

**\*\* Revised \*\***

**Tuesday, September 16, 2025  
701 East Carson Street  
City Hall**

**5:00 PM**

**CITY OF CARSON  
HOUSING AUTHORITY/  
SUCCESSOR AGENCY/  
PUBLIC FINANCING AUTHORITY/  
CITY COUNCIL AGENDA**



Lula Davis-Holmes, Mayor

Jawane Hilton, District 1 Councilmember

Cedric L. Hicks, Sr., Mayor Pro Tem and District 3 Councilmember

Jim Dear, District 2 Councilmember

Arleen Bocatija Rojas, District 4 Councilmember

Dr. Khaleah Bradshaw, City Clerk

Monica Cooper, City Treasurer

---

***“In accordance with the Americans with Disabilities Act of 1990, if you require a disability related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the City Clerk’s office at 310-952-1720 at least 48 hours prior to the meeting.” (Government Code Section 54954.2)***

**PUBLIC INFORMATION**

The public may address the members of the City Council on any matters within the jurisdiction of the City Council or on any items on the agenda of the City Council during the designated public comment periods. There will be two Oral Communication sessions: one for Agendized Items (comment about items ON the agenda) and the other for non-Agendized items (comment about items NOT on the Agenda). The Oral Communications portion of the agenda is limited to a duration of one hour unless otherwise approved by the City Council. Comment time is normally 3 minutes depending on the number of speakers.

**PUBLIC VIEWING AVAILABLE BY:**

- Livestream on the City’s website: The meeting will be streamed live over the internet via: [www.carsonca.gov](http://www.carsonca.gov)
- Youtube : [www.youtube.com/@CityofCarsonCalifornia](http://www.youtube.com/@CityofCarsonCalifornia)
- Cable TV: Spectrum (Channel 35) and ATT (Channel 99)

**IF YOU ARE NOT ABLE TO ATTEND THE MEETING IN-PERSON, PUBLIC COMMENTS CAN BE SUBMITTED BEFORE THE MEETING AT/VIA:**

- Email: Public comments can be emailed to [cityclerk@carsonca.gov](mailto:cityclerk@carsonca.gov). The cut-off time to submit any email communications is 3:00 p.m. on the day of the meeting.
- Written: Written comments can be dropped off at the City Clerk’s Office at City Hall. The cut-off time to submit any written communications is 3:00 p.m. on the day of the meeting. Written comments drop

**CALL TO ORDER: CITY COUNCIL/SUCCESSOR AGENCY/HOUSING AUTHORITY (5:00 pm)**

---

**ROLL CALL (CITY CLERK)**

---

**FLAG SALUTE**

---

**INVOCATION (Item 1)**

---

1. BISHOP BYRON L. SMITH SR. FROM GETHSEMANE CHRISTIAN LOVE MISSIONARY BAPTIST CHURCH

**CLOSED SESSION (Items 2-6)**

---

## **REPORT ON ANY PUBLIC COMMENTS ON CLOSED SESSION ITEMS (CITY CLERK)**

---

## **ANNOUNCEMENT OF CLOSED SESSION ITEMS (CITY ATTORNEY)**

---

## **RECESS INTO CLOSED SESSION UNTIL 6:00 P.M. OR UNTIL THE END OF CLOSED SESSION, WHICHEVER OCCURS FIRST**

---

### **2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (CITY COUNCIL)**

— A closed session will be held, pursuant to Government Code Section 54956.9(d)(1), to confer with legal counsel regarding pending litigation to which the City of Carson is a party. The titles of such litigations are as follows: CAM-Carson, LLC v. Carson Reclamation Authority, City of Carson and Successor Agency to the Carson Redevelopment Agency, Los Angeles Superior Court Case No. 20STCV16461.

### **3. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (CITY COUNCIL)**

— A closed session will be held, pursuant to Government Code Section 54956.9(d)(1), to confer with legal counsel regarding pending litigation to which the City of Carson is a party. The title of such litigation is as follows: Virginia Garcia, et al. v. City of Carson, et al., Los Angeles Superior Court Case No. 24CMCV00552

### **4. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (CITY COUNCIL)**

#### **RECOMMENDED ACTION**

— A closed session will be held, pursuant to Government Code Section 54956.9 (d)(4), because the City is considering whether to initiate litigation in 1 potential case.

### **5. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (CITY COUNCIL)**

— A closed session will be held, pursuant to Government Code Section 54956.9(d)(2) or (d)(3) and (e)(1), because there is a significant exposure to litigation in 2 case(s)

### **6. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (CITY COUNCIL)**

— A closed session will be held, pursuant to Government Code Section 54956.8, to enable the City to consider negotiations with Theresa Sardisco, with whom the City is negotiating, and to give direction to its negotiator David C. Roberts, Jr., City Manager, regarding that certain real property known as 24205 Avalon Boulevard, Carson, CA 90745, APN: 7406-017-035. The City's real property negotiator will seek direction from the City Council regarding price and terms of payment for the property.

## **RULES OF DECORUM:**

---



1. No person attending a Public Meeting shall engage in disorderly or boisterous conduct, including but not limited to applause, whistling, stamping of feet, booing, or making any loud, threatening, profane, abusive, personal, impertinent, or slanderous utterance-that disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting.
2. All remarks by members of the public shall be addressed to the Mayor or the Chair and not to any other member of the public or to any single Council, Board or Commission Member unless in response to a question from that Member.
3. Signs, placards, banners, or other similar items shall not be permitted in the audience during a Public Meeting if the presence of such item disturbs, disrupts or otherwise impedes the orderly conduct of the meeting.
4. All persons attending a Public Meeting shall remain seated in the seats provided, unless addressing the body at the podium or entering or leaving the meeting.
5. All persons attending a Public Meeting shall obey any lawful order of the Presiding Officer to enforce the Rules of Decorum.

- Treat everyone courteously
- Listen to others respectfully
- Exercise self-control
- Give open-minded consideration to all viewpoints
- Focus on the issues and avoid personalizing debate
- Embrace respectful disagreement and dissent as democratic rights that are inherent components of an inclusive public process and rolls for forging sound decisions

---

**RECONVENE TO OPEN SESSION AT 6:00 P.M. OR AT THE END OF CLOSED SESSION, WHICHEVER OCCURS FIRST**

---

**REPORT ON CLOSED SESSION ACTIONS (CITY ATTORNEY)**

---

**INTRODUCTIONS (MAYOR) (Items 7-8)**

---

7. REPORT FROM CAPTAIN NORMAN OF CARSON SHERIFF'S STATION

8. REPORT FROM ASSISTANT CHIEF KANE OF LOS ANGELES COUNTY FIRE

**PRESENTATIONS (Items 9-11)**

---

9. INFORMATIONAL UPDATE FROM THE GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

10. PROCLAMATION RECOGNIZING SEPTEMBER AS SICKLE CELL AWARENESS MONTH

11. UPDATE FROM PUBLIC RELATIONS COMMISSION

**ORAL COMMUNICATIONS FOR MATTERS LISTED ON THE AGENDA (MEMBERS OF THE PUBLIC) (LIMITED TO ONE HOUR)**

---

The public may address the members of the City Council/Housing Authority/Successor Agency on any matters within the jurisdiction of the City Council/Housing Authority/Successor Agency or on any items on the agenda of the City Council/Housing Authority/Successor Agency, other than closed session matters, prior to any action taken on the agenda. Speakers are limited to no more than three minutes, speaking once. Oral communications will be limited to one (1) hour unless extended by order of the Mayor with approval of the City Council.

## **APPROVAL OF MINUTES (Item 12)**

---

### **12. APPROVAL OF THE FOLLOWING CARSON CITY COUNCIL/SUCCESSOR AGENCY/HOUSING AUTHORITY MEETING MINUTES - SEPTEMBER 2, 2025 (REGULAR)**

#### **RECOMMENDED ACTION**

- 1. APPROVE the minutes as listed.

## **CONSENT (Items 13-32)**

---

### **ANY ITEM OR ITEMS MAY BE REMOVED FOR DISCUSSION**

These items are considered to be routine items of business and have, therefore, been placed on the CONSENT CALENDAR. For items remaining on the CONSENT CALENDAR, a single motion to ADOPT the recommended action is in order.

### **13. CONSIDER A REPORT ON ALL INTRADEPARTMENTAL BUDGET TRANSFERS APPROVED UNDER THE CITY MANAGER OR DESIGNEE AUTHORITY FOR THE MONTH OF JULY AND AUGUST 2025 PER ORDINANCE 24-2401 (CITY COUNCIL)**

#### **RECOMMENDED ACTION**

- 1. RECEIVE and FILE the report (Exhibit No. 1 and Exhibit No. 2).

### **14. CONSIDER THE ADOPTION OF RESOLUTION NO. 25-109, AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS WITHIN THE REVENUE DIVISION (CITY COUNCIL)**

#### **RECOMMENDED ACTION**

- 1. WAIVE further reading and ADOPT Resolution No. 25-109, "A RESOLUTION OF THE CITY OF CARSON, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS WITHIN THE REVENUE DIVISION.

### **15. FISCAL YEAR 2025-2026 YEAR-END CONTINUING APPROPRIATIONS (CITY COUNCIL)**

#### **RECOMMENDED ACTION**

- 1. WAIVE further reading and ADOPT Resolution No. 25-113, "A RESOLUTION OF THE CITY OF CARSON CITY COUNCIL AMENDING THE FISCAL YEAR 2025/26 BUDGET TO CONTINUE UNSPENT APPROPRIATIONS FROM FISCAL YEAR 2024/25"

### **16. CONSIDER A REPORT OF ALL NEW BUSINESS LICENSES ISSUED BY THE CITY OF CARSON FOR THE PERIOD AUGUST 1, 2025 THROUGH AUGUST 31, (CITY COUNCIL)**

#### **RECOMMENDED ACTION**

- 1. RECEIVE and FILE this report.

### **17. CONSIDER A REPORT OF ALL CITY CONTRACTS APPROVED UNDER CITY MANAGER AUTHORITY FOR THE PERIOD JULY 1, 2025 THROUGH AUGUST 31, 2025 PURSUANT TO CMC SECTION 2604 (CITY COUNCIL)**

#### **RECOMMENDED ACTION**

- 1. RECEIVE and FILE this report.

18. CONSIDER A REPORT OF ALL CITY CONTRACTS APPROVED UNDER THE AUTHORITY OF DEPARTMENT DIRECTORS FOR THE PERIOD JULY 1, 2025 THROUGH AUGUST 31, 2025 PURSUANT TO CMC SECTION 2604 (CITY COUNCIL)

RECOMMENDED ACTION

- 1. RECEIVE and FILE this report.

19. CONSIDER ADOPTING RESOLUTION NO. 25-111, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON RATIFYING CLAIMS AND DEMANDS IN THE AMOUNT OF \$3,046,448.92, DEMAND CHECK NUMBERS 180956 THROUGH 181066 AND 267 FOR GENERAL DEMAND (CITY COUNCIL)

RECOMMENDED ACTION

- 1. WAIVE further reading and ADOPT Resolution No. 25-111, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON RATIFYING CLAIMS AND DEMANDS IN THE AMOUNT OF \$3,046,448.92, DEMAND CHECK NUMBERS 180956 THROUGH 181066 AND 267 FOR GENERAL DEMAND".

20. CONSIDER ADOPTING RESOLUTION NO. 25-09-CSA, A RESOLUTION OF THE CARSON SUCCESSOR AGENCY CLAIMS AND DEMANDS IN THE AMOUNT OF \$3,289.16, DEMAND CHECK NUMBER SA-001962 THROUGH SA-001967 (CITY COUNCIL)

RECOMMENDED ACTION

- 1. WAIVE further reading and ADOPT Resolution NO. 25-09-CSA, "A RESOLUTION OF THE CARSON SUCCESSOR AGENCY CLAIMS AND DEMANDS IN THE AMOUNT OF \$3,289.16, DEMAND CHECK NUMBER SA-001962 THROUGH SA-001967".

21. CONSIDER ADOPTING RESOLUTION NO. 25-10-CHA, A RESOLUTION OF THE CARSON HOUSING AUTHORITY RATIFYING CLAIMS AND DEMANDS IN THE AMOUNT OF \$16,702.16, DEMAND CHECK NUMBERS HA-002065 THROUGH HA-002069 (CITY COUNCIL)

RECOMMENDED ACTION

- 1. WAIVE further reading and ADOPT Resolution No. 25-10-CHA, "A RESOLUTION OF THE CARSON HOUSING AUTHORITY RATIFYING CLAIMS AND DEMANDS IN THE AMOUNT OF \$16,702.16, DEMAND CHECK NUMBERS HA-002065 THROUGH HA-002069".

22. CONSIDER APPROVAL OF FORMS, AGREEMENTS AND RESOLUTION NO. 25-112 ALLOWING THE CITY OF CARSON TO PARTICIPATE IN ADDITIONAL NATIONAL OPIOID SETTLEMENT WITH PURDUE AND THE SACKLER FAMILY (CITY COUNCIL)

RECOMMENDED ACTION

- 1. APPROVE Settlement Agreement and Participation Form for the City's participation in the National Opioid Settlement Agreement with Purdue Pharma LP and the Sackler Family.
- 2. APPROVE the California State-Subdivision Agreement Regarding Distribution and Use of Settlement Funds relating to the National Opioid Settlement Agreement with Purdue Pharma LP and the Sackler Family.
- 3. ADOPT Resolution No. 25-112 approving and authorizing the City Manager to carry out all necessary acts such that the City can participate in the National Opioid Settlement with Purdue Pharma LP and the Sackler Family, including signing necessary documents and transmittal thereof as necessary.

23. CONSIDER SHIFTING THE OCTOBER 7, 2025, REGULAR CITY COUNCIL MEETING TO SEPTEMBER 30, 2025 BY MINUTE ORDER (CITY COUNCIL)

RECOMMENDED ACTION

- 1. APPROVE a one-time shift of the October 7, 2025, Regular City Council meeting to September 30, 2025, by minute order.

24. CONSIDER THE ADOPTION OF RESOLUTION NO. 25-110, AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS WITHIN THE HUMAN RESOURCES DEPARTMENT (CITY COUNCIL)

RECOMMENDED ACTION

- 1. WAIVE further reading and ADOPT Resolution No. 25-110, "A RESOLUTION OF THE CITY OF CARSON, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS WITHIN THE HUMAN RESOURCES DEPARTMENT.

25. CONSIDER ADOPTING MULTIPLE RESOLUTIONS REALIGNING SUPERVISION OF DEPARTMENTS WITH PROPOSED NEW AND UPDATED JOB SPECIFICATIONS TO IMPROVE EFFECIENCY AND ACCOUNTABILITY ACROSS OPERATIONAL AND ADMINISTRATIVE INTERNAL SERVICE WORK-GROUPS IN THE CITY (CITY COUNCIL)

RECOMMENDED ACTION

- 1. APPROVE the City Manager's realignment of departmental supervision with proposed new and updated job specifications to improve efficiency and supervison across operational and administrative internal service workgroups in the City; and
- 2. WAIVE further reading and ADOPT Resolution No. 25-100, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A NEW JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR MULTIMEDIA MANAGER"; and
- 3. WAIVE further reading and ADOPT Resolution No. 25-101, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A NEW JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR MULTIMEDIA PRODUCER"; and
- 4. WAIVE further reading and ADOPT Resolution No. 25-102, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A NEW JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR GOVERNMENT AFFAIRS OFFICER"; and
- 5. WAIVE further reading and ADOPT Resolution No. 25-103, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A NEW JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR EXECUTIVE DIRECTOR OF THE CARSON RECLAMATION AUTHORITY"; and
- 6. WAIVE further reading and ADOPT Resolution No. 25-104, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE 5. CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A NEW JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR EXECUTIVE ASSISTANT (CARSON RECLAMATION AUTHORITY)"; and
- 7. WAIVE further reading and ADOPT Resolution No. 25-105, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY AMENDING AND RESTATING THE JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT"; and
- 8. WAIVE further reading and ADOPT Resolution No. 25-106, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY AMENDING AND RESTATING THE JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR DEPUTY CITY MANAGER"; and
- 9. WAIVE further reading and ADOPT Resolution No. 25-107, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, ESTABLISHING THE SALARY AND BENEFITS FOR UNCLASSIFIED MANAGEMENT EMPLOYEES EFFECTIVE July 1, 2024, AND RESCINDING RESOLUTION NO. 25-040".

26. CONSIDER ISSUING THE "10-DAY REPORT" PURSUANT TO GOVERNMENT CODE SECTION 65858(D) REGARDING INTERIM URGENCY ORDINANCE NO. 24-2416U, WHICH EXTENDED A TEMPORARY 45-DAY MORATORIUM ON CONSIDERATION OF APPLICATIONS AND APPROVAL AND ISSUANCE OF PERMITS AND ENTITLEMENTS FOR COMMERCIAL OR INDUSTRIAL REDEVELOPMENT AND SUBSEQUENT USE OF CURRENT OIL REFINERY SITES WITHIN THE CITY OF CARSON FOLLOWING CESSATION OF REFINERY OPERATIONS (CITY COUNCIL)

RECOMMENDED ACTION

- 1. ISSUE the "10-Day Report on Interim Ordinance No. 24-2414U" (Exhibit No. 2)

27. CONSIDER APPROVING RESOLUTION ON. 25-090 AUTHORIZING SUBMITTAL OF APPLICATION AND DECLARING THE CITY'S INTENTION TO APPLY FOR THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY'S BROWNFIELDS JOB TRAINING GRANTS (CITY COUNCIL)

RECOMMENDED ACTION

- 1. WAIVE further reading and ADOPT Resolution No. 25-090, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AUTHORIZING SUBMITTAL OF APPLICATION AND DECLARING THE CITY'S INTENTION TO APPLY FOR THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY (EPA) BROWNFIELD JOB TRAINING GRANTS".

28. CONSIDER ACCEPTING A \$1,000,000 GRANT AWARD AND RATIFYING THE CITY'S REVOLVING LOAN FUND (RLF) COOPERATIVE AGREEMENT WITH THE US ENVIRONMENTAL PROTECTION AGENCY (US EPA) ENTERED INTO BETWEEN THE CITY OF CARSON AND US EPA; (2) ADOPTING RESOLUTION NO. 25-091 AMENDING THE FISCAL YEAR 2025-2026 CITY BUDGET TO ACCEPT THE RLF GRANT AWARD AND AUTHORIZE RELATED EXPENDITURES;

RECOMMENDED ACTION

- 1. RATIFY and APPROVE the US EPA MARC Cooperative Agreement, dated August 6, 2025 (Exhibit No. 1); and
- 2. WAIVE further reading and ADOPT Resolution No. 25-091, "A RESOLUTION OF THE CITY OF CARSON CITY COUNCIL AMENDING THE FISCAL YEAR 2025-26 BUDGET TO ACCEPT ONE GRANT IN THE TOTAL AMOUNT OF \$1,000,000 IN CONNECTION WITH THE US EPA MULTIPURPOSE, ASSESSMENT, REVOLVING LOAN FUND, AND CLEAN-UP (MARC) GRANT PROGRAM".

29. CONSIDERATION TO APPROVE THE SERVICE LEVEL AGREEMENT FOR FY 2025-2026 AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE SERVICE LEVEL AGREEMENT WITH THE LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (CITY COUNCIL)

RECOMMENDED ACTION

- 1. APPROVE the Los Angeles County Sheriff's Department Service Level Agreement for FY 2025-2026.
- 2. AUTHORIZE the City Manager to execute the Los Angeles County Sheriff's Department Service Level Agreement for FY 2025-2026.

30. CONSIDER AN UPDATED STANDARD MANAGEMENT PROCEDURE 2.11 FOR EVENT ATTENDANCE AND REPORTING (CITY COUNCIL)

RECOMMENDED ACTION

- 1. APPROVE the proposed updated SMP 2.11.

31. APPROVAL OF FISCAL YEAR 2025-2026 SERVICE LEVEL REQUEST AGREEMENT WITH THE LOS ANGELES COUNTY DEPARTMENT OF ANIMAL CARE AND CONTROL (LADACC) (CITY COUNCIL)

RECOMMENDED ACTION

- 1. APPROVE the Fiscal Year 2025-2026 Service Level Request with the Los Angeles County Department of Animal Care and Control.
- 2. AUTHORIZE the City Manager to execute the Service Level Agreement with Los Angeles County Department of Animal Care and Control (LADACC).

32. CONSIDER ACCEPTANCE OF A QUITCLAIM EASEMENT FROM SOUTHERN CALIFORNIA EDISON CONCERNING EASEMENT PREVIOUSLY GRANTED BY CITY, WHICH PERTAINS TO A NARROW SECTION OF CARRIAGE CREST PARK LOCATED AT THE NORTHWEST CORNER OF THE SITE (CITY COUNCIL)

RECOMMENDED ACTION

- 1. APPROVE a Quitclaim of Easement quitclaiming Southern California Edison's easement interest acquired through the Grant of Easement having document number 20240148900 and recorded March 6, 2024 with the Los Angeles County Recorder's Office.
- 2. AUTHORIZE the City Manager to execute a Certificate of Acceptance of the Quitclaim of Easement from Southern California Edison transferring SCE's easement interests acquired through the Grant of Easement to the City.

**SPECIAL ORDERS OF THE DAY (Items 33-34)**

---

Public testimony is restricted to three minutes per speaker, speaking once (excepting applicants who are afforded a right of rebuttal, if desired), unless extended by order of the Mayor with the approval of the City Council.

33. PUBLIC HEARING TO CONSIDER A SUBSTANTIAL AMENDMENT TO THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND COMMUNITY DEVELOPMENT BLOCK GRANT – CORONAVIRUS (CDBG-CV) PROGRAM YEAR 2024-2025 BUDGET TO REALLOCATE UNEXPENDED FUNDS INTO PROGRAM YEAR 2025–2026 (CITY COUNCIL)

RECOMMENDED ACTION

- 1. OPEN the Public Hearing, TAKE public Testimony, and CLOSE the Public Hearing;
- 2. APPROVE the submission of Substantial Amendments to the 2024-25 and 2019-20 Annual Action Plans to the U.S. Department of Housing and Urban Development (HUD);
- 3. APPROVE the proposed Substantial Amendment to the City of Carson's CDBG and CDBG-CV Annual Action Plan for the reallocation of unexpended funds;
- 4. WAIVE further reading and ADOPT Resolution No. 25-096 reallocating \$895,896.22 in CDBG Program Year 2024–2025 funds and \$238,642.25 in unexpended CDBG-CV funds to the Program Year 2025–2026 Annual Action Plan; and
- 5. AUTHORIZE the City Manager, or designee, to execute any amendments, forms, or certifications necessary to effectuate the approved allocations.

34. PUBLIC HEARING TO CONSIDER EXTENDING A TEMPORARY MORATORIUM ON CONSIDERATION OF APPLICATIONS AND APPROVAL AND ISSUANCE OF PERMITS AND ENTITLEMENTS FOR COMMERCIAL OR INDUSTRIAL REDEVELOPMENT AND SUBSEQUENT USE OF CURRENT OIL REFINERY SITES WITHIN THE CITY OF CARSON FOLLOWING CESSATION OF REFINERY OPERATIONS AND DECLARING THE URGENCY THEREOF (CITY COUNCIL)

RECOMMENDED ACTION

- 1. OPEN public hearing, TAKE public comments, and CLOSE the public hearing; and
- 2. DISCUSS and PROVIDE direction to staff as to whether or not to prepare an ordinance extending the moratorium for one year for consideration of adoption at the next meeting.

### **DISCUSSION (Items 35-36)**

---

35. CONSIDERATION OF ONLY LOCAL UNCONTESTED APPOINTMENTS TO THE CITY'S COMMISSIONS, COMMITTEES, AND BOARDS, AND CITY AFFILIATED ORGANIZATIONS BY MAYOR AND CITY COUNCIL AND CONSIDER ALL (CONTESTED AND UNCONTESTED) APPOINTMENTS TO ALL COMMISSIONS (CITY COUNCIL)

RECOMMENDED ACTION

- 1. CONSIDER and only APPOINT uncontested members to the City Commissions, Committees, and Boards;
- 2. CONSIDER and APPOINT all (contested and uncontested) members to all commissions;
- 3. CONSIDER and APPOINT members to City Affiliated Organizations;
- 4. DIRECT the City Clerk to notify all affected appointments of this action in writing;
- 5. IF APPLICABLE, DIRECT the City Clerk to post and publish in accordance with the Maddy Act

36. CONSIDER ACCEPTANCE OF A QUITCLAIM DEED FROM THE COUNTY OF LOS ANGELES FOR PARCELS 28-7EXF, 28-8EXF, AND 28-9EXF ON DEL AMO BOULEVARD OVER ALAMEDA STREET (CITY COUNCIL)

RECOMMENDED ACTION

- 1. APPROVE a Certificate of Acceptance accepting a Quitclaim Deed from the County of Los Angeles for three parcels, 28-7EXF, 28-8EXF, AND 28-9EXF, located on the Del Amo Boulevard and Alameda Street connecting ramp.
- 2. AUTHORIZE the County of Los Angeles to record the Original Quitclaim Deed and DIRECT the Registrar-Recorder/County Clerk to mail said document to the City as Grantee.

### **ORDINANCE SECOND READING (Item 37)**

---

37. CONSIDER SECOND READING AND ADOPTION OF ORDINANCE 25-2516, AMENDING THE CARSON MUNICIPAL CODE TO INCREASE THE MEMBERSHIP OF THE HUMAN RELATIONS COMMISSION TO ADD MEMBERS WITH A FOCUS ON DISABILITY-RELATED MATTERS (CITY COUNCIL)

RECOMMENDED ACTION

- 1. CONDUCT a Second Reading by title only and with full reading waived.
- 2. ADOPT, Ordinance No. 25-2516, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING SECTIONS 2762 (MEMBERS), 2764 (REGULAR MEETINGS), AND 2766 (DUTIES AND FUNCTIONS OF COMMISSION) OF CHAPTER 7 (DEPARTMENTS, BOARDS, COMMISSIONS) OF ARTICLE II (ADMINISTRATION) OF THE CARSON MUNICIPAL CODE TO INCREASE THE MEMBERSHIP OF THE HUMAN RELATIONS COMMISSION TO ADD MEMBERS WITH A FOCUS ON DISABILITY-RELATED MATTERS"



**ORAL COMMUNICATIONS FOR MATTERS NOT LISTED ON THE AGENDA (MEMBERS OF THE PUBLIC)**

---

The public may at this time address the members of the City Council/Housing Authority/Successor Agency on any matters within the jurisdiction of the City Council/Housing Authority/Successor Agency. No action may be taken on non-agendized items except as authorized by law. Speakers are requested to limit their comments to no more than three minutes each, speaking once.

**COUNCIL MEMBER REQUESTS TO ADD ITEMS TO FUTURE AGENDAS**

---

**ORAL COMMUNICATIONS (COUNCIL MEMBERS)**

---

**ANNOUNCEMENT OF UNFINISHED OR CONTINUED CLOSED SESSION ITEMS (AS NECESSARY)**

---

**RECESS TO CLOSED SESSION**

---

**RECONVENE TO OPEN SESSION**

---

**REPORT OF ACTIONS ON UNFINISHED OR CONTINUED CLOSED SESSION ITEMS**

---

**MEMORIAL ADJOURNMENTS**

---

**ADJOURNMENT**

---

*Date Posted: September 11, 2025*



File #:

Version:

## Report to City Council, Successor Agency, and Housing Authority

Tuesday, September 16, 2025, 5:00 PM

APPROVAL OF MINUTES 12.

To: City Council, Successor Agency, and Housing Authority

From: Joy Simarago, Deputy City Clerk CCO Administration

Subject: APPROVAL OF THE FOLLOWING CARSON CITY COUNCIL/SUCCESSOR AGENCY/HOUSING AUTHORITY MEETING MINUTES - SEPTEMBER 2, 2025 (REGULAR)

### I. SUMMARY

The City Clerk's Office is seeking approval of the following minutes:

- Tuesday, September 2, 2025 (Regular)

### II. RECOMMENDATION

APPROVE the minutes as listed.

### III. ALTERNATIVES

None.

### IV. BACKGROUND

None.

### V. FISCAL IMPACT

None.

### VI. EXHIBITS

1. Minutes, September 2, 2025 (Regular)

Prepared by: Dr. Khaleah K. Bradshaw, City Clerk and Joy Simarago, Deputy City Clerk

### Attachments

[Minutes - CC Reg.Mtg 09-02-25.pdf](#)



## **CITY OF CARSON**

### **MINUTES**

#### **CARSON CITY COUNCIL/ SUCCESSOR AGENCY/HOUSING AUTHORITY REGULAR MEETING**

**SEPTEMBER 2, 2025**

#### **CALL TO ORDER: CITY COUNCIL/SUCCESSOR AGENCY/HOUSING AUTHORITY (5:00 pm)**

The meeting was called to order at 5:00 P.M. by Mayor/Agency Chairman/Authority Chairman Lula Davis-Holmes in the Helen Kawagoe Council Chambers, Carson City Hall, located at 701 E. Carson Street, Carson, California 90745.

#### **ROLL CALL (CITY CLERK)**

City Clerk/Agency Secretary/Authority Secretary, Dr. Khaleah K. Bradshaw noted the roll:

Council Members/Agency Members/Authority Board Members Present:

Mayor/Agency Chairman/Authority Chairman Lula Davis-Holmes

Mayor Pro Tempore/Agency Vice Chairman/Authority Vice Chairman Cedric Hicks, Sr.

Council Member/Agency Member/Authority Board Member, Dr. Jawane Hilton

Council Member/Agency Member/Authority Board Member Jim Dear

Council Member/Agency Member/Authority Board Member Arleen Rojas

Also Present:

Monica Cooper, City/Agency/Authority Treasurer; Sunny Soltani, City/Agency/Authority Attorney; David C. Roberts, Jr., City Manager; Dr. Robert Lennox, Assistant City Manager; John Raymond, Assistant City Manager; Michael Whittiker, Jr., Director of Community Services; Dr. Arlington Rodgers, Jr., Director of Public Works; William Jefferson, Director of Finance; Gary Carter, Director of Information Technology and Security; and Josh Boudreaux, Director of Human Resources

## **FLAG SALUTE**

---

Council Member/Agency Member/Authority Board Member Rojas led the Pledge of Allegiance.

## **INVOCATION (Item 1)**

---

### **1. PASTOR MIKE EALEY FROM PREVAILING IN CHRIST MINISTRIES- 5:03 PM**

Pastor Mike Ealey gave the invocation.

## **CLOSED SESSION (Items 2-6)**

---

### **2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (CITY COUNCIL)**

— A closed session will be held, pursuant to Government Code Section 54956.9(d)(1), to confer with legal counsel regarding pending litigation to which the City of Carson is a party. The titles of such litigations are as follows: CAM-Carson, LLC v. Carson Reclamation Authority, City of Carson and Successor Agency to the Carson Redevelopment Agency, Los Angeles Superior Court Case No. 20STCV16461.

**ACTION: No reportable action was taken.**

### **3. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (CITY COUNCIL)**

— A closed session will be held, pursuant to Government Code Section 54956.9(d)(1), to confer with legal counsel regarding pending litigation to which the City of Carson is a party. The title of such litigation is as follows Veronica Alvarez v. City of Carson, et al., Los Angeles Superior Court Case No. 23STCV24827.

**ACTION: No reportable action was taken.**

### **4. CONFERENCE WITH LABOR NEGOTIATOR (CITY COUNCIL)**

— A closed session will be held, pursuant to Government Code Section 54957.6, with City Manager, Assistant City Manager, and Human Resources Officer, its negotiators, regarding labor negotiations with Service Employees International Union (SEIU 721) AME and CPSA, and American Federation of State, County and Municipal Employees (AFSCME Local 809) Part-time.

**ACTION: Item was not considered.**

**5. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (CITY COUNCIL)**

— A closed session will be held, pursuant to Government Code Section 54956.9(d)(2) or (d)(3) and (e)(1), because there is a significant exposure to litigation in one case.

**ACTION: No reportable action was taken.**

**6. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (CITY COUNCIL)**

- A closed session will be held, pursuant to Government Code Section 54956.8, to enable the City to consider negotiations with Theresa Sardisco, with whom the City is negotiating, and to give direction to its negotiator David C. Roberts, Jr., City Manager, regarding that certain real property known as 24205 Avalon Boulevard, Carson, CA 90745, APN: 7406-017-035. The City's real property negotiator will seek direction from the City Council regarding price and terms of payment for the property.

**ACTION: Item was not considered.**

**At 10:06 P.M., City/Agency/Authority Attorney Soltani reported that there was no reportable action taken.**

**REPORT ON ANY PUBLIC COMMENTS ON CLOSED SESSION ITEMS (CITY CLERK)**

---

None.

**ANNOUNCEMENT OF CLOSED SESSION ITEMS (CITY ATTORNEY)**

---

City/Agency/Authority Attorney Soltani announced the Closed Session items.

**RECESS INTO CLOSED SESSION UNTIL 6:00 P.M. OR UNTIL THE END OF CLOSED SESSION, WHICHEVER OCCURS FIRST**

---

The meeting was recessed at 5:05 P.M. by Mayor/Agency Chairman/Authority Chairman Davis-Holmes to Closed Session.

2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (CITY COUNCIL)-

3. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (CITY COUNCIL)-

4. CONFERENCE WITH LABOR NEGOTIATOR (CITY COUNCIL)-

5. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (CITY COUNCIL)-

## 6. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (CITY COUNCIL)

### **RULES OF DECORUM:**

---

The Rules of Decorum recording was presented earlier in the meeting.

### **RECONVENE TO OPEN SESSION AT 6:00 P.M. OR AT THE END OF CLOSED SESSION, WHICHEVER OCCURS FIRST**

---

The meeting was reconvened at 6:05 P.M. by Mayor/Agency Chairman/Authority Chairman Davis-Holmes with all members previously noted present.

### **REPORT ON CLOSED SESSION ACTIONS (CITY ATTORNEY)**

---

City/Agency/Authority Attorney Soltani provided the Closed Session Report.

### **INTRODUCTIONS (MAYOR) (Item 7)**

---

#### 7. REPORT FROM CAPTAIN NORMAN OF CARSON SHERIFF'S STATION- 7:52 PM

Item No. 7 was heard after Item No. 10.

(Council Member/Agency Member/Authority Board Member, Dr. Hilton exited the meeting at 7:50 P.M. and reentered the meeting at 7:53 P.M.)

Captain Norman summarized the recent law enforcement activities and gave a crime report.

### **PRESENTATIONS (Items 8-14)**

---

#### 8. PROCLAMATION RECOGNIZING SEPTEMBER AS PROSTATE CANCER AWARENESS MONTH - 7:35 PM

Item No. 8 was heard after Item No. 11.

Council Member/Agency Member/Authority Board Member Hicks, Sr. read and presented a Proclamation to Stacy Graham, Executive Director of Operations, Providence Little Company of Mary Medical Center, who offered words of gratitude accompanied by Dr. Faisel Ahmed, who also offered words of gratitude. He also presented a Proclamation to Ryan Ferguson, Manager in Government and Community Relations, Kaiser Permanente South Bay Medical Center, who offered words of gratitude.

#### 9. PROCLAMATION RECOGNIZING SEPTEMBER AS HISPANIC HERITAGE MONTH - 7:38 PM

Council Member/Agency Member/Authority Board Member Rojas recognized Racquel Beltran, President of Asociacion Cultural Los Angeles (ACLA), read, and presented her with a Proclamation

who accepted with words of gratitude.

#### 10. PROCLAMATION RECOGNIZING SEPTEMBER AS NATIONAL EMERGENCY PREP MONTH -

Council Member/Agency Member/Authority Board Member, Dr. Hilton read and presented a Proclamation to Kaitlin Sanchez, Public Safety Manager, who offered words of gratitude, alongside Stephanie Cardona, Emergency Management Specialist, from the Public Safety Department.

#### 11. CERTIFICATE OF RECOGNITION TO DAVID GAMBOA - 7:19 PM

Item No. 11 was heard after Item No. 12.

Mayor/Agency Chairman/Authority Chairman Davis-Holmes recognized David Gamboa and presented him a Certificate of Recognition in honor of his service at California State University Dominguez Hills (CSUDH). He offered words of gratitude. CSUDH President, Dr. Parham offered comments.

#### 12. CARSON HEROES AWARD - 6:11 PM

Item No. 12 was heard after Item No. 14.

Mayor/Agency Chairman/Authority Chairman Davis-Holmes announced the Carson Heroes Program.

Staff presented a video of the 2025 City of Carson Heroes.

Mayor/Agency Chairman/Authority Chairman Davis-Holmes recognized Deputy Lisandra Vega, Public Safety Commissioner Randy Brown, Captain Bryan Dome, Deputy Brittney Hernandez and presented each with a Carson Hero Award who all offered words of gratitude.

Council Member/Agency Member/Authority Board Member, Dr. Hilton recognized Dr. Vergie Seymore and presented her with a Carson Hero Award who accepted with words of gratitude.

Council Member/Agency Member/Authority Board Member Dear recognized Myrna Ronquillo and presented her with a Carson Hero Award who accepted with words of gratitude. He also recognized Richard Hernandez and presented his son Michael Hernandez with a Carson Hero Award on his behalf and accepted with words of gratitude.

Council Member/Agency Member/Authority Board Member Hicks, Sr. recognized Pastor Michael Ealey, First Lady Andrea Ealey, and Coach Michael Kunipo Aguirre and presented each with a Carson Hero Award who offered words of gratitude.

Council Member/Agency Member/Authority Board Member Rojas recognized Gloryanne Payo-Jugo and presented her with a Carson Hero Award who offered words of gratitude.

Council Member/Agency Member/Authority Board Member, Dr. Hilton recognized Council Member Rojas and presented her with a surprise Carson Hero Award who offered words of gratitude.

### 13. HUMAN RELATIONS COMMISSION UPDATE

Item No. 13 was heard after approval of the Consent items.

Jessica Ramos, Vice Chair, Human Relations Commission, thanked the Mayor, City Council, Assistant City Manager, Dr. Lennox, Community Services Department, and the community for their continuous support of the Rising Star Event and announced the next Rising Star Essay Contest Luncheon on Saturday, February 21, 2026. She gave an update of the commission activities and thanked Council Aide Cac Le for her support as well.

### 14. VIDEO PRESENTATION ON OPERATION CARSON CARES-

Item No. 14 was heard after the Closed Session Report.

Staff presented a video on Operation Carson Cares.

Mayor/Agency Chairman/Authority Chairman Davis-Holmes offered comments.

Director Whittiker, Jr. offered comments.

Council Member/Agency Member/Authority Board Member Dear offered comments.

Mayor/Agency Chairman/Authority Chairman Davis-Holmes recognized Pastor Michael Ealey, First Lady Andrea Ealey, and Bishop William Todd Ervin Sr. for their leadership and compassion through the Operation Carson Cares initiative and presented each with a Certificate of Recognition. Pastor Michael Ealey and Bishop William Todd Ervin Sr. accepted with words of gratitude.

### **ORAL COMMUNICATIONS FOR MATTERS LISTED ON THE AGENDA (MEMBERS OF THE PUBLIC) (LIMITED TO ONE HOUR)**

---

None.

### **APPROVAL OF MINUTES (Items 15-16)**

---



15. APPROVAL OF THE FOLLOWING CARSON CITY COUNCIL/SUCCESSOR AGENCY/HOUSING AUTHORITY MEETING MINUTES - AUGUST 5, 2025 (REGULAR)- 7:57 PM

Item No. 15 was heard after Item No. 7.

RECOMMENDED ACTION

— 1. APPROVE the minutes as listed.

**Motion To Approve submitted by Jim Dear seconded by Dr. Jawane Hilton resulting in 5-0-0-0-0**

16. APPROVAL OF THE 2014 BACKLOG OF CARSON CITY COUNCIL/SUCCESSOR AGENCY/HOUSING AUTHORITY MEETING MINUTES - 7:58 PM

RECOMMENDED ACTION

— 1. APPROVE the minutes as listed.

**Motion To Approve submitted by Cedric L. Hicks Sr. seconded by Jim Dear resulting in 5-0-0-0-0**

**CONSENT (Items 17-39)**

---

Mayor/Agency Chairman/Authority Chairman Davis-Holmes requested to remove Items No. 23 and 24 for discussion.

Mayor Pro Tempore/Agency Vice Chairman/Authority Vice Chairman Hicks, Sr. requested to remove Items No. 33, 35, and 37 for discussion.

**Consent Items No. 17-39 were approved except for Items No. 23, 24, 33, 35, and 37.**

**Motion To Approve submitted by Dr. Jawane Hilton seconded by Cedric L. Hicks Sr. resulting in 5-0-0-0-0**

17. CONSIDER A REPORT OF ALL NEW BUSINESS LICENSES ISSUED BY THE CITY OF CARSON FOR THE PERIOD JULY 1, 2025, THROUGH JULY 31, 2025 (CITY COUNCIL)- 7:58 PM

RECOMMENDED ACTION

— 1. RECEIVE and FILE this report.

**ACTION: Item No. 17 was approved on Consent.**

18. CONSIDER ADOPTING RESOLUTION NO. 25-099, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON RATIFYING CLAIMS AND DEMANDS IN THE AMOUNT OF \$15,709,274.92, DEMAND CHECK NUMBERS 266, 180613 THROUGH 180955 FOR GENERAL DEMAND AND THE

AMOUNT OF \$6,775.00, CHECK NUMBER 1297 FOR CO-OP AGREEMENT DEMANDS (CITY COUNCIL)- 7:58 PM

RECOMMENDED ACTION

— 1. WAIVE further reading and ADOPT Resolution No. 25-099, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON RATIFYING CLAIMS AND DEMANDS IN THE AMOUNT OF \$15,709,274.92, DEMAND CHECK NUMBERS 266, 180613 THROUGH 180955 FOR GENERAL DEMAND AND THE AMOUNT OF \$6,775.00, CHECK NUMBER 1297 FOR CO-OP AGREEMENT DEMANDS".

**ACTION: Item No. 18 was approved on Consent.**

19. CONSIDER AN UPDATE ON CITY COMMISSIONS (CITY COUNCIL)- 7:58 PM

RECOMMENDED ACTION

— 1. RECEIVE and FILE this report.

**ACTION: Item No. 19 was approved on Consent.**

20. CONSIDER AN UPDATE ON CITY PROJECTS (CITY COUNCIL)- 7:58 PM

RECOMMENDED ACTION

— 1. RECEIVE and FILE this report.

**ACTION: Item No. 20 was approved on Consent.**

21. CONSIDER TAKING A POSITION OF "OPPOSE UNLESS AMENDED" AND SENDING A CORRESPONDING LETTER REGARDING SENATE BILL 364 (STRICKLAND) (CITY COUNCIL)- 7:58 PM

RECOMMENDED ACTION

— 1. TAKE a position of OPPOSE UNLESS AMENDED for Senate Bill 364 (Strickland) and DIRECT staff to transmit a corresponding letter.

**ACTION: Item No. 21 was approved on Consent.**

22. CONSIDER TAKING A POSITION OF SUPPORT AND SENDING A CORRESPONDING LETTER REGARDING THE REAUTHORIZATION AND IMPROVEMENT OF CALIFORNIA'S CAP & TRADE PROGRAM (CITY COUNCIL)- 7:58 PM

RECOMMENDED ACTION

— 1. TAKE a position of SUPPORT for the reauthorization and improvement of California's Cap & Trade Program and DIRECT staff to transmit a corresponding letter.

**ACTION: Item No. 22 was approved on Consent.**

23. CONSIDER AN UPDATED STANDARD MANAGEMENT PROCEDURE 2.11 FOR EVENT ATTENDANCE AND REPORTING (CITY COUNCIL)

**\*\* Item was Removed from Consent**

Item No. 23 was heard after Oral Communications for Matters Not Listed on the Agenda (Members of the Public).

Mayor/Agency Chairman/Authority Chairman Davis-Holmes requested to remove Item No. 23 from Consent for discussion.

City Manager Roberts, Jr. presented the details of this item of updates to the travel SMP which will be given to the City Clerk.

Mayor/Agency Chairman/Authority Chairman Davis-Holmes requested a mid-size vehicle be added to the travel policy with the option of driving or flying.

Mayor Pro Tempore/Agency Vice Chairman/Authority Vice Chairman Hicks, Sr. agreed with the Mayor reserving a mid-size vehicle and the importance of staying at a host hotel. He referred to the delay of booking a hotel with staff requiring the agenda of conferences and training sessions which often times is not immediately available. City Manager Roberts, Jr. stated it is a staff issue and not a policy issue.

Mayor/Agency Chairman/Authority Chairman Davis-Holmes reiterated Council sets the policy and staff implements the policy.

Director Jefferson addressed the Finance Department conference registration/travel process.

Council Member/Agency Member/Authority Board Member, Dr. Hilton echoed the Mayor's sentiments.

City/Agency/Authority Treasurer Cooper inquired if the per diem will be applied universally. City Manager Roberts, Jr. responded the travel policy would apply universally to City Council and staff.

City Manager Roberts, Jr. discussed a smoother registration and travel process for City Council and staff.

City/Agency/Authority Attorney Soltani referred to the statute travel policy language.

Council Member/Agency Member/Authority Board Member Dear referred to Section V. Fiscal Impact of the staff report which he felt should be stated clearly.

Discussion ensued regarding per diem and/or reimbursement.

#### RECOMMENDED ACTION

— 1. APPROVE the proposed updated SMP 2.11

**ACTION:** It was moved to approve staff recommendation, as amended with City Council recommendations, on motion of Mayor Davis-Holmes.

City/Agency/Authority Attorney Soltani clarified the motion to approve the SMP revisions with the addition that the City Manager read into the record the physical conditions require an upgrade or change of seat that would be accommodated as well and change the per diem for meals to \$115 (\$25 for breakfast, \$35 for lunch and \$55 for dinner) per day and keep the language if the conference provides lunch (meal) will be deducted, however, if necessary, if missed lunch (meal) must show receipt for reimbursement, not to exceed the per diem amounts, with no objection heard.

The motion was seconded by Council Member, Dr. Hilton after the City Attorney's clarification of the motion which was accepted by the maker of the motion resulting in 4-0-1-0-0 Abstained by Council Member Dear.

24. CONSIDER ADOPTING MULTIPLE RESOLUTIONS REALIGNING SUPERVISION OF DEPARTMENTS WITH PROPOSED NEW AND UPDATED JOB SPECIFICATIONS TO IMPROVE EFFECIENCY AND ACCOUNTABILITY ACROSS OPERATIONAL AND ADMINISTRATIVE INTERNAL SERVICE WORK-GROUPS IN THE CITY (CITY COUNCIL)- 9:07 PM

**\*\* Item was Removed from Consent**

Mayor/Agency Chairman/Authority Chairman Davis-Holmes requested to remove Item No. 24 from Consent for discussion.

Assistant City Manager, Dr. Lennox requested the recommended Items 2 and 3 be continued to a future meeting and the balance to remain for consideration. He noted there are two Items 4 printed on the numbering recommendations and should be sequential Items 1 through 9.

Mayor/Agency Chairman/Authority Chairman Davis-Holmes requested to bring back the entire item and asked if it is time sensitive. Assistant City Manager, Dr. Lennox stated the balance of the items are time sensitive except for Items 2 and 3.

Council Member/Agency Member/Authority Board Member, Dr. Hilton asked why Items 2 and 3 needed to come back. Assistant City Manager, Dr. Lennox replied that the union would like to have more time to work with staff on the two job specifications and there are no issues with the union on the remainder of the items. Council Member/Agency Member/Authority Board Member, Dr. Hilton asked if they are union positions. Assistant City Manager, Dr. Lennox replied that the positions are union represented at other agencies and the union would like to provide additional feedback on the job specifications.

#### RECOMMENDED ACTION

— 1. APPROVE the City Manager's realignment of departmental supervision with proposed new and updated job specifications to improve efficiency and supervision across operational and administrative internal service workgroups in the City; and

— 2. WAIVE further reading and ADOPT Resolution No. 25-100, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A NEW JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR MULTIMEDIA MANAGER"; and

— 3. WAIVE further reading and ADOPT Resolution No. 25-101, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A NEW JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR MULTIMEDIA PRODUCER"; and

— 4. WAIVE further reading and ADOPT Resolution No. 25-102, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A NEW JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR GOVERNMENT AFFAIRS OFFICER"; and

— 4. WAIVE further reading and ADOPT Resolution No. 25-103, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A NEW JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR EXECUTIVE DIRECTOR OF THE CARSON RECLAMATION AUTHORITY"; and

— 5. WAIVE further reading and ADOPT Resolution No. 25-104, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A NEW JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR EXECUTIVE ASSISTANT (CARSON RECLAMATION AUTHORITY)"; and

— 6. WAIVE further reading and ADOPT Resolution No. 25-105, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY AMENDING AND RESTATING THE JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR DIRECTOR OF ECONOMIC AND COMMUNITY DEVELOPMENT"; and

— 7. WAIVE further reading and ADOPT Resolution No. 25-106, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY AMENDING AND RESTATING THE JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR DEPUTY CITY MANAGER"; and

— 8. WAIVE further reading and ADOPT Resolution No. 25-107, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, ESTABLISHING THE SALARY AND BENEFITS FOR UNCLASSIFIED MANAGEMENT EMPLOYEES EFFECTIVE July 1, 2024, AND RESCINDING RESOLUTION NO. 25-040".

**ACTION: Mayor/Agency Chairman/Authority Chairman Davis-Holmes continued the entire item to the next meeting with no objection heard.**

Council Member/Agency Member/Authority Board Member Dear asked why the union wanted more time and the name of the bargaining unit. Assistant City Manager, Dr. Lennox replied because the titles changed and would like to ensure no other changes and the union in question is AFSCME 1017.

**25. CONSIDER APPROVAL OF THE SETTLEMENT AGREEMENT AND RELEASE OF ALL CLAIMS BETWEEN MARIA ELANA WILLIAMS-SLAUGHTER AND CITY OF CARSON (CITY COUNCIL)- 7:58 PM**  
**RECOMMENDED ACTION**

— 1. APPROVE the Settlement Agreement and Release of All Claims between Plaintiff Maria Williams-Slaughter and City of Carson; and

— 2. AUTHORIZE the Mayor to execute the Agreement.

**ACTION: Item No. 25 was approved on Consent.**

26. CONSIDER APPROVAL OF THE SETTLEMENT AGREEMENT AND RELEASE OF ALL CLAIMS BETWEEN SANTIAGO GARCIA, JR. AND CITY OF CARSON (CITY COUNCIL)- 7:58 PM

RECOMMENDED ACTION

- 1. APPROVE the Settlement Agreement and Release of All Claims between SANTIAGO GARCIA JR. and City of Carson
- 2. AUTHORIZE City Manager to execute the Agreement.

**ACTION: Item No. 26 was approved on Consent.**

27. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS WITHIN THE CITY CLERK'S OFFICE- 7:58 PM

RECOMMENDED ACTION

- 1. WAIVE further reading and ADOPT Resolution No. 25-095, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS WITHIN THE CITY CLERK'S OFFICE".

**ACTION: Item No. 27 was approved on Consent.**

28. CONSIDER MONTHLY INVESTMENT AND CASH REPORT FOR THE CITY OF CARSON, CARSON HOUSING AUTHORITY, CARSON SUCCESSOR AGENCY-MONTH ENDING JULY 31, 2025 (CITY COUNCIL)- 7:58 PM

RECOMMENDED ACTION

- 1. RECEIVE and FILE.

**ACTION: Item No. 28 was approved on Consent.**

29. CONSIDER (1) APPROVING A PUBLIC WORKS AGREEMENT WITH MCWIL SPORTS SURFACES INC. FOR REMOVING AND INSTALLING THE GYM FLOORING AT VETERANS SPORTS COMPLEX; (2) APPROVING A PURCHASE ORDER WITH MCWIL SPORTS SURFACES INC. FOR THE GYM FLOORING MATERIALS AND SUPPLIES, FUNDED BY LOS ANGELES COUNTY MEASURE A ANNUAL ALLOCATION; AND (3) ADOPTING RESOLUTION NO 25-083 AMENDING THE FISCAL YEAR 2025/2026 BUDGET (CITY COUNCIL) - 7:58 PM

RECOMMENDED ACTION

- 1. APPROVE the Public Works Agreement between the City of Carson and McWil Sports Surfaces Inc. for an amount not-to-exceed of \$171,920.00 (Exhibit No. 3); and

- 2. AUTHORIZE the Mayor to execute the Public Works Agreement following approval as to form by the City Attorney; and
- 3. APPROVE the Purchase Order issued to McWil Sports Surfaces Inc. for an amount not to exceed \$164,765 procured under CMC Section 2611(g) (Cooperative Purchasing bidding exemption) and Sourcewell Contract #031022-GER; and
- 4. AUTHORIZE the City Manager or designee to submit and execute all documents necessary to ensure and obtain RPOSD reimbursement to the City for the Public Works Agreement and Purchase Order out of the Proposition A Annual Allocation grant funding; and
- 5. ADOPT Resolution No. 25-083, "A RESOLUTION OF THE CITY OF CARSON CITY COUNCIL AMENDING THE FISCAL YEAR 2025-26 BUDGET IN THE GENERAL FUND AND SPECIAL REVENUE FUNDS" (Exhibit No. 5).

**ACTION: Item No. 29 was approved on Consent.**

30. CONSIDER AUTHORIZING THE IMPLEMENTATION OF THE CITY OF CARSON ELECTRIC VEHICLE (EV) CHARGING WALLET PILOT PROGRAM (CITY COUNCIL)- 7:58 PM

RECOMMENDED ACTION

- 1. APPROVE and AUTHORIZE staff to implement the Program and open the application window.
- 2. AUTHORIZE staff to process up to \$86,900 in incentives for approved applicants.

**ACTION: Item No. 30 was approved on Consent.**

31. CONSIDER AWARD OF CONTRACT SERVICES AGREEMENTS FOR ON-CALL ENVIRONMENTAL CONSULTING SERVICES TO SEVEN FIRMS - 7:58 PM

RECOMMENDED ACTION

- 1. AWARD an agreement for on-call environmental services to Albert A. Webb Associates, for five years, in the amount of \$1,250,000.
- 2. AWARD an agreement for on-call environmental services to Catalyst Environmental Solutions Corp., for five years, in the amount of \$1,250,000.
- 3. AWARD an agreement for on-call environmental services to Environmental Science Associates (ESA), for five years, in the amount of \$1,250,000.
- 4. AWARD an agreement for on-call environmental services to FirstCarbon Solutions (FCS) International Inc., for five years, in the amount of \$1,250,000.



- 5. AWARD an agreement for on-call environmental services to Michael Baker International, for five years, in the amount of \$1,250,000.
- 6. AWARD an agreement for on-call environmental services to MRS International, for five years, in the amount of \$1,250,000.
- 7. AWARD an agreement for on-call environmental services to T&B Planning, Inc., for five years, in the amount of \$1,250,000.
- 8. AUTHORIZE the Mayor to execute the agreements, following approval as to form by the City Attorney.

**ACTION: Item No. 31 was approved on Consent.**

32. CONSIDER A CONTRACTUAL SERVICES AGREEMENT WITH "WE THE CREATIVE" FOR THE DEVELOPMENT AND IMPLEMENTATION OF AN ECONOMIC DEVELOPMENT MARKETING PLAN, IN AN AMOUNT NOT TO EXCEED \$121,480 (CITY COUNCIL).- 7:58 PM

RECOMMENDED ACTION

- 1. APPROVE A Contractual Services Agreement with "We the Creative" for the development and implementation of an Economic Development Marketing Plan, in an amount not to exceed \$121,480, in a form acceptable to the City Attorney.

**ACTION: Item No. 32 was approved on Consent.**

33. CONSIDER AWARDING A PURCHASE ORDER TO NATIONAL AUTO FLEET GROUP OF WATSONVILLE CA, FOR THE PURCHASE OF TWO NEW 2026 FORD SUPER DUTY F-550 XL REGULAR CAB GRAFFITI TRUCKS FOR THE PUBLIC WORKS DEPARTMENT (CITY COUNCIL)- 9:11 PM

**\*\* Item was Removed from Consent**

Item No. 33 was heard after Item No. 24.

Mayor Pro Tempore/Agency Vice Chairman/Authority Vice Chairman Hicks, Sr. requested to remove this item from Consent for discussion to notify the residents that the graffiti issue is being addressed.

Director, Dr. Rodgers, Jr. shared that with the addition of these two trucks, there will be a total of four graffiti trucks dedicated to the graffiti trucks and will be built within six months.

Mayor Pro Tempore/Agency Vice Chairman/Authority Vice Chairman Hicks, Sr. asked if there will be additional staff to man these trucks or are these additional trucks for back up. Director, Dr.

Rodgers, Jr. replied that staff will ensure the four trucks will be operable to eradicate graffiti.

#### RECOMMENDED ACTION

— 1. AWARD and APPROVE the Purchase Order to National Auto Fleet Group of Watsonville CA, for the purchase of two (2) 2026 Ford Super Duty F-550 regular cab graffiti trucks for \$373,523.30

#### **Motion To Approve submitted by Cedric L. Hicks Sr. seconded by Dr. Jawane Hilton resulting in 5-0-0-0-0**

34. CONSIDER APPROVING AMENDMENT NO. 9 TO THE CONTRACT SERVICES AGREEMENT WITH JOHN M. CRUIKSHANK CONSULTANTS INC., TO PROVIDE ON-CALL ENGINEERING SERVICES TO THE DEPARTMENT OF PUBLIC WORKS, ENGINEERING DIVISION AND ADOPT RESOLUTION 25-088, A RESOLUTION OF THE CITY OF CARSON CITY COUNCIL AMENDING THE FISCAL YEAR 2025-26 BUDGET IN THE GENERAL FUND AND SPECIAL REVENUE FUNDS (CITY COUNCIL)- 7:58 PM

#### RECOMMENDED ACTION

— 1. APPROVE Amendment No. 9 to the Contract Services Agreement with JMC2 to provide On-Call Engineering Services, increasing the contract by \$350,000.00 for a new not-to-exceed amount of \$1,300,000 and extending the term by one (1) additional year until June 30, 2027. (Exhibit No. 1).

— 2. AUTHORIZE the Mayor to execute Amendment No. 9 to the On-Call Consultant Agreement with JMC2 following approval as to form by the City Attorney.

— 3. ADOPT Resolution 25-088, "A RESOLUTION OF THE CITY OF CARSON CITY COUNCIL AMENDING THE FISCAL YEAR 2025-26 BUDGET IN THE GENERAL FUND AND SPECIAL REVENUE FUNDS." (Exhibit No. 2)

**ACTION: Item No. 34 was approved on Consent.**

35. CONSIDER APPROVAL OF A CONTRACT SERVICES AGREEMENT WITH AYCE CONSULTING ENGINEERS, INC. TO PROVIDE DESIGN SERVICES TO PREPARE THE PLANS, SPECIFICATIONS, AND ESTIMATES (PS&E) FOR UNIVERSITY DRIVE STREET IMPROVEMENT FROM AVALON BLVD TO WILMINGTON AVENUE - PROJECT NO. 1753 [FEDERAL AID PROJECT NO. STPL-5403(033)] (CITY COUNCIL)- 9:14 PM

**\*\* Item was Removed from Consent**

Item No. 35 will be heard after Item No. 33.

Mayor Pro Tempore/Agency Vice Chairman/Authority Vice Chairman Hicks, Sr. requested to remove this item from Consent for discussion to notify the residents on the topic since this is a

big issue.

City Engineer Gilbert Marquez presented the details of the staff report.

Mayor Pro Tempore/Agency Vice Chairman/Authority Vice Chairman Hicks, Sr. asked about the timeline. City Engineer Gilbert Marquez and Director, Dr. Rodgers, Jr. responded to his question.

Council Member/Agency Member/Authority Board Member, Dr. Hilton and City/Agency/Authority Attorney Soltani stepped away briefly and returned to the dais.

#### RECOMMENDED ACTION

- 1. APPROVE a Contract Services Agreement with AYCE Consulting Engineers, Inc. for the preparation of construction plans, specifications, and estimates for Project No. 1753 [Federal Aid Project No. STPL-5403(033)], for a negotiated fee of not-to-exceed \$230,263.00.
- 2. AUTHORIZE the Mayor to execute the contract following approval as to form by the City Attorney.
- 3. ADOPT Resolution 25-098, "A RESOLUTION OF THE CITY OF CARSON CITY COUNCIL AMENDING THE FISCAL YEAR 2025-26 BUDGET IN THE GENERAL FUND AND SPECIAL REVENUE FUNDS."

**Motion To Approve submitted by Cedric L. Hicks Sr. seconded by Jim Dear resulting in 5-0-0-0-0**

36. CONSIDER APPROVAL OF AMENDMENT NO. 1 TO THE CONTRACT SERVICES AGREEMENT WITH BREEN DESIGN GROUP TO PROVIDE ON-CALL ENGINEERING SERVICES TO THE ENGINEERING DIVISION OF THE PUBLIC WORKS DEPARTMENT (CITY COUNCIL)- 7:58 PM

#### RECOMMENDED ACTION

- 1. APPROVE Amendment No. 1 to the Contract Services Agreement with Breen Design Group for on-call professional architecture services by extending term by one (1) year and increasing the contract sum by \$300,000 for a total contract sum of \$1,200,000.00.
- 2. AUTHORIZE the Mayor to execute Amendment No. 1 with Breen Design Group following approval as to form by the City Attorney.

**ACTION: Item No. 36 was approved on Consent.**

37. CONSIDER APPROVING MEMORANDUM OF UNDERSTANDING WITH CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS, FOR THE DEVELOPMENT OF A TRANSIT CENTER (CITY COUNCIL)- 9:21 PM

**\*\* Item was Removed from Consent**

Item No. 37 was heard after Item No. 35.

Mayor Pro Tempore/Agency Vice Chairman/Authority Vice Chairman Hicks, Sr. requested to remove this item from Consent for discussion.

City Engineer Gilbert Marquez gave a report.

Mayor Pro Tempore/Agency Vice Chairman/Authority Vice Chairman Hicks, Sr. asked the timeline. City Engineer Gilbert Marquez replied to his question.

**RECOMMENDED ACTION**

- 1. APPROVE Memorandum of Understanding between the City and CSUDH (Exhibit No. 2); and
- 2. AUTHORIZE the Mayor to execute Memorandum of Understanding between the City and CSUDH, following approval as to form by the City Attorney.

**Motion To Approve submitted by Cedric L. Hicks Sr. seconded by Mayor Lula Davis-Holmes resulting in 5-0-0-0-0**

38. CONSIDER ADOPTION OF RESOLUTION 25-089, RESCINDING AND REPLACING RESOLUTION NO. 25-080 AND APPROVING THE CITY OF CARSON STREETSCAPE MASTER PLAN- 9:26 PM

**RECOMMENDED ACTION**

- 1. ADOPT Resolution 25-089, "A RESOLUTION OF THE CITY OF CARSON, CALIFORNIA, RESCINDING AND REPLACING RESOLUTION NO. 25-080 AND ADOPTING THE STREETSCAPE MASTER PLAN" (Exhibit No. 1).

**ACTION: Item No. 38 was approved on Consent.**

39. CONSIDER ADOPTION OF RESOLUTION NO. 25-094, A RESOLUTION OF THE CITY OF CARSON CITY COUNCIL AMENDING THE FISCAL YEAR 2025-26 BUDGET IN THE GENERAL FUND AND SPECIAL REVENUE FUNDS TO ALLOCATE LOCAL MEASURE R FUNDS INTO THE FY 2025-26 EXPENSE ACCOUNT FOR PW1667 - UPGRADE EXISTING TRAFFIC SIGNAL – AVALON BOULEVARD AT GARDENA BOULEVARD (CITY COUNCIL)- 7:58 PM

**RECOMMENDED ACTION**

- 1. ADOPT Resolution 25-094, "A RESOLUTION OF THE CITY OF CARSON CITY COUNCIL AMENDING THE FISCAL YEAR 2025-26 BUDGET IN THE GENERAL FUND AND SPECIAL REVENUE FUNDS"

**ACTION: Item No. 39 was approved on Consent.**

#### **SPECIAL ORDERS OF THE DAY (Item 40)**

---

40. CONSIDER ADOPTING RESOLUTION NO. 25-065, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, RATIFYING ADOPTION OF THE CITY OF CARSON 2024 LOCAL HAZARD MITIGATION PLAN AND APPROVAL OF AN AMENDMENT TO THE CITY'S GENERAL PLAN, IN THE COMMUNITY SERVICES, EDUCATION AND SAFETY ELEMENT, RELATED TO THE CITY'S ADOPTION OF THE CITY OF CARSON 2024 HAZARD MITIGATION PLAN, WITH MINOR CLARIFYING TEXT EDITS" (CITY COUNCIL)- 9:26 PM

Mayor/Agency Chairman/Authority Chairman Davis-Holmes declared the Continued Public Hearing open.

City Clerk/Agency Secretary/Authority Secretary, Dr. Bradshaw gave the Public Hearing report.

There being no persons wishing to speak, Mayor/Agency Chairman/Authority Chairman Davis-Holmes closed the Public Hearing.

#### **RECOMMENDED ACTION**

— 1. OPEN the continued Public Hearing, TAKE public testimony, and CLOSE the Public Hearing; and

— 2. WAIVE further reading and ADOPT Resolution No. 25-065, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, RATIFYING ADOPTION OF THE CITY OF CARSON 2024 LOCAL HAZARD MITIGATION PLAN AND APPROVAL OF AN AMENDMENT TO THE CITY'S GENERAL PLAN, IN THE COMMUNITY SERVICES, EDUCATION AND SAFETY ELEMENT, RELATED TO THE CITY'S ADOPTION OF THE CITY OF CARSON 2024 HAZARD MITIGATION PLAN, WITH MINOR CLARIFYING TEXT EDITS".

**Motion To Approve submitted by Jim Dear seconded by Cedric L. Hicks Sr. resulting in 5-0-0-0-0**

#### **DISCUSSION (Items 41-42)**

---

41. CONSIDERATION OF ONLY LOCAL UNCONTESTED APPOINTMENTS TO THE CITY'S COMMISSIONS, COMMITTEES, AND BOARDS, AND CITY AFFILIATED ORGANIZATIONS BY MAYOR AND CITY COUNCIL AND CONSIDER ALL (CONTESTED AND UNCONTESTED) APPOINTMENTS TO ALL COMMISSIONS (CITY COUNCIL)- 9:28 PM

City Clerk/Agency Secretary/Authority Secretary, Dr. Bradshaw stated there is a recommendation to reaffirm the delegates for the League of California Cities as listed on Page 15 of the exhibit to

the staff report.

#### RECOMMENDED ACTION

- 1. CONSIDER and only APPOINT uncontested members to the City Commissions, Committees, and Boards;
- 2. CONSIDER and APPOINT all (contested and uncontested) members to all commissions;
- 3. CONSIDER and APPOINT members to City Affiliated Organizations;
- 4. DIRECT the City Clerk to notify all affected appointments of this action in writing;
- 5. IF APPLICABLE, DIRECT the City Clerk to post and publish in accordance with the Maddy Act

**ACTION:** It was moved to reaffirm Council Member Rojas as delegate, Council Member, Dr. Hilton as Alternate 1, and Mayor Davis-Holmes as Alternate 2 to the League of California Cities on motion of Davis-Holmes, seconded by Hicks, Sr. resulting in 5-0-0-0-0.

Mayor/Agency Chairman/Authority Chairman Davis-Holmes continued the remainder of the items to the next meeting.

42. CONSIDERATION OF APPOINTMENTS TO THE SOUTH BAY WORKFORCE INVESTMENT BOARD (SBWIB) SEATS REPRESENTED BY CITY OF CARSON BUSINESS SECTOR MEMBERS- 9:30 PM  
City Manager Roberts, Jr. recommended to support staff recommendation 1 and 2 to appoint Darren Embry and Shawn Webb.

#### RECOMMENDED ACTION

- 1. APPOINT Darren Embry, Vice President of Community Development for Faring to the South Bay Workforce Investment Board for the term expiring June 30, 2027
- 2. APPOINT Shawn Webb, President for FlightWave Aerospace to the South Bay Workforce Investment Board for the term expiring June 30, 2027

**ACTION:** Motion to approve staff recommendations submitted by Dr. Jawane Hilton, seconded by Jim Dear.

During discussion of the motion, Mayor and City Council inquired about Shawn Webb.

Planning Manager Christopher Palmer replied that Shawn Webb was recommended for appointment by the Carson Chamber of Commerce.

Council Member/Agency Member/Authority Board Member, Dr. Hilton recommended to appoint Darren Embry only and consider appointment of Shawn Webb pending introduction to the Mayor and City Council. He amended his motion to appoint Darren Embry, Vice President of Community Development for Faring to the South Bay Workforce Investment Board for the term expiring June 30, 2027, which was accepted by the seconder of the motion.

Mayor/Agency Chairman/Authority Chairman Davis-Holmes expressed that because she or anyone else on the Council knows who Shawn Webb is, for staff to bring back for consideration after his introduction.

The amended motion was unanimously carried resulting in 5-0-0-0-0.

**ORDINANCE SECOND READING**

---

None.

**ORAL COMMUNICATIONS FOR MATTERS NOT LISTED ON THE AGENDA (MEMBERS OF THE PUBLIC)**

---

This item was heard after Item No. 13.

Chike Nweke, Public Works Commissioner and Member of the Sister Cities Association

Referred to the Sister City MOU that was signed in 2022 with Awka, Nigeria; announced the City of Carson was officially invited to visit Awka, Nigeria from December 7 to 14, 2025 to formalize the sister city relationship; shared a video presentation of the city of Awka, Nigeria.

This item was heard again after Item No. 42.

Paz Villanueva-Cachola Velasquez, representing Filipino American History Month Planning Committee and Larry Itliong Committee

Provided handouts to the City Clerk for the Mayor and City Council regarding her request for a resolution related to the Filipino American History Month Kickoff to be held on Saturday, October 11, 2025 and Larry Itliong Event to be held on Saturday, October 25, 2025 for Council consideration and requested placement of the two events in the October 2025 Special Events Calendar with funding consistent with prior years; requested to agendaize consideration of naming Carriage Crest Park to Larry Itliong Park

**COUNCIL MEMBER REQUESTS TO ADD ITEMS TO FUTURE AGENDAS**

---

None.

## **ORAL COMMUNICATIONS (COUNCIL MEMBERS)**

---

Council Member/Agency Member/Authority Board Member, Dr. Hilton thanked the residents who attended the incredible Fan Fest event and thanked staff for their work.

Mayor/Agency Chairman/Authority Chairman Davis-Holmes announced/reported the following :

- Commended Council Member, Dr. Hilton on the Fan Fest event which she also attended. It was a great event and well attended
- Kudos for her wonderful Job Fair and thanked Council Aide Myeshia Horton and Council Aide Ravynne Staine for their work on the job fair. She also thanked Jan Vogel and his team at the South Bay Workforce Investment Board, all the sponsors, and the Carson Citizens Cultural Arts Foundation for their assistance promoting the event.

Council Member/Agency Member/Authority Board Member Dear announced/reported the following:

- Attended the Fam Fest with high-quality entertainment
- Expressed concern of the heat waves and requested staff to contact management at the SouthBay Pavilion to ask them to continue providing cooling stations for residents needing heat relief

Mayor Pro Tempore/Agency Vice Chairman/Authority Vice Chairman Hicks, Sr. announced/reported the following:

- Attended the Fam Fest event
- Hosted a Town Hall Meeting at Calas Park that was well attended. He is rescheduling his Town Hall Meeting at Dolphin Park and will provide information as soon as available
- Announced the 5th Annual Cajun and Blues White Linen Affair on Saturday, September 6, 2025, from 5:30 P.M. to 11:00 P.M. at the City Hall Parking Lot located at 701 E. Carson Street, Carson; tickets are \$65 which includes a Cajun meal along with some beignets
- Apologized for his absence at the last City Council Meeting due to transportation issues coming back from vacation

Council Member/Agency Member/Authority Board Member Rojas shared that she hosted a Town Hall meeting with Mayor Davis-Holmes at Carson Park which was well attended and is planning another one for September. She thanked everyone for receiving the Hero's award.



Mayor/Agency Chairman/Authority Chairman Davis-Holmes thanked the Public Information Office staff for coordinating the Heroes Award program. She thanked the Council Aides for the successful Town Hall Meeting.

---

**ANNOUNCEMENT OF UNFINISHED OR CONTINUED CLOSED SESSION ITEMS (AS NECESSARY)**

---

City/Agency/Authority Attorney Soltani announced the Closed Session items earlier in the meeting.

---

**RECESS TO CLOSED SESSION**

---

The meeting was recessed at 9:52 P.M. by Mayor/Agency Chairman/Authority Chairman to a continued Closed Session.

---

**RECONVENE TO OPEN SESSION**

---

The meeting was reconvened at 10:06 P.M. by Mayor/Agency Chairman/Authority Chairman Davis-Holmes with all members previously noted present.

---

**REPORT OF ACTIONS ON UNFINISHED OR CONTINUED CLOSED SESSION ITEMS**

---

City/Agency/Authority Attorney Soltani provided a Closed Session Report on the following:

Closed Session Item No. 6

No reportable action was taken.

---

**MEMORIAL ADJOURNMENTS**

---

City Clerk/Agency Secretary/Authority Secretary, Dr. Bradshaw presented the following Memorial Adjournment Requests:

Edward Johnson, Jr.

Robert Charles, IV

Chief Judge Charles R. Jones

Charles Johnson

Dr. Danielle Spencer

Gwendolyn E. Mitchell

Dorothy Presley

Julious L. Taylor

Paul De Guzman

Dr. Joseph Jackson

Josefino "Joe" Bantad

Council Member/Agency Member/Authority Board Member, Dr. Hilton gave a prayer.

**ADJOURNMENT**

---

The meeting was adjourned at 10:07 P.M. by Mayor/Agency Chairman/Authority Chairman Davis-Holmes.

---

Lula Davis-Holmes

Mayor/Agency Chairman/Authority Chairman

ATTEST:

---

Dr. Khaleah K. Bradshaw

City Clerk/Agency Secretary/Authority Secretary



---

# Report to Honorable Mayor and City Council

Tuesday, September 16, 2025, 5:00 PM

CONSENT 13.

To: Honorable Mayor and City Council

From: William Jefferson, Director of Finance FIN Administration

Subject: CONSIDER A REPORT ON ALL INTRADEPARTMENTAL BUDGET TRANSFERS APPROVED UNDER THE CITY MANAGER OR DESIGNEE AUTHORITY FOR THE MONTH OF JULY AND AUGUST 2025 PER ORDINANCE 24-2401 (CITY COUNCIL)

## **I. SUMMARY**

On February 20, 2024 (Item No. 27), Council adopted Ordinance 24 -2401 amending Section 2955.1 (Budget Transfers) of Chapter 9.5 (Fiscal Administration) of Article II (Administration) of the Carson Municipal Code (CMC). CMC Section 2955.1 now requires that once per month during a regular City Council meeting, a list of all interdepartmental budget transfers approved under City Manager authority, including any Departmental Director-approved transfers, shall be presented to the City Council. Per CMC Section 2955.1, staff are presenting to Council a report of interdepartmental budget transfers authorized by the City Manager or designee for the period of July 2025 (Exhibit No. 1) and August 2025 (Exhibit No. 2).

This report outlines interdepartmental budget transfers for review by the City Council. It provides a comprehensive overview of the transfers and the impact on departmental operations. The report aims to ensure transparency and fiscal responsibility in managing the City's budget.

## **II. RECOMMENDATION**

RECEIVE and FILE the report (Exhibit No. 1 and Exhibit No. 2).

## **III. ALTERNATIVES**

TAKE another action the City Council deems appropriate and consistent with the requirements of the law.

## **IV. BACKGROUND**

The City's budget is a critical tool for allocating resources to various departments and initiatives, ensuring the efficient delivery of services to residents. Throughout the fiscal year, departments may encounter unforeseen circumstances or evolving priorities that necessitate adjustments to their budgets. These adjustments often involve transferring funds between line items to address emerging needs or to capitalize on new opportunities.

In compliance with CMC 2955.1, the City Manager may approve any budget transfer within the same City department, except for transfers involving personnel-related funds or expenditures, such as salaries or benefits. Department Directors may also approve interdepartmental budget transfers within their respective Departments on terms prescribed by the City Manager (subject to compliance with CMC 2955.1 and applicable law), except that: (i) Department Directors shall not be permitted to approve any interdepartmental budget transfers involving personnel-related funds or expenditures, such as salaries or benefits; and (ii) the City Manager shall have authority to restrict (including by removing) the interdepartmental budget transfer authority of one or more Department Directors as deemed necessary in the City Manager's sole discretion.

These requests undergo careful review to assess the justification, necessity, and potential impact of the proposed transfers. The City Manager's office then presents these monthly reports to the City Council.

Attached as Exhibit 1 and Exhibit 2 is the Interdepartmental Budget Transfers Report for City Manager or designee authority executed in July 2025 and August 2025.

#### **V. FISCAL IMPACT**

None.

#### **VI. EXHIBITS**

1. Interdepartmental Budget Transfers -July 2025
2. Interdepartmental Budget Transfers -August 2025

#### **Attachments**

[Interdepartmental Budget Transfers -July 2025](#)

[Interdepartmental Budget Transfers -August 2025.pdf](#)

## JOURNAL INQUIRY

| YEAR             | PER                  | JOURNAL | SRC  | EFF DATE   | ENT DATE   | JNL DESC  | CLERK                          | ENTITY    | AUTO-REV  | STATUS | BUD YEAR | JNL TYPE |
|------------------|----------------------|---------|------|------------|------------|-----------|--------------------------------|-----------|-----------|--------|----------|----------|
| 2026             | 01                   | 561     | BUA  | 07/01/2025 | 08/01/2025 | BUDGET TX | Fawatts                        | 1         | N         | Hist   | 2026     |          |
| LN               | ORG                  | OBJECT  | PROJ | REF1       | REF2       | REF3      | LINE DESCRIPTION               | DEBIT     | CREDIT    | OB     |          |          |
| ACCOUNT          |                      |         |      |            |            |           | ACCOUNT DESCRIPTION            |           |           |        |          |          |
| 1                | 10100450             | 6056    |      | AW         |            |           | FYEC Budget Correction         | 2,000.00  |           |        |          |          |
|                  | 101-70-780-141-6056- |         |      |            |            |           | CD Plan Comm Training          |           |           |        |          |          |
| 2                | 10100450             | 6157    |      | AW         |            |           | FYEC Budget Correction         | 12,000.00 |           |        |          |          |
|                  | 101-70-780-141-6157- |         |      |            |            |           | CD Plan Comm Stipend           |           |           |        |          |          |
| 3                | 10101360             | 3910    |      | AW         |            |           | Appropriation Control          |           | 14,000.00 | 1      |          |          |
|                  | 101-99-999-999-3910- |         |      |            |            |           |                                |           |           |        |          |          |
| 4                | 10101360             | 3930    |      | AW         |            |           | Budget FB Unrestricted Control | 14,000.00 |           | 1      |          |          |
|                  | 101-99-999-999-3930- |         |      |            |            |           |                                |           |           |        |          |          |
| ** JOURNAL TOTAL |                      |         |      |            |            |           |                                | 14,000.00 | 14,000.00 |        |          |          |

| YEAR             | PER                  | JOURNAL | SRC  | EFF DATE   | ENT DATE   | JNL DESC  | CLERK                          | ENTITY   | AUTO-REV | STATUS | BUD YEAR | JNL TYPE |
|------------------|----------------------|---------|------|------------|------------|-----------|--------------------------------|----------|----------|--------|----------|----------|
| 2026             | 01                   | 562     | BUA  | 07/01/2025 | 08/01/2025 | BUDGET TX | Fawatts                        | 1        | N        | Hist   | 2026     |          |
| LN               | ORG                  | OBJECT  | PROJ | REF1       | REF2       | REF3      | LINE DESCRIPTION               | DEBIT    | CREDIT   | OB     |          |          |
| ACCOUNT          |                      |         |      |            |            |           | ACCOUNT DESCRIPTION            |          |          |        |          |          |
| 1                | 10100450             | 6157    |      | AW         |            |           | FYEC Budget Correction         |          | 2,000.00 |        |          |          |
|                  | 101-70-780-141-6157- |         |      |            |            |           | CD Plan Comm Stipend           |          |          |        |          |          |
| 2                | 10101360             | 3910    |      | AW         |            |           | Appropriation Control          | 2,000.00 |          | 1      |          |          |
|                  | 101-99-999-999-3910- |         |      |            |            |           |                                |          |          |        |          |          |
| 3                | 10101360             | 3930    |      | AW         |            |           | Budget FB Unrestricted Control |          | 2,000.00 | 1      |          |          |
|                  | 101-99-999-999-3930- |         |      |            |            |           |                                |          |          |        |          |          |
| ** JOURNAL TOTAL |                      |         |      |            |            |           |                                | 2,000.00 | 2,000.00 |        |          |          |

| YEAR             | PER                  | JOURNAL | SRC  | EFF DATE   | ENT DATE   | JNL DESC  | CLERK                          | ENTITY    | AUTO-REV  | STATUS | BUD YEAR | JNL TYPE |
|------------------|----------------------|---------|------|------------|------------|-----------|--------------------------------|-----------|-----------|--------|----------|----------|
| 2026             | 01                   | 584     | BUA  | 07/01/2025 | 08/11/2025 | BUDGET TX | Fawatts                        | 1         | N         | Hist   | 2026     |          |
| LN               | ORG                  | OBJECT  | PROJ | REF1       | REF2       | REF3      | LINE DESCRIPTION               | DEBIT     | CREDIT    | OB     |          |          |
| ACCOUNT          |                      |         |      |            |            |           | ACCOUNT DESCRIPTION            |           |           |        |          |          |
| 1                | 10100450             | 6056    |      | AW         |            |           | FYEC Budget Correction         |           | 2,000.00  |        |          |          |
|                  | 101-70-780-141-6056- |         |      |            |            |           | CD Plan Comm Training          |           |           |        |          |          |
| 2                | 10100450             | 6157    |      | AW         |            |           | FYEC Budget Correction         |           | 10,000.00 |        |          |          |
|                  | 101-70-780-141-6157- |         |      |            |            |           | CD Plan Comm Stipend           |           |           |        |          |          |
| 3                | 10101360             | 3910    |      | AW         |            |           | Appropriation Control          | 12,000.00 |           | 1      |          |          |
|                  | 101-99-999-999-3910- |         |      |            |            |           |                                |           |           |        |          |          |
| 4                | 10101360             | 3930    |      | AW         |            |           | Budget FB Unrestricted Control |           | 12,000.00 | 1      |          |          |
|                  | 101-99-999-999-3930- |         |      |            |            |           |                                |           |           |        |          |          |
| ** JOURNAL TOTAL |                      |         |      |            |            |           |                                | 12,000.00 | 12,000.00 |        |          |          |

## JOURNAL INQUIRY

|      |     |         |     |            |            |           |         |        |          |        |          |          |
|------|-----|---------|-----|------------|------------|-----------|---------|--------|----------|--------|----------|----------|
| YEAR | PER | JOURNAL | SRC | EFF DATE   | ENT DATE   | JNL DESC  | CLERK   | ENTITY | AUTO-REV | STATUS | BUD YEAR | JNL TYPE |
| 2026 | 01  | 585     | BUA | 07/31/2025 | 08/11/2025 | BUDGET TX | Fawatts | 1      | N        | Hist   | 2026     |          |

| LN               | ORG      | OBJECT               | PROJ | REF1 | REF2 | REF3 | LINE DESCRIPTION             | DEBIT     | CREDIT    | OB |
|------------------|----------|----------------------|------|------|------|------|------------------------------|-----------|-----------|----|
| ACCOUNT          |          |                      |      |      |      |      | ACCOUNT DESCRIPTION          |           |           |    |
| 1                | 10909100 | 6004                 |      | AW   |      |      | T Samoan Flag Day - Donation |           | 10,000.00 |    |
|                  |          | 101-90-950-709-6004- |      |      |      |      | Professional Services        |           |           |    |
| 2                | 10909100 | 6201                 |      | AW   |      |      | T Samoan Flag Day - Donation | 10,000.00 |           |    |
|                  |          | 101-90-950-709-6201- |      |      |      |      | Event Donations              |           |           |    |
| ** JOURNAL TOTAL |          |                      |      |      |      |      |                              | 0.00      | 0.00      |    |
| ** GRAND TOTAL   |          |                      |      |      |      |      |                              | 28,000.00 | 28,000.00 |    |

4 Journals printed

\*\* END OF REPORT - Generated by Ashton watts \*\*

## JOURNAL INQUIRY

| YEAR             | PER                  | JOURNAL | SRC  | EFF DATE   | ENT DATE   | JNL DESC  | CLERK                     | ENTITY    | AUTO-REV  | STATUS | BUD YEAR | JNL TYPE |
|------------------|----------------------|---------|------|------------|------------|-----------|---------------------------|-----------|-----------|--------|----------|----------|
| 2026             | 02                   | 284     | BUA  | 08/21/2025 | 08/21/2025 | BUDGET TX | Fawatts                   | 1         | N         | Hist   | 2026     |          |
| LN               | ORG                  | OBJECT  | PROJ | REF1       | REF2       | REF3      | LINE DESCRIPTION          | DEBIT     | CREDIT    | OB     |          |          |
| ACCOUNT          |                      |         |      |            |            |           | ACCOUNT DESCRIPTION       |           |           |        |          |          |
| 1                | 10506010             | 6004    |      | AW         |            |           | To fund CM upcoming costs |           | 10,000.00 |        |          |          |
|                  | 101-50-660-172-6004- |         |      |            |            |           | Professional Services     |           |           |        |          |          |
| 2                | 10506020             | 6004    |      | AW         |            |           | To fund CM upcoming costs |           | 10,000.00 |        |          |          |
|                  | 101-50-660-173-6004- |         |      |            |            |           | Professional Services     |           |           |        |          |          |
| 3                | 10100060             | 6009    |      | AW         |            |           | To fund CM upcoming costs | 20,000.00 |           |        |          |          |
|                  | 101-50-501-100-6009- |         |      |            |            |           | CM Mgt&Contrl Supplies    |           |           |        |          |          |
| ** JOURNAL TOTAL |                      |         |      |            |            |           |                           | 0.00      | 0.00      |        |          |          |

| YEAR             | PER                  | JOURNAL | SRC  | EFF DATE   | ENT DATE   | JNL DESC  | CLERK                      | ENTITY     | AUTO-REV   | STATUS | BUD YEAR | JNL TYPE |
|------------------|----------------------|---------|------|------------|------------|-----------|----------------------------|------------|------------|--------|----------|----------|
| 2026             | 02                   | 285     | BUA  | 08/21/2025 | 08/21/2025 | BUDGET TX | Fawatts                    | 1          | N          | Hist   | 2026     |          |
| LN               | ORG                  | OBJECT  | PROJ | REF1       | REF2       | REF3      | LINE DESCRIPTION           | DEBIT      | CREDIT     | OB     |          |          |
| ACCOUNT          |                      |         |      |            |            |           | ACCOUNT DESCRIPTION        |            |            |        |          |          |
| 1                | 10100670             | 6004    |      | AW         |            |           | Purchase of 2 Graffiti Tru |            | 373,523.30 |        |          |          |
|                  | 101-80-840-106-6004- |         |      |            |            |           | PW Tree Mnt Pro Svcs       |            |            |        |          |          |
| 2                | 10100690             | 8004    |      | AW         |            |           | Purchase of 2 Graffiti Tru | 373,523.30 |            |        |          |          |
|                  | 101-80-840-109-8004- |         |      |            |            |           | Equipment                  |            |            |        |          |          |
| ** JOURNAL TOTAL |                      |         |      |            |            |           |                            | 0.00       | 0.00       |        |          |          |

| YEAR             | PER                  | JOURNAL | SRC  | EFF DATE   | ENT DATE   | JNL DESC  | CLERK                      | ENTITY    | AUTO-REV  | STATUS | BUD YEAR | JNL TYPE |
|------------------|----------------------|---------|------|------------|------------|-----------|----------------------------|-----------|-----------|--------|----------|----------|
| 2026             | 02                   | 286     | BUA  | 08/21/2025 | 08/21/2025 | BUDGET TX | Fawatts                    | 1         | N         | Hist   | 2026     |          |
| LN               | ORG                  | OBJECT  | PROJ | REF1       | REF2       | REF3      | LINE DESCRIPTION           | DEBIT     | CREDIT    | OB     |          |          |
| ACCOUNT          |                      |         |      |            |            |           | ACCOUNT DESCRIPTION        |           |           |        |          |          |
| 1                | 10525030             | 6004    |      | AW         |            |           | Maint/Repair of Solar Pane |           | 20,000.00 |        |          |          |
|                  | 101-52-510-101-6004- |         |      |            |            |           | Professional Services      |           |           |        |          |          |
| 2                | 10525030             | 7001    |      | AW         |            |           | Maint/Repair of Solar Pane | 20,000.00 |           |        |          |          |
|                  | 101-52-510-101-7001- |         |      |            |            |           | Maintenance & Repairs      |           |           |        |          |          |
| ** JOURNAL TOTAL |                      |         |      |            |            |           |                            | 0.00      | 0.00      |        |          |          |

| YEAR    | PER | JOURNAL | SRC  | EFF DATE   | ENT DATE   | JNL DESC  | CLERK               | ENTITY | AUTO-REV | STATUS | BUD YEAR | JNL TYPE |
|---------|-----|---------|------|------------|------------|-----------|---------------------|--------|----------|--------|----------|----------|
| 2026    | 02  | 288     | BUA  | 08/21/2025 | 08/21/2025 | BUDGET TX | Fawatts             | 1      | N        | Hist   | 2026     |          |
| LN      | ORG | OBJECT  | PROJ | REF1       | REF2       | REF3      | LINE DESCRIPTION    | DEBIT  | CREDIT   | OB     |          |          |
| ACCOUNT |     |         |      |            |            |           | ACCOUNT DESCRIPTION |        |          |        |          |          |

## JOURNAL INQUIRY

| YEAR             | PER      | JOURNAL              | SRC  | EFF DATE   | ENT DATE   | JNL DESC  | CLERK                        | ENTITY | AUTO-REV | STATUS | BUD YEAR | JNL TYPE |
|------------------|----------|----------------------|------|------------|------------|-----------|------------------------------|--------|----------|--------|----------|----------|
| 2026             | 02       | 288                  | BUA  | 08/21/2025 | 08/21/2025 | BUDGET TX | Fawatts                      | 1      | N        | Hist   | 2026     |          |
| LN               | ORG      | OBJECT               | PROJ | REF1       | REF2       | REF3      | LINE DESCRIPTION             | DEBIT  | CREDIT   | OB     |          |          |
| ACCOUNT          |          |                      |      |            |            |           | ACCOUNT DESCRIPTION          |        |          |        |          |          |
| 1                | 10525030 | 6004                 |      | AW         |            |           | T Subscription - Solar Dashb |        | 500.00   |        |          |          |
|                  |          | 101-52-510-101-6004- |      |            |            |           | Professional Services        |        |          |        |          |          |
| 2                | 10525030 | 6020                 |      | AW         |            |           | T Subscription - Solar Dashb | 500.00 |          |        |          |          |
|                  |          | 101-52-510-101-6020- |      |            |            |           | CPU Hardware and Software    |        |          |        |          |          |
| ** JOURNAL TOTAL |          |                      |      |            |            |           |                              | 0.00   | 0.00     |        |          |          |

| YEAR             | PER      | JOURNAL              | SRC  | EFF DATE   | ENT DATE   | JNL DESC  | CLERK                      | ENTITY | AUTO-REV | STATUS | BUD YEAR | JNL TYPE |
|------------------|----------|----------------------|------|------------|------------|-----------|----------------------------|--------|----------|--------|----------|----------|
| 2026             | 02       | 342                  | BUA  | 08/26/2025 | 08/26/2025 | BUDGET TX | Fawatts                    | 1      | N        | Hist   | 2026     |          |
| LN               | ORG      | OBJECT               | PROJ | REF1       | REF2       | REF3      | LINE DESCRIPTION           | DEBIT  | CREDIT   | OB     |          |          |
| ACCOUNT          |          |                      |      |            |            |           | ACCOUNT DESCRIPTION        |        |          |        |          |          |
| 1                | 10100970 | 6004                 |      | AW         |            |           | T Hollywood Bowl Excursion |        | 314.00   |        |          |          |
|                  |          | 101-90-950-261-6004- |      |            |            |           | CS Mills Pk Pro Svcs       |        |          |        |          |          |
| 2                | 10100970 | 6007                 |      | AW         |            |           | T Hollywood Bowl Excursion | 314.00 |          |        |          |          |
|                  |          | 101-90-950-261-6007- |      |            |            |           | CS Mills Pk ExcursFees     |        |          |        |          |          |
| ** JOURNAL TOTAL |          |                      |      |            |            |           |                            | 0.00   | 0.00     |        |          |          |
| ** GRAND TOTAL   |          |                      |      |            |            |           |                            | 0.00   | 0.00     |        |          |          |

5 Journals printed

\*\* END OF REPORT - Generated by Ashton Watts \*\*





---

# Report to Honorable Mayor and City Council

Tuesday, September 16, 2025, 5:00 PM

CONSENT 14.

To: Honorable Mayor and City Council

From: William Jefferson, Director of Finance FIN Business License Revenue

Subject: CONSIDER THE ADOPTION OF RESOLUTION NO. 25-109, AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS WITHIN THE REVENUE DIVISION (CITY COUNCIL)

## **I. SUMMARY**

The City's Standard Management Procedure (SMP) No. 3.33.1, Records Destruction, the Secretary of State's Records Management Guidelines and sections of the California Government Code, section 34090, provide the procedure and authority in appropriately retaining and destroying City records. The Director of Finance has reviewed certain documents and is seeking the City Council's authority to destroy specific City records. The records for destruction include daily cash reports from 1995 through 2018. According to Title 4, Division 1, Chapter 1, Article 4, Section 34090 of the California Government Code, provides that, with the approval of the legislative body by resolution and written consent of the city attorney, the head of a city department may destroy any city record, document, instrument, book, or paper, under the department head's charge, without making a copy thereof, after the same is no longer required. The attached list shows 229 boxes eligible for destruction.

## **II. RECOMMENDATION**

WAIVE further reading and ADOPT Resolution No. 25-109, "A RESOLUTION OF THE CITY OF CARSON, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS WITHIN THE REVENUE DIVISION.

## **III. ALTERNATIVES**

TAKE any other action deemed appropriate.

## **IV. BACKGROUND**

The Revenue department has been reviewing and identifying records designated for retention and destruction. It has been determined that the lifecycle of certain records have expired and are ready to be destroyed. The City Clerk and the City Attorney's Office have confirmed and authorized proper and legal destruction; therefore, with the City Council's approval of Resolution 25-109 (Exhibit No. 1), the records will be destroyed accordingly.

