



CITY OF WESTMINSTER
CONTRACT/AGREEMENT
TRANSMITTAL COVER SHEET

Contract/Agreement No.
 2024-010

NAME / CONTRACTOR		City Advisors, LLC	
DESCRIPTION OF SERVICES		To Provide As Needed Professional Planning Services	
AGREEMENT TERM	COMMENCEMENT DATE /Amended or Renewal	EXPIRATION DATE /Exp. Amended or Renewed	
24 Months	2/5/2024	2/4/2026	
DEPARTMENT	Community Development	DEPT/STAFF CONTACT	DocuSigned by:
CONTRACT AMOUNT	Up to \$100,000.00	CD/ Catherine Lin	Catherine Lin
AMENDMENT/RENEWAL AMOUNT		DEPT. HEAD APPROVAL:	02946120E81F4F8...
		BUDGET ACCOUNT NO. (Include Acct. No. to Deposit Reimbursements/Payments.)	
		Community Development Account TBD -Salary Savings	

1 - BUSINESS LICENSING Not Required - Skip: _____ (Initials)

BL No. 05145647

Exp. 2/28/2025 Not Required

Not Approved

Approved Initial: SS Date: February 7, 2024

2 - FINANCE DEPT. Not Required - Skip: _____ (Initials)

Sufficient Funds Verified

Insufficient Funds

Requires Budget Transfer/Adjustment

Approved Initial: EB Date: February 8, 2024

3 - RISK MANAGEMENT Not Required - Skip: _____ (Initials)

Commercial/General/Auto Liability Insurance Req's Met

Additional Insured Endorsement

Professional/Errors and Omissions

Worker's Compensation

Additional Insured Endorsement

Certificates Reviewed & Approved

Requires Changes as Noted Below:

Bond Required

Notes: Reviewed

Approved Initial: _____ Date: February 9, 2024

SPECIAL REQUIREMENTS/FORMS Not Required - Skip: _____ (Initials)

Requirements Met:

FPPC (Form 700)

Ethics (AB1234/1661)

Sexual Harassment Prevention Training

Oath Administered: _____

Other: _____

NOTES: _____

4 - CITY ATTORNEY Not Required - Skip: _____ (Initials)

Name of Reviewing Attorney: _____

Reviewed

Approved as to Form

Not Required

Requires Changes: NA

Returned to Submitting Department

Approved Initial: UB Date: February 7, 2024

5 - CITY CLERK'S OFFICE Not Required - Skip: _____ (Initials)

Council Approved

City Manager Approved

Agenda Item No. DS

Meeting Date TR

Approved Initial: _____ Date: February 7, 2024

CITY MANAGER'S OFFICE

Approved

Denied

Amount does not Exceed CM Approval Amount

Return to Submitting Department

Requires Changes:

Approved Initial: DS U Date: February 9, 2024

MISCELLANEOUS

Special Event Permit

City Council

Administratively Approved

Reimbursement Payment

Fee Payment

Permit No. _____

Dept./Contact: _____

**CITY OF WESTMINSTER
PROFESSIONAL SERVICES AGREEMENT
WITH CITY ADVISORS, LLC**

THIS AGREEMENT is made and entered into this 5th day of February, 2024 (“Effective Date”), by and between the CITY OF WESTMINSTER, a municipal corporation (“City”), and City Advisors, LLC., a California limited liability company. (“Consultant”).

WITNESSETH:

A. WHEREAS, City proposes to utilize the services of Consultant as an independent contractor to provide professional planning services, as more fully described herein; and

B. WHEREAS, Consultant represents that it has that degree of specialized expertise contemplated within California Government Code Section 37103, and holds all necessary licenses to practice and perform the services herein contemplated; and

C. WHEREAS, City and Consultant desire to contract for the specific services described in Exhibit “A” (the “Project”) and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and

D. WHEREAS, no official or employee of City has a financial interest, within the provisions of Sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

1.0. SERVICES PROVIDED BY CONSULTANT

1.1. Scope of Services. Consultant shall provide the professional services described in the Consultant’s Proposal (“Proposal”), attached hereto as Exhibit “A” and incorporated herein by this reference.

1.2. Professional Practices. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise City of any changes in any laws that may affect Consultant’s performance of this Agreement. Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such laws and regulations. Officers and employees shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this section.

1.3. Performance to Satisfaction of City. Consultant agrees to perform all the work to the complete satisfaction of the City and within the hereinafter specified. Evaluations of the work will be done by the City Manager or his or her designee. If the quality of work is not satisfactory, City in its discretion has the right to:

- (a) Meet with Consultant to review the quality of the work and resolve the matters of concern;
- (b) Require Consultant to repeat the work at no additional fee until it is satisfactory; and/or
- (c) Terminate the Agreement as hereinafter set forth.

1.4. Warranty. Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws, including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement, including the requirement that the Consultant obtain a business license from the City. Consultant shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's performance under this Agreement.

1.5. Non-discrimination. In performing this Agreement, Consultant shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religion, color, national origin, ancestry, age, physical handicap, medical condition, marital status, sexual gender or sexual orientation, except as permitted pursuant to Section 12940 of the Government Code. Such actions shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, a notice setting forth provisions of this non-discrimination clause.

Consultant shall, in all solicitations and advertisements for employees placed by, or on behalf of Consultant shall state that all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, marital status, national origin, or mental or physical disability. Consultant shall cause the paragraphs contained in this Section to be inserted in all subcontracts for any work covered by the Agreement, provided that the foregoing provisions shall not apply to subcontracts for standard commercial supplies or raw materials.

1.6. Non-Exclusive Agreement. Consultant acknowledges that City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

1.7. Delegation and Assignment. This is a personal service contract, and the duties set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of City. Consultant may engage a subcontractor(s) as permitted by law and may employ other personnel to perform services contemplated by this Agreement at Consultant's sole cost and expense. All insurance requirements contained in this Agreement are independantly applicable to any and all subcontractors that Consultant may engage during the term of this Agreement.

1.8. Confidentiality. Employees of Consultant in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of City. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

2.0. COMPENSATION AND BILLING

2.1. Compensation. Consultant shall be paid in accordance with the fee schedule set forth in Exhibit "A". Consultant's total compensation shall not exceed one hundred thousand Dollars (\$100,000.00).

2.2. Additional Services. Consultant shall not receive compensation for any services provided outside the scope of services specified in the Consultant's Proposal or which is inconsistent with or in violation of the provisions of this Agreement unless the City or the Project Manager for this Project, prior to Consultant performing the additional services, approves such additional services in writing. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable. Should the City request in writing additional services that increase the hereinabove described "SCOPE OF SERVICES", an additional fee based upon the Consultant's standard hourly rates shall be paid to the Consultant for such additional services.

2.3. Method of Billing. Consultant may submit invoices to the City for approval on a progress basis, but no more often than two times a month. Said invoice shall be based on the total of all Consultant's services which have been completed to City's sole satisfaction. City shall pay Consultant's invoice within thirty (30) days from the date City receives said invoice. Each invoice shall describe in detail, the services performed, the date of performance, and the associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.

2.4. Records and Audits. Records of Consultant's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to City or its Project Manager for inspection and/or audit at mutually convenient times for a period of three (3) years from the Termination Date.

3.0. TIME OF PERFORMANCE

3.1. Commencement and Completion of Work. The professional services to be performed pursuant to this Agreement shall commence within five (5) days from the Effective Date of this Agreement. Said services shall be performed in strict compliance with the Project Schedule approved by City as set forth in Exhibit "A."

3.2. Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable

control of a party. If a delay beyond the control of the Consultant is encountered, a time extension may be mutually agreed upon in writing by the City and the Consultant. The Consultant shall present documentation satisfactory to the City to substantiate any request for a time extension.

4.0. TERM AND TERMINATION

4.1. Term. This Agreement shall commence on the Effective Date and continue for a period of 24 months, ending on January 23, 2026; unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.

4.2. Notice of Termination. The City reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing at least fifteen (15) days prior written notice to Consultant. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination. In the event of such termination, Consultant shall immediately stop rendering services under this Agreement unless directed otherwise by the City. If the City suspends, terminates or abandons a portion of this Agreement such suspension, termination or abandonment shall not make void or invalidate the remainder of this Agreement.

If the Consultant defaults in the performance of any of the terms or conditions of this Agreement, it shall have ten (10) days after service upon it of written notice of such default in which to cure the default by rendering a satisfactory performance. In the event that the Consultant fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

The City shall have the right, notwithstanding any other provisions of this Agreement, to terminate this Agreement, at its option and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement, immediately upon service of written notice of termination on the Consultant, if the latter should:

- a. Be adjudged a bankrupt;
- b. Become insolvent or have a receiver of its assets or property appointed because of insolvency;
- c. Make a general assignment for the benefit of creditors;
- d. Default in the performance of any obligation or payment of any indebtedness under this Agreement;
- e. Suffer any judgment against it to remain unsatisfied or unbonded of record for thirty (30) days or longer; or
- f. Institute or suffer to be instituted any procedures for reorganization or rearrangement of its affairs.

4.3. Compensation. In the event of termination, City shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of City's written notice of termination within thirty-five (35) days after service of the

notice of termination. Compensation for work in progress shall be prorated based on the percentage of work completed as of the effective date of termination in accordance with the fees set forth herein. In ascertaining the professional services actually rendered hereunder up to the effective date of termination of this Agreement, consideration shall be given to both completed work and work in progress, to complete and incomplete drawings, and to other documents pertaining to the services contemplated herein whether delivered to the City or in the possession of the Consultant. City shall not be liable for any claim of lost profits.

4.4. Documents. In the event of termination of this Agreement, all documents prepared by Consultant in its performance of this Agreement including, but not limited to, finished or unfinished design, development and construction documents, data studies, drawings, maps and reports, shall be delivered to the City within ten (10) days of delivery of termination notice to Consultant, at no cost to City. Any use of uncompleted documents without specific written authorization from Consultant shall be at City's sole risk and without liability or legal expense to Consultant.

5.0. INSURANCE

5.1. Minimum Scope and Limits of Insurance. Consultant shall obtain, maintain, and keep in full force and effect during the life of this Agreement all the following minimum scope of insurance coverages with an insurance company admitted to do business in California, rated "A," Class X, or better in the most recent Best's Key Insurance Rating Guide, and approved by City:

- (a) Broad-form commercial general liability, in a form at least as broad as ISO form #CG 00 01 04 13, including premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or shall be twice the required occurrence limit. If Consultant maintains higher limits than the specified minimum limits, City requires and shall be entitled to coverage for the high limits maintained by the Consultant.
- (b) Business automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, each incident for bodily injury and property damage.
- (c) Workers' compensation insurance as required by the State of California and Employers Liability Insurance with a minimum limit of \$1,000,000 per accident for any employee or employees of Consultant. Consultant agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against the City, its officers, agents, employees, and volunteers for losses arising from work performed by Consultant for the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.

Before execution of this Agreement by the City, the Consultant shall file with the Community Development Director the following signed certification:

I am aware of, and will comply with, Section 3700 of the Labor Code, requiring every employer to be insured against liability of Workers' Compensation or to undertake self-insurance before commencing any of the work.

The Consultant shall also comply with Section 3800 of the Labor Code by securing, paying for and maintaining in full force and effect for the duration of this Agreement, complete Workers' Compensation Insurance, and shall furnish a Certificate of Insurance to the Community Development Director before execution of this Agreement by the City. The City, its officers and employees shall not be responsible for any claims in law or equity occasioned by failure of the consultant to comply with this section.

- (d) Professional errors and omissions ("E&O") liability insurance with policy limits of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate. Architects' and engineers' coverage shall be endorsed to include contractual liability. If the policy is written as a "claims made" policy, the retro date shall be prior to the start of the contract work. Consultant shall obtain and maintain, said E&O liability insurance during the life of this Agreement and for three years after completion of the work hereunder.

Neither the CITY nor any of its elected or appointed officials, officers, agents, employees, or volunteers makes any representation that the types of insurance and the limits specified to be carried by Consultant under this Agreement are adequate to protect Consultant. If Consultant believes that any such insurance coverage is insufficient, Consultant shall provide, at its own expense, such additional insurance as Consultant deems adequate.

5.2. Endorsements. The commercial general liability insurance policy and business automobile liability policy shall contain or be endorsed to contain the following provisions as worded below:

- (a) Additional insureds: "The City of Westminster and its elected and appointed boards, officers, officials, agents, employees, and volunteers are additional insureds with respect to: liability arising out of activities performed by or on behalf of the Consultant pursuant to its contract with the City; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; automobiles owned, leased, hired, or borrowed by the Consultant."
- (b) Notice: "Consultant shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. In the event of any cancellation or reduction in coverage or limits of any insurance, Consultant shall forthwith obtain and submit proof of substitute insurance. Should Consultant fail to

immediately procure other insurance, as specified, to substitute for any canceled policy, the City may procure such insurance at Consultant's sole cost and expense."

- (c) Other insurance: "The Consultant's insurance coverage shall be primary insurance as respects the City of Westminster, its officers, officials, agents, employees, and volunteers. Any other insurance maintained by the City of Westminster shall be excess and not contributing with the insurance provided by this policy."
- (d) Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the City of Westminster, its officers, officials, agents, employees, and volunteers.
- (e) The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5.3. Deductible or Self-Insured Retention. If any of such policies provide for a deductible or self-insured retention to provide such coverage, the amount of such deductible or self-insured retention shall be approved in advance by City. No policy of insurance issued as to which the City is an additional insured shall contain a provision which requires that no insured except the named insured can satisfy any such deductible or self-insured retention.

