



AMENDED AGENDA

REGULAR MEETING CYPRESS CITY COUNCIL

March 28, 2022
6:00 P.M.

www.cypressca.org

Council Chambers
5275 Orange Avenue
Cypress, California

AGENDA AMENDMENTS

- Submitted public comments attached to Agenda Item No. 1

PUBLIC PARTICIPATION

Consistent with current COVID-19 safety guidelines, members of the public can participate in this meeting as follows:

1. Attend In-Person. First-come, first-served seating is available in the Council Chambers. Face coverings are strongly recommended and all in-person attendees must be free of any symptoms associated with COVID-19.
2. Attend Virtually via Webinar. This option provides the ability to provide live public comments during Oral Communications or Public Hearings and view slideshow presentations. Please register at <https://attendee.gotowebinar.com/register/2303703781449431310> to receive an email containing a link to join the webinar. Advance registration is recommended.
3. Watch the Meeting. The City Council meeting can be viewed live on Spectrum Cable Channel 36 or on the City's website at www.cypressca.org/watchlive.
4. Listen to the Meeting. The public may participate via the listen-only teleconference mode by calling (631) 992-3221 and entering Access Code 453-574-094 when prompted. No registration or audio pin is necessary.
5. Submit Public Comments Prior to the Meeting. The public may submit comments via email to cityclerk@cypressca.org. Comments submitted by 3:00 p.m. on March 28, 2022 will be added to the City Council agenda as a Consent Calendar item.

CALL TO ORDER

6:00 P.M.

Executive Board Room

ROLL CALL

Cypress City Council, also acting as the Ex-Officio Governing Board of Directors of the Cypress Recreation and Park District

Mayor Paulo Morales
Mayor Pro Tem Anne Hertz-Mallari
Council Member Frances Marquez
Council Member Scott Minikus
Council Member Jon Peat

ORAL COMMUNICATIONS (Three minutes per speaker, unless extended by the City Council)

The public may address the City Council on matters appearing on the Workshop agenda. Although Council Members may provide brief responses, the City Council may not discuss or take action on items that are not on its agenda.

If you would like to address the City Council in person, please complete a Speaker's Card. If you would like to address the City Council via the meeting webinar, please click the 'hand raise' button, unmute your microphone and wait for the Mayor or City Clerk to call on you.



= Hand Raise



= Unmute

Speakers providing comments in person will be called first. Speakers are requested to limit their comments to no more than three minutes.

Alternatively, comments may be submitted to cityclerk@cypressca.org prior to 3:00 p.m. on March 28, 2022. All comments submitted via email prior to the deadline will be added to the agenda as a Consent Calendar item.

WORKSHOP SESSION

Review of Fiscal Strategies, Reserves, Pension Liabilities and Pension Trust

RECONVENE

7:00 P.M.

Council Chambers

ROLL CALL

Cypress City Council, also acting as the Ex-Officio Governing Board of Directors of the Cypress Recreation and Park District

Mayor Paulo Morales
Mayor Pro Tem Anne Hertz-Mallari
Council Member Frances Marquez
Council Member Scott Minikus
Council Member Jon Peat

PLEDGE OF ALLEGIANCE

INVOCATION St. Irenaeus Catholic Church

The City Council does not endorse the content of the invocation and does not endorse the invitational speaker's particular faith, belief and/or religious denomination. The City Council has an established neutral policy for selecting and scheduling invitational speakers. The City Council's policy on invocations is available from the City Clerk.

REPORT OF WORKSHOP AGENDA / CLOSED SESSION

City Manager/City Attorney

PRESENTATIONS

Lexington Park Grand Opening Recap

ORAL COMMUNICATIONS (Limited to 30 minutes – three minutes per speaker, unless extended by the City Council)

The public may address the City Council on any matters prior to any action taken on the agenda. Although Council Members may provide brief responses, the City Council may not discuss or take action on items that are not on its agenda.

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Speakers providing comments in person will be called first. Speakers are requested to limit their comments to no more than three minutes.

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CONSENT CALENDAR

All matters listed on the Consent Calendar are to be approved with one motion unless a Council Member requests separate action on a specific item.

1. Receive and File Public Comments Submitted for the March 28, 2022 City Council Meeting

Prepared by: Alisha Farnell, City Clerk

Recommendation: Receive and file submitted public comments.

2. Introduce and/or Adopt All Ordinances and Resolutions Presented for Consideration by Title Only and to Waive Further Reading

3. Approve Minutes - Meetings of February 15, 2022 and February 26, 2022

Prepared by: Alisha Farnell, City Clerk

Recommendation: Approve as submitted.

4. Receive and file the 2021 General Plan Annual Progress Report on the Implementation of the Housing Element

Prepared by: Alicia Velasco, Planning Director

Recommendation: Receive and file the 2021 General Plan Annual Progress Report on the implementation of the Housing Element.

5. Approve an Independent Auditing Services Contract Extension

Prepared by: Matt Burton, Director of Finance and Administrative Services

Recommendation: Approve a contract extension for \$97,933 to Lance, Soll & Lunghard, LLP to perform annual auditing services for the fiscal years ended June 30, 2022 and June 30, 2023, with an annual contingency of \$2,000 and a one-year option for June 30, 2024.

6. Consider Terminating the Proclamation of the Existence of a Local Emergency Related to the COVID-19 Pandemic

Prepared by: Peter Grant, City Manager

Recommendation: Adopt a Resolution terminating the Proclamation of the Existence of a Local Emergency by the Director of Emergency Services ratified by the City Council on March 23, 2020.

7. Establish the Business Development Manager Class Specification

Prepared by: Matt Burton, Director of Finance and Administrative Services

Recommendation: Adopt a Resolution Establishing the Business Development Manager Class Specification.

8. Receive and File the Investment Report for the Month Ended February 28, 2022

Prepared by: Matt Burton, Director of Finance and Administrative Services

Recommendation: Receive and file the attached investment report.

9. Approve Register of Warrants, Transfers, and Wires Issued for the Period of February 26, 2022 through March 11, 2022

Prepared by: Matt Burton, Director of Finance and Administrative Services

Recommendation: Approve the attached payment register summarized below for the period of February 26, 2022 through March 11, 2022:

- Electronic Funds Transfers 10582 through 10613 and 10694 through 10700
- Warrants 58934 through 59010
- Payroll Transfers W1470

NEW BUSINESS

10. Adopt the Strategic Plan and Six Month Objectives

Prepared by: Peter Grant, City Manager

Recommendation: Adopt the Strategic Plan and six month objectives.

ITEMS FROM CITY COUNCIL MEMBERS

11. Consider Issuing Direction to Correct to Council Member Marquez for Refusing to Sign the Civility, Conduct and Governance Policy and Code of Ethics

Agendized by: Anne Hertz-Mallari, Mayor Pro Tem

Recommendation: Issue Direction to Correct to Council Member Marquez for refusing to sign the Civility, Conduct and Governance Policy and Code of Ethics as required by City Council action at its February 28, 2022 regular meeting.

ORAL COMMUNICATIONS (Five minutes per speaker, unless extended by the City Council)

The public may address the City Council on any matters prior to any action taken on the agenda. Although Council Members may provide brief responses, the City Council may not discuss or take action on items that are not on its agenda.

If you would like to address the City Council in person, please complete a Speaker's Card. If you would like to address the City Council via the meeting webinar, please click the 'hand raise' button, unmute your microphone and wait for the Mayor or City Clerk to call on you.



= Hand Raise



= Unmute

Speakers providing comments in person will be called first. Speakers are requested to limit their comments to no more than five minutes.

Alternatively, comments may be submitted to cityclerk@cypressca.org prior to 3:00 p.m. on March 28, 2022. All comments submitted via email prior to the deadline will be added to the agenda as a Consent Calendar item.

COUNCIL MEMBER REPORTS AND REMARKS

CITY MANAGER REMARKS

ADJOURNMENT

The next meeting will be an adjourned Regular Meeting, to be held on Monday, April 11, beginning at 5:30 p.m. in the Executive Board Room.

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted on the City Hall bulletin board not less than 72 hours prior to the meeting. Dated this 25th day of March, 2022.

Alisha Farnell, City Clerk

In compliance with the Americans With Disabilities Act, if you need special assistance to participate in this meeting, you should contact the City Clerk at (714) 229-6685 at least 72 hours prior to the meeting to enable the City to make reasonable arrangements to assure accessibility to this meeting.



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

FROM: Matt Burton, Director of Finance and Administrative Services

DATE: 03/28/2022

SUBJECT: Review of Fiscal Strategies, Reserves, Pension Liabilities and Pension Trust

RECOMMENDATION

Receive the workshop presentation.

DISCUSSION

The City Council's annual budget development process includes a workshop to review the City's fiscal strategies, reserves, pension liabilities and pension trust.

The City Council approved the attached fiscal strategies in February 2018 to ensure the City's short-term and long-term fiscal health. The strategies are a tool for navigating important and difficult decisions necessary to maintain the City's fiscal health and do not provide specific solutions to possible financial challenges ahead.

No modifications to the fiscal strategies, reserves or pension matters are recommended. However, any changes identified and approved by the City Council during the workshop will be incorporated into the FY 2022-23 proposed budget.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

Fiscal Strategies

FISCAL STRATEGIES OVERVIEW

Purpose of Fiscal Strategies

Primary among the responsibilities the City of Cypress has to its citizens is the care of public funds and wise management of its assets while providing for the adequate funding of the services desired by the public and the maintenance of public facilities. Financial management strategies, designed to ensure the fiscal stability of the City, have been implemented to provide guidance for the development and administration of the annual operating and capital budgets.

Fiscal Strategies

1. The Budget will be balanced and focus on long-term sustainability
2. Reserves and fund balances will be maintained prudently
3. Available resources and the Strategic Plan will determine service levels
4. Continue to invest in the maintenance of facilities and infrastructure
5. Financial decisions will be transparent to the public

These strategies are a foundation for protecting and assessing Cypress' financial well-being. They do not provide specific solutions to arising financial challenges; rather they represent an approach to navigating important and difficult decisions necessary to address Cypress' changing cost structure and ever more scarce resources.

The strategies are comprised of policies (formal actions previously taken by the City Council) and practices (actions management and City Council undertake to promote and protect financial resiliency).

Strategy Objectives

- Ensure Cypress provides necessary services to the community and remains financially resilient
- Allow time to affect change and adapt to financial challenges
- Enhance transparency and encourage community involvement
- Create methods to analyze the costs and benefits of services over the long-term
- Help the City Council, City Management, the community, and employee associations balance competing demands for scarce resources

Reflecting the city's limited ability to control revenues, the objectives focus on service levels, efficiencies, expenditures control, and performance measure-based evaluation of programs and services.

FISCAL STRATEGIES

1. The Budget will be balanced and focus on long-term sustainability

Policies

- 1.1. The Budget presented to City Council will be balanced (current year revenues fund current year operating expenses)

Practices

- 1.2. Reserves (excluding amounts accumulated for capital projects or capital outlay) will only be used to address extraordinary, short-term circumstances
- 1.3. The Budget will include a Five-Year Financial Projection
- 1.4. Ongoing operations will be funded with ongoing revenues
- 1.5. Expenditure growth will be limited to essential/necessary increases
- 1.6. Fees will be evaluated annually to identify the full cost of providing services
- 1.7. New programs/services must be revenue neutral, resulting in no impact to fund balance in the General Fund
- 1.8. Performance measures will be presented in the Budget and used to evaluate the effectiveness of programs and services
- 1.9. "Mini-financial statements" will identify the net costs of revenue generating programs and services
- 1.10. Pension trust investments will be reviewed annually to determine if adjustments to the investments or deposits/ withdrawals are warranted

FISCAL STRATEGIES

2. Reserves and fund balances will be maintained prudently

Policies

- 2.1. The City will maintain the following contingency reserves:
- Reserve for Economic Uncertainty. Equal to 25% of General Fund expenditures, the reserve stabilizes City services should General Fund revenues decrease by greater than 10% or estimated General Fund expenditures increase by more than 10% and when the City Council determines the City's ability to provide basic service to the community is threatened
 - Reserve for Emergency/Disaster Recovery. Equal to 30% of General Fund expenditures, the reserve pays for capital needs in response to an emergency or natural disaster and provides resources to begin recovery prior to FEMA assistance or insurance proceeds become available
- 2.2. The City will maintain fully funded replacement accounts for capital including: equipment, vehicles, and technology
- 2.3. The City will maintain fully funded internal service funds for: workers' compensation and general liability insurance; employee benefits; and central services (the ongoing maintenance of equipment, vehicles and facilities and print shop and information technology operations)
- 2.4. The City will conform to the Governmental Accounting Standards Board Fund Balance Policy Statement 54 which defines fund balance categories and creates the authority necessary to establish them

Practices

- 2.5. Maintain a \$2.5 million Stabilization Reserve designed to provide a period of adjustment should a major tax generating business relocate or cease operations or at the City Council's discretion in response to other economic shocks
- 2.6. Maintain a \$2.0 million Budget Stabilization Reserve which can be used in the short-term to assist with budget shortfalls due to forecasted financial challenges
- 2.7. Fiscal year end General Fund savings or unappropriated revenues will be:
1. Used to replenish any reserves used to fund operations during the fiscal year
 2. Transferred to internal service funds to address unfunded liabilities
 3. Transferred for future facility and infrastructure projects

