

CITY COUNCIL / LRA BOARD

Mayor/Chair

Rachel Hernandez

Council/Authority Members

District 1 — Luis Uribe

District 2 — Cindy Fosi

Vice Mayor, District 3 — John Pimentel

District 4 — Stacy Call



CITY OF RIVERBANK

Regular City Council and Local Redevelopment Authority Board Meetings

Council Chambers
6707 Third Street, Suite B
Riverbank, CA 95367



TUESDAY, AUGUST 25, 2026 — 6:00 PM

(THE AGENDA PACKET IS ONLINE AT [HTTPS://RIVERBANKCA.PORTAL.CIVICCLERK.COM/](https://riverbankca.portal.civicclerk.com/))

PARA TRADUCCION EN ESPANOL FAVOR DE REFERIRSE A LA ULTIMA PAGINA DE LA AGENDA

1. CALL TO ORDER

2. FLAG SALUTE

3. INVOCATION

4. ROLL CALL

5. AGENDA CHANGES

6. CONFLICT OF INTEREST

Any Council/Authority Member who has a direct Conflict of Interest on any scheduled agenda item to be considered is to declare their conflict at this time. Pursuant to Government Code Section 84308 (Levine Act), any Council /Authority Member who has received a contribution of \$500 or more within the preceding 12 months from a party, participant, or their agent related to an item on the agenda must disclose that contribution on the record prior to participation in the discussion or decision on the item and may be required to recuse themselves, as applicable.

7. PRESENTATIONS (Informational only)

Item 7.1. Presentation - Riverbank 2026 Point-In-Time Count- It is recommended that the City Council receive a presentation on homelessness in the City of Riverbank based on the 2026 Point-In-Time Count.

8. PUBLIC COMMENTS (No action can be taken)

At this time, members of the public may comment on any item not appearing on the agenda, and within the subject matter jurisdiction of the City Council/LRA Board. Individual comments will be limited to a maximum of 3 minutes (or as stated by the presiding Officer) and time cannot be yielded to another person. Under State law, matters presented during the public comment period cannot be discussed or acted upon.

Refer to the last page of this agenda for the Public Comment Procedures via ZOOM.

9. CONSENT CALENDAR (No obligation to read aloud)

All items listed on the Consent Calendar are to be acted upon by a single action of the City Council/LRA Board unless requested by an individual Council/Authority Member or member of the public for special consideration. Otherwise, the recommendation of staff will be accepted and acted upon by motion of the City Council/LRA Board.

Item 9.1. Approval of the City Council and Local Redevelopment Authority Board Meeting Minutes for:

Regular City Council Meeting June 23, 2026

Special Community Meeting July 27, 2026

Regular City Council Meeting July 28, 2026.

Item 9.2. Resolution Approving a Scope of Services to Prepare the City of Riverbank's 2025 Urban Water Management Plan (UWMP) and Updated Water Shortage Contingency Plan (WSCP) by KSN, Inc. at a cost of \$58,230.00

Item 9.3. Resolution to Approve and Adopt Updated 2026 City of Riverbank Measure L Expenditure Plan Project List

10. UNFINISHED BUSINESS

Item 10.1. Resolution Adopting the City of Riverbank Travel and Training Policy and Recission of APP-07 Travel Policy

11. NEW BUSINESS

Item 11.1. Resolution of the City Council Approving a Professional Services Agreement with Westwood Professional Service, Inc. for Design Services for the Jackson Avenue and Stanislaus Street Neighborhood Park Project in an Amount Not to Exceed \$280,302.50 and Authorizing the City Manager to Execute the Agreement.

Item 11.2. Resolution of Concurrence and Support of the Fiscal Year 2025-2026 Stanislaus Urban County and Stanislaus HOME Consortium Consolidated Annual Performance and Evaluation Report (CAPER)

Item 11.3. Discussion of the 2026 Cal Cities Annual Conference Resolution and Provide Direction to Voting Delegates

12. COMMENTS/REPORTS

A brief report on notable attendance of a meeting or conference or other notable topics of City business shall be made. The Brown Act does not allow for discussion or action of items by the City Council/LRA Board during this time.

Item 12.1. Staff

Item 12.2. Council / Authority Member

Item 12.3. Mayor / Chair

13. CLOSED SESSION (No items scheduled)

The public will have a limit of 3 minutes to comment on Closed Session item(s) as set forth on the agenda prior to the City Council/LRA Board recessing to Closed Session

Item 13.1. CONFERENCE WITH LEGAL COUNSEL– ANTICIPATED LITIGATION

Significant Exposure to Litigation (Pursuant to Govt. Code § 54956.9(d))

Number of Potential Cases:1

14. REPORT FROM CLOSED SESSION

Item 14.1. Report from Closed Session Item 13.1

CONFERENCE WITH LEGAL COUNSEL– ANTICIPATED LITIGATION

Significant Exposure to Litigation (Pursuant to Govt. Code § 54956.9(d))

Number of Potential Cases: 1

15. ADJOURNMENT : The Next Regular City Council Meeting is Scheduled for Tuesday, September 8, 2026.

AFFIDAVIT OF POSTING

I hereby certify under penalty of perjury, under the laws of the State of California that the foregoing agenda was posted at the meeting location, on the North City Hall public exterior bulletin board, South City Hall public exterior Bulletin, Riverbank Community Center exterior bulletin, and the City's website 72 hours prior to the meeting in accordance to the California Ralph M. Brown Act. Posted this 20th Day of August, 2026.

/s/[Gabriela Hernandez, CMC, City Clerk](#)



ADA COMPLIANCE STATEMENT

In compliance with the Americans with Disabilities Act, and the Governor's Executive Order N-29-20, the City will make every effort to make reasonable modifications or accommodations from individuals with disabilities. Contact the Administration Dept. at (209) 863-7122 or the City Clerk at cityclerk@riverbank.org at least (48) hours prior to the meeting to enable the City to make reasonable arrangements for accessibility.

NOTICE REGARDING NON-ENGLISH SPEAKERS

Pursuant to California Constitution Article III, Section IV, establishing English as the official language for the State of California, and in accordance with California Code of Civil Procedures Section 185, which requires proceedings before any State Court to be in English, notice is hereby given that all proceedings before the City of Riverbank City Council/LRA Board shall be in English and anyone wishing to address the Council is required to have a translator present who will take an oath to make an accurate translation from any language not English into the English language.

TELECONFERENCE/VIRTUAL PLATFORM PUBLIC PARTICIPATION COMMENT PROCEDURES FOR CITY COUNCIL MEETING HELD IN CONFORMANCE WITH THE BROWN ACT

PUBLIC "LIVE" VIEWING

- Government Channels: SPECTRUM — Channel 2
- YouTube Live — City of Riverbank
- Via ZOOM Platform (See instructions below)

SUBMITTING PUBLIC COMMENTS FOR THE RECORD

Written comments must be received before 4:00 p.m. on the date of the meeting in order for them to be distributed to the Council prior to consideration of the matter.

Written comments will not be read aloud at the meeting, but will be reported as received for the record. If you do not receive an acknowledgement of receipt within an hour of submission or by 5:00 p.m., please call the City Clerk's Office at (209) 863-7198 or the Administration Dept. at (209) 863-7122.

ACCEPTABLE METHODS OF SUBMITTING COMMENTS **BEFORE THE 5:00 PM DEADLINE**

- **Via Mail Service:** Mail comments to City of Riverbank, Attn: City Clerk, 6707 Third Street, Suite A, Riverbank, CA 95367. (Call 209-863-7198 / 209-863-7122 to ensure they were received.)
- **Via Email:** cityclerk@riverbank.org
(*Note: This technology is not a guaranteed method.*)
 - Indicate Agenda Item # in the *subject line*. (Call 209-863-7198 / 209-863-7122 to ensure receipt.)
- **Oral Comments In-Person:** The Mayor will ask the public if anyone wishes to comment, at that time you may approach the podium.
- **Oral Comments Via Zoom:** The Mayor will announce when public comments may be made for a limit of 3 minutes on the agenda item being considered, at which time you will:
 - **Using a computer** — click on the “raise hand” feature in the webinar controls. This will alert staff that you wish to speak, and you will be unmuted.
 - **Using a Phone** — press *9 to “raise the hand”. This will alert staff that you wish to speak, and you will be unmuted.
 - (Please make sure the volume on your device is on and that any nearby device or any nearby device is turned down.)

Teleconference Phone Number: (This system is a backup for ZOOM technical difficulties only when providing oral comments.) If there are technical difficulties or disconnection with ZOOM

while making oral comments, please immediately call the teleconference phone number **(209) 863-7151** so that Council may receive your comments. Council will be waiting for your call.
Thank you.

JOIN THE MEETING VIA ZOOM PLATFORM

Join by this link: <https://us02web.zoom.us/j/81500912873>

Join by accessing website: <https://zoom.us/join> — enter Webinar ID: **894 4341 5826**

Join by telephone: 1 669 444 9171 OR 1 669 900 9128, plus Webinar ID: **894 4341 5826**

Learn about using ZOOM - Visit <https://zoom.us/j/> for a free account or to download the app.

How to Use Live Spanish Translation/ Como Usar Traducción en Español En Vivo

<https://attend.wordly.ai/join/LHDA-5715>



STEP 1/PASO 1



Scan QR Code

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STEP 2/PASO 2



Choose Spanish Language

Escoja el idioma Español

STEP 3/PASO 3



Read Captions on Device

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Lea subtítulos en su aparato

Use auriculares para audio

RIVERBANK CITY COUNCIL / LRA BOARD

AGENDA ITEM NO. 7.1.

SECTION : PRESENTATIONS

Meeting Date:	8/25/2026
Subject:	Presentation - Riverbank 2026 Point-In-Time Count- It is recommended that the City Council receive a presentation on homelessness in the City of Riverbank based on the 2026 Point-In-Time Count.
From:	Marisela H. Garcia, City Manager
Submitted by:	Marisela Garcia, City Manager

RECOMMENDATION

It is recommended that the City Council receive a presentation on homelessness in the City of Riverbank based on the 2026 Point-In-Time Count.

SUMMARY

City staff will provide an overview of the demographics of our unhoused population in the City of Riverbank based on the 2026 Point-In-Time Count.

STRATEGIC PLAN

This item is related to the City Council's goal to "Improve Public Communications."

BACKGROUND

The U.S. Department of Housing and Urban Development (HUD) requires all local Continuums of Care (CoCs) to conduct Point-In-Time (PIT) Counts as a condition of receiving federal homelessness assistance funding. The PIT Count provides a snapshot of sheltered and unsheltered homelessness on a single night during the last ten days of January. The 2026 Point-In-Time Count was conducted on January 28, 2026. The Point-In-Time Count is organized by the Stanislaus Community System of Care (CSOC), a partnership of local governments, nonprofit organizations, housing providers, healthcare partners, and community collaborators working together to address homelessness throughout Stanislaus County.

The 2026 count identified 686 unsheltered individuals and 1,105 sheltered individuals throughout Stanislaus County. Riverbank's final count was 40 unsheltered and 2 sheltered at Sierra House. Tonight's presentation will provide an overview of Riverbank's count.

FINANCIAL IMPACT

There is no financial impact associated with this presentation.

ATTACHMENTS

1. 2026-PIT-Executive-Summary

STANISLAUS COUNTY

2026 POINT IN TIME COUNT

EXECUTIVE SUMMARY

The annual Point in Time (PIT) Count is a federal requirement that provides local communities with critical information about the unhoused population on a single night in January. While the resulting data is valuable, it should be combined with other data sources to give a more holistic and accurate picture of homelessness.

Stanislaus County conducted its PIT Count on January 28, 2026, utilizing the standardized Incident Command System (ICS) framework to conduct the annual Point in Time (PIT) count. This consistent approach ensured robust methodology, deployment structure, volunteer engagement, geographic coverage, and data verification processes. All submitted data underwent rigorous data quality review, confirming a validated decrease in both sheltered and unsheltered counts compared to previous years.

The 2026 PIT Count identified 1,791 people experiencing homelessness in Stanislaus County, with 62 percent residing in a sheltered setting. Notably, while the overall homeless population declined from 2025 to 2026, the proportion of sheltered individuals increased by 8 percentage points (up from 54 percent in 2025). Over the past year, shelter capacity was expanded with 40 additional beds across Emergency Shelter and Transitional Housing projects. Despite this increase, shelter bed utilization declined from 82 percent in 2025 to 77 percent in 2026. The number of unsheltered individuals fell by 28 percent, while those in shelter decreased by only 3 percent.

The count also reflected decreases among key subpopulations: veterans (down 22 percent), families (down 33 percent), and individuals experiencing chronic homelessness (down 4 percent). Four percent of those counted were living in vehicles, consistent with 2025 figures.

Preliminary observations suggest several operational and environmental conditions may have contributed to a lower reported count of unsheltered homelessness. Volunteers noted an increased law enforcement presence in areas where unsheltered individuals are typically observed, which may have led to displacement or reduced visibility. Some individuals were less willing to engage with count teams due to concerns about governmental or immigration related activity, and others appeared to actively avoid contact.

Volunteer participation also declined by approximately 44 percent from the prior year. In response, the County increased deployment of outreach team members to help ensure full coverage of designated areas; however, this shift may have influenced overall count dynamics.

These factors may have played a role in the reduced numbers reported.

Survey results highlighted the top four causes of homelessness, which align closely with households seeking prevention assistance. Fifty percent of households reported eviction or rent increase as the primary cause, followed by 38 percent citing health issues, 28 percent due to loss of family members or dissolution of households, and 22 percent related to job or income loss. Other causes, including legal issues, incarceration, and domestic violence, represented a smaller portion of the population.

Health and disability are significant factors in housing instability. Seventy-five percent of respondents reported living with at least one disabling condition, including chronic health conditions (40 percent), physical disabilities (36 percent), serious mental illness (28 percent), and substance use disorders (14 percent). Despite these challenges, only 26 percent reported receiving disability benefits, revealing critical gaps in access to income support and service systems.

These findings underscore both progress and ongoing challenges in addressing homelessness in Stanislaus County. The County's efforts to increase shelter capacity, maintain rigorous data standards, and adapt outreach strategies have contributed to measurable improvements, while persistent barriers highlight the need for investment in prevention, health services, and support systems.

Accessing services presents additional hurdles. Lack of transportation was the most reported barrier at 46 percent, while 34 percent were unsure where to go for help, and 32 percent lacked the required documentation to access services. Other barriers include not qualifying for available programs (26 percent) or being waitlisted (21 percent), pointing to systemic and practical obstacles that prevent individuals from receiving timely assistance. Stanislaus County's homeless population also carries a history of institutional interactions. More than half (53 percent) have been in jail or prison, 51 percent have spent nights in hospitals, and 27 percent in treatment centers. Smaller but notable percentages report prior experiences in foster care (13 percent), group homes (9 percent), juvenile detention (15 percent), and human trafficking (3 percent). These experiences illustrate the interconnectedness of homelessness with justice, healthcare, and social systems.

Despite these challenges, the PIT Count was conducted using the County's established methodology and verified through standard quality assurance procedures. Attached are key findings from overall numbers and completed surveys.

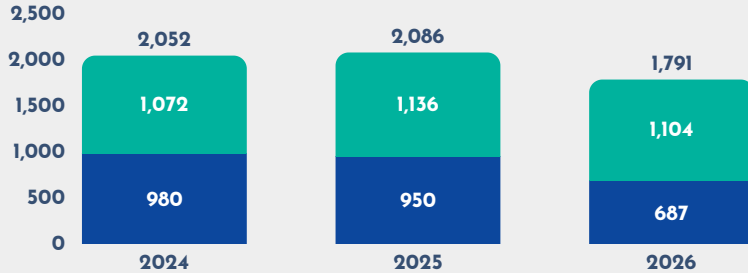
STANISLAUS COUNTY

2026 PIT COUNT OVERALL RESULTS

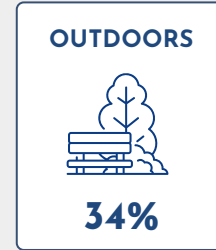
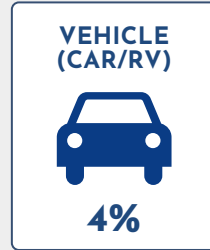
Results are from all people experiencing homelessness counted and surveyed during the Point-in-Time Count

CENSUS POPULATION TREND

● Unsheltered ● Sheltered



SLEEPING LOCATIONS



SHELTER STATUS



SEX



62%
MALE



38%
FEMALE

HOUSEHOLD TYPE



Adult-Only
Households

55% | 45%

Sheltered | Unsheltered
1,528 people in
1,513 households (85%)



Families

99% | 1%

Sheltered | Unsheltered
261 people in
85 households (15%)

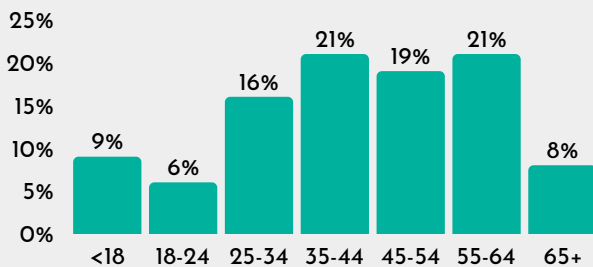


Children Only
(<18)

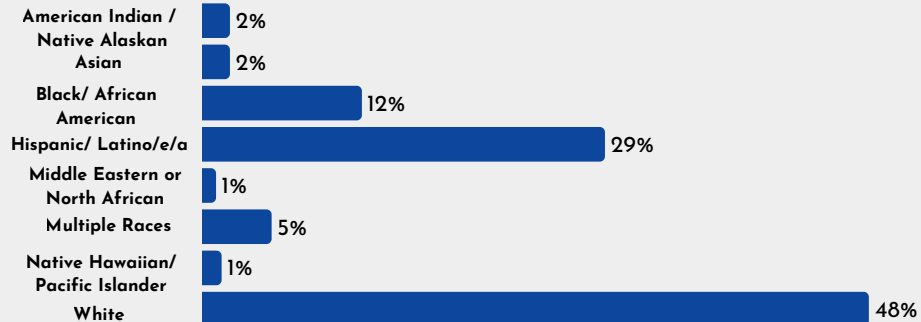
50% | 50%

Sheltered | Unsheltered
2 people in
2 households (<1%)

AGE RANGES



RACIAL IDENTITIES



*Middle Eastern or North African was recently added as part of the 2024 data standards.

SELECT SUBPOPULATIONS



Chronically
Homeless

55% | 45%

Sheltered | Unsheltered

532 People
(30%)



Unaccompanied
Youth & Young
Adults (<25)

72% | 28%

Sheltered | Unsheltered

85 People
(5%)



Veterans

46% | 54%

Sheltered | Unsheltered

54 People
(3%)



Older Adults
(55+)

69% | 31%

Sheltered | Unsheltered

516 People
(29%)

ADDITIONAL SUBPOPULATIONS

Serious Mental
Illness



28%

HIV/Aids
Related Illness



1%

Substance Use
Disorder



14%

Fleeing
Domestic Violence



13%

STANISLAUS COUNTY

2026 PIT COUNT SURVEY RESULTS

Results are based on 1,582 people interviewed experiencing homelessness

RESIDENCE PRIOR TO BECOMING HOMELESS

n=1,582 respondents who answered

Within Stanislaus County **82%**

Outside of Stanislaus County **18%**

LENGTH OF CURRENT EPISODE OF HOMELESSNESS

n=1,560 respondents who answered



< 1 Year	1-2 Years	2-3 Years	3 Years+
42%	13%	9%	36%

PRIMARY CAUSES OF HOMELESSNESS

n=1,438 respondents who answered



Job Loss/
Income
22%



Household
Loss/Breakup
28%



Health
Issues
38%



Eviction/Rent
Increase
50%

DISABILITY BENEFITS

n=1,066 Adults w/ Disabilities

Receiving
Benefits
26%



Not Receiving
Benefits
74%

HOMELESS HISTORY

n=1,571 respondents

First Time
Homeless
49%



More Than One
Episode
51%

Self Report Disabilities

n=1,421 Adults

Any
Disability



75%

Chronic
Health Issues



40%

Physical
Disability



36%

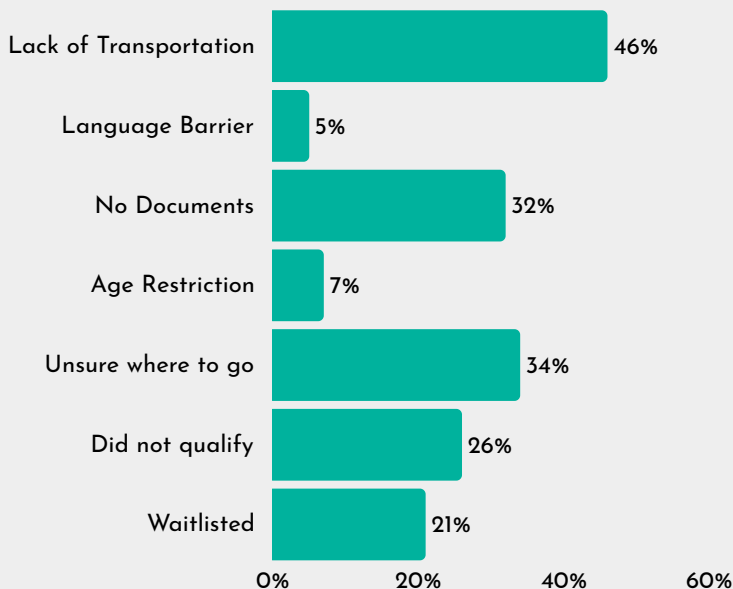
Developmental
Disability



17%

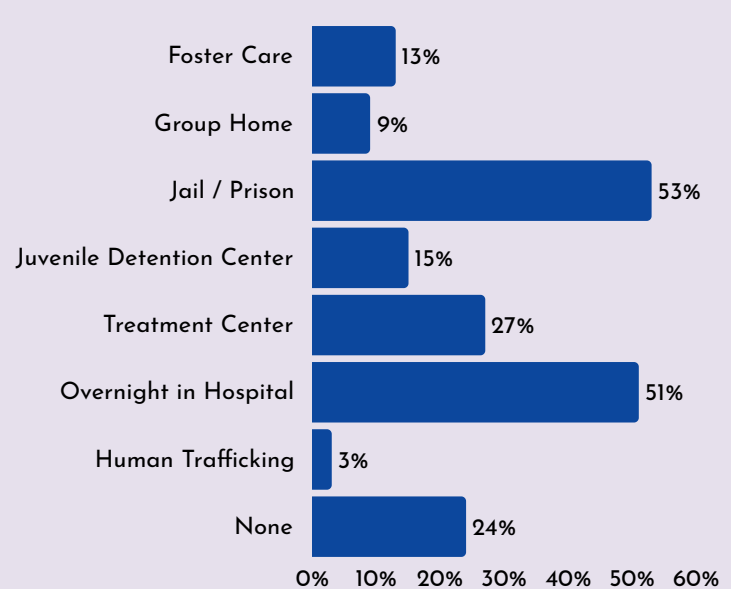
BARRIERS TO ACCESSING SERVICES*

n=513 respondents who answered



PRIOR HISTORY*

n=1,426 respondents who answered



RIVERBANK CITY COUNCIL / LRA BOARD

AGENDA ITEM NO. 9.1.

SECTION : CONSENT CALENDAR

Meeting Date:	8/25/2026
Subject:	Approval of the City Council and Local Redevelopment Authority Board Meeting Minutes for: Regular City Council Meeting June 23, 2026 Special Community Meeting July 27, 2026 Regular City Council Meeting July 28, 2026.
From:	Marisela H. Garcia, City Manager
Submitted by:	Gabriela Hernandez, City Clerk

RECOMMENDATION

It is recommended that the City Council/Local Redevelopment Authority Board approve the City Council/LRA Meeting Minutes for June 23, 2026, July 27, 2026 and July 28, 2026.

SUMMARY

The Draft Minutes of the City Council and the Local Redevelopment Authority Board meeting have been prepared for review and approval.

STRATEGIC PLAN

Preparation and approval of the meeting minutes align with the City's 2025-2030 Strategic Plan core values of transparency and accountability.

BACKGROUND

The meeting minutes provide an official record of the actions taken and discussions held during the City Council Meetings. Staff prepares the minutes in accordance with the applicable laws and established procedures, and they are presented for review and approval to ensure accuracy and transparency.

FINANCIAL IMPACT

There is no financial impact associated with this report.

ATTACHMENTS

1. Minutes_CC-LRA Meeting _06-23-2026
2. Minutes- Special Community Meeting_ 07-27-2026
3. Minutes_CC-LRA Meeting_07-28-2026

CITY COUNCIL / LRA BOARD

Mayor/Chair

Rachel Hernandez

Council/Authority Members

District 1 — Luis Uribe

District 2 — Cindy Fosi

Vice Mayor, District 3 — John Pimentel

District 4 — Stacy Call



CITY OF RIVERBANK

Regular City Council and Local Redevelopment Authority Board Meetings

Council Chambers
6707 Third Street, Suite B
Riverbank, CA 95367



MEETING MINUTES

TUESDAY, JUNE 23, 2026 — 6:00 PM

(THE AGENDA PACKET IS ONLINE AT [HTTPS://RIVERBANKCA.PORTAL.CIVICCLERK.COM/](https://riverbankca.portal.civicclerk.com/))

1. CALL TO ORDER

Mayor Hernandez called the meeting to order at 6:00 P.M.

2. FLAG SALUTE

Vice Mayor Pimentel led the pledge of allegiance.

3. INVOCATION

Reverend Randy Richardson conducted the invocation.

4. ROLL CALL

City Clerk Hernandez conducted Roll Call.

Members of the City Council / Local Redevelopment Authority Board present:

Council Member / Authority Member District 1 Luis Uribe

Council Member / Authority Member District 2 Cindy Fosi

Council Member / Authority Member District 4 Stacy Call

Vice Mayor / Vice Chair District 3 John Pimentel

Mayor / Chair Rachel Hernandez

5. AGENDA CHANGES

No Agenda Changes.

6. CONFLICT OF INTEREST

Any Council/Authority Member or Staff who has a direct Conflict of Interest on any scheduled agenda item to be considered is to declare their conflict at this time.

Councilmember Call declared a conflict with Item 10.2.

7. PRESENTATIONS

- Item 7.1. Proclamation** — Pride Month 2026 — It is recommended that the City Council read and present a Proclamation for Pride Month to CalPride Stanislaus

Mayor Hernandez read and presented the proclamation in recognition of Pride Month to members of Cal Pride Stanislaus.

- Item 7.2. Proclamation** — Parks and Recreation Month— It is recommended that the City Council read and present the Proclamation for Parks & Recreation Month for July 2026 to the City of Riverbank Parks & Recreation Department.

Mayor Hernandez read and presented the Proclamation in Recognition of Parks & Recreation July Month to the City of Riverbank's Parks & Recreation Department.

- Item 7.3. Presentation** — Honoring Melissa Holdaway on her Retirement from the City of Riverbank

Mayor Hernandez presented a Plaque to Melissa Holdaway in recognition of her retirement after 24 years of dedicated service to the City of Riverbank.

- Item 7.4. Presentation- AB 2561 Vacancy Reporting for 2025-** It is recommended City Council receive the annual presentation on Riverbank's vacancy, recruitment, and retention efforts for the 2025 calendar year

Human Resource Generalist, Stefani, gave a PowerPoint presentation on AB 2561 Vacancy Reporting for the 2025 calendar year, covering the City of Riverbank's vacancy, recruitment, and retention efforts for the year.

- Item 7.5. Presentation - Illegal Fireworks** – Presentation by Alex Tovar, Community Resource Deputy

Community Resource Deputy, Tovar, gave a PowerPoint presentation on the use of Illegal Fireworks in anticipation of the 4th of July celebration.

8. PUBLIC COMMENTS

Mayor Open Public Comment at 6:31 P.M.

Melissa Sandoval, Riverbank resident, to express her concerns about the flooding at her property at the corner of Roselle & Claribel.

Mayor Closed Public Comment at 6:34 P.M.

9. CONSENT CALENDAR

- Item 9.1. Waiver of Readings**

- Item 9.2. Approval** of the City Council and Local Redevelopment Authority Board Meeting Minutes for June 09, 2026.

Item 9.3. Resolution of Acceptance of Current and Previously Adopted Salary Schedules

Resolution 2026-063

There being no public comments, Mayor Hernandez brought the item back to City Council.

ACTION: *By motion moved and seconded (Uribe / Fosi 5/0) to approve the Consent Calendar **as presented.***

Motion carried by unanimous City Council and LRA Board roll call vote:

AYES: Uribe, Pimentel, Call, Fosi and Mayor Hernandez

NAYS: None / ABSENT: None / ABSTAINED: None

10. PUBLIC HEARING

Item 10.1.

1) **Resolution** of the City Council of the City of Riverbank, California, Amending and/or Approving the Engineer's Report for the Riverbank Consolidated Landscaping and Lighting District; and the Levy and Collection of Annual Assessments Related Thereto for Fiscal Year 2026/2027.

2) **Resolution** of the City Council of the City of Riverbank, California Ordering the Levy and Collection of Annual Assessments for the Riverbank Consolidated Landscaping and Lighting District for Fiscal Year 2026/2027.

Capital Projects / Regulatory Compliance Manager Cleek, gave a comprehensive staff report and PowerPoint presentation on Public Hearing items 10.1, 10.3, 10.4, and 10.5 on the Landscape and Lighting Districts annual levy and collection of taxes and the final engineers report.

Mayor Hernandez Opened the Public Hearing at 6:38 P.M.

Mayor Hernandez Closed the Public Hearing at 6:39 P.M.

ACTION: *By motion moved and seconded (Uribe / Fosi 5/0) to approve **Resolution 2026-064** and **Resolution 2026-065** approving the Consolidated Landscape and Lighting District levy and collection of taxes and the engineer's report.*

Motion carried by unanimous City Council and LRA Board roll call vote:

AYES: Uribe, Fosi, Pimentel, Call, and Mayor Hernandez

NAYS: None / ABSENT: None / ABSTAINED: None

Item 10.2.

1) **Resolution** of the City Council of the City of Riverbank Amending and/or Approving the Engineer's Report for the Riverbank Crossroads Landscaping and Lighting District; and the Levy and Collection of Annual Assessments Related Thereto for Fiscal Year 2026/2027.

2) **Resolution** of the City Council of the City of Riverbank, California Ordering the Levy and Collection of Annual Assessments for the Riverbank Crossroads Landscaping and Lighting District for Fiscal Year 2026/2027.

Moved to discuss at the end of presentation due to Councilmember Call's declared Conflict of Interest.

Item 10.3.

1) **Resolution** of the City Council of the City of Riverbank, California, Amending and/or Approving the Engineer's Report for the Ridgewood Place Landscaping and Lighting District; and the Levy and Collection of Annual Assessments related thereto for Fiscal Year 2026/2027.

2) **Resolution** of the City Council of the City of Riverbank, California Ordering the Levy and Collection of Annual Assessments for the Ridgewood Place Landscaping and Lighting District; for Fiscal Year 2026/2027.

Mayor Hernandez Opened the Public Hearing at 6:39 P.M.

Mayor Hernandez Closed the Public Hearing at 6:39 P.M.

ACTION: By motion moved and seconded (Uribe / Call 5/0) to approve **Resolution 2026-066** and **Resolution 2026-067** approving the Ridgewood Landscape and Lighting District levy and collection of taxes and the engineer's report.

*Motion carried by unanimous City Council and LRA Board roll call vote:
AYES: Uribe, Fosi, Pimentel, Call, and Mayor Hernandez
NAYS: None / ABSENT: None / ABSTAINED: None*

Item 10.4.

1) **Resolution** of the City Council of the City of Riverbank California, Amending and/or Approving the Engineer's Report for the Landscaping and Lighting District No. 01, River Cove Subdivision; and the Levy and Collection of Annual Assessments Related Thereto for Fiscal Year 2026/2027

2) **Resolution** of the City Council of the City of Riverbank, California Ordering the Levy and Collection of Annual Assessments for the Landscaping and Lighting District No. 1, River Cove Subdivision; for Fiscal Year 2026/2027

Mayor Hernandez Opened the Public Hearing at 6:40 P.M.

Mayor Hernandez Closed the Public Hearing at 6:40 P.M.

ACTION: By motion moved and seconded (Call / Pimentel 5/0) to approve **Resolution 2026-068** and **Resolution 2026-069** approving the River Cove Landscape and Lighting District levy and collection of taxes and the engineer's report.

Motion carried by unanimous City Council and LRA Board roll call vote:

AYES: Uribe, Fosi, Pimentel, Call, and Mayor Hernandez

NAYS: None / ABSENT: None / ABSTAINED: None

Item 10.5.

1) **Resolution** of the City Council of the City of Riverbank, California, Amending and/or Approving the Engineer's Report for the Sierra Vista Estates Landscaping and Lighting District; and the Levy and Collection of Annual Assessments Related Thereto for Fiscal Year 2026/2027

2) **Resolution** of the City Council of the City of Riverbank, California Ordering the Levy and Collection of Annual Assessments for the Sierra Vista Estates Landscaping and Lighting District for Fiscal Year 2026/2027

Mayor Hernandez Opened the Public Hearing at 6:41 P.M.

Mayor Hernandez Closed the Public Hearing at 6:41 P.M.

ACTION: By motion moved and seconded (*Fosi / Pimentel 5/0*) to approve **Resolution 2026-070** and **Resolution 2026-071** approving the Sierra Estates Landscape and Lighting District levy and collection of taxes and the engineer's report.

Motion carried by unanimous City Council and LRA Board roll call vote:

AYES: Uribe, Fosi, Pimentel, Call, and Mayor Hernandez

NAYS: None / ABSENT: None / ABSTAINED: None

Councilmember Call recused herself from the Dais at 6:42 P.M.

1) **Resolution** of the City Council of the City of Riverbank Amending and/or Approving the Engineer's Report for the Riverbank Crossroads Landscaping and Lighting District; and the Levy and Collection of Annual Assessments Related Thereto for Fiscal Year 2026/2027.

2) **Resolution** of the City Council of the City of Riverbank, California Ordering the Levy and Collection of Annual Assessments for the Riverbank Crossroads Landscaping and Lighting District for Fiscal Year 2026/2027.

Capital Projects / Regulatory Compliance Manager, Cleek gave a comprehensive report and PowerPoint presentation on the Crossroads Landscape and Lighting District levy and collection of taxes and the Engineer's report for the Fiscal Year 2026-2027.

Mayor Hernandez Opened the Public Hearing at 6:41 P.M.

Mayor Hernandez Closed the Public Hearing at 6:41 P.M.

ACTION: By motion moved and seconded (*Uribe / Pimental 4/0*) to approve **Resolution 2026-072** and **Resolution 2026-073** approving the Crossroads Landscape and Lighting District levy and collection of taxes and the engineer's report.

Motion carried by City Council and LRA Board roll call vote:

AYES: Uribe, Fosi, Pimentel, and Mayor Hernandez

NAYS: None / ABSENT: None / ABSTAINED: None

Councilmember Call returned to the Dais at 6:46 P.M.

Item 10.6.

Resolution of the City Council of the City of Riverbank, County of Stanislaus, State of California, Ordering the Levy and Collection of Assessments Within the Riverbank Storm Drain Maintenance District No. 2006-01 (Heartlands) for Fiscal Year 2026/2027

Capital Projects / Regulatory Compliance Manager Cleek, gave a comprehensive report and PowerPoint presentation on items 10.6 and 10.7 the levy and collection of annual assessments for the Storm Drain Districts.

Mayor Hernandez Opened the Public Hearing at 6:47 P.M.

Mayor Hernandez Closed the Public Hearing at 6:48 P.M.

ACTION: *By motion moved and seconded (Call / Uribe 5/0) to approve **Resolution 2026-074** approving the levy and collection of annual assessments for Heartlands Storm Drain District FY 2026-27.*

Motion carried by unanimous City Council and LRA Board roll call vote:

AYES: Uribe, Fosi, Pimentel, Call, and Mayor Hernandez

NAYS: None / ABSENT: None / ABSTAINED: None

Item 10.7.

Resolution of the City Council of the City of Riverbank, County of Stanislaus, State of California, Ordering the Levy and Collection of Assessments Within the Sterling Ridge Benefit Assessment District for Fiscal Year 2026/2027

Mayor Hernandez Opened the Public Hearing at 6:48 P.M.

Mayor Hernandez Closed the Public Hearing at 6:48 P.M.

ACTION: *By motion moved and seconded (Uribe / Call 5/0) to approve **Resolution 2026-075** approving the Levy and Collection of Assessments for Sterling Ridge District.*

Motion carried by unanimous City Council and LRA Board roll call vote:

AYES: Uribe, Fosi, Pimentel, Call, and Mayor Hernandez

NAYS: None / ABSENT: None / ABSTAINED: None

Item 10.8.

6th Cycle Housing Element. City Council to Consider the Following:

Resolution Approving a General Plan Amendment to Adopt the 6th Cycle Housing Element and to Authorize Staff to Submit the 6th Cycle Housing Element to the State of California Department of Housing and Community Development (GPA 01-2025).

Resolution Approving a General Plan Amendment of Four (4) Properties from Industrial/Business Park (I/BP), Mixed Use (MU), Community Commercial (C/C) and Lower Density Residential (LDR) to Higher Density Residential (HDR) and Mixed Use (MU) (GPA 01-2025).

Introduce and Conduct First Reading of an Ordinance Amending the Crossroads Community Specific Plan (SP-1) to add the Mixed Use (CX-1) Designation, and to Rezone Seven (7) Properties from Light Industrial (M-1), Neighborhood Commercial (NC)(SP-1), Highway Commercial (HC)(SP-1), Neighborhood Park/Basin (NP/B)(SP-1), and Planned Development (P-D 71) to Multiple Family Residential (R-3), Medium/High Density Residential (MHR) (SP-1), and Mixed Use (CX-1) (SP-1) (SPA 01-2025, REZ 02-2025).

Resolution Approving a General Plan Amendment to Amend the General Plan Land Use Element to Establish a Maximum Density for the Higher Density Residential and Mixed Use General Plan Land Use Designations (GPA 01-2025).

Introduce and Conduct First Reading of an Ordinance Amending the Riverbank Municipal Code by Amending Sections §153.067 and §153.071 and adding Sections §153.166 through §153.169 entitled “Regional Housing Needs Assessment Overlay” (ZOA 01-2025).

David Niskanen, Senior Planner with J.B. Anderson Land Use Planning, gave a comprehensive report and PowerPoint presentation on the 6th Cycle Housing Element with the proposed amendments.

Mayor Hernandez Opened the Public Hearing at 6:58 P.M.

Mayor Hernandez Closed the Public Hearing at 7:03 P.M.

ACTION: By motion moved and seconded (Uribe / Call 5/0) to approve **Resolution 2026-076** General Plan Amendment to adopt the 6th Cycle Housing Element — **Resolution 2026-077** approving a General Plan Amendment of four (4) properties — **Resolution 2026-078** General Plan Amendment to amend the General Plan Land Use Element, and Approving the **First Reading of Ordinance 2026-002** Amending the Crossroads Specific Plan and the **First Reading of Ordinance 2026-003** Amending the Riverbank Municipal Code "Regional Housing Needs Assessment Overlay"

Motion carried by unanimous City Council and LRA Board roll call vote:

AYES: Uribe, Fosi, Pimentel, Call, and Mayor Hernandez

NAYS: None / ABSENT: None / ABSTAINED: None

Item 10.9. Resolution Adopting the Fiscal Year 2026-27 Local Redevelopment Authority (LRA) Budget

Administrative Analyst, Holdaway, gave a comprehensive report and PowerPoint presentation on the Local Redevelopment Authority's proposed Budget for Fiscal Year 2026-2027.

Chair Hernandez Opened the Public Hearing at 7:06 P.M.

Chair Hernandez Closed the Public Hearing at 7:06 P.M.

ACTION: *By motion moved and seconded (Uribe / Fosi 5/0) to approve **LRA Resolution 2026-003** approving the Fiscal Year 2026-2027 Local Redevelopment Authority Budget.*

*Motion carried by unanimous City Council and LRA Board roll call vote:
AYES: Uribe, Fosi, Pimentel, Call, and Mayor Hernandez
NAYS: None / ABSENT: None / ABSTAINED: None*

Item 10.10. Resolution Adopting the Fiscal Year 2026-27 Annual Operating Budget

Assistant City Manager, Alcantor, gave a comprehensive report and PowerPoint presentation on the Fiscal Year 2026-2027 Annual Operating Budget.

Mayor Hernandez Opened the Public Hearing at 7:56 P.M.

Mayor Hernandez Closed the Public Hearing at 7:56 P.M.

ACTION: *By motion moved and seconded (Hernandez / Uribe 4/1) to approve **Resolution 2026-079** adopting the Fiscal Year 2026-2027 Annual Operating Budget.*

*Motion carried by unanimous City Council and LRA Board roll call vote:
AYES: Uribe, Fosi, Pimentel, and Mayor Hernandez
NAYS: Call / ABSENT: None / ABSTAINED: None*

Mayor Hernandez moved to Recess at 8:00 P.M.

Reconvened from Recess at 8:10 P.M.

11. NEW BUSINESS

Item 11.1. Resolution Appointing Members To the Budget Advisory Committee and Establishing Staggered Terms of Office

City Clerk Hernandez gave a comprehensive report and PowerPoint presentation on the recommended candidate to be appointed to the Budget Advisory Committee.

City Council discussed the item with staff.

There being no public comments, Mayor Hernandez brought the item back for City Council consideration.

ACTION: *By motion moved and seconded (Fosi / Uribe 5/0) to approve*

Resolution 2026-080 appointing the five (5) Members to the Budget Advisory Committee with staggered terms.

Motion carried by unanimous City Council and LRA Board roll call vote:
AYES: Uribe, Fosi, Pimentel, Call, and Mayor Hernandez
NAYS: None / ABSENT: None / ABSTAINED: None

Item 11.2. Resolution Considering the Approval of a Memorandum of Understanding Between the City of Riverbank and Opportunity Stanislaus for Economic Development Services for the 2026-27 Fiscal Year

City Council discussed item with staff.

Dave White, CEO of Opportunity Stanislaus spoke on behalf of the organization.

There being no further public comment, Mayor Hernandez brought the item back to City Council

ACTION: By motion moved and seconded (*Hernandez / Uribe 4/1*) to approve **Option #2** Staff to evaluate options for Economic Development Services, such as Expanded partnerships with local Chambers of Commerce.

Motion carried by a City Council and LRA Board roll call vote:
AYES: Uribe, Fosi, Pimentel, and Mayor Hernandez
NAYS: Call / ABSENT: None / ABSTAINED: None

Item 11.3. Resolution to Award a Professional Services Agreement for the Comprehensive Water Utility Rate Study to LT Municipal Consultants.

Assistant City Manager, Alcantor gave a comprehensive staff report and PowerPoint presentation on the services agreement for the Comprehensive Water utility Rate Study to LT Municipal Consultants.

City Council discussed item with staff.

Evelyn Halbert, Riverbank resident, to seek clarification on Item 11.3.

Mayor Hernandez brought the item back to City Council

ACTION: By motion moved and seconded (*Uribe / Fosi 5/0*) to approve **Resolution 2026-081** approving the agreement with LT Municipal Consultants for the City Water Utility Rate Study.

Motion carried by unanimous City Council and LRA Board roll call vote:
AYES: Uribe, Fosi, Pimentel, Call, and Mayor Hernandez
NAYS: None / ABSENT: None / ABSTAINED: None

12. COMMENTS/REPORTS

Item 12.1. Staff

City Manager Garcia:

- *All city offices will be closed Thursday, July 2nd, and Friday, July 3rd for the 4th of July holiday.*
- *The candidate nomination period will open on July 13th for the Councilmember District 1 and District 3 seats, so if you have any questions, please contact the City Clerk.*

Item 12.2. Council / Authority Member

Vice Mayor Pimentel:

- *On the 18th, Red Robin did a fundraiser with Sister City. I want to thank you, Francis. Also, Sister City is still taking applications for new members. If you would like to reach out to me on Facebook.*
- *I will be at the July 4th Bike Parade, so, register and come on down.*

Councilmember Uribe:

- *So I'd like to take a moment to share an upcoming community event. So following the success of our very first, Park and Play on May 2nd. The kids asked us to bring it back, so we are going to do it again. This time we're going to be celebrating America's 250th birthday, so join us for America 250 Park and Play. It's going to be a free event for the whole family, Castleberg Park, 5845 8th Street, on Saturday, July 4th, from 5.30 p.m. to 7.30 p.m. There's going to be free pizza, water for the kids, interactive games for all ages bring your game so we can share it. We're going to use the open park space there for the families. It's all free, well, supplies last, so I'll say that a couple of times. I want to thank the community for their support we received: Games from Richard O'Brien, American Veterans First donated fireworks, so we'll be giving those out for free to the parents, while supplies last. And the event is proudly sponsored by Love Our Neighbors, so if it's your first time coming out, please bring your whole family, friends. Let's celebrate the 250th together.*

Councilmember Fosi:

- *I would like to thank the residents for their patience while North County and every other street in the Riverbank area gets constructed. I did go to the grand opening of the light at Roselle and 108, and I talked directly to the person that is in charge of the construction of the North County Corridor, and he told me and I asked him twice to confirm that it will most likely be open in October on Roselle Road. It may be closed periodically, as they meet any construction needs that they have, but their goal is to open Roselle in October 2026. Calm down, don't get too excited. It is the county. I am very hopeful about that.*
- *I am looking forward to working with the Budget Advisory Committee. I'm excited that we're going to start, so I will see all of them in July.*
- *In case any of you haven't got the number to report fireworks, the number is 209-552-2472. If you want to write that down so that you can report any illegal fireworks in your area, please feel free to call so that we can get somebody over there and get it to stop. Thank you, have a great 4th of July.*

Councilmember Call:

- *I wanted to thank staff for putting together the proposed budget for FY26 and 27. I know I mentioned that it's a little challenging to review, however, I do know there's a lot of time and energy and effort that goes into putting all of this together, and not just from our finance department or city manager, but from all the departments. In, putting together your budgets. So, I completely understand that, and I appreciate the work that you did. I just want to continue to reinforce that I am going to continue to question why we're dipping into our reserves. In the strategic plan, we use the words accountability and transparency, so it's our duty up here as council members to hold staff accountable to responsible spending, and ensure there's transparency in the documents that we are reviewing, not just at the council level, but by our general population. And so some follow-up that I'm looking at, especially after the Opportunity Stanislaus conversation and allocating the \$25,000 elsewhere, I would like to see what that \$1.4 million looks like that we're spending on economic development in our budget, and see maybe if there are other chambers or whatever else there may be that we're investing in that we don't know about, or what else falls under the economic development category that we can maybe clean up, or opportunities to leverage. So I would definitely appreciate doing that.*
- *We hear from the Sandoval's, we see them at city level, we see them on social media, we see them at the county level, so I'm hoping I can get council support and get maybe a city engineer out there to figure out what responsibility the city has with this property, and then maybe what is just a civil matter that is out of our hands. And I think that that will be important at this point, because we're getting comments at all levels asking what we're doing, so my hope is that this is what we're doing.*
- *I still want to continue to reinforce my support for another Deputy and request Council to reconsider, with the recruitment being 2 to 3 years. And then maybe possibly getting some updated expenses on what that one-time cost of the vehicle looks like, some of that equipment, in conversation, some of that information may not be very accurate on the one-time spend, but again, it's a 2-3 year recruitment, so there isn't an upfront financial obligation, but obviously we have to budget for it. So, happy 4th of July, and happy 250th to America.*

Item 12.3. Mayor / Chair

Mayor Hernandez:

- *So, we just found out that, due to the Housing Element being out of compliance, we were rejected for a grant that would have gone towards Sierra House Operations. The total grant was \$113,000, just over \$113,000, with \$68,000 of that going towards Sierra House Operations. These are hard conversations that we're having, and, year-round, the decisions we make do impact our budget, and so I want us to encourage us to take a holistic look at what we're doing year-round, because not only is it the grant that we're losing, but now it's going to be an additional impact to our General Fund. I mean, in addition to the additional consultant time, staff time, etc. that are more direct but real costs that we incurred for this. I was really encouraged by the collaboration, consideration, and working alongside each other that we had during tonight's budget conversation. So, times like, the decisions that are made around the Housing Element, I think, could have had better compromise. And so, we said that we are at risk of many things, and we are seeing the real impact of that.*

13. ADJOURNMENT

There being no further business, Mayor / Chair Hernandez adjourned the regular meeting at 9:01 P.M.to the next regular scheduled City Council / LRA Meeting of July 28, 2026 at 6:00 P.M.

ATTEST: (Adopted 08/25/2026)

APPROVED:

Gabriela Hernandez, CMC
City Clerk / LRA Recorder

Rachel Hernandez
Mayor/Chair

CITY COUNCIL / LRA BOARD

Mayor/Chair

Rachel Hernandez

Council/Authority Members

District 1 — Luis Uribe

District 2 — Cindy Fosi

Vice Mayor, District 3 — John Pimentel

District 4 — Stacy Call



CITY OF RIVERBANK

Regular City Council and Local Redevelopment Authority Board Meetings

Council Chambers
6707 Third Street, Suite B
Riverbank, CA 95367



SPECIAL CITY COUNCIL COMMUNITY MEETING

MONDAY, JULY 27, 2026 — 5:30 PM -7:00P.M.

(THE AGENDA PACKET IS ONLINE AT [HTTPS://RIVERBANKCA.PORTAL.CIVICCLERK.COM/](https://riverbankca.portal.civicclerk.com/))

Mayor Hernandez Called the Community Meeting to Order at 5:30P.M.

Council Members Present:

Councilmember, District 1- Luis Uribe

Councilmember, District 2- Cindy Fosi

Councilmember, District 4 - Stacy Call

Vice Mayor (CM-D3)- John Pimentel

Mayor, Rachel Hernandez

1. PRESENTATIONS

Item 1.1. Presentation by Chief of Police Ridenour Regarding Bicycle Safety Awareness and Current Community Concerns. The presentation will include an overview of current bicycle-related concerns, recent trends and incidents, bicycle safety education efforts, enforcement activities, and recommendations for promoting safe interactions between bicyclists, motorists, and pedestrians. **The presentation is informational only, and no formal action is requested of the City Council**

Chief of Police, Ridenour gave a PowerPoint Presentation on Bicycle Safety Awareness and current community concerns.

2. PUBLIC COMMENTS

Mayor Hernandez opened the Public Comment period at 5:46 P.M.

Vivian Lopez, Riverbank resident, to seek clarification on how social media helps identify upcoming bike rides.

Mike, Riverbank resident, to seek clarification on rules in place for riding a bike on sidewalks.

Marilyn McRitchie, Riverbank resident, to seek clarification on what a resident should and can do when the bike riders are being disrespectful?

Ann Ditkco, Riverbank resident, to express her concern regarding the bike riders' at the Target shopping center.

Mayor Hernandez closed the Public Comment period at 5:56 P.M.

3. ADJOURNMENT

There being no further business, Mayor Hernandez adjourned the special community meeting at 5:58 P.M.

ATTEST: (Adopted 00/00/0000)

APPROVED:

Gabriela Hernandez, CMC
City Clerk / LRA Recorder

Rachel Hernandez
Mayor/Chair

CITY COUNCIL / LRA BOARD

Mayor/Chair

Rachel Hernandez

Council/Authority Members

District 1 — Luis Uribe

District 2 — Cindy Fosi

Vice Mayor, District 3 — John Pimentel

District 4 — Stacy Call



CITY OF RIVERBANK

Regular City Council and Local Redevelopment Authority Board Meetings

Council Chambers
6707 Third Street, Suite B
Riverbank, CA 95367



MEETING MINUTES

TUESDAY, JULY 28, 2026 — 6:00 PM

(THE AGENDA PACKET IS ONLINE AT [HTTPS://RIVERBANKCA.PORTAL.CIVICCLERK.COM/](https://riverbankca.portal.civicclerk.com/))

1. CALL TO ORDER

Mayor called the meeting to order at 6:00 P.M.

2. FLAG SALUTE

Vice Mayor Pimentel led the pledge of allegiance.

3. INVOCATION

Reverend Randy Richardson led the invocation.

4. ROLL CALL

City Clerk Hernandez conducted the roll call:

Members of the City Council / Local Redevelopment Authority Board present:

Council Member / Authority Member District 1 Luis Uribe

Council Member / Authority Member District 2 Cindy Fosi

Council Member / Authority Member District 4 Stacy Call

Vice Mayor / Vice Chair District 3 John Pimentel

Mayor / Chair Rachel Hernandez

5. AGENDA CHANGES

No Agenda Changes.

6. CONFLICT OF INTEREST

Councilmember Uribe declared he had a conflict of interest with Item 11.5.

7. PRESENTATIONS

Item 7.1. Proclamation — National Health Center Week — August 2–8, 2026 — It is recommended that the City Council read the Proclamation for National Health Center Week and present it to Golden Valley Health Centers

Mayor Hernandez read and presented the proclamation for National Health Center Week to the team at Golden Valley Health Centers.

- Item 7.2. Certificate of Recognition** — It is recommended that the City Council read and present a Certificate of Recognition to Angel Avila, owner of The Protein Spot for his Assistance to local Veterans

Councilmember Uribe read and presented the Certificate of Recognition to Angel Avila recognizing his assistance to local veterans.

- Item 7.3. Presentation** — Stanislaus County Interagency Task Force on Unpermitted Food Vending Operations by Robert Kostlivy, Director of the Stanislaus County Department of Environmental Resources

Robert Kostlivy, Director of Stanislaus County Department of Environmental Resources gave a PowerPoint presentation on the Stanislaus County Interagency Task Force on Unpermitted Food Vending.

- Item 7.4. Presentation** - City Facility Fee Waiver Policy Annual Update

Director of Parks of Recreation, Patton gave a Powerpoint presentation on the City Facility Fee Waiver Policy.

8. PUBLIC COMMENTS

Mayor Hernandez opened the public comment at 7:09 P.M.

Francis Guevara, Riverbank Chamber of Commerce gave an update on upcoming Chamber events.

Richard O'Brien, Riverbank resident, commented on the Modesto General Plan.

Eric Grubeck, Riverbank resident, commented regarding the unpermitted food vendors.

Maria Solis, Riverbank Library, gave an update on upcoming Library events.

Roosevelt Brown, Riverbank resident, to express his concerns about the growth of the City.

Diego Hernandez, Riverbank resident, rebuttal to former Mayor O'Brien's Public Comment.

Mayor Hernandez closed the public comment at 7:22 P.M.

9. CONSENT CALENDAR

- Item 9.1. Waiver of Readings**

- Item 9.2. Acceptance** of the Palmer Avenue Sidewalk Project and Authorization to File a Notice of Completion

- Item 9.3. Authorization** for Out of State Travel Request to have Finance Staff attend the Caselle Training in Salt Lake City, UT.

- Item 9.4. Second Reading** by Title Only of a Proposed Ordinance Amending the Crossroads Community Specific Plan (SP-1) to add the Mixed Use (CX-1) Designation, and to Rezone Seven (7) Properties from Light Industrial (M-1), Neighborhood Commercial (NC)(SP-1), Highway Commercial (HC)(SP-1), Neighborhood Park/Basin (NP/B)(SP-1), and Planned Development (P-D 71) to Multiple Family Residential (R-3), Medium/High Density Residential (MHR)(SP-1), and Mixed Use (CX-1)(SP-1) (SPA 01-2025, REZ 02-2025)

Ordinance 2026-002

- Item 9.5. Second Reading** by Title Only of a Proposed Ordinance Amending the Riverbank Municipal Code by Amending Sections §153.067 and §153.071 and adding Sections §153.166 through §153.169 entitled “Regional Housing Needs Assessment Overlay” (ZOA 01-2025)

Ordinance 2026-003

- Item 9.6. Resolution** to Approve 3-Year Extension of the Landscape & Lighting and Storm Drain Maintenance Service Agreement with Grover Landscaping Services, Inc.

Resolution 2026-082

- Item 9.7. Resolution** to Award Bid for the Townsend Avenue Overlay Project to Consolidated Engineering Inc. and Authorize Execution of Future Change Orders

Councilmember Call pulled item 9.7 for further discussion.

- Item 9.8. Resolution** to Award Bid for the Riverbank ADA Ramps Project 2026 to United Pavment Maintenance, Inc. and Authorize Execution of Future Change Orders.

Resolution 2026-083

ACTION: *By Motion moved and seconded (Uribe / Fosi 5/0) to approve Consent Calendar Items 9.1 through 9.6 and Item 9.8*

*Motion carried by unanimous City Council and LRA roll call vote:
AYES: Uribe, Fosi, Call, Pimentel, Mayor Hernandez
NAYS: None / ABSENT: None / ABSTAINED: None*

- Item 9.7 Resolution** to Award Bid for the Townsend Avenue Overlay Project to Consolidated Engineering Inc. and Authorize Execution of Future Change Orders.

Resolution 2026-084

Councilmember Call expressed her concern with the timeline of this project with all the roadwork

Councilmember Uribe raised the same concern with Item 9.7.

Capital Projects Compliance Manager Cleek, provided clarification with the timeline and details of the Overlay Project on Townsend Avenue.

ACTION: By motion moved and seconded (Uribe / Call 5/0) to approve **Consent Calendar Item 9.7 as presented.**

*Motion carried by unanimous City Council and LRA Board roll call vote:
AYES: Uribe, Pimentel, Call, Fosi and Mayor Hernandez
NAYS: None / ABSENT: None / ABSTAINED: None*

10. PUBLIC HEARING

Item 10.1. Public Hearing — A Resolution Approving the Solid Waste Annual CPI Rate Increase of 3.8% Pursuant to the Solid Waste Franchise Agreement with Gilton Solid Waste, Inc.

Assistant City Manager Alcantor gave a comprehensive staff report and PowerPoint presentation on the Solid Waste Annual CPI Rate Increase with Gilton Solid Waste, Inc.

City Council discussed item with staff.

Mayor Hernandez Opened the Public Hearing at 7:37 P.M.

Roosevelt Brown, Riverbank resident, opposed to the increase.

Richard Gilton, owner of Gilton Waste, to provide a further explanation on Item 10.1.

Mayor Hernandez Closed the Public Hearing at 7:43 P.M.

There being no further public comment, Mayor Hernandez brought the item back for consideration.

ACTION: By motion moved and seconded (Fosi / Uribe 5/0) to approve **Resolution 2026-085** approving the Solid Waste Annual CPI Rate Increase of 3.8% pursuant to the agreement with Gilton Solid Waste.

*Motion carried by unanimous City Council and LRA Board roll call vote:
AYES: Uribe, Pimentel, Call, Fosi and Mayor Hernandez
NAYS: None / ABSENT: None / ABSTAINED: None*

11. NEW BUSINESS

Item 11.1. Resolution of Appointment of Eight (8) Candidates to the Riverbank Youth Council for the 2026-2027 Term.

City Clerk Hernandez, gave a comprehensive staff report and PowerPoint presentation on the appointment of the 2026-2027 Youth Council Members.

Public Comment:

Evelyn Jade-Bettencourt, spoke about the interview process and being on the panel, can not wait to see what this Youth Council will do this term.

Diego Hernandez, Riverbank resident, would like to challenge the Youth Council to look into the City's budget.

Garry Pearson, Riverbank resident, applauds the new Youth Council.

ACTION: By motion moved and seconded (*Fosi / Call 5/0*) to approve **Resolution 2026-086** to approve the appointment of the 8 members to the Youth Council for the 2026-2027 Term.

Motion carried by unanimous City Council and LRA Board roll call vote:
AYES: Uribe, Pimentel, Call, Fosi and Mayor Hernandez
NAYS: None / ABSENT: None / ABSTAINED: None

Item 11.2. Resolution Adopting the City of Riverbank Sewer System Management Plan

Director of Public Works, Bridgewater gave a comprehensive staff report and PowerPoint presentation on the Riverbank Sewer System Management Plan.

City Council discussed item with staff.

There being no public comment, Mayor Hernandez brought the item back for consideration.

ACTION: By motion moved and seconded (*Fosi / Uribe 5/0*) to approve **Resolution 2026-087** adopting the Sewer System Management Plan.

Motion carried by unanimous City Council and LRA Board roll call vote:
AYES: Uribe, Fosi, Call, Pimentel and Mayor Hernandez
NAYS: None / ABSENT: None / ABSTAINED: None

Item 11.3. Resolution Adopting the City of Riverbank Travel and Training Policy and Rescission of APP-07 Travel Policy

Assistant City Manager Alcantor, gave a comprehensive staff report and Powerpoint presentation on Travel and Training Policy and the rescission of APP-07 Travel Policy.

ACTION: By motion moved and seconded (*Call / Uribe 4/1*) to postpone Item 11.3 until we see some updates to the travel policy, specifically section 1.5.

Motion carried by City Council and LRA Board roll call vote:
AYES: Uribe, Pimentel, Call and Mayor Hernandez
NAYS: Fosi / ABSENT: None / ABSTAINED: None

Item 11.4. Designation of a Voting Delegate and Alternate(s) to Represent the City During the 2026 League of California Cities Annual Business Meeting

City Manager Garcia, gave a comprehensive staff report regarding the Annual Conference for the League of California Cities, and part of that participation is appointing a primary and alternate voting delegate in the event there are resolutions to consider.

ACTION: By motion moved and seconded (Uribe / Call 5/0) to approve Councilmember Call as the Primary and Mayor Hernandez as the alternate voting delegates for the Annual League of Cities Conference.

*Motion carried by unanimous City Council and LRA Board roll call vote:
AYES: Uribe, Fosi, Pimentel, Call and Mayor Hernandez
NAYS: None / ABSENT: None / ABSTAINED: None*

Item 11.5. City Flag Design Contest — Review and Selection of Top Three Designs for Public Vote

Councilmember Uribe recused himself from the dais at 8:26 P.M.

City Manager, Garcia gave a comprehensive staff report and PowerPoint presentation on the City Flag Design Contest and design entries received.

City Council discussed item with staff.

Max Le Beau, commented on where the flag will be hung up anywhere or where it would go.

ACTION: By motion moved and seconded (Fosi / Call 4/0) to move the top 3 Flag Designs to a vote by the public, those being the designs submitted by: Max Le Beau, Everett Bridgewater, and Luis Uribe.

*Motion carried by a City Council and LRA Board roll call vote:
AYES: Fosi, Pimentel, Call and Mayor Hernandez
NAYS: None / ABSENT: None / ABSTAINED: None*

Councilmember Uribe returned to the Dais at 8:51 P.M.