5.4. Certificates of Insurance. Consultant shall provide to City certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by City, prior to performing any services under this Agreement. The certificates of insurance and endorsements shall be attached hereto as Exhibit "B" and incorporated herein by this reference.

5.5. Non-limiting. Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property.

6.0. GENERAL PROVISIONS

6.1. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

6.2. Representatives. The City Manager or his or her designee shall be the representative of City for purposes of this Agreement and may issue all consents, approvals, directives and agreements on behalf of the City, called for by this Agreement, except as otherwise expressly provided in this Agreement.

Consultant shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Consultant called for by this Agreement, except as otherwise expressly provided in this

Agreement.

6.3. Project Managers. City shall designate a Project Manager to work directly with Consultant in the performance of this Agreement. It shall be the Consultant's responsibility to assure that the Project Manager is kept informed of the progress of the performance of the services and the Consultant shall refer any decision, which must be made by City, to the Project Manager. Unless otherwise specified herein, any approval of City required hereunder shall mean the approval of the Project Manager.

Consultant shall designate a Project Manager who shall represent it and be its agent in all consultations with City during the term of this Agreement and who shall not be changed by Consultant without the express written approval by the City. Consultant or its Project Manager shall attend and assist in all coordination meetings called by City.

6.4. Notices. Any notices, documents, correspondence or other communications concerning this Agreement, or the work hereunder may be provided by personal delivery, facsimile or if mailed, shall be addressed as set forth below and placed in a sealed envelope, postage prepaid, and deposited in the United States Postal Service. Such communication shall be deemed served or delivered: a) at the time of delivery if such communication is sent by personal delivery, and, b) 72 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

IF TO CONSULTANT:

City Advisors, LLC
15 Rastro Street
Rancho Mission Viejo, CA 92694
Tel: (949) 485-1960
Attn: Stephanie Tomaino,
Managing Principal

IF TO CITY:

City of Westminster
8200 Westminster Blvd.
Westminster, CA 92683.
Tel: (714) 548-3674
Attn: Catherine Lin,
Comminty Development Director

6.5. Attorneys' Fees. In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.6. Governing Law. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California. Consultant agrees to submit to the personal jurisdiction of such court in the event of such action.

6.7. Assignment. Consultant shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Consultant's interest in this Agreement without City's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of City's consent, no subletting or assignment shall release Consultant

of Consultant's obligation to perform all other obligations to be performed by Consultant hereunder for the term of this Agreement.

6.8. Indemnification and Hold Harmless. Consultant agrees to defend, indemnify, hold free and harmless the City, its elected and appointed officials, officers, agents and employees, at Consultant's sole expense, from and against any and all claims, demands, actions, suits or other legal proceedings brought against the City, its elected and appointed officials, officers, agents and employees arising out of the performance of the Consultant, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. The defense obligation provided for hereunder shall apply whenever any claim, action, complaint or suit asserts liability against the City, its elected and appointed officials, officers, agents and employees based upon the work performed by the Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not the Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

6.9. Independent Contractor. Consultant is and shall be acting at all times as an independent contractor and not as an employee of City. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its or employees are in any manner agents or employees of City. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this paragraph.

6.10. PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby

agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

6.11. Cooperation. In the event any claim or action is brought against City relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation which City might require.

6.12. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, preliminary notes, working documents, files and tapes furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of City. Consultant agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of City but shall be made available to the City within ten (10) days of request or within ten (10) days of termination. Any use of such documents for other projects not contemplated by this Agreement, and any use of incomplete documents, shall be at the sole risk of City and without liability or legal exposure to Consultant. City shall indemnify and hold harmless Consultant from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from City's use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by Consultant. Consultant shall deliver to City any findings, reports, documents, information, data, preliminary notes and working documents, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other Project related items as requested by City or its authorized representative, at no additional cost to the City. Consultant or Consultant's agents shall execute such documents as may be necessary from time to time to confirm City's ownership of the copyright in such documents.

6.13. Public Records Act Disclosure. Consultant has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code Section 6250 *et seq.*). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code Section 6254.7, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

6.14. Conflict of Interest. Consultant and its officers, employees, associates and subconsultants, if any, will comply with all conflict of interest statutes of the State of California applicable to Consultant's services under this agreement, including, but not limited to, the Political Reform Act (Government Code Sections 81000, *et seq.*) and Government Code Section 1090. During the term of this Agreement, Consultant and its officers, employees, associates and subconsultants shall not, without the prior written approval of the City Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict of interest statute.

6.15. Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by the City's representative, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to City, provide all necessary design drawings, estimates and other Consultant professional services necessary to rectify and correct the matter to the sole satisfaction of City and to participate in any meeting required with regard to the correction.

6.16. Prohibited Employment. Consultant will not employ any regular employee of City while this Agreement is in effect.

6.17. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, the conflict shall be resolved by giving precedence in the following order, if applicable: This Agreement, the City's Request for Proposals, the Consultant's Proposal.

6.18. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.19. No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of City and Consultant and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

6.20. Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.21. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.22. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.23. Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right

or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

6.24. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

6.25. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

6.26. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

CITY OF WESTMINSTER,
A municipal corporation

DocuSigned by:

E9CB17CEAA77446...
Christine Cordon, City Manager

Date: February 9, 2024

ATTEST:

DocuSigned by:

50F8C4C21CE544C...
Ashton Arocho, City Clerk

CONSULTANT

DocuSigned by:


CF766462A3E24D1...
Signature

Date: February 5, 2024

Stephanie Tomaino, Managing Principal
Name and Title


90-2376796
Social Security or Taxpayer ID Number

APPROVED AS TO FORM:

DocuSigned by:

D9B13911218F474...
Christian L. Bettenhausen, City Attorney


Date: February 7, 2024

APPROVED AS TO INSURANCE:

DocuSigned by:

5749E0E8B30A462...
Jodie Griner, Risk Management


Date: February 9, 2024

APPROVED AS TO CONTENT:

DocuSigned by:

02946120E81F4F8...
Project Manager

Date: February 7, 2024

DEPARTMENTAL APPROVAL

DocuSigned by:

02946120E81F4F8...
Department Head

Date: February 7, 2024

EXHIBIT A
CONSULTANT'S PROPOSAL AND SCOPE OF WORK



CITY ADVISORS PROPOSAL

City of Westminster
On-Call Consultant Services

May 26, 2023

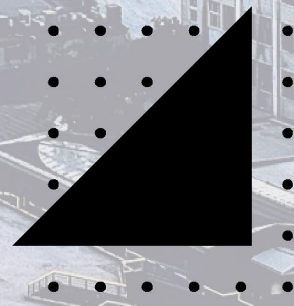
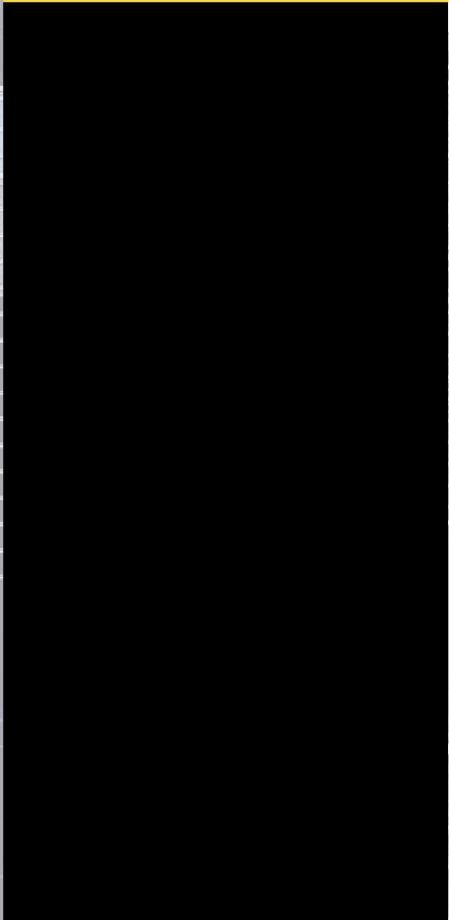
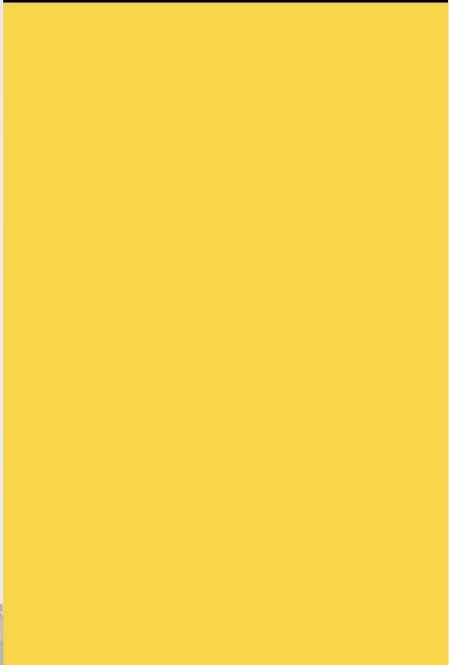


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03	Cover Letter
04	General Qualifications
05	Company Data
06	Key Staff
07	Resume
08	Overview of Services
09	Project Approach
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14	Fee Schedule
15	Exceptions
16	Contact Information



City of Westminster
Attn: Alice Tieu, Associate Planner
8200 Westminster Blvd.
Westminster, CA 92683

Dear Alice,

Thank you for the opportunity to provide a summary of my company's qualifications. Bridging my passion for public service with my entrepreneurial spirit, I formed City Advisors to create a new business model providing technical planning support on an on-call basis. My company prioritizes community impact over profits, and this is reflected through my lean organizational structure and limited overhead, with cost savings passed onto my client cities. Because most of my professional experience was gained working in small City departments, I am accustomed to being resourceful and efficient with time, adapting to changing needs, and developing creative solutions when unique problems arise. Additionally, I have personally hired, trained, and supervised contract planners from four different firms. These experiences have given me a unique perspective on the public agency's expectations related to managing contractors' schedules and costs, reviewing deliverables, monitoring output, and ensuring work was completed satisfactory to the City's standards.

With my diverse experience working alongside development, real estate, design, and construction teams, I am well-versed in balancing competing needs between various stakeholders. As an advocate of common-sense solutions-based planning, applicants have appreciated my collaborative approach to project management. However, exclusively serving public agency clients has allowed the company to focus on representing the City's best interests.

As City Advisors grows in the future, I intend to keep this mission at the forefront of the company's growth strategy, and expand my team only with experienced public sector planners who believe in the company's vision to prioritize community impact. We will always work to uphold these values and serve the best interests of the City of Westminster.

Sincerely,

A handwritten signature in black ink that reads "Stephanie Tomaino".

Stephanie Tomaino, AICP
Owner and Managing Principal

General Qualifications



City Advisors is a contract planning firm that exclusively serves public agencies providing current and long-range planning services. Founded by a public sector planner with years of experience managing contract planners at various firms, we understand cities are in need of quality consultants that deliver projects on time and within your budget. The company prides itself on operating honestly, with integrity, and with the highest ethical standards. We are invested in building a positive and supportive relationship with City staff and to make a meaningful impact in the community.

City Advisors is excited to support public agencies with tackling work backlogs, providing focused support on high-priority entitlement and long-range planning projects, and working with City staff to raise customer service levels. Because we are committed to putting the company's mission into action, below is a snapshot of the company's recent accomplishments:



A public hearing for Zoning Ordinance text amendments was scheduled within two months of project kickoff.



Worked with a project applicant to limit Contract Planner's hours under a set deposit, thereby removing financial uncertainty for a small business owner.



To assist a client with their limited Zoning Code Update budget, a volunteer graduate planning student intern was hired to support with data collection and research.

Company Data

Official Name and Address	City Advisors, LLC 15 Rastro Street Rancho Mission Viejo, CA
Owner / Primary Point of Contact	Stephanie Tomaino, AICP Stephanie@City-Advisors.com (949) 485-1960
Type of Entity	Limited Liability Company
Ownership Structure	Single Member LLC
Year Established	2022
Employer ID Number	88-3446179
# of Employees	1

Additional Statements:

- City Advisors does not possess any failures or refusals to complete a contract.
- City Advisors does not have any financial interests in other lines of business.
- The Company does not possess any conflicts of interest that would prevent its Consultants from receiving project assignments.

Key Staff

Stephanie Tomaino, AICP is the firm's owner and is deeply involved in all projects undertaken by City Advisors. She manages projects at the "Principal Planner" rate. Stephanie has over 15 years of professional experience and served as an in-house planner for the cities of San Clemente, Irvine, Costa Mesa, Lake Forest, and Mission Viejo. During that time, she managed the Current Planning operations of a Community Development Department supervising a team of staff and contract planners to process over 300 planning applications and 2,000 building plan reviews each year. Stephanie is very comfortable presenting projects at public hearings to the Design Review Board, Cultural Heritage Committee, Planning Commission, and City Council. Over her planning career, she developed project experience in the following areas:

- Architectural Design Review (Including presenting recommendations to a Design Review Board)
- Advance/Long-Range Planning
- Board, Commission, and City Council Presentations
- Community Engagement and Consensus Building
- CEQA and Environmental Compliance
- Coastal Development Permits
- Conditional Use Permits
- Historic Preservation
- Housing Element Program Implementation
- Minor Exceptions/Adjustments from Code Standards
- Program Implementation (Including creating new permit processes)
- Redevelopment of Commercial & Industrial Properties
- Residential Subdivisions
- Site Development Reviews
- Wireless Telecommunications Facilities
- Zoning Code Amendments
- Zoning Compliance Reviews (Ministerial and Discretionary)



Stephanie Tomaino, AICP

Managing Principal

Education

MA, Urban and Regional Planning

Cal Poly Pomona

BA, International Studies BA, Anthropology

University of California, Irvine

Experience

15 Years

Prior Employment

Public Sector:

- City of Costa Mesa
- City of Irvine
- City of Lake Forest
- City of Mission Viejo
- City of San Clemente

Private Sector:

- Amazon: Public Policy, Entitlements, and Real Estate Business Unit

Affiliations

American Institute of Certified Planners (AICP)

American Planning Association

Urban Land Institute

Contact

✉ Stephanie@City-Advisors.com

Current Planning Experience

City of Laguna Niguel – On-Call Contract Planner

Serve as the Project Manager for assigned discretionary planning applications, monitor developer deposits and request additional funds from applicants as deposits become depleted, coordinate City reviews with other departments and technical consultants, review projects for completeness and conformance to the Zoning Ordinance and General Plan, draft staff reports and resolutions, present projects at noticed Planning Commission public hearings.