## **V. FISCAL IMPACT**

This recommendation does not result in any fiscal impact.

## **VI. EXHIBITS**

1. Exhibit No. 1: Resolution No. 25-109

**Attachments**

[Exhibit No. 1 Resolution No. 25-109.pdf](#)

## **RESOLUTION NO. 25-109**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS WITHIN THE REVENUE DIVISION**

**WHEREAS**, the Revenue Division has in storage a variety of records dating from 1995 to 2018; and

**WHEREAS**, Title 4, Division 1, Chapter 1, Article 4, Section 34090 of the California Government Code, provides that, with the approval of the legislative body by resolution and written consent of the city attorney, the head of a city department may destroy any city record, document, instrument, book, or paper, under the department head's charge, without making a copy thereof, after the same is no longer required; and

**WHEREAS**, the Director of Finance, as the head of the Revenue Division, has approved the proposed destruction of records itemized in Attachment "A" of this Resolution as the records have met their retention requirement and are not the subject of any claim, litigation, investigation or audit, and are no longer of any public use and possess no historical or legal value; and

**WHEREAS**, the Director of Finance and the City Attorney have reviewed and approved the proposed destruction of the records itemized in Attachment "A" of this Resolution and determined that such destruction is consistent with applicable state law.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON,  
CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1.** The recitals above are true and correct and are incorporated herein by this reference.

**SECTION 2.** The City Council hereby approves and authorizes the destruction of the records listed in Attachment "A" to this Resolution.

**SECTION 3.** The City Council declares that, should any provision, section, paragraph, sentence or word of this Resolution be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences or words of this Resolution as hereby adopted shall remain in full force and effect.

**SECTION 4.** The City Clerk shall certify to the adoption of this Resolution and enter it into the book of original Resolutions.

**SECTION 5.** This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED and ADOPTED this 16<sup>th</sup> day of September, 2025.

APPROVED AS TO FORM:

\_\_\_\_\_  
Sunny K. Soltani, City Attorney

Lula Davis-Holmes, Mayor

ATTEST:

\_\_\_\_\_  
Dr. Khaleah R. Bradshaw, City Clerk

STATE OF CALIFORNIA       )  
COUNTY OF LOS ANGELES   ) ss.  
CITY OF CARSON             )

I, \_\_\_\_\_, City Clerk of the City of Carson, California, hereby attest to and certify that the foregoing resolution, being Resolution No. 25-109, adopted by the Carson City Council at its meeting held on the 16th day of September, 2025, by the following vote:

AYES:       COUNCIL MEMBERS:

NOES:       COUNCIL MEMBERS:

ABSTAIN:   COUNCIL MEMBERS:

ABSENT:     COUNCIL MEMBERS:

## ATTACHMENT A

## ATTACHMENT A

**CITY OF CARSON  
REVENUE DIVISION  
FILES FOR DESTRUCTION**

[illegible]







[illegible]





# Report to Honorable Mayor and City Council

Tuesday, September 16, 2025, 5:00 PM

CONSENT 15.

To: Honorable Mayor and City Council  
From: William Jefferson, Director of Finance FIN Administration  
Subject: FISCAL YEAR 2025-2026 YEAR-END CONTINUING APPROPRIATIONS (CITY COUNCIL)

## **I. SUMMARY**

At the close of each fiscal year, the staff compiles a list of budgeted appropriations recommended for carryover into the next fiscal year. This list, known as the Proposed Continuing Appropriations Exhibit No. 1: General Fund Continued Appropriations; Exhibit No. 2: Special Revenue Fund Continued Appropriations, Exhibit No. 3: Capital Improvement Project Continued Appropriations), highlights Capital Projects that are either incomplete or have experienced delays, grants, as well as invoices for services provided during the last fiscal year but received after the year-end close. In some instances, the unspent budget from the previous year can be carried forward to ensure funding for the project's completion. The primary purpose of this report is to request continuing appropriations for a variety of projects from every department. There is no fiscal impact associated with the request.

## **II. RECOMMENDATION**

WAIVE further reading and ADOPT Resolution No. 25-113, "A RESOLUTION OF THE CITY OF CARSON CITY COUNCIL AMENDING THE FISCAL YEAR 2025/26 BUDGET TO CONTINUE UNSPENT APPROPRIATIONS FROM FISCAL YEAR 2024/25"

## **III. ALTERNATIVES**

TAKE another action the City Council deems appropriate.

## **IV. BACKGROUND**

The staff has established a carryover review process where departments are required to submit justification and funding sources for any unencumbered, available funds they wish to carry over. The final list of continued appropriations, outlined in Exhibit No. 1 (General Fund), Exhibit No. 2 (Special Revenues), and Exhibit No. 3 (CIP), is adopted by the City Council in September and becomes part of the City's Fiscal Year 2025-2026 annual budget. Each year, during the budget development process, staff reviews and evaluates project priorities, available funding, and makes necessary adjustments to stay within the resources available. The Capital Improvement Program (CIP) is a dynamic plan that is updated annually to reflect the changing needs, priorities, and funding opportunities of the community, ensuring that the infrastructure supports the City Council's mission, vision, and priorities.

**Exhibit 1 outlines various departmental requests for continued appropriations from the General Fund, summarized as follows:**

- Community Services Department: \$147,143 requested in FY 2024-2025 for continued appropriation.

- Public Safety Department: \$39,450 requested, covering various expenses including invoices, and ongoing projects.
- Public Works: \$56,909, for purchase of a cement mixer that hasn't been delivered, \$198,230 for vehicles (with delivery expected in Q2 2025).
- Innovation and Sustainability: KPMG contract agreement \$326,750 for 2026 Olympics services.

**Exhibit 2 provides various departmental requests for continued appropriations from Special Revenue Funds, summarized as follows:**

- City Manager-Housing Division: \$981K in unspent funding for various Grants related to Housing.
- Community Development Department: \$1.3 million for EPA Brownfields Program Fund Grant
- Community Services-Recreation/Park: \$210K for two Staples sweepers, four John Deere gators that hasn't been delivered, expected delivery Q2, 2025.
- Public Safety and Emergency Management: \$33K for 1 electric truck that is pending factory recall with estimated delivery date Q2, 2025.
- Public Works Department: \$30.8K in unspent Funds for CIP related projects

**Exhibit 3 in the report lists requests to carry over unused budget for Capital Projects that are either incomplete or delayed, as well as invoices received after the fiscal year-end for services rendered in the previous fiscal year.**

- Public Works Department: \$1.5 million for ongoing City-wide Pavement Program.

Overall, staff is requesting a total of \$4,908,661 to be carried forward. \$768,483 in the General Fund and Non-Departmental (Exhibit No. 1), \$2,586,594 for Special Revenue (Exhibit No. 2), and \$1,553,584 for the CIP Continued Appropriations (Exhibit No. 3).

## **V. FISCAL IMPACT**

There is no net fiscal impact to the General Fund, Special Revenue Funds, and CIP budget associated with the carryover requests. If approved, the budget authority for the related items will be reduced in Fiscal Year 2024-25 and reallocated to Fiscal Year 2025-26. This adjustment represents a timing shift in expenditures, with no change to the overall estimated spending or fund balance of the General Fund.

## **VI. EXHIBITS**

1. General Fund Continued Appropriation
2. Special Revenue Continued Appropriation
3. Capital Improvement Project Continued Appropriations
4. Resolution No. 25-113

## **Attachments**

[Exhibit 1 - General Fund Continued Appropriations.pdf](#)

[Exhibit 2 - Special Revenue Fund Continued Appropriations.pdf](#)

[Exhibit 3 - Capital Improvement Project Continued Appropriations.pdf](#)

[Exhibit 4 - Resolution 25-113.pdf](#)

### Exhibit 1 - General Fund Continued Appropriations

| Department Name                                | Division Name                     | Purpose and Justification                                                                                                                                                           | Carry Forward Amount |
|------------------------------------------------|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Innovation and Sustainability                  | Energy and Sustainability         | To carry forward the funding for the KPMG Contract Agreement that was taken to May 6th, 2025 - PO#22501933                                                                          | \$ 326,750.00        |
| Public Safety and Emergency Management         | Public Safety                     | To carry forward funds for 1 electric truck that is pending factory recall-related work and could not be delivered/paid for prior to the close of the 24/25 FY - PO 22501941        | \$ 36,950.23         |
| Public Safety and Emergency Management         | Emergency Management              | To carry forward funds to pay for a pending invoice from vendor - PO 22500832                                                                                                       | \$ 2,500.00          |
| Public Works                                   | Operations and Street Maintenance | To carry forward funds for the receiving of a purchased cement mixer that hasn't been delivered. PO#22501937                                                                        | \$ 56,909.62         |
| Public Works                                   | Facilities and Fleet Maintenance  | To carry forward funds for the receiving of a purchased Heavy Duty Equipment Truck that hasn't been delivered. PO#22501738                                                          | \$ 154,840.09        |
| Public Works                                   | Facilities and Fleet Maintenance  | To carry forward funds for the receiving of a purchased switch gear for Anderson Park. Delivery estimated October 2025. PO#22500742                                                 | \$ 43,390.00         |
| Community Services/Recreation/Park Maintenance | Recreation                        | To carry forward funds for the purchase of fitness equipment for City Hall per the City Manager. Order was placed in June 2025, but items have not yet been delivered. PO #22501963 | \$ 74,987.49         |
| Community Services/Recreation/Park Maintenance | Recreation                        | To carry forward funds for two (2) ceramic plaques with new city seal for Corporate Yard. Item has not been delivered yet. PO #22501836:                                            | \$ 1,613.30          |

|                                                |                    |                                                                                                                                                                                                              |                      |
|------------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Community Services/Recreation/Park Maintenance | Recreation         | To carry forward funds for replacement shade sails for Dominguez Aquatic Center. Order placed May 2025, but not yet delivered. The balance for this expense will be paid for by FY 2026 funds. PO #22501929: | \$ 16,908.52         |
| Community Services/Recreation/Park Maintenance | Recreation         | To carry forward funds for aquatics uniforms; order placed, but have not yet been delivered. PO #22501895:                                                                                                   | \$ 11,119.84         |
| Community Services/Recreation/Park Maintenance | Recreation         | To carry forward funds for poolweb - replacement hardware for pool equipment has not yet been delivered. PO #22501858                                                                                        | \$ 4,426.27          |
| Community Services/Recreation/Park Maintenance | Recreation         | To carry forward funds for portable solar panels to power equipment at Hemingway Park, has not yet been delivered. PO #22501528                                                                              | \$ 762.58            |
| Community Services/Recreation/Park Maintenance | Recreation         | To carry forward funds for sign with new city logo, has not yet been delivered to Hemingway Park. . PO #22501877                                                                                             | \$ 7,788.73          |
| Community Services/Recreation/Park Maintenance | Recreation         | To carry forward funds for tables for Mills Park, has not yet been delivered. PO #22501732                                                                                                                   | \$ 4,254.39          |
| Community Services/Recreation/Park Maintenance | Recreation         | To carry forward funds for treadmill for Veterans SportsComplex, has not yet been delivered. PO #22501825                                                                                                    | \$ 3,976.90          |
| Community Services/Recreation/Park Maintenance | Community Services | To carry forward funds to make the Autism Awareness Walk Event self sustaining.                                                                                                                              | \$ 6,305.00          |
| Community Services/Recreation/Park Maintenance | Community Services | To carry forward funds to make the Autism Awareness Walk Event self sustaining.                                                                                                                              | \$ 15,000.00         |
| <b>Grand Total:</b>                            |                    |                                                                                                                                                                                                              | <b>\$ 768,482.96</b> |

## Exhibit 2 - Special Revenue Fund Continued Appropriations

| Fund Name                                | Department Name                        | Division Name  | Purpose and Justification                                                                                                                                                                                                                        | Carry Forward Amount |
|------------------------------------------|----------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| State Permanent Local Housing Allocation | City Manger Office                     | Housing        | To continue Rehabilitation Preservation Program services for 2025-2026; Agreement# 21-PLHA-17197, Original allocation: \$516,374.90, Net drawn: \$56,900.00                                                                                      | \$ 459,474.90        |
| State Permanent Local Housing Allocation | City Manger Office                     | Housing        | To continue Homeless Assistance services for 2025-2026; Agreement# 21-PLHA-17197, Original allocation: \$516,374.90.00, Net drawn: \$5,418.00                                                                                                    | \$ 510,956.90        |
| State Permanent Local Housing Allocation | City Manger Office                     | Housing        | To continue Administrative services for 2025-2026; Agreement# 21-PLHA-17197, Original allocation: \$26,599.25, Net drawn: \$15,572.00                                                                                                            | \$ 11,027.25         |
| Restricted Admin Tow Fees                | Public Safety and Emergency Management | Public Safety  | To carry forward funds for 1 electric truck that is pending factory recall-related work and could not be delivered/paid for prior to the close of the 24/25 FY - PO 22501941                                                                     | \$ 32,941.25         |
| EPA Brownfields Program Fund             | Community Development                  | Administration | Carrying forward finds from the US EPA Grant (Number 97T10301) award for community-wide environmental assessment and investigation, evaluate extent of contamination. Pays for on-call environmental consultants and other administrative costs. | \$ 475,810.75        |

|                               |                                                |                  |                                                                                                                                                                                                                                                                                                                                   |               |
|-------------------------------|------------------------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| EPA Brownfields Program Fund  | Community Development                          | Administration   | Carrying forward finds from the US EPA Grant (Number 97T10301) award for community-wide environmental assessment and investigation, evaluate extent of contamination. Pays for materials and supplies such as flyers, printing and handouts at community engagement event.                                                        | \$ 1,480.00   |
| EPA Brownfields Program Fund  | Community Development                          | Administration   | Carrying forward finds from the US EPA Grant (Number 97T10301) award for community-wide environmental assessment and investigation, evaluate extent of contamination. Pays for conference attendance and for EPA travel-related grant activities.                                                                                 | \$ 12,000.00  |
| Equitable City Revitalization | Community Development                          | Administration   | Carrying forward funds from the ECRG-2021-01030 (Sywest – Round 1 & Round 1 Amendment) ECRG-2023-01648 (Sywest – Round 2), ECRG-2023-1840 (Community Wide Assessment), and ECRG-2023-01842 (Housing Authority Lot) EPA grants for DTSC ECRG grant activities. Mostly pays for regulatory oversight and environmental consultants. | \$ 841,703.38 |
| Air Quality                   | Public Works                                   | Engineering      | Carry Forward for the receiving of vehicles purchase via fund 225 that has not been delivered.                                                                                                                                                                                                                                    | \$ 30,807.40  |
| Air Quality                   | Community Services/Recreation/Park Maintenance | Park Maintenance | To carry forward funds for the purchase of two sweepers ordered from Staples and four gators ordered from John Deere. Invoices were issued but items will not be                                                                                                                                                                  | \$ 170,716.92 |

Exhibit No. 2

|                     |                                                      |                     |                                                                                                                                                                                                                          |                        |
|---------------------|------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
|                     |                                                      |                     | delivered until<br>September/October.                                                                                                                                                                                    |                        |
| Bikeway Access TDA3 | Community<br>Services/Recreation/Park<br>Maintenance | Park<br>Maintenance | To carry forward funds for the<br>purchase of two sweepers<br>ordered from Staples and<br>four gators ordered from<br>John Deere. Invoices were<br>issued but items will not be<br>delivered until<br>September/October. | \$ 39,674.84           |
| <b>Grand Total:</b> |                                                      |                     |                                                                                                                                                                                                                          | <b>\$ 2,586,593.59</b> |

### Exhibit 3 - Capital Improvement Project Continued Appropriations

| Fund Name           | Department Name | Division Name | Purpose and Justification                                                    | Carry Forward Amount   |
|---------------------|-----------------|---------------|------------------------------------------------------------------------------|------------------------|
| General Fund        | Public Works    | Engineering   | To carry forward funding to complete the City-wide Pavement Program - PW1791 | \$ 1,553,584.06        |
| <b>Grand Total:</b> |                 |               |                                                                              | <b>\$ 1,553,584.06</b> |



## RESOLUTION NO. 25-113

### A RESOLUTION OF THE CITY OF CARSON CITY COUNCIL AMENDING THE FISCAL YEAR 2025/26 BUDGET TO CONTINUE UNSPENT APPROPRIATIONS FROM FISCAL YEAR 2024/25

**WHEREAS**, the City Council adopted the Fiscal Year 2025/26 budget on June 17, 2025 for the General Fund and Special Revenue Funds of the City via Resolution No. 25-076; and

**WHEREAS**, the FY 24/25 budget included appropriations for non-recurring projects that have not been completed, as well as appropriations that have not been fully spent; and

**WHEREAS**, staff recommends to continue certain unspent FY 24/25 appropriations over to FY 25/26; and

**WHEREAS**, the City Council has determined it necessary to amend the FY 25/26 budget in various funds of the City.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON DOES HEREBY RESOLVE, FIND, DETERMINE, AND ORDER AS FOLLOWS:**

**SECTION 1.** The following increases will be made to the City's FY25/26 budget.

| Fund         | Department                                     | GL Account          | Increase        |
|--------------|------------------------------------------------|---------------------|-----------------|
| General Fund | Innovation and Sustainability                  | 101-52-510-101-6004 | \$ 326,750.00   |
| General Fund | Public Safety and Emergency Management         | 101-55-592-158-8003 | \$ 36,950.23    |
| General Fund | Public Safety and Emergency Management         | 101-55-593-138-6004 | \$ 2,500.00     |
| General Fund | Public Works                                   | 101-80-840-294-8004 | \$ 56,909.62    |
| General Fund | Public Works                                   | 101-80-850-275-8003 | \$ 154,840.09   |
| General Fund | Public Works                                   | 101-80-850-110-8004 | \$ 43,390.00    |
| General Fund | Public Works                                   | 101-99-999-904-8009 | \$ 1,553,584.06 |
| General Fund | Community Services/Recreation/Park Maintenance | 101-90-950-620-6009 | \$ 74,987.49    |
| General Fund | Community Services/Recreation/Park Maintenance | 101-90-950-101-6009 | \$ 1,613.30     |
| General Fund | Community Services/Recreation/Park Maintenance | 101-90-950-603-6009 | \$ 16,908.52    |

|                                          |                                                |                                 |               |
|------------------------------------------|------------------------------------------------|---------------------------------|---------------|
| General Fund                             | Community Services/Recreation/Park Maintenance | 101-90-950-602-6009             | \$ 11,119.84  |
| General Fund                             | Community Services/Recreation/Park Maintenance | 101-90-950-604-6009             | \$ 4,426.27   |
| General Fund                             | Community Services/Recreation/Park Maintenance | 101-90-950-159-6009             | \$ 762.58     |
| General Fund                             | Community Services/Recreation/Park Maintenance | 101-90-950-159-6027             | \$ 7,788.73   |
| General Fund                             | Community Services/Recreation/Park Maintenance | 101-90-950-261-6027             | \$ 4,254.39   |
| General Fund                             | Community Services/Recreation/Park Maintenance | 101-90-950-324-6009             | \$ 3,976.90   |
| General Fund                             | Community Services/Recreation/Park Maintenance | 101-90-980-709-6004-EVENT 23134 | \$ 6,305.00   |
| General Fund                             | Community Services/Recreation/Park Maintenance | 101-90-980-709-6009-EVENT 23134 | \$ 15,000.00  |
| State Permanent Local Housing Allocation | City Manger Office (Housing)                   | 221-50-790-711-6004             | \$ 459,474.90 |
| State Permanent Local Housing Allocation | City Manger Office (Housing)                   | 221-50-790-712-6004             | \$ 510,956.90 |
| State Permanent Local Housing Allocation | City Manger Office (Housing)                   | 221-50-790-999-6004             | \$ 11,027.25  |
| Restricted Admin Tow Fees                | Public Safety and Emergency Management         | 262-55-593-157-8003             | \$ 32,941.25  |
| EPA Brownfields Program Fund             | Community Development                          | 223-70-720-271-6004             | \$ 475,810.75 |

|                               |                                                |                     |                        |
|-------------------------------|------------------------------------------------|---------------------|------------------------|
| EPA Brownfields Program Fund  | Community Development                          | 223-70-720-271-6009 | \$ 1,480.00            |
| EPA Brownfields Program Fund  | Community Development                          | 223-70-720-271-6014 | \$ 12,000.00           |
| Equitable City Revitalization | Community Development                          | 206-70-500-100-6004 | \$ 841,703.38          |
| Air Quality                   | Public Works                                   | 225-80-820-276-8003 | \$ 30,807.40           |
| Air Quality                   | Community Services/Recreation/Park Maintenance | 225-90-820-276-8003 | \$ 170,716.92          |
| Bikeway Access TDA3           | Community Services/Recreation/Park Maintenance | 217-90-970-107-8003 | \$ 39,674.84           |
| <b>Grand Total</b>            |                                                |                     | <b>\$ 4,908,660.61</b> |

**SECTION 2.** The City Clerk shall certify to the adoption of this resolution and shall keep a copy of this resolution attached to the FY25/26 budget on file, and effective as of September 16, 2025, the same shall be in force and effect.

PASSED, APPROVED and ADOPTED this 16<sup>th</sup> day of September, 2025.

APPROVED AS TO FORM:

\_\_\_\_\_  
Sunny K. Soltani, City Attorney

\_\_\_\_\_  
Lula Davis-Holmes, Mayor

ATTEST:

\_\_\_\_\_  
Dr. Khaleah R. Bradshaw, City Clerk

STATE OF CALIFORNIA )  
COUNTY OF LOS ANGELES ) ss.  
CITY OF CARSON )

I, \_\_\_\_\_, City Clerk of the City of Carson, California, hereby attest to and certify that the foregoing resolution, being Resolution No. 25-113, adopted by the Carson City Council at its meeting held on the 16th day of September, 2025, by the following vote:

|          |                  |
|----------|------------------|
| AYES:    | COUNCIL MEMBERS: |
| NOES:    | COUNCIL MEMBERS: |
| ABSTAIN: | COUNCIL MEMBERS: |
| ABSENT:  | COUNCIL MEMBERS: |



---

# Report to Honorable Mayor and City Council

Tuesday, September 16, 2025, 5:00 PM

CONSENT 16.

To: Honorable Mayor and City Council

From: William Jefferson, Director of Finance FIN Business License Revenue

Subject: CONSIDER A REPORT OF ALL NEW BUSINESS LICENSES ISSUED BY THE CITY OF CARSON FOR THE PERIOD AUGUST 1, 2025 THROUGH AUGUST 31, (CITY COUNCIL)

## **I. SUMMARY**

The City Manager is presenting to the City Council a list of all new business licenses issued by the City of Carson for the period August 1, 2025 through August 31, 2025.

## **II. RECOMMENDATION**

RECEIVE and FILE this report.

## **III. ALTERNATIVES**

TAKE another action as deemed appropriate by the City Council, consistent with the requirements of the law.

## **IV. BACKGROUND**

For the period of August 1, 2025 through August 31, 2025 the City of Carson has issued business licenses on new businesses. The City Manager requests, once per month, present to the City Council a list of all new licensed businesses in the City.

Attached as Exhibit 1 is the City Manager's report of new businesses issued business licenses between August 1, 2025 through August 31, 2025.

## **V. FISCAL IMPACT**

None.

## **VI. EXHIBITS**

1. Business License Report - August 2025

## **Attachments**

[Business License Report August 2025.pdf](#)

| Business Name                        | DBA                  | Address                                           | Industry Classification                                                   | BL - Business Rate Type     |
|--------------------------------------|----------------------|---------------------------------------------------|---------------------------------------------------------------------------|-----------------------------|
| SKY VIEW MAINTENANCE INC             |                      | 24416 MAIN ST Unit: 312<br>Carson, CA 90745       | 7349 - BUILDING CLEANING & MAINTENANCE SERVICES, NOT ELSEWHERE CLASSIFIED | GENERAL LICENSE             |
| DIAMOND BLIXY                        | QUY NGOC LE, STYLIST | 860 E CARSON ST Unit: 111<br>Carson, CA 90745     | 7231 - BEAUTY SHOPS                                                       | GENERAL LICENSE             |
| GOSMART INC                          | DESIGN SUPPORT       | 16927 MAIN ST Unit: B<br>Carson, CA 90248         | 2431 - MILLWORK                                                           | GENERAL LICENSE             |
| GEODIS LOGISTICS LLC                 |                      | 771 E WATSON CENTER RD<br>Carson, CA 90745        | 4731 - ARRANGEMENT OF TRANSPORTATION OF FREIGHT & CARGO                   | GENERAL LICENSE             |
| EAST COAST WEST COAST                |                      | 771 E WATSON CENTER RD<br>Carson, CA 90745        | 4731 - ARRANGEMENT OF TRANSPORTATION OF FREIGHT & CARGO                   | GENERAL LICENSE             |
| LAVISHLY KAY LASHES                  |                      | 23642 MAIN ST<br>Carson, CA 90745                 | 7231 - BEAUTY SHOPS                                                       | GENERAL LICENSE             |
| QD WELLNESS LAB                      |                      | 21039 FIGUEROA ST Unit: 301<br>Carson, CA 90745   | 7991 - PHYSICAL FITNESS FACILITIES                                        | GENERAL LICENSE             |
| U S DONUTS                           |                      | 860 E CARSON ST Unit: 102<br>Carson, CA 90745     | 5461 - RETAIL BAKERIES                                                    | GENERAL LICENSE             |
| Tania Janely Toro                    |                      | 20700 AVALON BLVD Unit: 100-9<br>Carson, CA 90746 | 7231 - BEAUTY SHOPS                                                       | GENERAL MINIMUM             |
| REINABELLE BOOD SERVICES LLC         | FATBURGER #1044      | 501 E ALBERTONI ST Unit: B3<br>Carson, CA 90746   | 5812 - EATING PLACES                                                      | GENERAL LICENSE             |
| JEFFREY FABRICATION LLC              | C&J METAL PRODUCTS   | 505 E GARDENA BLVD<br>Carson, CA 90248            | 3444 - SHEET METALWORK                                                    | GENERAL LICENSE             |
| WORLD TREE LOGISTICS INC             |                      | 500 E CARSON PLAZA DR 116<br>CARSON, CA 90746     | 4731 - ARRANGEMENT OF TRANSPORTATION OF FREIGHT & CARGO                   | GENERAL LICENSE             |
| TOP SHELF TACOS LLC                  | TOP SHELF BURGERS    | 23551 AVALON BLVD<br>Carson, CA 90745             | 5499 - MISCELLANEOUS FOOD STORES                                          | ITINERANT ST VENDOR         |
| SERVICES OF COMMUNITY CARE OPERATION | HAIGLER HOME         | 19109 HAIGLER DR<br>Carson, CA 90746              | 8082 - HOME HEALTH CARE SERVICES                                          | REST/GUEST HOME RESIDENTIAL |
| SUNRISE CEMENT LLC                   |                      | 22400 LUCERNE ST<br>Carson, CA 90745              | 5032 - BRICK, STONE, & RELATED CONSTRUCTION MATERIALS                     | GENERAL LICENSE             |



---

# Report to Honorable Mayor and City Council

Tuesday, September 16, 2025, 5:00 PM

CONSENT 17.

To: Honorable Mayor and City Council

From: William Jefferson, Director of Finance FIN Purchasing

Subject: CONSIDER A REPORT OF ALL CITY CONTRACTS APPROVED UNDER CITY MANAGER AUTHORITY FOR THE PERIOD JULY 1, 2025 THROUGH AUGUST 31, 2025 PURSUANT TO CMC SECTION 2604 (CITY COUNCIL)

## **I. SUMMARY**

The City Manager is presenting to the City Council a list of all new contracts and amendments procured under City Manager authority as required by Section 2604 of the Carson Municipal Code for the period July 1, 2025 through August 31, 2025.

## **II. RECOMMENDATION**

RECEIVE and FILE this report.

## **III. ALTERNATIVES**

TAKE another action as deemed appropriate by the City Council, consistent with the requirements of the law.

## **IV. BACKGROUND**

On January 9, 2024 (Item No. 27), Council approved Ordinance No. 23-2309 amending various sections of Chapter 6 (Purchasing System) of Article II (Administration) of the Carson Municipal Code. Ordinance No. 23-2309 increased the City Manager's authority to procure materials, supplies, equipment, services and professional services from \$25,000 to \$75,000. Section 2604 now requires the City Manager to, once per month, present to the City Council a list of all new contracts and amendments procured under City Manager or designee's authority.

Attached as Exhibit 1 is the City Manager's Contract Report for contracts executed within the period July 1, 2025 through August 31, 2025.

## **V. FISCAL IMPACT**

None.

## **VI. EXHIBITS**

1. Contract Report - July - August 2025

**Attachments**

[Contract Report - July August 2025.pdf](#)



## EXHIBIT NO. 1

| Signatory Holder | Original/ Amendment | Contract Number | Vendor Name                                | Vendor Number | Category   | Description of Service                  | Sum            | Department            | Effective Date (Attestation Date - pg 1) | Expiration Date |
|------------------|---------------------|-----------------|--------------------------------------------|---------------|------------|-----------------------------------------|----------------|-----------------------|------------------------------------------|-----------------|
| D ROBERTS        | Original            | 25-135          | J. J. KANE ASSOCIATES, INC. dba KEN PORTER | 6325          | CONSULTANT | PUBLIC AUCTION SERVICES                 | \$25,000.00    | COMMUNITY SERVICES    | 7/1/2025                                 | 6/30/2030       |
| D ROBERTS        | Original            | 25-137          | NEWMARK OF SOUTHERN CALIFORNIA, INC.       | 6760          | CONSULTANT | REAL ESTATE BROKERAGE SERVICES          | \$73,500.00    | CITY MANAGER'S OFFICE | 7/8/2025                                 | 7/7/2030        |
| D ROBERTS        | Original            | 25-138          | MANILA BUSINESS CENTER INC                 | 8607          | GRANT      | FAÇADE IMPROVEMENT GRANT                | \$6,250.00     | COMMUNITY DEVELOPMENT | 8/6/2024                                 | 8/6/2025        |
| D ROBERTS        | Original            | 25-143          | GMS ELEVATOR SERVICES INC                  | 8672          | CONTRACTOR | OIL AND GREASE MAINTENANCE              | \$41,200.00    | PUBLIC WORKS          | 6/5/2025                                 | 6/4/2030        |
| D ROBERTS        | Original            | 25-144          | ROBERT HALF                                | 8216          | CONSULTANT | STAFFING SERVICES                       | \$75,000.00    | HUMAN RESOURCES       | 7/22/2025                                | 7/21/2026       |
| D ROBERTS        | Original            | 25-145          | CIVIC CALLING CORPORATION DBA HOLLY        | 8646          | CONSULTANT | CLASS AND COMPENSATION SERVICES         | \$40,000.00    | HUMAN RESOURCES       | 7/23/2025                                | 7/22/2026       |
| D ROBERTS        | Amendment No. 1     | 22-141          | EXP US SERVICES INC                        | 7451          | CONSULTANT | PROJ 675 SEPULVEDA BLVD WIDENING        | \$1,216,963.00 | PUBLIC WORKS          | 8/23/2022                                | 2/17/2028       |
| D ROBERTS        | Original            | 25-155          | DISABILITY ACCESS CONSULTANTS, LLC         | 7709          | CONSULTANT | ADA CONSULTANT                          | \$70,000.00    | RISK MANAGEMENT       | 6/13/2025                                | 6/12/2030       |
| D ROBERTS        | Original            | 25-156          | COAST SURVEYING, INC                       | 8670          | CONSULTANT | LAND SURVEYING FOR CIVIC CENTER PROJECT | \$72,860.00    | CITY MANAGER'S OFFICE | 7/30/2025                                | 7/29/2026       |
| D ROBERTS        | Original            | 25-169          | YELAINE WARREN dba RISEL & CO.             | 8624          | CONSULTANT | EXECUTIVE RECRUITER                     | \$25,000.00    | HUMAN SERVICES        | 5/27/2025                                | 5/26/2026       |
| D ROBERTS        | Amendment No. 1     | 25-060          | ARACELI ESPARZA                            | 8454          | CONSULTANT | PAYROLL CONSULTING SERVICES             | \$73,995.00    | FINANCE               | 4/3/2025                                 | 4/2/2030        |
| D ROBERTS        | Original            | 25-178          | WEBSEDGE LIMITED                           | 8658          | CONSULTANT | VIDEO PRODUCTION SERVICES               | \$34,300.00    | PUBLIC WORKS          | 8/6/2025                                 | 8/5/2026        |
| D ROBERTS        | Amendment No. 1     | 24-217          | PSOMAS                                     | 584           | CONSULTANT | ENVIRONMENTAL REVIEW                    | \$74,969.00    | COMMUNITY DEVELOPMENT | 8/14/2024                                | 8/13/2025       |
| D ROBERTS        | Original            | 25-183          | SHADE STRUCTURES, INC.                     | 2256          | CONSULTANT | SHADE FOR DOMINGUEZ AQUATIC CENTER      | \$13,429.63    | COMMUNITY SERVICES    | 6/2/2025                                 | 6/1/2026        |
| D ROBERTS        | Amendment No. 1     | 25-038          | BARR AND CLARK INC                         | 1248          | CONSULTANT | LEAD-BASED PAINT & ASBESTOS TESTING     | \$60,000.00    | CMO                   | 2/19/2025                                | 2/18/2028       |
| D ROBERTS        | Original            | 25-192          | SKYE DREAMS, LLC                           | 8692          | CONSULTANT | DRONE SHOW - 2025 COUNTRY WESTERN FAIR  | \$23,500.00    | COMMUNITY SERVICES    | 8/27/2025                                | 8/26/2026       |
| D ROBERTS        | Original            | 25-196          | VELOCITYEHS INC.                           | 8706          | CONSULTANT | SDS MANAGEMENT SUBSCRIPTION             | \$14,788.85    | CMO / RISK MGMT       | 8/30/2025                                | 8/29/2028       |



---

# Report to Honorable Mayor and City Council

Tuesday, September 16, 2025, 5:00 PM

CONSENT 18.

To: Honorable Mayor and City Council

From: William Jefferson, Director of Finance FIN Purchasing

Subject: CONSIDER A REPORT OF ALL CITY CONTRACTS APPROVED UNDER THE AUTHORITY OF DEPARTMENT DIRECTORS FOR THE PERIOD JULY 1, 2025 THROUGH AUGUST 31, 2025 PURSUANT TO CMC SECTION 2604 (CITY COUNCIL)

## **I. SUMMARY**

The City Manager is presenting to the City Council a list of all new contracts and amendments procured under City Manager Designee authority as required by Section 2604 of the Carson Municipal Code for the period July 1, 2025 through August 31, 2025.

## **II. RECOMMENDATION**

RECEIVE and FILE this report.

## **III. ALTERNATIVES**

TAKE another action as deemed appropriate by the City Council, consistent with the requirements of the law.

## **IV. BACKGROUND**

On January 9, 2024 (Item No. 27), Council approved Ordinance No. 23-2309 amending various sections of Chapter 6 (Purchasing System) of Article II (Administration) of the Carson Municipal Code. Ordinance No. 23-2309 increased the City Manager's authority to procure materials, supplies, equipment, services and professional services from \$25,000 to \$75,000. Section 2604 now requires the City Manager to, once per month, present to the City Council a list of all new contracts and amendments procured under City Manager or designee's authority. The City Manager has appointed Directors the authority to approve purchases and sign City contracts of up to \$25,000.

Attached as Exhibit 1 is the City Manager's Contract Report for contracts executed by approved designees within the period July 1, 2025 through August 31, 2025.

## **V. FISCAL IMPACT**

None.

## **VI. EXHIBITS**

1. Contract Report - July-August 2025

**Attachments**

[Contract Report Designees - July August 2025.pdf](#)

EXHIBIT NO. 1

| Signatory Holder | Original/<br>Amendment | Contract<br>Number | Vendor Name                     | Vendor<br>Number | Category                        | Description of Service                                | Sum         | Department         | Effective Date<br>(Attestation<br>Date - pg 1) | Expiration<br>Date |
|------------------|------------------------|--------------------|---------------------------------|------------------|---------------------------------|-------------------------------------------------------|-------------|--------------------|------------------------------------------------|--------------------|
| M WHITTAKER      | Original               | 25-136             | SHARON CLAWSON                  | 8570             | EVENT SERVICE PROVIDE AGREEMENT | 2025 EMPOWERMENT GROUP                                | \$200.00    | COMMUNITY SERVICES | 07/21/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-139             | CHARLES JENKINS                 | 8655             | EVENT SERVICE PROVIDE AGREEMENT | 2025 FAMFEST                                          | \$14,000.00 | COMMUNITY SERVICES | 08/23/2025 *                                   |                    |
| J BOUDREAUX      | Amendment No. 3        | 23-050             | UC ADVANTAGE                    | 7726             | CONSULTANT                      | UNEMPLOYMENT CLAIMS ADMINISTRATION SERVICES           | \$14,600.00 | HUMAN RESOURCES    | 10/1/2022                                      | 6/30/2026          |
| A RODGERS        | Original               | 25-141             | DUTHIE ELECTRIC SERVICE CORP    | 7431             | CONTRACTOR                      | REPLACE AND INSTALL DAY TANK - C.H. GENERATOR         | \$20,601.33 | PUBLIC WORKS       | 7/9/2025                                       | 7/8/2026           |
| M WHITTAKER      | Original               | 25-142             | ROMAN COLLINS                   | 8659             | EVENT SERVICE PROVIDE AGREEMENT | 2025 FAMFEST                                          | \$5,000.00  | COMMUNITY SERVICES | 08/23/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-146             | ERIC MONDRAGON                  | 7994             | EVENT SERVICE PROVIDE AGREEMENT | 2025 FAMFEST                                          | \$6,000.00  | COMMUNITY SERVICES | 08/23/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-147             | OSCAR GARIBAY                   | 8637             | EVENT SERVICE PROVIDE AGREEMENT | 2025 MARIACHI FIESTA                                  | \$650.00    | COMMUNITY SERVICES | 09/12/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-148             | RODRIGO RODRIGUEZ DIAZ          | 5053             | EVENT SERVICE PROVIDE AGREEMENT | 2025 MARIACHI FIESTA                                  | \$420.00    | COMMUNITY SERVICES | 09/12/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-149             | WILLIE ROBINSON                 | 7997             | EVENT SERVICE PROVIDE AGREEMENT | 2025 COUNTRY WESTERN FAIR                             | \$2,500.00  | COMMUNITY SERVICES | 09/19/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-150             | TATE TALENT AND EVENTS, INC     | 8660             | EVENT SERVICE PROVIDE AGREEMENT | 2025 FAMFEST                                          | \$3,500.00  | COMMUNITY SERVICES | 08/23/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-151             | BROADCAST SUPPORT INC           | 4297             | EVENT SERVICE PROVIDE AGREEMENT | 2025 CARSON'S ENRICHMENT RECITAL: PETER PAN JR        | \$3,270.00  | COMMUNITY SERVICES | 08/08/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-152             | JAMES RENE INTVELD              | 8372             | EVENT SERVICE PROVIDE AGREEMENT | 2025 COUNTRY WESTERN FAIR                             | \$3,250.00  | COMMUNITY SERVICES | 09/19/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-153             | MARK LIDDELL                    | 8373             | EVENT SERVICE PROVIDE AGREEMENT | 2025 COUNTRY WESTERN FAIR                             | \$250.00    | COMMUNITY SERVICES | 09/19/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-154             | LUIS GOMEZ                      | 7995             | EVENT SERVICE PROVIDE AGREEMENT | 2025 FAMFEST                                          | \$5,750.00  | COMMUNITY SERVICES | 08/23/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-157             | PIRATES LIFE ENT                | 8656             | EVENT SERVICE PROVIDE AGREEMENT | 2025 CAJUN BLUES/WHITE LINEN AFFAIR                   | \$27,000.00 | COMMUNITY SERVICES | 09/06/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-159             | REQUEST LINE MUSIC              | 3304             | EVENT SERVICE PROVIDE AGREEMENT | 2025 FAMFEST                                          | \$650.00    | COMMUNITY SERVICES | 08/23/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-160             | NICHOLAS MILLER                 | 7462             | EVENT SERVICE PROVIDE AGREEMENT | 2025 FAMFEST                                          | \$2,500.00  | COMMUNITY SERVICES | 08/23/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-161             | ERIN STEVENSON                  | 8662             | EVENT SERVICE PROVIDE AGREEMENT | 2025 CAJUN BLUES/WHITE LINEN AFFAIR                   | \$4,000.00  | COMMUNITY SERVICES | 09/06/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-162             | DAVID THORNBURY                 | 8680             | EVENT SERVICE PROVIDE AGREEMENT | 2025 COUNTRY WESTERN FAIR                             | \$600.00    | COMMUNITY SERVICES | 09/19/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-163             | JOHNTERIS TATE                  | 8682             | EVENT SERVICE PROVIDE AGREEMENT | 2025 FAMFEST                                          | \$3,000.00  | COMMUNITY SERVICES | 08/23/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-164             | YATAE A. LEWIS                  | 8247             | EVENT SERVICE PROVIDE AGREEMENT | 2025 FAMFEST                                          | \$4,000.00  | COMMUNITY SERVICES | 08/23/2025 *                                   |                    |
| G CARTER         | Original               | 25-165             | CASMIR BRASGA                   | 8304             | CONSULTANT                      | MICROSOFT SYSTEMS ADMINISTRATION                      | \$20,000.00 | IT                 | 7/29/2025                                      | 7/28/2026          |
| M WHITTAKER      | Original               | 25-166             | CLAUDETTE LEMUS                 | 8333             | EVENT SERVICE PROVIDE AGREEMENT | 2025 FAMFEST                                          | \$1,500.00  | COMMUNITY SERVICES | 08/23/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-167             | KHADIJAH BLANCHE-DIOP           | 7592             | EVENT SERVICE PROVIDE AGREEMENT | 2025 CAJUN BLUES/WHITE LINEN AFFAIR                   | \$2,735.00  | COMMUNITY SERVICES | 09/06/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-170             | AUNDRAE RUSSELL                 | 8000             | EVENT SERVICE PROVIDE AGREEMENT | 2025 FAMFEST                                          | \$1,000.00  | COMMUNITY SERVICES | 08/23/2025 *                                   |                    |
| G CARTER         | Original               | 25-172             | RALPH ANDERSEN AND ASSOCIATES   | 1450             | CONSULTANT                      | RECRUITMENT SVCS: DATA & DIGITAL INTELLIGENCE OFFICER | \$24,750.00 | IT                 | 7/29/2025                                      | 7/28/2026          |
| M WHITTAKER      | Original               | 25-173             | MAURILIO CENDEJAS MORALES       | 7999             | EVENT SERVICE PROVIDE AGREEMENT | 2025 FAMFEST                                          | \$1,547.00  | COMMUNITY SERVICES | 08/23/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-175             | ASOCIACION CULTURAL LOS ANGELES | 967              | EVENT SERVICE PROVIDE AGREEMENT | 2025 MARIACHI FIESTA                                  | \$300.00    | COMMUNITY SERVICES | 09/12/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-176             | DAVID TYLER                     | 8013             | EVENT SERVICE PROVIDE AGREEMENT | 2025 COUNTRY WESTERN FAIR                             | \$983.00    | COMMUNITY SERVICES | 09/19/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-177             | IRENE A. HERNANDEZ              | 582              | EVENT SERVICE PROVIDE AGREEMENT | 2025 MARIACHI FIESTA                                  | \$350.00    | COMMUNITY SERVICES | 09/12/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-179             | ERNESTO MOLINA                  | 6709             | EVENT SERVICE PROVIDE AGREEMENT | 2025 MARIACHI FIESTA                                  | \$1,500.00  | COMMUNITY SERVICES | 09/12/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-180             | SALVADOR ORTEGA                 | 7581             | EVENT SERVICE PROVIDE AGREEMENT | 2025 MARIACHI FIESTA                                  | \$400.00    | COMMUNITY SERVICES | 09/12/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-181             | AMOR PROHIBIDO BAND LLC         | 8686             | EVENT SERVICE PROVIDE AGREEMENT | 2025 COUNTRY WESTERN FAIR                             | \$2,500.00  | COMMUNITY SERVICES | 09/19/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-182             | DASHAUN EVINS                   | 8673             | EVENT SERVICE PROVIDE AGREEMENT | 2025 CAJUN BLUES/WHITE LINEN AFFAIR                   | \$800.00    | COMMUNITY SERVICES | 09/06/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-185             | DONALD HAYES                    | 4308             | EVENT SERVICE PROVIDE AGREEMENT | 2025 JAZZ FEST                                        | \$4,500.00  | COMMUNITY SERVICES | 10/04/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-188             | DAVID DESHAWN LEE JR            | 7962             | EVENT SERVICE PROVIDE AGREEMENT | 2025 CAJUN BLUES/WHITE LINEN AFFAIR                   | \$1,200.00  | COMMUNITY SERVICES | 09/06/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-189             | KENNETH C. SARA                 | 7586             | EVENT SERVICE PROVIDE AGREEMENT | 2025 CAJUN BLUES/WHITE LINEN AFFAIR                   | \$1,200.00  | COMMUNITY SERVICES | 09/06/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-191             | KAREN SCIURBA-LIBLIN            | 8699             | EVENT SERVICE PROVIDE AGREEMENT | 2025 COUNTRY WESTERN FAIR                             | \$2,850.00  | COMMUNITY SERVICES | 09/19/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-193             | ANDRE THIERRY                   | 8019             | EVENT SERVICE PROVIDE AGREEMENT | 2025 CAJUN BLUES/WHITE LINEN AFFAIR                   | \$3,000.00  | COMMUNITY SERVICES | 09/06/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-194             | CLAUDETTE LEMUS                 | 8333             | EVENT SERVICE PROVIDE AGREEMENT | 2025 CAJUN BLUES/WHITE LINEN AFFAIR                   | \$1,500.00  | COMMUNITY SERVICES | 09/06/2025 *                                   |                    |
| M WHITTAKER      | Original               | 25-195             | GAIL DENISE JOHNSON             | 6715             | EVENT SERVICE PROVIDE AGREEMENT | 2025 JAZZ FEST                                        | \$3,750.00  | COMMUNITY SERVICES | 10/04/2025 *                                   |                    |



File #:

Version:

## Report to Honorable Mayor and City Council

Tuesday, September 16, 2025, 5:00 PM

CONSENT 19.

To: Honorable Mayor and City Council

From: William Jefferson, Director of Finance FIN Accounting

Subject: CONSIDER ADOPTING RESOLUTION NO. 25-111, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON RATIFYING CLAIMS AND DEMANDS IN THE AMOUNT OF \$3,046,448.92, DEMAND CHECK NUMBERS 180956 THROUGH 181066 AND 267 FOR GENERAL DEMAND (CITY COUNCIL)

### I. SUMMARY

**RESOLUTION NO. 25-111, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON RATIFYING CLAIMS AND DEMANDS AS FOLLOWS:**

**TOTAL OF \$3,046,448.92 FOR GENERAL DEMANDS CHECK NUMBERS 180956 THROUGH 181066 AND 267.**

### II. RECOMMENDATION

WAIVE further reading and ADOPT Resolution No. 25-111, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON RATIFYING CLAIMS AND DEMANDS IN THE AMOUNT OF \$3,046,448.92, DEMAND CHECK NUMBERS 180956 THROUGH 181066 AND 267 FOR GENERAL DEMAND".

### III. ALTERNATIVES

NONE.

### IV. BACKGROUND

**THE CITY COUNCIL OF THE CITY OF CARSON DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:**

SECTION 1: The claims and demands have been reviewed and verified for accuracy and compliance with the budget and applicable agreements and are hereby ratified in the amount herein after set forth, a copy of which is attached hereto as Exhibit No. 1.

SECTION 2: On September 16, 2025, the City Council ratified the above demand numbers 180956 through 181066 and 267 for General Demand. The City Treasurer is hereby directed to pay out the funds named hereon, to each of the claimants listed above, the amount of warrant appearing opposite their respective names, for the purpose stated on the respective demands, making a total of \$3,046,448.92.

SECTION 3: That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original resolutions.

PASSED, APPROVED, and ADOPTED this 16TH DAY OF SEPTEMBER, 2025.

**APPROVED AS TO FORM:**

Sunny K. Soltani, City Attorney

**CITY OF CARSON:**

\_\_\_\_\_  
Lula Davis-Holmes, Mayor

**ATTEST:**

\_\_\_\_\_  
Dr. Khaleah K. Bradshaw, City Clerk

**V. FISCAL IMPACT**

**CERTIFICATION**

In accordance with Section 37202 of the California Government Code, I hereby certify that the above demands are accurate and that funds are available for payment thereof. I certify under penalty of perjury that the foregoing is true and correct.

EXECUTED THE 16TH DAY OF SEPTEMBER, 2025 AT CARSON, CALIFORNIA:

\_\_\_\_\_  
David C. Roberts, Jr., City Manager

STATE OF CALIFORNIA )  
COUNTY OF LOS ANGELES ) ss.  
CITY OF CARSON )

I, Dr. Khaleah K. Bradshaw, City Clerk of the City of Carson, California, hereby attest to and certify that the foregoing resolution, being Resolution No. 25-111, adopted by the City of Carson City Council at its meeting held on September 16, 2025 by the following vote:

AYES: COUNCIL MEMBERS:  
NOES: COUNCIL MEMBERS:  
ABSTAIN: COUNCIL MEMBERS:  
ABSENT: COUNCIL MEMBERS:

\_\_\_\_\_  
Dr. Khaleah K. Bradshaw, City Clerk

**VI. EXHIBITS**

EXHIBIT NO. 1: DEMAND RESOLUTION #25-111

**Attachments**

[Exhibit 1 Demand Register Reso# 25-111.pdf](#)

## AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 100-99-999-999-1010-

FOR: A11

| CHECK # | CHECK DATE | TYPE    | VENDOR NAME                      | UNCLEARED  | CLEARED | BATCH | CLEAR DATE |
|---------|------------|---------|----------------------------------|------------|---------|-------|------------|
| 267     | 08/26/2025 | WIRE    | 004084 RE SOLUTIONS              | 138,128.75 |         |       |            |
| 180956  | 08/26/2025 | PRINTED | 004417 SOUTHERN CALIFORNIA GAS C | 2,990.31   |         |       |            |
| 180957  | 08/28/2025 | PRINTED | 000003 AIRGAS USA LLC            | 173.10     |         |       |            |
| 180958  | 08/28/2025 | PRINTED | 000797 ALESHIRE AND WYNDER LLP   | 516,332.94 |         |       |            |
| 180959  | 08/28/2025 | PRINTED | 004388 AIS TRUST ACCOUNT NEWPORT | 436.00     |         |       |            |
| 180960  | 08/28/2025 | PRINTED | 005523 AMAZON CAPITAL SERVICES   | 2,580.89   |         |       |            |
| 180961  | 08/28/2025 | PRINTED | 007663 ARTHUR R. BATUCAL         | 50.00      |         |       |            |
| 180962  | 08/28/2025 | PRINTED | 008703 AUDRA L. THOMPSON         | 50.00      |         |       |            |
| 180963  | 08/28/2025 | PRINTED | 007541 B&B DISCOUNT POOL & SPA S | 879.52     |         |       |            |
| 180964  | 08/28/2025 | PRINTED | 001438 BLUE DIAMOND MATERIALS    | 365.45     |         |       |            |
| 180965  | 08/28/2025 | PRINTED | 001762 ROGER BRANCH JR           | 50.00      |         |       |            |
| 180966  | 08/28/2025 | PRINTED | 008648 BRITTNEY FORD             | 50.00      |         |       |            |
| 180967  | 08/28/2025 | PRINTED | 001627 BSN SPORTS LLC            | 4,219.87   |         |       |            |
| 180968  | 08/28/2025 | PRINTED | 008645 CAMERON A PAXTON          | 50.00      |         |       |            |
| 180969  | 08/28/2025 | PRINTED | 000351 CHEM PRO LABORATORY INC   | 1,276.80   |         |       |            |
| 180970  | 08/28/2025 | PRINTED | 001610 CHICAGO TITLE CO          | 412.00     |         |       |            |
| 180971  | 08/28/2025 | PRINTED | 001489 CHOURA VENUE SERVICES     | 943.89     |         |       |            |
| 180972  | 08/28/2025 | PRINTED | 008082 CLIMATEC LLC              | 37,776.00  |         |       |            |
| 180973  | 08/28/2025 | PRINTED | 007718 CLIVABETH PHOTOGRAPHY LLC | 1,280.00   |         |       |            |
| 180974  | 08/28/2025 | PRINTED | 001381 COMPLETE OFFICE           | 358.22     |         |       |            |
| 180975  | 08/28/2025 | PRINTED | 008416 CORKY'S PEST CONTROL INC. | 750.00     |         |       |            |
| 180976  | 08/28/2025 | PRINTED | 004275 COSTAR REALTY INFORMATION | 1,554.00   |         |       |            |
| 180977  | 08/28/2025 | PRINTED | 001180 COUNTY OF LOS ANGELES     | 1,512.97   |         |       |            |
| 180978  | 08/28/2025 | PRINTED | 001180 COUNTY OF LOS ANGELES     | 114,634.65 |         |       |            |
| 180979  | 08/28/2025 | PRINTED | 000127 DAILY BREEZE NEWSPAPER    | 2,296.95   |         |       |            |
| 180980  | 08/28/2025 | PRINTED | 000268 DAILY JOURNAL CORP        | 88.10      |         |       |            |
| 180981  | 08/28/2025 | PRINTED | 006396 KIMBERLEY DAVENPORT       | 50.00      |         |       |            |
| 180982  | 08/28/2025 | PRINTED | 007176 DAVEY COACH SALES INC.    | 1,922.15   |         |       |            |
| 180983  | 08/28/2025 | PRINTED | 000274 LULA DAVIS HOLMES         | 109.13     |         |       |            |
| 180984  | 08/28/2025 | PRINTED | 006876 DONALD A. SPRAGUE         | 1,343.00   |         |       |            |
| 180985  | 08/28/2025 | PRINTED | 001203 EMERGENCY VEHICLE SPECIAL | 3,194.84   |         |       |            |
| 180986  | 08/28/2025 | PRINTED | 001744 ENTERPRISE FM TRUST INC   | 28,697.81  |         |       |            |
| 180987  | 08/28/2025 | PRINTED | 000039 EWING IRRIGATION PRODUCTS | 4,482.51   |         |       |            |
| 180988  | 08/28/2025 | PRINTED | 000355 FERGUSON ENTERPRISES INC  | 624.24     |         |       |            |
| 180989  | 08/28/2025 | PRINTED | 004437 GALLS LLC                 | 241.77     |         |       |            |
| 180990  | 08/28/2025 | PRINTED | 006085 GARCIA, MARIA DE JESUS    | 69.10      |         |       |            |
| 180991  | 08/28/2025 | PRINTED | 000941 GOLDEN STATE WATER COMPAN | 4,634.29   |         |       |            |
| 180992  | 08/28/2025 | PRINTED | 000107 GOVERNMENT FINANCE OFFICE | 640.00     |         |       |            |
| 180993  | 08/28/2025 | PRINTED | 000793 GRAINGER                  | 328.18     |         |       |            |
| 180994  | 08/28/2025 | PRINTED | 005525 GREENBERG TRAUIG LLP      | 4,452.50   |         |       |            |
| 180995  | 08/28/2025 | PRINTED | 008132 HASA INC                  | 1,053.70   |         |       |            |
| 180996  | 08/28/2025 | PRINTED | 007378 HERC RENTALS INC.         | 5,283.98   |         |       |            |
| 180997  | 08/28/2025 | PRINTED | 000234 HOME DEPOT CREDIT SERVICE | 9,618.76   |         |       |            |
| 180998  | 08/28/2025 | PRINTED | 001477 LILLIAN HOPSON            | 50.00      |         |       |            |
| 180999  | 08/28/2025 | PRINTED | 008573 HP COMMUNICATIONS, INC.   | 934,321.09 |         |       |            |
| 181000  | 08/28/2025 | PRINTED | 001798 CHINYERE IFEACHO          | 50.00      |         |       |            |
| 181001  | 08/28/2025 | PRINTED | 007778 IRENE T. VIERNES          | 50.00      |         |       |            |
| 181002  | 08/28/2025 | PRINTED | 008529 JAPANESE AUTO CENTER INC. | 378.84     |         |       |            |
| 181003  | 08/28/2025 | PRINTED | 007103 JOE A. GONSALVES & SON    | 4,000.00   |         |       |            |
| 181004  | 08/28/2025 | PRINTED | 008649 JOSEPH C. HUNT, JR.       | 50.00      |         |       |            |
| 181005  | 08/28/2025 | PRINTED | 008699 KAREN SCIURBA-LIBLIN      | 350.00     |         |       |            |
| 181006  | 08/28/2025 | PRINTED | 004428 LAWSON PRODUCTS INC       | 2,052.38   |         |       |            |

## AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 100-99-999-999-1010-

FOR: A11

| CHECK # | CHECK DATE | TYPE    | VENDOR NAME                       | UNCLEARED  | CLEARED | BATCH | CLEAR DATE |
|---------|------------|---------|-----------------------------------|------------|---------|-------|------------|
| 181007  | 08/28/2025 | PRINTED | 004284 LIFE INSURANCE COMPANY OF  | 75,596.32  |         |       |            |
| 181008  | 08/28/2025 | PRINTED | 006731 LIFESTATION INC            | 1,755.06   |         |       |            |
| 181009  | 08/28/2025 | PRINTED | 008197 LIFTECH ELEVATOR SERVICES  | 453.00     |         |       |            |
| 181010  | 08/28/2025 | PRINTED | 007248 MARIA'S GARDEN CENTER & L  | 2,229.89   |         |       |            |
| 181011  | 08/28/2025 | PRINTED | 008191 MATTHEWS FAMILY COUNSELIN  | 1,600.00   |         |       |            |
| 181012  | 08/28/2025 | PRINTED | 000037 MAYFLOWER DISTRIBUTING CO  | 298.58     |         |       |            |
| 181013  | 08/28/2025 | PRINTED | 007964 MOUR GROUP ENGINEERING +   | 10,582.00  |         |       |            |
| 181014  | 08/28/2025 | PRINTED | 000599 MR HOSE INC                | 395.86     |         |       |            |
| 181015  | 08/28/2025 | PRINTED | 006792 MISAC                      | 1,000.00   |         |       |            |
| 181016  | 08/28/2025 | PRINTED | 007779 NEMIE P. MOSEQUERA         | 50.00      |         |       |            |
| 181017  | 08/28/2025 | PRINTED | 006760 NEWMARK OF SOUTHERN CALIF  | 12,250.00  |         |       |            |
| 181018  | 08/28/2025 | PRINTED | 000563 JANNY NOA                  | 142.10     |         |       |            |
| 181019  | 08/28/2025 | PRINTED | 008410 PCN3, INC.                 | 894,406.90 |         |       |            |
| 181020  | 08/28/2025 | PRINTED | 000460 PETES ROAD SERVICE INC     | 4,117.76   |         |       |            |
| 181021  | 08/28/2025 | PRINTED | 008636 PHOENIX GROUP INFORMATION  | 54,869.38  |         |       |            |
| 181022  | 08/28/2025 | PRINTED | 001285 POWER WHOLESALE ELECTRIC   | 1,184.54   |         |       |            |
| 181023  | 08/28/2025 | PRINTED | 004862 PRINCIPAL LIFE INSURANCE   | 2,679.60   |         |       |            |
| 181024  | 08/28/2025 | PRINTED | 008564 R3 PAINTING                | 2,900.00   |         |       |            |
| 181025  | 08/28/2025 | PRINTED | 001081 BRIAN RABER                | 50.00      |         |       |            |
| 181026  | 08/28/2025 | PRINTED | 004145 CASSANDRA REED             | 50.00      |         |       |            |
| 181027  | 08/28/2025 | PRINTED | 010000 CHANTELL BROOKS            | 200.00     |         |       |            |
| 181028  | 08/28/2025 | PRINTED | 010000 CHRISTOPHER TAYLOR         | 500.00     |         |       |            |
| 181029  | 08/28/2025 | PRINTED | 010000 GREENCAL CONSTRUCTION      | 314.15     |         |       |            |
| 181030  | 08/28/2025 | PRINTED | 010000 HAILEY SPARROW             | 204.35     |         |       |            |
| 181031  | 08/28/2025 | PRINTED | 010000 MARATHON PIPELINE LLC      | 360.00     |         |       |            |
| 181032  | 08/28/2025 | PRINTED | 010000 MONIQUE WALKER             | 200.00     |         |       |            |
| 181033  | 08/28/2025 | PRINTED | 010000 NATIONAL CORROSION         | 480.00     |         |       |            |
| 181034  | 08/28/2025 | PRINTED | 010000 PSC MARATHON PETROLEUM CO  | 1,220.00   |         |       |            |
| 181035  | 08/28/2025 | PRINTED | 010000 SPEC SERVICES INC.         | 2,520.00   |         |       |            |
| 181036  | 08/28/2025 | PRINTED | 010000 SUNRUN INSTALLATION SERVI  | 356.48     |         |       |            |
| 181037  | 08/28/2025 | PRINTED | 000402 ROADLINE PRODUCTS INC USA  | 606.92     |         |       |            |
| 181038  | 08/28/2025 | PRINTED | 001230 ROBERTSON'S READY MIX CONC | 1,224.35   |         |       |            |
| 181039  | 08/28/2025 | PRINTED | 001715 HARRIETT RUSS              | 50.00      |         |       |            |
| 181040  | 08/28/2025 | PRINTED | 000427 SAM'S CLUB DIRECT          | 1,065.93   |         |       |            |
| 181041  | 08/28/2025 | PRINTED | 007632 SEAY, AL CARNEL            | 50.00      |         |       |            |
| 181042  | 08/28/2025 | PRINTED | 003159 SITEONE LANDSCAPE SUPPLY   | 485.38     |         |       |            |
| 181043  | 08/28/2025 | PRINTED | 008692 SKYE DREAMS, LLC           | 11,750.00  |         |       |            |
| 181044  | 08/28/2025 | PRINTED | 000211 SMART AND FINAL IRIS       | 499.11     |         |       |            |
| 181045  | 08/28/2025 | PRINTED | 000240 SOUTHERN CALIFORNIA EDISO  | 44,103.93  |         |       |            |
| 181046  | 08/28/2025 | PRINTED | 008152 SO CAL EQUIPMENT REPAIR,   | 1,915.67   |         |       |            |
| 181047  | 08/28/2025 | PRINTED | 004417 SOCALGAS                   | 32.42      |         |       |            |
| 181048  | 08/28/2025 | PRINTED | 000718 STAPLES ADVANTAGE          | 310.16     |         |       |            |
| 181049  | 08/28/2025 | PRINTED | 000256 STATE OF CA DEPT OF INDUS  | 450.00     |         |       |            |
| 181050  | 08/28/2025 | PRINTED | 008531 STONEHENGE SIGNS INC       | 13,895.37  |         |       |            |
| 181051  | 08/28/2025 | PRINTED | 002693 EZEKIEL SWAYZER            | 50.00      |         |       |            |
| 181052  | 08/28/2025 | PRINTED | 007090 T-MOBILE USA INC.          | 5,252.00   |         |       |            |
| 181053  | 08/28/2025 | PRINTED | 001260 HOURIE TAYLOR              | 50.00      |         |       |            |
| 181054  | 08/28/2025 | PRINTED | 007780 TERESITA J. JUNIO          | 50.00      |         |       |            |
| 181055  | 08/28/2025 | PRINTED | 007956 THOMAS WOODS               | 50.00      |         |       |            |
| 181056  | 08/28/2025 | PRINTED | 007931 TOMECKO JACKSON            | 675.00     |         |       |            |
| 181057  | 08/28/2025 | PRINTED | 006769 U S BANK CORPORATE PAYMEN  | 995.00     |         |       |            |
| 181058  | 08/28/2025 | PRINTED | 000023 UNITED REFRIGERATION INC   | 50.12      |         |       |            |



**AP CHECK RECONCILIATION REGISTER**

FOR CASH ACCOUNT: 100-99-999-999-1010-

FOR: All

| CHECK # | CHECK DATE | TYPE    | VENDOR NAME                      | UNCLEARED          | CLEARED      | BATCH | CLEAR DATE |
|---------|------------|---------|----------------------------------|--------------------|--------------|-------|------------|
| 181059  | 08/28/2025 | PRINTED | 008316 VARDATA, LLC              | 51,051.31          |              |       |            |
| 181060  | 08/28/2025 | PRINTED | 004045 FREEMAN WATKINS           | 50.00              |              |       |            |
| 181061  | 08/28/2025 | PRINTED | 000302 WAXIE SANITARY SUPPLY     | 638.67             |              |       |            |
| 181062  | 08/28/2025 | PRINTED | 000361 WEST COAST SAND AND GRAVE | 421.87             |              |       |            |
| 181063  | 08/28/2025 | PRINTED | 002212 HD SUPPLY CONSTRUCTION    | 271.06             |              |       |            |
| 181064  | 08/28/2025 | PRINTED | 001052 WILLIAM A KOONS           | 50.00              |              |       |            |
| 181065  | 08/28/2025 | PRINTED | 002925 KARL WILVERT              | 50.00              |              |       |            |
| 181066  | 08/28/2025 | PRINTED | 004222 RICHARD WOODS JR          | 50.00              |              |       |            |
|         |            |         | 112 CHECKS                       | CASH ACCOUNT TOTAL | 3,046,448.92 | .00   |            |

**AP CHECK RECONCILIATION REGISTER**

|            |             | UNCLEARED    | CLEARED |
|------------|-------------|--------------|---------|
| 112 CHECKS | FINAL TOTAL | 3,046,448.92 | .00     |

\*\* END OF REPORT - Generated by Braulio Alatorre \*\*



File #:

Version:

## Report to Honorable Mayor and City Council

Tuesday, September 16, 2025, 5:00 PM

CONSENT 20.

To: Honorable Mayor and City Council

From: William Jefferson, Director of Finance FIN Accounting

Subject: CONSIDER ADOPTING RESOLUTION NO. 25-09-CSA, A RESOLUTION OF THE CARSON SUCCESSOR AGENCY CLAIMS AND DEMANDS IN THE AMOUNT OF \$3,289.16, DEMAND CHECK NUMBER SA-001962 THROUGH SA-001967 (CITY COUNCIL)

### I. SUMMARY

**RESOLUTION NO. 25-09-CSA, A RESOLUTION OF THE CARSON SUCCESSOR AGENCY CLAIMS AND DEMANDS IN THE AMOUNT OF \$3,289.16, DEMAND CHECK NUMBERS SA-001962 THROUGH SA-001967.**

### II. RECOMMENDATION

WAIVE further reading and ADOPT Resolution NO. 25-09-CSA, "A RESOLUTION OF THE CARSON SUCCESSOR AGENCY CLAIMS AND DEMANDS IN THE AMOUNT OF \$3,289.16, DEMAND CHECK NUMBERS SA-001962 THROUGH SA-001967".

### III. ALTERNATIVES

NONE.

### IV. BACKGROUND

**THE CARSON SUCCESSOR AGENCY DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1:** The claims and demands have been reviewed and verified for accuracy and compliance with the budget and applicable agreements and are hereby ratified in the amount herein after set forth, a copy of which is attached hereto as Exhibit No. 1.

**SECTION 2:** On September 16, 2025, the Carson Successor Agency ratified the above demand numbers SA-001962 through SA-001967. The City Treasurer is hereby directed to pay out the funds named hereon, to each of the claimants listed above, the amount of warrant appearing opposite their respective names, for the purpose stated on the respective demands, making a total of \$3,289.16.

**SECTION 3:** That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original resolutions.

PASSED, APPROVED, and ADOPTED this 16TH DAY OF SEPTEMBER, 2025.

CARSON SUCCESSOR AGENCY, to the dissolved CARSON REDEVELOPMENT AGENCY, a public body

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Sunny K. Soltani, Agency Counsel

**CITY OF CARSON:**

\_\_\_\_\_  
Lula Davis-Holmes, Chairman

**ATTEST:**

\_\_\_\_\_  
Dr. Khaleah K. Bradshaw, Secretary

**V. FISCAL IMPACT**

**CERTIFICATION**

In accordance with Section 37202 of the California Government Code, I hereby certify that the above demands are accurate and that funds are available for payment thereof. I certify under penalty of perjury that the foregoing is true and correct.

EXECUTED THE 16TH DAY OF SEPTEMBER, 2025 AT CARSON, CALIFORNIA:

\_\_\_\_\_  
David C. Roberts, Jr., Executive Director

STATE OF CALIFORNIA )  
COUNTY OF LOS ANGELES ) ss.  
CITY OF CARSON )

I, Dr. Khaleah K. Bradshaw, Secretary of the Carson Successor Agency, California, hereby attest to and certify that the foregoing resolution, being Resolution No. 25-09-CSA, adopted by the City of Carson City Council at its meeting held on September 16, 2025 by the following vote:

AYES: AUTHORITY BOARD MEMBERS:  
NOES: AUTHORITY BOARD MEMBERS:  
ABSTAIN: AUTHORITY BOARD MEMBERS:  
ABSENT: AUTHORITY BOARD MEMBERS:

\_\_\_\_\_  
Dr. Khaleah K. Bradshaw, Secretary

**VI. EXHIBITS**

EXHIBIT NO. 1: DEMAND RESOLUTION #25-09-CSA

**Attachments**

[Exhibit 1 CSA Demand Reso #25-09-CSA.pdf](#)

**AP CHECK RECONCILIATION REGISTER**

FOR CASH ACCOUNT: 782-99-999-999-1030-

FOR: All

| CHECK #  | CHECK DATE | TYPE    | VENDOR NAME                      | UNCLEARED          | CLEARED  | BATCH | CLEAR DATE |
|----------|------------|---------|----------------------------------|--------------------|----------|-------|------------|
| 1962     | 07/03/2025 | PRINTED | 000797 ALESHIRE AND WYNDER LLP   | 38.50              |          |       |            |
| 1963     | 07/03/2025 | PRINTED | 003585 RSG INC                   | 275.00             |          |       |            |
| 1964     | 07/14/2025 | PRINTED | 001924 THE BANK OF NEW YORK MELL | 954.00             |          |       |            |
| 1965     | 07/17/2025 | PRINTED | 000797 ALESHIRE AND WYNDER LLP   | 38.50              |          |       |            |
| 1966     | 07/17/2025 | PRINTED | 001001 AT&T PHONE                | 63.16              |          |       |            |
| 1967     | 08/14/2025 | PRINTED | 001924 THE BANK OF NEW YORK MELL | 1,920.00           |          |       |            |
| 6 CHECKS |            |         |                                  | CASH ACCOUNT TOTAL | 3,289.16 | .00   |            |

AP CHECK RECONCILIATION REGISTER

|          |             | UNCLEARED | CLEARED |
|----------|-------------|-----------|---------|
| 6 CHECKS | FINAL TOTAL | 3,289.16  | .00     |

\*\* END OF REPORT - Generated by Braulio Alatorre \*\*



File #:

Version:

## Report to Honorable Mayor and City Council

Tuesday, September 16, 2025, 5:00 PM

CONSENT 21.

To: Honorable Mayor and City Council

From: William Jefferson, Director of Finance FIN Accounting

Subject: CONSIDER ADOPTING RESOLUTION NO. 25-10-CHA, A RESOLUTION OF THE CARSON HOUSING AUTHORITY RATIFYING CLAIMS AND DEMANDS IN THE AMOUNT OF \$16,702.16, DEMAND CHECK NUMBERS HA-002065 THROUGH HA-002069 (CITY COUNCIL)

### I. SUMMARY

**RESOLUTION NO. 25-10-CHA, A RESOLUTION OF THE CARSON HOUSING AUTHORITY RATIFYING CLAIMS AND DEMANDS IN THE AMOUNT OF \$16,702.16, DEMAND CHECK NUMBERS HA-002065 THROUGH HA-002069.**

### II. RECOMMENDATION

WAIVE further reading and ADOPT Resolution No. 25-10-CHA, "A RESOLUTION OF THE CARSON HOUSING AUTHORITY RATIFYING CLAIMS AND DEMANDS IN THE AMOUNT OF \$16,702.16, DEMAND CHECK NUMBERS HA-002065 THROUGH HA-002069".

### III. ALTERNATIVES

NONE.

### IV. BACKGROUND

**THE CARSON HOUSING AUTHORITY DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:**

SECTION 1: The claims and demands have been reviewed and verified for accuracy and compliance with the budget and applicable agreements and are hereby ratified in the amount herein after set forth, a copy of which is attached hereto as Exhibit No. 1.

SECTION 2: On September 16, 2025, the Carson Housing Authority ratified the above demand numbers HA-002065 through HA-002069. The City Treasurer is hereby directed to pay out the funds named hereon, to each of the claimants listed above, the amount of warrant appearing opposite their respective names, for the purpose stated on the respective demands, making a total of \$16,702.16.

SECTION 3: That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original resolutions.

PASSED, APPROVED, and ADOPTED this 16TH DAY OF SEPTEMBER, 2025.

CARSON HOUSING AUTHORITY, acting as the successor housing agency of the CARSON REDEVELOPMENT AGENCY, a public body by:

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Sunny K. Soltani, Agency Counsel

**CITY OF CARSON:**

\_\_\_\_\_  
Lula Davis-Holmes, Chairman

**ATTEST:**

\_\_\_\_\_  
Dr. Khaleah K. Bradshaw, Secretary

**V. FISCAL IMPACT**

**CERTIFICATION**

In accordance with Section 37202 of the California Government Code, I hereby certify that the above demands are accurate and that funds are available for payment thereof. I certify under penalty of perjury that the foregoing is true and correct.

EXECUTED THE 16TH DAY OF SEPTEMBER, 2025 AT CARSON, CALIFORNIA:

\_\_\_\_\_  
David C. Roberts, Jr., Executive Director

STATE OF CALIFORNIA )  
COUNTY OF LOS ANGELES ) ss.  
CITY OF CARSON )

I, Dr. Khaleah K. Bradshaw, Secretary of the Carson Housing Authority, California, hereby attest to and certify that the foregoing resolution, being Resolution No. 25-10-CHA, adopted by the City of Carson City Council at its meeting held on September 16, 2025 by the following vote:

AYES: AUTHORITY BOARD MEMBERS:  
NOES: AUTHORITY BOARD MEMBERS:  
ABSTAIN: AUTHORITY BOARD MEMBERS:  
ABSENT: AUTHORITY BOARD MEMBERS:

\_\_\_\_\_  
Dr. Khaleah K. Bradshaw, Secretary

**VI. EXHIBITS**

EXHIBIT NO. 1: DEMAND RESOLUTION #25-10-CHA

**Attachments**

[Exhibit 1 CHA Demand Reso# 25-10-CHA.pdf](#)



## AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 255-99-999-999-1012-

FOR: All

| CHECK #  | CHECK DATE | TYPE    | VENDOR NAME                      | UNCLEARED          | CLEARED   | BATCH | CLEAR DATE |
|----------|------------|---------|----------------------------------|--------------------|-----------|-------|------------|
| 2065     | 07/03/2025 | PRINTED | 003585 RSG INC                   | 400.00             |           |       |            |
| 2066     | 07/14/2025 | PRINTED | 006884 LYFT, INC.                | 50.58              |           |       |            |
| 2067     | 07/17/2025 | PRINTED | 001001 AT&T PHONE                | 31.58              |           |       |            |
| 2068     | 08/14/2025 | PRINTED | 001924 THE BANK OF NEW YORK MELL | 4,000.00           |           |       |            |
| 2069     | 08/21/2025 | PRINTED | 000547 CARSON TERRACE PARTNERS L | 12,220.00          |           |       |            |
| 5 CHECKS |            |         |                                  | CASH ACCOUNT TOTAL | 16,702.16 | .00   |            |

AP CHECK RECONCILIATION REGISTER

|          |             | UNCLEARED | CLEARED |
|----------|-------------|-----------|---------|
| 5 CHECKS | FINAL TOTAL | 16,702.16 | .00     |

\*\* END OF REPORT - Generated by Braulio Alatorre \*\*



---

# Report to Honorable Mayor and City Council

Tuesday, September 16, 2025, 5:00 PM

CONSENT 22.

To: Honorable Mayor and City Council

From: Sunny Soltani, City Attorney, Aleshire & Wynder, LLP

Subject: CONSIDER APPROVAL OF FORMS, AGREEMENTS AND RESOLUTION NO. 25-112 ALLOWING THE CITY OF CARSON TO PARTICIPATE IN ADDITIONAL NATIONAL OPIOID SETTLEMENT WITH PURDUE AND THE SACKLER FAMILY (CITY COUNCIL)

## **I. SUMMARY**

In 2021, the City entered into settlement agreements with McKesson Corporation, Cardinal Health, Inc., AmerisourceBergen Corporation, Johnson & Johnson, Janssen Pharmaceuticals, Inc. and Ortho-McNeil-Janssen Pharmaceuticals, Inc., who are manufacturers and distributors of opioids ("2021 Settling Defendants"). The 2021 settlement agreements concerned litigation (the City was not a party to this litigation) by various states, cities, and counties relating to the 2021 Settling Defendants' manufacture and distribution of opioids and, in particular, the impact of such activities upon the national opioid epidemic. The 2021 Settlement Agreements required that a "critical mass" of public agencies participate in order for them to become effective, which was achieved in 2022.

In 2023, the City Council approved City's participation in an opioid settlement with additional manufacturers and retailers of opioids named as additional defendants in litigation aimed at addressing the opioids crisis including Teva, Allergan, Walmart, Walgreens, and CVS ("2023 Settling Defendants"). The terms of the 2023 Settlement Agreements are similar to the 2021 Settlement Agreements, which includes the requirement that a critical mass of participation be achieved, provides for a broad release of the 2023 Settling Defendants from liability relating to opioids, and, further, direct or indirect payment of settlement funds to the various local agencies agreeing to participate. The City Council directed settlement payments under the 2021 and 2023 settlements to be made to the County with the understanding that City may change its election so that it receives direct payment at any time.

In 2024, the City entered into another national settlement with the Kroger Co. chain of pharmacies on the opioid matter where the terms of settlement were similar to the 2021 and 2023 settlements.

Now, a new settlement with Purdue Pharma LP and the Sackler Family has been proposed. The terms of the Purdue/Sackler settlement are similar to the 2021, 2023 and 2024 Settlement Agreements. It is requested that the City Council approve City opting into the 2025 settlement with Purdue Pharma LP and the Sackler Family and provide authorization similar to those given for the 2021, 2023 and 2024 settlements.

## **II. RECOMMENDATION**

1. APPROVE Settlement Agreement and Participation Form for the City's participation in the National Opioid Settlement Agreement with Purdue Pharma LP and the Sackler Family.
2. APPROVE the California State-Subdivision Agreement Regarding Distribution and Use of Settlement Funds relating to the National Opioid Settlement Agreement with Purdue Pharma LP and the Sackler Family.

3. ADOPT Resolution No. 25-112 approving and authorizing the City Manager to carry out all necessary acts such that the City can participate in the National Opioid Settlement with Purdue Pharma LP and the Sackler Family, including signing necessary documents and transmittal thereof as necessary.

### **III. ALTERNATIVES**

By not opting into the settlement and therefore, not releasing claims that may be available to City, City will reserve its option to file any actions against Purdue Pharma LP and the Sackler Family.

### **IV. BACKGROUND**

In 2021, the City entered into settlement agreements with McKesson Corporation, Cardinal Health, Inc., AmerisourceBergen Corporation, Johnson & Johnson, Janssen Pharmaceuticals, Inc. and Ortho-McNeil-Janssen Pharmaceuticals, Inc., who are manufacturers and distributors of opioids ("2021 Settling Defendants"). The 2021 settlement agreements concerned litigation (the City was not a party to this litigation) by various States, cities, and counties relating to the 2021 Settling Defendants' manufacture and distribution of opioids and, in particular, the impact of such activities upon the national opioid epidemic. The 2021 Settlement Agreements required that a "critical mass" of public agencies participate in order for it to become effective, which was achieved in 2022.

In 2023, the City Council approved the City's participation in an opioid settlement with additional manufacturers and retailers of opioids who were named as additional defendants in litigation aimed at addressing the opioid crisis in California, including Teva, Allergan, Walmart, Walgreens, and CVS.

In 2024, the City Council approved the City's participation in an opioid settlement with the Kroger Co. chain of pharmacies on the opioid matter.

The terms of the 2023 and 2024 Settlement Agreements were similar to the 2021 Settlement Agreements, which includes the requirement that a critical mass of participation be achieved, provided for a broad release of the all settling defendants from liability relating to opioids, and, further, direct or indirect payment of settlement funds to the various local agencies agreeing to participate. Releases for the 2021, 2023 and 2024 settlements were very broad, covering any activities by all settling defendants relating to opioids.

At this time, a new national settlement has been reached with Purdue Pharma LP and the Sackler Family. The terms of the Kroger/Sackler settlement are similar to the 2021, 2023 and 2024 Settlement Agreements, which again includes the requirement that a critical mass of participation be achieved, provides for a broad release of Purdue Pharma LP and the Sackler Family from liability relating to opioids, similar to the releases provided in the 2021, 2023 and 2024 settlements and, further, direct or indirect payment of settlement funds to the various local agencies agreeing to participate. Additional information about these settlements can be found here:

[www.nationalopioidsettlement.com](http://www.nationalopioidsettlement.com)

The Purdue/Sackler Settlement Agreement could provide up to approximately \$440 million to the State of California, counties, and cities. That amount assumes maximum participation. Similar to the 2021, 2023, and 2024 Settlement Agreements, the more local agencies that participate, the more funds will be available.

A rough estimate of the City of Carson's share of this maximum amount would be approximately 0.0159805%, or up to \$70,314, which would be distributed over a 15-year period. It must be emphasized that this amount is an estimate of what the City may receive and assumes a best-case scenario where all local agencies participate. The exact actual amount will not be known until the process has completed. Similar to the 2021, 2023, and 2024 Settlement Agreements, the use of the funds is restricted to opioid remediation purposes (e.g., addiction treatment programs).

By default, these funds are allocated to the County, but the City is able to elect to receive a direct distribution at any time, provided that the election is made at least 60 days prior to a distribution date; however, use of the funds also requires strict accounting requirements. These requirements only apply to the City if it elects to receive direct distribution and does not apply to the City if the funds go to the County.

In terms of enforcement, the State enforces the expenditure requirements. Because of this, and because the County is already required to utilize the funds toward opioid addiction/harm abatement activities within the County based on data specific to the City of Carson and additionally, already has the infrastructure and programs in place to implement these abatement activities whereas the same cannot be said for the City, it is recommended that the funds be allocated to the County similar to what the City elected to do for the 2021, 2023 and 2024 Settlement Agreements. It should be underscored here that the City may change its election so that it receives direct payment at any time.

Approval of Recommendation Nos. 1 and 2 would authorize the City to participate in the National Opioid Settlement with Purdue Pharma LP and the Sackler Family on the terms and conditions of the Purdue/Sackler settlement agreement and, further, approve agreements with the State of California on the distribution of settlement funds, similar to the 2021, 2023 and 2024 Settlement Agreements (Exhibits 1, 2, and 3).

Approval of Recommendation No. 3 (Exhibit 4) would approve and authorize the City Manager to carry out all necessary acts such that the City can participate in the National Opioid Settlement with Purdue Pharma LP and the Sackler Family, including signing necessary documents and transmittal thereof as necessary.

Council approval and authorization for execution, submission, and receipt of all required documents must be completed before **September 30, 2025**.

## **V. FISCAL IMPACT**

None. Any funds allocated will automatically be transferred to the County of Los Angeles.

## **VI. EXHIBITS**

1. Settlement Participation Form for the City's participation in the National Opioid Settlement with Purdue Pharma LP and the Sackler Family.
2. Proposed California State-Subdivision Agreement Regarding Distribution and Use of Settlement Funds in the Purdue/Sackler Settlement Agreement.
3. 2025 Settlement Agreement with Purdue Pharma LP and the Sackler Family (due to the length of this document, this is on file with the City Clerk's office).
4. Resolution No. 25-112 approving and authorizing the City Manager to carry out all necessary acts such that the City can participate in the National Opioid Settlement with Purdue Pharma LP and the Sackler Family, including signing necessary documents and transmittal thereof as necessary.

## **Attachments**

[Settlement Participation Form for the City's participation in the National Opioid Settlement with Purdue Pharma LP and the Sackler Family.](#)

[Proposed California State-Subdivision Agreement Regarding Distribution and Use of Settlement Funds in the Purdue/Sackler Settlement Agreement.](#)

[2025 Settlement Agreement with Purdue Pharma LP and the Sackler Family \(due to the length of this document, this is on file with the City Clerk's office\).](#)

[Resolution No. 25-112 approving and authorizing the City Manager to carry out all necessary acts such that the City can participate in the National Opioid Settlement with Purdue Pharma LP and the Sackler Family, including signing necessary documents and transmittal thereof as necessary.](#)

**EXHIBIT K**  
**Subdivision Participation and Release Form**

|                                  |           |
|----------------------------------|-----------|
| Governmental Entity: Carson city | State: CA |
| Authorized Signatory:            |           |
| Address 1:                       |           |
| Address 2:                       |           |
| City, State, Zip:                |           |
| Phone:                           |           |
| Email:                           |           |

The governmental entity identified above (“*Governmental Entity*”), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to that certain Governmental Entity & Shareholder Direct Settlement Agreement accompanying this participation form (the “*Agreement*”)<sup>1</sup>, and acting through the undersigned authorized official, hereby elects to participate in the Agreement, grant the releases set forth below, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Agreement, and agrees that by executing this Participation and Release Form, the Governmental Entity elects to participate in the Agreement and become a Participating Subdivision as provided therein.
2. The Governmental Entity shall promptly after the Effective Date, and prior to the filing of the Consent Judgment, dismiss with prejudice any Shareholder Released Claims and Released Claims that it has filed. With respect to any Shareholder Released Claims and Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs’ Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice substantially in the form found at <https://nationalopiodsettlement.com>.
3. The Governmental Entity agrees to the terms of the Agreement pertaining to Participating Subdivisions as defined therein.
4. By agreeing to the terms of the Agreement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning following the Effective Date.
5. The Governmental Entity agrees to use any monies it receives through the Agreement solely for the purposes provided therein.
6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity’s state where the Consent Judgment is filed for purposes limited to that court’s role as and to the extent provided in, and for resolving disputes to the extent provided in, the

<sup>1</sup> Capitalized terms used in this Exhibit K but not otherwise defined in this Exhibit K have the meanings given to them in the Agreement or, if not defined in the Agreement, the Master Settlement Agreement.



Agreement. The Governmental Entity likewise agrees to arbitrate before the National Arbitration Panel as provided in, and for resolving disputes to the extent otherwise provided in, the Agreement.

7. The Governmental Entity has the right to enforce the Agreement as provided therein.
8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Agreement, including without limitation all provisions of Article 10 (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in his or her official capacity whether elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Subdivision Releasor, to the maximum extent of its authority, for good and valuable consideration, the adequacy of which is hereby confirmed, the Shareholder Released Parties and Released Parties are, as of the Effective Date, hereby released and forever discharged by the Governmental Entity and its Subdivision Releasors from: any and all Causes of Action, including, without limitation, any Estate Cause of Action and any claims that the Governmental Entity or its Subdivision Releasors would have presently or in the future been legally entitled to assert in its own right (whether individually or collectively), notwithstanding section 1542 of the California Civil Code or any law of any jurisdiction that is similar, comparable or equivalent thereto (which shall conclusively be deemed waived), whether existing or hereinafter arising, in each case, (A) directly or indirectly based on, arising out of, or in any way relating to or concerning, in whole or in part, (i) the Debtors, as such Entities existed prior to or after the Petition Date, and their Affiliates, (ii) the Estates, (iii) the Chapter 11 Cases, or (iv) Covered Conduct and (B) as to which any conduct, omission or liability of any Debtor or any Estate is the legal cause or is otherwise a legally relevant factor (each such release, as it pertains to the Shareholder Released Parties, the “Shareholder Released Claims”, and as it pertains to the Released Parties other than the Shareholder Released Parties, the “Released Claims”). For the avoidance of doubt and without limiting the foregoing: the Shareholder Released Claims and Released Claims include any Cause of Action that has been or may be asserted against any Shareholder Released Party or Released Party by the Governmental Entity or its Subdivision Releasors (whether or not such party has brought such action or proceeding) in any federal, state, or local action or proceeding (whether judicial, arbitral, or administrative) (A) directly or indirectly based on, arising out of, or in any way relating to or concerning, in whole or in part, (i) the Debtors, as such Entities existed prior to or after the Petition Date, and their Affiliates, (ii) the Estates, (iii) the Chapter 11 Cases, or (iv) Covered Conduct and (B) as to which any conduct, omission or liability of any Debtor or any Estate is the legal cause or is otherwise a legally relevant factor.
9. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Shareholder Released Claims or Released Claims against any Shareholder Released Party or Released Party in any forum whatsoever, subject in all respects to Section 9.02 of the Master Settlement Agreement. The releases provided for herein (including the term “Shareholder Released



Claims” and “Released Claims”) are intended by the Governmental Entity and its Subdivision Releasors to be broad and shall be interpreted so as to give the Shareholder Released Parties and Released Parties the broadest possible release of any liability relating in any way to Shareholder Released Claims and Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Agreement shall be a complete bar to any Shareholder Released Claim and Released Claims.

10. To the maximum extent of the Governmental Entity’s power, the Shareholder Released Parties and the Released Parties are, as of the Effective Date, hereby released and discharged from any and all Shareholder Released Claims and Released Claims of the Subdivision Releasors.
11. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the Agreement.
12. In connection with the releases provided for in the Agreement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

**General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Shareholder Released Claims or such other Claims released pursuant to this release, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Shareholder Released Claims or such other Claims released pursuant to this release that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities’ decision to participate in the Agreement.

13. Nothing herein is intended to modify in any way the terms of the Agreement, to which Governmental Entity hereby agrees. To the extent any portion of this Participation and Release Form not relating to the release of, or bar against, liability is interpreted differently from the Agreement in any respect, the Agreement controls.
14. Notwithstanding anything to the contrary herein or in the Agreement, (x) nothing herein shall (A) release any Excluded Claims or (B) be construed to impair in any way the rights and obligations of any Person under the Agreement; and (y) the Releases set forth herein shall be subject to being deemed void to the extent set forth in Section 9.02 of the Master Settlement Agreement.





I have all necessary power and authorization to execute this Participation and Release Form on behalf of the Governmental Entity.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**Proposed California State-Subdivision Agreement  
Regarding Distribution and Use of Settlement Funds  
Purdue/Sackler Settlement**

**1. Introduction**

The State of California<sup>1</sup> and certain of its cities and counties have reached this proposed agreement (the “California Purdue/Sackler State-Subdivision Agreement” or the “Agreement”) to govern the payments made to California in *In re: Purdue Pharma L.P., et al*, Case No. 19-23649, pending in the United States Bankruptcy Court, Southern District of New York (the “Purdue Bankruptcy Matter”) and pursuant to the related settlement with the Sacklers.

This Agreement is proposed to govern the allocation, distribution, and use of payments, including the Statewide Payment Amounts, consisting of Base Payments and Incentive Payments, and Estate Distributions, paid to California pursuant to the Governmental Entity & Shareholder Direct Settlement Agreement (“GESA”), the Master Settlement Agreement (“MSA”), the Thirteenth Amended Joint Chapter 11 Plan of Reorganization of Purdue Pharma L.P. and its Affiliated Debtors (the “Plan”), and the Governmental Remediation Trust Agreement (“GRTA”), and any revisions thereto (collectively, the “Governing Documents”), filed in the Purdue Bankruptcy Matter.

For the avoidance of doubt, this Agreement does not apply to payments of attorneys’ fees and costs made to California, including any payments to California from the Local Government Costs and Expenses Fund and the State Expenses Fund and payments pursuant to Sections 9.01, 9.02, and 9.03 and Exhibit R of the GESA and Sections 5.9(a) and 5.9(b) of the Plan, unless otherwise noted.

Pursuant to Exhibit O, paragraph 4, of the GESA, acceptance of this California State-Subdivision Agreement is a requirement to be an Initial Participating Subdivision.

**2. Definitions**

- a) *CA Participating Subdivision* means a General Purpose Government that is a Participating Subdivision and also (a) a Plaintiff Subdivision; (b) a Primary Subdivision; and/or (c) a Non-Litigating Threshold Subdivision. For the avoidance of doubt, eligible CA Participating Subdivisions are those California Subdivisions listed in Exhibits C (excluding Litigating Special Districts), I, and/or W to the GESA.
- b) *CA Litigating Special District* means a Litigating Special District located in California. For the avoidance of doubt, CA Litigating Special District does not include School Districts and certain Health and Hospital Special Districts that fall under a separate creditor group in the Purdue Bankruptcy Plan.

---

<sup>1</sup> For purposes of clarity, use of the term “California” refers to the geographic territory of California and the state and its local governments therein. The term “State” or “State of California” refers to the State of California as a governmental unit.



- c) *Plaintiff Subdivision* means a Subdivision located in California, other than a CA Litigating Special District, that filed a lawsuit, on behalf of the Subdivision and/or through an official of the Subdivision on behalf of the People of the State of California, against one or more Opioid Defendants prior to October 1, 2020.
- d) *Opioid Defendant* means any defendant (including but not limited to Alvogen, Inc. Amneal Pharmaceuticals LLC; Apotex Corp., Hikma Pharmaceuticals USA Inc. f/k/a West-Ward Pharmaceuticals Corp.; Indivior Inc.; Viatris Inc. a/k/a Mylan N.V.; Sun Pharmaceutical Industries, Inc.; Zydus Pharmaceuticals (USA) Inc.; Kroger Co., Teva Pharmaceutical Industries Ltd., Allergan Finance, LLC, Allergan Limited, CVS Health Corporation, CVS Pharmacy, Inc., Walgreen Co., Walmart Inc., Johnson & Johnson, Janssen Pharmaceuticals, Inc., Purdue Pharma L.P., Cardinal Health, Inc., Cencora, Inc. f/k/a AmerisourceBergen Corporation, McKesson Corporation, Dr. Richard S. Sackler, Beverly Sackler, Jonathan Sackler, David Sackler, Marianna Sackler, Theresa Sackler, Ilene Sackler Lefcourt, Dr. Kathe Sackler, and Mortimer D.A. Sackler) named in a lawsuit seeking damages, abatement, or other remedies related to or caused by the opioid public health crisis in any lawsuit brought by any state or local government on or before October 1, 2020.

### **3. General Terms**

This Agreement is subject to the requirements of the Governing Documents, as well as applicable law, and the Governing Documents govern over any inconsistent provision of this California Purdue/Sackler State-Subdivision Agreement. Terms not otherwise defined herein shall have the same meaning as in the Governing Documents.

All payments made to the State of California and CA Participating Subdivisions subject to this Agreement will be used for Opioid Remediation, except as allowed by Section 5.02(b) of the GESA and Section 4.01(f)(ii) of the MSA.