12. COMMENTS/REPORTS

Item 12.1. Staff

City Manager Garcia:

- *From the City Clerk's office, the nomination period for District 1 and District 3 remains open at this time. Please contact the City Clerk if you are interested in serving your community.*
- *From Parks and Recreation, the Riverbank Night Market is back this Saturday, August 1st, which is from 5:00pm to 9:00pm here in downtown Riverbank.*
- *This Saturday is also our end-of-season pool party at the community pool that is from 8:00pm to 10:30pm. The entry fee per person is \$3.*
- *The final splash tour will be back at Silva Park on Saturday, August 8th and this is a free event for all.*

Item 12.2. Council / Authority Member

Vice Mayor Pimentel:

- *I attended the ribbon-cutting ceremony at Sutter Health, and it was really nice to see the people there a great turnout. We've been waiting a long time for that, and it's a bonus for Riverbank.*
- *A reminder the next few days will be triple digits. So please bring your pets indoors and check on your senior neighbors.*
- *I want to give a shout-out to the sheriff's department. I came home from work and the sheriffs were in front of my house, and they said, Mr. Pimentel, get out of your car. Do not go into your home. You have an intruder in your home. It was 9:30 at night next to her business. They were really good to me. They pulled me aside, made sure I was safe. And I want to give a shout-out to Deputy Jesus Ortiz. They took drones around the area of the home. They made sure that my home was safe, which I was fine because I have cameras, and they did not go off, but they were so respectful, and they caught the gentleman who was around 23 years old. He was hiding in the dumpster next door to my home. He had been there to scrap metal from business between our places. But I want to give a shout-out to the Sheriffs because they were very professional and courteous and respectful.*

Councilmember Uribe:

- *So I want to thank the Budget Advisory Committee for holding their first meeting on July 22nd. I want to thank staff for putting that together, supporting the committee. So it's going to be an important process as we work through these real structural budget questions, real structural budget deficits. There are going to be a lot of questions. I was able to watch it live stream. Thank you, Tammy, for fielding all of my emails the following morning. So, thank you, Tammy, again for your patience. One of those questions actually led to a resolution that you'll be bringing forward. In regard to the General Fund reserve target, which included a provision for the council to review every two years. Looking forward to seeing that come forward.*
- *Blackwater Consulting, feasibility study. Just a quick update from our meeting with Blackwater. They expect to have a final feasibility study by the end of September 2026. So that's their timeline. So we'll keep Council posted as we get more information.*

Councilmember Fosi:

- *So I did physically attend the Budget Advisory Committee. We have a good selection of people on that committee with a really good balance of knowledge. They stayed awake during Tammy's presentations, which, you know, we are talking finance. It's not exactly the most exciting thing. But they did stay awake and they asked some very pertinent questions. So I'm excited to see where they go and what they can do. One of the comments I made to them was throw everything at the wall and let's see what sticks, because we need something happening. So that was exciting.*
- *Also, I just want to let citizens know and understand that complaints to our compliance personnel are complaint-driven. So if you're next to a house, and it smells a lot, or you are out seeing something that's just not right, and it happens consistently, the only way we're going to know about it is if you contact us. We don't have our compliance people going out and looking for these types of things. So please just give us a call. We'll go out and do a courtesy look. If it's nothing, then we'll walk away. But who knows what it could be. My understanding is the location where they went last week was kind of smelly. And maybe if somebody had pointed it out a month or two ago, we could have caught it a little bit earlier. So just know that it's all*

complaint-driven. So, if oh, I drive by that every day, somebody from the city, you'll see it. That's not going to happen.

- *Also, I would like to suggest that we do a workshop on AI data centers. They are a big deal. They consume a lot of energy and water. And I think we need to talk about those possibly happening here and decide whether we want them to or not.*

Councilmember Call:

- *So first and foremost, I wanted to assure the public that the City was aware of the Code Enforcement efforts when it came to the County's initiative for unpermitted vendors. We didn't expect to be there as long as we did. That was pretty obvious in the fact that I was in flip-flops, a sweater, and 100 degrees outside, and we were there for three hours, so I didn't expect to get what we did. But I can assure the public that the City did know about these efforts and the ongoing efforts to address these situations.*
- *Since March, we've collectively, a few of us have asked for a sphere increase or the evaluation of. So again, I'm going to request a resolution of application to initiate sphere of influence amendment and resolution of application to LAFCO for sphere of influence updates.*
- *Yesterday, I was at the Stanislaus Consolidated Fire community input, so they went over strengths opportunities within the department. What we felt was essentially a kind of the biggest threat to the fire department, potentially. And then the thing that we appreciated most about what they're doing. I will say I'll share my answer publicly. It was drop boundaries. I think that that has been a godsend to our community with the railroad tracks and the station being downtown. So, having the ability for that naval firehouse to come into crossroads, I feel like it has been a key to the safety of our community.*
- *The next Nondistrict East ad hoc committee is August 6th. So we finally have another one on the books, which I'm super excited about.*
- *And then lastly, I think as council members, we make a lot of hard decisions up here, and there are a lot of parts of us that we don't get to share. So I do speak Spanish, and I think that I have not been forthcoming with that information. It's not the best: yo queria decir que yo quiero lo mejor por esta comunidad, y si no me conoses yo quiero que me escribas por el messenger and Facebook, Instagram, manda me un text, correo electronico llama me en el teléfono cualquier cosa. Pero si no puedo entenderte yo tengo la ayuda aqui. Entonces Quiero hablar con ustedes quiero hablar con todos. So, thank you for allowing me to do that.*

Item 12.3. Mayor / Chair

Mayor Hernandez:

- *It's been slow for some of the formal meetings, like Stan Cog. I did go to a Stanislaus RTA meeting, which is our Regional Transportation Authority, which I sit on the board of. We went over the potential cuts which I've mentioned before, before you all. So I'll continue to keep you apprised of all of those.*
- *I have visited various local businesses to have conversations around what permitting has looked like, the amazing support from our Development Department, and everyone speaks highly of the team. I attended the LOVE RIVERBANK 4th of July event, which was even better this year. As a second year, I think they had over 200 participants there, and it was truly what makes the City great.*

- *I've attended the Market, which we were not able to attend this final meeting of, but I know they know that we are supportive of them.*
- *I met with folks at different non-profits like El Concilio. One of their staff is part of the Latino Leadership Initiative through City Ministry Network, and they approached me to potentially have a conversation with everyone about an Immigrant Rights program. So I encouraged her to come present to the Council, and maybe we will see some sort of public comment or presentation on that if she's ready.*
- *I attended our monthly Mayor's dinner in Waterford with eight of the nine mayors, which is exciting.*
- *I was invited and attended, with our Councilmember Fosi a funeral for the beloved Judy Hardy, who was an integral part of our Historical Society. So thank you for the invitation.*
- *I caught a ride down to Southern California with the Stockton City Councilmember to attend, NALEO which is a National Association of Latino Elected Officials. It was my first time attending. Another nonprofit, they graciously sponsored my registration, so it was a great time to be able to connect with both state and local elected officials, Latino elected officials, but it's similar conversations. It was about Data Centers. It was about protecting immigrants and our residents. It was about development and housing and just having the space to be able to recognize how some of our communities are majority Latino, and how the different solutions that happen across jurisdictions. So it was a great conference.*

13. **CLOSED SESSION**

Item 13.1. CONFERENCE WITH LEGAL COUNSEL– ANTICIPATED LITIGATION

Significant Exposure to Litigation (Pursuant to Govt. Code § 54956.9(d))
Number of Potential Cases:1

There being no public comment, Mayor Hernandez moved to closed session at 9:04 P.M.

Reconvened from closed session at 9:39 P.M.

14. **REPORT FROM CLOSED SESSION**

Item 14.1. Report from Closed Session Item 13.1

CONFERENCE WITH LEGAL COUNSEL– ANTICIPATED LITIGATION
Significant Exposure to Litigation (Pursuant to Govt. Code § 54956.9(d))
Number of Potential Cases: 1

ACTION: *Direction was provided to staff.*

15. **ADJOURNMENT**

There being no further business, Mayor /Chair Hernandez adjourned the regular meeting at 9:40 P.M. to the next regular scheduled City Council / LRA Meeting of August 25, 2026.

ATTEST: (Adopted 00/00/0000)

APPROVED:

Gabriela Hernandez, CMC
City Clerk / LRA Recorder

Rachel Hernandez
Mayor/Chair

RIVERBANK CITY COUNCIL / LRA BOARD

AGENDA ITEM NO. 9.2.

SECTION : CONSENT CALENDAR

Meeting Date:	8/25/2026
Subject:	Resolution Approving a Scope of Services to Prepare the City of Riverbank's 2025 Urban Water Management Plan (UWMP) and Updated Water Shortage Contingency Plan (WSCP) by KSN, Inc. at a cost of \$58,230.00
From:	Marisela H. Garcia, City Manager
Submitted by:	Cody Bridgewater, Director of Public Works

RECOMMENDATION

City Council Approve a Scope of Services to Prepare the City of Riverbank's 2025 Urban Water Management Plan (UWMP) and Updated Water Shortage Contingency Plan (WSCP) by KSN, Inc. at a cost of \$58,230.00

SUMMARY

The UWMP will document the City's existing and projected water demands, available water supplies, water-service reliability, drought risk, demand-management measures, and planned shortage-response actions in accordance with the California Urban Water Management Planning Act and the final 2025 UWMP Guidebook issued by the California Department of Water Resources (DWR).

STRATEGIC PLAN

The UWMP and WSCP support the Goals for Infrastructure by ensuring the water system is well-maintained, and any aging infrastructure is rehabilitated or retired from use.

BACKGROUND

The proposed scope is based on updating the City's 2020 UWMP using existing City planning documents and available system information, including water-production and customer-demand records, annual water-loss audits, GIS and land-use information, specific plans, the City's Water Master Plan update (which is in the final stages of development), and Urban Water Use Objective reporting. The work will include:

- Review of the final 2025 UWMP Guidebook and preparation of a regulatory crosswalk and data request.
- Compilation and evaluation of water-use, population, development, water-supply, and system information.
- Preparation of the required water-demand projections, Water Service Reliability Assessment, and Five-Year Drought Risk Assessment.
- Update of the City's WSCP to address the six standard water-shortage levels and applicable shortage response actions.

- Preparation of the draft UWMP, WSCP, SCP, DWR submittal tables, and supporting documentation.
- Assistance with statutory notices, public review, City Council consideration and adoption, and final submittal to DWR and other required recipients.

KSN will coordinate with City staff throughout preparation of the documents and will provide a preliminary draft for a consolidated City review. Following incorporation of City comments, KSN will prepare a public draft, support the required public-hearing and adoption process, and submit the adopted UWMP and WSCP through DWR's WUEdata Portal.

FINANCIAL IMPACT

Cost of the proposed scope is not to exceed \$58,230.00 from the Water Operating Fund.

ATTACHMENTS

1. Reso_UWMP_Update
2. 2025_UWMP-Scope_of_Services

**CITY OF RIVEBANK
RESOLUTION NO. 2026-XXX**

**RESOLUTION APPROVING A SCOPE OF SERVICES TO PREPARE THE CITY OF
RIVERBANK'S 2025 URBAN WATER MANAGEMENT PLAN (UWMP) AND
UPDATED WATER SHORTAGE CONTINGENCY PLAN (WSCP) BY KSN, INC. AT A
COST OF \$58,230.00**

WHEREAS, an Urban Water Management Plan (UWMP) is required every five years for urban water suppliers—both public and private—that serve more than 3,000 customers or supply more than 3,000 acre-feet of water annually; and

WHEREAS, the UWMP will document the City's existing and projected water demands, available water supplies, water-service reliability, drought risk, demand-management measures, and planned shortage-response actions in accordance with the California Urban Water Management Planning Act and the final 2025 UWMP Guidebook; and

WHEREAS, the proposed scope is based on updating the City's 2020 UWMP using existing City planning documents and available system information, including water-production and customer-demand records, annual water-loss audits, GIS and land-use information, specific plans, the City's Water Master Plan in final stages of development, and Urban Water Use Objective reporting; and

WHEREAS, KSN will prepare a public draft, support the required public-hearing and adoption process, and submit the adopted UWMP and WSCP through DWR's WUEdata Portal; and

WHEREAS, KSN has provided a scope of services and a cost not to exceed \$58,230.00 under our existing February 2022 City Utility Engineering Agreement.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverbank approves a Scope of Services to Prepare the City of Riverbank's 2025 Urban Water Management Plan (UWMP) and Updated Water Shortage Contingency Plan (WSCP) by KSN, Inc. at a cost of \$58,230.00.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 25th day of August, 2026; motioned by Councilmember _____, seconded by Councilmember _____, and upon roll call was carried by the following City Council vote of _____ :

AYES:

NAYS:

ABSENT:

ABSTAINED:

ATTEST:

Gabriela Hernandez
City Clerk

APPROVED:

Rachel Hernandez
Mayor

City of Riverbank
2025 Urban Water Management Plan & Water Shortage Contingency Plan
Kjeldsen, Sinnock & Neudeck, Inc. (KSN)
Scope of Services

August 5, 2026

Project Background and Understanding

The City of Riverbank is preparing its 2025 Urban Water Management Plan (UWMP) and updated Water Shortage Contingency Plan (WSCP) in accordance with the California Urban Water Management Planning Act and the final 2025 UWMP Guidebook issued by the California Department of Water Resources (DWR). The UWMP will document the City's existing and projected water demands, available water supplies, water-service reliability, drought risk, demand-management measures, and planned shortage-response actions.

The 2025 UWMP will update the City's 2020 UWMP using existing City planning documents and available system information. Relevant background information is anticipated to include water-production and customer-demand records, annual water-loss audits, GIS and land-use information, specific plans, Urban Water Use Objective reporting, and the City's Water Master Plan, which is currently in the final stages of development. The UWMP will incorporate the most current information available from these sources to maintain consistency among the City's water-supply, infrastructure, land-use, and development planning efforts.

Preparation of the UWMP will include review of the final 2025 UWMP Guidebook, compilation and evaluation of the City's water-use and supply information, preparation of required demand projections, completion of the Water Service Reliability Assessment and Five-Year Drought Risk Assessment, and preparation of the required DWR submittal tables. The WSCP will also be updated to address the six standard water-shortage levels and the City's applicable shortage-response actions.

KSN will coordinate with City staff throughout preparation of the documents and will provide a preliminary draft for a consolidated City review. Following incorporation of City comments, KSN will prepare a public draft and assist the City with statutory notices, public review, City Council consideration and adoption, and final submittal to DWR and other required recipients.

Scope of Services

KSN will prepare the City's 2025 UWMP in accordance with the final DWR 2025 Urban Water Management Plan Guidebook and applicable California Water Code requirements. The work will include regulatory review, data compilation, demand and supply projections, water-service reliability analysis, the Five-Year Drought Risk Assessment, documentation of demand-management measures, preparation of required DWR tables, and assistance with public review, adoption, and submittal.

KSN will also update the City's Water Shortage Contingency Plan (WSCP) to address the six standard shortage levels, annual supply-and-demand assessments, and the City's existing shortage-response actions. The WSCP will be included with the UWMP but prepared for separate consideration and adoption by the City Council.

Following City review, KSN will prepare the public draft and supporting hearing materials, assist with the statutory public-notice and adoption process, and assemble the final electronic submittal package. The adopted UWMP and WSCP will serve as City planning tools for evaluating long-term water supplies, future development, drought preparedness, and related water-use-efficiency requirements.

Task 1: Project Initiation and Management

- 1.1 The virtual kickoff meeting formally initiates the Plan Preparation step identified in the Guidebook and confirms that the City, as an Urban Retail Water Supplier, will submit a single UWMP and WSCP under its assigned DWR system number. During this session, the project team will review statutory notice and hearing obligations, verify milestone dates, and identify data needs for each required DWR table. A written Request for Information (RFI) and an updated Gantt chart will be provided following the meeting.
- 1.2 Establishing clarity and structure at the outset promotes timely reviews, well-informed decisions, and efficient retrieval of project records. Monthly progress meetings will document schedule status, data needs, and UWMP progress. Meeting agendas and decision logs will be used to align project outcomes with City priorities, and UWMP elements and requirements.

Task 2: Regulatory Review and Data Development

- 2.1 Upon release of the 2025 UWMP Guidebook, KSN will align the UWMP chapter structure with the City's 2020 UWMP outline and prepare a red-lined crosswalk, noting significant additions to data needs or removed elements. The matrix will link each new table or figure to data needs and lead to coverage of UWRS requirements. Subsequent DWR 2025 Guidebook clarifications will be communicated to the City via email.
- 2.2 Clear, well-structured data requests lay the foundation for efficient collaboration, reducing ambiguity and minimizing rework. Reliable, well-documented datasets also accelerate City review and support defensible analyses throughout the project. KSN will collect and compile existing and new meter production records, billing data, GIS land-use layers, AMI meter analytics, and climate files. A compiled dataset will document alignment with

Guidebook requirements, and City review of the compiled dataset will be recorded before significant analytical work begins.

Deliverables:

- Crosswalk matrix (Excel)
- Revised UWMP Table of Contents (PDF)
- Data dictionary (Excel)

Task 3: Technical Analysis and Draft Preparation

- 3.1 KSN will conduct the Five-Year Drought Risk Assessment and the Water Service Reliability Assessment required for retail suppliers in the 2025 Guidebook. By comparing projected demands with available supplies under average, single-dry, and five-consecutive-dry-year conditions, KSN will complete the new DWR workbook tables and identify any deficits. Where shortfalls arise, KSN will evaluate tiered demand-reduction measures, supply augmentations, and potential temporary emergency water supplies.
- 3.2 KSN will revise and update the Water Shortage Contingency Plan to align with the six standard shortage levels, integrate Annual Water Supply and Demand Assessments, and update/evaluate changes to City water conservation ordinances informing demand reduction actions. The updated WSCP will be formatted as a stand-alone appendix to facilitate adoption and future updates outside the five-year UWMP cycle. KSN will rely on existing demand management measures previously developed by the City for identifying water savings. Adoption materials will specify that an electronic copy of the WSCP will be forwarded to DWR within 30 days of Council action, consistent with past practice.
- 3.3 Following the incorporation of staff input to previous Task elements, a Preliminary Draft 2025 UWMP and WSCP will be issued for a 30-day internal review period. Comments will be managed through a formal log and addressed systematically to establish a clear administrative record.
- 3.4 KSN will prepare a complete 2025 Urban Water Management Plan that mirrors the chapter sequence required for retail suppliers—Plan Preparation, System Description, Water Use Characterization, SB X7-7 Baselines & Targets, Water Supply Characterization (including Energy Intensity), Water Service Reliability & Drought Risk Assessment, Water Shortage Contingency Plan summary, Demand-Management Measures, and Plan Adoption/Submittal. Each chapter will incorporate the corresponding 2025 Guidebook tables, figures, and narrative guidance; for example, the Energy Intensity subsection will duplicate the calculation approach documented in Chapter 6.11 of the 2020 UWMP. Based on information provided in Task 2: Regulatory Review and Data Development, KSN will populate DWR supply-and-demand tables, and tables will be used to inform the narrative discussion under this task.

Deliverables:

- Draft populated DWR 2025 Drought Risk-Assessment Water Service Reliability tables (Excel)
- Preliminary Draft 2025 UWMP and WSCP (Word/PDF)
- Comment-response log (Excel or Bluebeam Studio Session)
- Draft populated DWR 2025 Supply and Demand Tables workbook (Excel)

Task 4: Stakeholder Engagement and Adoption Process

4.1 KSN will coordinate all public and inter-agency outreach required under California Water Code §10621 and Government Code §6066. KSN will draft an English language public notice to be published at least seven days apart, in both English and Spanish. The public notices issued a minimum of 60 days before the adoption hearing, and published both on the City website and in a newspaper of general circulation. A parallel 60-day notice will be sent to Stanislaus County and other affected agencies. The staff-reviewed Draft UWMP and WSCP will be distributed electronically to these entities, and all proofs of publication, mailing lists, and outreach logs will be compiled for inclusion in the DWR submittal package.

- Draft minimum 60-day public notices (Word)
- Draft minimum 60-day County/agency notices (Word)

4.2 KSN will prepare the Council agenda reports containing the City staff reviewed and approved UWMP and WSCP, adoption resolutions, and presentation slides that summarize key findings for both the consideration and formal adoption Council meetings. KSN will attend the initial Public hearing to present the plan, answer technical questions, and document any direction from the Council.

Deliverables:

- Staff-reviewed Draft UWMP and WSCP for council consideration (PDF)
- Council agenda report, adoption resolution, and slide deck (Word/PDF/PPT)

Task 5: Finalization and Submittal

5.1 Following the initial City Council hearing and public consideration, KSN will incorporate staff directed edits into the finalized UWMP and WSCP and attend the formal council adoption resolution hearing. Upon City authorization, KSN will assemble the electronic submittal package, final UWMP and appendices, completed DWR tables workbook, and other relevant documents specified by the 2025 Guidebook, and upload it through the WUE Data Portal. The submission confirmation receipt will be forwarded to the City the same day, together with a web-ready ZIP archive for posting on the City website. Within 30 days of the July 1, 2026, DWR deadline, three bound hard copies will be delivered to Public Works Office for City reference. One bound hard copy will be delivered to Stanislaus County offices.

Deliverables:

- Council agenda report, adoption resolution, and slide deck (Word/PDF/PPT)
- Final Adopted 2025 UWMP and WSCP with Appendices (PDF)
- Three bound hard copies for City Use and one bound hard copy for Stanislaus County reference.
- WUE Data Portal confirmation receipt (PDF)

Scope Understandings and Assumptions

Our proposed scope of services and budget are based on the following additional limitations, assumptions, and understandings:

- The City will provide complete and reasonably accurate data, planning documents, agreements, ordinances, and operational records in electronic format. KSN may rely on this information without independent verification beyond customary consistency and reasonableness checks.
- Population, development, demand, and water-supply projections will be based on existing City documents and City-approved assumptions. New demographic, land-use, groundwater, hydraulic, or climate modeling is not included.
- KSN will document and evaluate existing and planned demand-management measures as required by the 2025 UWMP Guidebook. Development of new programs, implementation plans, ordinances, or measure-specific water-savings calculations is not included.
- Water-supply and water-right evaluations will be planning-level and based on available documentation. Legal opinions regarding water rights, contracts, or regulatory compliance are not included.
- The scope includes one consolidated City review of the preliminary draft and one consolidated revision. Material changes resulting from new data, revised policy direction, or subsequent review cycles may require additional services.
- KSN will prepare required public notices, hearing materials, resolutions, and submittal documents. The City will be responsible for legal review, publication, mailing, translation, agenda processing, and associated third-party costs.
- The scope includes the meetings and hearings specifically identified in the scope of services. Additional workshops, stakeholder meetings, hearings, readoption, or substantive responses to DWR comments are not included.
- The UWMP and WSCP will be prepared under the final 2025 DWR Guidebook and regulations in effect at the time of notice to proceed. Work resulting from subsequent regulatory changes may require an amendment to the scope, schedule, and budget.

Schedule

KSN has prepared the attached schedule showing milestones and deliverables.

Fee Estimate

KSN has prepared the attached fee estimate for review and authorization.

Date	Activity	Notice or council significance
10-Aug-26	Notice to proceed and project initiation	Project starts during the week of August 10.
11-Aug-26	Kickoff meeting and initial RFI	Confirm data needs, DWR tables, review periods, and City agenda deadlines.
12-Aug-26	Send notice to Stanislaus County and other applicable cities/counties	This begins the statutory 60-day notice period. The notice states that the City is reviewing and considering changes to its UWMP. It does not need to include a completed draft.
August 10–28, 2026	Regulatory crosswalk, revised table of contents, and data collection	Review the final 2025 Guidebook and identify data gaps.
August 31–September 25, 2026	Compile and quality-control system, demand, supply, billing, GIS, water-loss, and climate data	City confirms the compiled dataset before major projections are finalized.
8-Sep-26	Monthly progress meeting (Second Tuesday of the Month)	Staff-level meeting
September 14–October 9, 2026	Prepare technical analyses	Includes demand projections, water supplies, five-year drought risk assessment, reliability assessment, DWR tables, and WSCP update.
13-Oct-26	Monthly progress meeting (Second Tuesday of the Month)	The 60-day county/city notice period has elapsed by this date, but the plan is not yet ready for hearing under the proposed technical schedule.
16-Oct-26	Issue Preliminary Draft UWMP and WSCP	Begins the 30-day internal review period specified in the scope.
October 16–November 16, 2026	City internal review	City staff review of the preliminary draft and DWR tables.
November 17–20, 2026	Resolve staff comments and issue staff-reviewed Public Draft	The UWMP and WSCP should be made available for public inspection before the hearing-notice period begins.
19-Nov-26	First newspaper publication of public-hearing notice	First of two publications under Government Code §6066. Publish in English and Spanish consistent with the City's language-access requirements.
19-Nov-26	Post Public Draft and hearing notice on City website	Posted to City website
19-Nov-26	Send hearing notice and Public Draft to Stanislaus County and applicable agencies	This hearing notice is separate from the August 12 statutory 60-day planning notice.
25-Nov-26	Second newspaper publication	Must be in the successive week, with at least five intervening days between publications. Government Code §6066 treats the publication period as ending on the 14th day after the first publication.
8-Dec-26	City Council public hearing and initial consideration	Present the UWMP and WSCP, receive public comments, and obtain Council direction.
December 9–18, 2026	Incorporate hearing comments and prepare final adoption package	Complete final plans, resolutions, agenda report, DWR tables, and response documentation.
22-Dec-26	City Council adoption of UWMP and separate adoption of WSCP	Adopt through separate resolutions, even if heard under one agenda item.
December 23, 2026–January 21, 2027	Complete statutory filing and distribution	Submit adopted documents and DWR tables through the WUEdata Portal; transmit copies to required recipients; post final documents online.
21-Jan-27	Absolute 30-day post-adoption deadline	Deadline resulting from December 22 adoption. Earlier submittal is preferable.
Jan-27	Deliver bound copies	Two bound hard copies. Electronic copies will be provided to Stanislaus County and maintained by the City for public access. One hard copy or electronic file on compact disc for submittal to the California State Library, as required by the 2025 UWMP Guidebook.

City of Riverbank
2025 Urban Water Management Plan
TASK HOURS BREAKDOWN

TASKS AND DESCRIPTIONS	KJELDTSEN, SINNOCK & NEUDECK, INC. STAFF HOURS						Total Labor Hours	Total Labor Budget	OTHER DIRECT COSTS			Other Direct Costs Budget	Total Budget (Rounded)
	Classification	Principal Engineer	Senior Engineer	Junior Engineer	GIS Manager	Tech/GIS/ CAD Designer III			Direct Expense	Mileage Expense	Sub Consultant		
Staff Initials	NTC	PHM	EFT	JET	JDR	110%	0.67	110%					
Rates	\$307	\$243	\$171	\$180	\$171								
PROJECT TASKS													
1.0 Project Initiation and Management	1	14	6	0	0	21	\$ 4,735.00	\$ -	\$ -	\$ -	\$ -	\$ 4,740	
1.1 Kickoff meeting and RFI	1	6	4			11	2,449.00	\$0	\$0	\$0	\$0	\$ 2,449.00	
1.2 Progress Meetings Coordination		8	2			10	2,286.00	\$0	\$0	\$0	\$0	\$ 2,286.00	
2.0 Regulatory Review and Data Development	1	16	50	0	0	67	\$ 12,745.00	\$ -	\$ -	\$ -	\$ -	\$ 12,750	
2.1 UWMP outline, guidebook cross walk, and redline review		6	20			26	4,878.00	\$0	\$0	\$0	\$0	\$ 4,878.00	
2.2 Compile City Production and Use Records, Population Data, GIS Land Use	1	10	30			41	7,867.00	\$0	\$0	\$0	\$0	\$ 7,867.00	
3.0 Technical Analysis and Draft Preparation	6	35	100	14	24	179	\$ 34,071.00	\$ -	\$ -	\$ -	\$ -	\$ 34,070	
3.1 UWMP Technical Analysis and Risk Assessment		10	20	4	4	38	7,254.00	\$0	\$0	\$0	\$0	\$ 7,254.00	
3.2 Draft WSCP & Demand-Management Measures		4	30			34	6,102.00	\$0	\$0	\$0	\$0	\$ 6,102.00	
3.3 Draft UWMP/WSCP Preparation	4	16	40	10	20	90	17,176.00	\$0	\$0	\$0	\$0	\$ 17,176.00	
3.4 Review and Finalization of UWMP/WSCP	2	5	10			17	3,539.00	\$0	\$0	\$0	\$0	\$ 3,539.00	
4.0 Stakeholder Engagement and Adoption Process	7	6	10	0	0	23	\$ 5,317.00	\$ -	\$ 104	\$ -	\$ 104	\$ 5,420	
4.1 Coordinate Public/Agency Outreach	7	4	4			15	3,805.00	\$0	\$104	\$0	\$104	\$ 3,908.85	
4.2 Coucil Agenda Report/Resuolution Preparation		2	6			8	1,512.00	\$0	\$0	\$0	\$0	\$ 1,512.00	
5.0 Finalization and Submittal	0	1	2	0	0	3	\$ 585.00	\$ 660	\$ -	\$ -	\$ 660	\$ 1,250	
5.1 DWR Submittal and Delivery of Hard Copies		1	2			3	585.00	\$660	\$0	\$0	\$660	\$ 1,245.00	
PROJECT TOTALS	15	72	168	14	24	293	\$ 57,453.00	\$ 660	\$ 104	\$ -	\$ 764	\$ 58,230	

General Note: This costs allocation represents our best estimate at this time and may change subject to future developments during the project. It is possible that some of the estimated manpower requirements for specific task items may increase while others may not require the entire anticipated effort. Charges to this project will be made for actual time spent on the project and will be charged as per the attached Fee Schedule.

KJELDTSEN, SINNOCK & NEUDECK, INC.

PREVAILING WAGE FEE SCHEDULE City of Riverbank On-Call Utility Engineering Effective July 1, 2026

Position	July 1, 2026	July 1, 2027	July 1, 2028	July 1, 2029	July 1, 2030
Principal Engineer	\$307.00	\$316.00	\$325.00	\$335.00	\$345.00
Associate Engineer	\$278.00	\$286.00	\$295.00	\$304.00	\$313.00
Senior Engineer	\$243.00	\$250.00	\$258.00	\$266.00	\$274.00
Engineer II	\$220.00	\$227.00	\$234.00	\$241.00	\$248.00
Engineer I	\$209.00	\$215.00	\$221.00	\$228.00	\$235.00
Junior Engineer	\$171.00	\$176.00	\$181.00	\$186.00	\$192.00
Senior Surveyor	\$249.00	\$256.00	\$264.00	\$272.00	\$280.00
Surveyor	\$215.00	\$221.00	\$228.00	\$235.00	\$242.00
Assistant Surveyor	\$180.00	\$185.00	\$191.00	\$197.00	\$203.00
Field Crew-One Man & Vehicle	\$243.00	\$250.00	\$258.00	\$266.00	\$274.00
Field Crew-Two Man & Vehicle	\$372.00	\$383.00	\$394.00	\$406.00	\$418.00
Inspector	\$191.00	\$197.00	\$203.00	\$209.00	\$215.00
Inspector & Vehicle	\$226.00	\$233.00	\$240.00	\$247.00	\$254.00
Senior Project Manager	\$272.00	\$280.00	\$288.00	\$297.00	\$306.00
Project Manager	\$232.00	\$239.00	\$246.00	\$253.00	\$261.00
Assistant Project Manager	\$209.00	\$215.00	\$221.00	\$228.00	\$235.00
Grant Manager	\$180.00	\$185.00	\$191.00	\$197.00	\$203.00
GIS Specialist	\$175.00	\$180.00	\$185.00	\$191.00	\$197.00
Technician/GIS/CAD Designer III	\$171.00	\$176.00	\$181.00	\$186.00	\$192.00
Technician/GIS/CAD Designer II	\$150.00	\$155.00	\$160.00	\$165.00	\$170.00
Technician/GIS/CAD Designer I	\$115.00	\$118.00	\$122.00	\$126.00	\$130.00
Project Accountant	\$163.00	\$168.00	\$173.00	\$178.00	\$183.00
Administrative III	\$127.00	\$131.00	\$135.00	\$139.00	\$143.00
Administrative II	\$110.00	\$113.00	\$116.00	\$119.00	\$123.00
Administrative I	\$93.00	\$96.00	\$99.00	\$102.00	\$105.00
Equipment	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
3D Print Cloud Work Station	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
GPS Receivers-Per Receiver Per Hour	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Robotic Total Station	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00
HDS Scanner	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
Boat	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00
Expenses					

Note: Fees are due and payable within 30 days from the date of billing. Fees past due may be subject to a finance charge computed on the basis of 1 1/2% of the unpaid balance per month.

Hourly rates are subject to review and adjustment July 1st of each year.

RIVERBANK CITY COUNCIL / LRA BOARD

AGENDA ITEM NO. 9.3.

SECTION : CONSENT CALENDAR

Meeting Date:	8/25/2026
Subject:	Resolution to Approve and Adopt Updated 2026 City of Riverbank Measure L Expenditure Plan Project List
From:	Marisela H. Garcia, City Manager
Submitted by:	Kathleen Cleek, Capital Projects/Regulatory Compliance Manager

RECOMMENDATION

It is recommended that the City Council adopt the updated 2026 City of Riverbank Measure L Expenditure Plan Project List for local streets and roads, traffic management, and bike and pedestrian improvement projects.

SUMMARY

On November 8, 2016, the Stanislaus County voters approved a ½ cent sales tax measure to fund local and regional transportation projects and programs. The tax is expected to generate approximately \$39 million dollars a year over a 25-year period for Stanislaus County.

The City of Riverbank entered into a Master Funding Agreement with the Stanislaus Council of Governments (StanCOG) and within that agreement the City agrees to provide StanCOG with a detailed project list for local streets and roads, traffic management and bicycle/pedestrian projects that are scheduled to be constructed with Measure L Funding. The projects identified on the Expenditure Plan Project List detail a comprehensive list of infrastructure improvements that the City has identified as priority projects.

The City annually receives approximately \$960,000 for local streets and roads, \$98,400 for bicycle & pedestrian projects and \$110,000 for traffic management projects. The last update to the list was approved by the City Council at the January 27, 2026 meeting. The City was just awarded Surface Transportation Block Grant (STBG) funds for 4 future overlay projects. Staff has added these 4 projects to begin engineering and set aside matching funds for these projects. In addition, we have added some funds under Traffic Management to be set aside for striping of intersections.

Local Streets & Roads new projects added:

Kentucky Avenue Overlay & ADA Improvements Project – Preliminary Engineering \$100,000. Surface Transportation Block Grant Funds \$941,000 and Measure L Funds totaling \$122,000. Construction Summer 2027.

Terminal Avenue Overlay & ADA Improvements Project – Preliminary Engineering \$101,000. Surface Transportation Block Grant Funds \$1,081,000 and Measure L Funds totaling \$140,149. Construction Summer 2027.

Turpin Avenue Overlay & ADA Improvements Project – Preliminary Engineering \$100,000. Surface Transportation Block Grant Funds \$973,000 and Measure L Funds totaling \$100,000. Construction Summer 2028.

Jackson Avenue Overlay & ADA Improvements Project – Preliminary Engineering \$101,000. Surface Transportation Block Grant Funds \$941,000 and Measure L Funds totaling \$122,000. Construction Summer 2028.

Traffic Management projects are as follows:

Striping – Various Locations. Measure L Funds totaling \$40,000. This funding will be used throughout the year for crosswalk striping and/or intersection improvements.

STRATEGIC PLAN

This item is directly related to the City Council's Strategic Plan Goals to Support Public Safety by widening roads and improving intersections for safety and infrastructure by evaluating aging infrastructure to rehabilitate and/or retire from use.

BACKGROUND

FINANCIAL IMPACT

Measure L – Streets & Roads \$2,463,579

Measure L – Traffic Management \$167,000

Measure L – Bicycle/Pedestrian \$271,000

ATTACHMENTS

1. Resolution
2. City of Riverbank 2026 Measure L Expenditure Plan Project List-Revised

CITY OF RIVERBANK

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERBANK APPROVING AND ADOPTING THE UPDATED 2026 CITY OF RIVERBANK MEASURE L EXPENDITURE PLAN PROJECT LIST

WHEREAS, The Riverbank City Council has reviewed the 2026 City of Riverbank Measure L Expenditure Plan Project List presented by staff; and

WHEREAS, the ½ cent sales tax measure approved by the voters to fund local and regional transportation projects and programs is expected to generate approximately \$960,000 for the City of Riverbank's local streets and roads; and

WHEREAS, the ½ cent sales tax measure approved by the voters to fund local and regional transportation projects and programs is expected to generate approximately \$110,000 for the City of Riverbank's traffic management projects; and

WHEREAS, the ½ cent sales tax measure approved by the voters to fund local and regional transportation projects and programs is expected to generate approximately \$98,400 for the City of Riverbank's bicycle/pedestrian projects; and

WHEREAS, Four projects have been added to the Local Streets & Roads project list and funds for striping under the Traffic Management project list; and

WHEREAS, each year a comprehensive review of the proposed Measure L Project List will be conducted and any changes presented to Council.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverbank hereby approves the City of Riverbank's Updated 2026 City of Riverbank Measure L Expenditure Plan Project List.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 25th day of August, 2026; motioned by Councilmember _____, seconded by Councilmember _____, and upon roll call was carried by the following City Council vote of _____ :

AYES:

NAYS:

ABSENT:

ABSTAINED:

ATTEST:

APPROVED:

Gabriela Hernandez
City Clerk

Rachel Hernandez
Mayor

**Attachment: Exhibit A – Updated 2026 City of Riverbank Measure L
Expenditure Plan Project List**

2026 City of Riverbank Measure L Expenditure Plan Project List Revised - 08-24-2026

Type	Projects	Description	Phase	Measure L Funds	Planned Start	Planned Completion
Local Streets and Roads						
Pedestrian & Road Improvements (CON)	Roselle Avenue Sidewalk over MID Canal	Roselle Avenue Sidewalk over MID Canal	Construction	\$99,818	FY 2026	FY 2026
Micro Slurry	Micro Slurry various Roads and Streets	Micro Slurry various Roads and Streets	Construction	\$520,000	FY2026	FY2026
Overlay (CON)	Townsend Avenue - Terminal to Eighth Street	Townsend Avenue - Terminal to Eighth Street	Construction	\$85,612	FY2026	FY2026
Overlay (PE)	Stanislaus Street - Sixth Street to Eighth Street	Stanislaus Street - Sixth Street to Eighth Street	Preliminary Engineering	\$45,000	FY2026	FY 2026
Overlay (CON)	Stanislaus Street - Sixth Street to Eighth Street	Stanislaus Street - Sixth Street to Eighth Street	Construction	\$500,000	FY2027	FY2027
Overlay (CON)	Riverside Drive between Third & Fourth Street	Riverside Drive - between Third & Fourth Street	Construction	\$300,000	FY2027	FY2027
Overlay (PE)	Terminal Avenue - Kentucky Avenue to Patterson Road	Terminal Avenue - Kentucky Avenue to Patterson Road	Preliminary Engineering	\$101,000	FY2026	FY2027
Overlay (CON)	Terminal Avenue - Kentucky Avenue to Patterson Road	Terminal Avenue - Kentucky Avenue to Patterson Road	Construction	\$140,149	FY2027	FY2027
Overlay (PE)	Kentucky Avenue - Terminal Avenue to Claus Road	Kentucky Avenue - Terminal Avenue to Claus Road	Preliminary Engineering	\$100,000	FY2026	FY2026
Overlay (CON)	Kentucky Avenue - Terminal Avenue to Claus Road	Kentucky Avenue - Terminal Avenue to Claus Road	Construction	\$122,000	FY2027	FY2027
Overlay (PE)	Turpin Avenue - Jackson Avenue to Roselle Avenue	Turpin Avenue - Jackson Avenue to Roselle Avenue	Preliminary Engineering	\$100,000	FY2026	FY2027
Overlay (CON)	Turpin Avenue - Jackson Avenue to Roselle Avenue	Turpin Avenue - Jackson Avenue to Roselle Avenue	Construction	\$127,000	FY2027	FY2028
Overlay (PE)	Jackson Avenue - Topeka Street to Patterson Road & Patterson Road to Country Manor	Jackson Avenue - Topeka Street to Patterson Road & Patterson Road to Country Manor	Preliminary Engineering	\$101,000	FY2026	FY2027
Overlay (CON)	Jackson Avenue - Topeka Street to Patterson Road & Patterson Road to Country Manor	Jackson Avenue - Topeka Street to Patterson Road & Patterson Road to Country Manor	Construction	\$122,000	FY2027	FY2028
Traffic Management						
Striping	Various Locations	Various Locations	Construction	\$40,000	FY2026	FY2027
Signal Project	Signal @ Snedigar & Patterson (PE)	Signal @ Snedigar & Patterson (PE)	Preliminary Engineering	\$127,000	FY2026	FY2026
Bike/Ped						
Sidewalk Project	Palmer Avenue Sidewalks - Patterson Road to Sierra Street	Palmer Avenue Sidewalks - Road to Sierra Street	Patterson Construction	\$225,000	FY2026	FY2026
Sidewalk Project	Roselle Ave Sidewalk between Monschien to Compass Foods	Roselle Ave Sidewalk - Monschien to Compass Foods	Construction	\$46,000	FY2027	FY2027

RIVERBANK CITY COUNCIL / LRA BOARD

AGENDA ITEM NO. 10.1.

SECTION : UNFINISHED BUSINESS

Meeting Date:	8/25/2026
Subject:	Resolution Adopting the City of Riverbank Travel and Training Policy and Recission of APP-07 Travel Policy
From:	Marisela H. Garcia, City Manager
Submitted by:	Tammy Alcantor, Assistant City Manager

RECOMMENDATION

Adopt the resolution approving the revised City of Riverbank Travel and Training Policy, as amended in response to City Council direction provided at the July 28, 2026, regular meeting, and rescinding and replacing APP-07 Travel Policy.

SUMMARY

The proposed Travel and Training Policy was presented to the City Council at its regular meeting on July 28, 2026, and the item was continued to allow staff to make revisions based on City Council direction. The City Council requested additional clarification regarding qualifying trainings, meetings, conferences, City-sponsored events, and City vehicle use. Staff has revised the policy to include additional definitions and clarification, and the item is now returning for City Council consideration.

The City's current APP-07 Travel Policy was adopted in 2006 and provides general rules for travel approval and reimbursement. Staff has prepared an updated Travel and Training Policy to modernize the City's procedures, strengthen documentation and internal controls, and provide clearer guidance on travel and training expenses.

STRATEGIC PLAN

This item supports the City's strategic plan by advancing good governance, fiscal stewardship, and organizational effectiveness.

BACKGROUND

The Travel Policy was presented to the City Council at its regular meeting on July 28, 2026. At that meeting, the City Council directed staff to provide additional clarification regarding what qualifies as a training, meeting, conference, or City-sponsored event, and to ensure that such activities have a clear relationship to City business. The City Council also requested additional clarification on the use of City vehicles, including accountability for vehicle use by both staff and Council, and on when vehicle use is appropriate for City business and reimbursement purposes.

Staff appreciates the feedback provided by the City Council and agrees that the additional definitions and clarification will make the policy clearer and more consistent in its interpretation and application. In response to the City Council's direction, staff has revised the draft policy to include additional language clarifying qualifying conferences, trainings, City-sponsored events, City business purpose

requirements, and City vehicle use and documentation.

The revised policy includes modifications to Section 1.5, and adds new Sections 1.5.1, 1.5.2, 2.1.2, and 3.3.2(f). Attached to this staff report are both a redline version identifying the modifications made to the original draft policy and a clean draft version for City Council consideration.

The City's current APP-07 Travel Policy was adopted in 2006 and provides general rules for travel approval and reimbursement. Staff has prepared an updated Travel and Training Policy to modernize the City's procedures, strengthen documentation and internal controls, and provide clearer guidance on travel and training expenses. In addition, the update responds to issues raised during negotiations with the City's Mid-Management bargaining group regarding travel reimbursement practices, including GSA per diem rates, and is intended to implement a citywide policy update with consistent standards for all eligible travelers.

Discussion

The proposed policy replaces APP-07 and expands the City's travel rules into a more comprehensive travel and training policy. The updated policy broadens applicability, clarifies approval authority, and adds more detailed procedures for registration, lodging, meals, transportation, mileage reimbursement, reporting, and non-reimbursable expenses.

Major changes include:

- Using GSA meal and incidental rates instead of the older flat meal reimbursement structure;
- Expanding documentation and receipt requirements;
- Adding clearer rules for transportation, including airfare comparisons, rental vehicles, and use of personal vehicles;
- Updating mileage reimbursement rules, including use of the GSA rate when a City vehicle is authorized and available but an employee elects to use a personal vehicle; and
- Adding guidance on cancellations, emergency changes, and policy compliance.

Compared to APP-07, the proposed policy provides more detailed administrative direction and reflects current City travel and reimbursement practices. APP-07 reimburses personal vehicle mileage at \$0.05 less than the IRS rate and contains fewer procedural details overall.

FINANCIAL IMPACT

The proposed policy does not create a new appropriation. Travel and training costs will remain subject to approved budgets and applicable authorization requirements. The updated reimbursement methodology may change reimbursement amounts in some cases, but the overall intent is to improve consistency, cost control, and accountability.

ATTACHMENTS

1. Resolution Adopting Travel Policy
2. Proposed Travel and Training Policy update
3. Proposed Travel and Training Policy REDLINE

CITY OF RIVERBANK

RESOLUTION 2026-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERBANK
APPROVING THE CITY OF RIVERBANK TRAVEL AND TRAINING POLICY AND
RESCINDING APP-7 TRAVEL POLICY**

**THE CITY OF RIVERBANK CITY COUNCIL (HEREAFTER REFERRED TO AS
THE “CITY COUNCIL”) DOES HEREBY RESOLVE THAT:**

WHEREAS, the City of Riverbank currently maintains APP-07 Travel Policy, dated December 2006, establishing standards for the documentation, approval, and reimbursement of travel-related expenses; and

WHEREAS, the City Council desires to update and modernize the City’s travel and training requirements to improve administrative clarity, fiscal controls, documentation standards, and consistency in reimbursement practices; and

WHEREAS, staff has prepared a proposed City of Riverbank Travel and Training Policy to replace APP-07 Travel Policy in its entirety; and

WHEREAS, the proposed policy establishes updated procedures regarding authorization, registration, lodging, transportation, meals and incidentals, prohibited expenses, reporting requirements, and review procedures for authorized City travel and training; and

WHEREAS, the proposed policy provides that out-of-state travel is strongly discouraged and only allowed with City Council approval; and

WHEREAS, the City Council finds that adoption of the proposed Travel and Training Policy is in the best interests of the City of Riverbank.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverbank resolve as follows:

Section 1. The foregoing recitals are true and correct and are incorporated herein by this reference.

Section 2. The City Council hereby approves and adopts the City of Riverbank Travel and Training Policy, attached hereto as Exhibit “A.”

Section 3. APP-07 Travel Policy is hereby rescinded and replaced effective upon the effective date of the Travel and Training Policy adopted by this Resolution.

Section 4. The City Manager, or designee, is authorized to implement and administer the Travel and Training Policy and to make non-substantive administrative, formatting, or reference updates as necessary, provided such changes do not alter City Council policy direction.

Section 5. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 28th day of July, 2026; motioned by Councilmember _____, seconded by Councilmember _____, and upon roll call was carried by the following City Council vote of _____ :

AYES:

NAYS:

ABSENT:

ABSTAIN:

Attest:

Approved:

Gabriela Hernandez, CMC
City Clerk

Rachel Hernandez
Mayor

Attachment: City of Riverbank Travel and Training Policy

CITY OF RIVERBANK TRAVEL AND TRAINING POLICY



Approved by:
Riverbank City Council
Resolution No.
Effective:

*CITY OF RIVERBANK
TRAVEL & TRAINING POLICY*

The City of Riverbank has prepared this policy to provide broad guidelines for the reimbursement of business travel and educational expenses. It is the policy of the City to reimburse employees for all necessary and reasonable expenses incurred while on authorized City business. Guidelines cannot replace judgment, interpretation and analysis of individual situations.

1) Guidelines

- 1.1 The intent of this policy is to establish a consistent basis for the actions of City personnel with regard to City-paid travel.
- 1.2 For guidance, this policy will be in compliance with the City's purchasing policy; this policy doesn't supersede general purchasing requirements for travel and conference-related expenses.
- 1.3 This policy is intended to evolve to meet changing requirements. Suggestions for improvements or updates are welcome and can be emailed to the City Manager.
- 1.4 The purposes of the guidelines are:
 - 1.4.1 To be fair and equitable. An individual working for the City must neither gain nor lose personally because he or she has incurred reasonable business expenses. Individuals incurring similar expenses are to be reimbursed or not reimbursed consistently throughout the City.
 - 1.4.2 To be responsible and prudent in spending our taxpayers' and the City's money. A reasonable approach is to spend the money knowing it will be audited, both internally and by external auditors.
 - 1.4.3 To ensure proper documentation is maintained by the City to support all reimbursable expenditures, and to ensure the documentation standards required by the State of California and IRS regulations are met.
- 1.5 For purposes of this policy, references to "conferences," "training," or "event" shall include conferences, trainings, programs, schools, special events, seminars, workshops, consortium, functions, or meetings, legislative or intergovernmental meetings, professional organization activities, and special events attended by an employee, City official, elected official, or while representing the City.

Attendance, reimbursement, use of City funds, and use of City resources shall be permitted only when the event has a clear and direct relationship to official City business, City operations, City priorities, legal or regulatory compliance, professional development related to the attendee's City role, or representation of the City in an official capacity.

An event shall qualify as City-related only if one or more of the following apply:

 1. The event is required by federal, state, or local law, regulation, licensing, certification, or continuing education requirements related to the attendee's City duties.
 2. The event provides training, education, or information directly related to the attendee's current or reasonably anticipated City responsibilities.

*CITY OF RIVERBANK
TRAVEL & TRAINING POLICY*

3. The event concerns legislation, regulation, funding, infrastructure, public safety, planning, economic development, administration, governance, or other matters that may reasonably affect the City.
4. The attendee has been assigned or approved to represent the City at the event.
5. The attendee serves in an approved leadership, committee, voting, or representative role in a professional, governmental, regional, or intergovernmental organization related to City business.
6. The event supports adopted City Council goals, budget priorities, approved projects, interagency coordination, or operational needs of the City.

Events that are primarily personal, political campaign-related, recreational, social, ceremonial without an identified City purpose, or unrelated to the attendee's City role do not qualify for City reimbursement or use of City resources.

Out-of-state travel is only allowed with City Council approval.

1.5.1 City-Sponsored Event

A "City-sponsored event" means an event, meeting, ceremony, program, activity, or function that is organized, hosted, funded, co-sponsored, formally supported, or officially attended by the City for a public, civic, governmental, operational, community, or intergovernmental purpose.

Examples may include, but are not limited to:

- City Council-authorized events or programs;
- ribbon cuttings, groundbreakings, dedications, or public ceremonies for City facilities, projects, or partnerships;
- community engagement events hosted or co-hosted by the City;
- meetings with federal, state, regional, county, or local agencies concerning City business;
- economic development, infrastructure, grant, legislative advocacy, or public safety meetings involving City interests;
- official representation at regional boards, committees, commissions, or partner agency meetings.

The event must have an identifiable City purpose and must be approved in accordance with this policy.

1.5.2 Conference or Training Event

A "conference" or "training event" means an organized educational, professional, governmental, technical, legislative, or operational program that includes scheduled sessions, workshops, panels, presentations, meetings, or training activities relevant to City business or to the attendee's official City role.

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A conference or training event must have a documented agenda, registration material, invitation, program description, or other supporting information showing the subject matter, dates, location, sponsoring organization, and relevance to City business.

Examples of qualifying conferences or trainings may include:

- municipal government, public administration, finance, planning, public works, parks and recreation, public safety, human resources, risk management, legal compliance, emergency management, economic development, or technology conferences;
- training required for job duties, licensing, certifications, or mandated compliance;
- professional association conferences related to local government operations;
- legislative advocacy or intergovernmental meetings where City interests are discussed;
- workshops or seminars related to City projects, services, regulations, funding, or operations.

Examples of non-qualifying events include:

- events primarily for personal enrichment or general interest;
- recreational outings, entertainment, golf tournaments, sightseeing, or social events not directly tied to City business;
- political campaign events or partisan campaign activities;
- optional excursions or activities that do not have a documented connection to the purpose of the conference.

- 1.6 For purposes of this policy, references to “employee” will refer to any City official, elected official, full or part-time employee, board/commission/committee member, or volunteer who has been approved to attend any such conference, and for whom the City is assuming travel expenses.
- 1.7 If at any time en-route to or from, or during a City business trip, a weather emergency, natural disaster, threat to national or regional security, or other circumstances occur, that is outside the control of the employee, and deviations from planned travel itineraries result, the employee is expected to utilize rational judgment regarding their personal safety given the situation. Any expenses incurred by an employee in one of the above situations will be reviewed on a case-by-case basis to determine if they are reimbursable or personal expenses. Communication of any emergency situation must be directed to the employee’s supervisor, Department Head, or City Manager as soon as possible.
- 1.8 Reimbursement of travel and training expenses is subject to available appropriation, compliance with this policy and all other applicable City policies. Nothing in this policy shall be construed as creating a contractual or vested right to reimbursement. The City reserves the right to deny reimbursement for expenses that are unauthorized, unreasonable, inadequately documented, or otherwise inconsistent with this policy or applicable law.

2) Authorization for Travel and Training

- 2.1 All predicted travel and training requests must be included in the annual budget-setting process.
 - 2.1.1 Inclusion of travel or training funds in the annual adopted budget does not constitute automatic authorization for individual travel. All travel and training shall be approved in accordance with departmental approval procedures established by the Department Head. Department Heads may consider operational needs, staffing levels, available budget, and relevance of the training prior to authorizing attendance.
 - 2.1.2 All travel, training, conference attendance, City-sponsored event attendance, and City vehicle use must be supported by a documented City business purpose sufficient to demonstrate that the expense or use of City resources directly benefits, represents, or supports the operations, programs, priorities, legal obligations, or official interest of the City of Riverbank.
 - 2.1.3 If an unplanned travel or training need arises during the year and is not budgeted, a request for the trip, including an estimate of all expenses (including overtime for non-exempt employees) must be submitted to the Department Head for approval, or in the case of a Department Head, to the City Manager for approval. Use the Travel Reimbursement Request Form for this request.
- 2.2 If the unbudgeted travel is out-of-state, the request must also be approved by the City Council prior to expenses being incurred.
- 2.3 All travel requests are to be reviewed by the Department Head using the following relevancy guidelines as a basis for approval or disapproval of the request:
 - 2.3.1 Federal, State, or local mandated training: Required training for licensing, certification, or other qualifications.
 - 2.3.2 Preparatory Training: Applies where an employee's future job responsibilities, in all probability, will be incorporated and require new or little-used skills that can be readily acquired only by outside training.
 - 2.3.3 Legislative/Intergovernmental: Meetings that appear to hold high potential for long-term positive or negative effect(s) upon the City and/or department.
 - 2.3.4 National, Regional, or State conferences and workshops: Attendance contingent upon the quality of workshop/conference as this relates to the staff member's current job responsibilities.
 - 2.3.5 Role in a Professional Organization: Employee serves in a leadership capacity or as a City representative in the professional organization.

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TRAVEL & TRAINING POLICY*

- 2.3.6 Any participation in professional organizations that may require time commitments during normal work hours must be approved by the Department Head/City Manager prior to the commitment to participate in order to be considered for payment as "hours worked."
- 2.3.7 Any expenses incurred by an employee serving in a capacity with a professional organization is eligible to be reimbursed for only those expenses that are not reimbursed by the professional organization, and subject to the limits established by this policy.

3) Travel Expense Procedures

3.1 Registrations

- 3.1.1 Conference/workshop registrations should be paid for using a City-issued credit card or a City-issued check to the vendor. If deadlines for submission prohibit the use of the City's normal check process, an employee may pay the costs of the registration personally and then submit appropriate original receipts for reimbursement or request his/her Department Head to pay using their City credit card. Every effort must be made to receive the early registration discount, if available.
- 3.1.2 For all methods, a completed registration form (if available) must be filled out by the employee and submitted along with a brochure/flyer describing the conference to their supervisor or Department Head for approval.
- 3.1.3 A Travel Reimbursement Expense Form must be completed and attached to all registration forms. Forms are located on the City's U: drive. (U:/Accounts Payable/Travel Reimbursement Request Form-blank). Completed forms may also be submitted electronically in accordance with the standard accounts payable procedures.
- 3.1.4 If any documentation needs to be sent with the check to the vendor, the requester must make a complete copy of all items to be sent, trifold them, and attach them to the form. This alerts the Finance Division that the items need to be included with the check. If the requester wants the check returned to them, a note needs to be included with the Travel Reimbursement Request Form. All expenses paid to vendors will follow the current purchasing policy's limits for purchase orders and signing authority levels.
- 3.1.5 The Travel Reimbursement Request Form must be approved by the immediate supervisor and Department Head/City Manager and forwarded to the Finance Department for processing.
- 3.1.6 Employees using a City-issued credit card for travel or training expenses shall comply with the City's Procurement Card Policy. City credit cards may only be used for authorized business-related expenses. Personal purchases are strictly prohibited. Cardholders are responsible for submitting all required receipts and supporting

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documentation in accordance with established Finance Department procedures.

- 3.1.7 If conference registration forms do not include complete training information regarding dates, times, and location of the training, additional information on these topics must be included with the payment request.
- 3.1.8 If conferences include any costs for voluntary, supplemental, recreational, or other excursion activities, these costs would normally be considered the responsibility of the employee, unless specifically related to the purpose of the conference, and approved by the Department Head/City Manager. Supporting documentation or official activity descriptions must be included with any reimbursement requests.

EXAMPLE # 1: If, as part of a Community Development conference, there are options for excursions into the host City to tour some new styles of City development projects, this would be a “related purpose” item and would be subject to reimbursement.

EXAMPLE# 2: If, as part of a conference (e.g., Public Works or Community Development), there is a recreational golf outing available, this would not be considered a “related purpose” item and would not be reimbursable.

- 3.1.9 All costs related to guest/spouse travel or attendance are **not** reimbursable by the City.
- 3.1.10 Cancellation of Travel – If an employee is unable to attend an approved conference or training, the employee shall notify their supervisor and the Finance Department as soon as practicable. Every reasonable effort shall be made to cancel registrations, lodging, transportation, and other reservations within applicable cancellation deadlines to minimize costs to the City. When permitted by the conference sponsor, registration should be transferred to another City employee when appropriate. Any available refunds or travel credits shall be pursued whenever feasible.

3.2 Lodging

- 3.2.1 Lodging expenses will be reimbursed or paid for when travelling on official City of Riverbank business reasonably requires an overnight stay. Employees must request government or conference rates when available.
- 3.2.2 Employees are expected to utilize lodging discounts provided through the conference, if available, and select moderately priced accommodation within an acceptable travel distance from the conference location. Hotel locations that result in excessive commuting or taxi expenses must be avoided whenever possible. Room upgrades, premium accommodations, concierge floors, resort fees for optional amenities, or similar enhancements are considered personal expenses unless required for business purposes, accessibility accommodations, or approved in advance by the Department Head/ City Manager. Hotel reservations should be made using refundable options whenever possible. Prepayment of non-refundable hotel expenses is not permitted

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unless the cancellation policy is reasonable and the expense has been reviewed and approved in advance by the Department Head/City Manager.

- 3.2.3 Lodging is limited to the standard room rate for single occupancy for the minimum number of nights required to attend the conference. If multiple employees are authorized to travel and choose to share accommodations, the hotel room size must be appropriate to the number of employees sharing lodging. In this case, the highest seniority employee must submit the entire lodging expense and make note of all the employees covered by the expense.
- 3.2.4 Extraordinary fees for room service, including movies, and food/beverage, and other additional services are not considered reimbursable costs. If internet access is necessary for City of Riverbank business, employees will be reimbursed for internet access connection and/or usage fees away from home.
- 3.2.5 If requesting a check in advance of travel, a written confirmation of the total daily rate (including all taxes) for a single occupancy standard room applicable to the dates of travel must be obtained from the hotel. This confirmation must be submitted with the Travel Reimbursement Request Form.
- 3.2.6 Itemized receipts must be retained by the employee upon checkout, and turned in to Accounts Payable upon return to the City.

3.3 Transportation

- 3.3.1 Employees must use the most expedient mode of transportation available and determine the lowest cost option of travel. Options include air, rail or automobile travel. In cases where multiple employees are attending the same conference, consideration must be given to economic feasibility of carpooling or rail travel versus flying. A City vehicle must be utilized whenever possible.
 - a) In general, any travel destination that is more than four hours of drive-time one-way will be considered acceptable to evaluate air travel options. Exceptions may arise during off-peak seasons and during airfare sales, so air travel to closer destinations may be approved if airfare is shown to be more economical.
 - b) If air travel is more economical than driving, but the employee chooses to drive his or her personal vehicle, the employee may only be reimbursed up to the value of what airfare would have cost, or the actual costs incurred for gas, parking, tolls, etc., whichever is less. Airfare costs can be documented through creating the most advantageous (cost-efficient) mock itineraries through any internet travel site, such as Expedia or Travelocity. The mock itinerary must be printed and submitted with the Travel Reimbursement Request Form.
- 3.3.2 Ground Transportation
 - a) Employees are encouraged to use a City vehicle for conference travel in lieu of a personal vehicle whenever a City vehicle is available. When a City vehicle is used,

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the employee will be reimbursed for all gas receipts, if the gas is not charged directly to the City, and necessary parking fees during the conference. Toll charges incurred while operating a City vehicle will generally be paid directly by the City through its toll account or other billing process. Employees shall use toll roads or express lanes only when reasonably necessary for official City business. Reasonable expenses for taxis, ride-share services (e.g., Uber or Lyft), airport shuttles, or public transportation are reimbursable when they are the most practical and cost-effective means of transportation. Itemized receipts for all items must be retained for submission with the Travel Reimbursement Request Form.

- b) Commuting to and from work in a City vehicle is generally prohibited. Only vehicles designated for emergency response may be taken home with prior Department Head/City Manager approval.
- c) Employees may use their personal vehicles for authorized City business travel only when the use of a City vehicle is unavailable, impractical, or otherwise not the most efficient option for the trip, as determined by the approving authority. Employees using personal vehicles for authorized City business purposes will be reimbursed based on actual business miles traveled, less the employee's normal commute miles, at the then-current mileage rate established by the Internal Revenue Service (IRS) unless subsection (d) applies. Necessary toll charges incurred while operating a personal vehicle for authorized City business are reimbursable with appropriate documentation. Optional express lane tolls should be used only when reasonably necessary to avoid significant delays or to meet scheduled business obligations.

