



AGENDA

REGULAR MEETING
CYPRESS CITY COUNCIL
April 22, 2024
6:00 P.M. - General Session

www.cypressca.org

5275 Orange Avenue
Cypress, California

Interested in speaking to the City Council? Information about participating in the City Council meeting appears at the end of the agenda.

CALL TO ORDER

6:00 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 Scott Minikus
Mayor Pro Tem Bonnie Peat
Council Member David Burke
Council Member Anne Mallari
Council Member Frances Marquez

INVOCATION Bethany Lutheran Church

PLEDGE OF ALLEGIANCE

PRESENTATIONS

Veteran Recognition Presentation

National Public Safety Telecommunicators Week Proclamation

Recognition of Life Saving Action with Orange County Fire Authority

Recognition of Police Service Dog Retirement

Business Environmental Awards Presentation

ORAL COMMUNICATIONS ON AGENDA ITEMS (Three minutes per speaker. The City Council may adjust the time allotted per speaker.)

The public may address the City Council on agenda items prior to any action taken. Although Council Members may provide brief responses, the City Council may not engage in a discussion with members of the public during the meeting. Please complete a Speaker's Card to address the City Council in-person. Please follow the instructions at the end of the agenda and wait for the Mayor/City Clerk to call on you to address the City Council virtually. Speakers providing in-person comments will be called first. Members of the public are encouraged to communicate with the City Council via email at adm@cypressca.org or by calling 714-229-6699.

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. Council Members voting no or abstaining on a Consent Calendar item may do so without removing the item from the Consent Calendar.

1. **Introduce and/or Adopt All Ordinances and Resolutions Presented for Consideration by Title Only and to Waive Further Reading**
2. **Approve Retirement and Sale of Police Service Dog Kubo**
Prepared by: Mark Lauderback, Chief of Police
Recommendation:
 1. Approve the retirement of Police Service Dog Kubo; and
 2. Approve the sale of Police Service Dog Kubo to Police Officer Brook Marshall for \$1.
3. **Approve a Task Order for the Preparation of an Environmental Impact Report for a Warehouse Development at 5665 Plaza Drive**
Prepared by: Alicia Velasco, Planning Director
Recommendation: Approve a \$64,900 task order with LSA for the preparation of an Environmental Impact Report.
4. **Accept the Senior Center Interior Improvements, Project 290**
Prepared by: Doug Dancs, Director of Public Works
Recommendation:
 1. Accept the Senior Center Interior Improvements, Project 290, in the amount of \$1,018,193.93 and approve the final payment of \$50,909.70 to Genesis Builders, Inc.; and
 2. Authorize the City Engineer to file a Notice of Completion with the County Recorder.

5. Accept the City Hall Public Restroom Improvements, Project 324

Prepared by: Doug Dancs, Director of Public Works

Recommendation:

1. Accept the City Hall Public Restroom Improvements, Project 324, in the amount of \$173,001 and approve the final payment of \$8,650.05 to Corral Construction & Development Inc.; and
2. Authorize the City Engineer to file a Notice of Completion with the County Recorder.

6. Award Contract for Traffic Camera Upgrades, Project 373

Prepared by: Doug Dancs, Director of Public Works

Recommendation: Award a contract for traffic camera upgrades to Yunex Traffic for \$69,750, and authorize a contingency of \$10,400.

7. Receive the Annual Solid Waste Franchise Consumer Price Index Rate Adjustment

Prepared by: Doug Dancs, Director of Public Works

Recommendation: Receive the annual solid waste franchise Consumer Price Index rate adjustment.

8. Proclaim the Week of April 14-20, 2024 as National Public Safety Telecommunicators Week

Prepared by: Alisha Farnell, City Clerk

Recommendation: Proclaim the week of April 14-20, 2024 as National Public Safety Telecommunicators week.

9. Receive and File the Investment Report for the Month Ended March 31, 2024

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

Recommendation: Receive and file the attached investment report.

10. Receive and File Register of Warrants, Transfers, and Wires Issued for the Period of March 9, 2024 through April 5, 2024

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

Recommendation: Receive and file the attached payment register summarized below for the period of March 9, 2024 through April 5, 2024:

- Electronic Funds Transfers 14779 through 14842
- Warrants 64698 through 64920
- Payroll Transfers W1525 through W1526

NEW BUSINESS

11. Approve Pandemic Recovery Plan Business Recovery and Support Program Phase II

Prepared by: Alicia Velasco, Planning Director

Recommendation:

1. Approve the Pandemic Recovery Plan Business Recovery and Support Program Phase II; and
2. Appropriate \$505,000 of assigned fund balance set-aside in the General Fund to provide business recovery and support under the City's Pandemic Recovery Plan; and
3. Adopt a Resolution approving the donation of General Funds to eligible businesses; and
4. Authorize the City Manager to administer the programs, including determining eligibility, approving applications, and dispersing funds.

12. Adopt the Strategic Plan and Six Month Objectives

Prepared by: Peter Grant, City Manager

Recommendation: Adopt the Strategic Plan and six month objectives.

13. Consider a Resolution Affirming the City Council's Commitment to Effective Governance

Prepared by: Peter Grant, City Manager

Recommendation: Consider a Resolution affirming the City Council's commitment to effective governance.

ITEMS REMOVED FROM CONSENT CALENDAR

ORAL COMMUNICATIONS (Three minutes per speaker. The City Council may adjust the time allotted per speaker.)

The public may address the City Council on any item within the subject matter jurisdiction of the City Council. Although Council Members may provide brief responses, the City Council may not discuss nor take action on items that are not on the agenda. Please complete a Speaker's Card to address the City Council in-person. Members of the public are encouraged to communicate with the City Council via email at adm@cypressca.org or by calling 714-229-6699.

COUNCIL MEMBER REPORTS FROM CITY-AFFILIATED BOARDS AND COMMITTEES AND REMARKS

COUNCIL MEMBER ITEMS FOR FUTURE CONSIDERATION

CITY MANAGER REMARKS

ADJOURNMENT

The next meeting will be an adjourned Regular Meeting, to be held on Monday, May 13, 2024, beginning at 5:30 p.m. in the Executive Board Room.

Council Members and the public should promptly exit the Council Chambers and proceed through the Civic Center to the parking lot.

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 and City website not less than 72 hours prior to the meeting. Dated this 18th day of April, 2024.

Alisha Farnell, City Clerk

PUBLIC PARTICIPATION

Members of the public can participate in the City Council meeting in the following ways:

1. Attend In-Person. First-come, first-served seating is available. All attendees must be free of any symptoms associated with contagious illnesses.
2. Attend Virtually via Webinar. Follow this link: <https://attendee.gotowebinar.com/register/4879339472959262560>. Advanced registration is recommended.

The public may address the City Council virtually during Oral Communications on Agenda Items and Public Hearings. Virtual participants must click the 'hand raise' button prior to the end of the first in-person speaker to indicate they wish to address the City Council. Upon clicking the 'hand raise' button, please unmute your microphone and wait for the Mayor/City Clerk to call on you.



= Hand Raise



= Unmute

3. 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 the day of the meeting will be added to the City Council meeting record.
4. Watch the Meeting. The City Council meeting can be viewed on Spectrum Cable Channel 36 or on the City's website at www.cypressca.org/watchlive.
5. Listen to the Meeting. Listen-only teleconferencing is available by calling (631) 992-3221 and entering Access Code 978-333-403. No registration or audio pin is necessary.

INVOCATION POLICY

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.

AMERICANS WITH DISABILITIES ACT

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

2.

FROM: Mark Lauderback, Chief of Police

DATE: 04/22/2024

SUBJECT: Approve Retirement and Sale of Police Service Dog Kubo

RECOMMENDATION

1. Approve the retirement of Police Service Dog Kubo; and
2. Approve the sale of Police Service Dog Kubo to Police Officer Brook Marshall for \$1.

DISCUSSION

Police Service Dogs (PSD's) are specially trained canines that provide a valuable service to the community and police department by detecting hidden suspects, sniffing out hidden narcotics and weapons, providing a non-lethal force option for apprehending dangerous individuals, and reducing the number of Police Officers needed to search large areas.

PSD Kubo is a seven-year-old male German Shepherd whose handler is Officer Brook Marshall. During his law enforcement career that started in 2018, Kubo was deployed 467 times (including 17 times with SWAT), made seven apprehensions, convinced 150 criminal suspects to surrender, and assisted outside agencies 50 times.

The working age range for a PSD is seven to 10 years. Continuing to work beyond this age reduces the PSD's effectiveness and safety. Therefore, it is recommended PSD Kubo be retired. Historically, when a PSD is retired, its handler has been allowed to purchase the dog for \$1. Police Officer Brook Marshall would like to purchase Kubo, and has agreed to a release of liability agreement with the City.

BUDGET IMPACT

None.

LEGAL REVIEW

The retirement and transfer of ownership documents for the Police Service Dog have been reviewed and approved by the City Attorney.

APPROVED BY:

Peter Grant, City Manager

Attachments

Canine Transfer Agreement

PROPERTY DEPARTMENT CANINE TRANSFER CONTRACT

This AGREEMENT is made and entered into effective on March 13, 2024, by and between the City of Cypress, a charter city, hereinafter referred to as “CITY”, and Brook Marshall, canine handler for the Cypress Police Department, hereafter referred to as “HANDLER”.

RECITALS

WHEREAS, Canine Kubo (the “CANINE”) currently has been with the Cypress Police Department since June 13, 2018.

WHEREAS, due to his age, the CANINE can no longer serve the City and the City Council is hereby authorizing the transfer of the CANINE to the HANDLER subject to terms and conditions below.

WHEREAS, HANDLER will maintain ownership of the CANINE, and the CITY hereby divests itself of both ownership and vicarious or direct liability for the CANINE.

AGREEMENT

NOW, THEREFORE, in consideration of this AGREEMENT, the parties hereto agree as follows:

1. The Recitals set forth above are incorporated by reference into this AGREEMENT.

2. In consideration for the payment of one (\$1) dollar to the CITY by HANDLER and in consideration of the transfer of the CANINE to HANDLER, HANDLER does agree to assume ownership of the CANINE and to assume any and all risks, including, but not limited to, risk of injury or death to third persons, and to hold CITY, its police department, and its employees and/or agents or volunteers harmless from any and all liability, claims, administrative proceedings or other responsibility whatsoever arising from any injuries or damages that may occur on or after the date ownership of the CANINE is transferred pursuant to this AGREEMENT. That date is hereby fixed by agreement by and among the parties hereto as being March 13, 2024.

3. HANDLER further agrees to assume all liability for risks and dangers relating to his/her ownership of the CANINE on and after the aforementioned date, and to indemnify and hold CITY harmless in the event that any legal or administrative action, whether by claim, demand or otherwise, is made by any person or entity as a

consequence of or arising out of any event, act or disturbance involving the CANINE on or after the date ownership is transferred. These hold harmless provisions shall extend to any direct or vicarious liability arising from any and all losses, liabilities, charges (including reasonable attorney fees and court costs), and any other expenses whatsoever which may arise in any manner after the new owners assumption of ownership on the date identified herein.

4. If HANDLER transfers the CANINE, HANDLER agrees to require that said transferee agree to assume all terms and conditions of the release of liability and indemnity provisions as set forth in this AGREEMENT and this AGREEMENT shall bind all successors and assignees of HANDLER and future owner(s) of the CANINE.

5. HANDLER acknowledges that he/she has read the foregoing AGREEMENT and understands that it is contractual in nature and understands each of its provision, and agrees that this AGREEMENT contains the entire understanding between the parties hereto.

IN WITNESS WHEREOF, the CITY has caused this AGREEMENT to be executed in duplicate by its City Manager and attested by its City Clerk.

NEW OWNER

Brook Marshall, Handler

CITY OF CYPRESS

Peter Grant, City Manager

ATTEST:

By: _____
Alisha Farnell, City Clerk

APPROVED AS TO FORM:

By: _____
Fred Galante., City Attorney



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

3.

FROM: Alicia Velasco, Planning Director

DATE: 04/22/2024

SUBJECT: Approve a Task Order for the Preparation of an Environmental Impact Report for a Warehouse Development at 5665 Plaza Drive

RECOMMENDATION

Approve a \$64,900 task order with LSA for the preparation of an Environmental Impact Report.

DISCUSSION

GLC Cypress LLC, (Goodman Group) submitted an application to redevelop 5665 Plaza Drive. The project involves demolishing a vacant 150,000 square foot office building and replacing it with a 190,000 square foot warehouse building. On August 8, 2023, the City Council approved a task order for the preparation of an Initial Study/Mitigated Negative Declaration to evaluate the projects' potential environmental impacts. The initial study is complete and it did not find any significant environmental concerns. Despite this finding, the applicant would like further environmental review, and requested the preparation of an Environmental Impact Report (EIR). Given that an EIR offers comprehensive information and assesses the proposed project further, it is recommended the City Council issue a task order for the EIR. The EIR will be paid for GLC Cypress LLC and managed by the City.

LSA is one of the City's on-call planning firms and has extensive experience in preparing this type of analysis. LSA prepared the initial study for the project and will use it as a foundation for the EIR.

BUDGET IMPACT

The applicant is required to deposit the full cost of the task order with the City before work begins. The applicant also pays fees which offset the City's costs to manage the task order.

LEGAL REVIEW

None required.

APPROVED BY:

Peter Grant, City Manager

Attachments

LSA Task Order



CARLSBAD
CLOVIS
IRVINE
LOS ANGELES
PALM SPRINGS
POINT RICHMOND
RIVERSIDE
ROSEVILLE
SAN LUIS OBISPO

April 16, 2024

Alicia Velasco
Director of Planning/Community Development
City of Cypress
5275 Orange Avenue
Cypress, CA 90630

Subject: Proposal to Prepare an EIR for the Proposed 5665 Plaza Drive Project in Cypress,
California

Dear Ms. Velasco:

LSA is pleased to submit this proposal for the preparation of an Environmental Impact Report (EIR) for the proposed 5665 Plaza Drive Project (proposed project) in Cypress, California, under its existing on-call contract with the City. As you know, LSA has extensive experience working with the City of Cypress (City), including ongoing involvement in the implementation of the City's 2021–2029 Housing Element, the Cypress City Center, Cypress Town Center, Amazon Facility projects, and the Goodman Commerce Center. The attached proposal is based on LSA's understanding of the proposed project and its experience preparing the Mitigated Negative Declaration (MND) for the 5665 Plaza Drive Project, the firm's knowledge of the City and local issues, and LSA's experience in preparing environmental documents that are similar in scope and nature to the proposed project. It should be noted that this scope of work updates and supersedes the previously approved scope of work to prepare an MND for the proposed project, dated July 31, 2024. LSA's will stop work on the MND, as previously authorized, pending approval of this scope of work to begin preparation of the EIR.

LSA has assembled a strong project management team with extensive experience in preparing environmental documents for agencies throughout Southern California. The management team includes Ryan Bensley as Principal in Charge and Chris Jones as Project Manager. Mr. Bensley has a solid working relationship with City staff. Together, they will provide the City with a professional approach, prompt service, and a high-quality product that will meet the requirements of CEQA and the *California Environmental Quality Act (CEQA) Guidelines*. LSA can assure you that it will respond to any relevant issues or concerns that may arise, present options consistent with your goals, and preserve the priorities you have established.

Thank you for this opportunity to submit this proposal. LSA looks forward to working with the City again. Should you require further information or have any questions regarding the enclosed material, please contact Mr. Bensley at (949) 553-0666 or by email at ryan.bensley@lsa.net.

Sincerely,
LSA Associates, Inc.

Ryan Bensley
Principal

Attachment: Proposal: LSA's Work Program for the Preparation of an EIR for the Proposed 5665 Plaza Drive Project

LSA'S WORK PROGRAM FOR THE PREPARATION OF AN EIR FOR THE PROPOSED 5665 PLAZA DRIVE PROJECT

PROJECT UNDERSTANDING

The scope of work provided herein is to prepare an EIR based on LSA's understanding that GLC Cypress LLC (Applicant) is proposing to demolish an approximately 150,000 square-foot (sf) office building on an approximately 8.53-acre site (the western portion of Assessor's Parcel Number 241-101-25) located at 5665 Plaza Drive (project site) and construct a new 36-foot clear height concrete tilt-up light industrial building with warehouse and office uses. The proposed building would be approximately 191,394 sf in size and a maximum of 51 feet, 6 inches in height. The building would contain a total of approximately 181,061 square feet of warehouse space and 10,333 square feet of office space. A total of approximately 206 automobile parking spaces would be provided throughout the project site, predominantly around the perimeter. Current access to the project site is provided by two existing driveways along Plaza Drive; the proposed project would relocate the driveway locations. The new westernmost driveway would be the primary truck access point and path to the truck loading docks on the proposed building's west side, while the eastern driveway would be a shared driveway with the parcel to the east. The project site is located within the McDonnell Center Amended Specific Plan, which was adopted in October 1994. Additionally, the proposed project would include a site plan review, Specific Plan Amendment to the McDonnell Center Amended Specific Plan to allow light industrial uses within the eastern portion of Planning Area 1 and an increase in the maximum allowable square footage of Planning Area 1 of the McDonnell Specific Plan, and a Lot line adjustment to move the project site's eastern property line approximately 20 feet east.

SCOPE OF WORK

Based on the above understanding of the proposed project the following Scope of Work describes LSA's work program for preparation of the EIR.

Task 1.0: Project Initiation

Task 1.1: Project Kick-Off Meeting

During project initiation, LSA will hold a kick-off meeting with City staff and the Applicant's team to discuss the current status of the proposed project and any changes that have occurred since development of this Scope of Work. The purpose of the kick-off meeting is to:

- Establish protocols for product review, communication, and coordination with the City and Applicant.
- Confirm the City's preferred format and structure for the EIR.
- Establish a mutual understanding of the environmental documentation objectives and key issues and explore community and City concerns regarding the project.

- Obtain relevant and available project description information.
- Identify and confirm the required discretionary actions for the proposed project.

Task 2.0: Draft Environmental Impact Report (CEQA Compliance)

Task 2.1: Notice of Preparation (NOP) and Scoping Process

Subtask 2.1.1: Prepare and Distribute Notice of Preparation. LSA will prepare an NOP per Section 15082 of the *State CEQA Guidelines*. The NOP will include a brief Project Description, a site map, the topics to be evaluated in the EIR, probable environmental effects of the proposed project, the process for completing the EIR. The NOP will indicate that the EIR will include a detailed discussion of the topics identified for further analysis. It will also provide notice of a public scoping meeting to present the proposed project to the public. LSA will submit the NOP to the City for review and signature.

Once finalized, the NOP will be prepared for distribution. This Scope of Work assumes the City will provide its distribution list and the radius distribution list for private addresses (i.e., neighbors). Using the City's distribution list, LSA will identify responsible, State, trustee agencies, and/or other interested parties and members of the public who should receive the NOP. LSA will provide the mailing list to the City for review and approval.

LSA will file the NOP with the Orange County Clerk-Recorder. The City will be responsible for posting the NOP on the City's website and for making arrangements to have the NOP published in local newspapers or posted in the vicinity of the project site in compliance with relevant sections of the Government Code. LSA will provide the City with the NOP as a PDF for posting.

LSA will distribute/mail the NOP to persons/agencies/organizations on the City's mailing list and radius distribution list. LSA will prepare up to 30 hard copies of the NOP for distribution to the City and responsible agencies. LSA will provide the City with delivery confirmation of each copy of the NOP that is distributed.

LSA will also submit electronic copies of the NOP and Notice of Completion (NOC) form to the State Clearinghouse CEQA Portal for distribution to State agencies (the City has already provided authorization for LSA to submit documents to the CEQA Portal on its behalf). As of November 2, 2020, the State Clearinghouse no longer expects any form of paper copy submissions for CEQA documents.

Subtask 2.1.2: Early Consultation (Scoping). LSA will assist the City in coordinating one public scoping meeting. LSA will prepare a presentation and provide CEQA-related display boards (a maximum of four). The purpose of the meeting will be to collect information on environmental issues prior to initiating the environmental review. At the open house, attendees will be invited to submit comment to City staff; no verbal comments will be taken at the meeting and no video recording or streaming comments will be taken.

Subsequent to closure of the 30-day NOP review period, LSA will review all comments received during the NOP review period, including comments received at the scoping meeting, and will

prepare a summary scoping report. LSA will identify any new issues that are applicable for incorporation into the EIR, recommend any needed changes to the proposed Scope of Work, and ensure that all submitted concerns are adequately covered by the EIR. The scoping report and public comments will be included as an appendix of the Draft EIR. The scoping summary report will be provided to the City for review and approval.

Task 2.2: Draft EIR

Subtask 2.2.1: Preparation of the Administrative Draft EIR. LSA will prepare an Administrative Draft EIR for review by the City and Applicant in accordance with the requirements of CEQA and the *State CEQA Guidelines*. The Administrative Draft EIR will include a summary of the issues cited in the Initial Study that will have no impact or a less than significant impact. The Initial Study will be included as an Appendix to the Draft EIR. As described previously, the determination of significance will be based on existing environmental documentation and/or other information provided by the City and the project team. The Administrative Draft EIR will reflect CEQA requirements along with any requirements of regulatory and responsible agencies as determined by comments received during the scoping meeting or through the NOP process.

LSA will analyze the environmental consequences of the proposed project for issues identified as potentially significant in the IS and/or during the EIR scoping period. The Administrative Draft EIR will cover the topics of air quality, cultural resources, energy, geology and soils, greenhouse gases, tribal consultation, and transportation. Each topic covered in the Administrative EIR will include a discussion of the existing setting; thresholds of significance; project analysis; cumulative impacts; mitigation measures, if necessary; and level of significance after mitigation. The Administrative Draft EIR will compare the existing setting to the post-project environmental setting. Each section will discuss the potential short-term environmental impacts associated with project construction, the long-term effects associated with project operation, and the cumulative impacts associated with implementation of the proposed project. Mitigation measures will be identified, if necessary, to address potentially significant impacts. The Administrative Draft EIR will include a summary of the analysis supporting the determination that impacts related to these issues are potentially significant, which will be based on the technical analyses that has been completed to date (it is assumed that no additional technical analysis will be required).

LSA propose to analyze up to four feasible alternatives to the proposed project that would avoid or reduce significant impacts, one of which will be the CEQA-required No Project Alternative.

The four alternatives to be analyzed for the proposed project include the following: the No Project/No Development Alternative as required by CEQA, and three Build Alternatives. In accordance with CEQA and the *State CEQA Guidelines*, Section 15126.6(d), each alternative will be evaluated in sufficient detail to determine whether the overall environmental impacts would be less or greater than the corresponding impacts of the proposed project. Furthermore, each alternative will be evaluated to determine whether the objective of the proposed project would be substantially attained by the alternative. The alternatives would not include an off-site alternative because the proposed project is site-specific. The Alternatives section will also include a statement identifying the environmentally superior alternative.

LSA will submit the Administrative Draft EIR to the City and Applicant for review (without the Executive Summary or the MMRP). For the purposes of this Scope of Work and budget, LSA assumes two rounds of review (Administrative Draft EIR I and II) with one set of non-conflicting, consolidated comments from the City and Applicant per round.

Subtask 2.2.2: Finalization of Draft EIR. After receiving comments from the City staff and the Applicant's team on the Administrative Draft EIR, LSA will make necessary revisions to the document, including completing the Executive Summary impact table. In compliance with PRC Section 21081.6, LSA will also prepare an MMRP. The MMRP will describe the required mitigation necessary to avoid or reduce significant impacts and the responsible parties, tasks, and schedule necessary for monitoring mitigation compliance. The MMRP will be incorporated into the certification documents for the Final EIR. LSA recommends circulation of the MMRP as part of the Draft EIR.

LSA will provide one electronic preprint version of the Draft EIR and technical appendices to City staff and the Applicant's team for a limited final review prior to printing the Draft EIR. The purpose of this review will be to review the entire document with all appendices and technical reports, and to verify that the City and Applicant are satisfied with the Draft EIR. Following receipt of approval, LSA will finalize the Draft EIR and prepare for reproduction. Once finalized, LSA will provide the City with up to 2 hard copies of the Draft EIR with technical appendices to be placed on flash drive. Additionally, LSA will provide one copy of the Draft EIR and technical appendices in PDF format, and will break the document into smaller, easily downloadable portions, easily placed on the City's website.

Subtask 2.2.3: Circulation of Draft EIR. Prior to distribution of the Public Review Draft EIR, LSA will prepare a draft public Notice of Availability (NOA) of the Draft EIR for City review. LSA will also work with the City to update the distribution list for the Public Review Draft EIR, as needed.

LSA will file the NOA with the Orange County Clerk-Recorder's Office, and the City will be responsible for posting the NOA on the City's website and making arrangements to have it published in local newspapers or posted in the vicinity of the project site in compliance with relevant sections of the Government Code. LSA will provide a PDF of the NOA to the City for posting.

LSA will file the NOA with the State Clearinghouse. The submittal to the State Clearinghouse will consist of the State Clearinghouse Summary Form, the NOA, the Notice of Completion (NOC), and an electronic copy of the Public Review Draft EIR. LSA will complete the NOC and Summary Form and will submit them to the City for review and signature. LSA will reproduce and distribute the NOA to appropriate agencies.

LSA will distribute up to 2 hard copies of the Draft EIR with technical appendices to be placed on USB flash drives to City staff. LSA will provide the City with delivery confirmation for each copy of the NOA distributed. In addition, LSA will provide bound copies of the Draft EIR with technical appendices on USB flash drive for the City Planning Division's counter and the City's library.

Task 3.0: Final Environmental Impact Report and Notice of Determination

Task 3.1: Response to Comments and EIR Revision

Following the public review period, LSA will prepare responses to public comments on the Draft EIR as received. LSA will work with the City to determine responsibilities for preparing the responses. General responses will be prepared for significant repetitive comments. Specific individual responses will be prepared as needed. LSA's objectives for the responses are to (1) be aggressive in establishing the strategy and determining responsibilities in order to maintain the schedule and minimize later revisions; (2) prepare a document that is well organized and usable by all parties, including the public; and (3) adequately respond to all comments. Although the focus of the responses will be on those comments that are truly subject to CEQA review, LSA will also endeavor to answer all questions in an informative manner.

