of feasible Method(s) of Assessment for the proposed PBID in accordance with the special benefit and proportionality requirements of Proposition 218 and recent case law. The Report will provide analysis and numerical support for the breakdown of special vs. general benefit and a Method of Assessment.

LEGAL DOCUMENTS

NBS will draft for review required resolutions, staff reports, and ballot package. All documents will be reviewed by City staff and approved by City legal counsel.

MANAGEMENT PLAN & ENGINEER'S REPORT DEVELOPMENT

Stakeholder Review – We will schedule, in conjunction with staff and stakeholders, a virtual meeting to affirm the detailed goals, objectives and known parameters, as well as the next steps and timeline.

Verify and Finalize Property Database – For use in the Engineer's Report and Management Plan, we will confirm the parcel and area profile data including parcel use code, parcel assessed valuation, parcel acreage and building square footage, and updated parcel ownership information. (Information provided will be limited to information available via the most recently available County Assessor's Secured Roll and any other reliable sources provided to NBS).

Prepare a Method of Assessment – If a PBID is selected as the funding mechanism, NBS will, based on the Special vs General benefit analysis previously documented, prepare a Method of Assessment, including rates, in compliance with the proportionality requirements of Proposition 218 for review by all stakeholders. For a BID, using the business database prepared by NBS and budget for services provided by the City and stakeholders, NBS will prepare a Method of Assessment, including rates, in compliance with the requirements of the PBID Law of 1994.

Develop Management Plan – NBS will develop a supportable work plan for the PBID, which will include the required components as well as suggestions for Owner's Association Board composition.

Prepare Engineer's Report (PBID) – NBS will prepare an Engineer's Report, according to statutes, including, but not necessarily limited to the following: a) map of PBID, b) name of PBID, c) description of boundaries and zones, d) annual proposed services and activities, e) annual proposed costs, f) total annual proposed expenditures, g) proposed sources of funding/method and basis of assessment in sufficient detail to allow each property owner to calculate the amount of the assessment to be levied against their property, h) assessment collection process, i) duration of levy, j) implementation and completion schedule, k) proposed rules and regulations, and l) list of assessed property and benefit methodology.

BALLOT AND PETITION PROCESS

Develop Petition – The first step of the legal process is a petition. NBS will develop the process and the actual petition, which will be circulated by others (i.e., the proponent group).

Notice and Ballot – We will prepare and mail a notice and ballot package to each property/business owner.

Attend Public Hearing – NBS will prepare for and attend the public hearing and make a presentation as needed. Assist City staff to tabulate assessment ballots.

Provide Final Documents – We will provide a final electronic binder with relevant documents, including the Management Plan, Engineer's Report, executed resolutions, ballot summary, etc.

Consulting Support – NBS will provide a toll-free phone number for use by City staff, property/business owners, and other stakeholders to answer questions throughout the process.

Multilingual Factsheet – A multilingual factsheet will be designed and translated into one additional language if requested. This factsheet is anticipated to go out to the community following the first virtual community meeting but prior to the final in-person meeting.

Petition Tracking – The engagement team will meet with the various community stakeholders to ensure an effective petition collection and tracking process. The team will:

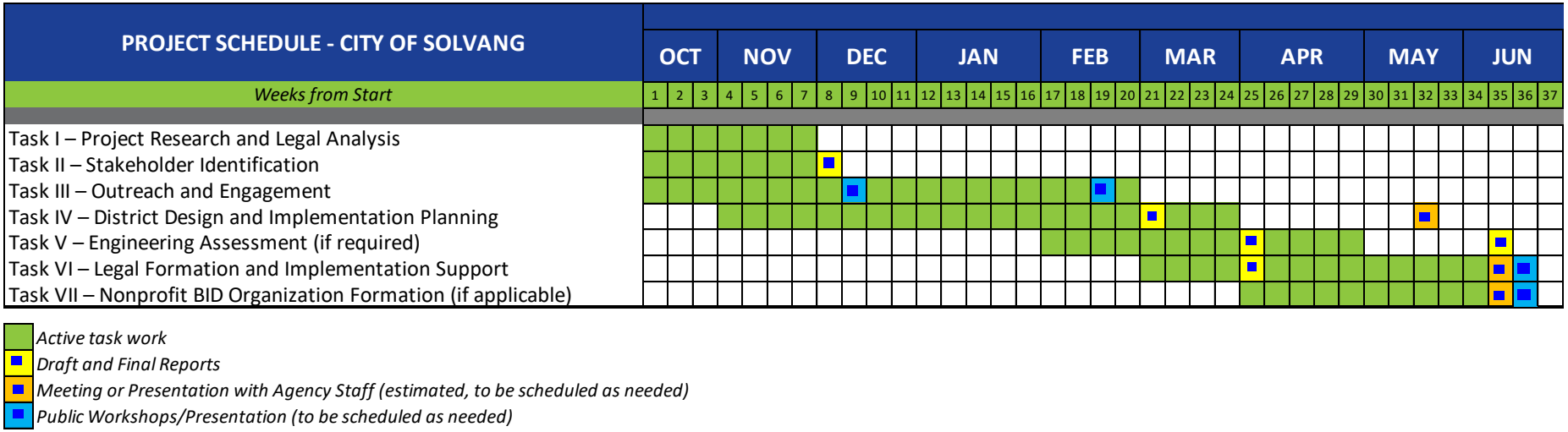
- Meet with stakeholders bi-weekly to review assignments and discuss concerns
- Create engagement logs for recording property/business owner interactions and notes
- Create and update FAQ for consistent messaging
- Provide user guides and training sessions to use the internal tools effectively
- Generate periodic reports on outreach effectiveness and progress with the petition phase

4 | SCHEDULE

To meet the City's 6-30-2026 deadline, the schedule below outlines our proposed project schedule. Backed by nearly three decades of experience partnering with cities like Solvang and collaborating closely with municipal staff, our team is well qualified to coordinate timelines, conduct concurrent stakeholder engagement activities, adapt our approach based on community input, and meet all legal deadlines required for BID formation. We will discuss a detailed schedule at the kick-off meeting, along with the expected timing for individual tasks.

Note: This page is intentionally formatted differently to improve legibility of the table contents.

PROJECT SCHEDULE FOR THE CITY OF SOLVANG



5 | COST STRUCTURE

Our professional fees are based on our understanding of the City's needs and the effort we believe is necessary to complete the scope of services described.

Note: This page is intentionally formatted differently to improve legibility of the table contents.