EXAMPLE #3: An employee normally drives 5 miles each morning to work and 5 miles back home. If the employee instead drives to a conference 20 miles away and returns home after the conference, the employee would be eligible for reimbursement of 30 miles for that trip (20 miles to the conference, 20 miles from the conference, less 10 normal commute miles).

- d) In order to be reimbursed for mileage, an employee must complete the Travel Reimbursement Request Form or other City-approved reimbursement form and must have current proof of automobile insurance on file with Human Resources. Mileage reimbursement shall not include an employee's normal commute between home and the regular work location, except to the extent the approved business travel exceeds the normal commute. Mileage claimed must be supported by actual odometer miles or documentation from an online mapping service showing the shortest reasonable business route.

If a City vehicle is authorized and reasonably available for the trip, and the employee elects to use a personal vehicle instead, reimbursement shall be based on the current GSA privately owned vehicle mileage reimbursement rate (<https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates/private-owned-vehicle-pov-mileage-reimbursement>), which applies when a government-furnished automobile is authorized and available.

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- e) Whenever an employee is utilizing a City vehicle, or a personal vehicle for City business, it is the policy of the City that all drivers and passengers must wear safety belts. In addition, all employees are required to comply with all traffic regulations, laws, and ordinances when operating a City vehicle or personal vehicle for City business. At no time may employees jeopardize the safety of themselves other City employees, or the public when operating motor vehicles. Employees are prohibited from having non-work-related passengers in City Vehicles except in emergency situations or with pre-arranged approval from the Department Head/City Manager.
- f) City vehicles may be used only for authorized City business and shall not be used for personal errands, personal travel, political campaign activities, commuting, or any purpose unrelated to official City business, unless expressly authorized by the City Manager.

Documentation of City vehicle use shall be appropriate to the nature of the use. Vehicle use connected to approved travel, training, conference attendance, or City-sponsored events shall be documented through the City's Travel Authorization/Reimbursement process or other City-approved travel documentation.

Routine local operational use, such as picking up supplies, delivering documents, attending local meetings, transporting materials for City events, conducting inspections, or visiting City facilities, does not require a Travel Authorization/Reimbursement Form. Departments shall maintain a simplified record of routine vehicle use, such as a sign-out sheet, shared calendar reservation, electronic log, key-control log, work order, or similar record showing the driver, vehicle, date, general destination or service area, and City business purpose.

Non-routine, after-hours, overnight, out-of-area, or travel-related vehicle use must be approved in advance by the City Manager, Department Head, or designee and documented in accordance with the applicable City process.

Drivers are responsible for complying with traffic laws and City policies, promptly returning vehicles after authorized use, and reporting accidents, damage, citations, mechanical issues, or unusual incidents. Misuse of a City vehicle or failure to document vehicle use when required may result in suspension of vehicle privileges, repayment to the City, disciplinary action for employees, or other appropriate review for elected or appointed officials.

3.3.3 Air Travel

- a) Every effort must be made to obtain the lowest possible round-trip coach fare, with reasonable consideration given to the time and distance of travel involved. Any upgrades, seat selection costs, or other enhancements are personal expenditures, and will not be paid by the City.

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- b) If an employee is required to change a flight prior to the conference due to business reasons, any change fee will be reimbursed by the City with prior approval from the Department Head/City Manager. Change fees due to personal conflicts are not reimbursable. In the event of a conference cancellation or rescheduling through the conference itself, reimbursement for any associated travel penalties must be pursued through the conference sponsor. If at any time during an air travel trip, a leg or entire itinerary is required to be changed, resulting in additional fees or unused portions of a ticket, full disclosure and documentation of the situation is to be reported to the Department Head/City Manager as soon as possible. Circumstances will be reviewed on a case-by-case basis to determine what, if any, portion of the costs may be the responsibility of the employee.
- c) If an employee combines business with personal travel, or if an indirect route is taken because of personal travel, only the business portion of the trip is reimbursable. This amount may not exceed the amount of reimbursable expenses which would have been incurred had the trip been strictly for business purposes. In the case of airfare, the employee must document the lowest reasonable cost for round trip coach airfare to the business destination using the mock itinerary noted in Section 3.3.1. b), as well as submitting the actual expenses. A mock itinerary, as described in Section 3.3.1. b), must be submitted showing the costs for the business portion of the trip.
- d) Costs for parking at the airport are reimbursable up to the economy daily rate for the same number of lodging days allowed for the same trip.

EXAMPLE #4: For a trip with 3 days of hotel stay, 3 days of airport parking are allowed.

- e) Costs for any additional luggage, after the first bag, or overweight luggage are not reimbursable unless special equipment or supplies are required to be taken as part of the conference.

EXAMPLE #5: If a Public Works training course requires an employee to bring specialized equipment, this may require extra luggage or overweight luggage fees.

3.3.4 Rental Vehicles

- a) The Department Head/City Manager must give advance authorization prior to renting any vehicles for business purposes. If a conference location requires the use of ground transportation to go to and from the hotel to the conference site, renting a car may be considered. If the cost of renting a car is more practical to the City, as compared to other means of transportation, such as taxi or subway, a vehicle may be rented for use during the conference. The employee is responsible for obtaining the best available rate on a standard-sized rental car. If more than two employees are attending the same conference, the size of the vehicle may be adjusted according to the capacity needed to accommodate the number of people

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traveling. Luxury and convertible models are not permitted upgrades. When renting a vehicle for business purposes, the employee must make sure that they have documentation on file with Human Resources showing proof of valid automobile insurance coverage, prior to renting any vehicles. Employees who do not have automobile insurance are not permitted to rent vehicles while on City business. **All rental cars have to be rented in the individual employee's name, not in the name of the City.** Supplemental insurance options covering the rental vehicle through the rental agency must be obtained and will be reimbursable. **Employees are also covered by the City's liability insurance pool while conducting official business.**

- b) Detailed receipts for rental cars must be retained and submitted with the Travel Reimbursement Expense Form.

3.4 Time Reporting and Work Hours

- 3.4.1 Employees shall accurately report all work time associated with approved travel and training in accordance with City policies, applicable Memoranda of Understanding (MOUs), and state and federal wage and hour laws.
- 3.4.2 Non-exempt employees shall obtain advance approval from their supervisor for any travel or training that may result in overtime or compensatory time. Overtime incurred as a result of travel shall be compensated in accordance with applicable law and the employee's MOU.
- 3.4.3 Employees attending conferences or training are expected to return to work following the conclusion of the event when practical and directed by their supervisor, taking into consideration travel time and operational needs.
- 3.4.4 Time spent on personal activities or personal travel in conjunction with a business trip shall not be considered hours worked and shall not be compensated by the City.

4) Per Diem Expenses

- 4.1 The City's maximum full day meal and incidental reimbursement shall be based on the applicable U.S. General Services Administration (GSA) Meals and Incidental Expenses (M&IE) rate for the travel destination. Per Diem rates can be found at GSA's website located at <http://www.gsa.gov/perdiem>.

Per Diem amounts per the GSA are to be included in advance on the Travel & Training Expense Form. Per Diem amounts will not be paid for a meal provided as part of lodging, training or conference. Meal costs that exceed the per diem amount are not reimbursable. The first and last day of travel shall be calculated at seventy-five percent (75%) of the applicable GSA Meals and Incidental Expenses (M&IE) rate in accordance with federal travel guidelines.

- 4.1.1 If the conference registration fee includes a meal, and the employee chooses to purchase a meal elsewhere, the employee shall be responsible for the cost of that

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meal unless medical reasons require that the employee separately purchase a meal. Per diem is intended to cover meals and incidental expenses only. Itemized meal receipts are not required when per diem is used.

- 4.1.2 Documentation from the conference agenda that includes enough detail to determine if meals are being provided must be submitted with the Travel Reimbursement Request Form.

4.2 Incidentals

- 4.2.1 Fees for tolls, taxi or shuttle service, ride-share services, and similar transportation expenses are reimbursable when reasonable and necessary for authorized City business. Use of optional express lanes (e.g., FasTrak Express Lanes) is generally discouraged unless it results in a significant business benefit, such as avoiding substantial delays, meeting scheduled business obligations, or when otherwise approved by the Department Head/City Manager. Origination and destination information must be documented on the receipts.

5) Specifically Prohibited Expenses

- 5.1 Prohibited expenses include, but are not limited to, the following:
- Alcoholic beverages
 - Any hotel mini-bar charges
 - Gifts
 - Entertainment and recreation expenses, including hotel movies or pay TV and health club access at a hotel or other venue
 - Golf outings, fitness events, or other recreational activities sponsored by the conference or otherwise
 - Any expenses for spouses, guests or family members who are not employees of the City, and are not attending the function as a representative of the City
 - Loss or damage of personal items due to air travel baggage issues will not be reimbursed by the City, as these losses are the responsibility of the carrier
 - Personal grooming items
 - Laundry services
 - Any parking or moving violation fines

6) Reporting Expenses

- 6.1 All receipts must be turned in upon return to the City.
- 6.2 All original receipts being submitted must be attached to an 8 ½" x 11" sheet of paper to prevent small receipts from being lost during the approval and payment processing cycle. Do not put tape or staples through the date/time/total information, as it makes thermal ink disappear over time. Unreadable receipts will not be accepted.

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- 6.3 Follow all instructions on the Travel Reimbursement Request Form. Any questions on the form must be directed to the Finance Division.
- 6.4 If a personal vehicle was used as transportation, the miles eligible for reimbursement must be included on the Travel Reimbursement Request Form. All expenses submitted must be related to the current business trip.
 - 6.4.1 Mileage submitted must be actual incurred, or documented through an online mapping service (e.g., Google Maps) that will calculate the shortest distance from one specific address to another.
- 6.5 Any travel reimbursements received by the employee from a third party must be promptly remitted to the City by forwarding the check to the Finance Division.

7) Review Procedures

- 7.1 A knowing and intentional violation of this policy by employees may constitute a basis for employee discipline, including up to termination of employment. Lack of knowledge or understanding of the policies set forth in this document is NOT an excuse for violation. It is up to all Department Heads to ensure staff members understand this policy prior to travel. If clarification of the policy is needed, any such questions must be addressed prior to travel.
- 7.2 City employees who attend conferences or seminars are encouraged to bring back all relevant materials from these events and share experiences, materials, procedures, etc., with fellow staff.

CITY OF RIVERBANK TRAVEL AND TRAINING POLICY



Approved by:
Riverbank City Council
Resolution No.
Effective:

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The City of Riverbank has prepared this policy to provide broad guidelines for the reimbursement of business travel and educational expenses. It is the policy of the City to reimburse employees for all necessary and reasonable expenses incurred while on authorized City business. Guidelines cannot replace judgment, interpretation and analysis of individual situations.

1) Guidelines

- 1.1 The intent of this policy is to establish a consistent basis for the actions of City personnel with regard to City-paid travel.
- 1.2 For guidance, this policy will be in compliance with the City's purchasing policy; this policy doesn't supersede general purchasing requirements for travel and conference-related expenses.
- 1.3 This policy is intended to evolve to meet changing requirements. Suggestions for improvements or updates are welcome and can be emailed to the City Manager.
- 1.4 The purposes of the guidelines are:
 - 1.4.1 To be fair and equitable. An individual working for the City must neither gain nor lose personally because he or she has incurred reasonable business expenses. Individuals incurring similar expenses are to be reimbursed or not reimbursed consistently throughout the City.
 - 1.4.2 To be responsible and prudent in spending our taxpayers' and the City's money. A reasonable approach is to spend the money knowing it will be audited, both internally and by external auditors.
 - 1.4.3 To ensure proper documentation is maintained by the City to support all reimbursable expenditures, and to ensure the documentation standards required by the State of California and IRS regulations are met.
- 1.5 For purposes of this policy, references to "conferences," "training," or "event" shall include will imply any such conferences, trainings, programs, schools, special events, seminars, workshops, consortium, functions, or meetings, legislative or intergovernmental meetings, professional organization activities, and special events attended by an employee, City official, elected official, that is being attended by a City employee for, on behalf of, or while representing the City. Out of state travel is strongly discouraged and only allowed with City Council approval.
Attendance, reimbursement, use of City funds, and use of City resources shall be permitted only when the event has a clear and direct relationship to official City business, City operations, City priorities, legal or regulatory compliance, professional development related to the attendee's City role, or representation of the City in an official capacity.

An event shall qualify as City-related only if one or more of the following apply:
 1. The event is required by federal, state, or local law, regulation, licensing, certification, or continuing education requirements related to the attendee's City duties.

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2. The event provides training, education, or information directly related to the attendee's current or reasonably anticipated City responsibilities.
3. The event concerns legislation, regulation, funding, infrastructure, public safety, planning, economic development, administration, governance, or other matters that may reasonably affect the City.
4. The attendee has been assigned or approved to represent the City at the event.
5. The attendee serves in an approved leadership, committee, voting, or representative role in a professional, governmental, regional, or intergovernmental organization related to City business.
6. The event supports adopted City Council goals, budget priorities, approved projects, interagency coordination, or operational needs of the City.

Events that are primarily personal, political campaign-related, recreational, social, ceremonial without an identified City purpose, or unrelated to the attendee's City role do not qualify for City reimbursement or use of City resources.

Out-of-state travel is ~~strongly discouraged and~~ only allowed with City Council approval.

1.5.1 City-Sponsored Event

A "City-sponsored event" means an event, meeting, ceremony, program, activity, or function that is organized, hosted, funded, co-sponsored, formally supported, or officially attended by the City for a public, civic, governmental, operational, community, or intergovernmental purpose.

Examples may include, but are not limited to:

- City Council-authorized events or programs;
- ribbon cuttings, groundbreakings, dedications, or public ceremonies for City facilities, projects, or partnerships;
- community engagement events hosted or co-hosted by the City;
- meetings with federal, state, regional, county, or local agencies concerning City business;
- economic development, infrastructure, grant, legislative advocacy, or public safety meetings involving City interests;
- official representation at regional boards, committees, commissions, or partner agency meetings.

The event must have an identifiable City purpose and must be approved in accordance with this policy.

1.5.2 Conference or Training Event

A "conference" or "training event" means an organized educational, professional, governmental, technical, legislative, or operational program that includes scheduled sessions, workshops, panels, presentations, meetings, or training activities relevant to City business or to the attendee's official City role.

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A conference or training event must have a documented agenda, registration material, invitation, program description, or other supporting information showing the subject matter, dates, location, sponsoring organization, and relevance to City business.

Examples of qualifying conferences or trainings may include:

- municipal government, public administration, finance, planning, public works, parks and recreation, public safety, human resources, risk management, legal compliance, emergency management, economic development, or technology conferences;
- training required for job duties, licensing, certifications, or mandated compliance;
- professional association conferences related to local government operations;
- legislative advocacy or intergovernmental meetings where City interests are discussed;
- workshops or seminars related to City projects, services, regulations, funding, or operations.

Examples of non-qualifying events include:

- events primarily for personal enrichment or general interest;
- recreational outings, entertainment, golf tournaments, sightseeing, or social events not directly tied to City business;
- political campaign events or partisan campaign activities;
- optional excursions or activities that do not have a documented connection to the purpose of the conference.

- 1.6 For purposes of this policy, references to “employee” will refer to any City official, elected official, full or part-time employee, board/commission/committee member, or volunteer who has been approved to attend any such conference, and for whom the City is assuming travel expenses.
- 1.7 If at any time en-route to or from, or during a City business trip, a weather emergency, natural disaster, threat to national or regional security, or other circumstances occur, that is outside the control of the employee, and deviations from planned travel itineraries result, the employee is expected to utilize rational judgment regarding their personal safety given the situation. Any expenses incurred by an employee in one of the above situations will be reviewed on a case-by-case basis to determine if they are reimbursable or personal expenses. Communication of any emergency situation must be directed to the employee’s supervisor, Department Head, or City Manager as soon as possible.
- 1.8 Reimbursement of travel and training expenses is subject to available appropriation, compliance with this policy and all other applicable City policies. Nothing in this policy shall be construed as creating a contractual or vested right to reimbursement. The City reserves the right to deny reimbursement for expenses that are unauthorized, unreasonable, inadequately documented, or otherwise inconsistent with this policy or applicable law.

2) Authorization for Travel and Training

- 2.1 All predicted travel and training requests must be included in the annual budget-setting process.
 - 2.1.1 Inclusion of travel or training funds in the annual adopted budget does not constitute automatic authorization for individual travel. All travel and training shall be approved in accordance with departmental approval procedures established by the Department Head. Department Heads may consider operational needs, staffing levels, available budget, and relevance of the training prior to authorizing attendance.
 - 2.1.2 All travel, training, conference attendance, City-sponsored event attendance, and City vehicle use must be supported by a documented City business purpose sufficient to demonstrate that the expense or use of City resources directly benefits, represents, or supports the operations, programs, priorities, legal obligations, or official interest of the City of Riverbank.
 - 2.1.3
 - ~~2.1.2~~ If an unplanned travel or training need arises during the year and is not budgeted, a request for the trip, including an estimate of all expenses (including overtime for non-exempt employees) must be submitted to the Department Head for approval, or in the case of a Department Head, to the City Manager for approval. Use the Travel Reimbursement Request Form for this request.
- 2.2 If the unbudgeted travel is out-of-state, the request must also be approved by the City Council prior to expenses being incurred.
- 2.3 All travel requests are to be reviewed by the Department Head using the following relevancy guidelines as a basis for approval or disapproval of the request:
 - 2.3.1 Federal, State, or local mandated training: Required training for licensing, certification, or other qualifications.
 - 2.3.2 Preparatory Training: Applies where an employee's future job responsibilities, in all probability, will be incorporated and require new or little-used skills that can be readily acquired only by outside training.
 - 2.3.3 Legislative/Intergovernmental: Meetings that appear to hold high potential for long-term positive or negative effect(s) upon the City and/or department.
 - 2.3.4 National, Regional, or State conferences and workshops: Attendance contingent upon the quality of workshop/conference as this relates to the staff member's current job responsibilities.

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- 2.3.5 Role in a Professional Organization: Employee serves in a leadership capacity or as a City representative in the professional organization.
- 2.3.6 Any participation in professional organizations that may require time commitments during normal work hours must be approved by the Department Head/City Manager prior to the commitment to participate in order to be considered for payment as "hours worked."
- 2.3.7 Any expenses incurred by an employee serving in a capacity with a professional organization is eligible to be reimbursed for only those expenses that are not reimbursed by the professional organization, and subject to the limits established by this policy.

3) Travel Expense Procedures

3.1 Registrations

- 3.1.1 Conference/workshop registrations should be paid for using a City-issued credit card or a City-issued check to the vendor. If deadlines for submission prohibit the use of the City's normal check process, an employee may pay the costs of the registration personally and then submit appropriate original receipts for reimbursement or request his/her Department Head to pay using their City credit card. Every effort must be made to receive the early registration discount, if available.
- 3.1.2 For all methods, a completed registration form (if available) must be filled out by the employee and submitted along with a brochure/flyer describing the conference to their supervisor or Department Head for approval.
- 3.1.3 A Travel Reimbursement Expense Form must be completed and attached to all registration forms. Forms are located on the City's U: drive. (U:/Accounts Payable/Travel Reimbursement Request Form-blank). Completed forms may also be submitted electronically in accordance with the standard accounts payable procedures.
- 3.1.4 If any documentation needs to be sent with the check to the vendor, the requester must make a complete copy of all items to be sent, trifold them, and attach them to the form. This alerts the Finance Division that the items need to be included with the check. If the requester wants the check returned to them, a note needs to be included with the Travel Reimbursement Request Form. All expenses paid to vendors will follow the current purchasing policy's limits for purchase orders and signing authority levels.
- 3.1.5 The Travel Reimbursement Request Form must be approved by the immediate supervisor and Department Head/City Manager and forwarded to the Finance Department for processing.
- 3.1.6 Employees using a City-issued credit card for travel or training expenses shall comply with the City's Procurement Card Policy. City credit cards may only be used for

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authorized business-related expenses. Personal purchases are strictly prohibited. Cardholders are responsible for submitting all required receipts and supporting documentation in accordance with established Finance Department procedures.

- 3.1.7 If conference registration forms do not include complete training information regarding dates, times, and location of the training, additional information on these topics must be included with the payment request.
- 3.1.8 If conferences include any costs for voluntary, supplemental, recreational, or other excursion activities, these costs would normally be considered the responsibility of the employee, unless specifically related to the purpose of the conference, and approved by the Department Head/City Manager. Supporting documentation or official activity descriptions must be included with any reimbursement requests.

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Head/ City Manager. Hotel reservations should be made using refundable options whenever possible. Prepayment of non-refundable hotel expenses is not permitted unless the cancellation policy is reasonable and the expense has been reviewed and approved in advance by the Department Head/City Manager.

- 3.2.3 Lodging is limited to the standard room rate for single occupancy for the minimum number of nights required to attend the conference. If multiple employees are authorized to travel and choose to share accommodations, the hotel room size must be appropriate to the number of employees sharing lodging. In this case, the highest seniority employee must submit the entire lodging expense and make note of all the employees covered by the expense.
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- 3.3.1 Employees must use the most expedient mode of transportation available and determine the lowest cost option of travel. Options include air, rail or automobile travel. In cases where multiple employees are attending the same conference, consideration must be given to economic feasibility of carpooling or rail travel versus flying. A City vehicle must be utilized whenever possible.
 - a) In general, any travel destination that is more than four hours of drive-time one-way will be considered acceptable to evaluate air travel options. Exceptions may arise during off-peak seasons and during airfare sales, so air travel to closer destinations may be approved if airfare is shown to be more economical.
 - b) If air travel is more economical than driving, but the employee chooses to drive his or her personal vehicle, the employee may only be reimbursed up to the value of what airfare would have cost, or the actual costs incurred for gas, parking, tolls, etc., whichever is less. Airfare costs can be documented through creating the most advantageous (cost-efficient) mock itineraries through any internet travel site, such as Expedia or Travelocity. The mock itinerary must be printed and submitted with the Travel Reimbursement Request Form.

3.3.2 Ground Transportation

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- a) Employees are encouraged to use a City vehicle for conference travel in lieu of a personal vehicle whenever a City vehicle is available. When a City vehicle is used, the employee will be reimbursed for all gas receipts, if the gas is not charged directly to the City, and necessary parking fees during the conference. Toll charges incurred while operating a City vehicle will generally be paid directly by the City through its toll account or other billing process. Employees shall use toll roads or express lanes only when reasonably necessary for official City business. Reasonable expenses for taxis, ride-share services (e.g., Uber or Lyft), airport shuttles, or public transportation are reimbursable when they are the most practical and cost-effective means of transportation. Itemized receipts for all items must be retained for submission with the Travel Reimbursement Request Form.
- b) Commuting to and from work in a City vehicle is generally prohibited. Only vehicles designated for emergency response may be taken home with prior Department Head/City Manager approval.
- c) Employees may use their personal vehicles for authorized City business travel only when the use of a City vehicle is unavailable, impractical, or otherwise not the most efficient option for the trip, as determined by the approving authority. Employees using personal vehicles for authorized City business purposes will be reimbursed based on actual business miles traveled, less the employee's normal commute miles, at the then-current mileage rate established by the Internal Revenue Service (IRS) unless subsection (d) applies. Necessary toll charges incurred while operating a personal vehicle for authorized City business are reimbursable with appropriate documentation. Optional express lane tolls should be used only when reasonably necessary to avoid significant delays or to meet scheduled business obligations.

EXAMPLE #3: An employee normally drives 5 miles each morning to work and 5 miles back home. If the employee instead drives to a conference 20 miles away and returns home after the conference, the employee would be eligible for reimbursement of 30 miles for that trip (20 miles to the conference, 20 miles from the conference, less 10 normal commute miles).

- d) In order to be reimbursed for mileage, an employee must complete the Travel Reimbursement Request Form or other City-approved reimbursement form and must have current proof of automobile insurance on file with Human Resources. Mileage reimbursement shall not include an employee's normal commute between home and the regular work location, except to the extent the approved business travel exceeds the normal commute. Mileage claimed must be supported by actual odometer miles or documentation from an online mapping service showing the shortest reasonable business route.

If a City vehicle is authorized and reasonably available for the trip, and the employee elects to use a personal vehicle instead, reimbursement shall be based on the current GSA privately owned vehicle mileage reimbursement rate (<https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov->

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[rates/privately-owned-vehicle-pov-mileage-reimbursement](#)), which applies when a government-furnished automobile is authorized and available.

e) Whenever an employee is utilizing a City vehicle, or a personal vehicle for City business, it is the policy of the City that all drivers and passengers must wear safety belts. In addition, all employees are required to comply with all traffic regulations, laws, and ordinances when operating a City vehicle or personal vehicle for City business. At no time may employees jeopardize the safety of themselves other City employees, or the public when operating motor vehicles. Employees are prohibited from having non-work-related passengers in City Vehicles except in emergency situations or with pre-arranged approval from the Department Head/City Manager.

f) City vehicles may be used only for authorized City business and shall not be used for personal errands, personal travel, political campaign activities, commuting, or any purpose unrelated to official City business, unless expressly authorized by the City Manager.

Documentation of City vehicle use shall be appropriate to the nature of the use. Vehicle use connected to approved travel, training, conference attendance, or City-sponsored events shall be documented through the City's Travel Authorization/Reimbursement process or other City-approved travel documentation.

Routine local operational use, such as picking up supplies, delivering documents, attending local meetings, transporting materials for City events, conducting inspections, or visiting City facilities, does not require a Travel Authorization/Reimbursement Form. Departments shall maintain a simplified record of routine vehicle use, such as a sign-out sheet, shared calendar reservation, electronic log, key-control log, work order, or similar record showing the driver, vehicle, date, general destination or service area, and City business purpose.

Non-routine, after-hours, overnight, out-of-area, or travel-related vehicle use must be approved in advance by the City Manager, Department Head, or designee and documented in accordance with the applicable City process.

Drivers are responsible for complying with traffic laws and City policies, promptly returning vehicles after authorized use, and reporting accidents, damage, citations, mechanical issues, or unusual incidents. Misuse of a City vehicle or failure to document vehicle use when required may result in suspension of vehicle privileges, repayment to the City, disciplinary action for employees, or other appropriate review for elected or appointed officials.

e) —

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- a) Every effort must be made to obtain the lowest possible round-trip coach fare, with reasonable consideration given to the time and distance of travel involved. Any upgrades, seat selection costs, or other enhancements are personal expenditures, and will not be paid by the City.
- b) If an employee is required to change a flight prior to the conference due to business reasons, any change fee will be reimbursed by the City with prior approval from the Department Head/City Manager. Change fees due to personal conflicts are not reimbursable. In the event of a conference cancellation or rescheduling through the conference itself, reimbursement for any associated travel penalties must be pursued through the conference sponsor. If at any time during an air travel trip, a leg or entire itinerary is required to be changed, resulting in additional fees or unused portions of a ticket, full disclosure and documentation of the situation is to be reported to the Department Head/City Manager as soon as possible. Circumstances will be reviewed on a case-by-case basis to determine what, if any, portion of the costs may be the responsibility of the employee.
- c) If an employee combines business with personal travel, or if an indirect route is taken because of personal travel, only the business portion of the trip is reimbursable. This amount may not exceed the amount of reimbursable expenses which would have been incurred had the trip been strictly for business purposes. In the case of airfare, the employee must document the lowest reasonable cost for round trip coach airfare to the business destination using the mock itinerary noted in Section 3.3.1. b), as well as submitting the actual expenses. A mock itinerary, as described in Section 3.3.1. b), must be submitted showing the costs for the business portion of the trip.
- d) Costs for parking at the airport are reimbursable up to the economy daily rate for the same number of lodging days allowed for the same trip.

EXAMPLE #4: For a trip with 3 days of hotel stay, 3 days of airport parking are allowed.

- e) Costs for any additional luggage, after the first bag, or overweight luggage are not reimbursable unless special equipment or supplies are required to be taken as part of the conference.

EXAMPLE #5: If a Public Works training course requires an employee to bring specialized equipment, this may require extra luggage or overweight luggage fees.

3.3.4 Rental Vehicles

- a) The Department Head/City Manager must give advance authorization prior to renting any vehicles for business purposes. If a conference location requires the use of ground transportation to go to and from the hotel to the conference site, renting a car may be considered. If the cost of renting a car is more practical to the

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City, as compared to other means of transportation, such as taxi or subway, a vehicle may be rented for use during the conference. The employee is responsible for obtaining the best available rate on a standard-sized rental car. If more than two employees are attending the same conference, the size of the vehicle may be adjusted according to the capacity needed to accommodate the number of people traveling. Luxury and convertible models are not permitted upgrades. When renting a vehicle for business purposes, the employee must make sure that they have documentation on file with Human Resources showing proof of valid automobile insurance coverage, prior to renting any vehicles. Employees who do not have automobile insurance are not permitted to rent vehicles while on City business. **All rental cars have to be rented in the individual employee's name, not in the name of the City.** Supplemental insurance options covering the rental vehicle through the rental agency must be obtained and will be reimbursable. **Employees are also covered by the City's liability insurance pool while conducting official business.**

- b) Detailed receipts for rental cars must be retained and submitted with the Travel Reimbursement Expense Form.

3.4 Time Reporting and Work Hours

- 3.4.1 Employees shall accurately report all work time associated with approved travel and training in accordance with City policies, applicable Memoranda of Understanding (MOUs), and state and federal wage and hour laws.
- 3.4.2 Non-exempt employees shall obtain advance approval from their supervisor for any travel or training that may result in overtime or compensatory time. Overtime incurred as a result of travel shall be compensated in accordance with applicable law and the employee's MOU.
- 3.4.3 Employees attending conferences or training are expected to return to work following the conclusion of the event when practical and directed by their supervisor, taking into consideration travel time and operational needs.
- 3.4.4 Time spent on personal activities or personal travel in conjunction with a business trip shall not be considered hours worked and shall not be compensated by the City.

4) Per Diem Expenses

- 4.1 The City's maximum full day meal and incidental reimbursement shall be based on the applicable U.S. General Services Administration (GSA) Meals and Incidental Expenses (M&IE) rate for the travel destination. Per Diem rates can be found at GSA's website located at <http://www.gsa.gov/perdiem>.

Per Diem amounts per the GSA are to be included in advance on the Travel & Training Expense Form. Per Diem amounts will not be paid for a meal provided as part of lodging, training or conference. Meal costs that exceed the per diem amount are not reimbursable. The first and last day of travel shall be calculated at seventy-five percent

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(75%) of the applicable GSA Meals and Incidental Expenses (M&IE) rate in accordance with federal travel guidelines.

- 4.1.1 If the conference registration fee includes a meal, and the employee chooses to purchase a meal elsewhere, the employee shall be responsible for the cost of that meal unless medical reasons require that the employee separately purchase a meal. Per diem is intended to cover meals and incidental expenses only. Itemized meal receipts are not required when per diem is used.
- 4.1.2 Documentation from the conference agenda that includes enough detail to determine if meals are being provided must be submitted with the Travel Reimbursement Request Form.

4.2 Incidentals

- 4.2.1 Fees for tolls, taxi or shuttle service, ride-share services, and similar transportation expenses are reimbursable when reasonable and necessary for authorized City business. Use of optional express lanes (e.g., FasTrak Express Lanes) is generally discouraged unless it results in a significant business benefit, such as avoiding substantial delays, meeting scheduled business obligations, or when otherwise approved by the Department Head/City Manager. Origination and destination information must be documented on the receipts.

5) Specifically Prohibited Expenses

- 5.1 Prohibited expenses include, but are not limited to, the following:
 - Alcoholic beverages
 - Any hotel mini-bar charges
 - Gifts
 - Entertainment and recreation expenses, including hotel movies or pay TV and health club access at a hotel or other venue
 - Golf outings, fitness events, or other recreational activities sponsored by the conference or otherwise
 - Any expenses for spouses, guests or family members who are not employees of the City, and are not attending the function as a representative of the City
 - Loss or damage of personal items due to air travel baggage issues will not be reimbursed by the City, as these losses are the responsibility of the carrier
 - Personal grooming items
 - Laundry services
 - Any parking or moving violation fines

6) Reporting Expenses

- 6.1 All receipts must be turned in upon return to the City.

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- 6.2 All original receipts being submitted must be attached to an 8 ½"x 11" sheet of paper to prevent small receipts from being lost during the approval and payment processing cycle. Do not put tape or staples through the date/time/total information, as it makes thermal ink disappear over time. Unreadable receipts will not be accepted.
- 6.3 Follow all instructions on the Travel Reimbursement Request Form. Any questions on the form must be directed to the Finance Division.
- 6.4 If a personal vehicle was used as transportation, the miles eligible for reimbursement must be included on the Travel Reimbursement Request Form. All expenses submitted must be related to the current business trip.
 - 6.4.1 Mileage submitted must be actual incurred, or documented through an online mapping service (e.g., Google Maps) that will calculate the shortest distance from one specific address to another.
- 6.5 Any travel reimbursements received by the employee from a third party must be promptly remitted to the City by forwarding the check to the Finance Division.

7) Review Procedures

- 7.1 A knowing and intentional violation of this policy by employees may constitute a basis for employee discipline, including up to termination of employment. Lack of knowledge or understanding of the policies set forth in this document is NOT an excuse for violation. It is up to all Department Heads to ensure staff members understand this policy prior to travel. If clarification of the policy is needed, any such questions must be addressed prior to travel.
- 7.2 City employees who attend conferences or seminars are encouraged to bring back all relevant materials from these events and share experiences, materials, procedures, etc., with fellow staff.

RIVERBANK CITY COUNCIL / LRA BOARD

AGENDA ITEM NO. 11.1.

SECTION : NEW BUSINESS

Meeting Date:	8/25/2026
Subject:	Resolution of the City Council Approving a Professional Services Agreement with Westwood Professional Service, Inc. for Design Services for the Jackson Avenue and Stanislaus Street Neighborhood Park Project in an Amount Not to Exceed \$280,302.50 and Authorizing the City Manager to Execute the Agreement.
From:	Marisela H. Garcia, City Manager
Submitted by:	Michael Patton, Director of Parks & Recreation

RECOMMENDATION

It is recommended that the City Council consider awarding a contract to Westwood Professional Services, Inc. in the amount of \$280,302.50 to perform landscape architect services for the Jackson Avenue and Stanislaus Street Park Project.

SUMMARY

The City of Riverbank Parks and Recreation Department issued a Request for Qualifications (RFQ) to have qualified consulting firms submit their qualifications to provide professional landscape architect design services to develop 2.08 acres on vacant infill parcels located at the intersection of Jackson Avenue and Stanislaus Street in Riverbank. The RFQ was published on May 11, 2026 with the deadline of June 17, 2026. Four firms with known landscape architect experience related to parks were directly contacted by the Director of Parks and Recreation as well as the RFQ published on the city's website. One proposal was received that met all the criteria outlined in the RFQ. The Parks and Recreation Department is recommending the firm Westwood Professional Services, Inc. to perform the scope of work of the RFQ.

STRATEGIC PLAN

One of the goals outlined in the City's 2025-2030 Strategic Plan is to 'Enhance City Facilities/ Organizations'. In this goal, one of the strategies is to 'evaluate underutilized properties for new city/ recreation facilities.' Approving this contract will make the City one step closer to developing 2.08 acres of vacant infill properties in a local neighborhood that currently does not have nearby access to a recreational facility.

BACKGROUND

In 2025, the City Council directed staff to designate a 2.08-acre vacant infill parcel located at the intersection of Jackson Avenue and Stanislaus Street as the site of a future neighborhood park. The property had originally been acquired for the development of permanent supportive housing for unhoused and at-risk individuals and families. To help fund future park development, the City sold a separate 10-acre property located at the intersection of Eleanor Avenue and Kentucky Avenue on

March 31, 2026, for \$382,720. The property had been purchased more than 15 years ago with the potential intent of serving as a Parks Corporation Yard. However, due to the lack of development and no identified short- or long-term operational need for the site, the City Council directed staff to sell the property and dedicate the proceeds towards the development of new parks within the City.

With funding now available from the property sale, the Parks and Recreation Department issued a Request for Qualifications (RFQ) for landscape architectural services for the future 2.08-acre park site. The RFQ sought Statements of Qualifications (SOQs) from firms capable of providing comprehensive professional services through all phases of the project, including planning, design, environmental review, construction support, and project closeout. The requested scope of services included site analysis, community engagement, conceptual and schematic design, environmental review, engineering and design development, preparation of construction documents, permitting and agency coordination, bidding assistance, construction support, and overall project management. The RFQ was released on May 11, 2026. In addition to posting the RFQ on the City's website, staff identified and directly invited four landscape architecture firms with demonstrated experience in park design to submit SOQs. The submission deadline was June 17, 2026, at 5:00 p.m. By the deadline, the City received one SOQ, submitted by Westwood Professional Services, Inc. of Modesto, California.

Staff reviewed Westwood Professional Services' SOQ and determined that it met all qualifications and requirements identified in the RFQ. Following the review, the Parks and Recreation Department notified Westwood of the City's intent to negotiate an agreement, contingent upon successful negotiations and City Council approval. Westwood subsequently submitted a proposal dividing the project into two phases: Design Services and Construction Management Services. The proposed cost for Design Services is \$280,302.50, while Construction Management Services is proposed at \$247,085.50, for a total contract value of \$527,388.00. Because the City currently has \$382,720 available from the property sale, staff recommends approving only the Design Services portion of the agreement in the amount of \$280,302.50. Construction Management Services would be brought back to the City Council for consideration at a later date when sufficient funding has been secured and the project is ready to proceed into construction.

FINANCIAL IMPACT

The proposed cost for this contract is \$280,302.50. To cover this cost, the City recently received \$382,720.00 from the sale of the 10-acre agricultural property located at the intersection of Eleanor Avenue and Kentucky Avenue. The money received from the sale will be able to cover the design services proposal and leave \$102,417.50 remaining to be used on the project at a later date.

ATTACHMENTS

1. Resolution
2. Consultant Services Agreement Final
3. RFQ Final
4. Westwood Proposal
5. Westwood SOQ

CITY OF RIVERBANK

RESOLUTION 2026-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERBANK
APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH WESTWOOD
PROFESSIONAL SERVICES, INC. FOR DESIGN SERVICES FOR THE JACKSON
AVENUE AND STANISLAUS STREET NEIGHBORHOOD PARK PROJECT IN AN
AMOUNT NOT TO EXCEED \$280,302.50 AND AUTHORIZING THE CITY MANAGER
TO EXECUTE THE AGREEMENT**

**THE CITY OF RIVERBANK CITY COUNCIL (HEREAFTER REFERRED TO AS
THE “CITY COUNCIL”) DOES HEREBY RESOLVE THAT:**

WHEREAS, the City Council designated the 2.08-acre property located at Jackson Avenue and Stanislaus Street as the site of a future neighborhood park; and

WHEREAS, the City sold surplus property located at Eleanor Avenue and Kentucky Avenue, with the proceeds dedicated to future park development; and

WHEREAS, the Parks and Recreation Department issued a Request for Qualifications for landscape architectural services, and Westwood Professional Services, Inc. was determined to be the most qualified firm to provide the requested services; and

WHEREAS, the Parks and Recreation Department issued a Request for Qualifications (RFQ) on May 11, 2026, seeking qualified landscape architecture firms to provide professional planning, design, environmental review, engineering, permitting, bidding assistance, construction support, and project management services for the future neighborhood park; and

WHEREAS, Westwood Professional Services, Inc. submitted a proposal that separates the project into Design Services and Construction Management Services, and staff recommends proceeding only with the Design Services portion of the project in the amount of \$280,302.50.

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

1. The City Council approves the Professional Services Agreement with Westwood Professional Services, Inc. for Design Services for the Jackson Avenue and Stanislaus Street Neighborhood Park Project in an amount not to exceed \$280,302.50.

2. The City Manager, or designee, is authorized to execute the Agreement and any documents necessary to implement this Resolution, subject to approval as to form by the City Attorney.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 28th day of July, 2026; motioned by Councilmember _____, seconded by Councilmember _____, and upon roll call was carried by the following City Council vote of _____:

AYES:

NAYS:

ABSENT:

ABSTAINED:

ATTEST:

APPROVED:

Gabriela Hernandez
City Clerk

Rachel Hernandez
Mayor

CONSULTANT SERVICES AGREEMENT

THIS CONSULTANT SERVICES AGREEMENT ("Agreement") is made and entered into this ____ day of _____ 2026, (the "Effective Date") by and between the City of Riverbank, a California municipal corporation ("City"), and Westwood Professional Services, Inc. ("Consultant"). City and Consultant may herein be referred to individually as a "Party" and collectively as the "Parties". There are no other parties to this Agreement.

RECITALS

A. Consultant has submitted a proposal to City that includes a scope of proposed consultant services, attached hereto and described more fully in **Exhibit A** ("Services").

B. Consultant represents that it is qualified, willing and able to provide the Services to City, and that it will perform Services related to the Project according to the rate schedule attached hereto and described more fully in **Exhibit B** (the "Rates").

NOW, THEREFORE, in consideration of the promises and covenants set forth below, the Parties agree as follows:

AGREEMENT

1. Consulting Services. Consultant agrees, during the term of this Agreement, to perform the Services for City in connection with the Project. Any request for services in addition to the Services described in **Exhibit A** will be considered a request for additional consulting services and not compensated unless the Parties otherwise agree in writing. No subcontract shall be awarded or an outside consultant engaged by Consultant unless prior written approval is obtained from City.

2. Compensation. City shall pay Consultant according to the fee schedule set forth in the Rates, as full remuneration for the performance of the Services. Consultant agrees to maintain a log of time spent in connection with performing the Services. On a monthly basis, Consultant shall provide City, in reasonable and understandable detail, a description of the services rendered pursuant to the Services and in accordance with the Rates. If the work is satisfactorily completed, City shall pay such invoice within thirty (30) days of its receipt. If City disputes any portion of any invoice, City shall pay the undisputed portion within the time stated above, and at the same time advise Consultant in writing of the disputed portion.

3. Reimbursement. City shall pay Consultant for reimbursable expenses related to travel, lodging, conference calls, reproduction and other costs incurred related to Consultant's performance of the Services. Such reimbursable costs shall be invoiced

and billed to the City on a monthly basis, provided that in no event shall reimbursable expenses exceed \$30,000.00.

4. Confidential Information. Consultant understands and agrees that, in the performance of Services under this Agreement or in the contemplation thereof, Consultant may have access to private or confidential information that may be owned or controlled by City and that such information may contain proprietary or confidential details, the disclosure of which to third parties may be damaging to City ("Confidential Information").

Consultant shall not, either during or after the Term, disclose to any third party any Confidential Information without the prior written consent of City. If City gives Consultant written authorization to make any such disclosure, Consultant shall do so only within the limits and to the extent of that authorization. Such authorization does not guarantee that the City will grant any further disclosure of Confidential Information. Consultant may be directed or advised by the City Attorney on various matters relating to the performance of the Services on the Project or on other matters pertaining to the Project, and in such event, Consultant agrees that it will treat all communications between itself, its employees and its subcontractors as being communications which are within the attorney-client privilege.

5. Term. This Agreement shall become effective on the Effective Date and will continue in effect until the Services provided herein have been completed, unless terminated earlier as provided in Section 6 or 7 below (the "Term").

6. Termination. City may terminate this Agreement prior to the expiration of the Term ("Termination"), without cause or reason, by notifying Consultant in writing of City's desire to terminate this Agreement (the "Termination Notice"). Upon receipt of a Termination Notice, Consultant shall immediately cease performing the Services. Consultant will be entitled to compensation, as of the date Consultant receives the Termination Notice, only for Services actually performed.

7. Termination for Cause. Notwithstanding Section 6 above, this Agreement may be terminated by City for cause based on the loss or suspension of any licenses, permits or registrations required for the continued provision of the Services, or Consultant's malfeasance. Termination of the Agreement for cause as set forth in this Section shall relieve City from compensating Consultant. If City fails to make payments to Consultant in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Consultant's option, cause for suspension of performance of services under this Agreement until Consultant has been paid all amounts due.

8. Performance by Key Employee. Consultant has represented to City that Chad Kennedy, Principle-in-Charge, will be the person primarily responsible for the performance of the Services and all communications related to the Services. City has entered into this Agreement in reliance on that representation by Consultant.

9. Property of City. The following will be considered and will remain the property of City:

A. Documents. All reports, drawings, graphics, working papers and Confidential Information furnished by City in connection with the Services ("Documents"). Nothing herein shall be interpreted as prohibiting or limiting City's right to assign all or some of City's interests in the Documents.

B. Data. All data collected by Consultant and produced in connection with the Services including, but not limited to, drawings, plans, specifications, models, flow diagrams, visual aids, calculations, and other materials ("Data") shall become the City's sole property upon final payment for services rendered. Nothing herein shall be interpreted as prohibiting or limiting City's right to assign all or some of City's interests in the Data. Any reuse or modification of the Data without the engagement of Consultant shall be at City's risk and without liability or legal exposure to Consultant.

C. Delivery of Documents and Data. Consultant agrees, at its expense and in a timely manner, to return to City all Documents and Data upon the conclusion of the Term or in the event of Termination.

10. Duties of City. In order to permit Consultant to render the services required hereunder, City shall, at its expense and in a timely manner:

A. Provide such information as Consultant may reasonably require to undertake or perform the Services;

B. Promptly review any and all documents and materials submitted to City by Consultant in order to avoid unreasonable delays in Consultant's performance of the Services; and

C. Promptly notify Consultant of any fault or defect in the performance of Consultant's services hereunder.

11. Representations of Consultant. City relies upon the following representations by Consultant in entering into this Agreement:

A. Qualifications. Consultant represents that it is qualified to perform the Services and that it possesses the necessary licenses, permits and registrations required to perform the Services or will obtain such licenses or permits prior to the time such licenses or permits are required. Consultant represents and warrants to City that Consultant shall, at Consultant's sole cost and expense, keep in effect or obtain at all times during the Term of this Agreement, any licenses, permits, and registrations that are legally required for Consultant to practice Consultant's profession at the time the Services are rendered.

B. Consultant Performance. Consultant represents and warrants that all Services under this Agreement shall be performed in a professional manner and shall conform to the customs and standards of practice observed on similar, successfully completed projects by specialists in the Services to be provided (“Standard of Care”). Consultant shall adhere to accepted professional standards as set forth by relevant professional associations and shall perform all Services required under this Agreement in a manner consistent with generally accepted professional customs, procedures and standards for such Services. All work or products completed by Consultant shall be completed using the best practices available for the profession and shall be free from any defects as determined by the Standard of Care. Consultant agrees that, if a Service is not so performed, in addition to all of its obligations under this Agreement and at law, Consultant shall re-perform or replace unsatisfactory Service at no additional expense to City.

12. Compliance with Laws and Standards. Consultant shall insure compliance with all applicable federal, state, and local laws, ordinances, regulations and permits, including but not limited to federal, state, and county safety and health regulations. Consultant shall perform all work according to generally accepted standards within the industry. Consultant shall comply with all ordinances, laws, orders, rules, and regulations, including the administrative policies and guidelines of Client pertaining to the work.

13. Independent Contractor; Subcontracting. Consultant will employ, at its own expense, all personnel reasonably necessary to perform the Services. All acts of Consultant, its agents, officers, employees and all others acting on behalf of Consultant relating to this Agreement will be performed as independent contractors. Consultant, its agents and employees will represent and conduct themselves as independent contractors and not as employees of City. Consultant has no authority to bind or incur any obligation on behalf of City. Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever. Consultant is prohibited from subcontracting this Agreement or any part of it unless such subcontracting is expressly approved by City in writing.

14. Insurance. Consultant and all of Consultant’s contractors and subcontractors shall obtain and maintain insurance of the types and in the amounts described in this paragraph and its subparagraphs with carriers reasonably satisfactory to City.

A. General Liability Insurance. Consultant shall maintain occurrence version commercial general liability insurance or an equivalent form with a limit of Two Million Dollars (\$2,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the general aggregate. Coverage shall provide and be endorsed to include a waiver of subrogation in favor of the City and City Agents.

B. Workers' Compensation Insurance. Consultant shall carry workers' compensation insurance as required by the State of California under the Labor Code. Consultant shall also carry employer's liability insurance in the amount of One Million Dollars (\$1,000,000.00) per accident, with a One Million Dollar (\$1,000,000.00) policy limit for bodily injury by disease, and a One Million Dollar (\$1,000,000.00) limit for each employee's bodily injury by disease. Coverage shall provide and be endorsed to include a waiver of subrogation in favor of the City and City Agents.

C. Professional Liability. Consultant shall carry professional liability insurance that insured against professional errors and omissions in the amount of no less than One Million Dollars (\$1,000,000.00) per claim and in the aggregate. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions with respect to the City, elected and appointed councils, commissions, directors, officers, employees, agents, and representatives ("City's Agents"); or the Consultant shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claims administration and defense expenses.

D. Other Insurance Requirements. Within five (5) days of the Effective Date, Consultant shall provide City with certificates of insurance and endorsements for all of the policies required under this Agreement ("Certificates"). Such Certificates shall be kept current for the Term of the Agreement and Consultant shall be responsible for providing updated copies and notifying City if a policy is cancelled, suspended, reduced, or voided. With the exception of the worker's compensation and professional liability insurance, all of the insurance policies required in this Agreement shall: (a) provide that the policy will not be cancelled, without at least thirty (30) days' prior written notice to City of such cancellation (10 days' prior written notice if cancellation is due to nonpayment of premium) and each policy shall be endorsed to state such; (b) be endorsed to name the City, and City's Agents as additional insureds with respect to liability arising out of Services, work or operations performed by or on behalf of the Consultant; using ISO CG 20 10 or CG 20 26 (or equivalent) for ongoing operations, ISO CG 20 37 (or equivalent) for products and completed operations of the Consultant; premises owned, occupied, or used by the Consultant, or automobiles owned, leased, or hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the City; (c) allow and be endorsed primary and non-contributory with respect to any insurance or self-insurance programs covering City or City's Agents and any insurance or self-insurance maintained by City or City's Agents shall be in excess of Consultant's insurance and shall not contribute to it; (d) contain standard separation of insured provisions; and (e) state that any failure to comply with reporting or other provisions of the policy including breaches of warranties shall not affect the coverage provided to the City.

15. Indemnification. Consultant hereby agrees to indemnify and hold harmless City, its officers, employees against all liability, obligations, claims, loss, and expense (a) caused or created by the negligent acts or omissions of Consultant in

connection with the Services by its subcontractors, or the agents or employees of either, or (b) resulting from injuries suffered or allegedly suffered by employees of Consultant or its subcontractors (i) in the course of their employment, (ii) in the performance of work hereunder, or (iii) upon premises owned or controlled by City. Consultant's obligation to defend, indemnify and hold City and its officers, and employees harmless shall be consistent with the limitations in Civil Code Sections 2782 and 2782.8 and is not terminated by any requirement in this Agreement for Consultant to procure and maintain a policy of insurance. Notwithstanding the forgoing, with respect to professional liability claims, Consultant, shall have the right but not an obligation to defend City. In the event such a claim is tendered to Consultant and Consultant elects not to defend City and Consultant is determined by a court of competent jurisdiction to be liable, City shall be entitled to reimbursement by Consultant for its reasonable and necessary attorney's fees, expert witness fees and court costs ("Cost of Defense") where recoverable under applicable law, to the proportional extent such Cost of Defense were caused by the negligence, recklessness or intentional misconduct of Consultant.

16. Consequential Damages. Notwithstanding any other provision of this Agreement, in no event shall City nor Consultant, be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect, exemplary, punitive or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement or the Services performed in connection with this Agreement.

17. Litigation. In the event that either Party brings an action under this Agreement for the breach or enforcement hereof, or must incur any collection expenses for any amounts due hereunder the prevailing Party in such action shall be entitled to its costs including reasonable attorney's fees, whether or not such action is prosecuted to judgment. The total amount of recoverable attorney fees, expenses, and costs shall not exceed the net monetary award or judgment of the prevailing party.

18. Notices. Any notice or communication required hereunder between City or Consultant must be in writing, and may be given either personally, by registered or certified mail (return receipt requested), or by Federal Express, UPS or other similar couriers providing overnight delivery. If personally delivered, a notice shall be deemed to have been given when delivered to the Party to whom it is addressed. Notices given by registered or certified mail shall be deemed to have been given and received on the first to occur of (a) actual receipt by any of the addressees designated below as the party to whom notices are to be sent, (b) on the date delivered as shown on a receipt issued by the courier, or (c) five (5) days after a registered or certified letter containing such notice, properly addressed, with postage prepaid, is deposited in the United States mail. If given by Federal Express or similar courier, a notice or communication shall be deemed to have been given and received on the date delivered as shown on a receipt issued by the courier. Any Party hereto may at any time, by giving ten (10) days written notice to the other Party hereto, designate any other address in substitution of the address to which such notice or communication shall be

given. Such notices or communications shall be given to the Parties at the addresses in this paragraph set forth below:

If to City: City of Riverbank
6707 Third Street
Riverbank, CA 95367
Attn: City Clerk

With courtesy copies to: City of Riverbank
6707 Third Street
Riverbank, CA 95367
Attn: City Manager

And to: Churchwell White LLP
1414 K Street, 3rd Floor
Sacramento, California 95814
Attention: Douglas L. White, Esq.

If to Consultant: Chad Kennedy, Principal-in-Charge
Westwood Professional Services, Inc.
1165 Scenic Drive, Suite A
Modesto, CA 95350

With a copy to: legal@westwoodps.com

19. General Provisions.

A. Modification. No alteration, modification, or termination of this Agreement shall be valid unless made in writing and executed by all Parties.

B. Waiver. The waiver by any Party of a breach of any provision hereof shall be in writing and shall not operate or be construed as a waiver of any other or subsequent breach hereof unless specifically stated in writing.

C. Assignment. No Party shall assign, transfer, or otherwise dispose of this Agreement in whole or in part to any individual, firm, or corporation without the prior written consent of the other Party. Subject to the forgoing provisions, this Agreement shall be binding upon, and inure to the benefit of, the respective successors and assigns of the Parties.

D. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the state of California.

E. Venue. Venue for all legal proceedings shall be in the Superior Court of California for the County of Stanislaus.

F. Partial Invalidity. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

G. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall be deemed a single agreement.

H. Severability. If any term, covenant, or condition of this Agreement is held by a court of competent jurisdiction to be invalid, the remainder of this Agreement shall remain in effect.

I. Audit. City shall have access at all reasonable times to all reports, contract records, contract documents, contract files, and personnel necessary to audit and verify Consultant's charges to City under this Agreement.

J. Entire Agreement. This Agreement sets forth the entire understanding between the Parties as to the subject matter of this Agreement and merges all prior discussions, negotiations, proposal letters or other promises, whether oral or in writing.

K. Headings Not Controlling. Headings used in this Agreement are for reference purposes only and shall not be considered in construing this Agreement.

L. Time Consultant shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the last day and date below written.

CITY:

CITY OF RIVERBANK, a California
municipal corporation

By: _____
Marisela H. Garcia, City Manager

Date: _____

Approved as to Form:

Tom Hallinan, City Attorney

CONSULTANT:

WESTWOOD PROFESSIONAL
SERVICES, INC.

By: _____

Name: _____

Date: _____

EXHIBIT A

Services

Project Description

Westwood understands this project as the development of a new 2.08-acre neighborhood park on vacant infill parcels in Riverbank, California, creating an opportunity to transform underutilized land into a meaningful community asset within an established residential setting. Assuming a construction budget of \$2.5 million, the project represents an opportunity to thoughtfully balance community priorities, site-responsive design, and long-term functionality within a realistic implementation framework.

More than simply adding open space, the project is intended to create a welcoming and functional park that supports recreation, encourages community gathering, and contributes to the everyday quality of life for nearby residents. Given the site's location near the river corridor, the design can also draw from the broader natural character of the area to create a park experience that feels authentic to Riverbank and connected to its local context, while aligning proposed amenities and improvements with the established project budget.

Westwood will approach the project through a multidisciplinary process that integrates landscape architecture, civil engineering, environmental services, surveying, electrical engineering, and community outreach. This collaborative approach will allow the team to address the site comprehensively, from planning, technical design, and infrastructure coordination to public engagement and long-term functionality, while maintaining a clear focus on cost-conscious decision-making and value-driven design.

Working closely with the City and community, Westwood will develop a park design that reflects local priorities, responds to the surrounding neighborhood, and delivers a lasting public amenity that is both practical and distinctive. Throughout the process, Westwood will evaluate design options in the context of the budget to help position the project for feasible implementation and long-term community benefit.

Scope of Work: Design Services

Task 1: Meetings and Project Management

Task 1.1: Project Kick-off Meeting

A well-organized project kickoff meeting helps identify potential issues early, align expectations, and establish a strong foundation for project success. At the outset of the project, Westwood will conduct an organizational meeting with staff to initiate our proprietary client communication program and review key project elements, including the following:

- Introduce staff and project partners to the design consulting team
- Review objectives of the project, scope of services, deliverable expectations, project schedule, and milestones
- Confirm project parameters and limits of work (conduct a site review and photo document site conditions)
- Collect available data and published material
- Establish meeting schedules and communication channels with all parties involved
- Review and list all applicable design/planning standards, opportunities, and/or challenges anticipated (This includes the applicable CPSC and ASTM Standards as they apply to playgrounds and impact attenuating fall surfaces)
- Coordinate with city departments, other agencies, and stakeholders
- Review project budget and billing procedures
- Complete custom client communications program

Task 1.2: Project Management and Progress Meetings

Following each submittal and City staff review period, Westwood will conduct a virtual progress meeting with the design team to review comments, discuss project status, and confirm next steps. Westwood will prepare and distribute an agenda in advance of each meeting and provide meeting minutes or an action item summary following each meeting.

It is anticipated that progress meetings will occur regularly throughout the design phase and, ideally, at the following milestones:

- Following each outreach meeting
- Following the conceptual design options submittal
- Following the final conceptual design submittal
- Following the schematic design submittal
- Following the design development submittal
- Following the 90% and 100% improvement plan submittals

This scope includes up to 10 virtual progress meetings to:

- Review completed work, upcoming tasks, schedule status, key decisions, and action items
- Discuss staff comments and design direction
- Maintain alignment among the City, stakeholders, and the design team

Project design management will be led by Westwood and will include the following:

- Development and maintenance of a comprehensive design schedule
- Monthly progress meetings and meeting documentation
- Coordination and correspondence between the City and design team
- Management and implementation of quality control procedures across all design activities

DELIVERABLES

- Meeting agendas and minutes in PDF format
- Client communication program in PDF format
- Regularly updated project schedule

Task 2: Site Research and Analysis

Task 2.1: Existing Conditions Analysis

A contextual analysis will be conducted at the outset of the project to develop a comprehensive understanding of the site within its broader physical, environmental, and regulatory setting.

This effort will include:

- Documentation and review of existing site conditions such as land use, circulation patterns, accessibility, vegetation, topography, and adjacent development
- Items such as prevailing winds, soil type, as-built drawings, and so forth will be reviewed
- Review of applicable plans, policies, and jurisdictional requirements to ensure alignment with local standards and long-term goals

This baseline understanding will help identify key site characteristics and inform the development of focused and relevant community outreach efforts.

Task 2.2: Opportunities and Constraints Analysis

An opportunities and constraints analysis will be performed prior to community outreach to evaluate the site's inherent potential and limitations.

This effort would include:

- Mapping and documenting physical opportunities such as underutilized areas, existing shade patterns, and locations suitable for enhancements

- Mapping constraints including existing infrastructure, utility conflicts, accessibility challenges, and environmental considerations
- The analysis will also consider factors such as maintenance, possible phasing, and budget implications at a high level

The resulting documentation will provide a clear framework to guide outreach discussions and ensure that community input is grounded in an understanding of what is feasible for the site.

Task 2.3: Topographic Survey Base Mapping

Ground-based topographic surveying forms the basis of most engineering design projects. This task includes establishing primary survey control to support the project through construction, and detailed collection of site information such as surface features, structures, utilities, and other information that cannot be accurately documented through any other means.

- Perform cross-section survey of linear corridor at 50-foot intervals
- Perform topographic survey of all hardscape and softscape, including: grade breaks, high points, low points. In flat areas, measure spot elevations in a grid pattern at 50-foot intervals
- Locate surface-visible utility features and improvements, such as: signs, fences, walls, buildings, striping, driveways, walkways, drainages, structures, lights, poles, bollards, general limits of vegetated or landscaped areas, USA markings, vaults, valves, meters, boxes, pedestals, cleanouts, manholes, drain inlets, catch basins, culverts, outfalls, and standpipes
- Trees 6" in diameter or larger will be located
- At manholes and accessible structures measure invert elevation of all gravity storm drains and sewer pipes
 - Annotate topographic survey drawing with invert elevation, approximate diameter, and orientation of each pipe visible at the time of the survey
 - Where access is not practical, Westwood shall indicate by notation on the mapping deliverable
- Create existing ground Civil 3D TIN surface model
- Prepare topographic survey base map drawing at a 1" = 20' scale

Task 2.4: Subsurface Utility Research and Base Mapping

This task is intended to provide a cost-effective glimpse of any existing above and below-ground utility installations which may be consequential to the design, placement of improvements, or construction means and methods. It is not a substitute for more definitive means of locating subsurface utilities (such as potholing or other indirect, nondestructive means), but it is highly informative and can be leveraged to help narrow the focus of those other methods considerably, saving cost and reducing project risk and complexity.

- Compile a list of utility companies who may have facilities in the vicinity of project
- Request copies of existing maps, GIS data, improvement plans, as-builts, record drawings, etc. from each utility operator that shows their existing subsurface infrastructure within the project limits
- Use compiled records together with field observed surface evidence to prepare a subsurface utility base map drawing, and incorporate the information into the topographic survey
- Where possible, existing utility meta information will be annotated on the base mapping to reflect available details extracted from the provided utility drawings
- This task is intended to be consistent with Utility Quality Level C as described in Section 5 of the publication CI/ASCE 38-02 (Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data)

Task 2.5: Resolved Boundary

Having a resolved boundary will provide definitive information that can be used to make precise determinations about the subject property, including matters such as gross/net parcel area, setbacks, encroachments, etc. It is a critical part of the planning and design process because it brings clarity to the often uncertain nature of property boundaries, easements, and road rights-of-way, which rarely lie exactly where they are presumed to be. A

resolved boundary is also essential if improvements are being built close to property lines or near setback minimums.

- Resolve the location of property boundaries, road rights-of-way, and easements as defined by an analysis of available record maps, title report(s), supporting documents, and physical evidence

Task 2.6: Project Description and CEQA Approach

Should the proposed project qualify for a CEQA Categorical Exemption (CE), Westwood will prepare the CE and a Notice of Exemption (NOE) using the template provided in Appendix E of the CEQA Guidelines. The NOE would include a brief description of the project, the location of the project, a finding that the project is exempt, citations to the exemptions that are being relied upon, and an explanation of why the project qualifies for the exemption(s). Information used in the determination would be obtained based on field surveys and desktop research of readily available databases and literature sources, review of aerial photographs, and the use of screening tools.