This Agreement does not apply to funds received by California for attorneys' fees and cost, including payments from the Local Government Costs and Expenses Fund or the State Expenses Fund, unless otherwise noted.

### **4. State Allocation**

Funds allocated to California shall be combined pursuant to this Agreement, and 15% of that total shall be allocated to the State of California (the "State of California Allocation"), 70% to the California Abatement Accounts Fund ("CA Abatement Accounts Fund"), and 15% to the California Subdivision Fund ("CA Subdivision Fund").

#### **A. State of California Allocation**

Fifteen percent of the payments to California subject to this Agreement will be allocated to the State and used by the State for future Opioid Remediation.



## **B. CA Abatement Accounts Fund**

### **i. Allocation of CA Abatement Accounts Funds**

- a) Seventy percent of the payments to California subject to this Agreement will be allocated to the CA Abatement Accounts Fund. The funds in the CA Abatement Accounts Fund will be allocated based on the allocation model developed in connection with the proposed negotiating class in the National Prescription Opiate Litigation (MDL No. 2804), as adjusted to reflect only those cities and counties that are eligible, based on population or litigation status, to become a CA Participating Subdivision. The percentage from the CA Abatement Accounts Fund allocated to each CA Participating Subdivision is set forth in Appendix 1 in the column entitled abatement percentage (the “Local Allocation”). For the avoidance of doubt, CA Litigating Special Districts and California towns, cities, and counties with a population less than 10,000 (except those that are Plaintiff Subdivisions) are not eligible to receive an allocation of CA Abatement Accounts Funds.
- b) A CA Participating Subdivision that is a county, or a city and county, will be allocated its Local Allocation share as of the date on which it becomes a Participating Subdivision, and will receive payments as provided in the Governing Documents and this Agreement.
- c) A CA Participating Subdivision that is a city will be allocated its Local Allocation share as of the date on which it becomes a Participating Subdivision. The Local Allocation share for a city that is a CA Participating Subdivision will be paid to the county in which the city is located, rather than to the city, so long as the county is a CA Participating Subdivision; *provided, however*, that if a city currently receives direct payment of its share of funds in the National Opioids Settlement with Distributors Cencora, Inc. (f/k/a AmerisourceBergen Corporation), Cardinal Health, Inc., and McKesson Corporation (the “Distributors Settlement”), that city’s Local Allocation amount will be paid directly to the city. A Local Allocation share allocated to a city but paid to a county is not required to be spent exclusively for abatement activities in that city, but will become part of the county’s share of the CA Abatement Accounts Funds, which will be used in accordance with Section 4.B.ii (Use of CA Abatement Accounts Funds).
- d) A city within a county that is a CA Participating Subdivision may opt in or out of direct payment at any time, and it may also elect direct payment of only a portion of its share, with the remainder going to the county, by providing notice to the Settlement Administrator at least 60 days prior to a Payment Date.
- e) The State will receive the Local Allocation share of any payment that is attributable to a county or city that is eligible to become a CA Participating Subdivision, but has not, for a particular payment, become a Participating Subdivision.
- f) Funds received by a CA Participating Subdivision, and not expended or encumbered within five years of receipt and in accordance with the Governing Documents and this



Agreement shall be transferred to the State; provided however, that CA Participating Subdivisions have seven years to expend or encumber CA Abatement Accounts Funds designated to support capital outlay projects before they must be transferred to the State.

**ii. Use of CA Abatement Accounts Funds**

- a) The CA Abatement Accounts Funds will be used for future Opioid Remediation in one or more of the areas described in the List of Opioid Remediation Uses, which is Exhibit E to the GESA.
- b) In addition to this requirement, no less than 50% of the funds received by a CA Participating Subdivision from the CA Abatement Accounts Fund in each calendar year will be used for one or more of the following High Impact Abatement Activities:
  - (1) the provision of matching funds or operating costs for substance use disorder facilities within the Behavioral Health Continuum Infrastructure Program;
  - (2) creating new or expanded Substance Use Disorder (“SUD”) treatment infrastructure;
  - (3) addressing the needs of communities of color and vulnerable populations (including sheltered and unsheltered homeless populations) that are disproportionately impacted by SUD;
  - (4) diversion of people with SUD from the justice system into treatment, including by providing training and resources to first and early responders (sworn and non-sworn) and implementing best practices for outreach, diversion and deflection, employability, restorative justice, and harm reduction;
  - (5) interventions to prevent drug addiction in vulnerable youth, including but not limited to, youth in foster care, juvenile justice-impacted youth, youth experiencing adversities related to socioeconomic status, and unhoused youth; and/or
  - (6) the purchase of naloxone for distribution and efforts to expand access to naloxone for opioid overdose reversals.
- c) The California Department of Health Care Services (“DHCS”) may add to this list (but not delete from it) by designating additional High Impact Abatement Activities. DHCS will make reasonable efforts to consult with stakeholders, including the CA Participating Subdivisions, before adding additional High Impact Abatement Activities to this list.
- d) For the avoidance of doubt, and subject to the requirements of the Governing Documents and applicable law, CA Participating Subdivisions may form agreements or ventures, or otherwise work in collaboration with, federal, state, local, tribal or private sector entities in pursuing Opioid Remediation activities funded from the CA Abatement Accounts Fund. Further, provided that all CA Abatement Accounts Funds are used for Opioid Remediation consistent with the Governing Documents and this Agreement, a county and



any cities or towns within the county may agree to reallocate their respective shares of the CA Abatement Accounts Funds among themselves, provided that any direct distribution may only be to a CA Participating Subdivision and any CA Participating Subdivision must agree to their share being reallocated.

### **iii. CA Abatement Accounts Fund Oversight**

- a) Pursuant to Section 5 below, CA Participating Subdivisions receiving funds pursuant to the Purdue Bankruptcy Plan and related Sackler settlement must prepare and file reports annually regarding the use of those funds. DHCS may regularly review the reports prepared by CA Participating Subdivisions about the use of CA Abatement Accounts Funds for compliance with the Governing Documents and this Agreement.
- b) If DHCS determines that a CA Participating Subdivision's use of CA Abatement Accounts Funds is inconsistent with the Governing Documents or this Agreement, whether through review of reports or information from any other sources, DHCS shall send a request to meet and confer with the CA Participating Subdivision. The parties shall meet and confer in an effort to resolve the concern.
- c) If the parties are unable to reach a resolution, DHCS may conduct an audit of the Subdivision's use of the CA Abatement Accounts Funds within one year of the request to meet and confer, unless the parties mutually agree in writing to extend the meet and confer time frame.
- d) If the concern still cannot be resolved, the State may bring a motion or action against the Subdivision in the court where the State has filed its Consent Judgment to resolve the concern or otherwise enforce the requirements of the Governing Documents or this Agreement. However, in no case shall any audit be conducted, or motion be brought, as to a specific expenditure of funds, more than five years after the date on which the expenditure of the funds was reported to DHCS, in accordance with this Agreement.
- e) Notwithstanding the foregoing, this Agreement does not limit the statutory or constitutional authority of any state or local agency or official to conduct audits, investigations, or other oversight activities, or to pursue administrative, civil, or criminal enforcement actions.

### **C. CA Subdivision Fund**

- i. Fifteen percent of the payments to California subject to this Agreement will be allocated to the CA Subdivision Fund. All funds in the CA Subdivision Fund will be allocated among the Plaintiff Subdivisions that are Initial Participating Subdivisions. The funds will be used, subject to any limits imposed by the Governing Documents and this Agreement, to fund future Opioid Remediation and reimburse past opioid-related expenses, which may include fees and expenses related to litigation.



However, in no event shall more than one-third (5% out of the 15%) be used for litigation-related fees and expenses.

#### **D. Provision for State Back-Stop Agreement**

On August 6, 2021, Judge Dan Polster of the U.S. District Court, Northern District of Ohio, Eastern Division, issued an order (ECF Docket Number 3814) (“MDL Fees Order”) in the National Prescription Opiate Litigation (MDL No. 2804) “cap[ping] all applicable contingent fee agreements at 15%.” Private counsel representing Plaintiff Subdivisions should seek its contingency fees and costs from the Local Government Costs and Expenses Fund pursuant to the Governing Documents, and if applicable, the Attorney Fee Fund or Cost Funds under the settlement agreements with other Opioid Defendants.

A Plaintiff Subdivision may separately agree to use up to one-third (5% out of the 15%) of its share of the CA Subdivision Fund to pay for fees or costs incurred by its contingency-fee counsel (“State Back-Stop Agreement”), pursuant to Exhibit R of the GESA and the MDL Fees Order, so long as: (1) such payments, together with any payments to contingency-fee counsel from the Local Government Costs and Expenses Fund related to such Plaintiff Subdivision, do not exceed 15% of a Plaintiff Subdivision’s total gross recovery under this Agreement; and (2) Plaintiff Subdivision certifies that any payments made under a State Back-Stop Agreement will be made in accordance with the 95% Opioid Abatement use requirements under Section 5.02(a) of the GESA and Section 4.01(f)(i) of the MSA. Before seeking fees or litigation costs and expenses from a State Back-Stop Agreement, private counsel representing Plaintiff Subdivisions must first seek contingency fees and costs from the Local Government Costs and Expenses Fund funded pursuant to the Governing Documents. Further, private counsel may only seek reimbursement for litigation fees and costs that have not previously been reimbursed through prior settlements or judgments.

To effectuate a State Back-Stop Agreement pursuant to this section, an agreement in the form of Appendix 2 may be entered into by a Plaintiff Subdivision, private counsel, and the California Office of the Attorney General. The California Office of the Attorney General shall, upon the request of a Plaintiff Subdivision, execute any agreement executed by a Plaintiff Subdivision and its private counsel if it is in the form of Appendix 2. The California Office of the Attorney General will also consider requests from Plaintiff Subdivisions to execute and enter into agreements presented in other forms.

For the avoidance of doubt, this Agreement does not require a Plaintiff Subdivision to request or enter into a State Back-Stop Agreement, and no State Back-Stop Agreement shall impose any duty or obligation on the State of California or any of its agencies or officers, including without limitation the Attorney General.



## **5. State and Subdivision Reporting**

- a) DHCS will prepare an annual written report regarding the State's use of funds from the settlement until those funds are fully expended and for one year thereafter. These reports will be made publicly available on the DHCS web site.
- b) Each CA Participating Subdivision that receives payments of funds from the Purdue Bankruptcy Plan and related Sackler settlement will prepare written reports at least annually regarding the use of those funds, until those funds are fully expended and for one year thereafter. These reports will also include a certification that all funds that the CA Participating Subdivision has received through the Purdue Bankruptcy Plan and related Sackler settlement have been used in compliance with the Governing Documents and this Agreement. The report will be in a form reasonably determined by DHCS. Prior to specifying the form of the report DHCS will confer with representatives of the Plaintiff Subdivisions.
- c) The State and all CA Participating Subdivisions receiving CA Abatement Accounts Funds will track all deposits and expenditures. Each such subdivision is responsible solely for the CA Abatement Accounts Funds it receives. A county is not responsible for oversight, reporting, or monitoring of CA Abatement Accounts Funds received by a city within that county that receives direct payment. Unless otherwise exempt, Subdivisions' expenditures and uses of CA Abatement Accounts Funds and other payments will be subject to the normal budgetary and expenditure process of the Subdivision.
- d) Each Plaintiff Subdivision receiving CA Subdivision Funds will track all deposits and expenditures, as required by the Governing Documents and this Agreement. Among other things, Plaintiff Subdivisions using monies from the CA Subdivision Fund for purposes that do not qualify as Opioid Remediation must identify and include in their annual report, the amount and how such funds were used, including if used to pay attorneys' fees, investigation costs, or litigation costs. Pursuant to Section 5.02(b) of the GESA and Section 4.01(f)(ii) of the MSA, such information must also be reported to the Settlement Administrator and Sackler Parties' Representative.
- e) In each year in which DHCS prepares an annual report DHCS will also host a meeting to discuss the annual report and the Opioid Remediation activities being carried out by the State and Participating Subdivisions.

## **6. Miscellaneous**

- a) The State or any CA Participating Subdivision may bring a motion or action in the court where the State has filed its Consent Judgment to enforce the requirements of this California Purdue/Sackler State-Subdivision Agreement. Before filing such a motion or action the State will meet and confer with any CA Participating Subdivision that is the subject of the anticipated motion or action, and vice versa.





- b) Except as provided in the Governing Documents, this California Purdue/Sackler State-Subdivision Agreement is not enforceable by any party other than the State and the CA Participating Subdivisions. It does not confer any rights or remedies upon, and shall not be enforceable by, any third party.
- c) Except as provided in this Agreement, if any provision of this Agreement or the application thereof to any person, entity, or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such provision to persons, entities, or circumstances other than those as to which it is invalid or unenforceable, will not be affected thereby, and each other provision of this Agreement will be valid and enforceable to the fullest extent permitted by law.
- d) Except as provided in the Governing Documents, this Agreement shall be governed by and interpreted in accordance with the laws of California.



The undersigned, Carson city, CA, ACKNOWLEDGES acceptance of this Proposed California State-Subdivision Agreement Regarding Distribution and Use of Settlement Funds - Purdue/Sackler Settlement is a requirement to be an Initial Participating Subdivision and ACCEPTS this Proposed California State-Subdivision Agreement Regarding Distribution and Use of Settlement Funds - Purdue/Sackler Settlement.

I swear under penalty of perjury that I have all necessary power and authorization to execute this agreement on behalf of the Governmental Entity.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## APPENDIX 1

**DISCLAIMER:** The allocation percentages herein are estimates only and should not be relied on for decisions regarding legal rights, releases, waivers, or other decisions affecting current or potential legal claims. Percentages shown in the Plaintiff Subdivision Percentage column may change pursuant to Section 4.C. of the Proposed California State-Subdivision Agreement Regarding Distribution and Use of Settlement Funds—Purdue/Sackler Settlement, whereas the percentages shown in the Abatement Percentage column should not change. Participating Subdivisions, underlying calculations, and the calculated allocation percentages are subject to change. Regarding the column herein entitled “Abatement Percentage,” pursuant to Section 4.B.e., the State of California will receive the Local Allocation share of any payment to the Settlement Fund that is attributable to a county or city that is eligible to become a CA Participating Subdivision, but that has not, as of the date of that payment to the Settlement Fund, become a Participating Subdivision. Regarding the column herein entitled “Plaintiff Subdivision Percentage,” payments allocated to a Plaintiff Subdivision, which is not an Initial Participating Subdivision, will be re-allocated among the Plaintiff Subdivisions that are Initial Participating Subdivisions. Regarding the column herein entitled “Abatement Percentage,” the annotation of “100%” refers to one-hundred percent (100%) of the California Abatement Account Funds received, pursuant to Section 4.B. Regarding the column herein entitled “Plaintiff Subdivision Percentage,” the annotation of “100%” refers to one-hundred percent (100%) of the California Subdivision Funds received, pursuant to Section 4.C. Regarding the column herein entitled “Weighted Allocation Percentage,” the annotation of “100%” refers to one-hundred percent (100%) of the combined and weighted allocation of the Abatement Percentage and the Plaintiff Subdivision Percentage.



## APPENDIX 1

|                                          |                                   |              | 100.000%             | 100.000%                         | 100.000%                       |
|------------------------------------------|-----------------------------------|--------------|----------------------|----------------------------------|--------------------------------|
| Participating Subdivision Classification | Participating Subdivision         | County       | Abatement Percentage | Plaintiff Subdivision Percentage | Weighted Allocation Percentage |
| County                                   | <b><i>Alameda County</i></b>      | Alameda      | 2.332%               | 2.853%                           | <b>2.4237952%</b>              |
| City                                     | Alameda                           | Alameda      | 0.069%               |                                  | <b>0.0570162%</b>              |
| City                                     | Albany                            | Alameda      | 0.013%               |                                  | <b>0.0107768%</b>              |
| City                                     | Berkeley                          | Alameda      | 0.152%               |                                  | <b>0.1249656%</b>              |
| City                                     | Dublin                            | Alameda      | 0.033%               | 0.040%                           | <b>0.0338810%</b>              |
| City                                     | Emeryville                        | Alameda      | 0.023%               |                                  | <b>0.0185765%</b>              |
| City                                     | Fremont                           | Alameda      | 0.108%               |                                  | <b>0.0888576%</b>              |
| City                                     | Hayward                           | Alameda      | 0.117%               |                                  | <b>0.0966218%</b>              |
| City                                     | Livermore                         | Alameda      | 0.054%               |                                  | <b>0.0446740%</b>              |
| City                                     | Newark                            | Alameda      | 0.026%               |                                  | <b>0.0217626%</b>              |
| City                                     | Oakland                           | Alameda      | 0.486%               | 0.595%                           | <b>0.5055601%</b>              |
| City                                     | Piedmont                          | Alameda      | 0.014%               |                                  | <b>0.0114064%</b>              |
| City                                     | Pleasanton                        | Alameda      | 0.067%               |                                  | <b>0.0554547%</b>              |
| City                                     | San Leandro                       | Alameda      | 0.039%               |                                  | <b>0.0321267%</b>              |
| City                                     | Union City                        | Alameda      | 0.043%               |                                  | <b>0.0352484%</b>              |
| County                                   | <b><i>Amador County</i></b>       | Amador       | 0.226%               | 0.277%                           | <b>0.2349885%</b>              |
| County                                   | <b><i>Butte County</i></b>        | Butte        | 1.615%               | 1.975%                           | <b>1.6783178%</b>              |
| City                                     | Chico                             | Butte        | 0.216%               | 0.264%                           | <b>0.2246499%</b>              |
| City                                     | Oroville                          | Butte        | 0.079%               |                                  | <b>0.0646595%</b>              |
| County                                   | <b><i>Calaveras County</i></b>    | Calaveras    | 0.226%               | 0.277%                           | <b>0.2351644%</b>              |
| County                                   | <b><i>Colusa County</i></b>       | Colusa       | 0.059%               |                                  | <b>0.0489221 %</b>             |
| County                                   | <b><i>Contra Costa County</i></b> | Contra Costa | 2.102%               | 2.571%                           | <b>2.1844585%</b>              |
| City                                     | Antioch                           | Contra Costa | 0.037%               |                                  | <b>0.0301879%</b>              |
| City                                     | Brentwood                         | Contra Costa | 0.026%               |                                  | <b>0.0215339%</b>              |
| City                                     | Clayton                           | Contra Costa | 0.002%               |                                  | <b>0.0018060%</b>              |
| City                                     | Concord                           | Contra Costa | 0.055%               |                                  | <b>0.0456676%</b>              |
| City                                     | Danville                          | Contra Costa | 0.010%               |                                  | <b>0.0082255%</b>              |
| City                                     | El Cerrito                        | Contra Costa | 0.023%               |                                  | <b>0.0189024%</b>              |
| City                                     | Hercules                          | Contra Costa | 0.010%               |                                  | <b>0.0078273%</b>              |



# APPENDIX 1

| Participating<br>Subdivision<br>Classification | Participating Subdivision      | County       | Abatement<br>Percentage | Plaintiff<br>Subdivision<br>Percentage | Weighted<br>Allcation<br>Percentage |
|------------------------------------------------|--------------------------------|--------------|-------------------------|----------------------------------------|-------------------------------------|
| City                                           | Lafayette                      | Contra Costa | 0.006%                  |                                        | <b>0.0046030%</b>                   |
| City                                           | Martinez                       | Contra Costa | 0.012%                  |                                        | <b>0.0098593%</b>                   |
| City                                           | Moraga                         | Contra Costa | 0.004%                  |                                        | <b>0.0031007%</b>                   |
| City                                           | Oakley                         | Contra Costa | 0.010%                  |                                        | <b>0.0079416%</b>                   |
| City                                           | Orinda                         | Contra Costa | 0.005%                  |                                        | <b>0.0038157%</b>                   |
| City                                           | Pinole                         | Contra Costa | 0.013%                  |                                        | <b>0.0110909%</b>                   |
| City                                           | Pittsburg                      | Contra Costa | 0.053%                  |                                        | <b>0.0436369%</b>                   |
| City                                           | Pleasant Hill                  | Contra Costa | 0.013%                  |                                        | <b>0.0106309%</b>                   |
| City                                           | Richmond                       | Contra Costa | 0.146%                  |                                        | <b>0.1201444%</b>                   |
| City                                           | San Pablo                      | Contra Costa | 0.018%                  |                                        | <b>0.0148843%</b>                   |
| City                                           | San Ramon                      | Contra Costa | 0.021%                  |                                        | <b>0.0176459%</b>                   |
| City                                           | Walnut Creek                   | Contra Costa | 0.026%                  |                                        | <b>0.0212132%</b>                   |
| County                                         | <b><i>Del Norte County</i></b> | Del Norte    | 0.114%                  | 0.140%                                 | <b>0.1189608%</b>                   |
| County                                         | <b><i>El Dorado County</i></b> | El Dorado    | 0.768%                  | 0.939%                                 | <b>0.7980034%</b>                   |
| City                                           | Placerville                    | El Dorado    | 0.015%                  |                                        | <b>0.0127642%</b>                   |
| City                                           | South Lake Tahoe               | El Dorado    | 0.081%                  |                                        | <b>0.0665456%</b>                   |
| County                                         | <b><i>Fresno County</i></b>    | Fresno       | 1.895%                  | 2.318%                                 | <b>1.9693410%</b>                   |
| City                                           | Clovis                         | Fresno       | 0.065%                  |                                        | <b>0.0536211 %</b>                  |
| City                                           | Coalinga                       | Fresno       | 0.012%                  |                                        | <b>0.0098554%</b>                   |
| City                                           | Fresno                         | Fresno       | 0.397%                  |                                        | <b>0.3270605%</b>                   |
| City                                           | Kerman                         | Fresno       | 0.005%                  |                                        | <b>0.0042534%</b>                   |
| City                                           | Kingsburg                      | Fresno       | 0.008%                  |                                        | <b>0.0066167%</b>                   |
| City                                           | Mendota                        | Fresno       | 0.002%                  |                                        | <b>0.0019387%</b>                   |
| City                                           | Orange Cove                    | Fresno       | 0.004%                  |                                        | <b>0.0035607%</b>                   |
| City                                           | Parlier                        | Fresno       | 0.008%                  |                                        | <b>0.0069755%</b>                   |
| City                                           | Reedley                        | Fresno       | 0.012%                  |                                        | <b>0.0098804%</b>                   |
| City                                           | Sanger                         | Fresno       | 0.018%                  |                                        | <b>0.0146135%</b>                   |
| City                                           | Selma                          | Fresno       | 0.015%                  |                                        | <b>0.0127537%</b>                   |
| County                                         | <b><i>Glenn County</i></b>     | Glenn        | 0.107%                  | 0.131%                                 | <b>0.1116978%</b>                   |
| County                                         | <b><i>Humboldt County</i></b>  | Humboldt     | 1.030%                  | 1.260%                                 | <b>1.0703185%</b>                   |



## APPENDIX 1

| Participating Subdivision Classification | Participating Subdivision        | County      | Abatement Percentage | Plaintiff Subdivision Percentage | Weighted Allcation Percentage |
|------------------------------------------|----------------------------------|-------------|----------------------|----------------------------------|-------------------------------|
| City                                     | Arcata                           | Humboldt    | 0.054%               |                                  | <b>0.0447660%</b>             |
| City                                     | Eureka                           | Humboldt    | 0.117%               | 0.143%                           | <b>0.1216284%</b>             |
| City                                     | Fortuna                          | Humboldt    | 0.032%               |                                  | <b>0.0266837%</b>             |
| County                                   | <b><i>Imperial County</i></b>    | Imperial    | 0.258%               | 0.315%                           | <b>0.2679006%</b>             |
| City                                     | Brawley                          | Imperial    | 0.011%               |                                  | <b>0.0087986%</b>             |
| City                                     | Calexico                         | Imperial    | 0.019%               |                                  | <b>0.0152799%</b>             |
| City                                     | El Centro                        | Imperial    | 0.158%               |                                  | <b>0.1302522%</b>             |
| City                                     | Imperial                         | Imperial    | 0.006%               |                                  | <b>0.0048791%</b>             |
| County                                   | <b><i>Inyo County</i></b>        | Inyo        | 0.073%               | 0.089%                           | <b>0.0754413%</b>             |
| County                                   | <b><i>Kern County</i></b>        | Kern        | 2.517%               | 3.079%                           | <b>2.6159145%</b>             |
| City                                     | Arvin                            | Kern        | 0.006%               |                                  | <b>0.0046425%</b>             |
| City                                     | Bakersfield                      | Kern        | 0.212%               |                                  | <b>0.1747198%</b>             |
| City                                     | California City                  | Kern        | 0.009%               |                                  | <b>0.0070820%</b>             |
| City                                     | Delano                           | Kern        | 0.030%               |                                  | <b>0.0249316%</b>             |
| City                                     | McFarland                        | Kern        | 0.003%               |                                  | <b>0.0025644%</b>             |
| City                                     | Ridgecrest                       | Kern        | 0.015%               |                                  | <b>0.0120938%</b>             |
| City                                     | Shafter                          | Kern        | 0.013%               |                                  | <b>0.0103417%</b>             |
| City                                     | Tehachapi                        | Kern        | 0.009%               |                                  | <b>0.0073580%</b>             |
| City                                     | Wasco                            | Kern        | 0.008%               |                                  | <b>0.0069861%</b>             |
| County                                   | <b><i>Kings County</i></b>       | Kings       | 0.293%               |                                  | <b>0.2413469%</b>             |
| City                                     | Avenal                           | Kings       | 0.007%               |                                  | <b>0.0056335%</b>             |
| City                                     | Corcoran                         | Kings       | 0.013%               |                                  | <b>0.0107032%</b>             |
| City                                     | Hanford                          | Kings       | 0.027%               |                                  | <b>0.0226038%</b>             |
| City                                     | Lemoore                          | Kings       | 0.016%               |                                  | <b>0.0131900%</b>             |
| County                                   | <b><i>Lake County</i></b>        | Lake        | 0.795%               |                                  | <b>0.6545389%</b>             |
| City                                     | Clearlake                        | Lake        | 0.041%               | 0.050%                           | <b>0.0426253%</b>             |
| City                                     | Lakeport                         | Lake        | 0.021%               | 0.026%                           | <b>0.0222964%</b>             |
| County                                   | <b><i>Lassen County</i></b>      | Lassen      | 0.319%               | 0.391%                           | <b>0.3320610%</b>             |
| City                                     | Susanville                       | Lassen      | 0.027%               |                                  | <b>0.0219295%</b>             |
| County                                   | <b><i>Los Angeles County</i></b> | Los Angeles | 13.896%              | 16.999%                          | <b>14.4437559%</b>            |



# APPENDIX 1

| Participating<br>Subdivision<br>Classification | Participating Subdivision | County      | Abatement<br>Percentage | Plaintiff<br>Subdivision<br>Percentage | Weighted<br>Allcation<br>Percentage |
|------------------------------------------------|---------------------------|-------------|-------------------------|----------------------------------------|-------------------------------------|
| City                                           | Agoura Hills              | Los Angeles | 0.005%                  |                                        | 0.0040024%                          |
| City                                           | Alhambra                  | Los Angeles | 0.042%                  |                                        | 0.0343309%                          |
| City                                           | Arcadia                   | Los Angeles | 0.033%                  |                                        | 0.0267718%                          |
| City                                           | Artesia                   | Los Angeles | 0.001%                  |                                        | 0.0005100%                          |
| City                                           | Azusa                     | Los Angeles | 0.026%                  |                                        | 0.0210857%                          |
| City                                           | Baldwin Park              | Los Angeles | 0.027%                  |                                        | 0.0218520%                          |
| City                                           | Bell                      | Los Angeles | 0.008%                  |                                        | 0.0068783%                          |
| City                                           | Bellflower                | Los Angeles | 0.002%                  |                                        | 0.0014485%                          |
| City                                           | Bell Gardens              | Los Angeles | 0.014%                  |                                        | 0.0114301%                          |
| City                                           | Beverly Hills             | Los Angeles | 0.065%                  |                                        | 0.0534897%                          |
| City                                           | Burbank                   | Los Angeles | 0.100%                  |                                        | 0.0823132%                          |
| City                                           | Calabasas                 | Los Angeles | 0.006%                  |                                        | 0.0048948%                          |
| City                                           | Carson                    | Los Angeles | 0.019%                  |                                        | 0.0159805%                          |
| City                                           | Cerritos                  | Los Angeles | 0.005%                  |                                        | 0.0039682%                          |
| City                                           | Claremont                 | Los Angeles | 0.010%                  |                                        | 0.0082584%                          |
| City                                           | Commerce                  | Los Angeles | 0.000%                  |                                        | 0.0002971%                          |
| City                                           | Compton                   | Los Angeles | 0.044%                  |                                        | 0.0361882%                          |
| City                                           | Covina                    | Los Angeles | 0.028%                  |                                        | 0.0229127%                          |
| City                                           | Cudahy                    | Los Angeles | 0.001%                  |                                        | 0.0006020%                          |
| City                                           | Culver City               | Los Angeles | 0.055%                  |                                        | 0.0449894%                          |
| City                                           | Diamond Bar               | Los Angeles | 0.001%                  |                                        | 0.0006993%                          |
| City                                           | Downey                    | Los Angeles | 0.052%                  |                                        | 0.0429994%                          |
| City                                           | Duarte                    | Los Angeles | 0.003%                  |                                        | 0.0027261%                          |
| City                                           | El Monte                  | Los Angeles | 0.031%                  | 0.038%                                 | 0.0318985%                          |
| City                                           | El Segundo                | Los Angeles | 0.033%                  |                                        | 0.0268020%                          |
| City                                           | Gardena                   | Los Angeles | 0.034%                  |                                        | 0.0278088%                          |
| City                                           | Glendale                  | Los Angeles | 0.166%                  |                                        | 0.1366586%                          |
| City                                           | Glendora                  | Los Angeles | 0.016%                  |                                        | 0.0134411 %                         |
| City                                           | Hawaiian Gardens          | Los Angeles | 0.005%                  |                                        | 0.0040549%                          |
| City                                           | Hawthorne                 | Los Angeles | 0.050%                  |                                        | 0.0407833%                          |



## APPENDIX 1

| <b>Participating<br/>Subdivision<br/>Classification</b> | <b>Participating Subdivision</b> | <b>County</b> | <b>Abatement<br/>Percentage</b> | <b>Plaintiff<br/>Subdivision<br/>Percentage</b> | <b>Weighted<br/>Allcation<br/>Percentage</b> |
|---------------------------------------------------------|----------------------------------|---------------|---------------------------------|-------------------------------------------------|----------------------------------------------|
| City                                                    | Hermosa Beach                    | Los Angeles   | 0.018%                          |                                                 | <b>0.0145307%</b>                            |
| City                                                    | Huntington Park                  | Los Angeles   | 0.023%                          |                                                 | <b>0.0190667%</b>                            |
| City                                                    | Inglewood                        | Los Angeles   | 0.059%                          |                                                 | <b>0.0489195%</b>                            |
| City                                                    | La Cafiada Flintridge            | Los Angeles   | 0.003%                          |                                                 | <b>0.0025565%</b>                            |
| City                                                    | Lakewood                         | Los Angeles   | 0.005%                          |                                                 | <b>0.0039971%</b>                            |
| City                                                    | La Mirada                        | Los Angeles   | 0.010%                          |                                                 | <b>0.0081572%</b>                            |
| City                                                    | Lancaster                        | Los Angeles   | 0.045%                          |                                                 | <b>0.0369689%</b>                            |
| City                                                    | La Puente                        | Los Angeles   | 0.002%                          |                                                 | <b>0.0012999%</b>                            |
| City                                                    | La Verne                         | Los Angeles   | 0.024%                          |                                                 | <b>0.0194190%</b>                            |
| City                                                    | Lawndale                         | Los Angeles   | 0.002%                          |                                                 | <b>0.0017731%</b>                            |
| City                                                    | Lomita                           | Los Angeles   | 0.004%                          |                                                 | <b>0.0031940%</b>                            |
| City                                                    | Long Beach                       | Los Angeles   | 0.439%                          |                                                 | <b>0.3614151%</b>                            |
| City                                                    | Los Angeles                      | Los Angeles   | 2.715%                          | 3.321%                                          | <b>2.8218811%</b>                            |
| City                                                    | Lynwood                          | Los Angeles   | 0.016%                          |                                                 | <b>0.0134345%</b>                            |
| City                                                    | Malibu                           | Los Angeles   | 0.002%                          |                                                 | <b>0.0019269%</b>                            |
| City                                                    | Manhattan Beach                  | Los Angeles   | 0.032%                          |                                                 | <b>0.0260686%</b>                            |
| City                                                    | Maywood                          | Los Angeles   | 0.004%                          |                                                 | <b>0.0035528%</b>                            |
| City                                                    | Monrovia                         | Los Angeles   | 0.031%                          |                                                 | <b>0.0254455%</b>                            |
| City                                                    | Montebello                       | Los Angeles   | 0.030%                          |                                                 | <b>0.0250670%</b>                            |
| City                                                    | Monterey Park                    | Los Angeles   | 0.031%                          |                                                 | <b>0.0256677%</b>                            |
| City                                                    | Norwalk                          | Los Angeles   | 0.031%                          |                                                 | <b>0.0258228%</b>                            |
| City                                                    | Palmdale                         | Los Angeles   | 0.046%                          |                                                 | <b>0.0375827%</b>                            |
| City                                                    | Palos Verdes Estates             | Los Angeles   | 0.006%                          |                                                 | <b>0.0053102%</b>                            |
| City                                                    | Paramount                        | Los Angeles   | 0.011%                          |                                                 | <b>0.0091483%</b>                            |
| City                                                    | Pasadena                         | Los Angeles   | 0.146%                          |                                                 | <b>0.1200524%</b>                            |
| City                                                    | Pico Rivera                      | Los Angeles   | 0.022%                          |                                                 | <b>0.0183333%</b>                            |
| City                                                    | Pomona                           | Los Angeles   | 0.111%                          |                                                 | <b>0.0911933%</b>                            |
| City                                                    | Rancho Palos Verdes              | Los Angeles   | 0.002%                          |                                                 | <b>0.0012645%</b>                            |
| City                                                    | Redondo Beach                    | Los Angeles   | 0.062%                          |                                                 | <b>0.0506992%</b>                            |
| City                                                    | Rosemead                         | Los Angeles   | 0.003%                          |                                                 | <b>0.0028260%</b>                            |





## APPENDIX 1

| Participating<br>Subdivision<br>Classification | Participating Subdivision | County      | Abatement<br>Percentage | Plaintiff<br>Subdivision<br>Percentage | Weighted<br>Allcation<br>Percentage |
|------------------------------------------------|---------------------------|-------------|-------------------------|----------------------------------------|-------------------------------------|
| City                                           | San Dimas                 | Los Angeles | 0.003%                  |                                        | 0.0022016%                          |
| City                                           | San Fernando              | Los Angeles | 0.013%                  |                                        | 0.0104837%                          |
| City                                           | San Gabriel               | Los Angeles | 0.018%                  |                                        | 0.0147726%                          |
| City                                           | San Marino                | Los Angeles | 0.009%                  |                                        | 0.0073791%                          |
| City                                           | Santa Clarita             | Los Angeles | 0.022%                  |                                        | 0.0178167%                          |
| City                                           | Santa Fe Springs          | Los Angeles | 0.031%                  |                                        | 0.0257531%                          |
| City                                           | Santa Monica              | Los Angeles | 0.158%                  |                                        | 0.1298513%                          |
| City                                           | Sierra Madre              | Los Angeles | 0.006%                  |                                        | 0.0048646%                          |
| City                                           | Signal Hill               | Los Angeles | 0.010%                  |                                        | 0.0084884%                          |
| City                                           | South El Monte            | Los Angeles | 0.005%                  |                                        | 0.0039603%                          |
| City                                           | South Gate                | Los Angeles | 0.020%                  |                                        | 0.0166272%                          |
| City                                           | South Pasadena            | Los Angeles | 0.012%                  |                                        | 0.0095334%                          |
| City                                           | Temple City               | Los Angeles | 0.005%                  |                                        | 0.0039498%                          |
| City                                           | Torrance                  | Los Angeles | 0.112%                  |                                        | 0.0919820%                          |
| City                                           | Walnut                    | Los Angeles | 0.006%                  |                                        | 0.0047305%                          |
| City                                           | West Covina               | Los Angeles | 0.049%                  |                                        | 0.0404521%                          |
| City                                           | West Hollywood            | Los Angeles | 0.013%                  |                                        | 0.0108517%                          |
| City                                           | Whittier                  | Los Angeles | 0.032%                  |                                        | 0.0260581%                          |
| County                                         | <b>Madera County</b>      | Madera      | 0.349%                  | 0.427%                                 | 0.3630669%                          |
| City                                           | Chowchilla                | Madera      | 0.012%                  |                                        | 0.0097332%                          |
| City                                           | Madera                    | Madera      | 0.039%                  |                                        | 0.0318441%                          |
| County                                         | <b>Marin County</b>       | Marin       | 0.564%                  | 0.690%                                 | 0.5861325%                          |
| City                                           | Larkspur                  | Marin       | 0.015%                  |                                        | 0.0124697%                          |
| City                                           | Mill Valley               | Marin       | 0.020%                  |                                        | 0.0168401%                          |
| City                                           | Novato                    | Marin       | 0.028%                  |                                        | 0.0229824%                          |
| City                                           | San Anselmo               | Marin       | 0.009%                  |                                        | 0.0078062%                          |
| City                                           | San Rafael                | Marin       | 0.089%                  |                                        | 0.0729823%                          |
| County                                         | <b>Mariposa County</b>    | Mariposa    | 0.084%                  | 0.103%                                 | 0.0876131%                          |
| County                                         | <b>Mendocino County</b>   | Mendocino   | 0.439%                  | 0.536%                                 | 0.4558394%                          |
| City                                           | Ukiah                     | Mendocino   | 0.039%                  |                                        | 0.0317153%                          |



## APPENDIX 1

| Participating Subdivision Classification | Participating Subdivision     | County   | Abatement Percentage | Plaintiff Subdivision Percentage | Weighted Allcation Percentage |
|------------------------------------------|-------------------------------|----------|----------------------|----------------------------------|-------------------------------|
| County                                   | <b><i>Merced County</i></b>   | Merced   | 0.551%               | 0.674%                           | <b>0.5724262%</b>             |
| City                                     | Atwater                       | Merced   | 0.024%               |                                  | <b>0.0195846%</b>             |
| City                                     | Livingston                    | Merced   | 0.006%               |                                  | <b>0.0045873%</b>             |
| City                                     | Los Banos                     | Merced   | 0.020%               |                                  | <b>0.0165142%</b>             |
| City                                     | Merced                        | Merced   | 0.061%               |                                  | <b>0.0500762%</b>             |
| County                                   | <b><i>Modoc County</i></b>    | Modoc    | 0.065%               | 0.080%                           | <b>0.0678250%</b>             |
| County                                   | <b><i>Mono County</i></b>     | Mono     | 0.023%               | 0.029%                           | <b>0.0242606%</b>             |
| County                                   | <b><i>Monterey County</i></b> | Monterey | 0.908%               | 1.111%                           | <b>0.9437083%</b>             |
| City                                     | Greenfield                    | Monterey | 0.006%               |                                  | <b>0.0050552%</b>             |
| City                                     | King City                     | Monterey | 0.005%               |                                  | <b>0.0037355%</b>             |
| City                                     | Marina                        | Monterey | 0.017%               |                                  | <b>0.0144098%</b>             |
| City                                     | Monterey                      | Monterey | 0.041%               |                                  | <b>0.0336540%</b>             |
| City                                     | Pacific Grove                 | Monterey | 0.009%               |                                  | <b>0.0074842%</b>             |
| City                                     | Salinas                       | Monterey | 0.094%               |                                  | <b>0.0776576%</b>             |
| City                                     | Seaside                       | Monterey | 0.023%               |                                  | <b>0.0191772%</b>             |
| City                                     | Soledad                       | Monterey | 0.007%               |                                  | <b>0.0060870%</b>             |
| County                                   | <b><i>Napa County</i></b>     | Napa     | 0.288%               | 0.352%                           | <b>0.2994325%</b>             |
| City                                     | American Canyon               | Napa     | 0.017%               |                                  | <b>0.0136869%</b>             |
| City                                     | Napa                          | Napa     | 0.078%               |                                  | <b>0.0642783%</b>             |
| County                                   | <b><i>Nevada County</i></b>   | Nevada   | 0.441%               | 0.539%                           | <b>0.4579827%</b>             |
| City                                     | Grass Valley                  | Nevada   | 0.024%               |                                  | <b>0.0197805%</b>             |
| City                                     | Truckee                       | Nevada   | 0.003%               |                                  | <b>0.0023843%</b>             |
| County                                   | <b><i>Orange County</i></b>   | Orange   | 4.364%               | 5.339%                           | <b>4.5363576%</b>             |
| City                                     | Aliso Viejo                   | Orange   | 0.014%               |                                  | <b>0.0113841%</b>             |
| City                                     | Anaheim                       | Orange   | 0.554%               | 0.678%                           | <b>0.5759282%</b>             |
| City                                     | Brea                          | Orange   | 0.086%               |                                  | <b>0.0708897%</b>             |
| City                                     | Buena Park                    | Orange   | 0.087%               |                                  | <b>0.0714352%</b>             |
| City                                     | Costa Mesa                    | Orange   | 0.124%               | 0.152%                           | <b>0.1288366%</b>             |
| City                                     | Cypress                       | Orange   | 0.033%               |                                  | <b>0.0271937%</b>             |
| City                                     | Dana Point                    | Orange   | 0.001%               |                                  | <b>0.0005560%</b>             |



## APPENDIX 1

| Participating<br>Subdivision<br>Classification | Participating Subdivision | County | Abatement<br>Percentage | Plaintiff<br>Subdivision<br>Percentage | Weighted<br>Allcation<br>Percentage |
|------------------------------------------------|---------------------------|--------|-------------------------|----------------------------------------|-------------------------------------|
| City                                           | Fountain Valley           | Orange | 0.055%                  |                                        | <b>0.0455980%</b>                   |
| City                                           | Fullerton                 | Orange | 0.137%                  | 0.168%                                 | <b>0.1425744%</b>                   |
| City                                           | Garden Grove              | Orange | 0.213%                  |                                        | <b>0.1752482%</b>                   |
| City                                           | Huntington Beach          | Orange | 0.247%                  | 0.302%                                 | <b>0.2568420%</b>                   |
| City                                           | Irvine                    | Orange | 0.139%                  | 0.170%                                 | <b>0.1442350%</b>                   |
| City                                           | Laguna Beach              | Orange | 0.047%                  | 0.058%                                 | <b>0.0493043%</b>                   |
| City                                           | Laguna Hills              | Orange | 0.014%                  |                                        | <b>0.0115457%</b>                   |
| City                                           | Laguna Niguel             | Orange | 0.001%                  |                                        | <b>0.0007071%</b>                   |
| City                                           | Laguna Woods              | Orange | 0.001%                  |                                        | <b>0.0006546%</b>                   |
| City                                           | La Habra                  | Orange | 0.060%                  | 0.073%                                 | <b>0.0621049%</b>                   |
| City                                           | Lake Forest               | Orange | 0.012%                  |                                        | <b>0.0101249%</b>                   |
| City                                           | La Palma                  | Orange | 0.012%                  |                                        | <b>0.0095439%</b>                   |
| City                                           | Los Alamitos              | Orange | 0.008%                  |                                        | <b>0.0069190%</b>                   |
| City                                           | Mission Viejo             | Orange | 0.014%                  |                                        | <b>0.0117560%</b>                   |
| City                                           | Newport Beach             | Orange | 0.179%                  |                                        | <b>0.1470134%</b>                   |
| City                                           | Orange                    | Orange | 0.150%                  |                                        | <b>0.1231320%</b>                   |
| City                                           | Placentia                 | Orange | 0.029%                  | 0.035%                                 | <b>0.0298912%</b>                   |
| City                                           | Rancho Santa Margarita    | Orange | 0.001%                  |                                        | <b>0.0006296%</b>                   |
| City                                           | San Clemente              | Orange | 0.008%                  | 0.010%                                 | <b>0.0086083%</b>                   |
| City                                           | San Juan Capistrano       | Orange | 0.008%                  |                                        | <b>0.0065510%</b>                   |
| City                                           | Santa Ana                 | Orange | 0.502%                  | 0.614%                                 | <b>0.5213866%</b>                   |
| City                                           | Seal Beach                | Orange | 0.020%                  |                                        | <b>0.0165891%</b>                   |
| City                                           | Stanton                   | Orange | 0.035%                  |                                        | <b>0.0291955%</b>                   |
| City                                           | Tustin                    | Orange | 0.073%                  |                                        | <b>0.0600341%</b>                   |
| City                                           | Westminster               | Orange | 0.104%                  | 0.127%                                 | <b>0.1082721%</b>                   |
| City                                           | Yorba Linda               | Orange | 0.044%                  |                                        | <b>0.0362223%</b>                   |
| County                                         | <b>Placer County</b>      | Placer | 1.045%                  | 1.278%                                 | <b>1.0861002%</b>                   |
| City                                           | Auburn                    | Placer | 0.017%                  |                                        | <b>0.0141114%</b>                   |
| City                                           | Lincoln                   | Placer | 0.031%                  |                                        | <b>0.0255599%</b>                   |
| City                                           | Rocklin                   | Placer | 0.076%                  |                                        | <b>0.0625485%</b>                   |



## APPENDIX 1

| Participating<br>Subdivision<br>Classification | Participating Subdivision | County     | Abatement<br>Percentage | Plaintiff<br>Subdivision<br>Percentage | Weighted<br>Allcation<br>Percentage |
|------------------------------------------------|---------------------------|------------|-------------------------|----------------------------------------|-------------------------------------|
| City                                           | Roseville                 | Placer     | 0.196%                  |                                        | <b>0.1616559%</b>                   |
| County                                         | <b>Plumas County</b>      | Plumas     | 0.205%                  | 0.251%                                 | <b>0.2128729%</b>                   |
| County                                         | <b>Riverside County</b>   | Riverside  | 4.534%                  | 5.547%                                 | <b>4.7128296%</b>                   |
| City                                           | Banning                   | Riverside  | 0.017%                  |                                        | <b>0.0143848%</b>                   |
| City                                           | Beaumont                  | Riverside  | 0.021%                  |                                        | <b>0.0171135%</b>                   |
| City                                           | Blythe                    | Riverside  | 0.012%                  |                                        | <b>0.0096714%</b>                   |
| City                                           | Canyon Lake               | Riverside  | 0.000%                  |                                        | <b>0.0001761%</b>                   |
| City                                           | Cathedral City            | Riverside  | 0.067%                  |                                        | <b>0.0553614%</b>                   |
| City                                           | Coachella                 | Riverside  | 0.021%                  |                                        | <b>0.0173054%</b>                   |
| City                                           | Corona                    | Riverside  | 0.147%                  |                                        | <b>0.1207083%</b>                   |
| City                                           | Desert Hot Springs        | Riverside  | 0.024%                  |                                        | <b>0.0200433%</b>                   |
| City                                           | Eastvale                  | Riverside  | 0.000%                  |                                        | <b>0.0002747%</b>                   |
| City                                           | Hemet                     | Riverside  | 0.051%                  |                                        | <b>0.0421792%</b>                   |
| City                                           | Indio                     | Riverside  | 0.056%                  |                                        | <b>0.0457794%</b>                   |
| City                                           | Jurupa Valley             | Riverside  | 0.001%                  |                                        | <b>0.0008991 %</b>                  |
| City                                           | Lake Elsinore             | Riverside  | 0.021%                  |                                        | <b>0.0172949%</b>                   |
| City                                           | La Quinta                 | Riverside  | 0.063%                  |                                        | <b>0.0516732%</b>                   |
| City                                           | Meniffee                  | Riverside  | 0.032%                  |                                        | <b>0.0260909%</b>                   |
| City                                           | Moreno Valley             | Riverside  | 0.137%                  |                                        | <b>0.1130348%</b>                   |
| City                                           | Murrieta                  | Riverside  | 0.048%                  | 0.059%                                 | <b>0.0497423%</b>                   |
| City                                           | Norco                     | Riverside  | 0.016%                  |                                        | <b>0.0134542%</b>                   |
| City                                           | Palm Desert               | Riverside  | 0.083%                  |                                        | <b>0.0682465%</b>                   |
| City                                           | Palm Springs              | Riverside  | 0.076%                  |                                        | <b>0.0629862%</b>                   |
| City                                           | Perris                    | Riverside  | 0.009%                  |                                        | <b>0.0076774%</b>                   |
| City                                           | Rancho Mirage             | Riverside  | 0.052%                  |                                        | <b>0.0431098%</b>                   |
| City                                           | Riverside                 | Riverside  | 0.268%                  |                                        | <b>0.2206279%</b>                   |
| City                                           | San Jacinto               | Riverside  | 0.010%                  |                                        | <b>0.0085936%</b>                   |
| City                                           | Temecula                  | Riverside  | 0.022%                  |                                        | <b>0.0180086%</b>                   |
| City                                           | Wildomar                  | Riverside  | 0.008%                  |                                        | <b>0.0062500%</b>                   |
| County                                         | <b>Sacramento County</b>  | Sacramento | 3.797%                  | 4.645%                                 | <b>3.9465887%</b>                   |



## APPENDIX 1

| Participating Subdivision Classification | Participating Subdivision           | County         | Abatement Percentage | Plaintiff Subdivision Percentage | Weighted Allcation Percentage |
|------------------------------------------|-------------------------------------|----------------|----------------------|----------------------------------|-------------------------------|
| City                                     | Citrus Heights                      | Sacramento     | 0.057%               |                                  | <b>0.0465312%</b>             |
| City                                     | Elk Grove                           | Sacramento     | 0.130%               |                                  | <b>0.1066994%</b>             |
| City                                     | Folsom                              | Sacramento     | 0.108%               |                                  | <b>0.0890850%</b>             |
| City                                     | Galt                                | Sacramento     | 0.017%               |                                  | <b>0.0143704%</b>             |
| City                                     | Rancho Cordova                      | Sacramento     | 0.008%               |                                  | <b>0.0067679%</b>             |
| City                                     | Sacramento                          | Sacramento     | 0.721%               | 0.882%                           | <b>0.7496530%</b>             |
| County                                   | <b><i>San Benito County</i></b>     | San Benito     | 0.106%               | 0.130%                           | <b>0.1101417%</b>             |
| City                                     | Hollister                           | San Benito     | 0.027%               |                                  | <b>0.0225355%</b>             |
| County                                   | <b><i>San Bernardino County</i></b> | San Bernardino | 3.259%               | 3.987%                           | <b>3.3878124%</b>             |
| City                                     | Adelanto                            | San Bernardino | 0.008%               |                                  | <b>0.0066640%</b>             |
| City                                     | Apple Valley                        | San Bernardino | 0.025%               |                                  | <b>0.0207360%</b>             |
| City                                     | Barstow                             | San Bernardino | 0.015%               |                                  | <b>0.0122056%</b>             |
| City                                     | Chino                               | San Bernardino | 0.064%               |                                  | <b>0.0525893%</b>             |
| City                                     | Chino Hills                         | San Bernardino | 0.001%               |                                  | <b>0.0006388%</b>             |
| City                                     | Colton                              | San Bernardino | 0.031%               |                                  | <b>0.0253443%</b>             |
| City                                     | Fontana                             | San Bernardino | 0.112%               |                                  | <b>0.0920543%</b>             |
| City                                     | Grand Terrace                       | San Bernardino | 0.006%               |                                  | <b>0.0051051%</b>             |
| City                                     | Hesperia                            | San Bernardino | 0.035%               |                                  | <b>0.0291522%</b>             |
| City                                     | Highland                            | San Bernardino | 0.004%               |                                  | <b>0.0029061%</b>             |
| City                                     | Loma Linda                          | San Bernardino | 0.009%               |                                  | <b>0.0071188%</b>             |
| City                                     | Montclair                           | San Bernardino | 0.039%               |                                  | <b>0.0322108%</b>             |
| City                                     | Ontario                             | San Bernardino | 0.179%               |                                  | <b>0.1472934%</b>             |
| City                                     | Rancho Cucamonga                    | San Bernardino | 0.084%               |                                  | <b>0.0689431 %</b>            |
| City                                     | Redlands                            | San Bernardino | 0.057%               |                                  | <b>0.0469150%</b>             |
| City                                     | Rialto                              | San Bernardino | 0.073%               |                                  | <b>0.0603206%</b>             |
| City                                     | San Bernardino                      | San Bernardino | 0.178%               |                                  | <b>0.1461880%</b>             |
| City                                     | Twentynine Palms                    | San Bernardino | 0.002%               |                                  | <b>0.0012605%</b>             |
| City                                     | Upland                              | San Bernardino | 0.052%               |                                  | <b>0.0424460%</b>             |
| City                                     | Victorville                         | San Bernardino | 0.033%               |                                  | <b>0.0269400%</b>             |
| City                                     | Yucaipa                             | San Bernardino | 0.016%               |                                  | <b>0.0128772%</b>             |



## APPENDIX 1

| Participating Subdivision Classification | Participating Subdivision            | County          | Abatement Percentage | Plaintiff Subdivision Percentage | Weighted Allcation Percentage |
|------------------------------------------|--------------------------------------|-----------------|----------------------|----------------------------------|-------------------------------|
| City                                     | Yucca Valley                         | San Bernardino  | 0.003%               |                                  | <b>0.0021228%</b>             |
| County                                   | <b><i>San Diego County</i></b>       | San Diego       | 5.706%               | 6.980%                           | <b>5.9309748%</b>             |
| City                                     | Carlsbad                             | San Diego       | 0.128%               |                                  | <b>0.1050485%</b>             |
| City                                     | Chula Vista                          | San Diego       | 0.189%               | 0.231%                           | <b>0.1961456%</b>             |
| City                                     | Coronado                             | San Diego       | 0.044%               |                                  | <b>0.0359095%</b>             |
| City                                     | El Cajon                             | San Diego       | 0.113%               |                                  | <b>0.0933582%</b>             |
| City                                     | Encinitas                            | San Diego       | 0.061%               | 0.074%                           | <b>0.0630289%</b>             |
| City                                     | Escondido                            | San Diego       | 0.145%               |                                  | <b>0.1192204%</b>             |
| City                                     | Imperial Beach                       | San Diego       | 0.014%               |                                  | <b>0.0118283%</b>             |
| City                                     | La Mesa                              | San Diego       | 0.055%               | 0.068%                           | <b>0.0575593%</b>             |
| City                                     | Lemon Grove                          | San Diego       | 0.022%               |                                  | <b>0.0183911%</b>             |
| City                                     | National City                        | San Diego       | 0.080%               |                                  | <b>0.0656808%</b>             |
| City                                     | Oceanside                            | San Diego       | 0.213%               |                                  | <b>0.1753428%</b>             |
| City                                     | Poway                                | San Diego       | 0.062%               |                                  | <b>0.0511040%</b>             |
| City                                     | San Diego                            | San Diego       | 1.975%               | 2.416%                           | <b>2.0531169%</b>             |
| City                                     | San Marcos                           | San Diego       | 0.089%               |                                  | <b>0.0733897%</b>             |
| City                                     | Santee                               | San Diego       | 0.033%               |                                  | <b>0.0268401%</b>             |
| City                                     | Solana Beach                         | San Diego       | 0.017%               |                                  | <b>0.0138564%</b>             |
| City                                     | Vista                                | San Diego       | 0.052%               |                                  | <b>0.0425144%</b>             |
| Consolidated                             | <b><i>San Francisco</i></b>          | San Francisco   | 3.026%               | 3.702%                           | <b>3.1457169%</b>             |
| County                                   | <b><i>San Joaquin County</i></b>     | San Joaquin     | 1.680%               | 2.055%                           | <b>1.7460399%</b>             |
| City                                     | Lathrop                              | San Joaquin     | 0.009%               |                                  | <b>0.0075394%</b>             |
| City                                     | Lodi                                 | San Joaquin     | 0.053%               |                                  | <b>0.0439484%</b>             |
| City                                     | Manteca                              | San Joaquin     | 0.054%               |                                  | <b>0.0443454%</b>             |
| City                                     | Ripon                                | San Joaquin     | 0.013%               |                                  | <b>0.0104219%</b>             |
| City                                     | Stockton                             | San Joaquin     | 0.313%               | 0.383%                           | <b>0.3256176%</b>             |
| City                                     | Tracy                                | San Joaquin     | 0.084%               |                                  | <b>0.0692047%</b>             |
| County                                   | <b><i>San Luis Obispo County</i></b> | San Luis Obispo | 0.816%               | 0.999%                           | <b>0.8484126%</b>             |
| City                                     | Arroyo Grande                        | San Luis Obispo | 0.024%               |                                  | <b>0.0199053%</b>             |
| City                                     | Atascadero                           | San Luis Obispo | 0.029%               |                                  | <b>0.0240680%</b>             |





## APPENDIX 1

| Participating Subdivision Classification | Participating Subdivision          | County          | Abatement Percentage | Plaintiff Subdivision Percentage | Weighted Allcation Percentage |
|------------------------------------------|------------------------------------|-----------------|----------------------|----------------------------------|-------------------------------|
| City                                     | El Paso de Robles (Paso Robles)    | San Luis Obispo | 0.043%               |                                  | <b>0.0353456%</b>             |
| City                                     | Grover Beach                       | San Luis Obispo | 0.017%               |                                  | <b>0.0137881%</b>             |
| City                                     | Morro Bay                          | San Luis Obispo | 0.020%               |                                  | <b>0.0160922%</b>             |
| City                                     | San Luis Obispo                    | San Luis Obispo | 0.077%               |                                  | <b>0.0637841 %</b>            |
| County                                   | <b><i>San Mateo County</i></b>     | San Mateo       | 1.074%               | 1.313%                           | <b>1.1159599%</b>             |
| City                                     | Belmont                            | San Mateo       | 0.021%               |                                  | <b>0.0169860%</b>             |
| City                                     | Burlingame                         | San Mateo       | 0.019%               |                                  | <b>0.0152537%</b>             |
| City                                     | Daly City                          | San Mateo       | 0.044%               |                                  | <b>0.0363880%</b>             |
| City                                     | East Palo Alto                     | San Mateo       | 0.013%               |                                  | <b>0.0103982%</b>             |
| City                                     | Foster City                        | San Mateo       | 0.020%               |                                  | <b>0.0166101%</b>             |
| City                                     | Half Moon Bay                      | San Mateo       | 0.004%               |                                  | <b>0.0031638%</b>             |
| City                                     | Hillsborough                       | San Mateo       | 0.013%               |                                  | <b>0.0110029%</b>             |
| City                                     | Menlo Park                         | San Mateo       | 0.015%               |                                  | <b>0.0126209%</b>             |
| City                                     | Millbrae                           | San Mateo       | 0.013%               |                                  | <b>0.0105836%</b>             |
| City                                     | Pacifica                           | San Mateo       | 0.016%               |                                  | <b>0.0130625%</b>             |
| City                                     | Redwood City                       | San Mateo       | 0.056%               |                                  | <b>0.0463511%</b>             |
| City                                     | San Bruno                          | San Mateo       | 0.021%               |                                  | <b>0.0172161%</b>             |
| City                                     | San Carlos                         | San Mateo       | 0.013%               |                                  | <b>0.0108885%</b>             |
| City                                     | San Mateo                          | San Mateo       | 0.052%               |                                  | <b>0.0425841%</b>             |
| City                                     | South San Francisco                | San Mateo       | 0.043%               |                                  | <b>0.0353943%</b>             |
| County                                   | <b><i>Santa Barbara County</i></b> | Santa Barbara   | 1.132%               | 1.385%                           | <b>1.1768968%</b>             |
| City                                     | Carpinteria                        | Santa Barbara   | 0.001%               |                                  | <b>0.0008938%</b>             |
| City                                     | Goleta                             | Santa Barbara   | 0.004%               |                                  | <b>0.0028969%</b>             |
| City                                     | Lompoc                             | Santa Barbara   | 0.047%               |                                  | <b>0.0389379%</b>             |
| City                                     | Santa Barbara                      | Santa Barbara   | 0.122%               |                                  | <b>0.1004559%</b>             |
| City                                     | Santa Maria                        | Santa Barbara   | 0.058%               |                                  | <b>0.0479179%</b>             |
| County                                   | <b><i>Santa Clara County</i></b>   | Santa Clara     | 2.404%               | 2.941%                           | <b>2.4987553%</b>             |
| City                                     | Campbell                           | Santa Clara     | 0.014%               |                                  | <b>0.0112566%</b>             |
| City                                     | Cupertino                          | Santa Clara     | 0.008%               |                                  | <b>0.0066824%</b>             |
| City                                     | Gilroy                             | Santa Clara     | 0.025%               |                                  | <b>0.0202891%</b>             |



## APPENDIX 1

| Participating Subdivision Classification | Participating Subdivision       | County      | Abatement Percentage | Plaintiff Subdivision Percentage | Weighted Allcation Percentage |
|------------------------------------------|---------------------------------|-------------|----------------------|----------------------------------|-------------------------------|
| City                                     | Los Altos                       | Santa Clara | 0.013%               |                                  | 0.0103338%                    |
| City                                     | Los Gatos                       | Santa Clara | 0.013%               |                                  | 0.0103220%                    |
| City                                     | Milpitas                        | Santa Clara | 0.036%               |                                  | 0.0298120%                    |
| City                                     | Morgan Hill                     | Santa Clara | 0.015%               |                                  | 0.0124619%                    |
| City                                     | Mountain View                   | Santa Clara | 0.041%               |                                  | 0.0334608%                    |
| City                                     | Palo Alto                       | Santa Clara | 0.039%               |                                  | 0.0323080%                    |
| City                                     | San Jose                        | Santa Clara | 0.294%               | 0.360%                           | 0.3054960%                    |
| City                                     | Santa Clara                     | Santa Clara | 0.067%               |                                  | 0.0549723%                    |
| City                                     | Saratoga                        | Santa Clara | 0.004%               |                                  | 0.0034161%                    |
| City                                     | Sunnyvale                       | Santa Clara | 0.053%               |                                  | 0.0434069%                    |
| County                                   | <b><i>Santa Cruz County</i></b> | Santa Cruz  | 0.783%               | 0.957%                           | 0.8135396%                    |
| City                                     | Capitola                        | Santa Cruz  | 0.020%               |                                  | 0.0168191%                    |
| City                                     | Santa Cruz                      | Santa Cruz  | 0.143%               |                                  | 0.1180348%                    |
| City                                     | Scotts Valley                   | Santa Cruz  | 0.015%               |                                  | 0.0126525%                    |
| City                                     | Watsonville                     | Santa Cruz  | 0.063%               |                                  | 0.0520136%                    |
| County                                   | <b><i>Shasta County</i></b>     | Shasta      | 1.095%               | 1.339%                           | 1.1380191%                    |
| City                                     | Anderson                        | Shasta      | 0.024%               |                                  | 0.0198896%                    |
| City                                     | Redding                         | Shasta      | 0.284%               |                                  | 0.2334841 %                   |
| City                                     | Shasta Lake                     | Shasta      | 0.004%               |                                  | 0.0031993%                    |
| County                                   | <b><i>Siskiyou County</i></b>   | Siskiyou    | 0.228%               | 0.279%                           | 0.2373393%                    |
| County                                   | <b><i>Solano County</i></b>     | Solano      | 0.760%               |                                  | 0.6260795%                    |
| City                                     | Benicia                         | Solano      | 0.031%               |                                  | 0.0253903%                    |
| City                                     | Dixon                           | Solano      | 0.016%               |                                  | 0.0130849%                    |
| City                                     | Fairfield                       | Solano      | 0.109%               |                                  | 0.0897317%                    |
| City                                     | Suisun City                     | Solano      | 0.021%               |                                  | 0.0176183%                    |
| City                                     | Vacaville                       | Solano      | 0.119%               |                                  | 0.0976497%                    |
| City                                     | Vallejo                         | Solano      | 0.167%               |                                  | 0.1373644%                    |
| County                                   | <b><i>Sonoma County</i></b>     | Sonoma      | 1.218%               | 1.490%                           | 1.2661290%                    |
| City                                     | Healdsburg                      | Sonoma      | 0.032%               |                                  | 0.0266929%                    |
| City                                     | Petaluma                        | Sonoma      | 0.081%               |                                  | 0.0667507%                    |





# APPENDIX 1

| Participating Subdivision Classification | Participating Subdivision       | County     | Abatement Percentage | Plaintiff Subdivision Percentage | Weighted Allcation Percentage |
|------------------------------------------|---------------------------------|------------|----------------------|----------------------------------|-------------------------------|
| City                                     | Rohnert Park                    | Sonoma     | 0.041%               |                                  | <b>0.0340759%</b>             |
| City                                     | Santa Rosa                      | Sonoma     | 0.184%               |                                  | <b>0.1519070%</b>             |
| City                                     | Sonoma                          | Sonoma     | 0.022%               |                                  | <b>0.0183438%</b>             |
| City                                     | Windsor                         | Sonoma     | 0.016%               |                                  | <b>0.0129298%</b>             |
| County                                   | <b><i>Stanislaus County</i></b> | Stanislaus | 1.722%               |                                  | <b>1.4182273%</b>             |
| City                                     | Ceres                           | Stanislaus | 0.041%               |                                  | <b>0.0340260%</b>             |
| City                                     | Modesto                         | Stanislaus | 0.217%               |                                  | <b>0.1788759%</b>             |
| City                                     | Newman                          | Stanislaus | 0.006%               |                                  | <b>0.0046964%</b>             |
| City                                     | Oakdale                         | Stanislaus | 0.018%               |                                  | <b>0.0145531%</b>             |
| City                                     | Patterson                       | Stanislaus | 0.015%               |                                  | <b>0.0126590%</b>             |
| City                                     | Riverbank                       | Stanislaus | 0.010%               |                                  | <b>0.0085699%</b>             |
| City                                     | Turlock                         | Stanislaus | 0.065%               |                                  | <b>0.0531966%</b>             |
| County                                   | <b><i>Sutter County</i></b>     | Sutter     | 0.306%               | 0.374%                           | <b>0.3179548%</b>             |
| City                                     | Yuba City                       | Sutter     | 0.074%               |                                  | <b>0.0606242%</b>             |
| County                                   | <b><i>Tehama County</i></b>     | Tehama     | 0.213%               | 0.261%                           | <b>0.2216654%</b>             |
| City                                     | Red Bluff                       | Tehama     | 0.014%               |                                  | <b>0.0117771%</b>             |
| County                                   | <b><i>Trinity County</i></b>    | Trinity    | 0.082%               | 0.101%                           | <b>0.0855476%</b>             |
| County                                   | <b><i>Tulare County</i></b>     | Tulare     | 0.809%               | 0.990%                           | <b>0.8410949%</b>             |
| City                                     | Dinuba                          | Tulare     | 0.014%               |                                  | <b>0.0116929%</b>             |
| City                                     | Exeter                          | Tulare     | 0.004%               |                                  | <b>0.0032479%</b>             |
| City                                     | Farmersville                    | Tulare     | 0.003%               |                                  | <b>0.0027879%</b>             |
| City                                     | Lindsay                         | Tulare     | 0.007%               |                                  | <b>0.0057111%</b>             |
| City                                     | Porterville                     | Tulare     | 0.021%               |                                  | <b>0.0171845%</b>             |
| City                                     | Tulare                          | Tulare     | 0.037%               |                                  | <b>0.0302273%</b>             |
| City                                     | Visalia                         | Tulare     | 0.066%               |                                  | <b>0.0545872%</b>             |
| County                                   | <b><i>Tuolumne County</i></b>   | Tuolumne   | 0.486%               | 0.594%                           | <b>0.5047621%</b>             |
| County                                   | <b><i>Ventura County</i></b>    | Ventura    | 2.192%               | 2.681%                           | <b>2.2781201%</b>             |
| City                                     | Camarillo                       | Ventura    | 0.002%               |                                  | <b>0.0012815%</b>             |
| City                                     | Fillmore                        | Ventura    | 0.002%               |                                  | <b>0.0020294%</b>             |
| City                                     | Moorpark                        | Ventura    | 0.008%               |                                  | <b>0.0067337%</b>             |



## APPENDIX 1

| Participating Subdivision Classification | Participating Subdivision  | County  | Abatement Percentage | Plaintiff Subdivision Percentage | Weighted Allcation Percentage |
|------------------------------------------|----------------------------|---------|----------------------|----------------------------------|-------------------------------|
| City                                     | Oxnard                     | Ventura | 0.156%               | 0.190%                           | <b>0.1617338%</b>             |
| City                                     | Port Hueneme               | Ventura | 0.021%               |                                  | <b>0.0174145%</b>             |
| City                                     | San Buenaventura (Ventura) | Ventura | 0.085%               |                                  | <b>0.0702181%</b>             |
| City                                     | Santa Paula                | Ventura | 0.014%               |                                  | <b>0.0119072%</b>             |
| City                                     | Simi Valley                | Ventura | 0.065%               |                                  | <b>0.0533043%</b>             |
| City                                     | Thousand Oaks              | Ventura | 0.022%               |                                  | <b>0.0179902%</b>             |
| County                                   | <b><i>Yolo County</i></b>  | Yolo    | 0.357%               | 0.437%                           | <b>0.3713319%</b>             |
| City                                     | Davis                      | Yolo    | 0.055%               |                                  | <b>0.0451747%</b>             |
| City                                     | West Sacramento            | Yolo    | 0.066%               |                                  | <b>0.0544321%</b>             |
| City                                     | Woodland                   | Yolo    | 0.058%               |                                  | <b>0.0477904%</b>             |
| County                                   | <b><i>Yuba County</i></b>  | Yuba    | 0.214%               | 0.262%                           | <b>0.2225679%</b>             |
| City                                     | Marysville                 | Yuba    | 0.014%               |                                  | <b>0.0112079%</b>             |



## APPENDIX 2

### CALIFORNIA-SUBDIVISION BACKSTOP AGREEMENT

On August 6, 2021, Judge Polster of the US District Court for the Northern District of Ohio issued an Order (the Order), docket number 3814, in In Re National Prescription Opiate Litigation, MDL 2804, addressing contingent attorney fee contracts between political subdivisions eligible to participate in the Purdue/Sackler settlement and their counsel.

In light of the Order, and at the request of [SUBDIVISION], the [SUBDIVISION], its counsel [COUNSEL], and the California Attorney General, on behalf of the State of California, are entering into this California-Subdivision Backstop Agreement (Backstop Agreement).

[SUBDIVISION] and [COUNSEL] intend this Backstop Agreement to constitute a State Back-Stop Agreement as that term is used in the Order and in Exhibit R (Agreement on Attorneys' Fees, Expenses and Costs) of the Governmental Entity & Shareholder Settlement Agreement (GESA).

Pursuant to this Backstop Agreement, [SUBDIVISION] may, subject to the limitations of the Governing Documents and California Purdue/Sackler State-Subdivision Agreement, as well as any other limitations imposed by law, use funds that it receives from the CA Subdivision Fund of the Purdue/Sackler settlement to pay a contingent fee to [COUNSEL]. Any such payment from [SUBDIVISION] to [COUNSEL] from [SUBDIVISION'S] CA Subdivision Fund allocation will not exceed [PERCENTAGE NOT TO EXCEED ONE-THIRD OR 5% OUT OF THE 15%] out of the [SUBDIVISION'S] 15% CA Subdivision Fund allocation; provided further that such payments, together with any contingency-fees that [COUNSEL] may receive from the Local Government Costs and Expenses Fund, will not exceed a total contingency fee of [PERCENTAGE NOT TO EXCEED 15%] of the [SUBDIVISION'S] total gross recovery from the Purdue/Sackler settlement. [SUBDIVISION] further certifies that any payments made under this Backstop Agreement will be made in accordance with the 95% Opioid Abatement use requirements under Section 5.02 A of the GESA and Section 4.01(f)(i) of the Master Settlement Agreement.

[COUNSEL] certify that they first sought fees and costs from the Local Government Costs and Expenses Fund created under the Governing Documents before seeking or accepting payment under this backstop agreement. [COUNSEL] further certify that they are not seeking and will not accept payment under this backstop agreement of any litigation fees or costs that have been reimbursed through prior settlements or judgments.

The Attorney General is executing this agreement solely because the definition of "State Back-Stop Agreement" in Exhibit R of the Governmental Entity & Shareholder Settlement Agreement requires such agreements to be between "a Settling State" and private counsel for a participating subdivision. Neither the California Attorney General nor the State of California have any obligations under this Backstop Agreement, and this Backstop Agreement does not require the payment of any state funds to [SUBDIVISION], [COUNSEL], or any other party.



[DATE]

[SUBDIVISION SIGNATURE BLOCK]

[DATE]

[COUNSEL SIGNATURE BLOCK]

[DATE]

[ATTORNEY GENERAL SIGNATURE BLOCK]



## **EXHIBIT 3**

### **2025 Settlement Agreement with Purdue Pharma LP and the Sackler Family**

<https://nationalopioidsettlement.com/wp-content/uploads/2025/06/7592-Govt-Entity-Direct-Shareholder-Settlement-Agreement-GESA.pdf>

## **RESOLUTION NO. 25-112**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, APPROVING AND AUTHORIZING THE CITY OF CARSON TO ENTER INTO A SETTLEMENT AGREEMENT WITH PURDUE PHARMA, LP AND THE SACKLER FAMILY (INCLUDING THE RELATED PARTICIPATION AGREEMENT) AND THE RELATED STATE SUBDIVISION AGREEMENT, AND AUTHORIZING THE CITY MANAGER TO CARRY OUT FURTHER RELATED ACTS**

**WHEREAS**, the United States is facing an ongoing public health crisis of opioid abuse, addiction, overdose, and death, forcing the State of California and California counties and cities to spend billions of dollars each year to address the direct consequences of this crisis; and

**WHEREAS**, in January 2025, a proposed settlement was reached in litigation against Purdue Pharma, LP and the Sackler Family related to their contribution to the opioid crisis; and

**WHEREAS**, as part of the settlement with Purdue and the Sacklers, local subdivisions, including certain cities, that are not plaintiffs in the litigation may participate in the settlement in exchange for a release of Purdue and the Sacklers (“Participating Subdivision”); and

**WHEREAS**, copies of the proposed terms of those proposed nationwide settlements have been set forth in the Governmental Entity Direct Settlement Agreement with Purdue Pharma, LP and the Sackler Family (“Purdue/Sackler Settlement Agreement”); and

**WHEREAS**, copies of the Purdue/Sackler Settlement Agreement have been made available to the City Council of the City of Carson (“City”) with this resolution; and

**WHEREAS**, the Purdue/Sackler Settlement Agreement provides, among other things, for the payment of a certain sum to settling government entities in California including to the State of California and Participating Subdivisions upon occurrence of certain events as defined in the Purdue/Sackler Settlement Agreement (“California Opioid Funds”); and

**WHEREAS**, in order to become a Participating Subdivision, the City must enter into a Subdivision Participation and Release Form which allows participation in the Purdue/Sackler Settlement Agreement; and

**WHEREAS**, California local governments in the litigation have engaged in extensive discussions with the State Attorney General’s Office (AGO) as to how the California Opioid Funds will be allocated, which has resulted in the Proposed California State Subdivision Agreement Regarding Distribution and Use of Settlement Funds – Purdue/Sackler Settlement (“State-Subdivision Agreement”) from the settlement with Purdue and the Sacklers; and

**WHEREAS**, copies of the State-Subdivision Agreement for the settlement with Purdue/Sackler have been made available to the City Council with this resolution; and

**WHEREAS**, under the Purdue/Sackler Settlement Agreement, certain local subdivisions that did not file a lawsuit against Purdue/Sackler may qualify to participate in the settlement and obtain funds from the Abatement Account Fund; and

**WHEREAS**, the City is eligible to participate in the settlement and become a California Participating Subdivision; and

**WHEREAS**, the intent of this resolution is to authorize the City to enter into the Purdue/Sackler Settlement Agreement by executing the Participation Agreement and to enter into the State-Subdivision Agreement by executing the signature pages to those agreements.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:**

**Section 1. Recitals.** The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

**Section 2. Approval and Authorization.** The Purdue/Sackler Settlement Agreement, Subdivision Participation and Release Form, and California State-Subdivision Agreement are hereby approved, and the City Manager is authorized to execute them.

**Section 3. Further Acts.** The City Manager is hereby authorized to carry out all necessary acts such that the City can participate in the Purdue/Sackler Settlement Agreement, including, without limitation, execution (as necessary) of the Subdivision Participation and Release Form, Purdue/Sackler Settlement Agreement, State-Subdivision Agreement; and all related documents and the transmittal of thereof as necessary and appropriate.

**Section 4. Ratification.** All actions heretofore taken by the City Council and other appropriate public officers and agents of the City with respect to the matters contemplated under this Resolution are hereby ratified, confirmed and approved.

**Section 5. Severability.** The City Council declares that, should any provision, section, paragraph, sentence or word of this Resolution be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences or words of this Resolution as hereby adopted shall remain in full force and effect.

**Section 6. Certification.** The City Clerk shall certify to the adoption of this Resolution and enter it into the book of original Resolutions.

**Section 7. Effective Date.** This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, and ADOPTED this 16th day of September, 2025.

---

Lula Davis-Holmes, Mayor

ATTEST:

---

Dr. Khaleah R. Bradshaw, City Clerk

APPROVED AS TO FORM:

---

Sunny K. Soltani, City Attorney





---

# Report to Honorable Mayor and City Council

Tuesday, September 16, 2025, 5:00 PM

CONSENT 23.

To: Honorable Mayor and City Council

From: Michael George, Assistant to the City Manager

Subject: CONSIDER SHIFTING THE OCTOBER 7, 2025, REGULAR CITY COUNCIL MEETING TO SEPTEMBER 30, 2025 BY MINUTE ORDER (CITY COUNCIL)

## **I. SUMMARY**

This item transmits a request for City Council to consider a one-time shift of the October 7, 2025, Regular City Council meeting to September 30, 2025, by minute order.

## **II. RECOMMENDATION**

APPROVE a one-time shift of the October 7, 2025, Regular City Council meeting to September 30, 2025, by minute order.

## **III. ALTERNATIVES**

TAKE another action deemed appropriate by the City Council and that is consistent with applicable laws.

## **IV. BACKGROUND**

Pursuant to Section 308 of the City Charter, Section 2403(A) of the Carson Municipal Code (CMC) provides that regular meetings of the City Council shall be held on the first and third Tuesdays of each month, unless otherwise determined by the City Council. CMC Section 2403(A) also provides that all regular meetings of the City Council shall be held at the hour of 5:00 P.M.

Approval of this item would authorize a one-time shift of the October 7, 2025, Regular City Council meeting to September 30, 2025. The only change resulting from this action would be that the City Council meeting would be held on September 30 instead of October 7.

The September 30, 2025 meeting would be a Regular City Council meeting and would be held at the hour of 5:00 P.M. The City Council may make this recommended determination by minute order (i.e., a simple vote, no written resolution), consistent with Charter Section 308 and CMC Section 2403(A).

The City Council regular meeting schedule would resume to the normal schedule with the Meeting already scheduled for October 21, 2025.

## **V. FISCAL IMPACT**

There is no fiscal impact associated with this report.

**VI. EXHIBITS**

None.



---

# Report to Honorable Mayor and City Council

Tuesday, September 16, 2025, 5:00 PM

CONSENT 24.

To: Honorable Mayor and City Council

From: Joshua Boudreaux, Director of Human Resources HR Administration

Subject: CONSIDER THE ADOPTION OF RESOLUTION NO. 25-110, AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS WITHIN THE HUMAN RESOURCES DEPARTMENT (CITY COUNCIL)

## **I. SUMMARY**

The City's Standard Management Procedure (SMP) No. 3.33.1, Records Destruction, the Secretary of State's Records Management Guidelines and sections of the California Government Code, section 34090, provide the procedure and authority in appropriately retaining and destroying City records. The Human Resources department has reviewed certain documents and is seeking the City Council's authority to destroy specific City records. The records for destruction include recruitment and personnel records copies. The Human Resources Director, as the head of the Human Resources Department, has approved the proposed destruction of records itemized in Attachment "A" of this Resolution as the records have met their retention requirement and are not the subject of any claim, litigation, investigation or audit, and are no longer of any public use and possess no historical or legal value.

## **II. RECOMMENDATION**

WAIVE further reading and ADOPT Resolution No. 25-110, "A RESOLUTION OF THE CITY OF CARSON, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS WITHIN THE HUMAN RESOURCES DEPARTMENT.

## **III. ALTERNATIVES**

TAKE any other action deemed appropriate.

## **IV. BACKGROUND**

The Human Resources department has been reviewing and identifying records designated for retention and destruction. It has been determined that the lifecycle of certain records have expired and are ready to be destroyed. The City Clerk and the City Attorney's Office have confirmed and authorized proper and legal destruction; therefore, with the City Council's approval of Resolution 25-110 (Exhibit No. 1), the records will be destroyed accordingly.

## **V. FISCAL IMPACT**

This recommendation does not result in any fiscal impact.

## **VI. EXHIBITS**

Exhibit No. 1: Resolution No. 25-110

**Attachments**

[Exhibit No. 1: Resolution No. 25-110](#)

## **RESOLUTION NO. 25-110**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS WITHIN THE HUMAN RESOURCES DEPARTMENT**

**WHEREAS**, the Human Resources department has in storage a variety of records dating from 1975 to 2018; and

**WHEREAS**, Title 4, Division 1, Chapter 1, Article 4, Section 34090 of the California Government Code, provides that, with the approval of the legislative body by resolution and written consent of the city attorney, the head of a city department may destroy any city record, document, instrument, book, or paper, under the department head's charge, without making a copy thereof, after the same is no longer required; and

**WHEREAS**, the Human Resources Director, as the head of the Human Resources Department, has approved the proposed destruction of records itemized in Attachment "A" of this Resolution as the records have met their retention requirement and are not the subject of any claim, litigation, investigation or audit, and are no longer of any public use and possess no historical or legal value; and

**WHEREAS**, the Human Resources Director and the City Attorney have reviewed and approved the proposed destruction of the records itemized in Attachment "A" of this Resolution and determined that such destruction is consistent with applicable state law.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON,  
CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1.** The recitals above are true and correct and are incorporated herein by this reference.

**SECTION 2.** The City Council hereby approves and authorizes the destruction of the records listed in Attachment "A" to this Resolution.

**SECTION 3.** The City Council declares that, should any provision, section, paragraph, sentence or word of this Resolution be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences or words of this Resolution as hereby adopted shall remain in full force and effect.

**SECTION 4.** The City Clerk shall certify to the adoption of this Resolution and enter it into the book of original Resolutions.

**SECTION 5.** This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED and ADOPTED this 16<sup>th</sup> day of September, 2025.

APPROVED AS TO FORM:

\_\_\_\_\_  
Sunny K. Soltani, City Attorney

Lula Davis-Holmes, Mayor

ATTEST:

\_\_\_\_\_  
Dr. Khaleah R. Bradshaw, City Clerk

STATE OF CALIFORNIA       )  
COUNTY OF LOS ANGELES   ) ss.  
CITY OF CARSON             )

I, \_\_\_\_\_, City Clerk of the City of Carson, California, hereby attest to and certify that the foregoing resolution, being Resolution No. 25-110, adopted by the Carson City Council at its meeting held on the 16th day of September, 2025, by the following vote:

AYES:       COUNCIL MEMBERS:

NOES:       COUNCIL MEMBERS:

ABSTAIN:   COUNCIL MEMBERS:

ABSENT:    COUNCIL MEMBERS:

## ATTACHMENT A



## ATTACHMENT A

| CITY OF CARSON<br>HUMAN RESOURCES DEPARTMENT<br>FILES FOR DESTRUCTION |               |                   |              |           |                                                                                |                            |                                |  |
|-----------------------------------------------------------------------|---------------|-------------------|--------------|-----------|--------------------------------------------------------------------------------|----------------------------|--------------------------------|--|
| DEPARTMENT                                                            | BOX #         | BOX LOCATION      | RECEIPT DATE | RETENTION | CITATION                                                                       | RECORD SERIES              | RECORDS MGT<br>GUIDELINES PAGE |  |
| Human Resources                                                       | 03-036        | On Site-City Hall | 2003         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 03-037        | On Site-City Hall | 2003         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 07-015        | On Site-City Hall | 2004         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 12-007        | On Site-City Hall | 2012         | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 13-029        | On Site-City Hall | 2008-2010    | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 13-038        | On Site-City Hall | 2003-2013    | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 13-042        | On Site-City Hall | 2011-2013    | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 15-020        | On Site-City Hall | 2015-2015    | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 15-021        | On Site-City Hall | 2015         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 15-022        | On Site-City Hall | 2015         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 15-024        | On Site-City Hall | 2004-2015    | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 15-025        | On Site-City Hall | 2004         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 15-028        | On Site-City Hall | 2008-2014    | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 15-032        | On Site-City Hall | 2014-2015    | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 15-033        | On Site-City Hall | 1988-2013    | CU+2      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 15-036        | On Site-City Hall | 2015         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 15-037        | On Site-City Hall | 2013         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 15-038        | On Site-City Hall | 2011-2013    | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 15-039/13-038 | On Site-City Hall | 2003-2013    | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 15-039        | On Site-City Hall | 2013         | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 15-040        | On Site-City Hall | 2012-2013    | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 15-042        | On Site-City Hall | 2012-2013    | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 15-043        | On Site-City Hall | 2013         | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 15-044        | On Site-City Hall | 2012-2013    | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 15-044        | On Site-City Hall | 2012-2013    | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 15-047        | On Site-City Hall | 2010-2013    | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 15-051        | On Site-City Hall | 2012         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 15-048        | On Site-City Hall | 2011-2013    | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 15-052        | On Site-City Hall | 2012         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 15-054        | On Site-City Hall | 2012         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 15-055        | On Site-City Hall | 2012         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 15-056        | On Site-City Hall | 2012         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 15-057        | On Site-City Hall | 2012         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 15-058        | On Site-City Hall | 2009         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 15-061        | On Site-City Hall | 2014-2015    | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 15-064        | On Site-City Hall | 1993-2010    | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 15-066        | On Site-City Hall | 2013         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 15-073        | On Site-City Hall | 1963-2015    | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 15-075        | On Site-City Hall | 2010-2012    | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 16-001        | On Site-City Hall | 2014-2016    | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 16-002        | On Site-City Hall | 2014-2015    | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 16-012        | On Site-City Hall | 1991-2013    | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 16-000        | On Site-City Hall | 1976-2013    | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 16-022        | On Site-City Hall | 2016         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 16-025        | On Site-City Hall | 2016         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 16-026        | On Site-City Hall | 2016         | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 16-027        | On Site-City Hall | 2014         | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 16-028        | On Site-City Hall | 2014         | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 16-028        | On Site-City Hall | 2014-2016    | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 16-030        | On Site-City Hall | 2012-2014    | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 16-031        | On Site-City Hall | 2012-2014    | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 16-032        | On Site-City Hall | 2016         | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 16-033        | On Site-City Hall | 2012-2014    | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 16-034        | On Site-City Hall | 2013-2014    | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 16-036        | On Site-City Hall | 2009         | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 16-037        | On Site-City Hall | 2014         | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 16-040        | On Site-City Hall | 1983-2004    | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 17-005        | On Site-City Hall | 2010-2015    | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 17-007        | On Site-City Hall | 2012-2014    | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 17-008        | On Site-City Hall | 2008-2014    | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 17-009        | On Site-City Hall | 2014         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 17-010        | On Site-City Hall | 2013-2014    | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 17-011        | On Site-City Hall | 2013-2014    | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 17-013        | On Site-City Hall | 2017         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 17-015        | On Site-City Hall | 2014-2015    | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 17-016        | On Site-City Hall | 2014-2015    | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 17-019        | On Site-City Hall | 2001-2007    | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 17-031        | On Site-City Hall | 2003-2014    | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitments               | C-21                           |  |
| Human Resources                                                       | 17-033        | On Site-City Hall | 2015-2016    | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitments               | C-21                           |  |
| Human Resources                                                       | 17-035        | On Site-City Hall | 2015-2016    | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitments               | C-21                           |  |
| Human Resources                                                       | 17-036        | On Site-City Hall | 2015-2016    | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitments               | C-21                           |  |
| Human Resources                                                       | 17-039        | On Site-City Hall | 2015         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 17-043        | On Site-City Hall | 2016-2017    | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitments               | C-21                           |  |
| Human Resources                                                       | 17-044        | On Site-City Hall | 2016-2017    | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitments               | C-21                           |  |
| Human Resources                                                       | 18-001        | On Site-City Hall | 2014         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 18-002        | On Site-City Hall | 2014         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 18-002        | On Site-City Hall | 2015         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 18-003        | On Site-City Hall | 2014         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 18-004        | On Site-City Hall | 2014         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 18-005        | On Site-City Hall | 2014         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 18-006        | On Site-City Hall | 2010-2016    | CL+3      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 18-007        | On Site-City Hall | 2017         | CU+2      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitment                | C-21                           |  |
| Human Resources                                                       | 18-008        | On Site-City Hall | 2016         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 18-012        | On Site-City Hall | 2016-2018    | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 18-013        | On Site-City Hall | 2012-2014    | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 18-015        | On Site-City Hall | 2012         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 18-017        | On Site-City Hall | 2012         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 18-018        | On Site-City Hall | 2012         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 18-019        | On Site-City Hall | 2015         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 18-020        | On Site-City Hall | 2015         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 18-021        | On Site-City Hall | 2003-2015    | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 18-021        | On Site-City Hall | 2015         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 18-023        | On Site-City Hall | 2015         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 18-024        | On Site-City Hall | 2015         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 18-025        | On Site-City Hall | 2017-2018    | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 18-025        | On Site-City Hall | 2015         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 18-026        | On Site-City Hall | 2015         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 18-028        | On Site-City Hall | 1996-2008    | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 18-029        | On Site-City Hall | 1983-200     | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 18-030        | On Site-City Hall | 2016         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 19-002        | On Site-City Hall | 2001         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 19-005        | On Site-City Hall | 2010-2011    | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 19-006        | On Site-City Hall | 2013-2017    | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 19-007        | On Site-City Hall | 2017         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 19-008        | On Site-City Hall | 2016-2018    | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitments               | C-21                           |  |
| Human Resources                                                       | 19-009        | On Site-City Hall | 2017-2018    | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitments               | C-21                           |  |
| Human Resources                                                       | 19-011        | On Site-City Hall | 2014         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 19-012        | On Site-City Hall | 2014         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 19-020        | On Site-City Hall | 2016         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 19-022        | On Site-City Hall | 2010         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 19-023        | On Site-City Hall | 2015         | CL+3      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 19-024        | On Site-City Hall | 2015         | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitments               | C-21                           |  |
| Human Resources                                                       | 19-026        | On Site-City Hall | 2000-2017    | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitments               | C-21                           |  |
| Human Resources                                                       | 19-029        | On Site-City Hall | 2017         | CL+3      | Reference: GC12946,GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607,29 CFR 1627.3 | Recruitments               | C-21                           |  |
| Human Resources                                                       | 19-030        | On Site-City Hall | 2016         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 19-031        | On Site-City Hall | 2016         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 19-032        | On Site-City Hall | 2016         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 19-034        | On Site-City Hall | 2016         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 19-035        | On Site-City Hall | 2016         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 20-001        | On Site-City Hall | 2017         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 20-002        | On Site-City Hall | 2017         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 20-003        | On Site-City Hall | 2017         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 20-004        | On Site-City Hall | 2017         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 20-004        | On Site-City Hall | 2017         | CU+2      | GC34090,GC6250                                                                 | Personnel Records (Copies) | C-21                           |  |
| Human Resources                                                       | 20-005        | On Site-City Hall |              |           |                                                                                |                            |                                |  |



|                 |        |                   |           |      |                                                                                |                           |      |
|-----------------|--------|-------------------|-----------|------|--------------------------------------------------------------------------------|---------------------------|------|
| Human Resources | 22-008 | On Site-City Hall | 2001-2018 | CU+2 | GC34090;GC6250                                                                 | Personal Records (Copies) | C-21 |
| Human Resources | N/A    | On Site-City Hall | 2007-2014 | CU+2 | GC34090;GC6250                                                                 | Personal Records (Copies) | C-21 |
| Human Resources | N/A    | On Site-City Hall | 2015      | CU+2 | GC34090;GC6250                                                                 | Personal Records (Copies) | C-21 |
| Human Resources | N/A    | On Site-City Hall | 2017      | CU+2 | GC34090;GC6250                                                                 | Personal Records (Copies) | C-21 |
| Human Resources | N/A    | On Site-City Hall | 2018      | CU+2 | GC34090;GC6250                                                                 | Personal Records (Copies) | C-21 |
| Human Resources | N/A    | On Site-City Hall | 2016-2018 | CU+2 | GC34090;GC6250                                                                 | Personal Records (Copies) | C-21 |
| Human Resources | N/A    | On Site-City Hall | 2017      | CL+3 | Reference: GC12946;GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607;29 CFR 1627.3 | Recruitments              | C-21 |
| Human Resources | N/A    | On Site-City Hall | 2016      | CL+3 | Reference: GC12946;GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607;29 CFR 1627.3 | Recruitments              | C-21 |
| Human Resources | N/A    | On Site-City Hall | 2018      | CU+2 | GC34090;GC6250                                                                 | Personal Records (Copies) | C-21 |
| Human Resources | N/A    | On Site-City Hall | 2018      | CU+2 | GC34090;GC6250                                                                 | Personal Records (Copies) | C-21 |
| Human Resources | N/A    | On Site-City Hall | 1997-2008 | CU+2 | GC34090;GC6250                                                                 | Personal Records (Copies) | C-21 |
| Human Resources | N/A    | On Site-City Hall | 2007-2008 | CU+2 | GC34090;GC6250                                                                 | Personal Records (Copies) | C-21 |
| Human Resources | N/A    | On Site-City Hall | 1997-2018 | CU+2 | GC34090;GC6250                                                                 | Personal Records (Copies) | C-21 |
| Human Resources | N/A    | On Site-City Hall | 2018      | CU+2 | GC34090;GC6250                                                                 | Personal Records (Copies) | C-21 |
| Human Resources | N/A    | On Site-City Hall | 2013      | CU+2 | GC34090;GC6250                                                                 | Personal Records (Copies) | C-21 |
| Human Resources | N/A    | On Site-City Hall | 2018      | CU+2 | GC34090;GC6250                                                                 | Personal Records (Copies) | C-21 |
| Human Resources | N/A    | On Site-City Hall | 2016      | CU+2 | GC34090;GC6250                                                                 | Personal Records (Copies) | C-21 |
| Human Resources | N/A    | On Site-City Hall | 2018      | CU+2 | GC34090;GC6250                                                                 | Personal Records (Copies) | C-21 |
| Human Resources | N/A    | On Site-City Hall | 2018      | CU+2 | GC34090;GC6250                                                                 | Personal Records (Copies) | C-21 |
| Human Resources | N/A    | On Site-City Hall | 2006-2016 | CU+2 | GC34090;GC6250                                                                 | Personal Records (Copies) | C-21 |
| Human Resources | N/A    | On Site-City Hall | 2018      | CU+2 | GC34090;GC6250                                                                 | Personal Records (Copies) | C-21 |
| Human Resources | N/A    | On Site-City Hall | 2018      | CL+3 | Reference: GC12946;GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607;29 CFR 1627.3 | Recruitments              | C-21 |
| Human Resources | N/A    | On Site-City Hall | 2010-2012 | CU+2 | GC34090;GC6250                                                                 | Personal Records (Copies) | C-21 |
| Human Resources | N/A    | On Site-City Hall | 2005-2008 | CU+2 | GC34090;GC6251                                                                 | Personal Records (Copies) | C-21 |
| Human Resources | N/A    | On Site-City Hall | 1975-2004 | CU+2 | GC34090;GC6252                                                                 | Personal Records (Copies) | C-21 |



---

# Report to Honorable Mayor and City Council

Tuesday, September 16, 2025, 5:00 PM

CONSENT 25.