Providing a budget estimate for responding to comments on the Public Review Draft EIR is extremely difficult because it is impossible to predict the volume and nature of the comments. Significant new analysis is not included in this task. LSA has allocated 50 hours of staff time to organize, prepare, and compile the responses to comments and prepare the Final EIR (discussed below). However, this estimate may change once comments are received and reviewed by the City and LSA. This is based on the assumption that the proposed project will attract a moderate amount of interest from the community. If the level of interest is higher than anticipated, additional budget may be required to respond to the commensurate amount of comments. To account for this uncertainty, LSA has included a \$5,900 contingency budget that may be directed to this additional effort, if necessary.

One electronic copy of the response to comments document will be submitted to the City. For the purposes of this Scope of Work and budget, LSA assumes one set of non-conflicting, consolidated comments from the City.

Following review of the response to comments document by the City, LSA will prepare an Administrative Draft Final EIR consisting of: (1) the final MMRP (discussed below), (2) comment letters and responses with supporting materials in appendices, and (3) any modifications to the Draft EIR document that may be needed (to be accomplished through the preparation of an errata document). Minor revisions/corrections to the Draft EIR will be made within the responses themselves or incorporated by LSA into an errata section of the Final EIR. If the City prefers to have a Final EIR that reflects all changes in track changes (redline/strikeout), this can be provided in lieu of the errata.

LSA will submit the Administrative Draft Final EIR to the City for review. LSA will respond to one round of non-conflicting, consolidated comments from the City and the Applicant.

Task 3.2: Distribute Final Environmental Impact Report

Once LSA has addressed the comments provided by the City on the Administrative Draft Final EIR, LSA will provide one electronic preprint version of the Final EIR to City staff for a limited final review prior to printing the Final EIR. The purpose of this review will be to review the entire document and

to verify that the City is satisfied with the Final EIR. Following receipt of approval, LSA will prepare a preprint copy of the Final EIR for printing.

LSA will be responsible for the production of up to 2 hard copies of the Final EIR. The Final EIR will include the Draft EIR, Response to Comments/Errata, and the MMRP with technical appendices in an electronic format delivered on USB flash drive or other suitable media.

Subsequent to the finalization of the Final EIR, LSA will distribute responses to agency comments. Each agency will receive a cover letter, a coded copy of the agency's comment letter, and the responses to that agency's comments.

Task 3.4: Prepare CEQA Findings of Fact and Statement of Overriding Considerations

LSA will prepare the CEQA Findings of Fact and Statement of Overriding Considerations (if applicable) for consideration by the City Council. The Findings of Fact will be prepared in accordance with CEQA and the *State CEQA Guidelines*, Sections 15091 and 15121(b), and will make one of three specific findings for each significant environmental impact identified in the EIR. Each finding will be accompanied by a brief explanation of the rationale for the finding. The Findings of Fact will not include impacts found to be less than significant. For the purposes of this Scope of Work and budget, LSA will respond to one round of non-conflicting, consolidated comments from the City on the Findings of Fact and Statement of Overriding Considerations. LSA recommends that the Findings of Fact and Statement of Overriding Considerations (if applicable) be thoroughly reviewed and finalized by the City's legal counsel because of the legal nature of this document.

Subtask 3.5: Draft and File/Distribute Notice of Determination

Following the City's approval of the EIR, LSA will prepare and file an NOD with the County Clerk-Recorder. The Applicant will provide a check for all necessary filing fees (including CDFW fees) to be submitted to the County Clerk-Recorder with the NOD. Once the NOD is filed with the County Clerk-Recorder, LSA will provide the original CDFW receipt and copy of the filed NOD to the City for its records. LSA will also file the NOC and proof of payment of the CDFW fees with the State Clearinghouse within 5 days of the City's certification of the Final EIR.

Task 4.0: Project Management and Meeting Attendance

This task includes regular and effective coordination among LSA's Project Manager/Principal in Charge, City staff, and the Applicant. The project management role provides a mechanism to ensure that there is an adequate exchange of information during project start-up and preparation of the EIR. This task includes notifying City staff and the Applicant of problems as they are encountered and working expeditiously to resolve problems. Important elements of this task will be to maintain the project schedule, oversee the budget, and coordinate efforts with the project team. To facilitate dissemination of information, LSA's Project Manager will maintain ongoing verbal and email communication with City staff and the Applicant.

This scope provides for up to 4 calls of no longer than one hour between LSA's Project Manager, City staff, and the Applicant, and LSA attendance at one kick-off meeting with the City, one coordination meeting regarding the proposed project, one working session to discuss City comments on the EIR,

and one City Council hearing. In total, four meetings and four coordination calls have been budgeted in this Scope of Work.

During the environmental documentation process, LSA will monitor the number of meetings actually attended to determine compliance with this estimate. Any additional meetings beyond the four meetings and four coordination calls described above will be attended on a time-and-materials basis, with prior written approval.

PROJECT SCHEDULE

Based on LSA's experience and understanding of the proposed project, preparation of the EIR can be completed within 7–8 months, including the 45-day public review period. It should be noted that LSA has demonstrated its ability to maintain project schedules under aggressive deadlines on many projects in Southern California. LSA recommends the City staff and the LSA Project Manager review the project schedule in Table A, below, and make changes as necessary at the project kick-off meeting.

Table A: Draft Project Schedule

Tasks	Duration
Task 1.0: Project Initiation	
Project Kick-off Meeting	1 day
TOTAL	1 day
Task 2.0: Draft EIR	
Task 2.1: NOP and Early Scoping	
Preparation of NOP	1 week
City/Applicant Review	3 days
LSA Revisions	1 day
Public Circulation of NOP/Submittal to State Clearinghouse	30 days
Public Scoping Meeting	1 day
TOTAL	6 weeks
Task 2.2: Draft EIR (some tasks)	
Preparation of Administrative Draft EIR	8 weeks
City/Applicant Review of Administrative Draft EIR	2 weeks
Revisions to Administrative Draft EIR	2 week
City/Applicant Review	1 week
Prepare Preprint Draft EIR	1 week
City/Applicant Review	2 days
Finalize and Reproduce Draft EIR	3 days
Publish Draft EIR and Notice of Availability	1 day
Public Circulation of Draft EIR/Submittal to SCH with NOC	45 days
TOTAL	5 months
Task 3.0: Final EIR	
Preparation of Draft Responses to Comments, Final EIR	2 weeks ²
City/Applicant Review of Draft Responses to Comments, Final EIR	2 weeks
Revisions to Responses to Comments, Final EIR	1–2 weeks
Reproduction of Responses to Comments and Final EIR ³	1 week
TOTAL	6-7 weeks

Table A: Draft Project Schedule

Tasks	Duration
City Council Public Hearing	1 day
File Notice of Determination with County Clerk and SCH	1 day (within 5 days of project approval)
Complete EIR Schedule	7-8 months

¹ It is not possible to accurately predict when the Native American consultation process will conclude during the project's environmental review.

² Responses to commenting agencies must be provided at least 10 days prior to certifying the EIR.

EIR = Environmental Impact Report

NOP = Notice of Preparation

MMRP = Mitigation Monitoring and Reporting Program

SCH = State Clearinghouse

NOC = Notice of Completion

SOC = Statement of Overriding Considerations

LSA will aggressively endeavor to keep the project on track. LSA also commits to providing sufficient staff to be available for assignment to the EIR. The schedule reflects a best effort to complete the project in a timely manner, while at the same time providing the time and attention necessary to ensure that the highest-quality analyses and products are received.

COST ESTIMATE

LSA proposes to accomplish Tasks 1.0 through 4.0 as described in the Work Program for an estimated fee of **\$ 64,900**, as shown in Table B below. This proposal shall remain valid for 90 days from the proposal date. LSA charges fees on an hourly basis, consistent with its Master Contract for On-Call Services for the City.

Table B: Fee Estimate by Task

Task	Budget
Task 1.0: Project Initiation	\$2,000
Task 2.0: Draft EIR	
Task 2.1: Notice of Preparation and Early Scoping	\$7,000
Task 2.2: Preparation of Administrative Draft EIR	\$20,000
Task 2.3: Preparation and Circulation of Public Draft EIR	\$ 10,000
Task 3.0: Final EIR	
Task 3.1: Response to Comments	\$8,000
Task 3.2: Final EIR Document and Distribution	\$7,000
Task 3.3: Prepare CEQA Findings	\$4,500
Task 3.4: Distribute NOD	\$1,000
Task 4.0: Project Management and Meeting Attendance	\$9,000
Direct Costs	\$1,500
Contingency Fee	\$5,900
GRAND TOTAL	\$64,900

CEQA = California Environmental Quality Act

NOD = Notice of Determination

EIR = Environmental Impact Report

Direct costs (including costs for outside vendors used for photocopying) are to be reimbursed at cost, unless other arrangements are made in advance, and are not included in the hourly fee for professional services. Direct costs can be invoiced separately at your request.



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

4.

FROM: Douglas Dancs, Director of Public Works

DATE: 04/22/2024

SUBJECT: Accept the Senior Center Interior Improvements, Project 290

RECOMMENDATION

1. Accept the Senior Center Interior Improvements, Project 290, in the amount of \$1,018,193.93 and approve the final payment of \$50,909.70 to Genesis Builders, Inc.; and
2. Authorize the City Engineer to file a Notice of Completion with the County Recorder.

DISCUSSION

In June 2023, the City Council awarded a construction contract to Genesis Builders, Inc. to improve the interior of the Senior Center. The project renovated the aging facility with new paint, flooring, lighting and ceiling tiles, a reconfigured reception desk, refinished wood cabinets and doors, and other miscellaneous improvements to the kitchen, lobby, and multipurpose room. The work began in July 2023 and was completed in March 2024. The construction duration was longer than originally anticipated in order to phase out the project and keep the facility open during construction.

Public Works will release the Labor and Materials Bond and the Faithful Performance Bond upon expiration of the required lien period.

BUDGET IMPACT

The original estimated cost of design, construction, and inspection was \$1,201,290, and final project costs total \$1,131,108.38, as summarized in the attached table. Sufficient amounts are budgeted in the Recreation and Park District's General Fund to pay for the project.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

Project Cost Table

Project Photos

PROJECT COST TABLE

Senior Center Interior Improvements Project 290

<u>Item Description</u>	<u>Original Amount</u>	<u>Actual Expenditures</u>	<u>Difference</u>
<u>Design Support</u>			
Design Support	\$ 31,500.00	\$ 31,500.00	\$ -
Design Support Contingency	4,700.00	4,000.00	700.00
Sub-total Design Support	<u>\$ 36,200.00</u>	<u>\$ 35,500.00</u>	<u>\$ 700.00</u>
<u>Construction</u>			
Construction	\$ 898,000.00	\$ 898,000.00	\$ -
Construction Contingency	135,000.00	120,193.93*	14,806.07
Sub-total Construction	<u>\$ 1,033,000.00</u>	<u>\$ 1,018,193.93</u>	<u>\$ 14,806.07</u>
<u>Construction Management & Inspection</u>			
Inspection	\$ 110,090.00	\$ 77,414.45	\$ 32,675.55
Inspection Contingency	22,000.00	-	22,000.00
Sub-total Construction Inspection	<u>\$ 132,090.00</u>	<u>\$ 77,414.45</u>	<u>\$ 54,675.55</u>
Total Project	<u>\$ 1,201,290.00</u>	<u>\$ 1,131,108.38</u>	<u>\$ 70,181.62</u>

* Includes change orders for additional work due to unforeseen site conditions, necessary repairs, additional flooring prep work, and other items.







CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

5.

FROM: Douglas Dancs, Director of Public Works

DATE: 04/22/2024

SUBJECT: Accept the City Hall Public Restroom Improvements, Project 324

RECOMMENDATION

1. Accept the City Hall Public Restroom Improvements, Project 324, in the amount of \$173,001 and approve the final payment of \$8,650.05 to Corral Construction & Development Inc.; and
2. Authorize the City Engineer to file a Notice of Completion with the County Recorder.

DISCUSSION

In November 2023, the City Council awarded a construction contract to Corral Construction & Development Inc. to improve the public restrooms at City Hall. The project rehabilitated the two public restrooms by installing new counters, floors, walls, tiles, paint, energy-efficient lighting, water-saving fixtures, and required accessibility upgrades. The work began in January and was completed in March.

Public Works will release the Labor and Materials Bond and the Faithful Performance Bond upon expiration of the required lien period.

BUDGET IMPACT

The original estimated cost of design, construction, and inspection was \$258,227, and final project costs total \$209,438.50, as summarized in the attached table. Sufficient amounts are budgeted in the City Capital Project Fund to pay for the project.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

Project Cost Table

Project Photos

PROJECT COST TABLE

City Hall Public Restroom Improvements Project 324

<u>Item Description</u>	<u>Original Amount</u>	<u>Actual Expenditures</u>	<u>Difference</u>
<u>Design Support</u>			
Design Support	\$ 19,800.00	\$ 19,800.00	\$ -
Design Support Contingency	3,000.00	1,407.00	1,593.00
Sub-total Design Support	\$ 22,800.00	\$ 21,207.00	\$ 1,593.00
<u>Construction</u>			
Construction	\$ 173,001.00	\$ 173,001.00	\$ -
Construction Contingency	26,000.00	-	26,000.00
Sub-total Construction	\$ 199,001.00	\$ 173,001.00	\$ 26,000.00
<u>Construction Management & Inspection</u>			
Inspection	\$ 31,626.00	\$ 15,230.50	\$ 16,395.50
Inspection Contingency	4,800.00	-	4,800.00
Sub-total Construction Inspection	\$ 36,426.00	\$ 15,230.50	\$ 21,195.50
Total Project	<u>\$ 258,227.00</u>	<u>\$ 209,438.50</u>	<u>\$ 48,788.50</u>





CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

6.

FROM: Douglas Dancs, Director of Public Works

DATE: 04/22/2024

SUBJECT: Award Contract for Traffic Camera Upgrades, Project 373

RECOMMENDATION

Award a contract for traffic camera upgrades to Yunex Traffic for \$69,750, and authorize a contingency of \$10,400.

DISCUSSION

The City has 48 traffic monitoring cameras throughout Cypress that allow Public Works to monitor real-time traffic conditions, traffic signal operations, signal timing, and construction projects. Most of the cameras are over 10 years old and beyond their useful life. The cameras do not record video, nor do they have license plate reading or vehicle identification capabilities.

FY 2023-24 is the last year of a five-year Capital Improvement Program to replace all the City's traffic monitoring cameras, install cameras at new intersections, and upgrade equipment and infrastructure throughout the City. The current year project will replace 11 cameras at various locations.

The City solicited three bids from qualified contractors specializing in installing traffic monitoring cameras. Yunex Traffic is the low bidder and has completed several projects of similar size and scope for Cypress and other agencies in Orange County. A summary of project award information is attached.

BUDGET IMPACT

The estimated project cost is \$79,970 and sufficient amounts are budgeted in the Measure M2 Fund for the recommended traffic camera improvements.

LEGAL REVIEW

None required.

APPROVED BY:

Peter Grant, City Manager

Attachments

Award Information and Bid Proposals

Project Award Information Checklist

Description of Project:

Install 11 traffic network cameras and remove 8 existing old cameras at various locations.

Contract Working Days: 15 working days

Bid Opening Date: March 15, 2024

Bidders	Bids
1. Yunex Traffic, Anaheim, CA	\$69,570
2. Iteris Inc., Santa Ana, CA	\$83,501
3. Macadee Electrical Construction, Chino, CA	\$85,600

Apparent Low Bidder: Yunex Traffic, Anaheim, CA – \$69,570

Qualified to Perform Work: Yes. Staff confirmed bid was responsive.

Contractor's License:

Valid at Time of Award: Yes

Valid at Time of Bid: Yes

Registration with DIR:

Contractor: Yes

Sub-Contractor: N/A

Experience:

The apparent low bidder has performed this type of work for multiple government agencies in Southern California.

PROPOSAL BID SHEET
PROJECT 373
UPGRADE TRAFFIC CAMERA

Bid Due Date: March 15, 2024

Company Name: Yunex LLC

Address: 1026 E. Lacy Ave Anaheim, CA 92805

Telephone: (951) 367-7023

Email: Joshua.ferras@yunextraffic.com

Contractor's License No. and Class: 1080007 Class A/C10

Contractor's DIR Public Works Registration No: 1000815000

BASE BID:

No.	Quantity	Unit	Items of Work (Please Print Unit Prices Written in Words)	Unit Price	Total
1.	11	EA	Furnish and install Axis Q6075-E PTZ Network Camera	\$5,990.00	\$65,890.00
			Axis T91G61 Wall Mount, Axis T91B57 Pole Mount & Cat 5 Cable included		
			PER EA		
2.	8	EA	Remove existing Pelco Camera and its cable from the camera to the traffic signal cabinet.	\$460.00	\$3,680.00

TOTAL AMOUNT OF BASE BID: \$\$69,570.00

TOTAL AMOUNT OF BID IN WORDS: Sixty-Nine thousand, five hundred and seventy

Dollars

(Please Print Total Amount of Bid in WORDS)

The Total Amount of Base Bid shall include all work and cost for work as specified on the project plans and delineated in the project specifications and all other incidental and appurtenant work that is necessary to complete the specific items of work including Bidder's overhead and mark-up, purchase of materials, taxes, transportation, permit fees, and all other costs made necessary by the Contract Documents to provide the City of Cypress with a complete operational facility meeting the approval of the City of Cypress and other agencies having jurisdiction over the project.

DESCRIPTION OF WORK: The scope of work for this project includes, but is not limited to, the following tasks: procuring materials, traffic control, removal and disposal existing Pelco Cameras at traffic signals, installation of new Axis Q6075-E PTZ Network Camera at traffic signals, installation of cat 5 cable, and testing of all Cameras furnished and installed. The contractor is to warranty the materials installed for a period of ninety (90) days. This warranty is in addition to any material manufacturer provided warranties.

OBTAINING CONTRACT DOCUMENTS: Email requests to edong@cypressca.org

Proposed by:

Yunex Traffic

Joshua Ferras

Joshua Ferras

Regional Manager

Joshua.ferras@yunextraffic.com

PROPOSAL BID SHEET
PROJECT 373
UPGRADE TRAFFIC CAMERA

Bid Due Date: March 15, 2024

Company Name: Iteris, Inc.

Address: 1700 Carnegie Ave. Suite 100, Santa Ana, CA. 92705

Telephone: 657-652-8288

Email: bakerley@iteris.com

Contractor's License No. and Class: 1096882, C-10 Electrical

Contractor's DIR Public Works Registration No: 1000014053

BASE BID:

No.	Quantity	Unit	Items of Work (Please Print Unit Prices Written in Words)	Unit Price	Total
1.	11	EA	Furnish and install Axis Q6075-E PTZ Network Camera	\$ 6,887.00	\$ 75,757.00
			Axis T91G61 Wall Mount, Axis T91B57 Pole Mount & Cat 5 Cable included		
			PER EA		
2.	8	EA	Remove existing Pelco Camera and its cable from the camera to the traffic signal cabinet.	\$ 968.00	\$ 7,744.00

TOTAL AMOUNT OF BASE BID: \$ 83,501.00

TOTAL AMOUNT OF BID IN WORDS: Eighty Three Thousand, Five Hundred and One

Dollars

(Please Print Total Amount of Bid in WORDS)

The Total Amount of Base Bid shall include all work and cost for work as specified on the project plans and delineated in the project specifications and all other incidental and appurtenant work that is necessary to complete the specific items of work including Bidder's overhead and mark-up, purchase of materials, taxes, transportation, permit fees, and all other costs made necessary by the Contract Documents to provide the City of Cypress with a complete operational facility meeting the approval of the City of Cypress and other agencies having jurisdiction over the project.

DESCRIPTION OF WORK: The scope of work for this project includes, but is not limited to, the following tasks: procuring materials, traffic control, removal and disposal existing Pelco Cameras at traffic signals, installation of new Axis Q6075-E PTZ Network Camera at traffic signals, installation of cat 5 cable, and testing of all Cameras furnished and installed. The contractor is to warranty the materials installed for a period of ninety (90) days. This warranty is in addition to any material manufacturer provided warranties.

OBTAINING CONTRACT DOCUMENTS: Email requests to edong@cypressca.org

PROPOSAL BID SHEET
PROJECT 373
UPGRADE TRAFFIC CAMERA

Bid Due Date: Friday, March 15, 2024

Company Name: Macadee Electrical Construction _____

Address: 4821 Lanier Road, Chino, CA 91710 _____

Telephone: (909)627-1336 _____

Email: miguel@macadee.com _____

Contractor's License No. and Class: 583125 -C10 _____

Contractor's DIR Public Works Registration No: PW-LR-1000395429 _____

BASE BID:

No.	Quantity	Unit	Items of Work (Please Print Unit Prices Written in Words)	Unit Price	Total
1.	11	EA	Furnish and install Axis Q6075-E PTZ Network Camera	\$7,200.00	\$79,200.00
			Axis T91G61 Wall Mount, Axis T91B57 Pole Mount & Cat 5 Cable included		
			PER EA		
2.	8	EA	Remove existing Pelco Camera and its cable from the camera to the traffic signal cabinet.	\$800.00	\$6,400.00

TOTAL AMOUNT OF BASE BID: \$85,600.00 _____

TOTAL AMOUNT OF BID IN WORDS: Eighty-Five Thousand Six Hundred Dollars and Zero Cents.

(Please Print Total Amount of Bid in WORDS)

The Total Amount of Base Bid shall include all work and cost for work as specified on the project plans and delineated in the project specifications and all other incidental and appurtenant work that is necessary to complete the specific items of work including Bidder's overhead and mark-up, purchase of materials, taxes, transportation, permit fees, and all other costs made necessary by the Contract Documents to provide the City of Cypress with a complete operational facility meeting the approval of the City of Cypress and other agencies having jurisdiction over the project.

DESCRIPTION OF WORK: The scope of work for this project includes, but is not limited to, the following tasks: procuring materials, traffic control, removal and disposal existing Pelco Cameras at traffic signals, installation of new Axis Q6075-E PTZ Network Camera at traffic signals, installation of cat 5 cable, and testing of all Cameras furnished and installed. The contractor is to warranty the materials installed for a period of ninety (90) days. This warranty is in addition to any material manufacturer provided warranties.

OBTAINING CONTRACT DOCUMENTS: Email requests to edong@cypressca.org

Miguel Zim

3/14/2024



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

7.

FROM: Douglas Dancs, Director of Public Works

DATE: 04/22/2024

SUBJECT: Receive the Annual Solid Waste Franchise Consumer Price Index Rate Adjustment

RECOMMENDATION

Receive the annual solid waste franchise Consumer Price Index rate adjustment.

DISCUSSION

The solid waste franchise provides Valley Vista Services (VVS) an annual rate adjustment each July 1. The adjustment includes a weighted average of component indexes based on the published Consumer Price Index (CPI), the County gate fee for disposal, and the recycling and transfer facility gate fee for green waste recycling. The franchise includes CPI caps: 3.5 percent plus 85 percent of the CPI increase above the cap on regular disposal; and five percent plus 85 percent of the CPI increase above the cap on green waste recycling. The resulting rate adjustment effective in July 2024 is 4.98 percent for residential accounts, 4.23 percent for commercial accounts, and ranges between 3.36 percent to 7.75 percent for all other services.

Beginning in July, residential rates will be \$24.48 per month (a \$1.16 increase). Commercial rates vary based on container size and frequency of service. For the average commercial customer with a three-cubic yard dumpster serviced once per week, the rate will be \$168.90 per month (a \$6.86 increase).

The franchise requires VVS to prepare and distribute a notice to customers within 60 days of the effective date of a rate change.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY:

Peter Grant, City Manager

Attachments

VVS Rate Adjustment Letter

Residential Rate Adjustment Table

July 2023 County of Orange Trash Rate Survey



Valley Vista Services

Waste Disposal and Recycling Division

17445 East Railroad Street • City of Industry, California 91748 • (626) 961-6291 • Fax (626) 961-1105

Recovering the Earth's Resources

March 12, 2024

Mr. Douglas A. Dancs, P.E.
Director of Public Works
City of Cypress
5275 Orange Avenue
Cypress, CA 90630

Re: Annual Rate Adjustment under the terms of "An Exclusive Franchise Agreement for the Provision of Solid Waste & Recycling Services" dated September 22, 2014 – **Amended November 22, 2021.**

Dear Mr. Dancs,

In reference to the above, the agreement allows for the annual application for rate adjustment effective July 1, 2016 and each year thereafter.

This letter shall serve as Valley Vista Services, Inc.'s (VVS) formal application for rate adjustment as per the terms of the agreement with implementation of the new rates effective July 1, 2024.

The Agreement provides for rate adjustments based upon provisions detailed in Article 49, Section 9.02, and Subsections 9.02.1, 9.02.2, 9.02.3, 9.02.4, 9.02.5 and Section 9.03.

The Automatic Adjustment is based upon the change in the Consumer Price Index (CPI) for the period ending February 2024 including changes in Orange County landfill gate rates. Included in this letter are work papers requesting rate increases based on the February 2024 CPI index. This is based on computations without any extraordinary increase factors.

We look forward to discussing the proposed rate adjustments with you at your earliest opportunity.