DELIVERABLES

- Existing conditions base map in PDF format
- Opportunities and constraints diagram in PDF format
- Completed CEQA NOE Form (PDF and MS Word version) with supporting materials and graphics

Task 3: Community Outreach and Conceptual Design

Task 3.1: Community Outreach Meetings 1 and 2

To ensure the park master plan is responsive to its context and aligned with community needs, Westwood will lead a comprehensive outreach effort that includes three public meetings. Our approach is designed to foster an engaging and interactive process that encourages broad participation and generates meaningful input to inform the design.

In coordination with the City, we will develop a tailored outreach program that reflects project goals and maximizes community involvement. Westwood is anticipating two (2) conceptual design development meetings and one (1) final concept presentation meeting. For the initial meetings, Westwood may present existing site conditions, opportunities and constraints, and potential program elements, while facilitating an open dialogue to gather feedback. We will prepare outreach and meeting materials for City distribution in English and Spanish. Material printing, mailing, and online posting/hosting of material is to be provided by the City. Additional languages can be provided upon request.

Outreach advertising and meeting materials may include the following items:

- Presentation boards - up to 5
- Handouts
- Flyers
- Postcards
- Social media posts
- Community survey form

Outreach Meeting 1 and 2 Analysis

Following the conceptual design development meetings, Westwood will compile all community input into a clear and well-organized feedback report that summarizes key themes, priorities, and areas of concern. This report will include both quantitative and qualitative input to ensure the information is accessible and actionable. Westwood will then review the findings with City staff during a follow-up meeting to discuss the results, confirm project goals, and establish a preferred direction to further guide the conceptual design phase.

Task 3.2: Preliminary Conceptual Design

Based on input received from the community and City staff, Westwood will prepare two (2) conceptual design alternatives that reflect identified priorities, desired amenities, and overall vision for the park. These concepts will translate feedback into illustrative site plans that explore layout, program elements, circulation, and character. Each alternative will be developed to clearly communicate different approaches or emphasis areas, allowing for comparison and discussion. The concepts will be designed to balance community preferences with site-specific considerations, creating cohesive and functional design directions for further evaluation.

Each conceptual design will be supported by high-level planning and design considerations, including preliminary layout refinement and identification of key improvements. Westwood will prepare an opinion of probable cost for each concept to provide a general understanding of anticipated construction costs and to support decision-making. These estimates will be based on comparable projects, current market conditions, and the proposed scope of improvements, and will help align design direction with available funding and implementation strategies.

Task 3.3: Community Outreach Meeting 3

To ensure transparency and build community support, the final public meeting will focus on presenting the two (2) conceptual designs and explaining the design rationale, including how community collaboration shaped the design options.

We will prepare outreach and meeting materials for City distribution in English and Spanish. Material printing, mailing, and online posting/hosting of material is to be provided by the City. Additional languages can be provided upon request.

Outreach advertising and meeting materials may include the following items:

- Presentation boards - up to 5
- Handouts
- Flyers
- Postcards
- Social media posts
- Community survey form

Outreach Meeting 3 Analysis

Following the conceptual design presentation meeting, Westwood will compile all community input into a clear and well-organized feedback report that summarizes key themes, priorities, and areas of concern. This report will include both quantitative and qualitative input to ensure the information is accessible and actionable. Westwood will then review the findings with City staff during a follow-up meeting to discuss the results, confirm project goals, and establish a preferred direction to further guide the final conceptual design.

Task 3.4: Final Concept Design and City Council Approval

Following Community Outreach Meeting 3, the preferred concept will be refined into a final concept plan that reflects community input, City priorities, and the overall vision for the new park. The team will prepare an updated ROM cost estimate and coordinate with City staff through a virtual review meeting to confirm final refinements and project direction.

Upon completion of the concept plan, Westwood will develop a rendering board for use by City staff in their presentation to the City Council. The board will illustrate the final park vision, highlight the community-driven design process, and present the recommended concept plan along with supporting project information.

DELIVERABLES

- Outreach advertising materials in PDF format
- Outreach meeting materials in PDF format
- Community feedback report in PDF format
- Preliminary conceptual plans in PDF format
- Preliminary cost estimates format
- Final conceptual plan in PDF format
- Updated conceptual cost estimate in PDF format

Task 4: Schematic Design**Task 4.1: Schematic Design – SD Plans (30% Construction Documents)**

Westwood will prepare a schematic design package at the 30% level of completion based on the approved master plan concept. This package will advance the preferred design direction into a cohesive preliminary design that establishes the overall layout, character, and key elements of the project. The schematic design package will illustrate major site features, circulation, amenities, grading intent, and other primary design components necessary to communicate the project vision and support continued decision-making.

Task 4.2: 30% Specification Table of Contents

Westwood will prepare a preliminary specification table of contents identifying the anticipated technical specification sections associated with the proposed improvements. This table of contents will serve as an organizational framework for the project manual and help define the general scope of materials, systems, and construction components anticipated for the project at this stage of design.

Task 4.3: 30% Preliminary Cost Estimate

Westwood will prepare an opinion of probable construction cost for the 30% schematic design package based on the proposed improvements and level of design development. The estimate will be prepared using available schematic design information and will serve as a planning tool to support budget evaluation, scope alignment, and future design decision-making.

DELIVERABLES:

- 30% Improvement plans in PDF format
- 30% Draft technical specification TOC in PDF format
- 30% Preliminary cost estimate in PDF format

Task 5: Design Development**Task 5.1: Design Development – DD Plans (60% Construction Documents)**

Upon City approval and acceptance of the schematic design package, the team will commence with the design development phase of the project. The design development package includes drawings to convey general engineering and design concepts. This phase of work shall refine the design and identify key construction systems and methods for landscape elements and materials, as well as critical coordination issues. This task would also include regular coordination and discussions with the City, with key tasks during this phase including:

Preparation of design development plans may include:

- Cover sheet and project notes
- Existing conditions and demolition plan
- Preliminary civil grading and utility plans

- Preliminary erosion control plan
- Site features and finishes plan
- Horizontal control plan
- Irrigation plan
- Planting plan
- Electrical engineering design intent plans
- Construction details

Task 5.2: 60% Preliminary Technical Specifications

Westwood will prepare a draft specification set for the 60% design development submittal. The draft specifications will correspond with the proposed improvements shown in the plans and will establish the preliminary technical requirements for materials, products, and construction components anticipated for the project. The draft set will serve as the basis for continued refinement during subsequent phases of design.

Task 5.3: 60% Preliminary Cost Estimate

Westwood will prepare an updated opinion of probable construction cost based on the 60% design development package. The estimate will reflect the increased level of design definition and will be used to support budget confirmation, scope evaluation, and refinement of project priorities prior to final design.

DELIVERABLES:

- 60% Improvement plans in PDF format
- 60% Draft technical specifications in PDF format
- 60% Preliminary cost estimate in PDF format

Task 6: Construction Documentation

Task 6.1: Construction Documents – CD Plans (90% Construction Documents)

Upon City approval and acceptance of the design development package and costs, the team will commence with the construction documents phase of the project. This will include routine information normally required by governing agencies, coordination with the sub-consultant team and preparation of final Plans, specifications, construction details and cost estimates for permitting and bidding.

90% construction documents may include:

- Cover sheet and project notes
- Existing conditions and demolition plan
- Grading and utility plans
- Erosion control plan
- Site features and finishes plan
- Horizontal control plan
- Irrigation plan
 - Irrigation design
 - Irrigation schedules
 - Water efficiency calculations
 - MWELo verbiage and locations of signage for high efficiency irrigation system
- Planting plan
- Electrical Engineering Plans
 - Site lighting
 - Electrical service pedestal
 - Coordination w/PG&E

- Title 24 calculations & photometrics
- Construction details

Task 6.2: 90% Technical Specifications

Westwood will prepare an updated specification set for the 90% construction documents submittal taking into account any comments from the prior submittal. The specifications will correspond with the proposed improvements shown in the plans and will define the technical requirements for materials, products, installation, and construction standards anticipated for the project. The 90% specification set will serve as the basis for final review and completion of the project manual.

Task 6.3: 90% Cost Estimate

Westwood will prepare an updated opinion of probable construction cost based on the 90% construction documents package. The estimate will reflect the near-final level of design definition and will be used to confirm project budget alignment, support final scope evaluation, and inform completion of the final construction documents.

Task 6.4: Construction Documents – CD Plans (100% Construction Documents)

Upon City approval and acceptance of the design development package and costs, the team will commence with the construction documents phase of the project. This will include routine information normally required by governing agencies, coordination with the sub-consultant team and preparation of final Plans, specifications, construction details and cost estimates for permitting and bidding.

100% construction documents may include:

- Cover sheet and project notes
- Existing conditions and demolition plan
- Grading and utility plans
- Erosion control plan
- Site features and finishes plan
- Horizontal control plan
- Irrigation plan
 - Irrigation design
 - Irrigation schedules
 - Water efficiency calculations
 - MWELo verbiage and locations of signage for high efficiency irrigation system
- Planting plan
- Electrical Engineering Plans
 - Site lighting (not including sports lighting)
 - Electrical service pedestal
 - Coordination w/PG&E
 - Title 24 calculations & photometrics
- Construction details

Task 6.5: 100% Technical Specifications

Westwood will prepare a final specification set corresponding with the proposed improvements shown in the plans. The specifications will establish the technical requirements for materials, products, installation, and construction standards for the project and will be coordinated with the final construction documents package.

Task 6.6: 100% Cost Estimate

Westwood will prepare a final opinion of probable construction cost based on the 100% construction documents submittal. The estimate will reflect the completed design and will be used to confirm final budget alignment and support bidding and project implementation.

Task 6.7: Bid Package

Following completion and approval of the 100% construction documents submittal, Westwood will prepare the final bid package for the project. The bid package will incorporate final plans, specifications, and supporting bidding documents necessary for solicitation of contractor bids and project procurement. Westwood will finalize the construction plan set to reflect the completed design intent and incorporate final revisions resulting from prior reviews and coordination. Westwood will also finalize the project specifications, coordinated with the final construction plans, to define the technical requirements for materials, products, installation, and construction standards applicable to the work. In addition, Westwood will prepare or update the final opinion of probable construction cost based on the completed bid package to support the City's evaluation of project budget alignment prior to bidding. Supporting bidding documents may also be assembled as applicable to the project and as provided by the City or developed as part of Westwood's scope.

The Bid Package Includes:

- Final stamped and signed construction document plan set
- Final stamped and signed technical specifications
- Bid forms and bid descriptions
- Final cost estimate

DELIVERABLES:

- 90% and 100% improvement plans in PDF format
- 90% and 100% technical specifications in PDF format
- 90% and 100% cost estimates in PDF format
- Final signed improvement plans in PDF format
- Final technical specification in PDF and Word format
- Final cost estimate in PDF and Word format
- Front end documents w/bid forms and bid descriptions in PDF & Word format

Task 7: Permitting

Task 7.1: Permitting and Agency Coordination

Westwood will support the building permit process for the project, including coordination with the City to confirm permit submittal requirements, application expectations, and review timelines applicable to the proposed improvements. Westwood will assist in preparing and compiling building permit application materials and supporting documentation required for City review and will coordinate with the City during the review process to address comments and support permit issuance. This effort is intended to help streamline permit coordination, reduce the potential for delays, and support timely advancement of the project.

DELIVERABLES:

- Permitting forms (as needed) in PDF format

Task 8: Stormwater Pollution Prevention

Task 8.1: SWPPP

Westwood will provide Stormwater Pollution Prevention Plan (SWPPP) services in support of the project, as required to satisfy applicable permitting and regulatory requirements. The SWPPP will be developed in

coordination with the project design and will generally address erosion and sediment control measures, sequencing of construction activities, temporary and permanent best management practices, and other stormwater-related requirements necessary to support compliance during construction. Westwood will coordinate the SWPPP effort with the overall project team and applicable agencies, as needed, to support permitting, construction planning, and regulatory compliance.

Services include:

- Permit Registration Documents including Risk Assessment, Site specific SWPPP approved by QSD, Site Maps, and NOI for LRP review (Fees provided by Client)
- Site visit by QSD to review installed BMPs and evaluate how construction activities will affect sediment transport, erosion, and other discharges of pollutants in stormwater runoff in SWPPP design and implementation
- Site visits are performed twice annually, once August through October, and once January through March
 - Also, within 14 calendar days after numeric action level exceedance, or within the time period requested in writing from Water Board staff

DELIVERABLES:

- Electronic copies in PDF
- Binder for client's use
- Reports emailed to responsible parties

Task 9: Bidding Support:

Task 9.1: Bidding Support

Services to include the following upon request/direction from client:

- Attend pre-bid meeting
- Review/respond to bid RFI's

DELIVERABLES:

- Meeting notes in PDF format
- RFI responses in PDF format

Cost Proposal: Design Services

Task	Description	Fee	Fee Type
1	Meetings and Project Management	\$9,551.50	Lump Sum
2	Site Research and Analysis	\$50,285.00	Lump Sum
3	Community Outreach and Conceptual Design	\$41,844.50	Lump Sum
4	Schematic Design	\$35,655.00	Lump Sum
5	Design Development	\$39,400.00	Lump Sum
6	Construction Documentation	\$80,765.00	Lump Sum
7	Permitting	\$5,180.00	Lump Sum
8	Stormwater Pollution Prevention	\$8,195.00	Lump Sum
9	Bidding Support	\$9,426.50	Lump Sum
TOTAL		\$280,302.50	

EXHIBIT B
Rate Schedule

Schedule of Fees

The following is the fee schedule for all work performed under an hourly agreement.

Classification	Hourly Rate
Admin I.....	\$125.00
Admin II	\$135.00
Admin III.....	\$145.00
Admin IV	\$165.00
Admin V	\$180.00
Intern I	\$100.00
Intern II	\$120.00
Intern III	\$135.00
Field Intern I	\$95.00
Field Intern II.....	\$110.00
Field Intern III	\$120.00
Remote Sensing Tech I.....	\$140.00
Remote Sensing Tech II.....	\$155.00
Remote Sensing Tech III	\$180.00
Remote Sensing Tech IV	\$190.00
Remote Sensing Tech V.....	\$205.00
Remote Sensing Tech VI	\$235.00
Remote Sensing Field Tech I.....	\$100.00
Remote Sensing Field Tech II	\$130.00
Remote Sensing Field Tech III.....	\$140.00
Remote Sensing Field Tech IV	\$165.00
Remote Sensing Field Tech V.....	\$180.00
Remote Sensing Field Tech VI	\$195.00
Remote Sensing Field Tech VII.....	\$205.00
Remote Sensing Field Tech VIII	\$220.00
1 Person Geospatial Crew (w/Truck)	\$180.00
Dust Monitor.....	\$80.00
Construction Observer I	\$125.00
Construction Observer II.....	\$130.00
Construction Observer III	\$145.00
Construction Observer IV.....	\$170.00
Construction Observer V	\$185.00
Drafter I	\$115.00
Drafter II	\$135.00
Drafter III	\$150.00
Drafter IV	\$170.00
Engineering Tech I.....	\$115.00
Engineering Tech II	\$135.00
Engineering Tech III.....	\$150.00
Engineering Tech IV	\$170.00
Engineering Tech V	\$180.00
Engineering Tech VI	\$195.00
Engineering Tech VII.....	\$215.00
Graduate Engineer I	\$165.00
Graduate Engineer II.....	\$175.00
Graduate Engineer III	\$185.00

Graduate Engineer IV	\$195.00
Engineer I	\$200.00
Engineer II	\$210.00
Engineer III	\$225.00
Engineer IV	\$245.00
Engineer V	\$285.00
Engineer VI	\$300.00
Engineer VII	\$315.00
Engineer VIII	\$335.00
Environmental Field I	\$115.00
Environmental Field II	\$125.00
Environmental Field III	\$135.00
Environmental Scientist I	\$130.00
Environmental Scientist II	\$145.00
Environmental Scientist III	\$165.00
Environmental Scientist IV	\$180.00
Environmental Scientist V	\$200.00
Environmental Scientist VI	\$215.00
Environmental Scientist VII	\$240.00
Environmental Scientist VIII	\$265.00
GIS I	\$110.00
GIS II	\$125.00
GIS III	\$140.00
GIS IV	\$155.00
GIS V	\$185.00
GIS VI	\$200.00
GIS VII	\$210.00
GIS VIII	\$220.00
Graduate Landscape Designer I	\$155.00
Graduate Landscape Designer II	\$170.00
Graduate Landscape Designer III	\$180.00
Graduate Landscape Designer IV	\$195.00
Landscape Architect I	\$175.00
Landscape Architect II	\$185.00
Landscape Architect III	\$195.00
Landscape Architect IV	\$215.00
Landscape Architect V	\$235.00
Landscape Architect VI	\$260.00
Assistant Project Manager I	\$205.00
Assistant Project Manager II	\$220.00
Assistant Project Manager III	\$230.00
Project Manager I	\$215.00
Project Manager II	\$240.00
Project Manager III	\$265.00
Project Manager IV	\$290.00
Project Manager V	\$310.00
Project Manager VI	\$325.00
Project Manager VII	\$340.00
Survey Field Travel – CA Only	\$55.00
Survey Field Office – CA Only	\$55.00
Survey Field I (Rod Person)	\$210.00
Survey Field II (Instrument Person)	\$210.00
Survey Field III (Crew Chief)	\$250.00
Survey Field IV (Sr. Crew Chief)	\$275.00

Survey Field V (Survey Coordinator).....	\$190.00
Survey Field VI (Field Manager).....	\$250.00
Survey Field VII (One-Person Crew)	\$260.00
Survey Tech I.....	\$120.00
Survey Tech II	\$135.00
Survey Tech III.....	\$150.00
Survey Tech IV	\$175.00
Survey Tech V.....	\$195.00
Survey Tech VI	\$210.00
Graduate Surveyor I	\$155.00
Graduate Surveyor II	\$170.00
Graduate Surveyor III.....	\$180.00
Surveyor I	\$175.00
Surveyor II.....	\$195.00
Surveyor III	\$220.00
Surveyor IV	\$240.00
Surveyor V	\$260.00
Surveyor VI	\$280.00
Project Processor I	\$95.00
Project Processor II	\$115.00
Project Coordinator I.....	\$145.00
Project Coordinator II	\$155.00
Project Coordinator III	\$165.00
Senior Project Coordinator I.....	\$175.00
Senior Project Coordinator II.....	\$190.00
Business Development I.....	\$115.00
Business Development II.....	\$130.00
Business Development III	\$145.00
Business Development IV	\$160.00
Business Development V	\$170.00
Business Development VI	\$175.00
GMS Tech I.....	\$90.00
GMS Tech II	\$100.00
GMS Tech III.....	\$110.00
GMS Tech IV	\$125.00
GMS Engineer I.....	\$145.00
GMS Engineer II	\$160.00
GMS Engineer III.....	\$180.00
GMS Engineer IV	\$195.00
Field Engineer I	\$120.00
Field Engineer II.....	\$135.00
Field Engineer II.....	\$155.00
Field Engineer IV	\$165.00
Researcher I	\$95.00
Researcher II	\$105.00
Researcher III	\$125.00
Researcher IV.....	\$145.00
Expert Witness – Court Appearance/Deposition	2 x rate
Westwood Current™ (Geospatial Project Management Tool) Setup and Licensing.....	\$600.00+
Specialized Geospatial Equipment – Per Day Use.....	\$200.00 – \$3,000.00

Charges for Other Direct Costs, Outside Services, and facilities furnished by Westwood are computed on the basis of actual cost-plus 15 percent.

**CITY OF RIVERBANK, CALIFORNIA
REQUEST FOR QUALIFICATIONS (RFQ)
LANDSCAPE ARCHITECTURAL SERVICES FOR NEW PARK DEVELOPMENT
RFQ RELEASE DATE: MONDAY, MAY 11, 2026
SUBMITTAL DATE: WEDNESDAY, JUNE 17, 2026 AT 5:00 PM PACIFIC TIME**

**CITY OF RIVERBANK PARKS AND RECREATION DEPARTMENT
MICHAEL PATTON, DIRECTOR OF PARKS AND RECREATION
6707 THIRD STREET SUITE C, RIVERBANK, CALIFORNIA 95367
PHONE: 209-863-7140 EMAIL: MPATTON@RIVERBANK.ORG**

CITY OF RIVERBANK
REQUEST FOR QUALIFICATIONS (RFQ)
LANDSCAPE ARCHITECTURAL SERVICES FOR NEW PARK DEVELOPMENT
RELEASE DATE: May 11, 2026
SUBMITTAL DATE: June 17, 2026 at 5:00 PM Pacific Time

I. INTRODUCTION

The City of Riverbank ("City") is soliciting Statements of Qualifications (SOQs) from qualified landscape architecture firms to provide comprehensive professional services for the planning, design, environmental review, and construction of a new public park.

The selected firm will serve as the City's lead consultant and partner, guiding the project from initial community engagement through project closeout.

II. PROJECT OVERVIEW

The City intends to develop a new neighborhood park on approximately 2.08 acres, located on parcels:

- APN: 075-005-025-000
- APN: 075-005-013-000

The project location is at the intersection of Jackson Avenue and Stanislaus Street in Riverbank, California, 95367.

The project aims to create a high-quality, community-driven recreational space that reflects the needs and priorities of Riverbank residents while aligning with the City's Parks and Recreation goals.

III. SCOPE OF SERVICES

The selected firm will provide full-service landscape architectural and project management services, including but not limited to the following:

- A. Project Initiation & Site Analysis
 - Project kickoff and coordination with City staff
 - Existing conditions assessment (site constraints, utilities, access, topography, soils)
 - Review of applicable plans (General Plan, Master Plans, zoning, etc.)
 - Site inventory and opportunities/constraints analysis
- B. Community Engagement
 - Development of a public outreach strategy
 - Facilitation of community workshops, stakeholder meetings, and/or surveys
 - Coordination with City on outreach materials

- Documentation and integration of community input into design concepts
- C. Conceptual & Schematic Design
 - Preparation of multiple conceptual design alternatives
 - Cost opinions for each concept
 - Refinement into a preferred schematic design
 - Presentation materials for City Council and public review
- D. Environmental Review (CEQA)
 - Preparation of all required CEQA documentation (Initial Study, Mitigated Negative Declaration, or other as required)
 - Coordination with regulatory agencies
 - Technical studies as needed (biological, cultural, traffic, noise, etc.)
 - Public review process support and responses to comments
- E. Design Development & Engineering
 - Detailed design development
 - Coordination with subconsultants (civil, structural, electrical, irrigation, etc.)
 - Grading, drainage, and utility design
 - Irrigation and planting plans
 - Accessibility compliance (ADA)
 - Safety and CPTED considerations
- F. Construction Documents
 - Preparation of complete plans, specifications, and bid documents
 - Coordination with City standards and requirements
 - Engineer's opinion of probable construction costs
 - Value engineering as needed
- G. Permitting & Agency Coordination
 - Identification and acquisition of all necessary permits and approvals
 - Coordination with local, state, and federal agencies as applicable
- H. Bidding & Construction Support
 - Assistance with contractor bidding and selection
 - Preparation of addenda and responses to bidder inquiries
 - Bid evaluation support
- I. Construction Administration & Project Management
 - Project management during construction
 - Coordination meetings and site visits
 - Submittal and RFI review
 - Change order evaluation
 - Quality control and compliance monitoring
 - Progress reporting to City
- J. Project Closeout
 - Punch list preparation and completion
 - As-built drawings review
 - Final inspections
 - Warranty period support
- K. Additional Services (as needed)

- Grant support (applications, compliance, reporting)
- Phasing strategies based on funding availability
- Maintenance and operations considerations in design
- Sustainable design elements (water efficiency, shade, materials, etc.)
- Preparation of renderings and visualization materials

IV. MINIMUM QUALIFICATIONS

Firms submitting a Statement of Qualifications (SOQ) must demonstrate that they meet the following minimum qualifications. Failure to meet these requirements may result in disqualification from further consideration.

A. Licensing and Professional Credentials

- The prime consultant must be currently licensed as a Landscape Architect in the State of California pursuant to the California Business and Professions Code.
- Key subconsultants (e.g., civil engineering) must hold appropriate licenses in the State of California.

B. Relevant Project Experience

- Demonstrated experience in the planning, design, and construction of public park or recreational facilities of similar size, scope, and complexity.
- Experience delivering projects from concept through construction completion, including construction administration services.
- Experience working with public agencies, preferably municipalities in California.

C. Environmental Review (CEQA) Experience

- Demonstrated experience preparing and managing California Environmental Quality Act (CEQA) documentation, including Initial Studies, Mitigated Negative Declarations, or Environmental Impact Reports, as applicable.
- Experience coordinating technical studies and responding to public and agency comments.

D. Project Management and Team Capacity

- Proven ability to manage multidisciplinary teams, including coordination of subconsultants such as civil engineers, environmental specialists, and other technical experts.
- Sufficient staffing capacity and organizational structure to successfully deliver the project within anticipated timelines.

E. Community Engagement Experience

- Demonstrated experience conducting public outreach and engagement for park or public space projects, including workshops, stakeholder meetings, and community surveys.
- Ability to effectively incorporate community input into project design.

F. Construction Administration Experience

- Experience providing construction phase services, including submittal review, responding to RFIs, site visits, change order evaluation, and project closeout.

G. Regulatory and Permitting Experience

- Experience working with local, state, and federal agencies to obtain necessary permits and approvals for public projects.

H. Insurance and Legal Requirements

- Ability to meet the City's insurance requirements, including general liability, professional liability, and workers' compensation coverage.
- Ability to enter into the City's standard Professional Services Agreement.

V. SUBMITTAL REQUIREMENTS

Firms interested in providing services shall submit a Statement of Qualifications (SOQ) that clearly demonstrates their ability to perform the requested services. SOQs should be concise, well-organized, and tailored to this project. At a minimum, SOQs shall include the following:

- Cover Letter
- Firm Overview and Qualifications
- Project Team and Key Personnel
- Relevant Project Experience
- Project Approach and Methodology
- CEQA and Regulatory Experience
- Project Management Approach
- References- No more than three (3).

VI. SELECTION PROCESS

The City will evaluate all Statements of Qualifications (SOQs) received in response to this RFQ. A selection panel will review and rank submittals based on the criteria outlined below. The City reserves the right to reject any or all SOQs, waive informalities, and select the firm deemed to be in the best interest of the City. SOQs will be evaluated based on the following criteria:

- Relevant Experience and Qualifications (25 Points)
- Project Team and Key Personnel (20 Points)
- Project Approach and Methodology (20 Points)
- Community Engagement Approach (10 Points)
- CEQA and Regulatory Experience (10 Points)
- Construction Administration and Project Management Experience (10 Points)
- References (5 Points)

Based on the initial evaluation, the City may establish a shortlist of the most qualified firms. Shortlisted firms may be invited to participate in interviews. The City reserves the right to adjust rankings based on interview performance.

Following the evaluation process, the City intends to select the top-ranked firm and enter into negotiations for a Professional Services Agreement. The scope of services and fee will be negotiated with the selected firm. If an agreement cannot be reached, the City reserves the right to terminate negotiations and proceed with the next highest-ranked firm.

VII. SCHEDULE

The following schedule represents the City's anticipated timeline for the RFQ process and selection of a consultant. The City reserves the right to modify this schedule as necessary.

- RFQ Issued: May 11th, 2026
- Deadline for Questions: May 26th, 2026
- Responses to Questions Posted: June 1st, 2026
- SOQ Submittal Deadline: June 17th, 2026 at 5:00 PM PT
- SOQ Evaluation Period: June 22nd- June 26th
- Interviews (if conducted): June 29th- July 3rd
- Notice of Intent Award: July 6th
- Contract Negotiation Period: July 6th- July 13th
- City Council Approval: July 21st
- Project Kickoff: August 1st

VIII. GENERAL CONDITIONS

Submission Instructions

Submit one (1) electronic copy (PDF format) to mpatton@riverbank.org

Response Date

In order to be considered for selection, SOQs must arrive to the City in the manner and on or before the date and time specified in the RFQ advertisement. Any proposal received after the scheduled closing time for receipt of proposals, or incorrectly addressed, will not be considered. Delivery in the manner stated herein and completeness of submittals as required by this RFQ shall be solely the responsibility of the firm. Submission of SOQs or additional information offered after the closing date and time will not be accepted or considered.

Right to Modify Process

The City reserves the right to modify the selection process or other aspects of this RFQ process at its sole discretion. The City will take reasonable steps to ensure that any modification or clarification to the RFQ shall be distributed in writing to all firms who have requested a copy of the RFQ through the City.

Addenda

In the event that it becomes necessary to revise any part of this RFQ, an addenda will be provided to all prospective firms who are on the RFQ document holder's list maintained by the City. Addenda, if necessary, will be issued no later than five (5) days prior to the RFQ closing date. Receipts of any addenda shall be signed by the same individual that signs the SOQ and shall be submitted with the SOQ. SOQs received without properly acknowledged addenda will be considered non-responsive.

Discussions with Interested Firms

The City of Riverbank reserves the right to conduct discussions with any consulting firm that has submitted a response to this RFQ to ascertain their qualifications for further consideration. These discussions may be used to clarify qualifications, the scope of work, and the firm's understanding of the project. Participation in such discussions is not a guarantee of further consideration or selection.

Insurance Requirements

The selected firm will be required to provide and maintain insurance coverage acceptable to the City of Riverbank throughout the duration of the contract.

Questions and Clarifications

All questions regarding this RFQ must be submitted in writing to Michael Patton at mpatton@riverbank.org by May 26, 2026 by 5:00 PM. Responses will be provided to all interested firms.

Additional Information

The City of Riverbank reserves the right to reject any and all submissions, waive any informality in the RFQ process, and accept the qualifications deemed to be in the best interest of the City.

IX CONTACT INFORMATION

For inquiries or to request additional information, please contact:

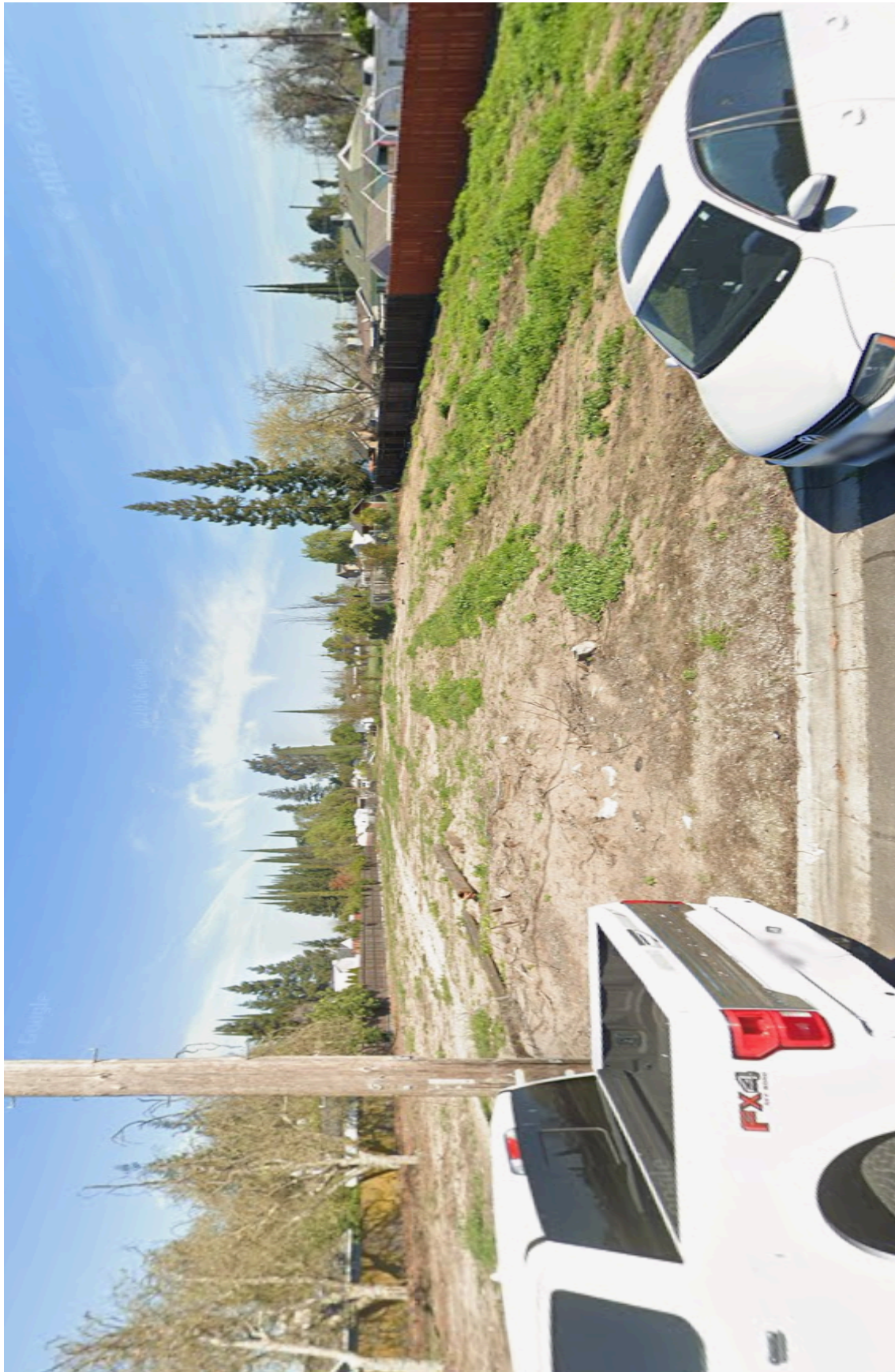
Michael Patton
City of Riverbank Parks and Recreation Director
Email: mpatton@riverbank.org
Phone: 209-863-7140

Attachment A: Project Site Information

Aerial View of Properties



South Street View from Stanislaus Street



East Street View from Jackson Street



[illegible]

Project Site



July 13, 2026

Michael Patton, Director of Parks & Recreation
City of Riverbank
6707 Third Street, Suite C
Riverbank, CA 95367

Re: Proposal of Services for Landscape Architecture Services for New Park Development- P0080892.00

Dear Michael,

The enclosed proposal is the result of a thorough analysis of available information, inspection of current and historic site conditions, and detailed planning to provide the information needed to support this project through completion.

Attached to this letter is our:

- Project Description
- Scope of Work
- Cost Proposal
- Mapping Limits Exhibit
- Schedule of Fees

We will commit the resources necessary to support this project and work within the budgets and schedules outlined herein. We look forward to positive feedback and continued correspondence with you.

Sincerely,

Tyler Fay, PLA
Project Manager
Westwood Professional Services, Inc.
Tyler.fay@westwoodps.com
Direct: (209) 497-4052

Project Description

Westwood understands this project as the development of a new 2.08-acre neighborhood park on vacant infill parcels in Riverbank, California, creating an opportunity to transform underutilized land into a meaningful community asset within an established residential setting. Assuming a construction budget of \$2.5 million, the project represents an opportunity to thoughtfully balance community priorities, site-responsive design, and long-term functionality within a realistic implementation framework.

More than simply adding open space, the project is intended to create a welcoming and functional park that supports recreation, encourages community gathering, and contributes to the everyday quality of life for nearby residents. Given the site's location near the river corridor, the design can also draw from the broader natural character of the area to create a park experience that feels authentic to Riverbank and connected to its local context, while aligning proposed amenities and improvements with the established project budget.

Westwood will approach the project through a multidisciplinary process that integrates landscape architecture, civil engineering, environmental services, surveying, electrical engineering, and community outreach. This collaborative approach will allow the team to address the site comprehensively, from planning, technical design, and infrastructure coordination to public engagement and long-term functionality, while maintaining a clear focus on cost-conscious decision-making and value-driven design.

Working closely with the City and community, Westwood will develop a park design that reflects local priorities, responds to the surrounding neighborhood, and delivers a lasting public amenity that is both practical and distinctive. Throughout the process, Westwood will evaluate design options in the context of the budget to help position the project for feasible implementation and long-term community benefit.

Scope of Work: Design Services

Task 1: Meetings and Project Management

Task 1.1: Project Kick-off Meeting

A well-organized project kickoff meeting helps identify potential issues early, align expectations, and establish a strong foundation for project success. At the outset of the project, Westwood will conduct an organizational meeting with staff to initiate our proprietary client communication program and review key project elements, including the following:

- Introduce staff and project partners to the design consulting team
- Review objectives of the project, scope of services, deliverable expectations, project schedule, and milestones
- Confirm project parameters and limits of work (conduct a site review and photo document site conditions)
- Collect available data and published material
- Establish meeting schedules and communication channels with all parties involved
- Review and list all applicable design/planning standards, opportunities, and/or challenges anticipated (This includes the applicable CPSC and ASTM Standards as they apply to playgrounds and impact attenuating fall surfaces)
- Coordinate with city departments, other agencies, and stakeholders
- Review project budget and billing procedures
- Complete custom client communications program

Task 1.2: Project Management and Progress Meetings

Following each submittal and City staff review period, Westwood will conduct a virtual progress meeting with the design team to review comments, discuss project status, and confirm next steps. Westwood will prepare and distribute an agenda in advance of each meeting and provide meeting minutes or an action item summary following each meeting.

It is anticipated that progress meetings will occur regularly throughout the design phase and, ideally, at the following milestones:

- Following each outreach meeting
- Following the conceptual design options submittal
- Following the final conceptual design submittal
- Following the schematic design submittal
- Following the design development submittal
- Following the 90% and 100% improvement plan submittals

This scope includes up to 10 virtual progress meetings to:

- Review completed work, upcoming tasks, schedule status, key decisions, and action items
- Discuss staff comments and design direction
- Maintain alignment among the City, stakeholders, and the design team

Project design management will be led by Westwood and will include the following:

- Development and maintenance of a comprehensive design schedule
- Monthly progress meetings and meeting documentation
- Coordination and correspondence between the City and design team
- Management and implementation of quality control procedures across all design activities

DELIVERABLES

- Meeting agendas and minutes in PDF format
- Client communication program in PDF format
- Regularly updated project schedule

Task 2: Site Research and Analysis

Task 2.1: Existing Conditions Analysis

A contextual analysis will be conducted at the outset of the project to develop a comprehensive understanding of the site within its broader physical, environmental, and regulatory setting.

This effort will include:

- Documentation and review of existing site conditions such as land use, circulation patterns, accessibility, vegetation, topography, and adjacent development
- Items such as prevailing winds, soil type, as-built drawings, and so forth will be reviewed
- Review of applicable plans, policies, and jurisdictional requirements to ensure alignment with local standards and long-term goals

This baseline understanding will help identify key site characteristics and inform the development of focused and relevant community outreach efforts.

Task 2.2: Opportunities and Constraints Analysis

An opportunities and constraints analysis will be performed prior to community outreach to evaluate the site's inherent potential and limitations.

This effort would include:

- Mapping and documenting physical opportunities such as underutilized areas, existing shade patterns, and locations suitable for enhancements

- Mapping constraints including existing infrastructure, utility conflicts, accessibility challenges, and environmental considerations
- The analysis will also consider factors such as maintenance, possible phasing, and budget implications at a high level

The resulting documentation will provide a clear framework to guide outreach discussions and ensure that community input is grounded in an understanding of what is feasible for the site.

Task 2.3: Topographic Survey Base Mapping

Ground-based topographic surveying forms the basis of most engineering design projects. This task includes establishing primary survey control to support the project through construction, and detailed collection of site information such as surface features, structures, utilities, and other information that cannot be accurately documented through any other means.

- Perform cross-section survey of linear corridor at 50-foot intervals
- Perform topographic survey of all hardscape and softscape, including: grade breaks, high points, low points. In flat areas, measure spot elevations in a grid pattern at 50-foot intervals
- Locate surface-visible utility features and improvements, such as: signs, fences, walls, buildings, striping, driveways, walkways, drainages, structures, lights, poles, bollards, general limits of vegetated or landscaped areas, USA markings, vaults, valves, meters, boxes, pedestals, cleanouts, manholes, drain inlets, catch basins, culverts, outfalls, and standpipes
- Trees 6" in diameter or larger will be located
- At manholes and accessible structures measure invert elevation of all gravity storm drains and sewer pipes
 - Annotate topographic survey drawing with invert elevation, approximate diameter, and orientation of each pipe visible at the time of the survey
 - Where access is not practical, Westwood shall indicate by notation on the mapping deliverable
- Create existing ground Civil 3D TIN surface model
- Prepare topographic survey base map drawing at a 1" = 20' scale

Task 2.4: Subsurface Utility Research and Base Mapping

This task is intended to provide a cost-effective glimpse of any existing above and below-ground utility installations which may be consequential to the design, placement of improvements, or construction means and methods. It is not a substitute for more definitive means of locating subsurface utilities (such as potholing or other indirect, nondestructive means), but it is highly informative and can be leveraged to help narrow the focus of those other methods considerably, saving cost and reducing project risk and complexity.

- Compile a list of utility companies who may have facilities in the vicinity of project
- Request copies of existing maps, GIS data, improvement plans, as-builts, record drawings, etc. from each utility operator that shows their existing subsurface infrastructure within the project limits
- Use compiled records together with field observed surface evidence to prepare a subsurface utility base map drawing, and incorporate the information into the topographic survey
- Where possible, existing utility meta information will be annotated on the base mapping to reflect available details extracted from the provided utility drawings
- This task is intended to be consistent with Utility Quality Level C as described in Section 5 of the publication CI/ASCE 38-02 (Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data)

Task 2.5: Resolved Boundary

Having a resolved boundary will provide definitive information that can be used to make precise determinations about the subject property, including matters such as gross/net parcel area, setbacks, encroachments, etc. It is a critical part of the planning and design process because it brings clarity to the often uncertain nature of property boundaries, easements, and road rights-of-way, which rarely lie exactly where they are presumed to be. A

resolved boundary is also essential if improvements are being built close to property lines or near setback minimums.

- Resolve the location of property boundaries, road rights-of-way, and easements as defined by an analysis of available record maps, title report(s), supporting documents, and physical evidence

Task 2.6: Project Description and CEQA Approach

Should the proposed project qualify for a CEQA Categorical Exemption (CE), Westwood will prepare the CE and a Notice of Exemption (NOE) using the template provided in Appendix E of the CEQA Guidelines. The NOE would include a brief description of the project, the location of the project, a finding that the project is exempt, citations to the exemptions that are being relied upon, and an explanation of why the project qualifies for the exemption(s). Information used in the determination would be obtained based on field surveys and desktop research of readily available databases and literature sources, review of aerial photographs, and the use of screening tools.

DELIVERABLES

- Existing conditions base map in PDF format
- Opportunities and constraints diagram in PDF format
- Completed CEQA NOE Form (PDF and MS Word version) with supporting materials and graphics

Task 3: Community Outreach and Conceptual Design

Task 3.1: Community Outreach Meetings 1 and 2

To ensure the park master plan is responsive to its context and aligned with community needs, Westwood will lead a comprehensive outreach effort that includes three public meetings. Our approach is designed to foster an engaging and interactive process that encourages broad participation and generates meaningful input to inform the design.

In coordination with the City, we will develop a tailored outreach program that reflects project goals and maximizes community involvement. Westwood is anticipating two (2) conceptual design development meetings and one (1) final concept presentation meeting. For the initial meetings, Westwood may present existing site conditions, opportunities and constraints, and potential program elements, while facilitating an open dialogue to gather feedback. We will prepare outreach and meeting materials for City distribution in English and Spanish. Material printing, mailing, and online posting/hosting of material is to be provided by the City. Additional languages can be provided upon request.

Outreach advertising and meeting materials may include the following items:

- Presentation boards - up to 5
- Handouts
- Flyers
- Postcards
- Social media posts
- Community survey form

Outreach Meeting 1 and 2 Analysis

Following the conceptual design development meetings, Westwood will compile all community input into a clear and well-organized feedback report that summarizes key themes, priorities, and areas of concern. This report will include both quantitative and qualitative input to ensure the information is accessible and actionable. Westwood will then review the findings with City staff during a follow-up meeting to discuss the results, confirm project goals, and establish a preferred direction to further guide the conceptual design phase.

Task 3.2: Preliminary Conceptual Design

Based on input received from the community and City staff, Westwood will prepare two (2) conceptual design alternatives that reflect identified priorities, desired amenities, and overall vision for the park. These concepts will translate feedback into illustrative site plans that explore layout, program elements, circulation, and character. Each alternative will be developed to clearly communicate different approaches or emphasis areas, allowing for comparison and discussion. The concepts will be designed to balance community preferences with site-specific considerations, creating cohesive and functional design directions for further evaluation.

Each conceptual design will be supported by high-level planning and design considerations, including preliminary layout refinement and identification of key improvements. Westwood will prepare an opinion of probable cost for each concept to provide a general understanding of anticipated construction costs and to support decision-making. These estimates will be based on comparable projects, current market conditions, and the proposed scope of improvements, and will help align design direction with available funding and implementation strategies.

Task 3.3: Community Outreach Meeting 3

To ensure transparency and build community support, the final public meeting will focus on presenting the two (2) conceptual designs and explaining the design rationale, including how community collaboration shaped the design options.

We will prepare outreach and meeting materials for City distribution in English and Spanish. Material printing, mailing, and online posting/hosting of material is to be provided by the City. Additional languages can be provided upon request.

Outreach advertising and meeting materials may include the following items:

- Presentation boards - up to 5
- Handouts
- Flyers
- Postcards
- Social media posts
- Community survey form

Outreach Meeting 3 Analysis

Following the conceptual design presentation meeting, Westwood will compile all community input into a clear and well-organized feedback report that summarizes key themes, priorities, and areas of concern. This report will include both quantitative and qualitative input to ensure the information is accessible and actionable. Westwood will then review the findings with City staff during a follow-up meeting to discuss the results, confirm project goals, and establish a preferred direction to further guide the final conceptual design.

Task 3.4: Final Concept Design and City Council Approval

Following Community Outreach Meeting 3, the preferred concept will be refined into a final concept plan that reflects community input, City priorities, and the overall vision for the new park. The team will prepare an updated ROM cost estimate and coordinate with City staff through a virtual review meeting to confirm final refinements and project direction.

Upon completion of the concept plan, Westwood will develop a rendering board for use by City staff in their presentation to the City Council. The board will illustrate the final park vision, highlight the community-driven design process, and present the recommended concept plan along with supporting project information.

DELIVERABLES

- Outreach advertising materials in PDF format
- Outreach meeting materials in PDF format
- Community feedback report in PDF format
- Preliminary conceptual plans in PDF format
- Preliminary cost estimates format
- Final conceptual plan in PDF format
- Updated conceptual cost estimate in PDF format

Task 4: Schematic Design

Task 4.1: Schematic Design – SD Plans (30% Construction Documents)

Westwood will prepare a schematic design package at the 30% level of completion based on the approved master plan concept. This package will advance the preferred design direction into a cohesive preliminary design that establishes the overall layout, character, and key elements of the project. The schematic design package will illustrate major site features, circulation, amenities, grading intent, and other primary design components necessary to communicate the project vision and support continued decision-making.

Task 4.2: 30% Specification Table of Contents

Westwood will prepare a preliminary specification table of contents identifying the anticipated technical specification sections associated with the proposed improvements. This table of contents will serve as an organizational framework for the project manual and help define the general scope of materials, systems, and construction components anticipated for the project at this stage of design.

Task 4.3: 30% Preliminary Cost Estimate

Westwood will prepare an opinion of probable construction cost for the 30% schematic design package based on the proposed improvements and level of design development. The estimate will be prepared using available schematic design information and will serve as a planning tool to support budget evaluation, scope alignment, and future design decision-making.

DELIVERABLES:

- 30% Improvement plans in PDF format
- 30% Draft technical specification TOC in PDF format
- 30% Preliminary cost estimate in PDF format

Task 5: Design Development

Task 5.1: Design Development – DD Plans (60% Construction Documents)

Upon City approval and acceptance of the schematic design package, the team will commence with the design development phase of the project. The design development package includes drawings to convey general engineering and design concepts. This phase of work shall refine the design and identify key construction systems and methods for landscape elements and materials, as well as critical coordination issues. This task would also include regular coordination and discussions with the City, with key tasks during this phase including:

Preparation of design development plans may include:

- Cover sheet and project notes
- Existing conditions and demolition plan
- Preliminary civil grading and utility plans

- Preliminary erosion control plan
- Site features and finishes plan
- Horizontal control plan
- Irrigation plan
- Planting plan
- Electrical engineering design intent plans
- Construction details

Task 5.2: 60% Preliminary Technical Specifications

Westwood will prepare a draft specification set for the 60% design development submittal. The draft specifications will correspond with the proposed improvements shown in the plans and will establish the preliminary technical requirements for materials, products, and construction components anticipated for the project. The draft set will serve as the basis for continued refinement during subsequent phases of design.

Task 5.3: 60% Preliminary Cost Estimate

Westwood will prepare an updated opinion of probable construction cost based on the 60% design development package. The estimate will reflect the increased level of design definition and will be used to support budget confirmation, scope evaluation, and refinement of project priorities prior to final design.

DELIVERABLES:

- 60% Improvement plans in PDF format
- 60% Draft technical specifications in PDF format
- 60% Preliminary cost estimate in PDF format

Task 6: Construction Documentation

Task 6.1: Construction Documents – CD Plans (90% Construction Documents)

Upon City approval and acceptance of the design development package and costs, the team will commence with the construction documents phase of the project. This will include routine information normally required by governing agencies, coordination with the sub-consultant team and preparation of final Plans, specifications, construction details and cost estimates for permitting and bidding.

90% construction documents may include:

- Cover sheet and project notes
- Existing conditions and demolition plan
- Grading and utility plans
- Erosion control plan
- Site features and finishes plan
- Horizontal control plan
- Irrigation plan
 - Irrigation design
 - Irrigation schedules
 - Water efficiency calculations
 - MWELo verbiage and locations of signage for high efficiency irrigation system
- Planting plan
- Electrical Engineering Plans
 - Site lighting
 - Electrical service pedestal
 - Coordination w/PG&E

- Title 24 calculations & photometrics
- Construction details

Task 6.2: 90% Technical Specifications

Westwood will prepare an updated specification set for the 90% construction documents submittal taking into account any comments from the prior submittal. The specifications will correspond with the proposed improvements shown in the plans and will define the technical requirements for materials, products, installation, and construction standards anticipated for the project. The 90% specification set will serve as the basis for final review and completion of the project manual.

Task 6.3: 90% Cost Estimate

Westwood will prepare an updated opinion of probable construction cost based on the 90% construction documents package. The estimate will reflect the near-final level of design definition and will be used to confirm project budget alignment, support final scope evaluation, and inform completion of the final construction documents.

Task 6.4: Construction Documents – CD Plans (100% Construction Documents)

Upon City approval and acceptance of the design development package and costs, the team will commence with the construction documents phase of the project. This will include routine information normally required by governing agencies, coordination with the sub-consultant team and preparation of final Plans, specifications, construction details and cost estimates for permitting and bidding.

100% construction documents may include:

- Cover sheet and project notes
- Existing conditions and demolition plan
- Grading and utility plans
- Erosion control plan
- Site features and finishes plan
- Horizontal control plan
- Irrigation plan
 - Irrigation design
 - Irrigation schedules
 - Water efficiency calculations
 - MWELo verbiage and locations of signage for high efficiency irrigation system
- Planting plan
- Electrical Engineering Plans
 - Site lighting (not including sports lighting)
 - Electrical service pedestal
 - Coordination w/PG&E
 - Title 24 calculations & photometrics
- Construction details

Task 6.5: 100% Technical Specifications

Westwood will prepare a final specification set corresponding with the proposed improvements shown in the plans. The specifications will establish the technical requirements for materials, products, installation, and construction standards for the project and will be coordinated with the final construction documents package.

Task 6.6: 100% Cost Estimate

Westwood will prepare a final opinion of probable construction cost based on the 100% construction documents submittal. The estimate will reflect the completed design and will be used to confirm final budget alignment and support bidding and project implementation.

Task 6.7: Bid Package

Following completion and approval of the 100% construction documents submittal, Westwood will prepare the final bid package for the project. The bid package will incorporate final plans, specifications, and supporting bidding documents necessary for solicitation of contractor bids and project procurement. Westwood will finalize the construction plan set to reflect the completed design intent and incorporate final revisions resulting from prior reviews and coordination. Westwood will also finalize the project specifications, coordinated with the final construction plans, to define the technical requirements for materials, products, installation, and construction standards applicable to the work. In addition, Westwood will prepare or update the final opinion of probable construction cost based on the completed bid package to support the City's evaluation of project budget alignment prior to bidding. Supporting bidding documents may also be assembled as applicable to the project and as provided by the City or developed as part of Westwood's scope.

The Bid Package Includes:

- Final stamped and signed construction document plan set
- Final stamped and signed technical specifications
- Bid forms and bid descriptions
- Final cost estimate

DELIVERABLES:

- 90% and 100% improvement plans in PDF format
- 90% and 100% technical specifications in PDF format
- 90% and 100% cost estimates in PDF format
- Final signed improvement plans in PDF format
- Final technical specification in PDF and Word format
- Final cost estimate in PDF and Word format
- Front end documents w/bid forms and bid descriptions in PDF & Word format

Task 7: Permitting

Task 7.1: Permitting and Agency Coordination

Westwood will support the building permit process for the project, including coordination with the City to confirm permit submittal requirements, application expectations, and review timelines applicable to the proposed improvements. Westwood will assist in preparing and compiling building permit application materials and supporting documentation required for City review and will coordinate with the City during the review process to address comments and support permit issuance. This effort is intended to help streamline permit coordination, reduce the potential for delays, and support timely advancement of the project.

DELIVERABLES:

- Permitting forms (as needed) in PDF format

Task 8: Stormwater Pollution Prevention

Task 8.1: SWPPP

Westwood will provide Stormwater Pollution Prevention Plan (SWPPP) services in support of the project, as required to satisfy applicable permitting and regulatory requirements. The SWPPP will be developed in

coordination with the project design and will generally address erosion and sediment control measures, sequencing of construction activities, temporary and permanent best management practices, and other stormwater-related requirements necessary to support compliance during construction. Westwood will coordinate the SWPPP effort with the overall project team and applicable agencies, as needed, to support permitting, construction planning, and regulatory compliance.

Services include:

- Permit Registration Documents including Risk Assessment, Site specific SWPPP approved by QSD, Site Maps, and NOI for LRP review (Fees provided by Client)
- Site visit by QSD to review installed BMPs and evaluate how construction activities will affect sediment transport, erosion, and other discharges of pollutants in stormwater runoff in SWPPP design and implementation
- Site visits are performed twice annually, once August through October, and once January through March
 - Also, within 14 calendar days after numeric action level exceedance, or within the time period requested in writing from Water Board staff

DELIVERABLES:

- Electronic copies in PDF
- Binder for client's use
- Reports emailed to responsible parties

Task 9: Bidding Support:

Task 9.1: Bidding Support

Services to include the following upon request/direction from client:

- Attend pre-bid meeting
- Review/respond to bid RFI's

DELIVERABLES:

- Meeting notes in PDF format
- RFI responses in PDF format

Cost Proposal: Design Services

Task	Description	Fee	Fee Type
1	Meetings and Project Management	\$9,551.50	Lump Sum
2	Site Research and Analysis	\$50,285.00	Lump Sum
3	Community Outreach and Conceptual Design	\$41,844.50	Lump Sum
4	Schematic Design	\$35,655.00	Lump Sum
5	Design Development	\$39,400.00	Lump Sum
6	Construction Documentation	\$80,765.00	Lump Sum
7	Permitting	\$5,180.00	Lump Sum
8	Stormwater Pollution Prevention	\$8,195.00	Lump Sum
9	Bidding Support	\$9,426.50	Lump Sum
	TOTAL	\$280,302.50	

Scope of Work: Construction Management Services

Task 10 Construction Management:

Task 10.1: Construction Administration and Project Management Support

Westwood will provide construction management support for the project during the construction phase to help facilitate coordination, communication, and progress toward successful project delivery. Our team will work with the client, contractor, and project stakeholders to support implementation of the design intent, address project issues in a timely manner, and assist with overall construction phase administration.

Services include the following upon request/direction from client:

- Attend pre-construction meeting
- Contractors schedule, submittals, and shop drawings review/approve
- Submittal and RFI review/response
- Change order and substitution review/evaluation
- Bi-weekly construction observation site visits – limited to (104) visits
 - Quality control and compliance monitoring
 - Schedule monitoring and progress reviews
 - Site observation reporting
- Weekly construction coordination meetings – limited to 52 meetings
- Record keeping

Task 10.2: Construction Staking

Staking services to include the following:

- Rough Grade: Limited to one (1) workday mobilizations
 - Stakes to be set at 100-foot intervals including: begin and end curves, radius points, high points, low points, intermediate points and ridge lines for rough grade
 - Grades to finish surface or top of curb
- Utilities: Limited to three (3) workday mobilizations
 - Storm Drain - provide offsets at 50' intervals, point of connection, manholes, inlets, catch basins, and changes in direction
 - Grades to invert and rim
 - Sanitary Sewer - provide offsets at 50' intervals, point of connection, manholes, cleanouts, and stubs
 - Grades to invert and rim
 - Water - Provide offsets at 100' intervals for domestic and fire water including: point of connection, fire hydrants, tees, angle points, and stubs
 - Grades to Finish Surface
- Site Lighting: Limited to one (1) workday mobilization
 - Provide offsets to the center of each pole mounted light
- Finish Grade: Limited to two (2) workday mobilizations
 - Provide offsets to face of curb or edge of concrete at 50' intervals along straight alignments and 25' intervals along curves, changes in direction, radius points, and grade breaks
 - Grades to finish surface or top of curb
 - Provide offsets to face of wall with grades to finish surface for various site walls
 - Provide offsets to limits of raised play area with grades to finish surface

- Structure layout: Limited to one (1) workday mobilization
 - Provide offsets as requested for shade structure, shade sails, picnic area, and restroom building
 - Grades to finish surface
 - Provide offsets to edge of pavement
 - Grades to finish surface

Task 10.3: Project Closeout

Services to include the following upon request/direction from client:

- Punch list
 - Meeting and walk, including a final field report and punchlist generation
- Final project walk-through and inspections
- Preparation of as-built drawings from contractor's field drawings/records
- Warranty period support

DELIVERABLES:

- Responses in PDF format
- Meeting notes, applications, etc. in PDF format

Cost Proposal: Construction Management Services

Task	Description	Fee	Fee Type
10	Construction Management	\$247,085.50	Lump Sum
	TOTAL	\$247,085.50	

Fees are valid for 90 calendar days from the date listed on the cover sheet of the proposal. All time and material basis work (including additional services, if any) will be performed pursuant to the current fee schedule (a copy of which is attached) unless otherwise negotiated or approved.

The fees in this proposal are subject to an annual increase based on Westwood's updated hourly rates.

Client to Provide:

- All agency fees
- Title report
- Geotechnical report
- Site access
- Existing utility records, including as-builts, record drawings, plans, or GIS information, knowingly possessed by or available to client/owner.
- USA requests

Limitations:

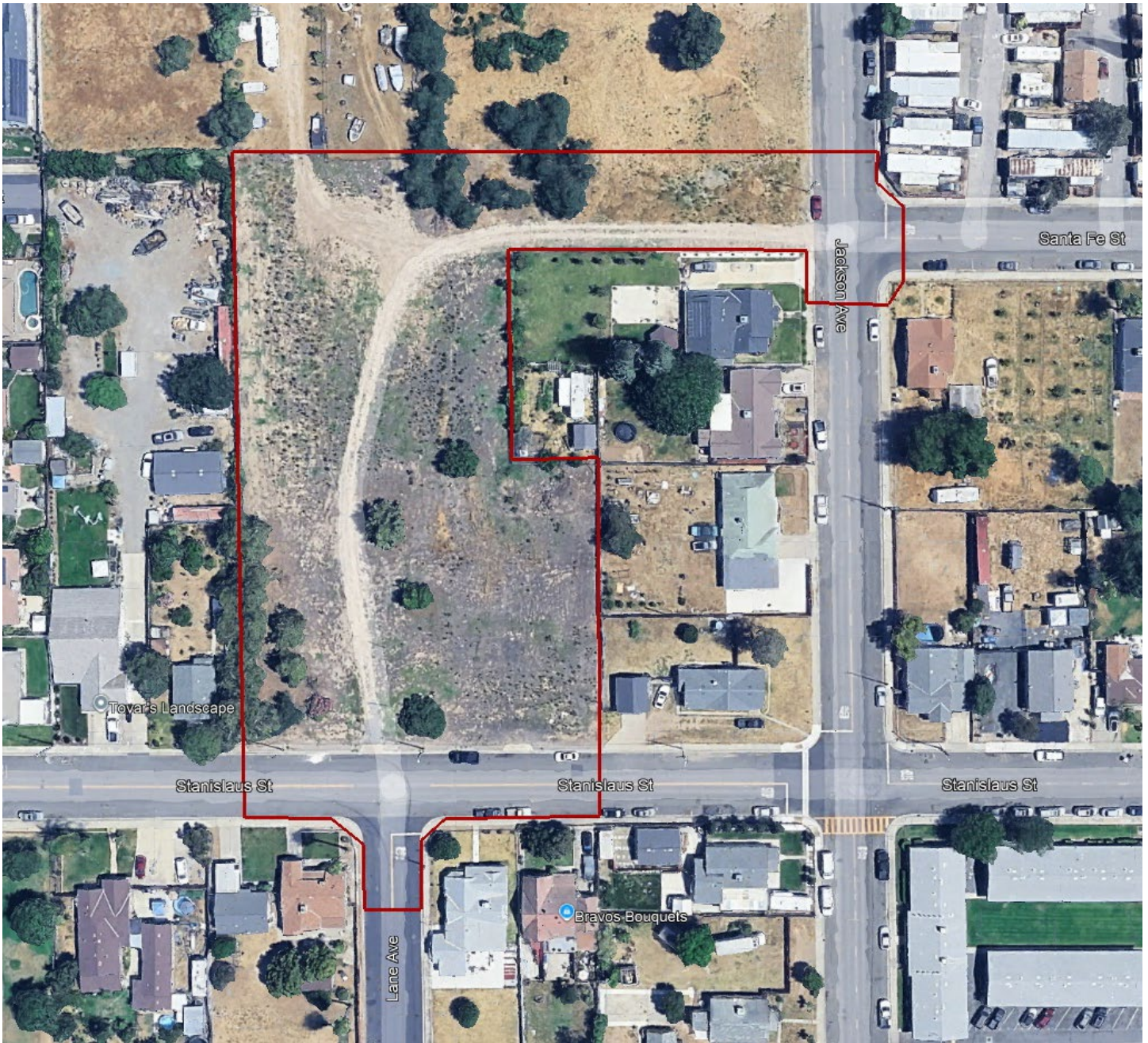
- Excludes infrastructure studies or investigations
- Excludes financing plan
- Excludes reimbursement analysis or studies
- Excludes joint trench design services
- Excludes structural engineering
- Excludes street lighting photometric studies
- Excludes temporary electric service
- Excludes utility designs beyond connections/meters located outside of site

- Excludes utility extensions beyond 100 feet from the project site
- Excludes traffic signal design
- Excludes property or Right of Way (easement) acquisition
- Excludes redesign for design layout changes after the schematic design has been approved
- In the event that sufficient utility information is not available, additional site visits and utility investigation may be needed following written authorization for additional scope
- Excludes the design of any emergency or standby generation
- Excludes arc flash and protective device coordination
- Excludes a final IS/MND
 - Preparing responses to comments on the draft document is not required under CEQA and not included under the scope of work

Assumptions

- Survey deliverables will be based on the NAD83 horizontal datum and the NAVD88 vertical datum. A survey control statement will be provided, including: the location, elevation, and description of the benchmark utilized, as well as a horizontal survey coordinate table with the point number, northing, easting, and description for at least three (3) points.
- Obstructed or inaccessible areas may not be mapped.
- Scope does not include mapping of small trees, shrubs, or other minor vegetation.
- Scope does not include subsurface utility locating.
- Scope does not include survey monument preservation as defined and required by Section 8771 of the Professional Land Surveyors' Act.
- Scope does not include special title research, preparation of chain-of-title, and research of documents not maintained in the records of the County Surveyor or County Clerk and Recorder.
- Scope does not include setting of property corner monuments or other marks on old or new property lines.
- Scope does not include preparation of a Record of Survey map or corner record.
- Scope is limited to one set of comments from all parties involved. Client to coordinate comments from all involved parties and deliver as one set. All comments will have to be provided by client or client's agents within 30 days from the delivery of first submittal. Any comments received after the first set or after 30 days from the initial submittal to the client will be addressed on a time and materials basis at standard charge rates in effect at the time such work is performed.
- Biological Resources: Initial Study Checklist evaluation based on desktop review of existing data sources (including local planning documents and database sources). Should review of available information or implementation of the preliminary design require removal of all existing vegetation, a tree or arborist survey may be required (along with a one-day field visit by a project biologist), as a separate task item.
- Cultural Resources: Initial Study Checklist evaluation based on desktop review of existing data sources (including local planning documents and database sources). Should additional archaeological field review or requests pursuant to AB52 (Tribal consultation) be required, Westwood can provide these services as separate task items.
- Potential air quality, noise, and traffic impacts will be addressed qualitatively. Should large scale site grading or specific construction activities require an estimate of construction-related air quality emissions, this service can be provided as a separate task item.
- Print copies of all deliverables are available on an additional time/materials basis.
- Completion and inclusion of an Initial Study CEQA Checklist will not be required.
- Use of existing databases and literature sources is sufficient.
- Consultation with federal agencies is not included or anticipated.
- City staff will be responsible for posting NOE with County Clerk.
- Mitigated Negative Declaration is not required.