To: Honorable Mayor and City Council

From: Joshua Boudreaux, Director of Human Resources HR Administration

Subject: CONSIDER ADOPTING MULTIPLE RESOLUTIONS REALIGNING SUPERVISION OF DEPARTMENTS WITH PROPOSED NEW AND UPDATED JOB SPECIFICATIONS TO IMPROVE EFFECIENCY AND ACCOUNTABILITY ACROSS OPERATIONAL AND ADMINISTRATIVE INTERNAL SERVICE WORK-GROUPS IN THE CITY (CITY COUNCIL)

## **I. SUMMARY**

The City Manager's Office is proposing a significant restructuring of agency leadership to better align departments and work-groups with their functional programs and services. This is recommended to provide more efficiency and responsiveness to residents and businesses by ensuring accountability at all levels of the organization.

As such, City Council is asked to consider the City Manager's realignment proposal by approving various resolutions to adopt new job classifications as well as update various others already established. Staff believes the adjustments are critical to the City's ability to adequately prepare for upcoming development major events coming to the city, including FIFA 2026 World Cup and the LA28 Olympic and Paralympic Games.

## **II. RECOMMENDATION**

TAKE the following actions:

1. APPROVE the City Manager's realignment of departmental supervision with proposed new and updated job specifications to improve efficiency and accountability across operational and administrative internal service work-groups in the City; and
2. WAIVE further reading and ADOPT Resolution No. 25-100, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A NEW JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR MULTIMEDIA MANAGER"; and
3. WAIVE further reading and ADOPT Resolution No. 25-101, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A NEW JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR MULTIMEDIA PRODUCER"; and
4. WAIVE further reading and ADOPT Resolution No. 25-102, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A NEW JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR GOVERNMENT AFFAIRS OFFICER"; and

5. WAIVE further reading and ADOPT Resolution No. 25-103, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A NEW JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR EXECUTIVE DIRECTOR OF THE CARSON RECLAMATION AUTHORITY"; and
6. WAIVE further reading and ADOPT Resolution No. 25-104, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A NEW JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR EXECUTIVE ASSISTANT (CARSON RECLAMATION AUTHORITY)"; and
7. WAIVE further reading and ADOPT Resolution No. 25-105, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY AMENDING AND RESTATING THE JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT"; and
8. WAIVE further reading and ADOPT Resolution No. 25-106, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY AMENDING AND RESTATING THE JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR DEPUTY CITY MANAGER"; and
9. WAIVE further reading and ADOPT Resolution No. 25-107, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, ESTABLISHING THE SALARY AND BENEFITS FOR UNCLASSIFIED MANAGEMENT EMPLOYEES EFFECTIVE July 1, 2024, AND RESCINDING RESOLUTION NO. 25-040".

### **III. ALTERNATIVES**

TAKE another action the City Council deems appropriate and that is consistent with applicable laws.

### **IV. BACKGROUND**

The City Manager's Office (CMO) has been monitoring a significant increase in development activity, long term planning, and general demand for city services and capital projects. Since adoption of the Fiscal Year 2025/26 budget in June, staff has been attempting to satisfy the demand from residents, developers, businesses, and the City's capital outlay. Previously the City Council approved several necessary line positions in Public Works and Community Services to ensure services for right of way repair, facilities maintenance, and event/program operations remained unimpaired by increased activity. Upon conclusion of labor negotiations, the Human Resources Department has worked with all services departments to fill vacancies resulting from council approved positions and natural attrition. The vacancy rate hovers between 7% and 9%.

The CMO now believes that additional support and expertise is needed to provide supervision of the various departments and work-groups to ensure follow up and quality control of city projects and programs. As such, staff is recommending the following personnel changes in the executive and management levels of the organization:

Multimedia Manager - Previously approved in concept and budget by City Council in June, the Multimedia Manager will be responsible for the planning and delivery of the City's cable TV programming and various film and video projects undertaken each year. The Manager is tasked with preparing a multimedia plan to communicate the City Council's vision to the broader Carson community. Moreover, the position is assigned inter-departmental coordination to help each front-facing department interact with the community by highlighting projects and programs in planning and recently completed. The proposed Resolution No. 25-100 is to adopt the new classification of Multimedia Manager, reporting directly to the CMO.

Multimedia Producer - Also previously approved in concept and budget by the City Council, the Multimedia Producer is tasked with authoring specific film and video programs, procuring locations, talent, coordinating sound and lighting, and ensuring all necessary lighting and permitting is completed to execute production. Under the direction of the Multimedia Manager, the Producer will act as a liaison to city personnel, city council members, and production vendors to create digital media for community consumption. The proposed Resolution No. 25-101 is to adopt the new classification of Multimedia Producer, reporting directly to the Multimedia Manager.

Government Affairs Officer - In August 2024, City Council approved the Phase I recommendations of the Classification and Compensation study. One recommendation and outcome was the reclassification of the Energy and Sustainability Officer. Since then, CMO realized the breadth of work being completed by the Assistant to the City Manager was similar to the previously reclassified Officer; albeit with a different scope. The Assistant to the City Manager has focused increasingly on legislative and community affairs in addition to leading the City's housing team. To ensure equity across positions and better reflect the scope of work being completed, CMO is recommending the reclassification of the Assistant to the City Manager by way of Resolution No. 25-102 to adopt the new classification of Government Affairs Officer, reporting directly to the Deputy City Manager. The proposed salary for the new position would remain unchanged from the Assistant to the City Manager role.

Director of Community and Economic Development - Currently titled as the Director of Community Development, the proposed amendment to the classification would formally incorporate economic development disciplines to prioritize the City's interest in bringing new retail, commercial, and entertainment industry partners to the City of Carson. In 2022 the City Council approved the Economic Development Manager role and in 2023/24 the Economic Development Strategic Plan. A department director well versed in land use, planning, and business attraction/retention is critical to ensuring the City's economic vitality in the years to come. The proposed Resolution No. 25-105 amends and restates the classification of Director of Community and Economic Development, reporting directly to the Assistant City Manager; and with no change in salary from previous adoption.

Deputy City Manager - Originally adopted as a new classification in 2022, the initial scope was intended to oversee some internal service work-groups, but with a heavy emphasis on the City's Innovation, Sustainability, and Performance Management initiatives. The Phase I Classification and Compensation study recommendations suggested a more generalized oversight scope for the position as well as eliminating the "Performance Management" component of the classification. As such, the proposed amendment to the classification provides broader oversight of multiple departments and work-groups from either operations or administrative/internal services. To that point, CMO is recommending the approval of a second Deputy City Manager (DCM) position to better distribute the responsibility of overseeing multiple departments and executives in the City. Both DCMs will be deeply involved in planning and infrastructure development for the FIFA 2026 World Cup and the LA28 Olympic and Paralympic Games. The proposed Resolution No. 25-106 amends and restates the classification of Deputy City Manager, reporting directly to the Assistant City Manager; and with no change in salary from previous adoption.

Executive Director, Carson Reclamation Authority - As the City Council is well aware, the Carson Reclamation Authority (CRA) is a joint powers authority formed by the City of Carson in 2015 to manage and remediate former landfill and environmental sites, particularly the 157-acre landfill site, and facilitate future development of these properties. Its purpose is to oversee the environmental cleanup and site remediation process, relieving the city of direct liability for these expenses and environmental issues while pursuing potential development for community benefit. Since 2015, the CRA has been staffed largely by one of the City's Assistant City Managers, drawing and increasing amount of time and expertise from this staff person. The CMO is recommending the reclassification of one Assistant City Manager by way of Resolution No. 25-103 to adopt the new classification of Executive Director, Carson Reclamation Authority, reporting directly to the CRA Board of Directors only. The proposed salary and benefits for the new position would remain unchanged from the Assistant City Manager role. If approved, this action would reduce the number of Assistant City Managers from two to one.

Executive Assistant, Carson Reclamation Authority - Currently assigned to the Community Development Department and supporting the aforementioned Assistant City Manager, the Executive Assistant has also increasingly been dedicated to staffing the CRA by preparing agendas, organizing reports, and coordinating all administrative tasks related to project management of the 157-acre landfill site. As such, CMO is recommending the reclassification of the Executive Assistant (Community Development) to the Executive Assistant (CRA) to better reflect the assigned work-group and cost center of the position. The proposed Resolution No. 25-104 will adopt the new classification of Executive Assistant (CRA), reporting directly to the Executive Director (CRA). The proposed salary and benefits for the new position would remain unchanged from the existing Executive Assistant role.

In summary, the CMO is recommending an increase from 11 unclassified management executive positions to 13, plus one assigned to the CRA; for a total of 14. Additionally, the adoption of two multimedia positions, and one administrative staff reassignment to CRA. If approved, funding for both CRA positions would be covered by the CRA and not the General Fund. Again, CMO firmly believe these adjustment will position the City to better address constituent needs and prepare for upcoming regional and international events.

## **V. FISCAL IMPACT**

The proposed personnel changes will not result in a net increase cost to the General Fund for Fiscal Year 2025/26. New positions were already budgeted in the adopted budget or sufficient savings from salary savings and non-personnel line items exist to cover the resulting salaries and benefits costs. Notably, the reduction of one Assistant City Manager position and one Executive Assistant position and reallocating both from the General Fund to the Carson Reclamation Authority will result in a neutral fiscal impact.

## **VI. EXHIBITS**

1. Resolution No. 25-100 (Multimedia Manager)
2. Exhibit A to Resolution No. 25-100 (MM Job Specification)
3. Resolution No. 25-101 (Multimedia Producer)
4. Exhibit A to Resolution No. 25-101 (MP Job Specification)
5. Resolution No. 25-102 (Government Affairs Officer)
6. Exhibit A to Resolution No. 25-102 (GAO Job Specification)
7. Resolution No. 25-103 (Executive Director, CRA)
8. Exhibit A to Resolution No. 25-103 (ED/CRA Job Specification)
9. Resolution No. 25-104 (Executive Assistant, CRA)
10. Exhibit A to Resolution No. 25-104 (EA/CRA Job Specification)
11. Resolution No. 25-105 (Director CED)
12. Exhibit A to Resolution No. 25-105 (Dir CED Job Spec)
13. Resolution No. 25-106 (Deputy City Manager)
14. Exhibit A to Resolution No. 25-106 (DCM Job Specification)
15. Resolution No. 25-107 (UME Salaries and Benefits)
16. Current and Proposed Organizational Charts

**Attachments**

- [1. Reso No. 25-100, Multimedia Manager.pdf](#)
- [2. Reso No. 25-100 Exh A Multimedia Manager JS.pdf](#)
- [3. Reso No. 25-101, Multimedia Producer.pdf](#)
- [4. Reso No. 25-101 Exh A Multimedia Producer JS.pdf](#)
- [5. Reso No. 25-102, Gov Affairs Officer.pdf](#)
- [6. Reso No. 25-102 Exh A Government Affairs Officer JS.pdf](#)
- [7. Reso No. 25-103, Exec Dir of CRA.pdf](#)
- [8. Reso No. 25-103 Exh A Executive Director- CRA JS.pdf](#)
- [9. Reso No. 25-104, Exec Asst - CRA.pdf](#)
- [10. Reso No. 25-104 Exh A Exec Assist – CRA JS.pdf](#)
- [11. Reso No. 25-105, Dir of Comm & Econ Dev.pdf](#)
- [12. Reso No. 25-105 Exh A Dir of Comm & Econ Dev JS.pdf](#)
- [13. Reso No. 25-106, Deputy City Manager.pdf](#)
- [14. Reso No. 25-106 Exh A Deputy City Manager.pdf](#)
- [15. Reso No. 25-107 - Unclassified Management Employees 9.16.25.pdf](#)
- [16. Realign Org Charts - 9.16.25.pdf](#)

## **RESOLUTION NO. 25-100**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A NEW JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR MULTIMEDIA MANAGER**

**WHEREAS**, Section 503 of the City's Charter provides that the City Council shall determine, by ordinance or resolution, the amount and type of compensation to be paid to all City officers, department heads and employees; and

**WHEREAS**, The Assistant City Manager is authorized and directed under provisions of Sections 2797.1 of the Carson Municipal Code and Section II, Rule II of the City Personnel Rules to prepare and recommend position classification and compensation plans, after consultation with the affected Directors, which becomes effective upon approval by the City Council; and

**WHEREAS**, Rule III of the City of Carson Personnel Rules provides that modification to the classification plan, embodied in Resolution No. 77-111, shall be made only after the authorized Human Resources staff members consults with the affected Directors and affected recognized employee organizations; and

**WHEREAS**, the City of Carson desires to add a new classification specification of **MULTIMEDIA MANAGER** to provide a current and accurate description of the various duties performed by said position; and

**WHEREAS**, The Assistant City Manager and/or Human Resources Director has consulted with the affected parties and has met and conferred with the representatives of the affected recognized employee organizations pursuant to its obligations under the MMBA, concerning the new classification specification for the **MULTIMEDIA MANAGER**.

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

**SECTION 1.** The foregoing recitals are true and correct and are incorporated herein by reference.

**SECTION 2.** The new classification specification for **MULTIMEDIA MANAGER** (Salary Range 501, \$64.96/hr - \$82.91/hr), attached hereto as Exhibit A, assigned to the American Federation of State, County and Municipal Employees, Local 1017, is hereby adopted.

**SECTION 3.** The City will fund one full-time position for the newly adopted classification of **MULTIMEDIA MANAGER**, through funds already allocated for the Division/Department.

**SECTION 4.** In the event of any conflict between this Resolution and any prior City resolution relating to the subject matter hereof, this Resolution shall supersede and prevail over the prior resolution to the extent of the conflict.

**SECTION 5.** The City Clerk shall certify to the adoption of this resolution and deem it effective as of September 16<sup>th</sup> of 2025 the same shall be in force and effect.

PASSED, APPROVED AND ADOPTED this 16<sup>th</sup> day of September 2025.

\_\_\_\_\_  
Lula Davis-Holmes, Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
Sunny K. Soltani, City Attorney

ATTEST:

\_\_\_\_\_  
Dr. Khaleah K. Bradshaw, City Clerk  
STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES    ) SS:  
CITY OF CARSON                 )

I, Khaleah Bradshaw, City Clerk of the City of Carson, do hereby certify that the foregoing Resolution, being Resolution No. 25-100, was passed and approved by the City Council of the City of Carson at its meeting held on September 16, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Dr. Khaleah K. Bradshaw, City Clerk



## **MULTIMEDIA MANAGER**

### **Job Summary**

Under general direction of the City Manager or their designee, the Multimedia Manager plans, directs, and manages the City's multimedia operations, including broadcast television, social media platforms, digital communications, and video production. The position is responsible for developing and implementing marketing, multimedia strategies that align with City goals, supervising professional and technical staff, managing program budgets, and ensuring compliance with FCC regulations, accessibility requirements, and City standards. The Multimedia Manager plays a central role in enhancing the City's visibility, transparency, and community engagement through high-quality digital and broadcast communications.

### **Class Characteristics**

The Multimedia Manager is a management-level classification responsible for the overall planning, coordination, and execution of the City's multimedia services. The incumbent provides leadership in developing citywide communication strategies, oversees staff and contractors engaged in video, broadcast, and digital content production, and ensures that the City's messaging is consistent, timely, and professional. This classification is distinguished from the Digital Media Producer in that it exercises full program management responsibility, including marketing, budget development, staff supervision, policy guidance, and long-range planning. The Multimedia Manager exercises considerable independence and judgment in shaping the City's public communication presence and serves as the primary advisor to departments and elected officials on multimedia strategy and best practices.

### **Essential Duties and Responsibilities:**

These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change, or rescind related duties and work assignments.

1. Develops and implements multimedia and digital communication strategies consistent with City goals and Council priorities.
2. Plans, directs, and supervises the operations of City broadcast television, including live coverage of City Council and commission meetings, press conferences, special events, and public service programming.
3. Oversees social media content, campaigns, and engagement, ensuring consistent messaging and timely response to public inquiries.
4. Directs the production of video, broadcast, and digital content, ensuring compliance with FCC regulations, closed captioning, accessibility, and City standards.
5. Supervises, trains, and evaluates assigned professional and technical staff; provides leadership in staff development and performance management.
6. Manages the multimedia division budget, program schedules, equipment procurement, and contract administration.

7. Collaborates with City departments, elected officials, and external partners to develop and deliver effective multimedia and marketing content that enhances community outreach and engagement.
8. Reviews and interprets analytics to measure the effectiveness of multimedia campaigns; adjusts strategies based on data-driven insights.
9. Provides expert guidance to departments on branding, messaging, and communication methods.
10. Researches and responds to emerging trends, technologies, and community issues in the field of multimedia and broadcasting.
11. Prepares reports, presentations, and recommendations for the City Manager and executive leadership.
12. Performs related duties as required.

**Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

**Education and/or Experience:**

Bachelor's degree in communications, digital media, journalism, public relations, or a related field, and Five (5) years of experience in multimedia management, including two (2) years in a supervisory capacity. Experience in a public agency setting is desirable.

**Knowledge of:**

- Principles and practices of broadcast television programming, video production, and digital content management.
- FCC regulations and cable operations
- Social media platforms and digital engagement strategies
- Principles of staff supervision, training, and performance evaluation.
- Budget development, procurement, and contract administration.
- Research and analytical methods.
- Public agency communication practices, branding, and community engagement.
- Trends, techniques, and technologies in multimedia and broadcasting.

**Skill and/or ability to:**

- Provide leadership and direction for a multimedia division.
- Plan, manage, and evaluate broadcast, video, and digital communications programs.
- Supervise, motivate, and evaluate the work of assigned staff and contractors.
- Develop multimedia strategies and campaigns that effectively engage the public.
- Interpret and apply FCC regulations and accessibility requirements.
- Manage program budgets and procurement processes.
- Communicate complex information clearly and effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with elected officials, staff, media partners, and the community.
- Respond to emerging communication needs with creativity, flexibility, and sound judgment.

**License:**

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Work is performed in both office and studio/field environments.
- Requires extended use of computers, cameras, broadcast equipment, and editing software.
- May be required to lift up to 30 pounds of video or broadcast equipment.
- May require working evenings, weekends, and holidays to support live broadcasts and special events.
- Subject to inside and outside environmental conditions when filming in the field.
- May be required to travel within and outside City boundaries for assignments.
- May be required to work evenings or weekends.

## **RESOLUTION NO. 25-101**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A NEW JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR MULTIMEDIA PRODUCER**

**WHEREAS**, Section 503 of the City's Charter provides that the City Council shall determine, by ordinance or resolution, the amount and type of compensation to be paid to all City officers, department heads and employees; and

**WHEREAS**, The Assistant City Manager is authorized and directed under provisions of Sections 2797.1 of the Carson Municipal Code and Section II, Rule II of the City Personnel Rules to prepare and recommend position classification and compensation plans, after consultation with the affected Directors, which becomes effective upon approval by the City Council; and

**WHEREAS**, Rule III of the City of Carson Personnel Rules provides that modification to the classification plan, embodied in Resolution No. 77-111, shall be made only after the authorized Human Resources staff members consults with the affected Directors and affected recognized employee organizations; and

**WHEREAS**, the City of Carson desires to add a new classification specification of **MULTIMEDIA PRODUCER** to provide a current and accurate description of the various duties performed by said position; and

**WHEREAS**, The Assistant City Manager and/or Human Resources Director has consulted with the affected parties and has met and conferred with the representatives of the affected recognized employee organizations pursuant to its obligations under the MMBA, concerning the new classification specification for the **MULTIMEDIA PRODUCER**.

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

**SECTION 1.** The foregoing recitals are true and correct and are incorporated herein by reference.

**SECTION 2.** The new classification specification for **MULTIMEDIA PRODUCER** (Salary Range 418, \$50.73/hr - \$64.74/hr), attached hereto as Exhibit A, assigned to the American Federation of State, County and Municipal Employees, Local 1017, is hereby adopted.

**SECTION 3.** The City will fund one full-time position for the newly adopted classification of **MULTIMEDIA PRODUCER**, through funds already allocated for the Division/Department.

**SECTION 4.** In the event of any conflict between this Resolution and any prior City resolution relating to the subject matter hereof, this Resolution shall supersede and prevail over the prior resolution to the extent of the conflict.

**SECTION 5.** The City Clerk shall certify to the adoption of this resolution and deem it effective as of September 16<sup>th</sup> of 2025 the same shall be in force and effect.

PASSED, APPROVED AND ADOPTED this 16<sup>th</sup> day of September 2025.

\_\_\_\_\_  
Lula Davis-Holmes, Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
Sunny K. Soltani, City Attorney

ATTEST:

\_\_\_\_\_  
Dr. Khaleah K. Bradshaw, City Clerk  
STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES    ) SS:  
CITY OF CARSON                 )

I, Khaleah Bradshaw, City Clerk of the City of Carson, do hereby certify that the foregoing Resolution, being Resolution No. 25-101, was passed and approved by the City Council of the City of Carson at its meeting held on September 16, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Dr. Khaleah K. Bradshaw, City Clerk

## **MULTIMEDIA PRODUCER**

### **Job Summary:**

Under general supervision of the Multimedia Manager, the Digital Media Producer is responsible for creating, editing, and delivering multimedia content across the City's communication platforms, including social media, web, video, and broadcast television. The position supports the production of live and recorded programming for City TV, creates with digital campaigns, and develops creative content that enhances the City's visibility and engagement. The incumbent applies technical expertise in video production, broadcasting, and digital media to ensure professional, accurate, and timely communication of City information to the community.

### **Class Characteristics**

The Digital Media Producer is a journey-level professional classification responsible for the hands-on production, editing, and distribution of video, digital, and broadcast television content that supports City programs, services, and public meetings. Working under general supervision of the Multimedia Manager, incumbents exercise creativity and technical expertise in operating broadcast equipment, producing multimedia content, and maintaining compliance with City standards, FCC regulations, and accessibility requirements. This classification is distinguished from the Multimedia Manager in that it emphasizes technical execution and content development rather than division management.

### **Essential Duties and Responsibilities:**

These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change, or rescind related duties and work assignments.

1. Produces, edits, and publishes multimedia content for the City's website, social media platforms, and broadcast TV channel (Carson City TV).
2. Operates cameras, audio, lighting, and broadcasting equipment for live and recorded programming, including City Council and commission meetings, public service announcements, press conference, and special events.
3. Produces and assists with directing live broadcasts, ensuring compliance with FCC standards and accessibility requirements.
4. Maintains a programming calendar and coordinates scheduling of content across digital and broadcast platforms.
5. Records, edits, and distributes video and audio content, including graphics, captions, and other production elements.
6. Monitors audience engagement and analytics across broadcast, social media, and digital platforms; prepares reports and insights.
7. Supports City departments with video, graphic, and broadcast needs to ensure consistent communication and branding.
8. Prepares production materials such as scripts, outlines, and presentation content for City TV and online channels.

9. Researches trends in broadcasting and digital media; recommends tools and techniques to enhance content delivery.
10. Coordinates with staff, contractors, and external partners on multimedia and broadcast projects.
11. Ensures all media content complies with City standards, FCC regulations, and accessibility guidelines.
12. Performs related duties as assigned.

**Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

**Education and/or Experience:**

Bachelor's degree in communications, digital media, marketing, or a related field, and two (2) years of experience in multimedia production, digital content creation, or broadcast television production. Experience in a public agency setting is desirable.

**Knowledge of:**

- Video and audio production, broadcasting, and editing techniques.
- Operation of broadcast TV equipment including cameras, switchers, audio boards, and lighting.
- Principles of digital communications and public engagement.
- FCC regulations, closed captioning, and accessibility standards for broadcast and digital content.
- Graphic design, digital publishing, and multimedia software (Adobe Creative Suite, Final Cut, Premiere, etc.).
- Social media platforms, scheduling tools, and analytics.

**Skill and/or ability to:**

- Produce professional-quality video, audio, and broadcast content.
- Operate and troubleshoot broadcasting equipment.
- Track and analyze media performance metrics and prepare reports.
- Communicate effectively in oral and written form.
- Collaborate with internal staff and external partners on production projects.
- Manage multiple assignments and meet deadlines under tight production schedules.
- Ensure compliance with FCC and City standards in all broadcast content.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Work is performed in both office and studio/field environments.
- Requires extended use of computers, cameras, broadcast equipment, and editing software.
- May be required to lift up to 30 pounds of video or broadcast equipment.
- May require working evenings, weekends, and holidays to support live broadcasts and special events.

- Subject to inside and outside environmental conditions when filming in the field.
- May be required to travel within and outside City boundaries for assignments.
- May be required to work evenings or weekends.



## RESOLUTION NO. 25-102

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A NEW JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR GOVERNMENT AFFAIRS OFFICER**

**WHEREAS**, Section 503 of the City's Charter provides that the City Council shall determine, by ordinance or resolution, the amount and type of compensation to be paid to all City officers, department heads and employees; and

**WHEREAS**, the Assistant City Manager and/or Human Resources Director, are authorized and directed under provisions of Sections 2797.1 of the Carson Municipal Code and Section II, Rule II of the City Personnel Rules to prepare and recommend position classification and compensation plans, after consultation with the department directors, which becomes effective upon approval by the City Council; and

**WHEREAS**, the City Council desires to amend and restate the unrepresented at-will classification of **GOVERNMENT AFFAIRS OFFICER**, to assist the City Manager and Assistant City Manager with overall City administration, including overseeing multiple departments and divisions, and desires to amend the classification specification to update and describe the duties to be performed by said position and assign a salary range in line with other executive-level positions within the City; and

**WHEREAS**, Assistant City Manager/Human Resources Director have consulted with any affected recognized employee organizations pursuant to its obligations under the City's Personnel Rules and the MMBA, concerning the new classification of **GOVERNMENT AFFAIRS OFFICER**.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:**

**Section 1.** The above recitals are true and correct, and are incorporated herein by this reference.

**Section 2.** The unrepresented at-will classification of **GOVERNMENT AFFAIRS OFFICER** is hereby amended. The classification of **GOVERNMENT AFFAIRS OFFICER** shall be considered an exempt classification under the Fair Labor Standards Act (FLSA). The provisions of Carson Municipal Code Article II, Chapter 9 and the City's Personnel Rules shall not apply to the classification of **GOVERNMENT AFFAIRS OFFICER**.

**Section 3.** The classification of **GOVERNMENT AFFAIRS OFFICER** shall be considered an Unclassified Management Employee. Article I, Section 4 of Resolution No. 25-107, "A Resolution of the City Council of the City of Carson, California Amending and Ratifying Resolution No. 25-040 Establishing the Salary and Benefits for Unclassified Management Employees Effective September 16, 2025" shall be amended to add/update the **GOVERNMENT AFFAIRS**

**OFFICER** classification to the list of Unclassified Management Employees.

**Section 4.** The classification specification for **GOVERNMENT AFFAIRS OFFICER**, attached hereto as Exhibit A is hereby adopted.

**Section 5.** The classification of “**GOVERNMENT AFFAIRS OFFICER**” is assigned to Salary Range 305, \$79.13/hr – \$100.99/hr.

**Section 6.** The City will fund one full-time position for the newly adopted classification of **GOVERNMENT AFFAIRS OFFICER**, through the general fund.

**Section 7.** This resolution shall be effective September 16, 2025.

**Section 8.** The City Clerk shall certify to the adoption of this Resolution and shall enter it into the book of original Resolutions.

**PASSED, APPROVED and ADOPTED** this 16<sup>th</sup> day of September, 2025.

---

**LULA DAVIS-HOLMES, MAYOR**

**ATTEST:**

---

**Dr. KHALEAH K. BRADSHAW, CITY CLERK**

**APPROVED AS TO FORM:**

---

**SUNNY K. SOLTANI, CITY ATTORNEY**

STATE OF CALIFORNIA       )  
COUNTY OF LOS ANGELES    ) ss.  
CITY OF CARSON               )

I, Dr. Khaleah K. Bradshaw, City Clerk of the City of Carson, California, do hereby certify that the whole number of members is five; that the foregoing resolution, being Resolution No. 25-102 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 16<sup>th</sup> day of September 2025, and that the same was passed and adopted by the following vote:

AYES:           COUNCIL MEMBERS:

NOES:           COUNCIL MEMBERS:

ABSTAIN:       COUNCIL MEMBERS:

ABSENT:        COUNCIL MEMBERS:

By: \_\_\_\_\_  
City Clerk

## **Government Affairs Officer**

### **Job Summary:**

Under general direction of the City Manager or his/her designee, the Government Affairs Officer is responsible for planning, directing, and coordinating the City's legislative advocacy, intergovernmental relations, and community affairs programs. The position also oversees assigned administrative functions such as Council Support, Public Information, Housing programs, and related special projects. The incumbent provides high-level research, analysis, and policy recommendations to the City Manager, City Council, and executive team."

### **Class Characteristics:**

The Government Affairs Officer is an at-will, executive management classification that serves as a key advisor to the City Manager on legislative, intergovernmental, and community issues. The position is distinguished by its responsibility for monitoring and advancing the City's interests at the local, state, and federal levels; developing and maintaining strategic relationships with legislators, agencies, and community stakeholders; and overseeing assigned City functions such as Council Support, Public Information, and Housing programs.

### **Essential Duties and Responsibilities**

(The City reserves the right to add, modify, change, or rescind related duties and work assignments.)

1. Monitors, analyzes, and evaluates state and federal legislation and intergovernmental issues affecting the City; develops policy positions, strategies, and responses.
2. Serves as primary liaison with legislators, government agencies, community organizations, and the public on legislative and intergovernmental matters.
3. Provides strategic advice, reports, and recommendations to the City Manager, Assistant City Manager, Deputy City Managers and City Council on legislative and policy issues.
4. Oversees assigned City functions to ensure alignment with City priorities.
5. Coordinates special projects and initiatives as directed by the City Manager.
6. Directs and participates in the preparation of reports, resolutions, ordinances, contracts, and presentations.
7. Assists in preparation of City Council agendas and provides staff support to committees, commissions, and ad hoc groups.
8. Oversees staff and consultants responsible for grants, contract compliance, and RFP/RFQ processes.
9. Represents the City at meetings with legislators, partner agencies, regional organizations, and community stakeholders.
10. Participates as a member of the City's executive management team; assists in the development of long-range plans and organizational strategies.
11. Serves on the City's emergency response team.
12. Performs related duties as required.

### **Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and/or Experience:**

Bachelor's degree from an accredited four-year college or university in Public Administration, Business Administration, Urban Planning, or a related field. A Master's degree in a related field is highly desirable. Five (5) years of progressively professional level experience analyzing and making recommendations for

the solution of problems of organization, systems and procedures, program, budget or personnel including two (2) years in a lead or supervisory capacity.

**Knowledge of:**

- Legislative processes at local, state, and federal levels.
- Principles and practices of intergovernmental relations, lobbying, and coalition building.
- Public agency governance, budgeting, contract administration, and strategic planning.
- Municipal operations and services, including housing, public information, and council support.
- Principles of public policy research, analysis, and report preparation.
- Community engagement strategies and public relations practices.
- Effective leadership and supervisory practices in a municipal environment.

**Skill and/or Ability to:**

- Develop and implement legislative and community relations strategies that advance City priorities.
- Build and maintain effective relationships with legislators, public officials, community leaders, and stakeholders.
- Communicate persuasively and diplomatically in public forums and with diverse audiences.
- Provide executive leadership and oversight of multiple program areas.
- Analyze complex legislative and policy issues and recommend sound strategies.
- Manage multiple projects and priorities under tight deadlines.
- Exercise discretion, political acumen, and sound judgment in sensitive matters.

**License and Certificates:**

Possession of a valid California Class C driver's license is required. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary but may be required to stand, walk, sit, stoop, kneel, or crouch.
- Are subject to inside and occasional outside environmental conditions.
- Attend evening meetings, work weekends and/or travel within and out of City boundaries on City business.
- Participate on the City's emergency response team.
- Operate a personal computer and other office equipment.
- Use a City and/or personal vehicle in the course of employment.
- Required to use hands for grasping, handling, writing, or computer keyboard.

**RESOLUTION NO. 25-103**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A NEW JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR EXECUTIVE DIRECTOR OF THE CARSON RECLAMATION AUTHORITY**

**WHEREAS**, Section 503 of the City's Charter provides that the City Council shall determine, by ordinance or resolution, the amount and type of compensation to be paid to all City officers, department heads and employees; and

**WHEREAS**, the Assistant City Manager and/or Human Resources Director, are authorized and directed under provisions of Sections 2797.1 of the Carson Municipal Code and Section II, Rule II of the City Personnel Rules to prepare and recommend position classification and compensation plans, after consultation with the department directors, which becomes effective upon approval by the City Council; and

**WHEREAS**, the City of Carson desires to add a new classification specification of **EXECUTIVE DIRECTOR (CARSON RECLAMATION AUTHORITY)**, to assist the Carson Reclamation Authority board with administration, including overseeing multiple projects and developments, and desires to amend the classification specification to update and describe the duties to be performed by said position and assign a salary range in line with other executive-level positions within the City; and

**WHEREAS**, Assistant City Manager/Human Resources Director have consulted with any affected recognized employee organizations pursuant to its obligations under the City's Personnel Rules and the MMBA, concerning the new classification of **EXECUTIVE DIRECTOR (CARSON RECLAMATION AUTHORITY)**.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:**

**Section 1.** The above recitals are true and correct, and are incorporated herein by this reference.

**Section 2.** The unrepresented at-will classification of **EXECUTIVE DIRECTOR (CARSON RECLAMATION AUTHORITY)** is hereby amended. The classification of **EXECUTIVE DIRECTOR (CARSON RECLAMATION AUTHORITY)** shall be considered an exempt classification under the Fair Labor Standards Act (FLSA). The provisions of Carson Municipal Code Article II, Chapter 9 and the City's Personnel Rules shall not apply to the classification of **EXECUTIVE DIRECTOR (CARSON RECLAMATION AUTHORITY)**.

**Section 3.** The classification of **EXECUTIVE DIRECTOR (CARSON RECLAMATION AUTHORITY)** shall be considered an Unclassified Management Employee. Article I, Section 4 of Resolution No. 25-107, "A Resolution of the City Council of the City of Carson, California

Amending and Ratifying Resolution No. 25-040 Establishing the Salary and Benefits for Unclassified Management Employees Effective September 16, 2025” shall be amended to add/update the **EXECUTIVE DIRECTOR (CARSON RECLAMATION AUTHORITY)** classification to the list of Unclassified Management Employees.

**Section 4.** The classification specification for **EXECUTIVE DIRECTOR (CARSON RECLAMATION AUTHORITY)**, attached hereto as Exhibit A is hereby adopted.

**Section 5.** The classification of “**EXECUTIVE DIRECTOR (CARSON RECLAMATION AUTHORITY)**” is assigned to Salary Range 301, \$108.21/hr – \$138.11/hr.

**Section 6.** The Carson Reclamation Authority will fund one full-time position for the newly adopted classification of **EXECUTIVE DIRECTOR (CARSON RECLAMATION AUTHORITY)**.

**Section 7.** This resolution shall be effective September 16, 2025.

**Section 8.** The City Clerk shall certify to the adoption of this Resolution and shall enter it into the book of original Resolutions.

**PASSED, APPROVED and ADOPTED** this 16<sup>th</sup> day of September, 2025.

---

**LULA DAVIS-HOLMES, MAYOR**

**ATTEST:**

---

**Dr. KHALEAH K. BRADSHAW, CITY CLERK**

**APPROVED AS TO FORM:**

---

**SUNNY K. SOLTANI, CITY ATTORNEY**

STATE OF CALIFORNIA       )  
COUNTY OF LOS ANGELES    ) ss.  
CITY OF CARSON               )

I, Dr. Khaleah K. Bradshaw, City Clerk of the City of Carson, California, do hereby certify that the whole number of members is five; that the foregoing resolution, being Resolution No. 25-103 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 16<sup>th</sup> day of September 2025, and that the same was passed and adopted by the following vote:

AYES:           COUNCIL MEMBERS:

NOES:           COUNCIL MEMBERS:

ABSTAIN:       COUNCIL MEMBERS:

ABSENT:        COUNCIL MEMBERS:

By: \_\_\_\_\_  
City Clerk



**Executive Director – Carson Reclamation Authority (CRA)**

**Job Summary:**

Under policy direction of the Carson Reclamation Authority (CRA) Board, the Executive Director is responsible for planning, organizing, directing, and administering all programs, contracts, budgets, environmental compliance, and redevelopment activities associated with reclamation projects under the Authority's jurisdiction. This position provides expert advice to the CRA Board, oversees highly complex environmental remediation and development initiatives, and represents the CRA with outside agencies, developers, regulators, and the public.

**Class Characteristics:**

This is a single-incumbent executive management position with full responsibility for the administration and operation of the CRA Board. The incumbent exercises broad latitude in implementing CRA policy, executing CRA Board directives, and negotiating agreements, while being accountable for achieving CRA goals within legal, fiscal, and policy parameters. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council/Board policies.

**Essential Duties and Responsibilities**

(The City reserves the right to add, modify, change, or rescind related duties and work assignments.)

1. Serves as Executive Director to the CRA Board; develops agendas, reports, resolutions, and policy recommendations.
2. Implements CRA policies, Board directives, and ensures compliance with JPA bylaws, City Charter, and applicable federal, state, and local laws.
3. Oversees landfill closure, remediation, and long-term monitoring of the Cal-Compact landfill site and related properties.
4. Ensures compliance with CEQA/NEPA, DTSC regulations, environmental insurance requirements, and other state/federal mandates.
5. Negotiates and administers development agreements, ground leases, and public-private partnership arrangements.
6. Prepares and administers the CRA's operating and capital budgets; manages grants, loans, and financing instruments.
7. Approves and administers contracts, expenditures, and claims consistent with CRA policy and delegated authority.
8. Represents the CRA before public agencies, developers, regulatory bodies, investors, and the community.
9. Maintains, updates, and ensures procedural compliance for CRA related programs
10. Formulates program goals and long-range plans, and develops workload indicators to measure progress and achievements.
11. Performs related duties as required.

**Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

**Education and/or Experience:**

Bachelor's degree from an accredited four-year college or university in Public Administration, Business Administration, Urban Planning, Environmental Science, and/or Engineering. A Master's degree in a related field is highly desirable.

Seven (7) years of progressively responsible experience in public agency management, redevelopment, environmental remediation, or large-scale infrastructure projects, including at least five (5) years in a senior executive or general manager role.

**Knowledge of:**

- Environmental remediation standards, landfill closure requirements, and DTSC regulatory oversight.
- CEQA/NEPA, land use law, public works contracting, and development agreements.
- Applicable federal, state and local laws, codes, regulations, standards, rules and.
- Executive management and leadership principles.
- Public administration and governmental operations.
- Municipal budget preparation and administration methods and practices and capital improvement programs.
- Program development and administration principles and practices.
- Effective methods of report presentation.
- Goal-setting methods and the design of workload and performance indicators.
- Effective oral and written communication principles and practices.
- City organization, operations, policies, and objectives.
- Contract administration principles and practices.

**Skill and/or Ability to:**

- Strategic leadership and negotiation
- Develop and implement long-term strategic plans for reclamation and redevelopment.
- Plan, analyze, and evaluate programs and services, operational needs, and fiscal constraints.
- Stakeholder engagement and conflict resolution.
- Communicate complex technical and policy issues clearly to diverse audiences.
- Fiscal and risk management of multimillion-dollar projects.
- Use personal computer and related software.
- Prepare and present clear and comprehensive reports and make effective presentations.
- Build effective relationships with elected officials, regulators, developers, and the public.
- Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures.
- Lead staff and consultants in delivering results aligned with Board policy.

**License and Certificates:** Possession of a valid California Class C driver's license is required. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary but may be required to stand, walk, sit, stoop, kneel, or crouch.
- Are subject to inside and occasional outside environmental conditions.
- Attend evening meetings, work weekends and/or travel within and out of City boundaries on City business.
- Participate on the City's emergency response team.
- Operate a personal computer and other office equipment.

- Use a City and/or personal vehicle in the course of employment.
- Required to use hands for grasping, handling, writing, or computer keyboard.

## RESOLUTION NO. 25-104

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A NEW JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR EXECUTIVE ASSISTANT OF THE CARSON RECLAMATION AUTHORITY**

**WHEREAS**, Section 503 of the City's Charter provides that the City Council shall determine, by ordinance or resolution, the amount and type of compensation to be paid to all City officers, department heads and employees; and

**WHEREAS**, the Assistant City Manager and/or Human Resources Director, are authorized and directed under provisions of Sections 2797.1 of the Carson Municipal Code and Section II, Rule II of the City Personnel Rules to prepare and recommend position classification and compensation plans, after consultation with the department directors, which becomes effective upon approval by the City Council; and

**WHEREAS**, the City of Carson desires to add a new classification specification of **EXECUTIVE ASSISTANT (CARSON RECLAMATION AUTHORITY)**, to assist the Carson Reclamation Authority board and Executive Director with administrative support and desires to adopt the classification specification to establish and describe the duties to be performed by said position and assign a salary range in line with other executive assistant-level positions within the City; and

**WHEREAS**, Assistant City Manager/Human Resources Director have consulted with any affected recognized employee organizations pursuant to its obligations under the City's Personnel Rules and the MMBA, concerning the new classification of **EXECUTIVE ASSISTANT (CARSON RECLAMATION AUTHORITY)**.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:**

**Section 1.** The above recitals are true and correct, and are incorporated herein by this reference.

**Section 2.** The new classification specification for **EXECUTIVE ASSISTANT (CARSON RECLAMATION AUTHORITY)** (Salary Range 418, \$50.73/hr - \$64.74/hr), attached hereto as Exhibit A, assigned to the American Federation of State, County and Municipal Employees, Local 1017, is hereby adopted.

**Section 3.** The Carson Reclamation Authority will fund one full-time position for the newly adopted classification of **EXECUTIVE ASSISTANT (CARSON RECLAMATION AUTHORITY)**.

**Section 4.** In the event of any conflict between this Resolution and any prior City resolution relating to the subject matter hereof, this Resolution shall supersede and prevail over the prior resolution to the extent of the conflict.

**Section 5.** The City Clerk shall certify to the adoption of this Resolution and shall enter it into the book of original Resolutions.

**PASSED, APPROVED and ADOPTED** this 16<sup>th</sup> day of September, 2025.

---

**LULA DAVIS-HOLMES, MAYOR**

**ATTEST:**

---

**Dr. KHALEAH K. BRADSHAW, CITY CLERK**

**APPROVED AS TO FORM:**

---

**SUNNY K. SOLTANI, CITY ATTORNEY**

STATE OF CALIFORNIA       )  
COUNTY OF LOS ANGELES   ) ss.  
CITY OF CARSON             )

I, Dr. Khaleah K. Bradshaw, City Clerk of the City of Carson, California, do hereby certify that the whole number of members is five; that the foregoing resolution, being Resolution No. 25-104 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 16<sup>th</sup> day of September 2025, and that the same was passed and adopted by the following vote:

AYES:           COUNCIL MEMBERS:

NOES:           COUNCIL MEMBERS:

ABSTAIN:       COUNCIL MEMBERS:

ABSENT:        COUNCIL MEMBERS:

By: \_\_\_\_\_  
City Clerk

## **EXECUTIVE ASSISTANT- Carson Reclamation Authority (CRA)**

### **Job Summary:**

Performs highly responsible, complex, and confidential administrative and clerical work in support of the Carson Reclamation Authority (CRA) and the CRA Executive Director; oversees the day-to-day operations of the CRA Executive Office. Supervises clerical/administrative staff as assigned and performs related duties as required.

### **Essential Duties and Responsibilities**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

- Supports the CRA Executive Director with administrative and clerical duties.
- Coordinates, assigns, and reviews work of clerical staff, when assigned, to ensure timely and efficient completion.
- Screens phone calls, visitors, and correspondence; evaluates and responds to requests and concerns; forwards matters to appropriate staff for attention; follows up to ensure timely response or action.
- Provides information in accordance with established CRA procedures and policies; assists in developing office procedures and policies.
- Performs administrative duties for the CRA and the CRA Executive Director, including independently drafting and typing correspondence (including confidential material), maintaining confidential files and records.
- Maintains calendars; schedules and arranges appointments, meetings, and special events for the CRA and the CRA Executive Director; makes travel and/or hotel arrangements; organizes expense reports as required.
- Conducts research, gathers materials, and compiles information for reports; prepares summaries or reports of such research for the CRA and the CRA Executive Director.
- Coordinates logistics for CRA Board meetings, including room arrangements, catering, and technology support.
- Tracks assignments, assists with the preparation and distribution of staff reports or agenda packets for CRA Board meetings.
- Prepares, proofs, and enters non-complex staff reports in the legislative tracking system (e.g., Agendalink) and processes requisitions in the Tyler Munis System.
- Processes CRA timesheets, surveys, and related payroll or administrative documents as required.
- Handles follow-up on Public Records Act requests; organizes and prioritizes incoming material.
- Updates and maintains the CRA Administrative Handbook as required.
- Maintains the highest level of confidentiality in all matters.
- Performs related duties as required.

### **Qualification Guidelines**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and/or Experience:**

Bachelor's degree and experience in a municipality preferred or minimum of two (2) years of college including Executive Assistant experience and/or five (5) years of full-time, paid secretarial experience; two (2) years of Executive and/or administrative office experience supporting a top executive and/or executive leader preferred. Experience and/or education may be substituted on a year for year basis.

**Knowledge of:**

- Applicable laws, codes, regulations, policies and procedures and MOU's.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Personal computer software and hardware.
- Telephone techniques and etiquette; customer service principles.
- City organization, operations, policies and objectives.
- Correct English usage, grammar, spelling, punctuation and vocabulary; proofreading techniques.
- Principles and practices of training and providing supervision.
- Basic budgeting practices and procedures.
- Letter and report writing.
- Financial concepts/functions.

**Skill and/or Ability to:**

- Strong attention to detail and excellent follow-up skills.
- Professionalism, consistency and self-initiative required.  
Monitor and track vendor contract execution.
- Independently compose letters, memos, or other material.
- Take notes quickly and accurately.
- Multi-task and deal with constant interruptions.
- Analyze situations accurately and adopt an effective course of action.
- Maintain a professional and consistent disposition at all times.
- Transcribe dictation accurately at an acceptable rate of speed.
- Proofread and edit a variety of documents and reports.
- Establish and maintain an accurate filing system.
- Apply and explain applicable laws, codes, rules, regulations, policies and/or procedures.
- Research, compile, and organize material and summarize in report-form.
- Add, subtract, multiply and divide quickly and accurately.
- Operate a variety of office machines and equipment including personal computer and related software.
- Understand and follow oral and written directions.
- Maintain confidentiality; exercise judgment and discretion.
- Supervise, train and provide work direction to office clerical support.
- Effectively communicate both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Establish and maintain a variety of complex and confidential files and records.
- Organize and prioritize work assignments.
- Be apolitical while providing excellent customer service.



**License and Certificate:**

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require talking, hearing, and vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work which is primarily sedentary and repetitive.
- Is subject to inside environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of city boundaries to attend meetings.

## RESOLUTION NO. 25-105

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY AMENDING AND RESTATING THE JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT**

**WHEREAS**, Section 503 of the City's Charter provides that the City Council shall determine, by ordinance or resolution, the amount and type of compensation to be paid to all City officers, department heads and employees; and

**WHEREAS**, the Assistant City Manager and/or Human Resources Director, are authorized and directed under provisions of Sections 2797.1 of the Carson Municipal Code and Section II, Rule II of the City Personnel Rules to prepare and recommend position classification and compensation plans, after consultation with the department directors, which becomes effective upon approval by the City Council; and

**WHEREAS**, the City Council desires to amend and restate the unrepresented at-will classification of **DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT**, to incorporate a broader scope of economic and community development tasks including planning, business retention and attraction, and other development incentive programs; and desires to amend the classification specification to update and describe the duties to be performed by said position and assign a salary range in line with other executive-level positions within the City; and

**WHEREAS**, Assistant City Manager/Human Resources Director have consulted with any affected recognized employee organizations pursuant to its obligations under the City's Personnel Rules and the MMBA, concerning the new classification of **DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT**.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:**

**Section 1.** The above recitals are true and correct, and are incorporated herein by this reference.

**Section 2.** The unrepresented at-will classification of **DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT** is hereby amended. The classification of **DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT** shall be considered an exempt classification under the Fair Labor Standards Act (FLSA). The provisions of Carson Municipal Code Article II, Chapter 9 and the City's Personnel Rules shall not apply to the classification of **DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT**.

**Section 3.** The classification of **DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT** shall be considered an Unclassified Management Employee. Article I, Section 4 of Resolution No. 25-107, "A Resolution of the City Council of the City of Carson, California

Amending and Ratifying Resolution No. 25-040 Establishing the Salary and Benefits for Unclassified Management Employees Effective September 16, 2025” shall be amended to add/update the **DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT** classification to the list of Unclassified Management Employees.

**Section 4.** The classification specification for **DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT**, attached hereto as Exhibit A is hereby adopted.

**Section 5.** The classification of “**DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT**” is assigned to Salary Range 304, \$98.15/hr – \$125.26/hr.

**Section 6.** The City will fund one full-time position for the amended and restated classification of **DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT**, through the general fund.

**Section 7.** This resolution shall be effective September 16, 2025.

**Section 8.** The City Clerk shall certify to the adoption of this Resolution and shall enter it into the book of original Resolutions.

**PASSED, APPROVED and ADOPTED** this 16<sup>th</sup> day of September, 2025.

---

**LULA DAVIS-HOLMES, MAYOR**

**ATTEST:**

---

**Dr. KHALEAH K. BRADSHAW, CITY CLERK**

**APPROVED AS TO FORM:**

---

**SUNNY K. SOLTANI, CITY ATTORNEY**

STATE OF CALIFORNIA       )  
COUNTY OF LOS ANGELES   ) ss.  
CITY OF CARSON             )

I, Dr. Khaleah K. Bradshaw, City Clerk of the City of Carson, California, do hereby certify that the whole number of members is five; that the foregoing resolution, being Resolution No. 25-105 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 16<sup>th</sup> day of September 2025, and that the same was passed and adopted by the following vote:

AYES:           COUNCIL MEMBERS:

NOES:           COUNCIL MEMBERS:

ABSTAIN:       COUNCIL MEMBERS:

ABSENT:        COUNCIL MEMBERS:

By: \_\_\_\_\_  
City Clerk

## **DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT**

### **Job Summary:**

Under general direction of the Assistant City Manager, or designee, plans, implements, and evaluates programs which advance both community development and economic development in the City. Directs managers and staff in the areas of planning, community development block grant (CDBG) programs, successor agency, and business and employment development. Meets with potential investors, developers, and businesses to encourage and facilitate business retention and attraction, while also engaging with residents, neighborhood groups, and community-based organizations to improve livability, housing opportunities, and community services. Serves as liaison with local, State, and Federal agencies across both economic and community development spheres and brings program activities together under a citywide coordinated strategy. This is an unclassified, at-will position.

### **Class Characteristics:**

This is a single-position executive management classification responsible for overseeing the City's comprehensive community and economic development functions, including urban planning, zoning, business retention and attraction, workforce development, and federally funded initiatives. The Director is expected to balance economic vitality—through business investment, property development, financing, and employment growth—with community livability, including housing, neighborhood revitalization, and resident engagement. Serving as a key member of the City's executive management team, the incumbent exercises independent judgment, strategic thinking, and initiative in aligning departmental operations with City Council goals, while also providing high-level policy advice and collaborating extensively with developers, financial institutions, businesses, nonprofit organizations, community groups, and residents to deliver outcomes that support both sustainable economic growth and enhanced quality of life.

### **Essential Duties and Responsibilities:**

(The City reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, directs, and implements operations of the Community Development Department, including planning, zoning, economic development, housing, successor agency, community engagement, CDBG, and related programs.
2. Provides leadership, direction, and guidance in policies, procedures, strategies, work standards, and strategic goals for both economic and community development programs; ensures compliance with mandated programs and grant requirements.
3. Participates as a member of the City's executive management team; attends City Council, Successor Agency, and Housing Authority meetings; makes presentations, provides information, and policy recommendations.
4. Supervises employees, including prioritizing and assigning work, conducting performance evaluations, and making decisions on hiring, termination, and disciplinary recommendations.
5. Serves as the senior management liaison to developers, investors, and business leaders, as well as to neighborhood associations, community-based organizations, nonprofits, and residents.
6. Directs the preparation and review of applications, proposals, agreements, plans, staff reports, grant submissions, and other related documentation.

7. Directs the preparation of the Department's budget; monitors revenues, expenditures, and grant compliance.
8. Facilitates and participates in meetings and committees; represents the department and the City at business, planning, and community development conferences.
9. Represents the City in preliminary and final contract negotiations with developers, realtors, and financial institutions for proposed projects, while ensuring alignment with community housing, planning, and service priorities.
10. Oversees housing initiatives, neighborhood revitalization efforts, affordable housing development, and CDBG-funded community programs.
11. Performs related duties and responsibilities as required.

**Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

**Education and/or Experience:** Bachelor's degree from an accredited four-year college or university in Public Administration, Business Administration, Economics, Urban Planning or related field and seven (7) years of administrative experience in economic or industrial development. A Master's degree in a related field is preferred.

**Knowledge of:**

- Principles and practices of both community and economic development, including planning, zoning, housing, financing, site selection, business outreach and recruitment, small business support, and workforce development.
- Principles and practices of housing development, neighborhood revitalization, and community engagement, including fair housing, affordable housing financing, and grant program administration.
- Principles and practices of economic development, including property acquisition, site development, business attraction and retention, and redevelopment agency functions.
- Federal and State community development programs (e.g., CDBG, HOME, affordable housing law, CEQA/NEPA).
- Principles of public administration, strategic planning, and interdepartmental coordination.
- Governmental accounting, budgeting, and finance principles and practices.
- Principles of staff supervision, development, and performance management.

**Skill and/or Ability:**

- Develop and implement a comprehensive community and economic development strategy that balances business growth with neighborhood revitalization, affordable housing, and resident services.
- Build and maintain collaborative relationships with developers, business leaders, neighborhood groups, nonprofit partners, and government agencies.
- Negotiate and manage complex development agreements while ensuring community benefits and equity are addressed.
- Interpret and apply laws, codes, and regulations related to planning, housing, redevelopment, and economic development.
- Prepare and deliver clear, concise reports and presentations to elected officials, boards, and the public.
- Represent the City effectively in regional and state forums on housing, planning, and economic development issues.
- Lead staff in achieving departmental goals across diverse program areas.

**License and Certificates:**

Possession of a valid California Class C Driver's License is required. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

**Physical Demands and Work Environment:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- Is subject to inside environmental conditions.
- Will attend periodic evening meetings, work weekends and/or travel to attend meetings.
- Will participate on the City's emergency response team.
- Use a City and/or personal vehicle in the course of employment.

## RESOLUTION NO. 25-106

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY AMENDING AND RESTATING THE JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR DEPUTY CITY MANAGER**

**WHEREAS**, Section 503 of the City's Charter provides that the City Council shall determine, by ordinance or resolution, the amount and type of compensation to be paid to all City officers, department heads and employees; and

**WHEREAS**, the Assistant City Manager and/or Human Resources Director, are authorized and directed under provisions of Sections 2797.1 of the Carson Municipal Code and Section II, Rule II of the City Personnel Rules to prepare and recommend position classification and compensation plans, after consultation with the department directors, which becomes effective upon approval by the City Council; and

**WHEREAS**, the City Council desires to amend and restate the unrepresented at-will classification of **DEPUTY CITY MANAGER**, to assist the City Manager and Assistant City Manager with overall City administration, including overseeing multiple departments and divisions, and desires to amend the classification specification to update and describe the duties to be performed by said position and assign a salary range in line with other executive-level positions within the City; and

**WHEREAS**, Assistant City Manager/Human Resources Director have consulted with any affected recognized employee organizations pursuant to its obligations under the City's Personnel Rules and the MMBA, concerning the new classification of **DEPUTY CITY MANAGER**.

### **NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:**

**Section 1.** The above recitals are true and correct, and are incorporated herein by this reference.

**Section 2.** The unrepresented at-will classification of **DEPUTY CITY MANAGER** is hereby amended. The classification of **DEPUTY CITY MANAGER** shall be considered an exempt classification under the Fair Labor Standards Act (FLSA). The provisions of Carson Municipal Code Article II, Chapter 9 and the City's Personnel Rules shall not apply to the classification of **DEPUTY CITY MANAGER**.

**Section 3.** The classification of **DEPUTY CITY MANAGER** shall be considered an Unclassified Management Employee. Article I, Section 4 of Resolution No. 25-107, "A Resolution of the City Council of the City of Carson, California Amending and Ratifying Resolution No. 25-040 Establishing the Salary and Benefits for Unclassified Management Employees Effective September 16, 2025" shall be amended to add/update the **DEPUTY CITY MANAGER** classification to the list of Unclassified Management Employees.



**Section 4.** The classification specification for **DEPUTY CITY MANAGER**, attached hereto as Exhibit A is hereby adopted.

**Section 5.** The classification of “**DEPUTY CITY MANAGER**” is assigned to Salary Range 306, \$103.05/hr – \$131.52/hr.

**Section 6.** The City will fund two full-time positions for the amended and restated classification of **DEPUTY CITY MANAGER**, through the general fund.

**Section 7.** This resolution shall be effective September 16, 2025.

**Section 8.** The City Clerk shall certify to the adoption of this Resolution and shall enter it into the book of original Resolutions.

**PASSED, APPROVED and ADOPTED** this 16<sup>th</sup> day of September, 2025.

---

**LULA DAVIS-HOLMES, MAYOR**

**ATTEST:**

---

**Dr. KHALEAH K. BRADSHAW, CITY CLERK**

**APPROVED AS TO FORM:**

---

**SUNNY K. SOLTANI, CITY ATTORNEY**

STATE OF CALIFORNIA        )  
COUNTY OF LOS ANGELES    ) ss.  
CITY OF CARSON                )

I, Dr. Khaleah K. Bradshaw, City Clerk of the City of Carson, California, do hereby certify that the whole number of members is five; that the foregoing resolution, being Resolution No. 25-106 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 16<sup>th</sup> day of September 2025, and that the same was passed and adopted by the following vote:

AYES:           COUNCIL MEMBERS:

NOES:           COUNCIL MEMBERS:

ABSTAIN:       COUNCIL MEMBERS:

ABSENT:        COUNCIL MEMBERS:

By: \_\_\_\_\_  
City Clerk

## **Deputy City Manager**

### **Job Summary:**

Under general direction of the City Manager or his/her designee, provides high-level executive management and policy support and coordinates strategic initiatives across City departments. The Deputy City Manager represents the City Manager as assigned and ensures the effective delivery of City programs and services in accordance with City Council policy and the Municipal Code.

### **Class Characteristics:**

This at-will executive classification serves as a key member of the City's Executive Management Team. The Deputy City Manager provides organizational leadership and coordinates interdepartmental initiatives. This classification differs from the Assistant City Manager classification as the latter may serve in an acting capacity for the City Manager.

### **Essential Duties and Responsibilities**

(The City reserves the right to add, modify, change, or rescind related duties and work assignments.)

1. Advises the City Manager and City Council on policy, organizational, and community issues.
2. Oversees assigned departments, divisions, or citywide initiatives, ensuring alignment with Council priorities.
3. Facilitates cross-departmental collaboration to enhance efficiency and service delivery.
4. Provides strategic guidance and analysis on fiscal, policy, and operational matters.
5. Represents the City Manager in meetings with elected officials, community stakeholders, businesses, and partner agencies.
6. Prepares and presents complex reports, policy recommendations, and presentations to Council and committees.
7. Leads organizational initiatives in areas such as performance management, fiscal sustainability, community engagement, and equity.
8. Assists the City Manager in developing and administering the City's operating and capital budgets.
9. Participates in labor relations, negotiations, and personnel matters as assigned.
10. Supports the City's emergency management and disaster response functions.
11. Confers with or addresses the business community, citizens, and others to discuss City needs and challenges.
12. Provides information and assistance to civic organizations dealing with specific problems affecting the City.
13. Performs related duties as required.

### **Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

#### **Education and/or Experience:**

Bachelor's degree or higher from an accredited college or university with major course work in public administration, business administration, economics, or related field. A master's degree is preferred. A minimum of eight (8) years of increasingly responsible management experience in local public governance, with at least four (4) years in a department director's role.

#### **Knowledge of:**

- Principles and practices of municipal governance, public administration, and intergovernmental relations.
- Performance measurement theory and practices
- Community engagement and public relations techniques.
- Fiscal and budgetary management in complex organizations.
- Principles and practices of administration, supervision, and training.
- Applicable laws, codes, regulations, policies, and procedures.
- Principles of effective leadership, supervision, and personnel management.

**Skill and/or Ability to:**

- Provide executive leadership and direction across diverse service areas.
- Build and maintain cooperative relationships with elected officials, staff, and community stakeholders.
- Communicate complex policy, fiscal, and organizational issues effectively to diverse audiences.
- Exercise political acumen and discretion in managing sensitive issues.
- Establish and maintain cooperative and effective working relationships with others.
- Present ideas and concepts persuasively individually and before groups.
- Review and approve official documents according to established guidelines and limits
- Drive organizational performance through innovation and accountability.

**License and Certificates:**

Possession of a valid California Class C driver's license is required. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary but may be required to stand, walk, sit, stoop, kneel, or crouch.
- Are subject to inside and occasional outside environmental conditions.
- Attend evening meetings, work weekends and/or travel within and out of City boundaries on City business.
- Participate on the City's emergency response team.
- Operate a personal computer and other office equipment.
- Use a City and/or personal vehicle in the course of employment.
- Required to use hands for grasping, handling, writing, or computer keyboard.

**RESOLUTION NO. 25-107**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF CARSON, CALIFORNIA,  
ESTABLISHING THE SALARY AND BENEFITS  
FOR UNCLASSIFIED MANAGEMENT EMPLOYEES  
EFFECTIVE September 16, 2024, AND RESCINDING RESOLUTION NO. 25-040**

**ADOPTED September 16, 2025**



## RESOLUTION NO. 25-107

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, ESTABLISHING THE SALARY AND BENEFITS FOR UNCLASSIFIED MANAGEMENT EMPLOYEES EFFECTIVE July 1, 2024, AND RESCINDING RESOLUTION NO. 25-040**

**WHEREAS**, Section 503 of the City's Charter provides that the City Council shall determine, by ordinance or resolution, the amount and type of compensation to be paid to all City officers, department heads and employees.

**WHEREAS**, Section 2304 of the Carson Municipal Code similarly requires that the City Council fix the salaries and compensation of all officers and employees of the City by resolution.

**WHEREAS**, the California Public Employees Retirement System ("CalPERS"), through California Code of Regulations, Title 2, Division 1, Chapter 2, Subchapter 1, Article 4, Section 570.5, limits payrates to the amount listed on a pay schedule that meets certain requirements for purposes of determining the amount of "compensation earnable" pursuant to Government Code Sections 20630, 20636, and 20636.

**WHEREAS**, the City Council has historically adopted a resolution establishing the salary and benefits for unrepresented and unclassified management employees (hereinafter, "Unclassified Management Employees") as distinguished from mid-management, classified, part-time and/or other City employees.

**WHEREAS**, the City Council adopted: (i) Resolution No. 14-091 on November 18, 2014, establishing the salary and benefits for Unclassified Management Employees; (ii) Resolution No. 15-124 on November 17, 2015, fixing the employer's contribution under the Public Employees' Medical & Hospital Care Act (PEMHCA), effective January 1, 2016; (iii) Resolution No. 15-125 on November 17, 2015, establishing the City of Carson's vesting contribution under section 22893.1 of PEMHCA, effective January 1, 2016; (iv) Resolution No. 16-095 on August 2, 2016, establishing the salary and benefits for Unclassified Management Employees; (v) Resolution No. 18-170 on December 4, 2018, establishing the salary and benefits for Unclassified Management Employees; and (vi) Resolution No. 19-015 on January 8, 2019, establishing the salary and benefits for Unclassified Management Employees.

**WHEREAS**, on November 1, 2022, the City Council adopted Resolution No. 22-149, amending the salaries and benefits for Unclassified Management Employees. The resolution established the updated salary and benefit terms, inclusive of the adjustments increasing compensation as well as the pre-existing terms that were not adjusted. However, after adoption of the resolution, staff determined that certain non-substantive modifications to the language of the resolution were needed.

**WHEREAS**, on November 15, 2022, the City Council adopted Resolution No. 22-235, amending and restating the salary and benefits for Unclassified Management Employees. Resolution No. 22-235 made the necessary non-substantive modifications and included the adjusted salary tables as Appendices A-D attached thereto. Resolution No. 22-235 also stated that it rescinded all prior resolutions regarding the salary and benefits of Unclassified Management Employees, including but not limited to Resolution No.'s 14-091, 16-095, and 18-170, and that to the extent Resolution No. 22-235 provided benefits in excess of or different from the benefits provided in Resolution No.'s 15-124 and 15-125, the provisions of

Resolution No. 22-235 shall control. Resolution No. 22-235 was made effective as of November 1, 2022, the date of the Council's adoption of the underlying substantive changes via Resolution No. 22-149.

**WHEREAS**, on February 7, 2023, the City Council adopted Resolution No. 23-037. The intent of the City Council in adopting Resolution No. 23-037, and of City staff in preparing the resolution for adoption, was simply to amend subsection 1.1 of Section 1 (Salary Range Adjustments of Unclassified Management Employees) of Article II (Compensation) of Section 3 of Resolution No. 22-235 to add the following language: "Upon hiring or promotion, Unclassified Management Employees may be assigned to any range step within the established salary range for the first 12 months of employment. Section 6, Salary Advancement shall apply to new hires and promotions." However, due to discrepancies in Resolution No. 23-037 and in the City's adoption thereof, such as not attaching the salary table appendices, the action actually taken did not clearly reflect the aforementioned intent. Additionally, Resolution No. 23-037 provided, in Section 2, that it rescinded and superseded Resolution No. 22-235.

**WHEREAS**, on September 19, 2023, the City Council adopted Resolution No. 23-152 to clearly and comprehensively re-establish and restate the salary and benefits for the Unclassified Management Employees, including subsection 1.1 and the current salary tables, to clarify and correct the foregoing discrepancies, effective November 1, 2022.

**WHEREAS**, the City Council now desires to clearly and comprehensively re-establish and restate the salary and benefits for the Unclassified Management Employees, including the current salary tables, effective July 1, 2024.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:**

**Section 1.** The above recitals are true and correct, and are incorporated herein by this reference.

**Section 2.** Resolution No. 23-152 is hereby rescinded. In the event of any conflict between this Resolution and any prior City resolution relating to the subject matter hereof, this Resolution shall supersede and prevail over the prior resolution to the extent of the conflict. To the extent this Resolution provides benefits in excess of or different from the benefits provided in Resolution Nos. 15-124 and 15-125, the provisions of this Resolution shall control.

**Section 3.** The City Council hereby approves and adopts the following restated salaries, benefits, and other terms and conditions for the Unclassified Management Employees:



**ARTICLE I**  
**DEFINITION OF TERMS**

The following terms shall have the meanings set forth in this Article as applied in this Resolution.

**SECTION 1 - ACTING DUTY:**

The performance of the duties by an employee of a classification with a higher pay range than the employee's usual classification. This assignment is on a temporary basis.

**SECTION 2 - CLASSIFICATION:**

A position or positions sufficiently similar in respect to authority, duties and responsibilities such that the same descriptive title is assigned.

**SECTION 3 - DAY:**

A calendar day, unless otherwise designated.

**SECTION 4 - UNCLASSIFIED MANAGEMENT EMPLOYEE:**

An individual compensated through the City payroll and appointed to one of the following classifications:

- Assistant City Manager
- City Manager
- Deputy City Manager
- Director of Community and Economic Development
- Director of Community Services/Parks and Recreation
- Director of Finance
- Director of Human Resources
- Director of Information Technology and Security
- Director of Public Works
- Director of Public Safety and Emergency Management
- Energy and Sustainability Officer
- Government Affairs Officer
- Executive Director (Carson Reclamation Authority)

**SECTION 5 - LEAVE:**

An authorized leave of absence from work.

**SECTION 6 - POSITION:**

The authority, duties, and responsibilities assigned to an employee within a classification.

**SECTION 7 - PREVAILING PAY RATE:**

The basic pay rate within a pay range paid to an employee for the performance of the duties and responsibilities of the classification.

#### **SECTION 8 - EMPLOYEE:**

An individual performing the duties and responsibilities of the job titles listed in Section 4 of this Article.

#### **SECTION 9 - WORKDAY:**

A workday is any 24-hour period within a seven consecutive day (168-hour) workweek.

#### **SECTION 10 - WORKWEEK:**

A workweek is a fixed and regularly recurring period of 168 hours - seven consecutive 24-hour periods (workdays) - which begins at 12:00 a.m. (00:00 military time) on Saturday and ends at 11:59 p.m. (23:59 military time) on the following Friday.

#### **SECTION 11 - WORK SCHEDULE:**

A work schedule is a 40-hour per week schedule consisting of either an:

- 11.1 Eight (8) hours in a workday for five (5) consecutive workdays within a workweek; or
- 11.2 Ten (10) hours in a workday for four (4) consecutive workdays within a workweek.

### **ARTICLE II COMPENSATION**

#### **SECTION 1 - SALARY RANGE ADJUSTMENTS OF UNCLASSIFIED MANAGEMENT EMPLOYEES:**

- 1.1 Directors' pay ranges shall be assigned and maintained at a range that is at least 10% higher than the range steps assigned to their highest paid subordinate or manager. The Deputy City Manager pay range shall be assigned and maintained at a range that is at least 5% higher than the range steps assigned to Directors. The Assistant City Manager pay range shall be assigned and maintained at a range that is at least 5% higher than the range steps assigned to Deputy City Manager. Upon hiring or promotion, Unclassified Management Employees may be assigned to any range step within the established salary range for the first 12 months of employment. Section 6, Salary Advancement shall apply to new hires and promotions. The City Manager shall update this resolution for City Council's consideration any time a salary compaction is created.
- 1.2 The pay ranges for the Unclassified Management Employees are reflected in the attached Salary Tables with corresponding effective dates:
  - Appendix A: July 1, 2024 – June 30, 2025 (10% separation from highest paid subordinate/manager)
  - Appendix B: July 1, 2025 - June 30, 2026 (10% separation from highest paid subordinate/manager)

**SECTION 2 - LONGEVITY PAY:**

- 2.1 The City agrees to pay Unclassified Management Employees two and one-half percent (2.5%) of their prevailing pay rate as longevity pay, commencing on the anniversary of attaining ten (10) years of service credit with the City.
- 2.2 In addition to the longevity pay in Section 2.1 above, the City agrees to pay Unclassified Management Employees an additional two and one-half percent (2.5%) of their prevailing pay rate as longevity pay, commencing on the anniversary of attaining fifteen (15) years of service credit with the City.
- 2.3 In addition to the longevity pay in Sections 2.1 and 2.2 above, the City agrees to pay Unclassified Management Employees an additional two and one-half percent (2.5%) of their prevailing pay rate as longevity pay, commencing on the anniversary of attaining twenty five (25) years of service credit with the City.

**SECTION 3 - CITY MANAGER PROVISIONS:**

The City Manager shall receive the benefits provided in this Resolution that are expressly authorized in the City Manager's employment contract. If any provision of this Resolution related to benefits is inconsistent or in conflict with the City Manager's employment contract, the provisions of the City Manager's employment contract shall prevail.

**SECTION 4 - ACTING DUTY PAY:**

- 4.1 The City Manager, or his/her designee, may appoint an employee to acting duty status to perform the duties of a higher classification that is vacant, either temporarily, permanently, or newly created, subject to this Section 4.
- 4.2 An employee may serve in acting duty status only until such time as the City Manager, or his/her designee, makes a regular appointment to the classification or until such time that the incumbent employee returns to work. Only employees in good standing, e.g. not currently rated unsatisfactory, not currently on a work improvement plan, or not currently having disciplinary action pending or in effect, may be appointed to acting duty status.
- 4.3 An acting duty appointment may be effective for a period of up to thirty (30) days, except for special circumstances as defined by the City Manager, or his/her designee. The City Manager, or his/her designee, may extend an acting duty appointment at their sole discretion. Special circumstances include, but are not limited to, needing required licenses, certificates, or degrees, or needing certain training or abilities.
- 4.4 An employee appointed to acting duty status shall be paid a rate not less than the minimum pay range for the acting classification. Acting duty pay shall be at least 10% more than the employee's prevailing pay rate.

- 4.5 An employee appointed to acting duty status shall not be paid more than the maximum pay rate in the pay range for the acting duty classification. If this provision conflicts with Section 4.4 above, then Section 4.4 above shall prevail.
- 4.6 While serving in acting duty status an employee shall continue to receive any pay adjustments, advancements and fringe benefit increases granted to the employee's regular classification. These adjustments or advancements may cause an employee's acting duty pay rate to increase correspondingly, if still under the maximum acting pay rate noted in Section 4.5 above.
- 4.7 An employee appointed to acting duty status shall receive acting duty pay immediately upon assuming the acting duty position, provided the assignment is for at least one scheduled work week (40 consecutive work hours).
- 4.8 An employee may be removed from any acting duty assignment for any reason, as determined by the City Manager, or his/her designee.
- 4.9 An employee may be appointed to an acting duty assignment while serving in their initial probationary period in the City service, at the discretion of the City Manager, or his/her designee.
- 4.10 Non-exempt Employees that are appointed to acting duty in positions that are FLSA exempt from overtime, shall be deemed exempt for the period of service provided in the acting duty status on a full week by full week appointment basis and will not receive overtime compensation during that limited period.
- 4.11 An employee in an acting duty appointment for ninety (90) days or longer, shall receive leave and holiday pay at the acting rate for all such subsequent leaves and holidays that fall after the ninetieth (90<sup>th</sup>) day, provided that the position is not backfilled with another acting appointment.
- 4.12 When an employee is appointed to an acting position, his regular position will not be automatically filled by a subordinate employee in an acting capacity (cascading acting) unless the anticipated workload in that unit will be sufficient to warrant this action. The City Manager shall approve any such decision.
- 4.13 The "Notification of Acting Appointment" form (Form 1201/1099), must be completed and authorized by both the City Manager, or his/her designee, and the Director of Human Resources and Risk Management prior to the first day of the acting assignment, unless unforeseen circumstances occur which prevent such completion.

#### **SECTION 5 - PROFESSIONAL DEVELOPMENT PAY:**

Unclassified Management Employees shall be provided, within the first quarter of each fiscal year, the sum of nine hundred dollars (\$900.00) for reimbursement in anticipation of expenditures for professional development. Such expenditures may include: costs incurred for job-related classes or seminars not paid for by the City; computer equipment and job-related software; books, reference publications or other educational materials; membership or association fees; or any other expenses which promote the professional development of the Unclassified Management Employee and promote the best interests of the City.

## **SECTION 6 - SALARY ADVANCEMENT:**

6.1 Advancement shall mean a pay rate increase given to an Unclassified Management Employee contingent upon merit and performance, within the pay range established for the Unclassified Management Employee's classification. An Unclassified Management Employee's pay rate increase shall be effective the first day of the payroll period closest to the date the Unclassified Management Employee is granted the advancement.

6.2 In addition to those conditions provided for in standard management procedures, Unclassified Management Employees shall be eligible for advancement when the Unclassified Management Employee's length of satisfactory service in their classification satisfies at a minimum the following requirements:

| Monthly<br>Rate<br>Step A   | Monthly<br>Rate<br>Step B | Monthly<br>Rate<br>Step C | Monthly<br>Rate<br>Step D                   | Monthly<br>Rate<br>Step E                   | Monthly<br>Rate<br>Step F                   |
|-----------------------------|---------------------------|---------------------------|---------------------------------------------|---------------------------------------------|---------------------------------------------|
| Date of<br>appoint-<br>ment | 6 mos.<br>after<br>appt.  | 12 mos.<br>after<br>appt. | After at<br>least 12<br>months in<br>Step C | After at<br>least 12<br>months in<br>Step D | After at<br>least 12<br>months in<br>Step E |

6.3 The City Manager has the sole discretion to authorize salary advancements of Unclassified Management Employees.

## **SECTION 7 - AUTO ALLOWANCE:**

The City shall provide an allowance to the Assistant City Manager, Executive Director (CRA), Deputy City Managers, Directors, and Officers for use of their personal automobiles for official City business at the rate of five hundred dollars (\$500.00) per month.

## **SECTION 8 - ALLOWANCE FOR MILEAGE:**

8.1 The City shall reimburse Unclassified Management Employees for use of their personal automobile for official City business at the current IRS rate as adjusted from time to time, plus any parking fees or tolls associated with City business.

8.2 Reimbursement for mileage and related fees shall be made through submission of a petty cash reimbursement form and mileage reimbursement form to the City Treasurer's office. Such reimbursements may not exceed seventy-five dollars (\$75.00). Reimbursements exceeding seventy-five dollars (\$75.00) must be reimbursed through the City's demand register process.

8.3 Reimbursement requests must be filed within the time frame required by SMP No. 3.18 or any SMP which may be subsequently adopted.

## **SECTION 9 - REDEMPTION OF ACCUMULATED LEAVE:**

- 9.1 Unclassified Management Employees may redeem any accumulated leave including vacation, administrative Leave and Sick Leave each year of this resolution up to the hours indicated in 9.2, 9.3, 9.4, and 9.5 of this Section. Sick leave shall be redeemed at a rate of one (1) hour of pay for each two (2) hours of sick leave redeemed. All other types of leave shall be redeemed at a rate of one (1) hour of pay for each one (1) hour of leave redeemed.
- 9.2 The City Manager may redeem up to a combined total of one hundred (100) hours of any accumulated leave in each fiscal year as described in 9.1 above.
- 9.3 The Assistant City Manager, Executive Director (CRA), and Deputy City Managers may redeem up to a combined total of ninety (90) hours of any accumulated leave in each fiscal year as described in 9.1 above.
- 9.4 The Directors and Officers may redeem up to a combined total of four hundred (400) hours of any accumulated leave in each fiscal year as described in 9.1 above.
- 9.5 The City shall cash out any accumulated leave to the employees that are in excess of maximums set for Vacation, Administrative Leave, and Sick Leave every pay period.

#### **SECTION 10 - PAYDAY AND PAYCHECK DISTRIBUTION:**

- 10.1 Payday shall be bi-weekly on Thursday.
- 10.2 Paychecks shall be dated and distributed bi-weekly on the Thursday payday.
- 10.3 If any pay date falls on a holiday, the pay date shall be the preceding Wednesday.

#### **SECTION 11 - OVERPAYMENT REMEDY:**

Unclassified Management Employees covered herein are required to reimburse the City for any overpayment of wages or benefits. Unclassified Management Employees shall notify the City within the next available working day of any such overpayment. Reimbursement may be accomplished by lump-sum deduction made on the next subsequent employee payroll warrant following overpayment notification, or by other reasonable repayment method acceptable to the Unclassified Management Employee and the City.

### **ARTICLE III INSURANCE AND RETIREMENT BENEFITS**

#### **SECTION 1 - HEALTH INSURANCE PREMIUM:**

- 1.1 Effective January 1, 2023, the City will pay the full family HMO premium from Kaiser Permanente of the Los Angeles Region (including Orange, Riverside and San Bernardino counties) for each management employee and eligible dependents.
- 1.2 The cafeteria cap on the use of excess monies shall be two hundred dollars (\$200.00) per month,

regardless of the number of dependents.

- 1.3 Unclassified Management Employees electing to discontinue or not electing health insurance coverage shall receive seventy-five percent (75%) of the lowest 2-party premium, to be put into a City-sponsored deferred compensation plan credited to the Unclassified Management Employee. (Unclassified Management Employees currently receiving a higher amount than seventy-five percent (75%) of the lowest 2-party premium shall continue to receive the same amount to be placed into a City sponsored deferred compensation plan credited to the Unclassified Management Employees.) Unclassified Management Employees may elect to resume health coverage during any open enrollment period, as a result of any change in status, or any other period of time authorized by the policies and requirements of the City-sponsored health coverage plans.
- 1.4 Unclassified Management employees shall have the right to use monies remaining from the monthly sum originally provided for health insurance to purchase additional term life insurance, vision care and/or long-term care insurance offered by the City.
- 1.5 Eligible retired Unclassified Management Employees shall be covered by the health insurance provided by the City according to the rules established by CalPERS. For eligible retired Unclassified Management Employees hired prior to January 1, 2014, the City shall pay the monthly health insurance premium in the same monthly amount as provided for active full-time Unclassified Management Employees. For retired Unclassified Management Employees hired on or after January 1, 2014, the City shall pay a monthly health insurance premium in accordance with the following schedule:

| <u>Full-Time service with Carson<br/>at time of retirement</u> | <u>% of difference between the<br/>required minimum contribution<br/>and the amount the City pays<br/>for active employees</u> |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| 0 – 4.99 years                                                 | 0%                                                                                                                             |
| 5 years                                                        | 50%                                                                                                                            |
| 6 years                                                        | 60%                                                                                                                            |
| 7 years                                                        | 70%                                                                                                                            |
| 8 years                                                        | 80%                                                                                                                            |
| 9 years                                                        | 90%                                                                                                                            |
| 10 years                                                       | 100%                                                                                                                           |

## **SECTION 2 - DENTAL INSURANCE PREMIUM:**

- 2.1 The City shall pay up to, but not to exceed the amount of eighty-seven dollars (\$87.00) per month for dental insurance premium provided by the City for each Unclassified Management Employee and his/her eligible dependents.
- 2.2 Unclassified Management Employees may elect to discontinue or not enroll for dental insurance provided that they submit written proof of equivalent coverage. Unclassified Management Employees electing to discontinue or not enroll for dental insurance shall receive seventy-five

percent (75%), or sixty five dollars and twenty-five cents (\$65.25), to be placed into a City-sponsored deferred compensation plan credited to the Unclassified Management employee.

### **SECTION 3 - LIFE INSURANCE PREMIUM:**

- 3.1 The City shall provide the City Manager with term life insurance coverage in accordance with the Employment Agreement between the City and the City Manager, subject to any age reduction schedules mandated by the insurance company.
- 3.2 The City shall provide the Assistant City Manager, Executive Director (CRA), Deputy City Managers, Directors, and Officers with term life insurance coverage of not less than four hundred thousand dollars (\$400,000.00) after an evidence of insurability (EOI) form is submitted and approved by the City's life insurance carrier; if the EOI form is not submitted, \$200,000.00 is the maximum coverage and is subject to any age reduction schedules mandated by the insurance company.
- 3.3 Unclassified Management Employees shall have the right to purchase additional (supplemental) term life insurance through the City-sponsored programs using monies remaining from the monthly sum originally provided by the City for the employee's health insurance, or, if none, by paying the additional premiums themselves through payroll deduction. The maximum additional (supplemental) term life insurance an Unclassified Management Employee may purchase is up to the basic minimums listed above for each classification, provided the EOI form is submitted and approved by the City's life insurance carrier. Otherwise, the maximum additional term life insurance (supplemental insurance) an Unclassified Management Employee may purchase is \$200,000.00.

### **SECTION 4 - SHORT TERM AND LONG TERM DISABILITY INSURANCE PROGRAM:**

- 4.1 The City shall provide long term disability insurance (or "LTD") benefits for the Unclassified Management Employees under the terms, requirements and conditions set forth in the policy underwritten by a licensed insurance company contracted by the City. The City reserves the right to change the LTD carrier and/or LTD benefits provided on such terms as the City determines are in its best interest.
- 4.2 The City shall provide short term disability insurance (or "STD") benefits for the Unclassified Management Employees solely in order to provide the benefit during the 90-day LTD benefit waiting period. The City shall provide an STD plan for the Unclassified Management Employees under the terms, requirements and conditions compatible with the LTD benefit plan. Nothing herein shall bind the City to provide STD insurance coverage if the City chooses to implement a self-insured STD program.
- 4.3 After a maximum of a 90-day waiting period:
  - a. An Unclassified Management Employee who has been employed with the City for five (5) or more years, and who is disabled from his or her own occupation, shall be entitled to sixty-six and two-thirds percent (66⅔%) of his or her prevailing pay rate, up to a maximum pay rate of seven thousand five hundred dollars (\$7,500.00) per month at the commencement of disability leave, up to age sixty-five (65); and



- b. An Unclassified Management Employee who has been employed with the City for fewer than five (5) years and who is disabled from his or her own occupation shall be entitled to sixty-six and two-thirds percent (66⅔%) of his or her prevailing pay rate, up to a maximum pay rate of seven thousand five hundred dollars (\$7,500.00) per month at the commencement of disability leave, for twenty-four (24) months. An Unclassified Management Employee who has been employed with the City for fewer than five (5) years and who is disabled from all occupations shall be entitled to sixty-six and two-thirds percent (66⅔%) of his/her prevailing pay rate, up to a maximum pay rate of seven thousand five hundred dollars (\$7,500.00) per month at the commencement of disability leave, up to age sixty-five (65).
  - c. There shall be no reduction of LTD or STD benefits for a workers' compensation award for permanent disability. In no case shall an employee on workers' compensation receive short-term or long-term disability benefits and workers' compensation salary continuation or temporary disability simultaneously.
  - d. There shall be no exclusion for "soft tissue injuries", including but not limited to musculoskeletal and connective tissue disorders, strains and sprains of the cervical, thoracic and lumbosacral spine.
  - e. The only allowable offsets are those listed in the LTD and STD policies.
- 4.4 The provision of the LTD Plan and the STD Plan is conditioned upon the following:
- a. The continued availability of insurance coverage for LTD and/or STD at a comparable cost as set forth in the LTD and STD policies, subject only to increases in premium not to exceed applicable increases in the consumer price index for each year for the LTD and STD Plans underwritten by the existing carrier or other insurance carrier.
  - b. Eligibility for and administration of benefits under the STD Plan and the LTD Plan and including the determination whether an Unclassified Management employee is disabled from his or her own occupation, shall be determined by the existing carrier, not by the City.
- 4.5 The City is required to provide LTD benefits only through a licensed insurance provider. The City reserves the right to change the LTD carrier and/or LTD benefits provided, on such terms as the City determines are in its best interests.
- 4.6 For injuries and other disabilities covered under California workers' compensation laws, Unclassified Management Employees shall be paid their regular pay rate for up to seventeen (17) weeks from the date of such disability ("workers' compensation leave") or until the City's workers' compensation administrator terminates workers' compensation leave either due to payment of a "compromise and release" settlement, a disability and/or service retirement, the Unclassified Management Employee returns to work, or a refusal by the Unclassified Management Employee to return to work following a determination by a physician that the Unclassified Management Employee is no longer temporarily disabled, whichever comes first. In the event of a dispute between the treating physician and another physician as to the Unclassified Management Employee's temporary disability status, such dispute shall be resolved in accordance with applicable California Workers' Compensation laws. If an Unclassified Management Employee is approved for workers'

compensation leave, the Unclassified Management Employee shall not be eligible for STD or LTD benefits during the period of such workers' compensation leave. LTD eligibility for Unclassified Management Employees who are still disabled after seventeen (17) weeks shall be determined by the terms of the LTD insurance plan.

- 4.7 While on long term disability, Unclassified Management Employees may use sick leave, annual leave, administrative leave, or floating holiday to bring them to 100% of their prevailing pay rate in conjunction with the disability benefit. The use of accrued leave shall be in the order specified herein.

#### **SECTION 5 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CalPERS):**

- 5.1 For those Unclassified Management Employees hired before the effective date of the CalPERS contract amendment (May, 6, 2011) providing for a tiered retirement benefit, the City shall continue to include those Unclassified Management Employees in the CalPERS "3% at 60" Plan with the following optional public agency contract provisions:

- a. The optional contract provision relating to one (1) year final compensation;
- b. The optional contract provision relating to military service credit as public service;
- c. The optional contract provision relating to the 1959 Survivors Program at the level four benefits;
- d. The optional contract provision relating to two years additional service credit;
- e. The optional contract provision relating to the ability to participate in the part time service credit purchase program, but solely at their own cost;
- f. The optional contract provision relating to the Pre-Retirement Option 2W Death Benefit.

- 5.2 For those Unclassified Management Employees hired on or after the effective date of the CalPERS contract amendment (May 6, 2011) providing for a tiered retirement benefit, and as defined by CalPERS under the Public Employees' Pension Reform Act of 2013 (PEPRA) as "Classic Members", the City shall include those Unclassified Management Employees in the CalPERS "2% at 55" Plan with the following optional public agency contract provisions:

- a. The optional contract provision relating to one (1) year final compensation;
- b. The optional contract provision relating to military service credit as public service;
- c. The optional contract provision relating to the 1959 Survivors Program at the level four benefits;
- d. The optional contract provision relating to two years additional service credit;
- e. The optional contract provision relating to the ability to participate in the part time service credit purchase program, but solely at their own cost;

- f. The optional contract provision relating to the Pre-Retirement Option 2W Death Benefit.
- 5.3 Unclassified Management Employees shall pay the full percentage of the member contributions on a pre-tax basis.
- 5.4 Unclassified Management Employees hired on or after January 1, 2013, defined by CalPERS under the Public Employees' Pension Reform Act of 2013 (PEPRA) as "New Members," the City shall include those Unclassified Management Employees in the CalPERS "2% at 62" Plan with a three year final compensation period, and with the following optional contract provisions:
  - a. The optional contract provision relating to military service credit as public service;
  - b. The optional contract provision relating to the 1959 Survivors Program at the level four benefits;
  - c. The optional contract provision relating to two years additional service credit;
  - d. The optional contract provision relating to the ability to purchase part-time service credit, but solely at the Unit member's own cost;
  - e. The optional contract provision relating to the Pre-Retirement Option 2W Death Benefit.
- 5.5 "New Members" shall pay the full percentage of the member contributions on a pre-tax basis.

#### **SECTION 6 - DEFERRED COMPENSATION PROGRAMS:**

- 6.1 The City shall sponsor voluntary deferred compensation programs, including 457b and 401a.
- 6.2 The City agrees to match the amount, dollar for dollar, up to eleven thousand, five hundred dollars (\$11,500.00) per calendar year, contributed to the City Manager's deferred compensation plan(s); 457b and/or 401a.
- 6.3 The City agrees to match the amount, dollar for dollar, up to eleven thousand, five hundred dollars (\$11,500.00) per calendar year, contributed to the Assistant City Manager's, Executive Director's (CRA), Deputy City Managers', Directors', and the Officers' deferred compensation plan(s); 457b and/or 401a.

#### **SECTION 7 - VISION CARE PLAN:**

The City shall sponsor a vision care program for Unclassified Management Employees and their eligible dependents as described in detail by the vision plan document. Unclassified Management Employees shall pay the premium for the vision care plan and increases in the premium for the duration of this resolution. Unclassified Management Employees may use monies remaining from the monthly sum originally provided by the City for health insurance to pay the premium for Vision Care.

### **ARTICLE IV LEAVES**

## **SECTION 1 - JURY DUTY/COURT SUMMONS/SUBPOENA:**

Unclassified Management Employees summoned to a court to provide testimony on behalf of the City or as directed by the City Manager, shall not lose any pay or be required to use any paid leave during such court service. Paid leave for jury service shall be limited to ten (10) working days in any one calendar year.

## **SECTION 2 - VACATION LEAVE:**

The City shall provide Unclassified Management Employees with vacation leave subject to the following conditions:

- 2.1 Unclassified Management Employees shall be credited with vacation leave at the following rates:
  - i. Ten (10) hours for each month of service or major portion thereof from the date of appointment;
  - ii. Thirteen and thirty-three hundredths (13.33) hours for each month of service or major portion thereof upon commencement of the Unclassified Management Employee's eleventh year of service;
  - iii. Upon the twentieth anniversary date, Unclassified Management Employees will be credited with ten (10) hours of vacation leave, in addition to the credit under Section 2.1.ii;
  - iv. Upon the twenty-first anniversary date, Unclassified Management Employees will be credited with ten (10) hours of vacation leave, in addition to the credit under Sections 2.1.ii and 2.1.iii;
  - v. Upon the twenty-second anniversary date, Unclassified Management Employees will be credited with ten (10) hours of vacation leave, in addition to the credit under Sections 2.1.ii., 2.1.iii., and 2.1.iv;
  - vi. Upon the twenty-third anniversary date, and each anniversary date thereafter, Unclassified Management Employees will be credited with ten (10) hours of vacation leave, in addition to the credit under Sections 2.1.ii, 2.1.iii., 2.1.iv., and 2.1.v.
- 2.2 Unclassified Management Employees shall not be credited with vacation leave during leaves of absence without pay exceeding eighty (80) working hours in any calendar month.
- 2.3 Unclassified Management Employees may use vacation leave only after completing their initial six (6) months of service. Unclassified Management Employees shall not use less than one (1) hour of vacation leave at any one time.
- 2.4 Unclassified Management employees shall not accrue more than a total of eight hundred (800) hours of vacation leave, after which accruals shall cease until total accrued vacation leave drops below the 800 hour accrual cap.

## **SECTION 3 - SICK LEAVE:**

The City shall provide Unclassified Management Employees with sick leave as follows:

- 3.1 Unclassified Management Employees shall be credited with sick leave at the rate of ten (10) hours of sick leave for each month of service or major portion thereof. Sick leave shall not be credited for leaves of absence without pay exceeding eighty (80) working hours in any calendar month.
- 3.2 Unclassified Management Employees may accrue a maximum of one thousand forty (1,040) hours of sick leave hours. Unclassified Management Employees may use accrued sick leave only after completing their initial month of service.
- 3.3 Unclassified Management Employees may not use sick leave at their discretion, but only in cases of actual personal sickness, or the sickness of the Unclassified Management Employee's immediate family member. Sick leave shall be used for medical and dental appointments and pregnancy.
- 3.4 When an Unclassified Management Employee uses sick leave, the Unclassified Management Employee will complete and submit a signed leave request form stating the need for such sick leave, including partial day absences. When an Unclassified Management Employee uses sick leave in excess of three (3) consecutive working days, the City may require an Unclassified Management Employee to present, upon return to work, a medical certification signed by a physician or licensed medical practitioner verifying the need for such sick leave.
- 3.5 When an Unclassified Management Employee wishes to use accrued sick leave, the Unclassified Management Employee shall notify the City Manager and/or the Assistant City Manager either before or within one (1) hour after the time set for beginning the work period of the intended absence due to sickness, unless the Unclassified Management Employee is incapacitated and physically unable to provide the required notification. Unclassified Management Employees on sick leave shall regularly inform the City Manager and/or the Assistant City Manager of their physical condition.
- 3.6 When an Unclassified Management Employee separates from the City service for whatever reason the Unclassified Management Employee shall be compensated for one-half (1/2) the value of accrued sick leave. The value of accrued sick leave shall be calculated using such Unclassified Management Employee's prevailing pay rate on the date of the employee's separation from City service.
- 3.7 The City shall provide Unclassified Management Employees with thirty (30) days of sick leave at the time of hire. Sick leave advanced to Unclassified Management Employees under this section shall be considered to be loaned to the Unclassified Management Employee and the Unclassified Management Employee shall not accrue additional sick leave for a thirty (30) month period.