Sincerely,



David M. Perez
President

CART SERVICE		A	B	C	
Row	Rate Component	Old Index	New Index	Percent Change in Index ((Column B/ Column A)-1)	
1	Collection ⁽¹⁾	317.571	328.232	3.36%	
2	Disposal ⁽²⁾	38.34	41.31	7.75%	
3	Green Waste ⁽¹⁾	317.571	328.232	3.36%	
STEP TWO: Determine Weighted Change		D	E	F	
Row	Rate Component	Maximum Allowed Percentage Change	Component Weighting	Total Weighted Change (Column D x E)	
4	Collection Service ⁽⁴⁾	3.36%	46.00%	1.54%	
5	Disposal	7.75%	37.00%	2.87%	
6	Green Waste ⁽⁵⁾	3.36%	17.00%	0.57%	
6.5	Discretionary Rate Adjustment			0.00%	
7	Total Residential Cart Percentage Rate Adjustment			4.98%	
STEP THREE: Apply Percentage Change to Rates		G	H	I	J
Row	Rate Category	Current Rate	Total Weighted Percentage Change (from Row 7, Column F)	Rate Increase or Decrease (Column G x Column H)	Adjusted Rate (Column G + Column I)
8	RESIDENTIAL CART SERVICE – One 96-gallons capacity each: refuse, recycling, and green waste carts – weekly collection; billing provided by City billing Agent.	\$23.32	4.98%	1.16	24.48
9	Additional Refuse Cart(s) – Each.	\$6.88	4.98%	0.34	7.22
10	Additional Green Waste Cart(s) – Each after first 2.	\$34.43	4.98%	1.72	36.15
11	First Additional Green Waste Cart and All Additional Recycling Carts will be free of charge.	n/c	n/a	n/a	n/c
12	Cart Delivery (addition, removal or exchange) beyond two (2) per type per customer.	\$34.43	4.98%	1.72	36.15
13	Cart Replacement Due to Customer Damage.	\$68.84	4.98%	3.43	72.27
14	On-Call Bulky Waste / E-Waste (Up to two (2) items per year.)	n/c	n/a	n/a	n/c
15	On-Call Bulky Waste / E-Waste (beyond two (2) per year.)	\$68.84	4.98%	3.43	72.27
16	Annual Holiday Tree Collection	n/c	n/a	n/a	n/c
17	Cart Roll-Out Service – Incremental Charge (in addition to base charge in line 8).	\$34.43	4.98%	1.72	36.15

BIN/COMPACTOR SERVICE		A	B	C	
Row	Rate Component	Old Index	New Index	Percent Change in Index ((Column B/ Column A)-1)	
1	Collection ⁽¹⁾	317.571	328.232	3.36%	
2	Disposal ⁽²⁾	38.34	41.31	7.75%	
STEP TWO: Determine Weighted Change		D	E	F	
Row	Rate Component	Maximum Allowed Percentage Change	Component Weighting	Total Weighted Change (Column D x E)	
3	Collection ⁽⁴⁾	3.36%	80.00%	2.69%	
4	Disposal	7.75%	20.00%	1.55%	
4.5	Discretionary Rate Adjustment			0.00%	
5	Total Commercial Service Percentage Rate Adjustment			4.23%	
STEP THREE: Apply Percentage Change to Rates		G	H	I	J
Row	Rate Category	Current Rate	Total Weighted Percentage Change (from Row 5 or 1, Column F)	Rate Increase or Decrease (Column G x Column H)	Adjusted Rate (Column G + Column I)
6	Refuse 2 Cu Yards 1 x Wk	150.17	4.23%	6.36	156.53
7	Refuse 2 Cu Yards 2 X Wk	259.05	4.23%	10.97	270.02
8	Refuse 2 Cu Yards 3 X Wk	345.92	4.23%	14.65	360.57
9	Refuse 2 Cu Yards 4 X Wk	432.80	4.23%	18.33	451.13
10	Refuse 2 Cu Yards 5 X Wk	516.88	4.23%	21.89	538.77
11	Refuse 2 Cu Yards 6 X Wk	602.00	4.23%	25.49	627.49
12	Refuse 3 Cu Yards 1 x Wk	162.04	4.23%	6.86	168.90
13	Refuse 3 Cu Yards 2 X Wk	268.11	4.23%	11.35	279.46
14	Refuse 3 Cu Yards 3 X Wk	366.81	4.23%	15.53	382.34
15	Refuse 3 Cu Yards 4 X Wk	461.09	4.23%	19.53	480.62
16	Refuse 3 Cu Yards 5 X Wk	552.43	4.23%	23.40	575.83
17	Refuse 3 Cu Yards 6 X Wk	648.18	4.23%	27.45	675.63
18	Refuse 4 Cu Yards 1 x Wk	222.04	4.23%	9.40	231.44
19	Refuse 4 Cu Yards 2 X Wk	362.41	4.23%	15.35	377.76
20	Refuse 4 Cu Yards 3 X Wk	440.28	4.23%	18.65	458.93
21	Refuse 4 Cu Yards 4 X Wk	516.67	4.23%	21.88	538.55
22	Refuse 4 Cu Yards 5 X Wk	594.51	4.23%	25.18	619.69
23	Refuse 4 Cu Yards 6 X Wk	694.85	4.23%	29.43	724.28
24	Extra Dump Refuse	58.93	4.23%	2.50	61.43
25	Locking Bin Fee 1x	22.25	4.23%	0.94	23.19
26	Locking Bin Fee 2x	29.66	4.23%	1.26	30.92
27	Locking Bin Fee 3x	37.07	4.23%	1.57	38.64
28	Locking Bin Fee 4x	44.48	4.23%	1.88	46.36
29	Locking Bin Fee 5x	51.90	4.23%	2.20	54.10
30	Locking Bin Fee 6x	59.32	4.23%	2.51	61.83
31	96 Gallon Cart	29.46	4.23%	1.25	30.71
32	96 Gallon Cart Extra Dump	14.73	4.23%	0.62	15.35
33	Compactor 2 Cu Yards 1 x WK	294.63	4.23%	12.48	307.11
34	Compactor 2 Cu Yards 2 X Wk	515.60	4.23%	21.84	537.44
35	Compactor 2 Cu Yards 3 X WK	692.37	4.23%	29.32	721.69
36	Compactor 2 Cu Yards 4 X Wk	883.88	4.23%	37.43	921.31
37	Compactor 2 Cu Yards 5 X Wk	1,031.20	4.23%	43.67	1,074.87
38	Compactor 2 Cu Yards 6 X Wk	1,178.51	4.23%	49.91	1,228.42
39	Compactor 3 Cu Yards 1 x Wk	324.09	4.23%	13.72	337.81
40	Compactor 3 Cu Yards 2 X Wk	530.33	4.23%	22.46	552.79
41	Compactor 3 Cu Yards 3 X Wk	736.57	4.23%	31.19	767.76
42	Compactor 3 Cu Yards 4 X Wk	920.71	4.23%	38.99	959.70
43	Compactor 3 Cu Yards 5 X Wk	1,104.85	4.23%	46.79	1,151.64
44	Compactor 3 Cu Yards 6 X Wk	1,296.36	4.23%	54.90	1,351.26
45	Compactor 4 Cu Yards 1 x Wk	353.56	4.23%	14.97	368.53
46	Compactor 4 Cu Yards 2 X Wk	545.06	4.23%	23.08	568.14
47	Compactor 4 Cu Yards 3 X Wk	780.76	4.23%	33.06	813.82
48	Compactor 4 Cu Yards 4 X Wk	957.54	4.23%	40.55	998.09
49	Compactor 4 Cu Yards 5 X Wk	1,178.51	4.23%	49.91	1,228.42
50	Compactor 4 Cu Yards 6 X Wk	1,414.21	4.23%	59.89	1,474.10

BIN SERVICE - RECYCLING		A	B	C	
Row	Rate Component	Old Index	New Index	Percent Change in Index ((Column B/ Column A)-1)	
1	Collection ⁽¹⁾	317.571	328.232	3.36%	
2					
STEP TWO: Determine Weighted Change		D	E	F	
Row	Rate Component	Maximum Allowed Percentage Change	Component Weighting	Total Weighted Change (Column D x E)	
3	Collection ⁽⁴⁾	3.36%	100.00%	3.36%	
4					
4.5	Discretionary Rate Stabilization			0.00%	
5	Total Commercial Service Percentage Rate Adjustment			3.36%	
STEP THREE: Apply Percentage Change to Rates		G	H	I	J
Row	Rate Category	Current Rate	Total Weighted Percentage Change (from Row 5, Column F)	Rate Increase or Decrease (Column G x Column H)	Adjusted Rate (Column G + Column I)
6	Recycling 3 Cu Yards 1 x Wk	121.53	N/A	75% of Bin Rate	126.68
7	Recycling 3 Cu Yards 2 X Wk	201.08	N/A	75% of Bin Rate	209.60
8	Recycling 3 Cu Yards 3 X Wk	275.11	N/A	75% of Bin Rate	286.76
9	Recycling 3 Cu Yards 4 X Wk	345.82	N/A	75% of Bin Rate	360.47
10	Recycling 3 Cu Yards 5 X Wk	414.32	N/A	75% of Bin Rate	431.87
11	Recycling 3 Cu Yards 6 X Wk	486.14	N/A	75% of Bin Rate	506.72
12	96 Gallon Cart Recycling	22.10	N/A	75% of Bin Rate	23.03
13	Extra Dump Recycling - Bin	45.05	3.36%	1.51	46.56
14	Extra Dump Recycling - 96 Gal Cart	15.02	3.36%	0.50	15.52

BIN GREEN WASTE SERVICES		A	B	C	
Row	Rate Component	Old Index	New Index	Percent Change in Index ((Column B/Column A)-1)	
1	Collection ⁽¹⁾	317.571	328.232	3.36%	
2	Disposal ⁽¹⁾	317.571	328.232	3.36%	
STEP TWO: Determine Weighted Change		D	E	F	
Row	Rate Component	Maximum Allowed Percentage Change	Component Weighting	Total Weighted Change (Column D x E)	
3	Collection ⁽⁴⁾	3.36%	80.00%	2.69%	
4	Disposal ⁽⁵⁾	3.36%	20.00%	0.67%	
4.5	Discretionary Rate Adjustment			0.00%	
5	Total Commercial Service Percentage Rate Adjustment			3.36%	
STEP THREE: Apply Percentage Change to Rates		G	H	I	J
Row	Rate Category	Current Rate	Total Weighted Percentage Change (from Row 5 or 1, Column F)	Rate Increase or Decrease (Column G x Column H)	Adjusted Rate (Column G + Column I)
6	Green Waste 2 Cu Yards 1 x WK	101.60	3.36%	3.41	105.01
7	Green Waste 2 Cu Yards 2 X Wk	130.51	3.36%	4.38	130.51
8	Green Waste 2 Cu Yards 3 X WK	211.64	3.36%	7.10	218.74
9	Green Waste 2 Cu Yards 4 X Wk	304.79	3.36%	10.23	315.02
10	Green Waste 2 Cu Yards 5 X Wk	355.58	3.36%	11.94	367.52
11	Green Waste 2 Cu Yards 6 X Wk	406.38	3.36%	13.64	420.02
12	Green Waste 3 Cu Yards 1 x Wk	111.75	3.36%	3.75	115.50
13	Green Waste 3 Cu Yards 2 X Wk	169.32	3.36%	5.68	175.00
14	Green Waste 3 Cu Yards 3 X Wk	253.98	3.36%	8.53	262.51
15	Green Waste 3 Cu Yards 4 X Wk	338.64	3.36%	11.37	350.01
16	Green Waste 3 Cu Yards 5 X Wk	380.98	3.36%	12.79	393.77
17	Green Waste 3 Cu Yards 6 X Wk	440.24	3.36%	14.78	455.02
18	Green Waste 4 Cu Yards 1 x Wk	152.38	3.36%	5.12	157.50
19	Green Waste 4 Cu Yards 2 X Wk	253.98	3.36%	8.53	262.51
20	Green Waste 4 Cu Yards 3 X Wk	304.79	3.36%	10.23	315.02
21	Green Waste 4 Cu Yards 4 X Wk	372.50	3.36%	12.50	385.00
22	Green Waste 4 Cu Yards 5 X Wk	423.31	3.36%	14.21	437.52
23	Green Waste 4 Cu Yards 6 X Wk	465.63	3.36%	15.63	481.26
24	Locking Bin Fee 1x	22.97	3.36%	0.77	23.74
25	Locking Bin Fee 2x	30.62	3.36%	1.03	31.65
26	Locking Bin Fee 3x	38.28	3.36%	1.29	39.57
27	Locking Bin Fee 4x	45.94	3.36%	1.54	47.48
28	Locking Bin Fee 5x	53.61	3.36%	1.80	55.41
29	Locking Bin Fee 6x	61.26	3.36%	2.06	63.32
30	96 Gallon Cart	89.28	3.36%	3.00	92.28

BIN ORGANICS SERVICES		A	B	C	
Row	Rate Component	Old Index	New Index	Percent Change in Index ((Column B/ Column A)-1)	
1	Collection ⁽¹⁾	317.571	328.232	3.36%	
2	Disposal ⁽¹⁾	317.571	328.232	3.36%	
STEP TWO: Determine Weighted Change		D	E	F	
Row	Rate Component	Maximum Allowed Percentage Change	Component Weighting	Total Weighted Change (Column D x E)	
3	Collection ⁽⁴⁾	3.36%	80.00%	2.69%	
4	Disposal ⁽⁵⁾	3.36%	20.00%	0.67%	
4.5	Discretionary Rate Adjustment			0.00%	
5	Total Commercial Organics Service Percentage Rate Adjustment			3.36%	
STEP THREE: Apply Percentage Change to Rates		G	H	I	J
Row	Rate Category	Current Rate	Total Weighted Percentage Change (from Row 5, Column F)	Rate Increase or Decrease (Column G x Column H)	Adjusted Rate (Column G + Column I)
6	Organics 2 Cu Yards 1 x WK	206.37	3.36%	6.93	213.30
7	Organics 2 Cu Yards 2 X Wk	355.96	3.36%	11.95	367.91
8	Organics 2 Cu Yards 3 X WK	475.35	3.36%	15.96	491.31
9	Organics 2 Cu Yards 4 X Wk	594.70	3.36%	19.96	614.66
10	Organics 2 Cu Yards 5 X Wk	710.23	3.36%	23.84	734.07
11	Organics 2 Cu Yards 6 X Wk	827.21	3.36%	27.77	854.98
12	Organics 3 Cu Yards 1 x Wk	222.67	3.36%	7.48	230.15
13	Organics 3 Cu Yards 2 X Wk	368.40	3.36%	12.37	380.77
14	Organics 3 Cu Yards 3 X Wk	504.03	3.36%	16.92	520.95
15	Organics 3 Cu Yards 4 X Wk	631.55	3.36%	21.20	652.75
16	Organics 3 Cu Yards 5 X Wk	759.09	3.36%	25.48	784.57
17	Organics 3 Cu Yards 6 X Wk	890.66	3.36%	29.90	920.56
18	Organics 4 Cu Yards 1 x Wk	305.11	3.36%	10.24	315.35
19	Organics 4 Cu Yards 2 X Wk	497.98	3.36%	16.72	514.70
20	Organics 4 Cu Yards 3 X Wk	604.99	3.36%	20.31	625.30
21	Organics 4 Cu Yards 4 X Wk	709.95	3.36%	23.83	733.78
22	Organics 4 Cu Yards 5 X Wk	816.93	3.36%	27.42	844.35
23	Organics 4 Cu Yards 6 X Wk	954.79	3.36%	32.05	986.84
24	96 Gallon Cart	107.12	3.36%	3.60	110.72
24	70 Gallon Cart	101.92	3.36%	3.42	105.34

ROLL-OFF SERVICES		A	B	C	
Row	Rate Component	Old Index	New Index	Percent Change in Index ((Column B/ Column A)-1)	
1	Collection ⁽¹⁾	317.571	328.232	3.36%	
2	Disposal ⁽²⁾	38.34	41.310	7.75%	
STEP TWO: Determine Weighted Change		D	E	F	
Row	Rate Component	Maximum Allowed Percentage Change	Component Weighting	Total Weighted Change (Column D x E)	
3	Total Roll-Off Collection & Other Services Percentage Rate Adjustment ⁽³⁾	3.36%	100.00%	3.36%	
4	Roll-Off Disposal ⁽³⁾	7.75%	100.00%	7.75%	
4.5	Discretionary Rate Adjustment			0.00%	
STEP THREE: Apply Percentage Change to Rates		G	H	I	J
Row	Rate Category	Current Rate	Total Weighted Percentage Change (from Row 3 & 4, Column F)	Rate Increase or Decrease (Column G x Column H)	Adjusted Rate (Column G + Column I)
5	MRF C&D Service Component ⁽⁴⁾	28.96	3.36%	0.97	29.93
6	Disposal Component	38.51	7.75%	2.98	41.49
7	Per Ton C&D MRF Processing Fee for C&D (Row 5 + Row 6) ⁽⁵⁾	67.46	5.86%		71.42
Row	Rate Category	Current Rate	Total Weighted Percentage Change (from Row 3 or 4, Column F)	Rate Increase or Decrease (Column G x Column H)	Adjusted Rate (Column G + Column I)
8	Roll-Off Or Compactor Service Up to 6 Tons	620.34	3.36%	20.83	641.17
9	Roll-Off C&D Service Up to 6 Tons	801.65	3.36%	26.91	828.56
10	Roll-Off Daily Rental (after 7 days with no dump)	13.71	3.36%	0.46	14.17
11	Roll-Off Dead Run	41.13	3.36%	1.38	42.51
12	Overloaded Container	49.76	7.75%	3.85	53.61
13	3-Yard Clean up Bin: Includes one dump	164.51	3.36%	5.52	170.03
14	3-Yard Clean-up Bin (each dump)	68.55	3.36%	2.30	70.85
15	3-Yard Clean-up Bin Dead run	13.71	3.36%	0.46	14.17
16	3-Yard Clean-up Bin Rental (after 7 days with no dump)	6.86	3.36%	0.23	7.09

OTHER SERVICES		A	B	C	
Row	Rate Component	Old Index	New Index	Percent Change in Index ((Column B/ Column A)-1)	
1	Collection ⁽¹⁾	317.571	328.232	3.36%	
2					
STEP TWO: Determine Weighted Change		D	E	F	
Row	Rate Component	Maximum Allowed Percentage Change	Component Weighting	Total Weighted Change (Column D x E)	
3	Collection ⁽³⁾	3.36%	100.00%	3.36%	
4					
4.5	Discretionary Rate Stabilization			0.00%	
5	Total Commercial Service Percentage Rate Adjustment			3.36%	
STEP THREE: Apply Percentage Change to Rates		G	H	I	J
Row	Rate Category	Current Rate	Total Weighted Percentage Change (from Row 5, Column F)	Rate Increase or Decrease (Column G x Column H)	Adjusted Rate (Column G + Column I)
6	On-Call Bulky Waste – Commercial Premises	\$75.08	3.36%	2.52	77.60
7	On-Call Bulky Waste / E-Waste – Multi-Family Premises (Up to two (2) items per year.)				
8	On-Call Bulky Waste / E-Waste – Multi-Family Premises (Beyond two (2) items per year.)	\$75.08	3.36%	2.52	77.60
9	On-Call E-Waste & U-Waste Collection & Recycling – Commercial & Multi-Family Premises	\$75.08	3.36%	2.52	77.60
10	Household Hazardous Waste Collection – Multi-Family Premises	\$75.08	3.36%	2.52	77.60
11	Emergency Service	\$75.16	3.36%	2.52	77.68
12	Maximum Late Fee	7.19%	3.36%	0.24%	7.43%
13	Bin Washing Service beyond Once a Year				

Base Period: 1982-84=100

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2014	-	241,059	242,491	242,437	243,362	243,528	243,727	243,556	243,623	243,341	241,753	240,475	242,434	242,122	242,746
2015	239,724	241,297	243,738	243,569	246,093	245,459	247,066	246,328	245,431	245,812	245,711	245,357	244,632	243,313	245,951
2016	-	247,113	247,873	248,368	249,554	249,789	249,784	249,700	250,145	251,098	250,185	249,246	248,309	248,309	250,184
2017	252,373	253,815	254,525	254,971	255,674	255,275	256,023	256,739	257,890	258,883	259,135	259,220	256,210	254,439	257,982
2018	261,235	263,012	264,158	265,095	266,148	265,522	266,007	266,665	268,032	269,482	268,560	267,631	265,962	264,195	267,730
2019	269,648	269,608	271,311	273,945	274,479	274,380	274,682	274,579	276,054	278,075	277,239	275,553	274,114	272,199	276,030
2020	277,755	278,657	276,589	275,853	276,842	278,121	279,899	280,116	279,366	279,947	280,102	279,560	278,567	277,303	279,832
2021	280,178	281,347	282,648	285,808	287,620	289,218	290,890	291,333	292,209	294,961	296,790	297,925	289,244	284,470	294,018
2022	301,209	302,164	306,679	308,302	310,649	314,072	313,415	313,608	315,033	317,014	314,633	312,601	310,782	307,179	314,384
2023	318,591	317,571	317,873	320,089	320,514	322,055	321,931	324,050	324,984	327,445	323,341	323,456	319,449	319,449	323,718

[illegible]

MAXIMUM RESIDENTIAL			MAXIMUM RATES
A.	RESIDENTIAL CART SERVICE – One 96-gallons capacity each: refuse, recycling, and green waste carts – weekly collection; billing provided by City billing Agent.		24.48 Per Month
B.	Additional Refuse Cart(s) – Each.		7.22 Per Month
C.	Additional Green Waste Cart(s) – Each after first 2.		36.15 Per Month
D.	First Additional Green Waste Cart and All Additional Recycling Carts will be free of charge.		No Charge
E.	Cart Delivery (addition, removal or exchange) beyond two (2) per type per customer.		36.15 Per Trip
F.	Cart Replacement Due to Customer Damage.		72.27 Per Event
G.	On-Call Bulky Waste / E-Waste (Up to two (2) items per year.)		No Charge
H.	On-Call Bulky Waste / E-Waste (beyond two (2) per year.)		72.27 Per Item
I.	Annual Holiday Tree Collection		No Charge
J.	Cart Roll-Out Service – Incremental Charge (in addition to base charge in line A).		36.15 Per Month

ITEM	MAXIMUM COMMERCIAL ROLL-OFF BOX & COMPACTOR SERVICE	MAXIMUM RATES
A.	Roll-Off Box or Compactor: Service up to 6 Tons	641.17 Per Pull
B.	Roll-Off C&D Service Up to 6 Tons	828.56 Per Pull
C.	C&D MRF Fee	71.42 Per Ton
D.	Daily Rental (After 7 days with no dump)	14.17 Per Day
E.	Dead Run	No Charge
F.	Overload Container	53.61 Per Ton

0

MAXIMUM TEMPORARY BIN SERVICE			MAXIMUM RATES
A.	3-Yard Bin: Delivery and Removal (1 st Dump included)		170.03
B.	3-Yard Bin: Additional Dump		70.85 Each Dump
C.	Dead Run		14.17
D.	Daily Rental (After 7 days with no dump)		7.09 Per Day

ITEM	OTHER SERVICES	MAXIMUM RATES
A.	On-Call Bulky Waste – Commercial Premises	77.60 Per Item
B.	On-Call Bulky Waste / E-Waste – Multi-Family Premises (Up to two (2) items per year.)	No Charge
C.	On-Call Bulky Waste / E-Waste – Multi-Family Premises (Beyond two (2) items per year.)	77.60 Per Item
D.	On-Call E-Waste & U-Waste Collection & Recycling – Commercial & Multi-Family Premises	77.60 Per Item
E.	Household Hazardous Waste Collection – Multi-Family Premises	77.60 Per Item
F.	Emergency Service	77.68 Per Hour
G.	Maximum Late Fee	7.43% Per Annum
H.	Bin Washing Service beyond Once a Year	No Charge

MAXIMUM MONTHLY COMMERCIAL & MULTI-FAMILY SOLID WASTE SERVICE RATES							
Container Size	Pickups per Week						
	1 X	2 X	3 X	4 X	5 X	6 X	Extra Dump
2 Cubic Yards	156.53	270.02	360.57	451.13	538.77	627.49	61.43
3 Cubic Yards	168.90	279.46	382.34	480.62	575.83	675.63	61.43
4 Cubic Yards	231.44	377.76	458.93	538.55	619.69	724.28	61.43
Locking Bin Fee	23.19	30.92	38.64	46.36	54.10	61.83	61.43
96 Gal Cart	30.71	n/a	n/a	n/a	n/a	n/a	15.35

MAXIMUM MONTHLY COMMERCIAL SOURCE-SEPARATED RECYCLING SERVICE RATES							
Container Size	Pickups per Week						
	1 X	2 X	3 X	4 X	5 X	6 X	Extra Dump
3 Cubic Yards	126.68	209.60	286.76	360.47	431.87	506.72	46.56
96 Gal Cart	23.03	n/a	n/a	n/a	n/a	n/a	15.52

MAXIMUM MONTHLY COMPACTOR SERVICE RATES						
Container Size	Pickups per Week					
	1 X	2 X	3 X	4 X	5 X	6 X
2 Cubic Yards	307.11	537.44	721.69	921.31	1,074.87	1,228.42
3 Cubic Yards	337.81	552.79	767.76	959.70	1,151.64	1,351.26
4 Cubic Yards	368.53	568.14	813.82	998.09	1,228.42	1,474.10
Locking Bin Fee	23.19	30.92	38.64	46.36	54.10	61.83

MAXIMUM MONTHLY COMMERCIAL & MULTI-FAMILY GREEN WASTE SERVICE RATES						
Container Size	Pickups per Week					
	1 X	2 X	3 X	4 X	5 X	6 X
2 Cubic Yards	105.01	130.51	218.74	315.02	367.52	420.02
3 Cubic Yards	115.50	175.00	262.51	350.01	393.77	455.02
4 Cubic Yards	157.50	262.51	315.02	385.00	437.52	481.26
Locking Bin Fee	23.19	30.92	38.64	46.36	54.10	61.83
96 Gal Cart	92.28	n/a	n/a	n/a	n/a	n/a

MAXIMUM MONTHLY COMMERCIAL & MULTI-FAMILY ORGANIC WASTE SERVICE RATES						
Container Size	Pickups per Week					
	1 X	2 X	3 X	4 X	5 X	6 X
2 Cubic Yards	213.30	367.91	491.31	614.66	734.07	854.98
3 Cubic Yards	230.15	380.77	520.95	652.75	784.57	920.56
4 Cubic Yards	315.35	514.70	625.30	733.78	844.35	986.84
96 Gal Cart	110.72	204.83	298.94	393.06	487.17	n/a
70 Gal Cart	105.34	195.55	285.02	374.50	463.97	n/a

Residential Consumer Price Index Rate Adjustment Calculations

Rate Component	Maximum Allowed Percentage Change	Component Weighting	Total Weighted Change
Collection Service	3.36%	46%	1.54%
Disposal	7.75%	37%	2.87%
Green Waste	3.36%	17%	0.57%
Total Adjustment			4.98%

*For further details see the March 12, 2024 Valley Vista Services rate adjustment letter. This does not include the 1.5% city compliance fee.