FISCAL STRATEGIES

- 2.8. The General Fund will maintain an unassigned fund balance sufficient to account for unforeseen revenue shortfalls or unanticipated expenditures that may arise during the fiscal year
- 2.9. The City will identify its long-term liabilities and obligations and develop policies to address them

3. Available resources and the Strategic Plan will determine service levels

Policies

- 3.1. The City Council will conduct Strategic Plan workshops at least twice a year
- 3.2. Programs, services, and staffing will be evaluated annually as part of the Budget process
- 3.3. Employee compensation will be competitive and sufficient to attract, motivate and retain high-quality employees committed to Cypress' success

Practices

- 3.4. The Budget will recommend programs, services and staffing using the following criteria:
 - Is it necessary for public health or safety?
 - Is it mandated by the State or Federal government?
 - Does it accomplish a Strategic Plan goal or objective?
 - Does it result in operating savings (or additional costs) in the future?
 - Is significant outside/restricted funding available?
 - Does it promote economic development?
- 3.5. Employees and employee associations are important partners and the City will engage them in the Budget process
- 3.6. The city will complete development of, and annually update, a Succession Plan
- 3.7. All staffing vacancies will be evaluated through the Succession Plan prior to a decision to fill the position

FISCAL STRATEGIES

4. Continue to invest in the maintenance of facilities and infrastructure

Policies

- 4.1. Accumulated facility and infrastructure funding will be allocated through the Seven-Year Capital Improvement Program (CIP)
- 4.2. The General Fund will make minimum annual contributions of \$1.8 million for Capital Improvements. Included in the \$1.8 million will be contributions for facility and infrastructure improvements as follows:

Storm drain improvements and operations	\$500,000
Facility improvements	\$250,000

Additionally, \$1,050,000 will be transferred from the General Fund for either current year or future expenditures depending on availability of restricted revenues for transportation purposes and the ability to meet associated Maintenance of Effort (MOE) requirements.

Practices

- 4.3. Facilities and infrastructure will be maintained to extend their useful life
- 4.4. The infrastructure reserve will maintain a balance sufficient to construct at least 115% of the projects included in the Seven-Year CIP funded by the General Fund
- 4.5. When practical, capital projects should be financed on a pay-as-you-go basis without issuing debt
- 4.6. Capital projects will prioritize the use of restricted funds (those other than the General Fund) and seek outside funding
- 4.7. The CIP will be guided by existing infrastructure system master plans
- 4.8. Options for ongoing revenue sources to support Recreation and Park District facilities and infrastructure improvements will be identified
- 4.9. Long-term facility and infrastructure needs beyond the Seven-Year CIP will be identified

FISCAL STRATEGIES

5. Financial decisions will be transparent to the public

Policies

- 5.1. The Budget, CIP, audit/Comprehensive Annual Financial Report, and financial policies will be considered by the City Council annually and available on the City's website

Practices

- 5.2. The City Council will review the City's finances at its regular meetings:
- | | |
|----------------|--|
| January | Fiscal year end, audit, and Comprehensive Annual Financial Report presentation |
| February | Mid-year Budget review |
| February/March | Reserves update and pension trust review |
| May/June | Budget presentation and adoption |
- 5.3. Financial information will be easily accessible on the City's website
- 5.4. Employee compensation information will be available on the City's website
- 5.5. The City Council will receive monthly financial reports
- 5.6. The City Council will receive and file investment reports and warrants, transfers, and wires reports at its regular meetings



CITY OF CYPRESS
CITY COUNCIL REPORT

City Council Regular

1.

FROM: Alisha Farnell, City Clerk

DATE: 03/28/2022

SUBJECT: Receive and File Public Comments Submitted for the March 28, 2022 City Council Meeting

RECOMMENDATION

Receive and file submitted public comments.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

Submitted Public Comments

From: [Robin M. Itzler](#)
To: [Paulo Morales](#); [Anne Hertz-Mallari](#); [Scott Minikus](#); [Jon Peat](#); [ADM](#)
Subject: Attn: City Clerk - please read my comment at tonight's meeting
Date: Monday, March 28, 2022 10:50:36 AM

Dear Cypress City Clerk and Cypress City Councilmembers,

Since I am not attending tonight's (March 28, 2022) Cypress City Council meeting, I would like the following comment to be read on my behalf during public comments. Because of my near deafness, Zoom meetings are challenging for me. (I read this aloud and it is under two minutes.)

My name is Robin Itzler and along with my husband we have been happy Cypress residents since 1978.

I want to thank Councilmembers Mayor Morales, Mayor Pro Tem Hertz-Mallari, Councilman Minikus, and Councilman Jon Peat for voting to FIGHT the ridiculous districting lawsuit.

Changing voting from citywide to district would permanently alter Cypress' amazing success. Instead of being one successful city, we would become five mini cities with each councilmember primarily focusing on his or her mini city. Districting is a recipe for disaster, and makes you wonder why anyone would want to push the city toward disaster. If an outside group is intent on ruining our city government, districting is the way to do this.

As I have shared with many people, our small city offers large amenities and has maintained its outstanding financial posture during difficult times. So why does councilmember Marquez want to destroy Cypress' success? Speaking of success, of 34 Orange County cities, it is amazing that in 2021 Cypress was again named the most financially secure city. Like most Cypress residents, I shop and eat in neighboring communities, but most purchases are in Cypress because we have maintained a low sales tax compared to surrounding cities. When out-of-area friends visit, they are always impressed with the corporations that line Katella Avenue and I share that Cypress is very business-friendly. For example, we do not have a utility users' tax.

Again, thank you to Councilmembers Morales, Hertz-Mallari, Minikus, and Peat for the 4:1 vote to fight the districting lawsuit.



CITY OF CYPRESS
CITY COUNCIL REPORT

City Council Regular

3.

FROM: Alisha Farnell, City Clerk

DATE: 03/28/2022

SUBJECT: Approve Minutes - Meetings of February 15, 2022 and February 26, 2022

RECOMMENDATION

Approve as submitted.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

February 15, 2022 Special City Council Minutes

February 26, 2022 Special City Council Minutes

SPECIAL MEETING
CYPRESS CITY COUNCIL
FEBRUARY 15, 2022
5:00 P.M.

A special meeting of the Cypress City Council was called to order at 5:03 p.m. by Mayor Morales at the Navy Golf Course Banquet Room, 5660 Orangetown Avenue, Cypress, California.

ROLL CALL

Cypress City Council, also acting as the Ex-Officio Governing Board of Directors of the Cypress Recreation and Park District

Mayor Paulo Morales
Mayor Pro Tem Anne Hertz-Mallari
Council Member Frances Marquez
Council Member Scott Minikus
Council Member Jon Peat

STAFF PRESENT

City Manager Peter Grant
City Clerk Alisha Farnell
Communications and Marketing Analyst Brooke Straus

DISCUSSION ITEMS

Public Forum on City Elections – California Voting Rights Act Presentation

Facilitator Arianna Barrios provided introductory comments and presented an informational video on this item.

PUBLIC COMMENTS AND QUESTIONS (Two minutes per speaker, unless extended by the City Council)

Wayne Comeau, Cypress, spoke in favor of district elections.

Gail Comeau, Cypress, spoke in favor of district elections.

Hank Machal, Cypress, spoke in opposition of district elections.

Beth Culver, Cypress, spoke in opposition of district elections.

Glen Button, Cypress, asked questions about district elections and the CVRA challenge received by the City.

Harumi Lucak, Cypress, spoke in opposition of district elections.

Val Mallari, Cypress, submitted written questions regarding prior election turnout and the CVRA challenge received by the City.

Seven anonymous questions were submitted via text message regarding the California Voting Rights Act, district elections, and the challenge received by the City.

Katie Shapiro, Cypress, submitted a written question regarding an independent commission to draw district maps.

ADJOURNMENT

Mayor Morales adjourned the meeting at 6:04 p.m. to an adjourned Regular Meeting, to be held on Monday, February 28, 2022, beginning at 5:30 p.m. in the Executive Board Room.

MAYOR OF THE CITY OF CYPRESS

ATTEST:

CITY CLERK OF THE CITY OF CYPRESS

SPECIAL MEETING
CYPRESS CITY COUNCIL
FEBRUARY 26, 2022
10:00 A.M.

A special meeting of the Cypress City Council was called to order at 10:04 a.m. by Mayor Morales at the Cypress Community Center, 5700 Orange Avenue, Cypress, California.

ROLL CALL

Cypress City Council, also acting as the Ex-Officio Governing Board of Directors of the Cypress Recreation and Park District

Mayor Paulo Morales
Mayor Pro Tem Anne Hertz-Mallari
Council Member Frances Marquez
Council Member Scott Minikus
Council Member Jon Peat

STAFF PRESENT

City Manager Peter Grant
City Clerk Alisha Farnell
Communications and Marketing Analyst Brooke Straus

DISCUSSION ITEMS

Public Forum on City Elections – California Voting Rights Act Presentation

The Mayor provided introductory comments on this item.

Facilitator Arianna Barrios presented an informational video on this item.

PUBLIC COMMENTS AND QUESTIONS (Two minutes per speaker, unless extended by the City Council)

Harumi Lucak, Cypress, submitted a written comment in opposition of district elections.

Anne Nieto, Cypress, submitted a written comment in opposition of district elections.

Wayne & Gail Comeau, Cypress, submitted written questions regarding the difference between Federal Voting Rights Act and California Voting Rights Act and legal strategy regarding the challenge.

Robin Itzler, Cypress, spoke in opposition of district elections.

Tim Keenan, Cypress, spoke in opposition of district elections.

Beth Culver, Cypress, spoke in opposition of district elections.

Claire Chiu, Cypress, spoke in opposition of district elections.

Katie Shapiro, Cypress, spoke in favor of district elections.

Tim Keenan, Cypress, submitted a written comment in opposition to district elections.

Steve Correa, Cypress, submitted a written question regarding current election system and a comment regarding the forum.

Clair Chiu, Cypress, submitted a written comment in opposition to district elections.

Rachel Strong, Cypress, submitted a written comment in favor of district elections.

Val Mallari, Cypress, submitted a written question regarding election demographic data.

An anonymous question was submitted via e-mail regarding cumulative voting.

Carlos Ramirez, Cypress, spoke in favor of the current system of at-large elections and asked questions about the cost difference between the two election systems.

Robin Itzler, Cypress, asked a question regarding the purpose of district elections.

Amy Solentano, Cypress, spoke in opposition of district elections.

David Festa, Cypress, spoke in opposition of district elections.

Harumi Lucak, Cypress, spoke in opposition of district elections.

Claire Chiu, Cypress, made additional comments in opposition of district elections.

ADJOURNMENT

Mayor Morales adjourned the meeting at 11:29 a.m. to an adjourned Regular Meeting, to be held on Monday, February 28, 2022, beginning at 5:30 p.m. in the Executive Board Room.

MAYOR OF THE CITY OF CYPRESS

ATTEST:

CITY CLERK OF THE CITY OF CYPRESS



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

4.

FROM: Alicia Velasco, Planning Director

DATE: 03/28/2022

SUBJECT: Receive and file the 2021 General Plan Annual Progress Report on the Implementation of the Housing Element

RECOMMENDATION

Receive and file the 2021 General Plan Annual Progress Report on the implementation of the Housing Element.

DISCUSSION

Background

California Government Code Section 65400 mandates that by April 1 of each year, cities must submit a report to the State Office of Planning and Research (OPR) and the Department of Housing and Community Development (HCD) that provides the progress of the implementation of the Housing Element.

In addition to submitting a Housing Element Annual Progress Report, cities must also submit a General Plan Annual Progress Report to HCD and OPR. This report satisfies both the Housing Element Annual Progress Report and General Plan Annual Progress Report requirements.

General Plan Status

Cypress' General Plan was adopted by the City Council on September 10, 2001. The General Plan contains the seven State-required elements, which are land use, circulation, housing, conservation, open space, safety and noise. The State allows the combining of elements or the addition of new elements, as long as the required seven elements are present in some fashion. The General Plan consists of the following Elements:

General Plan Elements	Last Revised
Land Use: Land Use Element	October 14, 2013
Circulation: Circulation Element	September 10, 2001
Housing: Housing Element	October 14, 2013
Conservation & Open Space (combined): Conservation/Open Space/Recreation	September 10, 2001

Safety: Safety Element	October 14, 2013
Noise: Noise Element	September 10, 2001
Optional: Air Quality Element	September 10, 2001
Optional: Growth Management Element	September 10, 2001
Optional: Implementation Element	September 10, 2001

Cities are required to keep their General Plans current and internally consistent. There is no specific requirement that a local government update its General Plan on a particular timeline, except the Housing Element, which must be updated at least every eight years.

The following is a summary of General Plan related activities during the January 1 to December 31, 2021 reporting period.