PROJECT BUDGET: CITY OF SOLVANG									
Project Tasks	Consultant Labor (Hours)							Grand Totals	
	Director/ Project Manager (Wood)	Comm. Specialist (Savage)	Senior Reviewer (Mares)	Senior Consultant (Dayhoff)	Engineer (Egan)	GIS Senior Consultant (Jung)	Project Resource Analyst (Henry)	Consultant Labor (Hrs.)	Consultant Costs ($)
Hourly Rate	*$275*	*$175*	*$275*	*$200*	*$225*	*$225*	*$130*		
Downtown Solvang BID Formation & Implementation Services									
Task I – Project Research and Legal Analysis	6.0	-	2.0	35.0	-	4.0	14.0	61.0	$ 11,920
Task II – Stakeholder Identification	15.0	4.0	-	-	-	-	-	19.0	$ 4,825
Task III – Outreach and Engagement	50.0	35.0	-	-	-	-	-	85.0	$ 19,875
Task IV – District Design and Implementation Planning	-	-	8.0	45.0	-	20.0	12.0	85.0	$ 17,260
Task V – Engineering Assessment (if required)	-	-	4.0	20.0	8.0	4.0	4.0	40.0	$ 8,320
Task VI – Legal Formation and Implementation Support	15.0	10.0	2.0	30.0	-	-	20.0	77.0	$ 15,025
Task VII – Nonprofit BID Organization Formation (if applicable)	-	-	2.0	28.0	-	-	10.0	40.0	$ 7,450
Travel and Meeting Costs (not to exceed)[1]									$ 4,500
GRAND TOTAL	**86.0**	**49.0**	**18.0**	**158.0**	**8.0**	**28.0**	**60.0**	**407.0**	**$ 89,175**

1. Travel-related cost and direct reimbursable expenses; all other expenses are included in labor rates. This cost will be $0 if all meetings and presentations are held remotely.

EXPENSES

Customary out-of-pocket expenses are billed at the actual cost incurred. These expenses may include mailing fulfillment, postage, reproduction, telephone, travel, meals and various third-party charges for data, maps, and recording fees.

ADDITIONAL SERVICES

The table on the following page shows our current hourly rates. Additional services authorized by the City but not included in the scope of services will be billed at this rate or the then applicable hourly rate.

Title	Hourly Rate
Senior Review	$275
Director	$250
Associate Director / Engineer	$225
Senior Consultant	$200
Consultant	$175
Senior Project Analyst	$165
Project Analyst	$150
Project Resource Analyst	$130
Clerical / Support	$110

TERMS

Services will be invoiced monthly. Fees for all other services will be invoiced monthly for work completed. Expenses will be itemized and included in the next regular invoice. If the project is prematurely terminated by either party, NBS shall receive payment for work completed. Payment shall be made within 30 days of submittal of an invoice. If payment is not received within 90 days, simple interest will begin to accrue at the rate of 1.5% per month. Either party can cancel consulting contract with 30 days' written notice.

6 | INSURANCE COVERAGE

NBS accepts the terms, conditions and general form of the City of Solvang standard Consultant Services Agreement with the following requested modification(s):

- Exhibit B - Please add "With the exception of Professional Liability," to the beginning of the seventh paragraph or add wording that allows for the "Professional Liability Insurance Carrier to be on the California Department of Insurance List of Approved Surplus Lines Insurers." For the City's consideration, our Professional Liability Carrier, Gemini Insurance Company, has an AM Best Rating of A+ (Superior) with a Financial Size Category of XV ($2 Billion or Greater), which is greater than the City's requirement.

As per the RFP's request for a statement of NBS' current insurance coverage signed by a company official, please see our policy limits below. Note that we meet or exceed the City's requirements.

- Commercial General Liability policy limits are $2,000,000 per occurrence and $2,000,000 in aggregate.
- Automobile Liability policy limits are $1,000,000 each accident.
- Workers' Compensation and Employers' Liability policy limits are $1,000,000.
- Error and Omissions / Professional Liability policy limits are $2,000,000 with $2,000,000 in aggregate.

Sara Mares
Chief Operating 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 (1) that are admitted carriers in the state of California, except that Professional Liability Insurance may be written by a non-admitted/surplus line insurer that meets all applicable requirements under the California Insurance Code and is included in the California Department of Insurance List of Approved Surplus Line Insurers and (2) 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.

APPENDIX | CAMPAIGN DISCLOSURE FORM

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:	NBS Government Finance Group, DBA: NBS		
Phone:	800.676.7516	Email (required):	contactnbs@nbsgov.com
Representative/Agent:	Sara Mares		
Phone:	800.676.7516	Email:	smares@nbsgov.com
Mailing Address:	32605 Temecula Parkway, Suite 316		
City: Temecula	State: CA	Zip: 92592	
Website:	https://www.nbsgov.com/		
Name and subject matter of applicant's proceeding:			
Submitting proposal for Downtown Solvang Business Improvement District (BID) Formation & Implementation Services			

CONTRIBUTION DISCLOSURE (GOVERNMENT CODE SECTION 84308)

Please list all contributions in excess of $250 (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: N/A

Date of Contribution	Recipient Office/Candidate	Contribution Amount ($):	Refund: Yes or No; Date of Refund.
N/A			

☐ 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: Sara Mares Date: 9/10/2025

Print Name: Sara Mares

OFFICIAL USE ONLY	
File/Project No:	Date Received:

CITY COUNCIL STAFF REPORT

Agenda Item 8.c

Meeting Date: October 13, 2025

SUBJECT: **Introduce for first reading by title only Ordinance No. 25-0384 to Amend Advisory Body Terms and Appointment Processes**

PREPARED BY: Annamarie Porter, City Clerk

DISCUSSION:
This report is to provide an overview of the current practices for annual advisory body recruitments with 2-year terms and to recommend a shift to a 4-year staggered term structure for advisory body appointments by Council members and a two-year term for Mayor appointments concurrent with each Councilmember's term. This change is intended to improve stability, continuity, and participation in advisory bodies while also streamlining the recruitment process.

Currently, the City of Solvang advisory body members serve for 2-year terms. Terms for all members of the Planning Commission and Design Review Committee expire at the same time. This results in a bi-annual recruitment cycle for the entire body. Members of the Revenue Measures Advisory Committee serve staggered 2-year terms. The premise of staggered terms means approximately half of each advisory body's membership could turn over each year. While this results in better continuity for the body because there are always some experienced members, it also results in recruiting every year.

While this structure intends to provide an opportunity for regular turnover and new ideas, it also presents certain challenges, including:

- High Recruitment Frequency: Recruitment is either done annually for approximately half of the body or every other year for the entire body, leading to consistent administrative costs and resources being directed toward filling positions. Annual recruitment cycles can place a significant strain on City staff, both in terms of administrative work and costs. Constantly seeking new applicants and reviewing applications each year diverts resources from other important tasks.
- Member Turnover: A relatively high turnover rate with 2-year terms, especially unstaggered terms, may disrupt continuity and the effectiveness of advisory bodies, as newly appointed members may take time to understand their roles, policies, and the city's broader goals.
- Limited Institutional Knowledge: With frequent turnover, it becomes difficult to retain experienced members who possess institutional knowledge, which can slow the advisory bodies' work.
- Time for Orientation: New members typically require time to get up to speed with policies, procedures, and specific issues on which they are tasked to advise. With a large portion of members turning over every year this learning curve can slow down the body's decision-making.
- Limited Member Engagement: The short-term nature of 2-year terms can discourage deeper involvement from members who may feel that their time on the advisory body is too brief to make significant contributions.