City of San Clemente – In-House Planner

Managed the City's most complex and controversial entitlement applications; wide breadth of project experience with mixed-use development, architectural design review, development in affordable housing and coastal zone overlays, parking and noise studies, rehabilitation of historic resources, wireless and small cell facilities, short-term rentals, and subdivisions.

City of Irvine – In-House Planner

Assigned to the Project Entitlement Division and served as the Project Manager for over 75 discretionary planning applications, including new residential subdivisions, infill residential subdivisions, neighborhood parks, conditional use permits, commercial redevelopments, and new office construction.

Long-Range Planning Experience

City of La Mesa – ADU and JADU Ordinance Updates

Project Manager overseeing text amendments to bring the Zoning Ordinance into compliance with the last three cycles of State updates to its Accessory Dwelling Unit and Junior Accessory Dwelling Unit Statutes. Involved drafting staff reports for two public hearings (one City Council and one Planning Commission), drafting two ordinances, drafting one resolution and all attachments, and serving as the staff presentation lead at all public hearings.

City of Coachella – Parking & Sign Code Updates

Project Manager overseeing comprehensive updates of the Parking and Signage Chapters of the Zoning Ordinance. Involves full replacements of the Zoning Ordinance Chapters to create more flexibility in the development standards, incentivize redevelopment of commercial and industrial properties, improve community aesthetics, and promote pedestrian-oriented uses and amenities. Project is currently ongoing.

City of Eastvale – Comprehensive Zoning Code Update

Project Manager for two-year work program involving numerous amendments and streamlining updates to all Chapters of the Zoning Ordinance. Involves Zoning Ordinance text amendments to implement the Housing Element Action Plan, creating new residential districts and modifying residential development standards consistent with the City's General Plan Update, incorporating the City's economic development policies into the Zoning Code to support business retention and attraction, and other improvements for user readability and implementation efficiency. Project is currently ongoing.

Overview of Services

City Advisors focuses on providing reliable, affordable, and efficient contract planning services that are flexible and can be adapted to fit the City's specific staffing needs and budgetary constraints. Because the bulk of the services are conducted remotely, the Contract Planner will be able to respond to applicants promptly, rather than limiting project work to in-office hours only. City Advisors offers a full complement of services including the following:



Sub Area A: Advanced Planning and Special Project Services

Zoning Code Text Amendments, Ordinance Development, Housing Element Program Implementation, Code Streamlining Initiatives, Objective Design Standards (Regulatory Text), Specific Plan Updates, CEQA Compliance, and Compliance with State Legislation



Sub Area B: Current Planning Staff Augmentation

Entitlement Project Management, Zoning Compliance Reviews (Ministerial & Discretionary), Subdivision Maps, Architectural Design Review, Coastal Development Permits, Wireless and Small Cell Facilities, and Historic Preservation



Sub Area C: Mixed Use and SB 330 Development Applications

Coordinating interdepartmental staff reviews; Issuing Notice of Incompleteness letters; Overseeing CEQA and Technical Consultants (if applicable); Serving as the Point of Contact between the City and developers; Presenting to the Planning Commission and City Council at public hearings; Conducting plan check reviews and site inspections; and Clearing Conditions of Approval prior to permit issuance.

Project Approach

City Advisors uses a collaborative and results-driven approach to project management. Clients can expect the assigned Consultant to provide regular updates on project statuses, communicate any roadblocks, and identify solutions. Additionally, as an experienced supervisor, the Consultant can operate independently with minimal disruptions to City staff, but also recognizes the need to elevate issues to staff and receive direction before proceeding with work.

Project work will be conducted primarily remotely. However, we are available to attend in-person staff meetings, public hearings, and other in-person requests as needed. Below is a detailed approach to how City Advisors manages advanced and current planning projects.

Entitlement Case Processing:

The Contract Planner will oversee all aspects of the case processing, including but not limited to: reviewing development proposals for consistency with the Zoning Ordinance, General Plan, and other local regulations; routing applications to other City departments and divisions; consolidating comments from all departments and divisions into screencheck letters; communicating project statuses and City comments to applicants; coordinating meetings between applicants and City staff; processing and reviewing application resubmittals and revisions; working with City staff to schedule public hearings; requesting conditions of approval from other divisions; drafting public hearing notices, staff reports, resolutions, and conditions; finalizing agenda packets following review by staff; preparing PowerPoint presentations; and presenting projects and staff recommendations to approval bodies. The Contract Planner will also ensure all associated administrative tasks are completed, including: monitoring developer deposits, logging billable hours and project tasks, maintaining public records and correspondence in the City's database, updating statuses in the City's permit software, renaming files, and organizing project folders.

Project Approach

Sub Area B & Sub Area C

Integration Plan:

This section describes how City Advisors intends to integrate their entitlement case processing services into the City of Westminster and the Planning Division's operations.

The Contract Planner will proactively schedule initial trainings with staff to familiarize themselves with the City's permits and planning software (including code enforcement files), records database (including historic building permits), developer deposit accounting software, shared network drive's commonly used folders and resources, digital project folders, and agenda software system (if any).

The Contract Planner will maintain funds on developer deposit accounts by monitoring deposits prior to conducting work on any project milestones (i.e., requesting replenishments prior to reviewing resubmittal materials). As the Project Manager, it's our standard practice to request that applicants submit larger deposit amounts based on the anticipated staff hours needed over the lifespan of an application process, and to set a \$1,000 threshold for replenishments, rather than waiting for negative balances to occur.

The Contract Planner will also seek to introduce themselves to other reviewers, both inside and outside of city staff. The Contract Planner will establish relationships with reviewers such as building, public works development engineering, OCFA liaison, traffic, code enforcement, landscape consultant, and technical reviewers (i.e., WQMP, hydrology, etc.).

Project Approach

Advanced Planning and Special Project Services

The assigned Consultant will work with the Planning Manager or their designee to refine the project-specific scope of work, identify City needs, and understand the Planning Division's expectations and goals of the ordinance.

The Contract Planner's responsibilities will include: reviewing the current Zoning Ordinance and local regulations; reviewing current State legislation; reviewing current implementation methods and staff interpretations; researching regulations from other surrounding cities; discussing challenges and opportunities for improvement with staff; discussing conceptual changes with staff; preparing detailed Zoning Ordinance amendments in track-changes; preparing summary tables; presenting changes in a consolidated format; holding regular check-ins with staff; identifying areas where policy direction is needed from staff, Commission, and/or City Council; conducting study sessions on items needing further discussion; preparing environmental documentation for CEQA compliance; working with staff to schedule public meetings; drafting public hearing notices, staff reports, resolutions, and attachments; finalizing agenda packets following review by staff; preparing PowerPoint presentations; attending public meetings; presenting to approval bodies; and participating in any implementation tasks as directed by the Contract Supervisor, such as creating handouts, assisting with website updates, and presenting to in-house planning staff.

Project Approach

Sub Area A

Integration Plan:

This section describes how City Advisors intends to integrate their advanced planning and special project services into the City of Westminster and the Planning Division's operations.

As part of the kickoff process, the Contract Planner will work with staff to develop a project-specific scope of work and schedule. Based on these discussions, the Contract Planner will recommend an overall project roadmap with milestone dates, and determine the number of hours anticipated to complete the work program. The Contract Planner will establish bi-weekly check-in meetings with staff to review progress, discuss any blockers, and receive direction and clarification from staff as-needed. The Contract Planner wishes to utilize the City's limited resources efficiently by ensuring that meetings are productive, conclude on-time, and all parties leave the meeting with clear actionable items. Agendas for the check-in meetings will be set by the Contract Planner so that City staff may focus on providing high-level guidance and direction on the work program.

References



City of Laguna Niguel
On-Call Contract Planner
2022 to Present

Katie Crockett, Senior Planner
kcrockett@cityoflagunaniguel.org
949-362-4363



City of La Mesa
ADU & JADU Ordinance Updates
Completed March 2022

Kerry Kusiak, Director of Community
Development, kkusiak@cityoflamesa.us
(619) 667-1187



City of Coachella
Parking & Sign Code Updates
2022 to Present

Gabriel Perez, Development Services
Director, gperez@coachella.org
(760) 398-3502



City of Eastvale
Zoning Code Update
2023 to Present

Gustavo N. Gonzalez, City Planner,
ggonzalez@eastvaleca.gov
(951) 703-4499



City of El Segundo
Housing Element Implementation
2023 to Present

Eduardo Schonborn, AICP, Planning
Manager, eschonborn@elsegundo.org
(310) 524-2312

Fee Schedule

Hours will vary per week depending on the individual project needs and schedules. Invoices will be submitted to the Contract Supervisor at the beginning of each month with a detailed list of services rendered and number of hours associated with each task. Billing rates assume that the majority of project work will be completed remotely.

January 1, 2023 through December 1, 2023

Position	Billing Rate
Principal Planner	\$125.00/hour
Senior Planner	\$115.00/hour

January 1, 2024 through December 1, 2024

Position	Billing Rate
Principal Planner	\$130.00/hour
Senior Planner	\$120.00/hour

January 1, 2025 through December 1, 2025

Position	Billing Rate
Principal Planner	\$135.00/hour
Senior Planner	\$125.00/hour

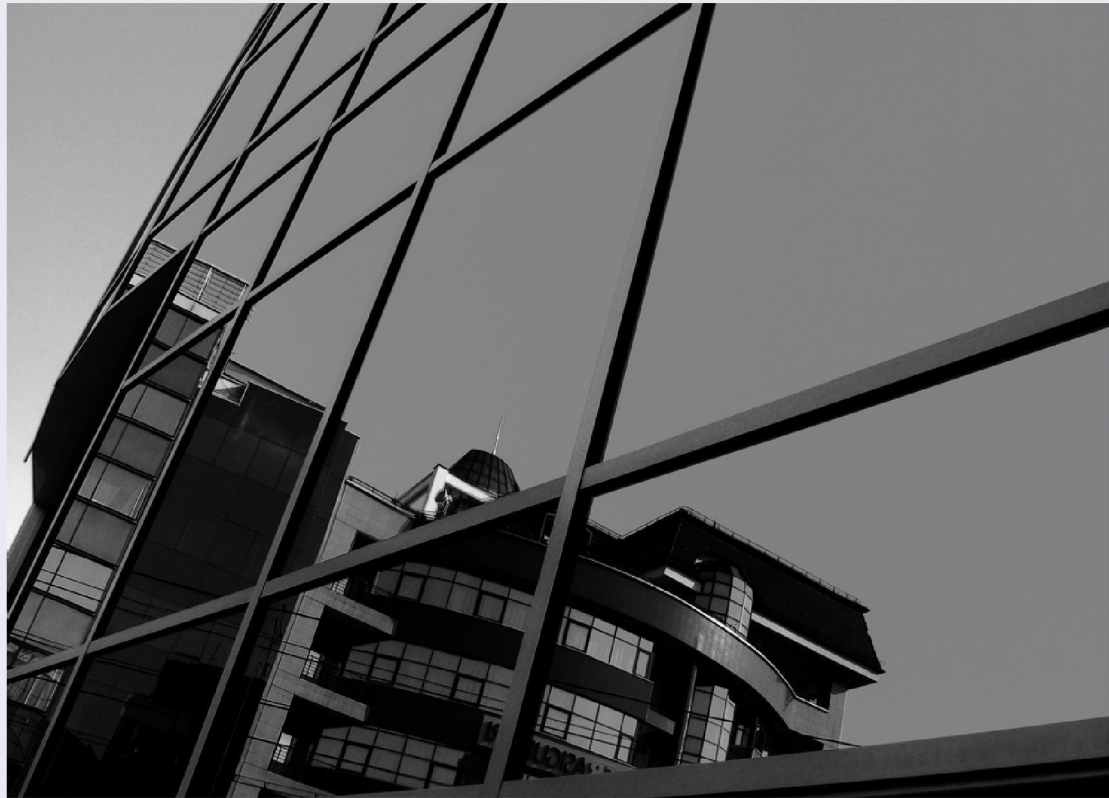
Exceptions

City Advisors requests the following exceptions or deviations from the Scope of Services and the required Insurance Coverage:

- Motor Vehicle Liability Insurance: Amend to \$300,000
 - Explanation: The \$1,000,000 coverage limit applies to commercial vehicles only. Because I do not possess any vehicles used exclusively for company business, I only carry a personal auto liability policy. My insurance provider does not carry policies that cover \$1M per accident for personal vehicles. This information was confirmed by a second auto insurance carrier. Both insurance providers stated that coverage limits for personal auto policies are generally \$300K per accident.
- The Workers Compensation coverage does not apply since the company does not have employees (aside from the owner). I propose satisfying that requirement by providing a letter documenting the company is exempt from Workers Compensation.