Land Use Element

- There were no amendments to the General Plan Land Use Element during the reporting period, nor were there any land use designation changes on individual properties.
- There were no amendments to the Zoning Ordinance of the Municipal Code which could affect consistency with the Land Use Element, nor were there any zone changes on properties during the reporting period.
- There were no new Specific Plans or amendments which could affect consistency with the existing Specific Plan land use designation and the PC Planned Community Zone, nor were there any land use designation changes on individual properties within any of the City's specific plans.

Housing Element

On November 4, 2013, the 2014-2021 Housing Element was certified by HCD. This report is for calendar year 2021, which is the last year of the previous housing element cycle. The City is in the process of updating the Housing Element for the 2021-2029 cycle. Having a certified housing element makes the City eligible for State housing grants/programs and provides protection against housing-related lawsuits. Cypress' Regional Housing Need Assessment (RHNA) for the 2014-2021 Housing Element cycle was 308 units in the following income categories: very-low, low, moderate, and above moderate.

In 2021, the City processed:

Housing Permit Processing Stage	Applications	Units
Housing entitlement applications received and deemed complete	11	108
Housing entitlement applications approved	11	108
Housing permits issued	15	15
Housing Units completed	11	78

Below is a summary of the 2014-2021 Housing Element cycle totals which count toward the City's RHNA based on income level:

Income Level	2014-2021 RHNA	Units to Date (2014-2021)	Remaining
Very Low	71	14	57
Low	50	8	42
Moderate	56	12	44

Above Moderate	131	562	0
Total	308	596	143

The very low, low, and moderate-income categories fell short by 143 units and were added to the 2021-2029 RHNA.

Other Elements

There were no amendments to the other elements of the General Plan during the reporting period. The City continues to implement the goals and policies of all General Plan elements.

ALTERNATIVE ACTIONS:

Provide further direction.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY:

Peter Grant, City Manager

Attachments

2021 Annual Progress Report

Please Start Here

General Information	
Jurisdiction Name	Cypress
Reporting Calendar Year	2021
Contact Information	
First Name	Kori
Last Name	Sanders
Title	Associate Planner
Email	ksanders@cypressca.org
Phone	7142296724
Mailing Address	
Street Address	5275 Orange Avenue
City	Cypress
Zipcode	90630

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

v 2_15_2022

Jurisdiction	Cypress	
Reporting Year	2021	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	10/15/2013 - 10/15/2021

ANNUAL ELEMENT
Housing Element I
(CC

Table A2									
Annual Building Activity Report Summary - New Construc									
Project Identifier					Unit Types		Affordability by		
1					2	3			
Prior APN ⁺	Current APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted
Summary Row: Start Data Entry Below							0	4	0
244-111-07	244-111-07	4189 Cheshire Dr.	Cynthia Reed ADU	BP #10516	ADU	O		1	
244-462-17	244-462-17	5381-5383 Bishop St.	Frank Coelho/SRC#3157	BP 10822	2 to 4	R			
262-461-01	262-461-01	8762 Walker St		BP #5217	SFD	R			
262-461-01	262-461-01	8764 Walker St.		BP#5218	SFD	R			
262-431-17	262-431-17	5441 Delong St., Unit B (AKA 5443 Delong)	Brenan Cheung/AA#3167	BP 11467	ADU	R			
262-253-12	262-253-12	8394 Fontainbleau Wy.	ADU	BP #8476	ADU	O		1	
262-322-01	262-322-01	8622 Belmont St.	Triplex Unit 1	BP #10721	2 to 4	O			
262-322-01	262-322-01	4822 Grace Ave.	Triplex Unit 2	BP #11840	2 to 4	O			

PROGRESS REPORT
Implementation

OR Title 25 §6202)

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

ation, Entitled, Permits and Completed Units

Household Incomes - Completed Entitlement						Affordability by Household Incomes - Building				
4				5	6	7				
Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income	Entitlement Date Approved	# of Units issued Entitlements	Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted
0	50	0	52		106	0	6	0	0	0
				11/22/2019	1		1			
			2	1/9/2020	2					
			1	10/11/2019	1					
			1	10/11/2019	1					
			1	3/16/2020	1					
				8/22/2018	1		1			
			1	1/21/2021	1					
			1	1/21/2021	1					

CR Title 25 §6202)

Cells in grey contain auto-calculation formulas

[illegible]

Permits				Affordability by Household Incomes - Certificates of Occupancy						
		8	9	10						
Moderate-Income Non Deed Restricted	Above Moderate-Income	Building Permits <u>Date Issued</u>	# of Units Issued Building Permits	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income
0	9		15	3	5	0	0	0	0	70
		11/22/2019	1		1					
	2	3/2/2020	2							2
	1	10/1/2020	1							2
	1	10/1/2020	1							2
	1	10/15/2020	1		1					
		8/22/2018	1		1					
	1	1/21/2021	1							
	1	1/21/2021	1							

[illegible]

ncy			Streamlining	Infill	Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions
11	12	13	14	15	16	17	18
Certificates of Occupancy or other forms of readiness (see instructions) <u>Date Issued</u>	# of Units issued Certificates of Occupancy or other forms of readiness	How many of the units were Extremely Low Income?*	Was Project <u>APPROVED</u> using GC 65913.4(b)? (SB 35 Streamlining) Y/N	Infill Units? Y/N*	Assistance Programs for Each Development (may select multiple - see instructions)	Deed Restriction Type (may select multiple - see instructions)	For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions)
	78	0	0				
3/8/2021	1		N	Y			Rents verified by phone survey.
6/8/2021	2		N	Y			
5/11/2021	2		N	Y			
5/11/2021	2		N	Y			
6/28/2021	1		N	Y			Rents verified by phone survey.
10/14/2021	1		N	Y			Rents verified by phone survey.
	0		N	Y			
	0		N	Y			

[illegible]

[illegible]

[illegible]

Notes

25

Notes⁺[illegible]

[illegible]

Jurisdiction	Cypress	
Reporting Year	2021	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	10/15/2013 - 10/15/2021

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B													
Regional Housing Needs Allocation Progress													
Permitted Units Issued by Affordability													
		1	2									3	4
Income Level		RHNA Allocation by Income Level	2013	2014	2015	2016	2017	2018	2019	2020	2021	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	71	-	-	5	-	4	-	-	-	-	14	57
	Non-Deed Restricted		-	-	-	-	-	-	-	-	5		
Low	Deed Restricted	50	-	-	3	3	2	-	-	-	-	8	42
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-		
Moderate	Deed Restricted	56	-	-	-	-	-	-	-	-	-	12	44
	Non-Deed Restricted		-	-	2	4	-	5	-	1	-		
Above Moderate		131	-	39	5	132	144	233	-	4	5	562	-
Total RHNA		308											
Total Units			-	39	15	139	150	238	-	5	10	596	143

Note: units serving extremely low-income households are included in the very low-income permitted units totals and must be reported as very low-income units.

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will include units that were permitted since the start of the planning period.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction		Cypress	
Reporting Year		2021	(Jan. 1 - Dec. 31)
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Home Enhancement Loan Program (HELP II)	Rehabilitate five units	Annual	Three HELP II Loans were funded in FY 2020/21
Code Enforcement Program	Stem housing deterioration & offer funding assistance	Ongoing	Active code enforcement continues to assure residential conformity to maintenance and building standards. Funding assistance is offered via Help II Loans.
Neighborhood Improvement Program	Neighborhood Clean-Up Events	Semi-Annual	During the COVID-19 pandemic this year, the usual two City-hosted community clean-up drop-off events were replaced with one curbside pick-up event and continued individual curbside pick-ups for large items upon request.
Orange County Partnership Program	Market County housing programs	Ongoing	Information on County housing programs is disseminated by City staff
Mobile Home Park Preservation	Preserve Cypress' two mobile home parks	Ongoing	Mobile Home Park Zoning and General Plan designations in place. Mobile home replacement units & infrastructure improvements are processed as non-discretionary permits.
Rental Deposit Program	Provide funds to families residing in motels to cover initial costs to rent an apartment	Ongoing	To date, efforts to secure program funding have been unsuccessful but staff will continue to explore non-profit partnerships and funding options. In the meantime, the City contracts with City Net and the Illumination Foundation, which provide housing assistance to our homeless and transitional (motel) housing population request or referral by our Police Department.
Alternative Housing Models	Provide housing standards to address Cypress' growing senior population	Ongoing	In an effort to promote alternative housing models, the City amended the zoning ordinance to allow the development of assorted senior and assisted living facilities by right. During the reporting period, a new assisted living facility with 152-bed capacity was completed.
Affordable Housing Development Assistance	Facilitate affordable housing projects by residential developers	Ongoing	The City actively pursues securing long term affordability covenants on projects in exchange for increased density. During the reporting period, one new senior housing project was approved for 98 condominium units, including 50 affordable units. Also, one previously approved 67-unit apartment project was completed with three affordable units.
Second Unit Ordinance (A.K.A. Accessory Dwelling Units - ADU's)	Allow second unit development (ADU's)	Ongoing	Cypress currently allows accessory dwelling units (ADU's) by right in appropriate residential zones pursuant to State law. During the 2021 reporting period, the City's Planning Division reviewed plans for ministerial approval of 11 ADU's, and the City issued 9 building permits for ADU's.
Sustainability and Green Building	Encourage energy efficient residential design and practices	Ongoing	The building code incorporates extensive energy efficiency provisions. During the reporting period, the City issued 17 EV charging permits and 241 solar panel permits.

[illegible]

Jurisdiction	
Reporting Period	2021 (Jan. 1 - Dec. 31)
Planning Period	

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F									
Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)									
Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.									
Activity Type	Units that Do Not Count Towards RHNA* Listed for Informational Purposes Only				Units that Count Towards RHNA * Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1*
	Extremely Low-Income*	Very Low-Income*	Low-Income*	TOTAL UNITS*	Extremely Low-Income*	Very Low-Income*	Low-Income*	TOTAL UNITS*	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	Cypress	
Reporting Year	2021	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	10/15/2013 - 10/15/2021

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	6
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		9
Total Units		15

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Units by Structure Type	Entitled	Permitted	Completed
SFA	98	3	0
SFD	0	0	4
2 to 4	3	3	2
5+	0	0	67
ADU	5	9	5
MH	0	0	0
Total	106	15	78

Housing Applications Summary	
Total Housing Applications Submitted:	11
Number of Proposed Units in All Applications Received:	108
Total Housing Units Approved:	108
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas

Jurisdiction	Cypress	
Reporting Year	2021	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Local Early Action Planning (LEAP) Reporting
(CCR Title 25 §6202)

Please update the status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.

Total Award Amount	\$	150,000.00	Total award amount is auto-populated based on amounts entered in rows 15-26.
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Task	\$ Amount Awarded	\$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes
1. On-line Permitting, Licensing, & Code Enf.	\$36,263.00	\$36,262.59	Completed	None	
2. Premium Support & Training	\$6,495.00	\$6,495.27	Completed	None	
3. Accounting & Finance Export	\$2,639.00	\$2,639.45	Completed	None	
4. Bluebeam integration	\$2,639.00	\$2,639.45	Completed	None	
5. Professional Services Deployment	\$49,580.00	\$49,580.00	Completed	None	
6. Annual Licensing Fee	\$48,037.00	\$0.00	In Progress	None	
7. Project Administration	\$4,347.00	\$0.00	In Progress	None	

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)

Completed Entitlement Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	4
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	50
	Non-Deed Restricted	0
Above Moderate		52
Total Units		106

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	6

Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		9
Total Units		15

Certificate of Occupancy Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	3
	Non-Deed Restricted	5
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		70
Total Units		78



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

5.

FROM: Matt Burton, Director of Finance and Administrative Services

DATE: 03/28/2022

SUBJECT: Approve an Independent Auditing Services Contract Extension

RECOMMENDATION

Approve a contract extension for \$97,933 to Lance, Soll & Lunghard, LLP to perform annual auditing services for the fiscal years ended June 30, 2022 and June 30, 2023, with an annual contingency of \$2,000 and a one-year option for June 30, 2024.

SUMMARY

The Charter requires a certified public accountant provide annual audit services. The annual audit covers the City, the Recreation and Park District, and the West Cities Police Communications Center (West-Comm). In June 2017, the City Council approved an agreement with Lance, Soll & Lunghard LLP (LSL) which concluded with the FY 2020-21 audit. Under normal circumstances, the annual audit is a comprehensive and time-consuming process. Due to the pandemic and audit requirements attached to federal COVID-19 funding, the next several annual audits will be especially demanding and resource intensive. Transitioning to a new audit firm during this period of uncertainty would further consume significant resources and hamper continuity on pandemic-specific audit matters. With these considerations and the competitive pricing offered by LSL, a two-year contract extension with a City option to extend one additional year is recommended.

DISCUSSION

The independent audit provides an annual review of all City funds and financial transactions in accordance with generally accepted auditing standards, as established by the Auditing Standards Board of the American Institute of Certified Public Accountants. An annual audit enhances transparency, ensures eligibility for certain types of grant funding, and increases the likelihood the annual financial statements are presented fairly. Due to the substantial amount of start-up work required with a new auditor, the Government Finance Officers Association (GFOA) recommends partnering with an audit firm for at least five years. GFOA also recommends rotating auditors periodically to enhance the independence of the audit process.