Mapping Limits



Schedule of Fees

The following is the fee schedule for all work performed under an hourly agreement.

Classification	Hourly Rate
Admin I.....	\$125.00
Admin II.....	\$135.00
Admin III.....	\$145.00
Admin IV.....	\$165.00
Admin V.....	\$180.00
Intern I.....	\$100.00
Intern II.....	\$120.00
Intern III.....	\$135.00
Field Intern I.....	\$95.00
Field Intern II.....	\$110.00
Field Intern III.....	\$120.00
Remote Sensing Tech I.....	\$140.00
Remote Sensing Tech II.....	\$155.00
Remote Sensing Tech III.....	\$180.00
Remote Sensing Tech IV.....	\$190.00
Remote Sensing Tech V.....	\$205.00
Remote Sensing Tech VI.....	\$235.00
Remote Sensing Field Tech I.....	\$100.00
Remote Sensing Field Tech II.....	\$130.00
Remote Sensing Field Tech III.....	\$140.00
Remote Sensing Field Tech IV.....	\$165.00
Remote Sensing Field Tech V.....	\$180.00
Remote Sensing Field Tech VI.....	\$195.00
Remote Sensing Field Tech VII.....	\$205.00
Remote Sensing Field Tech VIII.....	\$220.00
1 Person Geospatial Crew (w/Truck).....	\$180.00
Dust Monitor.....	\$80.00
Construction Observer I.....	\$125.00
Construction Observer II.....	\$130.00
Construction Observer III.....	\$145.00
Construction Observer IV.....	\$170.00
Construction Observer V.....	\$185.00
Drafter I.....	\$115.00
Drafter II.....	\$135.00
Drafter III.....	\$150.00
Drafter IV.....	\$170.00
Engineering Tech I.....	\$115.00
Engineering Tech II.....	\$135.00
Engineering Tech III.....	\$150.00
Engineering Tech IV.....	\$170.00
Engineering Tech V.....	\$180.00
Engineering Tech VI.....	\$195.00
Engineering Tech VII.....	\$215.00
Graduate Engineer I.....	\$165.00
Graduate Engineer II.....	\$175.00
Graduate Engineer III.....	\$185.00

Graduate Engineer IV	\$195.00
Engineer I	\$200.00
Engineer II	\$210.00
Engineer III	\$225.00
Engineer IV	\$245.00
Engineer V	\$285.00
Engineer VI	\$300.00
Engineer VII	\$315.00
Engineer VIII	\$335.00
Environmental Field I	\$115.00
Environmental Field II	\$125.00
Environmental Field III	\$135.00
Environmental Scientist I	\$130.00
Environmental Scientist II	\$145.00
Environmental Scientist III	\$165.00
Environmental Scientist IV	\$180.00
Environmental Scientist V	\$200.00
Environmental Scientist VI	\$215.00
Environmental Scientist VII	\$240.00
Environmental Scientist VIII	\$265.00
GIS I	\$110.00
GIS II	\$125.00
GIS III	\$140.00
GIS IV	\$155.00
GIS V	\$185.00
GIS VI	\$200.00
GIS VII	\$210.00
GIS VIII	\$220.00
Graduate Landscape Designer I	\$155.00
Graduate Landscape Designer II	\$170.00
Graduate Landscape Designer III	\$180.00
Graduate Landscape Designer IV	\$195.00
Landscape Architect I	\$175.00
Landscape Architect II	\$185.00
Landscape Architect III	\$195.00
Landscape Architect IV	\$215.00
Landscape Architect V	\$235.00
Landscape Architect VI	\$260.00
Assistant Project Manager I	\$205.00
Assistant Project Manager II	\$220.00
Assistant Project Manager III	\$230.00
Project Manager I	\$215.00
Project Manager II	\$240.00
Project Manager III	\$265.00
Project Manager IV	\$290.00
Project Manager V	\$310.00
Project Manager VI	\$325.00
Project Manager VII	\$340.00
Survey Field Travel – CA Only	\$55.00
Survey Field Office – CA Only	\$55.00
Survey Field I (Rod Person)	\$210.00
Survey Field II (Instrument Person)	\$210.00
Survey Field III (Crew Chief)	\$250.00
Survey Field IV (Sr. Crew Chief)	\$275.00

Survey Field V (Survey Coordinator).....	\$190.00
Survey Field VI (Field Manager).....	\$250.00
Survey Field VII (One-Person Crew)	\$260.00
Survey Tech I.....	\$120.00
Survey Tech II	\$135.00
Survey Tech III.....	\$150.00
Survey Tech IV	\$175.00
Survey Tech V.....	\$195.00
Survey Tech VI	\$210.00
Graduate Surveyor I	\$155.00
Graduate Surveyor II	\$170.00
Graduate Surveyor III.....	\$180.00
Surveyor I	\$175.00
Surveyor II.....	\$195.00
Surveyor III	\$220.00
Surveyor IV	\$240.00
Surveyor V.....	\$260.00
Surveyor VI	\$280.00
Project Processor I	\$95.00
Project Processor II	\$115.00
Project Coordinator I.....	\$145.00
Project Coordinator II	\$155.00
Project Coordinator III.....	\$165.00
Senior Project Coordinator I	\$175.00
Senior Project Coordinator II.....	\$190.00
Business Development I	\$115.00
Business Development II.....	\$130.00
Business Development III	\$145.00
Business Development IV	\$160.00
Business Development V	\$170.00
Business Development VI	\$175.00
GMS Tech I.....	\$90.00
GMS Tech II	\$100.00
GMS Tech III.....	\$110.00
GMS Tech IV	\$125.00
GMS Engineer I.....	\$145.00
GMS Engineer II	\$160.00
GMS Engineer III.....	\$180.00
GMS Engineer IV	\$195.00
Field Engineer I	\$120.00
Field Engineer II	\$135.00
Field Engineer II	\$155.00
Field Engineer IV.....	\$165.00
Researcher I	\$95.00
Researcher II.....	\$105.00
Researcher III	\$125.00
Researcher IV	\$145.00
Expert Witness – Court Appearance/Deposition	2 x rate

Westwood Current™ (Geospatial Project Management Tool) Setup and Licensing	\$600.00+
Specialized Geospatial Equipment – Per Day Use.....	\$200.00 – \$3,000.00

Charges for Other Direct Costs, Outside Services, and facilities furnished by Westwood are computed on the basis of actual cost-plus 15 percent.

Westwood



CITY OF RIVERBANK Statement of Qualifications Landscape Architectural Services for Park Development June 17, 2026

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June 17, 2026

Attn: Michael Patton, Director of Parks and Recreation
City of Riverbank - Parks and Recreation Department
6707 Third Street Suite C, Riverbank, CA 95367

Re: City of Riverbank Landscape Architectural Services for New Park Development

Dear Mr. Patton,

Some sites become meaningful not because of their size, but because of what they make possible. For Riverbank, this 2.08-acre neighborhood site represents a chance to create a park shaped by local voices, where recreation, play, gathering, and neighborhood connection can become part of daily life. Guided by community input and the City's Parks and Recreation goals, the future park can become a close-to-home public space that reflects what residents need most and supports the neighborhood for years to come. The next step will be especially important, building on strong local interest to define a clear direction for a park that fits how the neighborhood will use it and how the City can deliver it responsibly. Early outreach, paired with careful site analysis, environmental review, cost awareness, and technical design, will determine how that direction moves forward. For a site of this scale, each choice matters, from access and circulation to flexible spaces, safety, accessibility, maintenance, and long-term use, making it essential to keep those decisions connected through final design.

Projects like this require more than a good design concept. They require a team that can lead meaningful and engaging outreach, translate community priorities into a clear park vision, and guide that vision into a park that is practical, buildable, and lasting. Westwood brings that combination to Riverbank through more than 30 years of experience serving Central Valley communities and designing neighborhood parks that respond to the people who use them every day. That work includes Shaunessy Village Park and Sunrise Ranch Park in Los Banos, where community input helped shape parks that responded to neighborhood priorities and could be delivered in a realistic, maintainable way. Additional park experience at César E. Chávez Park and Mary E. Grogan Community Park in Modesto, along with Columbia Park in Turlock, further reflects Westwood's ability to carry parks from concept into coordinated design and delivery. Westwood also brings direct experience working with the City of Riverbank through the Patterson Road Bike Trail Feasibility Study and Callander Avenue Complete Streets, giving our team added familiarity with the community and the City's approach to public improvements.

Behind that experience is a team equipped to lead the work in-house, so the ideas shaped through outreach remain connected to CEQA, design, and construction rather than getting lost in handoffs between separate teams. **Tyler Fay, PLA, will serve as Project Manager** and will lead day-to-day coordination, design delivery, and communication with the City throughout the project. His experience designing parks and public spaces throughout the region gives him a strong understanding of how projects take shape and move toward final design. Chad Kennedy, PLA, will serve as Principal-in-Charge, providing executive oversight, quality assurance, and the seasoned park design perspective needed to guide the work through implementation. Supporting them is a deeply experienced in-house team that brings civil engineering, land surveying, environmental review, electrical and structural engineering, acoustics, funding support, and QA/QC under one roof. For the City, that means clearer accountability and stronger coordination across disciplines, reducing handoffs and helping the project move forward with greater consistency.

This project is an opportunity to create more than a new park. It is an opportunity to shape a neighborhood space that reflects what residents value and supports the community over time. Westwood would be proud to partner with the City of Riverbank to help bring that vision to life through a process that is thoughtful, coordinated, and grounded in the needs of the people it will serve.

Westwood confirms that the prime consultant is licensed as a Landscape Architect in the State of California pursuant to the California Business and Professions Code. No subconsultants are proposed for this assignment, and the key disciplines required for the project, including civil engineering, will be provided in-house by appropriately licensed professionals in the State of California. Westwood can meet the City's insurance requirements, including general liability, professional liability, and workers' compensation coverage, and is prepared to enter into the City's standard Professional Services Agreement. However, a few minor proposed edits have been included in the Appendix for the City's review. Westwood acknowledges receipt of Addendum No. 1, issued June 1, 2026.

Sincerely,



Chad Kennedy, PLA #5426, Principal-in-Charge
1165 Scenic Drive, Suite A, Modesto, CA 95350
209.571.1765 - chad.kennedy@westwoodps.com



Tyler Fay, PLA #6049, Project Manager
1165 Scenic Drive, Suite A, Modesto, CA 95350
209.497.4052 - tyler.fay@westwoodps.com



Firm Overview & Qualifications

A Look at Our History!

Established in 1972, Westwood is a full-service, multidisciplinary design and engineering firm serving public and private clients. With over 2,200 staff located across the United States and registrations in most states, Westwood is recognized as one of the top design and engineering firms in the country. Westwood provides quality professional landscape architecture, civil engineering, public outreach, environmental planning, traffic engineering, utility engineering, land surveying, planning, structural engineering, and electrical engineering services to support public improvement projects.

In 2024, O'Dell Engineering merged with Westwood. Our California team has provided landscape architecture, civil engineering, and land surveying services since 1994. Today, the team includes over 100 professionals across offices in Modesto, Fresno, Pleasanton, and Long Beach. Through this local foundation, we help public agencies plan, design, and deliver parks, recreation spaces, public infrastructure, and site improvements that are responsive to community needs, agency standards, and long-term maintenance goals.

Park Design Rooted in Play, Community, and Place

Our Purpose Is Play!

Westwood is passionate about creating recreational amenities that make a difference in the lives of residents and park users. We partner with public agencies to deliver thoughtful park planning, landscape architecture, and landscape consulting services for parks, playgrounds, dog parks, trails, athletic fields, aquatics facilities, skate parks, streetscapes, and more. Our work balances active and passive recreation, community input, long-term maintenance, site opportunities, and user experience to create spaces that are welcoming, functional, accessible, and built for everyday use. For neighborhood park projects like Riverbank's, **our team understands the importance of creating spaces that reflect local priorities while making efficient use of available land, infrastructure, and funding.** We support public agencies with planning, design, engineering, surveying, environmental coordination, and construction documentation, with projects ranging from early concepts through construction administration. We also support new infrastructure, upgrades, aesthetic improvements, plan review, arborist review, and landscape inspection services on a regular basis, helping agencies deliver parks that are built for long-term use and meaningful to the communities they serve.

A New Take on Public Outreach

We've all seen it: boring community outreach processes that result in less than ideal results. Our team understands how critical effective outreach is, especially for park projects where community use, comfort, safety, and long-term support are essential to success. Through our 'Placemaking Through Play' outreach program, we create customized outreach approaches that meet residents where they are and invite participation in ways that feel welcoming, comfortable, and meaningful. With methods such as online polling, social media interaction, stakeholder meetings, workshops, indoor and outdoor interactive events, hands-on activities, and open houses, we aim to make public outreach as accessible and engaging as possible.

May Nissen Park: Livermore, CA

Meet Our California Team!

Approx.
800+
Acres of Designed Parks

Type of Organization Corporation

32+ Years in California



California Offices:
Modesto, Pleasanton,
Fresno, and Long Beach



100+
Total California Staff

11

Licensed
Civil
Engineers

9

Licensed
Land
Surveyors

10

Licensed
Landscape
Architects

5

LEED
Accredited
Professionals

2

ISA
Certified
Arborists

1

ReScape
Qualified
Professional

1

Qualified
Water
Efficient
Landscape

5

Certified
QSDs/
QSPs

3

Certified
Playground
Safety
Inspectors

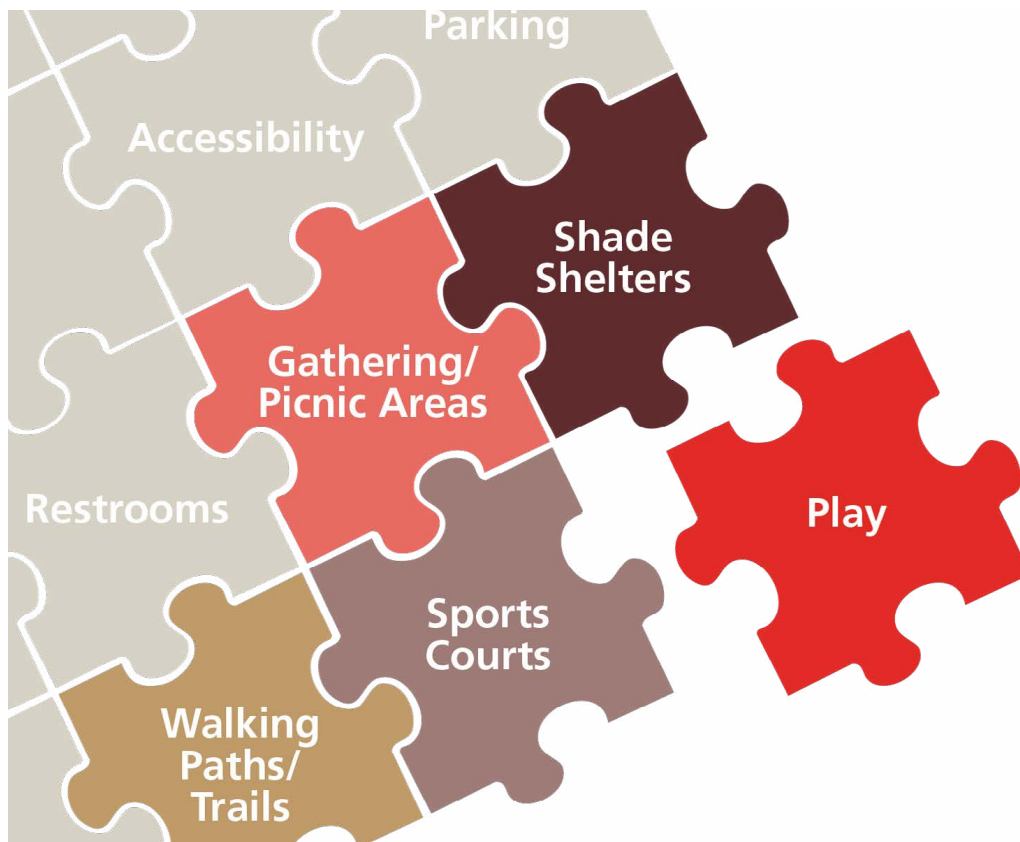
The same team who will be creating the park design is the team who interacts with the public, catalogs responses, and gathers direction from the outreach process. For EmPOWERment Park, our team led 24 community events, advisory committee meetings, workshops, hands-on “test-it-out” experiences, and an open house to build consensus around the final design. For Riverbank’s new neighborhood park, we will bring this same accessible approach to help the City gather meaningful input and shape a design that reflects the needs of nearby residents, supports everyday use, and reinforces neighborhood character.

Creating Amazing Central Valley Parks!

Rooted in Stanislaus County for over 30 years, Westwood’s California team has supported public infrastructure, park, and recreation projects throughout the Central Valley, including Stanislaus, San Joaquin, Tuolumne, Merced, Fresno, Tulare, and Kings Counties. Our regional experience includes direct work with the City of Riverbank on the Callander Avenue Complete Streets project, along with park planning, landscape architecture, civil engineering, land surveying, and construction support for agencies across the region. With hundreds of public projects completed in the last 10 years and more than 50 current on-call agreements across California, our team brings the local understanding, multidisciplinary resources, and park design experience needed to deliver community-focused parks that are creative, buildable, maintainable, and aligned with agency goals.

Our recent and ongoing Central Valley park experience includes complex park renovations, accessible play environments, and multigenerational recreation improvements such as the Prop 68-funded César E. Chávez Park Renovation in Modesto, a 6.25-acre park improvement project with an aquatic center, skate park, sports fields, basketball courts, playgrounds, a picnic pavilion, and outdoor fitness areas. The Awesome Spot Socially Inclusive Playground further highlights Westwood’s ability to pair inclusive play design with the outreach, advocacy, sponsorship, and fundraising support needed to move a community-driven park vision forward.

Across the Central Valley, Westwood’s park portfolio includes neighborhood parks such as Shaunessy Village Park and Sunrise Ranch Park in Los Banos, Earlimart Neighborhood Park, and Amaryllis Park in Patterson; inclusive playgrounds and community play spaces such as Bridging Horizons Inclusive Park in Visalia, Centennial Park Socially Inclusive Playground in Madera, and Big Dreams Playground in Tuolumne County; and park renovations, athletic facilities, dual-use recreation and stormwater spaces, and grant-funded improvements such as Mary E. Grogan Park Phase 2, Tivoli Dual-Use Basin Neighborhood Park, Guillermo Ochoa Park and Courts, Neel Park Playground and Dog Park, Smyrna Park Improvements, and Eastside Community Park. Together, these projects reflect community priorities, support accessibility and inclusive play, integrate water-efficient planting and irrigation, and remain practical to build, operate, and maintain.



*Our approach to park design is about putting all the pieces together to form a more meaningful and holistic experience. We think and plan for the abilities of **one individual**, yet find a way to create a space that serves the entire **neighborhood**.*

Built for Play, Made for Community **Recreation-Focused Design Standards**

With deep experience in neighborhood park design, our team brings well-established planning, design, and performance standards tailored to public recreation spaces. These standards help streamline coordination, improve constructability, and support cost-conscious delivery throughout the design process. For a project like The Preserve Neighborhood Parks, we draw upon our familiarity with the California Green Code, stormwater treatment requirements, ADA accessibility guidelines, and Water Efficient Landscape Ordinance (WELO). We also apply ASTM standards for fencing, surfacing, and play equipment to ensure safety, durability, and long-term compliance. Our approach supports efficient permitting and delivers parks that are ready for the next phase of implementation.

Playground Industry Experience

The team compiled for this project has worked with most playground manufacturers in the United States and has developed a reputation as experts in the playground design industry. Contrary to the standard process used by many landscape architects (of requesting manufacturers take complete control of design within a geographical boundary set by the design team), Westwood designers conceptualize the play space with assistance from the manufacturers, never relinquishing control of the design and intent. In fact, it is not uncommon to have several manufacturers' products represented on one project, because this team understands that ALL manufacturers have their strengths and limitations and won't necessarily be able to provide everything a project needs in the most effective or appropriate way. Our Certified Playground Safety Inspectors actively inspect projects and push the manufacturers when something isn't right. They use this knowledge to design spaces that are safe, effective, risky, challenging, and inclusive.

Going Way Beyond Accessibility

Play spaces should be designed to provide holistic opportunities for play, gathering, and recreation. However, over the years, the definition of what this truly means has evolved. Once thought of as a place primarily for children (with inclusivity far from the minds of designers), playgrounds are now commonly appreciated and utilized for the true community and multigenerational family assets that they are, with an increasing emphasis on a need to plan them with inclusion and accessibility at their core. While all-abilities playgrounds don't have a set of specific "standards" per se, creating a truly inclusive play environment necessitates going way beyond cursory accessibility requirements. Available today are comprehensive evidence-based research and guidelines, which focus on addressing the needs of the whole child, and of every child, while also encouraging children, adults, and families of all abilities to experience the benefits of play...together!

Benefits of Unstructured Play

Our familiarity with planning outdoor play environments extends beyond physical layouts and equipment selection. It includes a deep understanding of the intangible and long-term benefits that unstructured and free-choice play provides. Designing spaces that encourage sensory exploration, dramatic role-play, science and nature discovery, manipulatives, and creative art activities gives children the freedom to choose how they interact with their environment.

Sharing outdoor spaces with peers helps children develop social and emotional intelligence, build empathy, and strengthen important interpersonal skills. Through unstructured play, children gain confidence in their ability to solve problems on their own, discovering that not every challenge requires adult intervention. These early experiences contribute directly to healthy brain development, emotional regulation, and the capacity to build meaningful relationships that last well beyond the playground.

Benefits of Play and Learning

Westwood integrates research-based best practices into every project to ensure that play environments are safe, engaging, and developmentally enriching. Our designs are guided by the seven key elements of play, which are incorporated thoughtfully and intentionally to support physical, cognitive, social, and emotional growth for children of all ages and abilities.

Physical development is supported by experiences that build awareness of rhythm, motion, speed, force, and control. Cognitive growth is encouraged as children practice problem-solving, processing, hand-eye coordination, and self-awareness. Our approach also emphasizes the importance of providing graduated levels of challenge. Designing spaces where children can test their limits safely allows them to progress at their own pace, gain confidence with each success, and remain inspired to take on new challenges.

Children learn valuable skills as they take turns, move together, collaborate, and teach one another how to use play equipment. By creating spaces that balance independent exploration with shared experiences, our designs promote inclusivity and create environments that bring children together in meaningful ways.

Seven Elements of Play

A key component of our design philosophy is the seven core elements of play (Independence, Social Play, Graduating Level of Difficulty, Diversity, Sensory Integration, Creative Play, and Themed Play). We believe that integrating these seven elements provides for a cohesive and comprehensive design that will be successful and will draw visitors to play spaces for years to come. By weaving these into every park design, we create inclusive and multi-layered experiences that evolve with children as they grow. Our goal is to design spaces where families return time and again, discovering something new with each visit and building lasting memories through play.

INDEPENDENCE

Encourages children to explore, make choices, and create their own play experiences within a safe, supervised environment

SOCIAL PLAY

Inspires interaction among people of all ages and abilities, fostering connections that might not happen otherwise

GRADUATING LEVEL OF DIFFICULTY

Promotes growth by encouraging children to try new challenges as they master earlier ones, pushing their skills and confidence

DIVERSITY

Offers a variety of amenities, creating fresh experiences with every visit

SENSORY INTEGRATION

Engages all senses, including vestibular, proprioceptive, and interoceptive, through varied sights, sounds, textures, and environments

CREATIVE PLAY

Encourages imaginative use of the space, allowing children to forge their own path within a safe play environment

THEMED PLAY

Creates a cohesive play experience centered on a subtle, well-integrated theme that enhances rather than distracts

Prop 68 Expertise



12

Grant-Awarded Projects
Designed or In-Progress
by Westwood



2

Complete Prop 68 Grant
Proposals (Awarded \$14.1M)



22

Prop 68 Park Master
Plans Completed



13

Municipal Clients
Supported for Prop 68



13

Outreach Meetings Held
for Prop 68 Projects

Recent Westwood Projects Supported with Prop 68 Funding:

- EmPOWERment Park (\$6.3M)
- Bohemian Park (\$6.28)
- Sierra Creek Park (\$2.9M)
- César E. Chávez Park (\$8.5M)
- Bridging Horizons Park (\$7.8M)
- Kerman Eastside Park (\$5.7M)
- Olive Park (\$2M)
- Bonita Park Renovation (\$1.6M)
- Oregon Park (\$1.2M)
- Burbank-Paradise Park (\$1M)
- Avenal Kids Park (\$800K)

Funding Experience

Westwood brings extensive experience supporting public improvement projects funded through local, state, and grant-based sources, including parks, trails, recreation facilities, public sites, and community planning efforts. This experience is especially valuable for a new park project, where implementation often depends on aligning project priorities with available funding opportunities. Our team understands how to think strategically about funding from the outset, helping ensure recommendations are responsive to community needs and realistic in terms of delivery.

For the City of Riverbank's new park project, Westwood can help shape planning and design decisions with future funding in mind, identifying opportunities to align park elements, phasing strategies, and project priorities with potential grant criteria

and implementation pathways. Our familiarity with a wide range of funding sources, including Proposition 68, Proposition 84, the Land and Water Conservation Fund, the Urban Greening Program, Clean California, Safe Routes to School, and other local, state, and federal programs, supports a planning process that is both visionary and practical.

Prop 68 Funding Experience

Westwood has substantial direct experience with the California Statewide Park Development and Community Revitalization Grant Program under Proposition 68, including support for multiple communities through the Phase 3 and 4 submittal processes. Our work has included grant application support, outreach meeting planning and participation, site visits, interviews, and implementation assistance for awarded projects. Through this experience, Westwood has developed

a strong understanding of the program's priorities, documentation requirements, and emphasis on meaningful community engagement.

For Riverbank's new park project, this experience allows Westwood to connect community priorities with strategies that can strengthen future funding readiness. We understand how to develop recommendations and park concepts that respond to local needs while also reflecting the expectations of competitive grant programs. This perspective can help the City position the new park for future funding opportunities and build a stronger path from planning to implementation. **Westwood is highly versed in Prop 68 and other competitive funding opportunities for parks and public spaces. We will work with the City to identify the most appropriate funding options, then align the design, phasing strategy, and grant support with the path that best serves Riverbank residents.**

Design Honors and Recognition

GEM Village Inclusive Playground

- 2023 American Society of Landscape Architects California Sierra Chapter Merit Award

Nototomne Park

- 2022 American Society of Landscape Architects California Sierra Chapter Merit Award

The Awesome Spot Socially Inclusive Playground

- 2020 American Society of Landscape Architects California Sierra Chapter Honor Award

Beckwith Veterinary Hospital

- 2016 American Society of Landscape Architects California Sierra Chapter Honor Award
- 2013 American Institute of Architects Sierra Valley Design Excellence Award

River Islands Parks and Recreation

- 2020 American Society of Landscape Architects California Sierra Chapter Honor Award

Earlimart Neighborhood Park (Prop 84-Funded)

- 2018 American Society of Landscape Architects California Sierra Chapter Honor Award
- 2018 American Public Works Association Central California Chapter Public Works Project of the Year
- 2018 California Park and Recreation Society Award of Excellence for Neighborhood Class 1

May Nissen Socially Inclusive Park

- 2020 American Society of Landscape Architects California Sierra Chapter Honor Award
- 2020 California Association of Recreation and Park Districts Award of Distinction Outstanding Renovated Facility
- 2019 California Park and Recreation Society District 3 Outstanding Park

Sunridge Socially Inclusive Park

- 2015 California Association of Recreation and Park Districts Award of Distinction for an Outstanding New Facility
- 2014 California Special Districts Association Innovative Program/Project Award



Earlimart Neighborhood Park is the first and only park in Earlimart, CA. It was created for an **especially underserved community**. They were extremely involved in the planning process. The tiles shown on this shade structure were **drawn by local students** and are representative of their lives.

Public Agency Experience

Client Base

We take great pride in supporting public agencies with projects that will create and improve infrastructure and experiences in their communities. We work with park districts, cities, counties, utility districts, commissions, special districts, the State of California, non-profit associations, and other public agencies on a daily basis. Many of our public clients are repeat clients. We cherish these relationships and put a huge emphasis on providing consistent service on projects large and small for our public partners. Our history includes:

Public Clients

Westwood has completed thousands of public projects. A selection of our public clients includes:

- Cal Water
- Calaveras County Water District
- California Dept. of Corrections and Rehabilitation
- California Dept. of Fish and Game
- California High-Speed Rail Authority
- City of Avenal
- City of Ceres
- City of Chowchilla
- City of Clovis
- City of Danville
- City of Earlimart
- City of Escalon
- City of Fresno
- City of Hollister
- City of Hughson
- City of Kerman
- City of Lathrop
- City of Lodi
- City of Los Banos
- City of Madera
- City of Manteca
- City of Merced
- City of Modesto
- City of Newman
- City of Patterson
- City of Pleasanton
- City of Redwood City
- City of Ripon
- **City of Riverbank**
- City of Salinas
- City of Santa Clara
- City of Santa Rosa
- City of Scotts Valley
- City of Sonora
- City of Sunnyvale
- City of Tracy
- City of Turlock
- City of Waterford
- Contra Costa Water District
- Cordova Recreation & Park District
- County of Fresno
- County of Merced
- County of San Joaquin
- County of Stanislaus
- County of Tulare
- County of Tuolumne
- Delta Diablo Water District
- Dublin San Ramon Services District
- Fulton-El Camino Park District
- Grayson Community Services District
- Kings County Area Public Transit
- Linda County Water District
- Livermore Area Rec. and Park District
- Merced Irrigation District
- North Highlands Rec. & Park District
- Sacramento Parks Foundation
- Salida Fire Protection District
- San Jose Water Company
- Santa Clara Valley Water District
- Scotts Valley Water District
- U.S. Bureau of Reclamation
- U.S. Department of Veterans Affairs
- UC Merced
- Veolia Water
- Walnut Creek Unified School District

On-Call Services

Westwood has served as an on-call firm for the following public agencies:

- California High-Speed Rail Authority
- Caltrans District 6
- Caltrans District 10
- City of Ceres
- City of Cupertino
- City of East Palo Alto
- City of Fresno
- City of Hanford
- City of Lathrop
- City of Lincoln
- City of Livermore
- City of Lodi
- City of Los Banos
- City of Madera
- City of Manteca
- City of Modesto
- City of Mountain View
- City of Patterson
- City of Pleasanton
- City of Richmond/Veolia Water
- City of Riverbank
- City of Salinas
- City of San Bruno
- City of San Carlos
- City of Santa Rosa
- City of Tracy
- City of Turlock
- City of Union City
- City of West Sacramento
- Cosumnes Community Services District
- Cordova Recreation & Park District
- County of Contra Costa
- County of Fresno
- County of Kern
- County of Merced
- County of Placer
- County of San Benito
- County of San Joaquin
- County of Sonoma
- County of Stanislaus
- County of Tulare
- County of Tuolumne
- Delta Diablo Water District
- Dixon Unified School District
- Dublin San Ramon Services District
- Groveland Community Services District
- Livermore Area Rec. and Park District
- Mid-Peninsula Water District
- Santa Clara Valley Water District







Safety Inspection of Inclusive Playground

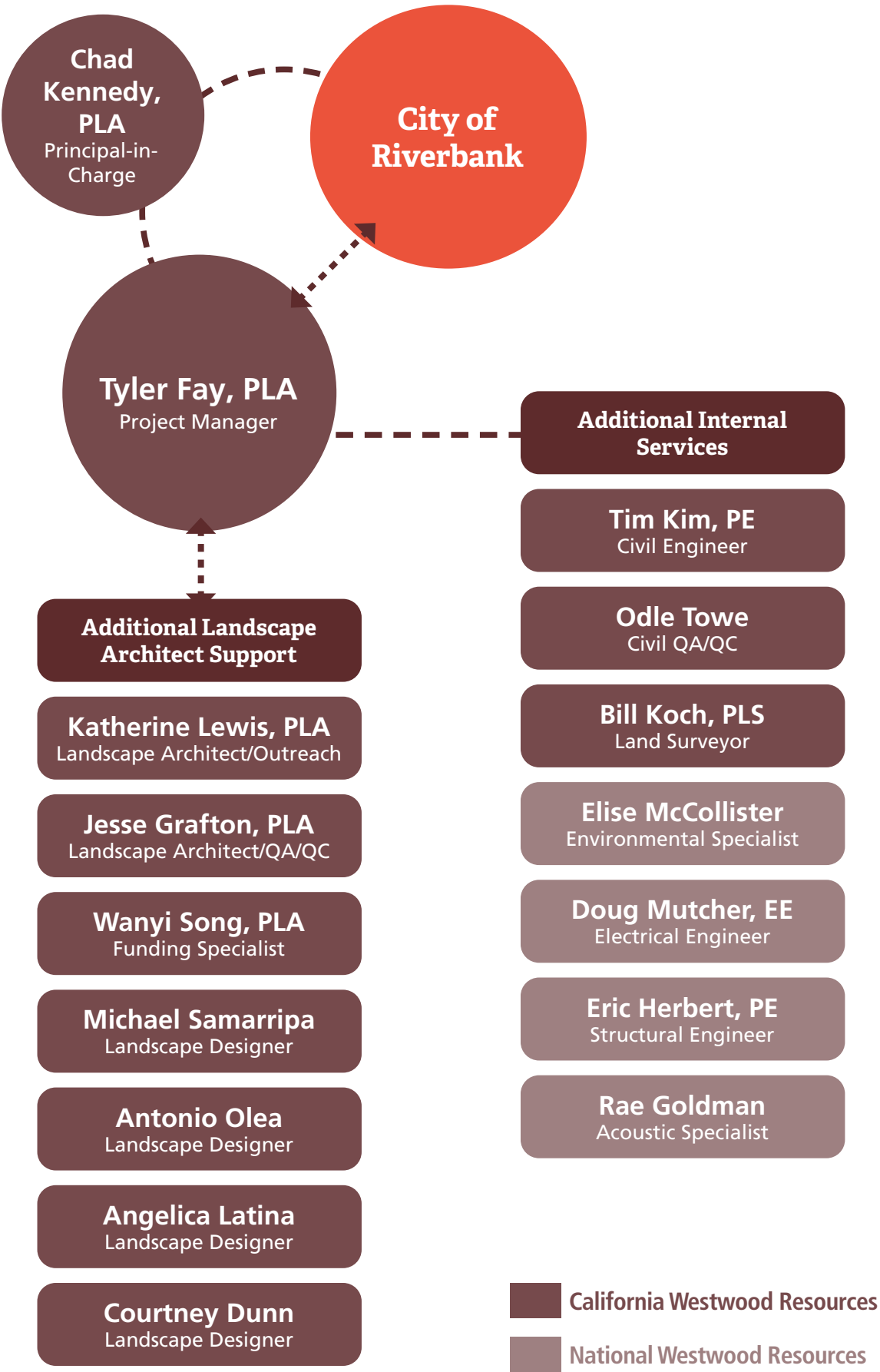
Project Team and Key Personnel

Westwood is proud to support the City of Riverbank in developing a new neighborhood park that reflects the needs, priorities, and character of the surrounding community. **Our team is led by Principal-in-Charge Chad Kennedy, PLA, who will provide executive oversight and quality assurance, and Project Manager Tyler Fay, PLA, who will lead day-to-day coordination, design delivery, and communication with the City.** Designing neighborhood parks throughout the Central Valley is a core strength of this team. Our in-house multidisciplinary staff brings landscape architecture, civil engineering, land surveying, environmental, electrical, structural, and acoustic expertise under one coordinated team, allowing for clear communication, efficient decision-making, and consistent accountability from early planning through construction.

This integrated team structure is strengthened by specialized credentials and technical expertise directly relevant to public park design. Westwood’s staff includes licensed landscape architects, professional engineers, professional land surveyors, Certified Playground Safety Inspectors, ISA Certified Arborists, LEED Accredited Professionals, irrigation specialists, environmental specialists, planners, and construction support professionals. Together, these qualifications allow our team to balance community priorities with the technical requirements needed to evaluate site conditions, design safe and accessible recreation spaces, support sustainable planting and irrigation strategies, coordinate permitting needs, and carry design decisions through construction with a focus on quality, safety, and long-term maintenance.

Westwood Professional Services	
Role	Prime Consultant
Services Provided	Landscape Architecture, Civil Engineering, Land Surveying, Electrical Engineering, Structural Engineering, Public Outreach, Grant Support, Environmental Support, and Acoustic Support
Location	Modesto
Firm Exp.	52 Years
Number of Staff	2,200+ Team Members
Local Exp.	✓
Neighborhood Park Exp.	✓

Organizational Chart



Meet the Key Staff!

	Role	License	Education	Firm Exp.	Industry Exp.	Local Exp.
Chad Kennedy, PLA	Principal-in-Charge	PLA No. 5426, CA; LEED AP; ISA Certified Arborist; CPSI	MS, Landscape Architecture, Utah State	21 Years	25 Years	✓
Tyler Fay, PLA	Project Manager	PLA No. 6049, CA	BS, Landscape Architecture, Ball State	5 Years	16 Years	✓
Katherine Lewis, PLA	Landscape Architect/ Outreach	PLA No. 6818, CA; CPSI	BS, Landscape Architecture, Cal Poly	10 Years	18 Years	✓
Tim Kim, PE	Civil Engineer	PE No. 77628, CA	BS, Civil & Env. Engineering, UC Berkeley	Joined in 2026	20 Years	✓
Jesse Grafton, PLA	Landscape Architect QA/QC	PLA No. 6127, CA; LEED AP	BS, Landscape Architecture, Washington State	13 Years	20 Years	✓
Wanyi Song	Funding Specialist	PLA No. 6788, CA	MS, Planning, The University of Arizona	4 Years	12 Years	✓
Michael Samarripa	Landscape Designer	N/A	BS, Landscape Architecture, Cal Poly	7 Years	17 Years	✓
Odle Towe	Civil QA/QC	N/A	General Education, Hilmar High School	Joined in 2025	32 Years	✓
Bill Koch, PLS	Land Surveyor	PLS No. 8092, CA	BS, Geomatics Engineering, CSU Fresno	14 Years	28 Years	✓
Elise McCollister	Environmental Specialist	N/A	BA, English, UC Riverside	Joined in 2026	16 Years	
Doug Mutcher, PE	Electrical Engineer	PE No. 20135, CA	BS, Electrical Engineering, Univ. of North Dakota	13 Years	35 Years	✓
Eric Herbert, PE	Structural Engineer	PE No. 87871, CA; CAL OES SAP & ATC 20/45	MS, Structural Engineering, Stanford University	3 Years	11 Years	✓
Rae Goldman	Acoustic Specialist	N/A	BS, Acoustical Eng. & Music, University of Hartford	4 Years	6 Years	



Chad Kennedy, PLA

Principal-in-Charge

Chad's passion is creating neighborhood parks that balance active recreation, inclusive play, and welcoming spaces for families and residents to gather. He has designed award-winning parks throughout Northern California, many of which include playgrounds, sports and recreation amenities, shaded picnic areas, and flexible gathering spaces. His work with public agencies gives him valuable insight into community-driven park planning and design, including how to translate public input into practical, buildable improvements. Chad's experience spans master planning, public outreach, design development, and construction support, allowing him to contribute from early visioning through final implementation. On every project, Chad focuses on positively impacting communities through innovative, sustainable, and people-centered design. He is a recognized leader in socially inclusive design and has created inclusive play spaces throughout the world.

EXPERIENCE

25+ Years in the Landscape
Architecture Industry
21+ Years with Westwood

EDUCATION

Master of Landscape
Architecture, Utah State
University
BS, Horticulture, Brigham Young
University

REGISTRATIONS

Landscape Architect No. 5426,
CA
LEED AP
ISA Certified Arborist
NRPA Certified Playground
Safety Inspector

PROFESSIONAL AFFILIATIONS

American Society of Landscape
Architects: Past Chair, Council of
Professional Practice Networks
California Parks and Recreation
Society

CALLANDER AVENUE COMPLETE STREETS: RIVERBANK, CA

Chad served as Principal-in-Charge for the Callander Avenue Complete Streets Project in Riverbank and oversaw the landscape design. After Caltrans determined a lighted intersection was not warranted, Chad worked with Caltrans and the City to develop a complete streets design to improve pedestrian crossings at SR 108. The design included narrower streets, a bike path, shortened crosswalks, and lighted safety beacons. Services included PS&E, SWPPP, a Caltrans Encroachment Permit, and bidding and construction support. Plans followed Caltrans standards and were submitted for Caltrans approval.

CÉSAR E. CHÁVEZ PARK: MODESTO, CA

Chad serves as Principal-in-Charge and Project Manager for the César E. Chávez Park Renovation Project, a 6.25-acre City-owned park located in the heart of a diverse urban community in West Modesto. After the City and community developed a concept master plan and received Proposition 68 grant funding, Westwood was selected to complete the park redesign. The renovation includes an aquatic center, building expansion, skate plaza, sports fields, basketball courts, playgrounds, a picnic pavilion, outdoor fitness stations, lighting, landscape and irrigation design, grading, drainage, and construction support services. The aquatic center is the heart of the project and will provide expanded recreational opportunities for this underserved Modesto community.

EARLIMART NEIGHBORHOOD PARK: EARLIMART, CA

Chad served as Principal-in-Charge for Earlimart Neighborhood Park, the community's first and only neighborhood park. This award-winning, 4-acre joint-use park transformed a former stormwater control basin into a heavily used gathering space with open turf, custom multi-sport courts, playgrounds, picnic facilities, community art, lighting, educational signage, and an outdoor classroom. Designed to limit water use, the park incorporates non-potable water, central control irrigation, stormwater swales, on-site retention, and custom gabion site fixtures. Chad helped guide the project from public meetings through construction support, with local high school students contributing artwork featured on the shade structure.

EMPOWERMENT PARK (PROP 68 FUNDED): SACRAMENTO, CA

Chad served as Principal-in-Charge for EmPOWERment Park, a Prop 68-funded park project in Sacramento. Westwood assisted the Sacramento Parks Foundation with grant strategy, community outreach, master planning, and preparation of the Statewide Park Development and Community Revitalization Program grant package, which secured \$6.28M in funding. Designed around socially inclusive principles, the park includes custom inclusive playgrounds, water play, a sensory wall, bankshot court, open lawn, picnic areas, restroom, accessible parking, shade structures, site lighting, and related site improvements. Westwood completed full construction documents and is providing construction phase assistance.

ADDITIONAL EXPERIENCE

- Guillermo Ochoa Park: Ceres, CA
- Centennial Park: Madera, CA
- Towne Center Park: Lathrop, CA
- Mary E. Grogan Park Phase 2: Modesto, CA



Tyler Fay, PLA

Project Manager

Tyler is dedicated to creating neighborhood parks that promote recreation, connection, and well-being in local communities. He has supported park projects throughout the Central Valley, with experience designing playgrounds, picnic and gathering areas, sports courts, walking trails, open space, planting, irrigation, and related site improvements. Tyler's well-rounded background and collaborative approach help ensure designs are practical, buildable, and aligned with community needs. He supports day-to-day coordination, design development, and construction documentation, helping carry park projects from early concepts through implementation.

EXPERIENCE

16+ Years in the Landscape
Architecture Industry
5+ Years with Westwood

EDUCATION

BS, Landscape Architecture, Ball
State University

REGISTRATION

Landscape Architect No. 6049,
CA

MARY E. GROGAN PARK PHASE 2: MODESTO, CA

Tyler served as Project Manager for Phase 2 of Mary E. Grogan Community Park, a 17-acre expansion of a 43-acre master-planned community park in northeast Modesto. This phase advanced the City's vision for inclusive, community-oriented recreation through expanded active-use areas, improved connectivity, and new park amenities for youth, families, and surrounding neighborhoods. Improvements included ADA-accessible pathways, plazas, multi-use open turf for soccer, cricket, and team sports, a playground, picnic pavilions, restroom, security lighting, drainage swales, irrigation, utility connections, site furnishings, signage, entry plaza improvements, and parking lot improvements. Westwood provided civil engineering, land surveying, and landscape architecture services, including grading and drainage, design development, construction documentation, and construction support.

CHAMPIONS FIELD COMMUNITY PARK: LATHROP, CA

As Landscape Architect, Tyler supported landscape and irrigation design for Champions Field, a master-planned community park in Lathrop. The park was adapted during design to incorporate inclusive play elements in response to local family and community needs, creating a more accessible recreation space for children of varying abilities. Improvements include multiple ball fields, an inclusive playground, hill slide, shaded picnic area, walking path, parking, restrooms, concessions, signage, bio-filtration area, and related site amenities. Tyler supported design development, construction documentation, permitting coordination, and construction support services.

BROADWAY PARQUE: FRESNO, CA

Tyler supported Broadway Parque, a new neighborhood park that transformed a vacant 29,000-square-foot parcel within an existing residential neighborhood into an active public recreation space. The park was shaped through community outreach and City coordination, with improvements including a walking loop, stage area with viewing lawn, picnic facilities, playground, shade structures, site furnishings, planting and irrigation, lighting, grading, drainage, and utility improvements. Services included site analysis, community outreach, conceptual design, design development, construction documents, cost estimates, permitting support, bidding assistance, construction phase services, right-of-way verification, and agency coordination.

CALLANDER AVENUE COMPLETE STREETS IMPROVEMENTS: RIVERBANK, CA

Tyler supported the Callander Avenue Complete Streets Improvements project as Landscape Architect, helping develop a safer pedestrian crossing solution at SR 108. The team worked with Caltrans and the City to develop a complete streets design with narrower streets, a bike path, shortened crosswalks, lighted safety beacons, and related streetscape improvements. Tyler supported landscape design and construction documentation prepared to Caltrans standards, with services including survey, geotechnical investigation, PS&E, SWPPP, Caltrans Encroachment Permit, and bidding and construction phase support.

ADDITIONAL EXPERIENCE

- César E. Chávez Park: Modesto, CA
- Tuolumne River Regional Park Neece Drive Boat Launch: Modesto, CA
- Graceada Park Restroom Replacement: Modesto, CA
- Carozza Park: Fresno, CA



Katherine Lewis, PLA

Landscape Architect/Outreach

Katherine brings a thoughtful, user-centered approach to designing recreation spaces that are inclusive, innovative, and welcoming to all. She has designed parks throughout the Central Valley, with experience creating play environments, gathering spaces, and interactive features that support users of varying ages and abilities. Her experience includes conceptual design, public outreach, playground design, and construction documentation, allowing her to help translate community input and project goals into clear, buildable park improvements. As a Certified Playground Safety Inspector, Katherine provides construction, playground, and landscape inspections for public agencies, supporting safe, high-quality recreation environments. She is an excellent communicator and highly organized, bringing clarity, creativity, and attention to detail to each stage of the design process.

EXPERIENCE

18+ Years in the Landscape Architecture Industry
10+ Years with Westwood

EDUCATION

BS, Landscape Architecture, Cal Poly San Luis Obispo

REGISTRATIONS

Landscape Architect No. 6818, CA
NRPA Certified Playground Safety Inspector

SHAUNESSY VILLAGE PARK: LOS BANOS, CA

Katherine served as Project Manager for Shaunessy Village Park, a new neighborhood park on an approximately 2.6-acre site adjacent to single-family residential homes. The park was designed to include playgrounds for ages 2–5 and 5–12, a shaded picnic area, walking paths, open turf areas, and playground fencing. Katherine helped lead project coordination from project research and site assessment through conceptual design, design development, construction documents, bidding support, and construction support. Services included topographic survey and mapping, site analysis, community outreach meeting support, Parks and Recreation Commission meeting support, planting and irrigation design, grading, drainage, utilities, erosion control, technical specifications, cost estimates, SWPPP, construction observation, punchlist, as-built drawings, and construction staking.

ADDITIONAL EXPERIENCE

- César E. Chávez Park: Modesto, CA
- Bridging Horizons Inclusive Park: Visalia, CA



Tim Kim, PE

Civil Engineer

Tim brings civil engineering experience focused on improving how public spaces function, with an emphasis on accessibility, safety, constructability, and long-term performance. His work integrates grading, drainage, utilities, stormwater management, ADA accessibility, parking, and site circulation to support safe, efficient, and well-coordinated park environments. Tim develops engineering concepts, prepares plans, specifications, and cost estimates, supports permitting and agency coordination, and provides construction phase services. His experience advancing projects from concept through construction, combined with his MBA, strengthens his ability to manage budgets, schedules, and client communication with responsiveness and accountability.

CLYDE BLAND PARK PUMP TRACK: TRACY, CA

Tim supported civil engineering for the Clyde Bland Park Pump Track project, a community-focused asphalt pump track within an existing City park designed to meet local recreation needs. The project adds a new active recreation amenity while improving the surrounding park infrastructure, including ADA path-of-travel upgrades, grading and drainage, stormwater utility connections, parking lot improvements, minor hardscape, planting, and irrigation. Community feedback helped shape the pump track concept and supporting park improvements. Civil and landscape improvement plans were prepared through design development and construction documents, with coordination focused on integrating the pump track into the existing park, managing drainage, supporting accessible circulation, and preparing the project for bidding and construction.

ADDITIONAL EXPERIENCE

- Carozza Park: Fresno, CA
- EmPOWERment Park: Sacramento, CA
- Thompson Mini Park: Mountain View, CA
- Bohemian Park: Sacramento, CA

EXPERIENCE

20+ Years in the Civil Engineering Industry
Joined Westwood in 2026

EDUCATION

MBA, The Wharton School, University of Pennsylvania
BS, Civil and Environmental Engineering, UC Berkeley

REGISTRATIONS

Civil Engineer No. 77628, CA
QSP/QSD



JESSE GRAFTON, PLA
LANDSCAPE ARCHITECT/QA/QC

EXPERIENCE

20+ Years in the Landscape Architecture Industry
13+ Years with Westwood

EDUCATION

BS, Landscape Architecture, Washington State

PROFESSIONAL REGISTRATION

Landscape Architect No. 6127, CA
LEED AP

PROFESSIONAL EXPERIENCE

César E. Chávez Park: Modesto, CA
Smyrna Park: Ceres, CA
Guillermo Ochoa Park: Ceres, CA
Northeast Neighborhood Park: Turlock, CA
Clyde Bland Park Pump Track: Tracy, CA
Gretchen Talley Park: Tracy, CA
Olive Park: Madera, CA
LARP D Big Trees Park: Livermore, CA
Learner Pool Upgrades: Fresno, CA
Dolphin Park: Redwood City, CA
EmPOWERment Park: Sacramento, CA
Milburn Overlook: Fresno, CA



WANYI SONG, PLA
FUNDING SPECIALIST

EXPERIENCE

12+ Years in the Landscape Architecture Industry
4+ Years with Westwood

EDUCATION

MS, Planning, University of Arizona
BS, Landscape Architecture, South China Agricultural University, China

PROFESSIONAL REGISTRATION

Landscape Architect No. 6788, CA

PROFESSIONAL EXPERIENCE

Shaunessy Village: Los Banos, CA
Sunrise Ranch Park: Los Banos, CA
Parks Master Plan Update: Ceres, CA
Cannery Park: Stockton, CA
Olive Park: Madera, CA
Downtown Revitalization: Modesto, CA
Gretchen Talley Park: Tracy, CA
EmPOWERment Park: Sacramento, CA
Bohemian Park: Sacramento, CA
Sierra Creek Park: North Highlands, CA
Preserve Neighborhood Parks: Rancho Cordova, CA



MICHAEL SAMARRIPA
LANDSCAPE DESIGNER

EXPERIENCE

17+ Years in the Landscape Architecture Industry
7+ Years with Westwood

EDUCATION

BS, Landscape Architecture, Cal Poly San Luis Obispo

PROFESSIONAL EXPERIENCE

Callander Avenue Complete Streets Improvements: Riverbank, CA
Downtown Revitalization: Modesto, CA
Smyrna Park: Ceres, CA
Cannery Park: Stockton, CA
Clyde Bland Park Pump Track: Tracy, CA
Sunrise Ranch Park: Los Banos, CA
EmPOWERment Park: Sacramento, CA
Bridging Horizons Park: Visalia, CA
Dickey Park: Fresno, CA
Carozza Park: Fresno, CA
Valley Children's Hospital Park: Madera, CA



ANTONIO OLEA
LANDSCAPE DESIGNER

EXPERIENCE

10+ Years in the Landscape Architecture Industry
1+ Year with Westwood

EDUCATION

MS, Landscape Architecture, Cal Poly Pomona
BS, City and Regional Planning, CSU Fresno

PROFESSIONAL EXPERIENCE

César E. Chávez: Modesto, CA
Downtown Revitalization: Modesto, CA
Northeast Neighborhood Park: Turlock, CA
Clyde Bland Park Pump Track: Tracy, CA
Riverway Sports Park: Visalia, CA
Woodward BMX Master Plan: Fresno, CA
Carozza Park: Fresno, CA
Dickey Park: Fresno, CA
Sierra Creek Park: North Highlands, CA
Cool Schools Program: Sacramento, CA
Innovation District Parks and Trails Master Plan: Milpitas, CA



ANGELICA LATINA
LANDSCAPE DESIGNER

EXPERIENCE

6+ Years in the Landscape Architecture Industry
6+ Years with Westwood

EDUCATION

BS, Landscape Architecture, UC Davis

PROFESSIONAL EXPERIENCE

César E. Chávez Park: Modesto, CA
Mary E. Grogan Park: Modesto, CA
Beyer Park Inclusive Playground: Modesto, CA
Smyrna Park: Ceres, CA
Eastgate Park: Ceres, CA
Smyrna Park: Ceres, CA
EmPOWERment Park: Sacramento, CA
Cool Schools Program: Sacramento, CA
Ted C. Willis Park: Fresno, CA
Milburn Overlook: Fresno, CA
Bridging Horizons Park: Visalia, CA
Eastside Community Park: Kerman, CA



COURTNEY DUNN
LANDSCAPE DESIGNER

EXPERIENCE

4+ Years in the Landscape Architecture Industry
4+ Years with Westwood

EDUCATION

BA, Landscape Architecture and Environmental Planning, Utah State

PROFESSIONAL EXPERIENCE

Tivoli Specific Area Storm Basin: Modesto, CA
Olympia Park Soccer Fence: Las Vegas, NV
Crawford Memorial Park Phase I: Dallas, TX
Panther Creek & Coit Rd. Underpass Trail: Frisco, TX
The Great Southwest Nature Park: Grand Prairie, TX
Los Rios Park Phase I: Plano, TX
Trinity Forest Spine Trail: Dallas, TX
Parvin Branch Trail Improvements: Frisco, TX
TSU Heritage Park: Stephenville, TX
Dallas Memorial Arena Landscape: Dallas, TX



ODLE TOWE
CIVIL QA/QC

EXPERIENCE

32+ Years in the Engineering and Construction Industries
Joined Westwood in 2025

EDUCATION

General Education, Hilmar High School

PROFESSIONAL EXPERIENCE

Roselle Avenue Sewer Force Main & Lift Station Upgrade: Riverbank, CA
Tivoli Specific Area Storm Basin: Modesto, CA
2025 Restroom Replacement: Modesto, CA
Mosssdale Irrigation & Landscape Improvements: Lathrop, CA
Sidewalk Improvements: Madera, CA
Woodward BMX Master Plan: Fresno, CA
Gretchen Talley Park: Tracy, CA
Montelena Park: Rancho Cordova, CA
Hoover Park: Redwood City, CA
Warburton Park: Santa Clara, CA



BILL KOCH, PLS
LAND SURVEYOR

EXPERIENCE

28+ Years in the Land Surveying Industry
14+ Years with Westwood

EDUCATION

BS, Geomatics Engineering, CSU Fresno

PROFESSIONAL REGISTRATION

Land Surveyor No. 8092, CA

PROFESSIONAL AFFILIATION

California Land Surveyors Association

PROFESSIONAL EXPERIENCE

Tuolumne River Regional Park Neece Drive Boat Launch: Modesto, CA
Northeast Neighborhood Park: Turlock, CA
MoRo Music Garden: Modesto, CA
Tivoli Master Plan and Volunteer Land Dedication Program: Modesto, CA
Kinshire Waterline Replacement and Street Full-Depth Reclamation: Patterson, CA
Map Review: Modesto, CA
On-Call Services: Lathrop, CA
On-Call Services: Los Banos, CA



ELISE MCCOLLISTER
ENVIRONMENTAL SPECIALIST

EXPERIENCE

16+ Years in Environmental Planning Industry
Joined Westwood in 2026

EDUCATION

BA, English, UC Riverside
Land Use and Environmental Planning Certificate, UC Riverside

PROFESSIONAL EXPERIENCE

Goldback BESS: Moorpark, CA
Department of Behavioral Health Campus CEQA EIR: Victorville, CA
Rodeway Inn Housing Conversion: Colton, CA
Indian Bend Wash Irrigation Rehab: Scottsdale, AZ
Meadowlark BESS: Sherwood, OR
Southwest Intertie Project North: NV & ID
Fairview I Solar Facility: Richland County, MT
Utah and Salt Lake Canal Trail, Phase 6 & 7: Salt Lake County, UT



DOUG MUTCHER, EE
ELECTRICAL ENGINEER

EXPERIENCE

35+ Years in the Electrical Engineering Industry
13+ Years with Westwood

EDUCATION

BS, Electrical Engineering, University of North Dakota

PROFESSIONAL REGISTRATION

Professional Electrical Engineer No. 20135, CA

PROFESSIONAL EXPERIENCE

Dickey Park: Fresno, CA
Modesto 2025 Park Restroom Replacements: Modesto, CA
Woodward Park BMX Master Plan: Fresno, CA
Park Restroom Replacements: Manteca, CA
RE Tranquility and Tranquility 8 Solar Projects: Fresno County, CA



ERIC HERBERT, PE
STRUCTURAL ENGINEER

EXPERIENCE

11+ Years in Civil Industry
3+ Years with Westwood

EDUCATION

MS, Structural Engineering, Stanford University
BS, Civil Engineering, University of Notre Dame

PROFESSIONAL REGISTRATIONS

Professional Engineer No. 87871, CA
CAL OES SAP and ATC 20/45

PROFESSIONAL EXPERIENCE

Bridging Horizons Inclusive Park: Visalia, CA
Park Restroom Replacements: Modesto, CA
Riverway Sports Park: Visalia, CA
EmPOWERment Park: Sacramento, CA
Tijuana River Barrier: San Diego, CA
6th Avenue Parkway: Littleton, CO
RTS Pedestrian Bridge: Redmond, WA



RAE GOLDMAN
ACOUSTIC SPECIALIST

EXPERIENCE

6+ Years in the Acoustical Engineering Industry
4+ Years with Westwood

EDUCATION

BS, Acoustical Engineering & Music, University of Hartford

PROFESSIONAL EXPERIENCE

Beaumont BESS Mortenson Construction: Beaumont, CA
Canyon Country BESS Mortenson Construction: Santa Clarita, CA
York Pickleball and Paddle Tennis Club: York, ME
Pivot27 Solar Pivot Energy: Mesa County, CO
Hickory Wind UKA North America: LaSalle County, IL
Grover Hill Wind Starwood Energy: Paulding County, OH



Relevant Project Experience

The following pages present Westwood's recent park planning, design, and construction-phase experience for public agencies throughout California. These projects include new neighborhood parks, community park expansions, inclusive and sensory-integrated playgrounds, grant-funded park renovations, ADA accessibility upgrades, public outreach, permitting, construction documents, and construction support services. Together, they demonstrate our ability to guide park projects from early visioning and community engagement through technical design, bidding, and construction implementation.