COUNTY OF ORANGE

Waste & Recycling
Our Community. Our Commitment.

TRASH RATE SURVEY

2023

CITY		RESIDENTIAL RATE	COMMERCIAL RATE	HAULER
Aliso Viejo		\$ 22.53	\$ 141.34	CR&R
Anaheim		\$ 27.78	\$ 206.17	Republic Services
Brea		\$ 26.46	\$ 176.81	Republic Services
Buena Park		\$ 24.15	\$ 174.67	EDCO
Costa Mesa		\$ 22.74	Franchise Hauler List	Costa Mesa Sanitary District
Cypress		\$ 23.32	\$ 162.04	Valley Vista Services
Dana Point		\$ 22.80	\$ 161.66	CR&R
Fountain Valley		\$ 27.40	\$ 198.70	Republic Services
Fullerton		\$ 24.74	\$ 212.12	Republic Services
Garden Grove		\$ 27.29	\$ 218.33	Republic Services
Huntington Beach		\$ 26.83	\$ 214.40	Republic Services
Irvine		\$ 17.87	\$ 130.75	Waste Management
La Habra		\$ 27.89	\$ 180.40	CR&R
La Palma		\$ 23.61	\$ 152.57	EDCO
Laguna Beach		\$ 27.46	\$ 193.44	Waste Management
Laguna Hills		\$ 20.05	\$ 129.29	CR&R
Laguna Niguel		\$ 22.97	\$ 166.48	CR&R
Laguna Woods		\$ 20.50	\$ 142.02	CR&R
Lake Forest		\$ 20.35	\$ 108.59	CR&R
Los Alamitos		\$ 12.95	\$ 135.00	Universal Waste
Midway CItY Sanitary District		\$ 16.31	\$ 137.57	Midway City Sanitary District
Mission Viejo		\$ 24.36	\$ 165.29	Waste Management
Newport Beach		\$ 25.98	Franchise Hauler List	CR&R
Orange		\$ 20.56	\$ 93.63	CR&R
Placentia		\$ 37.85	\$ 210.19	Republic Services
Rancho Santa Margarita		\$ 26.49	\$ 172.72	CR&R
San Clemente		\$ 26.17	\$ 184.06	CR&R
San Juan Capistrano		\$ 24.15	\$ 166.87	CR&R
Santa Ana		\$ 24.94	\$ 203.49	Republic Services
Seal Beach		\$ 23.29	\$ 194.30	Republic Services
Stanton		\$ 25.35	\$ 174.47	CR&R
Tustin		\$ 20.54	\$ 150.74	CR&R
Villa Park		\$ 37.47	\$ 183.70	Republic Services
Westminster		\$ 16.31	\$ 137.57	Midway City Sanitary District
Yorba Linda		\$ 31.35	\$ 189.55	Republic Services
Unincorporated OC: Area				
Unincorporated Rossmoor	FA1	\$ 22.57	\$ 174.99	CR&R
Unincorporated BP & YL Islands	FA2	\$ 27.99	\$ 198.54	Republic Services
Unincorporated Orange Islands	FA3	\$ 21.53	\$ 174.99	CR&R
Unincorporated OPA/Canyons	FA5 CA-1	\$ 24.40	\$ 280.04	Waste Management
Unincorporated El Modena Islands	FA5 CA-2	\$ 21.53	\$ 174.99	CR&R
Unincorporated North Tustin	FA6	\$ 25.69	\$ 280.04	Waste Management
Unincorporated Emerald Bay	FA7-B	\$ 31.50	\$ 280.04	Waste Management
Unincorporated South County	FA8	\$ 22.08	\$ 202.49	Waste Management
Unincorporated Rancho Mission Viejo	FA9	\$ 22.57	\$ 174.99	CR&R

Residential Rates are based on Single Family standard sets of refuse, recycling, and green waste carts (Monthly fee)

Commercial Trash Rates are based on 3 cubic yard bins (Monthly Fee for 1X/weekly pickup)

*Costa Mesa residential waste collection services are administered by the Costa Mesa Sanitary District

*Newport Beach residential refuse collection is provided by the City and no disposal fees are collected; however, a recycling rate of \$3/month per residential unit is included in their municipal bill

*Seal Beach Utility Services provides water and trash collection for residences, the fee for trash collection is included with the water bill

*BP = Buena Park; YL = Yorba Linda



CITY OF CYPRESS
CITY COUNCIL REPORT

City Council Regular

8.

FROM: Alisha Farnell, City Clerk

DATE: 04/22/2024

SUBJECT: Proclaim the Week of April 14-20, 2024 as National Public Safety
Telecommunicators Week

RECOMMENDATION

Proclaim the week of April 14-20, 2024 as National Public Safety Telecommunicators Week.

DISCUSSION

Periodically, the City receives requests to publicly declare, recognize, observe, or promote awareness of a special event. As the City's past practice has established, routine and/or internal proclamation requests are placed on an agenda by the City Clerk for consideration by the City Council. Any new proclamation requests may be added to a future agenda in accordance with City Council policy.

The City Clerk received a routine request from West Cities Police Communications Center (West-Comm) requesting the City Council officially proclaim the week of April 14-20, 2024 as National Public Safety Telecommunicators Week. A proclamation has been prepared for the Mayor's signature and is attached for consideration.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

Proclamation

NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK
April 14 – 20, 2024

WHEREAS, emergencies can occur at any time that require police, fire or emergency medical services; and

WHEREAS, when an emergency occurs the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and

WHEREAS, the safety of our police officers is dependent upon the quality and accuracy of information obtained from citizens who telephone the West Cities Police Communications Center; and

WHEREAS, Public Safety Dispatchers are the first and most critical contact our citizens have with emergency services; and

WHEREAS, Public Safety Dispatchers are the single vital link for our police officers and firefighters by monitoring their activities by radio, providing them information and insuring their safety; and

WHEREAS, the Dispatchers of the West Cities Police Communications have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and

WHEREAS, each Dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year.

NOW, THEREFORE, BE IT PROCLAIMED, that I, **SCOTT MINIKUS**, Mayor of the City of Cypress, along with my fellow Council Members, do hereby proclaim the week of April 14 - 20, 2024, as **NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK**, in honor of the men and women whose diligence and professionalism keep our City and citizens safe.

SCOTT MINIKUS
MAYOR OF THE CITY OF CYPRESS
Dated: April 22, 2024



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

9.

FROM: Matt Burton, Director of Finance and Administrative Services

DATE: 04/22/2024

SUBJECT: Receive and File the Investment Report for the Month Ended March 31, 2024

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 March 31, 2024, the City had \$200.7 million (current market value) in cash and investments and the interest return (yield) on the public funds investments was 4.47%. As required by the 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 present the investments held by the City of Cypress as of March 31, 2024. The Investment Reports consist 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 - Indicates outstanding loans between City funds. There are three approved loans due to the Infrastructure Reserve Fund from the Cypress Recreation and Park District General Fund related to the construction of Lexington Park and the rehabilitation of Arnold Cypress Park.

5. Summary of Cash and Investments Held In Trust - Presents investments held in trust by the Public Agency Retirement Services (PARS) for offsetting unfunded pension liabilities. 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 over the long-term on investments held in the pension trust.

As mentioned previously, the City had \$200.7 (current market value) in cash and investments at March 31, 2024. The investments included Federal Agencies Debt (\$140.3 million) and Investment Pools (\$57.6 million). The City's bank accounts held \$2.8 million on March 31, 2024.

A portion of the investment portfolio is invested in the State Investment Pool (Local Agency Investment Fund or LAIF) which is managed by investment experts and provides 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 a competitive yield, liquidity and investment knowledge that otherwise would not be available to a single entity.

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 March 31, 2024

City of Cypress
Summary of Cash and Investments
As of March 31, 2024

Type	Description	Bank/Agent	Investment Date	Maturity Date	Interest Rate	Carrying Value	Current Market Value (2)
(1) Ckg	General Operating Account	BMO		4/1/2024	-	\$ 2,741,625.11	\$ 2,741,625.11
Pool	Local Agency Investment Fund	State Treasurer		4/1/2024	4.232	32,000,000.00	31,793,380.19
Pool	Local Agency Investment Fund	State Treasurer		4/1/2024	4.232	26,000,000.00	25,832,121.41
FHLB	Federal Home Loan Bank	BMO	4/28/2022	4/19/2024	2.749	3,000,000.00	2,997,090.00
FFCB	Federal Farm Credit Bank	BMO	2/21/2023	8/21/2024	4.875	10,000,000.00	9,985,400.00
FFCB	Federal Farm Credit Bank	BMO	10/27/2022	10/17/2024	4.620	5,000,000.00	4,983,550.00
FHLMC	Federal Home Loan Mortgage Corp	BMO	7/28/2022	12/30/2024	3.350	4,000,000.00	3,939,840.00
FFCB	Federal Farm Credit Bank	BMO	1/10/2023	1/10/2025	4.310	3,005,400.00	2,985,750.00
FHLMC	Federal Home Loan Mortgage Corp	BMO	1/30/2023	1/27/2025	5.000	10,000,000.00	9,961,500.00
FHLB	Federal Home Loan Bank	BMO	5/27/2021	2/27/2025	0.660	3,000,000.00	2,881,860.00
FFCB	Federal Farm Credit Bank	BMO	3/22/2021	3/17/2025	0.700	4,000,000.00	3,837,400.00
FHLMC	Federal Home Loan Mortgage Corp	BMO	9/21/2022	3/31/2025	4.320	5,000,000.00	4,965,650.00
FHLMC	Federal Home Loan Mortgage Corp	BMO	5/11/2023	5/9/2025	5.299	8,550,000.00	8,538,457.50
FHLMC	Federal Home Loan Mortgage Corp	BMO	6/6/2023	6/6/2025	5.320	5,000,000.00	4,984,600.00
FHLB	Federal Home Loan Bank	BMO	3/20/2023	6/20/2025	5.379	5,000,000.00	4,996,000.00
FHLMC	Federal Home Loan Mortgage Corp	BMO	9/30/2022	9/30/2025	4.750	5,000,000.00	4,975,100.00
FFCB	Federal Farm Credit Bank	BMO	1/13/2023	1/13/2026	4.000	2,000,000.00	1,974,800.00
FFCB	Federal Farm Credit Bank	BMO	3/2/2023	3/2/2026	4.478	5,002,000.00	4,984,200.00
FHLMC	Federal Home Loan Mortgage Corp	BMO	3/13/2023	3/13/2026	5.625	10,000,000.00	9,981,000.00
FFCB	Federal Farm Credit Bank	BMO	9/29/2023	4/20/2026	5.000	4,985,581.99	5,019,450.00
FFCB	Federal Farm Credit Bank	BMO	6/23/2023	6/23/2026	4.820	5,000,000.00	4,964,250.00
FHLB	Federal Home Loan Bank	BMO	6/26/2023	6/26/2026	5.350	4,815,000.00	4,798,388.25
FHLB	Federal Home Loan Bank	BMO	11/30/2023	11/17/2026	4.420	5,028,050.00	5,015,300.00
FHLB	Federal Home Loan Bank	BMO	2/16/2024	8/13/2027	4.999	4,000,000.00	4,001,560.00
FHLB	Federal Home Loan Bank	BMO	11/15/2023	11/15/2027	5.625	5,000,000.00	5,004,350.00
FFCB	Federal Farm Credit Bank	BMO	12/6/2023	12/6/2027	5.380	5,000,000.00	4,963,400.00
FFCB	Federal Farm Credit Bank	BMO	6/30/2023	6/30/2028	5.000	5,000,000.00	5,008,350.00
FHLB	Federal Home Loan Bank	BMO	1/10/2024	1/3/2029	5.000	10,000,000.00	9,953,400.00
FHLB	Federal Home Loan Bank	BMO	2/15/2024	2/12/2029	4.411	4,647,675.00	4,595,269.50
Ckg	Worker's Comp Account	BMO		4/1/2024	-	50,000.00	50,000.00
Ckg	Liability Account	California Bank & Trust		4/1/2024	-	8,500.00	8,500.00
Cash	Petty Cash	City		4/1/2024	-	8,350.00	8,350.00
						<u>\$ 201,842,182.10</u>	<u>\$ 200,729,891.96</u>
Average Weighted Yield to Maturity:		4.47%					
Average Weighted Days to Maturity:		507.93					

(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

		1/31/2024	+RECEIPTS	(DISBURSEMENTS)	2/29/2024	+RECEIPTS	(DISBURSEMENTS)	3/31/2024
GENERAL								
111/114	GENERAL FUND/GENERAL FUND-GRANTS	\$ 33,988,582	\$ 2,738,356	\$ (8,469,714)	\$ 28,257,224	\$ 3,883,802	\$ (5,718,646)	\$ 26,422,380
SPECIAL REVENUE								
115	PANDEMIC RELIEF	6,276	-	-	6,276	-	-	6,276
212	CRPD-GENERAL FUND	13,141,144	629,729	(741,817)	13,029,056	832,638	(1,244,915)	12,616,779
213	CRPD-PARK DEVELOPMENT	27,767	-	(27,599)	168	421,578	-	421,746
221	TRAFFIC SAFETY	31,900	5,964	-	37,864	3,415	-	41,279
230	STREETS	10,513,689	233,358	(818,256)	9,928,791	227,130	(9,294)	10,146,627
251	LIGHTING DISTRICT #2	6,182,037	6,966	(109,627)	6,079,376	108,316	(167,224)	6,020,468
261	STORM DRAIN	2,090,920	38,725	(25,858)	2,103,787	28,178	(35,183)	2,096,782
262	PLANNED LOCAL DRAINAGE FACILITY	1,093,842	-	-	1,093,842	-	-	1,093,842
271	CORP CNTR MAINT DISTRICT #1	214,905	-	(3,114)	211,791	10,448	(12,442)	209,797
280	ASSET SEIZURE	1,339,442	10,402	(6,465)	1,343,379	58	(7,415)	1,336,022
291	CABLE TV FRANCHISE AGREEMENT	796,704	16,070	-	812,774	-	-	812,774
301	SUPPLEMENTAL LAW ENFORCEMENT	114,172	-	(8,691)	105,481	6,044	(7,955)	103,570
321	SEWER FUND	8,424,543	119,381	(24,738)	8,519,186	114,992	(24,773)	8,609,405
471	LOW AND MODERATE HSG ASSET	15,741	500	(7,172)	9,069	298	(2,481)	6,886
CAPITAL PROJECTS								
415	CITY CAPITAL PROJECTS	16,084,385	-	(55,147)	16,029,238	-	(115,380)	15,913,858
416	INFRASTRUCTURE RESERVE	72,217,945	2,377,599	(506,776)	74,088,768	-	(2,649,716)	71,439,052
TRUST AND AGENCY								
600	TRUST AND AGENCY	1,601,568	72,943	(81,605)	1,592,906	91,804	(94,567)	1,590,143
611	BUSINESS ASSESSMENT DISTRICT	-	-	-	-	-	-	-
612	CFD #1 ASSESSMENT DISTRICT	153,575	-	-	153,575	-	-	153,575
620	REC & COMM SERVICES FOUNDATION	33,028	-	-	33,028	-	(1,716)	31,312
INTERNAL SERVICE								
710	CENTRAL SERVICES	3,838,707	254,314	(200,031)	3,892,990	243,957	(253,977)	3,882,970
720	CAPITAL REPLACEMENT	15,655,544	68,481	(3,742)	15,720,283	62,616	(199,017)	15,583,882
730	TECHNOLOGY IMPROVEMENT	2,273,110	-	-	2,273,110	-	-	2,273,110
750	EMPLOYEE BENEFITS	4,088,904	3,659,722	(770,770)	6,977,856	5,821,053	(3,312,343)	9,486,566
760	LIABILITY SELF INSURANCE	2,118,174	51,126	(2,648)	2,166,652	51,126	(31,169)	2,186,609
770	WORKERS COMP SELF INSURANCE	3,471,042	61,449	(92,479)	3,440,012	61,388	(32,200)	3,469,200
OTHER								
811/812	WESTCOMM JPA	5,103,185	144,085	(423,882)	4,823,388	243,719	(292,125)	4,774,982
		<u>204,620,831</u>	<u>\$ 10,504,402</u>	<u>\$ (12,395,363)</u>	<u>202,729,870</u>	<u>\$ 12,212,560</u>	<u>\$ (14,212,538)</u>	<u>200,729,892</u>

City of Cypress

INVESTMENTS AT MARKET VALUE BY MATURITY DATE

As of March 31, 2024

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	\$ 2,808,475	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,808,475	1.40%
FFCB	9,985,400	11,806,700	6,959,000	9,983,700	4,963,400	5,008,350	-	48,706,550	24.26%
FHLB	2,997,090	2,881,860	4,996,000	9,813,688	9,005,910	14,548,670	-	44,243,218	22.04%
FHLMC	-	18,866,990	28,479,158	-	-	-	-	47,346,148	23.59%
STATE POOL	57,625,502	-	-	-	-	-	-	57,625,502	28.71%
TSY	-	-	-	-	-	-	-	0	0.00%
Totals	\$ 73,416,467	\$ 33,555,550	\$ 40,434,158	\$ 19,797,388	\$ 13,969,310	\$ 19,557,020	\$ -	\$ 200,729,892	100.00%
Percent	36.57%	16.72%	20.14%	9.86%	6.96%	9.74%	0.00%	100.00%	

CITY OF CYPRESS INTERFUND INVESTMENTS

As of March 31, 2024

Note No.	Note Outstanding		Issue Date	Maturity Date	Interest Rate	Authorized Amount	Note Principal Outstanding *
	To	From					
1	CRPD	City	02/08/21	06/30/25	LAIF	\$ 12,800,000	\$ 4,236,608
2	CRPD	City	02/13/23	06/30/25	LAIF	\$ 1,275,000	\$ 877,440
3	CRPD	City	11/13/23	TBD	2.00%	\$ 33,500,000	\$ 2,782,327

Total Interfund Investments

\$ 7,896,375

The City Infrastructure Reserve Fund issued a promissory note to the Cypress Recreation and Park District (CRPD) General Fund to pay up to \$12.8 million for the construction of Lexington Park. Repayment by the CRPD will be made from future park development fees. Construction is complete, with advances totaling \$12,293,975. Repayments to date total \$8,057,367.

The City Infrastructure Reserve Fund issued a promissory note to the CRPD General Fund to pay up to \$1.275 million for design costs associated with the rehabilitation of Arnold Cypress Park. Repayment by the CRPD will be made from additional Property Tax revenues resulting from the dissolution of the Successor Agency to the former Redevelopment Agency. Advances to date total \$877,440.

The City Infrastructure Reserve Fund issued a promissory note to the CRPD General Fund to pay up to \$33.5 million for construction costs associated with the rehabilitation of Arnold Cypress Park. Repayment by the CRPD will be made from CRPD General Funds and future property taxes over the next 20 years. Advances to date total \$2,782,327.

City of Cypress
Summary of Cash and Investments Held In Trust

As of March 31, 2024

<u>Fund</u>	<u>Type</u>	<u>Issuer</u>	<u>Maturity Date</u>	<u>One Year Return *</u>	<u>Cost Amount</u>	<u>Current Market Value</u>
<i>PARS Public Agencies Post-Employment Benefits Trust</i>						
<i>Trustee: Public Agency Retirement Services (PARS)</i>						
Section 115 Trust	Pension Trust	Various	Open	10.00%	<u>\$ 22,890,000.00</u>	<u>\$ 27,141,138.64</u>
			Total		<u><u>\$ 22,890,000.00</u></u>	<u><u>\$ 27,141,138.64</u></u>

* 12-month period ending with the current month.



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

10.

FROM: Matt Burton, Director of Finance and Administrative Services

DATE: 04/22/2024

SUBJECT: Receive and File Register of Warrants, Transfers, and Wires Issued for the Period of March 9, 2024 through April 5, 2024

RECOMMENDATION

Receive and file the attached payment register summarized below for the period of March 9, 2024 through April 5, 2024:

- Electronic Funds Transfers 14779 through 14842
- Warrants 64698 through 64920
- Payroll Transfers W1525 through W1526

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 presented monthly 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 identified.

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 March 9, 2024 through April 5, 2024 are \$4,094,417.52.

LEGAL REVIEW

None required.

APPROVED BY:

Peter Grant, City Manager

Attachments

Payment Register for the Period 03-09-24 through 04-05-24

**City of Cypress
Payment Register
03/09/24 - 04/05/24**

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
14789	1480 - ARCO BUSINESS SOLUTIONS	\$ 36.07	Fuel/Finance 2/3-3/2	NP66038555	\$ 36.07
14790	1480 - ARCO BUSINESS SOLUTIONS	\$ 66.84	Fuel/Community Development 2/3-3/2	NP66038555(A)	\$ 66.84
14791	1480 - ARCO BUSINESS SOLUTIONS	\$ 140.10	Fuel/Engineering 2/3-3/2	NP66038555(B)	\$ 140.10
14792	1480 - ARCO BUSINESS SOLUTIONS	\$ 15,314.46	Fuel/Police 2/3-3/2	NP66038555(D)	\$ 15,314.46
14793	1480 - ARCO BUSINESS SOLUTIONS	\$ 3,007.79	Fuel/Maint 2/3-3/2	NP66038555(C)	\$ 3,007.79
14794	100505 - CITY OF CYPRESS-WORKERS COMP	\$ 1,652.46	Workers Comp Claims/Professional Svcs/#27139-27167	Reimb 3/15/24	\$ 1,652.46
14795	100505 - CITY OF CYPRESS-WORKERS COMP	\$ 1,883.00	Workers Comp Claims/Medical/#27139-27167	Reimb(A) 3/15/24	\$ 1,883.00
14796	100505 - CITY OF CYPRESS-WORKERS COMP	\$ 4,156.92	Workers Comp Claims/Permanent Disability/#27139-27167	Reimb(B) 3/15/24	\$ 4,156.92
14797	120801 - MISSION SQUARE - ICMA RETIREMENT TRUST - RHS	\$ 13,910.00	Monthly Retiree Health Savings 3/24	3/24	\$ 13,910.00
14798	120801 - MISSION SQUARE - ICMA RETIREMENT TRUST - RHS	\$ 1,200.00	Deferred Comp/Exec Mgmt 3/24	401a-3/24	\$ 1,200.00
14799	1247 - HINDERLITER, DE LLAMAS AND ASSOCIATES - HdL	\$ 1,085.40	Svc/Business License Tax Admin 1/24	Jan24	\$ 1,085.40
14800	145 - AUSTIN, CHERYL	\$ 56.52	W/C Retiree Health Care Benefits 4/24	4/24	\$ 56.52
14801	128744 - AYRES, RICHARD	\$ 300.00	Retiree Health Care Benefits 4/24	4/24	\$ 300.00
14802	102038 - BALDWIN, DARRELL	\$ 300.00	Retiree Health Care Benefits 4/24	4/24	\$ 300.00
14803	102087 - BISH, EDWARD	\$ 300.00	Retiree Health Care Benefits 4/24	4/24	\$ 300.00
14804	100101 - BRUCE, THOMAS M	\$ 300.00	Retiree Health Care Benefits 4/24	4/24	\$ 300.00
14805	129695 - COTE, ROBERT	\$ 300.00	Retiree Health Care Benefits 4/24	4/24	\$ 300.00
14806	128938 - COX, RODNEY	\$ 123.85	Retiree Health Care Benefits 4/24	4/24	\$ 123.85
14807	104003 - ESSEX, CLARE	\$ 465.85	Retiree Health Care Benefits 4/24	4/24	\$ 465.85
14808	128044 - FORNISS, DANIEL	\$ 300.00	Retiree Health Care Benefits 4/24	4/24	\$ 300.00
14809	129816 - FOSTER, SCOTT	\$ 300.00	Retiree Health Care Benefits 4/24	4/24	\$ 300.00
14810	112129 - HERNANDEZ, ALEX	\$ 300.00	Retiree Health Care Benefits 4/24	4/24	\$ 300.00
14811	100667 - LASSALLE, ISMAEL	\$ 300.00	Retiree Health Care Benefits 4/24	4/24	\$ 300.00
14812	123656 - MANUEL, DEAN	\$ 300.00	Retiree Health Care Benefits 4/24	4/24	\$ 300.00
14813	129700 - MCSHANE, CHRIS	\$ 232.96	Retiree Health Care Benefits 4/24	4/24	\$ 232.96
14814	2017 - MINIKUS, SCOTT	\$ 308.53	Reimb/Medical Premiums 4/24	4/24	\$ 308.53
14815	128832 - MORALES, PAULO	\$ 300.00	Retiree Health Care Benefits 4/24	4/24	\$ 300.00