#### **SECTION 4 – PAID PARENTAL LEAVE:**

The City shall provide Unclassified Management Employees Parental Leave at one hundred percent (100%) of salary, for the birth, adoption of foster placement of a child, regardless of gender, marital status or sexual orientation of the parent. Paid Leave may be taken at any time during the twelve-month period immediately following the birth, adoption or placement of a child with the employee.

- 4.1 Paid Parental Leave must be taken in the full workday increments, and within one year of the date of birth/placement of the child. This type of absence shall not be charged against the employee's leave credits or accruals.
- 4.2 Paid Parental Leave shall be provided for up to one hundred sixty (160) hours (at the employee's adjusted hourly rate of pay) taken intermittently or consecutively, at the employee's discretion, concurrently with FMLA/CFRA/PDL, as applicable, in the twelve-month period following the birth of a child, adoption of a child, or placement of a foster child in their home.
- 4.3 To be eligible for the Paid Paternal Leave, Unclassified Management Employees must:
  - a. Be permanent full-time employees eligible for City health benefits; AND
  - b. Have completed six months of full-time City service; AND
  - c. Be a parent of a newborn child; OR
  - d. Have adopted a child or who have had a foster child placed in their home (in either case, the child must be age 17 or younger).

## **SECTION 5 - HOLIDAY LEAVE:**

The City shall provide Unclassified Management Employees with the following fourteen holidays with pay subject to the following conditions:

- 5.1 January 1 (New Years Day)  
The third Monday in January (Martin Luther King Day)  
January 30<sup>th</sup> (Fred T. Korematsu Day)  
The third Monday in February (President's Day)  
March 8 (International Women's/Rosa Parks Day)  
March 31<sup>st</sup> (Cesar Chavez Day)  
The last Monday in May (Memorial Day)  
June 19<sup>th</sup> (Juneteenth)  
July 4<sup>th</sup> (Independence Day)  
The first Monday in September (Labor Day)  
October 25 (Larry D. Itliong Day).  
November 11<sup>th</sup> (Veteran's Day)  
The fourth Thursday in November (Thanksgiving Day)  
December 25<sup>th</sup> (Christmas) and  
Every day proclaimed by the President, Governor, or Mayor of this City as a public holiday.
- 5.2 When any day designated as a holiday falls on a Friday or Saturday, the ten (10) hours of holiday leave will be converted to annual leave and added to the Unclassified Management Employee's annual leave balance. When any day designated as a holiday falls on a Sunday, the following Monday shall be observed as the holiday. In order to be paid for a holiday or receive the leave conversion, the Unclassified Management Employee must work his or her full regularly-scheduled workday immediately before and after the holiday unless the Unclassified Management Employee is absent from any portion or all of his or her regularly-scheduled workday immediately before or after the holiday on authorized paid leave. An Unclassified Management Employee shall not receive pay for a holiday, or receive the leave conversion, if any leave without pay was used by the Unclassified Management Employee during his or her regularly-scheduled workday immediately before or after the holiday.

- 5.3 In the event that the Mayor or the City Council declares a portion of the day before Christmas (December 24th) or a portion of the day before New Year's Day (December 31st) to be a holiday, the Unclassified Management Employee must use such additional holiday leave when granted, and such leave cannot be accrued. Unclassified Management Employees absent on other paid leave when such additional holiday leave is granted shall not receive compensatory leave or additional pay because of their absence. An Unclassified Management Employee shall not receive holiday pay for this half-day holiday if any leave without pay was used by the Unclassified Management Employee during his or her regularly-scheduled workday immediately before or after the half-day holiday.
- 5.4 Three (3) floating holidays shall be provided to Unclassified Management Employees annually, subject to the following conditions:
- i. The Unclassified Management Employee's immediate supervisor has the exclusive authority to approve floating holiday leave. Unless the Unclassified Management Employee's use of floating holiday leave interferes with departmental operations, the Unclassified Management Employee's immediate supervisor shall permit the Unclassified Management Employee to use floating holiday leave at the Unclassified Management Employee's discretion;
  - ii. Unclassified Management Employees shall not use less than one (1) hour of floating holiday leave at any one time;
  - iii. Unclassified Management Employees are encouraged to use floating holiday leave during the fiscal year. However, holiday leave shall be converted to vacation leave if not used by the end of the fiscal year;
  - iv. When an Unclassified Management Employee separates from the City service for any reason, the City shall compensate the Unclassified Management Employee for any floating holiday leave not taken for floating holidays occurring prior to their separation date;
  - v. New Unclassified Management Employees will be credited with floating holiday leave for floating holidays which occur subsequent to their date of hire.

#### **SECTION 6 - ADMINISTRATIVE LEAVE:**

The City shall provide Unclassified Management Employees with administrative leave as time off from work, instead of pay or compensatory leave credit for overtime work, subject to the following conditions:

- 6.1 Unclassified Management Employees shall accrue administrative leave hours for each month of service or major portion thereof as follows:
- i. City Manager – 10 hours;
  - ii. Assistant City Manager – 10 hours;
  - iii. Deputy City Manager – 10 hours;
  - iv. Directors– 10 hours.
  - v. Energy and Sustainability Officer – 10 hours
  - vi. Government Affairs Officer - 10 hours
  - vii. Executive Director (CRA) - 10 hours

- 6.2 Unclassified Management Employees shall not accrue more than the following number of hours of administrative leave:
- i. City Manager – 180 hours;
  - ii. Assistant City Manager – 180 hours;
  - iii. Deputy City Manager – 180 hours;
  - iv. Directors– 180 hours.
  - v. Energy and Sustainability Officer – 180 hours
  - vi. Government Affairs Officer - 180 hours
  - vii. Executive Director (CRA) - 180 hours
- 6.3 Unclassified Management Employees shall use administrative leave only upon written approval of the immediate supervisor.
- 6.4 When an Unclassified Management Employee separates from the City service for any reason, the City shall compensate the Unclassified Management Employee for any accrued administrative leave. The value of accrued administrative leave shall be calculated using the Unclassified Management employee's prevailing pay rate on the date of the employee's separation from City service.

#### **SECTION 7 - WORKER COMPENSATION LEAVE:**

The City shall provide Unclassified Management employees with workers' compensation leave subject to the following conditions:

- 7.1 Except as otherwise provided, an Unclassified Management Employee substantially disabled by bodily injury or sickness in the course and scope of employment shall be paid his/her regular pay rate for up to seventeen (17) weeks from the date of disability, or until the City's workers' compensation insurance carrier terminates temporary disability payments either by means of a lump sum settlement or a retirement with pension, whichever occurs first.
- 7.2 When an Unclassified Management Employee receives workers' compensation payments, the City shall pay such Unclassified Management Employee only the difference between such workers' compensation payments and such Unclassified Management Employee's regular pay rate. During the time such Unclassified Management Employee is substantially disabled, such Unclassified Management Employee shall continue to accrue vacation leave, sick leave, personal leave, administrative leave, and seniority for purposes of pay adjustments or advancements.

#### **SECTION 8 - MILITARY LEAVE:**

The City shall grant military leave to Unclassified Management Employees as provided in California Military and Veterans Code Sections 389 through 395. An Unclassified Management Employee on ordered military leave shall be paid their regular pay rate in addition to their military pay.

#### **SECTION 9 - LEAVE OF ABSENCE WITHOUT PAY:**



The City Manager shall have the exclusive authority to approve an Unclassified Management Employee's request for leave of absence from work without pay. Such leave of absence shall not be approved unless the Unclassified Management Employee provides the City Manager with a written reason for the request. If the City Manager approves such leave of absence for a period of ten (10) working days or less, the Unclassified Management Employee shall not lose any seniority for such leave of absence. After the expiration of an approved leave of absence without pay, Unclassified Management Employees shall be reassigned to their former classification.

In accordance with Federal and/or State leave laws and as hereby authorized by the City Council, the City Manager may grant an Unclassified Management Employee's request for up to 12 weeks of unpaid, job protected leave to eligible employees for certain family and medical reasons under the Family and Medical Leave Act of 1993 (FMLA). The City Manager shall not grant an unpaid leave in excess of one (1) year for Unclassified Management Employees with five (5) years or less seniority or in excess of three (3) years for Unclassified Management Employees with more than ten (10) years seniority. An Unclassified Management Employee on an unpaid leave for 61 days or more shall not accrue seniority for that portion of the leave over sixty (60) days. After the expiration of the unpaid leave, the Unclassified Management Employee shall be assigned to his/her former classification. The Unclassified Management Employee requesting the leave shall state in writing the reasons for the request.

#### **SECTION 10 - TIME OFF FOR VOTING:**

The City shall provide Unclassified Management Employees with time off for voting subject to the following conditions:

- 10.1 When an Unclassified Management Employee claims not to have sufficient time outside of working hours to vote at a statewide election, the Unclassified Management Employee may, without loss of pay, with the approval of the City Manager, take off enough working hours which when added to the voting hours available outside of working hours will enable the Unclassified Management Employee to vote. The City Manager may not authorize an Unclassified Management Employee to take off more than two (2) hours from work for voting with pay. The time off authorized for voting shall be only at the beginning or end of a work period, whichever allows the Unclassified Management Employee the most time for voting and the least time off from work.
- 10.2 If the Unclassified Management Employee knows or has reason to believe that time off for voting shall be necessary on election day, the Unclassified Management Employee shall notify the City Manager of that fact at least two (2) work periods in advance.

#### **SECTION 11 - DISCRETIONARY LEAVE:**

All discretionary leave taken by Unclassified Management Employees shall be approved, in advance, by the City Manager or the Assistant City Manager, as applicable.

### **ARTICLE V** **MISCELLANEOUS PROVISIONS**

#### **SECTION 1 - ME TOO CLAUSE:**

During the term of this resolution, if any other bargaining unit in the City of Carson receives additional increases to the proposed cost of living increases or other compensation, including retroactive payments, or additional improvements to the health insurance benefits, including but not limited to, additional City contributions to the health insurance premiums or cafeteria caps; or any other financial improvements, the City agrees to provide the same such increases and improvements to the Unclassified Management Employees and to meet and confer with the Unclassified Management Employees over such increases and improvements. The provision of this paragraph shall expire on and not be effective after June 30, 2027.

## **SECTION 2 - DISCIPLINARY ACTION:**

The authority of the City to institute disciplinary action against Unclassified Management Employees and the rights of those employees with respect to such disciplinary action shall be governed by the provisions of the Carson Municipal Code.

## **SECTION 3 - LEGAL COUNSEL:**

The City shall comply with all of its statutory obligations relative to providing defense and indemnification of public employees, if any, including but not limited to Government Code Sections 825-825.6 and Sections 995-996.6.

## **SECTION 4 - NON-APPLICABILITY OF PERSONNEL RULES:**

The City's Personnel Rules do not apply to Unclassified Management Employees covered by this resolution. Subject to the provisions of the City's Municipal Code, the City and the Unclassified Management Employees covered by this resolution may, upon mutual agreement, meet and discuss any subject or matter covered by this resolution.

## **SECTION 5 - SEVERABILITY:**

In the event that any term, covenant, condition, or provision contained in this resolution is held to be invalid or void by any court of competent jurisdiction, the invalidity of any such term, covenant, condition, provision or agreement shall in no way affect any other term, covenant, condition, or provision of this resolution and the remainder of the resolution shall still be in full force and effect.

## **SECTION 6 - DURATION:**

- 6.1 This Resolution shall be binding on the City and the Unclassified Management Employees effective July 1, 2024.
- 6.2 Except as otherwise provided herein, this Resolution shall continue in full force and effect until such time as amended or superseded by City Council ordinance or resolution.

## APPENDICES:

| City of Carson - Salary Schedule                    |       |        |        |        |        |        |        |
|-----------------------------------------------------|-------|--------|--------|--------|--------|--------|--------|
| Unclassified Management Employees                   |       |        |        |        |        |        |        |
| Effective July 1, 2024 - June 30, 2025 - Appendix A |       |        |        |        |        |        |        |
| COLA: 6.0%                                          |       |        |        |        |        |        |        |
| Title                                               | Range | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
| Assistant City Manager                              | 301   | 104.05 | 109.25 | 114.71 | 120.45 | 126.47 | 132.80 |
| Deputy City Manager                                 | 306   | 99.09  | 104.04 | 109.25 | 114.71 | 120.44 | 126.47 |
| Director of Community Development                   | 304   | 94.37  | 99.09  | 104.04 | 109.25 | 114.71 | 120.44 |
| Director of Community Services                      | 304   | 94.37  | 99.09  | 104.04 | 109.25 | 114.71 | 120.44 |
| Director of Finance                                 | 304   | 94.37  | 99.09  | 104.04 | 109.25 | 114.71 | 120.44 |
| Director of Human Resources and Risk                | 304   | 94.37  | 99.09  | 104.04 | 109.25 | 114.71 | 120.44 |
| Director of Information Technology & Security       | 304   | 94.37  | 99.09  | 104.04 | 109.25 | 114.71 | 120.44 |
| Director of Public Works                            | 304   | 94.37  | 99.09  | 104.04 | 109.25 | 114.71 | 120.44 |
| Director of Public Safety                           | 304   | 94.37  | 99.09  | 104.04 | 109.25 | 114.71 | 120.44 |
| Energy and Sustainability Officer                   | 305   | 76.09  | 79.89  | 83.89  | 88.08  | 92.48  | 97.11  |

| City of Carson - Salary Schedule                    |       |        |        |        |        |        |        |
|-----------------------------------------------------|-------|--------|--------|--------|--------|--------|--------|
| Unclassified Management Employees                   |       |        |        |        |        |        |        |
| Effective July 1, 2025 - June 30, 2026 - Appendix B |       |        |        |        |        |        |        |
| COLA: 4.0%                                          |       |        |        |        |        |        |        |
| Title                                               | Range | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
| Assistant City Manager                              | 301   | 108.21 | 113.62 | 119.30 | 125.27 | 131.53 | 138.11 |
| Executive Director Carson Reclamation Authority     | 301   | 108.21 | 113.62 | 119.30 | 125.27 | 131.53 | 138.11 |
| Deputy City Manager                                 | 306   | 103.05 | 108.20 | 113.62 | 119.30 | 125.26 | 131.52 |
| Director of Economic & Community Development        | 304   | 98.15  | 103.05 | 108.21 | 113.62 | 119.30 | 125.26 |
| Director of Community Services                      | 304   | 98.15  | 103.05 | 108.21 | 113.62 | 119.30 | 125.26 |
| Director of Finance                                 | 304   | 98.15  | 103.05 | 108.21 | 113.62 | 119.30 | 125.26 |
| Director of Human Resources and Risk                | 304   | 98.15  | 103.05 | 108.21 | 113.62 | 119.30 | 125.26 |
| Director of Information Technology & Security       | 304   | 98.15  | 103.05 | 108.21 | 113.62 | 119.30 | 125.26 |
| Director of Public Works                            | 304   | 98.15  | 103.05 | 108.21 | 113.62 | 119.30 | 125.26 |
| Director of Public Safety                           | 304   | 98.15  | 103.05 | 108.21 | 113.62 | 119.30 | 125.26 |
| Energy and Sustainability Officer                   | 305   | 79.13  | 83.09  | 87.24  | 91.60  | 96.18  | 100.99 |
| Government Affairs Officer                          | 305   | 79.13  | 83.09  | 87.24  | 91.60  | 96.18  | 100.99 |

| City of Carson - Salary Schedule                    |       |        |        |        |        |        |        |
|-----------------------------------------------------|-------|--------|--------|--------|--------|--------|--------|
| Unclassified Management Employees                   |       |        |        |        |        |        |        |
| Effective July 1, 2026 - June 30, 2027 - Appendix C |       |        |        |        |        |        |        |
| COLA: 4.0%                                          |       |        |        |        |        |        |        |
| Title                                               | Range | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
| Assistant City Manager                              | 301   | 112.54 | 118.17 | 124.08 | 130.28 | 136.79 | 143.63 |
| Executive Director Carson Reclamation Authority     | 301   | 112.54 | 118.17 | 124.08 | 130.28 | 136.79 | 143.63 |
| Deputy City Manager                                 | 306   | 107.17 | 112.53 | 118.16 | 124.07 | 130.27 | 136.78 |
| Director of Economic & Community Development        | 304   | 102.07 | 107.18 | 112.53 | 118.16 | 124.07 | 130.27 |
| Director of Community Services                      | 304   | 102.07 | 107.18 | 112.53 | 118.16 | 124.07 | 130.27 |
| Director of Finance                                 | 304   | 102.07 | 107.18 | 112.53 | 118.16 | 124.07 | 130.27 |
| Director of Human Resources and Risk                | 304   | 102.07 | 107.18 | 112.53 | 118.16 | 124.07 | 130.27 |
| Director of Information Technology & Security       | 304   | 102.07 | 107.18 | 112.53 | 118.16 | 124.07 | 130.27 |
| Director of Public Works                            | 304   | 102.07 | 107.18 | 112.53 | 118.16 | 124.07 | 130.27 |
| Director of Public Safety                           | 304   | 102.07 | 107.18 | 112.53 | 118.16 | 124.07 | 130.27 |
| Energy and Sustainability Officer                   | 305   | 82.30  | 86.41  | 90.73  | 95.27  | 100.03 | 105.03 |
| Government Affairs Officer                          | 305   | 82.30  | 86.41  | 90.73  | 95.27  | 100.03 | 105.03 |

RESOLUTION NO. 25-107

Page 23 of 24

---

**Section 4.** This resolution shall be effective retroactively as of September 16, 2025.

**Section 5.** The City Clerk shall certify to the adoption of this Resolution and shall enter it into the book of original Resolutions.

PASSED, APPROVED, AND ADOPTED this 16<sup>th</sup> day of September 2025.

APPROVED AS TO FORM:

CITY OF CARSON:

---

Sunny K. Soltani, City Attorney

---

Lula Davis-Holmes, Mayor

ATTEST:

---

Dr. Khaleah K. Bradshaw, City Clerk

STATE OF CALIFORNIA           )  
COUNTY OF LOS ANGELES    ) ss.  
CITY OF CARSON                )

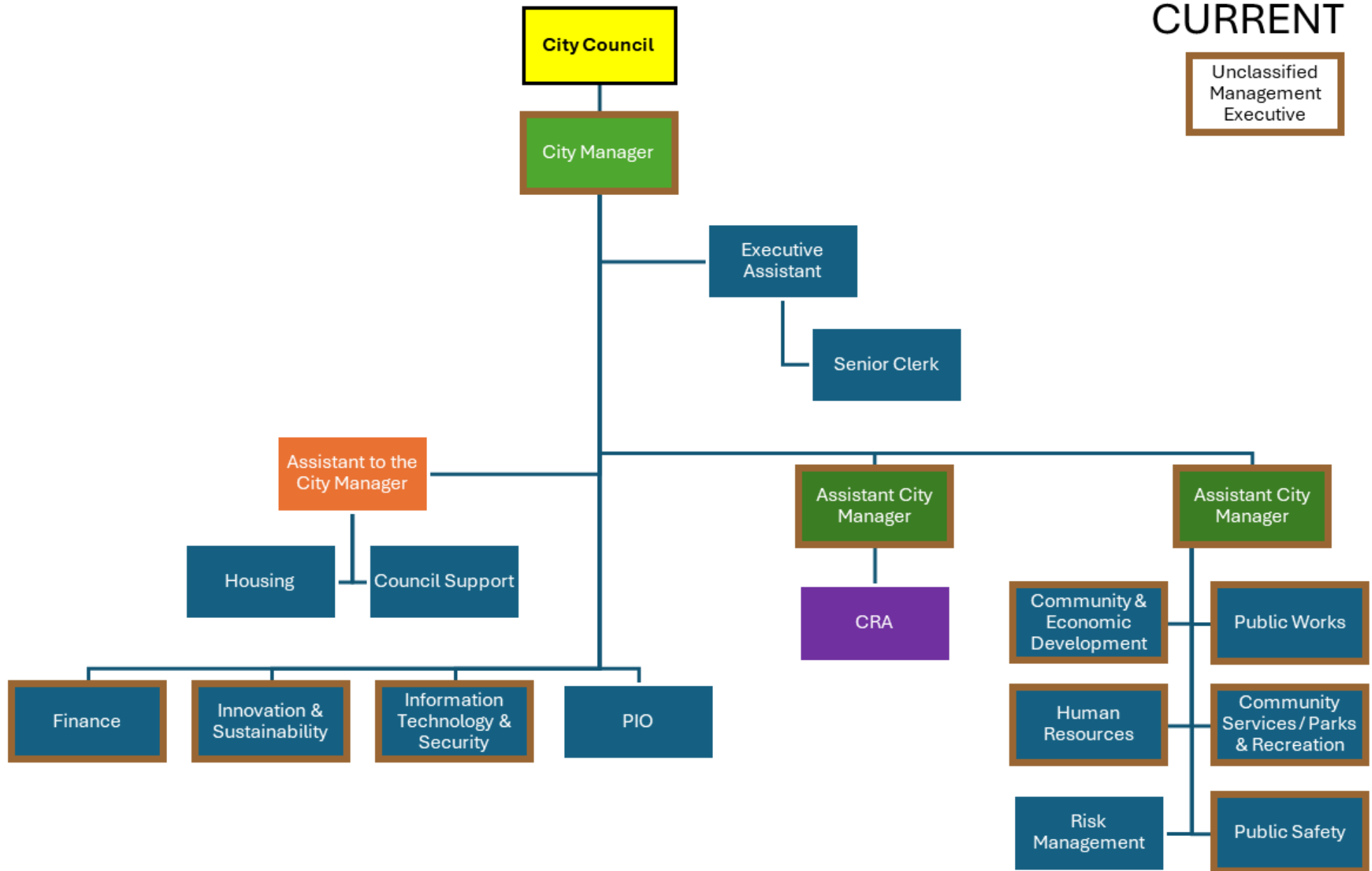
I, Dr. Khaleah K. Bradshaw, City Clerk of the City of Carson, California, hereby attest to and certify that the foregoing resolution, being Resolution No. 25-107 adopted by the City of Carson City Council at its meeting held on September 16, 2025, by the following vote:

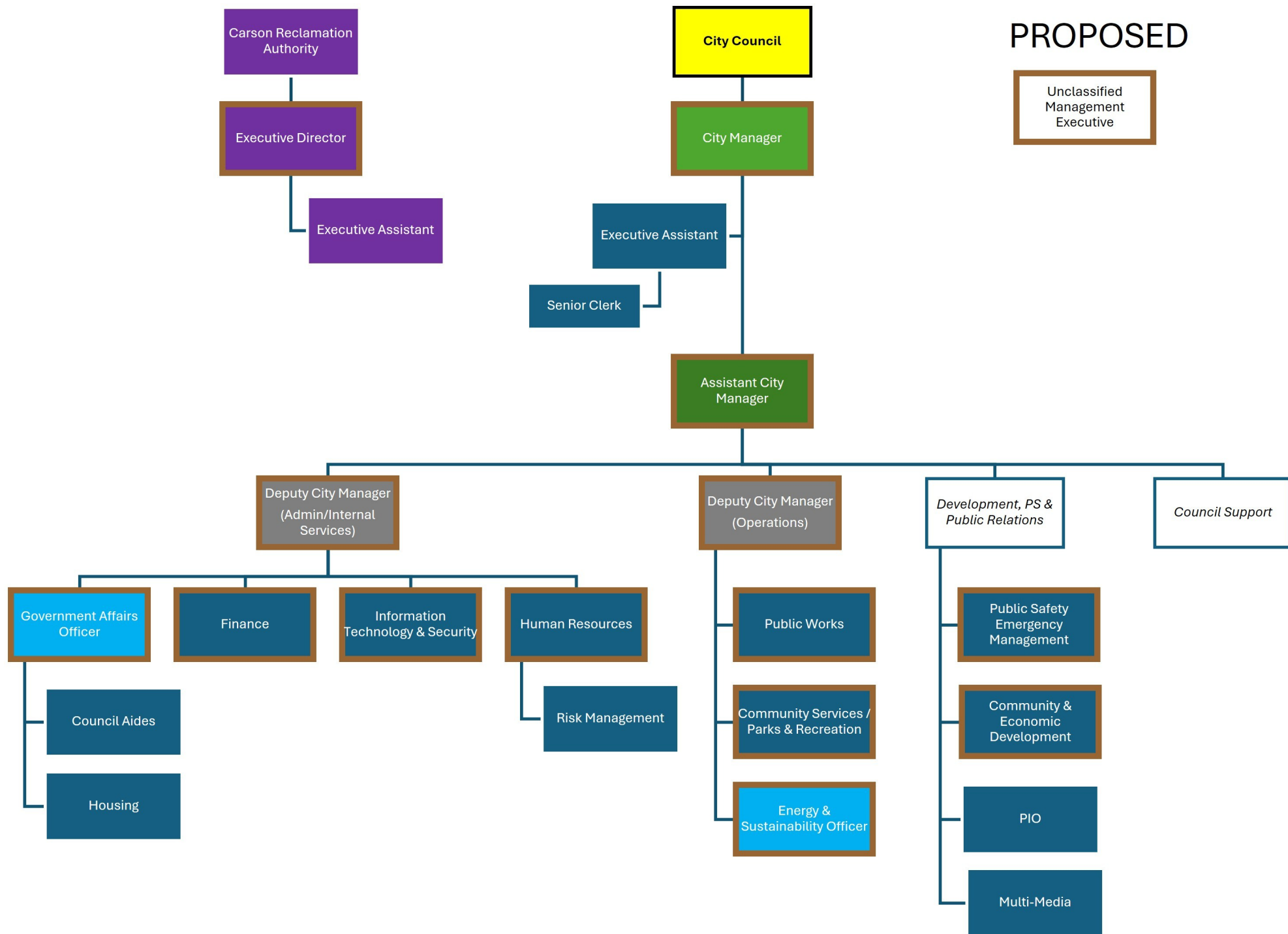
|          |                  |                                          |
|----------|------------------|------------------------------------------|
| AYES:    | COUNCIL MEMBERS: | Davis-Holmes, Hilton, Dear, Hicks, Rojas |
| NOES:    | COUNCIL MEMBERS: | None                                     |
| ABSTAIN: | COUNCIL MEMBERS: | None                                     |
| ABSENT:  | COUNCIL MEMBERS: | None                                     |

---

Dr. Khaleah K. Bradshaw, City Clerk

# CURRENT





PROPOSED

Unclassified  
Management  
Executive



---

# Report to Honorable Mayor and City Council

Tuesday, September 16, 2025, 5:00 PM

CONSENT 26.

To: Honorable Mayor and City Council

From: Dr. Robert Lennox, Assistant City Manager CD Planning

Subject: CONSIDER ISSUING THE "10-DAY REPORT" PURSUANT TO GOVERNMENT CODE SECTION 65858(D) REGARDING INTERIM URGENCY ORDINANCE NO. 24-2416U, WHICH EXTENDED A TEMPORARY 45-DAY MORATORIUM ON CONSIDERATION OF APPLICATIONS AND APPROVAL AND ISSUANCE OF PERMITS AND ENTITLEMENTS FOR COMMERCIAL OR INDUSTRIAL REDEVELOPMENT AND SUBSEQUENT USE OF CURRENT OIL REFINERY SITES WITHIN THE CITY OF CARSON FOLLOWING CESSATION OF REFINERY OPERATIONS (CITY COUNCIL)

## **I. SUMMARY**

On November 6, 2024, the City Council unanimously approved Interim Urgency Ordinance No. 24-2414U, which established a temporary 45-day moratorium on acceptance, processing and consideration of applications and approval and issuance of permits and entitlements for commercial or industrial redevelopment and subsequent use of current oil refinery sites within the City following cessation of refinery operations. The moratorium was enacted pursuant to Section 65858 of the California Government Code, took effect immediately, and was scheduled to expire on December 21, 2024, unless extended by the Council.

On December 3, 2024, the City Council unanimously adopted Interim Urgency Ordinance No. 24-2416U, which extended by 10 months and 15 days the temporary moratorium on consideration of applications for and approval of permits and entitlements for commercial or industrial redevelopment and subsequent use of current oil refinery sites within the City following cessation of refinery operations.

The purpose of the moratorium is to allow the City time to study and consider proposed or potential General Plan, specific plan and/or zoning regulations related to commercial and residential development and subsequent use of the Refinery Sites (as defined in the Ordinance) following cessation of Refinery Operations (as defined in the Ordinance) to enable the City to adequately and appropriately protect the public peace, health, safety, and welfare, as well as environmental justice and environmental quality in connection with any such redevelopment or subsequent use that may be proposed.

The purpose of this item is to comply with Government Code Section 65858(d), which provides that at least ten (10) days prior to expiration of a moratorium or any extension, the City Council must issue a written report describing the measures taken to alleviate the condition which led to its adoption. This is known as a 10-day report. The proposed 10-day report is attached as Exhibit No. 2. The City Council has the option of considering an extension of the moratorium for an additional year, which is a separate, public hearing item, and is not the subject of this item. However, issuing a 10-day report is a prerequisite to either extension or expiration of the moratorium.

## **II. RECOMMENDATION**

ISSUE the "10-Day Report on Interim Ordinance No. 24-2416U." (Exhibit No. 2).

### **III. ALTERNATIVES**

TAKE another action that City Council deems appropriate, subject to compliance with applicable law.

### **IV. BACKGROUND**

On November 19, 2024, the City issued a 10-day report in compliance with the requirements of Government Code section 65858(d) with respect to Interim Urgency Ordinance No. 24-2414U, which enacted the original 45-day moratorium and was adopted on November 2, 2024.

The proposed 10-day report complies with the requirements of Government Code section 65858(d) with respect to Interim Urgency Ordinance No. 24-2416U, which is the ordinance that extended the original 45-day moratorium for 10 months and 15 days and was adopted on December 3, 2024.

Ten (10) days prior to the Ordinance expiring or the City extending the Ordinance, the City Council is required to issue a written report "describing the measures taken to alleviate the condition that led to the adoption of the Ordinance." (Gov't Code § 65858(d)).

As detailed in the 10-Day Report (Exhibit No. 2), during the period the moratorium has been in place, the City has prepared, considered and adopted a General Plan Amendment (adopted on December 3, 2024) that expressly requires submittal and approval of a specific plan prior to, or concurrently with, approval of development plans for any redevelopment of the site of an existing oil or petroleum refinery or associated use for a new use following cessation of refinery operations.

Also detailed in the current 10-Day Report, the City has continued the process of studying other potential General Plan and/or zoning regulations related to commercial and residential development and subsequent use of the Refinery Sites following cessation of Refinery Operations that would help further ensure the City is able to adequately and appropriately protect the public peace, health, safety, and welfare, as well as environmental justice and environmental quality in connection with any such redevelopment or subsequent use that may be proposed. These potential amendments to the City's regulations would seek to further the goals and policies of the General Plan. However, as of the date of this report, no formal action has been initiated or considered by the City's legislative decision-makers concerning such potential amendments to City regulations. More time would be needed to complete that process. In connection with considering whether to further extend the moratorium for the one additional year remaining available, which is a separate, public hearing item, the City Council will also consider whether or not it sees fit to direct staff to prepare and initiate a formal Planning Commission and City Council hearing process concerning such potential amendments.

### **V. FISCAL IMPACT**

None.

### **VI. EXHIBITS**

1. Ordinance No. 24-2416U
2. (Draft) 10-Day Report

### **Attachments**

[Exhibit 1 Ordinance No. 24-2416U.pdf](#)

[Exhibit 2 10-Day Report on Interim Ordinance No. 24-2416U.pdf](#)



**ORDINANCE NO. 24-2416U**

**AN INTERIM URGENCY ORDINANCE OF THE CITY OF CARSON,  
CALIFORNIA, EXTENDING A TEMPORARY MORATORIUM ON  
CONSIDERATION OF APPLICATIONS AND APPROVAL AND ISSUANCE OF  
PERMITS AND ENTITLEMENTS FOR COMMERCIAL OR INDUSTRIAL  
REDEVELOPMENT AND SUBSEQUENT USE OF CURRENT OIL REFINERY  
SITES WITHIN THE CITY OF CARSON FOLLOWING CESSATION OF  
REFINERY OPERATIONS, AND DECLARING THE URGENCY THEREOF**

**WHEREAS**, the City of Carson ("City"), a charter city, has the authority, under its police power, to enact regulations for the public peace, morals, and welfare of the City pursuant to its Charter and California Constitution Article XI, Section 7.

**WHEREAS**, pursuant to Government Code § 65858 and Charter Sections 313(F) and 316(4), on November 6, 2024, the City Council adopted Ordinance No. 24-2414U, an interim urgency ordinance to establish a 45-day temporary moratorium on acceptance, processing and consideration of applications and approval and issuance of permits and entitlements for commercial or industrial redevelopment and subsequent use of current oil refinery sites within the City of Carson following cessation of refinery operations, and declaring the urgency thereof.

**WHEREAS**, Government Code 65858(a) authorizes the City Council to extend a moratorium for a period of time not to exceed 10 months and 15 days after its original 45 day term upon notice and a public hearing, upon a four-fifths vote, and upon a finding that there is a current and immediate threat to the public health, safety, or welfare, and that the approval of additional subdivisions, use permits, variances, building permits, or any other applicable entitlement for use which is required in order to comply with a zoning ordinance would result in that threat to public health, safety, or welfare.

**WHEREAS**, pursuant to Government Code § 65858(d), the City Council issued its 10-day report on November 19, 2024, outlining what actions have been taken in furtherance of the goals of the moratorium.

**WHEREAS**, as detailed in the 10-day report, since the adoption of Interim Urgency Ordinance No. 24-2414U, the City has begun the process of preparing, considering and adopting a General Plan Amendment that would expressly require submittal and approval of a specific plan prior to, or concurrently with, approval of development plans for any redevelopment of the site of an existing oil or petroleum refinery or associated use for a new use following cessation of refinery operations. The proposed General Plan Amendment was heard by the City's Planning Commission on November 12, 2024, and immediately following the hearing, the Planning Commission adopted a resolution recommending approval of the proposed General Plan Amendment by the City Council. The City Council is slated to consider the proposed General Plan Amendment for the first time on December 3, 2024, and may or may not see fit to take action on that date. The City has also begun the process of studying other potential General Plan and/or zoning regulations related to commercial and residential development and subsequent use of the Refinery Sites following cessation of Refinery Operations that will enable the City to adequately and appropriately protect the public peace, health, safety, and welfare, as well as environmental justice and environmental quality in connection with any such redevelopment or subsequent use that may be proposed.<sup>1</sup> However, in light of the complexity of the State and local laws governing this subject matter and the need to analyze such laws, and the need to analyze the land use and zoning regulations of other California cities in which refineries are located to determine what relevant regulations they may have in place, and given the potentially significant impact that approval of such a

redevelopment or subsequent use under current regulations could have on the welfare of thousands of Carson residents, more time is required to adequately study and make recommendations concerning the potential amendments to City regulations that would alleviate those impacts. Completing the required analyses, as well as developing and implementing the appropriate modifications, is anticipated to take at least several months. Therefore, the initial 45 days' effectiveness of the moratorium enacted by Ordinance No. 24-2414U provides an insufficient amount of time to fully study and consider all the above, and any other impacts and relevant proposals.

**WHEREAS**, the City Council finds that the conditions which necessitated Ordinance No. 24-2414U continue to exist, there remains a current and immediate threat as required by Government Code Section 65858(c), and City staff require more time to conduct the reviews and studies and develop the regulations as directed by Ordinance No. 24-2414U.

**WHEREAS**, the City Council now desires, on an urgency basis, to extend, for 10 months and 15 days pursuant to Government Code Section 65858(a), the temporary prohibition on consideration of applications for and issuance of permits (including but not limited to demolition, grading and building permits, site plan and design review permits/approvals, development and site plan review permits/approvals, zoning compliance review permits/approvals, and major and minor conditional use permits), variances, subdivisions, and other entitlements for use, associated with any proposed commercial or industrial redevelopment or subsequent use of Refinery Sites, as well as any construction activities that may occur pursuant to any such commercial or industrial redevelopment applications or permits, following cessation of Refinery Operations.

**WHEREAS**, this Ordinance is enacted pursuant to the authority conferred upon the City Council by Government Code Section 65858 and Charter Section 313(F) and 316(4), and may be introduced and adopted at the same meeting and be effective immediately upon adoption if passed by a four-fifths vote of the City Council.

**WHEREAS**, all legal prerequisites to the adoption of the Interim Urgency Ordinance have occurred. Prior to adoption of this Ordinance, on December 3, 2024, the City Council held a duly noticed public hearing in accordance with Government Code Section 65858(a).

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, DOES ORDAIN AS FOLLOWS:**

**SECTION 1.**            **INCORPORATION OF RECITALS.**

The foregoing recitals, and the third through the eighth recitals of Ordinance No. 24-2414U, are true and correct and are incorporated herein by this reference as findings of fact.

**SECTION 2.**            **CEQA.**

Pursuant to CEQA Guidelines Section 15378, this Ordinance does not constitute a CEQA "project", because: (i) the whole of the action does not have the potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, which are required parts of the definition of "project" under CEQA Guidelines Section 15378(a), and because the action constitutes administrative or maintenance activities of the City, such as general policy and procedure making,

---

<sup>1</sup> The terms "Refinery Sites" and "Refinery Operations," as used herein, shall have the same meanings ascribed to them in Ordinance No. 24-2414U.



which are excluded from the definition of project under CEQA Guidelines Section 15378(a). There is no redevelopment proposal related to the Refinery Sites currently on file or otherwise before the City for review or consideration, and this action merely ensures the City will have sufficient time to study and consider the general plan or zoning proposals referenced above without being obligated to approve any application that may be received in the interim, to ensure that if and when an application for redevelopment of the Refinery Sites for a new use following cessation of Refinery Operations is filed with the City, the City will have the appropriate authority to ensure the protection of public health, safety, welfare and the environment in connection with its review and processing of and decision upon such application(s).

In the event this Ordinance does constitute a CEQA "project," it is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3), because the action does not have the potential for causing a significant effect on the environment. "Significant effect on the environment" is defined in CEQA Guidelines Section 15382 as "a substantial, or potentially substantial, *adverse* change in any of the physical conditions within the area affected by the project including land, air, water, minerals, flora, fauna, ambient noise, and objects of historic or aesthetic significance." (emphasis added). It can be seen with certainty that there is no possibility that this Ordinance may have a significant effect on the environment, because any potential change in any of the physical conditions within the area affected by the Ordinance would be favorable, not adverse, on the environment, in that the contemplated general plan and zoning proposals that the City is studying, by requiring approval of a cohesive specific plan or master plan for any new use of the Refinery Sites and rezoning Refinery Sites consistent with the General Plan thereby conferring greater discretion on the City to mitigate potential environmental impacts of such new uses, could only increase, and not in any way decrease, the potential that a proposed redevelopment of the Refinery Sites would constitute a discretionary project, within the meaning of Public Resources Code Section 21080(a), with respect to approval by the City, and that the City would therefore have authority to conduct environmental review of such project pursuant to CEQA and thereby take measures protect and improve the environment in connection with redevelopment of the Refinery Sites, whereas absent such regulations, the City may not have such authority over a proposed new by-right heavy industrial use or development of the Refinery Sites, and therefore without this ordinance could be obligated to approved such a new use or development without conducting CEQA review.

### **SECTION 3.**                    **URGENCY FINDINGS.**

The City Council hereby finds and declares this Ordinance as an urgency measure necessary for the immediate preservation and protection of the public peace, health, safety and welfare. The facts constituting the urgency, in addition to the findings set forth above, are:

A.        There is a current and immediate threat to public peace, safety, health, and welfare posed by the prospect of submittal to the City of an application for commercial or industrial redevelopment or subsequent use of the Refinery Sites following cessation of Refinery Operations under the City's current General Plan and zoning regulations, as further detailed below. In the event of such an application, absent effectiveness of the moratorium established by Ordinance No. 24-2414U as extended hereby and new or amended land use and zoning regulations resulting from the General Plan and zoning proposals being studied, the approval of subdivisions, variances, demolition, grading and building permits, use permits, site plan and design/development and site plan and zoning compliance review permits/approvals, or any other applicable entitlement for use which is required for the City to comply with its Zoning Ordinance would result in that threat to public peace, health, safety and welfare.

B.        The current Manufacturing-Heavy zoning designation applicable to the Refinery Sites permits a wide range of industrial and commercial uses by-right, consistent with the General Plan land



use classification of Heavy Industrial, and to a lesser extent the General Plan land use classification of Light Industrial in the limited area where it applies south of 223<sup>rd</sup> St. and east of Wilmington Ave., and there is no requirement (unlike for the Shell Property) of a cohesive master or specific plan to outline long-term growth of the site and ensure compatibility with surrounding properties. Accordingly, in the event of an application for redevelopment of a Refinery Site for such a by-right use following cessation of Refinery Operations, the City may not have the discretion necessary to ensure the protection of public health, safety and welfare, including but not limited to environmental justice and compatibility with surrounding properties, in connection with the new proposed use or development of the Refinery Sites following cessation of Refinery Operations. For example, there are residential communities located immediately to the west and north of the Refinery Sites, and under the current regulations, the City would not have sufficient discretion and authority to ensure compatibility of the future use of the Refinery Sites with these residential communities and to ensure the future development and use of the Refinery Sites does not create adverse effects upon their public peace, health, safety and welfare.

C. Similarly, absent new or amended City General Plan and/or zoning regulations, the City may not have authority to conduct CEQA review of a project for redevelopment or subsequent use of a Refinery Site following cessation of Refinery Operations, as detailed in Section 2 above. As a result, such redevelopment could result in unknown and unmitigated significant adverse environmental effects, including but not limited to risks to the health and safety of the individuals who occupy the sites of the future developments and that of the residents of the surrounding communities. It is well-known that oil refineries utilize many industrial processes and toxic materials, and have the potential to severely contaminate the property on which they are located, including potential soil and groundwater contamination from refinery wastewater or other discharges and spills that may occur from or at the refinery. The Refinery Sites have generally been operated as oil refineries for many years – according to the California Energy Commission’s webpage (<https://www.energy.ca.gov/data-reports/energy-almanac/californias-petroleum-market/californias-oil-refineries/california-oil>), the Tesoro Los Angeles Refinery began its operations (in Wilmington and/or Carson) in 1938 and the Phillips 66 Los Angeles Refinery began its operations (in Wilmington and/or Carson) in 1917, and therefore many of the Refinery Sites are likely contaminated, although environmental testing would be needed prior to approval of any redevelopment in order to determine the extent of any contamination and the necessary remedial or mitigation actions or measures or other necessary restrictions to ensure the redevelopment and subsequent use is safe for the workers and occupants of the sites and those in the surrounding areas. Ensuring the City has authority to conduct CEQA review over redevelopment projects and subsequent uses for the Refinery Sites will help ensure that any potential significant environmental impacts of any such proposed redevelopment are adequately studied, understood, made public, and mitigated to the extent feasible (unless a statement of overriding considerations is adopted or the project is exempt from CEQA) in accordance with CEQA prior to approval of any such redevelopment.

D. Redevelopment and subsequent use following cessation of Refinery Operations also implicates potential environmental justice issues. As stated in the General Plan Environmental Justice element, the census tracts located within the City to the west and north of the Refinery Sites (as well as the Refinery Sites themselves, although unpopulated) are designated as SB 535 “Disadvantaged Communities,” defined as an area identified by CalEPA or a low-income area that is disproportionately affected by environmental pollution and other hazards that can lead to negative health effects, exposure or environmental degradation. These areas are majority-minority, low-income, and carry heavy pollution burdens. The areas to the south and east of the Refinery Sites are located within the City of Los Angeles. The General Plan and zoning proposals that are being studied and considered, or that the City intends to consider within a reasonable time, will help address the potential environmental justice issues associated with redevelopment of the Refinery Sites and ensure the protection of environmental justice consistent with the General Plan and applicable law.



E. In the absence of the moratorium established by Ordinance No. 24-2414U as extended hereby and modified local General Plan and/or zoning regulations applicable to the Refinery Sites that account for the real prospect of redevelopment of same for a new use as discussed above, the risk of adverse impacts to public peace, health, safety, and welfare, environmental justice, and environmental quality resulting from such redevelopment and new use of the Refinery Sites could be realized suddenly and dramatically in the event a by-right application is filed, particularly given the publicly-announced impending closure of the Phillips 66 Los Angeles Refinery and the possibility of an application being submitted prior to actual cessation of Refinery operations. Acting upon an application for a permit, subdivision, variance, or any other applicable entitlement for use for commercial or industrial redevelopment or subsequent use of the Refinery Sites under the City's current regulations could result in a severe negative impact upon the public peace, health, safety, and welfare in the City.

F. The City is considering and studying, or intends to consider and study within a reasonable time of adoption of this Ordinance, General Plan and zoning proposals applicable to the redevelopment and subsequent use of the Refinery Sites in order to protect and preserve the public health, safety and welfare of its residents, businesses and visitors against the risks and negative impacts associated with same, as discussed above.

G. The City's City Council and staff need time to study, develop, revise and complete the contemplated General Plan and zoning proposals before they can be adopted and implemented. Among other things, as noted above, additional information and studies are needed for the City to ascertain the precise boundaries and acreage of the Refineries with certainty; such information will help guide the City's preparation, consideration and action upon the contemplated General Plan and zoning proposals, including by enabling the City to have a better understanding of the potential impacts of a redevelopment or new use of such large oil refinery properties, which aside from the City's experience with the Shell Property, is unprecedented in the City's history.

H. This Ordinance is being adopted in order to allow the City time to thoroughly study, develop, revise, and adopt General Plan and zoning regulations related to potential redevelopment and subsequent use of the Refinery Sites following cessation of Refinery Operations, to enable the City to adequately and appropriately protect and preserve the health, safety and welfare of the communities and residents of the City.

I. The commencement of new commercial or industrial uses or associated development and construction activities on the Refinery Sites, and the consideration of applications for approvals, permits and entitlements to engage in such new uses or development, may be in conflict with the contemplated General Plan and zoning proposals described above, and therefore there is a need to prohibit such activities temporarily to allow the City sufficient time to complete the necessary studies and take the necessary actions to protect the public health, safety and welfare as it relates to redevelopment and subsequent use of the Refinery Sites following cessation of Refinery Operations.

J. As a result of the current and immediate threat that potential commercial or industrial redevelopment of the Refinery Sites poses to the public health, safety and welfare, it is necessary to adopt this ordinance extending the temporary 45-day moratorium established by Ordinance No. 24-2414U on such redevelopment and subsequent use in the City for an additional 10 months and 15 days, as detailed in Section 5 below.

K. The moratorium is immediately necessary to preserve the public peace, health, safety, and welfare, and should be adopted immediately as an urgency ordinance, to make certain that commercial and industrial redevelopment and subsequent use of the Refinery Sites following cessation of

Refinery Operations is prohibited for the effective period of this Ordinance. Imposition of a moratorium will allow the City sufficient time to study and prepare to enact comprehensive General Plan and zoning actions and regulations applicable to redevelopment and subsequent use of the Refinery Sites.

#### **SECTION 4.**            **AUTHORITY AND EFFECT**

A.        Government Code Section 65858 expressly authorizes the City, in order to protect public safety, health, and welfare, to adopt an Urgency Ordinance prohibiting a use that is in conflict with a contemplated general plan, specific plan, or zoning proposal that the legislative body, planning commission, or the planning department is considering or studying or intends to study within a reasonable time, provided that the urgency measure shall require a four-fifths vote of the legislative body for adoption, and shall be of no further force and effect 45 days from its date of adoption, unless duly extended pursuant to Government Code Section 65858. Government Code Section 65858(a) provides that after notice pursuant to Government Code Section 65090 and public hearing, the legislative body may extend the interim ordinance for 10 months and 15 days, which is the authority for this ordinance.

B.        Section 313(F) of the City's Charter provides that any urgency ordinance declared by the City Council as an urgency measure necessary for the immediate preservation of public peace, health or safety, and containing a statement of its urgency, may be introduced and adopted at one and the same meeting if passed by a two-thirds affirmative vote of the City Council. Section 316(4)-(5) of the City's Charter provides that an urgency ordinance adopted in the manner provided for in Section 313(F) of the Charter, and any other such ordinance authorized by state law, shall take effect immediately upon adoption.

#### **SECTION 5.**            **MORATORIUM**

Subject to the Exemption in Section 6 below, during the effective period of this Ordinance, no consideration of any application for any permit (including but not limited to demolition, grading and building permits, site plan and design review permits/approvals, development and site plan review permits/approvals, zoning compliance review permits/approvals, and major and minor conditional use permits; hereinafter, "Permit"), variance, subdivision, or other entitlement for use will be made, and no Permit, variance, subdivision, or other entitlement for use will be approved or issued by the City for any new commercial or industrial use, development or construction activity on any of the Refinery Sites or any portion thereof, and any such new use, development or construction activity is prohibited. The determination as to the precise boundaries of the Refinery Sites within the scope of this Ordinance shall be made by the Community Development Director or designee in his or her sole discretion (including on a case-by-case basis if necessary pending a comprehensive determination), subject to the provisions of this Ordinance.

#### **SECTION 6.**            **EXEMPTION**

This Ordinance does not apply to applications, Permits, variances, subdivisions, entitlements, uses, development, or construction activities on the Refinery Sites that relate to continuing Refinery Operations as opposed to any new use of the Refinery Sites following cessation of Refinery Operations.

#### **SECTION 7.**            **STUDY AND DEVELOPMENT**

During the effective period of this Ordinance, the City shall study and consider proposed or potential General Plan, specific plan, and/or zoning regulations related to commercial and residential development and subsequent use of the Refinery Sites following cessation of Refinery Operations that will enable the City to adequately and appropriately protect the public peace, health, safety, and welfare,



as well as environmental justice and environmental quality in connection with any such redevelopment or subsequent use that may be proposed.

#### **SECTION 8.**                    **CONSISTENCY WITH THE GENERAL PLAN**

The City Council finds that this Ordinance is consistent with the General Plan, including the following goals and policies thereof:

- A.        LUR-G-12: Promote adaptive reuse and environmental remediation of brownfield sites.
- B.        LUR-G-13: Ensure adequate buffers and transitions between industrial and residential land use as sites are developed or redeveloped.
- C        LUR-G-14: Ensure that future industrial development is in harmony to the extent possible with adjacent residential areas.
- D.        LUR-P-24: Establish performance and development standards to allow a wide range of uses as long as those uses will not adversely impact adjacent uses.
- E.        LUR-P-29: Undertake planned development and specific plans for unique projects as a means to achieve high community standards, address neighborhood or significant site-specific issues, ensure compatibility between a number of uses, on large parcels, and when needed as part of a redevelopment or environmental remediation strategy.
- F.        CHE-G-1: Seek to improve Citywide health outcomes and reduce disparities between census tracts by focusing on prevention and interventions, and by addressing the root causes of health disparities and equities in Carson.
- G.        CHE-G-2: Reduce air pollution and the incidence of respiratory illness through the land use planning process.
- H.        CHE-G-4: Protect community health from pollution by toxics and hazardous materials, especially in areas with vulnerable or sensitive populations.

#### **SECTION 9.**                    **SEVERABILITY**

The City Council hereby declares that, if any provision, section, subsection, paragraph, sentence, phrase or word of this Ordinance is rendered or declared invalid or unconstitutional by any final action in a court of competent jurisdiction or by reason of any preemptive legislation, then the City Council would have independently adopted the remaining provisions, sections, subsections, paragraphs, sentences, phrases or words of this Ordinance and as such they shall remain in full force and effect.

#### **SECTION 10.**                    **PUBLICATION**

The City Clerk shall certify as to the passage and adoption of this Ordinance and shall cause the same to be published in a manner prescribed by law.

#### **SECTION 11.**                    **EFFECTIVENESS OF ORDINANCE.**

This Interim Urgency Ordinance shall take effect immediately upon its adoption pursuant to Charter Section 316(4) and Government Code Section 65858. This Ordinance shall be of no further force

and effect ten (10) months and fifteen (15) days following the date of its adoption unless further extended in accordance with Government Code Section 65858(a). Not later than ten (10) days prior to the expiration of this Interim Urgency Ordinance, the City Council shall issue a written report as required by Government Code Section 65858(d).

[signatures on the following page]



**PASSED, APPROVED and ADOPTED** at a regular meeting of the City Council on this 3rd day of December, 2024, by at least a four-fifths affirmative vote of the City Council.

APPROVED AS TO FORM:

CITY OF CARSON:

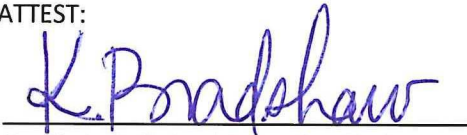


Sunny K. Soltani, City Attorney



Lula Davis-Holmes, Mayor

ATTEST:



Dr. Khaleah K. Bradshaw, City Clerk

STATE OF CALIFORNIA           )  
COUNTY OF LOS ANGELES    ) ss.  
CITY OF CARSON                )

I, Dr. Khaleah K. Bradshaw, City Clerk of the City of Carson, California, hereby attest to and certify that the foregoing ordinance, being Ordinance No. 24-2416U passed on this 3rd day of December, 2024 adopted by the Carson City Council at its meeting held on the 3rd day of December 2024, by the following roll call vote:

|          |                  |                                          |
|----------|------------------|------------------------------------------|
| AYES:    | COUNCIL MEMBERS: | Davis-Holmes, Hilton, Dear, Hicks, Rojas |
| NOES:    | COUNCIL MEMBERS: | None                                     |
| ABSTAIN: | COUNCIL MEMBERS: | None                                     |
| ABSENT:  | COUNCIL MEMBERS: | None                                     |
| RECUSED: | COUNCIL MEMBERS: | None                                     |



Dr. Khaleah K. Bradshaw, City Clerk

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES    ) ss.  
CITY OF CARSON                )

I, Dr. Khaleah K. Bradshaw, City Clerk of the City of Carson, California, do hereby certify that Ordinance No. 24-2416U has been duly and regularly published according to law and the order of the City Council of said City and that same was so published in Our Weekly, newspaper of general circulation on the following date:

Adopted Ordinance: December 3, 2024

In witness whereof, I have hereunto subscribed my name this 26<sup>th</sup> day of December,  
2024.

K Bradshaw  
Dr. Khaleah K. Bradshaw, City Clerk

## **EXHIBIT “A”**

### 10-Day Report on Interim Ordinance No. 24-2416U

---

September 16, 2025

On November 6, 2024, pursuant to a 5-0 vote, the City Council of the City of Carson adopted Interim Urgency Ordinance No. 24-2414U (sometimes referred to herein as the “Ordinance”), which established a temporary 45-day moratorium on acceptance, processing and consideration of applications and approval and issuance of permits and entitlements for commercial or industrial redevelopment and subsequent use of current oil refinery sites within the City following cessation of refinery operations. The moratorium was enacted pursuant to Section 65858 of the California Government Code, took effect immediately, and was scheduled to expire on December 21, 2024, unless extended by the Council.

On December 3, 2024, pursuant to a 5-0 vote, the City Council adopted Interim Urgency Ordinance No. 24-2416U, which extended by 10 months and 15 days the temporary moratorium on consideration of applications for and approval of permits and entitlements for commercial or industrial redevelopment and subsequent use of current oil refinery sites within the City following cessation of refinery operations.

The purpose of the moratorium is to allow the City time to study and consider proposed or potential General Plan, specific plan and/or zoning regulations related to commercial and residential development and subsequent use of the Refinery Sites (as defined in the Ordinance) following cessation of Refinery Operations (as defined in the Ordinance) to enable the City to adequately and appropriately protect the public peace, health, safety, and welfare, as well as environmental justice and environmental quality in connection with any such redevelopment or subsequent use that may be proposed.

Subdivision (d) of Section 65858 of the Government Code provides that “[t]en days prior to the expiration of that interim ordinance or any extension, the legislative body shall issue a written report describing the measures taken to alleviate the condition which led to the adoption of the ordinance.” A report in compliance with the requirements of Government Code section 65858(d) with respect to Interim Urgency Ordinance No. 24-2414U was issued by the City on November 19, 2024. This report complies with the requirements of Government Code section 65858(d) with respect to Interim Urgency Ordinance No. 24-2416U.

During the period the moratorium has been in place, the City has prepared, considered and adopted a General Plan Amendment that expressly requires submittal and approval of a specific plan prior to, or concurrently with, approval of development plans for any redevelopment of the site of an existing oil or petroleum refinery or associated use for a new use following cessation of refinery operations. The General Plan Amendment was heard by the City’s Planning Commission on November 12, 2024, and immediately following the hearing, the Planning Commission adopted a resolution recommending approval of the proposed General Plan Amendment by the City Council. The City Council heard and approved the General Plan Amendment on December 3, 2024.

The adopted General Plan Amendment adds another layer of City planning control, such that any applicant who seeks to redevelop an existing refinery site for a new use following cessation of refinery operations would be required to submit a proposed Specific Plan and go through the City’s Specific Plan review and decision-making process in addition to the applicable use entitlement process (if any) and any other required approval process under the Carson Municipal Code (except to the extent the proposed Specific Plan, as approved, provides that it supersedes Carson Zoning

Ordinance approval processes or requirements). This requirement helps ensure the City has the necessary authority to conduct CEQA review of such projects, and also helps ensure the City has the necessary Planning oversight and decision-making authority to require the redevelopment to be cohesive and compatible both within the site and with surrounding uses, such as (by way of example only) by requiring landscaped buffers and other project design features and other measures to avoid negative impacts on public health, safety, and welfare, including for the people who occupy the site of the redevelopment and the surrounding areas. In addition, the specific plan requirement ensures any redevelopment of such sites will be cohesive and compatible with surrounding areas, including existing or proposed residential areas that may be in the travel path of future development of such sites.

The City has also continued the process (begun during the initial 45-day effective period of the moratorium pursuant to Interim Urgency Ordinance No. 24-2414U, as noted in the prior 10-day report) of studying other potential General Plan and/or zoning regulations related to commercial and residential development and subsequent use of the Refinery Sites following cessation of Refinery Operations that would help further ensure the City is able to adequately and appropriately protect the public peace, health, safety, and welfare, as well as environmental justice and environmental quality in connection with any such redevelopment or subsequent use that may be proposed. These potential amendments to the City's regulations would also seek to further the goals and policies of the General Plan. Such potential new or amended regulations that the City has continued to study include, without limitation, possible changes to the permitted uses of such properties. However, as of the date of this report, no formal action has been initiated or considered by the City's legislative decision-makers concerning such potential amendments to City regulations. More time would be needed to complete this process. In connection with considering whether to further extend the moratorium for the one additional year remaining available pursuant to Government Code Section 65858, the City Council will also consider whether or not it sees fit to direct staff to prepare and initiate a formal Planning Commission and City Council hearing process concerning such potential amendments.



---

# Report to Honorable Mayor and City Council

Tuesday, September 16, 2025, 5:00 PM

CONSENT 27.

To: Honorable Mayor and City Council

From: James Nguyen, Special Projects Manager CD Administration

Subject: CONSIDER APPROVING RESOLUTION ON. 25-090 AUTHORIZING SUBMITTAL OF APPLICATION AND DECLARING THE CITY'S INTENTION TO APPLY FOR THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY'S BROWNFIELDS JOB TRAINING GRANTS (CITY COUNCIL)

## **I. SUMMARY**

This action authorizes and declares the City's intention to apply to the US EPA Brownfields Job Training Program.

The U.S. EPA's Brownfields Job Training (JT) Grant Program provides funding to support the recruitment, training, and placement of unemployed and underemployed residents from communities affected by solid and hazardous waste. As the City of Carson positions itself as a national leader in brownfield remediation and redevelopment, there is a critical need to build a pipeline of certified, entry-level environmental remediation workers.

This grant presents an opportunity to create meaningful employment pathways for local residents, particularly those who are unemployed, underemployed, or dislocated workers, while supporting the city's environmental and economic goals. With the anticipated closure of the Phillips 66 refinery in the fourth quarter of this year, many local workers may soon be displaced. This program would help address that challenge by preparing them for careers in environmental sustainability.

If awarded, the City of Carson would receive \$500,000 in EPA funding and partner with the South Bay Workforce Investment Board (SBWIB) to implement the program. SBWIB would lead efforts to recruit, train, and place residents in full-time environmental jobs. Training will focus on areas such as sustainable remediation, chemical safety, and site preparation for brownfield revitalization—offering a transition from polluting industries to careers that support public health and environmental protection. These efforts will directly align with the workforce needs of local employers in the environmental remediation sector. Applications are due on September 26 and decisions are anticipated to be made in early 2026.

## **II. RECOMMENDATION**

WAIVE further reading and ADOPT Resolution No. 25-090, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AUTHORIZING SUBMITTAL OF APPLICATION AND DECLARING THE CITY'S INTENTION TO APPLY FOR THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY (EPA) BROWNFIELD JOB TRAINING GRANTS".

## **III. ALTERNATIVES**

**TAKE** another action the City Council deems appropriate.

#### **IV. BACKGROUND**

The City aspires to be a “national best-practices leader” in brownfield remediation and redevelopment. To support this vision, the City has recently adopted four policies to prioritize the remediation and development of vacant, environmentally challenged properties and transform them into productive spaces to spur economic development, expand open spaces and parks, and encourage community revitalization practices that promote health and well-being for residents. Redevelopment has begun in earnest, with several large-scale projects in the queue. Maintaining momentum requires a reliable supply of certified entry-level environmental remediation workers. Establishing and sustaining the brownfields job training program creates a pathway for persons who are unemployed or underemployed and dislocated workers to attain gainful employment and contribute to improving the overall health of Carson.

SBWIB brings a wealth of experience in program development and management, technical instruction, case management, and supportive services. As the administrator of the I-TRAIN and Eligible Training Provider List (ETPL), SBWIB manages a vetted catalogue of approved training providers and programs. SBWIB performs initial and subsequent annual evaluations of providers, verifying that they continue to meet accreditation, cost, placement, and performance criteria. SBWIB has extensive experience procuring and managing high-quality training providers and has the capacity to identify, coordinate, and secure qualified providers to deliver the BJTP curriculum.

##### **Proposed Brownfields Job Training Program (BJTP)**

If awarded funds, the proposed Brownfields Job Training Program (BJTP) training plan would be tailored to meet the needs of Carson employers and residents, and is based upon labor market demand, projected brownfield redevelopment projects, and SBWIB's 40+ years of experience in delivering high quality workforce and job readiness training that leads to job placement and job success.

The City's proposed BJTP is designed for maximum flexibility and accessibility, allowing participants to enter the program on a rolling basis and complete the course curriculum either in-person, online, hybrid, and/or self-paced. SBWIB uses this model for multiple workforce development training programs, and it is proven to be impactful, effective, and responsive to the needs of persons who need immediate upskilling and training that leads to gainful employment

All participants will complete the required OSHA 40-hour HAZWOPER, along with First Aid/CPR-AED, OSHA 10-hour Construction Safety, Asbestos Hazard Awareness, California Dept. of Public Health (CDPH) Lead Worker, and Confined Space Entry. Courses will be offered in person, online, hybrid (online and in person), and self-paced to maximize flexibility, accessibility, and successful completion. SBWIB will provide job search, placement support, and employment tracking for a minimum of one-year after a participant completes the program. Participants will be adults (18+) and U.S. citizens.

##### **Consistency with Adopted Policies**

If awarded, the program would further and implement the City's policies of prioritizing workforce and economic development in brownfield environmental remediation and redevelopment. The program would also be consistent with both planning and economic development adopted policies. These policies include, but are not limited to, the following:

- **Carson 2040 General Plan Economic Development Implementing Policies ED-P-10:** Strengthening of partnerships among local institutions, including the SBWIB for workforce development, to improve access to job training, placement, and skills development;
- **Economic Development Strategic Plan Strategy 8.A:** Coordination of workforce development through linkages to available local and regional partner assets.

#### **V. FISCAL IMPACT**

None at this time. If awarded, the City will receive \$500,000 in grant funds from the US EPA. These funds would be utilized by SBWIB to meet the training needs of Carson employers and residents in the field of brownfield environmental remediation.

#### **VI. EXHIBITS**

1. Resolution No. 25-090

**Attachments**

[Exhibit No. 1 - Resolution No. 25-090 EPA Job Training Grant.pdf](#)



## **RESOLUTION NO. 25-090**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AUTHORIZING SUBMITTAL OF APPLICATION AND DECLARING THE CITY'S INTENTION TO APPLY FOR THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY'S BROWNFIELDS JOB TRAINING GRANTS**

**WHEREAS**, the Comprehensive Environmental Response, Compensation, and Liability Act ("CERCLA") was amended by the Small Business Liability Relief and Brownfields Revitalization Act in 2002 to include Section 104(k), which provides federal financial assistance for brownfields revitalization, including grants for brownfields job training; and

**WHEREAS**, the EPA's Brownfields Job Training ("JT") grants program provides funds to empower states, tribal nations, communities, and nonprofit organizations to recruit, train, and place unemployed and under-employed residents of solid and hazardous waste-impacted communities; and

**WHEREAS**, the City of Carson ("City") is an eligible local government for JT program funds; and

**WHEREAS**, on July 1, 2007, the City joined the South Bay Workforce Investment Board (SBWIB), which aims to engage private sector business leaders in workforce development activities and manages a cooperative partnership with participating cities to meet the labor demands of the business community and improve the economic well-being of individuals needing workforce development services; and

**WHEREAS**, on April 4, 2023, the City adopted the Carson 2040 General Plan which under the Economic Development Implementing Policies ED-P-10 calls for the strengthening of partnerships among local institutions, including the SBWIB for workforce development, to improve access to job training, placement, and skills development; and

**WHEREAS**, on September 19, 2023, the City adopted its first Economic Development Strategic Plan which under Strategy 8.A calls for the coordination of workforce development through linkages to available local and regional partner assets; and

**WHEREAS**, to further and implement the City's policies of prioritizing workforce and economic development in the brownfields environmental remediation and development field, the City intends on submitting an application for funding under the JT Program and intends to apply for additional funding in subsequent JT Program future funding rounds with SBWIB and/or other local workforce partners; and

**WHEREAS**, the EPA may approve JT funding for the City, subject to the terms and conditions of the JT Program Guidelines, Grant Agreements, and other program related contracts between EPA and the City.

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

**1. Recitals.** The City Council finds and determines that all the foregoing recitals are true and correct and incorporated herein.

**2. Approval.** The City Council hereby authorizes the City Manager, or his/her designee, to execute and submit current and future JT Program Application(s) or modifications thereto, as well as any other documents which are related to the JT Program or the JT grant awarded to City, and otherwise take all actions and do all things which the City Manager or designee may deem necessary or desirable to accomplish the purposes of this Resolution that are not inconsistent with the provisions hereof.

**3. Compliance with Laws.** If City receives funds from the EPA under the JT Program, it certifies that it will use all such funds in a manner consistent and in compliance with all applicable state and federal statutes, rules, regulations, and laws, including without limitation all rules and laws regarding the JT Program, as well as any and all related JT Program related contracts City may have with the EPA.

**4. Severability.** The City Council declares that, should any provision, section, paragraph, sentence or word of this Resolution be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences or words of this Resolution as hereby adopted shall remain in full force and effect.

**5. Certification.** The City Clerk shall certify to the adoption of this Resolution and enter it into the book of original Resolutions.

**6. Effective Date.** This Resolution shall take effect immediately upon its adoption.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Carson at a regular meeting held on the 16<sup>th</sup> day of September, 2025

CITY OF CARSON:

\_\_\_\_\_  
Lula Davis-Holmes, Mayor

ATTEST:

\_\_\_\_\_  
Dr. Khaleah Bradshaw, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Sunny K. Soltani, City Attorney

STATE OF CALIFORNIA        )  
COUNTY OF LOS ANGELES    ) ss.  
CITY OF CARSON                )

I, Dr. Khaleah Bradshaw, City Clerk of the City of Carson, California, hereby attest to and certify that the foregoing resolution, being Resolution No. 25-090, adopted by the City of Carson City Council at its meeting held on September 16, 2025, by the following vote:

AYES:                   COUNCIL MEMBERS:

NOES:                   COUNCIL MEMBERS:

ABSTAIN:               COUNCIL MEMBERS:

ABSENT:                COUNCIL MEMBERS:

\_\_\_\_\_  
Dr. Khaleah Bradshaw, City Clerk



---

# Report to Honorable Mayor and City Council

Tuesday, September 16, 2025, 5:00 PM

CONSENT 28.

To: Honorable Mayor and City Council

From: James Nguyen, Special Projects Manager CD Administration

Subject: CONSIDER ACCEPTING A \$1,000,000 GRANT AWARD AND RATIFYING THE CITY'S REVOLVING LOAN FUND (RLF) COOPERATIVE AGREEMENT WITH THE US ENVIRONMENTAL PROTECTION AGENCY (US EPA) ENTERED INTO BETWEEN THE CITY OF CARSON AND US EPA; (2) ADOPTING RESOLUTION NO. 25-091 AMENDING THE FISCAL YEAR 2025-2026 CITY BUDGET TO ACCEPT THE RLF GRANT AWARD AND AUTHORIZE RELATED EXPENDITURES;

## I. SUMMARY

The City has been awarded a \$1 million grant through the U.S. EPA's MARC (Multipurpose, Assessment, Revolving Loan, and Cleanup) program to establish a Brownfields Revolving Loan Fund (RLF). The recommended action is to formally accept this funding by approving the grant agreement. In addition, a budget amendment for the current fiscal year is required to authorize the associated expenditures.

This grant will enable the City to provide loans to property owners for the cleanup of environmentally contaminated sites, following the completion of environmental assessments. The City previously received a U.S. EPA assessment grant and is actively working to identify and assess sites within Carson for potential contamination. For properties that require remediation, the new RLF will offer critical financial support to facilitate site cleanup and promote redevelopment via loans to property owners. When loans are repaid, they will be made available to future sites that require remediation (i.e. Revolving). As the program develops further, staff anticipates additional Council actions will be required. Therefore, more detailed updates will be provided at that time.

## II. RECOMMENDATION

TAKE the following actions:

1. RATIFY and APPROVE the US EPA MARC Cooperative Agreement, dated August 6, 2025 (Exhibit No. 1); and
2. WAIVE further reading and ADOPT Resolution No. 25-091, "A RESOLUTION OF THE CITY OF CARSON CITY COUNCIL AMENDING THE FISCAL YEAR 2025-26 BUDGET TO ACCEPT ONE GRANT IN THE TOTAL AMOUNT OF \$1,000,000 IN CONNECTION WITH THE US EPA MULTIPURPOSE, ASSESSMENT, REVOLVING LOAN FUND, AND CLEAN-UP (MARC) GRANT PROGRAM"

## III. ALTERNATIVES

TAKE any other action the City Council deems appropriate.

## IV. BACKGROUND

US EPA MARC Program

In October 2023, the City adopted Resolution No. 23-167 authorizing the submittal of application for funding with EPA, including future funding rounds. Previously, the City submitted an application for a community-wide assessment and was successfully awarded \$500,000. To complement the assessment grant, staff applied for a revolving loan fund (RLF) grant with the EPA last year. This grant will allow properties to be clean up via loans to property owners after environmental assessments are completed.

The Notice of Award for the Cooperative Agreement, which is dated August 6, 2025, states that no City signature on the agreement is required and that the City demonstrates its commitment to carry out the award by not filing a notice of disagreement with the terms and conditions within 21 days of the award date. Therefore, it is likely that no further City action to approve the Cooperative Agreement is necessary in the EPA's view. However, for the sake of transparency and out of an abundance of caution, staff recommends that the City Council formally ratify and approve the Cooperative Agreement (Exhibit No. 1). The EPA's terms and conditions for the award can be found commencing on page 5 of the agreement. Additionally, this year, there is a new added requirement that a grant close out agreement at the beginning of the grant term. Staff has submitted this form to the EPA as required per grant conditions.

Following approval of the grant, staff will initiate grant activities including the development of loan guidelines and other related tasks. Staff will also continue working with property owners of contaminated sites with the goal of successfully redeveloping brownfields in Carson. These actions continue to carry out the policies set forth by Council in recent years including but not limited to the following:

**1. Resolution No. 22-068** - This resolution declared the City's intention to formally prioritize the remediation and development of vacant, environmentally challenged properties in the City and develop a comprehensive economic development ordinance to facilitate remediation and development of contaminated properties.

**2. Carson 2040 General Plan Community Health & Environmental Justice Element, Policy CHE-G-6** - "Explore opportunities and seek funding to remediate and redevelop brownfields as sites to spur economic development, expand natural open spaces and parks, community gardens, and other similar health-promoting community revitalization activities, particularly in underserved neighborhoods."

**3. Economic Development Strategic Plan, Strategy 6.E** - "Partner with property owners to assess, investigate, and clean-up contaminated sites, establishing Carson as a "national best-practices leader" in brownfield remediation and redevelopment."

## **V. FISCAL IMPACT**

Adoption of Resolution No. 25-091 will amend and increase the City's FY 25-26 budget by \$1,000,000. Specifically, Professional Services Account No. 223-70-720-272-6004 will increase by \$994,000, and Conference and Travel Account No. 223-70-720-272-6014 will increase by \$6,000.

## **VI. EXHIBITS**

1. US EPA MARC Cooperative Agreement
2. Resolution No. 25-091

## **Attachments**

[Exhibit No. 1 - US EPA RLF Grant Agreement.pdf](#)

[Exhibit No. 2 - Resolution No. 25-091.pdf](#)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                 |                                                                                                                                                                                           |                                                                                                                                                                          |                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>U.S. ENVIRONMENTAL PROTECTION AGENCY</b><br><br><b>Cooperative Agreement</b> | <b>GRANT NUMBER (FAIN):</b> 97T41501<br><b>MODIFICATION NUMBER:</b> 0<br><b>PROGRAM CODE:</b> 4B                                                                                          |                                                                                                                                                                          | <b>DATE OF AWARD</b><br>08/06/2025                                                                                                                                                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                 | <b>TYPE OF ACTION</b><br>New                                                                                                                                                              |                                                                                                                                                                          | <b>MAILING DATE</b><br>08/11/2025                                                                                                                                                               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                 | <b>PAYMENT METHOD:</b><br>ASAP                                                                                                                                                            |                                                                                                                                                                          | <b>ACH#</b><br>90312                                                                                                                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                 | <b>RECIPIENT TYPE:</b><br>Municipal                                                                                                                                                       |                                                                                                                                                                          |                                                                                                                                                                                                 |
| <b>RECIPIENT:</b><br><br>CITY OF CARSON<br>701 E. CARSON STREET<br>CARSON, CA 90745-2224<br><b>EIN:</b> 95-2513547                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                 | <b>PAYEE:</b><br><br>CITY OF CARSON<br>701 E. CARSON STREET<br>CARSON, CA 90745-2224                                                                                                      |                                                                                                                                                                          |                                                                                                                                                                                                 |
| <b>PROJECT MANAGER</b><br><br>James Nguyen<br>701 E Carson St<br>Carson, CA 90745<br><b>Email:</b> jnguyen@carsonca.gov<br><b>Phone:</b> 310-952-1700                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                 | <b>EPA PROJECT OFFICER</b><br><br>Jorine Campopiano<br>75 Hawthorne Street, LND 2-1<br>San Francisco, CA 94105<br><b>Email:</b> Campopiano.Jorine.K@epa.gov<br><b>Phone:</b> 213-244-1912 |                                                                                                                                                                          | <b>EPA GRANT SPECIALIST</b><br><br>Matthew Null<br>Grants Branch, MSD-6-1<br>75 Hawthorne Street<br>San Francisco, CA 94105<br><b>Email:</b> Null.Matthew@epa.gov<br><b>Phone:</b> 213-244-1827 |
| <b>PROJECT TITLE AND DESCRIPTION</b><br><br>Brownfields Assessment Cooperative Agreement - BIL<br><br>See Attachment 1 for project description.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                 |                                                                                                                                                                                           |                                                                                                                                                                          |                                                                                                                                                                                                 |
| <b>BUDGET PERIOD</b><br>10/01/2025 - 09/30/2030                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                 | <b>PROJECT PERIOD</b><br>10/01/2025 - 09/30/2030                                                                                                                                          |                                                                                                                                                                          | <b>TOTAL BUDGET PERIOD COST</b><br>\$ 1,000,000.00                                                                                                                                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                 |                                                                                                                                                                                           |                                                                                                                                                                          | <b>TOTAL PROJECT PERIOD COST</b><br>\$ 1,000,000.00                                                                                                                                             |
| <b>NOTICE OF AWARD</b><br><br>Based on your Application dated 11/13/2024 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards \$ 1,000,000.00. EPA agrees to cost-share <u>100.00%</u> of all approved budget period costs incurred, up to and not exceeding total federal funding of \$ 1,000,000.00. Recipient's signature is not required on this agreement. The recipient demonstrates its commitment to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA regulatory and statutory provisions, all terms and conditions of this agreement and any attachments. |                                                                                 |                                                                                                                                                                                           |                                                                                                                                                                          |                                                                                                                                                                                                 |
| <b>ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                 |                                                                                                                                                                                           | <b>AWARD APPROVAL OFFICE</b>                                                                                                                                             |                                                                                                                                                                                                 |
| <b>ORGANIZATION / ADDRESS</b><br><br>U.S. EPA, Region 9, U.S. EPA, Region 9 Grants Branch, MSD-6<br>75 Hawthorne Street<br>San Francisco, CA 94105                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                 |                                                                                                                                                                                           | <b>ORGANIZATION / ADDRESS</b><br><br>U.S. EPA, Region 9, Land, Chemicals and Redevelopment Division, LND 2-1<br>R9 - Region 9<br>75 Hawthorne<br>San Francisco, CA 94105 |                                                                                                                                                                                                 |
| <b>THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                 |                                                                                                                                                                                           |                                                                                                                                                                          |                                                                                                                                                                                                 |
| <b>Digital signature applied by EPA Award Official</b> Ellen Blake - Acting Grants Management Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                 |                                                                                                                                                                                           |                                                                                                                                                                          | <b>DATE</b><br>08/06/2025                                                                                                                                                                       |



## Budget Summary Page

| Table A - Object Class Category<br>(Non-Construction)              | Total Approved Allowable<br>Budget Period Cost |
|--------------------------------------------------------------------|------------------------------------------------|
| 1. Personnel                                                       | \$ 13,000                                      |
| 2. Fringe Benefits                                                 | \$ 6,000                                       |
| 3. Travel                                                          | \$ 6,000                                       |
| 4. Equipment                                                       | \$ 0                                           |
| 5. Supplies                                                        | \$ 0                                           |
| 6. Contractual                                                     | \$ 73,500                                      |
| 7. Construction                                                    | \$ 0                                           |
| 8. Other                                                           | \$ 901,500                                     |
| 9. Total Direct Charges                                            | \$ 1,000,000                                   |
| 10. Indirect Costs: 0.00 % Base                                    | \$ 0                                           |
| 11. Total (Share: Recipient <u>0.00</u> % Federal <u>100.00</u> %) | \$ 1,000,000                                   |
| 12. Total Approved Assistance Amount                               | \$ 1,000,000                                   |
| 13. Program Income                                                 | \$ 0                                           |
| 14. Total EPA Amount Awarded This Action                           | \$ 1,000,000                                   |
| 15. Total EPA Amount Awarded To Date                               | \$ 1,000,000                                   |



## Attachment 1 - Project Description

Brownfields are real property, the expansion, development or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. This agreement will provide funding under the Infrastructure Investment and Jobs Act (IIJA) for City of Carson to capitalize a revolving loan fund as authorized by CERCLA 104(k)(3) in Carson, California.

This assistance agreement provides full federal funding in the amount of \$1,000,000. Refer to Terms and Conditions.

Specifically, this agreement will provide funding for the recipient to capitalize a revolving loan fund from which to make loans and subgrants to clean up brownfield site(s) and conduct other necessary activities to prudently manage the RLF. Additionally, the recipient will competitively procure (as needed) and direct a Qualified Environmental Professional to oversee the environmental site activities, will create a community involvement plan and administrative record for each site that is remediated, and will report on program income, interim progress, and final accomplishments by completing and submitting relevant portions of the Property Profile Form and Brownfields RLF Form using EPA's Assessment, Cleanup and Redevelopment Exchange System (ACRES).

Further, the recipient will issue approximately 1-3 loans and approximately 1-2 subgrants to remediate 2-5 brownfield site(s); anticipates holding approximately 10 community meetings, finalizing several Analysis of Brownfield Cleanup Alternatives, and submitting 16-20 quarterly reports. Work conducted under this agreement will benefit the residents, business owners, and stakeholders in and near the City of Carson, California.

A subaward is an overarching term in 2 Code of Federal Regulations Part 200 that describes both a loan and subgrants. A loan is a type of subaward that generates program income from repayments of principal, interest charges, and loan processing fees paid by the recipient of the loan. A subgrant is a type of subaward that the RLF CAR provides to an eligible entity or other nonprofit under terms that do not require payment. City of Carson anticipates \$700,000 in loans and \$200,000 in subgrants to run its RLF program.

Provide oversight and issuance of subgrants up to budgeted allotment as per the regulations at 2 CFR § 200.332 and the "Establishing and Managing Subawards" General T&C apply to the City of Carson's monitoring and oversight of subgrantees and borrowers. However, unlike borrowers, subgrantees are subject to the Procurement Standards in 2 CFR Part 200 and 2 CFR Part 1500. EPA's RLF programmatic T&Cs provide additional detail on the different requirements that apply to borrowers and subgrantees. Subawards will be monitored via the quarterly report in ACRES.

## Administrative Conditions

### General Terms and Conditions

The recipient agrees to comply with the current Environmental Protection Agency (EPA) general terms and conditions available at: <https://www.epa.gov/grants/epa-general-terms-and-conditions-effective-october-1-2024-or-later>

These terms and conditions are in addition to the assurances and certifications made as a part of the award and the terms, conditions, or restrictions cited throughout the award.

The EPA repository for the general terms and conditions by year can be found at: <https://www.epa.gov/grants/grant-terms-and-conditions#general>.

### A. Federal Financial Reporting (FFR)

For awards with cumulative project and budget periods greater than 12 months, the recipient will submit an annual FFR (SF 425) covering the period from "project/budget period start date" to **September 30** of each calendar year to the EPA Finance Center in Research Triangle Park, NC. The annual FFR will be submitted electronically to [rtpfc-grants@epa.gov](mailto:rtpfc-grants@epa.gov) no later than **December 30** of the same calendar year. Find additional information at <https://www.epa.gov/financial/grants>. (Per 2 CFR § 200.344(b), the recipient must submit the Final FFR to [rtpfc-grants@epa.gov](mailto:rtpfc-grants@epa.gov) within 120 days after the end of the project period.)

### B. Procurement

The recipient will ensure all procurement transactions will be conducted in a manner providing full and open competition consistent with 2 CFR § 200.319. In accordance with 2 CFR § 200.324, the recipient and subawardee(s) must perform a cost or price analysis in connection with applicable procurement actions, including contract modifications. ***State and Tribal government entities must follow procurement standards as outlined in 2 CFR § 200.317.***

### C. Indirect Costs

The Cost Principles under 2 CFR Part 200, Subpart E apply to this award. Since there are no indirect costs included in the assistance budget, they are not allowable under this Assistance Agreement.

### D. Subaward(s)

The recipient's approved budget includes subaward(s). As applicable, the recipient will comply with the General Term and Condition on reporting of first tier subawards to the System for Award Management (SAM.gov) per "Reporting Subawards and Executive Compensation" requirement.

## Programmatic Conditions

### FY25 Brownfields Revolving Loan Fund (RLF) Cooperative Agreement Infrastructure Investment and Jobs Act Funds Terms and Conditions

Please note that these Terms and Conditions (T&Cs) apply to Brownfields RLF capitalization cooperative agreements awarded under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) § 104(k) and the Infrastructure Investment and Jobs Act (IIJA), as well as, agreements that transitioned to § 104(k), or agreements which have been amended after 12/24/14.

#### I. GENERAL FEDERAL REQUIREMENTS

Note: For the purposes of complying with certain provisions of the Uniform Grants Guidance (UGG), 2 CFR Part 200, loans made by RLF recipients are *Subawards* as that term is defined at 2 CFR § 200.1. The term subaward also encompasses “grants” made by the RLF recipient under CERCLA § 104(k)(3)(B)(ii). The UGG requirements for subawards in the form of loans and subawards in the form of grants are different. For clarity, these T&Cs refer to “loans” to describe subawards that generate program income from repayments of principal, interest charges, and loan processing fees paid by “borrowers.” The T&Cs refer to “subgrants” to describe subawards the RLF recipient provides to an eligible entity or nonprofit organization (“subgrantees”) under terms that do not require repayment.

#### A. Federal Policy and Guidance

1. Cooperative Agreement Recipients: By awarding this cooperative agreement, the Environmental Protection Agency (EPA) has approved the application for the Cooperative Agreement Recipient (CAR). These T&Cs are effective for activities occurring after the date of award of this cooperative agreement.

EPA has conditionally approved the workplan. The recipient may incur costs on eligible activities associated with the conditionally-approved workplan up to \$1,000,000. Until a final revised workplan has been approved by the EPA Grants Management Officer or Award Official as appropriate:

- a. the recipient must not request payments and EPA will not make payments for unapproved work; and
- b. any costs incurred for unapproved work by the recipient are at its own risk.

2. In implementing this agreement, the CAR shall comply with and require that work done by borrowers and subgrantees with cooperative agreement funds complies with CERCLA § 104(k). The CAR shall also ensure that cleanup activities supported with cooperative agreement funding comply with all applicable Federal and state laws and regulations. The CAR must ensure cleanups are protective of human health and the environment.

3. The CAR must consider whether it is required to have borrowers or subgrantees conduct cleanups through a State or Tribal response program. If the CAR chooses not to require borrowers and subgrantees to participate in a State or Tribal response program, then the CAR is required to consult with the EPA Project Officer on each loan or subgrant to ensure the proposed cleanup is protective of human health and the environment.

If the State or Tribe does not have a promulgated response program that is applicable to the planned brownfield activity, then the CAR is required to consult with the EPA Project Officer to ensure the

protectiveness of human health and the environment.

4. A term and condition or other legally binding provision shall be included in all loan and subgrant agreements entered into with the funds awarded under this agreement, or when funds awarded under this agreement are used in combination with non-Federal sources of funds, to ensure that the CAR complies with all applicable Federal and state laws and requirements. In addition to CERCLA § 104(k), applicable Federal laws and requirements include 2 CFR Part 200.

5. The CAR must comply with Federal cross-cutting requirements. These requirements include, but are not limited to, DBE requirements found at 40 CFR Part 33 (as applicable); OSHA Worker Health & Safety Standard 29 CFR § 1910.120; Uniform Relocation Act (40 USC § 61); National Historic Preservation Act (16 USC § 470); Endangered Species Act (P.L. 93-205); Permits required by Section 404 of the Clean Water Act; Contract Work Hours and Safety Standards Act, as amended (40 USC §§ 327-333); the Anti-Kickback Act (40 USC § 3145); and Section 504 of the Rehabilitation Act of 1973, 29 USC §§ 793 and 794; 40 CFR Part 7, Subpart C. For additional information on cross-cutting requirements visit <https://www.epa.gov/grants/epa-subaward-cross-cutter-requirements>.

6. The CAR must comply with Davis-Bacon Related Act prevailing wage requirements and associated U. S. Department of Labor (DOL) regulations for all construction, alteration, and repair contracts and subcontracts awarded with funds provided under this agreement by operation of CERCLA § 104(g). For more detailed information on complying with the Davis-Bacon Related Act, please see the [Contract Provisions for Davis-Bacon and Related Acts](#) and the Brownfields Davis-Bacon terms and conditions.

7. For funding added after May 14, 2022, refer to the General Term & Conditions for Buy America Sourcing requirements under the Build America, Buy America (BABA) provisions of the Infrastructure Investment and Jobs Act (IIJA; also known as Bipartisan Infrastructure Law or BIL) (P.L. 117-58, §§70911-70917). An adjustment period waiver may apply to funding awarded between May 14, 2022 and February 28, 2023.

8. The recipient agrees to have financial management and programmatic management systems in place to:

- a. Track and report on expenditures of IIJA funds.
- b. Track and report outputs and outcomes achieved with IIJA funds.

9. RLF supplemental funding is generally awarded on an annual basis to high-performing CARs who meet specific criteria. The CAR can find additional information on the timing and procedures for supplemental funding requests on the EPA Brownfields Program website (<https://www.epa.gov/brownfields/brownfields-revolving-loan-fund-rlf-grants>).

## **II. SITE/BORROWER/SUBGRANTEE ELIGIBILITY REQUIREMENTS**

All brownfield sites that will be addressed using RLF funds must be located within the geographic boundary described in the scope of work for this cooperative agreement (i.e., the EPA-approved workplan).

### **A. Brownfield Site Eligibility**

1. Prior to performing site work, the CAR must provide information to the EPA Project Officer about each site that will be addressed under this cooperative agreement. The CAR may use cooperative agreement funds to prepare information that is provided to the EPA Project Officer. The information that must be provided includes whether the site meets the definition of a brownfield site as defined in § 101(39) of CERCLA and whether the CAR is a potentially responsible party under CERCLA § 107, is exempt from CERCLA liability, or has a defense to CERCLA liability.

2. If the site is excluded from the general definition of a brownfield site but is eligible for a property-specific funding determination, then the CAR may request a property-specific funding determination from the EPA Project Officer. In its request, the CAR must provide information sufficient for EPA to make a property-specific funding determination on how financial assistance will protect human health and the environment, and either promote economic development or enable the creation of, preservation of, or addition to parks, greenways, undeveloped property, other recreational property, or other property used for nonprofit purposes. The CAR must not incur costs for cleaning up sites requiring a property-specific funding determination by EPA until the EPA Project Officer has advised the CAR that EPA has determined that the property is eligible.

### 3. Brownfield Sites Contaminated with Petroleum

a. For any petroleum-contaminated brownfield site that is not included in the CAR's EPA-approved workplan, the CAR shall provide sufficient documentation to EPA prior to incurring costs under this cooperative agreement which documents that:

- i. the State determines there is “no viable responsible party” for the site;
- ii. the State determines that the person assessing, investigating, or cleaning up the site is a person who is not potentially liable for cleaning up the site; and
- iii. the site is not subject to any order issued under Section 9003(h) of the Solid Waste Disposal Act.

This documentation must be prepared by the CAR or the State, following contact and discussion with the appropriate state petroleum program official. Please contact the EPA Project Officer for additional information.

b. Documentation must include:

- i. the identity of the State program official contacted;
- ii. the State official's telephone number;
- iii. the date of the contact; and
- iv. a summary of the discussion relating to the State's determination that there is no viable responsible party and that the person assessing, investigating, or cleaning up the site is not potentially liable for cleaning up the site.

Other documentation provided by a State to the recipient relevant to any of the determinations by the State must also be provided to the EPA Project Officer.

c. If the State chooses not to make the determinations described in Section II.A.3. above, the CAR must contact the EPA Project Officer and provide the information necessary for EPA to make the requisite determinations.

d. EPA will make all determinations on the eligibility of petroleum-contaminated brownfield sites located on tribal lands (i.e., reservation lands or lands otherwise in Indian country, as defined at 18 U.S.C. § 1151). Before incurring costs for these sites, the CAR must contact the EPA Project Officer and provide the information necessary for EPA to make the determinations.

## **B. Borrower and Subgrantee Eligibility**

1. The CAR may provide loans to an eligible entity, a site owner, a site developer, or another person without regard to whether the borrower is a for-profit organization. Borrowers do not have to own the property throughout the term of the loan unless ownership is required for the purpose of securing collateral, or the CAR otherwise determines that borrower site ownership is necessary.

2. The CAR may only provide cleanup subgrants to an eligible entity or nonprofit organization to clean up sites owned by the eligible entity or nonprofit organization at the time of the award of the subgrant. Eligible subgrantees include eligible entities as defined under CERCLA § 104(k)(1), which includes nonprofit organizations exempt from taxation under Section 501(c)(3) of the Internal Revenue Code, and other nonprofit organizations as defined at 2 CFR § 200.1. Nonprofit institutions of higher education as defined at 2 CFR § 200.1 are also eligible for cleanup subgrants. Nonprofit organizations described in Section 501(c)(4) of the Internal Revenue Code that do not engage in lobbying activities with the Federal government as defined in Section 3 of the Lobbying Disclosure Act of 1995 are eligible for loans and subgrants. Nonprofit organizations with 501(c)(4) tax exemption status that lobby the Federal government are not eligible for loans and subgrants.

3. The subgrantee must retain ownership of the site throughout the period of performance of the subgrant. The subgrantee must consult with the CAR, who in turn must consult with the EPA Project Officer prior to transferring title or otherwise conveying the real property comprising the site during the period of performance of the subgrant. Once the subgrant ends, the statutory ownership requirement is extinguished. For the purposes of this agreement, the term “owns” means fee simple title unless the EPA Project Officer approves a different ownership arrangement.

4. The CAR shall not provide a subgrant to itself or another component of its own unit of government or organization.

5. The CAR may discount loans, also referred to as the practice of forgiving a portion of loan principal. For an individual loan, the amount of principal discounted may be any percentage of the total loan amount up to 50%, provided that the total amount of the principal forgiven for that loan shall not exceed \$500,000 of the CAR's total award amount (EPA funds + cost share, if applicable – see Section IV.A.1. and IV.B.3.). Eligible entities and nonprofit organizations described in Section II.B.1. are eligible for discounted loans. **Private, for-profit entities are not eligible for discounted loans.** In addition to these terms, a discounted loan shall not be used in combination with a subgrant at the same site. The discounted amount in a discounted loan shall apply towards non-loan costs in the 50/50 split rule described in [Section IV.B.4.](#) (i.e., the discounted amount cannot apply towards the 50% of EPA funds + cost share, if applicable – see Section IV.A.1., that must be spent on loans and associated eligible programmatic expenses). The CAR may request a waiver of the discounted amount, discounted percentage, or the minimum 50/50 split by consulting with the EPA Project Officer for information about

the waiver process. In general, a loan may not be discounted after it has already been executed. Any post-execution discounting has to be approved by the EPA Project Officer.