Contact Information



(949) 485-1960



stephanie@city-advisors.com



Rancho Mission Viejo, CA



www.city-advisors.com

EXHIBIT B

CERTIFICATES OF INSURANCE AND ENDORSEMENTS

(See Page Number 15 of Exhibit A for Exemptions to Insurance)

Certificate Of Completion

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Source Envelope:

Document Pages: 33

Signatures: 8

Envelope Originator:

Certificate Pages: 7

Initials: 5

Shelley Stevens

AutoNav: Enabled

SStevens@Westminster-CA.gov

Envelopeld Stamping: Enabled

IP Address: 12.206.145.194

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Record Tracking

Status: Original

Holder: Shelley Stevens

Location: DocuSign

January 24, 2024 | 16:28

SStevens@Westminster-CA.gov

Signer Events

Stephanie Tomaino, AICP

Stephanie@city-advisors.com

Owner and Managing Principal

Security Level: Email, Account Authentication (None)

Signature

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Viewed: February 5, 2024 | 13:01

Signed: February 5, 2024 | 13:02

Electronic Record and Signature Disclosure:

Accepted: January 24, 2024 | 17:23

ID: da216352-a85f-420b-82f7-c567879f8e25

Catherine Lin

clin@westminster-ca.gov

Security Level: Email, Account Authentication (None)

DocuSigned by:
Catherine Lin
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Signature Adoption: Pre-selected Style
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Viewed: February 7, 2024 | 11:47

Signed: February 7, 2024 | 11:50

Electronic Record and Signature Disclosure:

Accepted: February 7, 2024 | 11:47

ID: ecd8355d-4aed-447d-afe0-bc5bc1807b41

Shelley Stevens

sstevens@westminster-ca.gov

Senior Administrative Assistant

City of Westminster

Security Level: Email, Account Authentication (None)

DS
SS

Signature Adoption: Pre-selected Style
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Signed: February 7, 2024 | 11:19

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Tanya Ramirez

tramirez@westminster-ca.gov

Security Level: Email, Account Authentication (None)

DS
TR

Signature Adoption: Pre-selected Style
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Viewed: February 7, 2024 | 14:59

Signed: February 7, 2024 | 15:08

Electronic Record and Signature Disclosure:

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Signer Events

Christian Bettenhausen
clb@jones-mayer.com
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
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Erin Backs
eback@westminster-ca.gov
Finance Director
City of Westminster
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Jodie Griner
jgriner@westminster-ca.gov
Human Resources Director
City of Westminster
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Christine Cordon
ccordon@westminster-ca.gov
City Manager
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
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Ashton Arocho
aarocho@westminster-ca.gov
Security Level: Email, Account Authentication
(None)

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In Person Signer Events

Editor Delivery Events

Agent Delivery Events

Intermediary Delivery Events

Signature

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DS
EB

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Ashton Arocho
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Certified Delivery Events

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Carbon Copy Events

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Catherine Lin
clin@westminster-ca.gov
Security Level: Email, Account Authentication (None)

COPIED

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Electronic Record and Signature Disclosure:
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COPIED

Sent: February 12, 2024 | 09:59

Shelley Stevens
sstevens@westminster-ca.gov
Senior Administrative Assistant
City of Westminster
Security Level: Email, Account Authentication (None)

COPIED

Sent: February 12, 2024 | 09:59

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Stephanie Tomaino
stephanie@city-Advisors.com
Owner and Managing Principal
Security Level: Email, Account Authentication (None)

COPIED

Sent: February 12, 2024 | 09:59

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Tanya Ramirez
tramirez@westminster-ca.gov
Security Level: Email, Account Authentication (None)

COPIED

Sent: February 12, 2024 | 09:59

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Michael Son
mson@westminster-ca.gov
Security Level: Email, Account Authentication (None)

Signature

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Status

Timestamps

Envelope Summary Events

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Status

Timestamps

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Envelope Updated	Security Checked	February 7, 2024 11:16
Envelope Updated	Security Checked	February 7, 2024 11:16
Envelope Updated	Security Checked	February 7, 2024 11:16
Envelope Updated	Security Checked	February 7, 2024 11:16
Envelope Updated	Security Checked	February 7, 2024 11:16
Envelope Updated	Security Checked	February 7, 2024 11:16
Certified Delivered	Security Checked	February 12, 2024 09:58
Signing Complete	Security Checked	February 12, 2024 09:59
Completed	Security Checked	February 12, 2024 09:59

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Westminster (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Westminster:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: AArocho@westminster-ca.gov

To advise City of Westminster of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at AArocho@westminster-ca.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Westminster

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to AArocho@westminster-ca.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Westminster

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to AArocho@westminster-ca.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Westminster as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Westminster during the course of your relationship with City of Westminster.



CITY OF WESTMINSTER
CONTRACT/AGREEMENT
TRANSMITTAL COVER SHEET

Contract/Agreement No. 2024-010-01

NAME / CONTRACTOR	City Advisors, LLC	
DESCRIPTION OF SERVICES	Amendment No. 1 - As needed Professional Planning Services	
AGREEMENT TERM	COMMENCEMENT DATE /Amended or Renewal	EXPIRATION DATE /Exp. Amended or Renewed
2 years	12/6/24	2/2026
DEPARTMENT	CDD	DEPT/STAFF CONTACT Sheri VanderDussen
CONTRACT AMOUNT	\$200,000	BUDGET ACCOUNT NO. (Include Acct. No. to Deposit Reimbursements/Payments.)
AMENDMENT/RENEWAL AMOUNT		61050-43090

1 - BUSINESS LICENSING Not Required - Skip: _____ (Initials)

BL No. _____ Not Required
 Exp. _____ Not Approved

Approved Initial: _____ Date: _____

2 - FINANCE DEPT. Not Required - Skip: _____ (Initials)

Sufficient Funds Verified
 Insufficient Funds
 Requires Budget Transfer/Adjustment

Approved Initial: _____ Date: _____

3 - RISK MANAGEMENT Not Required - Skip: _____ (Initials)

Commercial/General/Auto Liability _____ Insurance Req's Met
 Additional Insured Endorsement
 Professional/Errors and Omissions
 Worker's Compensation
 Additional Insured Endorsement
 Certificates Reviewed & Approved

Requires Changes as Noted Below:
 Bond Required

Notes: _____

Approved Initial: _____ Date: _____

SPECIAL REQUIREMENTS/FORMS Not Required - Skip: _____ (Initials)

Requirements Met:

FPPC (Form 700)
 Ethics (AB1234/1661)
 Sexual Harassment Prevention Training
 Oath Administered: _____
 Other: _____

NOTES: _____

4 - CITY ATTORNEY Not Required - Skip: _____ (Initials)

Name of Reviewing Attorney: _____

Reviewed
 Approved as to Form
 Not Required

____ Requires Changes: Changes/Update Approved
 _____ Returned to Submitting Department

Approved Initial: _____ Date: _____

5 - CITY CLERK'S OFFICE Not Required - Skip: _____ (Initials)

Council Approved
 City Manager Approved

Agenda Item No. 3.5
 Meeting Date 12/09/2024

Approved Initial: TR Date: 12/12/2024

Approved
 Denied
 Amount does not Exceed CM Approval Amount
 Return to Submitting Department
 Requires Changes:

Approved Initial: _____ Date: _____

MISCELLANEOUS

Special Event Permit

City Council
 Administratively Approved
 Reimbursement Payment
 Fee Payment

Dept./Contact: _____

Permit No.

**AMENDMENT NO. 1 TO
PROFESSIONAL SERVICES AGREEMENT**

This Amendment No. 1 (“Amendment”) to Professional Services Agreement is made and entered into effective the 6th day of November, 2024, by and between the CITY OF WESTMINSTER, a Municipal Corporation (“CITY”), and City Advisors, LLC., a California corporation (hereinafter “CONSULTANT”). CITY and CONSULTANT are sometimes hereinafter individually referred to as “Party” and or collectively referred to as the “Parties.”

A. Recitals.

(i). CITY and CONSULTANT entered into a Professional Services Agreement (“Agreement”) effective February 5, 2024 through which CONSULTANT has been providing professional services as more fully explained in the Scope of Services attached to the Agreement as Exhibit “A.”

(ii). The Parties now seek to amend the Agreement to increase the contract amount by \$200,000.00

(iii). All legal prerequisites to the making of this Amendment have occurred.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the Parties agree as follows:

B. Amendment to Agreement.

1. Paragraph 2.1 of the Agreement is hereby amended to read as follows:

2.1 Compensation. Consultant shall be paid in accordance with the fee schedule set forth in Exhibit “A.” Consultant’s total compensation shall not exceed Three Hundred Thousand Dollars (\$300,000.00).

2. Except as specifically modified herein, all of the terms, conditions and provisions of the Agreement shall remain in full force and effect.

3. The Agreement, all amendments together with this Amendment No. 1 and all Exhibits attached thereto, constitutes the entire Agreement between the Parties and supersedes all prior negotiations, arrangements, representations, and understandings, if any, made by or between the Parties with respect to the subject matter hereof. No amendment or other modification of the Agreement, as modified by this Amendment No. 1 shall be binding unless executed in writing by both Parties hereto, or their respective successors, assigns, or grantees.

4. Each of the undersigned represents and warrants that he or she is duly authorized to execute and deliver this Amendment No. 1 and that such execution is binding upon the entity for which he or she is executing this document.

IN WITNESS WHEREOF, the Parties have caused Amendment No. 1 to the Consulting Services Agreement are to be executed as of the day and year first above written.

CONSULTANT

CITY OF WESTMINSTER

Signed by:
By: S. Tomaino December 13, 2024
6CD1CB87751F420...

DocuSigned by:
By: Christine Cordon December 14, 2024
E9CB17CEAA77440...
Christine Cordon, City Manager

ATTEST
Signed by:
By: Ashton Arocho
50F8C4C21CE544C...
Ashton R. Arocho, City Clerk

APPROVED AS TO FORM:

DocuSigned by:
By: Christian Bettenhausen December 14, 2024
D9B13911218F474...
Christian L. Bettenhausen, City Attorney

EXHIBIT A
SCOPE OF WORK

AUGUST 30, 2024

STATEMENT OF QUALIFICATIONS ON-CALL CONSULTANT SERVICES

Advance Planning, Planning Staff Augmentation, Entitlement Processing: Mixed Use & SB 330 Development Applications, Environmental Planning, and Urban Design Services

PRESENTED TO



PREPARED BY



CITY
ADVISORS

www.city-advisors.com


Contact Person:
Stephanie Tomaino
(949) 485-1960

CONTENTS

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CITY
ADVISORS

15 RASTRO STREET • RANCHO MISSION VIEJO, CA, 92694 • 949.485.1960

City of Westminster
8200 Westminster Blvd.
Westminster, CA 92683

Dear Selection Committee:

It is with great enthusiasm that we submit our Statement of Qualifications to support the City of Westminster, California in the following discipline areas:

1. Advance Planning & Special Project Services;
2. Planning Staff Augmentation (Current Planning);
3. Entitlement Processing: Mixed Use & SB 330 Development Applications;
4. Environmental Planning Services; and
5. Urban Design Services.

City Advisors is anchored by a team of seasoned professionals, each bringing a wealth of diverse experience and a shared commitment to making meaningful community impacts. Our aim is to harness our collective expertise in planning, development, land use policy, and CEQA analysis to effectively support and enhance the Community Development Department. At City Advisors, we see ourselves as an extension of your community rather than a distant corporate entity. We believe in prioritizing **community impact over profits**, a principle that is deeply embedded in our lean operational model. This not only ensures cost efficiency but also guarantees that the value we deliver is directly felt by the City of and its stakeholders. Choosing City Advisors means opting for a partner that understands the unique dynamics and challenges faced by smaller teams. We are a nimble team capable of swiftly adapting to the specific needs of Westminster, fueled by our passion to contribute positively to a future rooted in sustainability, inclusion, and vibrant community growth.

Our dedication goes far beyond merely completing projects. We are committed to building meaningful, long-term partnerships with City staff to create a lasting and beneficial impact on the community. Upholding this commitment, we operate under a **satisfaction-guaranteed philosophy**: should you be unhappy with our work, we will rectify it at no additional cost. Please do not hesitate to contact me directly with any questions regarding our Statement of Qualifications.

Sincerely,

Stephanie Tomaino, AICP
CEO and Managing Principal

Official Name and
Address

Primary Contact

City Advisors, LLC
15 Rastro Street
Rancho Mission Viejo, CA
www.city-advisors.com

Stephanie Tomaino, AICP
Stephanie@City-Advisors.com
(949) 485-1960



CITY
ADVISORS

GENERAL QUALIFICATIONS



SUPPORTING CITIES ONE PROJECT AT A TIME.

City Advisors is not just a contract planning firm but a dedicated partner committed to public service and impactful community engagement. Founded by an experienced public sector planner, we specialize in both current and long-range planning with a deep-rooted understanding of the public sector's unique needs. Our agile, small-business model enables us to adapt quickly to the evolving scopes of our clients' projects, all while upholding the principles of integrity, ethical rigor, and honesty that serve as the foundation of our practice.

More than just completing projects, City Advisors is committed to creating meaningful, long-term partnerships with City staff. We prioritize community impact over profits - a commitment reflected in our lean organizational structure and limited overhead. These cost savings are directly passed onto our client cities, further cementing our dedication to serving the public interest. Whether it's alleviating work backlogs, executing high-impact planning projects, or enhancing customer service in collaboration with City staff, our focus remains on generating a tangible, positive impact on the communities we serve.