Staff recommends the City transition to a staggered 4-year term structure for advisory bodies, with bi-annual recruitment cycles. The proposed Ordinance No. 25-0384, if adopted, would structure advisory body terms and appointment and vacancy procedures as follows: A Council Member from each City Council District would appoint an advisory body member for a 4-Year term that would begin on March 1 in the year following the regular election of the appointing City Council member. This would result in staggered terms so that only a portion of the advisory body (e.g., 25-50%) is appointed every two years.

- The Mayor would appoint an advisory body member for a 2-year term that would begin on March 1 after the Mayor took office. This 2-year term ensures that the Mayor has an opportunity

to select an advisory body member for the Mayor's entire term of office while maintaining staggered terms and two-year recruitment cycle.
- If the newly elected Mayor was a sitting Council Member, the new Council Member filling the Council vacancy would appoint the advisory body member for the 2-year term instead of the Mayor. This ensures that each Council Member has only appointed one advisory body member.
- Advisory body members' terms will continue until their successor is appointed.
- Appointment and vacancy procedures would be revised to be consistent across all advisory bodies.

The benefit of the proposed changes include:
- Bi-Annual Recruitment: Recruitment for advisory bodies would occur every two years and for only a portion of each advisory body. This change will reduce the administrative burden of annual recruitment, allowing staff to focus on more strategic outreach and engagement.
- Reduced Turnover: With longer and staggered terms, the turnover rate is slowed, allowing for greater continuity of experience and expertise within each advisory body. This stability is essential for effective long-term planning and decision-making and ensures greater continuity in decisions and retention of institutional knowledge.
- Enhanced Member Engagement: A 4-year term provides members with a longer window to contribute meaningfully to their advisory body's work, promoting deeper engagement and a stronger sense of ownership over the initiatives they support.

Should Council proceed with adoption of the proposed ordinance, the current advisory body members' terms would automatically be extended until a successor is appointed under the new ordinance. For some current advisory body members, this means their terms would be extended until March 1, 2029 (following the 2028 election). For others, their terms would end on March 1, 2027 (following the 2026 election). Staff would work with current and incoming advisory body members to explain the shift to four-year staggered terms and encourage current advisory body members to continue in their appointments until successors are appointed on the revised staggered schedule. Should current members not wish to continue in their appointment beyond their original term, the member may resign at the end of their original term and Council can appoint a new member to fill the vacancy in accordance with the new appointment procedures and for a term or partial term on the new term schedule. If Council decides a current advisory body member's term is too long due to the transition to the new four-year staggered terms, Council may vote at any time to remove the advisory body member and fill the vacancy with a new member for the unexpired portion of the revised term.

RECOMMENDED MOTION:
I move to introduce for first reading by title only Ordinance No. 25-XXXX amending certain sections of Chapter 1 (Planning Commission), Chapter 4 (Design Review Committee), and Chapter 6 (Revenue Measures Oversight Committee) of Title 2 (Boards and Commissions) of the Solvang Municipal Code.

ALTERNATIVES:
Council could decide to not introduce the ordinance or to amend the ordinance.

FISCAL IMPACT:
Government Code requirements for Public Notice and recruitment processes and annual recruitment cycles can place a significant strain on City staff, both in terms of administrative work and costs. Constantly seeking new applicants and reviewing applications each year diverts resources from other important tasks.

ATTACHMENTS:
Ordinance No. 25-0384

ORDINANCE NO. 25-0384

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOLVANG, CALIFORNIA AMENDING CERTAIN SECTIONS OF CHAPTER 1 (PLANNING COMMISSION), CHAPTER 4 (DESIGN REVIEW COMMITTEE), AND CHAPTER 6 (REVENUE MEASURES OVERSIGHT COMMITTEE) OF TITLE 2 (BOARDS AND COMMISSIONS) OF THE SOLVANG MUNICIPAL CODE

WHEREAS, members of advisory bodies to the City Council, including the Planning Commission, the Design Review Committee and the Revenue Measures Oversight Committee, serve two (2) year terms; and

WHEREAS, members of the Design Review Committee and the Planning Commission do not have staggered terms; and

WHEREAS, members of the Revenue Measures Oversight Committee serve staggered terms; and

WHEREAS, this arrangement results in significant administrative burdens on staff to recruit all members of the Design Review Committee and Planning Commission every two years and to recruit some members of the Revenue Measures Oversight Committee every year; and

WHEREAS, this arrangement disrupts the continuity and the effectiveness of advisory bodies and makes it difficult for advisory bodies to retain institutional knowledge, and

WHEREAS, amending advisory bodies terms to be four years for those members appointed by City Council members and two years for those members appointed by the Mayor and staggering such advisory body member terms will reduce administrative burdens and improve continuity and effectiveness and foster institutional knowledge; and

WHEREAS, the Solvang Municipal Code sets forth the procedures and requirements for appointment, vacancy, removal and other matters for each of the advisory bodies; and

WHEREAS, these procedures and requirements are inconsistent among advisory bodies; and

WHEREAS, these inconsistencies create additional administrative burden for staff to track and implement similar but slightly different procedures and requirements for each advisory body; and

WHEREAS, the City Council desires to amend and stagger the terms of advisory bodies and to establish consistent advisory body procedures and requirements and thereby reduce administrative burdens and improve advisory body effectiveness.

NOW, THEREFORE, THE PEOPLE OF THE CHARTERED CITY OF SOLVANG DO ORDAIN AS FOLLOWS:

SECTION 1. Section 2-1-2 (Membership) of Chapter 1 (Planning Commission), of Title 2 (Boards and Commissions) of the City of Solvang Municipal Code is hereby amended to read as follows:

§ 2-1-2 Membership.

A. Appointment. Consistent with subsection C, each City Council member, on behalf of their respective City Council District, shall appoint one Planning Commission member and the Mayor shall appoint one Planning Commission member. Notwithstanding appointment by a City Council member from a City Council District, members of the Planning Commission shall not be required to reside in the same City Council District as the appointing City Council member, and all members of the Planning Commission

shall serve at large. In the event a City Council member or the Mayor declines to make an appointment, the appointment will be made by a majority vote of the City Council.

B. Qualifications. Each member of the Planning Commission shall be a legal resident within the City at the time of his or her appointment and during his or her tenure in office.

C. Term.
1. The term for each Planning Commission member appointed by a City Council member shall be for four (4) years, and the term for each Planning Commission member appointed by the Mayor shall be for two (2) years with such terms commencing on March 1 in the year following the regular election of the appointing City Council member or Mayor.

2. All Planning Commission members shall continue to hold and exercise their respective positions on the Planning Commission until the appointment of their respective successors.

3. Notwithstanding subsection C.1., a person elected or appointed to a City Council seat to fill a vacancy created by election or appointment of a sitting City Council member to the office of Mayor shall appoint the Planning Commission member for the two (2) year term on behalf of the newly elected or appointed Mayor so that, except in the event of a vacancy, all members of the City Council, including the Mayor, shall have each appointed only one Planning Commission member.

D. Vacancies shall be filled in the same manner as set forth in subsection A of this section by the Mayor or the current representative of the City Council District making the original appointment.

E. Removal. Planning Commissioners serve at the pleasure of the City Council and may be removed at any time by affirmative vote of three or more members of the City Council. A member who is absent for three (3) consecutive meetings without approval by a majority of the Planning Commission members shall be automatically removed from membership without further action by the City Council. Removal by Council or due to unapproved absence shall create a vacancy under subsection D of this section.

F. Compensation and Expenses. Any compensation of the commissioners shall be fixed by resolution of the City Council, and commissioners may be reimbursed for their valid expenses incurred on official City business.

SECTION 2. Clause 1, of Subsection A (Organization) of Section 2-1-3 (Organization and Meetings) of Chapter 1 (Planning Commission), of Title 2 (Boards and Commissions) of the City of Solvang Municipal Code is hereby amended to read as follows:

1. Officers of the Planning Commission shall include the chair and vice-chair. The vice-chair shall serve as the chair, pro tempore, when the chair is absent. The chair and vice-chair shall be elected from among the Planning Commission members by a majority of the members present at the first regular meeting of the Planning Commission on or after March 1.

SECTION 3. Section 2-4-2 (Membership) of Chapter 4 (Design Review Committee), of Title 2 (Boards and Commissions) of the City of Solvang Municipal Code is hereby amended to read as follows:

§ 2-4-2 Membership.

A. Appointment. Consistent with subsection C, each City Council member, on behalf of their respective City Council District, shall appoint one Design Review Committee member and the Mayor shall appoint one Design Review Committee member. Notwithstanding appointment by a City Council member from a City Council District, members of the Design Review Committee shall not be required to reside in the same City Council District as the appointing City Council member, and all members of the Design Review Committee shall serve at large. In the event a City Council member or the Mayor declines to make an appointment, the appointment will be made by a majority vote of the City Council.

B. Qualification. Each Design Review Committee member shall be a legal resident or a business operator with a business within the Santa Ynez Valley at the time of the member's appointment and during the member's tenure in office. Each member should have a demonstrated interest in, and knowledge of, architectural history, architecture, local history or be knowledgeable in fields related to historic preservation, construction, planning, geography, landscape architecture, urban design, Danish culture, arts, or real estate. As used herein, "Santa Ynez Valley" is coterminous with the following ZIP codes: 93463, 93464, 93441, and 93460.

C. Term.
1. The term for each Design Review Committee member appointed by a City Council member shall be for four (4) years, and the term for each Design Review Committee member appointed by the Mayor shall be for two (2) years with such terms commencing on March 1 in the year following the regular election of the appointing City Council member or Mayor.

2. All Design Review Committee members shall continue to hold and exercise their respective positions on the Design Review Committee until the appointment of their respective successors.

3. Notwithstanding subsection C.1., a person elected or appointed to a City Council seat to fill a vacancy created by election or appointment of a sitting City Council member to the office of Mayor shall appoint the Design Review Committee member for the two (2) year term on behalf of the newly elected or appointed Mayor so that, except in the event of a vacancy, all members of the City Council, including the Mayor, shall have each appointed only one Design Review Committee member.

D. Vacancies shall be filled for the unexpired portion of the term in the same manner as set forth in subsection A of this section by the Mayor or the current representative of the City Council District making the original appointment.

E. Removal. Design Review Committee members serve at the pleasure of the City Council and may be removed at any time by affirmative vote of three or more members of the City Council. A Design Review Committee member who is absent for three (3) consecutive meetings without approval by a majority of the Design Review Committee members shall be automatically removed from membership without further action by the City Council. Removal by Council or due to unapproved absence shall create a vacancy that shall be filled pursuant to subsection D of this section.

F. Compensation and Expenses. Any compensation of the Design Review Committee members shall be fixed by resolution of the City Council. Design Review Committee members may be reimbursed for their necessary and actual expenses incurred on official City business in accordance with City policy.

SECTION 4. Clause 1 of Subsection A (Organization) of Section 2-4-3 (Organization and meetings) of Chapter 4 (Design Review Committee), of Title 2 (Boards and Commissions) of the City of Solvang Municipal Code is hereby amended to read as follows:

1. Officers of the Design Review Committee shall include the chair and vice-chair. The vice-chair shall serve as the chair, pro tempore, when the chair is absent. The chair and vice-chair shall be elected from among the Design Review Committee members by a majority of the members present at the first regular meeting of the Design Review Committee on or after March 1.

SECTION 5. Clause 6 of Subsection A (Organization) of Section 2-4-3 (Organization and meetings) of Chapter 4 (Design Review Committee), of Title 2 (Boards and Commissions) of the City of Solvang Municipal Code is hereby deleted in its entirety.

SECTION 6. Subsection B (Regular Meetings) of Section 2-4-3 (Organization and meetings) of Chapter 4 (Design Review Committee), of Title 2 (Boards and Commissions) of the City of Solvang Municipal Code is hereby amended to read as follows:

B. Regular Meetings. The Design Review Committee shall hold regularly scheduled public meetings.

SECTION 7. Subsection C (Appeals) of Section 2-4-3 (Organization and meetings) of Chapter 4 (Design Review Committee), of Title 2 (Boards and Commissions) of the City of Solvang Municipal Code is hereby retitled and amended to read as follows:

C. Rules. The Design Review Committee shall adopt rules for the transaction of its business and shall keep a public record of its resolutions, transactions, findings and determinations.

SECTION 8. Subsection E (Conflict of Interest) of Section 2-4-3 (Organization and meetings) of Chapter 4 (Design Review Committee), of Title 2 (Boards and Commissions) of the City of Solvang Municipal Code is hereby deleted in its entirety.

SECTION 9. Section 2-6-1 (Purpose and scope) of Chapter 6 (Revenue Measures Oversight Committee), of Title 2 (Boards and Commissions) of the City of Solvang Municipal Code is hereby retitled and amended to read as follows:

§ 2-6-1 Committee establishment, purpose and scope.

1. Establishment. There is hereby created and established a committee consisting of five members to be known as the Revenue Measures Oversight Committee.

2. Purpose and Scope. The Revenue Measures Oversight Committee is an advisory committee appointed by the City Council of the City of Solvang. The purpose of the Revenue Measures Oversight Committee is to review the revenue and expenditure of funds from taxes established by the voters, as assigned by the City Council, and to help ensure accountability to voters regarding such expenditures.

SECTION 10. Section 2-6-2 (General duties) of Chapter 6 (Revenue Measures Oversight Committee), of Title 2 (Boards and Commissions) of the City of Solvang Municipal Code is hereby retitled and amended to read as follows:

§ 2-6-2 Membership.

A. Appointment. Consistent with subsection C, each City Council member, on behalf of their respective City Council District, shall appoint one Revenue Measures Oversight Committee member and the Mayor shall appoint one Revenue Measures Oversight Committee member. Notwithstanding appointment by a City Council member from a City Council District, members of the Revenue Measures Oversight Committee shall not be required to reside in the same City Council District as the appointing City Council Member, and all members of the Revenue Measures Oversight Committee shall serve at large. In the event a City Council member or the Mayor declines to make an appointment, the appointment will be made by a majority vote of the City Council.

B. Qualifications. Each Revenue Measures Oversight Committee member shall be a legal resident or a business operator with a business within the Santa Ynez Valley at the time of the member's appointment and during the member's tenure in office. As used herein, "Santa Ynez Valley" is coterminous with the following ZIP codes: 93463, 93441, 93460.

C. Term.
1. The term for each Revenue Measures Oversight Committee member appointed by a City Council member shall be for four (4) years, and the term for each Revenue Measures Oversight Committee member appointed by the Mayor shall be for two (2) years with such terms commencing on March 1 in the year following the regular election of the appointing City Council member or Mayor.

2. All Revenue Measures Oversight Committee members shall continue to hold and exercise their respective positions on the Revenue Measures Oversight Committee until the appointment of their respective successors.

3. Notwithstanding subsection C.1., a person elected or appointed to a City Council seat to fill a vacancy created by election or appointment of a sitting City Council member to the office of Mayor shall appoint the Revenue Measures Oversight Committee member for the two (2) year term on behalf of the newly elected or appointed Mayor so that, except in the event of a vacancy, all members of the City Council, including the Mayor, shall have each appointed only one Revenue Measures Oversight Committee member.

D. Vacancies. Vacancies shall be filled for the unexpired portion of the term in the same manner as set forth in Subsection A of this section by the Mayor or the current representative of the City Council District making the original appointment.

E. Removal. Revenue Measures Oversight Committee members serve at the pleasure of the City Council and may be removed at any time by an affirmative vote of three or more members of the City Council. A member who is absent for three (3) consecutive meetings without approval by a majority of the Revenue Measures Oversight Committee members shall be automatically removed from membership without further action by the City Council. Removal by Council or due to unapproved absence shall create a vacancy that shall be filled pursuant subsection D of this section.

F. Compensation and Expenses. Members shall serve with no compensation, but they shall be reimbursed for their reasonable expenses as allowed by applicable law, provided the city council allocates sufficient funding for such expenses.

SECTION 11. Section 2-6-3 (Committee membership and administration) of Chapter 6 (Revenue Measures Oversight Committee), of Title 2 (Boards and Commissions) of the City of Solvang Municipal Code is hereby retitled and amended to read as follows:

§ 2-6-3 Organization and Meetings.

A. Organization.

1. Officers of the Revenue Measures Oversight Committee shall include the chair and vice-chair. The vice-chair shall serve as the chair, pro tempore, when the chair is absent. The chair and vice-chair shall be elected from among the Revenue Measures and Oversight Committee members by a majority of the members present at the first regular meeting of the Revenue Measures Oversight Committee on or after March 1.

2. City staff shall provide administrative and technical support to the committee.

B. Meetings. The inaugural meeting of the Revenue Measures Oversight Committee shall be at a time and place set by City Council. Thereafter, the Revenue Measures Oversight Committee shall meet twice annually at a time and place deemed appropriate by the majority of the Revenue Measures Oversight Committee. At the discretion of the chair, meetings may be rescheduled or cancelled. Meetings shall be called, noticed and conducted in compliance with the Ralph M. Brown Act as amended (Government Code section 54950 et seq.).

C. Voting. Only appointed members who are present at a Revenue Measures Oversight Committee meeting may make a motion, second a motion or vote upon a motion under consideration by the Revenue Measures Oversight Committee. A motion shall pass if approved by a simple majority of the members present and voting at the meeting unless otherwise required. A quorum shall consist of a simple majority of Revenue Measure Oversight Committee members (three of five members). The Revenue Measure Oversight Committee may only take action on items if a quorum of appointed members is present, except that if a quorum is not present, the present members may vote to adjourn the meeting.

D. Amendment of Duties. A majority of the City Council must approve any amendments to the Revenue Measure Oversight Committee's duties set forth herein. The Revenue Measure Oversight Committee may, by majority vote of the Revenue Measure Oversight Committee, recommend amendments to the Revenue Measure Oversight Committee's duties for consideration by the City Council.

SECTION 12. Section 2-6-4 (Duties and responsibilities) is hereby added to Chapter 3 (General Penalty), of Title 1 (Administration) of the City of Solvang Municipal Code and shall read as follows:

§ 2-6-4 Duties and responsibilities.

A. The Revenue Measures Oversight Committee shall serve in an advisory capacity to the City Council and shall have no independent authority to expend or direct the expenditure of funds received by the City under Measure U, Measure E or other revenue measures.

B. The Revenue Measures Oversight Committee may conduct hearings; review reports; request funding from the City Council for independent audits of funds from Measure U, Measure E and other revenue measures; receive presentations; provide comments; make findings and recommendations; and issue reports to the City Council related to implementation and the expenditure of funds received under, Measure U, Measure E and other revenue measures.

SECTION 13. This Ordinance has been reviewed for compliance with the California Environmental Quality Act (CEQA), the CEQA Guidelines (Title 14, Division 6, Chapter 3 of the California Code of Regulations), and the City's environmental procedures. The City has determined that this Ordinance is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility the passage of this Ordinance will result in a direct or reasonably foreseeable indirect physical change in the environment and there is no possibility the passage of this Ordinance will have a significant effect on the environment.

SECTION 14. If any section, subsection, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by a decision of a court of competent jurisdiction or preempted by State or Federal legislation, such decision or legislation shall not affect the validity of the remaining provisions of this Ordinance.

SECTION 15. This Ordinance shall become effective 30 days after its adoption.

SECTION 16. The City of Solvang is a Charter City and has adopted its own rules for summarizing and posting ordinances once they are adopted. A summary of this Ordinance will be prepared by the City Clerk. The summary will be posted in three locations after adoption as directed in the Solvang Municipal Code. A true and correct copy of the full ordinance together with a record of the vote of each council member shall be kept by the City Clerk.

PASSED, APPROVED, AND ADOPTED on this 27 day of October 2025.

_____
David Brown, Mayor

APPROVED AS TO FORM:

_____
Chelsea O'Sullivan, City Attorney

ATTEST:

_____
Annamarie Porter, City Clerk

STATE OF CALIFORNIA)
COUNTY OF SANTA BARBARA)ss
CITY OF SOLVANG)

I, Annamarie Porter, City Clerk of the City of Solvang, California do hereby certify that the foregoing Ordinance No. 25-0384 was duly introduced at a regular meeting of the City Council held on the 13th day of October 2025, and was duly adopted at a regular meeting of said City Council held on the 27th day of October 2025, and thereafter signed and approved by the Mayor and attested by the City Clerk, and that said Ordinance was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____
Annamarie Porter, City Clerk

CITY COUNCIL STAFF REPORT

Agenda Item 8.d

Meeting Date: October 13, 2025

SUBJECT: **Appointment to fill Vacancy on Revenue Measures Oversight Committee (RMOC)**

PREPARED BY: Annamarie Porter, City Clerk

DISCUSSION:
On August 20, 2025 Revenue Measures Oversight Committee (RMOC) member Jamie Baker resigned from the RMOC. Mr. Baker was appointed by former Council member Robert Clarke and his term would have expired in December 2025. Member Baker's resignation has created a vacancy on the RMOC.

Section 2-6-3 of the Solvang Municipal Code states that vacancies on the RMOC are "filled by appointment by the City Council member making the original appointment for the unexpired portion of the term." Section 2-6-3 of the Solvang Municipal Code states that each Councilmember shall appoint one member of the Revenue Oversight Committee. Former Councilmember Clarke, who appointed Member Baker is no longer on the Council. However, Council Member Louise Smith is the only sitting Council Member who has not yet appointed an RMOC member. Therefore, Councilmember Smith should choose the replacement to fill the vacancy in compliance with Section 2-6-3.

The appointment will be through the end of the unexpired term of Ms. Baker, which is December 31, 2025. However, should the Council adopt draft Ordinance 25-0384, upon the effective date of that ordinance, the term of the RMOC member Councilmember Smith appoints would automatically be extended to March 1, 2027 (following the 2026 election).

RECOMMENDEND MOTION.
Staff recommends Councilmember Smith appoint an applicant from the applicant pool from the most recent RMOC recruitment to fill the vacancy left by member Baker through the end of the unexpired term of December 31, 2025. This action does not require a motion by the Council.

ALTERNATIVES:
Decline to fill the vacancy until the new term begins.

FISCAL IMPACT:
Selection of an applicant from the prior applicant pool would only result in modest costs associated with staff time to onboard a new RMOC member. If a new recruitment is requested, the City would incur additional staff time to administer that recruitment.

ATTACHMENTS:
None

CITY COUNCIL STAFF REPORT

Agenda Item 8.e

Meeting Date: October 13, 2025

SUBJECT: **Caltrans Mission Drive Traffic Flow Discussion**

PREPARED BY: Bridget Paris, Public Works Director

DISCUSSION:
On September 23, 2025, City staff participated in a collaborative meeting with six Caltrans representatives, including staff from Traffic Safety and Planning. The purpose of the meeting was to review existing and potential traffic and pedestrian issues along Mission Drive (SR 246) and to discuss both near-term and long-term solutions. Staff seeks Council direction on the various strategies in light of Caltrans' comments during the meeting.

City Manager Murphy opened the September 23 meeting with Caltrans by describing congestion issues on Mission Drive and connecting streets, noting that during peak times, vehicle travel can be significantly slower than pedestrian travel. Caltrans acknowledged the challenge of maintaining vehicle flow while also ensuring pedestrian safety.

A portion of the meeting was conducted in the field. City and Caltrans staff walked Mission Drive from Alisal Road to Fifth Street at approximately 3:00 p.m. At the Alisal Road intersection, City staff discussed the need for a protected southbound left-turn movement. Caltrans noted that such a modification would require a new signal pole and mast arm at the southwest corner and emphasized that split-phase left-turn signals are typically avoided because they increase the delay through the corridor.

At the Fifth Street intersection, City staff reiterated the community's request for a northbound split-phase left-turn signal, noting that traffic along Oak Street backs up significantly during peak weekday hours, weekends, and special events. Caltrans responded that while these backups are real, operational design decisions (including signal phasing, intersection control, channelization, and related features) are generally based on weekday peak-hour turning movement counts (Tuesday–Thursday), not weekend or special event conditions.

Caltrans also discussed short-term strategies such as eliminating on-street parking along Mission Drive and the diagonal parking in front of Olsen's Danish Village Bakery. These changes could eventually be incorporated into long-term striping modifications during the next pavement overlay or slurry seal project that could be used to accommodate a bicycle lane through the City.

Caltrans emphasized that while there are many opinions about how to improve traffic flow through Solvang, justifying long-term operational changes requires corridor-wide traffic modeling to test potential improvements. State law (California Vehicle Code §§ 21950–21955) requires that drivers yield to pedestrians in crosswalks and does not permit prohibiting pedestrian crossings at intersections without engineering justification. Therefore, future modeling should evaluate the interaction between vehicles, bicycles, and pedestrians to ensure balanced and legally compliant solutions.

The City will be submitting another Sustainable Transportation Planning Grant application in November 2025 for FY 2026/27. Staff requested Caltrans' guidance to help facilitate the appropriate data collection and analysis requirements to support planning and consultant procurement. Caltrans agreed to provide example scopes of work from Active Transportation Program (ATP) grants, which could serve as a template for developing a comprehensive multimodal model and supporting data collection. This model would help identify long-term solutions to the recurring bottlenecks on Mission Drive and

adjacent bypass routes. Additionally, Caltrans suggested the possibility of partnering with Cal Poly students to assist with planning and modeling of potential solutions.

Based on the discussion with Caltrans, if it pleases the Council, staff intends to seek community input on any or all of the following actions to address the traffic and pedestrian issues on Mission Drive:

- Eliminate on-street parking along both sides of Mission Drive.
- Negotiate with Olsen's Danish Village Bakery to remove diagonal parking on the north side of Mission Drive between Fifth Street and Fourth Place.
- Develop a park-and-ride lot outside City limits to shuttle visitors into town and reduce congestion.

Staff will bring this matter back to Council in the future to seek additional direction.

RECOMMENDED MOTION
I move that, consistent with Council Goals 1 and 7, Staff continue to work with Caltrans and the community to find viable solutions to relieve congestion in the SR246/Mission Dr corridor.

ALTERNATIVES:
Provide other direction to Staff

FISCAL IMPACT:
- There is no fiscal impact associated with submitting a Sustainable Transportation Planning Grant application. If awarded, the City would be responsible for an 11.47% local match of the total project cost.
- Eliminating parking along Mission Drive would involve costs for new striping, pavement markings, and signage.

ATTACHMENTS:
None.

CITY COUNCIL STAFF REPORT

AGENDA ITEM 8.f

Meeting Date: October 13, 2025

SUBJECT: **New City Hall Feasibility Discussion**

PREPARED BY: Randy Murphy, City Manager

DISCUSSION:
According to the plaque on the front of the building, the current Solvang Municipal Center (aka City Hall) was completed in 1969. As is often the case with public buildings, City staff outgrew the available space, and the nearby Masonic Lodge (constructed in 1957) was acquired. Only minimal modifications were made to the building prior to commencement of City operations in 2001/02 when Parks & Recreation, Community Development (Planning/Building), and Public Works were moved across the street into "The Annex". This arrangement continues to this day, which, unfortunately, contributes to multiple inefficiencies between/among staff and the public.

The City has again outgrown its available space. A recent evaluation of current and near-term future (five to ten years) space needs shows we require over 20,000 square feet, more than twice what we currently have available. Additionally, the older buildings are not energy efficient and lack the appropriate power and other infrastructure for us to utilize the latest technologies in our offices and Council Chamber. Thus, given design and construction timelines, a new City Hall is necessary sooner rather than later.

Staff has evaluated options for relocation into existing buildings within the City limits, with nothing feasible at this time. The attached drawing shows what could be built in the vacant lot across the street from City Hall (Lot #5). Please note that this is a Rough Order of Magnitude (ROM) depiction of what the space might look like. Although some areas are called out as gym or office spaces, this is NOT the final design and are simply shown to designate areas available for future growth. One estimate to construct a building based on this ROM suggests a construction price tag today of $8.7 to $10.3 million. Given the continual escalation of construction costs, it will likely increase 5% or more each year for the foreseeable future.

In addition to numerous improved staff efficiencies should this project move forward, there would be a variety of other community benefits. The Fire Department has expressed a need to expand their operation and could take over and remodel our current space for their use. Staff would need to negotiate any such changes with the Fire Department. Additionally, once the Annex is vacated, it would be available for other uses. For example, it could be remodeled so that the Library could be relocated into the City Center. If the Library were to relocate, the current Library space would be available for the Sheriff Office to add some much-needed square footage to their operation. Lastly, the building currently occupied by the Water Department behind City Hall could be razed to provide several more parking places in that lot.

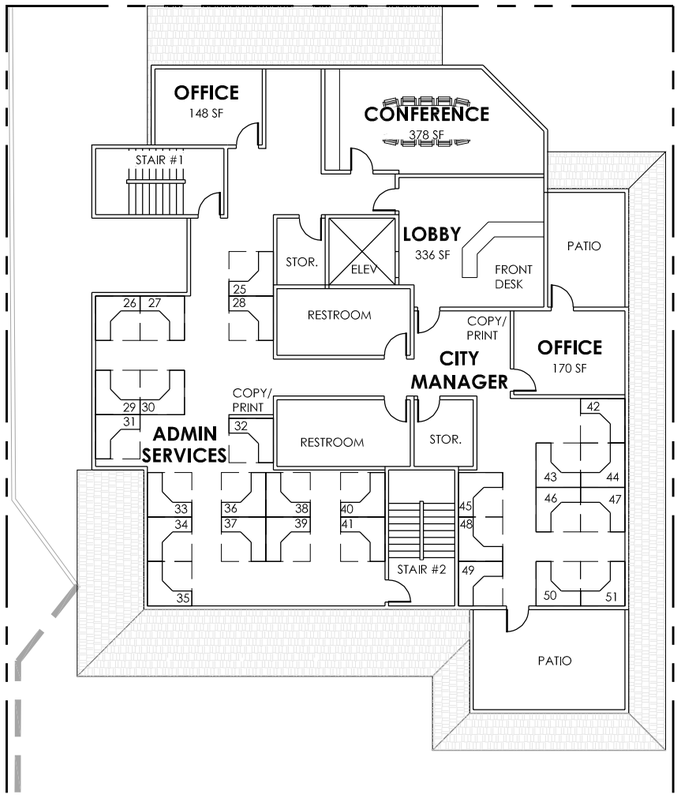
Staff requests Council direction on whether to continue to investigate options for relocating City Hall or to abandon the concept. If Council directs staff to investigate options, staff would return at a later meeting with more defined options.

RECOMMENDED MOTION:
None.

ALTERNATIVES:
None.

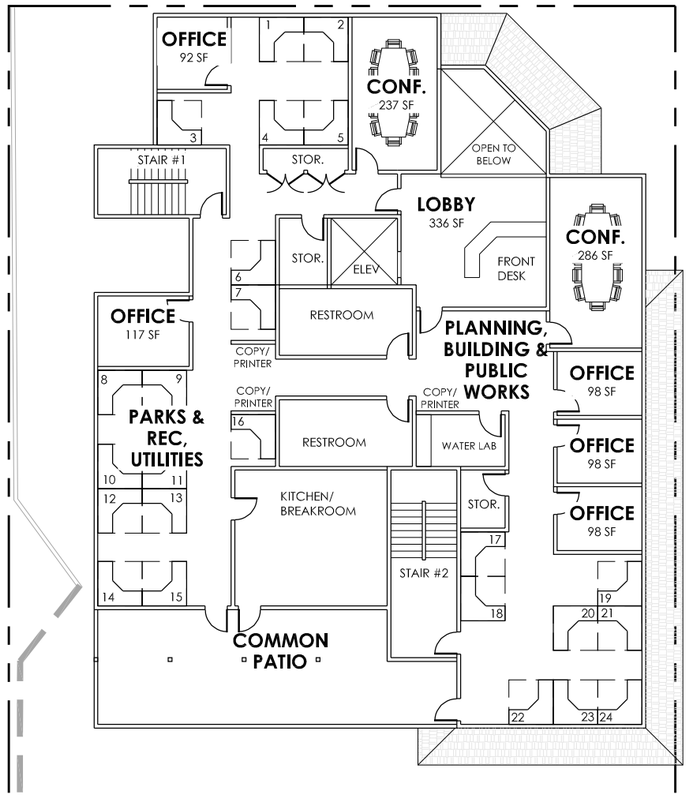
FISCAL IMPACT:
Since the City's reserves are inadequate to outright pay for construction, Attachment B shows what annual debt service might be for a few available funding options.

ATTACHMENTS:
A. Preliminary draft of new City Hall building
B. Funding Options



3RD FLOOR PLAN

4,586 SF

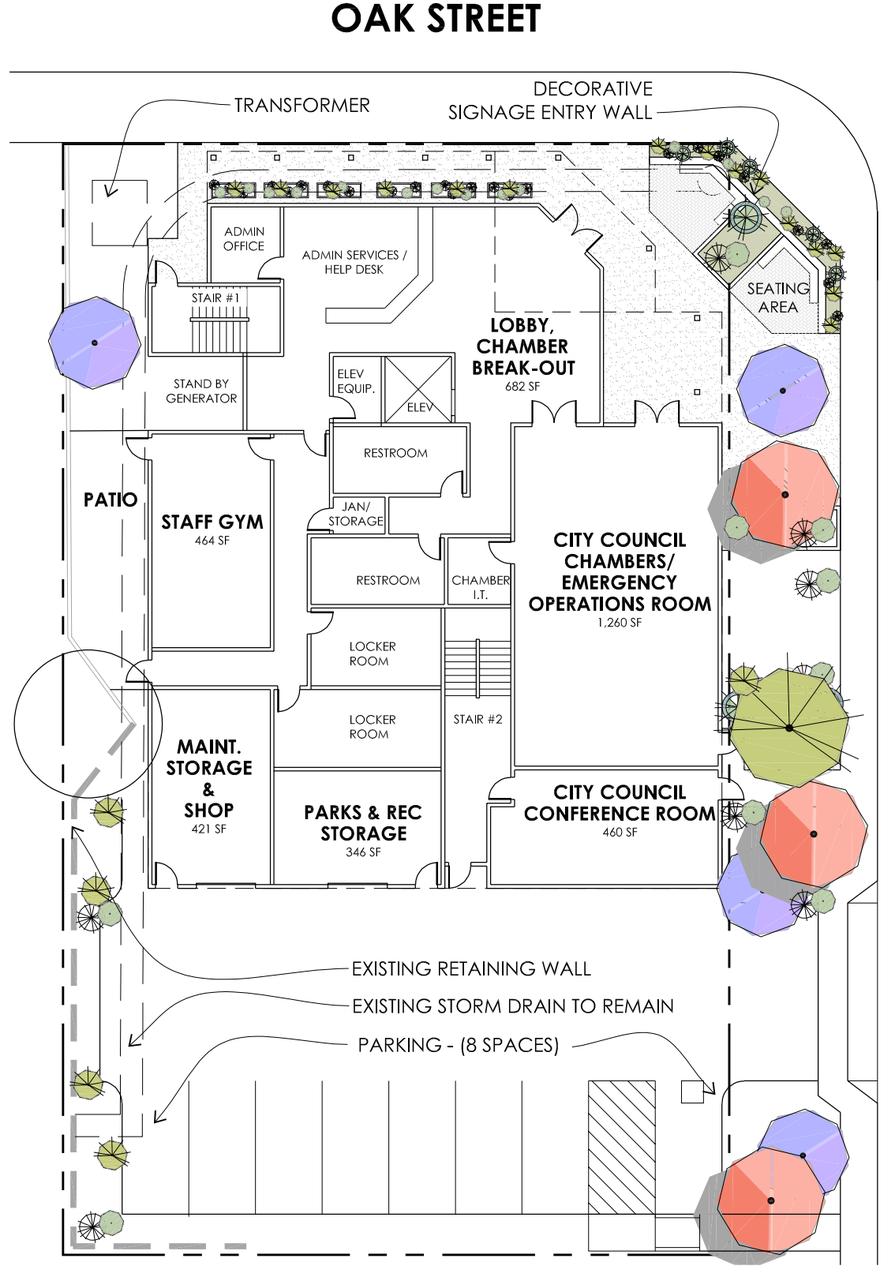


2ND FLOOR PLAN

5,779 SF

PROJECT DATA

ADDRESS:	377 2ND STREET
APN:	139-211-004
SITE AREA:	0.31 ACRES
ZONING:	PI (PUBLIC)
USE:	
EXISTING USE:	VACANT
PROPOSED USE:	CITY HALL
BUILDING HEIGHT ALLOWED:	
BUILDING HEIGHT PROPOSED:	TBD
NUMBER OF STORIES:	3 STORIES
TYPE OF CONSTRUCTION:	TBD
SPRINKLERS:	YES
OCCUPANCIES:	B & A
BUILDING AREA:	16,808 SF
PARKING PROVIDED:	17 SPACES



FIRST FLOOR / SITE PLAN

6,443 SF

PROJECT NORTH ACTUAL NORTH

0 10 20

Arris STUDIO ARCHITECTS

City Hall
Solvang, CA

Date: JULY 10, 2025
Scale: 1" = 20' @ 11x17
Sheet: A2.0

Estimated Net Debt Service Payment:

	USDA 40yr $5m 3.50%	USDA 40yr $10m 3.50%	USDA 40yr $15m 3.50%	Bank 20yr $5m 4.50%	Bank 20yr $10m 4.50%	Bank 20yr $15m 4.50%	Bond 30yr $5m 4.25%	Bond 30yr $10m 4.25%	Bond 30yr $15m 4.25%
07/01/2027	242,875	477,875	712,875	396,750	781,750	1,166,750	313,763	612,963	917,163
07/01/2028	245,775	478,675	711,575	394,325	777,125	1,164,925	314,938	615,525	915,900
07/01/2029	243,500	479,300	715,100	396,675	782,050	1,167,200	315,900	612,663	914,213
07/01/2030	246,225	479,750	713,275	393,575	781,075	1,163,350	311,650	614,588	912,100
07/01/2031	243,775	480,025	711,275	395,250	779,425	1,163,600	312,400	616,088	914,563
07/01/2032	246,325	480,125	714,100	396,475	782,100	1,162,725	312,938	612,163	916,388
07/01/2033	243,700	480,050	711,575	397,250	778,875	1,165,725	313,263	613,025	912,575
07/01/2034	246,075	479,800	713,875	397,575	779,975	1,162,375	313,375	613,463	913,338
07/01/2035	243,275	479,375	710,825	397,450	780,175	1,162,900	313,275	613,475	913,463
07/01/2036	245,475	478,775	712,600	396,875	779,475	1,167,075	312,963	613,063	912,950
07/01/2037	242,500	478,000	714,025	395,850	777,875	1,164,675	312,438	612,225	916,800
07/01/2038	244,525	477,050	715,100	394,375	780,375	1,165,925	316,700	615,963	914,800
07/01/2039	246,375	480,925	710,825	397,450	781,750	1,165,600	315,538	614,063	912,163
07/01/2040	243,050	479,450	711,375	394,850	782,000	1,163,700	314,163	616,738	913,888
07/01/2041	244,725	477,800	711,575	396,800	781,125	1,165,225	312,575	613,775	914,763
07/01/2042	246,225	480,975	711,425	398,075	779,125	1,164,950	315,775	615,388	914,788
07/01/2043	242,550	478,800	715,925	393,675	781,000	1,162,875	313,550	616,363	913,963
07/01/2044	243,875	476,450	714,900	393,825	781,525	1,164,000	316,113	611,700	912,288
07/01/2045	245,025	478,925	713,525	393,300	780,700	1,163,100	313,250	616,613	914,763
07/01/2046	246,000	476,050	711,800	397,100	778,525	1,165,175	315,175	615,675	916,175
07/01/2047	246,800	478,000	714,725	-	-	-	311,675	614,100	916,525
07/01/2048	247,425	479,600	712,125	-	-	-	312,963	611,888	915,813
07/01/2049	242,875	480,850	714,175	-	-	-	313,825	614,038	914,038
07/01/2050	243,325	476,750	715,700	-	-	-	314,263	615,338	916,200
07/01/2051	243,600	477,475	711,700	-	-	-	314,275	615,788	917,088
07/01/2052	243,700	477,850	712,350	-	-	-	313,863	615,388	916,700
07/01/2053	243,625	477,875	712,475	-	-	-	313,025	614,138	915,038
07/01/2054	243,375	477,550	712,075	-	-	-	311,763	612,038	912,100
07/01/2055	242,950	476,875	711,150	-	-	-	315,075	614,088	912,888
07/01/2056	247,350	480,850	714,700	-	-	-	312,750	615,075	912,188
07/01/2057	246,400	479,300	712,550	-	-	-	-	-	-
07/01/2058	245,275	477,400	714,875	-	-	-	-	-	-
07/01/2059	243,975	480,150	711,500	-	-	-	-	-	-
07/01/2060	247,500	477,375	712,600	-	-	-	-	-	-
07/01/2061	245,675	479,250	713,000	-	-	-	-	-	-
07/01/2062	243,675	480,600	712,700	-	-	-	-	-	-
07/01/2063	246,500	476,425	711,700	-	-	-	-	-	-
07/01/2064	243,975	476,900	715,000	-	-	-	-	-	-
07/01/2065	246,275	476,850	712,425	-	-	-	-	-	-
07/01/2066	243,225	481,275	714,150	-	-	-	-	-	-
Total	**9,789,350**	**19,147,375**	**28,519,225**	**7,917,500**	**15,606,025**	**23,291,850**	**9,413,213**	**18,427,388**	**27,435,613**