**City of Cypress
Payment Register
03/09/24 - 04/05/24**

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
14816	122 - MORROW, RICHARD L	\$ 300.00	Retiree Health Care Benefits 4/24	4/24	\$ 300.00
14817	129501 - MOUNT, ERIC	\$ 300.00	Retiree Health Care Benefits 4/24	4/24	\$ 300.00
14818	129608 - OLSON, JAMES	\$ 300.00	Retiree Health Care Benefits 4/24	4/24	\$ 300.00
14819	128784 - RAMSEY, KENNETH	\$ 125.00	Retiree Health Care Benefits 4/24	4/24	\$ 125.00
14820	119027 - RAMSEY, STEVE	\$ 300.00	Retiree Health Care Benefits 4/24	4/24	\$ 300.00
14821	180 - SWIFT, JEFF	\$ 300.00	Retiree Health Care Benefits 4/24	4/24	\$ 300.00
14822	1024 - VALLEY VISTA SERVICES, INC	\$ 231,080.50	Waste Disposal Fee 2/24	2/24	\$ 231,080.50
14823	105121 - VIGIL, FELIX	\$ 300.00	Retiree Health Care Benefits 4/24	4/24	\$ 300.00
14824	129666 - WALQUIST, BRIAN	\$ 300.00	Retiree Health Care Benefits 4/24	4/24	\$ 300.00
14825	40 - WARLAND INVESTMENTS COMPANY	\$ 37,500.00	Development Assistance 4/24	4/24	\$ 37,500.00
14826	122756 - WINTERSOLE, MICHAEL	\$ 300.00	Retiree Health Care Benefits 4/24	4/24	\$ 300.00
14827	342 - WU, ALEX	\$ 300.00	Retiree Health Care Benefits 4/24	4/24	\$ 300.00
14828	100505 - CITY OF CYPRESS-WORKERS COMP	\$ 1,778.85	Workers Comp Claims/Professional Svcs/#27168-27201	Reimb 3/29/24	\$ 1,778.85
14829	100505 - CITY OF CYPRESS-WORKERS COMP	\$ 2,108.16	Workers Comp Claims/Medical/#27168-27201	Reimb(A) 3/29/24	\$ 2,108.16
14830	100505 - CITY OF CYPRESS-WORKERS COMP	\$ 4,156.92	Workers Comp Claims/Permanent Disability/#27168-27201	Reimb(B) 3/29/24	\$ 4,156.92
14831	116005 - PERS - PUBLIC EMPLOYEES RETIREMENT SYS	\$ 188,604.77	Med Insurance/City & Dist 4/24	17486295	\$ 188,604.77
14832	116005 - PERS - PUBLIC EMPLOYEES RETIREMENT SYS	\$ 15,017.56	Med Insurance/West Comm 4/24	17486533	\$ 15,017.56
14833	1608 - ALARM PROGRAM SYSTEMS, LLC	\$ 685.08	PD Svc/Alarm Permit & False Alarm Collections 2/24	2/24	\$ 685.08
14834	1247 - HINDERLITER, DE LLAMAS AND ASSOCIATES - HdL	\$ 1,374.84	Svc/Business License Tax Admin 2/24	FEB24	\$ 1,374.84
14835	2183 - CRUZ, SERGIO	\$ 384.10	Refund/Cancelled Permit #BS-23-1226	Rfd 3/29/24	\$ 384.10
14836	2183 - CRUZ, SERGIO	\$ 424.00	Refund/Cancelled Permit #BS-23-1443	Rfd(A) 3/29/24	\$ 424.00
14837	2406 - GAZLEY, PATRICK	\$ 217.00	Refund/Duplicate Plan Check Fees/Permit #BS-24-78	Rfd 3/29/24	\$ 217.00
14838	2406 - GAZLEY, PATRICK	\$ 455.00	Refund/Duplicate Building Permit #BS-24-78	Rfd(A) 3/29/24	\$ 455.00
14839	2403 - KANE-MCCLAREN, NATHAN	\$ 504.00	Refund/Overpayment/Permit #BS-24-152	Rfd 3/29/24	\$ 504.00
14840	2404 - VILLANUEVA MORAN, FREDY	\$ 380.16	Refund/Cancelled Plan Check Fees/Permit #BS-23-625	Rfd 3/29/24	\$ 380.16
14841	2404 - VILLANUEVA MORAN, FREDY	\$ 421.01	Refund/Cancelled Building Permit #BS-23-625	Rfd(A) 3/29/24	\$ 421.01
14842	2405 - WESTERVOORDE, CHARLES	\$ 1,000.00	Refund/Recycling Deposit/6550 Katella/CDD-23-254	Rfd 3/29/24	\$ 1,000.00

**City of Cypress
Payment Register
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EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
64698	1570 - ADVANTAGE MAILING, LLC	\$ 4,959.42	Svc/Print/City & Recreation Newsletter 2/24	201849	\$ 4,959.42
64699	270 - AITHAL, DARSHINI	\$ 283.40	Instruct/Chair Yoga 2/13-2/27	2/27/24	\$ 195.65
			Instruct/Flow Yoga 2/12-2/26	2/26/24	\$ 87.75
64700	2319 - ALEX MACIAS DOG TRAINING LLC LEXANDRA MACIAS	\$ 390.00	Instruct/Dog Training 1/13-2/24	2/24/24	\$ 390.00
64701	105442 - ALL CITY MANAGEMENT SERVICE INC	\$ 14,709.83	Crossing Guard Svcs(26.48 Hrs)/Orange & Grindlay 2/4-2/17	91328(A)	\$ 637.90
			Crossing Guard Svcs(584.14 Hrs) 2/4-2/17	91328	\$ 14,071.93
64702	110130 - ANDERSEN'S DOOR SERVICE, INC	\$ 539.80	Repair/Entrance Door/Sr Center 11/2	40408	\$ 539.80
64703	1200 - ANNEALTA GROUP	\$ 5,231.25	Svc/Lincoln Avenue Specific Plan Amendment 2/24	3125	\$ 3,061.25
			Svc/Planning Project Manager/5665 Plaza Drive 2/24	3123	\$ 1,278.75
			Svc/Planning Project Mgr/Housing Element Implementation 2/24	3124	\$ 891.25
64704	1223 - AON RISK INSURANCE SERVICES WEST, INC	\$ 9,526.65	Insurance/Auto Liability/Mobile Command Post 2/12/24-2/12/25	8200000354946	\$ 5,447.00
			Insurance/Excess Auto Liability/Mobile Cmnd Post 2/12/24-2/12/25	8200000354942	\$ 4,079.65
64705	110860 - AT&T	\$ 1,378.55	PD iPhone(1)/School Resource Officer 2/6	688651190	\$ 57.56
			W/C Svc/Priority Radio Line 2/24	21360755	\$ 1,320.99
64706	110860 - AT&T	\$ 124.53	PD Svc/School Resource Officer 2/24	2/24(H)	\$ 44.05
			Svc/Engineering Mobile Hotspots 2/24	2/24(F)	\$ 80.48
64707	110860 - AT&T	\$ 4.43	2481347232-Admin Phone Svc 3/24	3/24	\$ 4.43
64708	110860 - AT&T	\$ 58.70	9391033695-Civic Center Phone Svc 2/24	2/24(E)	\$ 29.35
			9391033696-PD Phone Svc 2/24	2/24(I)	\$ 29.35
64709	110860 - AT&T	\$ 1.72	East Wing Fax Line 2/24	2/24(G)	\$ 1.72
64710	252 - AUTO ZONE, INC	\$ 369.79	Brake Rotors(4)/Brake Pads(2) 3/1	5521202975	\$ 280.12
			Replace/Gaskets(4)/Unit #802	5521188471	\$ 27.80
			Replace/Spark Plugs(6)/Unit #160	5521199067	\$ 61.87
64711	1232 - BANNER BANK	\$ 25,935.00	Retention/LA Engineering/Construct/AC Park Rehab 2/24	3-2/24	\$ 25,935.00
64712	1822 - BENEFITS COORDINATORS CORPORATION BCC	\$ 10,085.05	Insurance/Life/LTD/STD/Optional 4/24	14242	\$ 10,085.05
64713	1822 - BENEFITS COORDINATORS CORPORATION BCC	\$ 11,763.92	Insurance/Dental & Vision/City & Dist 3/24	B0CRQ4	\$ 9,840.15
			Insurance/Dental & Vision/West Comm 3/24	B0CSM4	\$ 836.50
			Insurance/Vision Claims/City & Dist 2/24	B0CVL9	\$ 1,087.27
64714	111833 - BOOMERS	\$ 1,049.40	Deposit/Excursion(60)/Day Camp 6/12	0000093047	\$ 1,049.40
64715	2205 - BP FORD OF LONG BEACH	\$ 11,129.86	Door Panel(1) 1/18	210723FOW	\$ 916.12
			Replace/Exhaust Sensor & Module/Unit #615	FOCB711978	\$ 993.87
			Svc/Rebuild Engine/Unit #606	FOCB700131	\$ 9,219.87
64716	1600 - BRIGHTVIEW LANDSCAPE SERVICES, INC	\$ 3,080.00	Svc/Landscape/Berm 2/24	8777217	\$ 3,080.00

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EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
64717	2143 - BUCHALTER, A PROFESSIONAL CORPORATION	\$ 34,479.83	Litigation Svc/CA Voting Rights Act Challenge 1/24 Litigation Svc/CA Voting Rights Act Challenge 12/23	1273765 1263193	\$ 4,682.54 \$ 29,797.29
64718	111882 - CALIFORNIA YELLOW CAB CORP	\$ 5,280.00	Sr Center/Nutrition Program 1/24 Taxi Vouchers/Sr Center 1/24	1503024 1501024	\$ 1,890.00 \$ 3,390.00
64719	2171 - CENTENO, TIFFINY	\$ 72.00	Meals/Drug Abuse Recognition 12/5-12/7 Meals/Standardized Field Sobriety Testing 1/24-1/26	Reimb(A) 3/15/24 Reimb 3/15/24	\$ 36.00 \$ 36.00
64720	123012 - CHARLES ABBOTT ASSOCIATES	\$ 3,177.50	Svc/NPDES/Water Quality Mgmt Plan Reviews 1/24	67021	\$ 3,177.50
64721	2090 - CHARTER COMMUNICATIONS HOLDINGS LLC SPECTRUM	\$ 1,855.36	W/C CAD/RMS Ethernet Connection 3/4-4/3 W/C Svc/Internet 2/24	0026082030524 218496501030124	\$ 1,291.61 \$ 563.75
64722	1066 - CHUSHINKAN DOJO	\$ 78.00	Instruct/laido 1/3-2/17	2/17/24	\$ 78.00
64723	100863 - CIPA-CALIFORNIA INSURANCE POOL AUTHORITY	\$ 23,492.00	Addl Premium/Workers Comp Insurance 2022-23	1477	\$ 23,492.00
64724	1589 - CITY OF LA HABRA-NORTH SPA	\$ 140,048.00	North OC Navigation Center/Shared Operating Costs 2022-23	LH-NSPA-022404	\$ 140,048.00
64725	2035 - COMMUNICATIONS LAB BARRIOS & ASSOCIATES, LLC	\$ 53,534.87	Svc/City Strategic Communications Support 1/24 Svc/City Strategic Communications Support 12/23 Svc/City Strategic Communications Support 2/24 Svc/Community Outreach/City Council Electoral Districts 1/24 Svc/Community Outreach/City Council Electoral Districts 2/24 Svc/Recreation Strategic Communication Support 1/24 Svc/Recreation Strategic Communication Support 12/23 Svc/Recreation Strategic Communication Support 2/24	2402-692 2401-670 2402-714 2402-693 2402-715 2402-691 2401-669 2402-713	\$ 10,000.00 \$ 10,000.00 \$ 10,000.00 \$ 4,832.65 \$ 3,702.22 \$ 5,000.00 \$ 5,000.00 \$ 5,000.00
64726	1617 - CONTROL AIR ENTERPRISES LLC	\$ 1,932.75	Replace/HVAC Contactor/City Hall 2/8 Replaced/HVAC Wires/Print Shop 2/8 Svc/De-Ice HVAC/City Hall Server Room 1/11	3087562 3087707 3087270	\$ 994.00 \$ 306.66 \$ 632.09
64727	2356 - CORRAL CONSTRUCTION & DEVELOPMENT INC.	\$ 30,162.50	Construct/City Hall Public Restroom Remodel 2/20-3/4	873423	\$ 30,162.50
64728	115003 - COUNTY OF ORANGE	\$ 6,472.44	Parking Violations 2/24	2/24	\$ 6,472.44
64729	115003 - COUNTY OF ORANGE	\$ 1,807.00	PD Svc/Automated Fingerprint Identification System 2/24	SH67944	\$ 1,807.00
64730	115003 - COUNTY OF ORANGE	\$ 1,104.51	PD Svc/OC Automated Telecommunications System 2/24	SH67914	\$ 1,104.51
64731	734 - CYPRESS YOUTH BASEBALL	\$ 12,000.00	Reimb/Ball Field Renovations/Oak Knoll Park	Reimb 3/15/24	\$ 12,000.00
64732	116854 - DATA TICKET INC-MSB	\$ 1,669.05	Parking Citation Processing 2/24	162573	\$ 1,669.05
64733	102123 - DELL MARKETING LP-DELL USA LP	\$ 183,930.31	Computers(156)/Docking Stations(36)/Citywide 2/5	10731038934	\$ 183,930.31
64734	122029 - DEPARTMENT OF MOTOR VEHICLES-DMV	\$ 28.00	Fee/Special Equipment ID Plate/Water Trailer/Unit #204	DMV-SE ID/204	\$ 28.00
64735	103033 - DFM ASSOC	\$ 76.48	Book(1)/2024 CA Election Code	2024	\$ 76.48

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EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
64736	1296 - EDCO CNG	\$ 1,416.67	Natural Gas(165.43 Gls)/Sweeper(1) 2/16-2/29 Natural Gas(219.11 Gls)/Sweeper(1) 2/1-2/15 Natural Gas(55.42 Gls)/Sewer Truck(1) 2/1-2/15	03012024-6 02272024-6 02272024-6(A)	\$ 532.68 \$ 705.53 \$ 178.46
64737	1176 - EDWARDS, KASANDRA	\$ 12.00	W/C Meal/Coaching & Mentoring Training 2/22	Reimb 3/15/24	\$ 12.00
64738	1488 - ENTERPRISE HOLDINGS INC	\$ 1,931.31	PD Rental Car(1) 1/20-2/18 PD Rental Car(1) 1/9-2/22	35325460(A) 35325460	\$ 779.06 \$ 1,152.25
64739	2185 - ENVIRO SAFETY PRODUCTS, PUBLIC SAFETY CENTER	\$ 225.27	PD Exam Gloves(2K) 3/6	INV616857	\$ 225.27
64740	104530 - EXPERIAN	\$ 77.72	PD Credit Reports 2/24	CD2411002898	\$ 77.72
64741	2377 - FAIRBANK, MASLIN, MAULLIN, METZ & ASSOC INC	\$ 33,500.00	Svc/Resident Survey(420)/Housing Element Implementation 2/12	241577	\$ 33,500.00
64742	2054 - FAST UNDERCAR BM INDUSTRY INC	\$ 341.45	Strut Assemblies(2) 2/22	27FF6039	\$ 341.45
64743	2132 - FERGUSON ENTERPRISES LLC	\$ 57.15	Brass Fitting(1)/Adapter(1)/Flange(1)/Sr Center 2/27	3426901	\$ 57.15
64744	1115 - FRONTIER	\$ 2,600.30	W/C Phone Svc/5627955413 3/24	3/24(B)	\$ 2,600.30
64745	119018 - GOLDEN STATE WATER COMPANY	\$ 4,562.99	Svc/Parks Landscaping 2/24 Svc/Parkway Maint 2/24 Svc/Storm Drain 2/24	2/24(D) 2/24(E) 2/24(C)	\$ 762.57 \$ 3,537.01 \$ 263.41
64746	109264 - GOLDMARK, JOSH	\$ 12.00	W/C Meal/Coaching & Mentoring Training 2/22	Reimb 3/15/24	\$ 12.00
64747	123002 - GRAINGER	\$ 202.06	Plastic Bins(44)/Maint Garage 3/4	9038555794	\$ 202.06
64748	110049 - GREAT SCOTT TREE SERVICE INC	\$ 1,750.00	Svc/Remove Tree(1)/Veterans Park 2/16	52233	\$ 1,750.00
64749	120061 - HOSE MAN, THE	\$ 90.75	Replace/Hydraulic Hose Fittings(2)/Sweeper Unit #138	00056831	\$ 90.75
64750	102993 - ITERIS, INC	\$ 10,660.57	Consult/Citywide Traffic Signal Cabinet Assessment 1/24 Svc/Maintain CCTV Network 12/23	166960 166267	\$ 9,658.39 \$ 1,002.18
64751	103024 - JHM & CARSON SUPPLY	\$ 349.59	Irrigation Fittings(8) 2/26 Water Pump(1)/Pipe Cutter(1)/Irrigation Fittings(17) 2/21	93730/3 93647/3	\$ 130.58 \$ 219.01
64752	1316 - JR GREASE SERVICE	\$ 900.00	Svc/Clean Grease Trap/Comm Center 1/4 Svc/Clean Grease Trap/Sr Center 1/4	42009 42010	\$ 450.00 \$ 450.00
64753	1588 - L.N. CURTIS AND SONS-CURTIS BLUE LINE	\$ 732.06	PD Ballistic Vest Carrier(1)/SGodoy 2/28 PD Holsters(3) 2/15 PD Nameplate(1)/SGodoy 2/28	INV92466 INV793088 INV96657	\$ 287.30 \$ 430.95 \$ 13.81
64754	100928 - LENART, LINDSAY	\$ 15.22	W/C Reimb/Coaching & Mentoring Training 2/22	Reimb 3/15/24	\$ 15.22
64755	122069 - LIEBERT CASSIDY WHITMORE	\$ 507.00	Legal Svc/Hr Matter #CY020-00100 1/24	261261	\$ 507.00
64756	1779 - LINSOTT LAW & GREENSPAN ENGINEERS	\$ 4,676.00	Svc/Traffic Engineering Review/5665 Plaza Dr 1/24	14394-00145	\$ 4,676.00
64757	1202 - LOS ANGELES ENGINEERING INC	\$ 492,765.00	Construct/Arnold Cypress Park Rehab 2/24	3-2/24	\$ 492,765.00

**City of Cypress
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EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
64758	109168 - MACADEE ELECTRICAL CONSTRUCTION, INC	\$ 49,934.72	Install/LED Street Name Signs 1/24	5537	\$ 49,934.72
64759	2172 - MCCORMACK, JULIA	\$ 36.00	Meals/Standardized Field Sobriety Testing 1/24-1/26	Reimb 3/15/24	\$ 36.00
64760	914 - MCSHANE, CHRISTOPHER	\$ 24.00	Meals/Hostage Rescue Tactics 2/6-2/7	Reimb 3/15/24	\$ 24.00
64761	578 - MIG-MOORE IACOFANO GOLTSMAN, INC	\$ 16,050.90	Design/Arnold Cypress Park Rehab 1/24	0085008	\$ 16,050.90
64762	122124 - MIKE RAAHAUGE SHOOTING ENTERPRISES	\$ 50.00	PD Svc/Shooting Range(2)/SWAT 2/15	1917	\$ 50.00
64763	109269 - MILES, HILDA	\$ 819.00	Instruct/Hula 1/9-2/15	2/15/24	\$ 819.00
64764	117056 - MINUTEMAN PRESS LOS ALAMITOS	\$ 227.24	No Parking Signs(600)/Special Events 3/4	40374	\$ 227.24
64765	125469 - MITYLITE, INC	\$ 8,348.99	Tables(27)/Cart(1)/Sr Center 2/1	00170883	\$ 8,348.99
64766	80 - MORRIS, LETICIA	\$ 608.40	Instruct/Zumba 2/3-2/24	2/24/24	\$ 339.30
			Instruct/Zumba Gold 2/1-2/29	2/29/24	\$ 269.10
64767	122345 - MUSCO SPORTS LIGHTING LLC	\$ 129,116.40	Svc/Project Mgmt/Sports Field Lights Foundations(10)/AC Park 3/4	421093	\$ 129,116.40
64768	108944 - OFFICE DEPOT	\$ 248.45	Supplies/Citywide 2/24	3/15/24	\$ 248.45
64769	122725 - ORANGE COUNTY SANITATION DISTRICT	\$ 3,103.65	Sewer Connect Fees 2/24	2/24	\$ 3,103.65
64770	842 - PARKINK	\$ 1,898.40	Themed Shirts/Day Camp(280)/Staff(20) 3/1	29411	\$ 1,898.40
64771	492 - PAUL'S CAR WASH & LUBE CENTER-FIRESTONE HAND WASH	\$ 204.82	Svc/Car Wash/PD(18) 2/24	2169	\$ 204.82
64772	100379 - POPE, MARIE	\$ 33.78	W/C Reimb/Coaching & Mentoring Training 2/22	Reimb 3/15/24	\$ 13.34
			W/C Reimb/Emotional Intelligence Training 3/6	Reimb(A) 3/15/24	\$ 20.44
64773	2236 - PROACTIVE WORK HEALTH SERVICES	\$ 593.00	DOT Test(1) 2/24	1509_87589	\$ 85.00
			Pre-Place Physical(2)/Dist 2/24	15079_87589(A)	\$ 508.00
64774	2218 - READWRITE EDUCATIONAL SOLUTIONS INC	\$ 169.65	Instruct/Reading & Math Development 2/5-2/28	2/28/24	\$ 169.65
64775	2230 - RINGCENTRAL INC	\$ 1,195.09	Svc/Phone System Implementation/Phase 1B 2/29	INV82970374	\$ 1,195.09
64776	106893 - SAFESHRED	\$ 40.00	W/C Svc/Shredding 2/13	349144	\$ 40.00
64777	608 - SAIDICO DIRECT, INC GOLDENWEST LAWNMOWERS	\$ 1,565.97	Chain Saws(2)/Backpack Blower(1) 3/1	280783	\$ 1,565.97
64778	2395 - SHOCKEY, CAMERON	\$ 12.00	Meal/Human Trafficking for Patrol 2/15	Reimb 3/15/24	\$ 12.00
64779	130328 - SHOETERIA	\$ 179.39	Safety Shoes(1)/KJones 2/22	0062660IN	\$ 179.39
64780	119051 - SMART & FINAL (REC & PARKS)	\$ 73.52	Food/Playground/Kids Night Out 2/16	20019201 2/16/24	\$ 30.63
			Supplies/Sr Center 2/15	20004601 2/15/24	\$ 42.89
64781	108459 - SMART & FINAL-POLICE ACCT	\$ 66.34	PD Bottled Water(64)/Emergency Operations Center Exercise 2/8	012501 2/8/24	\$ 14.19
			PD Dish Detergent(1)/Breakroom 2/2	006301 2/2/24	\$ 6.51
			PD Plates(375)/Breakroom 2/16	029502 2/16/24	\$ 45.64

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EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
64782	119016 - SO CAL EDISON	\$ 105,529.08	700134894611 - Svc/Traffic Signal 2/24 700370018870 - Svc/Traffic Signal 2/24 700428641933 Svc/Mackay Park 2/24 Svc/Citywide 1/11-2/11	2/24(A) 2/24(B) 2/24(C) 1/11/24-2/11/24	\$ 27.75 \$ 111.26 \$ 136.92 \$ 105,253.15
64783	119017 - SO CAL GAS CO	\$ 1,773.11	00840909006 Svc/Comm Center 2/24 12600890003 Svc/Maint Yard 2/24 13230923008 Svc/Storm Drain 2/24 18690942000 Svc/Sr Center 2/24	2/24(F) 2/24(E) 2/24(C) 2/24(D)	\$ 1,248.70 \$ 258.44 \$ 20.25 \$ 245.72
64784	109312 - SONIC SOUNDS - VAZQUEZ, GONZALO	\$ 650.00	Svc/DJ/Spring Egg Hunt 3/30	2024-003	\$ 650.00
64785	543 - SORVILLO, BRYAN	\$ 392.00	Instruct/Private Tennis Lessons 2/24	2/24	\$ 392.00
64786	125888 - SPARKLETTS	\$ 119.70	W/C Bottled Water 2/24	4089647 2/24	\$ 119.70
64787	1969 - SPINDOLA, CHRISTOPHER	\$ 12.00	Meal/Mental Health Decision Making 2/8	Reimb 3/15/24	\$ 12.00
64788	103106 - STANTON, CITY OF	\$ 4,387.99	Signal Maint/Knott & Cerritos 7/1/22-6/30/23 Signal Maint/Knott & Katella 7/1/22-6/30/23	0000383(A) 0000383	\$ 1,287.82 \$ 3,100.17
64789	116238 - STAPLES BUSINESS ADVANTAGE	\$ 1,347.19	Supplies/Citywide 2/24	3/15/24	\$ 1,347.19
64790	119024 - STATE COMP INSURANCE FUND	\$ 1,769.33	W/C Workers Comp Insurance 2/29-3/30	1001574631	\$ 1,769.33
64791	122963 - STERICYCLE INC	\$ 45.50	PD Med Waste Removal 3/24	8006310624	\$ 45.50
64792	2341 - STOP HUMAN TRAFFICKING NOW LLC	\$ 795.00	PD Reg/Advanced Human Trafficking/AS & JG & MZ 4/2-4/4	PD Reg 4/2-4/4	\$ 795.00
64793	1330 - SUPERIOR PROPERTY SERVICES, INC-SUPERIOR GRAFFITI	\$ 13,552.00	Svc/Graffiti Removal/Streets & Parks 1/24 Svc/Graffiti Removal/Streets & Parks 2/24	18010 18037	\$ 7,084.00 \$ 6,468.00
64794	2378 - TEAMCIVX, LLC	\$ 7,200.00	Svc/Education & Outreach/Housing Element Ballot Measure 2/24	1902	\$ 7,200.00
64795	588 - THE COUNSELING TEAM INTERNATIONAL	\$ 1,000.00	PD Svc/Employee Counseling 3/24	90663	\$ 1,000.00
64796	2067 - THE ORIGINAL GOODIE'S UNIFORM	\$ 29.66	PD Safety Gear/JPerez PD Uniform/MLauderback	14427 14427(A)	\$ 24.14 \$ 5.52
64797	851 - THE UPS STORE, #5882	\$ 150.00	Svc/Fingerprints(2)/Recreation 2/24 Svc/Fingerprints(4)/Rec Volunteers 2/24	3/1/2024 3/1/2024(A)	\$ 50.00 \$ 100.00
64798	2300 - THOMPSON & THOMPSON REAL ESTATE VALUATION	\$ 4,999.00	Svc/Appraisal/5732 Lincoln Ave 2/24	32007	\$ 4,999.00
64799	120011 - TIME BUSINESS FORMS	\$ 1,042.75	Blank Check Stock(10K)/Accounts Payable & Payroll 2/13	6193	\$ 1,042.75
64800	2209 - TRIAD CONSULTING & SYSTEM DESIGN GROUP	\$ 2,800.00	Design/Security System/Arnold Cypress Park 8/12/23-1/31/24	1023	\$ 2,800.00
64801	2070 - TWIST AND SHOUT EVENTS, INC	\$ 720.00	Svc/Face Painting/2024 Spring Egg Hunt 3/30	3/30/24	\$ 720.00
64802	128063 - U S ARMOR CORPORATION	\$ 1,496.18	PD Ballistic Vest(1)/ABecerra 2/27 PD Ballistic Vest(1)/CSorenson 2/19	45149 45103	\$ 748.09 \$ 748.09