To guarantee your satisfaction, we operate under a clear philosophy: if you're not satisfied with our work, we'll make it right at no additional cost. It's not just about doing a job for us; it's about making a lasting difference in the communities we are privileged to serve.

www.City-Advisors.com



**CITY
ADVISORS**

GENERAL QUALIFICATIONS



We are a collective of highly-experienced professionals deeply rooted in California's diverse communities. Our unique strength lies in our adaptability and multidisciplinary approach to updating municipal regulatory documents. Built to be agile, we excel in offering high-quality technical support tailored to meet any budget constraints. We bring together experts across various fields to craft solutions uniquely suited to your community's needs.

CORE SERVICES:

- Entitlement Management
- Advanced/Long-Range Planning
- Plan Checks and Ministerial Permits
- Special Projects & Planning Assignments
- Environmental Planning (through our partner *Terra Nova Planning & Research*)
- Economic Development

OUR MISSION:

We believe every city, regardless of its means, should have access to top-tier, reliable technical support. Prioritizing community impact above all, we're committed to delivering quality, on-time solutions tailored to each city's unique needs.

WHAT SETS CITY ADVISORS APART?

We distinguish ourselves with flexible contracts, adaptable to any city's budgetary constraints. Our unique strength lies in our adaptability and multidisciplinary approach to supporting city planning teams. And when you partner with us, expect to work with a team of seasoned city planners, all operating at senior levels, ensuring expertise at every touchpoint.

Legal Name & Address

City Advisors, LLC
15 Rastro Street
Rancho Mission Viejo, CA

Organization Structure

Single Member LLC

Year Established

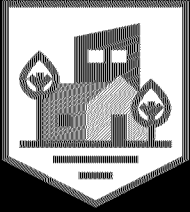
2022

of Employees

1

Office Location

City Advisors operates as a fully digital and remote firm, leveraging the power of technology to serve clients without the constraints of a physical office location.



DUTY, THROUGH SACRIFICE
 IT IS SOMETIME SAID THAT HEROES ARE BORN BECAUSE
 PEOPLE WHO UNDERSTAND THE MEANING OF DUTY, HONOR
 AND COUNTRY NEED TO LOOK NO FURTHER
 THAN THOSE WHO FIGHT FOR
 FREEDOM AND DEMOCRACY.

ĐÓ QUỐC-DANH ĐAU-TRÁCH NHIỆM
 NGƯỜI TA THƯỜNG NÓI Rằng HAI THỨ RA CẢNH ANH
 HÙNG SINH RA BÊN ĐÓNG Y NGHĨA CỦA "ĐÓ
 QUỐC-DANH ĐAU-TRÁCH NHIỆM" THÌ KHÔNG CẦN
 TÌM ĐẤU XÀ HỌNG NỮNG NGƯỜI ĐÁ VÀ ĐANG CHIẾN
 ĐẤU CHO TỰ DO VÀ BÀN CHỮ.

KEY STAFF



**CITY
ADVISORS**

KEY STAFF

MEET YOUR CITY ADVISORS.



STEPHANIE TOMAINO, AICP

MANAGING PRINCIPAL

- ▶ Diverse experience working alongside development, real estate, design, and construction teams.
- ▶ Versatile and adaptable leader with extensive network through professional and volunteer positions.
- ▶ Skilled in analyzing land use law to implement best practices for modernizing and streamlining Zoning Codes
- ▶ Advocate of common-sense, solutions-based planning

As the hands-on owner of City Advisors, Stephanie brings over 16 years of expertise to every project. Before consulting, she was an in-house planner for multiple Southern California cities, including San Clemente and Irvine. Her portfolio spans the review of diverse development applications, from residential subdivisions and mixed-use developments to commercial redevelopments and wireless telecommunications facilities. Stephanie spearheads the company's Advanced Planning initiatives, drawing on her extensive background in implementing Municipal Codes and land use policies to modernize Zoning Codes for communities throughout California. Her expertise lies in updating Zoning Ordinances to implement housing element programs, comply with new State legislation, and streamline zoning practices. As a highly organized project manager, Stephanie boasts a stellar track record in leading advanced planning projects, seamlessly coordinating between planners, attorneys, and managers to achieve exceptional outcomes. Her expertise extends to successfully presenting these projects before various city boards, including the Design Review Board, Cultural Heritage Committee, Planning Commission, and City Council. Stephanie brings a decade-long commitment to active volunteer leadership in the profession, having served in various executive roles on both State and local APA boards. With a background in academia as an Adjunct Professor at UC Irvine, she is uniquely positioned to educate and inform community members on the intricacies of zoning, land use, and development.

Resume provided in Appendix.



CITY
ADVISORS

KEY STAFF

MEET YOUR CITY ADVISORS.



JOSHUA MONTEMAYOR, MPA

SENIOR PLANNER

- ▶ Extensive cannabis regulation experience across three cities, including ordinance development, entitlement processing, and conducting annual reviews
- ▶ Collaborative communication approach rooted in building relationships and trust with stakeholders.
- ▶ Skilled public speaker with a track record of engaging presentations to City Councils and Commissioners.

Joshua is a local government professional with a decade-long career entirely in the public sector with diverse experience across Northern and Southern California municipalities. Starting as an in-house Planner, he progressed to versatile project management roles spanning Community Development and City Administration, culminating to an Assistant Director of Community Development. Joshua has honed in a variety of areas, including land use planning, zoning regulations, housing development, code enforcement, economic development, and community engagement. His experience spans urban, rural, and coastal settings. Joshua is versatile in reviewing and interpreting complex regulatory frameworks and is a strong communicator with stakeholders and applicants. His expertise extends to effective work planning, executing Specific Plans, Housing Element initiatives, current planning tasks, staff report drafting, entitlement application reviews, zoning code implementation, and efficient administrative operations. Passionate about making a positive impact in the community, Joshua is a committed leader in his community. Joshua is a Commissioner for the City of Sacramento Historic Preservation Commission and serves as President within his local Homeowners Association. Joshua’s technical and professional skills in the Planning profession enables him to adapt in any setting and he is trusted for his strong leadership ability.

Resume provided in Appendix.



**CITY
ADVISORS**

KEY STAFF

MEET YOUR CITY ADVISORS.



NICOLE CRISTE

CEQA PROJECT MANAGER



*SUBCONSULTANT
TO CITY ADVISORS*

City Advisors partners with Terra Nova’s Principal and Project Manager, Nicole Criste, to provide efficient and practical environmental solutions. Ms. Criste has been with Terra Nova since 1985 and will serve as the Project Manager for CEQA projects. She has extensive experience in the preparation of CEQA documents, including Exemptions, Initial Studies and Environmental Impact Reports (EIR). Major EIR projects include the Lafayette Warehouse Project EIR and Apple Valley Downtown Specific Plan and EIR in the Town of Apple Valley, DSRT Surf Specific Plan and EIR in Palm Desert, Downtown Palm Springs Specific Plan, EIR and Addenda in Palm Springs, and the CV Commerce Center project in Cathedral City, which proposes a master planned, multi-building warehouse campus.

She has conducted and managed the preparation of several community General Plans, including those for the cities of La Quinta (2002 and 2012), Apple Valley and Banning. She also assisted Twentynine Palms in updating its Housing Element for the 2021-2029 planning period, and managed City-initiated and private sector CEQA documents in the City. Among her public sector clients, Ms. Criste has provided land use and environmental planning services to a number of cities, including San Clemente, Twentynine Palms, Palm Springs, La Quinta, Palm Desert, Cathedral City, Desert Hot Springs, Coachella and Rancho Mirage.

In addition to extensive land use and community planning experience, Ms. Criste also provides expert services in environmental, land use and development design analysis, fiscal and economic impact analysis, market research and marketing strategy development. She also works with a number of attorneys as a CEQA expert, providing technical analysis in support of court actions in southern California and Sacramento. Ms. Criste is a graduate of Scripps College with a Bachelor of Arts degree in European Studies.



**CITY
ADVISORS**

ADDITIONAL CEQA SUPPORT

MEET YOUR CITY ADVISORS.



SUBCONSULTANT TO CITY ADVISORS

KELLY CLARK CEQA SENIOR PLANNER

Kelly Clark has been with Terra Nova since 2011. She holds a Bachelor of Science in Conservation and Resource Studies from the University of California, Berkeley. Ms. Clark has provided research and analysis required for CEQA and NEPA documents, local green building policies and various development projects throughout the Coachella Valley, including the Specific Plans for the DSRT Surf and Apple Valley Village projects, and EIRs and Initial Studies for retail projects in Rancho Mirage, Riverside County, Desert Hot Springs, San Bernardino and Twentynine Palms. She was the principal author of the Twentynine Palms Wastewater Treatment Plant Initial Study, and the Catana Specific Plan in Rancho Mirage. Ms. Clark has developed an excellent understanding of air quality and greenhouse gas modeling, and prepares air quality models, including most of the air quality analyses for Terra Nova’s Initial Studies.

NATHALY CASTILLO-OROZCO CEQA ASSISTANT PLANNER

Nathaly Castillo-Orozco joined Terra Nova in 2023, bringing a fresh perspective with a Bachelor’s degree in Environmental Science from UC Santa Barbara. She is actively involved in drafting environmental documentation, including Initial Studies for multiple projects in the Coachella Valley and EIRs for a commercial solar project in Twentynine Palms and the CV Commerce Center in Cathedral City. Nathaly’s background includes analyzing energy consumption and advocating for federal energy policy changes to enhance reliability.

CANDICE WEBER CEQA ASSISTANT PLANNER

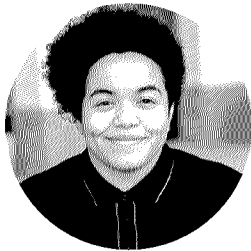
Candice Weber has been with Terra Nova since 2021, initially serving as the firm’s GIS specialist before expanding her role to include planning and environmental documentation. She has contributed to key projects such as the Social Justice Element for Twentynine Palms, Initial Studies for industrial and residential projects, and a bike trail connector in Coachella. Candice also brings academic experience as an adjunct professor at College of the Desert, where she teaches GIS and Conservation of Natural Resources courses.



**CITY
ADVISORS**

ADDITIONAL SUPPORT

MEET YOUR CITY ADVISORS.



ALEXSUNDRA CAPTAN

URBAN DESIGN SPECIALIST

(PERFORMING WORK AT THE SENIOR PLANNER RATE)

Alexsundra is a master planner and designer with over 10 years of experience in creating visionary master planned communities and collaborating with California municipalities. Notably, she has unique experience working in Westminster, having been part of the planning and design team for the Westminster Mall Specific Plan. Her expertise includes community design, hillside development, placemaking, and mixed-use projects, with a strong focus on environmentally responsible land grading and terrain management. Alexsundra’s skills ensure that developments are structurally sound, sustainable, and aligned with the needs of residents and stakeholders. Additionally, she excels in exhibits production and graphic design, including public outreach materials, design guideline diagrams, and zoning maps, enhancing cities' ability to communicate their vision effectively.



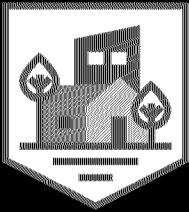
KELLY HICKLER, AICP

OUTREACH SPECIALIST



City Advisors collaborates with Cinnovation Studio to enhance our projects with specialized outreach services. Kelly is a seasoned community engagement professional with over 15 years of experience in both the private and public sectors across California, Colorado, and Texas. Her background includes work with government agencies, consulting firms, and serving as a Planning Commissioner. Kelly's holistic approach to community engagement spans General Plan updates, Vision Plans, and specific development projects. She excels in designing and executing outreach campaigns across multiple channels, boosting community participation and engagement. Kelly is particularly skilled in organizing inclusive events and workshops, fostering dialogue, and building partnerships with local organizations and leaders to achieve collaborative outcomes.

Resumes provided in Appendix.



COST PROPOSAL



PLANNING RATES

Stephanie Tomaino currently provides contract planning services to the City of Westminster at the Principal Planner rate. Below is the fee schedule as outlined in the current professional services agreement (PSA) between the City of Westminster and City Advisors.

**THROUGH
DECEMBER
31, 2024**

POSITION	BILLING RATE
Manager/Director	\$150.00/hour
Principal Planner	\$130.00/hour
Senior Planner	\$120.00/hour

**JANUARY 1, 2025
THROUGH
DECEMBER 31,
2025**

POSITION	BILLING RATE
Manager/Director	\$155.00/hour
Principal Planner	\$135.00/hour
Senior Planner	\$125.00/hour

**JANUARY 1, 2026
THROUGH
DECEMBER 31,
2026**

POSITION	BILLING RATE
Manager/Director	\$165.00/hour
Principal Planner	\$145.00/hour
Senior Planner	\$135.00/hour

**OTHER
EXPENSES**

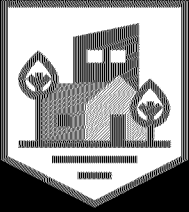
Travel Stipend	\$100/week
As part of the current PSA, the City agreed to provide Stephanie with a travel stipend to cover toll road commuting expenses.	



CEQA RATES

Terra Nova invoices its clients on a cost-basis using an hourly billing system. Each planning effort is typically broken down by task and assigned the necessary staff time at the applicable hourly rate. These rates are subject to annual escalation, generally based on the Consumer Price Index (CPI), to reflect changes in the cost of providing services.

	POSITION	BILLING RATE
THROUGH DECEMBER 31, 2024	Principal Planner	\$195.00/hour
	Senior Planner	\$160.00/hour
	Associate Planner	\$140.00/hour
	Assistant Planner	\$115.00/hour
	Graphic Design Specialist	\$65.00/hour
	Administrative Assistant	\$45.00/hour
OTHER EXPENSES	Administrative Fee	City Advisors applies a one-time 5% fee to the total cost of the CEQA proposal to cover administrative processing and reimbursement expenses.
	Automobile travel	Time + Current IRS rate
	Other reimbursable materials	Cost + 10%



APPROACH



**CITY
ADVISORS**

OUR EXPERIENCE



Choosing City Advisors means partnering with a firm that not only understands the unique needs of the City of Westminster but also stands out from the competition through our unwavering commitment to transparency, collaborative decision-making, and serving the public interest. Our approach is uniquely designed to go beyond conventional practices, offering Westminster a partnership that ensures its goals are met with innovative solutions and dedicated support. We leverage the breadth of our network to incorporate a wide array of professional expertise, enriching the Community Development Department with invaluable insights and enhanced capabilities. Our commitment to managing projects with efficiency, accountability, and honesty ensures that the City's review of applications is both thorough and expedited. Here's how City Advisors stands apart:

Community Insights, Regional Expertise

With over six months of direct collaboration with Westminster's planners, Community Development Department, and other city staff, Stephanie Tomaino has developed a deep understanding of the city's unique challenges. Throughout this period, she has also cultivated positive working relationships across departments and divisions, fostering a collaborative environment that is essential for tackling challenging development projects. Her extensive experience with six other cities in Orange County allows her to draw on proven strategies to support Westminster's priorities, including process improvements and enhanced customer service, ensuring that cross-departmental efforts are both efficient and effective.

Unwavering Dedication to Public Interests

Unique to our firm, our commitment is exclusively to city governments. By not engaging with developers or other private sector clients, we eliminate potential conflicts of interest, ensuring our undivided loyalty lies with representing and advancing the city's best interests.

Expertise in Current and Advanced Planning

Unlike many firms that may focus exclusively on either current or advanced planning, we boast a team of seasoned planners adept in both domains. This dual capability ensures a comprehensive approach to both immediate and future planning needs. City Advisors stands out as a versatile and reliable partner, equipped to handle the full spectrum of planning challenges.



Our Contract Planners are proficient in overseeing all aspects of case processing. This includes reviewing development proposals for consistency with the Zoning Ordinance, General Plan, and other local regulations. We coordinate the routing of applications to relevant City departments and divisions, consolidate feedback into Notice of Incompleteness letters, and communicate project statuses and City comments to applicants. Additionally, we facilitate meetings between applicants and City staff, process and review application resubmittals and revisions, and collaborate with City staff to schedule public hearings. We also draft public hearing notices, staff reports, resolutions, and conditions of approval, finalize agenda packets following staff review, prepare PowerPoint presentations, and present projects and staff recommendations to approval bodies.

Beyond core planning services, our team ensures meticulous handling of all associated administrative tasks. This includes monitoring developer deposits, logging billable hours and project tasks, and maintaining accurate financial records. We also manage public records and correspondence in the City’s database, update statuses in the City’s permit software, rename files, and organize project folders.

To ensure seamless integration with City processes, our Contract Planners proactively schedule initial training sessions with staff to familiarize themselves with the City’s permits and planning software, records database, developer deposit accounting software, shared network drive, digital project folders, and agenda software system (if any). We establish relationships with internal and external reviewers, including building, public works development engineering, OCFA liaison, traffic, code enforcement, landscape consultant, and technical reviewers (e.g., WQMP, traffic, hydrology).

ENTITLEMENTS MANAGED IN:

- Bellflower
- Costa Mesa
- Irvine
- Laguna Beach
- Laguna Niguel
- Lake Forest
- Lomita
- Mission Viejo
- Pacifica
- Sausalito
- Sebastopol
- San Clemente
- Tiburon
- Ukiah
- Westminster, CA



The dynamic and ever-evolving nature of advanced planning projects requires an adaptive approach that collaborates closely with staff to consistently refine project-specific scopes of work while keeping the city’s goals and primary objectives at the forefront. We excel in comprehensively reviewing current Zoning Ordinances, local regulations, and State legislation to ensure compliance and relevance. Our expertise includes evaluating implementation methods to identify areas for improvement and conducting research on regulations from surrounding cities to inform best practices.

Our team has prepared detailed Zoning Ordinance amendments, using tracked changes and summary tables for clarity. Identifying areas where policy direction is needed from staff, the Commission, and/or City Council has been a key part of our role. We have conducted study sessions for items requiring further discussion and prepared environmental documentation for CEQA compliance. Collaborating with staff to schedule public meetings, we have drafted public hearing notices, staff reports, resolutions, and attachments, finalized agenda packets, and prepared PowerPoint presentations for approval bodies. Our participation has extended to implementation tasks such as creating handouts, assisting with website updates, and presenting to in-house planning staff.

To ensure effective communication and progress, we have established regular check-in meetings with staff to review progress, address blockers, and receive necessary direction and clarification. We strive to use these check-ins as working meetings to make efficient use of the City's limited resources. Our approach has always been to ensure that meetings are productive, conclude on time, and result in clear, actionable items for all parties involved.

PROJECTS MANAGED IN:

- Coachella
- Costa Mesa
- Eastvale
- El Segundo
- La Mesa
- Laguna Niguel
- Lake Forest
- Lomita
- Pacifica
- Sausalito
- Sebastopol
- San Clemente
- San Marcos
- Vacaville



Terra Nova is a highly experienced firm specializing in environmental assessment and planning services, offering competitive rates without compromising on quality. Unlike larger firms, Terra Nova provides affordable, high-caliber technical documents, making them an excellent choice for projects requiring cost-effective environmental analysis. Their expertise includes conducting comprehensive land surveys, natural resource assessments, and a variety of specialized studies essential for informed environmental decision-making. With a proven track record, Terra Nova has successfully prepared and processed hundreds of environmental documents in compliance with the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), and the Washington State Environmental Policy Act (SEPA).

The firm's experience is diverse, encompassing the preparation of Environmental Impact Statements (EIS) and Environmental Impact Reports (EIR) for projects such as multi-species habitat conservation plans, major stormwater and highway infrastructure projects, comprehensive and general plans, zoning ordinances, large-scale mixed-use resort developments, and energy projects. Terra Nova has also developed various NEPA documents for federal agencies, including the Bureau of Land Management, Bureau of Reclamation, Bureau of Indian Affairs, Federal Highway Administration, U.S. Economic Development Administration, and the U.S. Department of Energy. Their staff possesses extensive knowledge of the laws and regulations governing environmental documentation at the federal, state, county, and local levels.

Terra Nova approaches CEQA documentation with a practical and common-sense methodology, ensuring that their analyses are both relevant and actionable. They understand the importance of the political context in which projects are situated and use this understanding to inform their environmental analysis. This approach enables them to provide insights that are not only technically sound but also strategically aligned with the broader objectives of the project. Moreover, Terra Nova specializes in leveraging CEQA streamlining provisions, such as categorical exemptions and Section 15183, to explore alternatives to preparing costly initial studies. By utilizing these provisions, they are able to expedite the environmental review process, reduce costs, and keep projects on track, all while maintaining rigorous compliance with environmental regulations.

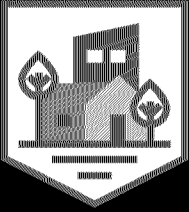


City Advisors places a strong emphasis on quality control and assurance, beginning with the meticulous selection of its team members. The firm prioritizes hiring well-qualified planners with extensive public sector experience, going beyond mere years worked to focus on key attributes. We seek professionals who demonstrate independent thinking, sound judgment, ownership of work, commitment follow-through, and a strong sense of accountability and integrity. This selective recruitment strategy is integral to the firm's ability to scale work effectively and maintain a team that consistently delivers superior outputs and productivity.

We work closely with staff to frequently review developer deposits, ensuring sufficient funds are available before commencing any work. This proactive approach prevents delays and ensures financial preparedness for each stage of the project. We believe that monitoring developer deposits is a shared responsibility, which is why we integrate it into our invoicing process. As part of our standard invoicing procedures, we proactively track deposit accounts and request replenishments when balances run low, ensuring a smooth financial workflow and preventing negative balances. For example, in cases where applicants resubmit projects with low deposits, we mandate the replenishment of funds before reviewing the resubmittal.

At the heart of City Advisors' QA/QC processes is the hands-on involvement of the business owner, Stephanie, who plays a critical role in maintaining high standards. Her deep involvement in all work undertaken by the firm ensures that quality is upheld throughout the life of each contract. Stephanie's proactive approach includes regular check-ins with clients to ensure that high standards are consistently met.

Furthermore, Stephanie provides direct oversight of team members, especially during their onboarding phase at new client cities. This oversight not only ensures seamless integration into new environments but also upholds the firm's commitment to quality in every aspect of its service delivery. City Advisors' approach to QA/QC is designed to guarantee accuracy and overall high-quality work, reflecting the firm's dedication to excellence in every project it undertakes.



REFERENCES



**CITY
ADVISORS**

REFERENCES

OUR EXPERIENCE.

CURRENT PLANNING



CITY OF UKIAH, COMMUNITY DEVELOPMENT DEPARTMENT

- **Description of Services Provided:** Serve as Project Manager for current planning Entitlements, including Conditional Use Permits, site development plans, subdivision maps, and cannabis applications. Tasks include coordinating department reviews, maintaining timelines leading up to public hearings, and drafting staff reports, findings, and resolutions.
- **Contact Information:** Craig Schlatter, Community Development Director
 - Phone: 707-463-6219 | Email: cschlatter@cityofukiah.com
 - Address: 300 Seminary Ave. Ukiah, CA 95482



CITY OF LAGUNA NIGUEL, PLANNING DIVISION

- **Description of Services Provided:** Serve as the Project Planner for assigned discretionary planning applications. Project management includes coordinating application reviews with other departments/divisions, technical consultants, and management staff; preparing staff reports, resolutions, and agenda packets; and presenting projects at public hearings.
- **Contact Information:** Katie Crockett, Planning Manager
 - Email: kcrockett@cityoflagunaniguel.org | Phone: (949) 362-4363
 - Address: 30111 Crown Valley Pkwy, Laguna Niguel, CA 92677



TOWN OF TIBURON, COMMUNITY DEVELOPMENT DEPARTMENT

- **Description of Services Provided:** Managing and coordinating comprehensive design review processes to ensure preservation of town’s unique visual character; ensuring compliance with zoning regulations and neighborhood aesthetic consistency; presenting projects to the Design Review Board; and facilitating community notifications.
- **Contact Information:** Dina Tasini, Community Development Director
 - Phone: (415) 435-7393 | Email: tasini@townoftiburon.org
 - Address: 1505 Tiburon Blvd., Tiburon, CA 94920



**CITY
ADVISORS**

OUR EXPERIENCE.

ADVANCE/LONG-RANGE PLANNING

CITY OF LAGUNA NIGUEL, PLANNING DIVISION



- **Description of Services Provided:** Project Manager for long-range planning initiatives, including (1) adoption of multifamily and mixed-use residential objective development and design standards; and (2) batch Zoning Code Amendment to implement the Housing Element and codify multiple State-mandated housing legislations. Prepared Planning Commission and City Council staff reports, resolutions, ordinances, public hearing notices, and presentations.
- **Completed:** (1) November 2023; and (2) May 2024
- **Contact Information:** Erica Roess, Senior Planner
 - Phone: 949-362-4067 | Email: eroess@cityoflagunaniguel.org

CITY OF EL SEGUNDO, COMMUNITY DEVELOPMENT DEPARTMENT

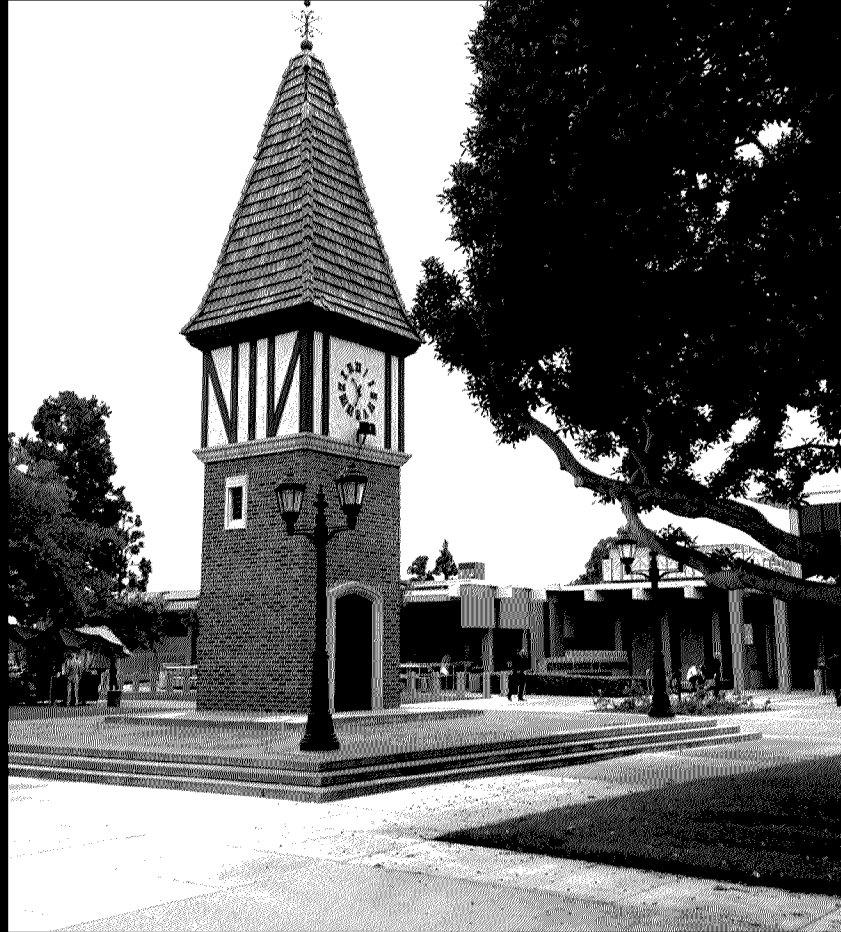
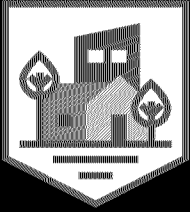


- **Description of Services Provided:** Providing technical support for long-range planning assignments, including a Zoning Code Amendment to implement various Housing Element programs and developing an implementation and economic development strategy related to the Smoky Hollow Specific Plan.
- **Completed:** June 2024
- **Contact Information:** Michael Allen, AICP, Community Development Director
 - Phone: (310) 524-2345 | Email: mallen@elsegundo.org
 - Address: 350 Main Street, El Segundo, California 90245-3895

CITY OF LA MESA, COMMUNITY DEVELOPMENT DEPARTMENT



- **Description of Services Provided:** Project Manager overseeing text amendments to bring the Zoning Ordinance into compliance with the last three cycles of State updates to its ADU and JADU Statutes. Involved drafting staff reports for two public hearings, drafting two ordinances, drafting a resolution and attachments, and serving as the staff presentation lead at all public hearings.
- **Completed:** February 2023
- **Contact Information:** Lyn Dedmon, Assistant to the City Manager
 - Phone: (619) 667-1339 | Email: ldedmon@cityoflamesa.us



APPENDIX:

RESUMES.



Stephanie Tomaino, AICP

Managing Principal

Stephanie is a certified planner with over 16 years of experience working in the public and private sectors. Having spent the majority of her career as an in-house planner at multiple cities in Southern California, she possesses diverse and extensive project management experience in all facets of planning and community development. Stephanie is well-versed in implementing and interpreting Zoning Ordinances, General Plans, Specific Plans, Design Guidelines, and other regulatory planning documents. With a proven track record in presenting projects before Planning Commissions and City Councils, she is a seasoned expert in entitlement management and ordinance development.

As a proponent of practical, solutions-focused planning, Stephanie incorporates her experiences as a city planner and customer service supervisor into her Zoning Code projects. She adopts a user-centric approach, foreseeing potential challenges that could emerge when the Code is being implemented by future staff. Stephanie brings a decade-long commitment to active volunteer leadership in the profession, having served in various executive roles on both State and local APA boards. With a background in academia as an Adjunct Professor at UC Irvine, she is uniquely positioned to educate and inform community members on the intricacies of zoning, land use, and development.

Education

MA, Urban and Regional Planning

Cal Poly Pomona

BA, International Studies BA, Anthropology

University of California, Irvine

Experience

16 Years

Prior Employment

Public Sector:

- City of Costa Mesa
- City of Irvine
- City of Lake Forest
- City of Mission Viejo
- City of San Clemente

Private Sector:

- Amazon: Public Policy, Entitlements, and Real Estate Business Unit

Affiliations

American Institute of Certified Planners (AICP)

American Planning Association

Urban Land Institute

Cal Poly Pomona Alumni Association

UCI Planning Alumni

Contact

 Stephanie@City-Advisors.com

Selected Project Experience

City of Eastvale – Comprehensive Zoning Code Update

Project Manager for two-year work program involving numerous amendments and streamlining updates to all Chapters of the Zoning Ordinance. Involves Zoning Ordinance text amendments to implement the Housing Element Action Plan, creating new residential districts and modifying residential development standards consistent with the City's General Plan Update, incorporating the City's economic development policies into the Zoning Code to support business retention and attraction, and other improvements for user readability and implementation efficiency.

City of Coachella – Parking & Sign Code Updates

Project Manager overseeing comprehensive updates of the Parking and Signage Chapters of the Zoning Ordinance. Involves full replacements of the Zoning Ordinance Chapters to create more flexibility in the development standards, incentivize redevelopment of commercial and industrial properties, improve community aesthetics, and promote pedestrian-oriented uses and amenities.

City of El Segundo – Housing Element Implementation

Contract Planner drafting Code amendments to implement housing strategies within the certified Housing Element including residential care facilities, emergency shelters, low barrier navigation centers, employee housing, reasonable accommodations, senior housing, transitional/supportive housing, and new objective findings for site development approvals.

City of Laguna Niguel - Objective Design and Development Standards

Provide technical support to the team working to adopt multifamily and mixed-use residential objective development and design standards. Specifically assisted with writing the first drafts of the Planning Commission staff report, resolution, ordinance, Zoning Code text amendments, and public hearing notice.

City of La Mesa – ADU and JADU Ordinance Updates

Project Manager overseeing text amendments to bring the Zoning Ordinance into compliance with the last three cycles of State updates to its ADU and JADU Statutes. Involved drafting staff reports for two public hearings, drafting two ordinances, drafting a resolution and attachments, and serving as the staff presentation lead at all public hearings.



Joshua Montemayor, MPA

Senior Planner

Joshua is a skilled Planner with diverse experiences supporting municipalities across Northern and Southern California. Joshua leverages his unique background having worked directly in the City Manager's Office to integrate Community Development knowledge into city-wide administration, effectively executing City Council goals and initiatives relative to Current Planning, Advanced Planning, Housing, and Economic Development. His experience spans urban, rural, and coastal settings and he is versatile in reviewing and interpreting complex regulatory frameworks as it relates to each unique setting.

Joshua excels in implementing and executing successful work plans for community engagement, notably in housing discussions and downtown business walks, and pioneers innovative digital marketing strategies for expanded outreach and enhanced decision-making. An active service leader, he currently sits on the City of Sacramento's Historic Preservation Commission, where he contributes to the preservation and enhancement of the City's historical heritage. Joshua also assumes the role of President within his local Homeowners Association, demonstrating his commitment to fostering a harmonious and engaged residential community.

Education

MA, Public Administration

San Francisco State University

BA, Urban Studies

University of California, Irvine

Experience

10 Years

Employers

Public Sector:

- City of Costa Mesa
- City of Pacifica
- City of Sausalito
- City of Vacaville

Private Sector:

- Lilley Planning Group, consultant to Cities of Lomita and Bellflower

Volunteer:

- City of Sacramento
- City of Folsom

Affiliations

American Planning Association

Municipal Managers of Northern California (MMANC)

Pi Alpha Alpha (Public Administration Honors Society)

Contact

 Joshua@City-Advisors.com

Selected Project Experience

City of Ukiah - Contract Planner

Serve as the Project Manager for assigned discretionary planning applications, monitor developer deposits, coordinate City reviews with other departments and technical consultants. Review projects for completeness and conformance to the Zoning Ordinance, Downtown Zoning Code, General Plan and Airport Master Plan. Prepare staff reports, resolutions, and exhibits and present projects at noticed Planning Commission, Design Review Board, and Zoning Administrator public hearings.

City of Pacifica - In-House Planner and Management Analyst

Developed and implemented a parklet program to issue over 30 permits to local businesses to continue their operations during COVID-19. Drafted an ordinance update to successfully implement Reach Codes which surpassed state minimum energy standards for building design and construction. Managed the Climate Action Plan update; coordinated Let's Talk Housing community engagement listening sessions; oversaw the Pacifica new libraries project to construct a new library facility and rehabilitate an existing facility; and prepared and presented reports for Planning Commission and City Council.

City of Sausalito - In-House Planner and Business Manager

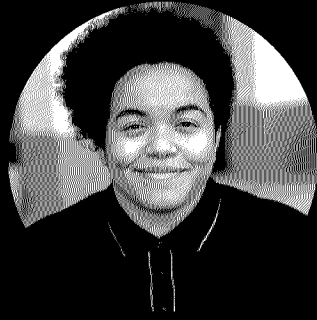
With only a team of two full-time Planners, provided 90% of front-counter support for more than six months during a staffing shortage. Compiled referral comments, drafted staff reports, and presented to the Planning Commission, City Council, and legislative bodies, on matters related to Design Review entitlements for residential construction, Conditional Use Permits of commercial businesses, cell towers, historical properties, and ordinance updates.

City of Vacaville - Assistant Director

Assisted in overseeing the functions of the Current Planning Team, including reviewing public notices, completeness letters, approval letters, staff reports, and presentations for a team of six planners. Attended all Planning Commission meetings and provided monthly updates on Planning Division activities. Worked directly with businesses, stakeholders, elected officials, city management and directors, and the development community.

City of Costa Mesa - In-House Planner

Analyzed proposed planning projects and draft comprehensive memorandums and completeness review letters outlining requisite revisions for achieving complete submission prior to securing building or planning permits in conformance with the Zoning Ordinance, General Plan, and/or Specific Plans. Provided front-counter support, responded timely to customer service inquiries, and deployed and managed referrals.



Alexsundra Captan

Senior Planner

As a seasoned master planner and designer, Alexsundra brings over 8 years of specialized experience in crafting visionary master planned communities and working closely with diverse California municipalities. Her expertise centers on community design and supporting guidelines, with a particular focus on the complexity of hillside design, placemaking and mixed-use developments.

Alexsundra is an expert in the art of land grading with the technical skills required for community design. With her understanding of topography and terrain, she ensures that the land is not only structurally sound but also environmentally responsible; she is experienced in mitigating potential challenges and ensuring optimal project utilization that respects the natural environment while meeting the diverse needs of residents and stakeholders. This unique combination of land grading proficiency and technical community design skills makes her capable of transforming landscapes into well-balanced neighborhoods.

Her proficiency as a designer extends beyond urban planning, as she has a unique skill set in exhibits production and graphic design for municipalities – including but not limited to public outreach exhibits, design guideline diagrams and zoning/land use mapping. Her work in this area has allowed her to bridge the gap between technical planning documents and clear, compelling visual communication, aiding cities in effectively conveying their visions to stakeholders and the public alike. She is dedicated to utilizing her expertise to provide impactful design solutions for her clients.

Education

MS Construction Management and Engineering

Arizona State University

BA, Urban Studies

University of California, Irvine

Experience

10 Years

Employers

- The Walt Disney Company
- UC Irvine, MURP Program
- PlaceWorks
- TRG Land, Inc.
- Reid Planning, Inc.
- City of Tustin
- Caltrans District 9

Past Clients

- City of Westminster
- City of Laguna Hills
- City of Garden Grove
- City of Los Angeles
- City of Long Beach
- City of San Bernadino
- City of Costa Mesa
- City of Rancho Cucamonga
- City of Newport Beach
- City of Temecula
- City of Yucaipa
- Lyon Homes

Affiliations

Urban Land Institute (ULI)

US Green Building Council

Selected Project Experience

City of Westminster - Westminster Mall Specific Plan

Managed the Westminster Mall Specific Plan, coordinating with city officials and multiple stakeholders. Created design standards addressing building height, density, and aesthetics. Produced graphics and maps for the plan. Led a targeted public outreach campaign, including online surveys and community events, to align the project with community aspirations. The effort showcases successful collaboration and sustainable urban planning in the Westminster Mall area.

Yucaipa Freeway Corridor Specific Plan Update

Managed the update of Yucaipa's FCSP, covering a 1,242-acre area—the largest undeveloped land in the city. Oversaw document creation, grading plans, and land use/zoning map updates. Designed project graphics and led community engagement efforts. Worked closely with city officials to align the plan with community and market needs, emphasizing transit-oriented development opportunities. The project exemplifies skillful planning and a commitment to Yucaipa's sustainable growth.

City of Bradbury - Chadwick Ranch Specific Plan

Managed Chadwick Ranch Specific Plan and EIR initiation, covering permits like General Plan Amendment and Zoning Code Amendment. Oversaw development standards, grading, and graphic design. Addressed Bradbury's housing needs with innovative ADU incentives and context-sensitive solutions, balancing urban growth with the preservation of local character and hillside views.

City of La Quinta - Travertine Specific Plan

Managed La Quinta's Travertine project, a mixed-use development featuring housing, a hotel spa, and recreational amenities. Oversaw municipal applications like General Plan and Zone Changes. Created design standards, plan graphics, and exhibits. Incorporated ADU standards to align with the city's affordable housing goals.



Kelly Hickler, AICP. IAP2

Outreach Specialist



[https://www.cinnovationstudio.com](#)



kelly@innovationstudio.com

Education

MA, Urban & Regional Planning

Cal Poly Pomona

BA, Social Ecology

University of California, Irvine

Experience

15 Years

Employers

Public Sector:

- City of Centennial, CO
- City of Anaheim, CA
- Cal Poly Pomona
- Town of Parker, CO

Private Sector:

- De Novo Planning Group
- Carlson, Brigrance & Doering, Inc.
- Konveio
- Blais & Associates
- UltraSystems Environmental, Inc.
- BonTerra Consulting

Certifications

Technology of Participation (ToP) Facilitation Methods, Institute of Cultural Affairs (ICA) (2019)

American Institute of Certified Planners (AICP) (2018)

International Association for Public Participation (IAP2) Foundations in Public Participation (2009)

Dynamic community engagement aficionado, merging strategic communication with a creative approach, infusing every interaction with playfulness and an infectious optimism to cultivate genuine connections and achieve measurable success.

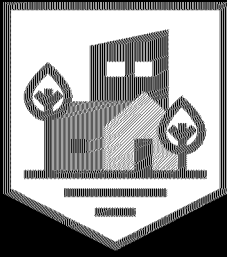
- Over 15 years of community development and outreach experience working in both the private and public sectors in California, Colorado, and Texas.
- Offer a well-rounded perspective cultivated from extensive experience across government agencies, consulting firms, and as a Planning Commissioner.
- Proficient in developing and executing outreach strategies to engage diverse audiences and foster meaningful relationships.
- Full range of experience includes long range planning; current planning and development review; environmental planning (including CEQA and NEPA); open space, park, and trail planning; master development planning; and grant writing.

Signature Strengths

- Expertly engage a variety of stakeholder groups, adapting communication styles to foster meaningful connections.
- Skillfully facilitate consensus-building to uncover mutually beneficial outcomes that reflect diverse stakeholder preferences.
- Clearly demonstrate how stakeholder feedback informed planning documents, ensuring every voice is heard and valued in shaping transparent planning processes.
- Effectively simplify complex processes into digestible segments, making information accessible to all.
- Thoughtfully discover nuanced ways to make engagement fun, relevant, and impactful while delivering tangible results.

Experience Summary

- Orchestrated comprehensive community engagement strategies for a wide range planning projects, from General Plan updates to Vision Plans and individual development projects.
- Designed and executed outreach campaigns utilizing various communication channels, including social media, email marketing, and traditional media, resulting in increased community participation and engagement.
- Organized and facilitated community events and workshops, aimed at raising awareness, educating on important topics, and promoting dialogue on key issues.
- Ensured inclusive participation by implementing accessible communication methods, hosting multilingual events, and actively soliciting input from underrepresented communities.
- Established and nurtured partnerships with local organizations, businesses, and community leaders to support mutual goals and collaborative project outcomes.



CONTACT INFO.

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info@city-advisors.com

WEBSITE

www.city-advisors.com

CITY
ADVISORS

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tramirez@westminster-ca.gov

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Signer Events

Christian Bettenhausen

clb@jones-Mayer.com

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Signature

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Stephanie Tomiano

stomaino@WESTMINSTER-CA.GOV

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Christine Cordon

ccordon@westminster-ca.gov

City Manager

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Ashton Arocho

aaroch@westminster-ca.gov

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 City Clerks Office
 City of Westminster

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 Not Offered via DocuSign

Stephanie Tomiano
 stomaino@WESTMINSTER-CA.GOV
 Security Level: Email, Account Authentication
 (None)

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Sheri VanderDussen
 SVanderDussen@Westminster-CA.gov
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 Signing Complete
 Completed

Hashed/Encrypted
 Security Checked
 Security Checked
 Security Checked

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 December 18, 2024 | 09:09
 December 18, 2024 | 09:09
 December 18, 2024 | 09:09

Payment Events**Status****Timestamps****Electronic Record and Signature Disclosure**

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

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To advise City of Westminster of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at AArocho@westminster-ca.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

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CITY OF WESTMINSTER
CONTRACT/AGREEMENT
TRANSMITTAL COVER SHEET

Contract/Agreement No.
2024-010-02

NAME / CONTRACTOR		City Advisors, LLC	
DESCRIPTION OF SERVICES		As-needed professional planning services	
AGREEMENT TERM	COMMENCEMENT DATE /Amended or Renewal	EXPIRATION DATE /Exp. Amended or Renewed	
	1/22/2026	12/31/2026	
DEPARTMENT	Community Development	DEPT/STAFF CONTACT	Colette Penalosa
CONTRACT AMOUNT	not to exceed \$300,000	BUDGET ACCOUNT NO.	61050-43090
AMENDMENT/RENEWAL AMOUNT	(if Federal - UEI #)	(Include Acct. No. to Deposit Reimbursements/Payments.)	

1 - BUSINESS LICENSING Not Required - Skip: _____ (Initials)

BL No. _____ Not Required
 Exp. _____ Not Approved

Approved Initial: _____ Date: _____

2 - FINANCE DEPT. Not Required - Skip: _____ (Initials)

Sufficient Funds Verified
 Checked for Debarment
 Insufficient Funds
 Requires Budget Transfer/Adjustment

Approved Initial: _____ Date: _____

3 - RISK MANAGEMENT Not Required - Skip: _____ (Initials)

Commercial/General/Auto Liability Insurance Req's Met
 Additional Insured Endorsement
 Professional/Errors and Omissions
 Worker's Compensation
 Certificates Reviewed & Approved

Requires Changes as Noted Below:
 Bond Required

Notes: _____

Approved Initial: _____ Date: _____

SPECIAL REQUIREMENTS/FORMS Not Required - Skip: _____ (Initials)

Requirements Met:

FPPC (Form 700)
 Ethics (AB1234/1661)
 Sexual Harassment Prevention Training
 Oath Administered: _____
 Other: _____

NOTES: _____

4 - CITY ATTORNEY Not Required - Skip: _____ (Initials)

Name of Reviewing Attorney: _____

Reviewed
 Approved as to Form
 Not Required

Requires Changes: _____ Changes/Update Approved
 Returned to Submitting Department _____

Approved Initial: _____ Date: _____

5 - CITY CLERK'S OFFICE Not Required - Skip: _____ (Initials)

Council Approved
 City Manager Approved

Agenda Item No. 3.04
 Meeting Date 01/28/2026
 Approved Initial: TR Date: 01/30/2026

Approved
 Denied
 Amount does not Exceed CM Approval Amount
 Return to Submitting Department
 Requires Changes: _____

Approved Initial: _____ Date: _____

MISCELLANEOUS

Special Event Permit

City Council
 Administratively Approved
 Reimbursement Payment
 Fee Payment

Permit No. _____

Dept./Contact: _____

**SECOND AMENDMENT TO AGREEMENT WITH CITY ADVISORS, LLC TO
PROVIDE AS NEEDED PROFESSIONAL PLANNING SERVICES**

THIS SECOND AMENDMENT to the above-referenced agreement is effective January 22, 2026, by and between City Advisors, LLC, ("Consultant"), and the City of Westminster, a municipal corporation organized and existing under the Constitution and laws of the State of California ("City"). City and Consultant are sometimes hereinafter referred to as "party" or collectively as "parties."

RECITALS

- A. The parties entered into Agreement No. 2024-010 effective February 5, 2024 ("Original Agreement") to provide as-needed professional planning services to the City. The Original Agreement approved total compensation not-to-exceed \$100,000.
- B. The parties entered into a first amendment to "Original Agreement" No. 2024-010-1 effective November 6, 2024 ("First Amendment") to increase compensation for as needed professional planning services to the City. The First Amendment approved total compensation not-to-exceed \$300,000.
- C. The parties now desire to extend the term of the Original Agreement and the First Amendment to provide additional time for completion of the Mixed-Use and Sign Code Updates, as well as to continue performance of related and as-needed professional planning services. The not-to-exceed compensation amount of \$300,000 shall remain unchanged.

The Parties therefore agree:

- 1. Section 4.1 of the Original Agreement is revised to instead state:

"Term. This Agreement shall commence on the Effective Date and continue through the end of the day on December 31, 2026, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties."

- 2. The professional services to be performed pursuant to the "Original Agreement" shall remain unchanged.
- 3. Except as modified by this Second Amendment, all terms and conditions of the Original Agreement and First Amendment shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Second Amendment to the Original Agreement on the dates stated below:

[signatures on next page]

CONSULTANT

Signed by:

Signature: _____
By: Stephanie Tomaino
Title: Managing Principal Planner

Date: January 30, 2026

Signature: _____
By: _____
Title: _____

Date: _____

CITY OF WESTMINSTER

DocuSigned by:


E9CB17CEAA77440...
Christine Cordon, City Manager

Date: February 4, 2026


ATTEST

DocuSigned by:


E9CB17CEAA77440...
Christine Cordon, Acting City Clerk

Date: February 4, 2026

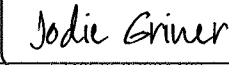
APPROVED AS TO FORM

Signed by:


D9750E2A7BF0479...
Scott Porter, City Attorney

Date: February 2, 2026

APPROVED AS TO INSURANCE:

DocuSigned by:


5749E0E8B30A462...
Jodie Griner, Risk Manager

Date: January 31, 2026

DEPARTMENT APPROVAL:

Signed by:


E7E40B3F8C6E4CB...
Steven A. Mendoza
Interim Community Development Director

Date: January 30, 2026



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/30/2026

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

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

PRODUCER Hiscox Inc. d/b/a/ Hiscox Insurance Agency in CA 5 Concourse Parkway Suite 2150 Atlanta GA, 30328	CONTACT NAME: PHONE (A/C, No, Ext): (888) 202-3007 FAX (A/C, No): E-MAIL ADDRESS: contact@hiscox.com														
INSURED City Advisors, LLC P.O. Box 1292 Costa Mesa, CA 92628	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: Hiscox Insurance Company Inc</td> <td style="text-align: center;">10200</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Hiscox Insurance Company Inc	10200	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Hiscox Insurance Company Inc	10200														
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	P101.190.755.4	12/08/2025	12/08/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ S/T Gen. Agg. \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 The City of Westminster, California, and its elected and appointed boards, officers, officials, agents, employees, and volunteers are additional insureds with respect to: liability arising out of activities performed by or on behalf of the Consultant pursuant to its contract with the City; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; automobiles owned, leased, hired, or borrowed by the Consultant.

CERTIFICATE HOLDER City of Westminster, California 8200 Westminster Boulevard Westminster, CA 92683	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

Certificate Of Completion

Envelope Id: 8C21405D-551A-41EC-90CC-B0ACC4140B81

Subject: City Advisors Agreement (Agreement No. 2024-010 Amendment No. 2)

Source Envelope:

Document Pages: 5

Signatures: 6

Certificate Pages: 6

Initials: 0

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed

Envelope Originator:

Tanya Ramirez

tramirez@westminster-ca.gov

IP Address: 12.206.145.194

Record Tracking

Status: Original

January 30, 2026 | 09:54

Holder: Tanya Ramirez

tramirez@westminster-ca.gov

Location: DocuSign

Signer Events

Staphanie Tomaino

Staphanie@City-Advisors.com

Owner and Managing Principal

Security Level: Email, Account Authentication
(None)

Signature

Signed by:

CE766462A3E24D1...

Signature Adoption: Uploaded Signature Image

Using IP Address: 172.117.159.43

Timestamp

Sent: January 30, 2026 | 12:22

Viewed: January 30, 2026 | 12:30

Signed: January 30, 2026 | 12:30

Electronic Record and Signature Disclosure:

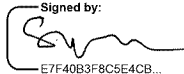
Accepted: January 24, 2024 | 17:23

ID: da216352-a85f-420b-82f7-c567879f8e25

Steven Mendoza

SMendoza@Westminster-CA.gov

Security Level: Email, Account Authentication
(None)

Signed by:

E7F40B3F8C5E4CB...

Signature Adoption: Drawn on Device

Using IP Address: 2600:387:15:261a::3

Signed using mobile

Sent: January 30, 2026 | 12:30

Viewed: January 30, 2026 | 13:15

Signed: January 30, 2026 | 13:16

Electronic Record and Signature Disclosure:

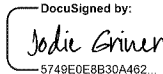
Accepted: January 30, 2026 | 13:15

ID: 52f3b00a-db24-44ce-8ea7-6016c057b119

Jodie Griner

Jgriner@westminster-ca.gov

Security Level: Email, Account Authentication
(None)

DocuSigned by:

5749E0E8B30A462...

Signature Adoption: Pre-selected Style

Using IP Address: 12.206.145.194

Sent: January 30, 2026 | 13:16

Viewed: January 31, 2026 | 09:11

Signed: January 31, 2026 | 09:12

Electronic Record and Signature Disclosure:

Accepted: January 21, 2025 | 16:51

ID: deeb76ac-9a01-4452-b1eb-b72378b051db

Scott Porter

sep@jones-mayer.com

City Attorney

Security Level: Email, Account Authentication
(None)

Signed by:

D97E0F2A7BF0479...

Signature Adoption: Pre-selected Style

Using IP Address: 47.155.228.238

Sent: January 31, 2026 | 09:12

Viewed: February 2, 2026 | 13:38

Signed: February 2, 2026 | 13:38

Electronic Record and Signature Disclosure:

Accepted: February 2, 2026 | 13:38

ID: be45fa44-6cee-4f7d-9bad-14d89e884b45

Signer Events

Christine Cordon
ccordon@westminster-ca.gov
City Manager
Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Pre-selected Style
Using IP Address: 2a02:26f7:c344:8000:0:5000:0:3
Signed using mobile

Timestamp

Sent: February 2, 2026 | 13:38
Viewed: February 4, 2026 | 01:15
Signed: February 4, 2026 | 01:15

Electronic Record and Signature Disclosure:
Accepted: February 4, 2026 | 01:15
ID: 2bd36351-eff5-47cc-92a1-a566c4d892c8

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Colette Penalosa
CPenalosa@Westminster-ca.gov
Security Level: Email, Account Authentication (None)



Sent: February 4, 2026 | 01:15

Electronic Record and Signature Disclosure:
Not Offered via Docusign

City Clerk
CityClerkCSR@westminster-ca.gov
City Clerks Office
City of Westminster
Security Level: Email, Account Authentication (None)



Sent: February 4, 2026 | 01:15
Viewed: February 4, 2026 | 12:59

Electronic Record and Signature Disclosure:
Not Offered via Docusign

Stephanie Tomiano
Stephanie@City-Advisors.com
Owner and Managing Principal
Security Level: Email, Account Authentication (None)



Sent: February 4, 2026 | 01:15

Electronic Record and Signature Disclosure:
Accepted: January 24, 2024 | 17:23
ID: da216352-a85f-420b-82f7-c567879f8e25

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent
Certified Delivered
Signing Complete
Completed

Hashed/Encrypted
Security Checked
Security Checked
Security Checked

January 30, 2026 | 12:22
February 4, 2026 | 01:15
February 4, 2026 | 01:15
February 4, 2026 | 01:15

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Westminster (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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