In 2017, the City issued an RFP for auditing the City, the Recreation and Park District, and West-Comm (which pays for its audit costs), as well as conducting required audits of Federal funds (known as the Single Audit), and reviewing the annual appropriation limits, as required by law. LSL was selected due to their experience with similar governmental clients, their reputation in the industry, as well as the experience and knowledge of the audit team.

LSL is a regional public accounting firm, headquartered in Brea, that has been auditing local governments throughout California for more than 90 years. The firm has extensive experience auditing California cities and is active in government finance and accounting organizations. LSL has successfully completed Cypress' audit for the last five years and each of those years the City's Annual Comprehensive Financial Report has been awarded the GFOA's Certificate of Achievement for Excellence in Financial Reporting.

An extension of the contract with LSL is recommended for the following reasons:

- Switching audit firms requires a substantial amount of resources to familiarize the new auditor with City operations and practices. These start-up costs include significant staff time.
- The pandemic resulted in additional federal grants and audit requirements. An auditor that is familiar with City operations will ensure the City complies with these requirements and is preferred during periods with financial challenges.
- The Finance department is most impacted by the audit and limited resources are available due to recent turnover, vacancies and increased workloads resulting from the requirements associated with the federal pandemic response and recovery funding.
- Competitive pricing from LSL. Under LSL's proposal, audit costs increase approximately three percent annually. These increases are reasonable and far below the current consumer price index.

It is recommended the City Council extend LSL's contract for two years (with a City option for a one-year extension). At the conclusion of the extension, the City will issue an RFQ for audit services with the expectation that a new audit firm will be selected for at least a five-year term.

BUDGET IMPACT

The cost for FY 2021-22 City and Recreation and Park District audit services will not exceed \$43,775 (including a \$2,000 contingency for Single Audit requirements) and sufficient amounts will be included in the Proposed FY 2022-23 Budget. The cost of West-Comm's audit will not exceed \$6,468, and will be paid directly by West-Comm.

LEGAL REVIEW

The City Attorney has reviewed the recommended extension.

APPROVED BY: Peter Grant, City Manager

Attachments

LSL Contract Services Amendment No. 3
LSL Contract Extension Proposal

AMENDMENT NUMBER 3 TO
CONTRACT SERVICES AGREEMENT FOR
AUDITING SERVICES

This Agreement amends the Contract dated June 12, 2017 between the City of Cypress (City) and Lance, Soll & Lunghard, LLP. (Contractor). This Amendment is effective March 28, 2022.

1. Term. The Term of the Agreement shall be extended to include audit services for the fiscal years ending June 30, 2022 and June 30, 2023, with an option to extend for one additional fiscal year.
2. Full Force and Effect. Except as otherwise set forth in this Third Amendment, the Agreement shall remain unmodified and in full force and effect. In the event of any inconsistency or conflict between the terms and provisions of this First Amendment and the Agreement, the terms and provisions of this Amendment shall govern and prevail.

CITY OF CYPRESS

By: _____

Paulo Morales

Title: Mayor

Date: _____

LANCE, SOLL & LUNGHARD, LLP.

By: _____

Title: _____

Date: _____



March 11, 2022

Matt Burton
Director of Finance
City of Cypress

Dear Matt Burton,

Thank you for expressing interest in extending the contract for auditing services between the City of Cypress (the "City") and Lance, Soll & Lunghard, LLP ("LSL") for two additional years and one optional year (FY 2021-22, FY 2022-23 and FY 2023-24). As per your request, we have provided this quote for auditing and accounting services described below. As in prior years, we would propose to continue to provide the following services:

- Performing a financial audit, in accordance with *Government Auditing Standards*, of the City's Annual Comprehensive Financial Report ("ACFR").
- Performing a financial audit, in accordance with *Government Auditing Standards*, of the Cypress Recreation and Park District. Assist in preparation of the basic financial statements for the Cypress Recreation and Park District
- Performing a financial audit, in accordance with *Government Auditing Standards*, of the West Cities Communications Center. Assist in preparation of the basic financial statements for the West Cities Communications Center.
- Performing a Single Audit in accordance with applicable federal laws, regulations, statutes, and the terms and conditions of the federal award agreements for the City, if applicable.
- Performing agreed-upon procedures over the City's and Cypress Recreation and Park District's calculation of its Appropriations Limits.

We will make it an *absolute priority* to provide the City with the same level of care and service that we have provided in the past. Since LSL specializes in the audits of local governments and has an extensive government services staff, we provide experienced, knowledgeable staff on the engagement so that the City will continue receive a thorough look at its system and records. This coupled with the knowledge base we have gained from working with the City over the years, provides for optimal audit services during this challenging time.

Please see the attached **Appendix A** for our proposed fees for the next year. The services to be performed, fee structure and billing methods would remain unchanged from our original agreement.



Again, LSL looks forward to providing quality services to the City. Please sign below to acknowledge your acceptance of this agreement and return to my attention. Should you or any other representative of the City have additional questions regarding this agreement, please do not hesitate to contact Deborah Harper, Partner, at (714) 672-0022.

Very truly yours,

Lance, Soll & Lingham, LLP

Signature

Date

APPENDIX A QUOTE FOR AUDIT SERVICES			
Service	2021/22	2022/23	Optional 2023/24
City Audit Report, Management Letter, and Related Reports	\$ 29,077	\$ 29,949	\$ 30,847
Single Audit and Related Reports **	\$ 6,149	\$ 6,333	\$ 6,523
Cypress Recreation and Park District Report and Preparation of Basic Financial Statements	\$ 6,149	\$ 6,333	\$ 6,523
West Cities Police Communications Center Report and Preparation of Basic Financial Statements	\$ 6,468	\$ 6,662	\$ 6,862
Out-of-Pocket Expenses	Included	Included	Included
TOTAL FOR FISCAL YEAR - (Not to Exceed)	\$ 47,843	\$ 49,278	\$ 50,755

**Price includes one major program. Each additional program is \$2,000.



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

6.

FROM: Peter Grant, City Manager

DATE: 03/28/2022

SUBJECT: Consider Terminating the Proclamation of the Existence of a Local Emergency Related to the COVID-19 Pandemic

RECOMMENDATION

Adopt a Resolution terminating the Proclamation of the Existence of a Local Emergency by the Director of Emergency Services ratified by the City Council on March 23, 2020.

DISCUSSION

On March 4, 2020, Governor Gavin Newsom declared a State of Emergency as part of the State's response to the COVID-19 crisis to help preserve available medical resources and prevent catastrophic failure of the hospital system. On March 18, 2020, the City Manager, acting as the Director of Emergency Services, proclaimed a local emergency in response to COVID-19 pursuant to Chapter 8A of the Cypress Municipal Code and California Government Code Section 8630. The City Council ratified the Proclamation of the existence of a local emergency by adopting Resolution No. 6774 on March 23, 2020. The City Council's action authorized the Director of Emergency Services to take certain actions to protect the health and safety of the community and stated that the local emergency would remain in effect until terminated by the City Council.

More than two years later, the threat of COVID-19 still exists but, in light of advances in medicine and availability of vaccines, the City no longer needs to exercise extraordinary local powers. California law states that a legislative body should proclaim the termination of the local emergency at the earliest possible date that conditions warrant (Government Code Section 8630(d)). Therefore, it is recommended the City Council adopt the attached Resolution terminating the Proclamation of the existence of a local emergency. Terminating the local emergency would not impact the City's compliance with any existing State and County health orders that remain in place nor jeopardize any pending FEMA or other pandemic-related reimbursements or grants.

BUDGET IMPACT

None.

LEGAL REVIEW

The City Attorney has reviewed this report and the attached Resolution.

APPROVED BY: Peter Grant, City Manager

Attachments

Resolution

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS,
AND ACTING AS EX-OFFICIO GOVERNING BOARD OF
DIRECTORS OF THE CYPRESS RECREATION AND PARK DISTRICT,
TERMINATING THE PROCLAMATION OF THE EXISTENCE OF A LOCAL
EMERGENCY BY THE DIRECTOR OF EMERGENCY SERVICES
RATIFIED ON MARCH 23, 2020

WHEREAS, California Government Code Section 8630 and Cypress Municipal Code Section 8A-6 authorizes the City Council, or the Director of Emergency Services, to proclaim the existence of a local emergency to protect and preserve the public welfare when the City is affected or likely to be affected by a public calamity; and

WHEREAS, on March 18, 2020, the Director of Emergency Services proclaimed the existence of a local emergency as a result of the novel coronavirus (COVID-19), a novel communicable disease; and

WHEREAS, on March 23, 2020, the City Council of the City of Cypress, and acting as ex-officio governing Board of Director of the Cypress Recreation and Park District, adopted Resolution No. 6774 ratifying the Proclamation of the Existence of a Local Emergency by the Director of Emergency Services and that this local emergency shall continue to exist until the City Council proclaims its termination at the earliest possible date that conditions warrant; and

WHEREAS, the local emergency and associated actions were designed to assist in a coordinated public health response to reduce transmission and illness severity, provide assistance to health care providers, coordinate and mitigate public services that may be disrupted from this emergency, and mitigate any other effects of this emergency on the residents of the City; and

WHEREAS, following the proclamation of a local emergency, the City took extraordinary measures to protect public health and support local businesses, including authorizing outdoor dining and outdoor business activities, obtaining grant funds from the County, State and Federal governments, providing funding to local businesses, providing support services to at risk residents, obtaining local testing and vaccination sites; and

WHEREAS, more than two years later, the threat of COVID-19 still exists but, in light of advances in medicine and availability of vaccines, the need for the City to exercise extraordinary local powers has reduced; and

WHEREAS, pursuant to Government Code Section 8630(d), the City Council should proclaim the termination of the local emergency at the earliest possible date that conditions warrant.

WHEREAS, the City Council hereby finds that conditions warrant termination of the proclamation of local emergency.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Cypress, and acting as ex-officio governing Board of Directors of the Cypress Recreation and Park District, does hereby terminate the proclamation of the existence of a local emergency declared by the Director of Emergency Services on March 18, 2020 and ratified by the City Council via Resolution No. 6774 on March 23, 2020.

IT IS FURTHER RESOLVED AND ORDERED, that the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED AND ADOPTED by the City Council of the City of Cypress, and acting as ex-officio governing Board of Directors of the Cypress Recreation and Park District, at a regular meeting held on the 28th day of March, 2022.

MAYOR OF THE CITY OF CYPRESS

ATTEST:

CITY CLERK OF THE CITY OF CYPRESS

STATE OF CALIFORNIA }
COUNTY OF ORANGE } SS

I, ALISHA FARNELL, City Clerk of the City of Cypress, DO HEREBY CERTIFY that the foregoing Resolution was duly adopted at a regular meeting of the said City Council held on the 28th day of March, 2022, by the following roll call vote:

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

CITY CLERK OF THE CITY OF CYPRESS



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

7.

FROM: Matt Burton, Director of Finance and Administrative Services

DATE: 03/28/2022

SUBJECT: Establish the Business Development Manager Class Specification

RECOMMENDATION

Adopt a Resolution Establishing the Business Development Manager Class Specification.

DISCUSSION

Pursuant to the Personnel Rules and Regulations, establishment of class specifications for positions, revisions to class specifications, and/or amendments to the City's Position Classification Plan requires the City Council adopt a Resolution.

The City Council approved creating the Business Development Manager position in January as part of the Pandemic Response Spending Plan. The plan funds the position for five years using available, one-time General Fund monies. The new position will be included in the Proposed FY 2022-23 Budget and the March 2022 Strategic Plan includes an objective to complete the recruitment this position by August. In order to start the recruitment process and fill the position in early FY 2022-23, the class specification and associated salary range must be established now.

The position will report to the Planning Director and will be responsible for business recruitment and retention, developing and implementing strategies to encourage business expansion and development, building relationships with the City's businesses, representing the City in the local and regional business community and working with the City Council's ad hoc economic development subcommittee. The classification is exempt and will be part of the unrepresented Mid-Management group.

BUDGET IMPACT

The annual cost of the position, including benefits, is approximately \$200,000 and will be included in the Proposed FY 2022-23 Budget. These costs will be paid out of the City's General Fund over the next five years using \$1 million of one-time money set-aside for the position in the City Council's Pandemic Recovery Spending Plan.

LEGAL REVIEW

None required.

APPROVED BY:

Peter Grant, City Manager

Attachments

Class Specification - Business Development Manager

Resolution - Business Development Manager

Business Development Manager
Community Development Department
FLSA Designation: Exempt

DEFINITION

Performs highly responsible professional work creating and implementing a variety of programs, including business recruitment, attraction, and retention; develops and implements strategies to encourage business expansion and revitalization; builds working relationships with the City's businesses, and represents the City in the local and regional business community.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Planning Director.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

The following functions are typical for this classification. Incumbents may not perform all the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Oversee the City's business development, business marketing, business attraction, retention, expansion, and small business support efforts.

Plan, organize, participate, and review major business and economic development projects.

Plan and implement programs to retain and stimulate commercial and business development in the City.

Establish positive, effective relationships with the business community, owners of commercial real estate, commercial real estate developers and brokers, and public agencies to promote the City's business and economic development activities.