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EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
64803	127207 - UNDERGROUND SVS ALERT OF SO CA	\$ 127.25	Svc/DigAlert Tickets 2/24	220240216	\$ 127.25
64804	100308 - UNITED MAINTENANCE SYSTEMS	\$ 18,741.00	Svc/Janitorial/Citywide 2/24	15710	\$ 5,286.50
			Svc/Janitorial/Park & Rec Facilities 2/24	15712	\$ 7,980.00
			Svc/Janitorial/Park Restrooms 2/24	15711	\$ 4,687.50
			Svc/Weekend Enhanced Cleaning/PD 2/24	15709	\$ 787.00
64805	2193 - WEST GROVE VOLLEYBALL, LLC	\$ 286.65	Instruct/Volleyball Class 2/4-2/25	2/25/24	\$ 286.65
64806	2058 - WHITE, LEANGELO	\$ 12.00	Meal/Human Trafficking for Patrol 2/15	Reimb 3/15/24	\$ 12.00
64807	2273 - YOUNG REMBRANDTS NORTH ORANGE COUNTY BI DAN YU	\$ 1,040.00	Instruct/Drawing 2/3-2/27	2/27/24	\$ 1,040.00
64808	0 - SHEA PROPERTIES MANAGEMENT CO., INC	\$ 50,000.00	Refund/Water Quality Improvement/The Square/WQMP-21-6	Rfd 3/15/24	\$ 50,000.00
64809	110860 - AT&T	\$ 1,320.99	Reissue Check #64705	Reissue 3/15/24	\$ 1,320.99
64810	110860 - AT&T	\$ 57.56	Reissue Check #64705	ReissueA 3/15/24	\$ 57.56
64811	639 - 10-8 RETROFIT, INC	\$ 405.33	Replace/Siren Speaker/Unit #605	20030	\$ 405.33
64812	1346 - A1 TEST ONLY & SMOG	\$ 180.00	Svc/Smog Test/Unit #100	1210031 3/13/24	\$ 40.00
			Svc/Smog Test/Unit #600	8FUU227 3/21/24	\$ 40.00
			Svc/Smog Test/Unit #632	1106846 3/20/24	\$ 40.00
			Svc/Smog Test/Unit #800	1043026 3/15/24	\$ 60.00
64813	290 - AC EXCHANGE AUTO	\$ 595.44	Repair/Air Conditioner/Unit #124	052193	\$ 595.44
64814	106914 - ADMINISURE	\$ 3,477.00	Workers Comp Claims Admin 4/24	16817	\$ 3,477.00
64815	105442 - ALL CITY MANAGEMENT SERVICE INC	\$ 14,186.36	Crossing Guard Svcs(27 Hrs)/Orange & Grindlay 2/18-3/2	91687(A)	\$ 650.43
			Crossing Guard Svcs(561.89 Hrs) 2/18-3/2	91687	\$ 13,535.93
64816	1403 - ALL STAR ELITE SPORTS	\$ 1,559.64	Shirts/Youth(155)/Coaches(23)/Volleyball 2/28	4072	\$ 1,559.64
64817	1619 - ARDURRA GROUP, INC-ANDERSON PENNA PARTNERS	\$ 1,216.00	Inspect/Various Non-CIP Engineering Permits 2/24	147118	\$ 1,216.00
64818	110860 - AT&T	\$ 2,101.51	PD Svc/Mobile Data 2/24	2/24(L)	\$ 2,101.51
64819	110860 - AT&T	\$ 4,978.17	9391033694-PW Phone Svc 2/24	2/24(K)	\$ 155.55
			9391033696-PD Phone Svc 3/24	3/24(A)	\$ 29.35
			9391033698-PW Phone Svc 2/24	2/24(J)	\$ 29.62
			Phone Svc/Multi-Line 2/13-3/12	2/13/24-3/12/24	\$ 3,939.42
			Svc/Internet Access 2/24	21359597	\$ 824.23
64820	252 - AUTO ZONE, INC	\$ 372.77	Motor Oil(3 Qts)/Wiper Fluid(6 Gls) 3/19	5521220474	\$ 101.27
			Replace/Brake Pads/Unit #160	5521208604	\$ 40.93
			Replace/Distributor/Unit #160	5521202360	\$ 230.57
64821	1515 - BC RENTALS, LLC-BC TRAFFIC SPECIALIST	\$ 571.08	PD Traffic Cones(50) 3/12	033273	\$ 571.08
64822	109327 - BEE REMOVERS - HONEYCOTT, INC	\$ 140.00	Svc/Bee Removal/Irrigation Box 2/27	602067	\$ 140.00

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64823	2197 - BHAGAT, NISHA	\$ 60.00	Meals/Records Supervisor Course 2/26-3/1	3/29/24	\$ 60.00
64824	1011 - BIT DIRECT INC	\$ 3,614.13	Software Maint/Data Center Backup 3/8/24-3/7/27	5032780	\$ 3,614.13
64825	705 - BOA ARCHITECTURE	\$ 21,400.00	Design/Roof Replacement/Community Center 3/24	23-3078-1	\$ 21,400.00
64826	2205 - BP FORD OF LONG BEACH	\$ 1,815.38	Engine Brackets(2)/Shaft(1)/Valves(3) 3/19	212561FOW	\$ 664.94
			Exhaust Sensors(3)/Hose(1) 2/23	211794FOW	\$ 226.50
			Seat Covers(4) 3/5	211793FOW	\$ 733.96
			Sensors(2)/Hose(1) 2/14	211547FOW	\$ 189.98
64827	1600 - BRIGHTVIEW LANDSCAPE SERVICES, INC	\$ 32,801.90	Svc/Landscape/Citywide 3/24	8812479	\$ 32,801.90
64828	2143 - BUCHALTER, A PROFESSIONAL CORPORATION	\$ 19,529.54	Litigation Svc/CA Voting Rights Act Challenge 2/24	1279413	\$ 19,529.54
64829	103141 - CA FORENSIC PHLEBOTOMY, INC	\$ 254.92	Blood/Alcohol Test(2) 2/24	2509	\$ 254.92
64830	103197 - CALIFORNIA PARK & REC SOCIETY - CPRS	\$ 145.00	Dues/CA Park & Rec Society/IK 5/1/24-4/30/25	Dues/IK 2024-25	\$ 145.00
64831	103197 - CALIFORNIA PARK & REC SOCIETY - CPRS	\$ 300.00	Reg/CA Park & Rec Society Awards Banquet(5) 3/21	204-2024-011	\$ 300.00
64832	2137 - CALIFORNIA SAFETY AGENCY RECON INDUSTRIES INC	\$ 1,160.00	Svc/Restroom & Tennis Court Lockup 2/24	3604-159	\$ 1,160.00
64833	2118 - CASC ENGINEERING AND CONSULTING, INC	\$ 7,171.10	Consult/Modernization & Integration/Business Park 2/24	0050786	\$ 7,171.10
64834	123012 - CHARLES ABBOTT ASSOCIATES	\$ 9,805.00	Svc/Engineering Plan Checks 1/24	66928	\$ 697.50
			Svc/Engineering Plan Checks 2/24	67101	\$ 310.00
			Svc/Fats, Oil & Grease/NPDES Inspection 2/24	67135	\$ 8,797.50
64835	2090 - CHARTER COMMUNICATIONS HOLDINGS LLC SPECTRUM	\$ 1,735.39	Svc/Cable TV 2/10-3/9	0079111021024	\$ 0.48
			Svc/Cable TV 3/10-4/9	0079111031024	\$ 139.95
			Svc/Internet Access 3/15-4/14	2117031724	\$ 1,594.96
64836	1617 - CONTROL AIR ENTERPRISES LLC	\$ 11,400.33	Svc/HVAC Preventative Maint/Civic Center 3/7	3088188	\$ 2,230.33
			Svc/HVAC Preventative Maint/Comm Center 3/5	3088187	\$ 1,831.00
			Svc/HVAC Preventative Maint/Maint Yard 3/7	3088185	\$ 1,113.00
			Svc/HVAC Preventative Maint/PD 3/7	3088189	\$ 1,329.00
			Svc/HVAC Preventative Maint/PD Range 3/6	3088190	\$ 4,025.00
			Svc/HVAC Preventative Maint/Sr Center 3/5	3088186	\$ 872.00
64837	1439 - CORODATA MEDIA STORAGE, INC	\$ 163.24	Offsite Data Storage 2/24	DS1308041	\$ 163.24
64838	122946 - COUNTRY GARDEN CATERERS	\$ 989.95	Svc/Cater/2024 Recreation Commissioner Reception 3/27	7243	\$ 989.95
64839	115003 - COUNTY OF ORANGE	\$ 10.00	Fee/CUPA/Hazardous Material Surcharge Fee 2023-24	IN2648885(B)	\$ 10.00
64840	115003 - COUNTY OF ORANGE	\$ 1,807.00	PD Svc/Automated Fingerprint Identification System 3/24	SH68009	\$ 1,807.00
64841	1622 - DANIELS TIRE SERVICE, INC	\$ 881.06	Vehicle Tires(7) 2/15	200497114	\$ 881.06
64842	102123 - DELL MARKETING LP-DELL USA LP	\$ 47,561.00	Sub/Office 365(175 Licenses) 2/1/24-1/31/25	10728552668	\$ 47,561.00

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64843	100707 - DEPT OF JUSTICE ACCT OFFICE CASHIER UNIT	\$ 247.00	Svc/Fingerprints(2)/Recreation 2/24 Svc/Fingerprints(3)/PD 2/24	719969 719969(A)	\$ 64.00 \$ 183.00
64844	2231 - ELYSIAN ARTS & EVENTS, LLC KIMBERLY DOWNEY ESMOND	\$ 6,996.60	Instruct/Dance 1/16-3/14	3/14/24	\$ 6,996.60
64845	1115 - FRONTIER	\$ 139.01	7148996947 - Phone Svc/Sewers 4/24 W/C Phone Svc/5624931036 4/24	4/24(A) 4/24	\$ 60.99 \$ 78.02
64846	1317 - GEORGE HILLS COMPANY INC	\$ 7,676.50	Admin Fee/Liability Claims 1/1/24-3/31/24 Admin Fee/Liability Claims 10/1/23-12/31/23	INV1027122 INV1026319	\$ 3,713.25 \$ 3,963.25
64847	119018 - GOLDEN STATE WATER COMPANY	\$ 28,208.15	Svc/Athletic Fields 2/24 Svc/Civic Center 2/24 Svc/Community Center 2/24 Svc/Lexington Park 2/24 Svc/Maint Yard Landscaping 2/24 Svc/Parks Landscaping 2/24 Svc/Parks Landscaping 3/24 Svc/Parkway Maint 2/24 Svc/Parkway Maint 3/24 Svc/Sr Center 2/24 Svc/Stanton Channel Berm 2/24 Svc/Storm Drain 2/24 Svc/Storm Drain 3/24	2/24(H) 2/24(I) 2/24(G) 2/24(F) 2/24(L) 2/24(N) 3/24(A) 2/24(O) 3/24(B) 2/24(J) 2/24(M) 2/24(K) 3/24	\$ 1,314.35 \$ 1,268.89 \$ 43.26 \$ 1,038.46 \$ 427.39 \$ 5,647.63 \$ 727.19 \$ 7,052.10 \$ 7,958.87 \$ 639.74 \$ 1,690.04 \$ 163.39 \$ 236.84
64848	123002 - GRAINGER	\$ 72.79	Trash Bags(2K)/Lexington Park 3/6 Wastebaskets(4)/Lexington Park 3/6	9043288167 9043034876	\$ 40.38 \$ 32.41
64849	2283 - GREENFIELD LANDSCAPING & MAINT INC	\$ 49,930.00	Install/Mulch(100 Tons)/Right of Way 12/23 Install/Mulch(100 Tons)/Right of Ways 1/24 Svc/Landscape Maint/Right of Way 1/24 Svc/Landscape Maint/Right of Way 12/23	L-3448(A) L-3467(A) L-3467 L-3448	\$ 7,203.00 \$ 7,203.00 \$ 17,762.00 \$ 17,762.00
64850	103008 - HARTZOG & CRABILL	\$ 2,328.75	Svc/Monitor Traffic Signals 2/24	24-0183	\$ 2,328.75
64851	117233 - HOME DEPOT CREDIT SVC-REC #0720	\$ 650.95	Foam Tiles(2)/2024 Spring Egg Hunt 2/23 Storage Bin(1)/Cloth Towels(400)/Paper Towels(36 Rls) 3/1 Supplies/Facility Operations 3/4 Supplies/Facility Operations 3/4 Supplies/Lexington Park 3/1 Wading Pool(1)/Day Camp 2/22	9460138 6523833 3054566 3054567 6523834 4623852	\$ 375.47 \$ 71.03 \$ 89.64 \$ 47.54 \$ 53.28 \$ 13.99
64852	2394 - HUGHES, JAMES WESTERN INTEGRATED SYSTEMS	\$ 1,021.00	PD Software Maint/Scanner 11/29/23-11/28/24	240303	\$ 1,021.00
64853	103024 - JHM & CARSON SUPPLY	\$ 363.14	Machete(1)/Rake(1) 3/14 Solenoid(1)/Adapter(1)/Irrigation Diaphragms(2)/Misc 3/4	94096/3 93862/3	\$ 30.75 \$ 332.39
64854	2039 - KELLY SPICERS INC KELLY SPICER STORES	\$ 1,653.85	PD Copy Paper(80 Rms) 3/12 Specialty Paper(13.5 Rms) 3/20	11564420 11571903	\$ 773.54 \$ 880.31
64855	37 - KIDZ LOVE SOCCER-NORTH AMER YOUTH ACTIVITIES, LLC	\$ 1,901.90	Instruct/Soccer 1/2-3/9	3/9/24	\$ 1,901.90

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64856	125450 - KMBS USA INC KONICA MINOLTA	\$ 2,425.29			
			Copier Maint/City Hall East Wing 12/1/23-2/29/24	292429672	\$ 331.28
			Copier Maint/City Hall West Wing 12/1/23-2/29/24	292429493	\$ 181.42
			Copier Maint/Community Center 12/1/23-2/29/24	292429288	\$ 345.65
			Copier Maint/HR 12/1/23-2/29/24	292430013	\$ 164.06
			Copier Maint/Maint Yard 12/1/23-2/29/24	292429577	\$ 333.78
			Copier Maint/Police Admin 12/1/23-2/29/24	292430026	\$ 265.47
			Copier Maint/Police Investigations 12/1/23-2/29/24	292429833	\$ 204.70
			Copier Maint/Police Records 12/1/23-2/29/24	292429282	\$ 114.02
			Copier Maint/Sr Center 12/1/23-2/29/24	292429932	\$ 484.91
64857	111037 - KNOTTS BERRY FARM	\$ 2,240.00			
			Excursion/Knotts/Day Camp 6/26	6/26/24	\$ 2,240.00
64858	120666 - L'S UPHOLSTERY	\$ 1,400.00			
			Repair/Door Panel/Seat Covers/Stock	32012	\$ 350.00
			Repair/Door Panel/Seat Covers/Unit #615	31987	\$ 350.00
			Repair/Door Panel/Seat Covers/Unit #640	32004	\$ 350.00
			Repair/Door Panel/Seat Covers/Unit #664	32003	\$ 350.00
64859	122069 - LIEBERT CASSIDY WHITMORE	\$ 6,913.00			
			HR Dues/OC Employment Relations Consortium 2024	255402	\$ 4,730.00
			Legal Svc/HR Matter #CY020-00001 2/24	261704	\$ 195.00
			Legal Svc/HR Matter #CY020-00041 12/23	258420	\$ 351.00
			Legal Svc/PD Matter #CY020-00001 12/23	257618	\$ 429.00
			Legal Svc/PD Matter #CY020-00100 11/23	256818	\$ 858.00
			Legal Svc/PD Matter #CY020-00100 2/24	262968	\$ 312.00
			Legal Svc/PD Matter #CY020-00100 5/23	242814	\$ 38.00
64860	2215 - LIGHTBOX PARENT, LP	\$ 8,914.80			
			GIS Mapping Software Maint/Planning 2/27/24-2/26/25	INVLBP03625	\$ 8,914.80
64861	109290 - LONG BEACH BMW-RCA INVESTMENTS INC	\$ 1,135.92			
			PD Svc/30K Mile Tune Up/Motor Unit #663	49073	\$ 1,135.92
64862	933 - LSA ASSOCIATES, INC	\$ 2,487.25			
			Consult/Housing Element/Enviro Impact Report 2/24	192454	\$ 2,487.25
64863	111271 - MAR-CO EQUIPMENT CO	\$ 147.66			
			Sweeper Blower Actuator(4) 3/20	200081	\$ 147.66
64864	1061 - MARTINEZ, DIANA	\$ 60.00			
			Meals/Basic School Resource Officer Course 2/12-2/16	Reimb 3/29/24	\$ 60.00
64865	2172 - MCCORMACK, JULIA	\$ 12.00			
			Meals/Human Trafficking for Patrol 2/15	Reimb 3/29/24	\$ 12.00
64866	129724 - NAPA AUTO PARTS - SO CAL AUTO & TRUCK PARTS INC	\$ 860.17			
			Brake Rotors(4)/Disc Brake Pads(4) 2/23	454103	\$ 726.24
			Credit/Hydraulic Seal Kit(1) 2/12	453876	\$ (61.40)
			Hydraulic Seal Kit(1) 2/12	453384	\$ 61.40
			Hydraulic Seal Kit(1) 2/26	453877	\$ 96.96
			Replace/Serpentine Belt/Unit #101	455594	\$ 36.97
64867	1597 - NEXXSOL CORPORATION	\$ 3,578.84			
			Sub/Adobe Acrobat Pro(38 Licenses) 2/14/24-2/13/25	3570	\$ 3,578.84
64868	148 - NORMAN A. TRAUB ASSOCIATES	\$ 2,276.36			
			PD Svc/IA Investigation #2023-144 2/1-3/1	23075.1	\$ 2,276.36
64869	672 - O'REILLY AUTO PARTS	\$ 668.68			
			Blower Motor(1)/Brake Clean(6 Cans)/Wiper Fluid(4 Gls) 2/14	3078-464137	\$ 110.59
			Motor Oil(10 Qts)/Wiper Blades(2)/Oil Filters(3) 3/1	3078-467457	\$ 114.64
			Replace/AntiSeize/Unit #632	3078-470081	\$ 12.92
			Replace/Filter/Unit #641	3078-466786	\$ 28.09
			Replace/Fuel Injector/Unit #160	3078-466858	\$ 327.94
			Wiper Blades(2)/Oil Filters(4) 3/18	3078-470872	\$ 74.50

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64870	413 - OC AUTO THEFT ADVISORY COMMITTEE	\$ 80.00	PD Reg/Auto Theft Advisory Commission Awards/MT & SA 5/2	PD Reg(2) 5/2/24	\$ 80.00
64871	129575 - PARKHOUSE TIRE INC	\$ 430.60	Sweeper Tire(1) 2/21	1020279504	\$ 430.60
64872	736 - PEOPLESPLACE INTERIOR OFFICE SOLUTIONS, INC	\$ 5,543.05	Community Center Workstation(1) 3/22	INV87338	\$ 5,543.05
64873	1970 - PERFORMANCE PICKLEBALL, LLC	\$ 731.25	Instruct/Pickleball 2/18-3/10	3/10/24	\$ 731.25
64874	2236 - PROACTIVE WORK HEALTH SERVICES	\$ 1,715.00	DOT Test(1) 1/24	15079_87114(A)	\$ 85.00
			Pre-Place Physical(1)/Dist 1/24	15079_87114(B)	\$ 254.00
			Pre-Place Physical(2)/City 1/24	15079_87114	\$ 942.00
			W/C Pre-Place Physical(1) 1/24	15079_87114(C)	\$ 434.00
64875	2218 - READWRITE EDUCATIONAL SOLUTIONS INC	\$ 113.10	Instruct/Reading & Math Development 3/4-3/20	3/20/24	\$ 113.10
64876	130231 - RSG, INC ROSENOW SPEVACEK GROUP INC	\$ 800.00	Consult/Affordable Housing/Citrus Square Senior Community 2/24	I011535	\$ 800.00
64877	109096 - S.C. SIGNS & SUPPLIES, LLC	\$ 1,727.77	Blue Traffic Paint(5 Gls) 2/14	245169	\$ 127.15
			Sign Posts(7)/Special Signs(2)/Misc 2/13	245135	\$ 726.77
			Street Signs(20)/Sign Posts(3)/Misc 3/5	245657	\$ 873.85
64878	100453 - SAGONA'S ALL CITY BACKFLOW	\$ 565.00	Repair & Test/Park Backflow Devices(5) 2/16	107406	\$ 565.00
64879	2347 - SC COMMERCIAL LLC	\$ 903.25	Diesel(145 Gls) 12/6	2535829IN	\$ 903.25
64880	1999 - SIRIGOS, ARTEMIOS	\$ 24.00	Meals/Advanced Roadside Impaired Driving Enforcement 2/29-3/1	Reimb 3/29/24	\$ 24.00
64881	1181 - SITE ONE LANDSCAPE SUPPLY, LLC	\$ 297.30	Blended Soil(5 CY) 12/1	136824467-001	\$ 297.30
64882	165 - SKYLINE SAFETY & SUPPLY-PATRICIA SONTAG	\$ 760.54	Disposable Gloves(1K)/Pick Up Tools(3) 2/26	8221	\$ 305.53
			Dry Mop Kit(1) 3/1	8258	\$ 65.63
			Rain Jacket(1)/Rain Boots(1 Pr)/Rain Pants(1) 2/5	8203	\$ 102.42
			Rain Jackets(3)/Rain Boots(1 Pr)/Rain Pants(3) 2/6	8202	\$ 286.96
64883	119016 - SO CAL EDISON	\$ 8,374.29	700003851853 Svc/Parkways 2/24	2/24(F)	\$ 518.48
			700351486618 Svc/Willow Park 2/24	2/24(D)	\$ 495.62
			700564248438 Svc/Traffic Signals 2/24	2/24(E)	\$ 4,176.80
			700710877173 - Svc/Lexington Park 3/24	3/24	\$ 3,183.39
64884	119017 - SO CAL GAS CO	\$ 1,366.81	08131074000 Svc/Storm Drain 3/24	3/24(B)	\$ 28.31
			14011061398 Svc/Storm Drain 3/24	3/24	\$ 33.61
			16111070716 Svc/Storm Drain 3/24	3/24(A)	\$ 31.85
			19530910009 Svc/City Hall 2/24	2/24(G)	\$ 1,273.04
64885	1591 - SOUTHERN CALIFORNIA NEWS GROUP	\$ 1,831.15	Pub Notice/Bids/Veterans Park Shelter Reconstruction	0011644114	\$ 1,831.15
64886	1279 - SOUTHERN CALIFORNIA SHREDDING, INC	\$ 65.00	PD Svc/Shredding 3/11	249548	\$ 65.00
64887	125888 - SPARKLETTS	\$ 316.37	Comm Center Bottled Water 2/24	4104724 2/24	\$ 23.94
			Maint Bottled Water 2/24	4106666 2/24	\$ 136.82
			PD Bottled Water 2/24	4104648 2/24	\$ 131.67
			Print Shop Bottled Water 2/24	4105217 2/24	\$ 11.97
			Sr Center Bottled Water 2/24	4104716 2/24	\$ 11.97