6. The CAR shall not loan or subgrant funds that will be used to pay for cleanup activities at a site for which a borrower or subgrantee is potentially liable under CERCLA § 107. In addition, the borrower or subgrantee may not be affiliated with a potentially liable person as described in CERCLA §§ 101(40) and 107(q)(1)(A)(ii). The CAR may rely on its own investigation which can include an opinion from the borrower's or subgrantee's counsel. However, the CAR must advise the borrower or subgrantee that the investigation and/or opinion of its subgrantee counsel is not binding on the Federal Government.

7. For approved eligible petroleum-contaminated brownfield sites, the borrower or subgrantee cleaning up the site must not be potentially liable for cleaning up the site. For brownfield grant purposes, an entity generally will not be considered potentially liable for petroleum contamination if it has not dispensed or disposed of petroleum or petroleumproduct at the site, has not exacerbated the contamination at the site, and has taken reasonable steps with regard to the contamination at the site.

8. The CAR shall maintain sufficient documentation supporting and demonstrating the eligibility of the sites, borrowers, and subgrantees.

9. A borrower or subgrantee must submit information regarding its overall environmental compliance history including any penalties resulting from environmental non-compliance at the site subject to the loan or subgrant. The CAR, in consultation with EPA, must consider this history in its analysis of the borrower or subgrantee as a cleanup and business risk.

10. An entity that is currently suspended, debarred, or otherwise declared ineligible cannot be a borrower or subgrantee. Refer to EPA's General Term and Condition "Suspension and Debarment" for additional information on this requirement.

### **C. Obligations for CARs, Borrowers, or Subgrantees**

1. CARs, borrowers, or subgrantees who are eligible, or seek to become eligible, to receive a loan or subgrant must provide information indicating that cooperative agreement funds will not be used to pay for a response cost at a site for which the CAR, borrower, or subgrantee is potentially liable under CERCLA § 107. The CAR, borrower, or subgrantee must demonstrate that it meets the requirements for one of the Landowner Liability Protections as either a Bona Fide Prospective Purchaser (BFPP), Contiguous Property Owner (CPO), or Innocent Landowner (ILO). These requirements include certain threshold criteria and continuing obligations that must be met in order for the CAR, borrower, or subgrantee to maintain its eligible status. If the CAR, borrower, or subgrantee fails to meet these obligations, EPA may disallow the costs incurred under this cooperative agreement for cleaning up the site under CERCLA § 104(k)(8)(C). The Landowner Liability Protection requirements include:

a. Performing "all appropriate inquiries" into the previous ownership and uses of the property before acquiring the property.

b. Not being potentially liable or affiliated with any other person who is potentially liable for response costs at the site through: any direct or indirect familial relationship, any contractual, corporate, or financial relationship, or through the result of a reorganized business entity that was potentially liable.

While not necessary to obtain ILO protection, the CAR, borrower, or subgrantee must still establish by a

preponderance of the evidence that the act or omission that caused the release or threat of release of hazardous substances and any resulting damages were caused by a third party with whom the person does not have an employment, agency, or contractual relationship.

c. Demonstrating that no disposal of hazardous substances occurred at the facility after acquisition by the landowner (does not specifically apply for the CPO protection).

d. Taking “reasonable steps” with respect to hazardous substance releases by stopping any continuing releases, preventing any threatened future releases, and preventing or limiting human, environmental, or natural resource exposure to any previously released hazardous substance.

e. Complying with any land use restrictions established or relied on in connection with the response action at the site and not impeding the effectiveness or integrity of institutional controls employed in connection with the response action.

f. Providing full cooperation, assistance, and access to persons that are authorized to conduct response actions or natural resource restoration at the site from which there has been a release or threatened release.

g. Complying with information requests and administrative subpoenas (does not specifically apply for the ILO protection).

h. Providing all legally required notices with respect to the discovery or release of any hazardous substances at the site (does not specifically apply for the ILO protection).

Notwithstanding the CAR's, borrower's, and subgrantee's continuing obligations under this agreement, the CAR, borrower, and subgrantee are subject to the applicable liability provisions of CERCLA governing its status as a BFPP, CPO, or ILO. CERCLA requires additional obligations to maintain the liability limitations for BFPP, CPO, and ILO; the relevant provisions for these obligations include §§ 101 (35), 101(40), 107(b), 107(q) and 107(r).

CARs, borrowers, and subgrantees that are exempt from CERCLA liability or do not have to meet the requirements for asserting an affirmative defense to CERCLA liability must also comply with continuing obligation items c.-h.

### **III. GENERAL COOPERATIVE AGREEMENT ADMINISTRATIVE REQUIREMENTS**

#### **A. Sufficient Progress**

1. This condition supplements the requirements of the Termination and Sufficient Progress Conditions in the General Terms and Conditions.

The EPA Project Officer will assess whether the recipient is making sufficient progress in implementing the cooperative agreement 2 years from the date of award and on an annual basis thereafter. If EPA determines that the CAR has not made sufficient progress in implementing the cooperative agreement, the CAR, if directed to do so, must implement a corrective action plan concurred on by the EPA Project Officer and approved by the Grants Management Officer or Award Official. Alternatively, EPA may terminate this agreement under 2 CFR § 200.340 either for material non-compliance with its terms or with the consent of the CAR, depending on the circumstances. Sufficient progress at 2 years and



annually thereafter is indicated by the CAR having made a loan(s) and/or grant(s), but may also be demonstrated by a combination of all the following: hiring of all key personnel, the establishment and advertisement of the RLF, the development of one or more potential loans/subgrants, or other documented activities that demonstrate to EPA's satisfaction that the CAR will successfully perform the cooperative agreement.

2. Partial termination can occur if a CAR fails to complete the initial round of lending in the time schedule provided in the cooperative agreement. In this situation, as provided at 2 CFR § 200.340(a), the agreement may be partially terminated and the following actions may occur:

- a. Unused cooperative agreement funds will be deobligated by EPA;
- b. The cooperative agreement award may be amended to reflect the reduced amount of the cooperative agreement;
- c. EPA may determine whether sufficient funds remain to permit effective RLF operation; or
- d. EPA may terminate the agreement and recover the Federal share of its assets if it determines that the purpose of the cooperative agreement cannot be met.

## **B. Substantial Involvement**

1. The EPA Project Officer will be substantially involved in overseeing and monitoring this cooperative agreement. Substantial involvement, includes, but is not limited to:

- a. Close monitoring of the CAR's performance to verify compliance with the EPA-approved workplan and achievement of environmental results.
- b. Participation in periodic telephone conference calls to share ideas, project successes and challenges, etc., with EPA.
- c. Reviewing and commenting on quarterly and annual reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient or subrecipients receiving pass-through awards).
- d. Verifying sites meet applicable site eligibility criteria (including property-specific funding determinations described in Section II.A.2.), including when the CAR awards a subaward. The CAR must obtain technical assistance from the EPA Project Officer, or his/her designee, on which sites qualify as a brownfield site and determine whether the statutory prohibitions found in CERCLA § 104(k)(5)(B)(i)-(iv) apply. (Note, the prohibition does not allow a subrecipient to use EPA cooperative agreement funds to clean up a site for which the subrecipient is potentially liable under CERCLA § 107.)
- e. Reviewing and approving Quality Assurance Project Plans and related documents or verifying that appropriate Quality Assurance requirements have been met where quality assurance activities are being conducted pursuant to an EPA-approved Quality Assurance Management Plan.
- f. Monitoring the use of program income after the cooperative agreement project period ends.

Substantial involvement may also include, depending on the direction of the EPA Project Officer:

g. Collaboration during the performance of the scope of work including participation in project activities, to the extent permissible under EPA policies. Examples of collaboration include:

- i. Consultation between EPA staff and the CAR on effective methods of carrying out the scope of work provided the CAR makes the final decision on how to perform authorized activities.
- ii. Advice from EPA staff on how to access publicly available information on EPA or other Federal agency websites.
- iii. With the consent of the CAR, EPA staff may provide technical advice to the CAR's contractors or subrecipients provided the CAR approves any expenditures of funds necessary to follow advice from EPA staff. (The CAR remains accountable for performing contract and subaward management as specified in 2 CFR § 200.318 and 2 CFR § 200.332 as well as the terms of the EPA cooperative agreement.)
- iv. EPA staff participation in meetings, webinars, and similar events upon the request of the CAR or in connection with a co-sponsorship agreement.

h. Reviewing and approving that the Analysis of Brownfield Cleanup Alternatives (ABCA), or equivalent state Brownfields program document, meets the Brownfields Program's requirements for an ABCA.

i. Reviewing proposed procurements in accordance with 2 CFR § 200.325, as well as the substantive terms of proposed contracts or subawards (i.e., both subgrants and loans) as appropriate and discussing compliance with 50/50 split rule. If applicable, the EPA Project Officer may review the substantive terms of intra-governmental loans. The EPA Project Officer may review requests for proposals, invitations for bids, scopes of work, and/or plans and specifications for contracts over \$250,000 prior to advertising for bids.

j. Reviewing the qualifications of key personnel. (EPA does not have the authority to select employees or contractors, including consultants, employed by the CAR or subrecipients receiving pass-through awards.)

k. Reviewing information in performance reports to ensure all costs incurred by the CAR, borrower, subgrantee, and/or its contractor(s) if needed to ensure appropriate expenditure of grant funds.

EPA may waive any of the provisions in Section III.B.1., except for property-specific funding determinations. The EPA Project Officer will provide waivers to provisions a. – f. in Section III.B.1. in writing.

2. Effects of EPA's substantial involvement include:

a. EPA's review of any project phase, document, or cost incurred under this cooperative agreement will not have any effect upon CERCLA § 128 *Eligible Response Site* determinations or rights, authorities, and actions under CERCLA or any Federal statute.

b. The CAR remains responsible for ensuring that all cleanups are protective of human health and the environment and comply with all applicable Federal and state laws. If changes to the expected cleanup become necessary based on public comment or other reasons, the CAR must consult with the EPA Project Officer and the State.

c. The CAR and its subrecipients remain responsible for ensuring costs are allowable under 2 CFR Part 200, Subpart E.

### C. Cooperative Agreement Recipient Roles and Responsibilities

1. All additional sites selected for eligible activities throughout the period of performance (i.e., sites that were not identified in the workplan) must be located within the geographic boundary(ies) identified by the CAR in the workplan.

If the CAR has another open RLF cooperative agreement that was awarded in FY23 or later, criteria for selecting additional sites should consider the prioritization criteria identified in the FY23 or later application, FY23 or later RLF Supplemental Funding request, the workplan, or developed during implementation of the workplan. Note, subgrant criteria developed during the implementation of the workplan should lead to the CAR addressing sites in areas with similar characteristics to the areas discussed in the FY23 or later application or FY23 or later Supplemental Funding request.

2. CARs, other than state or Tribal entities, that procure a contractor(s) (including consultants) where the contract will be more than the micro-purchase threshold in 2 CFR § 200.320(a)(1) (\$10,000 for most CARs) must select the contractor(s) in compliance with the competitive procurement standards in 2 CFR Part 200 (including the requirements for full and open competition). Additionally, all CARs (including State and Tribal entities), regardless of the contract amount, must comply with EPA's regulations at 40 CFR Part 33 as applicable. For additional information on these requirements, see <https://www.epa.gov/grants/rain-2025-g02> and the "Utilization of Disadvantaged Business Enterprises" General Term and Condition of this agreement. These requirements also apply to procurement processes that were completed before the award of this cooperative agreement, to include if the CAR intends to submit payment requests for pre-award costs. See the [Brownfields Grants: Guidance on Competitively Procuring a Contractor](#) for additional information.

CARs may procure multiple contractors to ensure the appropriate expertise is in place to perform work under the agreement (e.g., expertise to provide oversight on site cleanup activities vs. community engagement) and to allow the ability for work be performed concurrently at multiple sites within the defined and approved geographic boundary.

3. The CAR is responsible for establishing an RLF team that will implement the program and assign a Program Manager for coordinating the team's activities as outlined below.

4. The CAR must acquire the services of a Qualified Environmental Professional(s) as defined in 40 CFR § 312.10, if it does not have such a professional on staff, to provide technical assistance, advice, and expertise to the CAR while the borrower or subgrantee and their cleanup contractor direct the cleanup at a given site.

5. The CAR shall act as or appoint a qualified "fund manager" to carry out responsibilities that relate to financial management of the loan and/or subgrant program. However, the CAR remains accountable to EPA for the proper expenditure of cooperative agreement funds. Any funding arrangements between the CAR and the fund manager must be consistent with 2 CFR Parts 200 and 1500 and [EPA's Subaward Policy](#). Additional information is available in EPA's [Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#).

6. The CAR shall appoint appropriate legal counsel if counsel is not already available. Counsel must

review all loan/subgrant agreements prior to execution unless the EPA Project Officer waives this requirement.

7. The CAR is responsible for ensuring that borrowers and subgrantees comply with the terms of their agreements with the CAR, and that agreements between the CAR and borrowers and subgrantees are consistent with the terms and conditions of this agreement.

8. When the CAR makes loans and subgrants under this agreement, they become a pass-through entity for the purposes of the subrecipient oversight and management requirements of [2 CFR §§ 200.331 through 200.332](#). Requirements for oversight and management of subgrantees are supplemented in EPA's National Term and Condition for Subawards "Establishing and Managing Subawards" which is included in the General Terms and Conditions of this Cooperative Agreement.

9. The following requirements apply when a pass-through entity (CAR) makes loans. These requirements apply to loans and borrowers in lieu of those specified in EPA's "Establishing and Managing Subawards" National Term and Condition for Subawards.

a. Pass-through entities must establish and follow a system that ensures all loan agreements are in writing and contain all of the elements required by [2 CFR § 200.332\(b\)](#) with the exception of the indirect cost provision of 2 CFR § 200.332(b)(4), the applicability of the Procurement Standards in 2 CFR Part 200, and the "Consultant Fee Cap" described in 2 CFR 1500.10. EPA has developed an optional template for subaward agreements that is available in [Appendix D of EPA's Subaward Policy](#) which may also be used for loan agreements.

b. Borrowers must comply with the internal control requirements specified at [2 CFR § 200.303](#) and are subject to the 2 CFR Part 200, Subpart F, *Audit Requirements*. The pass-through entity (CAR) must include a condition in all loans that requires borrowers to comply with this requirement. No other provisions of the Uniform Grants Guidance, including the Procurement Standards, apply directly to borrowers.

c. Prior to making loans or subgrants, the pass-through entity (CAR) must ensure that each borrower or subgrantee has a "unique entity identifier." This identifier is required for registering in the [System for Award Management](#) (SAM) and by [2 CFR Part 25](#) and [2 CFR § 200.332\(b\)\(1\)](#), but based on [2 CFR § 25.300](#), borrowers and subgrantees do not have to register in SAM. The unique entity identifier (UEI) is generated when an entity registers in SAM. Information on registering in SAM and obtaining a UEI is available in the General Condition of the pass-through entity's (CAR's) agreement with EPA entitled "*System for Award Management and Universal Identifier Requirements*."

d. The pass-through entity (CAR) must ensure that the terms of all loan agreements and subgrants require that borrowers and subgrantees comply with [2 CFR Part 170, Reporting Subaward and Executive Compensation](#) under Federal Funding Accountability and Transparency Act (FFATA) set forth in the General Condition of the pass-through entity's (CAR's) agreement with EPA entitled "*Reporting Subawards and Executive Compensation*."

e. In addition to other prudent lending practices described, in [Section VI](#), below, pass-through entities (CARs) must comply with EPA's General T&Cs (Establishing and Managing Subawards).

10. As the pass-through entity, the CAR must report to EPA on its borrower and subgrantee monitoring activities under [2 CFR § 200.332\(e\)](#), including the following information as part of the CAR's quarterly

performance reporting:

- a. Summaries of results of reviews of financial and programmatic reports;
- b. Summaries of findings from site visits and/or desk reviews to ensure effective borrower or subgrantee performance;
- c. Environmental results the borrower or subgrantee achieved;
- d. Summaries of audit findings and related pass-through entity management decisions, if any; and
- e. Actions the pass-through entity has taken to correct any deficiencies such as those specified at [2 CFR § 200.332\(d\), \(f\), and \(i\)](#); [2 CFR § 200.208, \*Specific conditions\*](#); and the [2 CFR § 200.339, \*Remedies for Noncompliance\*](#).

11. Cybersecurity – The recipient agrees that when collecting and managing environmental data under this cooperative agreement, it will protect the data by following all applicable State or Tribal law cybersecurity requirements.

a. EPA must ensure that any connections between the recipient's network or information system and EPA networks used by the recipient to transfer data under this agreement are secure. For purposes of this section, a connection is defined as a dedicated persistent interface between an Agency Information Technology (IT) system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition.

If the recipient's connections as defined above do not go through the Environmental Information Exchange Network or EPA's Central Data Exchange, the recipient agrees to contact the EPA Project Officer no later than 90 days after the date of this award and work with the designated Regional/ Headquarters Information Security Officer to ensure that the connections meet EPA security requirements, including entering into Interconnection Service Agreements as appropriate. This condition does not apply to manual entry of data by the recipient into systems operated and used by EPA's regulatory programs for the submission of reporting and/or compliance data.

b. The recipient agrees that any subawards it makes under this agreement will require the subrecipient to comply with the requirements in Cybersecurity Section a. above if the subrecipient's network or information system is connected to EPA networks to transfer data to the Agency using systems other than the Environmental Information Exchange Network or EPA's Central Data Exchange. The recipient will be in compliance with this condition: by including this requirement in subaward agreements; and during subrecipient monitoring deemed necessary by the recipient under 2 CFR § 200.332(e), by inquiring whether the subrecipient has contacted the EPA Project Officer. Nothing in this condition requires the recipient to contact the EPA Project Officer on behalf of a subrecipient or to be involved in the negotiation of an Interconnection Service Agreement between the subrecipient and EPA.

12. All geospatial data created must be consistent with Federal Geographic Data Committee (FGDC) endorsed standards. Information on these standards may be found at [www.fgdc.gov](http://www.fgdc.gov).

13. The CAR agrees to provide the proposed leveraged funding, including any voluntary cost share contribution or overmatch, that is described in its workplan. If the proposed leveraging does not materialize during the period of award performance, and the CAR does not provide a satisfactory

explanation, EPA may consider this factor in evaluating future applications from the CAR. In addition, if the proposed leveraging does not materialize during the period of award performance, then EPA may reconsider the legitimacy of the award. If EPA determines that the CAR knowingly or recklessly provided inaccurate information regarding the leveraged funding in its submitted competitive application or supplemental funding request, EPA may take action as authorized by CERCLA 104(k)(8)(C), 2 CFR Parts 200 and 1500, and/or 2 CFR Part 180 as applicable.

#### **D. Quarterly Performance Reports**

1. In accordance with the regulations at 2 CFR Parts 200 and 1500 (specifically, 2 CFR § 200.329, *Monitoring and Reporting Program Performance*), the CAR agrees to submit quarterly performance reports to the EPA Project Officer within 30 days after each reporting period. Initially, quarterly performance reports will be submitted via email or via the optional Quarterly Reporting function tool within the Assessment, Cleanup and Redevelopment Exchange System (ACRES). The EPA Project Officer will notify the CAR when use of the Quarterly Reporting tool within ACRES is required. Once the EPA Project Officer notifies the CAR of required use, the CAR agrees to use this tool to input quarterly performance reports directly into ACRES within 30 days after each reporting period. The reporting periods are October 1 – December 31 (1<sup>st</sup> quarter); January 1 – March 31 (2<sup>nd</sup> quarter); April 1 – June 30 (3<sup>rd</sup> quarter); and July 1 – September 30 (4<sup>th</sup> quarter). If a due date falls on a weekend or holiday, the report will be due on the next business day.

These reports shall cover work status, work progress, difficulties encountered, preliminary data results, and a statement of activity anticipated during the subsequent reporting period, including a description of equipment, techniques, and materials to be used or evaluated. A discussion of expenditures and financial status for each workplan task, along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies from the EPA-approved workplan and budget shall be included in the report. The report shall also include any changes of key personnel concerned with the project that were approved by the EPA Grants Management Officer or Award Official. (Note, as provided at 2 CFR § 200.308, *Revision of budget and program*, the CAR must seek prior approval from the EPA Grants Management Officer or Award Official for a change in a key personnel (including employees and contractors) that are identified by name or position in the workplan. Prior approval means the written approval obtained in advance of a recipient taking an action by an authorized official of a Federal agency or pass-through entity of certain costs or programmatic decisions.)

2. The CAR must submit performance reports on a quarterly basis in ACRES using the Revolving Loan Fund Quarterly Report function. Quarterly performance reports must include:

- a. A summary that clearly differentiates between activities completed with EPA funds provided under the Brownfield RLF cooperative agreement, including the required cost share, if applicable – see Section IV. A.1., and related activities completed with other sources of leveraged funding.
- b. A summary and status of approved activities performed during the reporting quarter; a summary of the performance outputs/outcomes achieved during the reporting quarter; and a description of problems encountered during the reporting quarter that may affect the project schedule.
- c. A comparison of actual accomplishments to the anticipated outputs/outcomes specified in the EPA-approved workplan and reasons why anticipated outputs/outcomes were not met.

d. An update on the project schedule and milestones, including an explanation of any discrepancies from the EPA-approved workplan.

e. A list of the loans and/or subgrants during the reporting quarter.

f. The amount of the cooperative agreement's total award amount (EPA funds + cost share, if applicable – see Section IV.A.1.) that has been committed thus far on loan costs and non-loan costs, respectively, and whether the cooperative agreement is expected to meet the 50/50 split by the end of the cooperative agreement project period for the cooperative agreement's current total award amount.

g. A budget summary table with the following information: current approved project budget; EPA funds drawn down during the reporting quarter; costs drawn down to date (cumulative expenditures); cost share contributions, if applicable – see Section IV.A.1.; program income generated and used (e.g., program income received and disbursed during the reporting quarter and during the entire cooperative agreement, and the amount of program income remaining); and total remaining funds. The budget summary table must include costs that are charged to the “other” budget object class category (e.g., subawards, etc.).

The CAR shall include an explanation of any discrepancies in the budget from the EPA-approved workplan, cost overruns or high unit costs, and other pertinent information. Program income accounting records must differentiate program income generated from interest and fees, versus program income generated from principal repayments. If significant developments occur that negatively impact the Federal Award, the CAR shall include information on their plan for corrective action and any assistance needed to resolve the situation. The CAR shall include a statement on funding transfers among direct budget categories or programs, functions and activities that occurred during the quarter and cumulatively during the period of performance.

Note: ACRES reporting requirements may change over time, based on expansion of EPA's information collection authority, and the CAR is responsible for complying with the latest ACRES reporting requirements at the time of each quarterly performance report. The EPA Project Officer will notify the CAR when ACRES reporting requirements specific to Brownfields RLF change.

h. For local governments that are using RLF funding for health monitoring, the quarterly report must also include the specific budget, the quarterly expenditure, and cumulative expenditures to demonstrate that 10% of Federal funding is not exceeded.

Note: Each property where cleanup activities were performed and/or completed must have its corresponding information updated in ACRES (or via the Property Profile Form with prior approval from the EPA Project Officer) prior to submitting the quarterly performance report (see [Section III.E.](#) below).

3. For the loans executed by the CAR under this agreement, the CAR must also report on the following items as part of the CAR's quarterly performance reporting:

a. Summaries of results of reviews of borrower financial and programmatic reports.

b. Environmental results achieved by the borrower.

4. The CAR must maintain records that will enable it to report to EPA on the amount of funds (direct EPA funding, cost share, if applicable – see Section IV.A.1., and program income) disbursed by the CAR to



clean up specific properties under this cooperative agreement.

5. In accordance with 2 CFR § 200.329(e), the CAR agrees to inform the EPA Project Officer as soon as problems, delays, or adverse conditions become known which will materially impair the ability to meet the outputs/outcomes specified in the EPA-approved workplan.

#### **E. ACRES Data Submission**

1. Property Profile Form: The CAR must report on interim progress (e.g., loan signed, clean up started) and any final accomplishments (e.g., clean up completed, contaminants removed, institutional controls required, engineering controls required, leveraged dollars and/or jobs) by completing and submitting relevant portions of the electronic Property Profile Form using the Assessment, Cleanup and Redevelopment Exchange System (ACRES). The CAR must enter the data in ACRES as soon as the interim action or final accomplishment has occurred, or within 30 days after the end of each reporting quarter. The CAR must enter any new data into ACRES prior to submitting the quarterly performance report to the EPA Project Officer. The CAR must utilize the electronic version of the Property Profile Form in ACRES unless approval is obtained from the EPA Project Officer to use the hardcopy version of the Property Profile Form or its use is included in the approved workplan.

2. Brownfields RLF Form: Additionally, the CAR must also report program income details quarterly on the Brownfields RLF Form, which is located on the CAR's RLF cooperative agreement homepage in ACRES.

#### **F. Final Cooperative Agreement Performance Report with Environmental Results**

1. In accordance with the regulations at 2 CFR Parts 200 and 1500 (specifically, § 200.329 *Monitoring and Reporting Program Performance* and 2 CFR § 200.344(a), *Closeout*), the CAR agrees to submit to the EPA Project Officer within 120 days after the expiration or termination of the approved project period a final performance report on the cooperative agreement via email, unless the EPA Project Officer agrees to accept a paper copy of the report. The final performance report shall document and summarize the elements listed in Section III.D.2., as appropriate, for activities that occurred over the entire project period. In addition, when applicable, the CAR must include required documentation associated with an EPA-approved waiver for not meeting the minimum 50/50 split by the end of the cooperative agreement's project period.

### **IV. FINANCIAL ADMINISTRATION REQUIREMENTS**

#### **A. Cost Share Requirement**

1. As provided in IIJA, no cost share is required for this agreement. However, the CAR may have an open non-IIJA funded RLF cooperative agreement where cost share is required as part of its overall RLF program. Therefore, any references to cost share in these Terms and Conditions are related to the overall RLF program (i.e., cost share associated with a non-IIJA funded RLF cooperative agreement).

#### **B. Eligible Uses of the Funds for the Cooperative Agreement Recipient, Borrower, and/or Subgrantee**

1. To the extent allowable under the EPA-approved workplan, the CAR may use cooperative agreement funds to capitalize a revolving loan fund to be used for loans or subgrants for cleanup and for eligible programmatic expenses. Eligible programmatic expenses may include activities described in [Section V.](#) of these Terms and Conditions. In addition, eligible programmatic expenses may include:



- a. Determining whether RLF cleanup activities at a particular site are authorized by CERCLA § 104(k).
  - b. Ensuring that an RLF cleanup complies with applicable requirements under Federal and state laws, as required by CERCLA § 104(k).
  - c. Ensuring the adequacy of each RLF cleanup as it is implemented, including overseeing the borrowers and/or subgrantees activities to ensure compliance with applicable Federal and state environmental requirements.
  - d. Preparing and updating an Analysis of Brownfield Cleanup Alternatives (ABCA) which will include information about the site and contamination issues, cleanup standards, applicable laws, alternatives considered, and the proposed cleanup.
  - e. Developing a Quality Assurance Project Plan (QAPP) as required by 2 CFR § 1500.12. The specific requirement for a QAPP is outlined in Implementation of Quality Assurance Requirements for Organizations Receiving EPA Financial Assistance available at <https://www.epa.gov/grants/implementation-quality-assurance-requirements-organizations-receiving-epa-financial>.
  - f. Performing limited site characterization to confirm the effectiveness of the proposed cleanup design or the effectiveness of a cleanup once an action has been completed.
  - g. Ensuring that public participation requirements are met. This includes preparing a Community Involvement Plan which will include reasonable notice, opportunity for public involvement and comment on the proposed cleanup, and response to comments.
  - h. Establishing an Administrative Record for each site.
  - i. Ensuring that the site is secure if a borrower or subgrantee is unable or unwilling to complete a brownfield site cleanup.
  - j. Using a portion of a loan or subgrant to purchase environmental insurance for the site. [The loan or subgrant shall not be used to purchase insurance intended to provide coverage for any of the ineligible uses under [Section IV.](#), *Ineligible Uses of the Funds for the Cooperative Agreement Recipient, Borrower, and/or Subgrantees*.]
  - k. Any other eligible programmatic costs, including costs incurred by the recipient in making and managing a loan or subgrant; obtaining RLF fund manager services; quarterly reporting to EPA including preparation of Property Profiles; awarding, managing and monitoring loans and subgrants as required by the terms of this agreement implementing 2 CFR § 200.332 and the “Establishing and Managing Subawards” General Term and Condition; and carrying out outreach pertaining to the loan and subgrant program to potential borrowers and subgrantees.
- l. Borrower and subgrantee progress reporting to the CAR.
  2. The CAR must maintain records that will enable it to report to EPA on the amount of costs incurred by the CAR, borrowers, or subgrantees at brownfield sites.
  3. Each site being remediated via an RLF subgrant is limited to a total of \$500,000 of the CAR's total award amount (i.e., funds EPA awards directly to the CAR for all open RLF grants and any associated

cost share, if applicable – see Section IV.A.1.). The term “CAR’s total award amount” is used to represent the EPA funds + cost share (if applicable – see Section IV.A.1.) from all of the CAR’s open RLF grants (i.e., the term considers the RLF program as a single, unified program rather than separate open RLF cooperative agreements; it does not include any funding from cooperative agreements that the CAR has already closed out). The total award amount also never includes program income earned while the cooperative agreement is open or retained and post-closeout program income. For the purposes of determining compliance with the subgrant cap, the value of any technical assistance the CAR provides to the subgrantee (e.g., an ABCA paid for with EPA funds or cost share, if applicable – see Section IV.A.1.) would not be included in the subgrant and does not count towards the \$500,000 per site cap. However, any expenses charged to the subgrant by the subgrantee (e.g., including the cost of an ABCA) would count towards the \$500,000 subgrant cap. Private, for-profit entities are not eligible for subgrants.

4. At least 50% of each open cooperative agreement’s total award amount (i.e., EPA funds + cost share, if applicable – see Section IV.A.1.) must be used by the CAR to provide loans for the cleanup of eligible brownfield sites and associated eligible programmatic costs by the end of the cooperative agreement project period. The remaining EPA funding and cost share, if applicable – see Section IV.A.1., may be used for all other eligible programmatic costs that are not associated with loans, such as subgrants, forgiven principal in discounted loans, and eligible programmatic costs to manage/market the RLF. This is referred to as the 50/50 split rule, which addresses the minimum ratio of loan costs to non-loan costs required for the cooperative agreement’s total award amount by the end of the cooperative agreement project period. CARs are not required to meet the 50/50 split rule “proportionally” when drawing down funds, but the EPA Project Officer will monitor to confirm the CAR is on track to meet the minimum 50/50 split by the end of the cooperative agreement.

The CAR may request a waiver of the \$500,000 subgrant limit or the minimum 50/50 split by seeking a waiver through the EPA Project Officer who can provide information on the waiver process. However, a waiver is not required for either requirement when only program income is used, since subgrants that are funded with 100% program income are not limited in amount and do not contribute to this 50% limitation. A waiver is also not required for the discounted amount of a loan if the loan is funded with 100% program income. Furthermore, if program income and/or post-closeout program income are combined with EPA funds and/or cost share (if applicable – see Section IV.A.1.) the program income and post-closeout program income must not be included in the total subgrant or loan amount for the purposes of determining compliance with the subgrant cap, discounted loan limits, or 50/50 split rule.

If the CAR has more than one open RLF cooperative agreement and would like to close out the older cooperative agreement more quickly, the CAR has the option of:

a. Submitting a waiver request to the EPA Project Officer requesting to apply the 50/50 split rule to the CAR’s RLF program as a whole for all open RLF cooperative agreements, rather than to each open RLF cooperative agreement individually, on one condition: if one of those open RLF grants closes out (i.e., project period ends) and that closing cooperative agreement does not meet the 50/50 split requirement on its own due to excessive non-loan costs, the CAR must continue to include that cooperative agreement in the 50/50 split calculation for the other open cooperative agreement going forward. This allows the 50/50 split rule to be honored for the entire open RLF program.

b. Requesting that the EPA Project Officer and Grants Management Officer allow shifting of programmatic costs (loan and non-loan costs) between the two open cooperative agreements, in accordance with 2 CFR § 200.405(c), to better achieve the CAR’s RLF program priorities. Once the oldest cooperative agreement closes out, the workplan and budget for the remaining open cooperative

agreement would need to be amended to include programmatic costs.

5. To determine whether a cleanup subgrant is appropriate, the CAR must consider the following as required by CERCLA § 104(k)(3)(C):

- a. The extent to which the subgrant will facilitate the creation of, preservation of, or addition to a park, greenway, undeveloped property, recreational property, or other property used for nonprofit purposes;
- b. The extent to which the subgrant will meet the needs of a community that has the inability to draw on other sources of funding for environmental remediation and subsequent redevelopment of the area in which a brownfield site is located because of the small population or low income of the community;
- c. The extent to which the subgrant will facilitate the use or reuse of existing infrastructure; and
- d. The benefit of promoting the long-term availability of funds from a revolving loan fund for brownfield remediation.

**The CAR must maintain sufficient records to support and document these determinations.**

6. Under CERCLA § 104(k)(5)(E), CARs and subgrantees may use up to 5% of the direct EPA funding plus the CAR's cost share, if applicable – see Section IV.A.1., for this cooperative agreement for administrative costs, including indirect costs under 2 CFR § 200.414. The limit on administrative costs for the CAR under this agreement is \$50,000. The total amount of indirect costs and any direct costs for cooperative agreement administration by the CAR paid for by EPA under the cooperative agreement, or used to meet the recipient's cost share, if applicable – see Section IV.A.1., shall not exceed this amount. Note that additional administrative costs may be allowed when using program income received under this cooperative agreement during the period of performance (see Section IV.D.2.). Subgrantees and borrowers may use up to 5% of the amount of Federal funds (direct EPA funding, cost share – if applicable – see Section IV.A.1, and program income) in their subawards for administrative costs. As required by 2 CFR § 200.403(d), the CAR and subgrantees must classify administrative costs as direct or indirect consistently and shall not classify the same types of costs in both categories. [Note: Borrowers may charge direct administrative costs to their loan, but borrowers cannot charge indirect costs.]

The term “administrative costs” does not include:

- a. Investigation and identification of the extent of contamination of a brownfield site;
- b. Design and performance of a response action; or
- c. Monitoring of a natural resource.

Eligible cooperative agreement and subgrant administrative costs subject to the 5% limitation include direct costs for:

- a. Costs incurred to comply with the following provisions of the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* at 2 CFR Parts 200 and 1500 other than those identified as programmatic.

- i. Record-keeping associated with equipment purchases required under 2 CFR § 200.313;
- ii. Preparing revisions and changes in the budgets, scopes of work, program plans, and other activities required under 2 CFR § 200.308;
- iii. Maintaining and operating financial management systems required under 2 CFR § 200.302;
- iv. Preparing payment requests and handling payments under 2 CFR § 200.305;
- v. Financial reporting under 2 CFR § 200.328;
- vi. Non-Federal audits required under 2 CFR Part 200, Subpart F; and
- vii. Closeout under 2 CFR § 200.344 with the exception of preparing the recipient's final performance report. Costs for preparing this report are programmatic and are not subject to the 5% limitation on direct administrative costs.

b. Pre-award costs for preparation of the proposal and application for this cooperative agreement (including the final workplan) or applications for subgrants are not allowable as direct costs but may be included in the CAR's or subrecipient's indirect cost pool to the extent authorized by 2 CFR § 200.460.

c. Borrowers may use up to 5% of the amount of the Federal funds in the loan for loan administration costs. Eligible administrative costs for borrowers include direct costs for:

- i. Salaries, benefits, and other compensation for persons who are not directly engaged in the cleanup of the site (e.g., marketing and human resource personnel), but only to the extent to which these persons activities support the cleanup and subsequent re-use of the site;
- ii. Facility costs such as depreciation, utilities, and rent on the borrower's administrative offices; and
- iii. Supplies and equipment not used directly for cleanup at the site.

d. Eligible direct costs for loan administration include expenses for:

- i. Preparing revisions and changes in the budget, workplans, and other documents required under the loan agreement;
- ii. Maintaining and operating financial management and personnel systems;
- iii. Preparing payment requests and handling payments; and
- iv. Audits including non-Federal audits required under 2 CFR Part 200, Subpart F.

e. Borrowers shall not use loan funds for indirect costs even if the borrower has an indirect cost rate approved by a cognizant Federal agency.

**7. Local Governments Only.** If authorized in the EPA-approved workplan and budget narrative, up to 10% of the funds awarded by this agreement may be used by the CAR itself as a programmatic cost for

Brownfield Program development and implementation of monitoring health conditions and institutional controls. The health monitoring activities must be associated with brownfield sites at which at least a Phase II environmental site assessment is conducted, and the assessment indicates that the sites are contaminated with hazardous substances. The CAR must maintain records on funds that will be used to carry out this task to ensure compliance with this requirement.

8. If the CAR makes a subgrant to a local government that includes an amount (not to exceed 10% of the subgrant) for Brownfields Program development and implementation, the terms and conditions of that agreement must include a provision that ensures that the local government subgrantee maintains records adequate to ensure compliance with the limits on the amount of subgrant funds that may be expended for this purpose.

### **C. Ineligible Uses of the Funds for the Cooperative Agreement Recipient, Borrower, and/or Subgrantee**

1. Cooperative agreement funds shall not be used by the CAR, borrower and/or subgrantee for any of the following activities:

- a. Pre-cleanup Phase I and Phase II environmental site assessment activities with the exception of site monitoring activities that are reasonable and necessary during the cleanup process, including determination of the effectiveness of a cleanup;
- b. Monitoring and data collection necessary to apply for, or comply with, environmental permits under other Federal and state laws, unless such a permit is required as a component of the cleanup action;
- c. Construction, demolition, and post-cleanup site development activities that are not cleanup actions (e.g., marketing of property (activities or products created specifically to attract buyers or investors), construction of a new facility, or addressing public or private drinking water supplies that have deteriorated through ordinary use);
- d. Job training activities unrelated to performing a specific cleanup at a site (i.e., on the job training) covered by a loan or subgrant;
- e. To pay for a penalty or fine;
- f. To pay a Federal cost share requirement (e.g., a cost share required by another Federal grant) unless there is specific statutory authority;
- g. To pay for a response cost at a brownfield site for which the CAR or recipient of the subgrant or loan is potentially liable under CERCLA § 107;
- h. To pay a cost of compliance with any Federal law, excluding the cost of compliance with laws applicable to the cleanup; and
- i. Unallowable costs (e.g., lobbying and purchases of alcoholic beverages) under 2 CFR Part 200, Subpart E.

2. Cooperative agreement funds shall not be used for any of the following properties:

- a. Facilities listed, or proposed for listing, on the National Priorities List (NPL);

- b. Facilities subject to unilateral administrative orders, court orders, and administrative orders on consent or judicial consent decree issued to or entered by parties under CERCLA;
- c. Facilities that are subject to the jurisdiction, custody, or control of the United States government except for land held in trust by the United States government for an Indian Tribe; or
- d. A site excluded from the definition of a brownfield site for which EPA has not made a property-specific funding determination.

#### **D. Use of Program Income – During the Performance Period**

1. Program income for the RLF shall be defined as the gross income received by the recipient, directly generated by the cooperative agreement award or earned during the period of the award. Program income shall include principal repayments, interest earned on outstanding loan principal, interest earned on accounts holding RLF program income not needed for immediate lending, all loan fees and loan-related charges received from borrowers and other income generated from RLF operations including proceeds from the sale, collection, or liquidations of assets acquired through defaults of loans.
2. In accordance with 2 CFR § 200.307 and 2 CFR § 1500.8, during the performance period of the cooperative agreement, the CAR is authorized to add program income to the funds awarded by EPA and use the program income under the same terms and conditions of this agreement unless otherwise specified (e.g., [Section IV.B.4.](#) regarding the minimum 50/50 split). Accordingly, program income may be used for administrative costs, including any applicable indirect costs, provided that the total amount of funds used for administrative costs does not exceed 5% of the sum of direct EPA funding plus the cost share, if applicable – see Section IV.A.1., and program income the CAR generates. CARs that intend to use program income for cost share for any other Brownfield Grants under 2 CFR § 200.307(b)(3) must obtain prior approval from the EPA Grant Management Officer or Award Official unless the cost share method for using program income was approved at time of award. Note that repayments of principal for loans made all or in part with cooperative agreement funds shall not be used for cost share for any other Brownfield Grants. These repayments of principal must be returned to the CAR's Brownfields Revolving Loan Fund.
3. In accordance with 2 CFR § 1500.8(c), to continue the mission of the Brownfields Revolving Loan Fund, recipients may use cooperative agreement funding prior to using program income funds generated by the revolving loan fund.
4. The CAR that elects to use program income to cover all or part of an RLF's programmatic costs shall maintain adequate accounting records and source documentation to substantiate the amount and percent of program income expended for eligible RLF programmatic costs, and comply with OMB cost principles at 2 CFR Part 200, Subpart E when charging costs against program income. For any cost determined by EPA to have been an ineligible or unallowable use of program income, the recipient shall reimburse the RLF or refund the amount to EPA as directed by the EPA Action Official in its disallowance determination. EPA will notify the recipient of the time period allowed for reimbursement or refund.
5. Loans or subgrants made with a combination of program income, post-closeout program income, cost share, if applicable – see Section IV.A.1., and/or direct funding from EPA are subject to the same terms and conditions as those applicable to this agreement. Loans and subgrants made with direct funding from EPA and/or cost share, if applicable – see Section IV.A.1., in combination with non-Federal sources of funds are also subject to the same terms and conditions of this agreement.

6. The CAR must obtain the EPA Project Officer approval of the substantive terms of loans and subgrants made entirely with program income unless this requirement is waived by the EPA Project Officer.

## **E. Interest-Bearing Accounts**

1. The CAR (as well as any subgrantees) must deposit advances of cooperative agreement funds (as described in [Section VII.A., Methods of Disbursement](#)) and program income (as defined earlier) in an interest-bearing account unique to this cooperative agreement [i.e., separate from funds for another open RLF cooperative agreement, and separate from post-closeout program income governed under a Closeout Agreement (COA) since separate reporting of funds is required under a COA]. Consistent with 2 CFR 200.305(b)(9) as well as the unique accounting requirements for states under 2 CFR 200.302(a) and 200.305(a), the CAR does not have to establish entirely separate bank accounts for EPA funds. The CAR does, however, have to be able to account for EPA funds (including cost share, if applicable – see Section IV.A.1., and program income) received, obligated, and expended, and Federal funds must be deposited and maintained in insured accounts whenever possible as required by the regulation. Subaccounts are allowed, as long as the interest earned and all funds for each of the CAR's open and post-closeout RLF grants can be accounted for accurately by the CAR.

2. With the exception of state CARs, which are subject to applicable Treasury regulations, CARs (as well as any subgrantees) must place advances of EPA funds (and other Federal funds as well) in interest bearing accounts as provided in 2 CFR § 200.305(b)(11). Advances of EPA funds must be maintained in an account that is separate from the post-closeout program income in the RLF. While interest earned by CARs on advances of EPA funds should be minimal given the regulatory and T&C requirements for prompt disbursement of drawn down funds, any interest the CAR does earn on advanced Federal funds is subject to 2 CFR § 200.305(b)(12). This regulation generally requires that interest on advanced Federal funds in excess of \$500 must be transmitted annually to the U.S. Department of Health and Human Services.

3. Interest earned on program income is considered additional program income.

## **F. Closeout Agreement and Use of Post Cooperative Agreement (i.e., Post-Closeout) Program Income**

1. As provided at 2 CFR § 200.307(f) and 2 CFR § 1500.8(c), after the end of the period of performance of the cooperative agreement, the CAR may keep and use program income at the end of the cooperative agreement (retained program income) and use program income earned after the cooperative agreement period of performance (post-closeout program income) in accordance with terms of a COA. At the end of the cooperative agreement period of performance, the CAR shall comply with the attached COA.

This award is contingent upon the CAR signing and returning the attached COA to the EPA Project Officer no later than 30 days of award. The EPA Project Officer may grant an extension to the 30 days based on a CAR's request for extenuating circumstances. However, the CAR cannot draw down funds if the CAR has not submitted a signed FY22 COA that includes this assistance agreement number to the EPA Project Officer.

The COA goes into effect for this assistance agreement number the day after the cooperative agreement period of performance ends unless otherwise designated by the EPA Grants Management Officer or Award Official. The period of performance is identified as the project period in the Notice of Award.



2. This COA is based on the FY22 RLF COA template. EPA plans to modify RLF COA templates every five years. EPA reserves the right to renegotiate the terms of this RLF COA every five years, in conjunction with the template change (e.g., next change will be in FY27). If the CAR agrees to continue to operate the RLF under a COA past FY27, the CAR shall work with the EPA Project Officer to update to the latest COA template. Otherwise, the Project Officer and CAR will negotiate a mutually acceptable disposition of unused program income, and an Authorized EPA Official (e.g., Grants Management Officer or Award Official) will modify the COA accordingly.

## **V. RLF REQUIREMENTS**

### **A. Authorized RLF Cleanup Activities**

1. The CAR, or borrower/subgrantee with CAR concurrence, shall prepare an ABCA, or equivalent state Brownfields program document, which will include information about the site and contamination issues (i.e., exposure pathways, identification of contaminant sources, etc.); cleanup standards; applicable laws; alternatives considered; and the proposed cleanup. The evaluation of alternatives must include effectiveness, ability to implement, and the cost of the response proposed. The evaluation of alternatives must also consider the resilience of the remedial options to address potential adverse impacts caused by extreme weather events (e.g., sea level rise, drought, increased frequency and intensity of flooding, etc.). The alternatives may additionally consider the degree to which they reduce greenhouse gas discharges, reduce energy use or employ alternative energy sources, reduce volume of wastewater generated/disposed of, reduce volume of materials taken to landfills, and recycle and re-use materials generated during the cleanup process to the maximum extent practicable. The evaluation will include an analysis of reasonable alternatives including no action. The cleanup method chosen must be based on this analysis and documented in a decision document upon completion of the public comment period. The CAR, or borrower/subgrantee with CAR concurrence, must consult with the relevant state program (or EPA if there is not a state program that covers the site) to determine if the selected cleanup requires formal modification based on public comments or new information.

2. Prior to conducting or engaging in any on-site activity with the potential to impact historic properties (such as invasive sampling or cleanup), the CAR shall consult with the EPA Project Officer regarding potential applicability of the National Historic Preservation Act (NHPA) (16 USC § 470) and, if applicable, shall assist EPA in complying with any requirements of the NHPA and implementing regulations.

### **B. Quality Assurance (QA) Requirements**

Authority: Quality Assurance applies to all assistance agreements involving environmental information as defined in [2 C.F.R. § 1500.12](#) Quality Assurance.

When environmental data are collected as part of the brownfield cleanup (e.g., cleanup verification sampling, post-cleanup confirmation sampling), the CAR shall comply with 2 CFR § 1500.12 requirements to develop and implement quality assurance practices sufficient to produce data adequate to meet project objectives and to minimize data loss. State law may impose additional QA requirements.

The recipient shall ensure that subawards involving environmental information issued under this agreement include appropriate quality requirements for the work. The recipient shall ensure sub-award recipients develop and implement Quality Assurance (QA) planning documents in accordance with this term and condition; and/or ensure sub-award recipients implement all applicable approved QA planning documents.



## 1. Quality Assurance Project Plan (QAPP)

a. Prior to beginning environmental information operations, the recipient must:

i. Develop a QAPP (The QAPP is the document that provides comprehensive details about the quality assurance, quality control, and technical activities that must be implemented to ensure that project objectives are met. Environmental programs include direct measurements or data generation, environmental modeling, compilation of data from literature or electronic media, and data supporting the design, construction, and operation of environmental technology.),

ii. Prepare QAPP in accordance with the current version of EPA's [Quality Assurance Project Plan \(QAPP\) Standard](#),

iii. Submit the document for EPA review, and

iv. Obtain EPA Quality Assurance Manager or designee (hereafter referred to as QAM) approval.

### For Reference:

- [Quality Management Plan \(QMP\) Standard and EPA's Quality Assurance Project Plan \(QAPP\) Standard](#); contain quality specifications for EPA and non-EPA organizations and definitions applicable to these terms and conditions.
- [EPA QA/G-5: Guidance for Quality Assurance Project Plans](#).
- [EPA's Quality Program](#) website has a [list of QA managers](#), and [Specifications for EPA and Non-EPA Organizations](#).
- The Office of Grants and Debarment [Implementation of Quality Assurance Requirements for Organizations Receiving EPA Financial Assistance](#).

**3. Competency of Organizations Generating Environmental Measurement Data:** In accordance with Agency Policy Directive Number FEM-2012-02, *Policy to Assure the Competency of Organizations Generating Environmental Measurement Data under Agency-Funded Assistance Agreements*, the CAR agrees, by entering into this agreement, that it has demonstrated competency prior to award, or alternatively, where a pre-award demonstration of competency is not practicable, the CAR agrees to demonstrate competency prior to carrying out any activities under the award involving the generation or use of environmental data. The CAR shall maintain competency for the duration of the project period of this agreement and this will be documented during the annual reporting process. A copy of the Policy is available online at <https://www.epa.gov/measurements-modeling/documents-about-measurement-competency-under-assistance-agreements> or a copy may also be requested by contacting the EPA Project Officer for this award.

## C. Public Involvement and Community Outreach

1. All RLF loan and subgrant cleanup activities require a site-specific Community Involvement Plan that includes providing reasonable notice, and the opportunity for public involvement and comment on the proposed cleanup options under consideration for the site. All information, including responses to public comments and administrative records, may be made available to the public to the extent consistent with

2 CFR § 200.338 and applicable state, tribal, or local law.

#### D. Public Awareness

1. The CAR agrees to clearly reference EPA investments in the project during all phases of community outreach outlined in the EPA-approved workplan which may include the development of post-project summary or success materials that highlight achievements to which this project contributed.

a. If any documents, fact sheets, and/or web materials are developed as part of this cooperative agreement, then they shall comply with the *Acknowledgement Requirements for Non-ORD Assistance Agreements* in the General Terms and Conditions of this agreement.

b. If a sign is developed as part of a project funded by this cooperative agreement, then the sign shall include either a statement (e.g., this project has been funded, wholly or in part, by EPA) and/or EPA's logo acknowledging that EPA is a source of funding for the project. The EPA logo may be used on project signage when the sign can be placed in a visible location with a direct linkage to site activities. Use of the EPA logo must follow the sign specifications available at <https://www.epa.gov/grants/epa-logo-seal-specifications-signage-produced-epa-assistance-agreement-recipients>.

To obtain the appropriate EPA logo or seal graphic file, the CAR should send a request directly to the EPA Office of Public Affairs (OPA) and include the EPA Project Officer in the communication. Instructions for contacting OPA are available at <https://www.epa.gov/aboutepa/using-epa-seal-and-logo>.

c. EPA Logo: If the EPA logo is displayed along with logos from other participating entities on websites, outreach materials, or reports, it must not be prominently displayed to imply that any of the recipient's or subrecipient's activities are being conducted by the EPA. Instead, the EPA logo must be accompanied with a statement indicating that the City of Carson received Federal financial assistance from EPA for the project. The recipient will ensure compliance with the sign specifications provided by the OPA available at <https://www.epa.gov/stylebook/using-epa-seal-and-logo>. As provided in the sign specifications from OPA, the EPA logo is the preferred identifier for assistance agreement projects and use of the EPA seal requires prior approval from the EPA.

d. Procuring Signs: Consistent with section 6002 of RCRA, 42 U.S.C. 6962, and 2 CFR 200.323, recipients are encouraged to use recycled or recovered materials when procuring signs. Signage costs are considered an allowable cost under this assistance agreement provided that the costs associated with signage are reasonable.

2. The CAR agrees to notify the EPA Project Officer listed in this award document of public or media events publicizing the accomplishment of significant events related to construction and/or site reuse projects as a result of this agreement, and provide the opportunity for attendance and participation by Federal representatives with at least ten (10) working days' notice.

3. To increase public awareness of projects serving communities where English is not the predominant language, CARs are encouraged to include in their outreach strategies communication in non-English languages. This includes translating the language on signs (excluding the EPA logo or seal) into the appropriate non-English language(s). Translation costs for this purpose are allowable, provided the costs are reasonable.

4. All public awareness activities conducted with EPA funding are subject to the provisions in the General

Terms and Conditions on compliance with section 504 of the Americans with Disabilities Act.

## **E. Administrative Record**

1. The CAR shall establish an Administrative Record that contains the documents that form the basis for the selection of a cleanup plan. Documents in the Administrative Record shall include the ABCA; site investigation reports; the cleanup plan (or the contractor solicitation if it includes the cleanup plan); cleanup standards used; responses to public comments; and verification that shows that cleanups are complete. The CAR shall keep the Administrative Record available at a location convenient to the public and make it available for inspection. The Administrative Record must be retained for three (3) years after the termination of the cooperative agreement subject to any requirements for maintaining records of site cleanups ongoing at the time of termination contained in the CAR's COA.

## **F. Implementation of RLF Cleanup Activities**

1. The CAR shall ensure the adequacy of each RLF cleanup in protecting human health and the environment as it is implemented. Each loan and subgrant agreement shall contain terms and conditions, subject to any required approvals by the state or tribal regulatory oversight authority, that allow the CAR to change cleanup activities as necessary based on comments from the public or any new information acquired.

2. If the borrower or subgrantee is unable or unwilling to complete the RLF cleanup, the CAR shall ensure that the site is secure. The CAR shall notify the appropriate state or Tribal agency and EPA to ensure an orderly transition should additional activities become necessary.

## **G. Completion of RLF Cleanup Activities**

1. The CAR shall ensure that the successful completion of an RLF cleanup is properly documented. This must be done through a final report or letter from a Qualified Environmental Professional, or other documentation provided by a State or Tribe that shows cleanups are complete (including No Further Action letters, institutional controls, etc.). This documentation must be included as part of the Administrative Record.

# **VI. REVOLVING LOAN FUND REQUIREMENTS**

## **A. Prudent Lending and Subgranting Practices**

1. The CAR is expected to establish economically sound structures and day-to-day management and processing procedures to maintain the RLF and meet longterm brownfield cleanup lending/subgranting objectives. These include establishing: underwriting principles that can include the establishment of interest rates, repayment terms, fee structure, and collateral requirements sufficient to recover, as a minimum, the principal amount of the loan less any repayment discounts; and, lending/subgranting practices that can include loan/subgrant processing, documentation, approval, servicing, administrative procedures, collection, and recovery actions. Intra-governmental loans may be made consistent with EPA's guidance with the approval of the EPA Project Officer. Governmental recipients may not make intra-governmental subgrants. Nonprofit recipients may not make intra-entity loans and subgrants without EPA Project Officer approval of a waiver.

2. The CAR shall not incur costs under this cooperative agreement for loans subgrants or other eligible

costs until an RLF cooperative agreement workplan has been submitted to and approved by the EPA Project Officer or program manager. Though the workplan must identify tasks and milestones for establishing and operating the RLF, more detailed information may be submitted in supplemental documents, e.g., an "implementation plan.") The CAR shall ensure that the objectives of the workplan are met through its or the fund manager's selection and structuring of individual loans/subgrants and lending/subgranting practices. These activities shall include, but not be limited to the following:

- a. Considering awarding subgrants on a competitive basis. If the CAR decides not to award any such subgrants competitively, it must document the basis for that decision and inform the EPA Project Officer in the first quarterly performance report. The CAR must inform the EPA Project Officer if the CAR subsequently decides to award subgrants competitively in the quarterly performance report immediately following the decision.
- b. Establishing appropriate project selection criteria consistent with Federal and state requirements, the intent of the RLF program, and the cooperative agreement entered into with EPA.
- c. Establishing threshold eligibility requirements whereby only eligible borrowers or subgrantees receive RLF financing.
- d. Developing a formal protocol for potential borrowers or subgrantees to demonstrate eligibility, based on the procedures described in the initial RLF application proposal and cooperative agreement application. Such a protocol shall include descriptions of projects that will be funded, how loan monies will be used, and qualifications of the borrower or subgrantee to make legitimate use of the funds. Additionally, CARs shall ask borrowers or subgrantees for an explanation of how a project, if selected, would be consistent with RLF program objectives, statutory requirements and limitations, and protect human health and the environment.
- e. Requiring that borrowers or subgrantees submit information describing the borrower's or subgrantee's environmental compliance history. The CAR shall consider this history in an analysis of the borrower or subgrant recipient as a cleanup and business risk.
- f. Establishing procedures for handling the day-to-day management and processing of loans and repayments.
- g. Establishing standardized procedures for the disbursement of funds to the borrower or subgrantee.

## **B. Inclusion of Additional Terms and Conditions in RLF Loan and Subgrant Documents**

1. All loans and subgrants must include the information required by 2 CFR § 200.332(b). EPA has developed an optional template to use in creating this agreement that is available on EPA's [Subaward Policy](#) internet page. EPA does not require CARs to use the template.
2. The CAR shall ensure that the borrower or subgrantee meets the cleanup and other program requirements of the RLF cooperative agreement by including the following special terms and conditions in RLF loan agreements and subgrants:
  - a. Borrowers or subgrantees shall use funds only for eligible activities and in compliance with the requirements of CERCLA § 104(k) and applicable Federal and state laws and regulations. (See [Section I.A.2.](#) and [Section II.](#))

- b. Borrowers or subgrantees shall ensure that the cleanup protects human health and the environment.
- c. Borrowers or subgrantees shall document how funds are used.
- d. Borrowers or subgrantees shall maintain records for a minimum of three (3) years following completion of the cleanup financed all or in part with RLF funds unless one of the conditions described at [2 CFR § 200.334](#) is present. Borrowers or subgrantees shall obtain written approval from the CAR prior to disposing of records, so that the CAR can maintain the records, if necessary, for complying with the CAR's obligations under [2 CFR § 200.334](#). CARs shall also require that the borrower or subgrantee provide access to records relating to loans and subgrants supported with RLF funds to authorized representatives of the Federal government. As stated in the attached COA, records related to the COA must be retained by the CAR for the duration of the COA and retained for a period of three (3) years following termination or discontinuation of the COA.
- e. Borrowers or subgrantees shall certify that they are not currently, nor have they been, subject to any penalties resulting from environmental noncompliance at the site subject to the loan or subgrant.
- f. Borrowers or subgrantees shall certify that they are not potentially liable under CERCLA § 107 for the site or that, if they are, they qualify for a limitation or defense to liability under CERCLA. If asserting a limitation or defense to liability, the borrower or subgrantee must state the basis for that assertion. When using cooperative agreement funds for petroleum-contaminated brownfield sites, borrowers or subgrantees shall certify that they are not a viable responsible party or potentially liable for the petroleum contamination at the site. The CAR may consult with EPA for assistance with this matter.
- g. Borrowers or subgrantees shall conduct cleanup activities as required by the CAR.
- h. Subgrantees, other than borrowers, shall comply with all applicable EPA assistance regulations (including those at 2 CFR Parts 200 and 1500). All procurements conducted with subgrant funds, but not loans, must comply with Procurement Standards in 2 CFR §§ 200.317 through 200.327, 2 CFR Part 1500, and 40 CFR Part 33, as applicable.
- i. Borrowers must comply with the internal control requirements specified at 2 CFR § 200.303 and are subject to the 2 CFR Part 200, Subpart F, *Audit Requirements*. The CAR must oversee and manage loans as required by 2 CFR §§ 200.330 through 200.332. No other provisions of the Uniform Grants Guidance apply directly to borrowers.
- j. A term and condition or other legally binding provision shall be included in all loans and subgrants entered into with the funds under this agreement, or when funds awarded under this agreement are used in combination with non-Federal sources of funds, to ensure that borrowers and subgrantees comply with all applicable Federal and state laws and requirements. In addition to CERCLA § 104(k), Federal applicable laws and requirements include 2 CFR Parts 200 and 1500.
- k. EPA provides general information on statutes, regulations and Executive Orders that apply to EPA grants on the [Grants internet site](#) at [www.epa.gov/grants](http://www.epa.gov/grants). Many Federal requirements are agreement or program specific and EPA encourages CARs to review the terms of their cooperative agreement carefully and consult with their EPA Project Officer for advice if necessary.

### C. Default

1. In the event of a loan default, the CAR shall make reasonable efforts to enforce the terms of the loan agreement including proceeding against the assets pledged as collateral to cover losses to the loan. If the cleanup is not complete at the time of default, the CAR is responsible for:

- a. documenting the nexus between the amount paid to the borrower (bank or other financial institution) and the cleanup that took place prior to the default; and
- b. securing the site (e.g., ensuring public safety) and informing the EPA Project Officer and the State.

#### **D. Conflict of Interest**

1. The CAR shall establish and enforce conflict of interest provisions that prevent the award of subawards that create real or apparent personal conflicts of interest, or the CAR's appearance of lack of impartiality. Such situations include, but are not limited to, situations in which an employee, official, consultant, contractor, or other individual associated with the CAR (affected party) approves or administers a grant or subaward to a subaward recipient in which the affected party has a financial or other interest. Such a conflict of interest or appearance of lack of impartiality may arise when:

- a. The affected party,
- b. Any member of his immediate family,
- c. His or her partner, or
- d. An organization which employs, or is about to employ, any of the above, has a financial or other interest in the subrecipient.

Affected employees will neither solicit nor accept gratuities, favors, or anything of monetary value from subrecipients. Recipients may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards of conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by affected parties.

### **VII. DISBURSEMENT, PAYMENT, AND CLOSEOUT**

For the purposes of these Terms and Conditions, the following definitions apply: "payment" is EPA's transfer of funds to the CAR; the CAR incurs an "obligation" when it enters into an agreement with a borrower or a subgrantee; "disbursement" is the transfer of funds from the CAR to the borrower or subgrantee. The CAR may also disburse funds to a contractor or to pay an allowable cost (e.g. personnel compensation) as provided in [2 CFR § 200.305\(b\)\(1\)](#). "Closeout" refers to the process EPA follows to both ensure that all administrative actions and work required under the cooperative agreement have been completed and to establish a COA to govern the use of retained and post-closeout program income.

#### **A. Methods of Disbursement**

1. The CAR may choose to disburse funds to the borrower or subgrantee by means of 'actual expense' or 'schedule.' If the schedule method is used, the recipient must ensure that the schedule is designed to reasonably approximate the borrower's or subgrantee's incurred costs.



- a. An 'actual expense' disbursement approach requires the borrower or subgrantee to submit documentation of the borrower's or subgrantee's expenditures (e.g., invoices) to the CAR prior to requesting payment from EPA.
- b. A 'schedule' disbursement is one in which all, or an agreed upon portion, of the obligated funds are disbursed to the borrower or subgrantee on the basis of an agreed upon schedule (e.g., progress payments) provided the schedule minimizes the time elapsing between disbursement by the CAR and the borrower or subgrantee's payment of costs incurred in carrying out the loan/subgrant. In unusual circumstances, disbursement may occur upon execution of the loan or subgrant. The CAR shall submit documentation of disbursement schedules to EPA.
- c. If the disbursement schedule of the loan/subgrant agreement calls for disbursement of the entire amount of the loan/subgrant upon execution, the CAR shall demonstrate to the EPA Project Officer that this method of disbursement is necessary for purposes of cleaning up the site covered by the loan/subgrant. Further, the CAR shall include an appropriate provision in the loan/subgrant agreement which ensures that the borrower/subgrantee uses funds promptly for costs incurred in connection with the cleanup and that interest accumulated on schedule disbursements is applied to the cleanup.

## **B. Schedule for Closeout**

1. Assuming any applicable cost share requirement has been satisfied (see Section IV.A.1.), there are two fundamental criteria for closeout:
  - a. Final payment of funds from EPA to the CAR following the end date for the project and budget period of the cooperative agreement as part of the closeout process or prior to the end date when the CAR has disbursed all of the EPA funding of the funds awarded; and
  - b. Completion of all workplan and cleanup activities funded completely, or in part, by direct EPA funding from the amount of the award.
2. The first criterion of cooperative agreement closeout is met when the CAR receives all payments from EPA. The second closeout criterion is met when all workplan and cleanup activities funded by the cooperative agreement are complete.
3. The CAR must follow the attached COA for any retained and future program income generated after closeout (i.e., post-closeout program income). Eligible uses include continuing to operate an RLF for brownfield site cleanup and/or other brownfield site activities as identified in the attached COA.

## **C. Compliance with Closeout Schedule**

1. If the CAR fails to comply with the closeout schedule, any funds attributable to the cooperative agreement, including retained program income not obligated under loan agreement to a borrower or subgrantee, may be subject to Federal recovery.

## **D. Final Requirements**

1. The CAR must submit the following documentation:
  - a. The Final Cooperative Agreement Performance Report as described in [Section III.F.](#) of these Terms

and Conditions.

b. Administrative and Financial Reports as described in the General Terms and Conditions of this agreement.

2. The CAR must ensure that all appropriate data have been entered into ACRES or all hardcopy Property Profile Forms are submitted to the EPA Project Officer.

## **E. Recovery of RLF Assets**

1. In case of termination, the CAR shall return to EPA its fair share of the value of the RLF assets consisting of cash, receivables, personal and real property, and notes or other financial instruments developed through use of the funds. EPA's fair share is the amount computed by applying the percentage of EPA participation in the total capitalization of the RLF to the current fair market value of the assets thereof. EPA also has remedies under CERCLA § 104(k) and *Remedies for Noncompliance* at 2 CFR §§ 200.339 through 200.343 when EPA determines that the value of such assets has been reduced by improper/illegal use of cooperative agreement funding. In such instances, the CAR may be required to compensate EPA over and above the EPA's share of the current fair market value of the assets. Nothing in this agreement limits EPA's authorities under CERCLA to recover response costs from a potentially responsible party.

## **F. Loan Guarantees**

1. If the CAR chooses to use the RLF funds to support a loan guarantee approach, the following terms and conditions apply:

a. The CAR shall:

- i. Document the relationship between the expenditure of CERCLA § 104(k) funds and cleanup activities;
- ii. Maintain an escrow account expressly for the purpose of guaranteeing loans, by following the payment requirement described under the Escrow Requirements term and condition below; and
- iii. Ensure that cleanup activities guaranteed by RLF funds are carried out in accordance with CERCLA § 104(k), CERCLA § 104(g) relating to compliance with the Davis-Bacon Act, and applicable Federal and state laws and will protect human health and the environment.

b. Payment of funds to a CAR shall not be made until a guaranteed loan has been issued by a participating financial institution. Loans guaranteed with RLF funds shall be made available as needed for specified cleanup activities on an "actual expense" or "schedule" basis to the borrower. (See [Section VII.A., Methods of Disbursement](#)). The CAR's escrow arrangement shall be structured to ensure that the CERCLA § 104(k) funds are properly "disbursed" by the recipient for the purposes of the cooperative agreement as required by 2 CFR § 200.305. If the funds are not properly disbursed, the CERCLA § 104(k) funds that the recipient places in an escrow account will be subject to the interest recovery provisions of 2 CFR § 200.305.

c. To ensure that funds transferred to the CAR are disbursements of assisted funds, the escrow account shall be structured to ensure that:



- i. The recipient does not retain the funds;
- ii. The recipient does not have access to the escrow funds on demand;
- iii. The funds remain in escrow unless there is a default of a guaranteed loan;
- iv. The organization holding the escrow (i.e., the escrow agency), shall be a bank or similar financial institution that is independent of the recipient; and
- v. There must be an agreement with the financial institution participating in the guaranteed loan program which documents that the financial institution has made a guaranteed loan to clean up a brownfield site in exchange for access to funds held in escrow in the event of a default by the borrower or subgrantee.

d. Federal Obligation to the Loan Guarantee Program - Any obligations that the CAR incurs for loan guarantees in excess of the amount awarded under the cooperative agreement are the CAR's responsibility. This limitation on the extent of the Federal Government's financial commitment to the CAR's loan guarantee program shall be communicated to all participating banks and borrower or subgrantee.

e. Repayment of Guaranteed Loans - Upon repayment of a guaranteed loan and release of the escrow amount by the participating financial institution, the CAR shall return the cooperative agreement funds placed in escrow to EPA based on disposition instructions provided by the EPA Project Officer. Alternatively, the CAR may, with EPA approval:

- i. Guarantee additional loans under the terms and conditions of the agreement; or
- ii. Amend the terms and conditions of the agreement to provide for another disposition of funds that will redirect the funds for other brownfield sites' related activities authorized by the terms of the cooperative agreement or, if applicable, a COA.

## **VIII. Davis-Bacon Terms and Conditions for Brownfields**

### **1. Program Applicability**

**a. Program Name:** Brownfields Program

**b. Statute:** Brownfields Direct Cleanup and Revolving Loan Fund Grants authorized by 42 U.S.C. 9604(k) are subject to Davis-Bacon and Related Acts (DBRA) as provided in 42 U.S.C. 9604(g)

**c. Activities subject to Davis-Bacon:**

**i. Brownfield Sites Contaminated with Hazardous Substances:** All construction, alteration, and repair activity involving the remediation of hazardous substances is subject to DBRA. This includes:

- Excavation of contaminated soil;
- Construction of caps, barriers, and structures which permanently house treatment equipment;
- Installation of water supply wells/piping/connections;

- Abatement of contamination in buildings; and
- Demolition (if followed by new construction).

**ii. Brownfield Sites Contaminated with Petroleum:** DBRA prevailing wage requirements apply when the project includes:

- Excavation of contaminated soil and/or tank removal if followed by paving and concrete replacement, or if it is an extensive soil excavation project;
- Construction of caps, barriers, and structures which permanently house treatment equipment; and
- Installation of water supply wells/piping/connections and related excavation and replacement of contaminated soil.

**d. Prevailing Wage Classification (e.g., Heavy Construction, Residential, Commercial) (optional):**

- **Heavy Construction:** EPA has determined the “Heavy Construction” classification should be used when soliciting competitive contracts or issuing ordering instruments to existing contractors for:
  - Excavation and removal of contaminated soil;
  - Construction of caps or barriers;
  - Replacement of paving and concrete; and
  - Installation of water supply wells/piping/connections.
- **Building Construction:** EPA has determined the “Building Construction” classification should be used when soliciting competitive contracts or issuing ordering instruments for the construction of:
  - Demolition (if followed by new construction);
  - Construction of structures which permanently house treatment equipment; and
  - Abatement of contamination in buildings (other than residential structures less than 4 stories in height).
- **Residential Construction:** EPA has determined the “Residential Construction” classification should be used when soliciting competitive contracts or issuing ordering instruments for the abatement of contamination in residential structures less than 4 stories in height.

## 2. Davis-Bacon and Related Acts

[DBRA](#) is a collection of labor standards provisions administered by the Department of Labor, that are applicable to grants involving construction. These labor standards include the:

- Davis-Bacon Act, which requires payment of prevailing wage rates for laborers and mechanics on construction contracts of \$2,000 or more
- Copeland “Anti-Kickback” Act, which prohibits a contractor or subcontractor from inducing an employee into giving up any part of the compensation to which he or she is entitled; and
- Contract Work Hours and Safety Standards Act, which requires overtime wages to be paid for over 40 hours of work per week, under contracts in excess of \$100,000.

### 3. Recipient Responsibilities When Entering Into and Managing Contracts:

#### a. Solicitation and Contract Requirements:

i. **Include the Correct Wage Determinations in Bid Solicitations and Contracts:** Recipients are responsible for complying with the procedures provided in [29 CFR 1.6](#) when soliciting bids and awarding contracts.

ii. **Include DBRA Requirements in All Contracts:** Include the following text on all contracts under this grant:

**“By accepting this contract, the contractor acknowledges and agrees to the terms provided in the [DBRA Requirements for Contractors and Subcontractors Under EPA Grants](#).”**

#### b. After Award of Contract:

i. **Approve and Submit Requests for Additional Wages Rates:** Work with contractors to request additional wage rates if required for contracts under this grant, as provided in [29 CFR 5.5\(a\)\(1\)](#) (iii).

ii. **Provide Oversight of Contractors to Ensure Compliance with DBRA Provisions:** Ensure contractor compliance with the terms of the contract, as required by [29 CFR 5.6](#).

### 4. Recipient Responsibilities When Establishing and Managing Additional Subawards:

#### a. Include DBRA Requirements in All Subawards (including Loans):

Include the following text on all subawards under this grant:

**“By accepting this award, the EPA subrecipient acknowledges and agrees to the terms and conditions provided in the [DBRA Requirements for EPA Subrecipients](#).”**

b. **Provide Oversight to Ensure Compliance with DBRA Provisions:** Recipients are responsible for oversight of subrecipients, and must ensure subrecipients comply with the requirements in [29 CFR 5.6](#).

5. The contract clauses set forth in this Term & Condition, along with the correct wage determinations, will be considered to be a part of every prime contract covered by Davis-Bacon and Related Acts (see [29 CFR 5.1](#)), and will be effective by operation of law, whether or not they are included or incorporated by reference into such contract, unless the Department of Labor grants a variance, tolerance, or exemption. Where the clauses and applicable wage determinations are effective by operation of law under this paragraph, the prime contractor must be compensated for any resulting increase in wages in accordance with applicable law.

## **Davis-Bacon Terms and Conditions for Brownfields**

### **1. Program Applicability**

a. Program Name: Brownfields Program

b. Statute: Brownfields Direct Cleanup and Revolving Loan Fund Grants authorized by 42 U.S.C. 9604(k) are subject to Davis-Bacon and Related Acts (DBRA) as provided in 42 U.S.C. 9604(g)

c. Activities subject to Davis-Bacon:

i. Brownfield Sites Contaminated with Hazardous Substances: All construction, alteration, and repair activity involving the remediation of hazardous substances is subject to DBRA. This includes:

Excavation of contaminated soil;

Construction of caps, barriers, and structures which permanently house treatment equipment;

Installation of water supply wells/piping/connections;

Abatement of contamination in buildings; and

Demolition (if followed by new construction).

ii. Brownfield Sites Contaminated with Petroleum: DBRA prevailing wage requirements apply when the project includes:

Excavation of contaminated soil and/or tank removal if followed by paving and concrete replacement, or if it is an extensive soil excavation project;

Construction of caps, barriers, and structures which permanently house treatment equipment; and

Installation of water supply wells/piping/connections and related excavation and replacement of contaminated soil.

d. Prevailing Wage Classification (e.g., Heavy Construction, Residential, Commercial) (optional):

• Heavy Construction: EPA has determined the "Heavy Construction" classification should be used when soliciting competitive contracts or issuing ordering instruments to existing contractors for:

- Excavation and removal of contaminated soil;
- Construction of caps or barriers;

- Replacement of paving and concrete; and
  - Installation of water supply wells/piping/connections.
- **Building Construction:** EPA has determined the “Building Construction” classification should be used when soliciting competitive contracts or issuing ordering instruments for the construction of:
- Demolition (if followed by new construction);
  - Construction of structures which permanently house treatment equipment; and
  - Abatement of contamination in buildings (other than residential structures less than 4 stories in height).
- **Residential Construction:** EPA has determined the “Residential Construction” classification should be used when soliciting competitive contracts or issuing ordering instruments for the abatement of contamination in residential structures less than 4 stories in height.

## 2. Davis-Bacon and Related Acts

[DBRA](#) is a collection of labor standards provisions administered by the Department of Labor, that are applicable to grants involving construction. These labor standards include the:

- Davis-Bacon Act, which requires payment of prevailing wage rates for laborers and mechanics on construction contracts of \$2,000 or more
- Copeland “Anti-Kickback” Act, which prohibits a contractor or subcontractor from inducing an employee into giving up any part of the compensation to which he or she is entitled; and
- Contract Work Hours and Safety Standards Act, which requires overtime wages to be paid for over 40 hours of work per week, under contracts in excess of \$100,000.

## 3. Recipient Responsibilities When Entering Into and Managing Contracts:

### a. Solicitation and Contract Requirements:

- i. Include the Correct Wage Determinations in Bid Solicitations and Contracts: Recipients are responsible for complying with the procedures provided in [29 CFR 1.6](#) when soliciting bids and awarding contracts.
- ii. Include DBRA Requirements in All Contracts: Include the following text on all contracts under this grant:

“By accepting this contract, the contractor acknowledges and agrees to the terms provided in the [DBRA Requirements for Contractors and Subcontractors Under EPA Grants](#).”

### b. After Award of Contract:

i. Approve and Submit Requests for Additional Wages Rates: Work with contractors to request additional wage rates if required for contracts under this grant, as provided in [29 CFR 5.5\(a\)\(1\)\(iii\)](#).

ii. Provide Oversight of Contractors to Ensure Compliance with DBRA Provisions: Ensure contractor compliance with the terms of the contract, as required by [29 CFR 5.6](#).

4. Recipient Responsibilities When Establishing and Managing Additional Subawards:

a. Include DBRA Requirements in All Subawards (including Loans):

Include the following text on all subawards under this grant:

“By accepting this award, the EPA subrecipient acknowledges and agrees to the terms and conditions provided in the [DBRA Requirements for EPA Subrecipients](#).”

b. Provide Oversight to Ensure Compliance with DBRA Provisions: Recipients are responsible for oversight of subrecipients, and must ensure subrecipients comply with the requirements in [29 CFR 5.6](#).

5. The contract clauses set forth in this Term & Condition, along with the correct wage determinations, will be considered to be a part of every prime contract covered by Davis-Bacon and Related Acts (see [29 CFR 5.1](#)), and will be effective by operation of law, whether or not they are included or incorporated by reference into such contract, unless the Department of Labor grants a variance, tolerance, or exemption. Where the clauses and applicable wage determinations are effective by operation of law under this paragraph, the prime contractor must be compensated for any resulting increase in wages in accordance with applicable law.

--End of Document--

**RESOLUTION NO. 25-091**

**A RESOLUTION OF THE CITY OF CARSON CITY COUNCIL AMENDING THE FISCAL YEAR 2025-26 BUDGET TO ACCEPT ONE GRANT IN THE TOTAL AMOUNT OF \$1,000,000, IN CONNECTION WITH THE US EPA MULTIPURPOSE, ASSESSMENT, REVOLVING LOAN FUND, AND CLEAN-UP (MARC) GRANT PROGRAM**

WHEREAS, the City Council adopted the Fiscal Year 2025-26 (FY 2025-26) budget on June 17, 2025 for the General Fund and Special Revenue Funds of the City via Resolution No. 25-076; and

WHEREAS, the City of Carson submitted one competitive grant application in 2024 in connection with the United States Environmental Protection Agency Multipurpose, Assessment, Revolving Loan Fund, and Clean-Up (MARC) grant program; and

WHEREAS, the City of Carson was awarded and entered into a Grant Agreement to receive \$1,000,000 for the establishment of a Revolving Loan Fund (RLF); and

WHEREAS, the City Council has determined it necessary to approve an amendment to the City's FY 2025-26 budget to account for the grant award, effective July 1, 2025.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON DOES HEREBY RESOLVE, FIND, DETERMINE, AND ORDER AS FOLLOWS:

**Section 1.** The following amendments will be made to the City's FY 2025-26 budget.

| <u>Account Number</u> | <u>Program &amp; Object Description</u> | <u>Amount Increase</u> |
|-----------------------|-----------------------------------------|------------------------|
| 223-70-720-272-6004   | Professional Services                   | \$994,000              |
| 223-70-720-272-6014   | Conference and Travel                   | \$6,000                |

**Section 2.** This resolution shall take effect retroactive to July 1, 2025.

**Section 3.** The City Clerk shall certify to the adoption of this resolution and shall keep a copy of this resolution attached to the FY 25-26 budget on file, and effective as of July 1, 2025, the same shall be in force and effect.

PASSED, APPROVED, AND ADOPTED this 16<sup>th</sup> day of September 2025.

\_\_\_\_\_  
Lula Davis-Holmes, Mayor

ATTEST:

\_\_\_\_\_  
Dr. Khaleah K. Bradshaw, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Sunny K. Soltani, City Attorney

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES       ) ss.  
CITY OF CARSON                 )

I, Dr. Khaleah K. Bradshaw, City Clerk of the City of Carson, California, hereby attest to and certify that the foregoing resolution, being Resolution No. 25-091, adopted by the City of Carson City Council at its meeting held on September 16, 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Dr. Khaleah K. Bradshaw, City Clerk





---

# Report to Honorable Mayor and City Council

Tuesday, September 16, 2025, 5:00 PM

CONSENT 29.

To: Honorable Mayor and City Council

From: Nora A. Garcia , Director of Public Safety & Emergency Management PS Administration

Subject: CONSIDERATION TO APPROVE THE SERVICE LEVEL AGREEMENT FOR FY 2025-2026 AND  
AUTHORIZE THE CITY MANAGER TO EXECUTE THE SERVICE LEVEL AGREEMENT WITH THE LOS  
ANGELES COUNTY SHERIFF'S DEPARTMENT (CITY COUNCIL)

## **I. SUMMARY**

The City of Carson's current contract with the Los Angeles County Sheriff's Department (LASD) was approved on June 18, 2024 with a five year term. The City and LASD have a positive working relationship and LASD provides outstanding service to the community. The City Council is requested to authorize the City Manager to execute the Service Level Agreement for FY 2025-2026.

## **II. RECOMMENDATION**

TAKE the following actions:

1. APPROVE the Los Angeles County Sheriff's Department Service Level Agreement for FY 2025-2026.
2. AUTHORIZE the City Manager to execute the Los Angeles County Sheriff's Department Service Level Agreement for FY 2025-2026.

## **III. ALTERNATIVES**

1. TAKE any other action the City Council deems appropriate that is consistent with the requirements of the law.

## **IV. BACKGROUND**

The City of Carson has contracted with the Los Angeles County Sheriff's Department to provide law enforcement services since the City's inception in 1968. In the 54 years since that time, the city has maintained a very positive working relationship with the LASD. Moreover, the Sheriff's department has provided excellent service during this period.

On June 18, 2024, the City Council approved a five-year contract renewal agreement with the Los Angeles Sheriff's Department for the period of July 1, 2024, through June 30, 2029. The billing rates of the Contract City Law Enforcement Services are adjusted by the County Auditor-Controller annually effective July 1 of each year to reflect the cost of such a service in accordance with the policies and procedures for the determination of such rates as adopted by the County Board of Supervisors.

For Fiscal Year 2025-2026, the Los Angeles County Sheriff's Department has applied a 4.37% increase to its billing rates, as outlined in the annual rate letter. Additionally, the liability trust fund (LTF) surcharge increased from 12.5% to 13.0%. Based on these adjustments, the City Manager has signed off on the Service Level Authorization (SH-AD 575), which reflects an estimated annual cost of \$26,792,079.57. The city has already accounted for these adjustments in its internal budgeting system, where the total budgeted amount for this service is \$26,809,670.79. Overall, the City's budget reflects a total year over year increase of approximately 4.8% from the prior fiscal year's cost of \$25,579,202.29.

## **V. FISCAL IMPACT**

Funding for the Sheriff's contract has been included in the Fiscal Year 2025-2026 annual budget at a cost of \$26,809,670.79.

## **VI. EXHIBITS**

1. Fiscal Year 2025-2026 Service Level Authorization (SH-AD 575)

## **Attachments**

- [1. Fiscal Year 2025-2026 Service Level Authorization \(SH-AD 575\).pdf](#)



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT  
CONTRACT LAW ENFORCEMENT SERVICES  
SERVICE LEVEL AUTHORIZATION (SH-AD 575)

Attachment A

CITY: Carson

FISCAL YEAR: 2025-2026

EFFECTIVE DATE: 7/1/2025

| RANK, RELIEF FACTOR          | SERVICE CODE | NEW   | PREV. | CHNG. | ANNUAL RATE   | ESTIMATED TOTAL ANNUAL COST | LIABILITY 13%   | TOTAL ANNUAL COST W/LIABILITY | ANNUAL HOURS PER SERVICE UNIT | ANNUAL HOURS SCHEDULED | ANNUAL MINUTES SCHEDULED | PERSONNEL REQUIRED |
|------------------------------|--------------|-------|-------|-------|---------------|-----------------------------|-----------------|-------------------------------|-------------------------------|------------------------|--------------------------|--------------------|
| DEPUTY SHERIFF SERVICE UNIT  |              |       |       |       |               |                             |                 |                               |                               |                        |                          |                    |
| Deputy Sheriff, Non-Relief   | 310          | 2.00  | 2.00  | 0.00  | \$ 350,045.00 | \$ 700,090.00               | \$ 91,011.70    | \$ 791,101.70                 | 1,789                         | 3,578                  | 214,680                  | 2.00               |
| Deputy Sheriff, 40-Hour Unit | 306          | 54.00 | 54.00 | 0.00  | \$ 385,049.00 | \$ 20,792,646.00            | \$ 2,703,043.98 | \$ 23,495,689.98              | 2,086                         | 112,644                | 6,758,640                | 62.964             |

DEPUTY SHERIFF SERVICE UNIT (BONUS)

GROWTH DEPUTY UNIT

GRANT DEPUTY UNIT

SUPPLEMENTAL POSITIONS

|                                    |      |      |      |      |               |               |              |               |       |       |         |      |
|------------------------------------|------|------|------|------|---------------|---------------|--------------|---------------|-------|-------|---------|------|
| Lieutenant, Non-Relief             | 342  | 1.00 | 1.00 | 0.00 | \$ 381,586.00 | \$ 381,586.00 | \$ -         | \$ 381,586.00 | 1,789 | 1,789 | 107,340 | 1.00 |
| Sergeant, Supplemental, Non-Relief | 353  | 3.00 | 3.00 | 0.00 | \$ 317,880.00 | \$ 953,640.00 | \$ -         | \$ 953,640.00 | 1,789 | 5,367 | 322,020 | 3.00 |
| Motor Sergeant, Non-Relief         | 348  | 1.00 | 1.00 | 0.00 | \$ 335,363.00 | \$ 335,363.00 | \$ 43,597.19 | \$ 378,960.19 | 1,789 | 1,789 | 107,340 | 1.00 |
| Motor Deputy, Non-Relief           | 305A | 2.00 | 2.00 | 0.00 | \$ 350,045.00 | \$ 700,090.00 | \$ 91,011.70 | \$ 791,101.70 | 1,789 | 3,578 | 214,680 | 2.00 |

Estimated Cost for Service Units: \$ 23,863,415.00

Total Liability (13%): \$ 2,928,664.57

Estimated Subtotal: \$ 26,792,079.57

Public Safety Equipment Cost (See page 3): \$ -

Estimated Total Annual Cost: \$ 26,792,079.57

The terms of this Service Level Authorization (SH-AD 575) will remain in effect until a subsequent SH-AD 575 is signed and received by LASD.

Notwithstanding, annual rates shall be revised annually per Sections 8.2 and 11.3 of the MLESA.

LASD Approval By:

Alise Norman  
UNIT COMMANDER NAME

E-Signed By Alise Norman 6/12/2025 6:58:52 PM  
SIGNATURE DATE

Report Prepared By:

Jason R Lee 5/27/2025  
SERGEANT DATE

City Approval By:

"I certify that I am authorized to make this commitment on behalf of the City."

David Roberts  
CITY OFFICIAL NAME

E-Signed By David Roberts 6/9/2025 11:51:13 AM  
SIGNATURE DATE

Processed at CLEB By:

E-Signed By Jason Lee 6/16/2025 6:35:12 AM  
SERGEANT DATE

FY 2025-2026  
Generated: 6/30/2025 10:39:24 AM



# LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Attachment A

CONTRACT LAW ENFORCEMENT SERVICES

## SERVICE LEVEL AUTHORIZATION (SH-AD 575)

### DEPLOYMENT OF PERSONNEL

CITY: Carson FISCAL YEAR: 2025-2026 EFFECTIVE DATE: 7/1/2025

| SERVICE UNIT                 | TOTAL<br>UNITS<br>PURCHASED | GENERAL LAW |      |      | TRAFFIC LAW |      |      | MOTOR<br>DEP | SAD   | D.B. | TEAM<br>LEADER | TOTAL<br>UNITS<br>ASSIGNED |
|------------------------------|-----------------------------|-------------|------|------|-------------|------|------|--------------|-------|------|----------------|----------------------------|
|                              |                             | EM          | AM   | PM   | EM          | AM   | PM   |              |       |      |                |                            |
| DEPUTY SHERIFF SERVICE UNIT  |                             |             |      |      |             |      |      |              |       |      |                |                            |
| Deputy Sheriff, Non-Relief   | 2.00                        |             |      |      |             |      | 1.00 |              | 1.00  |      |                | 2.00                       |
| Deputy Sheriff, 40-Hour Unit | 54.00                       | 8.00        | 8.00 | 8.00 | 4.00        | 6.00 | 6.00 |              | 14.00 |      |                | 54.00                      |
| Motor Deputy, Non-Relief     | 2.00                        |             |      |      |             |      |      | 2.00         |       |      |                | 2.00                       |

Routine City Helicopter Agreement YES ☒ NO ☐  
License Detail - Business & Renewal Applications YES ☒ NO ☐  
License Detail - Acts on Violations Observed within the City YES ☒ NO ☐  
Other Supplemental Services YES ☒ NO ☐

NOTE: License Detail is billed on an hourly basis and billed monthly as service is provided.

| Sworn     |            |          |              |              |           |       |
|-----------|------------|----------|--------------|--------------|-----------|-------|
|           | Lieutenant | Sergeant | Bonus Deputy | Motor Deputy | Deputy    | SAD   |
| Hours     | 1,789      | 7,156    | 0            | 3,578        | 116,222   | 0     |
| Minutes   | 107,340    | 429,360  | 0            | 214,680      | 6,973,320 | 0     |
| Personnel | 1.000      | 4.000    | 0.000        | 2.000        | 64.964    | 0.000 |

| Civilian  |       |                |          |
|-----------|-------|----------------|----------|
|           | SSO   | LET/CSA/CA/PCO | Clerical |
| Hours     | 0     | 0              | 0        |
| Minutes   | 0     | 0              | 0        |
| Personnel | 0.000 | 0.000          | 0.000    |

### Agreement

City Official: 6/9/2025

Unit Commander: 6/12/2025

FY 2025-2026



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT  
CONTRACT LAW ENFORCEMENT SERVICES  
**SERVICE LEVEL AUTHORIZATION (SH-AD 575)**  
**PUBLIC SAFETY EQUIPMENT**

**Attachment A**

CITY: Carson

FISCAL YEAR: 2025-2026

| Public Safety Equipment |              |   |      |            |
|-------------------------|--------------|---|------|------------|
| Equipment               | SERVICE CODE | # | RATE | TOTAL COST |
| Equipment               |              |   |      |            |
| MDC Type                | SERVICE CODE | # | RATE | TOTAL COST |
| ALPR With Install       |              |   |      |            |
| ALPR With Install       | SERVICE CODE | # | RATE | TOTAL COST |

|                                        |      |
|----------------------------------------|------|
| Total Public Safety Equipment Cost: \$ | 0.00 |
|----------------------------------------|------|

FY 2025-2026

## CONTRACT LAW ENFORCEMENT SERVICES AND EQUIPMENT MASTER RATE SHEET

**Liability Rate: 13.0%**

| Deputy Sheriff Service Unit Rates     |               |              |
|---------------------------------------|---------------|--------------|
| Rank / Relief Factor                  | Annual Rate   | Service Code |
| Deputy Sheriff, Non-Relief            | \$ 350,045.00 | 310          |
| Deputy Sheriff, 40-Hour Unit          | \$ 385,049.00 | 306          |
| Deputy Sheriff, 56-Hour Unit          | \$ 539,069.00 | 307          |
| Deputy Sheriff, 70-Hour Unit          | \$ 673,836.00 | 308          |
| Special Assignment Deputy, Non-Relief | \$ 350,045.00 | 278          |
| Catalina Deputy, Non-Relief           | \$ 343,156.00 | 324          |

| Deputy Sheriff Service Unit (Bonus) Rates |               |              |
|-------------------------------------------|---------------|--------------|
| Rank / Relief Factor                      | Annual Rate   | Service Code |
| Deputy Sheriff, Bonus I, Non-Relief       | \$ 384,978.00 | 305          |
| Deputy Sheriff, Bonus I, 40-Hour Unit     | \$ 423,476.00 | 301          |
| Deputy Sheriff, Bonus I, 56-Hour Unit     | \$ 592,866.00 | 302          |
| Deputy Sheriff, Bonus I, 70-Hour Unit     | \$ 741,082.00 | 303          |

| Growth Deputy Unit Rates                     |               |              |
|----------------------------------------------|---------------|--------------|
| Rank / Relief Factor                         | Annual Rate   | Service Code |
| Growth Special Assignment Deputy, Non-Relief | \$ 241,828.00 | 204          |
| Growth Deputy Generalist, Non-Relief         | \$ 241,828.00 | 335          |
| Growth Deputy Generalist, 40-Hour Unit       | \$ 281,971.00 | 573          |
| Growth Deputy Generalist, 56-Hour Unit       | \$ 394,663.00 | 582          |
| Growth Deputy Generalist, 70-Hour Unit       | \$ 493,329.00 | 583          |
| Growth Motor Deputy, Non-Relief              | \$ 266,706.00 | 424          |
| Growth Deputy Bonus I, Non-Relief            | \$ 262,373.00 | 336          |

| Grant Deputy Unit Rates             |               |              |
|-------------------------------------|---------------|--------------|
| Rank / Relief Factor                | Annual Rate   | Service Code |
| Grant Special Assignment Deputy     | \$ 241,828.00 | 312          |
| Grant Motor Deputy, Non-Relief      | \$ 266,706.00 | 422          |
| Grant Deputy Generalist, Non-Relief | \$ 241,828.00 | 386          |
| Grant Deputy Bonus I, Non-Relief    | \$ 262,373.00 | 384          |

| Supplemental Positions Rates                         |               |              |
|------------------------------------------------------|---------------|--------------|
| Rank / Relief Factor                                 | Annual Rate   | Service Code |
| Captain, Non-Relief                                  | \$ 472,650.00 | 321          |
| Lieutenant, Non-Relief                               | \$ 381,586.00 | 342          |
| Sergeant, Patrol, Non-Relief                         | \$ 413,741.00 | 631          |
| Sergeant, Supplemental, Non-Relief                   | \$ 317,880.00 | 353          |
| Motor Sergeant, Non-Relief                           | \$ 335,363.00 | 348          |
| Motor Deputy, Non-Relief                             | \$ 350,045.00 | 305A         |
| Watch Deputy, Non-Relief                             | \$ 261,185.00 | 354          |
| Community Services Assistant (w/ veh), Non-Relief    | \$ 87,375.00  | 325          |
| Community Services Assistant (w/out veh), Non-Relief | \$ 83,826.00  | 327          |
| Crime Analyst, Non-Relief                            | \$ 173,759.00 | 329          |
| Custody Assistant, Non-Relief                        | \$ 142,297.00 | 331          |
| Forensic ID Specialist II, Non-Relief                | \$ 215,340.00 | 356          |
| Intermediate Clerk, Non-Relief                       | \$ 95,683.00  | 338          |
| Law Enforcement Technician (w/ veh), Non-Relief      | \$ 129,125.00 | 340          |
| Law Enforcement Technician (w/out veh), Non-Relief   | \$ 127,673.00 | 339          |
| Operations Assistant I, Non-Relief                   | \$ 123,347.00 | 343          |
| Operations Assistant II, Non-Relief                  | \$ 153,228.00 | 344          |
| Operations Assistant III, Non-Relief                 | \$ 175,472.00 | 345          |
| Secretary V, Non-Relief                              | \$ 133,472.00 | 346          |
| Security Assistant, Non-Relief                       | \$ 70,630.00  | 362          |
| Security Officer, Non-Relief                         | \$ 109,590.00 | 347          |
| Senior Information Systems Analyst, Non-Relief       | \$ 247,213.00 | 334          |

|                                       |               |     |
|---------------------------------------|---------------|-----|
| Station Clerk II, Non-Relief          | \$ 116,254.00 | 351 |
| Skynight Observer, Non-Relief         | \$ 384,978.00 | 349 |
| Supervising Station Clerk, Non-Relief | \$ 140,562.00 | 352 |

| Equipment Rates                          |             |              |
|------------------------------------------|-------------|--------------|
| Public Safety Equipment                  | Annual Rate | Service Code |
| Supplemental K9 Services (Santa Clarita) | \$ 6,502.00 | 671          |

| MDC Type Rates                                    |              |              |
|---------------------------------------------------|--------------|--------------|
| Equipment                                         | Annual Rate  | Service Code |
| MDC New Purchase, Data & Maintenance - FZ-40      | \$ 10,658.00 | 198          |
| MDC New Purchase, Data & Maintenance - GETAC V110 | \$ 9,285.00  | 164          |
| MDC New Purchase, Data & Maintenance - CF-33      | \$ 11,280.00 | 414          |
| MDC Data & Maintenance Only                       | \$ 1,780.00  | 595          |

| ALPR With Install Rates                 |             |              |
|-----------------------------------------|-------------|--------------|
| Equipment                               | Annual Rate | Service Code |
| ALPR New Install 1st Year (5yr Program) | \$ 5,950.00 | 680          |
| ALPR System 2nd Year                    | \$ 5,000.00 | 680A         |
| ALPR System 3rd Year                    | \$ 5,000.00 | 680B         |
| ALPR System 4th Year                    | \$ 5,000.00 | 680C         |
| ALPR System 5th Year                    | \$ 5,000.00 | 680D         |

Annual revised rates shall be readjusted annually per Sections 8.2 and 11.3 of the MLESA.



---

## Report to Honorable Mayor and City Council

Tuesday, September 16, 2025, 5:00 PM

CONSENT 30.

To: Honorable Mayor and City Council

From: David Roberts, City Manager

Subject: CONSIDER AN UPDATED STANDARD MANAGEMENT PROCEDURE 2.11 FOR EVENT ATTENDANCE AND REPORTING (CITY COUNCIL)

### **I. SUMMARY**

This item is included on the agenda at the request of Mayor Lula Davis-Holmes and provides the City Council an opportunity to consider and approve proposed updates to Standard Management Procedure (SMP) 2.11. This item was previously on the September 2, 2025, City Council meeting agenda and is being brought back to the City Council for additional consideration and updates.

The version of the SMP that was presented at the September 2 City Council meeting included proposed revisions to update to the Travel section, allowing travelers to book business class airfare for flights to and from destinations that are east of the Mississippi River or outside of the continental United States. As was presented, this option would be contingent upon the traveler booking well in advance and exercising due diligence to ensure the business class fare is reasonable. Under this revision, the City Manager would retain sole discretion to deny reimbursement or approval of a business class ticket if adequate due diligence is not demonstrated.

Additional proposed updates included the removal of references to outdated position titles and the inclusion of current titles that better reflect the City's existing organizational structure and processes.

The City Council deliberated on SMP 2.11 during the September 2 City Council meeting and while the next updated SMP 2.11 is not finalized as of the publishing of this agenda, the proposed updated version will be circulated and made available to the City Council and the public for the September 16 City Council meeting.

### **II. RECOMMENDATION**

1. APPROVE the proposed updated SMP 2.11.

### **III. ALTERNATIVES**

TAKE another action deemed appropriate and that is consistent with applicable laws.

### **IV. BACKGROUND**

This item is being brought back to the September 16 City Council meeting agenda to allow the City Council to further consider SMP 2.11.



As was stated in the staff report from the September 2 City Council meeting, California Government Code §36514.5 states: "City council members may be reimbursed for actual and necessary expenses incurred in the performance of official duties." Gov't Code Section 53232.2 provides, "When reimbursement is otherwise authorized by statute, a local agency may reimburse members of a legislative body for actual and necessary expenses incurred in the performance of official duties . . . If a local agency reimburses members of a legislative body for actual and necessary expenses incurred in the performance of official duties, then the governing body shall adopt a written policy, in a public meeting, specifying the types of occurrences that qualify a member of the legislative body to receive reimbursement of expenses relating to travel, meals, lodging, and other actual and necessary expenses. . . . The policy . . . may also specify the reasonable reimbursement rates for travel, meals, and lodging, and other actual and necessary expenses. If it does not, the local agency shall use the Internal Revenue Service rates for reimbursement of travel, meals, lodging, and other actual and necessary expenses as established in Publication 463, or any successor publication."

Various elements of SMP 2.11 are periodically updated to account for factors such as inflation, changes to per diem rates, and to ensure alignment with current and best management practices and procedures. The current update includes revised travel guidelines for long-distance flights and updated position titles to reflect the City's current organizational structure.

Per the updated policy that was presented at the September 2 City Council meeting, travelers may fly, and be reimbursed for, business class for flights from southern California to destinations that are east of the Mississippi River or outside of the continental United States, and for return flights from such locations to southern California, provided that the traveler has booked well in advance and conducted every due diligence to ensure the price of the business class ticket is reasonable prior to booking. The City Manager shall have sole discretion to deny a business class ticket purchase if such due diligence did not occur. Government and group rates offered by a provider of transportation for travel shall be used when available.

This proposed change is necessary to ensure that employees traveling long distances on behalf of the City are able to perform their duties effectively and without undue fatigue or impairment upon arrival. Long-distance air travel can involve extended periods of confinement, limited space for movement, and significant time zone changes, all of which can impact a traveler's ability to function efficiently upon arrival. Business class accommodations provide adequate space, comfort, and privacy to allow travelers to either work productively during the flight or rest sufficiently to recover from the physical demands of travel. This helps ensure that travelers arrive at their destination prepared to engage in meetings, represent the City at events, or conduct official business at the highest level of performance.

## **V. FISCAL IMPACT**

There is no immediate fiscal impact associated with this staff report, as it relates solely to the adoption of the updated SMP. Potential future travel expenditures would be funded by the Fiscal Year 2025-2026 Budget that has already been approved by the City Council, unless otherwise directed by the City Council.

## **VI. EXHIBITS**

1. Proposed Updated SMP 2.11

## **Attachments**

[Proposed Updated SMP 2.11](#)

**The City Council deliberated on SMP 2.11 during the September 2 City Council meeting and while the next updated SMP 2.11 is not finalized as of the publishing of this agenda, the proposed updated version will be circulated and made available to the City Council and the public for the September 16 City Council meeting.**



---

## Report to Honorable Mayor and City Council

Tuesday, September 16, 2025, 5:00 PM

CONSENT 31.

To: Honorable Mayor and City Council

From: Nora A. Garcia , Director of Public Safety & Emergency Management PS Animal Control

Subject: APPROVAL OF FISCAL YEAR 2025-2026 SERVICE LEVEL REQUEST AGREEMENT WITH THE LOS ANGELES COUNTY DEPARTMENT OF ANIMAL CARE AND CONTROL (LADACC) (CITY COUNCIL)

### **I. SUMMARY**

The Public Safety and Emergency Management Department seeks City Council approval of the Service Level Request (SLR) for Fiscal Year 2025–2026 with the Los Angeles County Department of Animal Care and Control (LADACC). This annual agreement outlines the continuation of a service delivery partnership, under which the City of Carson internally provides animal control services through one dedicated, city-employed Animal Control Officer during routine business hours (Monday through Thursday). LADACC supplements Carson's services outside of routine hours, for legally complex casework, and for functions such as animal licensing, sheltering, and vaccination clinics.

### **II. RECOMMENDATION**

TAKE the following actions:

1. APPROVE the Fiscal Year 2025-2026 Service Level Request with the Los Angeles County Department of Animal Care and Control.
2. AUTHORIZE the City Manager to execute the Service Level Agreement with Los Angeles County Department of Animal Care and Control (LADACC).

### **III. ALTERNATIVES**

1. TAKE any other action the City Council deems appropriate that is consistent with the requirements of the law.

### **IV. BACKGROUND**

On July 28, 2025, the City of Carson formally resumed providing internal animal control services with the onboarding of a dedicated, city-employed Animal Control Officer. The officer is responsible for responding to most emergent and routine animal-related service calls within the city during standard business hours, Monday through Thursday. Duties include the capture of stray or injured animals in public spaces and the removal of deceased animals from public rights-of-way.

Residents may report animal-related concerns to the Public Safety and Emergency Management Department, where clerical staff screen and assess each call. Animal control related calls falling within the City's responsibility are dispatched directly to the Animal Control Officer. Calls that are legally complex, investigative in nature, or fall outside of City business hours are referred to the Los Angeles County Department of Animal Care and Control (LADACC), in accordance with established service criteria.

In addition to supporting Carson with after-hours service and legally complex casework, LADACC continues to provide several core animal control services that the city is not yet equipped to handle independently. These include:

- Priority call response outside of City business hours
- Support services as requested by the city
- Barking or excessive noise complaint response
- Pet adoptions
- Licensing services
- Shelter intake for stray animals
- Intake and disposal of deceased animals
- Microchipping and vaccination clinics

This coordinated service delivery model allows the city to manage routine operations internally while relying on LADACC for supplemental and specialized support, ensuring comprehensive and uninterrupted animal control services for the Carson community.

## **V. FISCAL IMPACT**

Funding for this agreement is included in the adopted Fiscal Year 2025–2026 budget under GL Account No. 101-55-592-158-6004 (Professional Services). The City's current budget allocation for LADACC services is \$1,332,767.

## **VI. EXHIBITS**

1. LADACC FY 2025-2026 SLR

## **Attachments**

[1. LADACC FY 2025-2026 SLR.pdf](#)

**CITY-COUNTY MUNICIPAL SERVICES AGREEMENT**

**COUNTY OF LOS ANGELES  
DEPARTMENT OF ANIMAL CARE AND CONTROL**

**AND**

**THE CITY OF**

**CARSON**

**FISCAL YEAR 2025-26 SERVICE LEVEL REQUEST**

Please make a selection for each of the options below. For more information, you can view Attachment A, Description of Services, of your municipal services agreement or reach out to one of the contacts listed on Page 7 of this Service Level Request.

**I. Animal Care Center Services**

The level of animal care center service that the City requests and the County agrees to is (select one of the three options below):

☒ Full Service

Primary animal care center: Carson/Gardena Animal Care Center 

☐ No Animal Care Services

Agency Name: \_\_\_\_\_

☐ Animal Care Center Services for Transfer

City's Animal Care Facility contact information:

Agency Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\*Note: Full Service plan includes access for residents to the Pets Are Family Program, explained in further detail on Attachment A, Description of Services, of your municipal services agreement.

## II. Field Services

The level of field service that the City requests and the County agrees to is (select one of the three options below):

- ☐ Standard Service Plan
- ☐ No Field Services
- ☒ Limited Service Plan (Check applicable box(es) below)

|                                     |                                                                                                                              |                                      |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| <input checked="" type="checkbox"/> | <b>Full County Field Services</b>                                                                                            |                                      |
|                                     | County provides service on following days/times (please identify):                                                           |                                      |
|                                     | Weekend days and holidays (please identify days and hours):                                                                  |                                      |
|                                     |                                                                                                                              |                                      |
| <input checked="" type="checkbox"/> | <b>Priority County Field Services - Priority 1 Calls Only (As Determined by Department Policy)</b>                           |                                      |
|                                     | County provides service on following days/times (please identify):                                                           | Monday - Thursday: 5:30 pm - 7 am    |
|                                     | Weekend days and holidays (please identify days and hours):                                                                  | 24/7: Fri/Sat/Sun & Holidays Listed: |
|                                     |                                                                                                                              |                                      |
| <input checked="" type="checkbox"/> | <b>Standby County Field Services (Service Requests only from City Personnel; the City will screen calls from the public)</b> |                                      |
|                                     | County provides service on following days/times (please identify):                                                           | Monday - Thursday: 7 am - 5:30 pm    |
|                                     | Weekend days and holidays (please identify days and hours):                                                                  |                                      |
|                                     |                                                                                                                              |                                      |
| <input checked="" type="checkbox"/> | <b>Humane Investigations – as needed</b>                                                                                     |                                      |
| <input checked="" type="checkbox"/> | <b>Administrative Investigations – as needed (LACC Title 10, Chapter 37, Potentially Dangerous/Vicious Dogs)</b>             |                                      |
| <input checked="" type="checkbox"/> | <b>Administrative Compliance (Post hearing compliance checks will be handled by DACC on City's behalf)</b>                   |                                      |
|                                     |                                                                                                                              |                                      |

City's Animal Control (Field Services) contact information:

Department Name: Public Safety Department - City of Carson

Telephone: 310-830-7600

Address: 701 E. Carson Street

Carson, CA 90745

### III. Individual Animal Licensing

- ☒ The City agrees to have the County provide individual animal licensing and has adopted the license fees outlined in Los Angeles County Code.
- ☐ No Animal Licensing Services
- ☐ The City agrees to have the County provide individual animal licensing and has adopted the following license fees (please provide a copy of the applicable ordinance or resolution):

|                                            |                               |                                   |      |
|--------------------------------------------|-------------------------------|-----------------------------------|------|
| Altered Dog                                | \$                            | Altered Cat                       | \$   |
| Unaltered Dog                              | \$                            | Unaltered Cat                     | \$   |
| Senior-owned Altered Dog                   | \$                            | Senior age is defined as age      |      |
| Military Veteran w/ Disability Altered Dog | \$                            |                                   |      |
| Delinquency Charge                         | \$ Equal to amount of license | Delinquency charge applies after: | days |
| Other Special License Fee                  | \$                            | Description/criteria:             |      |
| Field Enforcement Fee* (select one)        | <input type="radio"/> \$40.00 |                                   |      |
|                                            | <input type="radio"/> \$0.00  |                                   |      |

\*Only applicable when licensing is initiated in the field by Department employees.

Current license fees adopted by the City on \_\_\_\_\_, 20\_\_\_\_\_.

#### IV. Outreach and Enforcement Services

Please make a selection for each of the options below. For more information, you can view Attachment A, Description of Services, of your municipal services agreement or reach out to one of the contacts listed on Page 7 of this Service Level Request.

##### A. Animal License Field Enforcement

- ☒ The City requests the County to provide animal license field enforcement in the City, in the area(s) designated by the City and agreed to by the Department.
- ☐ No animal license field enforcement services.

##### B. Animal Facility Inspection and Licensing (Costs included in overhead—not billed)

- ☒ The City requests the County to license animal-related facilities (including inspection and grading services) in the City.
- ☐ No animal facility licensing services--the City will conduct its own program. (Please provide contact information below.)

The City's animal facility program contact information:

Department Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

##### C. Vaccination and Microchip Clinic(s)

The Department offers clinics at the Animal Care Centers and may coordinate Vet at the Park events throughout the year (subject to availability). Upcoming clinics can be viewed on the Department's website Event Calendar: <https://animalcare.lacounty.gov/calendar/>

##### D. Spay/Neuter Trust Fund

- ☐ Participate in the Spay/Neuter Trust Fund to allow residents access to low-cost spay/neuter services.
- ☒ No participation in the Spay/Neuter Trust Fund.



## V. Enforcement of County Code

- ☒ The City agrees to the enforcement of Title 10 with no exceptions.
- ☐ The City agrees to the enforcement of Title 10 with the following pre-approved exception(s): (please mark all that apply)
- ☐ 10.20.350: Mandatory Spay and Neuter. The City does not require the spay/neuter of:
- ☐ Dogs
- ☐ Cats
- ☐ 10.20.185: Mandatory Microchipping. The City does not require the microchipping of:
- ☐ Dogs
- ☐ Cats
- ☐ 10.20.038: Number of dogs and cats. In the City, the following number of animals are allowed per household:
- Dogs \_\_\_\_\_ Cats \_\_\_\_\_ Total of \_\_\_\_\_ dogs/cats
- ☐ 10.20.030: Mandatory Cat Licensing. Domestic cats are subject to:
- ☐ Voluntary Cat Licensing
- ☐ No Cat Licensing
- ☐ 10.28.020: Animal Facility Licensing. The County will not license/inspect animal facilities.
- ☐ 10.40.060: Excessive Animal Noise Complaints. The City will conduct its own noise enforcement.
- City's Animal Noise Complaint contact information:
- Department Name: \_\_\_\_\_
- Telephone: \_\_\_\_\_
- Address: \_\_\_\_\_
- \_\_\_\_\_
- E-mail: \_\_\_\_\_

Note: Title 10 can be found on the Department's website:  
<https://animalcare.lacounty.gov/animal-regulations/>

## VI. Requested Additions to Title 10 Enforcement

Please list individual municipal code sections requested to be enforced by the Department. (Please ensure your municipal code contains adequate enforcement authority.)

| COUNTY                |                         |          |              |
|-----------------------|-------------------------|----------|--------------|
| City Code Section No. | City Code Section Title | Approved | Not Approved |
|                       |                         |          |              |
|                       |                         |          |              |
|                       |                         |          |              |
|                       |                         |          |              |
|                       |                         |          |              |
|                       |                         |          |              |
|                       |                         |          |              |

## VII. Contact Information

### County Primary Contact

Name: Bradley Kim  
Title: Contracts and Grants Division Liaison  
Address: 5898 Cherry Avenue  
Long Beach, CA 90805  
Telephone: (562) 256-2415  
E-mail: Bkim@animalcare.lacounty.gov

### County Alternate Contact

Name: Marissa Muller  
Title: Administrative Services Manager I  
Address: 5898 Cherry Avenue  
Long Beach, CA 90805  
Telephone: (562) 256-1369  
E-mail: MMuller@animalcare.lacounty.gov

### City Primary Contact

Name: Kaitlin Sanchez  
Title: Public Safety Manager  
Address: 701 E. Carson Street  
Carson, CA 90745  
Telephone: (310) 863-7883  
E-mail: ksanchez@carsonca.gov

### City Alternate Contact

Name: Rafael Rico  
Title: Administrative Analyst  
Address: 701 E. Carson Street  
Carson, CA 90745  
Telephone: (310) 830-7600 x. 1230  
E-mail: rrico@carsonca.gov

**Note:** A new Service Level Request submission is not needed if a city wishes only to update its contacts. For contact updates, an email notice will suffice.

### VIII. Annual/Amended Service Request Approval

For the City:

Dr. Robert Lennox

Authorized City Representative  
(Printed Name)

Assistant City Manager

Title

Robert L Lennox

Authorized Signature  
(Signature)

310-830-7600 x. 1728

Telephone Number

9/8/25

Date

For the County:

Marcia Mayeda

Director  
Dept. of Animal Care and Control

M Mayeda

Authorized Signature  
(Signature)

09/09/2025

Date

# City of Carson - SLR FY 2025-26

Final Audit Report

2025-09-09

|                 |                                                  |
|-----------------|--------------------------------------------------|
| Created:        | 2025-09-09                                       |
| By:             | Marissa Muller (MMuller@animalcare.lacounty.gov) |
| Status:         | Signed                                           |
| Transaction ID: | CBJCHBCAABAAAnjo2eDipLxA6hxX-q6FMg5LFwBaEjacX    |

## "City of Carson - SLR FY 2025-26" History

-  Document created by Marissa Muller (MMuller@animalcare.lacounty.gov)  
2025-09-09 - 6:14:40 PM GMT- IP address: 170.85.54.250
-  Document emailed to Marcia Mayeda (mmayeda@animalcare.lacounty.gov) for signature  
2025-09-09 - 6:26:06 PM GMT
-  Email viewed by Marcia Mayeda (mmayeda@animalcare.lacounty.gov)  
2025-09-09 - 6:26:15 PM GMT- IP address: 62.10.205.21
-  Document e-signed by Marcia Mayeda (mmayeda@animalcare.lacounty.gov)  
Signature Date: 2025-09-09 - 6:30:39 PM GMT - Time Source: server- IP address: 104.129.199.63
-  Agreement completed.  
2025-09-09 - 6:30:39 PM GMT



---

# Report to Honorable Mayor and City Council

Tuesday, September 16, 2025, 5:00 PM

CONSENT 32.

To: Honorable Mayor and City Council

From: Reata Kulcsar, Energy and Sustainability Officer CMO Administration

Subject: CONSIDER ACCEPTANCE OF A QUITCLAIM EASEMENT FROM SOUTHERN CALIFORNIA EDISON CONCERNING EASEMENT PREVIOUSLY GRANTED BY CITY, WHICH PERTAINS TO A NARROW SECTION OF CARRIAGE CREST PARK LOCATED AT THE NORTHWEST CORNER OF THE SITE (CITY COUNCIL)

## **I. SUMMARY**

On March 4, 2025, the City Council approved a revised grant of easement at Carriage Crest Park, located at 23800 Figueroa Street, aligning with Southern California Edison's (SCE) Charge Ready Program, as the originally executed Grant of Easement (Grant of Easement) having document number 20240148900 and recorded March 6, 2024 with the Los Angeles County Recorder's Office (Exhibit No. 1) required modification. During the construction of the electric vehicle charging stations, an underground obstacle was encountered, necessitating a slight modification of the conduit path to accommodate it, which in turn required a new easement.

The City Council is being asked to approve a Quitclaim of Easement from SCE through which SCE would quitclaim its easement interest acquired under the Grant of Easement to the City (Exhibit No.2).

## **II. RECOMMENDATION**

TAKE the following actions:

1. APPROVE a Quitclaim of Easement quitclaiming Southern California Edison's easement interest acquired through the Grant of Easement having document number 20240148900 and recorded March 6, 2024 with the Los Angeles County Recorder's Office.
2. AUTHORIZE the City Manager to execute a Certificate of Acceptance of the Quitclaim of Easement from Southern California Edison transferring SCE's easement interests acquired through the Grant of Easement to the City.

## **III. ALTERNATIVES**

TAKE another action the City Council deems appropriate, consistent with the requirements of the law.

## **IV. BACKGROUND**

Since the City Council has already approved a new easement for this location, the previously approved easement can now be removed through the quitclaim process.

This process begins with submitting a comprehensive request package, which should include a cover letter, property details, recorded easements, ownership documents, and a map highlighting the easement area. Once submitted, an SCE Service Planner reviews the package and may conduct a site check. Typically, there is a processing fee of \$500 per document, but this fee is waived for the City. After approval, the quitclaim is prepared, signed, notarized, and mailed to the County Recorder's Office. A recorded copy is then returned to the requester. The entire process generally takes up to four months. In this case, City Staff submitted the package to SCE on March 13, 2025, and received the draft quitclaim from SCE on August 21, 2025.

The City Council is being asked to approve the Quitclaim of Easement transferring and quitclaiming SCE's easement interests acquired under the Grant of Easement back to the City and authorize the City Manager to execute the Certificate of Acceptance which will authorize recordation of the Quitclaim of Easement.

#### **V. FISCAL IMPACT**

There is no fiscal impact. The quitclaim is being processed due to field changes made by SCE, and therefore the City does not have to pay the \$500 processing fee.

#### **VI. EXHIBITS**

1. Originally Executed Easement Instrument being Quitclaimed to City
2. Quitclaim of Easement

#### **Attachments**

[Exhibit No. 1 - Originally Executed Easement Instrument being Quitclaimed \(Doc # 20240148900\).pdf](#)

[Exhibit No. 2 - Quitclaim Notification No. 204440534 affecting SCE Document No. 530784.pdf](#)

RECORDING REQUESTED BY



**SOUTHERN CALIFORNIA  
EDISON**  
An EDISON INTERNATIONAL Company

---

WHEN RECORDED MAIL TO  
SOUTHERN CALIFORNIA EDISON COMPANY  
2 INNOVATION WAY, 2nd FLOOR  
POMONA, CA 91768

---

Attn: Title and Real Estate Services

**COPY**



Has not been compared with original.  
Originals will be returned when processing  
has been completed.  
LOS ANGELES COUNTY REGISTRAR-RECORDER

SPACE ABOVE THIS LINE FOR RECORDER'S USE

SCE Doc No.:

**GRANT OF  
EASEMENT**  
Vehicle Charging Station

530784

|                                                                                                                                 |                          |                                   |                                                 |                                  |
|---------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------------------------------|-------------------------------------------------|----------------------------------|
| DOCUMENTARY TRANSFER TAX \$ NONE (VALUE AND CONSIDERATION LESS THAN \$100.00)                                                   | DISTRICT<br>Compton      | SERVICE ORDER<br>TD2091379        | SERIAL NO.                                      | MAP SIZE                         |
| <br>SIG. OF DECLARANT OR AGENT DETERMINING TAX | SCE Company<br>FIRM NAME | GVM LT-8141-A<br>APN 7330-007-905 | APPROVED:<br>VEGETATION &<br>LAND<br>MANAGEMENT | BY<br>SLS/CG<br>DATE<br>12/09/23 |

CITY OF CARSON, a municipal corporation (hereinafter referred to as "Grantor"), hereby grants to SOUTHERN CALIFORNIA EDISON COMPANY, a corporation, its successors and assigns (hereinafter referred to as "Grantee"), an easement and right of way to construct, use, maintain, operate, alter, add to, repair, replace, reconstruct, inspect and remove at any time and from time to time overhead and underground electrical supply systems and internal communication systems for SCE's sole use (hereinafter referred to as "systems"), consisting of poles, guys and anchors, crossarms, wires, underground conduits, cables, vaults, manholes, handholes, and including above-ground enclosures, markers and concrete pads and other appurtenant fixtures and equipment necessary or useful for distributing electrical energy and for transmitting intelligence by electrical means, solely for the purpose of providing electrical power to vehicle charging stations, in, on, over, under, across and along that certain real property in the County of Los Angeles, State of California, described as follows:

FOR LEGAL DESCRIPTION AND SKETCH TO ACCOMPANY LEGAL DESCRIPTION, SEE EXHIBITS "A" AND "B" BOTH ATTACHED HERETO AND MADE A PART HEREOF.

Grantor agrees for itself, its heirs and assigns, not to erect, place or maintain, nor to permit the erection, placement or maintenance of any building, planter boxes, earth fill or other structures except walls and fences on the hereinbefore described easement area. The Grantee, and its contractors, agents and employees, shall have the right to trim or top such trees and to cut such roots as may endanger or interfere with said systems and shall have free access to said systems and every part thereof, at all times, for the purpose of exercising the rights herein granted; provided, however, that in making any excavation on said property of the Grantor, the Grantee shall make the same in such a manner as will cause the least injury to the surface of the ground around such excavation, and shall replace the earth so removed by it and restore the surface of the ground to as near the same condition as it was prior to such excavation as is practicable.

Upon written request, Grantee shall relocate its facilities installed hereunder to another mutually approved area on Grantor's property and provided that Grantee has first been given an easement over such new area on terms identical to those set forth herein. Such relocation shall be at Grantor's sole cost and expense. Upon completion of the relocation, Grantee shall execute a quitclaim of this easement on terms reasonably acceptable to Grantor and Grantee.



To the extent Grantor removes the vehicle charging stations, and such removal is not part of a relocation, Grantor may, upon sixty (60) days written notice, terminate this easement and Grantee shall execute a quitclaim on a mutually acceptable form. However, in no event will the vehicle charging stations be removed for a period of ten (10) years from the date of execution below. Upon termination, Grantee shall have a limited right to access the property for the purpose of removing its facilities or Grantee may abandon its systems in place. In addition, upon written request, Grantee will execute a quitclaim of this easement on terms reasonably acceptable to Grantee and Grantor.

EXECUTED this 17 day of January, 2024.

GRANTOR

CITY OF CARSON,  
a municipal corporation

By [Signature]  
Name David C. Roberts Jr.  
Title City Manager

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )

County of Los Angeles )

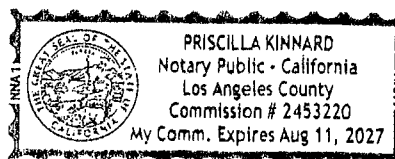
On 01/17/2024 before me, Priscilla Kinnard, a Notary Public, personally appeared

David C. Roberts, Jr., who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature [Signature] (Seal)



EXECUTED this 25<sup>th</sup> day of January, 2024

GRANTEE

SOUTHERN CALIFORNIA EDISON COMPANY,  
a corporation

By

Name

Title

Shelby Hart  
Shelby Hart  
Advisor

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )

County of Orange )

On 1/25/2024 before me, Cynthia M. Terry, a Notary Public, personally appeared

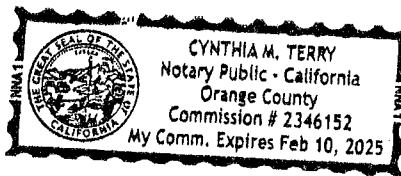
Shelby Hart, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

Cynthia M. Terry (Seal)



## **EXHIBIT "A"**

VARIOUS STRIPS OF LAND LYING WITHIN LOT 14 OF E.N. MCDONALD'S SUBDIVISION, AS PER MAP RECORDED IN BOOK 52, PAGE 3 OF MISCELLANEOUS RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF LOS ANGELES COUNTY, CALIFORNIA, THE CENTERLINES OF SAID STRIPS ARE DESCRIBED AS FOLLOWS:

### **STRIP #1** (6.00 FEET WIDE)

**COMMENCING** AT THE POINT OF INTERSECTION OF THE CENTERLINE OF CARRIAGEDALE DRIVE, 30.00 FOOT HALF-WIDTH, WITH THE CENTERLINE OF FIGUEROA STREET, 50.00 FOOT HALF-WIDTH, AS SHOWN ON A RECORD OF SURVEY, FILED IN BOOK 202, PAGES 22 THROUGH 31 OF RECORD OF SURVEYS, IN THE OFFICE OF SAID COUNTY RECORDER, SAID POINT BEING IN A CURVE CONCAVE EASTERLY IN THE CENTERLINE OF SAID FIGUEROA STREET, AND HAVING A RADIUS OF 2000.00 FEET, A RADIAL LINE PASSING THROUGH SAID POINT BEARS SOUTH 78°10'16" WEST; THENCE SOUTHERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 06°11'58" AN ARC DISTANCE OF 216.40 FEET; THENCE ALONG A RADIAL LINE OF SAID CURVE, NORTH 71°58'18" EAST 50.00 FEET TO THE EASTERLY LINE OF SAID FIGUEROA STREET AND THE **TRUE POINT OF BEGINNING**; THENCE NORTH 67°58'26" EAST 69.43 FEET TO THE BEGINNING OF A TANGENT CURVE CONCAVE SOUTHWESTERLY AND HAVING A RADIUS OF 12.50 FEET; THENCE SOUTHEASTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 90°02'07" AN ARC DISTANCE OF 19.64 FEET; THENCE SOUTH 21°59'27" EAST 28.00 FEET TO A POINT TO BE HEREINAFTER REFERRED TO AS POINT "A"; THENCE CONTINUING SOUTH 21°59'27" EAST 24.00 FEET TO A POINT OF ENDING.

THE SIDELINES OF SAID STRIP ARE TO BE PROLONGED OR SHORTENED TO TERMINATE SOUTHWESTERLY IN SAID EASTERLY LINE.

### **STRIP #2** (6.00 FEET WIDE)

**BEGINNING** AT SAID POINT "A"; THENCE SOUTH 68°37'06" WEST 10.83 FEET TO A POINT TO BE HEREINAFTER REFERRED TO AS POINT "B"; THENCE CONTINUING SOUTH 68°37'06" WEST 4.50 FEET TO A POINT OF ENDING.

EXCEPTING THEREFROM THAT PORTION INCLUDED WITHIN STRIP #1 DESCRIBED HEREINABOVE.

### **STRIP #3** (9.00 FEET WIDE)

**BEGINNING** AT SAID POINT "B"; THENCE SOUTH 21°22'54" EAST 76.00 FEET TO A POINT OF ENDING.

EXCEPTING THEREFROM THAT PORTION INCLUDED WITHIN STRIP #2 DESCRIBED HEREINABOVE.

### **STRIP #4** (9.00 FEET WIDE)

**BEGINNING** AT SAID POINT "B"; THENCE NORTH 21°22'54" WEST 11.00 FEET TO A POINT OF ENDING.

EXCEPTING THEREFROM THAT PORTION INCLUDED WITHIN STRIP #2 DESCRIBED HEREINABOVE.

FOR SKETCH TO ACCOMPANY LEGAL DESCRIPTION, SEE EXHIBIT "B" ATTACHED HERETO AND MADE A PART HEREOF.



Prepared by me or under my supervision:

Dated: Dec. 27, 2023

Glenn M. Bakke  
Glenn M. Bakke R.C.E. #18619 Exp. 06-30-2025

# EXHIBIT "B"

CARRIAGEDALE DRIVE

30'

POC STRIP #1

S78°10'16"W (RAD.)

TRACT NO. 29434  
M.B. 734/82-88

| LINE DATA TABLE |             |        |
|-----------------|-------------|--------|
| LINE#           | BEARING     | LENGTH |
| L1              | S68°37'06"W | 10.83' |
| L2              | S68°37'06"W | 4.50'  |
| L3              | S21°22'54"E | 76.00' |
| L4              | N21°22'54"W | 11.00' |

LOT 245

LOT 244

LOT 243

LOT 242

LOT 241

FIGUEROA

STRIP #1  
6' WIDE

TPOB  
STRIP #1

R=12.50' Δ=90°02'07" L=19.64'

POR. LOT 14  
E.N. MCDONALD'S SUBDIVISION  
M.R. 52/3

S21°59'27"E  
28.00'

PT. "A" &  
POB STRIP #2

S21°59'27"E  
24.00'

STRIP #2  
6' WIDE

STRIP #4  
9' WIDE

PT. "B" &  
POB

STRIPS #3 & #4

STRIP #3  
9' WIDE

BASIS OF BEARINGS:  
RECORD OF SURVEY  
R.S. 202/22-31

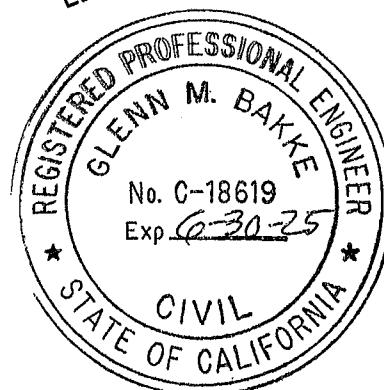


SCALE: 1"=40'

STREET

## LEGEND

 DENOTES  
SCE EASEMENT AREA  
 POC = POINT OF COMMENCEMENT  
 POB = POINT OF BEGINNING  
 TPOB = TRUE POINT OF BEGINNING



Dated Dec. 27, 2023

Glenn M. Bakke

Glenn M. Bakke R.C.E.# 18619 Exp. 6-30-25

RECORDING REQUESTED BY  
SOUTHERN CALIFORNIA EDISON COMPANY

WHEN RECORDED MAIL TO

CITY OF CARSON  
701 E. CARSON STREET  
CARSON, CA 90745

ATTN. DAVID C. ROBERTS, JR.  
CITY MANAGER

THIS IS A CONVEYANCE OF AN EASEMENT AND THE CONSIDERATION AND  
VALUE IS LESS THAN \$100. R & T 11911.

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**QUITCLAIM  
EASEMENT**

**NOTIFICATION  
204440534**

**SERVICE ORDER  
801728549**

|                                                                                                                                                                                                                                           |                           |                                   |                         |                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------------------------|-------------------------|--------------------|
| DOCUMENTARY TRANSFER TAX \$ _____<br>_____ COMPUTED ON FULL VALUE OF PROPERTY CONVEYED<br>OR COMPUTED ON FULL VALUE LESS LIENS AND<br>_____ ENCUMBRANCES REMAINING AT TIME OF SALE<br>_____ NO CONSIDERATION AND VALUE LESS THAN \$100.00 | DISTRICT<br><br>32        | FIM<br><br>42-4200-1<br>43-4201-5 | APN<br><br>7330-007-905 | By<br><br>JC       |
| SO. CALIF. EDISON CO<br>SIGNATURE OF DECLARANT OR AGENT DETERMINING TAXFIRM<br>NAME                                                                                                                                                       | SCE<br>Document<br>530784 | Approved by<br>Real properties    | Map Size<br>046-084     | DATE<br>07/16/2025 |

SOUTHERN CALIFORNIA EDISON COMPANY, a corporation, does hereby REMISE, RELEASE and FOREVER QUITCLAIM unto CITY OF CARSON, a municipal corporation, owner of the real property affected hereby, all rights acquired under and by virtue of that certain Grant of Easement from City of Carson to SOUTHERN CALIFORNIA EDISON COMPANY, a corporation, its successors and assigns, executed January 17, 2024 and recorded March 6, 2024 as Instrument No. 20240148900 of Official Records, in the Office of the County Recorder of Los Angeles County, State of California, described as follows:

Legal description as per Exhibit "A" and more particularly depicted on Exhibit "B" both attached hereto and made a part hereof.

This instrument shall not operate to remise, release or quitclaim any right, title or interest now held or owned by said Southern California Edison Company, other than the rights hereinbefore specifically referred to.

IN WITNESS WHEREOF, said Southern California Edison Company has caused this instrument to be executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

SOUTHERN CALIFORNIA EDISON COMPANY,  
a corporation

By \_\_\_\_\_  
David Guder, CCIM  
Manager – Title & Valuation  
Real Properties  
Transmission & Distribution

Quitclaim Deed (Easement)  
S.C.E. Co., a corp., to  
CITY OF CARSON  
Notification No. 204440534  
Affects SCE Doc. 530784

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )

County of \_\_\_\_\_ )

On \_\_\_\_\_ before me, \_\_\_\_\_, a Notary Public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

## EXHIBIT "A"

VARIOUS STRIPS OF LAND LYING WITHIN LOT 14 OF E.N. MCDONALD'S SUBDIVISION, AS PER MAP RECORDED IN BOOK 52, PAGE 3 OF MISCELLANEOUS RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF LOS ANGELES COUNTY, CALIFORNIA, THE CENTERLINES OF SAID STRIPS ARE DESCRIBED AS FOLLOWS:

### STRIP #1 (6.00 FEET WIDE)

**COMMENCING** AT THE POINT OF INTERSECTION OF THE CENTERLINE OF CARRIAGEDALE DRIVE, 30.00 FOOT HALF-WIDTH, WITH THE CENTERLINE OF FIGUEROA STREET, 50.00 FOOT HALF-WIDTH, AS SHOWN ON A RECORD OF SURVEY, FILED IN BOOK 202, PAGES 22 THROUGH 31 OF RECORD OF SURVEYS, IN THE OFFICE OF SAID COUNTY RECORDER, SAID POINT BEING IN A CURVE CONCAVE EASTERLY IN THE CENTERLINE OF SAID FIGUEROA STREET, AND HAVING A RADIUS OF 2000.00 FEET, A RADIAL LINE PASSING THROUGH SAID POINT BEARS SOUTH 78°10'16" WEST; THENCE SOUTHERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 06°11'58" AN ARC DISTANCE OF 216.40 FEET; THENCE ALONG A RADIAL LINE OF SAID CURVE, NORTH 71°58'18" EAST 50.00 FEET TO THE EASTERLY LINE OF SAID FIGUEROA STREET AND THE **TRUE POINT OF BEGINNING**; THENCE NORTH 67°58'26" EAST 69.43 FEET TO THE BEGINNING OF A TANGENT CURVE CONCAVE SOUTHWESTERLY AND HAVING A RADIUS OF 12.50 FEET; THENCE SOUTHEASTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 90°02'07" AN ARC DISTANCE OF 19.64 FEET; THENCE SOUTH 21°59'27" EAST 28.00 FEET TO A POINT TO BE HEREINAFTER REFERRED TO AS POINT "A"; THENCE CONTINUING SOUTH 21°59'27" EAST 24.00 FEET TO A POINT OF ENDING.

THE SIDELINES OF SAID STRIP ARE TO BE PROLONGED OR SHORTENED TO TERMINATE SOUTHWESTERLY IN SAID EASTERLY LINE.

### STRIP #2 (6.00 FEET WIDE)

**BEGINNING** AT SAID POINT "A"; THENCE SOUTH 68°37'06" WEST 10.83 FEET TO A POINT TO BE HEREINAFTER REFERRED TO AS POINT "B"; THENCE CONTINUING SOUTH 68°37'06" WEST 4.50 FEET TO A POINT OF ENDING.

EXCEPTING THEREFROM THAT PORTION INCLUDED WITHIN STRIP #1 DESCRIBED HEREINABOVE.

### STRIP #3 (9.00 FEET WIDE)

**BEGINNING** AT SAID POINT "B"; THENCE SOUTH 21°22'54" EAST 76.00 FEET TO A POINT OF ENDING.

EXCEPTING THEREFROM THAT PORTION INCLUDED WITHIN STRIP #2 DESCRIBED HEREINABOVE.

### STRIP #4 (9.00 FEET WIDE)

**BEGINNING** AT SAID POINT "B"; THENCE NORTH 21°22'54" WEST 11.00 FEET TO A POINT OF ENDING.

EXCEPTING THEREFROM THAT PORTION INCLUDED WITHIN STRIP #2 DESCRIBED HEREINABOVE.



FOR SKETCH TO ACCOMPANY LEGAL DESCRIPTION, SEE EXHIBIT "B" ATTACHED HERETO AND MADE A PART HEREOF.



Prepared by me or under my supervision:

Dated: Dec. 27, 2023

Glenn M. Bakke  
Glenn M. Bakke R.C.E. #18619 Exp. 06-30-2025

# EXHIBIT "B"

CARRIAGEDALE DRIVE

30'

POC STRIP #1

S78°10'16"W (RAD.)

TRACT NO. 29434  
M.B. 734/82-88

| LINE DATA TABLE |             |        |
|-----------------|-------------|--------|
| LINE#           | BEARING     | LENGTH |
| L1              | S68°37'06"W | 10.83' |
| L2              | S68°37'06"W | 4.50'  |
| L3              | S21°22'54"E | 76.00' |
| L4              | N21°22'54"W | 11.00' |

LOT 245

LOT 244

LOT 243

LOT 242

LOT 241

FIGUEROA

STRIP #1  
6' WIDE

TPOB  
STRIP #1

R=12.50' Δ=90°02'07" L=19.64'

POR. LOT 14  
E.N. MCDONALD'S SUBDIVISION  
M.R. 52/3

S21°59'27"E  
28.00'

PT. "A" &  
POB STRIP #2

S21°59'27"E  
24.00'

STRIP #2  
6' WIDE

STRIP #4  
9' WIDE

PT. "B" &  
POB

STRIPS #3 & #4

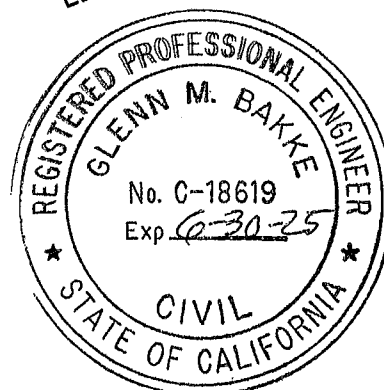
STRIP #3  
9' WIDE

BASIS OF BEARINGS:  
RECORD OF SURVEY  
R.S. 202/22-31



SCALE: 1"=40'

STREET



Dated Dec. 27, 2023

Glenn M. Bakke

Glenn M. Bakke R.C.E.# 18619 Exp. 6-30-25

## LEGEND

DENOTES  
SCE EASEMENT AREA  
 POC = POINT OF COMMENCEMENT  
 POB = POINT OF BEGINNING  
 TPOB = TRUE POINT OF BEGINNING

CERTIFICATE OF ACCEPTANCE

PURSUANT TO SECTION 27281 OF THE CALIFORNIA GOVERNMENT CODE

This is to certify that the easement interest in real property quitclaimed by the Quitclaim Easement to which this Certificate of Acceptance is attached, from Southern California Edison Company to the City of Carson (“Grantee”), is hereby accepted by the undersigned officer on behalf of Grantee, and Grantee consents to recordation thereof by its duly authorized officer.

“GRANTEE”

CITY OF CARSON, a municipal corporation

---

David C. Roberts, Jr., City Manager

Date: \_\_\_\_\_, 2025



---

## Report to Honorable Mayor and City Council

Tuesday, September 16, 2025, 5:00 PM

SPECIAL ORDERS OF THE DAY 33.

To: Honorable Mayor and City Council

From: Duane Cobb, Housing Analyst CM/Housing CMO Housing & Neighborhood

Subject: PUBLIC HEARING TO CONSIDER A SUBSTANTIAL AMENDMENT TO THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND COMMUNITY DEVELOPMENT BLOCK GRANT – CORONAVIRUS (CDBG-CV) PROGRAM YEAR 2024-2025 BUDGET TO REALLOCATE UNEXPENDED FUNDS INTO PROGRAM YEAR 2025–2026 (CITY COUNCIL)

### **I. SUMMARY**

Staff proposes to amend the City's 2025-26 Annual Action Plan to reallocate unused prior year Community Development Block Grant (CDBG) funds, as well as current year CDBG funds, in order to increase available funding for the Neighborhood Pride residential rehabilitation program (the "NPP").

Additionally, staff proposes to amend the City's 2019-20 Annual Action Plan to reallocate previously-budgeted Community Development Block Grant-Coronavirus (CDBG-CV) funds to an existing COVID-related rehabilitation program assisting mobilehome owners with critical health and safety repairs such as heating/ventilation/air conditioning systems, windows, doors, roofing, and mold abatement. (The 2019-20 Annual Action Plan is being amended to reflect the current balance to be reallocated to Fiscal Year 2025-26.)

This Substantial Amendment is being brought forward at this time in order to formally carry forward unspent funds into the current program year and ensure uninterrupted delivery of essential housing and public service programs. Unlike the previous amendment brought to Council in February 2025, which primarily addressed reprogramming from unutilized prior year allocations across several categories, this amendment focuses specifically on carryover funds and their strategic reinvestment into current program priorities.

Despite the presence of carryover balances, the Housing Division has remained active in delivering services and advancing rehabilitation projects throughout the previous program year. This amendment is primarily administrative in nature and ensures that available resources are aligned with current-year needs and priorities, while maintaining program momentum and continuity of service for Carson residents.

Per U.S. Department of Housing and Urban Development (HUD) regulations, and in accordance with the City's Citizen Participation Plan, a public hearing must be held by the City Council regarding proposed Substantial Amendments prior to their submission to HUD.

## II. RECOMMENDATION

TAKE the following actions:

1. OPEN the Public Hearing, TAKE public Testimony, and CLOSE the Public Hearing;
2. APPROVE the submission of Substantial Amendments to the 2024-25 and 2019-20 Annual Action Plans to the U.S. Department of Housing and Urban Development (HUD);
3. APPROVE the proposed Substantial Amendment to the City of Carson's CDBG and CDBG-CV Annual Action Plan for the reallocation of unexpended funds;
4. WAIVE further reading and ADOPT Resolution No. 25-096 reallocating \$895,896.22 in CDBG Program Year 2024–2025 funds and \$238,642.25 in unexpended CDBG-CV funds to the Program Year 2025–2026 Annual Action Plan; and
5. AUTHORIZE the City Manager, or designee, to execute any amendments, forms, or certifications necessary to effectuate the approved allocations.

## III. ALTERNATIVES

TAKE another action the City Council deems appropriate and that is consistent with applicable laws.

## IV. BACKGROUND

The City of Carson receives annual allocations from the U.S. Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) and supplemental CDBG-CV funds authorized under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. These funds are utilized to support housing preservation, public services, and neighborhood revitalization programs that benefit low- and moderate-income residents and areas.

At the conclusion of Program Year 2024–2025, unexpended balances remain in both the CDBG and CDBG-CV funds. These funds must be reallocated to eligible activities in the current Program Year 2025–2026.

As of August 2025, the City of Carson Housing Division has identified the following unexpended balances:

- **CDBG:** \$895,896.22
- **CDBG-CV:** \$238,642.25

The reallocation of these funds requires a **Substantial Amendment** to the City's Annual Action Plan, as it involves the transfer of funds exceeding HUD's threshold of 25% of the total grant or changes to funding priorities.

These funds will be reallocated to continue support for ongoing and planned activities, including residential rehabilitation, mobile home park improvements, and COVID-related responses that remain eligible under HUD's regulatory framework.

The recommended action would increase the available funding for the NPP program to \$1,373,885.22 as shown below:

### Original Annual Action Plan

| Entitlement<br>Funds | Prior Year<br>Funds | Total<br>Allocation |
|----------------------|---------------------|---------------------|
| \$477,989.00         | \$895,896.22        | \$1,373,885.22      |

Based on the original Action Plan allocation, it was estimated that the NPP would assist approximately 20 households (low-and moderate income owner-occupants of single family residences and mobile homes) The additional funding from this recommended action would add approximately 20 households to this total, bringing the total to 40 households.

## Community Development Block Grant-Coronavirus (CDBG-CV)

During fiscal year 2019-2020 the City was awarded total funding of \$1,152,051.00 in CDBG-COVID funds from HUD under the CARES act. The funding was budgeted for the following purposes:

Business Assistance Program: This funding assisted small Carson businesses that suffered native impacts from the pandemic. Eligible expenses included such items as rent, working capital, and utilities, as well as physical improvements to the interior of the businesses to ensure them to comply with post -pandemic health and safety regulations. This program ended coinciding with the official end of the COVID-19 pandemic.

Emergency Rental Assistance: This program provided Emergency Rental Assistance to low-moderate income Carson residents facing imminent threat of eviction as a result of loss of income related to the pandemic. This program ended coinciding with the official end of the COVID-19 pandemic.

Delivery of Meals and household items to Seniors: This program provided delivery services of meals and essential household supplies to senior citizens who are home bound due to the effects of the coronavirus and their vulnerable medical conditions. This program ended coinciding with the official end of the COVID-19 pandemic.

Homelessness Prevention Services: This program services and assists Carson residents who experienced homelessness or were at risk of homelessness (move-in assistance, temporary shelters, case management, financial literacy instruction. These services were previously provided by Family Promise of South Bay. This program vendor is currently being funded by the Housing Authority funds in the amount of \$50,000. This program is active.

COVID-Related Residential Rehabilitation: this program provides Residential Rehabilitation for low-and moderate-income residents aimed at remedying conditions to prevent and inhibit the spread of coronavirus (focusing on heating/ventilation/air conditioning systems, windows, doors, roofing, and mold abatement). The funds are primarily assisting mobile home owners. This program is active.

Planning and Administration: Eligible program planning and administration cost.

At the present time, the City has an unexpended balance of \$238,642.25 in CDBG-CV funds. Staff proposes to re-allocate the entire balance to the COVID related residential rehabilitation program assisting mobile home owners to meet the high demand for this program.

### Original Annual Action Plan

| Entitlement<br>Funds | Prior Year(s)<br>Expenditures | Total<br>Reallocation |
|----------------------|-------------------------------|-----------------------|
| \$1,152,051.00       | \$913,408.75                  | \$238,642.25          |

## **V. FISCAL IMPACT**

No general fund impact.

This action reallocates a total of \$1,134,538.47 in unexpended HUD funds.

Within the Community Block Grant Fund:

### Original 2025-26- Annual Action Plan Allocation

Account 215-50-720-964-6062 (Residential Rehabilitation/Neighborhood Pride Program), increased by \$895,896.22.

Account 215-50-720-968-6062 (COVID-related residential rehabilitation) un-expended funds \$238,642.25.

## **VI. EXHIBITS**

1. Resolution No. 25-096
2. Substantial Amendment Summary Table
3. FY 2025–2026 Substantial Amendment

### **Attachments**

[Resolution No. 25-096.pdf](#)

[9.16.2025 Substantial Amendment Summary Table.pdf](#)

[FY 2025-2026 Substantial Amendment \(signed\) 9.16.2025.pdf](#)

RESOLUTION NO. 25-096

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, REALLOCATING \$895,896.22 IN COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FROM PROGRAM YEAR 2024–2025 TO PROGRAM YEAR 2025–2026 AND REALLOCATING \$238,642.25 IN CDBG-CV FUNDS TO ELIGIBLE ACTIVITIES IN THE 2025–2026 ANNUAL ACTION PLAN

**WHEREAS**, the City of Carson receives annual entitlement grants through the U.S. Department of Housing and Urban Development’s Community Development Block Grant (CDBG) Program; and

**WHEREAS**, under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, the City of Carson also received Community Development Block Grant – Coronavirus (CDBG-CV) funds; and

**WHEREAS**, the conclusion of Program Year 2024–2025 has resulted in unexpended balances of \$895,896.22 in CDBG funds and \$238,642.25 in CDBG-CV funds; and

**WHEREAS**, the City Council desires to reallocate these funds to Program Year 2025–2026 eligible activities as part of a Substantial Amendment to the City’s Annual Action Plan; and

**WHEREAS**, said reallocation will support continued implementation of residential rehabilitation, fair housing, and public services activities that serve low- and moderate-income Carson residents.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA DOES HEREBY RESOLVE, FIND, DETERMINE, AND ORDER AS FOLLOWS:**

**Section 1.** The City Council approves the reallocation of \$895,896.22 in unexpended CDBG funds from Program Year 2024–2025 to Program Year 2025–2026 Annual Action Plan activities.

**Section 2.** The City Council approves the carry forward of \$238,642.25 in unexpended CDBG-CV funds to eligible COVID-related activities within the FY 2025–2026 Annual Action Plan.

**Section 3.** The City Manager, or designee, is authorized to submit the Substantial Amendment to HUD via the Integrated Disbursement and Information System (IDIS), and to execute all documents necessary to carry out this Resolution.

**Section 4.** The City Clerk shall certify to the adoption of this Resolution, and it shall be in full force and effect upon its passage and approval.

| <u>Account Number</u> | <u>Program &amp; Object Description</u>  | <u>Amount</u> |
|-----------------------|------------------------------------------|---------------|
| 215-50-720-964-6062   | Residential Rehabilitation/NPP           | \$895,896.22  |
| 215-50-720-968-6062   | COVID-Related Residential Rehabilitation | \$238,642.25  |



**PASSED, APPROVED, and ADOPTED** this 16th day of September, 2025

---

Mayor Lula Davis-Holmes

ATTEST:

---

Dr, Khaleah K. Bradshaw, City Clerk

APPROVED AS TO FORM:

---

Sunny K. Soltani, City Attorney

| CDBG    | FY 2023-2024 Unexpended Funds   | FY 2024-2025 Unexpended Funds | FY 2025-2026 Carryover   |
|---------|---------------------------------|-------------------------------|--------------------------|
|         | \$414,689.22                    | \$481,207.00                  | \$895,896.22             |
|         |                                 |                               |                          |
| NPP     | FY 2025-2026 Allotment          | FY 2025-2026 Carryover        | Amended Total Allocation |
|         | \$477,989.00                    | \$895,896.22                  | \$1,373,885.22           |
|         |                                 |                               |                          |
| CDBG-CV | Original Allocation FY2019-2020 | Expenditures Through 2024     | FY 2025-2026 Carryover   |
|         | \$1,152,051.00                  | \$913,408.75                  | \$234,642.25             |
|         |                                 |                               |                          |



**NOTICE OF 30-DAY COMMENT PERIOD  
NOTICE OF PUBLIC HEARING  
PROPOSED COMMUNITY DEVELOPMENT BLOCK GRANT SUBSTANTIAL AMENDMENTS  
TO THE 2025-2026 ANNUAL ACTION PLAN  
AND THE 2023-2024 & 2024-2025 ANNUAL ACTION PLANS**

NOTICE IS HEREBY GIVEN that the City Council of the City of Carson, California will conduct a public hearing on a proposed Substantial Amendment to the City's 2025-26 Annual Action Plan. Said public hearing will take place during a regular meeting of the City Council to be held at the following date, time and place:

**DATE:** Tuesday, September 16, 2025  
**TIME:** 6:00 P. M., or as soon thereafter as is practicable  
**PLACE:** Helen Kawagoe Council Chambers, Carson City Hall  
701 East Carson Street  
Carson, California 90745

The proposed Substantial Amendment to the 2025-2026 Annual Action Plan is to reallocate unused prior year Community Development Block Grant (CDBG) funds to increase the available funding for the Neighborhood Pride (residential rehabilitation) Program.

The detailed Substantial Amendments will be available for public review and comment for a period that commences on Tuesday, August 19<sup>th</sup>, 2025, and closes Monday September 15<sup>th</sup>, 2025, at the Office of the City Clerk in Carson City Hall, 701 East Carson Street, Carson, California 90745, and at the City's Housing Division in the Congresswoman Juanita Millender-McDonald Community Center, 801 East Carson Street, Carson, California 90745. The proposed Substantial Amendment will also be made available on the City's website: <http://ci.carson.ca.us>. To obtain a copy of the proposed Substantial Amendment, contact the Housing Division (310) 952-1700, extension 1309 or 1319, or via e-mail [housingdivision@carsonca.gov](mailto:housingdivision@carsonca.gov).

A summary of all public comments received during the public comment period, as well as at the public hearing, will be incorporated into the final documents prior to their submission to the U. S. Department of Housing and Urban Development.

Dated: This Thursday August 14<sup>th</sup>, 2025

---

Dr. Khaleah K. Bradshaw  
City Clerk

**THE PROPOSED CDBG SUBSTANTIAL AMENDMENT**  
**TO THE 2023-2024, 2024-2025, and 2025-2026**  
**ANNUAL ACTION PLANS**  
**DRAFT FOR PUBLIC REVIEW, AUGUST 18, 2025**

|                                                                                                                                                      |                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Jurisdiction:<br/>City of Carson, California</p> <p>Jurisdiction Web Address:<br/><a href="http://ci.carson.ca.us">http://ci.carson.ca.us</a></p> | <p>CDBG Contact Person:<br/>Duane Cobb</p> <p>Address:<br/>701 East Carson Street<br/>Carson, California 90745</p> <p>Telephone:<br/>(310) 952-7600, ext. 1319</p> <p>Fax:<br/>(310) 549-1466<br/><a href="mailto:dcobb@carsonca.gov">dcobb@carsonca.gov</a></p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Summary**

The City of Carson proposes to amend its 2025-2026 Annual Action Plan to reallocate unused prior year Community Development Block Grant (CDBG) funds to increase the available funding for the Neighborhood Pride Program (residential rehabilitation).

An amendment of the Annual Action Plan is necessary because the proposed action meets the following criteria for Substantial Amendments as listed in the City's CDBG Citizen Participation Plan:

- an increase or decrease greater than 100% of the activity allocation if the allocation is \$50,000 or more as listed in a published Five-Year Consolidated Plan or Annual Action Plan, or as amended;
- an increase or decrease greater than \$50,000 of the activity allocation if the allocation is less than \$50,000 as listed in a published Five-Year Consolidated Plan or Annual Action Plan, or as amended;
- An increase or decrease in an activity allocation greater than \$300,000.

**Fiscal Impact**

The U.S. Department of Housing and Urban Development (HUD) determines each year the CDBG amount the City receives in the form of an entitlement amount (based on the City's overall population, its proportion of low- and moderate- income residents, and other

demographic factors). However, if not all those funds are expended in the program year for which they were allocated, the result is the accumulation of unexpended funds in the City's letter of credit balance with HUD.

#### **Related Activity and Funding Reallocations**

- The 2025-2026 Annual Action Plan includes an allocation of \$477,989 for the Neighborhood Pride Program that was approved by Council and submitted to HUD in May 2025.
- Results for the end of the 2023-2024 program year (ending June 30, 2024) indicate that there is a total of \$414,689.22 of unused CDBG funds from that year.
- Additionally, results for the end of the 2024-2025 program year (ending June 30, 2025) indicate that there is a total of \$481,207.00 of unused CDBG funds from that year.
- Staff is recommending that these balances be rolled over into the 2025-2026 program year, and that they be allocated to the Neighborhood Pride Program.
- This recommended action would increase the available funding for the Neighborhood Pride Program to \$1,373,885.22

| <b>Project/Activity</b>    | <b>2023-2024<br/>remaining<br/>balance</b> | <b>2024-2025<br/>remaining<br/>balance</b> | <b>2025-2026<br/>entitlement<br/>allocation</b> | <b>Total</b>   |
|----------------------------|--------------------------------------------|--------------------------------------------|-------------------------------------------------|----------------|
| Neighborhood Pride Program | \$414,689.22                               | \$481,207.00                               | \$477,989                                       | \$1,373,885.22 |

#### **Eligibility**

The activity for which available funding would be (allocated/increased, as applicable) under the proposed Substantial Amendment constitutes an eligible use of CDBG funds as permitted under 24 CFR 570.202 (a) (1).

#### **Activities to Be Affected by the Change**

| <b>Allocations in 2025-2026 Annual Action Plan for Selected Activities (in dollars)</b> |                              |                                 |                             |                              |                                |                         |
|-----------------------------------------------------------------------------------------|------------------------------|---------------------------------|-----------------------------|------------------------------|--------------------------------|-------------------------|
| <b>Activity Name</b>                                                                    | <b>Original Allocation</b>   |                                 |                             | <b>Revised Allocation</b>    |                                |                         |
|                                                                                         | <b>Entitlement<br/>Funds</b> | <b>Prior<br/>Year<br/>Funds</b> | <b>Total<br/>Allocation</b> | <b>Entitlement<br/>Funds</b> | <b>Prior Year(s)<br/>Funds</b> | <b>Total Allocation</b> |
| Neighborhood Pride Program                                                              | \$477,989                    | \$0                             | \$477,989                   | \$477,989                    | \$895,896.22                   | \$1,373,885.22          |

#### **Impact on 2025-2026 Annual Action Plan Goals and Objectives**

Based on the original Action Plan allocation, it was estimated that the NPP would serve approximately 20 households (low- and moderate-income owner-occupants of single-family residences and mobile homes). The additional funding from this recommended action would add approximately 25 households to this total, bringing the total potential households assisted to 45.

**Public Comment**

As per HUD regulations, and as provided for in the City of Carson's CDBG Program Citizen Participation Plan, the proposed Substantial Amendment will be posted and published via the usual methods for a period of not less than 30 calendar days for public review and comment. In addition, a public hearing is tentatively scheduled to be held regarding the proposed Substantial Amendment by City Council on (date) prior to its approval by City Council for submission to HUD.

A summary of public comments received regarding the proposed CDBG Substantial Amendment will be attached to the final version of the Substantial Amendment submitted to HUD.

**Attachments: Notice of 30-Day Public Comment Period**



---

# Report to Honorable Mayor and City Council

Tuesday, September 16, 2025, 5:00 PM

SPECIAL ORDERS OF THE DAY 34.

To: Honorable Mayor and City Council

From: McKina Alexander, Planning Manager CD Planning

Subject: PUBLIC HEARING TO CONSIDER EXTENDING A TEMPORARY MORATORIUM ON CONSIDERATION OF APPLICATIONS AND APPROVAL AND ISSUANCE OF PERMITS AND ENTITLEMENTS FOR COMMERCIAL OR INDUSTRIAL REDEVELOPMENT AND SUBSEQUENT USE OF CURRENT OIL REFINERY SITES WITHIN THE CITY OF CARSON FOLLOWING CESSATION OF REFINERY OPERATIONS AND DECLARING THE URGENCY THEREOF (CITY COUNCIL)

## **I. SUMMARY**

On November 6, 2024, the City Council unanimously approved Interim Urgency Ordinance No. 24-2414U, which established a temporary 45-day moratorium on acceptance, processing and consideration of applications and approval and issuance of permits and entitlements for commercial or industrial redevelopment and subsequent use of current oil refinery sites within the City following cessation of refinery operations. The moratorium was enacted pursuant to Section 65858 of the California Government Code, took effect immediately, and was scheduled to expire on December 21, 2024, unless extended by the Council.

On December 3, 2024, the City Council unanimously adopted Interim Urgency Ordinance No. 24-2416U, which extended by 10 months and 15 days the temporary moratorium on consideration of applications for and approval of permits and entitlements for commercial or industrial redevelopment and subsequent use of current oil refinery sites within the City following cessation of refinery operations.

The purpose of the moratorium is to allow the City time to study and consider proposed or potential General Plan, specific plan and/or zoning regulations related to commercial and residential development and subsequent use of the Refinery Sites following cessation of Refinery Operations to enable the City to adequately and appropriately protect the public peace, health, safety, and welfare, as well as environmental justice and environmental quality in connection with any such redevelopment or subsequent use that may be proposed.

The purpose of this item is for the City Council to consider and discuss whether to extend the moratorium to allow the City additional time to continue to study and potentially take further actions related to its General Plan, specific plan and/or zoning regulations based on the moratorium, or whether to instead allow the moratorium to expire without a further extension.

One remaining, 12-month extension is available under Government Code Section 65858. A four-fifths vote of the City Council would be required for the approval of any extension. However, no formal extension action is recommended as part of tonight's item, as the Council must issue a 10-day report (which is part of a separate, consent item on tonight's agenda) at least 10 days prior to expiration or any extension. Accordingly, it is recommended that the Council simply discuss and provide direction; if the Council is interested in extending the moratorium, Council is requested to direct staff to prepare an extension ordinance for consideration of adoption at the next Council meeting. Alternatively, if the Council would like to allow the moratorium to expire, no further action is needed, so Council could direct staff to forego preparation of any further item regarding the moratorium for the next meeting.

## **II. RECOMMENDATION**

1. OPEN the public hearing, TAKE public comment, and CLOSE the public hearing; and
2. DISCUSS and PROVIDE direction to staff as to whether or not to prepare an ordinance extending the moratorium for one year for consideration of adoption at the next meeting.

## **III. ALTERNATIVES**

TAKE another action that City Council deems appropriate, subject to compliance with applicable law.

## **IV. BACKGROUND**

### Notices

A public hearing notice was published as required by law.

### Temporary Moratorium Effectiveness

The current Interim Urgency Ordinance No. 24-2416U, which extended the original 45-day moratorium for 10 months and 15 days, is scheduled to remain in effect until at least October 18, 2025.

### 10-Day Report

On November 19, 2024, the City Council issued a 10-Day Report in compliance with the requirements of Government Code section 65858(d) with respect to Interim Urgency Ordinance No. 24-2414U, which enacted the original 45-day moratorium that was adopted on November 2, 2024.

Interim Urgency Ordinance No. 24-2416U, adopted on December 3, 2024, is the current ordinance, which extended the original 45-day moratorium for 10 months and 15 days. (Exhibit 1; "Ordinance").

Ten (10) days prior to the Ordinance expiring or the City extending the Ordinance, the City Council is required to issue a written report "describing the measures taken to alleviate the condition that led to the adoption of the Ordinance." (Gov't Code §65858(d)). A consent item has been included on tonight's agenda for Council consideration of issuance of the 10-day report to comply with Gov't Code Section 65858(d) as it relates to Ordinance No. 24-2416U, which details the following measures taken during the effectiveness of the moratorium:

1. The adoption of a General Plan Amendment on December 3, 2024 that expressly requires submittal and approval of a specific plan prior to, or concurrently with, approval of development plans for any redevelopment of the site of an existing oil or petroleum refinery or associated use for a new use following cessation of refinery operations.
2. The City has continued studying other potential General Plan and/or zoning regulations related to commercial and residential development and subsequent use of the Refinery Sites following cessation of Refinery Operations that would help further ensure the City is able to adequately and appropriately protect the public peace, health, safety, and welfare, as well as environmental justice and environmental quality in connection with any such redevelopment or subsequent use that may be proposed.



Since no formal action has initiated or considered by the Council in regards to item no. 2 above, the Council should consider, in deciding whether it is interested in extending the moratorium for the one additional year remaining available, whether it would like the City to continue to pursue such additional, potential amendments to the City's regulations. That process would entail staff completing the study of such amendments and preparing them for hearing and consideration of a recommendation by the Planning Commission, followed by hearing and consideration of adoption by the City Council. Extending the moratorium would provide the necessary time to complete that process.

Alternatively, if the Council does not believe any such further amendments are necessary or does not wish for the City to complete that process under the moratorium, then the Council may opt to allow the moratorium to expire on its scheduled date without further extension, in which case the Council may direct staff, at tonight's meeting, to forego preparation of an ordinance to extend the moratorium for consideration of adoption at the next meeting, and no further action would be needed (at the next meeting or otherwise) to allow the moratorium to expire.

If the Council desires to extend the moratorium, the necessary ordinance to do so would be presented to the Council at its next regular meeting for consideration of adoption.

**V. FISCAL IMPACT**

None.

**VI. EXHIBITS**

1. Ordinance No. 24-2416U

**Attachments**

[Exhibit 1 Ordinance No. 24-2416U.pdf](#)

**ORDINANCE NO. 24-2416U**

**AN INTERIM URGENCY ORDINANCE OF THE CITY OF CARSON,  
CALIFORNIA, EXTENDING A TEMPORARY MORATORIUM ON  
CONSIDERATION OF APPLICATIONS AND APPROVAL AND ISSUANCE OF  
PERMITS AND ENTITLEMENTS FOR COMMERCIAL OR INDUSTRIAL  
REDEVELOPMENT AND SUBSEQUENT USE OF CURRENT OIL REFINERY  
SITES WITHIN THE CITY OF CARSON FOLLOWING CESSATION OF  
REFINERY OPERATIONS, AND DECLARING THE URGENCY THEREOF**

**WHEREAS**, the City of Carson ("City"), a charter city, has the authority, under its police power, to enact regulations for the public peace, morals, and welfare of the City pursuant to its Charter and California Constitution Article XI, Section 7.

**WHEREAS**, pursuant to Government Code § 65858 and Charter Sections 313(F) and 316(4), on November 6, 2024, the City Council adopted Ordinance No. 24-2414U, an interim urgency ordinance to establish a 45-day temporary moratorium on acceptance, processing and consideration of applications and approval and issuance of permits and entitlements for commercial or industrial redevelopment and subsequent use of current oil refinery sites within the City of Carson following cessation of refinery operations, and declaring the urgency thereof.

**WHEREAS**, Government Code 65858(a) authorizes the City Council to extend a moratorium for a period of time not to exceed 10 months and 15 days after its original 45 day term upon notice and a public hearing, upon a four-fifths vote, and upon a finding that there is a current and immediate threat to the public health, safety, or welfare, and that the approval of additional subdivisions, use permits, variances, building permits, or any other applicable entitlement for use which is required in order to comply with a zoning ordinance would result in that threat to public health, safety, or welfare.

**WHEREAS**, pursuant to Government Code § 65858(d), the City Council issued its 10-day report on November 19, 2024, outlining what actions have been taken in furtherance of the goals of the moratorium.

**WHEREAS**, as detailed in the 10-day report, since the adoption of Interim Urgency Ordinance No. 24-2414U, the City has begun the process of preparing, considering and adopting a General Plan Amendment that would expressly require submittal and approval of a specific plan prior to, or concurrently with, approval of development plans for any redevelopment of the site of an existing oil or petroleum refinery or associated use for a new use following cessation of refinery operations. The proposed General Plan Amendment was heard by the City's Planning Commission on November 12, 2024, and immediately following the hearing, the Planning Commission adopted a resolution recommending approval of the proposed General Plan Amendment by the City Council. The City Council is slated to consider the proposed General Plan Amendment for the first time on December 3, 2024, and may or may not see fit to take action on that date. The City has also begun the process of studying other potential General Plan and/or zoning regulations related to commercial and residential development and subsequent use of the Refinery Sites following cessation of Refinery Operations that will enable the City to adequately and appropriately protect the public peace, health, safety, and welfare, as well as environmental justice and environmental quality in connection with any such redevelopment or subsequent use that may be proposed.<sup>1</sup> However, in light of the complexity of the State and local laws governing this subject matter and the need to analyze such laws, and the need to analyze the land use and zoning regulations of other California cities in which refineries are located to determine what relevant regulations they may have in place, and given the potentially significant impact that approval of such a

redevelopment or subsequent use under current regulations could have on the welfare of thousands of Carson residents, more time is required to adequately study and make recommendations concerning the potential amendments to City regulations that would alleviate those impacts. Completing the required analyses, as well as developing and implementing the appropriate modifications, is anticipated to take at least several months. Therefore, the initial 45 days' effectiveness of the moratorium enacted by Ordinance No. 24-2414U provides an insufficient amount of time to fully study and consider all the above, and any other impacts and relevant proposals.

**WHEREAS**, the City Council finds that the conditions which necessitated Ordinance No. 24-2414U continue to exist, there remains a current and immediate threat as required by Government Code Section 65858(c), and City staff require more time to conduct the reviews and studies and develop the regulations as directed by Ordinance No. 24-2414U.

**WHEREAS**, the City Council now desires, on an urgency basis, to extend, for 10 months and 15 days pursuant to Government Code Section 65858(a), the temporary prohibition on consideration of applications for and issuance of permits (including but not limited to demolition, grading and building permits, site plan and design review permits/approvals, development and site plan review permits/approvals, zoning compliance review permits/approvals, and major and minor conditional use permits), variances, subdivisions, and other entitlements for use, associated with any proposed commercial or industrial redevelopment or subsequent use of Refinery Sites, as well as any construction activities that may occur pursuant to any such commercial or industrial redevelopment applications or permits, following cessation of Refinery Operations.

**WHEREAS**, this Ordinance is enacted pursuant to the authority conferred upon the City Council by Government Code Section 65858 and Charter Section 313(F) and 316(4), and may be introduced and adopted at the same meeting and be effective immediately upon adoption if passed by a four-fifths vote of the City Council.

**WHEREAS**, all legal prerequisites to the adoption of the Interim Urgency Ordinance have occurred. Prior to adoption of this Ordinance, on December 3, 2024, the City Council held a duly noticed public hearing in accordance with Government Code Section 65858(a).

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, DOES ORDAIN AS FOLLOWS:**

**SECTION 1.**            **INCORPORATION OF RECITALS.**

The foregoing recitals, and the third through the eighth recitals of Ordinance No. 24-2414U, are true and correct and are incorporated herein by this reference as findings of fact.

**SECTION 2.**            **CEQA.**

Pursuant to CEQA Guidelines Section 15378, this Ordinance does not constitute a CEQA "project", because: (i) the whole of the action does not have the potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, which are required parts of the definition of "project" under CEQA Guidelines Section 15378(a), and because the action constitutes administrative or maintenance activities of the City, such as general policy and procedure making,

---

<sup>1</sup> The terms "Refinery Sites" and "Refinery Operations," as used herein, shall have the same meanings ascribed to them in Ordinance No. 24-2414U.



which are excluded from the definition of project under CEQA Guidelines Section 15378(a). There is no redevelopment proposal related to the Refinery Sites currently on file or otherwise before the City for review or consideration, and this action merely ensures the City will have sufficient time to study and consider the general plan or zoning proposals referenced above without being obligated to approve any application that may be received in the interim, to ensure that if and when an application for redevelopment of the Refinery Sites for a new use following cessation of Refinery Operations is filed with the City, the City will have the appropriate authority to ensure the protection of public health, safety, welfare and the environment in connection with its review and processing of and decision upon such application(s).

In the event this Ordinance does constitute a CEQA "project," it is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3), because the action does not have the potential for causing a significant effect on the environment. "Significant effect on the environment" is defined in CEQA Guidelines Section 15382 as "a substantial, or potentially substantial, *adverse* change in any of the physical conditions within the area affected by the project including land, air, water, minerals, flora, fauna, ambient noise, and objects of historic or aesthetic significance." (emphasis added). It can be seen with certainty that there is no possibility that this Ordinance may have a significant effect on the environment, because any potential change in any of the physical conditions within the area affected by the Ordinance would be favorable, not adverse, on the environment, in that the contemplated general plan and zoning proposals that the City is studying, by requiring approval of a cohesive specific plan or master plan for any new use of the Refinery Sites and rezoning Refinery Sites consistent with the General Plan thereby conferring greater discretion on the City to mitigate potential environmental impacts of such new uses, could only increase, and not in any way decrease, the potential that a proposed redevelopment of the Refinery Sites would constitute a discretionary project, within the meaning of Public Resources Code Section 21080(a), with respect to approval by the City, and that the City would therefore have authority to conduct environmental review of such project pursuant to CEQA and thereby take measures protect and improve the environment in connection with redevelopment of the Refinery Sites, whereas absent such regulations, the City may not have such authority over a proposed new by-right heavy industrial use or development of the Refinery Sites, and therefore without this ordinance could be obligated to approved such a new use or development without conducting CEQA review.

### **SECTION 3.**                    **URGENCY FINDINGS.**

The City Council hereby finds and declares this Ordinance as an urgency measure necessary for the immediate preservation and protection of the public peace, health, safety and welfare. The facts constituting the urgency, in addition to the findings set forth above, are:

A.        There is a current and immediate threat to public peace, safety, health, and welfare posed by the prospect of submittal to the City of an application for commercial or industrial redevelopment or subsequent use of the Refinery Sites following cessation of Refinery Operations under the City's current General Plan and zoning regulations, as further detailed below. In the event of such an application, absent effectiveness of the moratorium established by Ordinance No. 24-2414U as extended hereby and new or amended land use and zoning regulations resulting from the General Plan and zoning proposals being studied, the approval of subdivisions, variances, demolition, grading and building permits, use permits, site plan and design/development and site plan and zoning compliance review permits/approvals, or any other applicable entitlement for use which is required for the City to comply with its Zoning Ordinance would result in that threat to public peace, health, safety and welfare.

B.        The current Manufacturing-Heavy zoning designation applicable to the Refinery Sites permits a wide range of industrial and commercial uses by-right, consistent with the General Plan land



use classification of Heavy Industrial, and to a lesser extent the General Plan land use classification of Light Industrial in the limited area where it applies south of 223<sup>rd</sup> St. and east of Wilmington Ave., and there is no requirement (unlike for the Shell Property) of a cohesive master or specific plan to outline long-term growth of the site and ensure compatibility with surrounding properties. Accordingly, in the event of an application for redevelopment of a Refinery Site for such a by-right use following cessation of Refinery Operations, the City may not have the discretion necessary to ensure the protection of public health, safety and welfare, including but not limited to environmental justice and compatibility with surrounding properties, in connection with the new proposed use or development of the Refinery Sites following cessation of Refinery Operations. For example, there are residential communities located immediately to the west and north of the Refinery Sites, and under the current regulations, the City would not have sufficient discretion and authority to ensure compatibility of the future use of the Refinery Sites with these residential communities and to ensure the future development and use of the Refinery Sites does not create adverse effects upon their public peace, health, safety and welfare.

C. Similarly, absent new or amended City General Plan and/or zoning regulations, the City may not have authority to conduct CEQA review of a project for redevelopment or subsequent use of a Refinery Site following cessation of Refinery Operations, as detailed in Section 2 above. As a result, such redevelopment could result in unknown and unmitigated significant adverse environmental effects, including but not limited to risks to the health and safety of the individuals who occupy the sites of the future developments and that of the residents of the surrounding communities. It is well-known that oil refineries utilize many industrial processes and toxic materials, and have the potential to severely contaminate the property on which they are located, including potential soil and groundwater contamination from refinery wastewater or other discharges and spills that may occur from or at the refinery. The Refinery Sites have generally been operated as oil refineries for many years – according to the California Energy Commission’s webpage (<https://www.energy.ca.gov/data-reports/energy-almanac/californias-petroleum-market/californias-oil-refineries/california-oil>), the Tesoro Los Angeles Refinery began its operations (in Wilmington and/or Carson) in 1938 and the Phillips 66 Los Angeles Refinery began its operations (in Wilmington and/or Carson) in 1917, and therefore many of the Refinery Sites are likely contaminated, although environmental testing would be needed prior to approval of any redevelopment in order to determine the extent of any contamination and the necessary remedial or mitigation actions or measures or other necessary restrictions to ensure the redevelopment and subsequent use is safe for the workers and occupants of the sites and those in the surrounding areas. Ensuring the City has authority to conduct CEQA review over redevelopment projects and subsequent uses for the Refinery Sites will help ensure that any potential significant environmental impacts of any such proposed redevelopment are adequately studied, understood, made public, and mitigated to the extent feasible (unless a statement of overriding considerations is adopted or the project is exempt from CEQA) in accordance with CEQA prior to approval of any such redevelopment.

D. Redevelopment and subsequent use following cessation of Refinery Operations also implicates potential environmental justice issues. As stated in the General Plan Environmental Justice element, the census tracts located within the City to the west and north of the Refinery Sites (as well as the Refinery Sites themselves, although unpopulated) are designated as SB 535 “Disadvantaged Communities,” defined as an area identified by CalEPA or a low-income area that is disproportionately affected by environmental pollution and other hazards that can lead to negative health effects, exposure or environmental degradation. These areas are majority-minority, low-income, and carry heavy pollution burdens. The areas to the south and east of the Refinery Sites are located within the City of Los Angeles. The General Plan and zoning proposals that are being studied and considered, or that the City intends to consider within a reasonable time, will help address the potential environmental justice issues associated with redevelopment of the Refinery Sites and ensure the protection of environmental justice consistent with the General Plan and applicable law.



E. In the absence of the moratorium established by Ordinance No. 24-2414U as extended hereby and modified local General Plan and/or zoning regulations applicable to the Refinery Sites that account for the real prospect of redevelopment of same for a new use as discussed above, the risk of adverse impacts to public peace, health, safety, and welfare, environmental justice, and environmental quality resulting from such redevelopment and new use of the Refinery Sites could be realized suddenly and dramatically in the event a by-right application is filed, particularly given the publicly-announced impending closure of the Phillips 66 Los Angeles Refinery and the possibility of an application being submitted prior to actual cessation of Refinery operations. Acting upon an application for a permit, subdivision, variance, or any other applicable entitlement for use for commercial or industrial redevelopment or subsequent use of the Refinery Sites under the City's current regulations could result in a severe negative impact upon the public peace, health, safety, and welfare in the City.

F. The City is considering and studying, or intends to consider and study within a reasonable time of adoption of this Ordinance, General Plan and zoning proposals applicable to the redevelopment and subsequent use of the Refinery Sites in order to protect and preserve the public health, safety and welfare of its residents, businesses and visitors against the risks and negative impacts associated with same, as discussed above.

G. The City's City Council and staff need time to study, develop, revise and complete the contemplated General Plan and zoning proposals before they can be adopted and implemented. Among other things, as noted above, additional information and studies are needed for the City to ascertain the precise boundaries and acreage of the Refineries with certainty; such information will help guide the City's preparation, consideration and action upon the contemplated General Plan and zoning proposals, including by enabling the City to have a better understanding of the potential impacts of a redevelopment or new use of such large oil refinery properties, which aside from the City's experience with the Shell Property, is unprecedented in the City's history.

H. This Ordinance is being adopted in order to allow the City time to thoroughly study, develop, revise, and adopt General Plan and zoning regulations related to potential redevelopment and subsequent of the Refinery Sites following cessation of Refinery Operations, to enable the City to adequately and appropriately protect and preserve the health, safety and welfare of the communities and residents of the City.

I. The commencement of new commercial or industrial uses or associated development and construction activities on the Refinery Sites, and the consideration of applications for approvals, permits and entitlements to engage in such new uses or development, may be in conflict with the contemplated General Plan and zoning proposals described above, and therefore there is a need to prohibit such activities temporarily to allow the City sufficient time to complete the necessary studies and take the necessary actions to protect the public health, safety and welfare as it relates to redevelopment and subsequent use of the Refinery Sites following cessation of Refinery Operations.

J. As a result of the current and immediate threat that potential commercial or industrial redevelopment of the Refinery Sites poses to the public health, safety and welfare, it is necessary to adopt this ordinance extending the temporary 45-day moratorium established by Ordinance No. 24-2414U on such redevelopment and subsequent use in the City for an additional 10 months and 15 days, as detailed in Section 5 below.

K. The moratorium is immediately necessary to preserve the public peace, health, safety, and welfare, and should be adopted immediately as an urgency ordinance, to make certain that commercial and industrial redevelopment and subsequent use of the Refinery Sites following cessation of

Refinery Operations is prohibited for the effective period of this Ordinance. Imposition of a moratorium will allow the City sufficient time to study and prepare to enact comprehensive General Plan and zoning actions and regulations applicable to redevelopment and subsequent use of the Refinery Sites.

#### **SECTION 4.**            **AUTHORITY AND EFFECT**

A.        Government Code Section 65858 expressly authorizes the City, in order to protect public safety, health, and welfare, to adopt an Urgency Ordinance prohibiting a use that is in conflict with a contemplated general plan, specific plan, or zoning proposal that the legislative body, planning commission, or the planning department is considering or studying or intends to study within a reasonable time, provided that the urgency measure shall require a four-fifths vote of the legislative body for adoption, and shall be of no further force and effect 45 days from its date of adoption, unless duly extended pursuant to Government Code Section 65858. Government Code Section 65858(a) provides that after notice pursuant to Government Code Section 65090 and public hearing, the legislative body may extend the interim ordinance for 10 months and 15 days, which is the authority for this ordinance.

B.        Section 313(F) of the City's Charter provides that any urgency ordinance declared by the City Council as an urgency measure necessary for the immediate preservation of public peace, health or safety, and containing a statement of its urgency, may be introduced and adopted at one and the same meeting if passed by a two-thirds affirmative vote of the City Council. Section 316(4)-(5) of the City's Charter provides that an urgency ordinance adopted in the manner provided for in Section 313(F) of the Charter, and any other such ordinance authorized by state law, shall take effect immediately upon adoption.

#### **SECTION 5.**            **MORATORIUM**

Subject to the Exemption in Section 6 below, during the effective period of this Ordinance, no consideration of any application for any permit (including but not limited to demolition, grading and building permits, site plan and design review permits/approvals, development and site plan review permits/approvals, zoning compliance review permits/approvals, and major and minor conditional use permits; hereinafter, "Permit"), variance, subdivision, or other entitlement for use will be made, and no Permit, variance, subdivision, or other entitlement for use will be approved or issued by the City for any new commercial or industrial use, development or construction activity on any of the Refinery Sites or any portion thereof, and any such new use, development or construction activity is prohibited. The determination as to the precise boundaries of the Refinery Sites within the scope of this Ordinance shall be made by the Community Development Director or designee in his or her sole discretion (including on a case-by-case basis if necessary pending a comprehensive determination), subject to the provisions of this Ordinance.

#### **SECTION 6.**            **EXEMPTION**

This Ordinance does not apply to applications, Permits, variances, subdivisions, entitlements, uses, development, or construction activities on the Refinery Sites that relate to continuing Refinery Operations as opposed to any new use of the Refinery Sites following cessation of Refinery Operations.

#### **SECTION 7.**            **STUDY AND DEVELOPMENT**

During the effective period of this Ordinance, the City shall study and consider proposed or potential General Plan, specific plan, and/or zoning regulations related to commercial and residential development and subsequent use of the Refinery Sites following cessation of Refinery Operations that will enable the City to adequately and appropriately protect the public peace, health, safety, and welfare,



as well as environmental justice and environmental quality in connection with any such redevelopment or subsequent use that may be proposed.

#### **SECTION 8.**                    **CONSISTENCY WITH THE GENERAL PLAN**

The City Council finds that this Ordinance is consistent with the General Plan, including the following goals and policies thereof:

- A.        LUR-G-12: Promote adaptive reuse and environmental remediation of brownfield sites.
- B.        LUR-G-13: Ensure adequate buffers and transitions between industrial and residential land use as sites are developed or redeveloped.
- C        LUR-G-14: Ensure that future industrial development is in harmony to the extent possible with adjacent residential areas.
- D.        LUR-P-24: Establish performance and development standards to allow a wide range of uses as long as those uses will not adversely impact adjacent uses.
- E.        LUR-P-29: Undertake planned development and specific plans for unique projects as a means to achieve high community standards, address neighborhood or significant site-specific issues, ensure compatibility between a number of uses, on large parcels, and when needed as part of a redevelopment or environmental remediation strategy.
- F.        CHE-G-1: Seek to improve Citywide health outcomes and reduce disparities between census tracts by focusing on prevention and interventions, and by addressing the root causes of health disparities and equities in Carson.
- G.        CHE-G-2: Reduce air pollution and the incidence of respiratory illness through the land use planning process.
- H.        CHE-G-4: Protect community health from pollution by toxics and hazardous materials, especially in areas with vulnerable or sensitive populations.

#### **SECTION 9.**                    **SEVERABILITY**

The City Council hereby declares that, if any provision, section, subsection, paragraph, sentence, phrase or word of this Ordinance is rendered or declared invalid or unconstitutional by any final action in a court of competent jurisdiction or by reason of any preemptive legislation, then the City Council would have independently adopted the remaining provisions, sections, subsections, paragraphs, sentences, phrases or words of this Ordinance and as such they shall remain in full force and effect.

#### **SECTION 10.**                    **PUBLICATION**

The City Clerk shall certify as to the passage and adoption of this Ordinance and shall cause the same to be published in a manner prescribed by law.

#### **SECTION 11.**                    **EFFECTIVENESS OF ORDINANCE.**

This Interim Urgency Ordinance shall take effect immediately upon its adoption pursuant to Charter Section 316(4) and Government Code Section 65858. This Ordinance shall be of no further force



and effect ten (10) months and fifteen (15) days following the date of its adoption unless further extended in accordance with Government Code Section 65858(a). Not later than ten (10) days prior to the expiration of this Interim Urgency Ordinance, the City Council shall issue a written report as required by Government Code Section 65858(d).

[signatures on the following page]

**PASSED, APPROVED and ADOPTED** at a regular meeting of the City Council on this 3rd day of December, 2024, by at least a four-fifths affirmative vote of the City Council.

APPROVED AS TO FORM:

CITY OF CARSON:

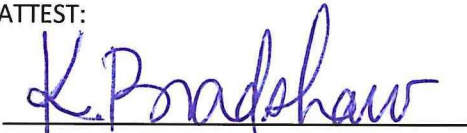


Sunny K. Soltani, City Attorney



Lula Davis-Holmes, Mayor

ATTEST:



Dr. Khaleah K. Bradshaw, City Clerk

STATE OF CALIFORNIA           )  
COUNTY OF LOS ANGELES    ) ss.  
CITY OF CARSON                )

I, Dr. Khaleah K. Bradshaw, City Clerk of the City of Carson, California, hereby attest to and certify that the foregoing ordinance, being Ordinance No. 24-2416U passed on this 3rd day of December, 2024 adopted by the Carson City Council at its meeting held on the 3rd day of December 2024, by the following roll call vote:

|          |                  |                                          |
|----------|------------------|------------------------------------------|
| AYES:    | COUNCIL MEMBERS: | Davis-Holmes, Hilton, Dear, Hicks, Rojas |
| NOES:    | COUNCIL MEMBERS: | None                                     |
| ABSTAIN: | COUNCIL MEMBERS: | None                                     |
| ABSENT:  | COUNCIL MEMBERS: | None                                     |
| RECUSED: | COUNCIL MEMBERS: | None                                     |



Dr. Khaleah K. Bradshaw, City Clerk

STATE OF CALIFORNIA                     )  
COUNTY OF LOS ANGELES            ) ss.  
CITY OF CARSON                         )

I, Dr. Khaleah K. Bradshaw, City Clerk of the City of Carson, California, do hereby certify that Ordinance No. 24-2416U has been duly and regularly published according to law and the order of the City Council of said City and that same was so published in Our Weekly, newspaper of general circulation on the following date:

Adopted Ordinance: December 3, 2024

In witness whereof, I have hereunto subscribed my name this 26<sup>th</sup> day of December,  
2024.

K Bradshaw  
Dr. Khaleah K. Bradshaw, City Clerk



File #:

Version:

## Report to Honorable Mayor and City Council

Tuesday, September 16, 2025, 5:00 PM

DISCUSSION 35.

To: Honorable Mayor and City Council

From: Tomisha Haywood, Records Management Coordinator CCO Option 1

Subject: CONSIDERATION OF ONLY LOCAL UNCONTESTED APPOINTMENTS TO THE CITY'S COMMISSIONS, COMMITTEES, AND BOARDS, AND CITY AFFILIATED ORGANIZATIONS BY MAYOR AND CITY COUNCIL AND CONSIDER ALL (CONTESTED AND UNCONTESTED) APPOINTMENTS TO ALL COMMISSIONS (CITY COUNCIL)

### I. SUMMARY

This item is on the agenda to consider only uncontested appointments of City Commission, Committee, and Board members in accordance with the City Charter, Article VI, by Mayor and City Council. (Exhibit 1)

Also, consider all (contested and uncontested) appointments to all commissions and also consider appointments to City Affiliated Organizations.

Pursuant to Section 602 of the City Charter provides, in part, the mayor and each member of the city council may appoint one member to a position on each City board or City commission, and the remaining membership positions shall be appointed by the mayor and approved by a majority of the city council, including the three alternates.

At the September 2, 2025, City Council meeting, Mayor Davis-Holmes continued this item to a future meeting.

### II. RECOMMENDATION

TAKE the following actions:

1. CONSIDER and only APPOINT uncontested members to the City Commissions, Committees, and Boards;
2. CONSIDER and APPOINT all (contested and uncontested) members to all commissions except Planning Commission and Environmental Commission;
3. CONSIDER and APPOINT members to City Affiliated Organizations;
4. DIRECT the City Clerk to notify all affected appointments of this action in writing;
5. IF APPLICABLE, DIRECT the City Clerk to post and publish in accordance with the Maddy Act

### III. ALTERNATIVES

N/A

#### **IV. BACKGROUND**

Every two years after the municipal election, most Commission and Board appointments expire. As unscheduled vacancies occur and/or members are frequently absent, it is best practice to consider new appointments.

Invitations to submit an appointment application for all interested person(s) were posted in accordance with the Maddy Act. Applications for individuals requesting appointments were previously provided under separate cover to the Mayor and City Council.

#### **V. FISCAL IMPACT**

Funds for member stipends are already budgeted for Fiscal Year 2025-2026.

#### **VI. EXHIBITS**

Local Appointments List

Prepared by: Dr. Khaleah K. Bradshaw, City Clerk and Tomisha Haywood, Records Management Coordinator

#### **Attachments**

[Exhibit 1 - September 16, 2025, Agenda Report.pdf](#)

**CITY OF CARSON  
LOCAL APPOINTMENTS LIST FOR  
COMMISSIONS, COMMITTEES, AND BOARDS  
(Pursuant to Government Code Section 54970 et seq.)**

NOTICE IS HEREBY GIVEN that the current terms for the following Commissioners, Committee and Board Members will expire as indicated for the respective bodies listed. Any interested resident of the City of Carson, California is eligible to serve on any of the below-named commissions, committees, or boards unless otherwise specified. Applications are available at the City Clerk's Office by request at (310) 952-1720.

\* **The following appointed positions may receive compensation**

\*\* **Mayor's uncontested**

**Denotes vacated seat**

**I. COMMISSIONS**

Article VI, §602 of the City Charter: To be qualified for appointment, the member shall be a qualified elector of the City, shall be domiciled in the City for at least sixty (60) days immediately preceding their appointment, and shall continue to reside in the City for the duration of his or her tenure, unless otherwise provided by ordinance.

The mayor and each member of the city council may appoint one member to a position on each City board, committee or commission, and the remaining membership positions shall be appointed by the mayor and approved by a majority of the city council, including the three alternates.

**[1] Economic Development Commission**

|                 |                                                                                                                                                                                                                                                                                    |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Established by: | Ordinance No. 00-1191. §1 (CMC §27104.1); Ordinance No. 21-2108                                                                                                                                                                                                                    |
| Membership:     | 9 members; 3 alternates                                                                                                                                                                                                                                                            |
| Qualification:  | Shall be and remain a resident of, or have a place of employment or business in the City of Carson, and be at least 18 years of age. Shall include representatives of all major sectors of the Carson business community as determined in the sole discretion of the City Council. |
| Meetings:       | 1st Thursday, 8:00 a.m., Executive Conference Room                                                                                                                                                                                                                                 |
| Staff Liaison:  | John Raymond, Asst. City Mgr x1773;                                                                                                                                                                                                                                                |
| Support Staff:  | Sandy Solis, Division Secretary x1325                                                                                                                                                                                                                                              |

|                            |               | <b><u>Appointed</u></b> | <b><u>Term Expires</u></b> |
|----------------------------|---------------|-------------------------|----------------------------|
| Aldridge Jr., Ray (LDH)**  |               | 12-06-22                | 11-30-26                   |
| Childers, Christopher (CH) |               | 12-06-22                | 11-30-26                   |
| Embry, Darren (LDH)        |               | 04-04-23                | 11-30-26                   |
| Kelley, Blake (LDH)        |               | 04-04-23                | 11-30-26                   |
| Jimenez, Trini (AR)        |               | 12-06-22                | 11-30-26                   |
| Luevano, Jose (JH)         |               | 06-17-25                | 11-30-26                   |
| Sparrow, Clyde (LDH)       |               | 04-04-23                | 11-30-26                   |
| Wallace, Deborah (LDH)     |               | 04-04-23                | 11-30-26                   |
| Baddeley, Kevin (JD)       |               | 06-17-25                | 11-30-26                   |
| Cordova, Ted (LDH)         | Alt. 1        | 04-04-23                | 11-30-26                   |
| Ibarra, Victor (LDH)       | Alt. 2        | 02-06-24                | 11-30-26                   |
| <b>Vacant (LDH)</b>        | <b>Alt. 3</b> |                         | 11-30-26                   |

**[2] Environmental Commission\***

Established by: Ordinance No. 70-128; §1 (CMC §2750); Ordinance No. 21-2103  
 Membership: 9 members; 3 alternates  
 Qualification: Shall be and remain a resident of the City of Carson and be at least eighteen (18) years of age at the time of the member's appointment  
 Meetings: 1st Wednesday, 6:30 p.m. (Executive Conference Room)  
 Staff Liaison: Reata Kulcsar, Innovation & Sustainability Officer x1312  
 Support Staff: Jessica Coria, Division Secretary x1823; Evelyne Carmona, Senior Administrative Analyst x1636; Kristin Smith, Council Aide x1743

|                            | <u>Appointed</u> | <u>Term Expires</u> |
|----------------------------|------------------|---------------------|
| <b>Vacant (JH)</b>         |                  | 11-30-26            |
| Swayzer, Ezekiel (LDH)     | 12-03-24         | 11-30-26            |
| Hopson, Lillian (LDH)**    | 12-03-24         | 11-30-26            |
| Ford, Brittney (LDH)       | 05-21-25         | 11-30-26            |
| Koons, William (JD)        | 12-03-24         | 11-30-26            |
| Peralta, Maribel (AR)      | 01-07-25         | 11-30-26            |
| Hunt, Joseph (LDH)         | 05-21-25         | 11-30-26            |
| Taylor, Hourie (CH)        | 12-06-22         | 11-30-26            |
| Watkins, Freeman (LDH)     | 12-03-24         | 11-30-26            |
| <b>Vacant (LDH)</b> Alt. 1 |                  | 11-30-26            |
| <b>Vacant (LDH)</b> Alt. 2 |                  | 11-30-26            |
| <b>Vacant (LDH)</b> Alt. 3 |                  | 11-30-26            |

**[3] Human Relations Commission\***

Established by: Ordinance No. 74-294; Ordinance No. 87-812, §1; Ordinance No. 89-883, §1  
 Membership: 9 members (7 general, 2 youth); 3 alternates  
 Qualification: Shall be a resident of the City of Carson. Youth members shall be 16-21 years of age, enrolled in school at time of appointment, maintain a 2.0 GPA, shall have interest in human relations.  
 Meetings: 3rd Wednesday, 6:30 p.m., City Manager Conference Room  
 Staff Liaison: Robert Lennox, Asst. City Manager x1728  
 Support Staff: Cac Le, Council Aide x1722

|                                    | <u>Appointed</u> | <u>Term Expires</u> |
|------------------------------------|------------------|---------------------|
| Junio, Teresita (LDH)              | 12-03-24         | 11-30-26            |
| Calhoun, Jill (AR)                 | 12-06-22         | 11-30-26            |
| Davenport, Kimberley (JH)          | 04-04-23         | 11-30-26            |
| Keely, Tina (JD)                   | 12-03-24         | 11-30-26            |
| Ramos, Jessica (LDH)               | 12-03-24         | 11-30-26            |
| Reed, Cassandra (CH)               | 12-06-22         | 11-30-26            |
| Russ, Harriett (LDH)**             | 12-03-24         | 11-30-26            |
| Ifeacho, Dr. Chinyere (LDH) Alt. 1 | 12-03-24         | 11-30-26            |
| Viernes, Irene (LDH) Alt. 2        | 12-03-24         | 11-30-26            |
| Thompson, Audra (LDH) Alt. 3       | 06-17-25         | 11-30-26            |
| Paxton, Cameron (LDH) Youth        | 02-18-25         | 06-30-26            |
| <b>Vacant (LDH)</b> Youth          |                  | 06-30-26            |

**[4] Parks, Recreation and Cultural Arts Commission\***

Established by: Ordinance No. 69-65 (CMC §2735); Ordinance No. 21-2106  
 Membership: 9 members; 3 alternates  
 Qualification: Resident of the City of Carson  
 Meetings: Last Thursday, 6:30 p.m. (Executive Conference Room)  
 Staff Liaison: Michael Whittiker Jr., Director of Community Services x3571  
 Support Staff: Kimberly Madrigal, Administrative Secretary x3581

|                                |        | <b><u>Appointed</u></b> | <b><u>Term Expires</u></b> |
|--------------------------------|--------|-------------------------|----------------------------|
| Cainglet, Jesus-Alex (CH)      |        | 12-06-22                | 11-30-26                   |
| Cortado, Kimberly (JH)         |        | 06-20-23                | 11-30-26                   |
| Dahilig Jr., Cesar (LDH)       |        | 12-03-24                | 11-30-26                   |
| Lawrence, Shannon (LDH)        |        | 12-03-24                | 11-30-26                   |
| Gonzalez, Walter (LDH)         |        | 12-03-24                | 11-30-26                   |
| Hilliard, Kisa (JD)            |        | 12-03-24                | 11-30-26                   |
| Hunter, Edwina (AR)            |        | 12-06-22                | 11-30-26                   |
| Langston, DeAnthony (LDH)      |        | 12-03-24                | 11-30-26                   |
| Johnson, Jo Jacqueline (LDH)** |        | 04-01-25                | 11-30-26                   |
| Brown Sr., Kelvin (LDH)        | Alt. 1 | 12-03-24                | 11-30-26                   |
| Vacant (LDH)                   | Alt. 2 |                         | 11-30-26                   |
| Brillantes, Rudolfo (LDH)      | Alt. 3 | 12-03-24                | 11-30-26                   |

**[5] Planning Commission\***

Established by: Ordinance No. 13, §1 (CMC §2700); § 606 of the City Charter  
 Membership: 9 members; 3 alternates  
 Qualification: Resident of the City of Carson  
 Monthly Meeting: 2nd and 4th Tuesday, 6:30 p.m. (City Council Chambers)  
 Staff Liaison: Christopher Palmer, Economic Development Mgr. x1365  
 Support Staff: McKina Alexander, Planning Mgr x1326; Laura Gonzalez, Planning Secretary x1328

|                             |        | <b><u>Appointed</u></b> | <b><u>Term Expires</u></b> |
|-----------------------------|--------|-------------------------|----------------------------|
| Diaz, Louie (JD)            |        | 12-03-24                | 11-30-26                   |
| Docdocil, Frederick (LDH)** |        | 12-03-24                | 11-30-26                   |
| Guerra, Carlos (LDH)        |        | 12-03-24                | 11-30-26                   |
| Vacant (AR)                 |        |                         | 11-30-26                   |
| Huff, Del (LDH)             |        | 12-03-24                | 11-30-26                   |
| Wilson, Leticia (LDH)       |        | 12-03-24                | 11-30-26                   |
| Mfume, DeQuita (LDH)        |        | 12-03-24                | 11-30-26                   |
| Johnson, Clarence (JH)      |        | 03-19-24                | 11-30-26                   |
| Thomas, Dianne (CH)         |        | 12-06-22                | 11-30-26                   |
| Montecarlo, Jaime (LDH)     | Alt. 1 | 12-03-24                | 11-30-26                   |
| Vacant (LDH)                | Alt. 2 |                         | 11-30-26                   |
| Vacant (LDH)                | Alt. 3 |                         | 11-30-26                   |



**[6] Public Relations Commission\***

Established by: Ordinance No. 01-1239, §2 (CMC §27105.1)  
 Membership: 9 members; 3 alternates  
 Qualification: Shall reside or be employed in the City of Carson and be at least eighteen (18) years of age at the time of the member's appointment.  
 Meetings: 4th Tuesday, 12:00 p.m. (City Manager Conference Room)  
 Staff Liaison: Danielle Hasley, Public Information Analyst x1606  
 Support Staff: Christine Foisia, Senior Clerk x1740

|                           |                             | <u>Appointed</u> | <u>Term Expires</u> |
|---------------------------|-----------------------------|------------------|---------------------|
| Eatman, Sonya (LDH)       | Community Representative    | 12-03-24         | 11-30-26            |
| Waddis, Dorcas (LDH)*     | Community Representative    | 06-17-25         | 11-30-26            |
| Stewart, Linda (LDH)      | Community Representative    | 12-03-24         | 11-30-26            |
| Sandoz, Jeretta (AR)      | Community Representative    | 12-03-24         | 11-30-26            |
| Ross, Dorothy (JD)        | Public Relations Specialist | 12-03-24         | 11-30-26            |
| Nunley, Madalyn (LDH)     | Public Relations Specialist | 12-03-24         | 11-30-26            |
| Pitcher, Pamela (LDH)     | Public Relations Specialist | 12-03-24         | 11-30-26            |
| Smith, Byron (CH)         | Public Relations Specialist | 03-06-24         | 11-30-26            |
| Price, Dr. Denise (JH)    | Public Relations Specialist | 04-04-23         | 11-30-26            |
| Washington, Deborah (LDH) | Alt. 1                      | 06-17-25         | 11-30-26            |
| Vacant (LDH)              | Alt. 2                      |                  | 11-30-26            |
| Page, Brent (LDH)         | Alt. 3                      | 02-18-25         | 11-30-26            |

**[7] Public Safety Commission\***

Established by: Ordinance No. 99-1160 § 1; Ordinance No. 01-1239 § 1 (CMC §27103.6);  
 Ordinance No. 21-2104  
 Membership: 9 members; 3 alternates  
 Qualification: Shall be a resident of the City of Carson and be at least eighteen (18) years of age at the time of the member's appointment.  
 Meetings: 3rd Thursday, 6:30 p.m. (Executive Conference Room)  
 Staff Liaison: Priscilla Palma, Division Secretary x1787  
 Support Staff: Vacant

|                        |        | <u>Appointed</u> | <u>Term Expires</u> |
|------------------------|--------|------------------|---------------------|
| Allen, Jeffrey (LDH)   |        | 12-03-24         | 11-30-26            |
| Arnold, Keith (LDH)    |        | 12-03-24         | 11-30-26            |
| Flinton, Lawrence (AR) |        | 08-06-24         | 11-30-26            |
| Dacus, Samuel (LDH)    |        | 12-03-24         | 11-30-26            |
| Dorsey, Donnie (CH)    |        | 12-06-22         | 11-30-26            |
| Lewis, Prentiss (JH)   |        | 04-04-23         | 11-30-26            |
| Rivers, Angela (LDH)   |        | 12-03-24         | 11-30-26            |
| Romero, Heidi (LDH)**  |        | 12-03-24         | 11-30-26            |
| Cogut, Louis (JD)      |        | 12-03-24         | 11-30-26            |
| Wilson, Michael (LDH)  | Alt. 1 | 12-03-24         | 11-30-26            |
| Brown, Randy (LDH)     | Alt. 2 | 12-03-24         | 11-30-26            |
| Fields, Brandon (LDH)  | Alt. 3 | 06-17-25         | 11-30-26            |

**[8] Public Works Commission\***

Established by: Ordinance No. 99-1181 § 2 (CMC § 2798.6)  
 Membership: 9 members; 3 alternates  
 Qualification: Have interest, experience or ability in construction, transportation, traffic, or circulation areas to ensure that traffic, vehicle parking, bikeways, and transportation systems and other City facilities are regulated and constructed in a manner calculated to best provide for the safety and welfare of the public. Shall be and remain a resident of, or have a place of employment or business in, the City of Carson, and be at least eighteen (18) years of age at the time of the member's appointment.

Meetings: 2nd Monday, 6:30 p.m. (Executive Conference Room)  
 Staff Liaison: Gilbert Marquez, Principle City/Civil Engineer x1813  
 Support Staff: Taelour C. James, Division Secretary x1801

|                               | <u>Appointed</u> | <u>Term Expires</u> |
|-------------------------------|------------------|---------------------|
| <b>Vacant (AR)</b>            |                  | 11-30-26            |
| Calhoun, James (JD)           | 12-03-24         | 11-30-26            |
| Fe'esago, Uli (LDH)           | 12-03-24         | 11-30-26            |
| McNichols, Ryan (LDH)         | 12-03-24         | 11-30-26            |
| Howard, Kobii (LDH)           | 12-03-24         | 11-30-26            |
| Benson, Melvin (CH)           | 07-18-23         | 11-30-26            |
| Nweke, Chike (LDH)**          | 12-03-24         | 11-30-26            |
| Martin, Jr., Marion (LDH)     | 12-03-24         | 11-30-26            |
| Todd Griffin, Kellie (JH)     | 01-07-25         | 11-30-26            |
| Obiora, Emmanuel (LDH) Alt. 1 | 12-03-24         | 11-30-26            |
| <b>Vacant (LDH) Alt. 2</b>    |                  | 11-30-26            |
| <b>Vacant (LDH) Alt. 3</b>    |                  | 11-30-26            |

**[9] Senior Citizens Advisory Commission\***

Established by: Ordinance No. 97-1119, § 1 (CMC § 2799.6)  
 Membership: 11 members; 3 alternates  
 Qualification: Resident of the City of Carson and be at least 50 years of age at the time of appointment.

Meetings: 2nd Monday, 4:00 p.m. (Community Center, Carson/Dominguez room)  
 Staff Liaison: Mike Whittiker Jr., Dir. of Comm. Svcs. x1780; Dani Cook, Human Svcs. Supv. X04/04/2  
 Support Staff: Brenda Reed, Senior Clerk x1775;

|                              | <u>Appointed</u> | <u>Term Expires</u> |
|------------------------------|------------------|---------------------|
| Graves, Shirley (LDH)**      | 12-03-24         | 11-30-26            |
| Lopez, Delia (LDH)           | 12-03-24         | 11-30-26            |
| Leverette, Ernestine (AR)    | 05-06-25         | 11-30-26            |
| Dunn, Linda (LDH)            | 12-03-24         | 11-30-26            |
| Bates, Billye (LDH)          | 12-03-24         | 11-30-26            |
| Patterson, Patricia (LDH)    | 12-03-24         | 11-30-26            |
| Ronquillo, Myrna (JD)        | 12-03-24         | 11-30-26            |
| Ruiz-Raber, Julie (CH)       | 12-06-22         | 11-30-26            |
| Seymore, Dr. Vergie (JH)     | 04-04-23         | 11-30-26            |
| Simpson-Lott, Darlene (LDH)  | 12-03-24         | 11-30-26            |
| Walker, Itelia (LDH)         | 12-03-24         | 11-30-26            |
| Brown, LaRhonda (LDH) Alt. 1 | 12-03-24         | 11-30-26            |
| <b>Vacant (LDH) Alt. 2</b>   |                  | 11-30-26            |
| Davis, Pauline (LDH) Alt. 3  | 12-03-24         | 11-30-26            |

**[10] Veterans Affairs Commission\***

Established by: Ordinance No. 99-1154, § 1 (CMC § 27102.6)  
Membership: 11 members; 3 alternates  
Qualification: Shall be a resident of the City of Carson and be at least eighteen (18) years of age at the time of the member's appointment.  
Meetings: 3rd Monday, 6:00 p.m. (Veterans SportsComplex - Activity Room)  
Staff Liaison: Kisheem Tulloss, Council Aide x1711  
Support Staff: Mikala Multiauaopele, Division Secretary x3557

|                             | <u>Appointed</u> | <u>Term Expires</u> |
|-----------------------------|------------------|---------------------|
| Batucal, Arthur (JH)        | 04-04-23         | 11-30-26            |
| Boyd, Robert (JD)           | 12-03-24         | 11-30-26            |
| Branch, Jr., Roger (LDH)    | 12-03-24         | 11-30-26            |
| Da Silva, Manuel (LDH)      | 12-03-24         | 11-30-26            |
| Raber, Brian (CH)           | 12-06-22         | 11-30-26            |
| Salomon, Emmanuel (LDH)     | 12-03-24         | 11-30-26            |
| Mosequera, Nemie P. (LDH)** | 12-03-24         | 11-30-26            |
| Woods, Richard (LDH)        | 12-03-24         | 11-30-26            |
| Woods, Thomas (LDH)         | 12-03-24         | 11-30-26            |
| Seay, Al (LDH)              | 12-03-24         | 11-30-26            |
| Wilvert, Karl (AR)          | 12-06-22         | 11-30-26            |
| Vacant (LDH) Alt. 1         |                  | 11-30-26            |
| Vacant (LDH) Alt. 2         |                  | 11-30-26            |
| Vacant (LDH) Alt. 3         |                  | 11-30-26            |

**[11] Women's Issues Commission\***

Established by: Ordinance No. 02-1246, § 1 (CMC § 27106.6)  
 Membership: 9 members; 3 alternates  
 Qualification: Shall be a resident of the City of Carson or work in the City of Carson during their tenure on the Commission and shall be at least eighteen (18) years of age at the time of the member's appointment.  
 Meetings: 4th Monday, 6:00 p.m. (City Manager Conference Room)  
 Staff Liaison: Ravynne Staine, Council Aide x1733  
 Support Staff: Vacant

|                                       |        | <u>Appointed</u> | <u>Term Expires</u> |
|---------------------------------------|--------|------------------|---------------------|
| Dela Cruz-Manio, Connie (LDH)         |        | 12-03-24         | 11-30-26            |
| Fielder, Yolanda (LDH)                |        | 12-03-24         | 11-30-26            |
| Fields-Robinson, Dr. Leandrea (LDH)** |        | 12-03-24         | 11-30-26            |
| Foster, Carolyn (LDH)                 |        | 12-03-24         | 11-30-26            |
| Koons, Fe (JD)                        |        | 12-03-24         | 11-30-26            |
| Odom Houze, Susan (JH)                |        | 04-04-23         | 11-30-26            |
| Price, Dr. Greta (AR)                 |        | 12-06-22         | 11-30-26            |
| Williams, Maria (CH)                  |        | 12-03-24         | 11-30-26            |
| Tresvant, Sheila (LDH)                |        | 12-03-24         | 11-30-26            |
| Graves, Keichun (LDH)                 | Alt. 1 | 12-03-24         | 11-30-26            |
| Mackson, Monique (LDH)                | Alt. 2 | 12-03-24         | 11-30-26            |
| Johnson, Veronica (LDH)               | Alt. 3 | 12-03-24         | 11-30-26            |

**[12] Youth Commission\***

Established by: Ordinance No. 98-1132, § 1 (CMC § 27100.6 )  
 Membership: 11 members; 3 alternates  
 Qualification: Resident of the City of Carson and be at least 13, but not more than 18 years of age at the time of appointment.  
 Meetings: 2nd Wednesday, 7:00 p.m. (Executive Conference Room)  
 Staff Liaison: Brian Legaspi, Council Aide x1721  
 Support Staff: Vacant

|                           |        | <u>Appointed</u> | <u>Term Expires</u> |
|---------------------------|--------|------------------|---------------------|
| Mitchell, Hannah (LDH)    |        | 06-06-24         | 06-30-25            |
| Moore, Joshua (JH)        |        | 06-06-24         | 06-30-25            |
| Redway, Khristopher (LDH) |        | 06-06-24         | 06-30-25            |
| Estrada, Juan (LDH)       |        | 06-06-24         | 06-30-25            |
| Villasana, Andrea (JD)    |        | 12-03-24         | 06-30-25            |
| Mitchell, Jazcidi (LDH)   |        | 12-03-24         | 06-30-25            |
| Vacant (LDH)**            |        |                  | 06-30-25            |
| Smith, Zoey (CH)          |        | 06-06-24         | 06-30-25            |
| Williams, Liv (LDH)       |        | 06-06-24         | 06-30-25            |
| Homna, Kayla (AR)         |        | 01-07-25         | 06-30-26            |
| Macias, Lea (LDH)         |        | 01-07-25         | 06-30-26            |
| Vacant (LDH)              | Alt. 1 |                  | 06-30-26            |
| Vacant (LDH)              | Alt. 2 |                  | 06-30-26            |
| Vacant (LDH)              | Alt. 3 |                  | 06-30-26            |

## II. **BOARDS & COMMITTEES**

Article VI, §602 of the City Charter: To be qualified for appointment, the member shall be a qualified elector of the City, shall be domiciled in the City for at least sixty (60) days immediately preceding their appointment, and shall continue to reside in the City for the duration of his or her tenure, unless otherwise provided by ordinance.

The mayor and each member of the city council may appoint one member to a position on each City board, committee or commission, and the remaining membership positions shall be appointed by the mayor and approved by a majority of the city council, including the three alternates.

### **[13] Measure C and Measure K Budget Oversight Committee**

Established by: Ordinance No. 09-1423 (CMC §61119); Amended by Resolution No. 19-027; Amended by Resolution No. 21-030

Membership: 5 members; 2 alternates

Qualification: Resident of the City of Carson.

Meetings: 2nd Tuesday, 6:30p.m. (Community Center)

Staff Liaison: William Jefferson, Director of Finance x1756

Support Staff: Vicki Hernandez, Senior Clerk x1744

|                               | <b><u>Appointed</u></b> | <b><u>Term Expires</u></b> |
|-------------------------------|-------------------------|----------------------------|
| Dorsey-Reeves, Vera (CH)      | 04-04-23                | 11-30-26                   |
| Cottrell-Fulbright, Lisa (AR) | 05-06-25                | 11-30-26                   |
| Hunter, Cynthia (LDH)         | 04-04-23                | 11-30-26                   |
| Momoli, Nora (JD)             | 12-03-24                | 11-30-26                   |
| Hemphill, Dr. Afia (JH)       | 12-03-24                | 11-30-26                   |
| Vacant (LDH) Alt. 1           |                         | 11-30-26                   |
| Vacant (LDH) Alt. 2           |                         | 11-30-26                   |

### **[14] Mobilehome Park Rental Review Board\***

Established by: Ordinance No. 79-485U. §4702: § 607 of the City Charter

Membership: 7 members (2 resident homeowners, 2 park owners, 3 at-large who are residents of the City and not homeowners, park owners, landlords, property managers or tenants in multifamily housing); 8 alternates (2 resident homeowners, 2 park owners, 4 at-large)

Qualification: See membership.

Meetings: 2nd and 4th Wednesday, 6:30 p.m. (City Council Chambers)

Staff Liaison: Tara Matthew, Interim Housing Program Manager x1708

Support Staff: Sandy Solis, Division Secretary x1325

|                               |                             | <b><u>Appointed</u></b> | <b><u>Term Expires</u></b> |
|-------------------------------|-----------------------------|-------------------------|----------------------------|
| Vacant (JH)                   | At-large                    |                         | 11-30-26                   |
| Valdez, Daniel (JD)           | At-large                    | 12-03-24                | 11-30-26                   |
| Vacant (AR)                   | At-large                    |                         | 11-30-26                   |
| Clark Harris, Dr. Alice (LDH) | At-large Alt. [1]           | 04-04-23                | 11-30-26                   |
| Muhammad, Nafis (LDH)         | At-large Alt. [2]           | 04-04-23                | 11-30-26                   |
| Perez, Karey (LDH)            | At-large Alt. [3]           | 04-04-23                | 11-30-26                   |
| Hayes, Phyllis (LDH)          | At-large Alt. [4]           | 04-04-23                | 11-30-26                   |
| Dzikowski, Barbara (LDH)      | Park owner                  | 04-04-23                | 11-30-26                   |
| Forbath, Susy (LDH)           | Park owner                  | 04-04-23                | 11-30-26                   |
| Horton, Maria (LDH)           | Park owner Alt. [1]         | 04-04-23                | 11-30-26                   |
| Kleege, Robert Bruce (LDH)    | Park owner Alt. [2]         | 03-04-25                | 11-30-26                   |
| Gonzalez, Leonor (LDH)**      | Resident homeowner          | 11-21-23                | 11-30-26                   |
| King, Tom (CH)                | Resident homeowner          | 01-17-23                | 11-30-26                   |
| Davis, William (LDH)          | Resident homeowner Alt. [1] | 04-04-23                | 11-30-26                   |
| Richardson, Sheila (LDH)      | Resident homeowner Alt. [2] | 08-06-24                | 11-30-26                   |

[15] **Relocation Appeals Board**

|                 |                                                       |
|-----------------|-------------------------------------------------------|
| Established by: | Ordinance No. 74-313 (CMC § 21004)                    |
| Membership:     | 9 members; 3 alternates                               |
| Qualification:  | Resident of the City of Carson.                       |
| Meetings:       | Only when necessary                                   |
| Staff Liaison:  | Saied Naaseh, Director of Community Development x1770 |
| Support Staff:  | Sandy Solis, Economic Development Liaison x1325       |

|                                 | <u>Appointed</u> | <u>Term Expires</u> |
|---------------------------------|------------------|---------------------|
| Batucal, Dennis (LDH)           | 04-04-23         | 11-30-26            |
| Evans, Linda (LDH)              | 04-04-23         | 11-30-26            |
| Tate, Dorothy (LDH)**           | 01-23-24         | 11-30-26            |
| Guray, Jr., Tancredo "Jun" (JD) | 12-03-24         | 11-30-26            |
| Witherspoon, Murphy (LDH)       | 01-07-25         | 11-30-26            |
| Anson, Jr., Oscar (LDH)         | 01-23-24         | 11-30-26            |
| Vacant (CH)                     |                  | 11-30-26            |
| [Vacant] (JH)                   |                  | 11-30-26            |
| Vacant (AR)                     |                  | 11-30-26            |
| Vacant (LDH) Alt. 1             |                  | 11-30-26            |
| Morrison, Chris (LDH) Alt. 2    | 12-03-24         | 11-30-26            |
| Vacant (LDH) Alt. 3             |                  | 11-30-26            |

### III. SPECIAL COMMITTEE

#### [16] General Plan Advisory Committee

Established by Minute Action 10-03-17; Amended by Resolution No. 19-029; Amended by Resolution No. 21-031

Membership: 7 members; 2 alternates

Meetings: Only when necessary

Staff Liaison: McKina Alexander, Senior Planner x1326

Support Staff: Planning Technician x1327

|                                         | <u>Appointed</u> | <u>Term Expires</u> |
|-----------------------------------------|------------------|---------------------|
| Mayor Lula Davis-Holmes (LDH)           | 04-04-23         | 11-30-26            |
| Councilmember Jim Dear (JD)             | 12-03-24         | 11-30-26            |
| Brimmer, Charlotte (LDH)**              | 04-04-23         | 11-30-26            |
| Dudley-Kimble, Monica (CH)              | 04-04-23         | 11-30-26            |
| Gonzalez, Leonor (AR)                   | 04-04-23         | 11-30-26            |
| Hamilton, Dr. John (JH)                 | 04-04-23         | 11-30-26            |
| Sheriff Department Representative (LDH) | 04-04-23         | 11-30-26            |
| Cottrell-Fulbright, Lisa (LDH) Alt. 1   | 04-04-23         | 11-30-26            |
| Lott, Aminika (LDH) Alt. 2              | 04-04-23         | 11-30-26            |

### IV. SPECIAL BOARD

#### [17] Carson Reclamation Joint Powers Authority (CRJPA)

Established by Resolution No. 15-01-CRJPA; Resolution No. 21-02-CRJPA

Membership: 5 members

Meetings: 1st Monday, 4:00 p.m. (Helen Kawagoe Council Chambers)

Staff Liaison: John Raymond, Executive Director x1773

Support Staff: Sylvia Rubio, Executive Assistant x1318

|                                   | <u>Appointed</u> | <u>Term Expires</u> |
|-----------------------------------|------------------|---------------------|
| Authority Chair Lula Davis-Holmes | 06-07-21         | 06-07-26            |
| Vice Chair Cedric Hicks           | 06-07-21         | 06-07-26            |
| Board Member Ray Aldridge, Jr.    | 01-26-21         | 01-26-26            |
| Board Member Lillian Hopson       | 01-21-21         | 01-21-26            |
| Board Member Dianne Thomas        | 01-21-21         | 01-21-26            |

## **V. COUNCIL SUB-COMMITTEES**

### **[18] Bingo/Fireworks/Refuse Ad Hoc Committee**

Established by Minute Order 04-02-19

Mayor Davis-Holmes  
Councilmember Rojas

#### **Appointed**

12-03-24  
12-03-24

### **[19] Community Development/Housing/Logistics & Transit Standing Committee**

Established by Minute Order 04-02-19

Mayor Davis-Holmes  
Mayor Pro Tempore Hicks, Sr.

#### **Appointed**

12-03-24  
12-03-24

### **[20] Dignity Health Sports Park/CSUDH/Community Center Standing Committee**

Established by Minute Order 04-02-19

Mayor Pro Tempore Hicks, Sr.  
Councilmember Dr. Hilton

#### **Appointed**

06-01-21  
06-01-21

### **[21] Legislative Ad Hoc Committee**

Established by Minute Order 02-16-21

Mayor Pro Tempore Hicks, Sr.  
Councilmember Dr. Hilton

#### **Appointed**

12-03-24  
12-03-24

### **[22] City Hall/Community Center Renovation Ad Hoc Committee**

Established by Minute Order 01-26-21

Mayor Davis-Holmes  
Councilmember Dr. Hilton

#### **Appointed**

01-26-21  
01-26-21

### **[23] Economic Development/E-Commerce Ad Hoc Committee**

Established by Minute Order 03-02-21

Mayor Davis-Holmes  
Mayor Pro Tempore Hicks, Sr.

#### **Appointed**

03-02-21  
03-02-21

### **[24] Conditional Use Permit Ad Hoc Committee**

Established by Minute Order 04-05-22

Mayor Davis-Holmes  
Councilmember Dr. Hilton

#### **Appointed**

04-05-22  
04-05-22



|                                                                                                                                                                                                                |                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <p><b>[25] <u>Housing Ad Hoc Committee</u></b><br/> Established by Minute Order 03-16-21</p> <p>Councilmember Dr. Hilton<br/> Mayor Pro Tempore Hicks, Sr.</p>                                                 | <p><b><u>Appointed</u></b><br/> 12-03-24<br/> 12-03-24</p>               |
| <p><b>[26] <u>Diversity, Equity and Inclusion Ad Hoc Committee</u></b><br/> Established by Minute Order 09-07-21</p> <p>Councilmember Dr. Hilton<br/> Councilmember Rojas</p>                                  | <p><b><u>Appointed</u></b><br/> 09-07-21<br/> 03-01-22</p>               |
| <p><b>[27] <u>Standard Management Procedures and Special Events Ad Hoc Committee</u></b><br/> Established by Minute Order 01-04-22</p> <p>Mayor Davis-Holmes<br/> Councilmember Dr. Hilton</p>                 | <p><b><u>Appointed</u></b><br/> 01-04-22<br/> 01-04-22</p>               |
| <p><b>[28] <u>Cell 2 Settlement Ad Hoc Committee</u></b><br/> Established by Minute Order 02-07-22 (Carson Reclamation Authority)</p> <p>Authority Chair Lula Davis-Holmes<br/> Board Member Dianne Thomas</p> | <p><b><u>Appointed</u></b><br/> 02-07-22<br/> 02-07-22</p>               |
| <p><b>[29] <u>School Safety Ad Hoc Committee</u></b><br/> Established by Minute Order 02-15-22</p> <p>Councilmember Dr. Hilton<br/> Councilmember Rojas<br/> Captain Jones Norman</p>                          | <p><b><u>Appointed</u></b><br/> 12-03-24<br/> 12-03-24<br/> 12-03-24</p> |
| <p><b>[30] <u>Carson Finance and Audit Committee</u></b><br/> Established by Minute Order 06-20-23</p> <p>Mayor Davis-Holmes<br/> Councilmember Rojas<br/> Mayor Pro Tempore Hicks, Sr.</p>                    | <p><b><u>Appointed</u></b><br/> 06-20-23<br/> 06-20-23<br/> 02-18-24</p> |
| <p><b>[31] <u>Short-Term Rentals Ad Hoc Committee</u></b><br/> Established by Minute Order 03-02-21<br/> Established by Minute Order 10-03-23</p> <p>Mayor Davis-Holmes<br/> Councilmember Dr. Hilton</p>      | <p><b><u>Appointed</u></b><br/> 10-03-23<br/> 10-03-23</p>               |
| <p><b>[32] <u>Special Event Ad Hoc Committee</u></b><br/> Established by Minute Order 06-06-24</p> <p>Mayor Davis-Holmes<br/> Councilmember Dr. Hilton</p>                                                     | <p><b><u>Appointed</u></b><br/> 06-06-24<br/> 06-06-24</p>               |
| <p><b>[33] <u>LA '28 Olympics Ad Hoc Committee</u></b><br/> Established by Minute Order 07-16-24</p> <p>Mayor Davis-Holmes</p>                                                                                 | <p><b><u>Appointed</u></b><br/> 07-16-24</p>                             |

Councilmember Dr. Hilton

07-16-24

**[34] Refinery Ad Hoc Committee**

Established by Minute Order 12-03-24

Mayor Davis-Holmes  
Mayor Pro Tempore Hicks, Sr.

**Appointed**

12-03-24

12-03-24

**[35] Grocery Store Ad Hoc Committee**

Established by Minute Order 06-18-24

Councilmember Dr. Hilton            Member  
Mayor Pro Tempore Hicks, Sr.      Member

**Appointed**

06-18-24

06-18-24

**[36] Gil Smith Memorial Ad Hoc Committee**

Established by Minute Order 01-07-25

Mayor Davis-Holmes  
Councilmember Dr. Hilton

**Appointed**

01-07-25

01-07-25

**VI. CITY AFFILIATED ORGANIZATIONS**

**[37] California Contract Cities Association**

Mayor Pro Tempore Hicks, Sr.      Delegate  
Mayor Davis-Holmes                    Alt.

**Appointed**

12-03-24

12-03-24

**[38] Clean Power Alliance**

Ord. No. 17-1633; LACCE Joint Powers Agreement (Authority)

Mayor Pro Tempore Hicks, Sr.      Delegate  
Councilmember Rojas                Alt. 1  
Staff Member Reata Kulcsar        Alt. 2

**Appointed**

11-15-22

12-03-24

11-15-22

**[39] County of Los Angeles Public Library Commission**

Mayor Davis-Holmes                    Delegate

**Appointed**

12-03-24

**[40] County Sanitation Districts of Los Angeles (Dist. No. 8)\***

Automatic designation of Mayor as Delegate per Health and Safety Code Section 4730. City Council as governing body, must select an alternate to act in place of presiding officer (Mayor) in absence, inability, or refusal to act.

Mayor Davis-Holmes                    Delegate  
Councilmember Dr. Hilton            Alternate

**Appointed**

01-26-21

12-03-24

[41] **Greater Los Angeles County Vector Control District (Formerly SE Mosquito Abatement)\***

The District’s governing power is vested in its 35 members of the Board of Trustees. One trustee is appointed by each of the 34 cities and the County Board of Supervisors appoints one to represent unincorporated areas of Los Angeles County. To be appointed, the member must reside in and be a resident voter of the representative city (or county for county member) in the District. Board member duties and responsibilities include setting policy, establishing the budget, approving expenditures, and retaining legal counsel. The vector Trustee appointment and term are governed by the State Health and Safety Code and begin and end on the first Monday in January. Additionally, the State Health and Safety Code does not allow for alternate members to be appointed.

|                    |          |                         |                            |
|--------------------|----------|-------------------------|----------------------------|
|                    |          | <b><u>Appointed</u></b> | <b><u>Term Expires</u></b> |
|                    |          | 01-26-21                | 01-05-26                   |
|                    |          | (effective 01-03-22)    |                            |
| Councilmember Dear | Delegate |                         |                            |

**[42] L.A. County City Selection Committee**

Per Government Code Section 50270, the membership of each such City Selection Committee shall consist of the Mayor of each city within the county. Members of the LA County City Selection Committee include the Mayor of each city within Los Angeles County. Each city appoints an elected official as a delegate to the City Selection Committee; it usually is the Mayor. The term of office for each Member of the LA County City Selection Committee coincides with City Mayor terms, and the Committee meets three or four times a year, at the call of the Chairman. Their duties are to appoint City representatives to such Boards, Commissions and Agencies as may be required by law, i.e., LAFCO, South Coast Air Quality Management District, Los Angeles County Metropolitan Transportation Authority, Los Angeles County Hazardous Waste Management Advisory Committee; and to nominate for appointment Members to the California Coastal Commission. Nominations for the City Selection Committee appointees to the MTA are made by the Sector Subcommittees for the Sectors whose representatives' terms are expiring. The cities assigned to one of the four regions in Los Angeles County. Nominations for the City Selection Committee appointees to the MTA are made by the Sector Subcommittees for the Sectors whose representatives' terms are expiring. The cities assigned to one of the four regions in Los Angeles County (North County/San Fernando Valley, San Gabriel Valley, Southeast Long Beach and Southwest Corridor) shall meet as a Sector Subcommittee. Each candidate with a majority weighted vote will then be nominated from that Sector for consideration for appointment to the MTA.

|                          |          |                         |
|--------------------------|----------|-------------------------|
| Mayor Davis-Holmes       | Delegate | <b><u>Appointed</u></b> |
| Councilmember Dr. Hilton | Alt.     | 01-26-21                |
|                          |          | 01-23-24                |

**[43] League of California Cities**

|                          |          |                         |
|--------------------------|----------|-------------------------|
| Councilmember Rojas      | Delegate | <b><u>Appointed</u></b> |
| Councilmember Dr. Hilton | Alt. 1   | 03-01-22                |
| Mayor Davis-Holmes       | Alt. 2   | 01-26-21                |
|                          |          | 12-03-24                |

**[44] League of California Cities (Los Angeles Co. Division)**

|                          |          |                         |
|--------------------------|----------|-------------------------|
| Councilmember Dr. Hilton | Delegate | <b><u>Appointed</u></b> |
| Councilmember Rojas      | Alt. 1   | 12-03-24                |
| Mayor Davis-Holmes       | Alt. 2   | 01-26-21                |
|                          |          | 12-03-24                |

**[45] National League of Cities**

|                              |          |                         |
|------------------------------|----------|-------------------------|
| Mayor Pro Tempore Hicks, Sr. | Delegate | <b><u>Appointed</u></b> |
| Councilmember Rojas          | Alt. 1   | 01-26-21                |
| Councilmember Dr. Hilton     | Alt. 2   | 12-03-24                |

**[46] South Bay Cities Council of Govts (Joint Powers Authority)**

|                              |          |                         |
|------------------------------|----------|-------------------------|
| Mayor Pro Tempore Hicks, Sr. | Delegate | <b><u>Appointed</u></b> |
| Mayor Davis-Holmes           | Alt.     | 01-26-21                |
|                              |          | 12-03-24                |

**[47] South Bay Workforce Investment Board**

|                        |        |                         |                            |
|------------------------|--------|-------------------------|----------------------------|
|                        |        | <b><u>Appointed</u></b> | <b><u>Term Expires</u></b> |
| Ted Cordova            | Member | 06-18-24                | 06-30-28                   |
| Jeffrey Jennison       | Member | 06-18-24                | 06-30-28                   |
| Janice Jimenez         | Member | 07-01-21                | 06-30-25                   |
| Tamala Lewis           | Member | 07-01-19                | 06-30-23                   |
| Tami Lorenzen-Fanselow | Member | 07-01-19                | 06-30-23                   |

**[48] Southern California Association of Governments (SCAG)**

|                          |          |                         |
|--------------------------|----------|-------------------------|
| Councilmember Dr. Hilton | Delegate | <b><u>Appointed</u></b> |
| Mayor Davis-Holmes       | Alt. 1   | 01-26-21                |
| Councilmember Rojas      | Alt. 2   | 12-03-24                |

**[49] U.S. Conference of Mayors**

|                              |          |                         |
|------------------------------|----------|-------------------------|
| Mayor Davis-Holmes           | Delegate | <b><u>Appointed</u></b> |
| Councilmember Rojas          | Alt. 1   | 01-26-21                |
| Mayor Pro Tempore Hicks, Sr. | Alt. 2   | 03-01-22                |
|                              |          | 01-26-21                |

**[50] West Basin Water Association**

|                              |          |                         |
|------------------------------|----------|-------------------------|
| Mayor Davis-Holmes           | Delegate | <b><u>Appointed</u></b> |
| Mayor Pro Tempore Hicks, Sr. | Alt.     | 12-03-24                |
|                              |          | 01-26-21                |



---

## Report to Honorable Mayor and City Council

Tuesday, September 16, 2025, 5:00 PM

DISCUSSION 36.

To: Honorable Mayor and City Council

From: John Raymond, CRA Executive Director and Assistant City Manager CMO Administration

Subject: CONSIDER ACCEPTANCE OF A QUITCLAIM DEED FROM THE COUNTY OF LOS ANGELES FOR PARCELS 28-7EXF, 28-8EXF, AND 28-9EXF ON DEL AMO BOULEVARD OVER ALAMEDA STREET (CITY COUNCIL)

### **I. SUMMARY**

This action is to approve the Certificate of Acceptance for a Quitclaim Deed for three parcels located on the connecting road between Del Amo Boulevard and Alameda Street from the County of Los Angeles. The City will, in a future action, grant an easement to the Metropolitan Water District to utilize the parcels for the construction of their Pure Water Project pipeline.

### **II. RECOMMENDATION**

TAKE the following actions:

1. APPROVE a Certificate of Acceptance accepting a Quitclaim Deed from the County of Los Angeles for three parcels, 28-7EXF, 28-8EXF, AND 28-9EXF, located on the Del Amo Boulevard and Alameda Street connecting ramp.
2. AUTHORIZE the County of Los Angeles to record the Original Quitclaim Deed and DIRECT the Registrar-Recorder/County Clerk to mail said document to the City as Grantee.

### **III. ALTERNATIVES**

TAKE another action the City Council deems appropriate.

### **IV. BACKGROUND**

For the past several years Metropolitan Water District ("Metropolitan") and the City of Carson have worked on permits and addressing real property issues related to their Pure Water Project, with one issue being the Alameda Street and Del Amo Blvd. connector road.

Metropolitan is proposing to install service connections and a sectionalizing valve for their 84" project pipeline, which will originate in Carson and extend 41 miles to Irwindale. The sectionalizing valve for seismic mitigation and water delivery is currently planned to be located on the easternmost property by the connector road between Alameda Street and Del Amo Blvd.

As staff began preparing an easement from the City to Metropolitan on the connector road, it was discovered that the three properties comprising the connector road are owned by LA County, not the City, dating from the construction of the improvements more than a decade ago. The improvements were constructed by the County on behalf of the City in the late 1990's/early 2000's as part of the Alameda Corridor grade separation projects, and the jurisdiction over the property was relinquished back to the City by the County Board of Supervisors in 2011 but no quitclaim deed was ever produced or recorded so title never transferred. The City wouldn't have been able to approve a Certificate of Acceptance for the property based solely on a resolution and not a quitclaim or grant deed.

Therefore, it appears that LA County no longer holds any interest in the Del Amo Blvd. connector road properties per the 2011 LA County Board resolution, but the City doesn't own them either. Staff worked with LA County to create a quitclaim deed for the three properties for the City's acceptance, which will then be recorded.

The County Public Works process to prepare the quitclaim documents for approval and get scheduled on the Board agenda took several months. The item approving the Quitclaim Deeds was scheduled for today's Board of Supervisors meeting, with the Certificate of Acceptance approved by the City soon after.

To prepare their own board packet, the County asked for documents related to the construction itself, such as a Cooperative Agreement, which would be typical for a project like this. Given the age of the project staff was unable to find any agreement with the County related to this project in City Public Works' files. In researching it further, it appears that the City started the project with an agreement with Caltrans and then by an amendment to the Caltrans agreement, requested that the responsibility for the project and all associated funding be transferred to the County.

The City provided the grant deeds and the 1998 title policy that contained the legal descriptions of the three parcels. They're referenced in the title policy as Parcels 2, 3, and 4 (collectively) of Parcel Map No. 8437 shown in Book 87, Page 21 of map books. The legal descriptions were confirmed by LA County Right of Way Engineering to be the three parcels in question and their Title section prepared the quitclaim deed.

Once the Quitclaim Deeds are recorded, another necessary action will be to prepare an easement for Metropolitan's Pure Water valve vault structure.

## **V. FISCAL IMPACT**

None.

## **VI. EXHIBITS**

1. BOS Approvals 9.16.2025
2. Approval Letter Containing Quitclaim Deed and Certificate of Acceptance
3. Map of Affected Area

## **Attachments**

[BOS Approval 9.16.25](#)

[Approval Letter Containing Quitclaim Deed and Certificate of Acceptance](#)

[Map of Affected Area](#)



MARK PESTRELLA, Director

## COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone (626) 458-5100  
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE  
REFER TO FILE

September 16, 2025

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**TRANSPORTATION CORE SERVICE AREA  
TRANSFER OF SURPLUS REAL PROPERTY  
FROM THE COUNTY OF LOS ANGELES TO THE  
CITY OF CARSON, PARCELS 28-7EXF, 28-8EXF, AND 28-9EXF  
IN THE CITY OF CARSON  
(SUPERVISORIAL DISTRICT 2)  
(4-VOTES)**

**SUBJECT**

Public Works is seeking Board approval to transfer the County's surplus real property known as Assessor's Identification Nos. 7306-025-900, 7306-025-901, and 7306-025-902 and referred to as Parcels 28-7EXF, 28-8EXF, and 28-9EXF in the City of Carson from the County to the City.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find that the proposed project is exempt from the California Environmental Quality Act for the reasons stated in the Board letter and in the record of the project.
2. Find that the fee interest in the County's surplus real property referred to as Parcels 28-7EXF, 28-8EXF, and 28-9EXF in the City of Carson is no longer required for the purposes of the County.
3. Find that the County's surplus real property referred to as Parcels 28-7EXF, 28-8EXF, and 28-9EXF in the City of Carson is exempt surplus land under the provisions of the Surplus Land Act pursuant to California Government Code, Section 54221 (f)(1)(D), because the County is transferring the property to another local agency for its use.



4. Approve the project, which is the transfer of County surplus real property referred to as Parcels 28-7EXF, 28-8EXF, and 28-9EXF from the County to the City of Carson.

5. Delegate authority to the Director of Public Works or his designee to execute the Quitclaim Deed document and authorize delivery to the City of Carson.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of the recommended actions is to find that the project is exempt from the California Environmental Quality Act (CEQA), that the parcels are exempt surplus land under the provisions of the Surplus Land Act, and allow the County to transfer its surplus real property referred to as Parcels 28-7EXF, 28-8EXF, and 28-9EXF in the City of Carson, as shown on the enclosed map, to the City for its operation and maintenance of a portion of Del Amo Boulevard.

On June 27, 1995, the Board adopted a resolution requesting jurisdiction from the City to the County to administer a grade separation project at the intersection of Del Amo Boulevard and Alameda Street, including the acquisition of right of way necessary for the grade separation project. In 1998 and 1999, the County acquired fee title to Parcels 28-7X, 28-8X, and 28-9X as a part of the land needed for the grade separation project.

In 2011, the Board adopted a resolution declaring certain streets in various cities are no longer a part of the County systems of highway and relinquishing County jurisdiction to the appropriate cities due to completion of the grade separation project for which it was included; however, Parcels 28-7EXF, 28-8EXF, and 28-9EXF were inadvertently omitted from the resolution.

In September 2024 the City requested the transfer of Parcels 28-7EXF, 28-8EXF, and 28-9EXF from the County to the City.

City and County residents will benefit from the continuous operation and maintenance of the City's street.

#### **Implementation of Strategic Plan Goals**

These recommendations support the County Strategic Plan: North Star 3, Realize Tomorrow's Government Today, Focus Area Goal G, Internal Controls and Processes, Strategy ii, Manage and Maximize County Assets, by allowing the County to transfer the parcels, which will reduce the County's potential liability exposure.

#### **FISCAL IMPACT/FINANCING**

There will be no impact to the County General Fund.

There will be no monetary consideration for the transfer of surplus real property to the City.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Pursuant to California Government Code, Section 65402, notification of the proposed sale was submitted to the City's Department of City Planning for its report as to conformance with the City's adopted General Plan. By a letter dated June 12, 2025, it was deemed that the proposed sale conforms with the City's General Plan.

Parcels 28-7EXF, 28-8EXF, and 28-9EXF are exempt surplus land as defined in California Government Code, Section 54221 (f)(1)(D). The County is transferring the parcels to the City for the City's use.

The proposed transfer is authorized by California Government Code, Section 25365. Section 25365 allows the Board of Supervisors, by a four-fifths vote, to transfer County property that is not needed for County purposes if it is in the best interest of the County and the general public. Further, as required by California Government Code, Section 6061, a notice of this intended action will be published at least 1 week prior thereto in a newspaper of general circulation published in the County.

County Counsel will review and approve the Quitclaim Deed document as to form prior to execution and it will be recorded.

### **ENVIRONMENTAL DOCUMENTATION**

The proposed project is exempt from CEQA. The project, which is the transfer of County surplus real property for operation and maintenance of an existing street, is within a class of projects that has been determined not to have a significant effect on the environment in that it meets the criteria set forth in Section 15301 (c) of the CEQA Guidelines and Class 1(x) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. In addition, based on the proposed project records, it will comply with all applicable regulations; it is not in a sensitive environment; there are no cumulative impacts, unusual circumstances, damage to scenic highways, or listing on hazardous waste site lists compiled pursuant to California Government Code, Section 65962.5; or indications that it may cause a substantial adverse change in the significance of a historical resource that would make the exemption inapplicable.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

This transaction will eliminate the County's need to maintain the property and reduce its risk of potential liability.

**CONCLUSION**

Please return one adopted copy of this Board letter to Public Works, Survey/Mapping & Property Management Division.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mark Pestrella". The signature is fluid and cursive, with the first name "Mark" and last name "Pestrella" clearly distinguishable.

MARK PESTRELLA, PE

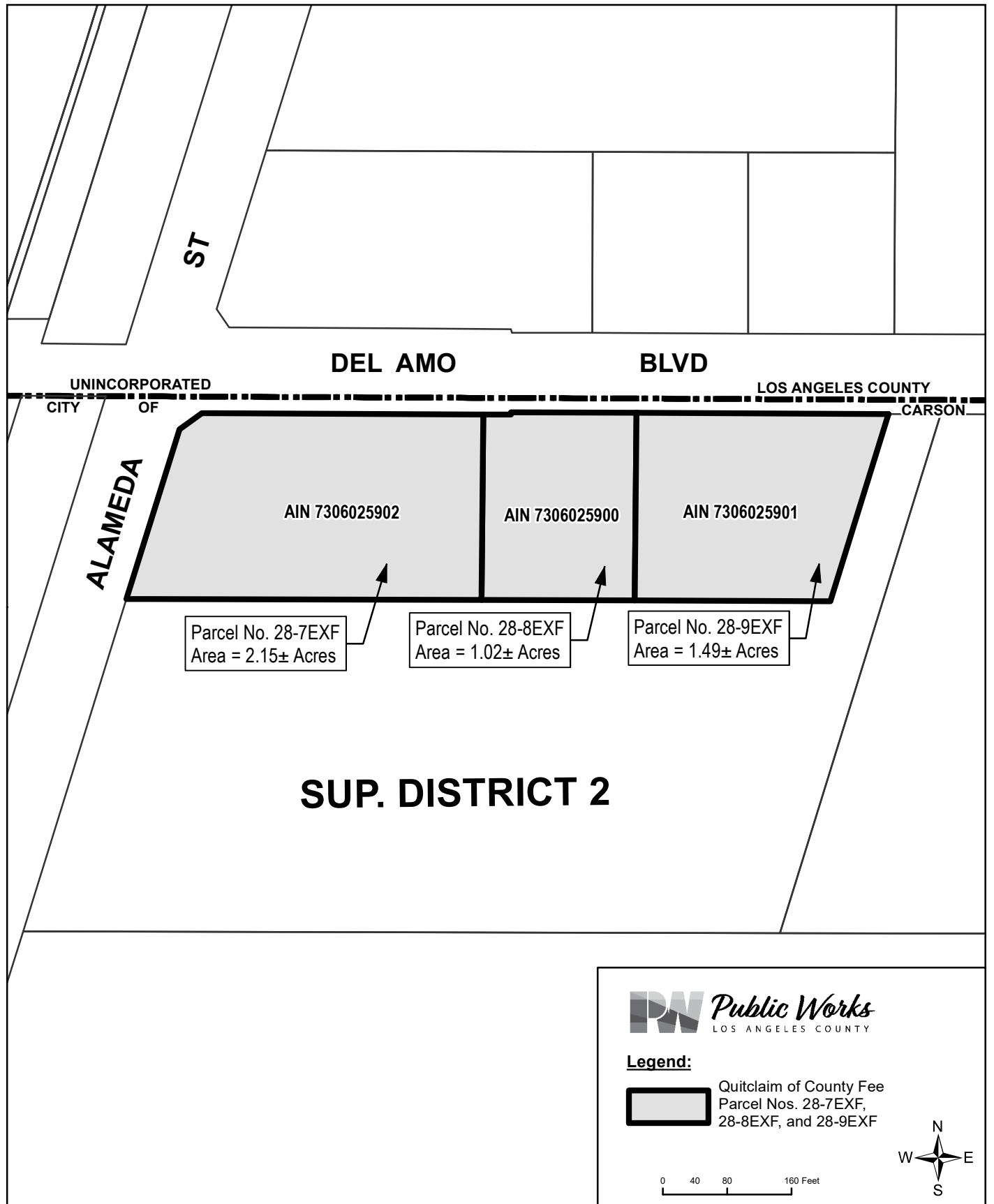
Director

MP:GE:mr

Enclosures

c: Auditor-Controller (Accounting Division—Asset  
Management)  
Chief Executive Office (Christine Frias)  
County Counsel  
Executive Office, Board of Supervisors

# QUITCLAIM OF COUNTY FEE CITY OF CARSON





MARK PESTRELLA, Director

# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE

REFER TO FILE: **SMP-6**  
**M2577004**

June 23, 2025

Mr. John Raymond  
Assistant City Manager  
City of Carson  
701 East Carson Street  
Carson, CA 90745

Dear Mr. Raymond:

**DEL AMO BOULEVARD OVER ALAMEDA STREET  
PARCELS 28-7EXF, 28-8EXF, AND 28-9EXF  
PROJECT ID NO. MPR0001181  
REQUEST FOR APPROVAL OF QUITCLAIM DEED**

Enclosed is a copy of the Quitclaim Deed document, which the County of Los Angeles will use to quitclaim in the subject property to the City of Carson, subject to approval by the Los Angeles County Board of Supervisors. Also enclosed with the Quitclaim Deed document is a map (Exhibit B) showing the location of said property.

Please review and sign the enclosed Document Approval letter and return it with the completed Preliminary Change of Ownership Report (PCOR), a copy of which is enclosed. You may either complete and return the PCOR or include a \$20 certified or cashier's check made payable to the County of Los Angeles to cover the cost as stated in the PCOR instructions.

Upon our receipt of the Document Approval letter and the above-requested item, we will submit a recommendation to the Board to approve the Quitclaim Deed.

Mr. John Raymond  
June 23, 2025  
Page 2

If you have any questions or require additional information, please contact me at (626) 458-6929 or [asolano@pw.lacounty.gov](mailto:asolano@pw.lacounty.gov).

Very truly yours,

MARK PESTRELLA, PE  
Director of Public Works



for ANDRES SOLANO, Real Property Agent I  
Real Estate Services Section  
Survey/Mapping & Property Management Division

AS:in

P:\MPPUBADMIN\INGRID\SMP-6 2025\RAQD\180 ASI\APPROVAL LETTER 6-17.DOCX

Enc.

Enc.

# ORIGINAL

WHEN RECORDED MAIL THIS  
DOCUMENT AND TAX STATEMENT TO:

City of Carson  
701 East Carson Street  
Carson, CA 90745

*Space Above This Line Reserved for Recorder's Use*

THIS DOCUMENT IS EXEMPT FROM DOCUMENTARY TRANSFER TAX  
PURSUANT TO SECTION 11922 OF THE REVENUE & TAXATION CODE.

THIS DOCUMENT IS EXEMPT FROM RECORDING FEES PURSUANT TO  
SECTION 27383 OF THE GOVERNMENT CODE.

THE UNDERSIGNED GRANTOR(S) DECLARE(S) DOCUMENTARY  
TRANSFER TAX IS \$ZERO.

Assessor's Identification Numbers:  
7306-025-900, 901, & 902

## QUITCLAIM DEED

For a valuable consideration, receipt of which is hereby acknowledged, the COUNTY OF LOS ANGELES, a body corporate and politic, (hereinafter COUNTY) does hereby remise, release, and forever quitclaim to the CITY OF CARSON, a municipal corporation, all its rights, titles, and interests in and to the real properties in the City of Carson, County of Los Angeles, State of California, described in Exhibit A and shown on and delineated on Exhibit B, both of which are attached hereto and by this reference made a part hereof.

EXCEPTING AND RESERVING all oil, gas, petroleum, and other hydrocarbons and minerals, but without right of entry to the surface of said lands.

Pursuant to the authority delegated by the Board of Supervisors of the County of Los Angeles, this Quitclaim Deed has been executed on behalf of said COUNTY by the Director of the Los Angeles County Public Works or his designee on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

COUNTY OF LOS ANGELES,  
a body corporate and politic

MARK PESTRELLA, PE  
Director of Public Works

By \_\_\_\_\_  
GREG EVEN  
Assistant Deputy Director  
Survey/Mapping & Property Management Division

APPROVED AS TO FORM:

DAWYN R. HARRISON  
County Counsel

By \_\_\_\_\_  
Deputy

|               |                                                           |
|---------------|-----------------------------------------------------------|
| Project name: | Del Amo Blvd over Alameda St<br>DEL AMO BOULEVARD 28-7EXF |
| Includes:     | Parcel Nos. 28-8EXF and 28-9EXF<br>IM 054217              |
|               | S.D. 2 M2577004                                           |
|               | Project ID No. MPR0001181                                 |



**ACKNOWLEDGMENT FORM  
(FOR COUNTY USE ONLY)**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California       )  
                                      ) ss.  
County of Los Angeles    )

On \_\_\_\_\_, before me, \_\_\_\_\_, Deputy County Clerk of the County of Los Angeles, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity on behalf of which the person(s) acted, executed the instrument.

**I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.**

WITNESS my hand and official seal.

\_\_\_\_\_  
Deputy County Clerk of the County of Los Angeles

(Seal)

APPROVED as to title and execution

\_\_\_\_\_, 20\_\_\_\_  
LOS ANGELES COUNTY PUBLIC WORKS  
Survey/Mapping & Property Management Division

Supervising Title Examiner

By \_\_\_\_\_

## **CERTIFICATE OF ACCEPTANCE**

This is to certify that the interests in the real properties conveyed by the within Quitclaim Deed document to the City of Carson, a municipal corporation, is hereby accepted by order of the City Council of the City of Carson, and the Grantee consents to the recordation thereof by its duly authorized officer.

Dated: \_\_\_\_\_

CITY OF CARSON,  
a municipal corporation

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## EXHIBIT A

Project name: Del Amo Blvd over Alameda St

**DEL AMO BOULEVARD 28-7EXF**

Includes: Parcel Nos. 28-8EXF and 28-9EXF  
AIN 7306025900, 7306025901, and  
7306025902  
IM 054217  
SD 2  
M2577004

### LEGAL DESCRIPTION

#### PARCEL NO. 28-7EXF (Quitclaim of Fee):

Parcel 2, as shown on Parcel Map No. 8437, filed in Book 87, page 21, of Parcel Maps, in the office of the Registrar-Recorder/County Clerk of the County of Los Angeles.

Containing: 2.15± acres.

#### PARCEL NO. 28-8EXF (Quitclaim of Fee):

Parcel 3, as shown on above-mentioned Parcel Map No. 8437.

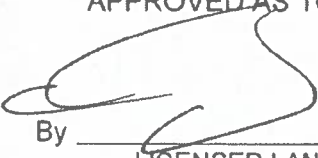
Containing: 1.02± acres.

#### PARCEL NO. 28-9EXF (Quitclaim of Fee):

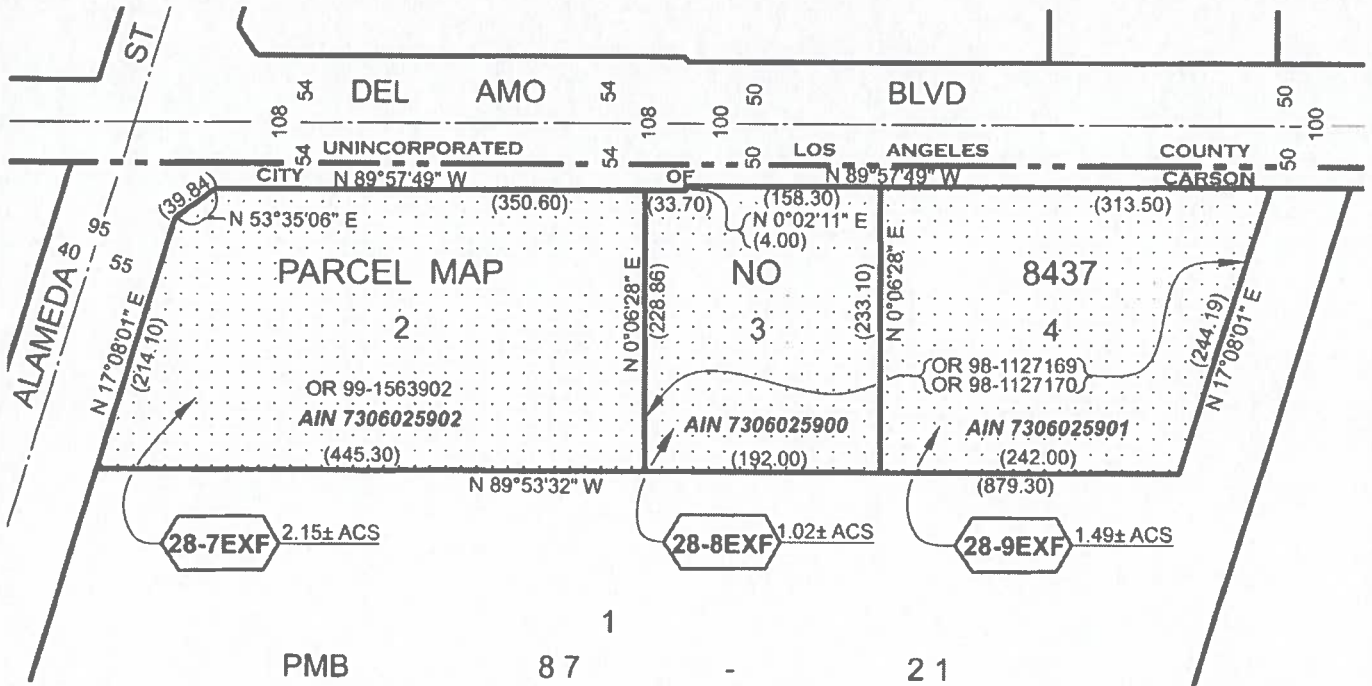
Parcel 4, as shown on above-mentioned Parcel Map No. 8437.

Containing: 1.49± acres.



|                                                                                         |                                                           |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------|
| APPROVED AS TO DESCRIPTION                                                              |                                                           |
| By  |                                                           |
|                                                                                         | LICENSED LAND SURVEYOR<br>Los Angeles County Public Works |
| Dated <u>May 7, 2025</u>                                                                |                                                           |

# EXHIBIT B



BY:   
LICENSED SURVEYOR

DATE: 5.7.2025

ALL IN THE CITY OF CARSON

| LEGEND                                                                                                                                                                                                               | <br> | REFERENCE:                                                              | LOS ANGELES COUNTY PUBLIC WORKS<br>SURVEY/MAPPING & PROPERTY MANAGEMENT DIVISION |                         |                  |                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|----------------------------------------------------------------------------------|-------------------------|------------------|-----------------|
|  - QUITCLAIM OF COUNTY FEE<br><br>EXF - DENOTES QUITCLAIM OF FEE<br><br>( ) DENOTES RECORD DIMENSIONS.<br>DIMENSIONS ARE IN FEET. |                                                                                                                                                                            | AIN 7306025900<br>AIN 7306025901<br>AIN 7306025902<br>IM 054217<br>SD 2 | <b>DEL AMO BLVD OVER ALAMEDA ST</b><br>FILE: DEL AMO BLVD (28)                   |                         |                  |                 |
|                                                                                                                                                                                                                      |                                                                                                                                                                            |                                                                         | PROJECT ID : MPR0001181                                                          | PCA : M2577004          |                  |                 |
|                                                                                                                                                                                                                      |                                                                                                                                                                            |                                                                         | PREPARED BY<br>J WU                                                              | REVIEWED BY<br>T TRUONG | DATE<br>5/6/2025 | SHEET<br>1 OF 1 |

**PRELIMINARY CHANGE OF OWNERSHIP REPORT**

To be completed by the transferee (buyer) prior to a transfer of subject property, in accordance with section 480.3 of the Revenue and Taxation Code. A *Preliminary Change of Ownership Report* must be filed with each conveyance in the County Recorder's office for the county where the property is located.

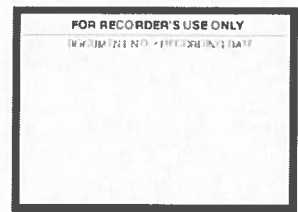
NAME AND MAILING ADDRESS OF BUYER/TRANSFEEE  
(Make necessary corrections to the printed name and mailing address)

┌

L



**JEFFREY PRANG**  
**ASSESSOR**



ASSESSOR'S PARCEL NUMBER

SELLER/TRANSFEROR

BUYER'S DAYTIME TELEPHONE NUMBER

( )

BUYER'S EMAIL ADDRESS

STREET ADDRESS OR PHYSICAL LOCATION OF REAL PROPERTY

☐ YES ☐ NO This property is intended as my principal residence. If YES, please indicate the date of occupancy or intended occupancy.

MO DAY YEAR

☐ YES ☐ NO Are you a 100% rated disabled veteran who was compensated at 100% by the Department of Veterans Affairs or an unmarried surviving spouse of a 100% rated disabled veteran?

MAIL PROPERTY TAX INFORMATION TO (NAME)

MAIL PROPERTY TAX INFORMATION TO (ADDRESS)

CITY

STATE ZIP CODE

**PART 1. TRANSFER INFORMATION**

*Please complete all statements.*

This section contains possible exclusions from reassessment for certain types of transfers.

YES NO

- ☐ ☐ A. This transfer is solely between spouses (addition or removal of a spouse, death of a spouse, divorce settlement, etc.).
- ☐ ☐ B. This transfer is solely between domestic partners currently registered with the California Secretary of State (addition or removal of a partner, death of a partner, termination settlement, etc.).
- ☐ ☐ \*C. This is a transfer: ☐ between parent(s) and child(ren) ☐ between grandparent(s) and grandchild(ren).  
Was this the transferor/grantor's principal residence? ☐ YES ☐ NO  
Is this a family farm? ☐ YES ☐ NO
- ☐ ☐ \*D. This transfer is the result of a cotenant's death. Date of death \_\_\_\_\_
- ☐ ☐ \*E. This transaction is to replace a principal residence owned by a person 55 years of age or older.
- ☐ ☐ \*F. This transaction is to replace a principal residence by a person who is severely disabled.
- ☐ ☐ \*G. This transaction is to replace a principal residence substantially damaged or destroyed by a wildfire or natural disaster for which the Governor proclaimed a state of emergency.
- ☐ ☐ H. This transaction is only a correction of the name(s) of the person(s) holding title to the property (e.g., a name change upon marriage).  
If YES, please explain: \_\_\_\_\_
- ☐ ☐ I. The recorded document creates, terminates, or reconveys a lender's interest in the property.
- ☐ ☐ J. This transaction is recorded only as a requirement for financing purposes or to create, terminate, or reconvey a security interest (e.g., cosigner). If YES, please explain: \_\_\_\_\_
- ☐ ☐ K. The recorded document substitutes a trustee of a trust, mortgage, or other similar document.
- ☐ ☐ L. This is a transfer of property:  
1. to/from a revocable trust that may be revoked by the transferor and is for the benefit of ☐ the transferor, and/or ☐ the transferor's spouse ☐ registered domestic partner.  
2. to/from an irrevocable trust for the benefit of the ☐ creator/grantor/trustor and/or ☐ grantor's/trustor's spouse ☐ grantor's/trustor's registered domestic partner.
- ☐ ☐ M. This property is subject to a lease with a remaining lease term of 35 years or more including written options.
- ☐ ☐ N. This is a transfer between parties in which proportional interests of the transferor(s) and transferee(s) in each and every parcel being transferred remain exactly the same after the transfer.
- ☐ ☐ O. This is a transfer subject to subsidized low-income housing requirements with governmentally imposed restrictions, or restrictions imposed by specified nonprofit corporations.
- ☐ ☐ \*P. This transfer is to the first purchaser of a new building containing a ☐ leased ☐ owned active solar energy system.
- ☐ ☐ Q. Other. This transfer is to \_\_\_\_\_

\* Please refer to the instructions for Part 1.

**Please provide any other information that will help the Assessor understand the nature of the transfer.**

**THIS DOCUMENT IS NOT SUBJECT TO PUBLIC INSPECTION**



The Assessor's office may contact you for additional information regarding this transaction.

## ADDITIONAL INFORMATION

Please answer all questions in each section, and sign and complete the certification before filing. This form may be used in all 58 California counties. If a document evidencing a change in ownership is presented to the Recorder for recordation without the concurrent filing of a *Preliminary Change of Ownership Report*, the Recorder may charge an additional recording fee of twenty dollars (\$20).

**NOTICE:** The property which you acquired may be subject to a supplemental assessment in an amount to be determined by the County Assessor. Supplemental assessments are not paid by the title or escrow company at close of escrow, and are not included in lender impound accounts. **You may be responsible for the current or upcoming property taxes even if you do not receive the tax bill.**

**NAME AND MAILING ADDRESS OF BUYER:** Please make necessary corrections to the printed name and mailing address. Enter Assessor's Parcel Number, name of seller, buyer's daytime telephone number, buyer's email address, and street address or physical location of the real property.

**NOTE:** Your telephone number and/or email address is very important. If there is a question or a problem, the Assessor needs to be able to contact you.

**MAIL PROPERTY TAX INFORMATION TO:** Enter the name, address, city, state, and zip code where property tax information should be mailed. This must be a valid mailing address.

**PRINCIPAL RESIDENCE:** To help you determine your principal residence, consider (1) where you are registered to vote, (2) the home address on your automobile registration, and (3) where you normally return after work. If after considering these criteria you are still uncertain, choose the place at which you have spent the major portion of your time this year. Check YES if the property is intended as your principal residence, and indicate the date of occupancy or intended occupancy.

**DISABLED VETERAN:** If you checked YES, you may qualify for a property tax exemption. **A claim form must be filed and all requirements met in order to obtain the exemption. Please contact the Assessor for a claim form.**

### PART 1: TRANSFER INFORMATION

If you check YES to any of these statements, the Assessor may ask for supporting documentation.

**C, D, E, F, G:** If you checked YES to any of these statements, you may qualify for a property tax reassessment exclusion, which may allow you to maintain your property's previous tax base. **A claim form must be filed and all requirements met in order to obtain any of these exclusions.** Contact the Assessor for claim forms. **NOTE:** If you give someone money or property during your life, you may be subject to federal gift tax. You make a gift if you give property (including money), the use of property, or the right to receive income from property without expecting to receive something of at least equal value in return. The transferor (donor) may be required to file Form 709, Federal Gift Tax Return, with the Internal Revenue Service if they make gifts in excess of the annual exclusion amount.

**H:** Check YES if the reason for recording is to correct a name already on title [e.g., Mary Jones, who acquired title as Mary J. Smith, is granting to Mary Jones]. This is not for use when a name is being removed from title.

**I:** Check YES if the change involves a lender, who holds title for security purposes on a loan, and who has no other beneficial interest in the property.

**"Beneficial interest"** is the right to enjoy all the benefits of property ownership. Those benefits include the right to use, sell, mortgage, or lease the property to another. A beneficial interest can be held by the beneficiary of a trust, while legal control of the trust is held by the trustee.

**J:** A **"cosigner"** is a third party to a mortgage/loan who provides a guarantee that a loan will be repaid. The cosigner signs an agreement with the lender stating that if the borrower fails to repay the loan, the cosigner will assume legal liability for it.

**N:** This is primarily for use when the transfer is into, out of, or between legal entities such as partnerships, corporations, or limited liability companies. Check YES only if the individuals and the interest held by each remains exactly the same in each and every parcel being transferred.

**O:** Check YES only if this property is subject to a government or nonprofit affordable housing program that imposes restrictions. Property may qualify for a restricted valuation method (i.e., may result in lower taxes).

**P:** If you checked YES, you may qualify for a new construction property tax exclusion. **A claim form must be filed and all requirements met in order to obtain the exclusion. Contact the Assessor for a claim form.**

### PART 2: OTHER TRANSFER INFORMATION

**A:** The date of recording is rebuttably presumed to be the date of transfer. If you believe the date of transfer was a different date (e.g., the transfer was by an unrecorded contract, or a lease identifies a specific start date), put the date you believe is the correct transfer date. If it is not the date of recording, the Assessor may ask you for supporting documentation.

**B:** Check the box that corresponds to the type of transfer. If OTHER is checked, please provide a detailed description. Attach a separate sheet if necessary.

C. If this transfer was the result of an inheritance following the death of the property owner, please complete a *Change in Ownership Statement, Death of Real Property Owner*, form BOE-502-D, if not already filed with the Assessor's office.

### PART 3: PURCHASE PRICE AND TERMS OF SALE

It is important to complete this section completely and accurately. The reported purchase price and terms of sale are important factors in determining the assessed value of the property, which is used to calculate your property tax bill. Your failure to provide any required or requested information may result in an inaccurate assessment of the property and in an overpayment or underpayment of taxes.

A. Enter the total purchase price, not including closing costs or mortgage insurance.

**"Mortgage insurance"** is insurance protecting a lender against loss from a mortgagor's default, issued by the FHA or a private mortgage insurer.

B. Enter the amount of the down payment, whether paid in cash or by an exchange. If through an exchange, exclude the closing costs.

**"Closing costs"** are fees and expenses, over and above the price of the property, incurred by the buyer and/or seller, which include title searches, lawyer's fees, survey charges, and document recording fees.

C. Enter the amount of the First Deed of Trust, if any. Check all the applicable boxes, and complete the information requested.

A **"balloon payment"** is the final installment of a loan to be paid in an amount that is disproportionately larger than the regular installment.

D. Enter the amount of the Second Deed of Trust, if any. Check all the applicable boxes, and complete the information requested.

E. If there was an assumption of an improvement bond or other public financing with a remaining balance, enter the outstanding balance, and mark the applicable box.

An **"improvement bond or other public financing"** is a lien against real property due to property-specific improvement financing, such as green or solar construction financing, assessment district bonds, Mello-Roos (a form of financing that can be used by cities, counties and special districts to finance major improvements and services within the particular district) or general improvement bonds, etc. Amounts for repayment of contractual assessments are included with the annual property tax bill.

F. Enter the amount of any real estate commission fees paid by the buyer which are not included in the purchase price.

G. If the property was purchased through a real estate broker, check that box and enter the broker's name and phone number. If the property was purchased directly from the seller (who is not a family member of one of the parties purchasing the property), check the "Direct from seller" box. If the property was purchased directly from a member of your family, or a family member of one of the parties who is purchasing the property, check the "From a family member" box and indicate the relationship of the family member (e.g., father, aunt, cousin, etc.). If the property was purchased by some other means (e.g., over the Internet, at auction, etc.), check the "OTHER" box and provide a detailed description (attach a separate sheet if necessary).

H. Describe any special terms (e.g., seller retains an unrecorded life estate in a portion of the property, etc.), seller concessions (e.g., seller agrees to replace roof, seller agrees to certain interior finish work, etc.), broker/agent fees waived (e.g., fees waived by the broker/agent for either the buyer or seller), financing, buyer paid commissions, and any other information that will assist the Assessor in determining the value of the property.

### PART 4: PROPERTY INFORMATION

A. Indicate the property type or property right transferred. Property rights may include water, timber, mineral rights, etc.

B. Check YES if personal, business property or incentives are included in the purchase price in Part 3. Examples of personal or business property are furniture, farm equipment, machinery, etc. Examples of incentives are club memberships (golf, health, etc.), ski lift tickets, homeowners' dues, etc. Attach a list of items and their purchase price allocation. An adjustment will not be made if a detailed list is not provided.

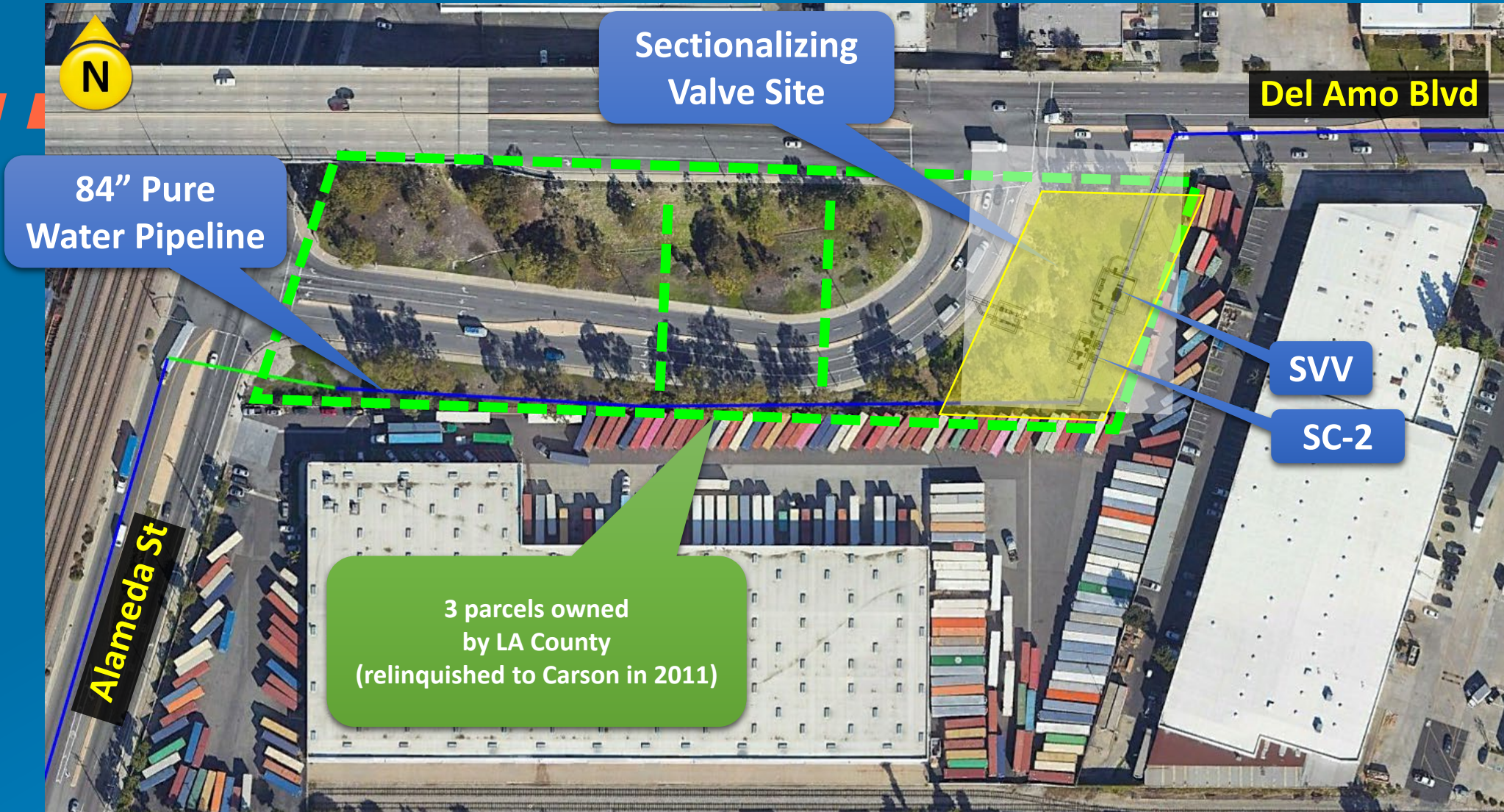
C. Check YES if a manufactured home or homes are included in the purchase price. Indicate the purchase price directly attributable to each of the manufactured homes. If the manufactured home is registered through the Department of Motor Vehicles in lieu of being subject to property taxes, check NO and enter the decal number.

D. Check YES if the property was purchased or acquired with the intent to rent or lease it out to generate income, and indicate the source of that anticipated income. Check NO if the property will not generate income, or was purchased with the intent of being owner-occupied.

E. Provide your opinion of the condition of the property at the time of purchase. If the property is in "fair" or "poor" condition, include a brief description of repair needed.



# Service Connection (SC-2) & Valve Vault (SVV)





---

# Report to Honorable Mayor and City Council

Tuesday, September 16, 2025, 5:00 PM

ORDINANCE SECOND READING 37.

To: Honorable Mayor and City Council

From: Michael George, Assistant to the City Manager FIN Business License Revenue

Subject: CONSIDER SECOND READING AND ADOPTION OF ORDINANCE 25-2516, AMENDING THE CARSON MUNICIPAL CODE TO INCREASE THE MEMBERSHIP OF THE HUMAN RELATIONS COMMISSION TO ADD MEMBERS WITH A FOCUS ON DISABILITY-RELATED MATTERS (CITY COUNCIL)

## **I. SUMMARY**

On July 15, 2025, under No. 23 of the City Council Agenda, the City Council voted 3-0 to introduce Ordinance No. 25-2509. This item transmits a request for the City Council to conduct a Second Reading and adopt Ordinance No. 25-2509.

## **II. RECOMMENDATION**

CONDUCT a Second Reading by title only and with reading waived, and ADOPT, Ordinance No. 25-2516, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING SECTIONS 2762 (MEMBERS), 2764 (REGULAR MEETINGS), AND 2766 (DUTIES AND FUNCTIONS OF COMMISSION) OF CHAPTER 7 (DEPARTMENTS, BOARDS, COMMISSIONS) OF ARTICLE II (ADMINISTRATION) OF THE CARSON MUNICIPAL CODE TO INCREASE THE MEMBERSHIP OF THE HUMAN RELATIONS COMMISSION TO ADD MEMBERS WITH A FOCUS ON DISABILITY-RELATED MATTERS"

## **III. ALTERNATIVES**

TAKE another action the City Council deems appropriate, consistent with the requirements of the law

## **IV. BACKGROUND**

At the July 15, 2025, Council Meeting, the City of Carson introduced Ordinance 25-2516 to expand the membership of the Human Relations Commission.

## **V. FISCAL IMPACT**

None.

## **VI. EXHIBITS**

1. Ordinance No. 25-2516

**Attachments**

[Ordinance 25-2516](#)

## ORDINANCE NO. 25-2516

### **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING SECTIONS 2762 (MEMBERS), 2764 (REGULAR MEETINGS), AND 2766 (DUTIES AND FUNCTIONS OF COMMISSION) OF CHAPTER 7 (DEPARTMENTS, BOARDS, COMMISSIONS) OF ARTICLE II (ADMINISTRATION) OF THE CARSON MUNICIPAL CODE TO INCREASE THE MEMBERSHIP OF THE HUMAN RELATIONS COMMISSION TO ADD MEMBERS WITH A FOCUS ON DISABILITY-RELATED MATTERS**

**WHEREAS**, the Human Relations Commission (“Commission”) serves as an advisory body to the City Council providing recommendations and guidance on matters related to human relations. The stated policy of the Commission is not only to protect and insure the legal rights of individuals and groups, but also to seek to provide opportunity for the full realization of the hopes, aspirations, abilities and ambitions of individuals of all religions, races, national origins, political beliefs, economic or social status, cultural background, ages or sex, thereby encouraging and developing the human resources of the community to their highest potential value, thereby improving the quality of our society and the richness of life; and

**WHEREAS**, the Commission’s duties and functions include (among other things) advising the City Council on all matters involving discrimination on the basis of race, religion, national origin, culture, economic status, age or sex, and receiving, hearing and investigating complaints of tensions, practices of discrimination and acts of prejudice against any person or group because of race, color, religion, ethnic origin, culture, economic status, age or sex. To better fulfill the Commission’s stated policy, the City Council desires to amend these stated duties and functions of the Commission to expressly include discrimination on the basis of disability; and

**WHEREAS**, increasing the membership of the Commission by two (2) additional seats, reserved for members who have demonstrated knowledge or experience in disability-related matters, will enable the Commission to better fulfill its stated policy and its amended duties and functions and thereby address barriers, promote inclusivity, and provide informed recommendations to the City Council on those matters. It will also ensure protection and consideration of the rights and interests of this facet of the community in the Commission’s actions and decisions. Accordingly, the City Council now sees fit and intends to increase the Commission’s membership accordingly.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA DOES ORDAIN AS FOLLOWS:**

**SECTION 1. RECITALS.** The foregoing recitals are true and correct and are incorporated herein by this reference.

**SECTION 2. AMENDMENT.** Section 2762 (Members) of part G (Human Relations Commission) of Chapter 7 (Departments, Boards, Commissions) of Article II (Administration) of the Carson Municipal Code is hereby amended to read in its entirety as follows (new text is identified in ***bold & italics***, deleted text in ~~strike through font~~):



## **“2762 Members.**

The Human Relations Commission shall consist of ~~nine (9)~~ **eleven (11)** members, **including** seven (7) general members, ~~and two (2) youth members,~~ **and two (2) members with a focus on disability-related matters,** and three (3) alternate members who shall be called upon, when necessary, in the order of their appointments as Alternate 1, 2 or 3, to substitute for any absent commissioner, each of whom shall be a resident of the City of Carson. The members shall be appointed as follows.

(a) General Members. ***Except as otherwise provided in Charter Section 602, a***All general members shall be appointed by the Mayor with the approval of a majority of the entire City Council present, including the Mayor. Subject to the provisions of this Section 2762, the tenure of the first general members appointed after the effective date hereof shall expire April 30, 1994. Thereafter, all general members shall be appointed biennially for two (2) year terms expiring at midnight on April 30th of each regular municipal election year (each even-numbered year).

(b) Youth Members. ***Except as otherwise provided in Charter Section 602, t***The two (2) youth members shall be appointed by the Mayor, based upon the recommendation of the general members, and subject to approval by the entire City Council present, including the Mayor. Each youth member shall serve for a one (1) year term or until his or her successor is appointed and qualified. All terms of office shall commence on July 1st of each year and expire on June 30th of the successive year. Thereafter, one (1) or both of the youth commissioners may be appointed for one (1) additional year, for a maximum tenure of two (2) years. The two (2) youth members shall meet all of the following qualifications.

(1) Youth members shall be between the ages of sixteen (16) and twenty-one (21) and enrolled in school at the time of appointment;

(2) Youth members shall have maintained at least a 2.0 grade point average in the previous school year; and

(3) Youth members shall have an interest in human relations issues and concerns.

***(c) Members with a Focus on Disability-Related Matters. Except as otherwise provided in Charter Section 602, the two (2) members with a focus on disability-related matters shall be appointed by the Mayor, based upon the recommendation of the general members, and subject to approval by the entire City Council present, including the Mayor. Subject to the provisions of this Section 2762, the tenure of the first members with a focus on disability-related matters appointed pursuant to the ordinance that enacted this subsection shall expire April 30, 2026. Thereafter, all members with a focus on disability-related matters shall be appointed biennially for two (2) year terms expiring at midnight on April 30th of each regular municipal election year (each even-numbered year). Notwithstanding these members’ focus on disability-related matters which is anticipated to naturally result from the qualification requirements stated below, these members shall participate in all proceedings of the Commission, subject to compliance***

***with applicable law. The two (2) members with a focus on disability-related matters shall meet all of the following qualifications:***

***(1) Have an interest in disability-related human relations issues and concerns;***

***(2) Have professional experience, educational qualifications, or other demonstrated expertise or knowledge related to rights, advocacy, access, services, policies, or issues of concern for persons with disabilities.***

***(d e) Termination, Vacancies, Voting.*** The tenure of any member of the Commission and any Alternate shall be terminable at will, and without cause, ***by removal upon recommendation/nomination for removal by the Mayor and a vote of a majority of the membership of the City Council pursuant to Charter Section 605*** ~~on the motion of any member of the Council, duly seconded, and with the approval of a majority of the entire City Council present, including the Mayor.~~ Subject to the provisions of this Section, the tenure of Commission members appointed on or after April 1, 1997, shall expire at midnight on the last day of the calendar month in which the next general municipal election after the member's appointment is held for seats on the Carson City Council. Each Commission member shall continue to serve until a successor has been appointed by the appointing power and has qualified unless the City Council declares the position to be vacant. Should any vacancy exist on the Commission, ***except as otherwise provided in Charter Sections 602 and 605,*** an appointment shall be made by the Mayor with the approval of a majority of the entire City Council present, including the Mayor. All appointments shall be made in an open meeting of the City Council. Action taken by the Commission shall only be valid if a majority of the general members present, and in no event less than three (3) general members, have voted for it."

**SECTION 3. AMENDMENT.** Section 2764 (Regular Meetings) of part G (Human Relations Commission) of Chapter 7 (Departments, Boards, Commissions) of Article II (Administration) of the Carson Municipal Code is hereby amended to read in its entirety as follows (new text is identified in ***bold & italics***, deleted text in ~~striketrough font~~):

***"2764 Regular Meetings.***

The Human Relations Commission shall hold at least one (1) regular meeting in each month at such time and date as designated in the rules and regulations of the Commission. ***Six (6)*** ~~Five (5)~~ members of the Commission shall constitute a quorum. The Commission may hold its meetings in the Council Chambers or in such other suitable place as the Commission may designate. All meetings of the Commission shall be open to the public."

**SECTION 4. AMENDMENT.** Section 2766 (Duties and Functions of Commission) of part G (Human Relations Commission) of Chapter 7 (Departments, Boards, Commissions) of Article II (Administration) of the Carson Municipal Code is hereby amended to read in its entirety as follows (new text is identified in ***bold & italics***, deleted text in ~~striketrough font~~):

***"2766 Duties and Functions of Commission.***

The Carson Human Relations Commission shall have the following duties and responsibilities:

(a) To advise and consult with the City Council, City Administrator, and the commissions, boards and officers of the City on all matters involving discrimination on the basis of race, religion, national origin, culture, economic status, **disability**, age or sex;

(b) To recommend such corrective or legislative action as may be appropriate to effectuate the policy of the City Council which is declared in this Part;

(c) To invite and enlist the cooperation of racial, religious and ethnic groups, youth and senior citizen organizations, community organizations, fraternal and benevolent societies, veterans organizations, professional and technical organizations and other groups in the City of Carson in carrying on its work;

(d) To foster communication, mutual respect and understanding among all racial, religious and other groups in the community;

(e) To make such studies in any area of human relationship in the community as in the judgment of the Commission will aid in effectuating its general purpose;

(f) To cooperate with the City, County, State and Federal agencies whenever it deems such action appropriate in effectuating the policy of this Part;

(g) To initiate, conduct or recommend such educational programs as, in the judgment of the Commission, will increase good will among inhabitants of the community and open new opportunities into all phases of community life and society for all inhabitants of the City;

(h) To hold conferences, and other public meetings, in the interest of the constructive resolution of racial, religious or other group tensions, prejudice or discrimination;

(i) To receive, hear and investigate complaints of tensions, practices of discrimination and acts of prejudice against any person or group because of race, color, religion, ethnic origin, culture, economic status, **disability**, age or sex, whether practiced by private persons, associations, corporations or public bodies, and to seek to resolve such matters through consultation and advice;

(j) To seek the best means of progressively improving human relations in the entire City;

(k) To issue such publications and such special reports concerning its work and investigations it may consider desirable and in the public interest, subject to the approval of the City Council;

(l) To refer all findings of discrimination within the jurisdiction of any County, State or Federal boards, commissions or departments to such agencies;

(m) To make recommendations and reports to the City Council on all matters within the duties and functions of the Commission;

(n) To submit an annual report to the City Council and such other reports as may be requested by the City Council.”

**SECTION 5. SEVERABILITY.** If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions thereof may be declared invalid or unconstitutional.

**SECTION 6. EFFECTIVE DATE.** This Ordinance shall be in full force and effect thirty (30) days after its adoption.

**SECTION 7. CERTIFICATION.** The City Clerk shall certify to the adoption of this Ordinance and shall cause the same to be posted and codified in the manner required by law.

[signatures on the following page]



**PASSED, APPROVED, and ADOPTED** at a regular meeting of the City Council on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Lula Davis-Holmes, Mayor

ATTEST:

\_\_\_\_\_  
Dr. Khaleah K. Bradshaw, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Sunny K. Soltani, City Attorney