Identify opportunities and develop strategies to promote the City and its business community.

Develop, or assist in the development of, marketing strategies and public information materials to promote the City as a desirable location for business.

Understand the needs of the City's business community and develop programs to assist and foster its growth.

Provide technical coordination and support services to the business community.

Work with businesses, City departments and other regulatory agencies to provide an efficient, reasonable, and predictable regulatory and permitting environment.

Make presentations to business and commercial property owners, community groups, and other major assemblages regarding the City's business development programs or projects.

Negotiate and administer agreements that have an economic and financial benefit to the City, including disposition and development agreements, owner participation agreements, exclusive right to negotiate agreements, economic development agreements, and professional services agreements.

Conduct and manage economic studies to assist with long-range planning in coordination with City departments and other public agencies.

Prepare reports related to assigned activities and services.

Maintain knowledge of current economic development trends, practices, laws and regulations.

Monitor and ensure compliance with State laws and guidelines.

May supervise other staff members.

Perform other related duties as assigned.

Expectations: Maintain effective relations with the City Council, Boards, and Commissions; conduct duties, responsibilities, tasks, and assignments with a constructive, cooperative, positive, professional attitude and demeanor; support the values of: openness and honesty; integrity and ethics; accountability; outstanding customer service; teamwork; excellence; and fiscal and environmental responsibility.

QUALIFICATIONS

Knowledge of: Principles and practices of economic development, public/business administration, communications and marketing; real estate development and finance; business retention and recruitment strategies; customer service techniques and principals.

Ability to: Work effectively and cooperatively with those encountered in the performance of duties; work independently with minimal guidance and be proactive; have strong communication skills and effective writing skills; monitor the scope, work, and contract of consultants; make effective verbal presentations and interact with businesses and the community.

Experience and Education:

Any combination of experience, education and training that would likely provide the required knowledge, skills and abilities necessary to successfully perform the duties of the position is qualifying. A typical combination is: six years of increasingly responsible experience in business or economic development, business administration, or community development **and** a Bachelor's degree from an accredited college or university with emphasis in Community Development, Urban or Regional Planning, Economics, Business or Public Administration, Marketing, Communication or a related field.

License: Due to the performance of field duties, an incumbent is required to possess, provide, and maintain a valid California driver license and proof of an acceptable driving record.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS: Incumbent must be able to sit or stand frequently and for prolonged periods of time; input data into a calculator or computer; read correspondence and other records; and, hear and speak with others on the phone or in person. Work is performed primarily indoors in a controlled office environment. Exposures to computer glare and vibrations and pitch of computer and other office equipment.

RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS, AND ACTING AS EX-OFFICIO BOARD OF DIRECTORS OF THE CYPRESS RECREATION AND PARK DISTRICT, AMENDING RESOLUTION NO. 6860 TO ESTABLISH THE CLASSIFICATION OF BUSINESS DEVELOPMENT MANAGER TO THE MID-MANAGEMENT PAY AND BENEFITS PLAN

WHEREAS, the Personnel Rules and Regulations of the City of Cypress require that amendments or revisions to the Position Classification Plan, revisions to class specifications or salary adjustments for positions be approved by the City Council, and as acting as ex-officio Board of Directors of the Cypress Recreation and Park District; and

WHEREAS, the Economic Development Manager position was eliminated over a decade ago in response to the financial challenges associated with the Great Recession and the dissolution of California Redevelopment Agencies; and

WHEREAS, on January 10, 2022 the City Council approved a Pandemic Recovery Spending Plan using available, one-time General Fund monies; and

WHEREAS, the Pandemic Recovery Spending Plan set-aside \$1 million to provide economic development program staffing for a five-year period; and

WHEREAS, the creation of a Business Development Manager was determined to best meet the City’s staffing needs for economic development program matters; and

WHEREAS, the class specification for Business Development Manager is established and attached hereto.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Cypress, and acting as the ex-officio Board of Directors of the Cypress Recreation and Park District, does hereby approve the class specification for Business Development Manager and that the position be added to the Mid-Management pay plan and have a salary range as follows:

A. Monthly Salary Ranges effective March 29, 2022

<u>POSITION</u>	<u>MONTHLY PAY RANGE</u>
Business Development Manager	\$8,905 – \$12,073

B. All Resolutions in conflict herewith are hereby rescinded.

PASSED AND ADOPTED by the City Council of the City of Cypress, and acting as ex-officio Board of Directors of the Cypress Recreation and Park District, at a regular meeting held on the 28th day of March, 2022.

MAYOR OF THE CITY OF CYPRESS

ATTEST:

CITY CLERK OF THE CITY OF CYPRESS

STATE OF CALIFORNIA }
COUNTY OF ORANGE } SS

I, ALISHA FARNELL, City Clerk of the City of Cypress, DO HEREBY CERTIFY that the foregoing Resolution was duly adopted at a regular meeting of the said City Council held on the 28th day of March, 2022 by the following roll call vote:

AYES:

NOES:

ABSENT:

COUNCIL MEMBERS:

COUNCIL MEMBERS:

COUNCIL MEMBERS:

CITY CLERK OF THE CITY OF CYPRESS



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

8.

FROM: Matt Burton, Director of Finance and Administrative Services

DATE: 03/28/2022

SUBJECT: Receive and File the Investment Report for the Month Ended February 28, 2022

RECOMMENDATION

Receive and file the attached investment report.

DISCUSSION

California Government Code Section 53607 and Cypress Municipal Code Section 2-18(f) requires the submission of a monthly investment report to the City Council. As of February 28, 2022, the City had \$181.2 million (current market value) in cash and investments and the interest return (yield) on the public funds investments was 0.31%. As required by government code, all investments are in conformity with the City's investment policy and sufficient cash flows are available to meet the next six months of estimated expenditures.

The attached Summary of Cash and Investments presents the investments held by the City of Cypress as of February 28, 2022. The Investment Report consists of the following five summaries:

1. Summary of Cash and Investments - Provides the total portfolio of the City.
2. Changes in Cash and Investments - Provides a two-month cash flow analysis by fund type. These separate fund types allow for restricted monies to be segregated and tracked separately. The total ending amount agrees to the current market value shown in the Summary of Cash and Investments.
3. Investments at Market Value by Maturity Date - Provides a list of investments by maturity date, and an indication of the liquidity (ability to turn into cash) of the investments. The California Government Code restricts the type of investments eligible for public funds. The City's Investment Policy further defines permitted investments. These restrictions in investment types and the terms of allowable investments result in limited yields on City investments.
4. Interfund Investments - Shows the amount of loans between City funds. There is a loan outstanding from the Infrastructure Reserve Fund to the Cypress Recreation and Park District General Fund relating to Lexington Park. The loan is for an amount not to

exceed \$12,800,000 as reimbursement for construction costs incurred.

5. Summary of Cash and Investments Held by Fiscal Agent and In Trust - Shows the investments held by fiscal agents for the benefit of bondholders of City-issued debt as well as investments held in trust by the Public Agency Retirement Services (PARS) for offsetting unfunded pension liabilities. The amounts held by fiscal agents are restricted to making future debt service payments and the pension trust amounts can only be used for future pension obligations. The legal restrictions on the allowable investment types are less restrictive than those in the City's portfolio, which provides the potential for higher yields to be earned on investments held by fiscal agents and in the pension trust.

As mentioned previously, the City had \$181.2 million (current market value) in cash and investments at February 28, 2022. The investments included Federal Agencies Debt (\$6.8 million) and Investment Pools (\$169.3 million). The City's bank accounts held \$5.1 million on February 28, 2022.

The majority of the investment portfolio is with the State Investment Pool (Local Agency Investment Fund or LAIF) in which the State's investment experts provide a diversified investment pool for local agencies to invest. By using the combined size of the participating cities and agencies, the State Pool can provide better yield, liquidity and investment knowledge than otherwise would be available to a single entity. The City has also invested in CalTRUST, which is a joint powers authority (JPA) investment pool option for public agencies. Expanding the pooled investment options provides flexibility and liquidity until market yields increase.

The amount of cash in the City's checking accounts fluctuates based on the maturity of investments, daily cash receipts, and when vendors and employees are paid. The daily balances maintained in the checking accounts provide credits which offset monthly bank charges. In addition to the Federal Depository Insurance Corporation (FDIC) which insures the first \$250,000, excess checking deposits are secured by banks, government, or mortgage securities valued between 110% and 150% of the deposits.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY:

Peter Grant, City Manager

Attachments

Investment Report for the Month Ended February 28, 2022

City of Cypress
Summary of Cash and Investments
As of February 28, 2022

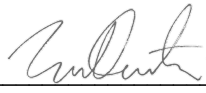
Type	Description	Bank/Agent	Investment		Interest		Carrying Value	Current Market Value (2)
			Date	Maturity Date	Rate			
(1) Ckg	General Operating Account	Bank of the West		3/1/2022	-	\$	5,087,413.11	\$ 5,087,413.11
Pool	Local Agency Investment Fund	State Treasurer		3/1/2022	0.278		73,000,000.00	72,813,055.76
Pool	Local Agency Investment Fund	State Treasurer		3/1/2022	0.278		73,000,000.00	72,813,055.76
Pool	CalTRUST Short Term Fund	CSAC Finance		3/1/2022	0.240		1,999,544.78	1,999,544.78
Pool	CalTRUST Medium Term Fund	CSAC Finance		3/1/2022	0.480		21,643,455.41	21,643,455.41
FFCB	Federal Farm Credit Bank	Bank of the West	3/22/2021	3/17/2025	0.700		4,000,000.00	3,884,840.00
FHLB	Federal Home Loan Bank	Bank of the West	5/27/2021	5/27/2025	0.750		3,000,000.00	2,908,770.00
Ckg	Worker's Comp Account	Bank of the West		3/1/2022	-		25,000.00	25,000.00
Ckg	Liability Account	California Bank & Trust		3/1/2022	-		8,500.00	8,500.00
							<u>\$ 181,763,913.30</u>	<u>\$ 181,183,634.82</u>
Average Weighted Yield to Maturity:		0.31%						
Average Weighted Days to Maturity:		44.99						

(1) Negative cash balance (if any) shown due to checks being issued at month end, transfer to cover checks not made until early in the following month.

(2) Current market value of securities with maturities in excess of 12 months (if any) are provided by third-party safekeeping agents.

I certify that this report reflects all Government Agency pooled investments and is in conformity with the Investment Policy of the City of Cypress. A copy of this Investment Policy is available at the Office of the Finance Director.

The Investment Program herein shown provides sufficient cash flow liquidity to meet six months estimated expenditures.

Signed: 
 Finance Director

City of Cypress

Changes in Cash/Investments

		12/31/2021	+RECEIPTS	(DISBURSEMENTS)	1/31/2022	+RECEIPTS	(DISBURSEMENTS)	2/28/2022
GENERAL								
111/114	GENERAL FUND/GENERAL FUND-GRANTS	\$ 20,549,759	\$ 7,881,173	\$ (2,959,708)	\$ 25,471,224	\$ 2,738,388	\$ (7,980,617)	\$ 20,228,995
SPECIAL REVENUE								
115	PANDEMIC RELIEF	5,882,185	3,352	(4,592,770)	1,292,767	-	(1,292,767)	-
212	CRPD-GENERAL FUND	13,766,017	1,540,446	(1,025,705)	14,280,758	158,214	(687,902)	13,751,070
213	CRPD-PARK DEVELOPMENT	760,658	4,452,104	-	5,212,762	608,000	(5,212,325)	608,437
221	TRAFFIC SAFETY	35,730	5,525	-	41,255	7,796	-	49,051
230	STREETS	6,134,194	356,894	(8,913)	6,482,175	321,199	(43,281)	6,760,093
251	LIGHTING DISTRICT #2	5,943,804	69,268	(87,218)	5,925,854	3,388	(92,957)	5,836,285
261	STORM DRAIN	1,320,408	28,666	(106,356)	1,242,718	28,764	(49,415)	1,222,067
262	PLANNED LOCAL DRAINAGE FACILITY	832,249	161,653	-	993,902	-	-	993,902
271	CORP CNTR MAINT DISTRICT #1	186,810	9,394	(3,610)	192,594	-	(2,373)	190,221
280	ASSET SEIZURE	1,336,635	201,702	(109)	1,538,228	30,477	(108)	1,568,597
291	CABLE TV FRANCHISE AGREEMENT	647,057	1,500	-	648,557	17,308	-	665,865
301	SUPPLEMENTAL LAW ENFORCEMENT	51,053	17,799	(6,283)	62,569	22,971	(10,625)	74,915
321	SEWER FUND	6,007,611	132,433	(17,617)	6,122,427	130,430	(25,922)	6,226,935
471	LOW AND MODERATE HSG ASSET	37,070	4,787	(4,361)	37,497	4,346	(5,553)	36,289
CAPITAL PROJECTS								
415	CITY CAPITAL PROJECTS	14,717,978	-	(46,347)	14,671,631	225,094	(334,387)	14,562,338
416	INFRASTRUCTURE RESERVE	60,593,558	1,200,000	(1,163,236)	60,630,322	8,512,325	(44,412)	69,098,235
TRUST AND AGENCY								
462	SUCCESSOR AGENCY TO RDA	224,755	128	-	224,883	-	(132)	224,751
600	TRUST AND AGENCY	1,510,165	14,623	(75,939)	1,448,849	52,074	(5,469)	1,495,454
611	BUSINESS ASSESSMENT DISTRICT	29,221	17	(4,840)	24,398	-	-	24,398
612	CFD #1 ASSESSMENT DISTRICT	153,575	-	-	153,575	-	-	153,575
620	REC & COMM SERVICES FOUNDATION	9,483	2	-	9,485	-	-	9,485
INTERNAL SERVICE								
710	CENTRAL SERVICES	3,407,214	237,397	(156,469)	3,488,142	230,912	(196,527)	3,522,527
720	CAPITAL REPLACEMENT	15,127,904	67,773	(39,146)	15,156,531	67,773	(232,534)	14,991,770
730	TECHNOLOGY IMPROVEMENT	2,370,001	-	-	2,370,001	-	-	2,370,001
750	EMPLOYEE BENEFITS	3,581,441	2,117,726	(1,998,450)	3,700,717	4,351,991	(661,948)	7,390,760
760	LIABILITY SELF INSURANCE	2,805,993	52,662	(423)	2,858,232	99,713	-	2,957,945
770	WORKERS COMP SELF INSURANCE	2,372,770	55,678	(39,349)	2,389,099	56,470	(52,149)	2,393,420
OTHER								
811/812	WESTCOMM JPA	3,400,521	800,525	(246,888)	3,954,158	75,700	(253,605)	3,776,253
		<u>\$ 173,795,820</u>	<u>\$ 19,413,227</u>	<u>\$ (12,583,737)</u>	<u>\$ 180,625,310</u>	<u>\$ 17,743,333</u>	<u>\$ (17,185,008)</u>	<u>\$ 181,183,635</u>