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64888	1241 - SPECTRUM SECURITY GROUP LLC	\$ 161.63	Keys(10)/Community Center 3/5	R16527	\$ 161.63
64889	103106 - STANTON, CITY OF	\$ 1,787.80	Signal Maint/Knott & Cerritos 7/1/23-12/31/23	0000413(A)	\$ 567.94
			Signal Maint/Knott & Katella 7/1/23-12/31/23	0000413	\$ 1,219.86
64890	2067 - THE ORIGINAL GOODIE'S UNIFORM	\$ 1,119.64	PD Uniform/BHealy	14644	\$ 291.39
			PD Uniform/DDiaz	14530	\$ 801.90
			PD Uniform/JPerez	14563	\$ 26.35
64891	2402 - THE TORO COMPANY	\$ 600.00	Reg/Certified Irrigation Technician/ JL & TN 4/30-5/1	Reg 4/30-5/1	\$ 600.00
64892	1170 - TOM'S PLUMBING & DRAIN SERVICE CORP	\$ 800.00	Svc/Clear Sink Clog/Sr Center Kitchen 2/29	61827	\$ 125.00
			Svc/Hydro Jet Sewer Line/Oak Knoll Park 2/9	61575	\$ 675.00
64893	111260 - TRACKER PRODUCTS	\$ 6,132.10	PD Software Maint/Barcode System 3/21/24-3/20/25	TPINV-004374	\$ 6,132.10
64894	128063 - U S ARMOR CORPORATION	\$ 674.05	PD Ballistic Vest(1)/JWursthorn 2/20	45294	\$ 674.05
64895	1139 - UNIFIRST CORP	\$ 350.43	Uniforms/Mats/Mops/Towels 2/24	2/24	\$ 350.43
64896	1242 - UNIFORM DEPOT, INC-MR UNIFORM	\$ 200.28	PD Uniform & Safety Gear/JPerez	7881	\$ 200.28
64897	129595 - VERIZON WIRELESS - CA	\$ 61.59	Cell Svc/Rec 3/24	3/24	\$ 61.59
64898	2393 - VERSATERM PUBLIC SAFETY US, INC	\$ 1,520.44	PD Software Maint/Blue Team 2/1/24-1/31/25	INV37-00034	\$ 1,520.44
64899	1992 - VOORHEES, RONDA	\$ 682.50	Instruct/Piano 1/31-2/21	2/21/24	\$ 682.50
64900	1993 - WATANABE , BRYCE I	\$ 1,958.45	Instruct/Karate 2/12-3/20	3/20/24	\$ 1,958.45
64901	112149 - WESTERN EXTERMINATOR COMPANY	\$ 920.00	Svc/Pest Control/Citywide 1/24	357848C	\$ 460.00
			Svc/Pest Control/Citywide 2/24	369704C	\$ 460.00
64902	1962 - WEX HEALTH INC	\$ 97.50	Admin Fee/FSA 2/24	0001905536IN	\$ 97.50
64903	2058 - WHITE, LEANGELO	\$ 36.00	Meals/Active Shooter Response 2/21-2/23	Reimb 3/29/24	\$ 36.00
64904	0 - AYERS, CHARLES	\$ 500.00	Refund/Facility Deposit/Contract #7969	Rfd 3/29/24	\$ 500.00
64905	0 - BIRD, SOFIA	\$ 100.00	Refund/Facility Deposit/Contract #8589	Rfd 3/29/24	\$ 100.00
64906	0 - BUTTON, GLENN	\$ 100.00	Refund/Facility Deposit/Contract #8608	Rfd 3/29/24	\$ 100.00
64907	0 - COMMUNITY OF THE WORD	\$ 300.00	Refund/Facility Deposit/Contract #8515	Rfd 3/29/24	\$ 300.00
64908	0 - G & M MAINTENANCE AND MANAGEMENT	\$ 1,000.00	Refund/Recycling Deposit/5362 Belle Ave/CDD-23-190	Rfd 3/29/24	\$ 1,000.00
64909	0 - GENESIS BUILDERS INC	\$ 15,165.00	Refund/Recycling Deposit/9031 Grindlay/CDD-23-189	Rfd 3/29/24	\$ 15,165.00
64910	0 - KIM, JIN KOOK	\$ 122.50	Refund/Rental Fee/Contract #8435	Rfd 3/29/24	\$ 122.50
64911	0 - KIM, ROBERT	\$ 500.00	Refund/Recycling Deposit/1301 Whirlaway St/CDD-23-321	Rfd 3/29/24	\$ 500.00

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EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
64912	0 - KIM, ROBERT	\$ 500.00	Refund/Recycling Deposit/9984 Madrid Circle/CDD-23-295	Rfd 3/29/24	\$ 500.00
64913	0 - KIM, ROBERT	\$ 500.00	Refund/Recycling Deposit/4861 Cathy Ave/CDD-24-15	Rfd 3/29/24	\$ 500.00
64914	0 - KING, TRACY	\$ 500.00	Refund/Recycling Deposit/5622 Cathy Lane/CDD-24-33	Rfd 3/29/24	\$ 500.00
64915	0 - KOREAN-AMERICAN OB SOCCER CLUB	\$ 164.00	Refund/Rental Fee/Contract #8474	Rfd 3/29/24	\$ 164.00
64916	0 - MACAULEY, SYLVIA	\$ 275.00	Refund/Facility Deposit/Contract #8062	Rfd 3/29/24	\$ 275.00
64917	0 - MUNOZ, ANTHONY	\$ 40.00	Refund/Citation #CP480712	Rfd 3/29/24	\$ 40.00
64918	0 - SERENITY BUILDERS & DEVELOPERS	\$ 500.00	Refund/Recycling Deposit/11629 Cozumel St/CDD-24-49	Rfd 3/29/24	\$ 500.00
64919	0 - SOSA, MIGUEL	\$ 328.00	Refund/Rental Fee/Contract #8456	Rfd 3/29/24	\$ 328.00
64920	0 - TILSON, ZACHARY	\$ 62.00	Refund/Rental Fee/Contract #8463	Rfd 3/29/24	\$ 62.00
64705	110860 - AT&T	\$ (1,378.55)	PD iPhone(1)/School Resource Officer 2/6	688651190	\$ (57.56)
			W/C Svc/Priority Radio Line 2/24	21360755	\$ (1,320.99)
14779-14788	Payroll EFTs (Part of W1526)	\$ -	Payroll EFTs (Part of W1526)	3/8/2024	\$ -
Total EFTs		\$ 535,857.70			\$ 535,857.70
Total Warrants		1,983,925.35			1,983,925.35
Transfer to Payroll (W1525)		760,633.20	Payroll 02/02/24-02/16/24		760,633.20
Transfer to Payroll (W1526)		814,001.27	Payroll 02/16/24-03/01/24		814,001.27
Grand Totals		\$ 4,094,417.52			\$ 4,094,417.52



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

11.

FROM: Alicia Velasco, Planning Director

DATE: 04/22/2024

SUBJECT: Approve Pandemic Recovery Plan Business Recovery and Support Program Phase II

RECOMMENDATION

1. Approve the Pandemic Recovery Plan Business Recovery and Support Program Phase II; and
2. Appropriate \$505,000 of assigned fund balance set-aside in the General Fund to provide business recovery and support under the City's Pandemic Recovery Plan; and
3. Adopt a Resolution approving the donation of General Funds to eligible businesses; and
4. Authorize the City Manager to administer the programs, including determining eligibility, approving applications, and dispersing funds.

DISCUSSION

BACKGROUND

In January 2021, the City Council approved a package of initiatives to support Cypress businesses and residents in response to the pandemic. Among these initiatives was the Development Fee Waiver Program, which offset up to \$20,000 of entitlement and plan check fees for any business that requires a City permit. The City Council allocated \$500,000 to the program and authorized it to operate until funding is exhausted.

In January 2022, the City Council approved the Pandemic Recovery Plan, which increased Business Recovery and Support Program funding by \$1 million. To date, \$425,300 has been approved for the environmental review of the Business Park Specific Plan Modernization (\$60,300) and the first phase of the Business Recovery and Support Programs:

- Development Fee Refunds: \$150,000
- Building and Safety Technical Support: \$25,000
- Business Park Local Catering Program: \$190,000

RECOMMENDATION

The City's economic development efforts support the business community and enhance Cypress's reputation as a business-friendly city. The Phase II Business Assistance Programs are recommended to build on this success. The recommendations were developed in consultation with the City Council's Economic Development Subcommittee and are intended to assist business development, retention, and growth through financial assistance, education and training.

Extend the Development Fee Waiver Program: \$180,000

The Development Fee Waiver Program attracts and encourages business investment by reducing city fees and has been remarkably successful. The program has supported more than 300 businesses and its initial \$500,000 budget is projected to be fully expended in June. The additional recommended funding will extend the program through the end of calendar year 2024.

Cypress University: \$325,000

Customer acquisition and retention, financial management, and workforce development are challenges most small business owners face. Working with the Small Business Development Center (SBDC), Cypress University is designed to support businesses' growth by addressing these challenges by investing in education, providing access to experts, and through direct financial support.

Part of the U.S. Small Business Administration, which was created in the 1950s to help small business owners and entrepreneurs pursue the American dream, SBDC provides counseling and training to small businesses, including developing and providing informational tools to support business start-ups and expansion. SBDC programs deliver professional, high quality, individualized business advice and technical assistance to existing small businesses and pre-venture entrepreneurs. SBDC provides problem-solving assistance to help small businesses access capital, develop and exchange new technologies, and improve business planning, strategy, operations, financial management, personnel administration, marketing, export assistance, sales and other areas required for small business growth and expansion, management improvement, increased productivity and innovation.

SBDC's Cypress University is recommended to offer two programs:

1. Level Up! Digital Marketing Program equips businesses with skills to establish an effective online presence to increase sales and customer awareness. The program includes four group sessions and individualized consultation with SBDC. Businesses that complete the program receive a \$2,000 grant toward a paid online advertising campaign.

2. Next Up! Business Growth Program provides businesses comprehensive training on crucial tools for growth, including finance, advertising, and workforce management. The program includes six group sessions, individualized consultation with SBDC experts, and developing a tailored business plan. Businesses that complete the program receive a \$10,000 grant to offset the resources the businesses invest through their participation in the program.

Cypress University is designed to assist approximately 50 businesses, with flexibility to adjust based on demand. SBDC's administrative fee is \$15,000. Cypress University will be available to businesses that have been in operation for at least one year, are in good standing with all governmental and regulatory agencies, and have between two and 100 employees.

Attached to this report is a draft overview of the program and two example flyers created by SBDC for similar initiatives in the City of Tustin and San Clemente. Comparable materials will be created for Cypress University.

BUDGET IMPACT

The Pandemic Recovery Program allocated \$1 million for the Business Recovery and Support Program and \$574,700 remains set-aside in the General Fund. Phase II costs will not exceed \$505,000 and sufficient assigned fund balance is available.

LEGAL REVIEW

The City Attorney has reviewed the recommended programs and will approve any enabling agreements as to form.

APPROVED BY: Peter Grant, City Manager

Attachments

Resolution
Cypress University Draft Program Overview
Sample Flyers

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CYPRESS FINDING THAT THE PUBLIC PURPOSE
WOULD BE SERVED BY THE DONATION OF FUNDS TO
ASSIST ELIGIBLE CITY OF CYPRESS BUSINESSES AND
APPROVING THE DONATIONS THERETO

WHEREAS, the City Council of the City of Cypress held a workshop on November 22, 2021, to discuss providing assistance for local businesses to fund business recovery efforts, which are consistent with the City's strategic plan goals;

WHEREAS, consistent with City Council direction, the City Council's Economic Development Subcommittee met on March 14, 2024 to discuss specifically how to stimulate economic activity locally and reached consensus on recommending a total amount to be donated pursuant to the Cypress University Program of \$325,000 and an extension of the Business Recovery Program of \$180,000;

WHEREAS, the Cypress University Program offers training to educate up to 30 commercial businesses physically located in the City of Cypress with between two and 100 employees on how to create an effective digital marketing strategy and a robust online presence to boost sales and enhance customer awareness, and upon successful completion of all mandatory training and submission of all required documentation these businesses will receive a \$2,000 grant;

WHEREAS, the Cypress University Program also offers training to educate up to 25 commercial businesses physically located in the City of Cypress with between two and 100 employees on how to proactively and strategically drive growth with less risk, and upon successful completion of all mandatory training and submission of all required documentation these businesses will receive a \$10,000 grant;

WHEREAS, the Orange County/Inland Empire Small Business Development Center (OCIE SBDC) will partner with the City of Cypress, and will be responsible for administration of the Cypress University Program for a fee of up to \$15,000 (i.e., \$7,500 per training program with up to 40 participants each);

WHEREAS, on January 11, 2021 the City Council approved the Business Recovery Program, which promoted business creation, recovery, and expansion by absorbing City fees for business entitlements, permits, and inspections;

WHEREAS, an extension of the Business Recovery Program until the end of 2024 will further promote business creation, recovery, and expansion through the continued absorption of City fees for business entitlements, permits, and inspections, totaling approximately \$180,000;

WHEREAS, the City Council finds that the aforementioned donations to Cypress businesses serve an important public purpose by providing direct support to members of the Cypress business community and their employees which will, in turn, provide a benefit to City revenues by assuring the support of local economic activity;

NOW, THEREFORE, the City Council of the City of Cypress, California, resolves, determines and orders as follows:

1. That the City Council finds the above recitals true and correct.
2. That the City Council hereby finds that one-time donations of funds as part of the Cypress University Program and Business Recovery Program, as described above, benefits the Cypress business community and its employees and thus serves the public purposes identified in the above recitals.
3. That the City Council hereby approves the aforementioned donations to Cypress businesses that meet the criteria of the above programs, as such criteria in the specific amounts as shall be identified and further established by the City Manager or his designee consistent with the description of the Cypress University Program and Business Recovery Program.
4. That the City Clerk shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Cypress at a regular meeting held on the 22nd day of April, 2024.

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 22nd day of April, 2024, 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

CYPRESS UNIVERSITY

Level Up! Digital Marketing Program

Next Up! Business Growth Program

Draft Program Overview



Background

In April of 2024, the Cypress City Council approved the Cypress University Program. As a result, the City of Cypress partnered with the Orange County Inland Empire Small Business Development Center (SBDC) to develop two training and grant programs for the Cypress University: (1) Level Up! Digital Marketing Program; and (2) Next Up! Business Growth Program. The guidelines contained herein were specifically developed for the Level Up! Digital Marketing Program.

Level Up! Digital Marketing Program Overview

Program Description

The Level Up! Digital Marketing Program will provide training to businesses seeking to increase their social media and online presence. Each business will learn how to set-up an online profile through Google, will reach out to customers for a Google review, and will learn how to create an effective social media marketing campaign. The program will highlight how to use paid and non-paid advertising to generate leads that turn into sales and/or increased community awareness.

Following four mandatory virtual training sessions and one mandatory one-on-one business consulting session, the program will culminate with the gift of a \$2,000 grant. The grant should be used for a paid digital and online advertising campaign developed during the training program and in conjunction with a SBDC consultant.

Target Businesses

All target businesses are invited to apply for the Level Up! Digital Marketing Program. Target businesses should meet the following criteria established by the City of Cypress:

- The business should be a for-profit business and physically located in Cypress;
- The business should be located in a commercial or industrial space;
- The business should have a minimum of two and a maximum of 100 full-time employees (two part-time employees equal one full-time employee), including the owner;
- The business must have an active Cypress Business License for at least one year;
- The business must be in good standing with the City and State (current on bills, no liens or judgements, etc.); and
- The business must submit the application and all required supporting documentation.

Curriculum

All selected businesses will be required to attend a total of four virtual training sessions. In addition, a one-on-one consultation meeting with a SBDC consultant is required in between sessions. If a business operator misses two or more mandatory training

sessions, the business will be ineligible to receive the grant.

The Level Up! Digital Marketing Program covers the following topics with a focus on digital marketing strategies.

All about Google

- Understanding how customers find you in a digital world
- Why Google?
- Creating your own Google profile

Reaching my Audience through Facebook (FB) and Instagram (IG)

- How to use social media, specifically Facebook and Instagram
- Capturing pictures and video
- Creating a successful call to action

My First Facebook/Instagram (FB/IG) Post

- How to post a video or picture to Facebook or Instagram
- Each business will post their video/picture
- How to attract a fan base to social media
- Creating a successful social media campaign that increases sales

Advertising on Social Media

- Different types of advertising campaigns on Facebook and Instagram
- What is the cost to run an ad campaign? How much should you spend?
- What should you be measuring?
- What goes in a FB/IG ad campaign
- Are Twitter and Tik Tok a good option for your business?

Setting up the FB/IG Campaign

- Creating and launching your FB/IG campaign
- What are you offering (call to action and image/video)?
- Who are you targeting?
- Which keywords are you using?
- What is your goal?
- How much are you spending?

Each business operator will be assigned a SBDC business consultant to assist them with their paid advertising platform. The SBDC consultant will provide one-on-one assistance, customized to the needs of each business. The SBDC will continue to work with each client through the program and beyond. Every quarter, the SBDC will track and measure the success of each business as they deploy their marketing campaigns. If requested, the SBDC will track change in sales, jobs created and/or increase in customer traffic.

Next Up! Business Growth Program

Program Description

The Next Up! Business Growth Program will provide training, tools, and guidance to business operators seeking proactive and strategic business growth with less risk. During a six week period, business operators will create a path towards progress as they evaluate and develop business metrics, benchmarks, teams, financials, triggers, and strategies to reach the next level of growth. Biggest obstacles in growing a business include intelligent planning, people, customers, and capital. Categories of growth include new revenue streams, entering new market segments/expanding customer base, expanding team, acquiring new technology/equipment, adding strategic partners, new/additional location, mergers and acquisitions.

Following six mandatory training sessions and one mandatory one-on-one business consulting session, the program will culminate with the gift of a \$10,000 grant.

Target Businesses

All target businesses are invited to apply for the Next Up! Business Growth Program. Target businesses should meet the following criteria established by the City of Cypress:

- The business should be a for-profit business and physically located in Cypress;
- The business should be located in a commercial or industrial space;
- The business should have a minimum of two and a maximum of 100 full-time employees (two part-time employees equal one full-time employee), including the owner;
- The business must have an active Cypress Business License for at least one year;
- The business must be in good standing with the City and State (current on bills, no liens or judgements, etc.); and
- The business must submit the application and all required supporting documentation.

Curriculum

Selected businesses will be required to attend a six training sessions and a City Council meeting at graduation. In addition, a one-on-one consultation meeting with a SBDC consultant is required in between sessions. If a business operator misses two or more mandatory training sessions, the business will be ineligible to receive the grant.

The Next Up! Program covers the following topics with a focus on building growth strategies.

Planning

Every business faces a series of challenges on its path to growth. This module covers a variety of successful approaches to growth. You will find out how to grow your business

as you learn about successful growth opportunities, identify failures in growth and pitfalls to avoid, and take actions setting your growth plan as aligned with your vision. Are you ready to grow?

- What does growth mean to you? Identifying the key drivers of growth in your business.
- What goes into your strategic plan? Building a Strategic Plan that matches your vision.
- Conducting market research to validate your vision.
- Establishing Key Performance Indicators (KPI)/Key Performance Areas (KPA) to ensure you achieve your vision.

People

During this module, you will learn about actionable steps you can take to assess and develop your human capital talent into a formidable all-star force for your company. Utilizing individual skill sets and training to personal strengths ensures all individuals are functioning within the overall team at their highest and best use, creating a competitive edge not easily duplicated.

- Your workforce
- Breakdown of your labor force

Customers

There is only one boss: Customers! Growth in your business is all about attracting new customers and/or expanding what your existing customers are buying from you. This module will take your growth plan and help you hone in your efforts on improving the outcomes of your current marketing efforts, defining the target areas you are trying to reach, and developing a strategy to grow your customer base.

Customers: Marketing

- What is your marketing strategy?
- Breakdown of your customers. Who are they?
- Marketing channels - Where are you marketing? Where should you be marketing?

Customers: Sales

- Revenue analysis
- Sales channel analysis

Cash and Plan

Cash is king. But the question is: cash for growth or growth for cash? To grow, you need to maintain adequate cash flow. In this module, you will understand your numbers through your Profit & Loss (P&L) and build your financial projection to support your growth plan. This class will teach how to accurately project growth, model it, and stress test it to make

sure capital will work effectively with your growth plan.

Cash

- P & L analysis
- Financial forecasting
- Cash flow analysis
- Funding options

Each business operator will be assigned a SBDC business consultant to assist them with their paid advertising platform. The SBDC consultant will provide one-on-one assistance, customized to the needs of each business. The SBDC will continue to work with each client through the program and beyond. Every quarter, the SBDC will track and measure the success of each business as they deploy their business growth plans. The SBDC will track change in sales, jobs created, and/or increase in customer traffic.



CITY OF SAN CLEMENTE

MAIN STREET DIGITAL GRANT PROGRAM

- A new 6-week virtual program with the SBDC aimed at assisting small brick-and-mortar retail businesses with creating a digital presence.
- Small businesses with a minimum of 2 employees and a maximum of 25 employees may be eligible to receive a \$1000 grant used for paid ad campaigns developed during the program with an SBDC consultant.
- The program will consist of two main steps: (1) Building a digital presence, and (2) Driving traffic with paid/non-paid advertising



NEED HELP?

CONTACT THE SBDC

The Small Business Development Center (SBDC) can help you with your application and help awardees with additional funding requirements- at no cost.

Contact us at 1-800-616-7232 or visit us online to book an appointment:
ociesbdc.org.



DATES

Application opens: Fri, Sep 30, 2022 at 9 AM to Sun, Oct 9, 2022 at 10 PM

Program Kick Off: Tuesday, October 25, 2022 at 1 PM



ELIGIBILITY

BUSINESSES MUST

- Be a for-profit commercially-zoned brick-and-mortar retail business or a non-profit that supports business/culture/tourism & is physically located in San Clemente
- Have active city business license since Jan. 1, 2022
- As of Sept. 1, 2022, business must have at least 2 employees and no more than 25 full-time employees
- Cannabis-related, gambling facilities, adult entertainment, massage parlors, large cash-based, and home-based businesses are NOT eligible
- Residential or real estate projects including short-term operators are NOT eligible
- Be in good standing with the City
- Submit the application and all required supporting documents
- Must attest that it experienced financial hardship due to COVID-19
- Amount requested (\$1,000) cannot exceed amount of lost revenue

FOR MORE INFORMATION &
THE APPLICATION VISIT:

ociesbdc.org/san-clemente-digital





City of Tustin

Small Business Level Up Training & Grant Program

Fostering Growth Opportunities For Businesses in Tustin

- A mandatory virtual 4-week program including a consulting session focusing on growth strategies to evaluate and develop metrics, benchmarks, teams, financials, strategies, and learn how to de-risk expansion while proactively growing.
- Businesses may be eligible to receive a working capital grant of up to \$10,000 to use to cover the day-to-day business operating expenses.
- Designed to provide business growth opportunities through training and funding for small businesses overcoming the loss of revenue due to the COVID-19 pandemic.



NEED HELP?
CONTACT THE SBDC

The Small Business Development Center (SBDC) can help you with your application and help awardees with additional funding requirements- at no cost.

Contact Us at 1-800-616-7232 or visit us online to book an appointment: ociesmallbusiness.org.

Working Capital Grants Up to \$10,000



DATES

Application Window: Jan 23 at 9 AM - Feb 5 at 11:59 PM
Program Kick-Off: Tuesday, February 28 at 10 AM



ELIGIBILITY BUSINESS MUST:

- Be a for-profit business physically located in Tustin
- Be located in a commercial or industrial space
- Have active Tustin business license since first quarter of 2019 (January - March 2019)
- As of December 31, 2022, have minimum of 5 employees - including the owner - and no more than a total of 100 full-time and part-time employees
- Be in good standing with the City unless directly correlated to COVID-19 impacts
- Certify that it experienced financial hardship related to COVID-19. (Financial hardship is defined as more than a \$10,000 loss of revenue due to COVID-19)
- Amount requested (\$10,000) cannot exceed the amount of lost revenue, which must include a reconciling of any previous grants the business received
- Submit an application and all supporting documents





CITY OF CYPRESS
CITY COUNCIL REPORT

City Council Regular

12.