Each project reflects Westwood's experience creating public spaces that respond to community needs, site conditions, accessibility requirements, inclusive design goals, funding priorities, and long-term City operations. From transforming vacant land into new neighborhood parks to renovating existing facilities with safer, more inclusive amenities, our work is grounded in practical design, multidisciplinary coordination, and close collaboration with City staff and stakeholders. This experience directly supports the City of Riverbank's goal of developing a high-quality, community-driven park that is feasible, inclusive, and ready to move from planning into implementation.

Across these projects, Westwood has supported public agencies through outreach, design, permitting, bidding, and construction-phase services, including community meeting support, incorporation of public input, agency coordination, RFI and submittal review, site visits, change order support, as-built documentation, and project closeout.

Champions Field Park: Lathrop, CA



Broadway Parque

Fresno, CA

Westwood worked closely with the City of Fresno and the community to transform a vacant 29,000-square-foot parcel into Broadway Parque, a new neighborhood park that converted underutilized land into an active public recreation space. Similar to Riverbank's new park site, Broadway Parque was developed on a vacant parcel within an existing residential neighborhood, requiring thoughtful outreach to navigate community concerns, align priorities, and deliver a park that was ultimately embraced by residents. Amenities and theming were shaped through public outreach and coordination with City staff, with improvements including a walking loop, stage area with a large viewing lawn, picnic facilities, a new playground, shade structures, site furnishings, planting and irrigation, lighting, grading, drainage, and utility improvements. Westwood's services included project initiation, site analysis, community outreach, conceptual design, design development, construction documents, technical specifications, cost estimates, permitting support, bidding assistance, construction-phase services, right-of-way verification, and agency coordination.

Project Details

Client: City of Fresno

Size: 29,000 SF

Complexity: Community-driven amenity and theming process; multidisciplinary coordination for grading, drainage, utilities, planting, irrigation, lighting, and structural elements; permitting coordination with City and flood control agencies

EmPOWERment Park

Sacramento, CA

EmPOWERment Park is designed with socially inclusive principles, creating a place where people of all abilities and ages can gather, play, and recreate. The park features an energy/electricity theme honoring SMUD's land donation, along with educational elements that highlight how power is provided to the community. Sustainability was also a key focus, with features that promote wise stewardship of resources. The space was carefully planned to support childhood development needs while providing universal access, socially inclusive and sensory-integrated opportunities, and intergenerational play options. Westwood also prepared the Prop 68 grant package for the project, resulting in more than \$6 million in awarded funding. Though petite in size, the park is as diverse as the patrons who will one day visit, explore, play, and make memories here.

Project Details

Client: Sacramento Parks Foundation

Size: 1.3 Acres

Complexity: Extensive Community Engagement, Socially Inclusive and Sensory-Integrated Play Design, Prop 68 Grant Coordination, Stakeholder Coordination, Multidisciplinary Planning





May Nissen Park: Livermore, CA



Big Trees Park: Livermore, CA

LARPD Park Renovations Livermore, CA

Westwood provided landscape architecture, civil engineering, and land surveying services for four LARPD park renovation projects: Jane Addams ESS Play Area, Pleasure Island Park Playground, Big Trees Park Playground, and May Nissen Park Playground. The projects upgraded existing playgrounds and park facilities to improve ADA compliance, safety, accessibility, and inclusive recreation for children, families, and users of all ages. Westwood worked with LARPD staff and the community to evaluate existing play equipment, gather input through four community outreach meetings, and develop themed playground concepts tailored to each park. Improvements included renovated play areas, ADA surfacing and pathways, custom playground features, sensory learning activities, educational garden planters, intergenerational play elements, shade structures, outdoor musical and fitness equipment, lighting, signage, planting, irrigation, grading, and drainage. Services included topographic survey, master planning, feasibility studies, cost estimating, 3D renderings and graphics, design development, construction documents, permitting support, and construction phase services.

Project Details

Client: Livermore Area Recreation and Park District

Size: 1.88 Acres (May Nissen); 6.9 Acres (Pleasure Island Park); 4.2 Acres (Big Trees Park); 6,453 SF (Jane Addams)

Complexity: ADA and safety upgrades; inclusive and sensory-integrated play design; community-informed playground themes; coordinated civil, landscape, irrigation, lighting, and site improvements

Bridging Horizons Park

Visalia, CA

Westwood is supporting the City of Visalia with Bridging Horizons Inclusive Park, a Prop 68-funded project designed to expand access to open space and recreational amenities for residents of all ages and abilities. The park's purpose-driven design integrates inclusive playgrounds, accessible pedestrian circulation, the Sequoia Grove playground, River Bottom Water Play Zone, sensory wall, walking/ bike path, shaded gathering areas, lawns, and community stage to support active living, social connection, sensory engagement, and respite. Additional elements include an inclusive restroom, accessible parking, fully accessible audience seating, fitness stations, court games, solar safety lighting, safety fencing, low-water-use plantings, and substantial shade and green space. Westwood previously supported the City with the Prop 68 grant application, including the park master plan, community outreach, cost estimating, and supporting grant materials.

Project Details

Client: City of Visalia

Size: 5.37 Acres

Complexity: Inclusive park planning; Prop 68 grant support; accessible circulation; sensory-integrated play, respite, and all-ages recreation





Town Center Community Park Lathrop, CA

Westwood provided landscape architecture, civil engineering, and land surveying services for Town Center Community Park, transforming a 14-acre master-planned site into a fully developed community recreation destination. Westwood's landscape architecture team led the design of a multigenerational park experience with ADA walking paths, plazas, shaded picnic pavilions with BBQs, a splash pad, playground, hill slides, fitness station loop, sports fields, half-court basketball, tennis courts, restrooms, security and sports field lighting, pollinator garden, plantings, signage, site furnishings, benches, bike racks, drinking fountains, and a parking lot. The team also prepared 3D renderings, graphics, plans, artistic renderings, cost estimates, construction documents, planting and irrigation design, and supporting civil improvements, including rough grading, SWPPP preparation, site preparation, grading and drainage design, storm drainage, utility connections, and an automatic irrigation system. The completed park provides an accessible, active, and welcoming community space that supports recreation, gathering, fitness, and everyday neighborhood use.

Project Details

Client: Reclamation District 2062

Size: 14 Acres

Complexity: Master-planned community park buildout; multigenerational recreation programming; ADA pathways and public gathering spaces; coordinated design for sports fields, splash pad, playground, lighting, irrigation, utilities, drainage, and site improvements

Mary E. Grogan Park Phase 2

Modesto, CA

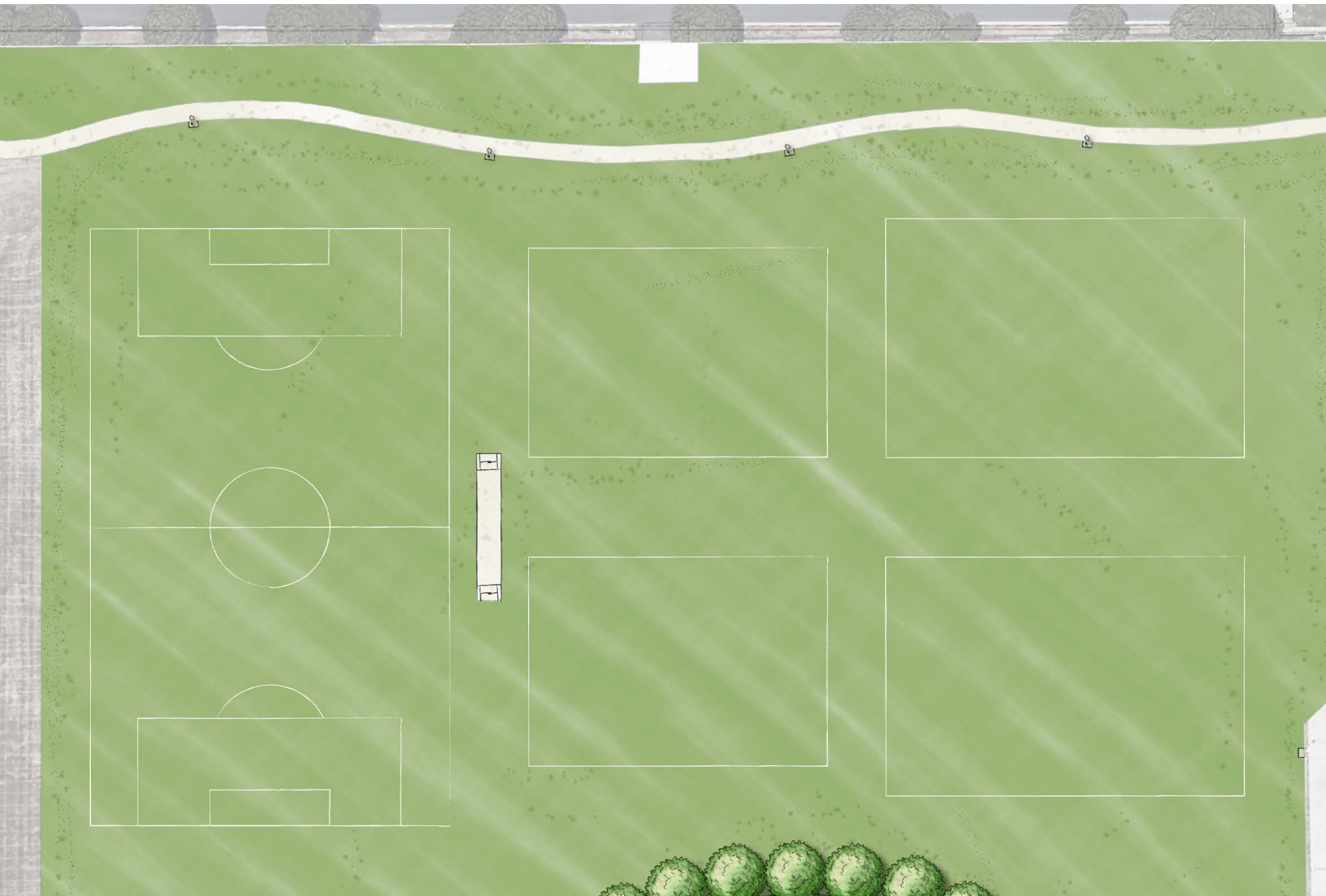
Westwood supported the City of Modesto with Phase 2 of Mary E. Grogan Community Park, a 17-acre continuation of the City's 43-acre master-planned community park in northeast Modesto. This phase advanced the City's vision for inclusive, community-oriented recreation through expanded active-use areas, improved connectivity, and new park amenities that support youth, families, and surrounding neighborhoods. Improvements included ADA-accessible pathways, plazas, multi-use open turf for soccer, cricket, and team sports, a playground, picnic pavilions, restroom, security lighting and cameras, drainage swales, irrigation, utility connections, drinking fountains, site furnishings, signage, entry plaza improvements, flag poles, and parking lot improvements. Westwood provided civil engineering, land surveying, and landscape architecture services, including grading and drainage, design development, construction documentation, and construction support services.

Project Details

Client: City of Modesto

Size: 17 Acres (Phase 2)

Complexity: Large-scale community park expansion; master plan integration; ADA connectivity; active recreation programming; coordinated civil, landscape, irrigation, and utility design





Shaunessy Park: Los Banos, CA



Sunrise Ranch Park: Los Banos, CA

Los Banos Neighborhood Parks Los Banos, CA

Westwood provided landscape architecture, civil engineering, and land surveying services for Shaunessy Village Park and Sunrise Ranch Park, two new neighborhood parks within established single-family residential neighborhoods. The parks were designed to create accessible recreation spaces with playgrounds, shaded picnic areas, walking paths, open turf, exercise stations, planting and irrigation, lighting, site furnishings, and related grading, drainage, and utility improvements. Community feedback helped shape amenities at both parks, with requested elements incorporated into the final designs to better reflect neighborhood needs. At Shaunessy Village Park, community input directly shaped inclusive design features, including accessible circulation and play elements. After the park opened, a resident family who had advocated for accessibility and inclusive play on behalf of their young child with developmental disabilities and mobility needs shared that the park gave both of their children a way to experience the space together and that they were “very happy with the outcome.” Westwood guided each park from early site assessment and concept refinement through final PS&E, bidding support, construction observation, staking, and closeout documentation.

Project Details

Client: City of Los Banos

Size: 2.6 Acres (Shaunessy Village Park); 1.25 Acres (Sunrise Ranch Park)

Complexity: Residential neighborhood context; public outreach support; inclusive accessibility and play considerations; multidisciplinary civil, landscape, and electrical coordination

Smyrna Park

Ceres, CA

Westwood provided civil engineering, land surveying, and landscape architecture services for the Smyrna Park Improvements project, a Clean California Local Grant-funded renovation focused on park safety, accessibility, and community use. The project incorporated crime prevention through environmental design principles and included ADA upgrades to existing walkways, ramps, and ingress routes; a new prefabricated restroom; sanitary sewer and storm drain updates; safety and security lighting; community art; trash receptacles; parking lot improvements; and enhanced gathering space. The restroom was designed as a durable, vandal-resistant structure with secure plumbing, stainless steel fixtures, industrial-strength doors, non-flammable materials, concrete siding, rock façade, and electrical lighting. Westwood's services included conceptual planning, grant assistance, design development, construction documentation, and construction support.

Project Details

Client: City of Ceres

Size: 19.4 Acre (Park Improvement Area)

Complexity: Grant-funded park renovation; CPTED safety improvements; ADA and pedestrian access upgrades; utility, drainage, lighting, art, parking, and site improvements





Project Approach & Methodology

Project Understanding

Westwood understands this project as an opportunity to transform vacant infill parcels on the northeast side of Riverbank into a neighborhood park that brings lasting value to the community and reinforces the character of its surrounding residential setting. As an important addition to the City's recreational network, this park represents more than new open space; it is an opportunity to create a place that the City and its residents can genuinely take pride in, one that feels authentic to Riverbank and meaningful to the people it serves. While the site does not provide direct access to the river, its location near the river corridor presents an opportunity to draw from that broader natural context to shape a park experience that feels distinctly connected to the community.

This project is about more than converting unused land into open space. It is an opportunity to create a place of purpose and identity within the neighborhood, one that supports recreation, encourages gathering, and contributes to the everyday experience of nearby residents. Thoughtfully designed parks have the power to strengthen neighborhood character, promote wellness, and create spaces where community life can take shape in meaningful and lasting ways. Just as important, the most successful parks reflect the real priorities of the people who will use them. Through meaningful community outreach, Westwood will work closely with the City and residents to understand the needs, preferences, and aspirations of the neighborhood so those voices are authentically reflected in the design.

Because the site is located between existing homes, Westwood recognizes the importance of a design approach that is both imaginative and responsive. The park should feel welcoming and highly usable while remaining compatible with the scale and character of the adjacent neighborhood. Careful consideration of circulation, visibility, planting, buffering, and the organization of active and passive spaces will be essential to creating a park that feels integrated into its setting and comfortable for a wide range of users.

Westwood approaches projects like this through the lens of landscape architecture, where every design move contributes to both function and experience. Through purposeful site planning, layered planting, intuitive pathways, flexible open spaces, and well-integrated amenities, these infill parcels can become a cohesive and memorable public landscape. Drawing inspiration from the character and ecology of the nearby river environment, the park can express a local landscape language that feels authentic, enduring, and unique to Riverbank.

As a local team, Westwood brings not only technical expertise, but also a personal investment in the success of this project. We care deeply about the communities we serve, and with team members who live in Riverbank, this opportunity is especially meaningful to us. That local presence brings value beyond familiarity; it means we understand the context, the character, and the importance of creating a park that truly reflects the City. It also means we can be highly responsive and available when needed, providing the City with a partner that can be there quickly and reliably throughout the life of the project.

Ultimately, Westwood views this project as a chance to create more than a neighborhood park; it is an opportunity to establish a lasting community asset that enriches daily life, strengthens social ties, and re-imagines underutilized land as a place of purpose and identity. Through a locally informed and community-driven approach, we can help deliver a park that is beautiful, resilient, and authentically connected to the people it serves.

Bohemian Park: Sacramento, CA

A Riverbank-Ready Approach

Westwood brings extensive experience in landscape architectural services for inclusive, community-focused parks, playgrounds, sports fields and courts, fitness areas, circulation systems, and gathering spaces, making our team well suited to support the City of Riverbank in achieving its goals for this new park. With in-house expertise across landscape architecture, civil engineering, survey, environmental, structural, and electrical services—along with specialized knowledge in accessibility, playground safety, arboriculture, stormwater compliance, and sustainable design—Westwood offers the multidisciplinary depth needed to guide the project from early planning through implementation.

Our approach is organized around four key components that are essential to a successful park project: **Research, Collaborate, Design, and Support.** We begin with research to understand the site and identify the issues, opportunities, and constraints that will inform the work. We then collaborate with the City and community to gather input, build alignment, and shape a shared vision for the park. That foundation informs the design

process, where ideas are translated into thoughtful, feasible solutions tailored to Riverbank's goals. Finally, we provide ongoing support to help carry the project through permitting, coordination, implementation, and delivery. The following sections describe how Westwood would approach each of these phases for the City of Riverbank's new park project.

Step 1: Research Uncover the Issues

A successful park begins with a thorough understanding of the site. Through an evidence-based design approach, Westwood sees this new Riverbank neighborhood park as an opportunity to create a dynamic public space that responds to community needs while thoughtfully addressing the realities of the site. At the outset of the project, our team will work closely with the City to identify and evaluate existing conditions, constraints, and opportunities through a detailed topographic survey, site investigation, interdisciplinary coordination, and initiation of environmental review. Conducting these efforts early allows potential challenges to be identified and addressed proactively, helping to reduce delays during design, permitting, and construction while providing a reliable foundation

for informed decision-making. Westwood's approach is grounded in balancing vision with practicality. We recognize that successful parks must be more than inspiring concepts; they must function effectively, be maintainable over time, and respond to operational, budgetary, and constructability considerations. By thoroughly understanding existing conditions and evaluating project constraints early, we can develop practical and innovative solutions that support the project vision while creating long-term value for the community.

Our team brings extensive experience navigating complex site conditions, including grading, drainage, utilities, access, environmental considerations, and regulatory requirements. When challenges arise, we evaluate options holistically to identify solutions that are both creative and implementable. Equally important, our process focuses on uncovering opportunities. We look beyond constraints to identify site features, connections, and characteristics that can be enhanced to strengthen the park's identity, usability, safety, and long-term success.

By grounding the design process in research and analysis, Westwood will help create a neighborhood park that is responsive to community needs,



Butterfly Garden

resilient to future challenges, and capable of serving Riverbank residents for generations to come.

Creating a Funding Plan for Riverbank's New Neighborhood Park

One of the most important steps in planning a successful neighborhood park is establishing a realistic project budget from the outset. Rather than developing a vision and then determining how it can be funded, Westwood believes the planning process should begin with a clear understanding of available funding opportunities, potential funding constraints, and the level of investment that may be achievable. We recognize that the City is seeking a partner who can not only help shape a park that serves the community for generations to come, but also help secure the funding necessary to bring that vision to life.

Funding is often one of the most critical factors in delivering successful park projects. The City has identified a need for assistance with grant funding, application preparation, compliance requirements, and ongoing reporting. Westwood has extensive experience helping communities throughout California secure funding for parks,

trails, playgrounds, recreation facilities, and community gathering spaces.

Our team has successfully supported the pursuit and administration of numerous grant funded projects and understands how to align project goals with funding agency priorities to maximize competitiveness.

As part of the research phase, Westwood will evaluate available federal, state, regional, local, and private funding sources that may support the development of the neighborhood park. Our team has extensive experience securing funding for parks, trails, playgrounds, recreation facilities, and community gathering spaces throughout California and understands the eligibility requirements, funding priorities, and award ranges associated with various programs.

The results of this effort will be compiled into a Funding and Budget Framework that identifies potential funding sources, anticipated funding levels, matching fund requirements, application timelines, and implementation considerations. This information will help establish a realistic project budget and guide decisions regarding park programming, amenity selection, and potential project phasing.

By understanding potential funding

capacity early in the process, the City can avoid investing time and resources into concepts that may not be financially feasible while focusing community engagement efforts on improvements that have a clear path to implementation. This creates a stronger connection between the community's vision and the project's financial reality, resulting in a master plan that is both aspirational and achievable.

Our support does not end with identifying opportunities. Westwood can assist the City throughout the grant process, including application preparation, supporting documentation, compliance tracking, reimbursement support, and required reporting. By integrating funding strategy into the planning process from the outset, we can help the City maximize available resources and position the project for successful implementation. By selecting Westwood, the City will gain a partner with extensive experience securing funding for local park projects, navigating grant requirements, and delivering community focused recreational facilities. We are committed to helping Riverbank create a vibrant neighborhood park that reflects community priorities while leveraging every available funding opportunity to make the project a reality.





Site Constraints: Illustrates critical environmental conditions, regulatory considerations, and site features.

Understanding the Constraints

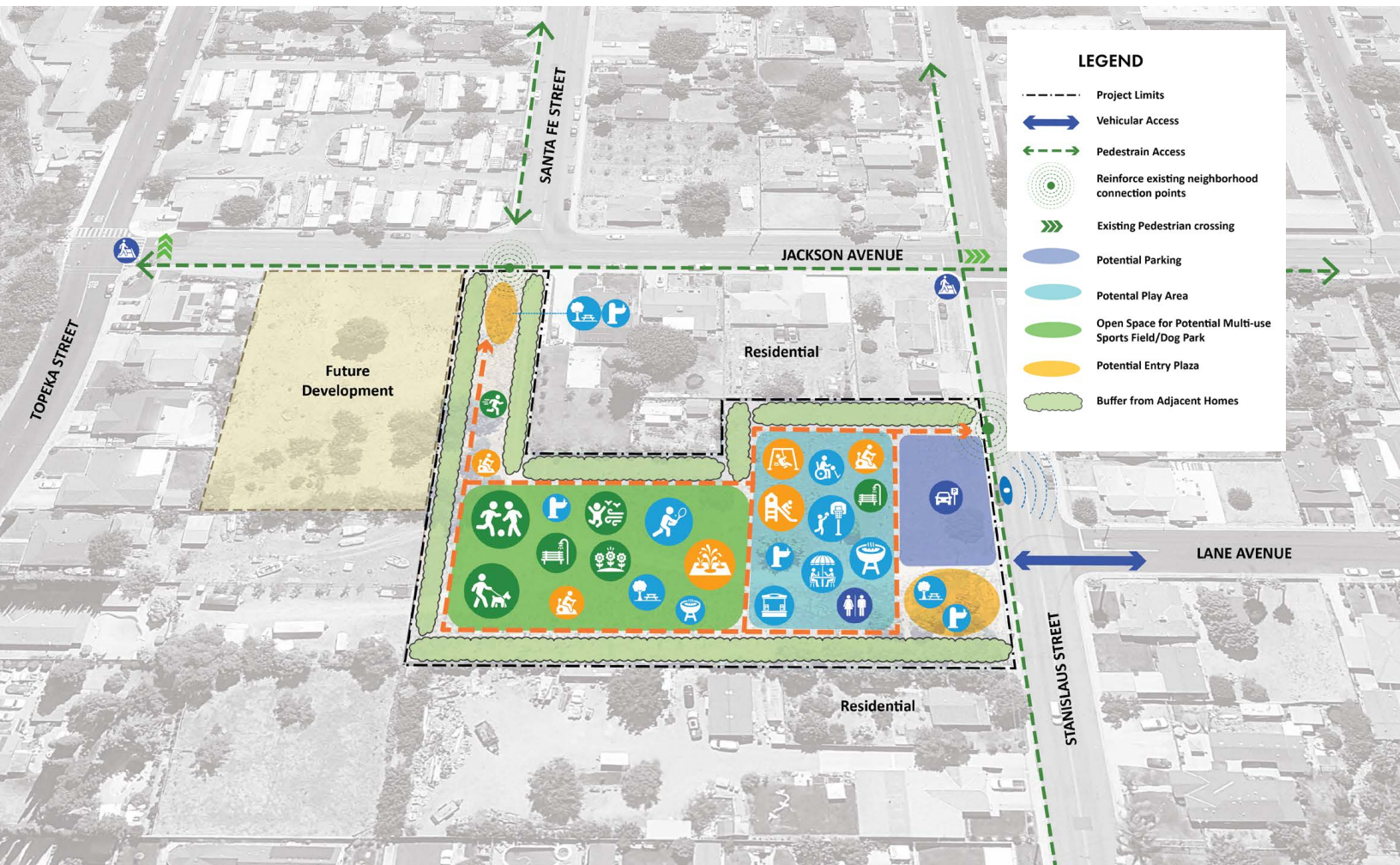
Key Constraints:

- Limited site area (approximately 2.08 acres), which may restrict the scale and quantity of recreational amenities and on-site parking.
- Direct adjacency to residential properties, requiring careful consideration of noise, privacy, lighting, security, and edge treatments.
- Irregular parcel geometry that may influence the layout of play areas, open space, circulation, and visibility. Potential utility conflicts, including overhead lines and associated easements, which may affect tree placement, lighting, and entry features.
- Unknown existing conditions related to soils, drainage, topography, utilities, and access that will require further analysis.
- ADA accessibility and CPTED principles that will influence circulation, grading, visibility, and amenity placement on a compact site.
- Potential permitting and agency coordination requirements beyond City review that could affect schedule and design flexibility.
- Existing pedestrian access conditions, including limited direct and clearly defined access from some surrounding neighborhoods.
- Adjacent property use patterns that may require screening, separation, and thoughtful transitions between public and private spaces.

Imagining the Opportunities

Opportunity Overview:

- A prominent neighborhood location with strong potential to connect surrounding residential areas and enhance pedestrian connectivity.
- A walkable residential setting that creates strong demand for neighborhood-serving recreational amenities.
- A vacant and underutilized site that offers flexibility in organizing park features with minimal demolition constraints.
- Street frontage on multiple sides, allowing for enhanced visibility, multiple pedestrian access points, and service or emergency access.
- A community-driven planning process that provides opportunities to tailor amenities to neighborhood priorities through outreach and engagement.
- Residential adjacency that can support safety through passive observation when designed appropriately.
- Opportunities to incorporate sustainable design strategies, including shade, drought-tolerant planting, and water-efficient landscapes.
- Proximity to Riverbank Language Academy, creating opportunities to support after-school recreation and strengthen community connections.
- Opportunities to enhance the park edges and adjacent streetscape, creating a more welcoming public presence along surrounding frontages.
- Opportunities to incorporate flexible gathering spaces that support informal social interaction, family use, and multigenerational activity.
- Possible phased implementation strategies aligned with future funding opportunities and City priorities.
- Opportunities to incorporate durable, low-maintenance materials and site features that support long-term operations and stewardship.



Site Opportunities: Highlight the interplay of site assets and limitations to inform strategic planning, optimize all site resources, and support a balanced, context-sensitive design.



Step 2: Collaborate

Outreach that Reflects the Community We Serve

Successful parks are shaped through collaboration. At Westwood, we believe the strongest projects result from a partnership among City staff, stakeholders, and the community, working together to create a park that reflects local priorities while remaining practical, maintainable, and sustainable over time.

Our collaboration begins with the Launch Meeting, where the City of Riverbank and Westwood establish project goals, discuss priorities, confirm schedule and deliverables, and identify the key factors that will influence project success. We recognize that City staff bring valuable knowledge of Riverbank's recreation needs, operational requirements, maintenance practices, budget considerations, and long-term vision. Through regular coordination, clear communication, and proactive project management, Westwood helps keep the process moving efficiently while ensuring City priorities remain central to decision-making.

As this new park takes shape within an established neighborhood, community engagement will play an important role in creating a space that feels connected to and supported by the people it is intended to serve. Westwood views outreach as an opportunity to listen, learn, and better understand how

residents envision using the park, what amenities are most important to them, and how the space can best support everyday recreation and community connections.

Working closely with City staff, we will develop a customized outreach strategy tailored to Riverbank's unique character and project goals. Our approach begins with listening. Rather than presenting a predetermined design, we first seek to understand community priorities, concerns, and ideas before concepts are developed. This helps build trust, encourages meaningful participation, and ensures residents have an opportunity to help shape the vision from the outset.

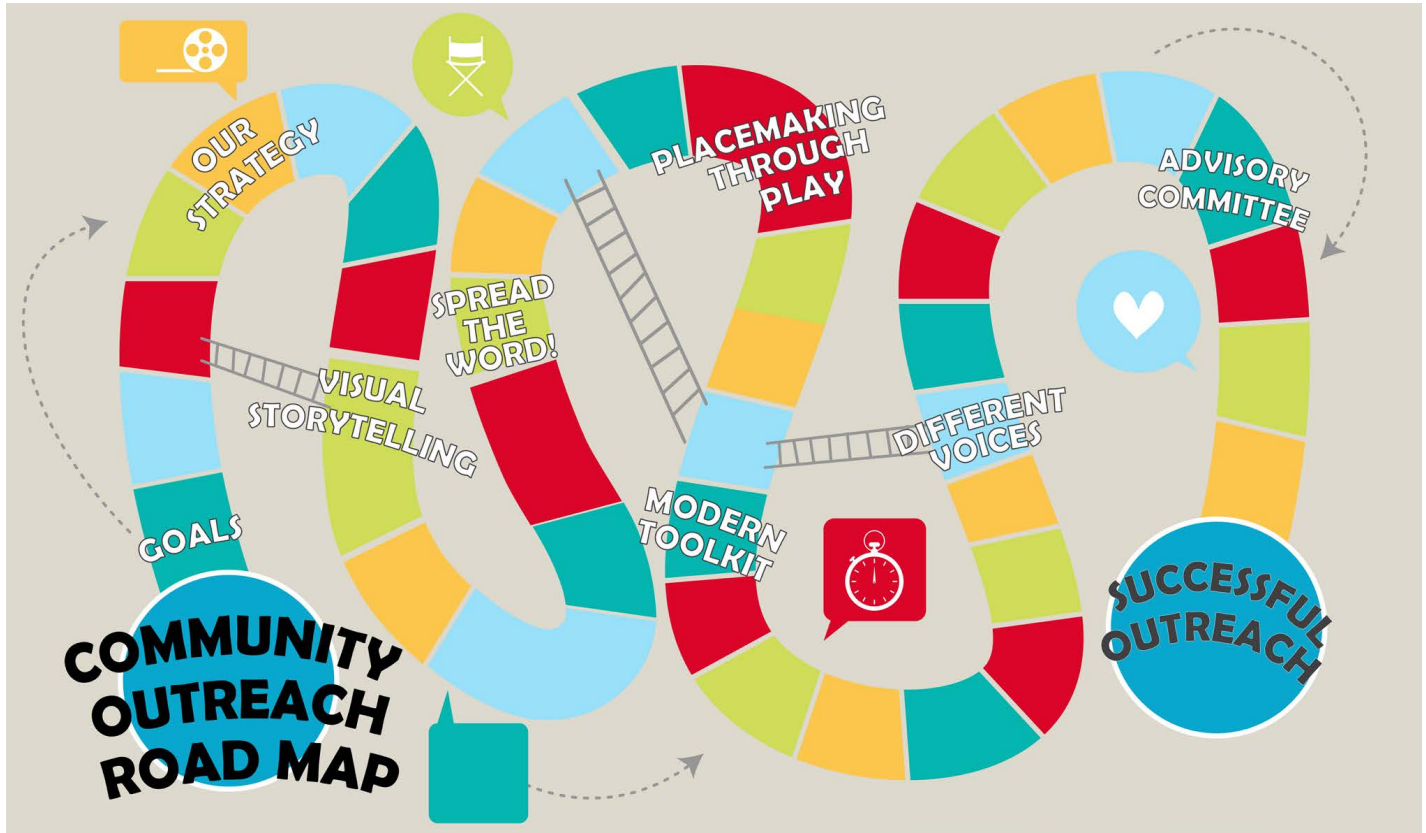
To reach the broadest audience possible, Westwood uses a combination of traditional and digital engagement tools, creating multiple opportunities for participation that are accessible to residents of different ages, backgrounds, and schedules. Community feedback is then translated into concept alternatives for review and discussion, creating an iterative process in which stakeholder and public input meaningfully informs design decisions before a preferred direction is advanced.

Throughout the process, Westwood helps connect community aspirations with City objectives. While public input helps shape the vision for the park, decisions are also evaluated through the lens of maintenance, operations, safety, accessibility, budget, and long-term stewardship. This balanced approach helps ensure the final design reflects the desires of Riverbank residents while remaining realistic and sustainable for the City to implement and maintain.

By fostering open communication and collaboration among City staff, stakeholders, and residents, Westwood will help create a neighborhood park that reflects Riverbank's character, supports the City's long-term goals, and becomes a valued community asset for generations to come.



We loved connecting with the community at this **Test-It-Out event** for EmPOWERment Park. Our Placemaking Through Play Outreach Program helped **shape the park master plan** to best benefit the community!



Goals

Our goal is to connect with as many residents as possible to gather meaningful, actionable input. Westwood will work with the City of Riverbank to define clear outreach objectives and develop a customized road map that encourages broad and inclusive participation reflective of the community.

Strategy

We tailor each outreach program to the community it serves. This includes identifying key user groups, neighborhoods, and interest areas early in the process so diverse perspectives are represented and potential concerns can be understood proactively.

Visual Storytelling

We use clear, visually engaging graphics to communicate ideas and spark conversation. Storyboards, multilingual flyers, social media graphics, and other visual tools help community members understand design concepts more easily and feel confident contributing meaningful input.

Spreading the Word

Our approach uses a mix of traditional and modern outreach tools to reach people where they are and expand participation across the community. This may include City websites, mailers, community newsletters, social media, and project-specific web pages. Online polls, surveys, and simple interactive activities such as “this or that” voting can make participation approachable and encourage broader involvement.

“Placemaking Through Play”

Westwood brings engagement into the community through fun, welcoming events at park sites and other public spaces, creating opportunities to connect with people who may not attend formal meetings. Site tours and “test-it-out” events can allow residents to experience temporary design features such as painted layouts, pop-up seating, and games. With an inviting, block-party-style atmosphere featuring snacks and activities, these events help attract a wider audience and make it easy for participants to share ideas and feedback.

Modern Tool Kit

We offer multiple ways to engage, including hybrid meetings with virtual

participation options, interactive polling, and virtual reality walk-throughs that allow participants to experience design ideas in a more immersive way. These tools can help make the process more interactive, accessible, and understandable for a wide range of users.

Inclusive Engagement

Westwood designs outreach strategies that make participation easy and accessible for residents across the community, including people of different ages, backgrounds, abilities, and levels of familiarity with City processes. We strive to ensure outreach materials and activities are accessible, multilingual, and representative of Riverbank’s diverse population so more voices can be heard throughout the process.

Advisory Committee

We recommend forming an advisory committee of local residents, community leaders, and City staff to guide outreach, review materials, and help spread the word within their networks. This approach builds trust and strengthens the connection between the planning process and the community it serves.



Step 3: Design

Landscape Architecture Design Philosophy

Our landscape architecture design process is grounded in the belief that parks should reflect and serve the communities they are created for. Every resident should have access to safe, welcoming, and thoughtfully designed spaces to gather, play, and recreate. Achieving this requires a deep understanding of the community, including its demographics, use patterns, priorities, and vision for the future, gained through meaningful engagement. For projects like this new park development, our approach emphasizes context-sensitive design that responds to both community input and the unique opportunities and constraints of the site, including site conditions, environmental considerations, and multi-agency coordination. Rather than applying a one-size-fits-all solution, we design spaces that are rooted in place, reflecting the character, needs, and identity of the community they serve while remaining feasible and implementable.

One Team Sharing a Vision

Westwood's multidisciplinary methodology brings civil engineering, survey, environmental, structural, and electrical expertise together under one roof, led by our landscape architecture team to ensure the project vision remains cohesive from

planning through implementation. This integrated approach allows our team to collaborate in real time, coordinate efficiently across disciplines, and resolve issues proactively rather than reactively. With landscape architecture guiding the overall design direction, each discipline contributes specialized technical knowledge at the right time to support a park that is functional, well-coordinated, and responsive to both site conditions and community goals. By working as one team, Westwood streamlines communication, improves consistency, and delivers solutions that are both creative and technically sound.

Partnering for Parks and People

Westwood's team is equipped to support the City of Riverbank with a broad range of services that contribute to the successful planning and design of a new park. Our approach is rooted in creating spaces that are functional, welcoming, and responsive to the needs of the community, while also reflecting sound technical judgment and long-term performance. By combining specialized expertise with a strong understanding of how park systems serve residents over time, we help deliver improvements that are sustainable, safe, and efficient.

Conceptual and Schematic Design

Westwood develops clear, thoughtful conceptual and schematic designs that translate project goals and community priorities into a compelling vision for

the site. This phase helps organize key park elements, test design ideas, and communicate the overall direction of the project in a way that is easy for City Council, stakeholders, and the public to understand. By creating concepts that are both inspiring and grounded in project realities, we help build alignment, encourage meaningful feedback, and support the buy-in needed to move the project forward confidently.

Planting Design

Westwood approaches planting design as both a functional and placemaking element of the park experience. Our team carefully selects plant materials based on local soil conditions, irrigation strategies, sun exposure, and microclimates to support long-term plant health and performance. Beyond durability, we consider how planting can define spaces, provide shade and comfort, reinforce circulation, soften built elements, and contribute to the overall identity of the park. The result is a landscape that is attractive, resilient, and appropriate to its setting, while supporting ease of maintenance and seasonal interest.

Irrigation Design

Our irrigation designs are developed to support healthy landscapes while promoting efficient water use and long-term system performance. Westwood incorporates current technologies such as low-flow systems, two-wire systems, central controllers, and satellite or radio-based relays where appropriate to the project's goals and operations. We also understand the importance of designing systems that are practical for ongoing management and adaptable to future needs. All irrigation design is completed in accordance with AB 1881 and California's Water Efficient Landscape Ordinance (WELO), helping the City meet regulatory requirements while advancing responsible water stewardship.

Site Improvements

Site improvements play an important role in how a park functions, feels, and serves its users every day. Westwood applies best practices in the design and renovation of pedestrian and vehicular



pathways, concrete features, and other key site elements to support safe, intuitive, and accessible use. Our team considers how these improvements contribute to circulation, user comfort, visibility, and durability, while also supporting the overall character of the park. Thoughtful site improvement design helps create spaces that are easy to navigate, enjoyable to use, and well-suited to community activity over time.

Grading, Drainage and Utilities

Westwood understands that the success of a park depends in large part on the systems that support it beneath the surface. Our team carefully coordinates grading, drainage, and utilities to work in harmony with the overall site design, helping ensure the park performs well during both everyday use and storm events. We approach these systems with an emphasis on functionality, efficiency, and integration, recognizing that well-coordinated infrastructure is essential to long-term reliability and user experience. This includes stormwater management strategies that respond to environmental requirements while supporting the broader goals of resilience and sustainability.

Sustainable Design

Sustainability is woven into Westwood's design approach as both a practical strategy and a long-term commitment to environmental stewardship. We look for opportunities on every project to incorporate sustainable and regenerative design principles that support ecosystem health, reduce waste, conserve water and energy, and contribute to more durable and responsible public spaces. For the City

of Riverbank's new park, this means making thoughtful design decisions that not only enhance the user experience, but also provide lasting value for the surrounding environment and the City's long-term operations.

Westwood's commitment includes the use of low-water-use planting, efficient irrigation systems, and technologies such as solar-powered controls where appropriate. We also consider materials and site elements that help mitigate heat island effect, incorporate recycled content, and offer long service lives and responsible installation methods. Early in the process, we plan for stormwater management strategies that retain and manage runoff on site, supporting both environmental performance and long-term site function. By integrating these strategies intentionally and early, Westwood helps create parks that are resilient, resource-conscious, and better equipped to serve the Riverbank community well into the future.

Cost Estimating and Budget Alignment

Westwood understands that maintaining budget alignment is essential from the earliest stages of park planning through final design. Our team incorporates cost awareness throughout the design process, preparing and refining estimates as the project evolves so decisions can be made with a clear understanding of their budget implications. Beginning at the concept level, we evaluate major project components, improvement priorities, and potential cost drivers to help establish a realistic framework for the project.

As design advances, Westwood continues to update and coordinate cost information to reflect increasing levels of detail, helping the City of Riverbank assess options, confirm priorities, and make informed choices before the project reaches construction. This ongoing approach allows the team to identify potential budget pressures early and respond proactively through scope adjustments, material considerations, or phased implementation strategies when appropriate. By integrating cost estimating throughout the entire design process, Westwood helps support a project that remains financially grounded while still advancing the City's goals for a high-quality new park.

Why Choose Westwood? Innovative In-House Specialty Services

The Westwood team is distinguished by a combination of proven expertise, multidisciplinary depth, and a strong understanding of the City of Riverbank's goals and context. This familiarity, paired with our integrated approach, allows us to deliver thoughtful, efficient, and high-quality solutions tailored to the City's specific needs. The specialty services outlined below further strengthen our ability to add value throughout the process and support the successful delivery of a new park space that serves the Riverbank community well for years to come.

CASp Services

Our in-house Certified Access Specialists (CASp) play a critical role in both assessing public facilities and **ensuring compliance with**

current accessibility laws and regulations so public spaces are designed to be inclusive and accessible to all individuals, including those with disabilities, allowing them to navigate and use these spaces with ease and dignity.

Technology to Determine Accessible Paths of Travel

Slope studies of existing conditions and verifying accessibility compliance with ADA are new technologies that Westwood is incorporating in several Bay Area parks and recreation projects. With the firm's commitment to using AutoCAD Civil 3D software for all disciplines, the **technology to utilize "surfaces" begins with the 3D topographic survey base that, once created, can be quickly analyzed to determine optimum paths of travel.** This mapping clearly (and quickly) identifies areas requiring upgrades to meet current code regulations.

QWEL Irrigation Expertise

Our in-house QWEL (Qualified Water Efficient Landscaper) leads an irrigation team that specializes in planning and specifying state-of-the-art, water-

efficient irrigation systems for a variety of project types, the goal being **to design systems that deliver the right amounts of water to the right places** while conserving resources and minimizing waste. Our in-house irrigation team also assists cities with site assessments, water source evaluations, water distribution planning, components selections, budgeting and system testing.

Rendering in Three Dimensions

Illustrating conceptual design ideas using the latest 3D software often helps to easily convey a theme and big idea to community or council members. At Westwood, we have **a highly skilled graphics team** that can efficiently incorporate an existing project's background, allowing reviewers to easily see the full picture of the proposed design (or "fly" through a design).

Crime Prevention Through Environmental Design (CPTED) Principles

Crime Prevention Through Environmental Design (CPTED) is a

proven approach to shaping the built environment in ways that promote safety, visibility, and a greater sense of comfort in public spaces. As communities place increasing emphasis on addressing crime prevention and social concerns through design, the role of **natural surveillance, access control, territorial reinforcement, and space activation** has become increasingly important. Westwood has supported multiple cities in using design strategies to **strengthen visible ownership of public spaces** and create environments that feel safer, more welcoming, and more actively used. Our CPTED-knowledgeable professionals provide input and peer review throughout planning and design to help ensure new spaces are thoughtfully activated, lines of sight are preserved and enhanced, and sound CPTED principles are meaningfully integrated into the project.

CPSI Inspection Services

During the design phases of playground projects, we frequently engage with one of our in-house NRPA Certified Playground Safety Inspectors.

Play is more than fun. It is a powerful force for learning, growth, and connection. Through vibrant and creative designs, this space invites children of all abilities to explore, imagine, and challenge themselves while building confidence, friendships, and a lifelong love for movement.

They assist not only with playground layout, but also material and surfacing selections, placement of different types of equipment, defining circulation pathways, accessible approaches, and connecting to adjacent amenities to help achieve a well-thought-out and holistic play experience. **Often, during construction, there may be unknown field conditions that are encountered, or equipment may need to be installed with slight modifications by the contractors, needing timely inputs from an experienced CPSI to verify that installations meet all safety standards and codes.**

Arborist and Environmental Services

Our **two in-house ISA Certified Arborists** understand the role that strong tree standards, preservation, and mature trees play in creating healthy, resilient communities. The team works to preserve healthy trees and promote the addition of new trees to enhance carbon sequestration, natural habitat, and shade canopy. In addition, our broader team incorporates habitat considerations and planting strategies that support ecological function and long-term sustainability. They provide evaluation services, including gathering data such as tree size, species, and condition, to support project needs.

Other Expertise

The Westwood team also has training in the **Sustainable SITES initiative, green roof stormwater management techniques**, and includes several **LEED BD+C Certified and ReScape Certified Professionals** and California Native Plant Society members.

Step 4: Support

Westwood is well positioned to support the City of Riverbank through every phase of project delivery, providing consistent guidance from permitting and agency coordination through bidding, construction support, project management, and closeout. Our team understands that successful implementation requires more than strong design—it requires

responsiveness, coordination, and a clear understanding of how to move a project efficiently from concept to completion. By combining technical expertise with a practical, service-oriented approach, Westwood can help the City navigate each step of the process while maintaining alignment with project goals, schedule, and budget.

Permitting and Agency Coordination

For a new park project, timely permitting and effective agency coordination are critical to maintaining momentum and reducing the risk of avoidable delays. Westwood understands that approvals often require coordination across multiple jurisdictions, utility providers, and reviewing entities, each with its own requirements, timelines, and expectations. Our team works to identify those needs early, organize submittals clearly, and respond efficiently to comments so the process remains as streamlined and predictable as possible. By addressing permitting considerations proactively, Westwood helps the City of Riverbank move forward with greater clarity and fewer surprises as the project advances.

Bidding and Construction Support

The transition from design into bidding and construction is an important point in the life of a project, as it is where planning decisions begin to take physical form. During this phase, Westwood supports the City by helping interpret the construction documents, responding to contractor questions, reviewing product data and submittals, and assisting with clarifications that may be needed to keep the project moving. This support helps reduce ambiguity, promotes better coordination in the field, and reinforces continuity between the design intent and the constructed result. For a public park, where many site elements must come together successfully, this level of involvement can be especially important to maintaining quality and minimizing disruption during implementation.

Construction Administration and Project Management

Construction administration and project management play a central role in helping a park project stay organized, responsive, and aligned with expectations during implementation. Westwood helps the City of Riverbank monitor progress, address field conditions, facilitate communication among team members, and support timely decision-making as construction moves forward. Because site conditions, material availability, and coordination needs can evolve during construction, having a team that can respond quickly and thoughtfully is essential. Our involvement helps the City navigate these day-to-day realities while maintaining focus on the broader goals of quality, schedule, and budget performance.

Project Closeout

The final phase of a project is essential to ensuring the new park is ready for successful long-term use. Westwood supports project closeout by helping coordinate punch list completion, reviewing final deliverables, and assisting with the documentation needed to bring the project to an orderly conclusion. This phase helps confirm that the work has been completed in accordance with project expectations and that outstanding items are addressed before final acceptance. For the City of Riverbank, this continued support helps create a smoother transition from construction into operations and public use, reinforcing the long-term value of the investment in the new park.



CEQA & Regulatory Experience

Westwood's project team includes CEQA leadership from Elise McCollister, who brings 16 years of experience working with public agencies, including extensive CEQA experience throughout California. Her CEQA experience includes Initial Studies, Negative Declarations, Mitigated Negative Declarations, and Environmental Impact Reports for public works, park, institutional, transportation, and infrastructure projects, with experience serving cities, counties, transportation agencies, school districts, and other public entities.

Representative assignments include Environmental Impact Reports for Plummer Park in the City of West Hollywood, the San Bernardino County Department of Behavioral Health Comprehensive Treatment Campus in Victorville, the Del Mar Fairgrounds, Sunshine Canyon Landfill for the City and County of Los Angeles, and major transportation improvement projects for RCTC, OCTA, SBCTA, TCA, and the City of Bakersfield. Elise has also supported Initial Studies, Negative Declarations, Mitigated Negative Declarations, and Categorical Exemptions for public facility, school, commercial, and mixed-use projects, including LAUSD modernization projects and the Historic Doheny House in Dana Point.

A Clear, Coordinated CEQA Process

A typical CEQA process begins with a clear and stable project description that defines the proposed improvements, project footprint, disturbance limits, construction assumptions, phasing, and potential staging areas. From there, the team identifies responsible and trustee agencies, determines the appropriate level of CEQA review, coordinates technical studies, and evaluates whether potential impacts can be avoided, minimized, or mitigated through design refinements or mitigation measures. For public works projects, important considerations include confirming the scope early, aligning environmental review with the design schedule, documenting technical findings clearly, and maintaining transparent communication with the public and reviewing agencies.

CEQA Approach for Riverbank New Park

For the Riverbank New Park project, Westwood understands that the City anticipates an Initial Study as the appropriate starting point for CEQA review. Our team will begin by working with the City to confirm the project description, review existing site conditions, identify responsible and trustee agencies, and determine the technical studies needed to support the environmental analysis. Because no prior cultural resources, threatened and endangered species, traffic, or wetlands studies have been completed for the site, early coordination and site review will be important to define the appropriate level of study and avoid delays later in the process.

Based on the Initial Study findings, the CEQA documentation may result in a Negative Declaration, Mitigated Negative Declaration, or, if significant impacts are identified that cannot be mitigated, an Environmental Impact Report. Anticipated environmental considerations may include biological resources, threatened and endangered species habitat, migratory birds, wetlands or waters, cultural resources, traffic or circulation, construction-related air quality, greenhouse gas emissions, construction and operational noise, and tree preservation. If existing trees are proposed for removal, the team will review the City of Riverbank's tree requirements, with particular attention to the conservation of native valley oaks or designated landmark trees that may be present onsite.

Champions Field Park: Lathrop, CA

Westwood recommends beginning with focused desktop reviews for biological resources, cultural resources, and wetlands or waters, followed by field assessments if site conditions or agency input indicate additional study is warranted. This early screening approach will help the City understand potential constraints, determine whether mitigation measures are needed, and incorporate environmental considerations into the design before they affect schedule, cost, or approvals.

Potential mitigation strategies may include construction-period best management practices, avoidance or protection measures for sensitive biological or cultural resources, nesting bird pre-construction surveys if tree removal or vegetation disturbance is proposed, design

refinements to reduce noise, traffic, or access impacts, and preservation or replacement measures for protected trees, if required.

Technical Studies and Public/Agency Coordination

Westwood understands that successful CEQA compliance depends on early technical coordination, clear communication, and a well-defined project description. For the Riverbank New Park project, the team will work with the City to confirm the project footprint, disturbance limits, construction assumptions, phasing, and potential staging areas before public circulation. Establishing these details early will allow the environmental analysis to accurately

evaluate potential impacts and reduce the risk of late-stage revisions.

Westwood will coordinate technical studies in alignment with the Initial Study process and support communication with responsible and trustee agencies, as applicable. This includes confirming the appropriate scope for each study, coordinating with technical specialists, reviewing findings for consistency with the project description, and identifying whether design refinements or mitigation measures should be incorporated before the CEQA document is circulated. This coordinated approach helps connect the environmental review process with the design process, so potential constraints are addressed proactively rather than after key design decisions have already been made.



Diablo Vista Park: Danville, CA

Public and agency coordination for the CEQA process will be closely coordinated with, but distinct from, the broader community engagement effort described elsewhere in this proposal. While community outreach will help shape the park vision and design priorities, CEQA noticing and public review will focus on disclosure of the environmental analysis, solicitation of public and agency comments, and documentation of the City's response to those comments. Westwood will work with the City to align messaging between both efforts so residents receive clear, consistent information about the project, the design process, and the environmental review process.

For an Initial Study/Negative Declaration or Initial Study/Mitigated Negative Declaration, key CEQA considerations

include preparation and circulation of a Notice of Intent to notify public agencies, interested parties, and the general public that the environmental document is available for review. The public review period would be established in coordination with the City and consistent with City and CEQA requirements. Westwood will support the City in preparing noticing materials, coordinating circulation, and documenting comments received during the review period. Comments will be organized by topic, tracked in a comment and response database, coordinated with the appropriate technical specialists, and addressed through responses that reference the applicable Initial Study analysis or technical report findings. This approach supports transparency, clear decision-making, and a defensible CEQA record.

Lessons learned from prior CEQA efforts reinforce the importance of early outreach, a stable project description, and clear documentation. When project limits, construction assumptions, or design elements change late in the process, the environmental analysis may need to be revised, which can affect schedule, cost, mitigation requirements, and public trust. By addressing technical issues early and maintaining transparent communication throughout the process, Westwood will help the City advance a CEQA process that is efficient, responsive, and aligned with the needs of the Riverbank community.





Project Management Approach

Leadership Rooted in Park Experience

The City of Riverbank's new park project will benefit from leadership grounded in direct experience with public park planning and design. Tyler brings extensive experience managing park projects ranging from renovations to entirely new park spaces, with a strong understanding of the coordination, communication, and decision-making required to move these projects successfully from early planning into implementation. He understands the unique complexities of public park work, including balancing community priorities, technical constraints, agency considerations, budget realities, and long-term usability. Tyler's track record of delivering high-quality results, combined with his strong communication skills and practical problem-solving approach, positions him as a trusted partner for the City of Riverbank throughout the life of the project.

Under Tyler's leadership, Westwood has assembled a strategic multidisciplinary team with dedicated professionals from each discipline needed to support the project. This leadership structure provides the City with a clear point of accountability and a team guided by both park-specific experience and a practical understanding of how to keep public projects moving forward.

A Fully Integrated In-House Team

One of Westwood's greatest strengths is the ability to deliver the new park project with a fully integrated in-house team. Westwood brings together landscape architecture, civil engineering, survey, environmental, structural, and electrical professionals within one organization, allowing the City of Riverbank to work with a cohesive team that collaborates daily and is accustomed to solving problems together in real time. In many projects, coordination across disciplines depends on multiple outside firms, which can create added layers of communication and management. Westwood's structure is different.

Because our core disciplines are all under one roof, the City benefits from more direct coordination, faster resolution of technical issues, and a more unified process from planning through delivery. This integration supports stronger continuity across project phases and helps ensure that design, technical analysis, and implementation considerations remain aligned throughout the life of the project.

Clear Structure, Clear Accountability

Westwood's project management approach is built on clarity, organization, and accountability. A successful new park project requires a process that is carefully managed at every stage, with defined roles, coordinated schedules, and a clear understanding of project goals. Our team uses reliable project management methods to establish an organized framework for delivery, helping maintain alignment with scope, schedule, and budget while supporting timely and well-informed decisions.

This structure helps keep the project focused on the City's priorities as work progresses. By establishing clear leadership, defined responsibilities, and coordinated internal workflows, Westwood provides the City of Riverbank with a team that is not only technically capable, but also disciplined in how the work is managed and advanced.

May Nissen Park: Livermore, CA

Working as an Extension of City Staff

Westwood understands the importance of seamless collaboration with City staff and views that partnership as essential to project success. Our approach is based on open communication, a cooperative working environment, and a process that keeps City staff informed and engaged throughout the project. Rather than operating independently, we work as an extension of the City's team—sharing expertise, listening carefully, and supporting effective decision-making.

For the new park in Riverbank, this means close collaboration at key milestones and throughout day-to-day project coordination. We recognize that staff input is critical to defining priorities, understanding local context, identifying operational considerations, and shaping solutions that are realistic and implementable. By maintaining this collaborative process from the outset, Westwood helps ensure the project reflects both the City's vision and the

practical needs that will influence long-term success.

Communication and Decision-Making

Strong communication is a central part of Westwood's management philosophy. We believe the best projects are those where information is shared clearly, decisions are made intentionally, and feedback is incorporated at the right moments. For the City of Riverbank, Westwood would establish a communication framework that supports regular coordination, timely updates, and clear review milestones throughout the project.

We anticipate collaborative meetings with the core project team at regular intervals to review progress, discuss findings, confirm direction, and receive feedback. In addition to scheduled meetings, Westwood provides updates at critical points in the process, such as following community outreach, programming analysis, conceptual design, or other major milestones. Where helpful, we can also support

broader internal input to better understand operational needs, staff perspectives, and implementation considerations. This communication structure helps ensure that decisions are timely, informed, and aligned with current project information.

Built to Keep Projects Moving

Westwood is structured to keep complex park projects moving with consistency from planning through implementation. Because our in-house disciplines work together regularly, the team can respond quickly to project needs, coordinate efficiently across technical areas, and maintain continuity as the project evolves. This day-to-day integration helps reduce delays that can occur when information must move between separate firms or disconnected teams.

For the City of Riverbank, this means a dependable process supported by a team that is already accustomed to working together and maintaining momentum. Questions can be



Callander Avenue: Riverbank, CA

addressed quickly, coordination can happen in real time, and the project can continue advancing with fewer interruptions.

Structured to Meet the Schedule

Westwood has the staffing capacity and organizational structure needed to successfully deliver the City of Riverbank's new park project within the timelines established by the City. Our team is organized to provide both consistent leadership and the technical production support required to advance work efficiently at each stage of the project. With dedicated in-house professionals across all core disciplines, Westwood can assign the right expertise at the right time and keep deliverables progressing in alignment with project milestones.

Westwood's broader organizational depth further strengthens our ability to maintain schedule. With more than 2,200 professionals across the firm, we have the resources to support

key deadlines, adjust staffing levels as needed, and maintain continuity without compromising quality. For the City of Riverbank, this means confidence that Westwood has both the personnel and the structure to meet schedule expectations and deliver a high-quality park project on time.

A Process Designed for Quality and Momentum

Westwood's management approach is designed to support both quality and efficiency throughout the life of the project. Our team actively tracks progress, coordinates responsibilities, manages review timelines, and identifies issues early so they can be addressed before they affect the broader process. This proactive approach helps reduce unnecessary delays, supports better coordination, and keeps work advancing in a focused and disciplined way.

By pairing strong internal management with close collaboration with City staff, Westwood creates a process that is

responsive, organized, and results-oriented. The outcome is a project approach that supports both the day-to-day needs of the work and the broader long-term goals of the new park project.

A Trusted Partner for Riverbank

Ultimately, Westwood's project management approach is centered on partnership, responsiveness, and delivery. We understand that the City of Riverbank is looking for a team that can do more than produce a design—it needs a team that can lead the process, coordinate effectively, communicate clearly, and help move the project forward with confidence. With Tyler's leadership, a strategically assembled in-house multidisciplinary team, and the organizational depth to support the project at every stage, Westwood is well positioned to serve as that partner and help the City successfully deliver a new park that reflects its goals and serves the community for years to come.





References

Nathan Sanchez, Projects Administrator

City of Fresno

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559.621.8682 - nathan.sanchez@fresno.gov

Westwood maintains a strong, ongoing relationship with the City of Fresno, providing landscape architecture, civil engineering, land surveying, and community outreach services for parks and recreation projects. Our work includes new neighborhood parks and citywide park improvements, including Broadway Parque, a 29,000-square-foot neighborhood park, and the Milburn Recreation Overlook and Play Structures Improvement Project, which renovated 12 parks citywide. Services have included park planning and design, playground and recreation improvements, accessibility upgrades, planting and irrigation, civil engineering, land surveying, and community outreach. Through this work, Westwood has developed a collaborative relationship with City staff and a strong understanding of local standards, processes, and public park delivery.

Joe Heim, Director of Parks and Recreation

City of Los Banos

645 7th Street, Los Banos, CA 93635

209.827.7034 - joe.heim@losbanos.org

Westwood serves as an on-call consultant for the City of Los Banos, providing landscape architecture, civil engineering, land surveying, and grant support services across more than 30 projects. Through this ongoing partnership, our team has supported a variety of park and recreation improvements, including Sunrise Ranch Park, Shaunessy Village Park, the Los Banos Recreation Center, and the A.G. Sports Complex. For Sunrise Ranch Park and Shaunessy Village Park, Westwood helped transform neighborhood park sites into accessible, community-focused recreation spaces with play, gathering, fitness, open space, planting, irrigation, and supporting site infrastructure. Our continued work with Los Banos demonstrates the trust built with City staff and our understanding of what it takes to move park improvements from concept to construction.

Michael Rosales, Parks Planning & Development Manager

City of Manteca

1001 W Center Street, Manteca, CA 95337

209.456.8615 - mrosales@manteca.gov

Westwood has provided on-call landscape architecture, civil engineering, and land surveying services to the City of Manteca since 2023, supporting a range of park, recreation, and public improvement projects. Our work includes Northgate Park inclusive playground enhancements, Woodward Park Splash Pad, Tidewater Trail improvements, Wilson Park upgrades, restroom replacements, and planning for future recreation amenities such as a pump track. These assignments have included feasibility studies, design, cost estimating, construction documents, community outreach, and updates to City standards and specifications. Through this work, Westwood has helped the City advance inclusive, functional, and well-coordinated improvements that support everyday use and long-term maintenance.

Gem Village Playground: Kakiri, Uganda



Appendix

Proposed Language Adjustments

Westwood Professional Services has reviewed the sample agreement associated with this RFQ and, if selected, can enter into an agreement of that form. However, following a careful review of the City's standard agreement with our legal team, we would like to propose a number of suggested edits for your consideration. These revisions are presented with deletions shown in ~~red-strikethrough~~ and additions shown in green for clarity. Please note that these suggestions are not intended to be final or non-negotiable. We are open to discussion and welcome the opportunity to collaboratively refine the agreement to ensure it works well for all parties.

7. ... If the City fails to make payments to Consultant in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Consultant's option, cause for suspension of performance of services under this Agreement until Consultant has been paid all amounts due.

B.. ... ("Data") shall become the City's sole property upon final payment for services rendered. ... Any reuse or modification of the Data without the engagement of Consultant shall be at City's sole risk and without liability or legal exposure to Consultant.

11. B. ... Services to be provided ("Standard of Care"). ... and shall be free from any defects as determined by the Standard of Care...

14. A. ... with a limit of ~~not less than~~ Two Million Dollars (\$2,000,000) per ~~claim~~ occurrence and Two Million Dollars (\$2,000,000) ~~for each occurrence in the aggregate.~~

C. ... no less than One Million Dollars (\$1,000,000.00) per ~~occurrence claim and in the aggregate or greater if appropriate for the Consultant's profession. Architects and engineers coverage is to be endorsed to include contractual liability.~~ ...

D. ... worker's compensation and professional liability insurance, ...policy will not be cancelled, ~~allowed to expire, or materially reduced in coverage~~ without at least thirty (30) days' prior ...cancellation (ten (10) days' prior written notice if cancellation is due to nonpayment of premium) ~~expiration, or reduction~~ and each policy ...

15. ... its ~~agents~~, officers, and employees ~~and volunteers~~, against all liability, ...created by the negligent acts or omissions of Consultant in connection with the Services by ...employees of either, ~~whether negligent or not, pertaining to or related to acts or omissions of Consultant in connection with the Services;~~ or (b) ~~arising out of~~ resulting from injuries suffered... obligation to defend (except for professional liability claims), indemnify and...

16. ...City ~~nor~~ Consultant be liable... indirect, exemplary, punitive or incidental damages...

17. ...A "prevailing party" need not assert affirmative claims to be considered a prevailing party, and a party that successfully defends against a claim in relative terms to the amount of the claim asserted shall be considered a prevailing party for purposes of this Section. In claims for money damages, the total amount of recoverable attorney fees, expenses, and costs shall not exceed the net monetary award or judgment of the prevailing party.

18. Notices. With a copy to: legal@westwoodps.com

19. L. Time ~~is of the Essence. Time is of the essence in this Agreement for each covenant and term of a condition herein.~~ Consultant shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

Valley Children's Hospital Inclusive
Playground: Madera, CA

**RESPONSES TO QUESTIONS
REQUEST FOR QUALIFICATIONS (RFQ)
LANDSCAPE ARCHITECTURAL SERVICES FOR NEW PARK DEVELOPMENT**

Question: Will the trees onsite be removed?

Answer: The removal of the current trees onsite will be discussed during the project initiation and site analysis phase or the community engagement phase. The City does not have a current opinion of current trees remaining onsite.

Question: Have any cultural/ threatened and endangered species/ traffic/ wetlands studies been completed? If so, can we have copies?

Answer: To the City's knowledge, there hasn't been any cultural/ threatened and endangered species/ traffic/ wetlands studies that have been completed for the site.

Question: Will this be an IS or MND? Do we know what type of CEQA document anticipated?

Answer: The City anticipates this to require an Initial Study (IS). Based on the results of the initial study, an Environmental Impact Report may be required or a simple negative declaration will be made.

Question: Under Minimum Qualifications, Bullet H references the "ability to enter into the City's standard professional services agreement." Would the City be open to consultants providing requested contract edits for consideration as part of an appendix to their proposal?

Answer: Yes, the City would be open to consultants providing requested contract edits for consideration as part of an appendix to the proposal. This will be discussed in the 'Contract Negotiation Period' phase of the RFQ.

Question: Can you also please provide a copy of the standard services agreement?

Answer: Yes, a copy of the standard services agreement will be provided once the City of Riverbank Parks and Recreation Department has received a copy to distribute.

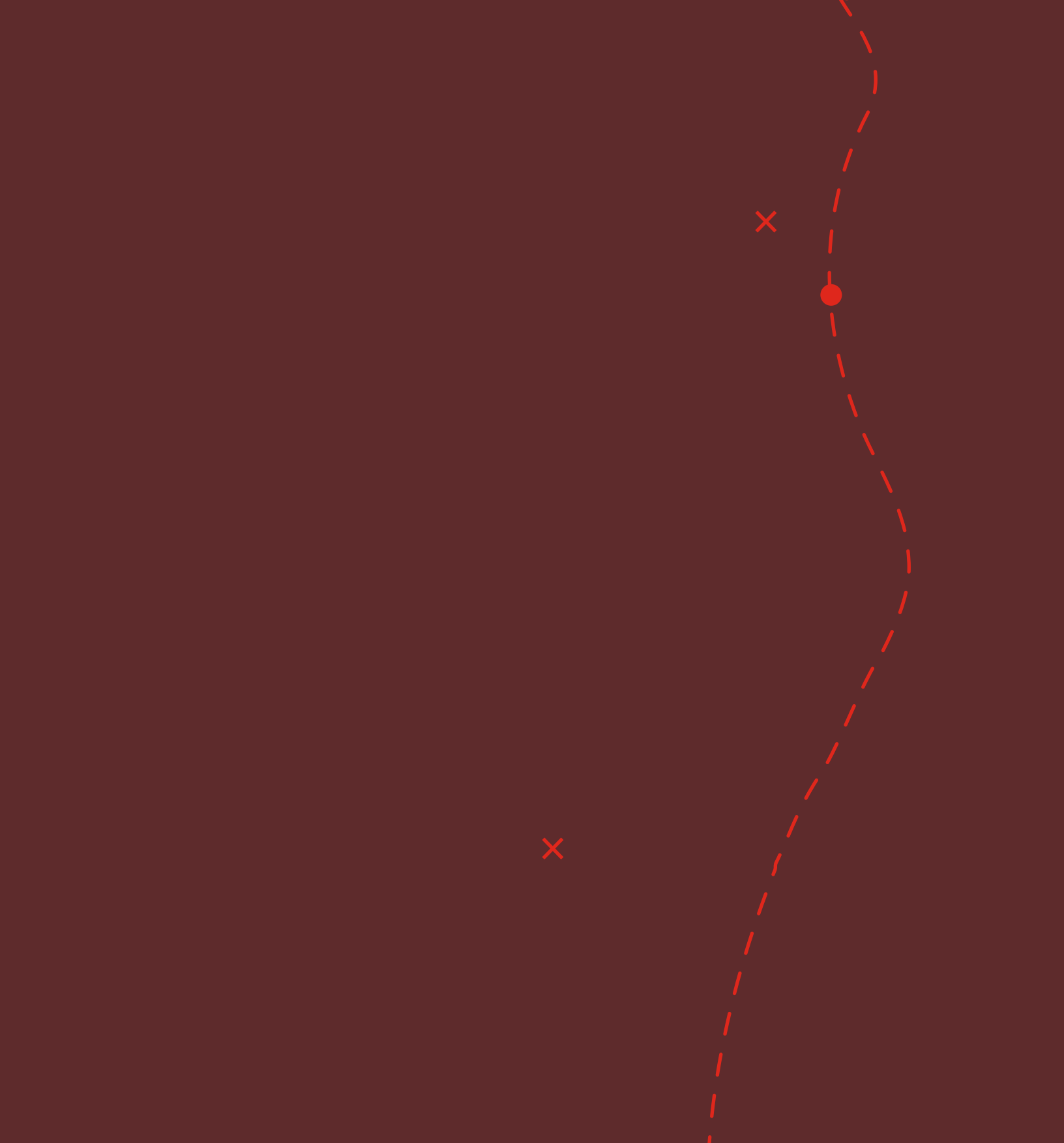

Signature

Chad Kennedy, Director

Name

6/17/2026

Date



RIVERBANK CITY COUNCIL / LRA BOARD

AGENDA ITEM NO. 11.2.

SECTION : NEW BUSINESS

Meeting Date:	8/25/2026
Subject:	Resolution of Concurrence and Support of the Fiscal Year 2025-2026 Stanislaus Urban County and Stanislaus HOME Consortium Consolidated Annual Performance and Evaluation Report (CAPER)
From:	Marisela H. Garcia, City Manager
Submitted by:	Leticia Caratachea, Housing Specialist

RECOMMENDATION

It is recommended that the City Council gather public input on the Fiscal Year 2025-2026 HOME Program and Community Development Block Grant (CDBG) Consolidated Annual Performance and Evaluation Report (CAPER) as prepared by Stanislaus County and adopt a resolution of concurrence and support. A Community Meeting was held on August 19, 2026, at 5:00 PM via Zoom and in person to gather resident input from the community.

SUMMARY

Stanislaus County, in partnership with the Cities of Ceres, Hughson, Newman, Oakdale, Patterson, Riverbank, and Waterford forms the Stanislaus Urban County for purposes of receiving U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant Program (CDBG) and Emergency Solutions Grants (ESG) Program funding. The Stanislaus Urban County, together with the City of Turlock, also form the Stanislaus HOME Consortium for HOME Investment Partnerships (HOME) Program funding. As required by HUD, Stanislaus Urban County and the Stanislaus HOME Consortium are required to prepare a Consolidated Annual Performance and Evaluation Report (CAPER) to document progress toward the goals established in the Consolidated Plan and Annual Action Plan. The report includes the accomplishments of individual jurisdictions participating in the Stanislaus County Community Development Block Grant (CDBG) Consortium, also known as the Stanislaus Urban County, and the Stanislaus HOME Consortium. The draft of the Fiscal Year 2025-2026 CAPER is available for review online at: <https://www.stancounty.com/planning/cdbg/plans-and-reports.shtm>

STRATEGIC PLAN

This report is in conformance with the City of Riverbank's Strategic Plan goal to "Foster Attainable Housing" and "Infrastructure".

BACKGROUND

The Draft CAPER was made available for a 15-day public review and comment period from August 7, 2026, to August 21, 2026. The Draft CAPER is now before the City Council for recommendation of approval to the Stanislaus County Board of Supervisors at their public meeting to be held on September 15, 2026. Upon approval by the Board of Supervisors, the CAPER will be submitted to HUD for final certification.

As identified in the Annual Action Plan (AAP), the City of Riverbank's CDBG allocation for Fiscal Year 2025-2026 is being allocated towards the Water Line Replacement Project in the alley on Riverside Dr. and High Street and the Pioneer Park Improvements and ADA Updates Project, located at the corner of 1st Street and High Street. Due to the work scheduled for these projects, the cost requires multiple years of funding.

PROJECT UPDATE

Community Development Block Grant (CDBG) funds provided through the Consortium are being used to support these projects. After bids received last year exceeded the project budget, the City Council rejected all bids and directed staff to re-bid the project. City staff has been working with Ardurra Engineering and the contracted City Engineer, MCR, to reduce the scope of work and make the necessary revisions to the Plans and Specifications. Final revisions are currently being completed, and the City anticipates receiving the updated Plans and Specifications by the end of August 2026. Once the final revisions are received, the project will be advertised for bid. Final plans and specifications for the Pioneer Park Improvements and ADA Updates Project are also currently being completed, and the City anticipates receiving them by the end of August 2026. Once received, that project will also be advertised for bid.

FINANCIAL IMPACT

There is no financial impact associated with this report

ATTACHMENTS

1. Resolution- FY 2025-26 CAPER
2. 2025-2026-caper-draft

CITY OF RIVERBANK

RESOLUTION 2026-

**RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF RIVERBANK, CALIFORNIA
OF CONCURRENCE AND SUPPORT OF THE FISCAL YEAR 2025-2026
STANISLAUS URBAN COUNTY AND STANISLAUS HOME CONSORTIUM
CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)**

THE CITY OF RIVERBANK CITY COUNCIL (HEREAFTER REFERRED TO AS THE “CITY COUNCIL”) DOES HEREBY RESOLVE THAT:

WHEREAS, the Stanislaus Urban County, is a recognized U.S. Department of Housing and Urban Development (HUD) Entitlement jurisdiction that is comprised of the Cities of Ceres, Hughson, Newman, Oakdale, Patterson, Riverbank, and Waterford and the incorporated areas of Stanislaus County have received and expended Community Development Block Grant (CDBG) funds and Emergency Solutions Grants (ESG) funds for **FY 2025-2026**; and

WHEREAS, the Stanislaus HOME Consortium which includes the Stanislaus Urban County and the City of Turlock, and the unincorporated areas of Stanislaus County have received CDBG and HOME funds from the U.S. Department of Housing and Urban Development (HUD) for FY 2025-2026; and

WHEREAS the Stanislaus Urban County and Stanislaus HOME Consortium are required by HUD to prepare a Consolidated Annual Performance and Evaluation Report (CAPER) to document progress made in accomplishing goals set forth in the Consolidated Plan and Annual Action Plan; and

WHEREAS the CAPER was released for public review on August 7, 2026, allowing comments before the Stanislaus County Board of Supervisor’s hearing scheduled for September 15, 2026; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverbank does hereby adopts a Resolution of Concurrence and Support of the Community Development Block Grant Consolidated Annual Performance and Evaluation Report (CAPER) Fiscal Year 2025-2026 prepared by Stanislaus County.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 25th day of August 2026; motioned by Councilmember _____, seconded by Councilmember _____, and upon roll call was carried by the following City Council vote of _____ :

AYES:

NAYS:
ABSENT:
ABSTAINED:

ATTEST:

Gabriela Hernandez, CMC
City Clerk

APPROVED:

Rachel Hernandez
Mayor



FISCAL YEAR 2025-2026

STANISLAUS HOME CONSORTIUM AND STANISLAUS URBAN COUNTY CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

*for U.S. Department of Housing and Urban
Development Entitlement Programs*

August 2026

Prepared by:

Stanislaus County Planning and Community Development Department

1010 10th Street, Suite 3400

Modesto, CA 95354

STANISLAUS HOME CONSORTIUM AND STANISLAUS URBAN COUNTY MEMBERS

Stanislaus County



Chairman Vito Chiesa

Vice Chairman Terry Withrow

Supervisor Buck Condit

Supervisor Mani Grewal

Supervisor Channce Condit

City of Ceres



Mayor Javier Lopez

Vice Mayor Daniel A. Martinez

Councilmember James Casey

Councilmember Rosalinda L. Vierra

Councilmember Cerina Otero

City of Hughson



Mayor George Carr

Mayor Pro Tem Randy Crooker

Councilmember Julie Ann Strain

Councilmember Alan McFadon

Councilmember Susana Vasquez

Stanislaus Home Consortium and Stanislaus Urban County Members

City of Newman



Mayor Casey Graham

Councilmember Scott Ball

Councilmember Shane Tomlinson

Councilmember Gisel Pimentel

Councilmember Matthew Harden

City of Oakdale



Mayor Cherilyn Bairos

Mayor Pro Tem Kayleigh Gilbert

Councilmember Jarod Pitassi

Councilmember Jeff Kettering

Councilmember Richard Murdoch

City of Patterson



Mayor Michael Clauzel

Councilmember Gabriela Hernandez

Councilmember Kendra Mora

Councilmember Carlos Roque

Councilmember (Vacant)

Stanislaus Home Consortium and Stanislaus Urban County Members

City of Riverbank



Mayor Rachel Hernandez

Vice Mayor John C. Pimentel

Councilmember Luis Uribe

Councilmember Cindy Fosi

Councilmember Stacy Call

City of Waterford



Mayor Charlie Goeken

Vice Mayor Jamie Hilton

Councilmember Christine Harris

Councilmember Elizabeth Talbott

Councilmember Guadalupe "Lupita" Gutierrez

City of Turlock – *Only participates in Stanislaus Home Consortium*



Mayor Amy Bublak

Vice Mayor Rebecka Monez

Councilmember Kevin Bixel

Councilmember Cassandra Abram

Councilmember Erika Phillips

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INTRODUCTION

The 2025-2026 Consolidated Annual Performance and Evaluation Report (CAPER) constitutes the first reporting period (Fiscal Year covering the period of July 1, 2025, through June 30, 2026) of the Five-Year Consolidated Plan. Stanislaus County, in partnership with the cities of: Ceres, Hughson, Newman, Oakdale, Patterson, Riverbank, and Waterford form the Stanislaus Urban County (hereafter “Urban County”) for purposes of receiving U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) and Emergency Solutions Grants (ESG) program funds. The Urban County, in partnership with the City of Turlock forms the Stanislaus HOME Consortium (hereafter “HOME Consortium”) for purposes of receiving HUD HOME Investment Partnerships (HOME) funding. Stanislaus County serves as lead entity for both the HOME Consortium and the Urban County.

HUD requires the HOME Consortium and Urban County to prepare and adopt a five-year Consolidated Plan (Con Plan) and Annual Action Plans to inform HUD on how the allocated grant funds will be used. At the end of each fiscal year (FY), HUD requires this annual CAPER to report the progress made in accomplishing the goals set forth in the Con Plan, also referred to as a Strategic Plan, and Annual Action Plan (AAP). As a recipient of Neighborhood Stabilization Program (NSP) funding in prior FYs, the Urban County reports on NSP program income funds still programmed for use. The projects and activities outlined within this CAPER were administered and overseen by the County’s Department of Planning and Community Development.

PROGRAM YEAR 1 – CONSOLIDATED PLAN 2025-2029

In FY 2025-2026, the HOME Consortium and Urban County continued focusing on effectively administering and implementing CDBG, ESG, HOME, and NSP programs. CDBG funding continued to support public infrastructure improvements throughout the Urban County, with projects progressing through environmental review, design, engineering, procurement, and construction. CDBG Public Service funding assisted nonprofit agencies in providing fair housing, homelessness prevention, youth services, food assistance, senior services, and other essential community programs benefiting vulnerable populations. ESG funding continued to support emergency shelter operations, rapid re-housing, homeless prevention, and supportive services through local nonprofit agencies. These programs emphasized a Housing First approach, helping individuals and families experiencing homelessness quickly access safe shelter, stabilize their housing situations, and transition toward permanent housing. During the upcoming FY, the County anticipates completing the closeout of the NSP grant. Upon HUD approval of the closeout, any remaining NSP program income and other

eligible funds will be transferred to the CDBG program in accordance with HUD requirements, allowing the County to continue investing these resources in eligible community development activities that benefit low- and moderate-income residents.

The annual HUD Entitlement program funding allocated to the Urban County in FY 2025-2026 were:

Table 1 Urban County Allocations

Program	Allocation
CDBG	\$2,302,867.00
ESG	\$202,582.00
Total	\$2,505,449.00

The annual HUD Entitlement program funding allocated to the HOME Consortium in FY 2025-2026 was:

Table 2 HOME Consortium Allocation

Program	Allocation
HOME	\$1,234,276.61

FY 2025-2026 marked the third year of the HOME Consortium. During the program year, the County continued to build the foundation of the Consortium by working towards implementing HOME-funded rental housing development projects, developing a Consortium-wide Housing Rehabilitation program and strengthening administrative processes to ensure long-term program compliance and successful project delivery.

The County completed a Request for Proposals (RFP) process to award HOME funds to affordable rental housing developments that will increase the supply of rental housing units within the Consortium service area. Staff also continued development of the Housing Rehabilitation Program, including the addition of assistance for accessory dwelling units (ADUs), by developing program policies, agreements, and administrative procedures necessary to launch the program.

In addition, the County continued coordinating with the City of Turlock regarding the transition from the former HOME Consortium, including discussions related to unallocated HOME funds and HOME program income administered by the City. The County also worked with consultants, environmental review specialists, legal counsel, and project partners to complete environmental reviews, underwriting, agreement development, and other pre-development activities necessary to advance HOME-assisted projects toward implementation.

These efforts have positioned the Consortium to expand affordable housing opportunities and continue meeting the housing needs of low- and moderate-income residents throughout Stanislaus County and the participating jurisdictions.

In addition to the funding listed above, the CAPER also reports on the use of HUD CDBG Coronavirus Aid, Relief, and Economic Security (CARES) Act funding awarded to the Urban County in FYs 2019-2020 and 2020-2021, with an expenditure deadline of June 30, 2026. The CARES Act identified additional funding for the CDBG program to prevent, prepare for, and respond to the community impacts of the COVID-19 pandemic.

HUD's distribution plan for CDBG CARES Act funding included multiple rounds: an initial round (CV1) that allowed for quick access to funding necessary to address the immediate crisis resulting from the pandemic and funding rounds two and three, CV2 and CV3, that supported post-pandemic community recovery. The Urban County did not receive CV2 funding. The following are the amounts that the Urban County was awarded for CDBG CV1 and CDBG CV3 funding:

Table 3 CDBG CARES Act Allocations

Program	Allocation
CDBG Round One (CV1) Allocation:	\$1,358,994.00
CDBG Round Three (CV3) Allocation:	\$1,432,755.00
Total	\$2,791,749.00

CDBG, ESG, NSP, and HOME funds are designed to primarily serve the low-income community as defined by the Area Median Income (AMI) limits per program for Stanislaus County as determined by HUD. Funds are used by the HOME Consortium and Urban County to meet the following goals of the Con Plan:

Table 4 Consolidated Plan Goals

Goal Number	Goal Description
One	Support affordable housing and promote accessible housing options
Two	Work to address, prevent and mitigate homelessness
Three	Improve infrastructure and public facilities
Four	Provide essential public services
Five	Administration

In FY 2025-2026, the HOME Consortium and Urban County continued to collaborate with the Stanislaus Community System of Care (CSOC), the local federally recognized Continuum of Care (CoC), on homeless services and programs. A CoC is an integrated system of care that guides and

tracks homeless individuals and households through a comprehensive array of housing and services designed to prevent and end homelessness. Services supported with ESG funding are brought to the local CoC for feedback and to ensure coordination with countywide efforts to address homelessness.

The County's Department of Planning and Community Development has also served as the Administrative Entity for the local CoC for state ESG (CA-ESG) since 2017. The department works with the CoC to identify service needs and allocates the CA-ESG funding through its annual grant application process. Over the last few years, the local CoC area has received approximately \$350,000 annually in CA-ESG funding.

This CAPER addresses a series of questions and answers in relation to specific program funding received by the HOME Consortium and Urban County. The information provided in the CAPER is limited to the specific questions that HUD requires of Stanislaus County, as the lead entity, and does not address any other federal or state funding received by the members of the HOME Consortium and Urban County. The CAPER is submitted through HUD's Integrated Disbursement and Information System (IDIS) which limits the length of responses to each question.

CR-05 – GOALS AND OUTCOMES

PROGRESS THE JURISDICTION HAS MADE IN CARRYING OUT ITS STRATEGIC PLAN AND ITS ACTION PLAN. 91.520(A)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The priorities identified in the Con Plan are to improve public infrastructure and facilities, support affordable housing and promote accessible housing options, provide essential public services, and work to address, prevent and mitigate homelessness. In many neighborhoods and communities throughout the planning area, public infrastructure (sewer, curb, gutter, sidewalk, storm drainage, etc.) is minimal or non-existent, causing this to be a high priority need. All of the Urban County members utilize CDBG funds for infrastructure improvement projects in an effort to improve the quality of life for residents in and around the project areas.

Through the CDBG Public Services Grant (CDBG-PSG) program, the Urban County set aside approximately 15% of its annual CDBG allocation for programs that provide services to low to moderate-income households (families or individuals). A total of \$345,430 in funding was awarded to six (6) public service programs to carry-out a number of needed services that included assistance to the homeless and those at risk of becoming homeless. Approximately 1,211 individuals received

some form of service, from CDBG-PSG funded programs ranging from meals and shelter for low-income households to emergency food assistance.

Through the HOME Program, the HOME Consortium continued implementing its third program year as the newly established lead entity. During FY 2025-2026, the HOME Consortium focused on administering the annual HOME allocation, coordinating with participating jurisdictions, developing and implementing program policies and procedures, and advancing affordable housing activities. Efforts included the development of a new Housing Rehabilitation Program to include assistance for the rehabilitation of ADUs, project environmental reviews and project pre-development activities, and coordination with affordable housing developers to facilitate future HOME-assisted housing opportunities.

Throughout FY 2025-2026, the Urban County and the local CoC worked together on strengthening efforts to address and collaborate on homeless issues. Those efforts included working with the CoC and other entitlement jurisdictions to:

- Oversee and monitor programs for federal compliance
- Support the Coordinated Entry System (CES)
- Support the Homeless Management Information System (HMIS)
- Update local CES policies and procedures

CDBG CV1 and CDBG CV3 funding were awarded in prior years through a competitive grant application process. A total of twelve (12) programs provided by eight (8) service providers were funded CDBG CV funds. During FY 2025-2026, a total of 127 individuals were assisted by these CDBG CV funded programs.

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COMPARISON OF THE PROPOSED VERSUS ACTUAL OUTCOMES FOR EACH OUTCOME MEASURE SUBMITTED WITH THE CONSOLIDATED PLAN AND EXPLAIN, IF APPLICABLE, WHY PROGRESS WAS NOT MADE TOWARD MEETING GOALS AND OBJECTIVES. 91.520(G)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Table 5 Consolidated Plan Goals Funding Source

Goal Number	Program Category	Funding Source
One	Affordable Housing	HOME: \$1,110,849.61 NSP1: \$289,982.42 NSP3: \$612,944.97
Two	Homeless	ESG: \$187,389
Three	Non-Housing Community Development	CDBG: \$1,461,864
Four	Homeless and Non-Homeless Special Needs	CDBG Public Services: \$345,430
Five	Other-Administration	CDBG: \$435,573 ESG: \$15,193 HOME: \$123,427 CDBG CV1: \$68,805.73 CDBG CV3: \$286,551 NSP1: \$32,220.26 NSP3: \$68,104.99

[Space below intentionally left blank.]

Table 6 Goals Accomplishments - Strategic Plan and Program Year 1

Goal	Indicator	Units Measure	Expected	Actual	Percent Complete
	Strategic Plan				
One	Housing Units	60	40	0	0%
Two	Other	Other	1,700	2,538	149%
Three	Infrastructure Activities	Households Assisted	2,500	1,427	57%
Four	Public service activities other than Low/Moderate- Income Housing Benefit	Persons Assisted	6,000	13,664	227%
Five	Not Applicable				
	Program Year 1				
One	Housing Units	60	10	0	0%
Two	Other	Other	350	223	64%
Three	Infrastructure Activities	Households Assisted	500	250	50%
Four	Public service activities other than Low/Moderate- Income Housing Benefit	Persons Assisted	1,200	1,211	101%
Five	Not Applicable				

The Community Emergency Response Program goal was established under the FY 2020–2024 Consolidated Plan. Outcomes continue to be reported in this CAPER because CDBG-CV funding remained active through June 30, 2026, which falls within the FY 2025–2026 CAPER reporting period.

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Table 7 Community Emergency Response Goal Accomplishments

Indicator	Units Measure	Expected	Actual	Percent Complete
Strategic Plan				
Rapid Re-Housing	Households Assisted	385	35	9%
Homeless Persons Overnight Shelter	Persons Assisted	970	1,851	190%
Homeless Prevention	Persons Assisted	900	88	9.7%
Other	Other	4,361	6,290	144%
Program Year 1				
Rapid Re-Housing	Households Assisted	10	0	0%
Homeless Persons Overnight Shelter	Persons Assisted	300	66	22%
Homeless Prevention	Persons Assisted	10	38	380%
Other	Other	500	23	4.6%

Emergency Assistance Funding Source: CDBG CV1 \$168,962 and CDBG CV3 \$446,281.38

ASSESS HOW THE JURISDICTION'S USE OF FUNDS, PARTICULARLY CDBG, ADDRESSES THE PRIORITIES AND SPECIFIC OBJECTIVES IDENTIFIED IN THE PLAN, GIVING SPECIAL ATTENTION TO THE HIGHEST PRIORITY ACTIVITIES IDENTIFIED.

The Con Plan identifies public infrastructure and facility improvements, affordable housing, public services, and homeless services, as the high priority needs. Consistent with these priorities, the following activities were undertaken:

- Continued with the design, engineering, and construction of various public infrastructure projects contributing to the improvement of neighborhoods throughout the Urban County.
- Continued to fund public service programs through a competitive grant process to assist nonprofits that aid low- and moderate-income persons in need of services (i.e., food, shelter, and youth services).
- Continued to oversee CDBG CV awarded grants, to nonprofits, that were offered through a competitive process to assist the community to prepare, prevent, and protect its residents, service providers, and businesses from the impact of COVID-19.
- Continued development of a Consortium-wide Housing Rehabilitation Program, including assistance for Accessory Dwelling Units (ADUs).

- Development of program policies and procedures, coordinating environmental review and underwriting activities, and working with legal counsel and consultants to establish the administrative framework necessary for long-term program implementation of the HOME program.

The following expenditures of public services program funding occurred during the FY:

CDBG-PSG Program Funded Service Providers (Fiscal Year 2025-2026)

Court Appointed Special Advocates of Stanislaus County – Direct Services Project	\$35,543
Center for Human Services – Economic and Mobility Program	\$35,543
Children’s Crisis Center of Stanislaus County – Guardian House	\$35,543
Children’s Crisis Center of Stanislaus County – Marsha’s and Verda’s House	\$35,543
Healthy Alternatives to Violent Environments – Legal Program	\$30,543
We Care Program – Turlock – Substance Abuse-Counseling Program	\$172,715

2024 ESG Program Funded Service Providers

Center for Human Services – Youth Low Barrier Shelter Program	\$77,042
Healthy Alternatives to Violent Environments – Haven Emergency Shelter Program	\$26,830
Turning Point Community Programs – Rapid Re-Housing Program	\$85,962

2025 ESG Program Funded Service Providers

Center for Human Services – Youth Low Barrier Shelter Program	\$30,456
Healthy Alternatives to Violent Environments – Haven Emergency Shelter Program	\$75,900
We Care Program – Turlock – Rapid Re-Housing Program	\$81,033

CDBG CV1 Program Funded Service Providers

Cambridge Academies – Enterprise Connection Program	\$201,731.50
Center for Human Services – Family Resource Center Concrete Support	\$201,731.50
Children’s Crisis Center – CDBG CARES Program	\$170,691.50
Family Promise of Greater Modesto – Rent/Utility Assistance Program	\$201,731.50
The Salvation Army Modesto Red Shield – Feed the Need Program	\$201,731.50
United Samaritans Foundation – Employee Hazard Pay	\$109,578.50

CDBG CV3 Program Funded Service Providers

Cambridge Academies – HOST House Shelter Program	\$200,000
Cambridge Academies – Naomi’s House Shelter Program	\$200,000
Center for Human Services – Family Resource Center Concrete Support	\$200,000
Community Housing and Shelter Services – Rental Assistance Program	\$180,000
Healthy Alternatives to Violent Environments – Haven Emergency Shelter Program	\$166,204
The Salvation Army Modesto Red Shield – Feed the Need Program	\$200,000

The competitive grant review process utilized a Grant Review Panel made up of representatives from each of the Urban County’s members and the CSOC to ensure progress towards meeting the Con Plan’s priorities and addressing community needs.

As the Urban County’s lead entity, county staff administratively supported all of the Urban County members on their paths towards meeting the goals in the Con Plan. The following were the projects that the Urban County Members undertook during FY 2025-2026.

Table 8 Urban County Members Infrastructure Projects

Urban County Member	Project
Stanislaus County	West Modesto Infrastructure Improvements
City of Ceres	Morrow Village Phase III Improvements
City of Hughson	2nd Street Improvements Infrastructure 7 th Street Improvements Infrastructure
City of Newman	Steffensen-Sunshine Area Infrastructure
City of Oakdale	Southwest Downtown Safe Routes to School Improvements North Fifth-South Sixth Improvements
City of Patterson	Washburn Infrastructure Improvements Project, 6B E Street Waterline Replacement and 9 th Street Improvements
City of Riverbank	Water and Sewer Line- High Street/Riverside Drive Project and Pioneer Park ADA Improvements
City of Waterford	G Street Pedestrian Infrastructure Improvements

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CR-10 – RACIAL AND ETHNIC COMPOSITION OF FAMILIES ASSISTED

DESCRIBE THE FAMILIES ASSISTED (INCLUDING THE RACIAL AND ETHNIC STATUS OF FAMILIES ASSISTED). 91.520(A)

Table 9 Assistance to Racial and Ethnic Populations by Source of Funds

Race/Ethnicity	CDBG	% CDBG	ESG	% ESG	HOME	% HOME
White	988	81.59%	76	34.08%	0	
Black or African American	65	5.37%	21	9.42%	0	
Asian	24	1.98%	2	0.90%	0	
American Indian or American Native	16	1.32%	1	0.45%	0	
Native Hawaiian or Other Pacific Islander	17	1.40%	4	1.79%	0	
Other	101	8.34%	119	53.36%	0	
Refused to Answer	0	0.00%	0	0.00%	0	
Total	1,211	100%	223	100%	0	
Hispanic	722	59.62%	69	30.94%	0	
Not Hispanic	489	40.38%	154	69.06%	0	

Table 10 CARES Program Assistance to Racial and Ethnic Populations

Race/Ethnicity	CDBG CV	Percent
White	96	75.59%
Black or African American	8	6.30%
Asian	9	7.09%
American Indian or American Native	2	1.57%
Native Hawaiian or Other Pacific Islander	1	0.79%
Other	11	8.66%
Refused to Answer	0	0.00%
Total	127	100%
Hispanic	97	76.38%
Not Hispanic	30	23.62%

Narrative

The Urban County and HOME Consortium identify priority community needs through its Consolidated Plan and fund programs that provide services to eligible individuals and households. Tables 9 and 10 above reflect the CDBG-PSG, ESG, and CDBG CV programs administered during FY 2025-2026 and is auto-generated by the HUD CAPER template reflecting demographic information provided by participants and recorded in the HUD Integrated Disbursement and Information System (IDIS) reporting system.

The HOME Program is not reflected in the accomplishment tables above because no HOME-funded housing projects were completed or occupied during FY 2025-2026. During the program year, the

HOME Consortium continued implementing its affordable housing programs through project underwriting, environmental review, agreement development, and coordination with housing developers and participating jurisdictions. These activities are necessary pre-development and administrative steps that will support the construction, rehabilitation, and preservation of affordable housing units in future program years. As HOME-funded projects move into construction and occupancy, beneficiary data will be reported through HUD's IDIS and reflected in future CAPERs.

CDBG-PSG funds were used by several nonprofits that addressed the needs of special populations in the Urban County. Of the total 1,211 individuals assisted, approximately 78 individuals with disabilities were assisted, 154 were assisted with emergency food, 216 received emergency shelter services, and 162 were assisted with utility assistance. Among the total assisted individuals, there were 98 female head of households, 54 veterans, 111 seniors, 91 domestic violence victims, and 216 homeless. Of those assisted, 12 were provided with homeless prevention services, and 821 were provided case management.

ESG funds were used by several nonprofits that assisted homeless persons and families, both the individuals and families experiencing chronic homelessness and those experiencing temporary homelessness, make a transition to permanent housing and independent living. While enrolled in these programs, case managers worked with each household to set goals and work on a housing action plan in order to identify and connect with any services needed such as: Temporary Assistance for Needy Families (TANF), food stamps, Veteran's benefits, future employment opportunities, etc. ESG-funded Rapid Re-Housing activities assisted eight individuals in obtaining permanent housing, and all eight remained stably housed at the end of the FY.

ESG funds were also used to provide emergency shelter to homeless individuals and households. Participants who demonstrated progress motivation toward self-sufficiency received extended case management in conjunction with rapid re-housing assistance funds to assist in obtaining employment and permanent housing. Shelter service providers assisted 16 individuals to obtain housing this last FY. The ESG-funded programs assisted a total of 223 individuals throughout the FY.

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IDENTIFY THE RESOURCES MADE AVAILABLE.**Table 11 Resources Made Available**

Source of Funds	Resources Made Available	Amount Expended During Program Year 2025
CDBG	\$6,635,087	\$3,296,426
ESG	\$202,582	\$104,729
HOME	\$4,023,750	\$32,712

Narrative

The annual entitlement CDBG, HOME, and ESG in the amounts identified in *Table 11– Resources Made Available*, continued to provide critical resources for public infrastructure improvements, public services, and affordable housing activities. Collectively, CDBG and ESG funding assisted the Urban County in addressing infrastructure needs and to provide services to the community's most vulnerable residents. Whenever possible, Urban County members leveraged CDBG funds with local, state, and other federal funding sources to maximize community investment and expand the impact of HUD-funded activities. Although HOME program expenditures during FY 2025-2026 were limited to eligible administrative and pre-development activities, no HOME-funded housing units were completed during the reporting period. Consequently, there were no HOME match contributions or leveraged project funding to report for completed housing activities.

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IDENTIFY THE GEOGRAPHIC DISTRIBUTION AND LOCATION OF INVESTMENTS

Table 12 Identify the Geographic Distribution and Location of Investments

Target Area	Planned % of Allocation	Actual % of Allocation	Description
Ceres	16	16	Infrastructure, Public Services, and Community Development
Newman	9	9	Infrastructure, Public Services, and Community Development
Oakdale	10	10	Infrastructure, Public Services, and Community Development
Patterson	11	11	Infrastructure, Public Services, and Community Development
Riverbank	9	9	Infrastructure, Public Services, and Community Development
Stanislaus Urban County	20	20	Infrastructure, Public Services, Community Development, and Administration
Unincorporated Stanislaus County	8	8	Infrastructure, Public Services, and Community Development
Waterford	9	9	Infrastructure, Public Services, and Community Development
Hughson	8	8	Infrastructure, Public Services, and Community Development
Turlock	N/A	N/A	Affordable Housing and Services

Narrative

CDBG funding is allocated among all the Urban County's members based on a population and poverty formula, along with an equitable amount of funding for administration. Stanislaus County, as lead entity, receives a greater percentage of funding for administration. Each member sets their own priority for public infrastructure projects. In many neighborhoods and communities within the Urban County's planning area, public infrastructure is minimal or non-existent, making infrastructure improvements one of the highest community priorities identified in the Consolidated Plan. Infrastructure such as sewer, water, curb, gutter, sidewalk, and storm drainage are typical development standards in newer neighborhoods but are non-existent or antiquated in older neighborhoods. The Urban County members each use the majority of their annual CDBG entitlement funds for infrastructure improvement-related projects. CDBG-PSG and ESG funding are made available for use throughout the entire Urban County planning area. CDBG funding also supports fair housing services throughout the Urban County.

HOME funding is allocated among all the HOME Consortium members based on a population and poverty formula for activities. All members are given the opportunity to propose projects using their HOME allocation, with a requirement that funding for the project(s) must be encumbered for use within six months of the beginning of each FY. Unencumbered funds are utilized by Stanislaus County, as lead entity, in delivery of eligible housing programs and projects. As needed, programs and projects will be developed through the release of a request for proposal (RFP) for general affordable housing projects for the entire HOME Consortium. The County will maintain an ongoing list of projects, developed from RFPs (released to developers, realtors, and with others interested in participating in affordable housing development) seeking funding for projects. The project list will be prioritized based on community need, project feasibility (i.e., funding, entitlements, design stage, etc.), and time frame for full implementation.

During FY 2025-2026, no HOME-funded housing projects were under construction or completed; therefore, no geographic investment percentages are reported for HOME activities during this FY. While the City of Turlock is not a member of the Urban County and does not receive CDBG funds through the Urban County allocation, it is a participating member of the HOME Consortium and is therefore included for HOME planning purposes. Because HOME-funded projects had not yet advanced to implementation during the reporting period, there were no HOME direct project expenditures or beneficiary data to attribute to individual Consortium jurisdictions. Geographic

distribution of HOME investments will be reflected in future CAPERs as HOME-assisted projects proceed to construction, rehabilitation, and occupancy.

LEVERAGING

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

Leveraging Resources

CDBG and ESG activities leveraged \$5,089,650 and \$1,254,986 respectively to support service delivery. The sources of leveraged funding included: private donations, other local funding, program income, and in-kind donations. Although matching funds were not required for CDBG-funded public service providers, awarded agencies were required to report leveraged resources, including private donations, local funding, program income, and in-kind contributions.

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No HOME-funded housing projects were completed during the reporting period. Therefore, the HOME tables related to match, program income, MBE/WBE participation, minority owners, and relocation reflect zero activity for FY 2025-2026.

Table 13 Fiscal Year Summary - HOME Match Report

Excess match from prior Federal fiscal year	\$0
Match contributed during current Federal fiscal year	\$0
Total match available for current Federal fiscal year (Line 1 plus Line 2)	\$0
Match Liability for current Federal fiscal year	\$0
Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	\$0

Table 14 HOME Match Contribution Sources for the Federal Fiscal Year

Project No. or Other ID	N/A
Date of Contribution	N/A
Cash (non-Federal sources)	N/A
Foregone Taxes, Fees, Charges	N/A
Appraised Land/Real Property	N/A
Required Infrastructure	N/A
Site Preparation, Construction Materials, Donated Labor	N/A
Bond Financing	N/A
Total Match	N/A

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Table 15 HOME Program Income

Balance on hand at beginning of reporting period	Amount received during reporting period	Total amount expended during reporting period	Amount expended for TBRA	Balance on hand at end of reporting period
N/A				

Table 16 Minority Business and Women Business Enterprises

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts	N/A					
Number						
Dollar Amount						
Sub-Contracts						
Dollar Amount						
Sub-Contracts						
	Total	Women Business Enterprises (WBE)	Male			
Contracts	N/A					
Number						
Dollar Amount						
Sub-Contracts						
Number						
Dollar Amount						

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Table 17 Minority Owners of Rental Property

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	N/A					
Dollar Amount	N/A					

Table 18 Relocation and Real Property Acquisition

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired				0		
Businesses Displaced				0		
Nonprofit Organizations Displaced				0		
Households Temporarily Relocated, not Displaced				0		
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	N/A					
Cost	N/A					

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MATCHING

Under the ESG program (federal and state), 50% of the costs related to the projects are reimbursed and the remainder of the costs paid by non-ESG match funding sources (i.e., local unrestricted donations). In this manner, the subrecipient in turn commits their dollar-to-dollar match by paying the remainder of the expenses from non-ESG sources.

The HOME Program requires that a contribution or match of no less than 25 cents for each dollar of HOME funds be spent on affordable housing. HOME housing development projects selected through an RFP process will be subject to meeting the match requirement. For this reporting period funding was awarded, however, there were no housing activity funds expended.

CR-20 – AFFORDABLE HOUSING 91.520(B)

EVALUATION OF THE JURISDICTION'S PROGRESS IN PROVIDING AFFORDABLE HOUSING, INCLUDING THE NUMBER AND TYPES OF FAMILIES SERVED, THE NUMBER OF EXTREMELY LOW-INCOME, LOW-INCOME, MODERATE-INCOME, AND MIDDLE-INCOME PERSONS SERVED.

Table 19 Affordable Housing Number of Households

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	5	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	5	0

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Table 20 Rental Assistance Number of Households Supported

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	5	0
Number of households supported through Acquisition of Existing Units	0	0
Total	5	0

DISCUSS THE DIFFERENCE BETWEEN GOALS AND OUTCOMES AND PROBLEMS ENCOUNTERED IN MEETING THESE GOALS.

Several housing goals established in the FY 2025-2026 Annual Action Plan remain in progress due to the nature of affordable housing development and housing rehabilitation activities. Affordable housing projects often require multiple years to complete because they involve environmental review, project underwriting, financing commitments, design, permitting, procurement, construction, and ongoing compliance activities.

During the program year, the County continued progress on affordable housing goal by awarding HOME and PLHA funds to eligible affordable housing projects, completing environmental review activities, coordinating with project sponsors, and working toward the implementation of the Housing Rehabilitation, that will include assistance for the rehabilitation ADUs. While these activities did not immediately result in completed housing units during the reporting period, they represent significant progress toward achieving the housing goals identified in the Consolidated Plan.

The County began efforts to restructure its Housing Rehabilitation Program to serve the entire HOME Consortium. The restructure includes an update to program Policies and Procedures and a focused target of bringing unpermitted accessory dwelling units into compliance with all applicable building codes. The County anticipates launching a restructured program during the next program year.

DISCUSS HOW THESE OUTCOMES WILL IMPACT FUTURE ANNUAL ACTION PLANS.

The actions undertaken during FY 2025-2026 to advance the affordable housing goal will continue to shape future Annual Action Plans by reaffirming the need for long-term investment in affordable housing development and rehabilitation throughout the HOME Consortium area. During the program year, the County focused on advancing affordable housing through funding projects, environmental review activities, program development, and coordination with housing partners. The County recognizes that affordable housing projects often require multiple years to complete due to environmental review, financing, permitting, construction, and other pre-development activities. As a result, future Annual Action Plans will continue to prioritize projects that demonstrate readiness while supporting development through the various stages of implementation.

The County will continue to leverage HOME and PLHA funding to increase and preserve the supply of affordable housing. Implementation of the Housing Rehabilitation Program, including the addition of assistance for accessory dwelling units (ADUs), is expected to expand housing rehabilitation opportunities for low- and moderate-income households while preserving the County's existing housing stock.

The County and its member jurisdictions recognize the importance of maintaining State-certified Housing Elements to remain eligible and competitive for state housing funding opportunities. As jurisdictions continue updating and implementing their Housing Elements, the County will continue coordinating with member agencies to support long-term housing planning, identify local housing needs, and seek available state and federal housing resources. Maintaining compliance with State housing requirements will remain an important component of advancing affordable housing opportunities throughout Stanislaus County.

The County will continue collaborating with the Stanislaus Regional Housing Authority (SRHA), member jurisdictions, affordable housing developers, nonprofit organizations, and other funding partners to leverage federal, state, and local resources. Although state funding opportunities have increased in recent years, the rising costs of land acquisition, construction, rehabilitation, and project development continue to present challenges in meeting the County's affordable housing needs. Future Annual Action Plans will continue to prioritize investments that maximize available funding, leverage additional resources, and increase the production and preservation of affordable housing throughout the Urban County and HOME Consortium.

INCLUDE THE NUMBER OF EXTREMELY LOW-INCOME, LOW-INCOME, AND MODERATE-INCOME PERSONS SERVED BY EACH ACTIVITY, WHERE INFORMATION ON INCOME BY FAMILY SIZE IS REQUIRED TO DETERMINE THE ELIGIBILITY OF THE ACTIVITY.

Table 21 Number of Persons Served

Number of Persons Served	CDBG Actual	Percentage	HOME Actual	Percentage
Extremely Low-income	971	80%	0	0%
Low-income	232	19%	0	0%
Moderate-income	8	1%	0	0%
Total	1,211	100%	0	0%

Narrative

For activities requiring household income eligibility, beneficiaries were determined to be extremely low-, low-, or moderate-income according to applicable HUD regulations prior to receiving assistance. The number of persons served within each income category is reflected in the accompanying tables above. Activities qualifying under the Low- and Moderate-Income Area Benefit (LMA) or other applicable national objectives were administered in accordance with HUD eligibility requirements and therefore did not require individual household income verification.

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EVALUATE THE JURISDICTION'S PROGRESS IN MEETING ITS SPECIFIC OBJECTIVES FOR REDUCING AND ENDING HOMELESSNESS THROUGH:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs.

The Urban County utilized Emergency Solutions Grant (ESG), Community Development Block Grant Public Service Grant (CDBG-PSG), and California Emergency Solutions Grant (CA-ESG) funding to support a coordinated approach to reducing homelessness and connecting individuals and families experiencing homelessness with housing and supportive services. Through these programs, the County funded nonprofit service providers that conducted outreach, assessed participant needs, provided emergency shelter, rapid re-housing, homelessness prevention, case management, food assistance, and referrals to mainstream resources.

All ESG-funded providers actively participate in the local Continuum of Care (CoC), helping to strengthen coordinated outreach, engagement, assessment, and referral efforts throughout Stanislaus County. The County also continued participating in CSOC planning activities to identify service gaps, improve coordination among providers, and support implementation of the Coordinated Entry System. Through Coordinated Entry, individuals experiencing homelessness are assessed using a standardized process to identify housing and supportive service needs, prioritize households with the greatest services and housing needs, and connect them with the most appropriate available resources.

During FY 2025-2026, ESG-funded providers assisted 215 individuals through emergency shelter services and helped eight (8) individuals obtain permanent housing through Rapid Re-Housing assistance. ESG-funded providers maintained participant information in the Homeless Management Information System (HMIS) or comparable database, allowing providers to coordinate services, document outcomes, and improve system-wide planning and evaluation.

In addition to federal ESG funding, the County continued serving as the Administrative Entity for CA-ESG funding on behalf of the local CoC. During the program year, CA-ESG funding supported emergency shelter and rapid re-housing activities that expanded access to housing and supportive services for individuals and families experiencing homelessness, including youth and survivors of domestic violence.

The members of the HOME Consortium, through participation in the CoC, continue to engage in hospital discharge planning for individuals experiencing homelessness through participation in the Stanislaus County Hospital and Shelter Partners (SCHSP) meetings. Since April 2019, the Hospital Council of Northern California has coordinated SCHSP monthly meetings with representatives from local hospitals, homeless shelters, public agencies, and stakeholder groups to plan for the discharge of homeless individuals from health care facilities to comply with SB 1152. The objective has been to create a community standard of care and greater coordination among healthcare providers, shelters, and homeless service organizations.

Addressing the emergency shelter and transitional housing needs of homeless persons.

Throughout FY 2025-2026, the Urban County utilized Emergency Solutions Grant (ESG), Community Development Block Grant Public Service Grant (CDBG-PSG), and California Emergency Solutions Grant (CA-ESG) funding to address the emergency shelter needs of individuals and families experiencing homelessness. ESG-funded providers operated emergency shelters serving adults, youth, and survivors of domestic violence, while providing comprehensive case management, housing navigation, and referrals to supportive services designed to promote housing stability and permanent housing outcomes. Collectively, County's ESG-funded and CDBG-funded emergency shelters maintained 95 year-round emergency shelter beds, including 49 beds at We Care Program, 24 beds at the Center for Human Services Youth Low-Barrier Emergency Shelter, and 22 beds at HAVEN's shelter:

We Care Program – Emergency Shelter

The 49-bed shelter provided safe, temporary housing and access to essential services designed to help participants stabilize their immediate housing crisis while working toward permanent housing solutions. In addition to emergency shelter, participants received comprehensive case management, housing navigation, and referrals to mainstream resources, including healthcare, behavioral health services, employment assistance, and income support programs. Staff worked collaboratively with each participant to develop individualized housing plans focused on overcoming barriers to housing and increasing self-sufficiency. The shelter emphasized low-barrier access to services and assisted participants in identifying and securing appropriate permanent housing opportunities as quickly as possible.

Center for Human Services – Youth Low-Barrier Emergency Shelter

The 24-bed shelter provided safe, temporary shelter and supportive services for youth and young adults experiencing homelessness. The shelter operated using a low-barrier approach that prioritized

immediate access to shelter while reducing barriers to services and permanent housing. Participants received individualized case management, housing navigation, life skills development, and referrals to education, employment, healthcare, behavioral health, and other supportive services. The trauma-informed, client-centered program focused on helping youth achieve safe, stable, and permanent housing while building long-term self-sufficiency.

HAVEN – Emergency Shelter

The 22-bed shelter served individuals and families fleeing domestic violence, sexual assault, and human trafficking. The shelter provided 24-hour crisis intervention, safety planning, case management, legal advocacy, and supportive services. HAVEN's services focused on helping survivors achieve safety, stabilize their housing situations, and transition to permanent housing while addressing their unique safety and supportive service needs.

The HOME Consortium and Urban County have collaborated with the Stanislaus Community System of Care (CSOC), the local Continuum of Care, for more than twenty-five years to strengthen the regional homeless response system. Through this collaboration, the County works with the SRHA, the Cities of Modesto and Turlock, County departments, nonprofit organizations, healthcare providers, faith-based organizations, and other community stakeholders to coordinate emergency shelter, outreach, housing, and supportive services for individuals and families experiencing homelessness.

ESG funding supported HMIS participation to improve coordination among homeless service providers, enhance data quality, and strengthen the County's ability to evaluate program outcomes and identify community needs.

While not funded by the Urban County, the following are some of the facilities available, and efforts undertaken, during the FY to address the emergency shelter and transitional housing needs of homeless persons countywide:

Access Center Emergency Shelter (ACES)

The Access Center Emergency Shelter (ACES), located in the City of Modesto, is a 182-bed low-barrier shelter focused on providing shelter to the most vulnerable unsheltered population by decreasing common barriers to individuals accepting shelter service, such as pets, partners, and possessions. ACES opened November 26, 2019, and is operated by the Salvation Army. Included in the bed count is a 22-bed dorm area available for those individuals experiencing homelessness that suffer from a significant mental illness. This dorm-style room reduces instances of victimization and

increases the efficacy of therapeutic intervention. The County's Community Assessment Response and Engagement (CARE) Team is also able to use the location to provide case management and shelter to the most vulnerable unsheltered individuals. ACES has also afforded an opportunity for the most vulnerable unsheltered population to be sheltered and connected with case management services, with a strong emphasis on assisting shelter guests to become document ready for entry into the community's coordinated entry housing continuum. Additionally, Stanislaus County Animal Services Agency partnered with ACES to create a healthy pets program. This program provides pet food, crates, and animal health services to pets residing at ACES.

Empire Cold Weather Family Shelter

The Empire Cold Weather Family Shelter, located in the community of Empire, was initiated by the County's Community Services Agency (CSA) in November 2018 as a partnership with the SRHA. The target population served are families who are currently being case managed in CSA Housing Support Program (HSP) unit, have used all available temporary shelter nights, are still engaged in the search for permanent housing and have been unsheltered the longest based on date of referral to the HSP program.

CSA works in partnership with Community Housing and Shelter Services (CHSS) for placement of families at the Empire Cold Weather Family Shelter and has an existing contract with CHSS to administer, arrange and facilitate temporary housing services to CalWORKs and Welfare-to-Work eligible families. CHSS also provides case management services, which include assisting and educating participants on their income, household budgets, and housing options; aiding participants in completion of housing applications and landlord outreach; and providing housing search workshops.

The Empire Migrant center consists of 90 dwelling units used for farmworker housing from April to October each year. This project allows CSA to use 22 units during the months of November through March.

Family Housing Facility (FHF)

In November 2019, CSA began leasing a motel, located in Modesto area, to operate a year-round family shelter using the model implemented at the Empire Cold Weather Family Shelter. The property has 23 units and a three (3) room office space.

CSA works in partnership with CHSS for placement at FHF. CHSS services include primary case management oversight which include: assisting participants with household budget, understanding

their income, housing options, completing housing application, landlord outreach and housing search workshops, working with families to remove barriers to self-sufficiency, and connecting families to applicable and relevant community resources.

FHF complements the seasonal Empire Cold Weather Shelter by offering continuous availability throughout the year, prioritizing families with longer-term unsheltered status or those nearing exhaustion of temporary shelter nights. Through integrated services and stable housing options, FHF reinforces the County's homelessness prevention and support strategy.

Access Center

On February 3, 2020, the Access Center, a "hub location" for multiple homeless programs and the entry way into the shelter system, opened in the City of Modesto. The Access Center serves as a one-stop hub and physical entry point for individuals at-risk of or currently experiencing homelessness to access a wide range of co-located homelessness services including centralized homeless outreach and engagement; housing assessments and navigation; and homelessness support services and referrals. The Access Center also employs a "meet you where you are" strategy that has specialized homeless outreach workers meet individuals on the street and in homeless encampment areas and encourages individuals to connect to services.

The following partners are co-located at the Access Center: Center for Human Services; Community Housing and Shelter Services; Community Impact Central Valley; Disability Resource Agency for Independent Living; Golden Valley Health Centers; Salvation Army - Modesto; Stanislaus County (Behavioral Health and Recovery Services and Community Services Agency); Telecare Corporation; and Turning Point Community Programs.

Sierra House — City of Riverbank's Shelter and Service Program

Sierra House is a residential training and shelter program operated collaboratively by the City of Riverbank and Cambridge Academies. The City acquired the property specifically to offer a structured pathway out of homelessness for vulnerable individuals in the community. The live-in component provides General Education Development (GED) tests and life-skills training alongside case-managed support. Cambridge Academies staff oversee operations.

Adjacent to the main site, their Day-Use Facility offers essential services to Riverbank's unhoused population, including hot showers, clean clothing, and warm meals.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The HOME Consortium continued to actively participate in the CSOC to ensure CDBG-PSG and ESG funding aligned with countywide efforts to help low-income individuals and families to avoid becoming homeless. CSOC efforts include improving the program planning for homeless funding utilization throughout Stanislaus County and working with private hospitals to encourage the incorporation of rental assistance and case management into discharge planning. CSOC representatives actively collaborate with the County Sheriff's Office and the Probation Department to identify services available for recently discharged parolees to help prevent homelessness among that population. Nonprofits awarded CDBG-PSG and ESG funding are required to participate in the CSOC as part of the effort to ensure alignment with the broader community efforts to address homelessness and to allow for education opportunities on new community programs that can add value to existing programs.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

The Urban County partnered with CHSS, CHS, Turning Point Community Programs, and the We Care Program to help homeless individuals and families make a transition to permanent housing and independent living. With the use of ESG grant funds, both the chronically homeless populations and temporarily homeless households were provided the opportunity to be placed into permanent housing. While enrolled in these programs, case managers work with each household to set goals and work on a housing action plan in order to identify and connect with any needed services, such as: Temporary Assistance for Needy Families (TANF), Food Stamps, Veteran's Benefits, future employment opportunities, etc. Throughout the FY, ESG shelter, homeless prevention, and rapid re-

housing funds placed eight (8) homeless individuals into permanent housing. At the end of the FY, all eight (8) of those individuals were stably housed.

Center for Human Services, HAVEN and the We Care Program utilized ESG funds to provide emergency shelter to homeless individuals. Clients that showed progress toward self-sufficiency received extended case management in conjunction with rapid re-housing assistance funds to assist in the placement of job and permanent housing placement.

CR-30 – PUBLIC HOUSING 91.220(H); 91.320(J)

ACTIONS TAKEN TO ADDRESS THE NEEDS OF PUBLIC HOUSING.

In California, public housing is administered through local Public Housing Authorities (PHAs). The Stanislaus Regional Housing Authority (SRHA) continues to play a vital role in addressing housing needs throughout Stanislaus County, particularly for extremely low- and very low-income households. As the largest provider and property manager of public housing in the County, SRHA is committed to maintaining safe, decent, and affordable housing for its residents.

According to the SRHA 2025 PHA Plan, SRHA administers 647 public housing units and 4,929 Housing Choice Vouchers throughout its service area. In addition, SRHA serves as the administrative agency for the Riverbank Housing Authority, which operates an additional 90 public housing units, including 60 units designated for seniors and 30 family units serving low-income households.

The SRHA operates an overall 1,872 housing units that include conventional public housing, affordable rental development, and specialized farm labor housing.

As of FY 2025, the SRHA's portfolio includes:

- 647 public housing units under the Asset Management Program (AMP), located throughout the cities of Modesto, Turlock, Ceres, Oakdale, Patterson, Newman, Hughson, and Westley.
- 580 farm labor and migrant worker housing units, providing safe and affordable seasonal housing in rural communities such as Empire, Westley, Patterson, and Ceres.
- 550 affordable housing units managed independently or in partnership with nonprofit developers, that serve low-income individuals and families, some of which are financed through USDA or other state/federal programs.

These units are managed and maintained by SRHA to HUD standards and contribute to the County's broader affordable housing inventory. The HOME Consortium coordinates closely with SRHA to align planning, voucher administration, and other programs in support of shared housing goals.

Of 4,929 vouchers in Stanislaus County, 212 vouchers are specifically for homeless veterans (Veterans Affairs Supportive Housing [VASH] vouchers), 270 vouchers are specifically for reunifying families that are facing homelessness or living in substandard housing with children removed from the home, 380 are project-based vouchers, and 11 are project-based vouchers for a senior complex in the City of Patterson.

During the FY, SRHA's public housing stock remained a critical component of the affordable housing landscape, particularly as the demand for deeply affordable units outpaced supply across Stanislaus County. The HOME Consortium continues to support regional collaboration and strategic planning to preserve and expand housing opportunities for vulnerable households. The SRHA and the HOME Consortium have a strong relationship and continue to work together towards furthering decent, safe, and affordable housing throughout the community.

ACTIONS TAKEN TO ENCOURAGE PUBLIC HOUSING RESIDENTS TO BECOME MORE INVOLVED IN MANAGEMENT AND PARTICIPATE IN HOMEOWNERSHIP.

SRHA encourages resident participation through its Resident Advisory Board (RAB), which is comprised of Public Housing and Housing Choice Voucher program participants. The RAB is provided the opportunity to review and comment on proposed policy and program changes, including revisions to the PHA Annual Plan and Housing Choice Voucher Administrative Plan, prior to consideration by the SRHA's Board of Commissioners. SRHA also includes resident representation in its planning process, consistent with HUD requirements.

SRHA continues to encourage self-sufficiency and homeownership opportunities by working with HUD and other housing finance partners to develop a Lease-to-Purchase Homeownership Program for eligible public housing residents. In addition, SRHA has expanded resident engagement through online resident portals, electronic recertifications, and other process improvements that improve communication and access to housing programs and services.

ACTIONS TAKEN TO PROVIDE ASSISTANCE TO TROUBLED PHAS.

There are no PHAs operating within the HOME Consortium area that are designated as troubled or that have requested assistance.

ACTIONS TAKEN TO REMOVE OR AMELIORATE THE NEGATIVE EFFECTS OF PUBLIC POLICIES THAT SERVE AS BARRIERS TO AFFORDABLE HOUSING SUCH AS LAND USE CONTROLS, TAX POLICIES AFFECTING LAND, ZONING ORDINANCES, BUILDING CODES, FEES AND CHARGES, GROWTH LIMITATIONS, AND POLICIES AFFECTING THE RETURN ON RESIDENTIAL INVESTMENT. 91.220 (J); 91.320 (I)

The Con Plan identifies the following public policies as having the potential to negatively affect affordable housing and residential investment: shortage of affordable housing funding, climate change, environmental protection, growth management, planning and development fees, and prevailing wages. To address the potential negative effects of these policies, the members of the HOME Consortium strive to consistently review all potential barriers to affordable housing that are within their authority to address (local development standards and development review procedures); to continue to pursue and utilize available funding for mortgage assistance and housing rehabilitation; and to continue partnering with nonprofit and for-profit housing developers to promote the development of affordable and special-needs housing.

During the FY, the HOME Consortium continued to take steps to address barriers to affordable housing, even though no new construction was completed using CDBG or HOME funds. The HOME Consortium prioritized long-term planning and policy work. These zoning changes are aimed at increasing the availability of multifamily and mixed-use sites, reducing regulatory constraints, and aligning with the County's Housing Element goals. These actions lay the groundwork for future affordable housing projects by improving the feasibility of development and attracting affordable housing developers. The HOME Consortium recognizes that public infrastructure is essential to maintaining healthy neighborhoods. Improvements to water, sewer, streets, sidewalks, drainage, and other public facilities help preserve existing housing by extending the useful life of established neighborhoods, reducing health and safety concerns, and improving accessibility. These investments also create the infrastructure capacity needed to support future housing development and infill opportunities, furthering long-term affordable housing and community development goals.

The members of the HOME Consortium continued to take steps to program state funding sources aimed at increasing the production of housing. Funding sources include PLHA is an ongoing state funding source that is based on the Urban County's 2017 CDBG entitlement allocation. As such, the funding is targeted for use in the unincorporated areas of Stanislaus County along with cities of: Ceres, Hughson, Newman, Oakdale, Patterson, and Waterford. The City of Riverbank joined the

Urban County in FY 2020-2021 and, as such, is eligible for PLHA funding directly from the state. The City of Turlock, although a member of the HOME Consortium, also receives its own PLHA allocation from the state. PLHA funding provides for the: acquisition/development of permanent supportive housing, development/preservation of ADUs, fiscal incentives, and multi-family rental housing.

ACTIONS TAKEN TO ADDRESS OBSTACLES TO MEETING UNDERSERVED NEEDS. 91.220(K); 91.320(J)

The Urban County continually identifies and evaluates underserved community needs through ongoing public engagement, collaboration with member jurisdictions, nonprofit agencies, CoC and other community stakeholders. The County uses information gathered through the Consolidated Planning process, public hearings, consultations with service providers, and program performance evaluations to establish funding priorities that address the greatest unmet housing and community development needs.

Community Development Block Grant Public Service Grant (CDBG-PSG) and Emergency Solutions Grant (ESG) funding are awarded through competitive application processes designed to ensure limited federal resources are directed toward programs that demonstrate community need, collaboration, measurable outcomes, and effective service delivery. Representatives from each Urban County member jurisdiction, along with the local Continuum of Care, participate in the grant review process to help ensure funding recommendations reflect countywide priorities and complement other community resources.

During FY 2025-2026, the County awarded CDBG-PSG funding to nonprofit agencies providing food assistance, emergency shelter, fair housing services, counseling, utility assistance, youth services, and other public services benefiting low- and moderate-income residents. ESG funding supported emergency shelter operations, rapid re-housing, homelessness prevention, Homeless Management Information System (HMIS) participation, and program administration, helping individuals and families experiencing homelessness or at risk of homelessness obtain shelter, housing stability, and supportive services.

Recognizing that federal resources alone are insufficient to address all identified community needs, the County continued leveraging multiple funding sources, including CDBG, ESG, HOME, PLHA, and Community Development Block Grant Coronavirus (CDBG-CV) funds, while coordinating with member jurisdictions, nonprofit organizations, housing providers, and other public agencies to maximize available resources. These collaborative efforts continue to strengthen the County's ability

to address underserved needs, expand access to housing and supportive services, and improve outcomes for low- and moderate-income residents throughout Stanislaus County.

Additional information regarding funding allocations and expenditures is provided in CR-15 – Resources and Investments.

ACTIONS TAKEN TO REDUCE LEAD-BASED PAINT HAZARDS. 91.220(K); 91.320(J)

The Health Services Agency (HSA) of Stanislaus County is the lead agency for the identification, documentation, and prevention of lead poisoning in Stanislaus County. HSA works with referrals from schools and other agencies to test for lead-based paint hazards. During the FY, approximately nine (9) homes were tested and two (2) were found to have contamination. If a housing unit is found to have lead-based paint, the abatement process and consequences of living in a home that is contaminated are explained to the residents. The HOME Consortium members provide lead-based paint information to all residents that participate in the down payment assistance and/or housing rehabilitation programs. If, during a housing rehabilitation, a housing unit is found to have any lead-based paint issues, information on the dangers of lead-based paint is provided to the property owner and lead abatement is conducted as part of the rehabilitation work. Every effort is made to provide a safe and healthy housing opportunity for clients participating in HOME Consortium funded housing assistance programs. During the FY, no County HUD funded activities necessitating the need to test for lead-based paint were undertaken.

ACTIONS TAKEN TO REDUCE THE NUMBER OF POVERTY-LEVEL FAMILIES. 91.220(K); 91.320(J)

To reduce the number of persons living below the poverty level, the Urban County has continued its partnership with other local entitlement jurisdictions, agencies, and the CSOC, to provide services and resources to families in need.

The Urban County supported local nonprofit agencies through \$345,430 in CDBG-PSG and \$187,389 in ESG funds, which provided services that promote housing stability and self-sufficiency. Funded activities included emergency shelter, rapid re-housing, homelessness prevention, food assistance, utility assistance, fair housing services, youth services, counseling, housing navigation, and comprehensive case management. These services support individuals and families in obtaining or maintaining stable housing, reducing the likelihood of continued or recurring poverty.

In addition, funded service providers connected participants with employment resources, education and training opportunities, healthcare, behavioral health services, public benefits, and other

mainstream resources that support long-term economic stability. These coordinated efforts help reduce barriers faced by low-income households, prevent homelessness, increase housing stability, and provide pathways toward greater self-sufficiency and financial independence.

ACTIONS TAKEN TO DEVELOP INSTITUTIONAL STRUCTURE. 91.220(K); 91.320(J)

The strategies identified in the Con Plan for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs are to: 1) continue to work collaboratively with service providers, housing partners, community organizations, and shelter providers to identify and address gaps in the service delivery system; and 2) continue to invest time and resources to strengthen the overall CoC system and not one particular agency or organization.

The Urban County continued its active involvement in the Stanislaus Community System of Care (CSOC), the locally recognized CoC, to enhance collaboration with homeless service providers, local jurisdictions, and the SRHA. Staff participated in regular meetings, coordinated funding strategies, and provided technical assistance to local partners to strengthen program delivery and compliance.

The County also continued developing institutional capacity by providing technical assistance, monitoring, and training to CDBG and ESG subrecipients. Program monitoring included reviewing agency referral practices, coordination among service providers, and compliance with federal requirements to help ensure participants received comprehensive services without unnecessary gaps or duplication. In addition, the County conducted program workshops and provided ongoing guidance to strengthen nonprofit capacity in areas such as program administration, eligibility determination, recordkeeping, reporting requirements, and Homeless Management Information System (HMIS) participation.

The CSOC is a dedicated network of service providers, consumers, and government agencies that work collaboratively to identify where gaps exist and how they can be best addressed. The CSOC continues working to improve coordination among service providers and to further enhance the Coordinated Entry System (CES). The main goal of the CES is to assist service providers with tracking and responding to the needs of individuals that seek services.

ACTIONS TAKEN TO ENHANCE COORDINATION BETWEEN PUBLIC AND PRIVATE HOUSING AND SOCIAL SERVICE AGENCIES. 91.220(K); 91.320(J)

Stanislaus County maintained coordination with the SRHA and other housing and service providers to support the planning of future affordable housing developments. The HOME Consortium also

collaborated with local jurisdictions and community-based organizations on fair housing outreach, housing referrals, and funding alignment.

The HOME Consortium recognizes it cannot work alone in achieving the housing goals outlined in the Con Plan. Therefore, the HOME Consortium participates with and coordinates with the following collaboratives and public housing agency in order to better serve and coordinate the needs of the community:

Turlock Community Collaborative

This collaborative was formed to deal with homeless issues facing the Turlock community. The group is comprised of concerned community members, faith-based groups, and government agencies working together to deal with issues concerning the homeless and the community. County staff regularly attends and presents to the group on CDBG, ESG and HOME programs throughout the year.

Stanislaus Community System of Care (CSOC)

The CSOC, the locally recognized CoC, is a collaborative comprised of local government agencies, shelter providers, housing and housing counseling services providers, faith-based organizations, and over a dozen housing and supportive service providers. The Stanislaus County's Community Services Agency (CSA), serving as the Collaborative Applicant (CA), assists the CSOC to coordinate with service providers, law enforcement, and community members to conduct the County's annual Homeless Point in Time (PIT) Count. The HOME Consortium members participate in efforts to improve the functionality of the CSOC's HMIS, including the CES component, and to update the CES policies and procedures. FY efforts have also included working with the CSOC's CA on the operations of the HMIS in order to meet HUD's mandate that all ESG program participants are part of and actively entering pertinent universal data elements into the HMIS.

Stanislaus Regional Housing Authority (SRHA)

The SRHA and the HOME Consortium have a strong relationship and continue to work towards furthering decent, safe, and affordable housing throughout the County. The SRHA serves as the administrator for housing rehabilitation and Emergency Sewer Lateral Connection programs for the County. The SRHA also serves on several housing and community development related committees alongside HOME Consortium members.

IDENTIFY ACTIONS TAKEN TO OVERCOME THE EFFECTS OF ANY IMPEDIMENTS IDENTIFIED IN THE JURISDICTION'S ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE. 91.520(A)

Project Sentinel, as the Urban County's fair housing service provider, responded to a total of 210 calls for landlord/tenant mediation and fair housing information within the Urban County area. A total of five (5) of fair housing cases and seven (7) tenant/landlord cases were handled by the agency during the FY. Additionally, Project Sentinel fielded 151 fair housing information and service referral calls, benefiting 512 residents. The U.S. Department of Justice, through their Fair Housing Testing Program, contracts out with fair housing agencies to conduct testing separate from their service agreements with any jurisdiction. Project Sentinel conducted no fair housing tests within the Urban County in FY 2025-2026.

Additional Actions Taken to Address Obstacles to Meeting Underserved Needs

As some nonprofits and community organizations may not be familiar with the HUD funding grant process, the Urban County, working collaboratively with agencies familiar with HUD processes, continued to share program and funding information with service providers and grassroots organizations throughout the community to better meet the needs of the community.

An annual Notice of Funding Availability (NOFA) was announced for the release of CDBG and ESG funds for the Public Service Grant cycle. The NOFA included an announcement of a mandatory Grant Technical Workshop and a timeline for the grant cycle. The NOFA was advertised in the local newspaper, The Modesto Bee, in English and Spanish. An e-mail was sent out to all past and current grantees and applicants that had applied in the last five (5) years. County staff also announced the NOFA at the local CSOC meeting, distributed a reminder, and e-mailed the local CSOC agencies a NOFA announcement. County staff coordinated with Urban County members to distribute the NOFA announcement to service providers working in their respective cities. It is with funds awarded through the NOFA process that the Urban County is able to provide much needed services to communities.

The annual Grant Technical Workshop provides an opportunity for questions and answers. In addition to the workshop, County staff are available via phone, in person, and by e-mail to answer questions throughout the grant application process. Once grant awards are announced, the County also requires grantees to attend a Grantee Technical Workshop prior to receiving their agreements. In the workshop, the policies, procedures, program regulations, requirements, and obligations of the grant are explained. All grantees receive the information covered in the workshop via email.

Technical assistance is ongoing to those agencies awarded funding and those agencies interested in competing for future funding. Reference, guidance, and support materials are provided upon request, and staff are available to address inquiries in person, by phone/virtually, or via email. The Urban County is constantly looking for ways to expand service provider capacity and to encourage public and private partnerships and joint ventures between nonprofit and for-profit housing developers.

CR-40 – MONITORING 91.220 AND 91.230

EVALUATE THE JURISDICTION'S PROGRESS IN MEETING ITS SPECIFIC OBJECTIVES FOR REDUCING AND ENDING HOMELESSNESS THROUGH:

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements.

During the program year, the Urban County continued to implement its monitoring plan to ensure compliance with applicable HUD regulations for CDBG and ESG programs. Monitoring was conducted using a combination of desk reviews, on-site visits (when feasible), and virtual monitoring protocols. Funding and service agreements set clear performance measures, reporting procedures, timeliness, and budgets against which goals are measured. County staff regularly monitors compliance with contracting requirements and performance goals through the implementation and review of quarterly performance reports, reimbursement requests and desk and on-site monitoring. When necessary, County staff provided technical assistance to improve reporting and performance.

ESG financial and program files are reviewed to ensure compliance with 24 CFR Part 576, particularly around participant eligibility, habitability standards, and allowable costs. County staff reviews quarterly ESG statistical tables, narratives, HMIS activity reports, RFF forms and budget printouts, which identify the total funds used/requested by each grantee during that reporting period. ESG funded agencies are provided with ongoing HMIS system training. As part of the ESG monitoring process, only fifty percent (50%) of the costs related to the project are reimbursed, as the remainder of the costs are paid by non-ESG match funding sources (i.e., local unrestricted donations). In this manner, the subrecipient in turn ensures that dollar-to-dollar matching requirements are satisfied by paying the remainder of the expenses from non-ESG sources.

For nonprofits awarded CDBG-PSG and ESG funds, County staff conducts an initial technical workshop to provide a comprehensive overview of the quarterly reporting, request for funds, and

monitoring processes and requirements. County staff is available to awarded agencies during regular business hours to address technical concerns and questions as they arise. Nonprofits that reach a certain performance threshold become eligible for bi-annual monitoring reviews in place of quarterly reviews.

The County uses a risk-based approach to prioritize monitoring, giving special attention to new subrecipients, high-dollar contracts, or organizations with past performance issues. Subrecipients are evaluated based on factors such as program size, type of activity, complexity, and prior audit findings.

In addition to formal monitoring, County staff provided ongoing technical assistance, conducted subrecipient trainings, responded to program questions, and assisted agencies in maintaining compliance with HUD requirements throughout the program year.

CITIZEN PARTICIPATION PLAN. 91.105(D); 91.115(D)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The following public comment period, community meeting and public hearing information provided in this section are for public notification purposes and will be updated upon CAPER approval by the Stanislaus County Board of Supervisors as part of the final CAPER submitted to HUD:

Public comment period: August 7, 2026 to August 21, 2026. Written public comments must be submitted to the Stanislaus County Planning and Community Development Department by 4:30 p.m. on Friday, August 21, 2026. Written public comments can be mailed to 1010 10th Street, Suite # 3400, Modesto, CA 95354 or emailed to CommunityDevelopment@stancounty.com.

As part of the CAPER process the following community meetings are being held:

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IN-PERSON MEETINGS INFORMATION

Facilitator	Date	Time	Location
City of Ceres	August 13, 2026	5:30 p.m.	Ceres Community Center 2701 4th Street Ceres, CA
City of Hughson	August 18, 2026	5:15 p.m.	Hughson City Hall 7018 Pine Street Hughson, CA
City of Newman	August 19, 2026	3:00 p.m.	Newman Council Chambers 938 Fresno Street 2nd Floor Newman, CA
City of Oakdale	August 14, 2026	10:00 a.m.	Oakdale Public Services Conference Room 455 S. 5th Avenue Oakdale, CA
City of Patterson	August 19, 2026	5:30 p.m.	Patterson Council Chambers 1 Plaza Circle Patterson, CA
City of Riverbank	August 19, 2026	5:00 p.m.	Riverbank Council Chambers 6707 3rd Street, Suite B Riverbank, CA
Stanislaus County	August 17, 2026	5:30 p.m.	Basement Training Room B300 1010 10th Street Modesto, CA
Stanislaus County	August 24, 2026	12:00 noon	Basement Training Room B300 1010 10th Street Modesto, CA
City of Turlock	August 19, 2026	6:00 p.m.	Turlock City Hall Yosemite Conference Room, 156 S. Broadway Turlock, CA
City of Waterford	September. 2, 2026	5:30 p.m.	Waterford City Hall 101 E Street Waterford, CA

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VIRTUAL MEETINGS INFORMATION

Facilitator	Date	Time	Access Information
City of Hughson	August 18, 2026	5:15 p.m.	Microsoft Teams Click join to access Hughson meeting Meeting ID: 281 148 741 102 98 Passcode: Yi9pS6HZ
City of Oakdale	August 14, 2026	10:00 a.m.	Microsoft Teams Click join to access Oakdale meeting Meeting ID: 240 679 681 001 316 Passcode: FU9nU7xV
City of Patterson	August 18, 2026	5:30 p.m.	Join Zoom Meeting Topic: 2025-2026 CAPER Community Meeting Click join to access Patterson meeting Click here to enter meeting chat Meeting ID: 886 7238 3750 Passcode: 745547
City of Riverbank	August 19, 2026	5:00 p.m.	Zoom Meeting Topic: Community Meeting Click join to access Riverbank meeting Webinar ID: 849 6489 3935 Join via audio: +1 669 900 9128 U.S. (San Jose) +1 669 444 9171 U.S.
Stanislaus County	August 13, 2026	12:00 noon	Microsoft Teams Click join to Stanislaus HOME Consortium - Urban County CAPER Meeting Meeting ID: 259 082 975 286 058 Passcode: Xc32SD2H Dial in by phone: +1 559-512-3189 U.S. (Fresno) +1 888-370-6086 U.S. (Toll-free) Phone conference ID: 952 736 118#

Details for virtual meetings are on the next page.

VIRTUAL MEETINGS INFORMATION CONTINUES

Facilitator	Date	Time	Access Information
Stanislaus County	August 13, 2026	5:30 p.m.	Microsoft Teams Click join to access Stanislaus HOME Consortium-Urban County CAPER Meeting Meeting ID: 224 990 860 916 04 Passcode: yk9mL6Gs Dial in by phone: +1 559-512-3189 U.S. (Fresno) +1 888-370-6086 U.S. (Toll-free) Phone conference ID: 513 527 069#
Stanislaus County	August 15, 2026	10:00 a.m.	Microsoft Teams Click join to Stanislaus HOME Consortium-Urban County CAPER Meeting Meeting ID: 213 429 890 713 32 Passcode: Hv7vs3Ng Dial in by phone: +1 559-512-3189 U.S. (Fresno) +1 888-370-6086 U.S. (Toll-free) Phone conference ID: 509 397 352#

Community meetings for the Cities and County will be posted online at Stanislaus Community Development Services [notices webpage](#).

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A Notice of Public Hearing and Document Availability was released in accordance with the HOME Consortium and Urban County's Citizen Participation Plan advising residents of the availability of the draft CAPER for 15-day public review period. The notice was published in both English and Spanish on August 7, 2026, in The Modesto Bee, defining the CAPER review process and how persons, agencies, and interested groups may participate; as well as instructions on how to submit written comments. As part of the public review process, the Draft CAPER notice was distributed electronically to the CSOC and to persons registered through the County's StanAware electronic notification system. The Draft CAPER was made available for public review via the County's Planning and Community Development Department website, and copies of the Draft CAPER were available for review at the planning departments of all the HOME Consortium members.

A public hearing will be held in accordance with the County's Citizen Participation Plan on September 15, 2026, at 6:30 p.m., at Tenth Street Place, the County Administration Building, 1010 10th Street, Board Chambers, Modesto, CA 95354. Notice of the public hearing will also be made available by email to community members that had expressed interest in the CAPER.

CR-45 – CDBG 91.520(C)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

No changes in the Urban County's program objectives occurred.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No.

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Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations. Please list those projects that should have been inspected on-site this program year based upon the schedule in 24 CFR 92.504 (d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

There were no HOME-assisted rental housing projects requiring on-site property inspections during FY 2025–2026. Although the HOME Consortium awarded HOME funding for affordable housing developments, the projects remained in the environmental review, underwriting, agreement development, and pre-construction stages and had not yet reached the point at which inspections were required under 24 CFR 92.504(d).

An assessment of the jurisdiction’s affirmative marketing actions for HOME units. 91.520 (e) and 92.351 (a)

No HOME-assisted housing projects requiring affirmative marketing were completed or available for occupancy during the reporting period. Therefore, there were no affirmative marketing activities to assess pursuant to 24 CFR 92.351(a).

Data on the amount and use of program income for projects, including the number of projects and owner and tenant characteristics?

Not applicable. No program income has been generated by HOME funds to date.

Other actions taken to foster and maintain affordable housing. 24 CFR 91.220 (k)

The HOME Consortium members continued with efforts to certify and/or implement their respective Housing Elements which include policies that aim to reduce regulatory barriers and encourage the construction of affordable housing units in priority areas, including unincorporated communities and areas of high need. For many of the Consortium members, efforts also included the rezoning of sites to allow for by-right housing development.

HOME Consortium continued its partnerships with the SRHA and local nonprofit developers to identify sites for new affordable housing projects and preserve existing affordable units. Coordination included discussions around leveraging federal and state funds, including HOME, ESG, and PLHA, to support site acquisition, rehabilitation, and new construction.

TOTAL LABOR HOURS:**Table 22 Total Labor Hours**

	CDBG	HOME	ESG
Total Number of Activities	4	0	0
Total Labor Hours	23,298	0	0
Total Section 3 Hours	0	0	0
Total Targeted Section 3 Worker Hours	0	0	0

QUALITATIVE EFFORTS – NUMBER OF ACTIVITIES BY PROGRAM:**Table 23 Qualitative Efforts - Number of Activities by Program**

Activity	CDBG	HOME	ESG
Outreach efforts to generate job applicants who are Public Housing.	0	0	0
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.	0	0	0
Direct, on-the job training (including apprenticeships).	0	0	0
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.	0	0	0
Technical assistance to help Section 3 workers compete for jobs.	0	0	0
Outreach efforts to identify and secure bids from Section 3 business.	2	0	0

Activity	CDBG	HOME	ESG
Technical assistance to help Section 3 businesses understand and bid on contracts.	5	0	0
Division of contracts into smaller jobs to facilitate participation by Section 3 businesses.	0	0	0
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.	2	0	0
Held one or more job fairs.	1	0	0
Provided or connected residents with supportive services that can provide direct services or referrals.	2	0	0
Assisted residents with finding child care.	0	0	0
Assisted residents to apply for or attend community college or a 4 year educational institution.	0	0	0
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.	2	0	0
Assisted residents to apply for or attend vocational/technical training.	2	0	0
Assisted residents to obtain financial literacy training and/or coaching.	2	0	0
Bonding assistance, guaranties or other efforts to support viable bids from Section 3 businesses.	0	0	0

Activity	CDBG	HOME	ESG
Provided or connected residents with training on computer use or online technologies.	2	0	0
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.	0	0	0
Outreach, engagement or referrals with the state one-stop system, as designed in Section 121 (e) (2) of the Workforce Innovation and Opportunity Act.	0	0	0
Other.	0	0	0

Narrative

Stanislaus County continued implementing the requirements of HUD's Section 3 Final Rule (24 CFR Part 75) for applicable CDBG and HOME-funded projects. The County incorporated Section 3 requirements into applicable construction contracts, informed contractors of their Section 3 responsibilities, and monitored compliance through contract administration and project oversight. Labor hour information for covered projects is reported in the accompanying tables.

The Urban County had four projects, the City of Oakdale's Southwest Downtown Safe Routes to School Project, City of Hughson's 2nd Street Improvements Project, City of Waterford's G Street Infrastructure Improvements Project and the County's Spencer-Marshall Area 7 and Rouse-Colorado Area 9 Sewer Improvements Projects that reported hours as required by Section 3 regulations. The hours are reflected in the table above. There were no Section 3 hours to report for any HOME or ESG projects this last FY.

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ESG Supplement to the CAPER in E-SNAPS for Paperwork Reduction Act

RECIPIENT INFORMATION — ALL RECIPIENTS COMPLETE

Recipient Reporting Period	Date
Program Year Start Date	07/01/2025
Program Year End Date	06/30/2027

Information:	Recipient
Name:	Stanislaus County
DUNS Number:	073136772
EIN/TIN Number:	946000540
Field Office:	San Francisco
CoC(s) in which the recipient or subrecipients will provide ESG assistance:	Turlock, Modesto, and Stanislaus
Contact Name:	Angela Freitas, Planning and Community Development Director
Contact Address:	1010 10th Street Suite 3400 Modesto, CA 95354
Contact Phone Number:	(209) 525-6300
Secondary Contact:	Ana San Nicolas, Planning and Community Development Deputy Director
Secondary Contact Phone Number	(209) 525-6330
Secondary Contact Email:	sannicolasa@stancounty.com

SUBRECIPIENT FORM – COMPLETE ONE FORM FOR EACH SUBRECIPIENT

Subrecipient Reporting Period	Date
Program Year Start Date	07/01/2024
Program Year End Date	06/30/2026

Fiscal Year 2025 ESG Funds

Form Information	Subrecipient 1
Name:	Stanislaus County – Administration
DUNS Number:	073136772
Address:	1010 10th Street Suite 3400 Modesto, CA 95354
Is subrecipient a victim services provider:	No
Subrecipient Organization Type:	Unit of Government
ESG Subgrant Amount:	\$15,193 (Administration)
Balance as of June 30, 2026:	\$11,656.20
Form Information	Subrecipient 2
Name:	Center for Human Services-Youth Low Barrier Shelter
Address:	2000 W. Briggsmore Ave., Building A Modesto, CA 95350
ID Number:	94-1725620
Is subrecipient a victim services provider:	No
Subrecipient Organization Type:	Other Nonprofit Organization
ESG Subgrant Amount:	\$30,456 (Shelter)
Balance as of June 30, 2026:	\$29,666.04

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Form Information	Subrecipient 3
Name:	HAVEN – Emergency Shelter Program
Address:	618 13th Street Modesto, CA 95354
ID Number:	94-2499361
Is subrecipient a victim services provider:	Yes
Subrecipient Organization Type:	Other Nonprofit Organization
ESG Subgrant Amount:	\$75,900 (Shelter)
Balance as of June 30, 2026:	\$74,942.16
Form Information	Subrecipient 4
Name:	We Care Program – Rental Assistance Program
Address:	221 S. Broadway Turlock, CA 95380
ID Number:	20-1843967
Is subrecipient a victim services provider:	No
Subrecipient Organization Type:	Other Nonprofit Organization
ESG Subgrant Amount:	\$81,033 (Rapid-Re-Housing)
Balance as of June 30, 2026:	\$69,096.29

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Fiscal Year 2024 ESG Funds

Form Information	Subrecipient 1
Name:	Stanislaus County – Administration
DUNS Number:	073136772
Address:	1010 10th Street Suite 3400 Modesto, CA 95354
Is subrecipient a victim services provider:	No
Subrecipient Organization Type:	Unit of Government
ESG Subgrant Amount:	\$15,391 (Administration)
Balance as of June 30, 2025:	\$0.00
Form Information	Subrecipient 2
Name:	Center for Human Services-Youth Low Barrier Shelter
Address:	2000 W. Briggsmore Ave., Building A Modesto, CA 95350
ID Number:	94-1725620
Is subrecipient a victim services provider:	No
Subrecipient Organization Type:	Other Nonprofit Organization
ESG Subgrant Amount:	\$77,042 (Shelter)
Balance as of June 30, 2025:	\$0.00

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Form Information	Subrecipient 3
Name:	HAVEN – Emergency Shelter Program
Address:	618 13th Street Modesto, CA 95354
ID Number:	94-2499361
Is subrecipient a victim services provider:	Yes
Subrecipient Organization Type:	Other Nonprofit Organization
ESG Subgrant Amount:	\$26,830 (Shelter)
Balance as of June 30, 2025:	\$0.00
Form Information	Subrecipient 4
Name:	Turning Point Community Programs – Rental Assistance Program
Address:	912 D Street Modesto, CA 95354
ID Number:	94-2609766
Is subrecipient a victim services provider:	No
Subrecipient Organization Type:	Other Nonprofit Organization
ESG Subgrant Amount:	\$85,962 (Rapid-Re-Housing)
Balance as of June 30, 2025:	\$0.00

[Space below intentionally left blank.]

PERSONS SERVED

HOMELESSNESS PREVENTION ACTIVITIES.

Table 24 Household Information for Homeless Prevention Activities

Number of Persons	Total	Percentages
Adults	0	-
Children	0	-
Don't Know/Refused/Other	0	-
Missing Information	0	-
Total	0	-

RAPID RE-HOUSING ACTIVITIES

Table 25 Household Information for Rapid Re-Housing Activities

Number of Persons	Total	Percentages
Adults	6	75%
Children	2	25%
Don't Know/Refused/Other	0	-
Missing Information	0	-
Total	8	100%

[Space below intentionally left blank.]

SHELTER

Table 26 Shelter Information

Number of Persons	Total	Percentages
Adults	204	94.8%
Children	11	5.2%
Don't Know/Refused/Other	0	-
Missing Information	0	-
Total	215	100%

STREET OUTREACH

Table 27 Household Information for Street Outreach

Number of Persons	Total	Percentages
Adults	0	-
Children	0	-
Don't Know/Refused/Other	0	-
Missing Information	0	-
Total	0	-

TOTALS FOR ALL PERSONS SERVED WITH ESG

Table 28 Household Information for Persons Served with ESG

Number of Persons	Total	Percentages
Adults	210	94.2%
Children	13	5.8%
Don't Know/Refused/Other	0	-
Missing Information	0	-
Total	223	100%

AGE—COMPLETE FOR ALL ACTIVITIES

Table 29 Age Information

Age	Total	Percentage
Under 18	13	5.8%
18-24	101	45.4%
25-61	109	48.8%
62 and Over	0	-
Don't Know/Refused/Other	0	-
Missing Information	0	-
Total	223	100%

SPECIAL POPULATIONS SERVED—COMPLETE FOR ALL ACTIVITIES

Table 30 Special Population Served

Subpopulation	Total	Total Persons Served – Homeless Prevention	Total Persons Served – Rapid Re-Housing	Total Persons Served in Emergency Shelters
Veterans	2	0	0	2
Victims of Domestic Violence	101	0	0	101
Elderly	0	0	0	0
HIV/AIDS	1	0	0	1
Chronically Homeless	89	0	0	89
Persons with Disabilities	Total	Total Persons Served – Homeless Prevention	Total Persons Served – Rapid Re-Housing	Total Persons Served in Emergency Shelters
Severely Mentally Ill	27	0	0	27
Chronic Substance Abuse	33	0	0	33
Other Disability	77	0	1	76

[Space below intentionally left blank.]

SHELTER UTILIZATION**Table 31 Shelter Capacity**

Number of New Units - Rehabbed	0
Number of New Units - Conversion	0
Total Number of bed-nights available	16,790
Total Number of bed-nights provided	16,454
Capacity Utilization	98%

PROJECT OUTCOMES DATA MEASURED UNDER THE PERFORMANCE STANDARDS DEVELOPED IN CONSULTATION WITH THE COC(S)

The County regularly updates and utilizes a CDBG and ESG program Desk Guide for subrecipients. This guide was developed and is updated in consultation with the local CoC. The Desk Guide covers both federal and state ESG funds administered by Stanislaus County. Under the CDBG and ESG program, County staff track the progress of individual subrecipients in fulfilling goals and objectives set forth in the Con Plan in order to ensure that programs remain on task. Tracked data is reviewed and entered into the IDIS system on a semiannual basis. If tracked data falls short of the goals and objectives set forth, appropriate adjustments will be made, and notification sent to the respective subrecipients to make them aware of milestones and timeliness needed to be met in order to ensure continued receipt of funding.

The coordinated monitoring process has been established to verify and confirm that grant funds have been used in an eligible and appropriate manner for each and every program funded with CDBG and ESG funds.

County staff reviews quarterly ESG statistical tables, narratives, HMIS activity reports, Request for Funds forms, and budget printouts, which identify the total funds used/requested by each subrecipient during that reporting period. County staff also verifies and cross-references the information on the quarterly budget activity reports. Monitoring visits are also scheduled quarterly by County staff for each grantee to ensure appropriate expenditure of funds. As part of the ESG monitoring process, invoices and accompanying receipts are reviewed for reimbursement eligibility. Once eligibility is confirmed, fifty percent (50%) of the costs related to the project are reimbursed, as the remainder of

the costs are paid by a non-ESG match funding sources (i.e., local unrestricted donations). In this manner, the subrecipient in turn commits their dollar-to-dollar match by paying the remainder of the expenses from non-Federal sources.

RIVERBANK CITY COUNCIL / LRA BOARD

AGENDA ITEM NO. 11.3.

SECTION : NEW BUSINESS

Meeting Date:	8/25/2026
Subject:	Discussion of the 2026 Cal Cities Annual Conference Resolution and Provide Direction to Voting Delegates
From:	Marisela H. Garcia, City Manager
Submitted by:	Marisela Garcia, City Manager

RECOMMENDATION

It is recommended that the City Council provide direction to the Voting Delegates for the 2026 Cal Cities Conference General Assembly on the proposed resolution.

SUMMARY

During the 2026 Annual Cal Cities Conference in Anaheim, CA a General Assembly will be held to consider Resolutions that have been introduced by cities to establish Cal Cities policy. Each city is provided an opportunity to have voting delegates to represent them at this General Assembly. At the July 28, 2026 meeting, City Council elected Councilmember Stacy Call as the primary and Mayor Rachel Hernandez as the alternate. Participation in the meeting ensures that Riverbank officials have an opportunity to initiate and influence policy decisions by voting on resolutions presented for consideration. The Annual Business Meeting will be held during the General Assembly on Friday, September 25th from 8:30 am – 10:30 am. Each City is asked to consider the resolution and determine a position so that the voting delegate can represent the City's position on the resolution.

STRATEGIC PLAN

This item is related to the City Council's Strategic Plan Goal to "Foster Attainable Housing."

BACKGROUND

Sixty days before the Cal Cities Annual Conference, Cal Cities members have an opportunity to submit resolutions on issues of importance to cities. This year Cal Cities received one resolution by the July 25th deadline (**Attachment 1**).

Resolution of the General Assembly of the League of California Cities Calling for a Working Group to Consider a State Constitutional Amendment or Other Form of Initiative to Ensure Final Local Authority Over Housing and Land Use Decisions

This resolution was submitted by the City of Murrieta. Local zoning is a primary function of cities and an essential component of "home rule", that a city's general plan should guide its land use planning and strategic decision-making free from pre-emption by the State. Statewide housing mandates and development approval requirements adopted by the State can override locally adopted plans, zoning standards, and public review procedures without adequately accounting for differences that exist in each unique jurisdiction in infrastructure capacity, water availability, wildfire and evacuation risks,

environmental constraints, fiscal impacts, public service needs, and community priorities.

Murrieta's resolution is a request that the League of California Cities should consider establishing a workgroup or other appropriate committee(s) to evaluate and develop a proposed constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use matters including but not limited to: conducting appropriate legal, fiscal, and policy analyses; engaging cities and other stakeholders; and building a statewide coalition of proponent supporters in preparation for; the November 2030 General Election, or within another reasonable time frame as determined by the working group.

Background Information

California cities are responsible for planning residential growth, adopting general plans and zoning regulations, reviewing development proposals, and providing or coordinating the infrastructure and public services necessary to support new housing. Since 2010, the State has enacted more than 500 housing-related laws that have increasingly shifted housing and land use authority away from local governments. These laws have expanded by-right development, limited locally adopted standards and review processes, and established enforcement mechanisms, including the builder's remedy, that may override local plans and zoning. Although these measures are frequently presented as solutions to housing affordability, many increase development capacity or restrict local review without delivering the meaningful production of housing needed to address the housing crisis.

At the same time, the State has continued to prioritize increased development capacity without adequately accounting for the infrastructure, public services, economic realities, and safety measures necessary to support housing growth. State mandates often fail to reflect local conditions, including roadway and utility capacity, water availability, wildfire exposure, environmental limitations, fiscal impacts, and the availability of essential services. Cities are consequently required to accommodate additional housing while receiving no funding or assistance to address the resulting infrastructure and service demands.

Local elected officials are directly accountable to the residents who experience the effects of development decisions and are responsible for balancing housing production with infrastructure capacity, public safety, environmental protection, fiscal sustainability, and community needs. Cities of all types in California have been grappling with this dynamic, ranging from urban to rural, coastal to inland, small to large, northern to southern, voicing concerns to legislative representatives with minimal responsiveness. This is an issue of statewide concern that needs the strength and diversity of the League of California Cities to pursue a long-term solution.

The proposed resolution directs the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions. The working group would be tasked with developing a more balanced framework that preserves the State's role in establishing broad housing goals and enforcing constitutional, civil rights, fair housing, building, life-safety, and environmental requirements, while restoring meaningful local authority to allow cities to determine how statewide housing objectives should be implemented in a manner that reflects local conditions and community priorities while continuing to support responsible housing production.

As the primary statewide organization representing California cities, the League is uniquely positioned to lead this effort. Its established policy, legal, legislative, communications, and advocacy

networks enable it to convene municipalities, evaluate potential strategies, conduct legal and fiscal analyses, build consensus, engage stakeholders, and coordinate with statewide decision-makers. League leadership would help ensure that any recommendation reflects the collective interests of California municipalities and would provide the credibility, organizational capacity, and statewide reach necessary to advance a viable strategy.

Next Steps

This Resolution will be forwarded to the Cal Cities Housing, Community, and Economic Development Committee for review and recommendation at their September 17, 2026 meeting. Should they recommend the Resolution move forward, it will move to the Resolutions Committee who will consider the item on Thursday, September 24, 2026 during the Annual Conference. Should the Resolutions Committee disapprove or refer the resolution for further study by all policy committees to which it is assigned, it will not proceed to the General Assembly.

FINANCIAL IMPACT

There is no financial impact associated with this report.

ATTACHMENTS

1. 2026 Cal Cities Resolution



**2025-2026
CAL CITIES OFFICERS**

President

Gabe Quinto
Mayor
El Cerrito

First Vice President

Teresa Acosta
Council Member
Carlsbad

Second Vice President

David Cohen
Council Member
San Jose

Immediate Past President

Lynne B. Kennedy
Mayor Pro Tem,
Rancho Cucamonga

**Executive Director
and CEO**

Carolyn M. Coleman

August 10, 2026

TO: Cal Cities Members

RE: Cal Cities 2026 Resolution Packet

Sixty days before the Cal Cities [Annual Conference and Expo](#), Cal Cities members may submit resolutions on issues of importance to cities. This year, Cal Cities received one resolution by the July 25 deadline.

The attached packet contains the proposed resolution, background information, supporting letters from cities and city officials, and an analysis of the resolution by Cal Cities. The packet includes detailed information on the resolution process and the next steps for the resolution.

We encourage each city council to consider the resolution and determine a position so your voting delegate can represent your city's position on the resolution.

Voting Delegates: City councils must appoint a voting delegate to vote during the General Assembly. Each city may also appoint up to two alternate delegates. If your city has not already done so, please appoint your voting delegate by Tuesday, Sept. 1, 2026. [The voting delegate packet](#) contains more information.

The 2026 General Assembly will be held Friday, Sept. 25, at 8:30 a.m. in the Anaheim Convention Center during the [Annual Conference and Expo](#).

For questions about resolutions, voting delegates, or the General Assembly, please contact [Zach Seals](#).



LEAGUE OF
**CALIFORNIA
CITIES**

2026 Resolution Packet

Information on 2026 Resolutions Process

Consideration by Policy Committee (pre-conference)

Per the Cal Cities bylaws, Cal Cities President Gabe Quinto has referred the submitted resolution to the [Housing, Community, and Economic Development Committee](#). The committee will meet on Thursday, Sept. 17, at 10 a.m. via Zoom to review the resolution and make a recommendation that will be sent to the Resolutions Committee. A public comment period will be held during the meeting. Register for the meeting [here](#).

A list of recommendations the policy committee may make during its meeting is on page two of this packet.

Consideration by Resolutions Committee (during conference)

On Thursday, Sept. 24, at 1:00 p.m. the Resolutions Committee will meet to review the resolution and the recommendation of the policy committee.

The Resolutions Committee consist of one representative from each of Cal Cities caucuses, departments, divisions, and policy committees, as well as up to ten additional appointments made by the Cal Cities President. A public comment period will be held during the meeting. Refer to the onsite conference program for the location.

A list of recommendations the Resolutions Committee may make during its meeting is on page two of this packet.

Consideration by the General Assembly (during conference)

The General Assembly will convene on Friday, Sept. 25, at 8:30 a.m. to consider any resolutions the Resolutions Committee has forwarded. To vote during the General Assembly, voting delegates must have checked in at the voting delegate booth.

Conference attendees will receive materials for the General Assembly on the evening of Thursday, Sept. 24. For more information on voting and discussion procedures during the General Assembly, see page three of this packet.

Petitioned Resolutions (during conference)

The petitioned resolution is an alternate method to introduce policy proposals during the annual conference. To initiate a petitioned resolution, voting delegates from 10% of member cities must sign the petition. The resolution and signatures are due at least 24 hours before the beginning of the General Assembly. Voting delegates who have checked in at the voting delegate booth can receive more information on petitioned resolutions at the booth onsite.

Policy Committee and Resolutions Committee Actions

The submitted resolution will be heard by the policy committee to which it was assigned, and the Resolutions Committee. The table below shows what recommendations these bodies may make on the resolution.

Policy Committee Actions	Resolutions Committee Actions
Approve	Approve
Disapprove*	Disapprove*
No Action	No Action
Amend and approve	Amend and approve
Refer to appropriate policy committee for further study*	Approve as amended
Refer as amended to appropriate policy committee for further study*	Refer to appropriate policy committee for further study*
	Refer as amended to appropriate policy committee for further study*
	Approve with additional amendment(s)
	Additional amendments and refer to appropriate policy committee for further study*

**If a resolution is disapproved or referred for further study by all policy committees to which it is assigned and the Resolutions Committee, it will not proceed to the General Assembly.*

General Assembly Voting and Discussion Procedures

Discussion Procedures:

Discussion procedures during the General Assembly are guided by two calendars: the Consent Calendar and the Regular Calendar. As seen below, resolutions are calendared by the recommendations they receive from policy committees and the Resolutions Committee.

For General Resolutions:

Policy Committee Recommendation	Resolutions Committee Recommendation	Calendar
Approve	Approve	Consent Calendar
Approve	Disapprove or refer	Regular Calendar
Disapprove or refer	Approve	Regular Calendar
Disapprove or refer	Disapprove or refer	Does not proceed to General Assembly

For Petitioned Resolutions:

Policy Committee Recommendation	Resolutions Committee Action	Calendar
N/A	Approve	Regular Calendar
	Disapprove or Refer	Regular Calendar
	Disqualified	Does not proceed to General Assembly

Items on the Consent Calendar will be presented as one motion during the General Assembly from the Resolutions Committee chair. Unless an item on the Consent Calendar is set aside by the majority of the General Assembly, a vote will be taken on the whole calendar. If an item is set aside, it will be opened for discussion, followed by a vote.

Items on the Regular Calendar will be presented individually by the Resolutions Committee chair. After a recommendation is presented by the Resolutions Committee chair, the resolution will be opened for discussion by the General Assembly. A vote will take place following discussion.

Voting Procedures:

Per Cal Cities Bylaws Article XII, Sec. 2, all votes will be conducted by voice vote first. If the presiding official cannot determine the outcome, a vote will be taken by an alternative method, typically a raise of voting cards by voting delegates. A roll call vote may be called for by delegates of ten percent or more of the General Assembly.

2026 Resolution

1. Resolution No. 1 submitted by City of Murrieta
 - Letters of concurrence submitted by:
 - i. City of Banning;
 - ii. City of Calimesa;
 - iii. City of Canyon Lake;
 - iv. City of Moreno Valley;
 - v. City of Norco;
 - vi. City of Torrance;
 - vii. Crystal Ruiz, Mayor, City of San Jacinto;
 - viii. Jessica Alexander, Mayor, City of Temecula
 - Referred to Housing, Community, and Economic Development Committee
 - Policy Committee Recommendation:
 - Resolutions Committee Recommendation:

Resolution No. 1 Submitted by City of Murietta

**1. A RESOLUTION OF THE GENERAL ASSEMBLY OF THE LEAGUE OF CALIFORNIA CITIES
CALLING FOR A WORKING GROUP TO CONSIDER A STATE CONSTITUTIONAL
AMENDMENT OR OTHER FORM OF INITIATIVE TO ENSURE FINAL LOCAL AUTHORITY OVER
HOUSING AND LAND USE DECISIONS**

Source: City of Murrieta

Concurrence of five or more cities/city officials

Cities/city officials: City of Banning; City of Calimesa; City of Canyon Lake; City of Moreno Valley; City of Norco; City of Torrance; Crystal Ruiz, Mayor, City of San Jacinto; Jessica Alexander, Mayor, City of Temecula

Referred to: Housing, Community, and Economic Development Policy Committee

WHEREAS, California cities have historically been responsible for adopting general plans and zoning regulations, reviewing housing development proposals, and providing or coordinating the streets, water, wastewater, public safety, parks, transportation, and other infrastructure and services necessary to support responsible, environmentally sound, and well-planned residential growth; and

WHEREAS, the League of California Cities is dedicated to protecting and expanding local control for municipalities across the state to ensure their orderly growth and development; and

WHEREAS, the League of California Cities recognizes that local zoning is a primary function of cities and an essential component of home rule, and that a city's general plan should guide its land use planning and strategic decision-making free from pre-emption by the state; and

WHEREAS, increasingly prescriptive statewide housing mandates and development approval requirements can override locally adopted plans, zoning standards, and public review procedures without adequately accounting for differences that exist in each unique jurisdiction in infrastructure capacity, water availability, wildfire and evacuation risks, environmental constraints, fiscal impacts, public service needs, and community priorities; and

WHEREAS, California's housing goals can be more effectively advanced through state funding, streamlined environmental requirements, and voluntary partnerships that support housing production while preserving the authority of locally elected officials to determine how and where housing is best planned and approved;

NOW, THEREFORE, BE IT RESOLVED, by the General Assembly of the League of California Cities, assembled during the Annual Conference in Anaheim, California, on September 25, 2026, that the League of California Cities support the development and advancement of a state constitutional amendment or other legislative, policy, or ballot-based strategies that restore and strengthen local authority over housing and land use matters within municipal boundaries, including general plans, housing elements, zoning, density, design and development standards, project siting, and the approval or denial of housing development applications; and

BE IT FURTHER RESOLVED, that any constitutional amendment or alternative strategy should preserve the State's authority to establish broad statewide housing goals and enforce constitutional and civil rights, fair housing requirements, building and life-safety standards, and generally applicable environmental protections, while protecting cities from state actions that compel, through funding conditions or state law, the approval of housing developments that are inconsistent with locally adopted requirements; override local zoning or density standards; or invalidate locally adopted housing or land use decisions when a city has planned in good faith to accommodate its regional housing needs allocation and maintains adequate capacity for housing at all income levels; and

BE IT FURTHER RESOLVED, that the League of California Cities consider establishing a statewide working group or other appropriate committee(s) to evaluate and develop a proposed constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use matters including but limited to: conducting appropriate legal, fiscal, and policy analyses; engaging cities and other stakeholders; and building a statewide coalition of proponent supporters in preparation for; the November 2030 General Election, or within another reasonable time frame as determined by the working group.

Resolution No. 1: Background Information

Background Information for Resolution

Source: City of Murrieta

Background:

California cities are responsible for planning residential growth, adopting general plans and zoning regulations, reviewing development proposals, and providing or coordinating the infrastructure and public services necessary to support new housing. Since 2010, the State has enacted more than 500 housing-related laws that have increasingly shifted housing and land use authority away from local governments. These laws have expanded by-right development, limited locally adopted standards and review processes, and established enforcement mechanisms, including the builder's remedy, that may override local plans and zoning. Although these measures are frequently presented as solutions to housing affordability, many increase development capacity or restrict local review without delivering the meaningful production of housing needed to address the housing crisis.

At the same time, the State has continued to prioritize increased development capacity without adequately accounting for the infrastructure, public services, economic realities, and safety measures necessary to support housing growth. State mandates often fail to reflect local conditions, including roadway and utility capacity, water availability, wildfire exposure, environmental limitations, fiscal impacts, and the availability of essential services. Cities are consequently required to accommodate additional housing while receiving no funding or assistance to address the resulting infrastructure and service demands.

Local elected officials are directly accountable to the residents who experience the effects of development decisions and are responsible for balancing housing production with infrastructure capacity, public safety, environmental protection, fiscal sustainability, and community needs. Cities of all types in California have been grappling with this dynamic, ranging from urban to rural, coastal to inland, small to large, northern to southern, voicing concerns to legislative representatives with minimal responsiveness. This is an issue of statewide concern that needs the strength and diversity of the League of California Cities to pursue a long-term solution.

The proposed resolution directs the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions. The working group would be tasked with developing a more balanced framework that preserves the State's role in establishing broad housing goals and enforcing constitutional, civil rights, fair housing, building, life-safety, and environmental requirements, while restoring meaningful local authority to allow cities to determine how statewide housing

objectives should be implemented in a manner that reflects local conditions and community priorities while continuing to support responsible housing production.

As the primary statewide organization representing California cities, the League is uniquely positioned to lead this effort. Its established policy, legal, legislative, communications, and advocacy networks enable it to convene municipalities, evaluate potential strategies, conduct legal and fiscal analyses, build consensus, engage stakeholders, and coordinate with statewide decision-makers. League leadership would help ensure that any recommendation reflects the collective interests of California municipalities and would provide the credibility, organizational capacity, and statewide reach necessary to advance a viable strategy.

Resolution No. 1: Letters of Concurrence



City of Banning Office of the Mayor

July 23, 2026

President Gabe Quinto
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Subject: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to the Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25, 2026. The resolution would direct the League to convene a working group to evaluate potential approaches for addressing the increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards and project approval authority.

On behalf of the City of Banning, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Respectfully,

Richard Royce, Mayor
District 4, City of Banning

Colleen Wallace, City Council Member
District 5, City of Banning
President, Riverside County Division
League of California Cities

City of Calimesa

908 Park Avenue, Calimesa, California 92320
Telephone 909.795.9801 Facsimile 909.795.4399

www.calimesa.gov

"Preserving and enhancing the open space atmosphere and quality of life in Calimesa"



July 21, 2026

President Gabe Quinto
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Subject: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25. The resolution would direct the League to convene a working group to evaluate potential approaches for addressing the increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards, and project approval authority.

On behalf of the City of Calimesa, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Sincerely,

Jeff Cervantez
Mayor
City of Calimesa



July 23, 2026

President Gabe Quinto
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Subject: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25. The resolution would direct the League to convene a working group to evaluate potential approaches for addressing the increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards, and project approval authority.

On behalf of the City of Canyon Lake, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Sincerely,

Arron Brown
City Manager
City of Canyon Lake



July 23, 2026

President Gabe Quinto
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Subject: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25. The resolution would direct the League to convene a working group to evaluate potential approaches to address increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards, and project approval authority.

On behalf of the City of Moreno Valley, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Sincerely,

Brian Mohan
City Manager
City of Moreno Valley



CITY OF NORCO

HORSETOWN USA

July 22, 2026

President Gabe Quinto
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Subject: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25. The resolution would direct the League to convene a working group to evaluate potential approaches for addressing the increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards, and project approval authority.

On behalf of the City of the Norco, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Sincerely,

Kevin Bash
City Council Member
(951) 768-8981



CITY OF T O R R A N C E

SHARON KALANI
MAYOR

CITY COUNCIL MEMBERS
DAVID KARTSONIS – District 1
BRIDGETT LEWIS – District 2
ASAM SHEIKH – District 3
VACANT – District 4
BETTY LIEU – District 5
Dr. JEREMY GERSON – District 6

July 29, 2026

President Gabe Quinto
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

RE: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25. The resolution would direct the League to convene a working group to evaluate potential approaches for addressing the increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards, and project approval authority.

On behalf of the City of Torrance, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Local authority is essential because cities are best positioned to craft housing strategies tailored to their unique community conditions, infrastructure capacity, and geographic needs.

When given the flexibility to plan locally, cities can achieve meaningful housing results while maintaining the character and balance of their communities.

The City of Torrance has consistently demonstrated that local control and proactive housing production go hand in hand:

- **Housing Corridor Overlay Zone:** Through our approved 6th Cycle Housing Element, Torrance created the Housing Corridor Overlay (HCO). This targeted local framework allows for by-right housing and mixed-use development across seven key commercial and transit-adjacent corridors, streamlining approvals and incentivizing production across a full range of income levels.
- **Housing Element Progress & Accountability:** As documented in our Housing Element Annual Progress Reports (APR), Torrance actively tracks, updates, and implements programs—such as aligning our Land Use and Safety Elements—to clear barriers for residential development while ensuring robust infrastructure and public safety standards.

These initiatives illustrate that local governance can effectively drive housing opportunities without one-size-fits-all mandates from the state. Restoring and protecting local land use authority will allow cities across California to continue developing solutions that work best for their residents.

If you have any questions or require further discussion, please feel free to contact Carlos Huizar, Management Associate at (310) 618-5880 or via email at CHuizar@TorranceCA.gov.

Sincerely,



Sharon Kalani
Mayor, City of Torrance

cc:

Ron Holiday, Mayor Pro Tem, City of Murrieta
Lori Stone, City Councilmember, City of Murrieta
Jeff Kiernan, Los Angeles County Division, jkiernan@cacities.org
League of California Cities, cityletters@cacities.org
Joe A. Gonsalves & Sons, gonsalvi@gonsalvi.com

July 23, 2026

Mr. Gabe Quinto, President

League of California Cities

1400 K Street, Suite 400

Sacramento, CA 95814

Subject: Support for Murrieta's Proposed Resolution on Housing and Local Governance

Dear League of California Cities Leadership,

I am writing in my individual capacity as Mayor of the City of San Jacinto to express my strong support for the City of Murrieta's proposed resolution, which is scheduled for consideration by the General Assembly at the 2026 Annual Conference.

This resolution represents a timely and important opportunity to thoughtfully examine the balance between California's statewide housing goals and the fundamental constitutional principle of local governance. The proposal to establish a statewide working group to explore a potential constitutional amendment, legislative reforms, or other policy initiatives would create a valuable forum for assessing how local authority over housing and land use decisions can be strengthened while still addressing the State's housing challenges.

Cities are uniquely positioned to understand the distinct needs, opportunities, and constraints of their communities. Local elected officials are directly accountable to the residents they serve and are best equipped to make land use decisions that reflect a community's character, infrastructure capacity, economic development priorities, environmental stewardship, and long-term vision. Moreover, local governments carry the primary responsibility for protecting public safety. Issues such as housing density, transportation, emergency access, wildfire preparedness, evacuation routes, law enforcement and fire service capacity, water availability, and critical infrastructure are inherently local matters that demand the knowledge, judgment, and responsiveness of those who serve their communities daily.

While the State has a critical role to play in addressing California's housing needs, a collaborative approach that respects local expertise and preserves meaningful local discretion will result in stronger, safer, and more sustainable communities. The proposed working group offers a constructive path forward to evaluate policies that achieve our shared housing objectives while restoring an appropriate balance between state direction and local authority.

Although this letter reflects my personal position as Mayor and does not constitute an official action or policy of the City of San Jacinto or the San Jacinto City Council, I respectfully endorse the City of Murrieta's submission of this resolution and encourage its favorable consideration by the League of California Cities General Assembly.

Thank you for your leadership and your thoughtful consideration of this important matter.

Respectfully,

A handwritten signature in black ink that reads "Crystal Ruiz". The signature is fluid and cursive, with a long, sweeping line extending from the end of the name.

Crystal Ruiz

Mayor

City of San Jacinto



City of Temecula

41000 Main Street ■ Temecula, CA 92590
(951) 694-6416 ■ Fax (951) 694-6499 ■ TemeculaCA.gov

July 23, 2026

Mr. Gabe Quinto, President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Subject: **Support for the City of Murrieta's Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority**

Dear President Quinto:

I am writing in my individual capacity as Mayor of the City of Temecula to express my strong support for the City of Murrieta's proposed resolution for consideration by the General Assembly of the League of California Cities at the 2026 Annual Conference.

The proposed resolution presents an important opportunity to thoughtfully evaluate the appropriate balance between California's statewide housing objectives and the constitutional principle of local governance. Establishing a statewide working group to examine a potential constitutional amendment, legislative reforms, or other policy initiatives will provide a meaningful forum to assess how local authority over housing and land use decisions can be strengthened while continuing to address the State's housing challenges.

Cities are uniquely positioned to understand the needs, opportunities, and constraints of their communities. Local elected officials are accountable to the residents they serve and are best equipped to make land use decisions that reflect a community's character, infrastructure capacity, economic development goals, environmental stewardship, and long-term vision. Equally important, local governments bear the primary responsibility for protecting public safety. Decisions regarding housing density, transportation, emergency access, wildfire preparedness, evacuation routes, police and fire service capacity, water availability, and critical infrastructure are inherently local matters that require the knowledge and judgment of those who serve their communities every day.

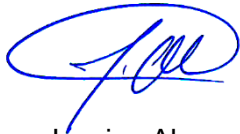
While the State has an important role in addressing California's housing needs, a collaborative approach that respects local expertise and preserves meaningful local discretion will produce stronger, safer, and more sustainable communities. The proposed working group offers an opportunity to evaluate policies that achieve these shared objectives while restoring an appropriate balance between state direction and local authority.

Mr. Gabe Quinto, President
League of California Cities
July 23, 2026
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Although this letter reflects my personal position and is not an official action or policy of the City of Temecula or the Temecula City Council, I respectfully endorse the City of Murrieta's submission of this resolution and encourage its favorable consideration by the League of California Cities General Assembly.

Thank you for your leadership and your thoughtful consideration of this important issue.

Respectfully,



Jessica Alexander
Mayor, City of Temecula
*Signing in her individual capacity
and not on behalf of the City of Temecula
or the Temecula City Council.*

Resolution No. 1: Staff Analysis

League of California Cities Staff Analysis on Resolution No. 1

Staff: Brady Guertin, Legislative Advocate

Committee: Housing, Community, and Economic Development

Summary:

Resolution No.1 states that the League of California Cities (Cal Cities) will:

1. Support the development and advancement of a state constitutional amendment or legislative, policy, or ballot-based strategy that restores and strengthens local authority over housing and land use matters, including general plans, housing elements, zoning, density, design and development standards, project siting, and the approval or denial of housing development applications.

Pursuant to the resolution, the strategy should preserve the state's authority to set broad, statewide housing goals and enforce civil rights, fair housing, building safety, and environmental standards while protecting local control by preventing the state from compelling the approval of developments that conflict with local requirements, override local zoning or density standards, or overturn local land use decisions where a city has planned for and maintained sufficient capacity to meet its housing obligations.

2. Consider establishing a statewide working group or other appropriate committee(s) to evaluate and develop a proposed constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use matters. The resolution states: "conducting legal, fiscal, and policy analyses; engaging cities and other stakeholders; and building a statewide coalition of proponent supporters in preparation for the November 2030 General Election, or within another reasonable time period."

Background:

As provided in the background information, the city of Murrieta is sponsoring this resolution in response to concerns over state laws that have increasingly reduced city discretion over housing and land use decisions, including legislation that requires ministerial or by-right approvals for housing projects, limits the application of local development standards, and strengthens state enforcement mechanisms against local governments.

Additionally, the city of Murrieta, in its background information, maintains that these legislative efforts have not resulted in sufficient housing production to address California's housing shortage and have not adequately accounted for

local infrastructure, public service needs, public safety, market, and fiscal considerations.

The resolution states that California's housing goals are better advanced through state funding, streamlined environmental requirements, and voluntary partnerships, while preserving local authority over how and where housing is best planned and approved.

Consideration of the resolution may be informed by a brief examination of how the California Constitution allocates authority between the state and cities with respect to land use decisions.

The constitution grants cities the power to adopt local laws to protect the public's health, safety, and welfare. This grant is called the "police power," which is the basis for local land use regulation. The constitution grants charter cities the additional power to adopt local laws affecting "municipal affairs." This power, commonly referred to as "home rule," is based on the principle that a city, rather than the state, is in the best position to identify and satisfy the needs of the local community.

The constitution's broad grant of police power contains a significant limitation. Local law adopted under the police power is not valid if it "conflicts" with state law. A local law "conflicts" with state law when it regulates the same "field" in which the Legislature has stated its intent to occupy. In that case, state law is said to "preempt" the local law and it cannot be enforced.

An ordinance adopted by a charter city under the municipal affairs power cannot be enforced if it affects a "matter of statewide concern." The subjects that have been identified as "matters of statewide concern" have changed over the years due to economic, social, and political circumstances.

Since the 1960s, the state has enacted numerous laws that limit or preempt aspects of local land use and zoning authority. These laws include the Fair Employment and Housing Act, Housing Element Law, Housing Accountability Act, Density Bonus Law, Permit Streamlining Act, accessory dwelling unit laws, California Environmental Quality Act, and others. In recent years, the state has enacted several laws that Cal Cities was the leading opposition force against, as many of the proposals pre-empted local land use authority, limited public review, and constrained local flexibility. In support of its housing and land use legislation, the Legislature has cited a statewide housing crisis and the need for increased housing production at all income levels while asserting that a uniform approach to local land use decision-making is required.

Discussion:

The resolution does not prescribe a specific policy mechanism. The eight letters in support recommend creating a working group or committee to evaluate potential approaches, including legislative proposals, constitutional amendments, or ballot initiatives to strengthen local authority over housing and land use matters.

A discussion of a strategy to restore and strengthen local authority over housing and land use matters will need to consider the California Constitution's framework for both preemption of police power enactments and municipal affairs, discussed above. It will also need to determine whether changes to the California Constitution will be proposed, and whether they constitute an amendment or a revision, which require different processes.

A constitutional revision is a multistep process blending legislative consensus, voter support, and on occasion, a constitutional convention. It requires significant public engagement.

A constitutional amendment would require a ballot initiative, which includes gathering enough valid signatures to qualify for the ballot, building large coalitions to support election efforts, and campaigning to voters to support the initiative. This process can involve significant costs. In the last major election for ballot initiatives in 2024, proponents spent [\\$8-\\$18 million](#) to qualify for the ballot and spent nearly [\\$700 million](#) for the full election cycle, averaging out to about \$100 million per ballot initiative.

Cal Cities has been engaged in ballot advocacy for over 20 years. In the early 2000s, Cal Cities developed a ballot advocacy infrastructure that included forming an issue political action committee, fundraising, establishing a network of regional managers, and building a coalition with other organizations to ultimately advocate on a ballot measure. Ballot advocacy requires the approval of the Board of Directors with a supermajority vote.

In the Legislature, Cal Cities plays an active and influential role to ensure that local flexibility and autonomy in the land use and housing space is maintained by engaging on dozens of bills every legislative session to ensure that cities' voices are heard at the state Capitol. Below, you will find Cal Cities "Existing Policy" on local control, housing, and land use policies.

Fiscal Impact

The resolution itself would not have a significant direct fiscal impact. However, depending on what actions follow, the fiscal costs could be significant.

Existing Cal Cities Policy

Vision

To be recognized and respected as the leading advocate for the common interests of California's cities.

Mission Statement

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

We Believe

- Local self-governance is the cornerstone of democracy.
- Our strength lies in the unity of our diverse communities of interest.
- In the involvement of all stakeholders in establishing goals and in solving problems.
- In conducting the business of government with transparency, openness, respect, and civility.
- The spirit of honest public service is what builds communities.
- Open decision-making that is of the highest ethical standards honors the public trust.
- Cities are vital to the strength of the California economy.
- The vitality of cities is dependent upon their fiscal stability and local autonomy.
- The active participation of all city officials increases the League's effectiveness.
- Partnerships and collaborations are essential elements of focused advocacy and lobbying.
- Ethical and well-informed city officials are essential for responsive, visionary leadership and effective and efficient city operations.

Zoning

Cal Cities believes local zoning is a primary function of cities and is an essential component of home rule. The process of adoption, implementation and enforcement of zoning ordinances should be open and fair to the public and enhance the responsiveness of local decision-makers. State policy should leave local siting and use decisions to the city and not interfere with local prerogative beyond providing a constitutionally valid procedure for adopting local regulations. State agency siting of facilities, including campuses and office buildings, should be subject to local notice and hearing requirements in order to meet concerns of the local community. Cal Cities opposes legislation that seeks to limit local authority over parking requirements.

Housing Element

Housing issues should be addressed in the general plan as other planning issues are. The housing element should be prepared for the benefit of local

governments and should have equal status with the other elements of the general plan.

Encourage Full Community Participation

Foster an open and inclusive community dialogue and promote alliances and partnerships to meet community needs.

Well-Planned New Growth

Recognize and preserve open space, watersheds, environmental habitats, and agricultural lands, while accommodating new growth in compact forms, in a manner that:

- De-emphasizes automobile dependency;
- Integrates the new growth into existing communities;
- Creates a diversity of affordable housing near employment centers;
- Provides job opportunities for people of all ages and income levels.

Support:

The following letters of concurrence were received:

City of Banning

City of Calimesa

City of Canyon Lake

City of Moreno Valley

City of Norco

City of Torrance

Crystal Ruiz, Mayor, City of San Jacinto

Jessica Alexander, Mayor, City of Temecula