City of Cypress

INVESTMENTS AT MARKET VALUE BY MATURITY DATE

As of February 28, 2022

Investments	1 day to 180 days	181 days to 1 year	1 year to 2 years	2 years to 3 years	3 years to 4 years	4 years to 5 years	5+ years	Totals	Percent
CASH	5,120,913							5,120,913	2.83%
FFCB					3,884,840			3,884,840	2.14%
FHLB					2,908,770			2,908,770	1.61%
JPA POOL	23,643,000							23,643,000	13.05%
STATE POOL	145,626,112							145,626,112	80.37%
Totals	174,390,025	0	0	0	6,793,610	0	0	181,183,635	100.00%
Percent	96.25%	0.00%	0.00%	0.00%	3.75%	0.00%	0.00%	100.00%	

CITY OF CYPRESS INTERFUND INVESTMENTS

As of February 28, 2022

Note No.	Note Outstanding		Issue Date	Maturity Date	Interest Rate	Authorized Amount	Note Principal Outstanding
	To	From					
2	CRPD	City	02/08/21	06/30/25	LAIF	12,800,000	6,613,676

Total Interfund Investments

\$ 6,613,676

The City Infrastructure Reserve Fund issued a \$12.8 million promissory note to the Cypress Recreation and Park District General Fund to pay for the construction of Lexington Park. Repayment by the Cypress Recreation and Park District will be made from future park development fees. In February 2022, \$4,785,916 was paid against the note.

City of Cypress
Summary of Cash and Investments Held In Trust and By Fiscal Agent

As of February 28, 2022

Fund	Type	Issuer	Maturity Date	One Year Return *	Cost Amount	Current Market Value
<i>PARS Public Agencies Post-Employment Benefits Trust</i>						
<i>Trustee: Public Agency Retirement Services (PARS)</i>						
Section 115 Trust	Pension Trust	Various	Open	2.21%	<u>\$ 15,490,000.00</u>	<u>\$ 18,587,909.76</u>
			Total		<u><u>\$ 15,490,000.00</u></u>	<u><u>\$ 18,587,909.76</u></u>
<i>Cypress Business and Professional Center Assessment District No. 1 - 1998 Improvement Bonds</i>						
<i>Trustee: U.S. Bank Corporate Trust Services</i>						
Reserve Fund	Money Market	First American	Open	n/a	<u>\$ 160,099.85</u>	<u>\$ 160,099.85</u>
			Total		<u><u>\$ 160,099.85</u></u>	<u><u>\$ 160,099.85</u></u>

* 12-month period ending with the current month.



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

9.

FROM: Matt Burton, Director of Finance and Administrative Services

DATE: 03/28/2022

SUBJECT: Approve Register of Warrants, Transfers, and Wires Issued for the Period of February 26, 2022 through March 11, 2022

RECOMMENDATION

Approve the attached payment register summarized below for the period of February 26, 2022 through March 11, 2022:

- Electronic Funds Transfers 10582 through 10613 and 10694 through 10700
- Warrants 58934 through 59010
- Payroll Transfers W1470

DISCUSSION

Payments to vendors for goods and services received and/or rendered are initiated and approved by the requesting department in accordance with proper purchasing guidelines. Processing of these payments occurs centrally in the City's Finance Department with payments issued bi-weekly. A register listing of these payments is then presented to the City Council for approval. This register also includes any Electronic Funds Transfers (EFT), outgoing payroll transfers or wires issued since the previous register was presented to the City Council. Voided Payments (if any) are also included at the end of the register.

All payments are processed on the City's financial management software system. This system generates a payment batch register, sorted by warrant number (or EFT/Wire number), and presents the invoice amount and a description of the payment issued.

BUDGET IMPACT

Total warrants, transfers, and wires issued (net of any voided payments) during the period of February 26, 2022 through March 11, 2022 are \$1,535,802.77.

LEGAL REVIEW

None required.

APPROVED BY:

Peter Grant, City Manager

Attachments

Payment Register for the Period 02-26-22 through 03-11-22

City of Cypress
Payment Register
02/26/22-03/11/22

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
10582	128744 - AYRES, RICHARD	\$ 300.00			
			Retiree Health Care Benefits 3/22	3/22	\$ 300.00
10583	102038 - BALDWIN, DARRELL	\$ 300.00			
			Retiree Health Care Benefits 3/22	3/22	\$ 300.00
10584	102087 - BISH, EDWARD	\$ 300.00			
			Retiree Health Care Benefits 3/22	3/22	\$ 300.00
10585	100101 - BRUCE, THOMAS M	\$ 300.00			
			Retiree Health Care Benefits 3/22	3/22	\$ 300.00
10586	1456 - CARTER, KEITH	\$ 300.00			
			Retiree Health Care Benefits 3/22	3/22	\$ 300.00
10587	129695 - COTE, ROBERT	\$ 300.00			
			Retiree Health Care Benefits 3/22	3/22	\$ 300.00
10588	128938 - COX, RODNEY	\$ 95.03			
			Retiree Health Care Benefits 3/22	3/22	\$ 95.03
10589	1119 - DEL RIO, DAVID	\$ 300.00			
			Retiree Health Care Benefits 3/22	3/22	\$ 300.00
10590	104003 - ESSEX, CLARE	\$ 403.04			
			Retiree Health Care Benefits 3/22	3/22	\$ 403.04
10591	128044 - FORNISS, DANIEL	\$ 300.00			
			Retiree Health Care Benefits 3/22	3/22	\$ 300.00
10592	129816 - FOSTER, SCOTT	\$ 300.00			
			Retiree Health Care Benefits 3/22	3/22	\$ 300.00
10593	112129 - HERNANDEZ, ALEX	\$ 300.00			
			Retiree Health Care Benefits 3/22	3/22	\$ 300.00
10594	109393 - IDOM, MIKE	\$ 300.00			
			Retiree Health Care Benefits 3/22	3/22	\$ 300.00
10595	100667 - LASSALLE, ISMAEL	\$ 300.00			
			Retiree Health Care Benefits 3/22	3/22	\$ 300.00
10596	123656 - MANUEL, DEAN	\$ 300.00			
			Retiree Health Care Benefits 3/22	3/22	\$ 300.00
10597	129700 - MCSHANE, CHRIS	\$ 300.00			
			Retiree Health Care Benefits 3/22	3/22	\$ 300.00
10598	2017 - MINIKUS, SCOTT	\$ 286.18			
			Retiree Health Care Benefits 3/22	3/22	\$ 286.18
10599	128832 - MORALES, PAULO	\$ 751.22			
			Reimb/Medical Premiums 3/22	3/22	\$ 751.22
10600	122 - MORROW, RICHARD L	\$ 300.00			
			Retiree Health Care Benefits 3/22	3/22	\$ 300.00
10601	129501 - MOUNT, ERIC	\$ 150.00			
			Retiree Health Care Benefits 3/22	3/22	\$ 150.00
10602	129608 - OLSON, JAMES	\$ 300.00			
			Retiree Health Care Benefits 3/22	3/22	\$ 300.00

**City of Cypress
Payment Register
02/26/22-03/11/22**

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
10603	128784 - RAMSEY, KENNETH	\$ 125.00	Retiree Health Care Benefits 3/22	3/22	\$ 125.00
10604	119027 - RAMSEY, STEVE	\$ 300.00	Retiree Health Care Benefits 3/22	3/22	\$ 300.00
10605	195 - SHACKELFORD, DOREEN	\$ 300.00	Retiree Health Care Benefits 3/22	3/22	\$ 300.00
10606	196 - SOIFER, DAVID	\$ 300.00	Retiree Health Care Benefits 3/22	3/22	\$ 300.00
10607	180 - SWIFT, JEFF	\$ 300.00	Retiree Health Care Benefits 3/22	3/22	\$ 300.00
10608	127 - VENESKI, PATRICK	\$ 300.00	Retiree Health Care Benefits 3/22	3/22	\$ 300.00
10609	105121 - VIGIL, FELIX	\$ 300.00	Retiree Health Care Benefits 3/22	3/22	\$ 300.00
10610	129666 - WALQUIST, BRIAN	\$ 300.00	Retiree Health Care Benefits 3/22	3/22	\$ 300.00
10611	40 - WARLAND INVESTMENTS COMPANY	\$ 37,500.00	Development Assistance 3/22	3/22	\$ 37,500.00
10612	112204 - WONG, JEFFREY	\$ 300.00	Retiree Health Care Benefits 3/22	3/22	\$ 300.00
10613	342 - WU, ALEX	\$ 300.00	Retiree Health Care Benefits 3/22	3/22	\$ 300.00
10694	1024 - VALLEY VISTA SERVICES, INC	\$ 150,265.00	Waste Disposal Fee 1/22	1/22	\$ 150,265.00
10695	100505 - CITY OF CYPRESS-WORKERS COMP	\$ 10,562.61	W/C Claims/Prof Svcs/#24843-24894	Reimb 3/4/22	\$ 10,562.61
10696	100505 - CITY OF CYPRESS-WORKERS COMP	\$ 4,150.67	W/C Claims/Medical/#24843-24894	Reimb(A) 3/4/22	\$ 4,150.67
10697	100505 - CITY OF CYPRESS-WORKERS COMP	\$ 4,890.64	W/C Claims/Perm Disability/#24843-24894	Reimb(B) 3/4/22	\$ 4,890.64
10698	116005 - PERS/PUBLIC EMPLOYEES RETIREMENT SYS	\$ 163,368.16	Med Insurance/City & Dist 3/22	16715835	\$ 163,368.16
10699	116005 - PERS/PUBLIC EMPLOYEES RETIREMENT SYS	\$ 14,899.39	Med Insurance/West Comm 3/22	16716220	\$ 14,899.39
10700	1247 - HINDERLITER, DE LLAMAS AND ASSOCIATES/HdL	\$ 1,365.10	Svc/Business License Tax Admin 1/22	Jan22	\$ 1,365.10
58934	290 - AC EXCHANGE AUTO	\$ 883.93	Repair/Air Conditioner/Unit #604	048411	\$ 883.93
58935	106914 - ADMINSURE	\$ 3,277.00	Workers Comp Claims Admin 3/22	14857	\$ 3,277.00

**City of Cypress
Payment Register
02/26/22-03/11/22**

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
58936	100681 - ADVANCED ALARM & FIRE INC	\$ 400.00			
			Svc/Monitor Alarms/Civic Center & Comm Center & Sr Center 2/22	890727	\$ 400.00
58937	1570 - ADVANTAGE MAILING, LLC	\$ 3,451.31			
			Svc/Print/City & Recreation Newsletter(17.5K) 2/22	164118	\$ 3,451.31
58938	130335 - AKM CONSULTING ENGINEERS	\$ 848.00			
			Design/Sewer System Mgmt Plan Update & Audit 1/22	011481	\$ 848.00
58939	122455 - ALL AMERICAN SIGN CO, INC	\$ 105.97			
			Update Banners(2)/State of the City 9/24	51180	\$ 105.97
58940	105442 - ALL CITY MANAGEMENT SERVICE INC	\$ 13,904.25			
			Crossing Guard Svcs(28.8 Hrs)/Orange & Grindlay 1/23-2/5	75264(A)	\$ 651.17
			Crossing Guard Svcs(586.16 Hrs) 1/23-2/5	75264	\$ 13,253.08
58941	102587 - AMERICAN RENTALS	\$ 192.76			
			Concrete(.5 Yd) 2/1	495856	\$ 192.76
58942	1619 - ARDURRA GROUP, INC-ANDERSON PENNA PARTNERS	\$ 10,722.00			
			Svc/City Engineer 1/22	119934	\$ 5,550.00
			Svc/City Engineer 11/21	118370	\$ 312.00
			Svc/City Engineer 12/21	118965	\$ 4,860.00
58943	110860 - AT&T	\$ 2,350.97			
			Cell Svc/Maint 2/22	2/22(E)	\$ 52.53
			Cell Svc/PD 2/22	2/22(D)	\$ 230.80
			PD Svc/Mobile Data 2/22	2/22(B)	\$ 1,894.72
			Svc/Planning iPads 2/22	2/22(F)	\$ 86.46
			Wireless Svc/Myra Pump Station #2 2/22	2/22(C)	\$ 86.46
58944	110860 - AT&T	\$ 214.55			
			7142290529-PD Phone Svc 2/9-2/16	2/9-2/16	\$ 214.55
58945	110860 - AT&T	\$ 3,473.08			
			9391033694-PW Phone Svc 1/22	1/22(J)	\$ 166.16
			9391033696-PD Phone Svc 2/22	2/22(A)	\$ 26.56
			9391033698-PW Phone Svc 1/22	1/22(K)	\$ 25.42
			Phone Svc/Multi-Line 1/13-2/12	1/13/22-2/12/22	\$ 3,254.94
58946	2035 - BARRIOS & ASSOCIATES, LLC COMMUNICATIONS LAB	\$ 7,500.00			
			Svc/CA Voter Rights Act/Community Outreach 1/22	2202-045	\$ 7,500.00
58947	1822 - BENEFITS COORDINATORS CORPORATION BCC	\$ 9,477.71			
			Insurance/Life/LTD/STD/Optional 3/22	10532	\$ 9,477.71
58948	1249 - CAL-LINE EQUIPMENT	\$ 44,945.50			
			Wood Chipper(1) 12/15	04600749	\$ 44,945.50
58949	103197 - CALIFORNIA PARK & REC SOCIETY CPRS	\$ 165.00			
			Reg/CA Park & Rec Society/SG 3/1/22-2/28/23	Reg/SG 2022-23	\$ 165.00
58950	111882 - CALIFORNIA YELLOW CAB CORP	\$ 220.00			
			Sr Center/Nutrition Program 1/22	1503022	\$ 220.00

**City of Cypress
Payment Register
02/26/22-03/11/22**

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
58951	123012 - CHARLES ABBOTT ASSOCIATES	\$ 12,720.00			
			Svc/Engineering Plan Checks 1/22	63736	\$ 3,450.00
			Svc/FOG & NPDES Inspections 1/22	63745	\$ 6,080.00
			Svc/NPDES/WQMP Reviews 1/22	63746	\$ 3,190.00
58952	130355 - CMS COMMUNICATIONS INC	\$ 210.00			
			Svc/NEC Phone System Programming/PD & Sr Center 2/10	2201459IN	\$ 52.50
			Svc/NEC Phone System Programming/PD & Sr Center 2/8	2201458IN	\$ 157.50
58953	1617 - CONTROL AIR ENTERPRISES LLC	\$ 5,936.00			
			Replace/HVAC Heating Element/Sr Center 1/8	3070985	\$ 2,972.00
			Replace/HVAC Variable Frequency Drive/Sr Center 1/12	3071006	\$ 2,964.00
58954	115003 - COUNTY OF ORANGE	\$ 58,506.11			
			Svc/Animal Care 10/1/21-12/31/21	AC2290042	\$ 58,506.11
58955	115003 - COUNTY OF ORANGE	\$ 1,104.51			
			PD Svc/OC Automated Telecommunications System 1/22	SH61456	\$ 1,104.51
58956	1005 - CREATIVE BRAIN LEARNING	\$ 395.20			
			Instruct/Music/Computer/Art 2/1-2/24	2/24/22	\$ 395.20
58957	2053 - CSG FORTE PAYMENTS, INC	\$ 614.18			
			Credit Card Readers(3)/Rec 1/20	1185198	\$ 501.04
			Docking Stations(3)/Credit Card Readers/Rec 1/31	1193456	\$ 113.14
58958	130301 - CYPRESS HIGH SCHOOL	\$ 275.00			
			Reg/CHS Dinner/Auction(1 Table) 3/11	Reg 3/11/22	\$ 275.00
58959	16 - DASH MEDICAL GLOVES, INC	\$ 771.05			
			PD Exam Gloves(4K) 2/15	INV1256448	\$ 771.05
58960	116854 - DATA TICKET INC-MSB	\$ 1,151.91			
			Parking Citation Processing 1/22	134358	\$ 1,151.91
58961	102123 - DELL MARKETING LP-DELL USA LP	\$ 188.42			
			Laptop Batteries(3)/IT 2/18	10560611504	\$ 188.42
58962	100015 - DEPT OF CONSUMER AFFAIRS	\$ 180.00			
			License/Civil Engineer/AB 4/1/22-3/31/24	C-88138 2022-24	\$ 180.00
58963	101879 - DOOLEY ENTERPRISES	\$ 6,780.71			
			PD Rifle Ammo(5K Rnds)/Ammo(3K Rnds) 2/1	62219	\$ 6,780.71
58964	1115 - FRONTIER	\$ 141.45			
			7148996947 - Phone Svc/Sewers 3/22	3/22(A)	\$ 56.83
			W/C Phone Svc/5624931036 3/22	3/22	\$ 84.62
58965	100993 - GATEWAY URGENT CARE PRIMARY AND MULTI-SPECIALT	\$ 325.00			
			DOT Tests(2) 1/22	16470(A)	\$ 100.00
			Pre-Place Physical(1)/City 1/14	17140	\$ 205.00
			Pre-Place Physical(1)/City 1/3	16470	\$ 20.00
58966	1317 - GEORGE HILLS COMPANY INC	\$ 3,500.00			
			Admin Fee/Liability Claims 1/1/22-3/31/22	INV1021987	\$ 3,500.00

**City of Cypress
Payment Register
02/26/22-03/11/22**

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
58967	119018 - GOLDEN STATE WATER COMPANY	\$ 22,055.49			
			Svc/Athletic Fields 1/22	1/22(I)	\$ 2,045.76
			Svc/Community Center 1/22	1/22(K)	\$ 34.45
			Svc/Parks Landscaping 1/22	1/22(H)	\$ 8,164.60
			Svc/Parkway Maint 1/22	1/22(L)	\$ 9,372.02
			Svc/Stanton Channel Berm 1/22	1/22(J)	\$ 2,438.66
58968	110815 - GRIFFIN STRUCTURES INC	\$ 36,576.50			
			Construct Mgmt/Lexington Park 1/22	GSI-CCSPCM-15	\$ 36,576.50
58969	112854 - HOUSING PROGRAMS-JOHN SOTTEK	\$ 2,250.00			
			Construct Mgmt Fees 11/1/21-1/31/22	2122	\$ 900.00
			Svc/Lead Based Paint Reports(3) 2021-22	2123	\$ 1,350.00
58970	808 - L.C. ACTION POLICE SUPPLY	\$ 673.01			
			PD Flashbang Devices(12) 2/23	435639	\$ 673.01
58971	122069 - LIEBERT CASSIDY WHITMORE	\$ 327.00			
			Legal Svc/HR Matter #CY020-00001 1/22	211915	\$ 266.00
			Legal Svc/PD Matter #CY020-00030 1/22	212690	\$ 61.00
58972	933 - LSA ASSOCIATES, INC	\$ 8,605.50			
			Consult/Housing Element Update 1/22	181432	\$ 8,605.50
58973	109269 - MILES, HILDA	\$ 1,040.00			
			Instruct/Hula Dance 2/15-3/16	3/16/22	\$ 1,040.00
58974	122345 - MUSCO SPORTS LIGHTING LLC	\$ 28,894.00			
			Retention/Sports Field Lighting/Lexington Park	350912	\$ 28,894.00
58975	1072 - NATIONAL TRAINING CONCEPTS, INC	\$ 630.00			
			PD Reg/Less Lethal Instructor/SG & TF 3/24-3/25	22-017	\$ 630.00
58976	108944 - OFFICE DEPOT	\$ 1,050.56			
			Supplies/Citywide 2/22	3/4/22	\$ 1,050.56
58977	1970 - PERFORMANCE PICKLEBALL, LLC	\$ 1,170.00			
			Instruct/Pickleball 2/9-3/2	3/2/22	\$ 1,170.00
58978	102666 - PREFERRED BENEFIT INSURANCE ADMIN INC	\$ 12,171.37			
			Dental Ins/City & Dist & W/C 1/22	EIA43312	\$ 11,294.90
			Vision Ins/Admin Fee/City 12/21	EIA43313(B)	\$ 64.12
			Vision Ins/Claims/City 12/21	EIA43313(A)	\$ 712.40
			Vision Ins/Premiums/City & Dist & W/C 1/22	EIA43313	\$ 99.95
58979	109069 - PROFORCE LAW ENFORCEMENT	\$ 4,998.36			
			PD Patrol Rifles(5) 1/31	473513	\$ 4,998.36

**City of Cypress
Payment Register
02/26/22-03/11/22**

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
58980	111301 - S.C. YAMAMOTO, INC	\$ 49,134.39			
			Install/Mulch(163.67 Tons)/Civic Center 1/22	1415539(C)	\$ 4,910.00
			Install/Mulch(175 Tons)/Berm 1/22	1415538(B)	\$ 5,250.00
			Install/Mulch(24 Tons)/Parks 1/22	1415539(A)	\$ 720.00
			Install/Mulch(25 Tons)/Sr Center 1/22	1415539(B)	\$ 750.00
			Install/Mulch(275 Tons)/Right of Way 1/22	1415538(A)	\$ 8,250.00
			Svc/Landscape/Citywide 1/22	1415539	\$ 14,820.00
			Svc/Landscape/Right of Way & Berm 1/22	1415538	\$ 14,434.39
58981	2031 - SDI PRESENCE LLC	\$ 2,316.21			
			W/C Svc/Monitor IT/CAD System 1/22	8501	\$ 2,316.21
58982	730 - SIERRA INSTALLATIONS, INC	\$ 1,680.00			
			Banner Update(40)/Shop Cypress	210303	\$ 840.00
			Banner Updates(40)/Holiday	210302	\$ 840.00
58983	119017 - SO CAL GAS CO	\$ 68.27			
			08131074000 Svc/Storm Drain 2/22	2/22	\$ 14.79
			14011061398 Svc/Storm Drain 2/22	2/22(B)	\$ 27.66
			16111070716 Svc/Storm Drain 2/22	2/22(A)	\$ 25.82
58984	1976 - SONSRAY MACHINERY, LLC	\$ 55.44			
			Backhoe Decals(2) 2/1	PSO006435	\$ 55.44
58985	1591 - SOUTHERN CALIFORNIA NEWS GROUP	\$ 6,097.92			
			Pub Notice/Bids/Residential Street Rehab Proj #292	0011512518	\$ 2,382.00
			Pub Notice/City Solid Waste Service Rate Increase	0011512056	\$ 2,937.80
			Pub Notice/Stmt of Qualification/Business Park Modernization	0011511271	\$ 778.12
58986	1279 - SOUTHERN CALIFORNIA SHREDDING, INC	\$ 60.00			
			PD Svc/Shredding 2/14	190785	\$ 60.00
58987	900 - SOUTHERN COMPUTER WAREHOUSE-SCW	\$ 1,742.22			
			Software Maint/WiFi Access Point/Lexington Park 2/1/22-1/31/27	INV00724560	\$ 1,742.22
58988	125888 - SPARKLETTS	\$ 6.24			
			Sr Center Bottled Water 1/22	4104716 1/22	\$ 6.24
58989	116238 - STAPLES BUSINESS ADVANTAGE	\$ 1,973.52			
			Supplies/Citywide 1/22	3/4/22	\$ 1,973.52
58990	108964 - STAPLES CREDIT PLAN-WEST COMM	\$ 87.04			
			W/C Chair Mat(1) 1/26	3011432151	\$ 26.63
			W/C Copy Paper(10 Rms) 2/2	3016140651	\$ 60.41
58991	1981 - THE HOME DEPOT	\$ 100.00			
			Refund/Tree Lot Clean Up Bond/TUP#2008-69	Rfd 3/4/22	\$ 50.00
			Refund/Tree Lot Clean Up Bond/TUP#2021-12	Rfd(A) 3/4/22	\$ 50.00
58992	2065 - THIRD DEGREE COMMUNICATIONS	\$ 900.00			
			PD Reg/Elder Abuse/LW & CR & JH & JH 4/4	10282	\$ 900.00
58993	109042 - TIME WARNER CABLE/SPECTRUM	\$ 1,534.97			
			Svc/Internet Access 2/15-3/14	2/15/22-3/14/22	\$ 1,534.97

**City of Cypress
Payment Register
02/26/22-03/11/22**

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
58994	591 - TRC-VALI COOPER AND ASSOCIATES, INC	\$ 14,540.00			
			Inspect/Park Enhancements/Citywide 1/22	35984	\$ 528.00
			Inspect/Sewer Improvements/Lexington Park 1/21	35982	\$ 5,017.00
			Inspect/Various Non-CIP Engineering Permits 1/22	35985	\$ 8,995.00
58995	128063 - U S ARMOR CORPORATION	\$ 1,906.08			
			PD Ballistic Vest(1)/ASirigos	36272	\$ 635.36
			PD Ballistic Vest(1)/BRosette	36301	\$ 635.36
			PD Ballistic Vest(1)/SCEja	36224	\$ 635.36
58996	129595 - VERIZON WIRELESS - CA	\$ 77.10			
			Cell Svc/Rec 2/22	2/22	\$ 77.10
58997	1974 - YUNEX LLC	\$ 700.32			
			Repair/Street Lights 1/22	5620038970	\$ 511.25
			Svc/Street Light Survey 1/22	5610279758	\$ 189.07
58998	0 - ALAN SMITH POOLS	\$ 500.00			
			Refund/Pool Bond/5089 Saratoga St	Rfd 3/4/22	\$ 500.00
58999	0 - CRAIG, LISA	\$ 172.31			
			Refund/Pickleball 2/9-3/2	Rfd 3/4/22	\$ 172.31
59000	0 - CYPRESS INFLUENCE CHURCH	\$ 300.00			
			Refund/.Facility Deposit/Contract #5305	Rfd 3/4/22	\$ 300.00
59001	0 - DUNN, KEVIN	\$ 902.00			
			Refund/Facility Rental/Contract #5601	Rfd 3/4/22	\$ 902.00
59002	0 - HOPE SCHOOL	\$ 2,092.00			
			Reissue Ck #58825	Rfd 3/4/22	\$ 2,092.00
59003	0 - LIM, JI	\$ 69.09			
			Refund/Beginner Chess 2/15-3/15	Rfd 3/4/22	\$ 69.09
59004	0 - LOS ALAMITOS RACE COURSE	\$ 20,422.42			
			Refund/Measure A Deposit June 2018	Rfd 3/4/22	\$ 20,422.42
59005	0 - ORBISO, DINO	\$ 89.76			
			Refund/Youth Volleyball 3/5-4/22	Rfd 3/4/22	\$ 89.76
59006	0 - SAHU, LIPIKA	\$ 61.00			
			Refund/Tennis 2/16-3/23	Rfd 3/4/22	\$ 61.00
59007	0 - SRM CYPRESS	\$ 3,589.00			
			Refund/Attorney Fees/Katella & Enterprise Dr	Rfd 3/4/22	\$ 3,589.00
59008	0 - TAMASE, BENITO	\$ 300.00			
			Refund/Facility Deposit/Contract #5464	Rfd 3/4/22	\$ 300.00
59009	0 - WADDINGTON, DIANA	\$ 300.00			
			Refund/Facility Deposit/Contract #5558	Rfd 3/4/22	\$ 300.00
59010	2068 - WELSH, KEVIN KNYGHT RYDER	\$ 2,350.00			
			Perform/Concert/Lexington Park Grand Opening 3/12	3/12/22	\$ 2,350.00
58825	0 - HOPE SCHOOL	\$ (2,092.00)			
			Refund/Rental Fee/Contract #5141	Rfd 2/4/22	\$ (2,092.00)

City of Cypress
Payment Register
02/26/22-03/11/22

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
Total EFTs		\$ 396,312.04			\$ 396,312.04
Total Warrants		427,408.66			427,408.66
Transfer to Payroll (W1470)		712,082.07	Payroll 02/18/22-03/04/22		712,082.07
Grand Totals		\$ 1,535,802.77			\$ 1,535,802.77



CITY OF CYPRESS
CITY COUNCIL REPORT

City Council Regular

10.

FROM: Peter Grant, City Manager

DATE: 03/28/2022

SUBJECT: Adopt the Strategic Plan and Six Month Objectives

RECOMMENDATION

Adopt the Strategic Plan and six month objectives.

DISCUSSION

The City Council establishes major City goals and objectives through its strategic planning process and the Strategic Plan is the primary tool by which the City Council improves services and preserves Cypress' high quality of life. It guides budget development and is the foundation by which the City manages program objectives, implementation and accountability.

The City Council met on March 8 to review the Strategic Plan, develop new six month objectives, and discuss the City's strengths and accomplishments during the past six months. The Strategic Plan and six-month objectives are attached.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

Six-Month Objectives
Strategic Plan

C I T Y O F C Y P R E S S

SIX-MONTH STRATEGIC OBJECTIVES

March 8, 2022 – September 15, 2022

THREE-YEAR GOAL: MAINTAIN INFRASTRUCTURE AND FACILITIES						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. On March 12, 2022	Recreation and Community Services Director, working with the Public Works Director	Celebrate the opening of Lexington Park.	X			
2. By April 1, 2022	Public Works Director working with Valley Vista Services	Launch the State-mandated residential organics recycling program.				
3. At the June 13, 2022 City Council meeting	Public Works Director	Incorporate the Pandemic Recovery Plan into the recommended Capital Improvement Program.				
4. At the July 11, 2022 City Council meeting	Public Works Director, working with the Recreation and Community Services Director	Recommend a preliminary design for Arnold Cypress Park to the City Council.				

THREE-YEAR GOAL: MAINTAIN FINANCIAL STABILITY AND PROMOTE ECONOMIC ACTIVITY						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the May 23, 2022 City Council meeting	Planning Director	Recommend the creation of an advisory committee (comprised of representatives from the business park) and the hiring of a consultant to modernize and integrate Business Park Specific Plans to the City Council.				
2. At the June 13, 2022 City Council meeting	Planning Director	Recommend the 2021-29 Housing Element General Plan Amendment to the City Council.				
3. By August 1, 2022	Planning Director, working with the City Manager	Complete the recruitment process for an Economic Development Manager				

THREE-YEAR GOAL: ENHANCE AND MAINTAIN PUBLIC SAFETY						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the May 9, 2022 City Council meeting	Police Chief, working with the City Attorney	Recommend an ordinance to combat catalytic converter thefts to the City Council.				
2. On May 14, 2022	Police Chief	Hold the Police department open house and grand opening of the modernized Police station.				
3. At the May 23, 2022 City Council meeting	Police Chief	Recommend a partnership with the City of La Palma for responding to homelessness and non-violent public safety calls with mental health/social worker resources to the City Council.				
4. By June 1, 2022	Police Chief	Conduct an orientation and training for city staff at the new Emergency Operations Center.				
5. At the June 27, 2022 City Council meeting	Police Chief, working with a consultant	Update the Police department strategic plan and present the new plan to the City Council.				
6. By August 15, 2022	Police Chief, working with a consultant	Complete an audit of Police department evidence policies, practices and a property and evidence inventory and report the results to the City Manager.				

THREE-YEAR GOAL: ENHANCE RECREATION FACILITIES AND PROGRAMS						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the May 9, 2022 City Council meeting	Recreation and Community Services Director, working with the Police Chief and Public Works Director	Include security upgrades at Oak Knoll Park as part of the recommended Capital Improvement Program.				
2. By June 1, 2022	Recreation and Community Services Director, working with a consultant	Complete the Cypress Community Festival Association - Primary Participants relationship management project and present the results to the City Manager.				
3. At the September 12, 2022 City Council Meeting	Public Works Director, working with the Recreation and Community Services Director	Recommend plans and specifications for Senior Center improvements to the City Council.				

THREE-YEAR GOAL: MAINTAIN HIGH QUALITY AND HIGH VALUE SERVICES FOR THE COMMUNITY

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Ongoing	City Manager and City Attorney, working with the City Council	Assess and respond to the California Voting Rights Act Challenge and potentially consider changes to the City's system for electing Council Members.				
2. At the April 11, 2022 City Council meeting	City Manager	Present a Community Leadership Program to educate and develop current and future leaders to the City Council.				
3. At the May 23, 2022 City Council meeting	City Clerk, working with the City Council ad hoc sub-committee and a consultant	Present results of the 2022 Community Survey to the City Council.				
4. By September 1, 2022	Planning Director	Host a Neighborhood Preservation Program meeting for pilot neighborhood (generally bounded by Valley View/Moody/Ball/Cerritos) and provide a report to the City Manager.				

C I T Y O F C Y P R E S S

STRATEGIC PLANNING WORKSHOP

March 8, 2022 • via Zoom

Marilyn Snider, Facilitator – Snider and Associates
Gail Tsuboi, Recorder – Tsuboi Design

MISSION STATEMENT

The City of Cypress, in partnership with the community, sustains and enhances our safe, attractive and quality environment in which to live, work and play.

VISION STATEMENT

Cypress, an engaged and diverse community, will honor the past and embrace sustainable growth for families and businesses to prosper.

CORE VALUES/GUIDING PRINCIPLES

(not in priority order)

The City of Cypress values...

- ♦ *Integrity*
- ♦ *Accountability*
- ♦ *Transparency*
- ♦ *Fiscal prudence*
- ♦ *Teamwork*
- ♦ *Responsiveness to the community*

THREE-YEAR GOALS

2020-2023 • not in priority order

- ► Maintain infrastructure and facilities
- ► Maintain financial stability and promote economic activity
- ► Enhance and maintain public safety
- ► Enhance recreation facilities and programs
- ► Maintain high quality and high value services for the community

STRENGTHS AND ACCOMPLISHMENTS OF THE CITY OF CYPRESS SINCE THE SEPTEMBER 14, 2021 STRATEGIC PLANNING WORKSHOP

Brainstormed Perceptions from Participants:

- Police station modernization
- Lexington Park
- Arnold Cypress Park design contract
- Housing Element submitted to State
- City Council pandemic recovery plan
- Provided COVID-19 testing for the community
- Financially sound throughout the pandemic
- Continued hiring employees during the pandemic
- Reopening of Senior Center and PD
- Received the Government Finance Officers Association's Distinguished Budget Award with Special Recognition for performance measures
- Clean audit results
- Approved pandemic recovery plan
- Approved the FY 2022-23 Budget Calendar
- Hired 10 new full-time employees
- Completed information technology disaster recovery plan
- New State of the City month and format
- New Community Festival month and format
- New 5K/10K race month
- Upgraded quarterly RCS guide with bimonthly The Progress newsletter
- Approved contract for redesign of Cypress Arnold Park
- Construction of Lexington Park
- Successful community forums on California Voting Rights Act/election system
- Brought back the Holiday Sing and celebration
- Addressed Police Officer vacancies
- Addressed disinformation campaign regarding Lexington Park
- Completed remodel of Police station
- Launched Neighborhood Preservation Pilot Program
- Approved conditional use permit for Cypress School District headquarters redevelopment
- Completed Senior Center restroom upgrade
- Fully reopened Senior Center
- Adopted Civility, Conduct and Governance policy
- Approved updated policy for adding items to the City Council agenda
- Improved relations with Lexington Park neighborhood
- Approved of organic waste recycling program
- Completed Lexington Park
- Hosted three public forums to engage and educate the community on the California Voting Rights Act
- Successful community events such as the Run, Festival, and tree lighting
- Completed PD headquarters project
- Implemented the Neighborhood Preservation Pilot Program
- Began process to update community survey
- Launched the new bi-monthly city newsletter, The Progress
- Successful State of the City
- Completed construction and reopened the modernized Police Department
- Completed construction of Lexington Park
- Awarded a design contract for Arnold Cypress Park

- Hired an Associate Engineer
- Completed Lexington Park
- Fully reopened the Senior Center (classes, in-person dining, fitness center)
- Supported at-risk residents with a \$105,000 meal gap services grant
- Celebrate Cypress and other community events
- The inaugural The Progress was mailed to residents to provide information on City events and happenings
- Final stretch of Lexington park
- Opened remodeled Police station
- Award winning Finance department
- Progress implementing Housing Element (and Regional Housing Needs Assessment)
- Increased engagement on social media
- Fully staffed and cohesive Executive Team



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

11.

FROM: Anne Hertz, Council Member

DATE: 03/28/2022

SUBJECT: Consider Issuing Direction to Correct to Council Member Marquez for Refusing to Sign the Civility, Conduct and Governance Policy and Code of Ethics

RECOMMENDATION

Issue Direction to Correct to Council Member Marquez for refusing to sign the Civility, Conduct and Governance Policy and Code of Ethics as required by City Council action at its February 28, 2022 regular meeting.

DISCUSSION

At its February 28, 2022 meeting, the City Council adopted the Civility, Conduct and Governance Policy and required each Council Member to sign the Policy by March 8, 2022. Council Member Marquez has not signed the Policy, all other Council Members have complied with the requirement.

The Civility, Conduct and Governance Policy provides the City Council discretion to impose sanctions for violating the Charter, the Municipal Code, the Policy, or engaging in other misconduct. Mayor Pro Tem Hertz-Mallari recommends the City Council issue Direction to Correct sanction to Council Member Marquez in accordance with the Civility, Conduct and Governance Policy. Direction to Correct sanction directs an individual Council Member to correct the result of a particular action/behavior that violates law or City policy, in this case to comply with the City Council-approved requirement to sign the Civility, Conduct and Governance Policy.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY:

Peter Grant, City Manager