FROM: Peter Grant, City Manager

DATE: 04/22/2024

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 20 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 and Accomplishments - March 2024

C I T Y O F C Y P R E S S
SIX-MONTH STRATEGIC OBJECTIVES
April 2024 – September 2024

THREE-YEAR GOAL: MAINTAIN INFRASTRUCTURE AND FACILITIES						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. May 13 City Council meeting	Public Works Director	Recommend a project to modernize the Executive Board Conference Room in FY 24-25 as part of the Capital Improvement Program				
2. By August 31	Public Works Director	Recommend a strategy and funding to increase sustainability in the City's civilian vehicle fleet to the City Manager				
3. June 10 City Council meeting	Public Works Director	Recommend options for streamlining Capital Improvement Plan projects to increase efficiency and contain costs				
4. May 28 City Council meeting	Public Works Director	Recommend an agreement for the design of Myra Avenue pump station No. 1				
5. Ongoing	Public Works Director & Finance Director	Pursue outside funding to offset the cost to replace Myra Avenue pump station No. 1, including potentially engaging a grant writer and/or lobbyist				

C I T Y O F C Y P R E S S
SIX-MONTH STRATEGIC OBJECTIVES
April 2024 – September 2024

MAINTAIN FINANCIAL STABILITY AND PROMOTE ECONOMIC ACTIVITY						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Ongoing until City Council considers placing measure on ballot	Planning Director	Conduct Housing Element implementation ballot measure education, outreach, and communication				
2. July 8 City Council meeting	Planning Director & City Attorney	Recommend placing the Housing Element implementation ballot measure on the 2024 General Election				
3. April 22 City Council meeting	City Manager & Planning Director	Recommend the second phase of the Business Development Program				
4. August 26 City Council meeting	Planning Director	Recommend the Business Park Specific Plan Modernization				
5. May 28 City Council meeting	Finance Director	Provide the results of the FY 2022-23 Measure M2 audit and any modifications to the OCTA settlement agreement that will restore Measure M2 allocation eligibility prior to June 30, 2024, rather than June 30, 2025 as originally contemplated				

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

SIX-MONTH STRATEGIC OBJECTIVES

April 2024 – September 2024

THREE-YEAR GOAL: ENHANCE AND MAINTAIN PUBLIC SAFETY						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. May 13 City Council meeting	Police Chief	Recommend an agreement for body worn cameras for Police Department patrol personnel				
2. By September 15	Police Chief working with HR, CERT & OCFA	Provide workplace safety training to all City staff				
3. On August 6	Police Chief & RCS Director	Produce a new signature community event combining the Police department's National Night Out and RCS' Summerfest				

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

SIX-MONTH STRATEGIC OBJECTIVES

April 2024 – September 2024

THREE-YEAR GOAL: ENHANCE RECREATION FACILITIES AND PROGRAMS						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. May 28 City Council meeting	City Manager & Public Works Director	Recommend an extension to the lease with Orange County Public Libraries for the Cypress Library				
2. By September 15	Public Works & RCS Director	Conduct a dirty boots construction tour of Arnold Cypress Park for the City Council, Recreation Commission, and Cypress Girls Softball League				
3. August 26 joint City Council-RCS Commission meeting	RCS Director	Recommend updates to the Field and Facility Rental Policy				

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

SIX-MONTH STRATEGIC OBJECTIVES

April 2024 – September 2024

THREE-YEAR GOAL: MAINTAIN HIGH QUALITY AN HIGH VALUE SERVICES FOR THE COMMUNITY						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. April 22 City Council meeting	City Manager & City Clerk	Recommend a Resolution focused on sustaining effective governance after the transition to districts				
2. August 26 City Council meeting	Planning Director & Public Works Director	Recommend a program to incentivize residential property owners to maintain/improve privately-owned walls along arterial streets, including strategies to address atypical locations				
3. September 9 City Council workshop	City Manager & City Clerk working with Communications LAB	Present a strategic communications work plan, including review of City logos and branding				
4. May 13 City Council meeting	City Manager	Recommend a Budget Decision Package to fund consultant-led team-building efforts for the 2025 City Council to the City Council				
5. By September 1	Finance Director, IT Manager & Police Chief	Present an updated Business Continuity Plan to the City Manager				
6. June 24	City Clerk & City Attorney	Recommend calling the 2024 General Election				



**City of Cypress
Strategic Planning Retreat
March 20, 2024**

CITY OF CYPRESS VISION STATEMENT

Cypress is a safe and welcoming community delivering excellent services for our residents, neighborhoods, and businesses

CITY OF CYPRESS MISSION STATEMENT

The City of Cypress, guided by our core values, will utilize our resources in concert with community partners to provide an exceptional city to live, work, and play

CORE VALUES

- Integrity
- Accountability
- Transparency/Fiscal Prudence
- Teamwork
- Responsiveness to the Community

THREE-YEAR GOALS 2023-2026 (not in priority order)

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

Accomplishments/Achievements in the last 6 months:

Purchased property to expand Baroldi Park
Completed Senior Center construction
Another year of successful events
Initiated outreach and education for potential ballot measure
Facilitating the sale of the city-owned property on Lincoln Ave.
Started Arnold Cypress Park construction
Updated Park Regulations
Completed Phase 1 of Economic Development Program
Police Department completed a new evaluation program for employees
Filled the Accounting position in the Finance Department
Police Department installing automated license plate readers in patrol vehicles
Settled the CVRA lawsuit
EOC training to prevent and respond to cyberattacks
Retired a Police K9
Police Foundation approved donation for new automated license plate reader cameras at Business Park
Approved district election map
Police Department 98% staffed in all positions
We helped citizens who asked for help, we were responsive
Completed City employee labor contracts
New residential and retail projects completed/on schedule
Completed Annual Comprehensive Financial Report
Added \$2.3 Million to the Pension Trust
Approved updating computers and office productivity software
Success defending civil lawsuits
Fiscally stable!
Opening of Cypress Square (and the beloved Trader Joe's)
Completed City hall public restroom remodel
Received Government Finance Officers Association Budget Award
Approved new contract for agenda video streaming and closed captioning



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

13.

FROM: Peter Grant, City Manager

DATE: 04/22/2024

SUBJECT: Consider a Resolution Affirming the City Council's Commitment to Effective Governance

RECOMMENDATION

Consider a Resolution affirming the City Council's commitment to effective governance.

DISCUSSION

The City Council's Strategic Plan includes an objective for the City Manager and City Clerk to recommend a Resolution focused on sustaining effective governance after the transition to districts. The settlement agreement implementing by-district elections was approved by the Court on April 10, and it is recommended the City Council consider the attached Resolution.

The Resolution builds on best practices from the League of California Cities and similar efforts in Concord, Napa, Rancho Cucamonga and Rohnert Park. Information about the resources used to draft the recommended Resolution are attached.

BUDGET IMPACT

None.

LEGAL REVIEW

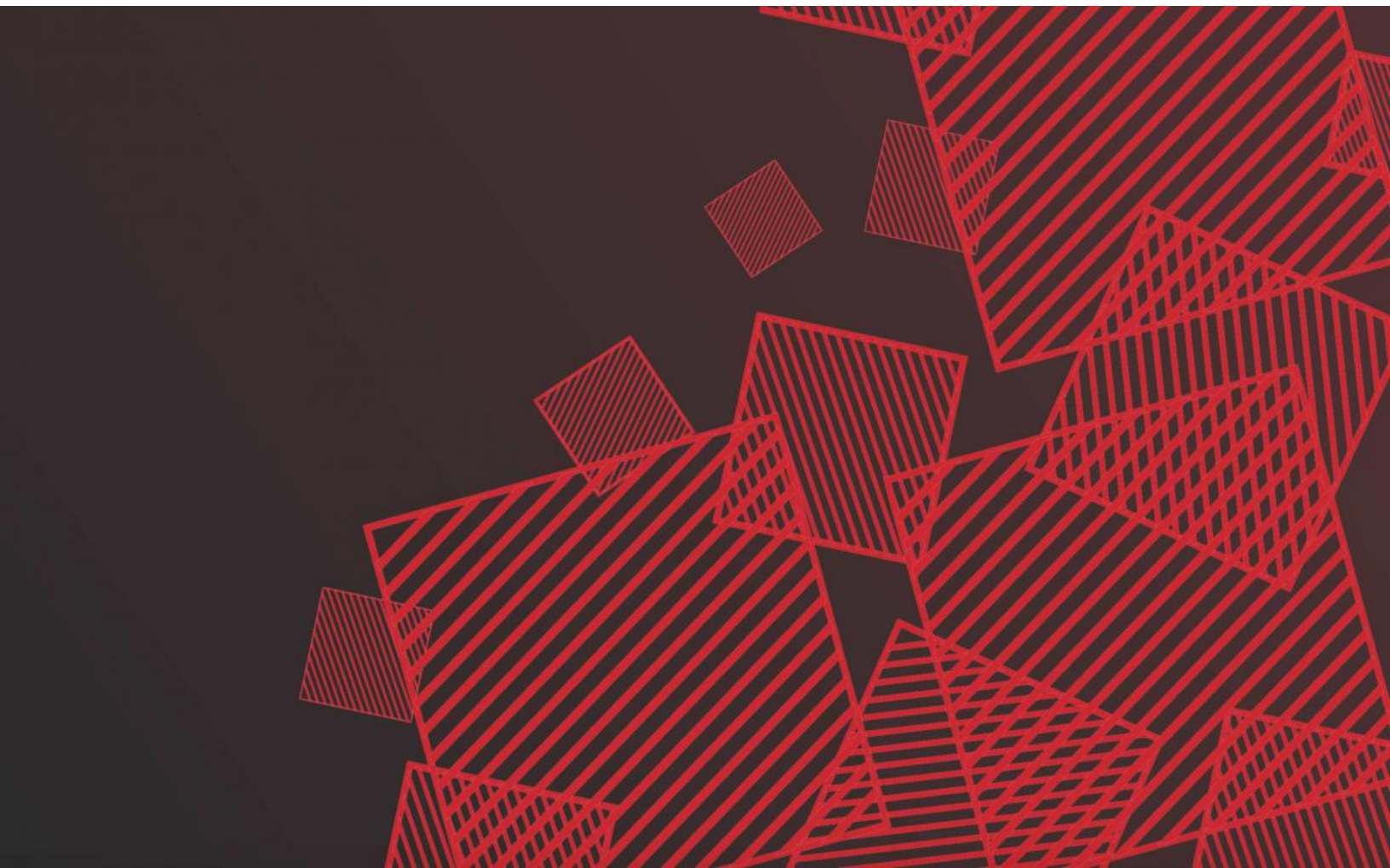
The City Attorney has reviewed the Resolution.

APPROVED BY: Peter Grant, City Manager

Attachments

Resource Materials

Recommended Resolution



Sandipkumar Patel

January 1, 2019 | **City Forum** | by Randi Kay Stephens

Transitioning to Districts and Sustaining Effective Governance as a Council

Randi Kay Stephens is associate program manager for the Local Government Basics program of the Institute for Local Government and can be reached at rstephens@ca-ilg.org.

Concord (pop. 129,159) is a general law city located in the east San Francisco Bay Area. In 2018, Concord transitioned from a city council whose members were elected at large to district-based council

seats. The city conducted its first district-based election in November 2018.

Background

The California Voting Rights Act (CVRA) of 2001 seeks to ensure that every community has an opportunity to elect candidates of their choice in local elections, and the law was updated in 2015 to provide that “a voter who is a member of a protected class may bring an action in superior court to enforce the provisions of the CVRA.” Many cities throughout California with populations and demographics similar to Concord subsequently faced legal challenges based on the CVRA and switched from at-large elections to district-based elections. As a result, Concord’s city leaders anticipated that Concord might find itself in a similar situation. In late 2017, the city received two letters from attorneys regarding the CVRA’s provisions. The city council responded by voting in January 2018 to transition to district-based elections and approved a new districts map in March 2018.

Following the move to district-based elections, Concord’s city officials and staff wanted to be proactive in establishing governance norms. Concord City Manager Valerie Barone says, “The council and staff had met the requirements of the CVRA. Now there was time to strategize about impacts, expected or perceived, to the governance of Concord. Transitioning to districts does not necessarily mean that the council has to change the way it engages the public or works with staff — but there seemed to be both pressure and expectations for change. The council and city management wanted any governance changes to be thought through and supported.”

Addressing Potential Impacts

Though the city council and staff alike were committed to a “One Concord” philosophy, they were also concerned about potential impacts of the transition to district elections, including:

- **Norms** — How could the council build upon and develop norms in this new paradigm?
- **Governance philosophy** — Would the transition require the council to create a new governance philosophy or norms to govern its decisionmaking process?
- **Policy impacts** — What impact, if any, would district-based elections have on the city’s policies and protocols, such as the procedure for appointing committee members?
- **Teamwork** — Could the council continue to work as a cohesive team through this transition?
- **A potential pull toward district-based priorities** — Would there be pressure to concentrate on individual districts? How could leaders remain focused on the city as a whole?

- **A fair and inclusive process** — What would be the best way to address specific concerns of a district's constituents? How and when should items be raised to the entire council to ensure awareness of issues that may have citywide impacts?

Key Determinations

Staff set out to research the experiences of other California communities related to the changes that occurred since transitioning to district-based elections; however, they found very little in the way of academic research or best practices on the topic. As a result, the city council and executive staff engaged the Institute for Local Government to facilitate a workshop to discuss these concerns and strengthen the council's vision and norms. The discussions generated these key determinations:

- **Continue to conduct an annual goal-setting workshop to develop citywide priorities and adhere to the priorities throughout the year.** As opportunities, challenges or emerging issues arise, determine as a council if the issue aligns with the established priorities and commitments or if a discussion on changing priorities needs to occur.
- **Focus on the city as a whole.** Continue to allocate city resources throughout municipal boundaries, not by district, because all residents use roads and access essential services while living, working or moving through the city.
- **Inform the public about the city's governance structure, protocols and practices.** Host and publicize community leadership classes on city governance. These courses provide in-depth education about the municipal structure and services for residents who want to be more civically engaged. The classes also help educate residents who may opt to become a candidate for council or apply for a board or commission seat.
- **Develop future policymakers through comprehensive "onboarding."** Engage in robust onboarding for newly elected and appointed officials so they are prepared to work with the council and to serve the city as a whole.
- **Provide candidate training.** Engage potential leaders through candidate training; be transparent about how the election process works and the role of staff related to elections.
- **Communicate clearly about the council-city manager form of government and the roles and responsibilities of city staff and council.** Continue to work through the council-manager form of government to ensure that direction is provided to staff through the manager's office, all council members have equal access to information, and decisions are made by the council as a whole (not individual council members).

Going Forward

After the 2020 census, the City of Concord will review its district maps again. City Manager Barone says, “The council will have more time to be thoughtful about governance impacts and the experience of the full transition in that process. The community conversations will be different, and the city can ensure a more substantive and inclusive community engagement process. The council will consider how best to use a citizen committee to aid in the process.”

Council Member Tim McGallian was the first member to be elected under the new district-based system. He says, “Changes to the way elected officials come to represent the community do not have to alter the city’s focus on engaging and serving the public. This transition provides an opportunity to reflect on the best strategies for using finite public resources to ensure we are providing high quality, effective community services.”

City Managers: Learn More About This Topic in February

Don’t miss the Institute for Local Government session at the City Managers’ Conference in San Diego, Feb. 13–15, 2019, on “District Elections and the Potential Impacts on Local Governance.” This session will focus on the challenges city managers face when evaluating the switch to district-based elections and will offer tips on how city managers can help ensure local governance meets the needs of all residents.

Find more information at www.cacities.org/education-events/city-managers-conference.

What is the California Voting Rights Act?

The California Voting Rights Act (CVRA) of 2001 seeks to ensure that every community has an opportunity to elect candidates of their choice in local elections. For more information, see

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160AB182.

Concord’s Process

Specific details about Concord’s CVRA public process can be found on the city’s [website](#).

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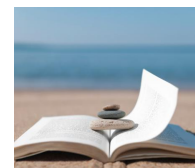


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RESOLUTION R2022-113

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA, STATE OF CALIFORNIA, APPROVING AND ESTABLISHING A CITYWIDE GOVERNANCE POLICY FOR ELECTED OFFICIALS

WHEREAS, on May 5, 2020, the City Council adopted O2020-007 establishing district-based elections for four Councilmembers, with the Mayor continuing to be directly elected on a citywide basis, as codified at Napa Municipal Code Chapter 1.10; and, whereas prior to the adoption of this ordinance, each member of the Council (the Mayor and each of the four Councilmembers) was elected in at-large elections by the registered voters of the entire City; and

WHEREAS, the City conducted its first district-based elections for Districts 2 and 4 for the November 2020 election; and the City conducted district-based elections for Districts 1 and 3 for the November 2022 election; thus, following the November 2022 election, all four Councilmembers have been elected by voters of the district in which they reside; and

WHEREAS, in February 2022 at the City Council Workshop, each member of City Council (including the Mayor and four Councilmembers) affirmed their desire to govern on an citywide basis, considering the needs and interests of the entire community; and

WHEREAS, the City Council understands the value of citywide governance regardless of the method from which City Council members are elected; and

WHEREAS, governing citywide allows for the continuation of inclusive and accessible customer service, the most effective use of taxpayer resources, and consistency in City services; and

WHEREAS, each member of the City Council will continue to serve all of the people of Napa.

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

1. The City Council will govern on a citywide basis, considering the needs and interests of the entire community.
2. It is the goal of the City Council to provide leadership to City staff, officials, and representatives so that the City will continue to provide inclusive and accessible customer service to the entire community and facilitate an excellent quality of life for all.
3. Each member of the City Council will help all members of the community regardless of the district in which a resident resides or a proposed project is located, or from which a Councilmember is elected.

4. Professional management by the City Manager utilizing best management practices, with policy leadership and direction from the City Council, consistent with Napa City Charter Sections 85 and 86 and Napa Municipal Code Chapter 2.08, will continue.

5. Resources will continue to be allocated based on long-term strategic planning efforts, with citywide considerations of equitable service levels and financial capacity.

6. Current practices regarding invitations to members of the City Council to events and activities, and appointments to committees and various bodies will remain in effect.

7. City Council fiscal management, best practices, and City systems will continue to reflect services provided to all residents citywide.

8. The City Council directs the City Clerk to include this resolution in materials prepared for new City Council Candidates and as a part of City Councilmember onboarding materials.

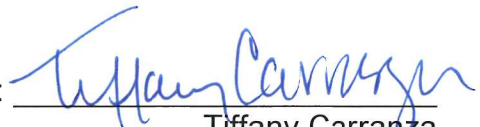
I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Napa at a public meeting of said City Council held on the 20th day of December 2022, by the following vote:

AYES: Alessio, Narvaez, Painter, Luros, Sedgley

NOES: None

ABSENT: None

ABSTAIN: None

ATTEST: 
Tiffany Carranza
City Clerk

Approved as to form:


Michael W. Barrett
City Attorney

RESOLUTION NO. 2020-024

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CUCAMONGA, CALIFORNIA, STATING ITS COMMITMENT TO UNIFIED GOVERNANCE

WHEREAS, the City of Rancho Cucamonga was incorporated in 1977 with the goal of uniting the three communities of Alta Loma, Cucamonga, and Etiwanda into a new community; and

WHEREAS, our City has always been, from the start, the “City with A Plan”, working as a collaborative City Council to have vision for the future and to work together toward that vision; and

WHEREAS, our City was forced by litigation to enact City Council Districts in 2016, which for the first time divided our City so that each Council Member is elected by District, instead of by the voters at large; and

WHEREAS, while this change was not actively pursued, ultimately the City Council is committed to representation for all and determined to continue the tradition of thoughtful, stable governance, working together in the best interests of the City of Rancho Cucamonga, regardless of how its members are elected;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RANCHO CUCAMONGA DOES RESOLVE AS FOLLOWS:

1. The City Council reaffirms that we are committed to work together respectfully, and to govern as a whole body, not as individuals, in accordance with the principles of good governance and out of respect for the Council-Manager form of government.

2. We recognize that a Council election district is not a political subdivision; the Mayor and each Council Member is obligated by the Municipal Code and the oath they take to represent the entire City and all its citizens. To that end, regardless of how we are each elected or where we reside in Rancho Cucamonga, we are committed to making best decisions with the interests of the entire community in mind, hearing from residents across the City, and giving equal consideration to issues and people inside and outside our districts.

3. As an important part of this commitment, we agree to have a healthy debate and discussion regarding issues before us, and once a decision is made by the City Council, we will all work to support that decision, regardless of whether or not we initially supported that decision, recognizing that we are all desirous of good outcomes for the City and its stakeholders and that disunity brings divisiveness.

4. Each Councilmember will engage fully with regard to each City issue before us, regardless of which district or districts might be most directly impacted by the issue, and provide assistance to any and all stakeholders, without regard to which District they might reside, but with respect and thoughtfulness to the Councilmembers and residents of that District.

5. We agree that City resources, both financial and personnel, will be allocated based on the City’s overall needs, and not simply divided by Districts; we will not work individually outside of the collective governance process to resolve these issues, but refer them to and discuss them with the City Manager

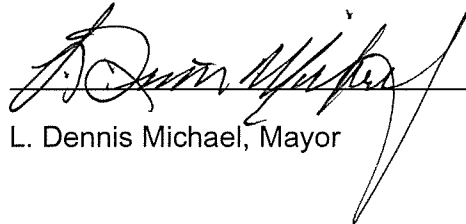
for appropriate follow-up. We will not use City resources to conduct meetings or similar activities for individual self-promotion only in our District, as that would serve to divide and not unite our community.

6. We will seek to raise issues and concerns with the Mayor and City Manager so that our team is informed and no one is surprised by an issue. When we have questions or need information, we will work through the City Manager or our Department Directors rather than consulting other staff.

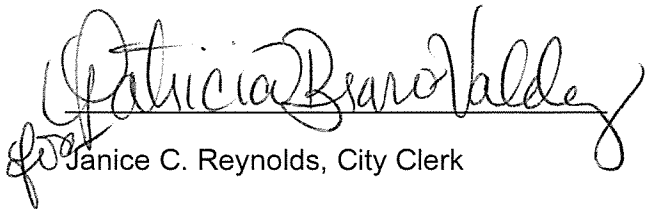
7. We agree to represent the City at meetings as events in pairs or larger groups, whether we are invited to or are hosting the meeting or event. This is to reinforce our functioning as a team, rather than attending meetings or events alone.

8. We are committed to superior customer service and excellence in governance, while paying attention to all neighborhoods and being mindful of our Districts. We will continue to move from “I” to “we”, working together for the greater good.

PASSED, APPROVED and ADOPTED this 15th day of April, 2020.


L. Dennis Michael, Mayor

ATTEST:

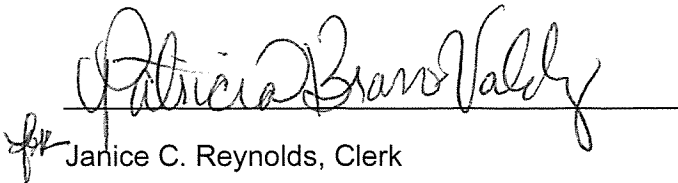

Janice C. Reynolds, City Clerk

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO) ss
CITY OF RANCHO CUCAMONGA)

I, **Janice C. Reynolds**, City Clerk of the City of Rancho Cucamonga, do hereby certify that the foregoing Resolution was duly passed, approved, and adopted by the City Council of the City of Rancho Cucamonga, at a Regular Meeting of said Council held on the 15th day of April 2020.

AYES: Hutchison, Kennedy, Michael, Scott, Spagnolo
NOES: None
ABSENT: None
ABSTAINED: None

Executed this 16th day of April, 2020, at Rancho Cucamonga, California.


for Janice C. Reynolds, Clerk

RESOLUTION NO. 2021-092

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK, CALIFORNIA, APPROVING AND ESTABLISHING A CITYWIDE GOVERNANCE POLICY FOR ELECTED OFFICIALS

WHEREAS, on February 25, 2020, the City Council adopted Ordinance No. 944, establishing that future City Council elections will be held by district, and

WHEREAS, on July 27, 2021, the City Council affirmed its commitment to citywide governance, regardless of the method by which City Council members are elected, and directed staff to bring forward a citywide governance policy; and

WHEREAS, governing citywide allows for the continuation of accessible customer service, the most effective use of taxpayer resources, and consistency in City services; and

WHEREAS, all members of the City Council will continue to serve all of the people of Rohnert Park.

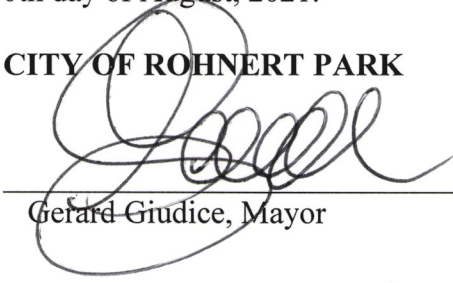
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rohnert Park, California, that:

1. The City Council will govern on a citywide basis and ensure decisions are made based on the needs and interests of the entire community; and
2. The City Council wishes to remain united in its customer service to the community and providing excellent quality of life for all; and
3. All members of the City Council will help all members of the community regardless of which district residents reside in or from which districts the City Council members are elected; and
4. Professional management in a strong City Manager/City Council form of government will continue; and
5. Commissions and board appointments will continue to be made at large, with each Councilmember able to nominate appointees from anywhere in the City irrespective of election districts; and
6. Information necessary for the City Council to govern on a citywide basis will be shared with all City Councilmembers; and
7. Resources will continue to be allocated based on long-term strategic planning efforts, with citywide considerations of service levels and financial capacity; and
8. Current practices of inviting all Councilmembers to events and activities will remain in effect; and

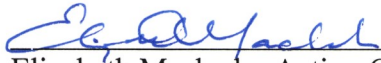
9. The City Council will follow the current practice of the Mayor speaking at events on behalf of the City Council and if not available, the Vice Mayor or other Councilmembers who are available will speak on behalf of the City Council; and
10. Financial, operational, project, and other information will be presented on a citywide basis and not segregated by election district; and
11. City Council fiscal management, best practices, and city systems will continue to reflect services provided to all residents citywide; and
12. City Council members upon election, re-election, or appointment, will certify, in writing, their receipt and understanding of this Citywide Governance Policy.

DULY AND REGULARLY ADOPTED this 10th day of August, 2021.

CITY OF ROHNERT PARK


Gerard Giudice, Mayor

ATTEST:


Elizabeth Machado, Acting City Clerk

ADAMS: Aye LINARES: Aye STAFFORD: Aye ELWARD: Aye GIUDICE: Aye
AYES: (5) NOES: (0) ABSENT: (0) ABSTAIN: (0)

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS, CALIFORNIA,
AFFIRMING THE CITY COUNCIL'S COMMITMENT TO EFFECTIVE GOVERNANCE.

WHEREAS, on March 11, 2024 the City Council adopted Ordinance No. 1207 establishing a by-district election system; and

WHEREAS, the City Council's Strategic Plan includes an objective to sustain the effective governance of Cypress after the transition to districts; and

WHEREAS, governing citywide allows for the continuation of accessible customer service, the most effective use of taxpayer resources, and consistency in City services; and

WHEREAS, all members of the City Council will continue to serve all of the people of Cypress.

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

1. The City Council recognizes the value of citywide governance regardless of the method by which Council Members are elected.
2. The City Council will govern on a citywide basis and ensure decisions are made based on the needs and interests of the entire community.
3. Council Members will help all members of the community regardless of the district in which a resident resides, a proposed project is located, or district the Council Member is elected.
4. The City Council will conduct Strategic Planning workshops to develop citywide priorities and adhere to its priorities throughout the year. Resources will be allocated citywide, not by district, based on the Strategic Plan with available resources determining service levels.
5. As required by the City Charter, the City Council will act in accordance with the Council-Manager form of government and apply all rules and regulations, including the Municipal Code, citywide.
6. Financial, operational, project, and other information will be presented to the City Council on a citywide basis and not segregated by district.
7. The City Council will appoint Commissioners at-large.
8. As required by the City Charter, the Mayor will represent the City for ceremonial

and public purposes, and if not available, the Mayor Pro Tem or other Council Members who are available will represent the City.

9. This resolution will be provided to Council Member candidates and reviewed with the City Manager as a part of Council Member on-boarding process.

This Resolution shall be effective upon its adoption. The City Clerk shall certify the adoption of this Resolution.

PASSED, APPROVED and ORDERED by the City Council of the City of Cypress, California at a regular meeting held on ____ day of _____, 2024.

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 ____ day of _____, 2024, by the following roll call vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS: