



AGENDA

REGULAR MEETING CYPRESS CITY COUNCIL

May 28, 2024

5:30 P.M. - Closed Session

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

5:30 P.M.

Executive Board Room

ROLL CALL

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

Mayor Scott Minikus

Mayor Pro Tem Bonnie Peat

Council Member David Burke

Council Member Anne Mallari

Council Member Frances Marquez

ORAL COMMUNICATIONS ON CLOSED SESSION / WORKSHOP ITEMS (Limited to 30 minutes - three minutes per speaker. The City Council may adjust the time allotted per speaker.)

The public may address the City Council on Closed Session/Workshop 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. Members of the public are encouraged to communicate with the City Council via email at adm@cypressca.org or by calling 714-229-6699.

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Pursuant to Government Code Section 54956.9(d)(1)

Southwest Voter Registration Education Project v. City of Cypress

Case No. 30-2022-01270865-CU-CR-CJC

Orange County Superior Court

RECONVENE

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 The Church of Jesus Christ of Latter-day Saints

PLEDGE OF ALLEGIANCE

REPORT OF CLOSED SESSION / WORKSHOP

City Manager/City Attorney

PRESENTATIONS

Cypress Police Foundation Police Van Donation

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. Approve Minutes - Meetings of February 26, March 11, March 20, and March 25, 2024

Prepared by: Alisha Farnell, City Clerk

Recommendation: Approve as submitted.

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

3. Accept the Community Center HVAC, Project 289

Prepared by: Doug Dancs, Director of Public Works

Recommendation:

1. Accept the Community Center HVAC, Project 289, in the amount of \$797,374.65 and approve the final payment of \$39,868.73 to Bon Air, Inc.; and

2. Authorize the City Engineer to file a Notice of Completion with the County Recorder.

4. Accept the Veterans Park and Cedar Glen Park Parking Lot Resurfacing, Project 363

Prepared by: Doug Dancs, Director of Public Works

Recommendation:

1. Accept the Veterans Park and Cedar Glen Park Parking Lot Resurfacing, Project 363, in the amount of \$70,040.87 and approve the final payment of \$3,502.04 to Prestige Paving Company; and

2. Authorize the City Engineer to file a Notice of Completion with the County Recorder.

5. Approve the Purchase of One Replacement Public Works Vehicle

Prepared by: Doug Dancs, Director of Public Works

Recommendation: Authorize the purchase of one replacement Public Works dump truck vehicle, including upfitting, for \$105,553 from BP Ford of Long Beach.

6. Accept the Donation of a Police Van from the Cypress Police Foundation

Prepared by: Mark Lauderback, Chief of Police

Recommendation: Accept the donation of a Police Van valued at \$86,000 from the Cypress Police Foundation.

7. Appoint City Commissioners

Prepared by: Alisha Farnell, City Clerk

Recommendation: Appoint Commissioners to the Recreation and Community Services, Senior Citizens, and Traffic Commissions.

8. Receive and File the Five-Year Technology Master Plan

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

Recommendation: Receive and file the Five-Year Technology Master Plan for FY 2024-25 through FY 2028-29.

9. Receive an Update on the Strategic Plan Six-Month Objectives

Prepared by: Peter Grant, City Manager

Recommendation: Receive an update on the Strategic Plan six-month objectives.

10. Receive and File the Investment Report for the Month Ended April 30, 2024

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

Recommendation: Receive and file the attached investment report.

11. Receive and File Register of Warrants, Transfers, and Wires Issued for the Period of April 6, 2024 through May 10, 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 April 6, 2024 through May 10, 2024:

- Electronic Funds Transfers 14843 through 15119
- Warrants 64921 through 65247
- Payroll Transfers W1527 through W1528

PUBLIC HEARINGS (Three minutes per speaker)

The public may address the City Council on public hearing 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.

Council Members should disclose communications with anyone relevant to a Public Hearing item.

- 12. Approve Conditional Use Permit No. 2024-02 to Permit a Restaurant and the Sale of Beer and Wine for On-site Consumption and the Sale of Packaged General Alcohol for Off-Site Consumption at a Marketplace and Food Court at 4955 Katella Avenue**

Prepared by: Alicia Velasco, Planning Director

Recommendation: Approve Conditional Use Permit No. 2024-02 to Permit a Restaurant and the Sale of Beer and Wine for On-site Consumption and the Sale of Packaged General Alcohol for Off-Site Consumption at a Marketplace and Food Court at 4955 Katella Avenue.

NEW BUSINESS

- 13. Authorize Amendment to Settlement Agreement with Orange County Transportation Authority to Restore Measure M2 Eligibility**

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

Recommendation: Authorize the City Manager to approve an amendment to the terms of the Settlement Agreement with the Orange County Transportation Authority to immediately restore the City's Measure M2 eligibility, one-year earlier than anticipated in the original Settlement Agreement.

CONTINUED ITEMS

- 14. 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, June 10, 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 23rd day of May, 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/1394572609563294806>. 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 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 (415) 930-5321 and entering Access Code 600-147-671. 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

1.

FROM: Alisha Farnell, City Clerk

DATE: 05/28/2024

SUBJECT: Approve Minutes - Meetings of February 26, March 11, March 20, and
March 25, 2024

RECOMMENDATION

Approve as submitted.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

February 26, 2024 Regular Meeting Minutes

March 11, 2024 Regular Meeting Minutes

March 20, 2024 Special Meeting Minutes

March 25, 2024 Regular Meeting Minutes

REGULAR MEETING
CYPRESS CITY COUNCIL
FEBRUARY 26, 2024
4:30 P.M. – Closed Session
5:00 P.M. – General Session
6:00 P.M. – Public Hearing

A regular meeting of the Cypress City Council was called to order at 4:33 p.m. by Mayor Minikus in the Executive Board Room, 5275 Orange Avenue, Cypress, California.

ROLL CALL

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

Mayor Scott Minikus
Mayor Pro Tem Bonnie Peat
Council Member David Burke
Council Member Anne Mallari – arrived at 4:45 p.m.
Council Member Frances Marquez

STAFF PRESENT

City Manager Peter Grant
City Attorney Fred Galante
City Clerk Alisha Farnell

ORAL COMMUNICATIONS ON WORKSHOP/ CLOSED SESSION ITEMS

None.

CLOSED SESSION

The City Attorney stated that the City Council would convene in Closed Session to discuss the following item:

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code Section 54956.9(d)(1)
Michael Sokmen, et al. v. City of Cypress, et al.
Case No. 30-2023-01358232-CU-PO-CJC
Orange County Superior Court

Mayor Minikus recessed the meeting at 4:34 p.m.

RECONVENE

Mayor Minikus reconvened the meeting at 5:16 p.m.

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

STAFF PRESENT

City Manager Peter Grant
City Attorney Fred Galante
Director of Finance and Administrative Services Matt Burton
Director of Public Works Doug Dances
Director of Recreation and Community Services Jeff Draper
Chief of Police Mark Lauderback
Planning Director Alicia Velasco
City Clerk Alisha Farnell
City Engineer Nick Mangkalakiri

INVOCATION Tom Sibley, The Church of Jesus Christ of Latter-Day Saints, led the Invocation.

PLEDGE OF ALLEGIANCE Mayor Pro Tem Peat led the Pledge of Allegiance.

REPORT OF CLOSED SESSION / WORKSHOP

The City Attorney reported that the City Council met in Closed Session regarding the item listed on the agenda, namely Conference with Legal Counsel – existing litigation, the matter of Michael Sokmen, et al. v. City of Cypress, et al. He stated the City Council received an update, provided direction and no further reportable action was taken.

ORAL COMMUNICATIONS ON AGENDA ITEMS

Bob Youngsma, Cypress, spoke regarding Agenda item No. 9.

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.

Mayor Minikus stated that Agenda Item No. 9, the Warrant Register, includes electronic fund transfer No. 14409 for \$617.06 as reimbursement for medical coverage he is entitled to receive as a CalPERS annuitant. He indicated that in voting for any motion to approve

the Warrants Register, he would not be voting on electronic fund transfers No. 14409 for the reason disclosed.

A motion was made by Council Member Mallari, and seconded by Council Member Marquez, to approve Consent Calendar items No. 1 through 9.

The motion was unanimously carried by the following roll call vote:

AYES: 5 COUNCIL MEMBERS: Burke, Mallari, Marquez, Peat and Minikus
NOES: 0 COUNCIL MEMBERS: None
ABSENT: 0 COUNCIL MEMBERS: None

Item No. 1: Introduce and/or Adopt All Ordinances and Resolutions Presented for Consideration by Title Only and to Waive Further Reading

Item No. 2: Receive an Update on the Strategic Plan Six-Month Objectives

Recommendation: Receive an update on the Strategic Plan six-month objectives.

Item No. 3: Award Contract for Various Traffic Improvements, Project 369

Recommendation: Award a contract to Yunex, LLC, for \$68,030, for installation of various traffic improvements, and authorize a contingency of \$10,200.

Item No. 4: Approve a Task Order Amendment for the Myra Avenue Pump Station No. 1 Evaluation

Recommendation: Approve a \$24,980 amendment to the task order with AKM Consulting Engineers for the Myra Avenue Pump Station No. 1 Evaluation.

Item No. 5: Authorize Electric Vehicle Charging Stations Promotional Fee Waivers

Recommendation: Authorize the City Manager to waive electric vehicle charging station fees at City facilities to promote Earth Day and up to two additional days annually.

Item No. 6: Award On-Call Contracts for Police Department Pre-Employment Background Investigation Services

Recommendation: Award on-call contracts for Police Department pre-employment background investigations services to RCS Investigations, Gallatin Investigations and Horsemen Investigations.

Item No. 7: Approve an Agreement for Police Department Car Rentals

Recommendation:

1. Approve a three-year Agreement with Enterprise Holdings for an amount not expected to exceed \$142,963; and
2. Increase appropriations in the Narcotics Asset Seizure (Department of Justice) Fund by \$4,000.

Item No. 8: Receive and File the Investment Report for the Month Ended January 31, 2024

Recommendation: Receive and file the attached investment report.

Item No. 9: Receive and File Register of Warrants, Transfers, and Wires Issued for the Period of January 6, 2024 through February 9, 2024.

Recommendation: Receive and file the attached payment register summarized below for the period of January 6, 2024 through February 9, 2024

- Electronic Funds Transfers 14381 through 14544
- Warrants 64335 through 64531
- Payroll Transfers W1520 through W1522

Mayor Minikus recessed the meeting at 5:21 p.m.

Mayor Minikus reconvened the meeting at 6:00 p.m.

PUBLIC HEARING – 6:00 P.M.

Item No. 10: Conduct a Public Hearing to Take Testimony Regarding the Composition of Potential City Council Election Districts, Select a Final Map, and Approve the First Reading of an Ordinance Adding Article XII, Sections 2-135 through 2-138 to Chapter 2 of the Municipal Code Establishing a By-District Election System

The City's consultant, National Demographics Corporation, provided a presentation on this item.

City Council asked questions of the consultant.

Mayor Minikus opened the Public Hearing.

Mayor Minikus invited members of the public to speak on this item.

Bob Youngsma, Cypress, spoke regarding development of districts.

Marilyn Reames, Cypress, spoke in support of Map 132.

Glenn Button, Cypress, spoke in support of Map 132.

Brooke Nafarrete, Cypress, spoke in support of Map 133.

Brittney Book, Cypress, spoke in support of Map 132.

No further public comments were made.

Mayor Minikus closed the Public Hearing.

City Council discussion ensued.

A motion was made by Mayor Minikus, and seconded by Council Member Mallari, to select districts no. 1 and 2 on map no. 135 and districts no. 3, 4 and 5 on map no. 133.

The motion was carried by the following roll call vote:

AYES: 3 COUNCIL MEMBERS: Mallari, Peat and Minikus
NOES: 2 COUNCIL MEMBERS: Burke and Marquez
ABSENT: 0 COUNCIL MEMBERS: None

City Council discussion continued.

A motion was made by Council Member Mallari, and seconded by Mayor Pro Tem Peat, to elect Council Members from districts no. 3 and 4 in November 2024 and elect Council Members from districts no. 1, 2, and 5 in November 2026; and to approve the first reading of an Ordinance adding Article XII, Sections 2-135 through 2-138 to Chapter 2 of the Municipal Code establishing a by-district election system and adoption of an exemption from CEQA.

The City Attorney read the title of the Ordinance.

The motion was carried by the following roll call vote:

AYES: 4 COUNCIL MEMBERS: Burke, Mallari, Peat and Minikus
NOES: 1 COUNCIL MEMBERS: Marquez
ABSENT: 0 COUNCIL MEMBERS: None

ORAL COMMUNICATIONS

Bob Youngsma, Cypress, spoke regarding City Manager comments at previous meeting.

Michael Mayor, Garden Grove, spoke on behalf of Challenger Baseball requesting field at Oak Knoll be named after the founders of Champions Baseball.

Brooke Nafarrete, Cypress, spoke regarding the need to publicize the new district map.

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

Council Member Burke:

Attended the Orange County Library Advisory Board meeting and shared information about upcoming programs.

Council Member Mallari:

Announced OCFA Headquarters will be hosting an Open House event on March 16. Spoke about district elections.

Mayor Pro Tem Peat:

Spoke regarding district elections. Encouraged everyone to attend a Champions Baseball game at Oak Knoll Park.

Council Member Marquez:

Attended Social Justice Day at Cypress High School. Congratulated Cypress Boys Basketball team on their recent game.

Mayor Minikus:

Met with resident regarding sound concerns in her neighborhood. Attended Cypress Chamber of Commerce mixer event at Cypress College. Attended Orange County Sanitation District Board meeting.

COUNCIL MEMBER ITEMS FOR FUTURE CONSIDERATION

None.

CITY MANAGER REMARKS

Addressed technical difficulties with the webinar audio and stated the archived video will be posted online. Participated in Cyber Security training and Emergency Operations Center training. Announced the Citizens Academy will begin in April/May.

The City Attorney spoke regarding Oral Communications. Announced Orange County Council of Governments will be hosting their annual Conference at the Richard Nixon Library.

ADJOURNMENT

By motion of Mayor Pro Tem Peat, and seconded by Council Member Mallari, the Mayor adjourned the meeting at 8:06 p.m. The next regular meeting will be held on Monday, March 11, 2024, beginning at 5:30 p.m. inside the Executive Board Room.

MAYOR OF THE CITY OF CYPRESS

ATTEST:

CITY CLERK OF THE CITY OF CYPRESS

REGULAR MEETING
CYPRESS CITY COUNCIL
MARCH 11, 2024
4:00 P.M. – Workshop
5:00 P.M. – General Session
6:00 P.M. – Public Hearing on District Elections

A regular meeting of the Cypress City Council was called to order at 4:00 p.m. by Mayor Minikus in the Executive Board Room, 5275 Orange Avenue, Cypress, California.

ROLL CALL

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

Mayor Scott Minikus
Mayor Pro Tem Bonnie Peat
Council Member David Burke
Council Member Anne Mallari – arrived at 4:03 p.m.
Council Member Frances Marquez

STAFF PRESENT

City Manager Peter Grant
City Attorney Fred Galante
Planning Director Alicia Velasco
City Clerk Alisha Farnell

ORAL COMMUNICATIONS ON WORKSHOP/ CLOSED SESSION ITEMS

None.

WORKSHOP SESSION

Business Park Specific Plan Modernization

The Planning Director provided a presentation on this item.

City Council discussion ensued.

No action was taken.

Mayor Minikus recessed the meeting at 4:55 p.m.

RECONVENE

Mayor Minikus reconvened the meeting at 5:07 p.m.

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

STAFF PRESENT

City Manager Peter Grant
City Attorney Fred Galante
Director of Finance and Administrative Services Matt Burton
Director of Public Works Doug Dances
Director of Recreation and Community Services Jeff Draper
Chief of Police Mark Lauderback
Planning Director Alicia Velasco
City Clerk Alisha Farnell
City Engineer Nick Mangkalakiri

INVOCATION Pastor Trevor Cooper, First Baptist Church of Cypress, led the Invocation.

PLEDGE OF ALLEGIANCE Mayor Pro Tem Bonnie Peat led the Pledge of Allegiance.

REPORT OF CLOSED SESSION / WORKSHOP

Mayor Minikus stated the City Council held a Workshop Session on the Business Park Specific Plan modernization and the item would appear during a future meeting for consideration.

PRESENTATIONS

The Planning Director introduced Business Development Manager Christopher Wong.

The Public Works Director introduced Maintenance Worker David Betancourt.

ORAL COMMUNICATIONS ON AGENDA ITEMS

Marilyn Reames, Cypress, spoke regarding Agenda item No. 9.

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 Member Burke asked questions of the Finance Director.

Mayor Pro Tem Peat thanked the Finance Department for financial integrity.

A motion was made by Mayor Pro Tem Peat, and seconded by Council Member Mallari to approve Consent Calendar items No. 1 through 9.

The motion was unanimously carried by the following roll call vote:

AYES: 5 COUNCIL MEMBERS: Burke, Mallari, Marquez, Peat and Minikus
NOES: 0 COUNCIL MEMBERS: None
ABSENT: 0 COUNCIL MEMBERS: None

Item No. 1: Approve Minutes – Meetings of January 29, February 12, and February 20, 2024

Recommendation: Approve as submitted.

Item No. 2: Introduce and/or Adopt All Ordinances and Resolutions Presented for Consideration by Title Only and to Waive Further Reading

Item No. 3: Certify Special Assessments Against 5321 Marion Avenue and 5692 Karen Avenue for the Collection of Nuisance Abatement Costs

Recommendation: Adopt a Resolution certifying special assessments against 5321 Marion Avenue (APN 241-171-03) and 5692 Karen Avenue (APN 244-512-17) for collection of delinquent nuisance abatement costs.

RESOLUTION NO. 6955

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS
CERTIFYING SPECIAL ASSESSMENTS FOR COLLECTING
DELINQUENT CITY NUISANCE ABATEMENT COSTS FOR NUISANCE
VIOLATIONS OF THE MUNICIPAL CODE

Item No. 4: Receive and File the Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2023

Recommendation: Receive and file the Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2023.

Item No. 5: Receive and File the Audit Letter to the City Council for the Fiscal Year Ended June 30, 2023

Recommendation: Receive and file the audit letter from Lance, Soll and Lunghard LLP to the City Council for the Fiscal Year ended June 30, 2023.

Item No. 6: Receive and File the Cypress Recreation and Park District's Financial Statements and Auditors' Report for the Fiscal Year Ended June 30, 2023

Recommendation: Receive and file the District's Basic Financial Statements and Independent Auditors' Report for the Fiscal Year Ended June 30, 2023.

Item No. 7: Receive and File the Audit Letter to the District Board for the Fiscal Year Ended June 30, 2023

Recommendation: Receive and file the Audit Letter from Lance, Soll and Lunghard LLP to the Cypress Recreation and Park District Board of Directors for the Fiscal Year ended June 30, 2023.

Item No. 8: Receive and File the Report on the City's Appropriations Limit for the Fiscal Year Ended June 30, 2023

Recommendation: Receive and file the attached Independent Accountants' Report on Agreed-Upon Procedures Applied to the City's Appropriations Limit Worksheet for the Fiscal Year ended June 30, 2023.

Item No. 9: Receive and File the Independent Accountants' Report on the Cypress Recreation and Park District's Appropriations Limit for the Fiscal Year Ended June 30, 2023

Recommendation: Receive and file the attached Independent Accountants' Report on Agreed-Upon Procedures Applied to the Appropriations Limit Worksheet for the Fiscal Year ended June 30, 2023.

PUBLIC HEARING

Item No. 10: Public Hearing to Amend Section 17-72 of Chapter 17 of the Municipal Code Regarding Park Regulations

Director of Recreation and Community Services provided a report on this item.

City Council asked questions of staff.

Mayor Minikus opened the Public Hearing and invited members of the public to speak on this item.

There was no public comment.

Mayor Minikus closed the Public Hearing.

The City Attorney read the Ordinance title.

A motion was made by Council Member Burke, and seconded by Mayor Pro Tem Peat, to approve the first reading, by title only, of an Ordinance amending Section 17-72 of Chapter 17 of the Municipal Code regarding park regulations and find the action exempt from the California Environmental Quality Act.

The motion was unanimously carried by the following roll call vote:

AYES: 5 COUNCIL MEMBERS: Burke, Mallari, Marquez, Peat and Minikus
NOES: 0 COUNCIL MEMBERS: None
ABSENT: 0 COUNCIL MEMBERS: None

Mayor Minikus adjusted the order of items to conduct the Public Hearing on District Elections at the posted 6:00 p.m. start time.

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

Council Member Burke:

Met with students from Oxford Academy to discuss their environmental social justice project and thanked them for their work in the City.

Council Member Mallari:

Spoke about letters received from Walker Junior High students regarding environmental issues and concerns. Spoke regarding Orange County Fire Authority open house and encouraged the community to attend.

Council Member Marquez:

Attended Social Justice Day at Cypress High School. Wished everyone a Happy International Day of the Woman. Met with Hotel workers in Anaheim and expressed support for fair employment. Attended a conference in Downtown Los Angeles for Hispana's Organized for Political Equality. Wished her mother a Happy Birthday. Gave a shout out to a Cypress resident.

Mayor Pro Tem Peat:

Assisted a resident with concerns regarding the collection of water and mosquitos in front of her house. Spoke with a resident regarding homeless encampments on Coyote Creek. Participated in Eagle Scout interviews. Participated in the Matt Ward Exploring On fundraiser event. Received an update on current construction at the Goodman Commerce Center.

Mayor Minikus:

Attended the Orange County Operations Center Committee meeting. Attended the Matt Ward Exploring On fundraiser event. Attended Cypress Champions Baseball Picture Day. Attended the Regional Military Affairs Committee meeting. Attended a meeting hosted by California State Treasurer Fiona Ma regarding the State Budget. Spoke regarding a letter received from students at Walker Junior High School regarding water conservation measures.

Mayor Minikus recessed the meeting at 5:49 p.m.

Mayor Minikus reconvened the meeting at 6:01 p.m.

PUBLIC HEARING ON DISTRICT ELECTIONS – 6:00 P.M.

Item No. 11: Conduct a Public Hearing, Approve the Second Reading and Adopt an Ordinance Adding Article XII, Sections 2-135 through 2-138 to Chapter 2 of the Municipal Code Establishing a By-District Election System

Mayor Minikus opened the Public Hearing.

The City Attorney provided a report on this item.

City Council asked questions of the City Attorney.

Mayor Minikus asked Council Members to disclose any communications with anyone relevant to the item.

No communications were disclosed.

The Mayor invited members of the public to speak on this item.

Bob Youngsma, Cypress, spoke about concerns with the map selection process.

Paul Kokkinos, Cypress, spoke about concerns with the map selection process.

Cheryl Bhence, Cypress, spoke in opposition to map 146 and in support of map 133.

Timothy Vink, spoke about concerns with the map selection process.

Kevin Shenkman, Plaintiff's Attorney, spoke regarding plaintiff's approval of the selected map.

No further public comments were made.

Mayor Minikus closed the Public Hearing.

City Council discussion ensued.

The City Attorney answered questions from the Council.

City Council discussion continued.

A motion was made by Council Member Mallari, and seconded by Mayor Pro Tem Peat, to approve the second reading and adopt an Ordinance adding Article XII, Sections 2-135 through 2-138 to Chapter 2 of the Municipal Code establishing a by-district election system and adoption of an exemption from CEQA.

The motion was carried by the following roll call vote:

AYES: 3 COUNCIL MEMBERS: Mallari, Peat and Minikus
NOES: 2 COUNCIL MEMBERS: Burke and Marquez
ABSENT: 0 COUNCIL MEMBERS: None

ORDINANCE NO. 1207

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CYPRESS
ADDING ARTICLE XII, SECTIONS 2-135 THROUGH 2-138 TO
CHAPTER 2 OF THE CYPRESS MUNICIPAL CODE ESTABLISHING A
BY-DISTRICT ELECTION SYSTEM AND ADOPTION OF AN
EXEMPTION FROM CEQA

ITEMS REMOVED FROM CONSENT CALENDAR

None.

ORAL COMMUNICATIONS

Bob Youngsma, Cypress, spoke regarding City Manager's membership in the Woman's Club of Cypress, involvement in the redistricting process, and comments made at a previous meeting.

Shelley Henderson, Cypress, praised OCFA and West-Comm response & professionalism.

Leo Medrano, Cypress, spoke regarding Police Department ride-along program.

Brooke Nafarrete, Cypress, spoke regarding public records request and observation of Council Member Marquez speaking to plaintiff's attorney.

COUNCIL MEMBER ITEMS FOR FUTURE CONSIDERATION

Mayor Pro Tem Peat spoke regarding upcoming Strategic Planning workshop.

CITY MANAGER REMARKS

None.

ADJOURNMENT

By motion of Mayor Pro Tem Peat, and seconded by Council Member Mallari, the Mayor adjourned the meeting at 7:46 p.m. The next regular meeting will be held on Monday, March 25, 2024, beginning at 5:30 p.m. inside the Executive Board Room.

MAYOR OF THE CITY OF CYPRESS

ATTEST:

CITY CLERK OF THE CITY OF CYPRESS

SPECIAL MEETING
CYPRESS CITY COUNCIL
MARCH 20, 2024
10:00 A.M.

A special meeting of the Cypress City Council was called to order at 10:05 a.m. by Mayor Minikus at the Cypress Community Center, 5700 Orange Avenue, Cypress, California.

ROLL CALL

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

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

STAFF PRESENT

City Manager Peter Grant
City Attorney Fred Galante
Director of Finance and Administrative Services Matt Burton
Director of Public Works Doug Dancs
Director of Recreation and Community Services Jeff Draper
Chief of Police Mark Lauderback
Planning Director Alicia Velasco
City Clerk Alisha Farnell

ORAL COMMUNICATIONS ON CLOSED SESSION/ WORKSHOP ITEMS

(Limited to 30 minutes – three minutes per speaker. The City Council may adjust the time allotted per speaker.)

None.

WORKSHOP SESSION

Strategic Planning Session

The facilitator, Knight Leadership Solutions, led the City Council and staff in its strategic planning session which consisted of discussion and direction on updating the City's Strategic Plan, including brainstorming six-month objectives for final consideration by the City Council at a future regular meeting.

Mayor Minikus recessed the meeting for lunch at 11:38 a.m.

Mayor Minikus reconvened the meeting at 12:10 p.m.

City Council discussion continued.

ADJOURNMENT

Mayor Scott Minikus adjourned the meeting at 1:25 p.m. The next regular meeting will be held on Monday, March 25, 2024 beginning at 5:30 p.m. in the Executive Board Room.

MAYOR OF THE CITY OF CYPRESS

ATTEST:

CITY CLERK OF THE CITY OF CYPRESS

REGULAR MEETING
CYPRESS CITY COUNCIL
MARCH 25, 2024
5:00 P.M. – Closed Session/Workshop
6:00 P.M. – General Session

A regular meeting of the Cypress City Council was called to order at 5:01 p.m. by Mayor Minikus in the Executive Board Room, 5275 Orange Avenue, Cypress, California.

ROLL CALL

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

Mayor Scott Minikus
Mayor Pro Tem Bonnie Peat
Council Member David Burke
Council Member Anne Mallari – arrived at 5:13 p.m.
Council Member Frances Marquez

STAFF PRESENT

City Manager Peter Grant
City Attorney Fred Galante
Director of Finance and Administrative Services Matt Burton
Assistant Director of Finance and Administrative Services Donna Mullally
Director of Public Works Doug Dances
Director of Recreation and Community Services Jeff Draper
Planning Director Alicia Velasco
Chief of Police Mark Lauderback
City Clerk Alisha Farnell

ORAL COMMUNICATIONS ON WORKSHOP/ CLOSED SESSION ITEMS

None.

WORKSHOP SESSION

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

The Director of Finance and Administration provided a report on this item.

City Council discussion ensued.

No action was taken.

Mayor Minikus recessed the meeting at 6:07 p.m.

RECONVENE

Mayor Minikus reconvened the meeting at 6:15 p.m.

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

STAFF PRESENT

City Manager Peter Grant
City Attorney Fred Galante
Director of Finance and Administrative Services Matt Burton
Director of Public Works Doug Dancs
Director of Recreation and Community Services Jeff Draper
Chief of Police Mark Lauderback
Planning Director Alicia Velasco
City Clerk Alisha Farnell
City Engineer Nick Mangkalakiri

INVOCATION Pastor Rogelio Barragan, SeaCoast Grace Church, led the Invocation.

PLEDGE OF ALLEGIANCE Owen France led the Pledge of Allegiance.

REPORT OF CLOSED SESSION / WORKSHOP

The City Attorney reported that the City Council held a Workshop Session regarding its financial strategies, reserves, pension liabilities and pension trust and no action was taken.

PRESENTATIONS

The Chief of Police introduced Police Service Officers Nancy Basulto, Michael Pham and Michael Gance.

ORAL COMMUNICATIONS ON AGENDA ITEMS

Bob Youngsma, Cypress, spoke regarding Agenda items No. 2, 3, and 9.

Ed Kraemer, Cypress, spoke regarding Agenda items No. 2, 9, and 15.

Michael Valentine, Cypress, spoke regarding Agenda item No. 15.

Glenn Button, Cypress, spoke regarding Agenda items No. 3 and 16.

Kelly K. Cypress, spoke regarding Agenda items No. 15 and 16.

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.

Mayor Minikus stated that Agenda Item No. 13, the Warrant Register, includes electronic fund transfer No. 14636 for \$308.53 as reimbursement for medical coverage he is entitled to receive as a CalPERS annuitant. He indicated that in voting for any motion to approve the Warrants Register, he would not be voting on electronic fund transfers No. 14636 for the reason disclosed.

Mayor Pro Tem Peat spoke regarding Agenda Item No. 9.

Council Member Mallari spoke regarding Agenda Item No. 11.

Mayor Scott Minikus spoke regarding Agenda Items No. 9 and 11.

Council Member Burke spoke regarding Agenda Items No. 5 and 11.

A motion was made by Council Member Mallari, and seconded by Mayor Pro Tem Peat, to approve Consent Calendar items No. 1 through 13.

The motion was unanimously carried by the following roll call vote:

AYES: 5 COUNCIL MEMBERS: Burke, Mallari, Marquez, Peat and Minikus

NOES: 0 COUNCIL MEMBERS: None

ABSENT: 0 COUNCIL MEMBERS: None

Item No. 1: Introduce and/or Adopt All Ordinances and Resolutions Presented for Consideration by Title Only and to Waive Further Reading

Item No. 2: Second Reading and Adoption of an Ordinance Amending Park Regulations

Recommendation: Approve the second reading and adopt an Ordinance, by title only and waive further reading, amending Section 17-72 of Chapter 17 of the Municipal Code regarding park regulations.

ORDINANCE NO. 1208

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CYPRESS,
CALIFORNIA, AND ACTING AS EX-OFFICIO BOARD OF DIRECTORS OF
THE CYPRESS RECREATION AND PARK DISTRICT, AMENDING
SECTION 17-72 OF THE CYPRESS MUNICIPAL CODE RELATING TO
PARK REGULATIONS AND FINDING THE ACTION EXEMPT FROM THE
CALIFORNIA ENVIRONMENTAL QUALITY ACT

Item No. 3: Award Contracts for Community Center Roof Replacement, Project 329

Recommendation:

1. Award a contract to Rite-Way Roofing Corporation for \$520,593.53, and authorize a contingency of \$52,000; and
2. Approve a Task Order for Construction Inspection Services to Ardurra Group Inc., for \$46,120, and authorize a contingency of \$4,600.

Item No. 4: Award Contract for Traffic Signal System Software and Components, Project 352

Recommendation: Award a contract to SWARCO McCain, Inc. for \$998,760.61, for the purchase of Traffic Signal System Software and Components.

Item No. 5: Award Contract for Veterans Park Pavilion Reconstruction, Project 368

Recommendation:

1. Award a contract to MDJ Management, LLC., for \$171,994.78, and authorize a contingency of \$25,800; and
2. Approve a \$197,795 appropriation increase in the Recreation and Park District General Fund for the Veterans Park Picnic Pavilion Reconstruction, Project 368.

Item No. 6: Approve an Amendment to the On-Call Stormwater/Fats Oils and Grease Inspection Services Contract

Recommendation:

1. Approve an Amendment to the with Charles Abbott Associates for On-Call Stormwater/Fats Oils and Grease Inspection Services; and
2. Appropriate \$18,000 to the Storm Drain Fund and \$2,000 to the Sewer Fund.

Item No. 7: Receive and File the 2023 General Plan Annual Progress Report on the Implementation of the Housing Element

Recommendation: Receive and file the 2023 General Plan Annual Progress Report on the implementation of the Housing Element.

Item No. 8: Approve the Education, Outreach, and Communications Program for the Housing Element Implementation Ballot Measure

Recommendation: Approve the education, outreach, and communications program for the Housing Element implementation ballot measure.

Item No. 9: Approve a Task Order for an Environmental Impact Report for a Vesting Tentative Tract Map at Los Alamitos Race Course

Recommendation: Approve a task order with LSA for the preparation of an Environmental Impact Report for \$212,000 and a contingency of \$21,000.

Item No. 10: Adopt a Resolution Amending Hourly Pay Ranges for Temporary Part-Time and Seasonal Employees

Recommendation: Adopt a Resolution amending hourly pay ranges for temporary part-time and seasonal employees.

RESOLUTION NO. 6956

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS,
AND ACTING AS EX OFFICIO GOVERNING BOARD OF DIRECTORS
OF THE CYPRESS RECREATION AND PARK DISTRICT AMENDING
RESOLUTION NO. 6951 ESTABLISHING HOURLY PAY RANGES
FOR TEMPORARY PART-TIME AND SEASONAL POSITIONS

Item No. 11: Establish Pension Trust Goals and Funding Plan

Recommendation:

1. Establish a goal and funding plan for Pension Trust assets to fully offset unfunded CalPERS pension liabilities by 2030; and
2. Authorize investments in the attached PARS Moderate portfolio; and
3. Approve a one-time transfer of \$2.5 million from the City's General Fund assigned fund balance for the Pandemic Recovery Plan to the Employee Benefits Fund for investment in the Pension Trust; and

4. Approve a one-time transfer of \$2 million from the City's Infrastructure Bank to the Employee Benefits Fund for investment in the Pension Trust.

Item No. 12: Receive and File the Investment Report for the Month Ended February 29, 2024

Recommendation: Receive and file the attached investment report.

Item No. 13: Receive and File Register of Warrants, Transfers, and Wires Issued for the Period of February 10, 2024 through March 8, 2024.

Recommendation: Receive and file the attached payment register summarized below for the period of February 10, 2024 through March 8, 2024:

- Electronic Funds Transfers 14545 through 14778
- Warrants 64532 through 64697
- Payroll Transfers W1523 through W1524

NEW BUSINESS

Item No. 14: Approve a Service Agreement for Electronic Filing of Campaign Disclosure Statements, Statements of Economic Interest (Form 700), and Ethics Training Module

The City Clerk provided a report on this item.

City Council discussion ensued.

It was moved by Council Member Mallari, and seconded by Mayor Pro Tem Peat, to approve an agreement with NetFile, Inc. in an amount not to exceed \$7,000 annually for electronic filing systems for campaign disclosure statements, statements of economic interest (Form 700), and an ethics training module.

The motion was unanimously carried by the following roll call vote:

AYES: 5 COUNCIL MEMBERS: Burke, Mallari, Marquez, Peat and Minikus
NOES: 0 COUNCIL MEMBERS: None
ABSENT: 0 COUNCIL MEMBERS: None

Item No. 15: Approve a Purchase and Sale Agreement for City-Owned Property at 5732 Lincoln Avenue

The Planning Director provided a report on this item.

City Council asked questions of staff.

City Council discussion ensued.

It was moved by Mayor Pro Tem Peat, and seconded by Council Member Mallari, to adopt a Resolution approving a purchase and sale agreement for City-owned property at 5732 Lincoln Avenue to Olson Urban Housing, LLC; and authorize the City Manager to sign and finalize documents associated with the sale; and find the project exempt from California Environmental Quality Act requirements.

The motion was carried by the following roll call vote:

AYES: 4 COUNCIL MEMBERS: Burke, Mallari, Peat and Minikus
NOES: 0 COUNCIL MEMBERS: None
ABSTAIN: 1 COUNCIL MEMBERS: Marquez

RESOLUTION NO. 6957

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS
APPROVING A SALE AGREEMENT AND ESCROW INSTRUCTIONS
WITH OLSON URBAN HOUSING, LLC FOR THE SALE OF CITY
OWNED PROPERTY AT 5732 LINCOLN AVENUE TO IMPLEMENT AN
AFFORDABLE HOUSING PROJECT AND FINDING THE PROJECT
EXEMPT FROM THE CALIFORNIA ENVIROMENTAL QUALITY ACT

Item No. 16: Review, Potentially Revise, and Adopt the City Council's Civility, Conduct, Ethics and Governance Policy

The City Manager provided procedural guidance on this item.

City Council discussion ensued.

It was moved by Mayor Pro Tem Peat, and seconded by Council Member Burke, to keep the Civility, Conduct, Ethics and Governance policy as is and review it again in January 2025.

The motion was unanimously carried by the following roll call vote:

AYES: 5 COUNCIL MEMBERS: Burke, Mallari, Marquez, Peat and Minikus
NOES: 0 COUNCIL MEMBERS: None
ABSENT: 0 COUNCIL MEMBERS: None

ITEMS REMOVED FROM CONSENT CALENDAR

None.

ORAL COMMUNICATIONS

Bob Youngsma, Cypress, spoke regarding political campaign dark money, Recreation Annual Financial Report, selection of electoral district map.

Kyle Chang, Cypress, thanked the city for transitioning to district elections.

Ed Kraemer, Cypress, spoke regarding Agenda Items No. 15 and 16.

Marilyn Reemes, Cypress, spoke regarding members of the public being directed to speak to Council Members at the conclusion of the meeting.

Wanda Youngsma, Cypress, spoke regarding of Agenda Item No. 11.

Christopher Kent, Representative for Senator Newman, introduced himself to the City Council.

Lisa Belthius, Cypress, spoke regarding parks in the southern portion of Cypress and requested a pickleball court be added and spoke regarding homeless in parks.

Brooke Nafarrete, Cypress, spoke regarding Agenda Item No. 11 and campaigning on the dais.

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

Council Member Burke:

Received a tour of the Senior Center. Reported an issue on the Cypress app and encouraged residents to utilize the tool. Thanked the City Manager and Public Works department for repairing an ADA picnic table. Attended the League of California Cities Environmental Quality Policy Committee meeting.

Council Member Marquez:

Met with a representative from the Goodman Company regarding their Commerce Center project. Attended the Habitat for Humanity Welcome Home Event. Attended State Representative Michelle Steel's Women of Distinction event. Attended the Boys and Girls Club of Greater Anaheim-Cypress Dinner. Wished everyone a Happy Holi. Gave a shout out to a Cypress resident and wished them a Happy Easter. Congratulated Police Service Dog Kubo on his retirement. Responded to comments by Council Member Mallari made at the March 11 Council meeting.

Council Member Mallari:

Responded to public comments regarding park improvements. Attended the Woman of Distinction event hosted by Congresswoman Michelle Steel. Spoke regarding the importance of affordable housing.

Mayor Pro Tem Peat:

Spoke regarding Agenda Item No. 15. Responded to public comments regarding the City Managers Membership in the Woman's Club of Cypress. Attended a celebration of woman event at the Nixon Library. Participated in the City Economic Development Committee meeting. Attended Congresswoman Michelle Steele's Women of Distinction event. Attended the Strategic Planning meeting. Attended OC Vector Control Board meeting. Spoke regarding Veterans Recognition program. Attended the Boys and Girls Club of Greater Anaheim-Cypress Gala event.

Mayor Minikus:

Attended the Cypress School District Board of Trustees' meeting. Attended Congresswoman Michelle Steele's Woman of Distinction event. Attended the OC Sanitation Operation Committee meeting. Attended Strategic Planning meeting. Received a tour of the Goodman Group project on Plaza Drive. Attended the Boys and Girls Club of Greater Anaheim-Cypress Gala.

COUNCIL MEMBER ITEMS FOR FUTURE CONSIDERATION

None.

CITY MANAGER REMARKS

Reminded everyone of the Spring Egg Hunt at Oak Knoll Park. Encouraged residents to sign up for the Citizens Academy. Thanked elected officials for participating in several fundraising events to help raise money for our community.

ADJOURNMENT

By motion of Mayor Pro Tem Peat, and seconded by Council Member Burke, the Mayor adjourned the meeting at 8:24 p.m. The next regular meeting will be held on Monday, April 22, 2024, beginning at 5:30 p.m. inside the Executive Board Room.

MAYOR OF THE CITY OF CYPRESS

ATTEST:

CITY CLERK OF THE CITY OF CYPRESS



CITY OF CYPRESS
CITY COUNCIL REPORT

City Council Regular

3.

FROM: Douglas Dancs, Director of Public Works
DATE: 05/28/2024
SUBJECT: **Accept the Community Center HVAC, Project 289**

RECOMMENDATION

1. Accept the Community Center HVAC, Project 289, in the amount of \$797,374.65 and approve the final payment of \$39,868.73 to Bon Air, Inc.; and

2. Authorize the City Engineer to file a Notice of Completion with the County Recorder.

DISCUSSION

In June 2022, the City Council awarded a construction contract to Bon Air, Inc. to replace the HVAC units, repair necessary ductwork, controls, and other miscellaneous work including minor roof repairs. The project start date was significantly delayed due to long lead times to receive the HVAC equipment and coordinating the work with Recreation and Community Services to minimize disruption to Community Center operations. Work finally began in November 2023 and was completed in May 2024.

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 bidding and construction support, design, construction, and inspection was \$934,050, and final project costs total \$862,986.40, 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

Cost Table

PROJECT COST TABLE

Community Center HVAC Project 289

<u>Item Description</u>	<u>Original Amount</u>	<u>Actual Expenditures</u>	<u>Difference</u>
<u>Bidding and Construction (B&C) Support</u>			
B&C Support	\$ 6,500.00	\$ 6,500.00	\$ -
B&C Support Contingency	1,000.00	-	1,000.00
Sub-total B&C Support	<u>\$ 7,500.00</u>	<u>\$ 6,500.00</u>	<u>\$ 1,000.00</u>
<u>Design Support</u>			
Design Support	\$ 22,500.00	\$ 20,250.00	\$ 2,250.00
Design Support Contingency	2,250.00	-	2,250.00
Sub-total Design Support	<u>\$ 24,750.00</u>	<u>\$ 20,250.00</u>	<u>\$ 4,500.00</u>
<u>Construction</u>			
Construction	\$ 678,000.00	\$ 678,000.00	\$ -
Construction Contingency	146,000.00	119,374.65*	26,625.35
Sub-total Construction	<u>\$ 824,000.00</u>	<u>\$ 797,374.65</u>	<u>\$ 26,625.35</u>
<u>Construction Management & Inspection</u>			
Inspection	\$ 67,650.00	\$ 38,861.75	\$ 28,788.25
Inspection Contingency	10,150.00	-	10,150.00
Sub-total Construction Inspection	<u>\$ 77,800.00</u>	<u>\$ 38,861.75</u>	<u>\$ 38,938.25</u>
Total Project	<u>\$ 934,050.00</u>	<u>\$ 862,986.40</u>	<u>\$ 71,063.60</u>

* Includes change orders for additional work due to project deferrals, additional ductwork repairs, necessary roof repairs, and unforeseen site conditions.

Note: CM/Inspection expenditures are based on actual hours inspectors are needed on the job site. This figure will vary for each job based on actual project duration, required special inspections/material testing and other factors. Original Contract Amounts are cost estimates/proposals based on the project description, scope of work, and anticipated needs.



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

4.

FROM: Douglas Dancs, Director of Public Works

DATE: 05/28/2024

SUBJECT: Accept the Veterans Park and Cedar Glen Park Parking Lot Resurfacing, Project 363

RECOMMENDATION

1. Accept the Veterans Park and Cedar Glen Park Parking Lot Resurfacing, Project 363, in the amount of \$70,040.87 and approve the final payment of \$3,502.04 to Prestige Paving Company; and
2. Authorize the City Engineer to file a Notice of Completion with the County Recorder.

DISCUSSION

In September 2023, the City Council awarded a construction contract to Prestige Paving Company to resurface the parking lots at Veterans Park and Cedar Glen Park. The contractor removed and replaced damaged asphalt concrete, resurfaced the parking lots, and installed new striping. Work began in November 2023 and was completed in May 2024.

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 construction and inspection was \$100,370.52, and final project costs total \$81,686.47, 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

Cost Table

PROJECT COST TABLE

Veterans Park and Cedar Glen Park Parking Lot Resurfacing Project 363

<u>Item Description</u>	<u>Original Amount</u>	<u>Actual Expenditures</u>	<u>Difference</u>
<u>Construction</u>			
Construction	\$ 67,175.52	\$ 67,175.52	\$ -
Construction Contingency	10,080.00	2,865.35*	7,214.65
Sub-total Construction	\$ 77,255.52	\$ 70,040.87	\$ 7,214.65
<u>Construction Management & Inspection</u>			
Inspection	\$ 20,095.00	\$ 11,645.60	\$ 8,449.40
Inspection Contingency	3,020.00	-	3,020.00
Sub-total Construction Inspection	\$ 23,115.00	\$ 11,645.60	\$ 11,469.40
Total Project	<u>\$ 100,370.52</u>	<u>\$ 81,686.47</u>	<u>\$ 18,684.05</u>

* Includes change orders for additional asphalt repairs.

Note: CM/Inspection expenditures are based on actual hours inspectors are needed on the job site. This figure will vary for each job based on actual project duration, required special inspections/material testing and other factors. Original Contract Amounts are cost estimates/proposals based on the project description, scope of work, and anticipated needs.



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

5.

FROM: Douglas Dancs, Director of Public Works

DATE: 05/28/2024

SUBJECT: Approve the Purchase of One Replacement Public Works Vehicle

RECOMMENDATION

Authorize the purchase of one replacement Public Works dump truck vehicle, including upfitting, for \$105,553 from BP Ford of Long Beach.

DISCUSSION

The dump truck used by the Public Works Maintenance Division is 46 years old and has reached the end of its useful life as replacement parts are no longer available for necessary repairs. The dump truck is essential for various recurring tasks performed by Maintenance Division personnel, including routine and emergency road maintenance and debris removal. The replacement of the dump truck was included in the FY 2023-24 Budget, and features a large, open bed at the back that can be tilted or raised to dump its contents at the desired location. The dump truck is heavy-duty and capable of hauling several tons of materials.

Public Works recommends the purchase of a replacement vehicle from BP Ford of Long Beach. Due to the limited availability of this specific type of dump truck, Public Works directly solicited proposals from 24 dealers throughout California and sent out requests for bids on a solicitation mailing list. Of the three dealers with trucks available, the lowest responsible bidder was BP Ford of Long Beach at \$105,553.

The purchase price and all necessary upfitting for the replacement vehicle is \$105,553. The vehicle is expected to be delivered within 30 days of approval of the purchase.

BUDGET IMPACT

The total cost to purchase and upfit the replacement vehicle is \$105,553 and is available in the City's Capital Replacement Fund.

LEGAL REVIEW

None required.

APPROVED BY:

Peter Grant, City Manager

Attachments

Cost Summary and Bid Proposals

COST BREAKDOWN SUMMARY

Dealership	Make/Model	Price	Tax	Document Processing Fee and Other Fees	Total Price
BP FORD OF LONG BEACH	2024 Ford F650 Gas Reg Cab with 5-7 Dump Bed	\$97,695	\$7,589.58	\$268	\$105,552.58
CORNING FORD	2024 Ford F650 Gas Reg Cab with 5-7 Dump Bed	\$98,025	\$7,603.53	\$126.75	\$105,755.28
KEY GORDY FORD	2024 Ford F650 Gas Reg Cab with 5-7 Dump Bed	\$100,030	\$7,761.08	\$1,691.50	\$109,482.58

Award Information

	Bidders	Total Bid Amount
1.	BP Ford of Long Beach	\$105,552.58
2.	Corning Ford	\$105,755.28
3.	Ken Grody Ford	\$109,482.58

Apparent Low Bidder: BP Ford of Long Beach



BP Ford Of Long Beach Contact:
Ted Gahn, Commercial Fleet Sales
(714)-612-6736
theodoreg@fordoflongbeach.com

SALESPERSON		QUOTE	PAYMENT TERMS	DUE DATE
Ted Gahn		CF624117	Upon Delivery	Upon Receipt
QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL	
1.00	2024 Ford F-650 Gas Reg Cab DRW With 5-7 Yard Dump	\$ 101,995.00	\$ 101,995.00	
	Dump Body: Beau-Roc DCS, 10-2430			
	1/2" Buck Plate With Hitch, Standard Duty			
	Manual Pull Tarp System			
	Electric Brake Controller			
	(1) 36" Undermount Tool Box			
	Back up Camera			
	Fleet & Dealer Discount. FIN:QM767 Ref# 02030R	\$ (4,300.00)	(4,300.00)	
	Licesne Plate Exempt			
	Deliver To Cypress Ca.			
	Sales Tax @ 7.75 %		7,589.58	
	Document & Processing Fee		\$ 118.00	
	Cataytic Converter Etching - 2024 CA State Law SB 55		150.00	
	Total	\$	105,552.58	

CORNING FORD

Source:		Salesperson:	KELLY BREEDLOVE
Price	98,025.00	Trade	0.00
Taxable A.M.O.	0.00	Payoff	0.00
Document Processing Charge	85.00	Net Trade	0.00
Emissions Testing Charge	0.00	Cash Down	0.00
Sales Tax	7,603.53	Deferred Down	0.00
Non-Tax A.M.O.	0.00	Rebate	0.00
Service Contract	0.00	Total Down	0.00
Subtotal	105,713.53		
DMV Fees	0.00		
State Emissions Certification or Exemption Fee	0.00	APR	0.00
California Tire Fee	8.75	Term	1
Electronic Veh Reg or Transfer Charge	33.00	Monthly Payment	105,755.28
Total Insurance	0.00	Final Payment of	
Total	105,755.28		
Amount Financed	105,755.28		
Finance Charges	0.00		
Total of Payments	105,755.28		

*TOTAL OUT DOOR
\$105,755.28*

*** BUYER ***

CITY OF CYPRESS
5275 ORANGE AVENUE
CYPRESS, CA 90630

Date of Birth:

Home Phone Number: (714) 229-6760

Work Phone Number:

County: ORANGE

Email: jguerra@cypressca.org

*** CO-BUYER ***

Delivered!

Date of Birth:

Home Phone Number:

Work Phone Number:

County:

Email:

*** PURCHASE ***

*** TRADE 1 ***

*** TRADE 2 ***

Stock Number 10128
Year 2024
Make FORD
Model F650
Body Style DP
Color WHITE
Trim GRAY
Key 1 Number
Key 2 Number
Weight 12,600
License
Odometer 5
VIN 1FDNF6AN3RDF01533
Cylinders 8
Vehicle Type NEW

*** BANK ***

NONE

CA

*** INSURANCE ***

KEN GRODY TORD

JOSE@CITY OF CYPRESS PUBLIC
WORKS
2024 F-650 DUMP BODY
STOCK #: RDF06871
3/21/2024 2:00 PM

This presentation is designed to provide an example of various finance options that may be available. Incentive programs, Rebates, Rates, Terms and Payments are estimates, subject to change and are impacted by individual credit history and subject to credit approval and program verification. Specific details will be provided when an alternative or alternatives are selected.

Cash Deal Structure

Vehicle Price	100,030.00
Document Prep Fee	113.00
License / Title	1,022.00
Tire/Battery/VTR Fee	10.50
Other Fee	546.00
Sales Tax	7,761.08

Due On Delivery	109,482.58
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Tax: 7.75% TAX	7.75 %
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On Approved Credit. Payments are an estimate and may vary among lending institutions. The final terms of your loan or lease may differ depending on credit history and the actual terms of the financial institutions acceptance. Tax rules and amounts may vary based upon State or Locality. Vehicle Price is before Taxes and/or applicable fees. Tax Profile: 7.75% Tax



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

6.

FROM: Mark Lauderback, Chief of Police

DATE: 05/28/2024

SUBJECT: Accept the Donation of a Police Van from the Cypress Police Foundation

RECOMMENDATION

Accept the donation of a Police Van valued at \$86,000 from the Cypress Police Foundation.

SUMMARY

The Cypress Police Foundation is a 501(c)(3) support organization consisting of business leaders and members of the community who share a common interest in providing resources to the Cypress Police Department. The Foundation works with the Police Department to identify needs, purchases the identified items and donates them to the City to enhance the effectiveness of police services within our community.

DISCUSSION

The Cypress Police Foundation recently approved the donation of a fully up-fitted and branded 2023 Ford 15-passenger van for Police Department use. The Police Department will utilize the van for a variety of purposes, including transporting police personnel to city events. Currently, police personnel must make multiple vehicle trips to transfer volunteers and explorers for DUI checkpoints and other events such as the Cypress Community Festival and the 4th of July fireworks show. The Community Outreach Officer will also utilize the van periodically to transfer materials and equipment related to our Positive Actions through Character (PACE) program which serves 6th graders throughout the City. The van is code 3 equipped, so it can also be utilized for larger-scale police call-outs if necessary.

The van was purchased by the Cypress Police Foundation through a state-funded grant received from the Orange County Public Safety Collaborative. Individual community-based organizations in each city of the Collaborative can apply for these grants, which provide funds to invest in youth group related activities within the community. After review of the grant application by the grant committee, the grant was awarded to the Foundation and the van was purchased with the intention to donate it to the City.

The Foundation paid \$86,000 for the full cost of the van and related up-fitting and branding.

BUDGET IMPACT

The van will replace the 2008 Mitsubishi Lancer which was donated 15 years ago for use with the PACE program, and will be disposed of via auction once the van is put into service. There will be additional maintenance and fuel costs associated with the new van and sufficient amounts are expected to be available in the City's Central Services Internal Service Fund budget. No General Fund amounts will be set-aside for the replacement of the van, since donated assets are typically only replaced when another donation opportunity is brought forward to the City.

LEGAL REVIEW

None required.

APPROVED BY:

Peter Grant, City Manager



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

7.

FROM: Alisha Farnell, City Clerk
DATE: 05/28/2024
SUBJECT: Appoint City Commissioners

RECOMMENDATION

Appoint Commissioners to the Recreation and Community Services, Senior Citizens, and Traffic Commissions.

DISCUSSION

At its February 12 meeting, the City Council revised its Boards, Commissions and Committees Policy Manual which prescribes the recruitment process to fill vacancies on the Recreation and Community Services, Senior Citizens, and Traffic Commissions. The Policy Manual update restored the standard Commission term length to four years, which resulted in the City Council considering resident applications to fill four to five Commission vacancies each year. The 2024 Commission recruitment sought to fill five Commission seats with terms beginning July 1, 2024.

The City Council held special meetings on May 7 and May 8 to interview 14 Commission applicants and reached consensus on the following appointments:

Recreation and Community Services Commission

- Colin Edwards - Term ending June 30, 2028
- Carol Erbe - Term ending June 30, 2028

Senior Citizens Commission

- David Skorupinski - Term ending June 30, 2028
- Cynthia Fayne - Term ending June 30, 2028

Traffic Commission

- Joy Harper - Term ending June 30, 2028

Alternates

The City Council reached consensus on adding all unappointed applicants to an alternates list for consideration in the event a vacancy occurs prior to the next annual recruitment. However, the following applicants should be given priority in the event of an unscheduled vacancy:

- Recreation and Community Services Commission Alternate - Fermin Cervantes
- Senior Citizens Commission Alternate - Claudia Nessary
- Traffic Commission Alternate - Charlotte Carr

Unscheduled Vacancy

Additionally, the City recently received the attached letter from current Recreation and Community Services Commissioner Leo Medrano resigning his position effective June 1, 2024. Per the City Council's direction regarding Commission alternates, it is recommended that the City Council appoint Fermin Cervantes to fill the vacated term ending June 30, 2027.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY:

Peter Grant, City Manager

Attachments

Commission Appointments
Resignation Letter



CITY OF CYPRESS COMMISSION APPLICANT INTERVIEWS 2024

It was the consensus of the City Council to select the following candidates for appointment to the Recreation and Community Services Commission, Senior Citizens Commission, and Traffic Commission:

RECREATION & COMMUNITY SERVICES COMMISSION:

COLIN EDWARDS (4 Year Term)

CAROLE ERBE (4 Year Term)

FERMIN CERVANTES (ALT)

SENIOR CITIZENS COMMISSION:

DAVE SZORUPINSKI (4 Year Term)

CYNTHIA FAYE (4 Year Term)

TRAFFIC COMMISSION:

JOY HARPER (4 Year Term)

CHARLOTTE CARR (ALT)

ALTERNATES (if any):

CLAUDIA NESSARY (SR. CENTER)

Mayor

MAY 8, 2024
Date

May 22, 2024

Dear Mr. Jeff Draper (Director of Recreation),

I am writing to formally resign from my position as Commissioner for the Recreation and Community Services Commission, effective June 1, 2024.

I have enjoyed working with your team and the fellow Commissioners, and I am grateful for the opportunities to grow professionally during my time here. The knowledge you, your team and my fellow Commissioners have imparted onto me has been invaluable, and I have learned a great deal through my experiences.

This decision was not an easy one, as I have very much enjoyed being a Commissioner. However, after careful consideration and discussions with current City Council Members, I have decided to pursue a new direction in serving Cypress. I am committed to ensuring a smooth transition and will do my best to complete any pending tasks which you may need of me.

Thank you once again for the opportunity to be a Commissioner. I appreciate all the support and guidance you have provided during my tenure. I look forward to staying in touch and very much so hope that we will be able to work together again in the future.

Sincerely,



Leo Medrano



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

8.

FROM: Matt Burton, Director of Finance and Administrative Services

DATE: 05/28/2024

SUBJECT: Receive and File the Five-Year Technology Master Plan

RECOMMENDATION

Receive and file the Five-Year Technology Master Plan for FY 2024-25 through FY 2028-29.

DISCUSSION

The Technology Master Plan (Plan) provides a technology investment blueprint for the City and Recreation and Park District. The Plan categorizes and prioritizes technology projects for implementation over the next five years. It is updated and presented to the City Council annually in conjunction with the budget.

The Plan for FY 2024-25 through FY 2028-29 focuses on enhancing physical and digital security and maintaining public safety throughout the City and its facilities. The Plan continues the City's practice regarding the timely replacement of technological infrastructure. These infrastructure replacements, along with strong cybersecurity defenses, ensure the City remains protected and operations can continue uninterrupted.

Projects completed, or currently underway, from the Plan approved in conjunction with the FY 2023-24 budget include:

- Data Center Infrastructure Replacement
- Desktop/Laptop Computer Replacements
- Public Works Maintenance Division Asset Management Software System
- Online Paperless Agenda Management Platform
- Online Video Streaming Services
- Public Works Paperless Digitization

Recommended Plan projects for FY 2024-25 include:

- Community Development Paperless Digitization
- City Facility Network Switches Replacement
- City Facility Security Improvements
- City Facility Wi-Fi Access Points Replacement

- Online Public Records Request System
- Storm Water Pump Station SCADA System Upgrade

BUDGET IMPACT

The FY 2024-25 Proposed Budget, scheduled for adoption on June 10, incorporates the \$532,000 of technology investments included in the first year of the Plan. The Plan uses \$131,000 of accumulated City and District replacement funds, \$151,000 from the City General Fund, and \$250,000 of Storm Drain monies.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

Technology Master Plan FY 2024-25

City of Cypress Technology Master Plan



**For the Five Years of
FY 2024-25 through FY 2028-29**

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INTRODUCTION

Honorable Mayor and Members of the City Council,

We are pleased to present the City's five-year Technology Master Plan. The Plan provides a blueprint for technology investments; much like the Capital Improvement Program (CIP) does for facilities and infrastructure. It also aims to enable the city to enhance the delivery of core municipal services to our community and promote organizational effectiveness.

Plan Overview

The Technology Master Plan projects are funded through a variety of sources including the City's Technology Investment Fund, which was established nearly a decade ago to provide start-up capital for new technology projects. Additionally, there are accumulated replacement funds set aside (largely from the General Fund) and some restricted monies (such as federally funded police grants) which are available for the replacement of existing technology. The first year of the proposed Technology Master Plan calls for investing \$131,000 from Accumulated Replacement Funds, \$151,000 from the City's General Fund, and \$250,000 from the Storm Drain Fund.

The technology projects are classified into four categories:

- Customer service projects, which enhance the City's abilities to serve its customers.
- Organizational efficiency/transparency projects, which provide internal process efficiencies and enhance access to records and information through the City's website.
- Technology infrastructure projects, which provide for the replacement of vital existing equipment and invest in anticipated future needs.
- Unfunded future projects (if any) are of interest to staff and may be submitted to the City Council for future consideration. These projects may have significant funding requirements and/or legal barriers to consider prior to inclusion as a funded project in the first year of future Technology Master Plans.

Plan Objectives and Considerations

Enhancing public safety and maintaining a secure and safe environment is a top priority for the city and one of the goals outlined in the City's Strategic Plan. The current iteration of the Technology Master Plan includes numerous projects which focus on enhancing public safety at city facilities and throughout the city at large. By utilizing new technologies to better inform city staff and operations, the city will be better able to provide additional transparency and safety for all.

Maintaining a regular city-wide hardware refresh cycle is crucial to ensure city personnel can work effectively, and to ensure Cypress' infrastructure remains secure from hardware vulnerabilities and outside cybersecurity threats. Projects to meet this crucial goal are also incorporated into this plan. Notable replacement projects for this year include an update of the City's network switches, wireless access points, and storm water control system.

Conclusion

Now a decade old, the Technology Master Plan has been a key driver for introducing and maintaining technology for the city. Just as the plan has matured since its inception, so have the technology infrastructure and investments that were initially deployed through the Plan. To date, several major technology infrastructure replacements that were introduced in early Plans have already had to be updated and replaced. This serves as a reminder of how quickly technology needs and advancements evolve, and require constant monitoring and evaluation. Continued funding of the Technology Master Plan is crucial to ensure resources are available to make needed improvements to the City's technology infrastructure. We look forward to the successful implementation of these projects and appreciate the City Council's vision and ongoing commitment to the investment in the items contained in the Technology Master Plan.

FIGURE 1: TECHNOLOGY PROJECTS INITIAL OUTLAY INVESTMENTS

Project Description	2024-25	2025-26	2026-27	2027-28	2028-29	5-Year
CUSTOMER SERVICE PROJECTS						
Online Public Records Request System	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000
Website Enhancements	-	50,000	-	-	-	50,000
Customer Service Subtotal =	\$ 1,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 51,000
ORGANIZATIONAL EFFICIENCY/TRANSPARENCY PROJECTS						
City Facility Security Improvements	\$ 125,000	\$ 125,000	\$ 125,000	\$ -	\$ -	\$ 375,000
Community Development Paperless Digitization	25,000	-	-	-	-	25,000
Park Facility Security Improvements	-	75,000	75,000	75,000	-	225,000
Storm Water Pump Station SCADA System Upgrade	250,000	-	-	-	-	250,000
Org Efficiency/Transparency Subtotal =	\$ 400,000	\$ 200,000	\$ 200,000	\$ 75,000	\$ -	\$ 875,000
TECHNOLOGY INFRASTRUCTURE PROJECTS						
City Data Center Infrastructure	\$ -	\$ -	\$ -	\$ -	\$ 355,000	\$ 355,000
City Desktop/Laptop Computers	-	-	-	-	200,000	200,000
City Facility Conference Room Audiovisual	-	-	30,000	-	-	30,000
City Facility Multi Funtion Copiers	-	-	-	70,000	-	70,000
City Facility Network Security Firewalls	-	-	40,000	-	-	40,000
City Facility Network Switches	105,000	-	-	-	-	105,000
City Facility Wi-Fi Access Points	26,000	-	-	-	-	26,000
Community Center Audiovisual System	-	100,000	-	-	-	100,000
Police Digital Audio Recorders	-	28,000	-	-	-	28,000
Police In-Car and Bodyworn Video System	-	-	-	-	136,000	136,000
Police Vehicle Mobile Data Computers	-	-	-	250,000	-	250,000
Public Works Digital Plan Review Workstations	-	-	-	20,000	-	20,000
Public Works Large Format Plotter	-	-	-	7,000	-	7,000
RCS Large Format Plotters	-	-	8,000	-	-	8,000
Senior Center Audiovisual System	-	25,000	-	-	-	25,000
Senior Center Lab Computers	-	-	7,200	-	-	7,200
Infrastructure Subtotal =	\$ 131,000	\$ 153,000	\$ 85,200	\$ 347,000	\$ 691,000	\$ 1,407,200
TOTAL =	\$ 532,000	\$ 403,000	\$ 285,200	\$ 422,000	\$ 691,000	\$ 2,333,200

FIGURE 2: TECHNOLOGY PROJECTS ONGOING MAINTENANCE/SERVICE COSTS

Project Description	2024-25	2025-26	2026-27	2027-28	2028-29	5-Year
CUSTOMER SERVICE PROJECTS						
Online Public Records Request System	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 40,000
Website Enhancements	-	-	-	-	-	-
Customer Service Subtotal =	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 40,000
ORGANIZATIONAL EFFICIENCY/TRANSPARENCY PROJECTS						
City Facility Security Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Community Development Paperless Digitization	-	-	-	-	-	-
Park Facility Security Improvements	-	-	-	-	-	-
Storm Water Pump Station SCADA System Upgrade	15,000	15,000	15,000	15,000	15,000	75,000
Org Efficiency/Transparency Subtotal =	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
TECHNOLOGY INFRASTRUCTURE PROJECTS						
City Data Center Infrastructure	\$ -	\$ -	\$ -	\$ -	\$ 58,000	\$ 58,000
City Desktop/Laptop Computers	-	-	-	-	-	-
City Facility Conference Room Audiovisual	-	-	-	-	-	-
City Facility Multi Funtion Copiers	-	-	-	16,000	16,000	32,000
City Facility Network Security Firewalls	-	-	13,300	13,300	13,300	39,900
City Facility Network Switches	6,500	6,500	6,500	6,500	6,500	32,500
City Facility Wi-Fi Access Points	2,900	2,900	2,900	2,900	2,900	14,500
Community Center Audiovisual System	-	6,000	6,000	6,000	6,000	24,000
Police Digital Audio Recorders	-	2,700	2,700	2,700	2,700	10,800
Police In-Car and Bodyworn Video System	-	-	-	-	136,000	136,000
Police Vehicle Mobile Data Computers	-	-	-	-	-	-
Public Works Digital Plan Review Workstations	-	-	-	1,000	1,000	2,000
Public Works Large Format Plotter	-	-	-	-	-	-
RCS Large Format Plotters	-	-	-	-	-	-
Senior Center Audiovisual System	-	2,000	2,000	2,000	2,000	8,000
Senior Center Lab Computers	-	-	-	-	-	-
Infrastructure Subtotal =	\$ 9,400	\$ 20,100	\$ 33,400	\$ 50,400	\$ 244,400	\$ 357,700
TOTAL =	\$ 17,400	\$ 28,100	\$ 41,400	\$ 58,400	\$ 252,400	\$ 397,700

FIGURE 3: TECHNOLOGY PROJECTS BY FUNDING SOURCE FOR FY 2024-25

Project Description	Technology Investment Fund	Accumulated Replacement Fund	City General Fund	Other	Total
CUSTOMER SERVICE PROJECTS					
Online Public Records Request System	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000
Customer Service Subtotal=	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000
ORGANIZATIONAL EFFICIENCY/TRANSPARENCY PROJECTS					
City Facility Security Improvements	\$ -	\$ -	\$ 125,000	\$ -	\$ 125,000
Community Development Paperless Digitization	-	-	25,000	-	25,000
Storm Water Pump Station SCADA System Upgrade	-	-	-	250,000	250,000
Organizational Efficiency/Transparency Subtotal =	\$ -	\$ -	\$ 150,000	\$ 250,000	\$ 400,000
TECHNOLOGY INFRASTRUCTURE PROJECTS					
City Facility Network Switches	\$ -	\$ 105,000	\$ -	\$ -	\$ 105,000
City Facility Wi-Fi Access Points	-	26,000	-	-	26,000
Technology Infrastructure Subtotal =	\$ -	\$ 131,000	\$ -	\$ -	\$ 131,000
	\$ -	\$ 131,000	\$ 151,000	\$ 250,000	\$ 532,000

CUSTOMER SERVICE PROJECTS

Project Title: Online Public Records Request System

Requesting Dept.: Administration

One-Time Cost: \$1,000

Ongoing Cost: \$8,000 Annually

Recommended Year: FY 2024-25

Funding Source: City General Fund

This project is the proposed implementation of an online public records request system that would allow the public to submit requests for public records online, as well as provide staff with a fully integrated solution to efficiently route, monitor and respond to pending requests. The City's current public records request process is completely manual and requires the public to submit requests via a manual form either in-person or via email. An online public records system will increase efficiency and make the process of requesting public records easier for the public. As part of this project, the city would need to procure a software system and budget for annual service/maintenance costs in future budget years.

Project Title: Website Enhancements

Requesting Dept.: Administration

One-Time Cost: \$50,000

Ongoing Cost: N/A

Recommended Year: FY 2025-26

Funding Source: Technology Investment Fund

The project is the proposed review and update to the City's website as it relates to the text copy and information displayed throughout the website. A third-party copy/content writer service will be used in conjunction with staff to rewrite information on the website to be up to date, accurate, and consistent throughout the site. This service should also provide guidelines and templates for staff to create new copy content in the future. The goal of this project would be to ensure that information displayed on the city website is clear, concise, and consistent throughout for the effective and efficient use of the public.

ORGANIZATIONAL EFFICIENCY/TRANSPARENCY PROJECTS

Project Title:	City Facility Security Improvements
Requesting Dept.:	Public Works
One-Time Cost:	\$125,000 Annually
Ongoing Cost:	N/A
Recommended Year:	FY 2024-25 through FY 2026-27
Funding Source:	City General Fund (Infrastructure Reserve)

Included in this multi-year capital project will be replacement and/or addition of security cameras, access control systems (keycards), motion sensors and intrusion detection, and other security components and hardware/software as identified in the comprehensive review of City Facility Security Systems.

Project Title:	Community Development Paperless Digitization
Requesting Dept.:	Community Development
One-Time Cost:	\$25,000
Ongoing Cost:	N/A
Recommended Year:	FY 2024-25
Funding Source:	City General Fund

This project digitizes and indexes services for development project plans and permits. Digitizing is necessary prior to the east wing seismic retrofit, so files will be available digitally for reference. Project files will be imported into the existing record management system improving record management and accessibility.

ORGANIZATIONAL EFFICIENCY/TRANSPARENCY PROJECTS (cont.)

Project Title:	Park Facility Security Improvements
Requesting Dept.:	Public Works
One-Time Cost:	\$75,000 Annually
Ongoing Cost:	N/A
Recommended Year:	FY 2025-26 through FY 2027-28
Funding Source:	CRPD General Fund

Included in this multi-year capital project is the replacement and/or addition of security cameras, access control systems (keycards), motion sensors and intrusion detection, and other security components and hardware/software as identified in the comprehensive review of City Facility Security Systems.

Project Title:	Storm Water Pump Station SCADA System Upgrade
Requesting Dept.:	Public Works
One-Time Cost:	\$250,000
Ongoing Cost:	\$15,000
Recommended Year:	FY 2024-25
Funding Source:	Storm Drain Fund

The existing SCADA (Supervisory Control and Data Acquisition) system for the pump stations is over 10 years old, is no longer supported by the manufacturer, and vulnerable to security breaches. The “brains” of the pump stations will need upgrades to various system and hardware/software components such as rack mounted servers, workstations, and routers to operate effectively and securely. This system is critical for flood management.

TECHNOLOGY INFRASTRUCTURE PROJECTS

Project Title:	City Data Center Infrastructure
Requesting Dept.:	Finance & Administrative Services
One-Time Cost:	\$355,000
Ongoing Cost:	\$58,000 Annually
Recommended Year:	FY 2028-29
Funding Source:	Accumulated Replacement Funds

The City’s servers and storage appliances were replaced in 2024 and need to be replaced in FY 2028-29 to ensure continued operation of the City’s servers and applications. Servers and storage appliances are used to house the City’s data, backups, host printing services, manage file permissions, and run applications for all departments.

Project Title:	City Desktop/Laptop Computers
Requesting Dept.:	Finance & Administrative Services
One-Time Cost:	\$200,000
Ongoing Cost:	N/A
Recommended Year:	FY 2028-29
Funding Source:	Accumulated Replacement Funds

Desktop and notebook computers and Microsoft Office software were replaced in 2024 and will need to be replaced in FY 2028-29. The PC replacement is necessary to stay current with industry standard hardware, software, and security standards. This project includes the replacement of all staff desktop computer workstations, laptops, and accompanying Microsoft Office productivity software.

TECHNOLOGY INFRASTRUCTURE PROJECTS (cont.)

Project Title:	City Facility Conference Room Audiovisual
Requesting Dept.:	Finance & Administrative Services
One-Time Cost:	\$30,000
Ongoing Cost:	N/A
Recommended Year:	FY 2026-27
Funding Source:	Accumulated Replacement Funds & Technology Investment Fund

This project is the proposed purchase of replacement or addition of audiovisual technology for the city's conference rooms located at all city facilities (including CRPD). Once audiovisual technology in each city facility conference room reaches end-of-life, new wall mounted displays will be installed with small form computers and peripherals. This allows for meetings that are more efficient and allow for online meetings and webinars to be conducted, reducing the need for in-person meetings at city facilities.

Project Title:	City Facility Multi Function Copiers
Requesting Dept.:	Finance & Administrative Services
One-Time Cost:	\$70,000
Ongoing Cost:	\$16,000 Annually
Recommended Year:	FY 2027-28
Funding Source:	Accumulated Replacement Funds

This project is the replacement of the City's copier fleet, which will be nearing end-of-life in 2028 and will no longer be supported by the manufacturer at that time. These copiers provide high volume scanning, copying, scan to email, and scan to fax capabilities as well as advanced printing functionality throughout all city offices.

TECHNOLOGY INFRASTRUCTURE PROJECTS (cont.)

Project Title:	City Facility Network Security Firewalls
Requesting Dept.:	Finance & Administrative Services
One-Time Cost:	\$40,000
Ongoing Cost:	\$13,300 Annually
Recommended Year:	FY 2026-27
Funding Source:	Accumulated Replacement Funds

The City’s firewalls will reach their end-of-life in 2027. These appliances provide defense from unauthorized inbound access and allow for outbound communication. The appliances also protect the sensitive data in the Police Department from the rest of the City’s local area network to ensure compliance with the California Law Enforcement Telecommunications System (CLETS).

Project Title:	City Facility Network Switches
Requesting Dept.:	Finance & Administrative Services
One-Time Cost:	\$105,000
Ongoing Cost:	\$6,500 Annually
Recommended Year:	FY 2024-25
Funding Source:	Accumulated Replacement Funds

The City's network switches will reach the end of life in 2024 and need to be replaced in FY 2024-25. A network switch connects each device on the City’s network (PCs, notebooks, tablets, etc.) The switches are used to interconnect to the City’s file, print, and application servers with endpoint devices and the internet.

TECHNOLOGY INFRASTRUCTURE PROJECTS (cont.)

Project Title:	City Facility Wi-Fi Access Points
Requesting Dept.:	Finance & Administrative Services
One-Time Cost:	\$26,000
Ongoing Cost:	\$2,900 Annually
Recommended Year:	FY 2024-25
Funding Source:	Accumulated Replacement Funds

The City’s Wi-Fi access points will reach end-of-life in 2024 and will need to be replaced in FY 2024-25. A Wi-Fi access point connects each mobile device on the City’s network (phones, notebooks, tablets, etc.) The access points are used to connect to the City’s laptops and other mobile devices as well as serve the city’s public Wi-Fi at all city facilities.

Project Title:	Community Center Audiovisual System
Requesting Dept.:	Recreation & Community Services
One-Time Cost:	\$100,000
Ongoing Cost:	\$6,000 Annually
Recommended Year:	FY 2025-26
Funding Source:	CRPD General Fund

The audiovisual (AV) technology in the ballroom of the Community Center was updated in 2021. The current AV is expected to be out of date with current standards and reach end-of-life in 2026. This project will add new digital connection types and replace all AV related hardware deemed end-of-life.

TECHNOLOGY INFRASTRUCTURE PROJECTS (cont.)

Project Title:	Police Digital Audio Recorders
Requesting Dept.:	Police
One-Time Cost:	\$28,000
Ongoing Cost:	\$2,700 Annually
Recommended Year:	FY 2025-26
Funding Source:	Accumulated Replacement Funds

The Cypress Police Department will need to replace its handheld digital audio recorders when they reach the end of life and end of support by the vendor in 2025. Digital audio recorders are necessary in routine police activity to record and save interviews with the public by a Police Officer

Project Title:	Police In-Car and Bodyworn Video System
Requesting Dept.:	Police
One-Time Cost:	N/A
Ongoing Cost:	\$136,000 Annually
Recommended Year:	FY 2028-29
Funding Source:	City General Fund

The Cypress Police Department will need to replace its in-car and bodyworn video equipment when the hardware warranty expires in 2029. In-car and bodyworn video recordings are necessary to chronicle police activity and are activated by vehicle speed, the initiation of lights and siren or manually activated by a Police Officer.

TECHNOLOGY INFRASTRUCTURE PROJECTS (cont.)

Project Title: Police Vehicle Mobile Data Computers

Requesting Dept.: Police

One-Time Cost: \$250,000

Ongoing Cost: N/A

Recommended Year: FY 2027-28

Funding Source: Accumulated Replacement Funds

The Cypress Police Department will need to replace its mobile computers when the hardware warranty expires in March 2028. Purchased in August 2022, the expected life of the current mobile devices is 5 years. These devices are used 24 hours a day for police patrol operations and are necessary to transmit criminal information to the mobile police units, maintain communication with dispatch, run plates, check identification, map the location of the police cruisers, check for warrants, etc.

Project Title: Public Works Digital Plan Review Workstations

Requesting Dept.: Public Works

One-Time Cost: \$20,000

Ongoing Cost: \$1,000

Recommended Year: FY 2027-28

Funding Source: Accumulated Replacement Funds

Digital workstations consisting of a monitor and tablet allow Public Works to review and mark-up plans digitally at the counter, at desks, and bring that information in the field. The review process allows City staff to support its existing online permitting plan check system and continue digital submissions and corrections. The current digital plan review workstations are expected to need replacement in FY 2027-28.

TECHNOLOGY INFRASTRUCTURE PROJECTS (cont.)

Project Title: Public Works Large Format Plotter

Requesting Dept.: Public Works

One-Time Cost: \$7,000

Ongoing Cost: N/A

Recommended Year: FY 2027-28

Funding Source: Accumulated Replacement Funds

This project is the proposed replacement of the large format Public Works printer. The plotters are typically used for plans and large signage for project notices. The current large format printers are expected to need replacement in FY 2027-28.

Project Title: RCS Large Format Plotters

Requesting Dept.: Recreation & Community Services

One-Time Cost: \$8,000

Ongoing Cost: N/A

Recommended Year: FY 2026-27

Funding Source: Accumulated Replacement Funds

This project is the proposed replacement of the large format printers located at the community center and senior center. The plotters are typically used for large signage and posters throughout the centers for various programs and services offered to the community. The current large format printers are expected to need replacement in FY 2026-27.

TECHNOLOGY INFRASTRUCTURE PROJECTS (cont.)

Project Title: Senior Center Audiovisual System

Requesting Dept.: Recreation & Community Services

One-Time Cost: \$25,000

Ongoing Cost: \$2,000 Annually

Recommended Year: FY 2025-26

Funding Source: Accumulated Replacement Funds

The audiovisual (AV) technology in the multipurpose room of the Senior Center was updated in 2019. The current AV is expected to be out of date with current standards and reach end-of-life in 2025. This project will add new digital connection types and replace all AV related hardware deemed end-of-life.

Project Title: Senior Center Lab Computers

Requesting Dept.: Recreation & Community Services

One-Time Cost: \$7,200

Ongoing Cost: N/A

Recommended Year: FY 2026-27

Funding Source: Accumulated Replacement Funds

The Senior Center offers computer and internet access to its patrons in the form of eight all-in-one desktop computers located in the computer lab. These computers were installed in 2021 and are expected to reach the end of their useful life by 2026 due to their aging operating system and hardware components. These PCs will be replaced with new all-in-one PCs with the latest operating system and current hardware technology.



CITY OF CYPRESS
CITY COUNCIL REPORT

City Council Regular

9.

FROM: Peter Grant, City Manager

DATE: 05/28/2024

SUBJECT: Receive an Update on the Strategic Plan Six-Month Objectives

RECOMMENDATION

Receive an update on the Strategic Plan six-month objectives.

DISCUSSION

The Strategic Plan establishes major goals and objectives for the City. It provides the principal guidance for the preparation of the budget and a plan for implementation and accountability. The Strategic Plan is among the City Council's most effective tools to improve services and preserve Cypress' high quality of life.

The City Council updated the Strategic Plan in March 2024, including a review of the existing plan, development of new six-month objectives, and a discussion of the City's strengths and accomplishments during the past six months. The attached matrices report the progress on the six-month objectives as of May 27, 2024.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

Six-month Objectives

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	X			
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		X		
3. June 10 City Council meeting	Public Works Director	Recommend options for streamlining Capital Improvement Plan projects to increase efficiency and contain costs		X		
4. June 24 City Council meeting	Public Works Director	Recommend an agreement for the design of Myra Avenue pump station No. 1			X	
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		X		
3. April 22 City Council meeting	City Manager & Planning Director	Recommend the second phase of the Business Development Program	X			
4. August 26 City Council meeting	Planning Director	Recommend the Business Park Specific Plan Modernization		X		
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		X		

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	X			
2. By September 15	Police Chief working with HR, CERT & OCFA	Provide workplace safety training to all City staff		X		
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		X		

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. June 24 City Council meeting	City Manager & Public Works Director	Recommend an extension to the lease with Orange County Public Libraries for the Cypress Library			X	
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		X		
3. September 9 joint City Council-RCS Commission meeting	RCS Director	Recommend updates to the Field and Facility Rental Policy			X	

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			X	Continued to May 28
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		X		
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		X		
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		X		
5. By September 1	Finance Director, IT Manager & Police Chief	Present an updated Business Continuity Plan to the City Manager		X		
6. June 24	City Clerk & City Attorney	Recommend calling the 2024 General Election		X		



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

10.

FROM: Matt Burton, Director of Finance and Administrative Services

DATE: 05/28/2024

SUBJECT: Receive and File the Investment Report for the Month Ended April 30, 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 April 30, 2024, the City had \$204.0 million (current market value) in cash and investments and the interest return (yield) on the public funds investments was 4.54%. 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 April 30, 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 \$204.0 (current market value) in cash and investments at April 30, 2024. The investments included Federal Agencies Debt (\$147.8 million) and Investment Pools (\$52.7 million). The City's bank accounts held \$3.5 million on April 30, 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 April 30, 2024

City of Cypress

Summary of Cash and Investments

As of April 30, 2024

Type	Description	Bank/Agent	Investment Date	Maturity Date	Interest Rate	Carrying Value	Current Market Value (2)
(1) Ckg	General Operating Account	BMO		5/1/2024	-	\$ 3,379,231.35	\$ 3,379,231.35
Pool	Local Agency Investment Fund	State Treasurer		5/1/2024	4.272	27,000,000.00	26,843,164.21
Pool	Local Agency Investment Fund	State Treasurer		5/1/2024	4.272	26,000,000.00	25,848,972.94
FFCB	Federal Farm Credit Bank	BMO	2/21/2023	8/21/2024	4.875	10,000,000.00	9,984,500.00
FFCB	Federal Farm Credit Bank	BMO	10/27/2022	10/17/2024	4.620	5,000,000.00	4,977,600.00
FHLMC	Federal Home Loan Mortgage Corp	BMO	7/28/2022	12/30/2024	3.350	4,000,000.00	3,949,360.00
FFCB	Federal Farm Credit Bank	BMO	1/10/2023	1/10/2025	4.310	3,005,400.00	2,983,470.00
FHLMC	Federal Home Loan Mortgage Corp	BMO	1/30/2023	1/27/2025	5.000	10,000,000.00	9,971,700.00
FHLB	Federal Home Loan Bank	BMO	5/27/2021	2/27/2025	0.660	3,000,000.00	2,889,600.00
FFCB	Federal Farm Credit Bank	BMO	3/22/2021	3/17/2025	0.700	4,000,000.00	3,844,160.00
FHLMC	Federal Home Loan Mortgage Corp	BMO	9/21/2022	3/31/2025	4.320	5,000,000.00	4,954,000.00
FHLMC	Federal Home Loan Mortgage Corp	BMO	5/11/2023	5/9/2025	5.299	8,550,000.00	8,524,521.00
FHLMC	Federal Home Loan Mortgage Corp	BMO	6/6/2023	6/6/2025	5.320	5,000,000.00	4,996,400.00
FHLB	Federal Home Loan Bank	BMO	3/20/2023	6/20/2025	5.379	5,000,000.00	4,995,900.00
FHLMC	Federal Home Loan Mortgage Corp	BMO	9/30/2022	9/30/2025	4.750	5,000,000.00	4,970,000.00
FFCB	Federal Farm Credit Bank	BMO	1/13/2023	1/13/2026	4.000	2,000,000.00	1,962,960.00
FFCB	Federal Farm Credit Bank	BMO	3/2/2023	3/2/2026	4.478	5,002,000.00	4,947,100.00
FHLMC	Federal Home Loan Mortgage Corp	BMO	3/13/2023	3/13/2026	5.625	10,000,000.00	9,966,300.00
FFCB	Federal Farm Credit Bank	BMO	9/29/2023	4/20/2026	5.000	4,988,459.27	4,981,500.00
FFCB	Federal Farm Credit Bank	BMO	6/23/2023	6/23/2026	4.820	5,000,000.00	4,950,800.00
FHLB	Federal Home Loan Bank	BMO	6/26/2023	6/26/2026	5.350	4,815,000.00	4,785,291.45
FHLB	Federal Home Loan Bank	BMO	11/30/2023	11/17/2026	4.420	5,028,050.00	4,957,350.00
FHLB	Federal Home Loan Bank	BMO	4/18/2024	4/16/2027	5.000	3,015,000.00	3,003,573.15
FHLB	Federal Home Loan Bank	BMO	4/18/2024	7/23/2027	5.300	3,000,000.00	2,997,120.00
FHLB	Federal Home Loan Bank	BMO	2/16/2024	8/13/2027	4.999	4,000,000.00	3,980,440.00
FHLB	Federal Home Loan Bank	BMO	11/15/2023	11/15/2027	5.625	5,000,000.00	4,989,050.00
FFCB	Federal Farm Credit Bank	BMO	12/6/2023	12/6/2027	5.380	5,000,000.00	4,930,800.00
FFCB	Federal Farm Credit Bank	BMO	6/30/2023	6/30/2028	5.000	5,000,000.00	4,957,900.00
FHLB	Federal Home Loan Bank	BMO	1/10/2024	1/3/2029	5.000	10,000,000.00	9,929,800.00
FHLB	Federal Home Loan Bank	BMO	2/15/2024	2/12/2029	4.411	4,647,675.00	4,518,172.50
FFCB	Federal Farm Credit Bank	BMO	4/18/2024	4/10/2029	4.375	4,935,200.00	4,920,350.00
Ckg	Worker's Comp Account	BMO		5/1/2024	-	50,000.00	50,000.00
Ckg	Liability Account	California Bank & Trust		5/1/2024	-	8,500.00	8,500.00
Cash	Petty Cash	City		5/1/2024	-	8,350.00	8,350.00
						<u>\$ 205,432,865.62</u>	<u>\$ 203,957,936.60</u>

Average Weighted Yield to Maturity: 4.54%

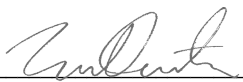
Average Weighted Days to Maturity: 555.10

(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

		2/29/2024	+RECEIPTS	(DISBURSEMENTS)	3/31/2024	+RECEIPTS	(DISBURSEMENTS)	4/30/2024
GENERAL								
111/114	GENERAL FUND/GENERAL FUND-GRANTS	\$ 28,257,224	\$ 3,883,802	\$ (5,718,646)	\$ 26,422,380	\$ 5,695,966	\$ (4,714,374)	\$ 27,403,974
SPECIAL REVENUE								
115	PANDEMIC RELIEF	6,276	-	-	6,276	-	-	6,276
212	CRPD-GENERAL FUND	13,029,056	832,638	(1,246,815)	12,614,879	3,024,163	(964,362)	14,674,680
213	CRPD-PARK DEVELOPMENT	168	421,578	-	421,746	1,663	-	423,409
221	TRAFFIC SAFETY	37,864	3,415	-	41,279	3,310	-	44,589
230	STREETS	9,928,791	227,130	(9,294)	10,146,627	319,876	(643,839)	9,822,664
251	LIGHTING DISTRICT #2	6,079,376	108,316	(167,224)	6,020,468	565,695	(158,678)	6,427,485
261	STORM DRAIN	2,103,787	28,178	(35,183)	2,096,782	53,737	(23,149)	2,127,370
262	PLANNED LOCAL DRAINAGE FACILITY	1,093,842	-	-	1,093,842	12,134	-	1,105,976
271	CORP CNTR MAINT DISTRICT #1	211,791	10,448	(12,442)	209,797	16,168	(1,108)	224,857
280	ASSET SEIZURE	1,343,379	58	(7,415)	1,336,022	14,849	(4,693)	1,346,178
291	CABLE TV FRANCHISE AGREEMENT	812,774	-	-	812,774	1,060	-	813,834
301	SUPPLEMENTAL LAW ENFORCEMENT	105,481	6,044	(7,955)	103,570	5,935	(8,691)	100,814
321	SEWER FUND	8,519,186	114,992	(24,773)	8,609,405	199,295	(25,304)	8,783,396
471	LOW AND MODERATE HSG ASSET	9,069	298	(2,481)	6,886	9,938	(2,588)	14,236
CAPITAL PROJECTS								
415	CITY CAPITAL PROJECTS	16,029,238	-	(115,380)	15,913,858	-	(242,650)	15,671,208
416	INFRASTRUCTURE RESERVE	74,088,768	1,900	(2,649,716)	71,440,952	492,729	-	71,933,681
TRUST AND AGENCY								
600	TRUST AND AGENCY	1,592,906	91,804	(94,567)	1,590,143	20,248	(15,910)	1,594,481
611	BUSINESS ASSESSMENT DISTRICT	-	-	-	-	-	-	-
612	CFD #1 ASSESSMENT DISTRICT	153,575	-	-	153,575	-	-	153,575
620	REC & COMM SERVICES FOUNDATION	33,028	-	(1,716)	31,312	10,360	-	41,672
INTERNAL SERVICE								
710	CENTRAL SERVICES	3,892,990	243,957	(253,977)	3,882,970	235,263	(186,618)	3,931,615
720	CAPITAL REPLACEMENT	15,720,283	62,616	(199,017)	15,583,882	62,926	(16,683)	15,630,125
730	TECHNOLOGY IMPROVEMENT	2,273,110	-	-	2,273,110	-	-	2,273,110
750	EMPLOYEE BENEFITS	6,977,856	5,821,053	(3,312,343)	9,486,566	1,295,271	(2,096,610)	8,685,227
760	LIABILITY SELF INSURANCE	2,166,652	51,126	(31,169)	2,186,609	51,126	(3,713)	2,234,022
770	WORKERS COMP SELF INSURANCE	3,440,012	61,388	(32,200)	3,469,200	62,013	(44,029)	3,487,184
OTHER								
811/812	WESTCOMM JPA	4,823,388	243,719	(292,125)	4,774,982	497,200	(269,883)	5,002,299
		<u>\$ 202,729,870</u>	<u>\$ 12,214,460</u>	<u>\$ (14,214,438)</u>	<u>\$ 200,729,892</u>	<u>\$ 12,650,925</u>	<u>\$ (9,422,882)</u>	<u>\$ 203,957,937</u>

City of Cypress

INVESTMENTS AT MARKET VALUE BY MATURITY DATE

As of April 30, 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	\$ 3,446,081	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,446,081	1.69%
FFCB	14,962,100	6,827,630	11,891,560	4,950,800	4,930,800	9,878,250	-	53,441,140	26.20%
FHLB	-	2,889,600	4,995,900	12,746,215	11,966,610	14,447,973	-	47,046,297	23.07%
FHLMC	-	18,875,060	28,457,221	-	-	-	-	47,332,281	23.21%
STATE POOL	52,692,137	-	-	-	-	-	-	52,692,137	25.83%
TSY	-	-	-	-	-	-	-	0	0.00%
Totals	\$ 71,100,319	\$ 28,592,290	\$ 45,344,681	\$ 17,697,015	\$ 16,897,410	\$ 24,326,223	\$ -	\$ 203,957,937	100.00%
Percent	34.86%	14.02%	22.23%	8.68%	8.28%	11.93%	0.00%	100.00%	

CITY OF CYPRESS INTERFUND INVESTMENTS

As of April 30, 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	\$ 3,274,747

Total Interfund Investments

\$ 8,388,795

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 \$3,274,747.

City of Cypress
Summary of Cash and Investments Held In Trust

As of April 30, 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	5.64%	<u>\$ 24,390,000.00</u>	<u>\$ 27,701,547.50</u>
			Total		<u><u>\$ 24,390,000.00</u></u>	<u><u>\$ 27,701,547.50</u></u>

* 12-month period ending with the current month.



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

11.

FROM: Matt Burton, Director of Finance and Administrative Services

DATE: 05/28/2024

SUBJECT: Receive and File Register of Warrants, Transfers, and Wires Issued for the Period of April 6, 2024 through May 10, 2024

RECOMMENDATION

Receive and file the attached payment register summarized below for the period of April 6, 2024 through May 10, 2024:

- Electronic Funds Transfers 14843 through 15119
- Warrants 64921 through 65247
- Payroll Transfers W1527 through W1528

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 April 6, 2024 through May 10, 2024 are \$6,754,279.66.

LEGAL REVIEW

None required.

APPROVED BY:

Peter Grant, City Manager

Attachments

Payment Register for the Period 4-06-24 through 5-10-24

**City of Cypress
Payment Register
04/06/24 - 05/10/24**

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
14843	2170 - US BANK	\$ 68.24	Food/Interview Panel/Police Sergeant 2/19	0205 3/11/24	\$ 68.24
14844	2170 - US BANK	\$ 186.94	Meals(11)/Interview Panel/Police Sergeant 2/21	0205(A) 3/11/24	\$ 186.94
14845	2170 - US BANK	\$ 8.70	W/C Sub/Business Analytics/Reporting Software 2/7-3/6	0781 3/11/24	\$ 8.70
14846	2170 - US BANK	\$ 265.24	W/C Dispatch Headsets(3)/Cancelled	0781(A) 3/11/24	\$ 265.24
14847	2170 - US BANK	\$ 725.00	W/C Dues/National Emergency Number Assoc/KB 2024	0781(B) 3/11/24	\$ 725.00
14848	2170 - US BANK	\$ 436.71	W/C Svc/Satellite TV 2/25-3/24	0781(C) 3/11/24	\$ 436.71
14849	2170 - US BANK	\$ 199.00	W/C Reg/Emotional Intelligence for Public Safety/MP 3/6	0781(D) 3/11/24	\$ 199.00
14850	2170 - US BANK	\$ (265.24)	W/C Credit/Dispatch Headsets(3)	0781(E) 3/11/24	\$ (265.24)
14851	2170 - US BANK	\$ 21.25	W/C Data Storage/Amazon Cloud 2/24	0781(F) 3/11/24	\$ 21.25
14852	2170 - US BANK	\$ 108.18	Meals(8)/Chipotle/Council Meeting 2/12	1293 3/11/24	\$ 108.18
14853	2170 - US BANK	\$ 15.00	Facebook Ads(2)/Employment Promotions 2/5-2/16	1293(A) 3/11/24	\$ 15.00
14854	2170 - US BANK	\$ 16.50	Facebook Ad/City Events 2/16-2/22	1293(B) 3/11/24	\$ 16.50
14855	2170 - US BANK	\$ 25.00	Gift Card(1)/Kebab Shop/Americana Awards Donation 2/22	1293(C) 3/11/24	\$ 25.00
14856	2170 - US BANK	\$ 25.00	Gift Card(1)/Board & Brew/Americana Awards Donation 2/22	1293(D) 3/11/24	\$ 25.00
14857	2170 - US BANK	\$ 25.00	Gift Card(1)/Trader Joes/Americana Awards Donation 2/22	1293(E) 3/11/24	\$ 25.00
14858	2170 - US BANK	\$ 41.15	Gift Card(1)/Plant(1)/Trader Joes/Cypress Grad Nite Auction 2/22	1293(F) 3/11/24	\$ 41.15
14859	2170 - US BANK	\$ 1.61	Facebook Ad/City Events 2/22	1293(G) 3/11/24	\$ 1.61
14860	2170 - US BANK	\$ 110.00	Sub/Mailchimp/Email Distribution/Admin 2/24	1293(H) 3/11/24	\$ 110.00
14861	2170 - US BANK	\$ 109.88	Meals(8)/Red Robin/Council Meeting 2/26	1293(I) 3/11/24	\$ 109.88
14862	2170 - US BANK	\$ 3,086.77	Reimbursable Charge/OCCMA 3/1	1293(J) 3/11/24	\$ 3,086.77
14863	2170 - US BANK	\$ 150.00	Reimbursable Charge/OCCMA 3/5	1293(K) 3/11/24	\$ 150.00
14864	2170 - US BANK	\$ 257.75	Deposit/Excursion(71)/Medieval Times/Day Camp 7/24	1504 3/11/24	\$ 257.75
14865	2170 - US BANK	\$ 48.95	Food/Playground/Kids Night Out 2/15	1504(A) 3/11/24	\$ 48.95
14866	2170 - US BANK	\$ 210.87	Shirts(19)/Teens/Counselors In Training 2/26	1504(B) 3/11/24	\$ 210.87
14867	2170 - US BANK	\$ 700.26	Hotel/CA Park & Rec Society Conference/ER 2/27-3/1	1504(C) 3/11/24	\$ 700.26
14868	2170 - US BANK	\$ 933.68	Hotel/CA Park & Rec Society Conference/RM & CP 2/26-3/1	2387 3/11/24	\$ 933.68
14869	2170 - US BANK	\$ 111.90	PD Disinfectant Spray(12 Cans) 2/15	2499 3/11/24	\$ 111.90

**City of Cypress
Payment Register
04/06/24 - 05/10/24**

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
14870	2170 - US BANK	\$ 13.16	PD Document Holder(1) 2/15	2499(A) 3/11/24	\$ 13.16
14871	2170 - US BANK	\$ 23.66	PD Combination Locks(2)/Bike Storage 2/16	2499(B) 3/11/24	\$ 23.66
14872	2170 - US BANK	\$ 107.72	PD Measuring Wheels(4) 2/22	2499(C) 3/11/24	\$ 107.72
14873	2170 - US BANK	\$ 273.69	PD CA Vehicle Code Book(1)/CA Penal Code Book(1) 2/29	2499(D) 3/11/24	\$ 273.69
14874	2170 - US BANK	\$ 60.87	PD Hand Sanitizer(24 Btls)/Patrol 3/11	2499(E) 3/11/24	\$ 60.87
14875	2170 - US BANK	\$ 106.11	PD Ice Maker Part(1)/Breakroom 3/15	2499(F) 3/11/24	\$ 106.11
14876	2170 - US BANK	\$ 829.11	PD Drug Test Kits(250) 3/11	2499(G) 3/11/24	\$ 829.11
14877	2170 - US BANK	\$ 400.00	Reg/So Cal Assoc of Government 2024 Conf/AV 5/1-5/3	2518 3/11/24	\$ 400.00
14878	2170 - US BANK	\$ 150.00	Sub/Property Data/Code Enforcement & Planning 2/24	2518(A) 3/11/24	\$ 150.00
14879	2170 - US BANK	\$ 20.00	Reg/Planning Directors Assoc - Street Vending Ordinance/AV 4/9	2518(B) 3/11/24	\$ 20.00
14880	2170 - US BANK	\$ 610.00	Fee/Annual Comprehensive Financial Report Award FYE 6/30/23	3071 3/11/24	\$ 610.00
14881	1269 - LANCE, SOLL & LUNGHARD, LLP-LSL	\$ 667.00	WC Financial Audit FYE 6/30/23	60971	\$ 667.00
14882	2170 - US BANK	\$ 87.49	PD Dog Food(1 Bag)/Bono 3/2	4289 3/11/24	\$ 87.49
14883	2170 - US BANK	\$ 7.19	PD Water Bottles(24)/Perishable Skills Training 2/12	4691 3/11/24	\$ 7.19
14884	2170 - US BANK	\$ 21.75	PD Food/Perishable Skills Training 2/13	4691(A) 3/11/24	\$ 21.75
14885	2170 - US BANK	\$ 40.00	PD Coffee Travelers(2)/Perishable Skills Training 2/13	4691(B) 3/11/24	\$ 40.00
14886	2170 - US BANK	\$ 1,077.19	PD Portable Radio Batteries(8) 2/23	4691(C) 3/11/24	\$ 1,077.19
14887	2170 - US BANK	\$ 234.00	PD Training Uniform/JPerez 3/13	4691(D) 3/11/24	\$ 234.00
14888	2170 - US BANK	\$ 61.89	Paper Clips(1K)/Pens(5)/Misc/Sr Center 2/16	5166 3/11/24	\$ 61.89
14889	2170 - US BANK	\$ 101.26	Mobile File Cabinet(1)/Sr Center 2/20	5166(A) 3/11/24	\$ 101.26
14890	2170 - US BANK	\$ 10.76	Supplies/Facility Operations/Sr Center 3/7	5166(B) 3/11/24	\$ 10.76
14891	2170 - US BANK	\$ 177.00	Sub/IT Network Device Backup 2/21/24-2/21/25	5350 3/11/24	\$ 177.00
14892	2170 - US BANK	\$ 150.00	PD Reg/Driver's Training/SR & AS 3/26	6557 3/11/24	\$ 150.00
14893	2170 - US BANK	\$ 150.00	PD Reg/Driver's Training/CP & JH 3/25	6557(A) 3/11/24	\$ 150.00
14894	2170 - US BANK	\$ 150.00	PD Reg/Driver's Training/DM & LW 3/27	6557(B) 3/11/24	\$ 150.00
14895	2170 - US BANK	\$ 150.00	PD Reg/Driver's Training/JG & JK 3/27	6557(C) 3/11/24	\$ 150.00
14896	2170 - US BANK	\$ 159.00	PD Reg/DUI Checkpoints-Planning/AS 4/29	6557(D) 3/11/24	\$ 159.00

**City of Cypress
Payment Register
04/06/24 - 05/10/24**

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
14897	2170 - US BANK	\$ 225.00	PD Reg/Driver's Training/JC & JM & TF 4/24 & 4/25	6557(E) 3/11/24	\$ 225.00
14898	2170 - US BANK	\$ 71.00	PD Reg/Report Writing/BR 4/22-4/24	6557(F) 3/11/24	\$ 71.00
14899	2170 - US BANK	\$ 60.00	PD Reg/Street Racing/Modified Vehicle Enforcement/NT 5/9	6557(G) 3/11/24	\$ 60.00
14900	2170 - US BANK	\$ 120.00	PD Reg/Arrest & Control/NG/AG/JH/CS/NP/SR 4/10	6557(H) 3/11/24	\$ 120.00
14901	2170 - US BANK	\$ 890.00	PD Reg/Build a Supportive Relationship/ML 4/17-4/18	6557(I) 3/11/24	\$ 890.00
14902	2170 - US BANK	\$ 147.72	Bullhorns(2)/Spring Egg Hunt 2/20	6653 3/11/24	\$ 147.72
14903	2170 - US BANK	\$ 24.67	No Parking Signs(25)/Spring Egg Hunt 2/20	6653(A) 3/11/24	\$ 24.67
14904	2170 - US BANK	\$ 25.07	Wristbands(300)/Spring Egg Hunt 2/20	6653(B) 3/11/24	\$ 25.07
14905	2170 - US BANK	\$ 64.65	Supplies/Spring Egg Hunt 2/22	6653(C) 3/11/24	\$ 64.65
14906	2170 - US BANK	\$ 779.70	Food/Spring Egg Hunt 3/8	6653(D) 3/11/24	\$ 779.70
14907	2170 - US BANK	\$ 55.35	PD Food/EOC Tabletop Exercise 2/21	6696 3/11/24	\$ 55.35
14908	2170 - US BANK	\$ 40.00	PD Coffee Travelers(2)/EOC Tabletop Exercise 2/21	6696(A) 3/11/24	\$ 40.00
14909	2170 - US BANK	\$ 400.00	Reimbursable Charge/OCCMA 2/27	7052 3/11/24	\$ 400.00
14910	2170 - US BANK	\$ 5.00	Reimbursable Charge/OCCMA 3/6	7052(A) 3/11/24	\$ 5.00
14911	2170 - US BANK	\$ 15.00	Parking/Cal State Long Beach/Staff Recruitment 2/12	7072 3/11/24	\$ 15.00
14912	2170 - US BANK	\$ 290.88	Softplay Equipment/Spring Egg Hunt 2/20	7072(A) 3/11/24	\$ 290.88
14913	2170 - US BANK	\$ 187.46	Softplay Equipment/Spring Egg Hunt 2/20	7072(B) 3/11/24	\$ 187.46
14914	2170 - US BANK	\$ 208.93	Supplies/Spring Egg Hunt 2/20	7072(C) 3/11/24	\$ 208.93
14915	2170 - US BANK	\$ 416.75	Supplies/Spring Egg Hunt 2/20	7072(D) 3/11/24	\$ 416.75
14916	2170 - US BANK	\$ 700.26	Hotel/CA Park & Rec Society Conference/AT & LM 2/27-3/1	7072(E) 3/11/24	\$ 700.26
14917	2170 - US BANK	\$ 466.84	Hotel/CA Park & Rec Society Conference/JD 2/27-3/1	7667 3/11/24	\$ 466.84
14918	2170 - US BANK	\$ 176.88	Meals(6)/CA Park & Rec Society 3/1	7667(A) 3/11/24	\$ 176.88
14919	2170 - US BANK	\$ 4.00	Sub/OC Register Online/JD 3/7-4/3	7667(B) 3/11/24	\$ 4.00
14920	2170 - US BANK	\$ 336.10	PD Tools(7)/Traffic Accident Inspections 2/29	8578 3/11/24	\$ 336.10
14921	2170 - US BANK	\$ 103.14	Book(1)/Principles of Irrigation 2/20	8731 3/11/24	\$ 103.14
14922	2170 - US BANK	\$ 100.00	Reg/City Engineers Assoc of OC Meeting/NM & DC 3/4	9131 3/11/24	\$ 100.00
14923	2170 - US BANK	\$ 29.99	Sub/Apple Photo Storage/Eng Inspection Photos 3/5/24-3/4/25	9131(A) 3/11/24	\$ 29.99

**City of Cypress
Payment Register
04/06/24 - 05/10/24**

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
14924	2170 - US BANK	\$ 422.79	City Shirts/Engineering(8)/Maint(4) 3/12	9131(B) 3/11/24	\$ 422.79
14925	2170 - US BANK	\$ 79.11	PD Dog Food(1 Bag)/Kubo 2/25	9185 3/11/24	\$ 79.11
14926	2170 - US BANK	\$ 26.93	Sign Holders(20)/Sr Center 2/28	9213 3/11/24	\$ 26.93
14927	2170 - US BANK	\$ 49.95	Food/Sr Center Movie Night 3/4	9213(A) 3/11/24	\$ 49.95
14928	2170 - US BANK	\$ 19.38	Chair Protectors(28)/Sr Center Facility Operations 3/7	9213(B) 3/11/24	\$ 19.38
14929	2170 - US BANK	\$ 69.70	Sign Holders(16)/Sr Center Commission 3/12	9213(C) 3/11/24	\$ 69.70
14930	2170 - US BANK	\$ 10.00	Svc/Box/Staff Document Review/Engineering 2/29-3/28	9399 3/11/24	\$ 10.00
14931	2170 - US BANK	\$ 2,100.00	Svc/Quickbase/Bldg/Public Works 3/24	9399(A) 3/11/24	\$ 2,100.00
14932	2170 - US BANK	\$ 581.72	PD Flash Drives(8)/External Hard Drives(4)/Investigations 2/23	9844 3/11/24	\$ 581.72
14933	1480 - ARCO BUSINESS SOLUTIONS	\$ 17,493.12	Fuel/Police 3/3-4/2	NP66230735(D)	\$ 17,493.12
14934	1480 - ARCO BUSINESS SOLUTIONS	\$ 3,051.57	Fuel/Maint 3/3-4/2	NP66230735(B)	\$ 3,051.57
14935	1480 - ARCO BUSINESS SOLUTIONS	\$ 27.85	Fuel/Finance 3/3-4/2	NP66230735	\$ 27.85
14936	1480 - ARCO BUSINESS SOLUTIONS	\$ 58.89	Fuel/Engineering 3/3-4/2	NP66230735(A)	\$ 58.89
14937	1480 - ARCO BUSINESS SOLUTIONS	\$ 41.78	Fuel/Recreation 3/3-4/2	NP66230735(C)	\$ 41.78
14938	100505 - CITY OF CYPRESS-WORKERS COMP	\$ 2,403.47	Workers Comp Claims/Professional Svcs/#27202-27247	Reimb 4/12/24	\$ 2,403.47
14939	100505 - CITY OF CYPRESS-WORKERS COMP	\$ 7,485.29	Workers Comp Claims/Medical/#27202-27247	Reimb(A) 4/12/24	\$ 7,485.29
14940	100505 - CITY OF CYPRESS-WORKERS COMP	\$ 8,175.63	Workers Comp Claims/Permanent Disability/#27202-27247	Reimb(B) 4/12/24	\$ 8,175.63
14941	2409 - NGUYEN, TRONG	\$ 500.00	Refund/Recycling Deposit/5339 Vista Hermosa/CDD-24-35	Rfd 4/12/24	\$ 500.00
14942	2410 - TRAN, STEVE	\$ 1,000.00	Refund/Recycling Deposit/5422 Delong St/CDD-24-1	Rfd 4/12/24	\$ 1,000.00
14943	2411 - YOON, HWA YONG	\$ 1,690.00	Refund/Field Rental/Lexington Park/Permit #8718, #8744, #8745	Rfd 4/12/24	\$ 1,690.00
14944	145 - AUSTIN, CHERYL	\$ 56.52	W/C Retiree Health Care Benefits 5/24	5/24	\$ 56.52
14945	128744 - AYRES, RICHARD	\$ 300.00	Retiree Health Care Benefits 5/24	5/24	\$ 300.00
14946	102038 - BALDWIN, DARRELL	\$ 300.00	Retiree Health Care Benefits 5/24	5/24	\$ 300.00
14947	102087 - BISH, EDWARD	\$ 300.00	Retiree Health Care Benefits 5/24	5/24	\$ 300.00
14948	100101 - BRUCE, THOMAS M	\$ 300.00	Retiree Health Care Benefits 5/24	5/24	\$ 300.00
14949	129695 - COTE, ROBERT	\$ 300.00	Retiree Health Care Benefits 5/24	5/24	\$ 300.00
14950	128938 - COX, RODNEY	\$ 123.85	Retiree Health Care Benefits 5/24	5/24	\$ 123.85

**City of Cypress
Payment Register
04/06/24 - 05/10/24**

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
14951	104003 - ESSEX, CLARE	\$ 465.85	Retiree Health Care Benefits 5/24	5/24	\$ 465.85
14952	128044 - FORNISS, DANIEL	\$ 300.00	Retiree Health Care Benefits 5/24	5/24	\$ 300.00
14953	129816 - FOSTER, SCOTT	\$ 300.00	Retiree Health Care Benefits 5/24	5/24	\$ 300.00
14954	112129 - HERNANDEZ, ALEX	\$ 300.00	Retiree Health Care Benefits 5/24	5/24	\$ 300.00
14955	100667 - LASSALLE, ISMAEL	\$ 300.00	Retiree Health Care Benefits 5/24	5/24	\$ 300.00
14956	123656 - MANUEL, DEAN	\$ 300.00	Retiree Health Care Benefits 5/24	5/24	\$ 300.00
14957	129700 - MCSHANE, CHRIS	\$ 232.96	Retiree Health Care Benefits 5/24	5/24	\$ 232.96
14958	2017 - MINIKUS, SCOTT	\$ 308.53	Reimb/Medical Premiums 5/24	5/24	\$ 308.53
14959	128832 - MORALES, PAULO	\$ 300.00	Retiree Health Care Benefits 5/24	5/24	\$ 300.00
14960	122 - MORROW, RICHARD L	\$ 300.00	Retiree Health Care Benefits 5/24	5/24	\$ 300.00
14961	129501 - MOUNT, ERIC	\$ 300.00	Retiree Health Care Benefits 5/24	5/24	\$ 300.00
14962	129608 - OLSON, JAMES	\$ 300.00	Retiree Health Care Benefits 5/24	5/24	\$ 300.00
14963	128784 - RAMSEY, KENNETH	\$ 125.00	Retiree Health Care Benefits 5/24	5/24	\$ 125.00
14964	119027 - RAMSEY, STEVE	\$ 300.00	Retiree Health Care Benefits 5/24	5/24	\$ 300.00
14965	180 - SWIFT, JEFF	\$ 300.00	Retiree Health Care Benefits 5/24	5/24	\$ 300.00
14966	1024 - VALLEY VISTA SERVICES, INC	\$ 231,080.50	Waste Disposal Fee 3/24	3/24	\$ 231,080.50
14967	105121 - VIGIL, FELIX	\$ 300.00	Retiree Health Care Benefits 5/24	5/24	\$ 300.00
14968	129666 - WALQUIST, BRIAN	\$ 300.00	Retiree Health Care Benefits 5/24	5/24	\$ 300.00
14969	40 - WARLAND INVESTMENTS COMPANY	\$ 37,512.00	Development Assistance 5/24 PD Rental/Substation 7/1/23-6/30/24	5/24 00000081	\$ 37,500.00 \$ 12.00
14970	122756 - WINTERSOLE, MICHAEL	\$ 300.00	Retiree Health Care Benefits 5/24	5/24	\$ 300.00
14971	342 - WU, ALEX	\$ 300.00	Retiree Health Care Benefits 5/24	5/24	\$ 300.00
14972	168 - CalPERS-Fiscal Services Division	\$ 1,332.90	Pension Payment/Replacement Benefit Fund/COLA Adj 2024	17500925	\$ 1,332.90
14973	2414 - CHU, JACOB	\$ 7.50	Refund/Duplicate Permit #BS-23-1510 3/11	Rfd 4/26/24	\$ 7.50
14974	100505 - CITY OF CYPRESS-WORKERS COMP	\$ 3,775.64	Workers Comp Claims/Professional Svcs/#27248-27291	Reimb 4/26/24	\$ 3,775.64
14975	100505 - CITY OF CYPRESS-WORKERS COMP	\$ 6,867.37	Workers Comp Claims/Medical/#27248-27291	Reimb(A) 4/26/24	\$ 6,867.37
14976	100505 - CITY OF CYPRESS-WORKERS COMP	\$ 5,316.92	Workers Comp Claims/Permanent Disability/#27248-27291	Reimb(B) 4/26/24	\$ 5,316.92

**City of Cypress
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04/06/24 - 05/10/24**

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
14977	120801 - MISSION SQUARE - ICMA RETIREMENT TRUST - RHS	\$ 13,800.00	Monthly Retiree Health Savings 4/24	4/24	\$ 13,800.00
14978	120801 - MISSION SQUARE - ICMA RETIREMENT TRUST - RHS	\$ 1,200.00	Deferred Comp/Exec Mgmt 4/24	401a-4/24	\$ 1,200.00
14979	1608 - ALARM PROGRAM SYSTEMS, LLC	\$ 1,624.32	PD Svc/Alarm Permit & False Alarm Fees 3/24	3/24	\$ 1,624.32
14980	1247 - HINDERLITER, DE LLAMAS AND ASSOCIATES - HdL	\$ 1,248.21	Svc/Business License Tax Admin 3/24	MAR24	\$ 1,248.21
14981	128823 - PETTY CASH	\$ 15.50	Metro Line Ticket(1)/SCAG Economic Summit/CW 12/7	51407	\$ 15.50
14982	128823 - PETTY CASH	\$ 30.00	Fee/Substitution of Trustee Recording/JA 4/15	51412	\$ 30.00
14983	128823 - PETTY CASH	\$ 35.83	W/C Supplies/Dispatch 8/3	52895	\$ 35.83
14984	128823 - PETTY CASH	\$ 16.04	W/C Disinfectant Wipes(5 Cans) 8/4	52896	\$ 16.04
14985	128823 - PETTY CASH	\$ 18.33	W/C Tissues(12 Bxs) 8/24	52897	\$ 18.33
14986	128823 - PETTY CASH	\$ 23.68	W/C Disinfectant Wipes(8 Cans) 10/7	52898	\$ 23.68
14987	128823 - PETTY CASH	\$ 30.15	W/C Disinfectant Wipes(8 Cans) 12/14	52899	\$ 30.15
14988	128823 - PETTY CASH	\$ 18.41	W/C Tissues(12 Bxs) 12/18	52900	\$ 18.41
14989	128823 - PETTY CASH	\$ 40.49	W/C Disinfectant Wipes(10 Cans) 2/27	53351	\$ 40.49
14990	128823 - PETTY CASH	\$ 36.71	W/C Disinfectant Wipes(5 Cans)/Forks(300) 4/12	53352	\$ 36.71
14991	128823 - PETTY CASH	\$ 15.36	Food/Playground 7/6	53268	\$ 15.36
14992	128823 - PETTY CASH	\$ 13.05	Supplies/Playground 7/11	53269	\$ 13.05
14993	128823 - PETTY CASH	\$ 40.00	Svc/Dry Clean/Tablecloths(8)/Sr Center 7/12	53270	\$ 40.00
14994	128823 - PETTY CASH	\$ 11.85	Food/Day Camp 8/3	53271	\$ 11.85
14995	128823 - PETTY CASH	\$ 10.85	Supplies/Day Camp 8/3	53272	\$ 10.85
14996	128823 - PETTY CASH	\$ 45.00	Fee/DMV Registration/Showmobile 8/8	53273	\$ 45.00
14997	128823 - PETTY CASH	\$ 21.44	Food/Teens/Counselor-In-Training Meeting 8/3	53274	\$ 21.44
14998	128823 - PETTY CASH	\$ 40.00	Svc/Dry Clean/Tablecloths(8)/Sr Center 9/21	53275	\$ 40.00
14999	128823 - PETTY CASH	\$ 1.35	Supplies/Comm Center 10/5	53276	\$ 1.35
15000	128823 - PETTY CASH	\$ 64.33	Food/Community Festival Volunteers 10/7	53277	\$ 64.33
15001	128823 - PETTY CASH	\$ 75.00	Svc/Dry Clean/Tablecloths(15)/State of the City 10/18	53278	\$ 75.00
15002	128823 - PETTY CASH	\$ 55.00	Svc/Dry Clean/Tablecloths(11)/State of the City 10/18	53279	\$ 55.00
15003	128823 - PETTY CASH	\$ 75.00	Svc/Dry Clean/Tablecloths(15)/State of the City 10/18	53280	\$ 75.00

**City of Cypress
Payment Register
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EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
15004	128823 - PETTY CASH	\$ 55.94	Food/Playground/Kids Night Out 11/17	53281	\$ 55.94
15005	128823 - PETTY CASH	\$ 60.00	Svc/Dry Clean/Tablecloths(11)/Sr Center 12/18	53282	\$ 60.00
15006	128823 - PETTY CASH	\$ 35.00	Svc/Dry Clean/Tablecloths(7)/Sr Center 1/5	53283	\$ 35.00
15007	128823 - PETTY CASH	\$ 4.85	Supplies/Teens 1/16	53284	\$ 4.85
15008	128823 - PETTY CASH	\$ 95.00	Svc/Dry Clean/Tablecloths(18)/Sr Center 3/5	53285	\$ 95.00
15009	128823 - PETTY CASH	\$ 40.00	Svc/Dry Clean/Tablecloths(7)/Comm Center 3/29	53286	\$ 40.00
15010	128823 - PETTY CASH	\$ 55.00	Svc/Dry Clean/Tablecloths(10)/Sr Commission 4/3	53287	\$ 55.00
15011	2170 - US BANK	\$ 75.00	Job Ad/CPRS/Recreation Supervisor 3/21	0205 4/10/24	\$ 75.00
15012	2170 - US BANK	\$ 65.00	W/C Svc/Bilingual Testing(1) 4/3	0205(A) 4/10/24	\$ 65.00
15013	2170 - US BANK	\$ 75.00	Job Ad/CPRS/Recreation Coordinator 4/4	0205(B) 4/10/24	\$ 75.00
15014	2170 - US BANK	\$ 192.70	Meals(4)/West Comm Director Review/PG & MB & ML & KB 3/13	0391 4/10/24	\$ 192.70
15015	2170 - US BANK	\$ 84.48	W/C Toner(1) 3/14	0781 4/10/24	\$ 84.48
15016	2170 - US BANK	\$ 8.70	W/C Sub/Business Analytics/Reporting Software 3/7-4/6	0781(A) 4/10/24	\$ 8.70
15017	2170 - US BANK	\$ 26.91	Supplies/Teen Night Out 3/12	1504 4/10/24	\$ 26.91
15018	2170 - US BANK	\$ 52.72	Food/Playground/Kids Night Out 3/15	1504(A) 4/10/24	\$ 52.72
15019	2170 - US BANK	\$ 15.00	Gift Cards(3)/Starbucks/Teens Night Out 3/15	1504(B) 4/10/24	\$ 15.00
15020	2170 - US BANK	\$ 20.00	Gift Cards(4)/In-N-Out/Teens Night Out 3/15	1504(C) 4/10/24	\$ 20.00
15021	2170 - US BANK	\$ 187.96	PD Scanner Replacement Parts(2) 3/25	2499 4/10/24	\$ 187.96
15022	2170 - US BANK	\$ 154.19	PD Air Compressor(1) 4/4	2499(A) 4/10/24	\$ 154.19
15023	2170 - US BANK	\$ 219.00	PD Sunscreen(1K Pkts) 4/4	2499(B) 4/10/24	\$ 219.00
15024	2170 - US BANK	\$ 150.00	Sub/Property Data/Code Enforcement & Planning 3/24	2518 4/10/24	\$ 150.00
15025	2170 - US BANK	\$ 522.00	Dues/American Planning Assoc/AV 4/1/24-3/31/24	2518(A) 4/10/24	\$ 522.00
15026	2170 - US BANK	\$ 264.00	Dues/Society for Human Resources Mgmt/HR 3/12/24-3/11/25	2873 4/10/24	\$ 264.00
15027	2170 - US BANK	\$ 99.00	Sub/Survey Monkey/HR 4/3-5/2	2873(A) 4/10/24	\$ 99.00
15028	2170 - US BANK	\$ 35.54	Facial Tissues(24 Bxs)/Finance 3/12	3071 4/10/24	\$ 35.54
15029	2170 - US BANK	\$ 162.55	PD Imprinted Stickers(1K)/Community Events 4/10	4142 4/10/24	\$ 162.55
15030	2170 - US BANK	\$ 150.00	PD K9 First Aid/CPR Kit(1)/Bono 3/12	4289 4/10/24	\$ 150.00

**City of Cypress
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EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
15031	2170 - US BANK	\$ 87.86	PD Dog Food(1 Bag)/Bono 4/1	4289(A) 4/10/24	\$ 87.86
15032	2170 - US BANK	\$ 565.69	PD Imprinted Stickers(1.3K)/Community Events 3/20	4691 4/10/24	\$ 565.69
15033	2170 - US BANK	\$ 18.00	PD Food/Perishable Skills In-House Training 3/14	4691(A) 4/10/24	\$ 18.00
15034	2170 - US BANK	\$ 20.00	PD Coffee Traveler(1)/Perishable Skills In-House Training 3/14	4691(B) 4/10/24	\$ 20.00
15035	2170 - US BANK	\$ 393.60	PD Rental/Cargo Truck(1)/Drug Evidence Disposal 3/27	4691(C) 4/10/24	\$ 393.60
15036	2170 - US BANK	\$ 26.02	Supplies/Sr Center 3/13	5166 4/10/24	\$ 26.02
15037	2170 - US BANK	\$ (78.79)	Credit/Mobile File Cabinet(1) 3/21	5166(A) 4/10/24	\$ (78.79)
15038	2170 - US BANK	\$ 8.08	Hand Soap(6 Btls)/Sr Center 3/19	5178 4/10/24	\$ 8.08
15039	2170 - US BANK	\$ 19.48	Wall Plates(4)/IT/Returned	5350 4/10/24	\$ 19.48
15040	2170 - US BANK	\$ 19.56	Wall Plates(4)/IT 3/18	5350(A) 4/10/24	\$ 19.56
15041	2170 - US BANK	\$ 211.19	Imprinted Stickers(500)/Street Sweeping 3/23	5350(B) 4/10/24	\$ 211.19
15042	2170 - US BANK	\$ 720.00	Sub/Multi-Factor Authentication/IT 3/28/24-3/28/25	5350(C) 4/10/24	\$ 720.00
15043	2170 - US BANK	\$ (890.00)	PD Credit/Reg/Build A Supportive Relationship/ML 4/17-4/18	6557 4/10/24	\$ (890.00)
15044	2170 - US BANK	\$ 189.00	PD Hotel/Drug Evidence Disposal/MC & HM 3/27	6557(A) 4/10/24	\$ 189.00
15045	2170 - US BANK	\$ 189.00	PD Hotel/Drug Evidence Disposal/CM & CR 3/27	6557(B) 4/10/24	\$ 189.00
15046	2170 - US BANK	\$ 168.37	PD Hotel Deposit/CA Homicide Investigators Conf/SR 8/19-8/23	6557(C) 4/10/24	\$ 168.37
15047	2170 - US BANK	\$ 168.37	PD Hotel Deposit/CA Homicide Investigators Conf/JH 8/19-8/23	6557(D) 4/10/24	\$ 168.37
15048	2170 - US BANK	\$ 168.37	PD Hotel Deposit/CA Homicide Investigators Conf/NG 8/19-8/23	6557(E) 4/10/24	\$ 168.37
15049	2170 - US BANK	\$ 168.37	PD Hotel Deposit/CA Homicide Investigators Conf/EC 8/19-8/23	6557(F) 4/10/24	\$ 168.37
15050	2170 - US BANK	\$ 100.00	PD Reg/Commercial Enforcement/AS 7/31	6557(G) 4/10/24	\$ 100.00
15051	2170 - US BANK	\$ 100.00	PD Reg/Commercial Enforcement/EC 7/31	6557(H) 4/10/24	\$ 100.00
15052	2170 - US BANK	\$ 560.59	PD Hotel/2024 Tri-County Chiefs Conference/ML 4/9-4/12	6557(I) 4/10/24	\$ 560.59
15053	2170 - US BANK	\$ 53.80	Supplies/Youth Sports 4/2	6653 4/10/24	\$ 53.80
15054	2170 - US BANK	\$ 171.48	Official Basketballs(2)/Youth Basketball 4/2	6653(A) 4/10/24	\$ 171.48
15055	2170 - US BANK	\$ 301.23	Practice Basketballs(36)/Youth Sports 4/2	6653(B) 4/10/24	\$ 301.23
15056	2170 - US BANK	\$ 368.37	Supplies/Youth Sports 4/2	6653(C) 4/10/24	\$ 368.37
15057	2170 - US BANK	\$ 80.00	PD Reg/Seal Beach Annual Safety Awards/CR & DP 5/2	6696 4/10/24	\$ 80.00

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EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
15058	2170 - US BANK	\$ 23.95	PD Supplies/Badge Pinning/BP 4/4	6696(A) 4/10/24	\$ 23.95
15059	2170 - US BANK	\$ 5.71	PD Supplies/Badge Pinning/BP 4/4	6696(B) 4/10/24	\$ 5.71
15060	2170 - US BANK	\$ 38.65	PD Supplies/Badge Pinning/BP 4/4	6696(C) 4/10/24	\$ 38.65
15061	2170 - US BANK	\$ 16.47	PD Universal Remote(1)/EOC TV 4/5	6696(D) 4/10/24	\$ 16.47
15062	2170 - US BANK	\$ 15.15	PD Supplies/Badge Pinning/BP 4/4	6696(E) 4/10/24	\$ 15.15
15063	2170 - US BANK	\$ 102.85	Food/Commissioner Appreciation Reception 3/26	7667 4/10/24	\$ 102.85
15064	2170 - US BANK	\$ 32.66	Supplies/Spring Egg Hunt 3/27	7667(A) 4/10/24	\$ 32.66
15065	2170 - US BANK	\$ 4.00	Sub/OC Register Online/JD 4/1-5/1	7667(B) 4/10/24	\$ 4.00
15066	2170 - US BANK	\$ 32.31	Ballot Box(1)/Community Center 4/2	7667(C) 4/10/24	\$ 32.31
15067	2170 - US BANK	\$ 40.92	PD Motor Gloves(2 Pr)/MM 3/19	8578 4/10/24	\$ 40.92
15068	2170 - US BANK	\$ 140.00	Reg/Wildlife Best Mgmt Practices/JL 3/27	8731 4/10/24	\$ 140.00
15069	2170 - US BANK	\$ 183.96	Blower Motor(1)/PD 4/10	8731(A) 4/10/24	\$ 183.96
15070	2170 - US BANK	\$ 2,000.00	Permit Fee/Flood Channel/Myra Ave PS #1 3/26	8756 4/10/24	\$ 2,000.00
15071	2170 - US BANK	\$ 27.05	Supplies/Spring Egg Hunt 3/28	9103 4/10/24	\$ 27.05
15072	2170 - US BANK	\$ 10.76	iPad Case(1)/DC 3/13	9131 4/10/24	\$ 10.76
15073	2170 - US BANK	\$ 50.00	Reg/City Engineers Assoc of OC Meeting/NM 4/1	9131(A) 4/10/24	\$ 50.00
15074	2170 - US BANK	\$ 86.18	Frames(4)/PW Week Posters 3/19	9131(B) 4/10/24	\$ 86.18
15075	2170 - US BANK	\$ 149.99	Sub/Engineering News-Record 5/14/24-5/13/25	9131(C) 4/10/24	\$ 149.99
15076	2170 - US BANK	\$ 118.00	Reg/City Engineers Assoc of OC Meeting/NM & DC 5/6	9131(D) 4/10/24	\$ 118.00
15077	2170 - US BANK	\$ 79.11	PD Dog Food(1 Bag)/Kubo 3/17	9185 4/10/24	\$ 79.11
15078	2170 - US BANK	\$ 965.27	Imprinted Tumblers(75)/Sr Center Volunteer Recognition 3/22	9213 4/10/24	\$ 965.27
15079	2170 - US BANK	\$ 26.93	Decor/Sr Center Volunteer Recognition 3/22	9213(A) 4/10/24	\$ 26.93
15080	2170 - US BANK	\$ 489.31	Television(1)/Sr Center 4/5	9213(B) 4/10/24	\$ 489.31
15081	2170 - US BANK	\$ 10.00	Svc/Box/Staff Document Review/Engineering 3/29-4/28	9399 4/10/24	\$ 10.00
15082	2170 - US BANK	\$ 2,100.00	Svc/Quickbase/Bldg/Public Works 4/5-5/4	9399(A) 4/10/24	\$ 2,100.00
15083	2170 - US BANK	\$ 157.21	PD Dry Erase Board(1)/CIB 3/27	9844 4/10/24	\$ 157.21
15084	2170 - US BANK	\$ 1,998.48	Svc/Cater/OCCMA Lunch Meeting(90)/Reimbursed 4/3	6013 4/10/24	\$ 1,998.48

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EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
15085	2170 - US BANK	\$ 21.53	W/C Data Storage/Amazon Cloud 3/24	0781(B) 4/10/24	\$ 21.53
15086	2170 - US BANK	\$ 160.00	Reg/Women In Leisure Svcs Conference/SG & AT & LM & AC 3/26	7072 4/10/24	\$ 160.00
15087	2170 - US BANK	\$ 18.19	Desk Fan(1)/Community Center 3/19	7072(A) 4/10/24	\$ 18.19
15088	2170 - US BANK	\$ 96.90	Supplies/Spring Egg Hunt 3/19	7072(B) 4/10/24	\$ 96.90
15089	2170 - US BANK	\$ 150.00	Svc/Dry Clean/Bunny Costume/Spring Egg Hunt 3/25	7072(C) 4/10/24	\$ 150.00
15090	2170 - US BANK	\$ 139.54	Meals(8)/El Zarape/Council Meeting 3/11	5530 4/10/24	\$ 139.54
15091	2170 - US BANK	\$ 2,839.36	Final/Svc/Cater/OCCMA Lunch Meeting/Reimbursed	5530(A) 4/10/24	\$ 2,839.36
15092	2170 - US BANK	\$ 287.48	Meals(18)/Red Robin/Strategic Planning 3/20	5530(B) 4/10/24	\$ 287.48
15093	2170 - US BANK	\$ 18.26	Facebook Ads(2)/City Events 3/25	5530(C) 4/10/24	\$ 18.26
15094	2170 - US BANK	\$ 110.00	Sub/Mailchimp/Email Distribution/Admin 3/24	5530(D) 4/10/24	\$ 110.00
15095	2170 - US BANK	\$ (150.00)	Credit/Sub/Microsoft 365/OCCMA	5530(E) 4/10/24	\$ (150.00)
15096	2170 - US BANK	\$ 172.39	Imprinted Cooler Bags(20)/Citizens Academy 4/8	5530(F) 4/10/24	\$ 172.39
15097	2170 - US BANK	\$ 241.39	Meals(8)/Sweetee Thai/Council Meeting 3/25	5530(G) 4/10/24	\$ 241.39
15098	2170 - US BANK	\$ 18.15	Facebook Ad(1)/Council Meeting 3/27	5530(H) 4/10/24	\$ 18.15
15099	2170 - US BANK	\$ 56.17	Imprinted Shirt(1)/Lands End/DB 4/3	5530(I) 4/10/24	\$ 56.17
15100	2170 - US BANK	\$ 200.00	Reg/Garden Grove State of the City/SM & BP 4/11	5530(J) 4/10/24	\$ 200.00
15101	2170 - US BANK	\$ 25.00	Facebook Ads(2)/Council Meetings 3/29	5530(K) 4/10/24	\$ 25.00
15102	2170 - US BANK	\$ 35.00	Facebook Ads(2)/Council Meetings 4/4	5530(L) 4/10/24	\$ 35.00
15103	2170 - US BANK	\$ 372.80	Commercial Coffee Maker(1)/City Hall Breakroom 3/21	7052 4/10/24	\$ 372.80
15104	2170 - US BANK	\$ 40.29	Food/City Hall Breakroom 3/26	7052(A) 4/10/24	\$ 40.29
15105	2170 - US BANK	\$ 179.92	Breakfast Meeting/Executive Team(7) 3/26	7052(B) 4/10/24	\$ 179.92
15106	2170 - US BANK	\$ 50.75	Food/Staff Appreciation 4/3	7052(C) 4/10/24	\$ 50.75
15107	2170 - US BANK	\$ 96.40	Lunch Meeting(3)/Amor & Tacos/PG & ML & DD & MB 4/4	7052(D) 4/10/24	\$ 96.40
15108	2170 - US BANK	\$ 46.49	Supplies/Citizens Academy 4/10	7052(E) 4/10/24	\$ 46.49
15109	2170 - US BANK	\$ 49.54	Supplies/Citizens Academy 4/10	7052(F) 4/10/24	\$ 49.54
15110	2170 - US BANK	\$ 177.79	Meals(25)/Loft/Citizens Academy 4/8	7052(G) 4/10/24	\$ 177.79
15111	100505 - CITY OF CYPRESS-WORKERS COMP	\$ 312.87	Workers Comp Claims/Professional Svcs/#27292-27326	Reimb 5/10/24	\$ 312.87

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EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
15112	100505 - CITY OF CYPRESS-WORKERS COMP	\$ 3,957.33	Workers Comp Claims/Medical/#27292-27326	Reimb(A) 5/10/24	\$ 3,957.33
15113	100505 - CITY OF CYPRESS-WORKERS COMP	\$ 5,316.92	Workers Comp Claims/Permanent Disability/#27292-27326	Reimb(B) 5/10/24	\$ 5,316.92
15114	100505 - CITY OF CYPRESS-WORKERS COMP	\$ 9.38	Workers Comp Claims/Temporary Disability/#27292-27326	Reimb(C) 5/10/24	\$ 9.38
15115	116005 - PERS - PUBLIC EMPLOYEES RETIREMENT SYS	\$ 190,964.72	Med Insurance/City & Dist 5/24	17516965	\$ 190,964.72
15116	116005 - PERS - PUBLIC EMPLOYEES RETIREMENT SYS	\$ 15,017.56	Med Insurance/West Comm 5/24	17517202	\$ 15,017.56
15117	2419 - BURTON, MARLENE	\$ 500.00	Refund/Recycling Deposit/6604 Teakwood St/CDD-24-62	Rfd 5/10/24	\$ 500.00
15118	2107 - BYER, TOM	\$ 500.00	Refund/Recycling Deposit/11663 Manila Dr/CDD-24-17	Rfd 5/10/24	\$ 500.00
15119	1252 - TERRAZAS ROOFING KEVIN TERRAZAS	\$ 500.00	Refund/Recycling Deposit/5321 Yorkshire Dr/CDD-24-12	Rfd 5/10/24	\$ 500.00
64921	1346 - A1 TEST ONLY & SMOG	\$ 200.00	Svc/Smog Test/Unit #125	1121714 3/27/24	\$ 40.00
			Svc/Smog Test/Unit #132	1191295 3/28/24	\$ 40.00
			Svc/Smog Test/Unit #140	1191297 4/3/24	\$ 40.00
			Svc/Smog Test/Unit #605	1501725 3/27/24	\$ 40.00
			Svc/Smog Test/Unit #640	1503984 3/28/24	\$ 40.00
64922	123456 - ADS CONSULTING GROUP INC	\$ 515.20	Consult/Network 2/24	205635-rev	\$ 100.00
			Consult/Network 3/24	205668	\$ 415.20
64923	1398 - AGI ACADEMY-ANCOM GROUP, INC	\$ 172.90	Instruct/Computer & Math Workshop 2/29-3/28	3/28/24	\$ 172.90
64924	270 - AITHAL, DARSHINI	\$ 321.10	Instruct/Chair Yoga 3/5-3/26	3/26/24	\$ 186.55
			Instruct/Flow Yoga 3/4-3/25	3/25/24	\$ 134.55
64925	130335 - AKM CONSULTING ENGINEERS	\$ 12,569.00	Svc/Pump Station Evaluation/Myra & Veterans Park 3/24	0012728	\$ 12,569.00
64926	105442 - ALL CITY MANAGEMENT SERVICE INC	\$ 16,281.95	Crossing Guard Svcs(30 Hrs)/Orange & Grindlay 3/3-3/16	92036(A)	\$ 722.70
			Crossing Guard Svcs(645.88 Hrs) 3/3-3/16	92036	\$ 15,559.25
64927	122070 - AMERICAN PUBLIC WORKS ASSOC	\$ 297.50	Dues/American Public Works Assoc/DD 6/1/24-5/31/25	Dues/DD 2024-25	\$ 297.50
64928	2049 - ARAYA, MARIO	\$ 100.06	Reimb/Class B License 3/11	Reimb 4/12/24	\$ 100.06
64929	1619 - ARDURRA GROUP, INC-ANDERSON PENNA PARTNERS	\$ 60,424.30	Final/Inspect/City Hall Restroom Improvements 3/24	147593	\$ 977.50
			Final/Inspect/Sr Center Interior Improvements 3/24	147591	\$ 4,929.50
			Inspect/Arterial Street Rehab 1/24	146150	\$ 20,032.00
			Inspect/Arterial Street Rehab 2/24	147202	\$ 12,928.60
			Inspect/City Hall Restroom Improvements 2/24	147125	\$ 5,603.00
			Inspect/HVAC & Roof/Community Center 2/24	147119	\$ 1,288.50
			Inspect/Landscape Improvements/Cerritos Ave 1/24	146153	\$ 3,641.00
			Inspect/Landscape Improvements/Cerritos Ave 2/24	147126	\$ 1,896.50
			Inspect/Parking Lot Resurfacing/Veteran & Cedar Glen Parks 2/24	147121	\$ 217.50
			Inspect/Sewer System Improvements 2/24	147124	\$ 880.25
			Inspect/Sr Center Interior Improvements 2/24	147120	\$ 5,429.95
			Svc/City Engineer 2/24	146919	\$ 2,600.00

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EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
64930	110860 - AT&T	\$ 2,716.25	Cell Svc/Maint 3/24 Cell Svc/PD 3/24 PD Svc/Mobile Data 3/24 PD Svc/School Resource Officer 3/24 Svc/Engineering Mobile Hotspots 3/24 Svc/Planning iPads 3/24 Wireless Svc/Sewer Truck & Myra Pump Station #2 3/224	3/24(E) 3/24(C) 3/24(F) 3/24(G) 3/24(H) 3/24(B) 3/24(D)	\$ 53.42 \$ 235.29 \$ 2,101.51 \$ 49.42 \$ 80.48 \$ 66.44 \$ 129.69
64931	110860 - AT&T	\$ 4.43	2481347232-Admin Phone Svc 4/24	4/24	\$ 4.43
64932	110860 - AT&T	\$ 2,145.22	Svc/Internet Access 3/24 W/C Svc/Priority Radio Line 3/24	21506925 000021508083	\$ 824.23 \$ 1,320.99
64933	110860 - AT&T	\$ 1.72	East Wing Fax Line 3/24	3/24(I)	\$ 1.72
64934	122652 - AVENU MUNISERVICES MUNISERVICES, LLC	\$ 750.00	Svc/Sales Tax Audit Report Service QE 12/31/23	INV06-018581	\$ 750.00
64935	1232 - BANNER BANK	\$ 23,795.00	Retention/LA Engineering/Construct/AC Park Rehab 3/24	4-3/24	\$ 23,795.00
64936	630 - BATTERY SYSTEMS INC	\$ 1,612.29	Replace/Batteries(2)/Arrow Board #122 Replace/Batteries(3)/Arrow Board #123 Replace/Vehicle Battery/Unit #124 Vehicle Batteries(3)/MCP 3/19	28880313241545 34630327241341 28882401081238 34630318241240	\$ 390.56 \$ 609.01 \$ 145.23 \$ 467.49
64937	109327 - BEE REMOVERS - HONEYCOTT, INC	\$ 140.00	Svc/Bee Remover/Lexington Park 3/28	602111	\$ 140.00
64938	1822 - BENEFITS COORDINATORS CORPORATION BCC	\$ 10,845.05	Insurance/Dental & Vision/City & Dist 4/24 Insurance/Dental & Vision/West Comm 4/24	B0D2BH B0D2K9	\$ 9,878.15 \$ 966.90
64939	705 - BOA ARCHITECTURE	\$ 7,851.00	Design/City Hall Restroom Improvements 3/24 Design/Electric Vehicle Charging Stations 3/24 Final/Design/City Hall Restroom Improvements 4/24 Final/Design/Sr Center Interior Improvements 4/24	22-2987-3 23-3027-4 22-2987-4 21-2954-6	\$ 1,407.00 \$ 4,644.00 \$ 900.00 \$ 900.00
64940	1600 - BRIGHTVIEW LANDSCAPE SERVICES, INC	\$ 21,392.22	Svc/Landscape/Lexington Park 1/24 Svc/Landscape/Lexington Park 2/24 Svc/Landscape/Lexington Park 3/24	8859684 8859741 8859758	\$ 7,130.74 \$ 7,130.74 \$ 7,130.74
64941	111328 - CALIFORNIA BUILDING STANDARDS COMMISSION	\$ 481.50	Building Standards 1/1/24-3/31/24	1/24-3/24	\$ 481.50
64942	111882 - CALIFORNIA YELLOW CAB CORP	\$ 5,025.00	Sr Center/Nutrition Program 2/24 Taxi Voucher Program/Sr Center 2/24	253024 2501024	\$ 1,545.00 \$ 3,480.00
64943	123012 - CHARLES ABBOTT ASSOCIATES	\$ 134,211.96	Building Inspection and Plan Check Services 1/24 Building Inspection and Plan Check Services 12/23 Svc/Engineering Plan Checks 3/24	67038 66902 67209	\$ 47,724.90 \$ 85,014.56 \$ 1,472.50
64944	1617 - CONTROL AIR ENTERPRISES LLC	\$ 795.00	Svc/Ice Machine/Community Center 1/11	3088657	\$ 795.00
64945	1439 - CORODATA MEDIA STORAGE, INC	\$ 154.76	Offsite Data Storage 3/24	DS1308288	\$ 154.76
64946	2356 - CORRAL CONSTRUCTION & DEVELOPMENT INC.	\$ 38,950.95	Final/Construct/City Hall Public Restroom Remodel 3/24	873424	\$ 38,950.95

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EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
64947	115003 - COUNTY OF ORANGE	\$ 1,104.51	PD Svc/OC Automated Telecommunications System 3/24	SH68119	\$ 1,104.51
64948	129969 - CROWN TROPHY COLOMRICAN, INC	\$ 87.55	Plaque(1)/Sr Center Volunteer Recognition 3/28	17215	\$ 87.55
64949	110774 - CSULB FOUNDATION	\$ 298.00	PD Reg/Sexual Assault Investigation for First Responders/NG 4/25	PD Reg/Ng 4/25	\$ 149.00
			PD Reg/Sexual Assault Investigation for First Responders/TC 4/25	PD Reg/TC 4/25	\$ 149.00
64950	110125 - CWEA MEMBERSHIP	\$ 428.00	Dues/CA Water Environment Assoc/AM 5/1/24-4/30/25	Dues/AM 2024-25	\$ 221.00
			Reg/Technical Certification/AM Summer 2024	Reg Cert/AM	\$ 207.00
64951	487 - CYPRESS POLICE FOUNDATION	\$ 750.00	Reg/PD Appreciation Luncheon(5) 5/14	Reg(5) 4/12/24	\$ 375.00
			Reg/PD Appreciation Luncheon/AF 5/14	Reg/AF 4/12/24	\$ 75.00
			Reg/PD Appreciation Luncheon/AS 5/14	Reg/AS 4/12/24	\$ 75.00
			Reg/PD Appreciation Luncheon/AV 5/14	Reg/AV 4/12/24	\$ 75.00
			Reg/PD Appreciation Luncheon/MB 5/14	Reg/MB 4/12/24	\$ 75.00
			Reg/PD Appreciation Luncheon/PG 5/14	Reg/PG 4/12/24	\$ 75.00
64952	104010 - DEPT OF CONSERVATION-STATE OF CALIFORNIA	\$ 2,077.22	Strong Motion 1/1/24-3/31/24	1/24-3/24	\$ 2,077.22
64953	2185 - ENVIRO SAFETY PRODUCTS, PUBLIC SAFETY CENTER	\$ 228.15	PD Exam Gloves(2K) 3/25	INV619181	\$ 228.15
64954	2372 - FREEMOTION FITNESS INC	\$ 16,682.88	PD Dual Cable Cross System(1)/Pro Half Rack(1) 4/3	539446	\$ 11,405.28
			PD Glute-Hamstring Developer(1) 4/3	541689	\$ 2,153.92
			PD Leg Press Machine(1) 4/3	540008	\$ 3,123.68
64955	2276 - GENESIS BUILDERS, INC K2 PAINTING	\$ 60,654.15	Final/Construct/Sr Center Interior Improvements 3/24	444	\$ 60,654.15
64956	1936 - GOGOV, INC	\$ 9,024.00	Software Maint/Code Enforcement Mgmt 5/1/24-4/30/25	24-104	\$ 9,024.00
64957	119018 - GOLDEN STATE WATER COMPANY	\$ 1,695.76	Svc/Parkway Maint 3/24	3/24(C)	\$ 1,695.76
64958	123002 - GRAINGER	\$ 632.15	Drainage Hoses(3)/Tarps(3) 4/2	9073661291	\$ 190.93
			Push Button Assemblies(2)/Park Restrooms 3/26	9064556674	\$ 286.31
			Retainer Screws(192)/Reflective Tape(2 Rls) 3/28	9068061341	\$ 154.91
64959	110049 - GREAT SCOTT TREE SERVICE INC	\$ 22,233.30	Svc/Trim Trees(105) 3/28	52518	\$ 10,485.80
			Svc/Trim Trees(122) 3/12	52519	\$ 11,747.50
64960	110815 - GRIFFIN STRUCTURES INC	\$ 47,895.39	Construct Mgmt/Arnold Cypress Park Rehab 2/24	GSI-CACPR448-03	\$ 47,895.39
64961	1464 - HANLEY CHESS ACADEMY	\$ 1,170.00	Instruct/Chess 2/13-3/19	3/19/24	\$ 1,170.00
64962	128739 - HOME DEPOT CREDIT SVC-MAINT	\$ 1,661.56	Supplies/Maint 2/24	4/12/24	\$ 1,661.56
64963	120000 - INSIGHT PUBLIC SECTOR	\$ 159.71	PD Software Implementation/RIPA Reporting 12/23	1101148715	\$ 159.71
64964	102993 - ITERIS, INC	\$ 1,080.00	Svc/Maintain CCTV Network 2/24	167705	\$ 1,080.00
64965	103024 - JHM & CARSON SUPPLY	\$ 1,017.30	Irrigation Control Covers(10)/Electric Valve(1)/Misc 3/19	94209/3	\$ 932.76
			Replace/Valve Diaphragm(1) 3/28	94406/3	\$ 84.54
64966	125450 - KMBS USA INC KONICA MINOLTA	\$ 635.61	Copier Maint/Print Shop 1/1/24-3/31/24	9009869655	\$ 635.61

**City of Cypress
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EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
64967	1588 - L.N. CURTIS AND SONS-CURTIS BLUE LINE	\$ 475.15	PD K9 Unit Patches(10) 3/28 PD Outer Vest Carrier(1)/JHernandez 3/26 PD Vest Nametape(1)/JHernandez 3/26	INV807859 INV800916 INV806452	\$ 179.56 \$ 281.78 \$ 13.81
64968	2277 - LISA WISE CONSULTING, INC	\$ 8,640.00	Svc/Inclusionary Housing Feasibility Study 11/23-2/24	4771	\$ 8,640.00
64969	1202 - LOS ANGELES ENGINEERING INC	\$ 452,105.00	Construct/Arnold Cypress Park Rehab 3/24	4-3/24	\$ 452,105.00
64970	130198 - LOS ANGELES TRUCK CENTERS, LLC-LA FREIGHTLINER	\$ 15,556.14	Replace/Exhaust Recirculation Valve/Unit #137	RA210053361:01	\$ 15,556.14
64971	933 - LSA ASSOCIATES, INC	\$ 11,228.08	Consult/Mitigated Negative Declaration/5665 Plaza Dr 2/24 Consult/Mitigated Negative Declaration/Business Park 2/24	192769 192738	\$ 6,010.08 \$ 5,218.00
64972	1973 - MARINA LANDSCAPE, INC	\$ 71,075.20	Construct/Frontage Road Improvements/Cerritos Ave 1/24 Construct/Frontage Road Improvements/Cerritos Ave 2/24	152310-001 152310-002	\$ 52,227.20 \$ 18,848.00
64973	578 - MIG-MOORE IACOFANO GOLTSMAN, INC	\$ 19,077.50	Design/Arnold Cypress Park Rehab 2/24	0085570	\$ 19,077.50
64974	109269 - MILES, HILDA	\$ 533.00	Instruct/Hula Dance 2/20-3/21	3/21/24	\$ 533.00
64975	80 - MORRIS, LETICIA	\$ 448.50	Instruct/Zumba 3/2-3/30 Instruct/Zumba Gold 3/7-3/28	3/30/24 3/28/24	\$ 312.00 \$ 136.50
64976	129724 - NAPA AUTO PARTS - SO CAL AUTO & TRUCK PARTS INC	\$ 666.35	Brake Rotors(4)/Brake Pad(1)/Misc 3/4 Motor Oil(15 Qts)/Oil Filters(12)/Misc 3/25	454700 456062	\$ 484.12 \$ 182.23
64977	672 - O'REILLY AUTO PARTS	\$ 1,008.04	Oil Filters(4)/Motor Oil(3 Qts)/Air Filter(1) 3/21 Replace/Spark Plugs/Ignition Coils/Unit #632 Vehicle Batteries(2) 3/4	3078-4715553 3078-470047 3078-468017	\$ 50.19 \$ 570.82 \$ 387.03
64978	1124 - OC CUSTOM VINYL GRAPHICS & SIGNS INC	\$ 128.22	Svc/Update Banners(7)/PD Open House 4/3	1310021	\$ 128.22
64979	108944 - OFFICE DEPOT	\$ 767.93	Supplies/Citywide 3/24	4/12/24	\$ 767.93
64980	828 - PACIFIC RIM AUTOMATION INC	\$ 937.50	Svc/Maint/Pump Station Monitoring System 4/2	10417	\$ 937.50
64981	871 - PEREZ, DIANA	\$ 250.25	Instruct/Kids Learning Class 2/28-3/27	3/27/24	\$ 250.25
64982	1970 - PERFORMANCE PICKLEBALL, LLC	\$ 503.75	Instruct/Pickleball Adult 2/7-3/20	3/20/24	\$ 503.75
64983	1825 - PRISM PUBLIC RISK INNOVATION SOLUTIONS & MGMT	\$ 1,400.70	EAP/City and West Comm(437) 4/1/24-6/30/24	24401035	\$ 1,400.70
64984	580 - R.J. NOBLE COMPANY	\$ 580,341.68	Construct/Arterial Street Rehab 2/24	240545	\$ 580,341.68
64985	101148 - RED WING SHOE STORE	\$ 208.79	Safety Shoes/TSawyer 3/21	20240328025347	\$ 208.79
64986	1975 - SAFELITE FULFILLMENT INC	\$ 351.13	Repair/Windshield/Unit #653	05074-323066	\$ 351.13
64987	106893 - SAFESHRED	\$ 40.00	W/C Svc/Shredding 3/12	349911	\$ 40.00
64988	100453 - SAGONA'S ALL CITY BACKFLOW	\$ 495.00	Svc/Test & Certify/Backflow Devices(9) 4/1	107585	\$ 495.00
64989	130328 - SHOETERIA	\$ 100.00	Safety Shoes/DFlores 4/1	0064790IN	\$ 100.00

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64990	939 - SKYHAWKS SPORTS ACADEMY, INC	\$ 4,870.42	Instruct/Youth Sports 1/17-3/30	3/30/24	\$ 4,870.42
64991	165 - SKYLINE SAFETY & SUPPLY-PATRICIA SONTAG	\$ 658.25	Disposable Gloves(3K)/Maint 3/18	8291	\$ 658.25
64992	119051 - SMART & FINAL (REC & PARKS)	\$ 284.13	Food/Playground/Kids Night Out 3/15	0015601 3/15/24	\$ 35.94
			Food/Sr Center 3/4	0037301 3/4/24	\$ 7.98
			Food/Teens Night Out 3/15	0015501 3/15/24	\$ 176.88
			Supplies/Sr Center 3/19	0015001 3/19/24	\$ 56.88
			Supplies/Teens Night Out 3/15	0015701 3/15/24	\$ 6.45
64993	108459 - SMART & FINAL-POLICE ACCT	\$ 176.73	PD Hot Cups(1K)/Forks(500)/Breakroom 3/5	003501 3/5/24	\$ 132.31
			PD Plates(250)/Breakroom 3/15	005101 3/15/24	\$ 30.43
			PD Spoons(500)/Breakroom 3/22	006501 3/22/24	\$ 13.99
64994	119016 - SO CAL EDISON	\$ 100,081.27	700134894611 - Svc/Traffic Signal 3/24	3/24(A)	\$ 27.42
			Svc/Citywide 2/12-3/12	2/12/24-3/12/24	\$ 100,053.85
64995	119017 - SO CAL GAS CO	\$ 2,326.62	00840909006 Svc/Comm Center 3/24	3/24(G)	\$ 914.97
			12600890003 Svc/Maint Yard 3/24	3/24(D)	\$ 180.23
			13230923008 Svc/Storm Drain 3/24	3/24(C)	\$ 19.49
			18690942000 Svc/Sr Center 3/24	3/24(E)	\$ 266.65
			19530910009 Svc/City Hall 3/24	3/24(F)	\$ 945.28
64996	543 - SORVILLO, BRYAN	\$ 9,087.00	Instruct/Group Tennis 2/12-3/22	3/22/24	\$ 9,087.00
64997	116238 - STAPLES BUSINESS ADVANTAGE	\$ 929.84	Supplies/Citywide 3/24	4/12/24	\$ 929.84
64998	119024 - STATE COMP INSURANCE FUND	\$ 1,769.33	W/C Workers Comp Insurance 3/30-4/30	1001574632	\$ 1,769.33
64999	2305 - STEELCLAD INCORPORATED	\$ 750.00	Svc/Neighborhood Preservation/Nuisance Abatement/5692 Karen 11/9	15388	\$ 750.00
65000	1330 - SUPERIOR PROPERTY SERVICES, INC-SUPERIOR GRAFFITI	\$ 6,468.00	Svc/Graffiti Removal/Streets & Parks 3/24	18052	\$ 6,468.00
65001	1348 - SUPPLY SOLUTIONS-SIGNAL HILL AUTO ENTERPRISES, INC	\$ 337.82	Trash Can Liners(700) 3/29	058009	\$ 337.82
65002	2378 - TEAMCIVX, LLC	\$ 7,200.00	Svc/Education & Outreach/Housing Element Ballot Measure 3/24	1988	\$ 7,200.00
65003	588 - THE COUNSELING TEAM INTERNATIONAL	\$ 1,000.00	PD Svc/Employee Counseling 4/24	90989	\$ 1,000.00
65004	1095 - TYLER TECHNOLOGIES, INC-NEW WORLD	\$ 2,201.78	Annual Escrow 3/27/24-3/26/25	045-455630	\$ 2,201.78
65005	108908 - ULINE SHIPPING SUPPLY SPECIALISTS	\$ 296.71	Gas Cans(4)/Funnels(3) 2/2	173956238	\$ 296.71
65006	127207 - UNDERGROUND SVS ALERT OF SO CA	\$ 151.75	Svc/DigAlert Tickets 3/24	320240216	\$ 151.75
65007	1139 - UNIFIRST CORP	\$ 699.69	Uniforms/Mats/Mops/Towels 2/24	2/24/24	\$ 117.76
			Uniforms/Mats/Mops/Towels 3/24	3/24	\$ 581.93
65008	100308 - UNITED MAINTENANCE SYSTEMS	\$ 18,741.00	Svc/Janitorial/Citywide 3/24	15731	\$ 5,286.50
			Svc/Janitorial/Park & Rec Facilities 3/24	15733	\$ 7,980.00
			Svc/Janitorial/Park Restrooms(8) 3/24	15732	\$ 4,687.50
			Svc/Weekend Enhanced Cleaning/PD 3/24	15730	\$ 787.00

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65009	1992 - VOORHEES, RONDA	\$ 682.50	Instruct/Piano 2/28-3/20	3/20/24	\$ 682.50
65010	129522 - WALTERS WHOLESALE ELECTRIC	\$ 247.84	Electrical Safety Switch Disconnect(1)/Garage 3/14	S125145614.001	\$ 247.84
65011	2193 - WEST GROVE VOLLEYBALL, LLC	\$ 382.20	Instruct/Volleyball 3/3-3/24	3/24/24	\$ 382.20
65012	1962 - WEX HEALTH INC	\$ 93.75	Admin Fee/FSA 1/24	0001892087IN	\$ 93.75
65013	2273 - YOUNG REMBRANDTS NORTH ORANGE COUNTY BI DAN YU	\$ 967.20	Instruct/Youth Drawing 3/2-3/23	3/23/24	\$ 967.20
65014	2044 - YOUTH EVOLUTION ACTIVITIES	\$ 900.90	Instruct/Youth Basketball 2/22-3/21	3/21/24	\$ 900.90
65015	1974 - YUNEX LLC	\$ 11,995.00	Install/Signal Heads/Cerritos & Walker 3/24	90001715	\$ 11,995.00
65016	0 - BLANSHARD, JARATA	\$ 348.00	Refund/Facility Deposit/Contract #8647	Rfd 4/12/24	\$ 348.00
65017	0 - CREPES BONAPARTE	\$ 61.00	Refund/Special Permit/Spring Egg Hunt 3/5	Rfd 4/12/24	\$ 61.00
65018	0 - GILL, TINE	\$ 36.66	Refund/Skyhawks Multi-Sport Tots 3/23 & 3/30	Rfd 4/12/24	\$ 36.66
65019	0 - KIM, REBECCA	\$ 226.00	Refund/BioNerds & Jr Doctors 3/26-5/28	Rfd 4/12/24	\$ 226.00
65020	1494 - LOZEAU CONSULTING, TRNG & INVESTIGATIONS	\$ 100.00	PD Reg/Homeless Liaison Officer/AS 7/11	PD Reg 7/11	\$ 100.00
65021	1346 - A1 TEST ONLY & SMOG	\$ 120.00	Svc/Smog Test/Unit #165	1250476 4/18/24	\$ 40.00
			Svc/Smog Test/Unit #170	1312812 4/15/24	\$ 40.00
			Svc/Smog Test/Unit #624	1257847 4/18/24	\$ 40.00
65022	106914 - ADMINISURE	\$ 3,477.00	Workers Comp Claims Admin 5/24	16896	\$ 3,477.00
65023	100681 - ADVANCED ALARM & FIRE INC	\$ 1,940.00	Svc/Monitor Alarms/Civic Center/Sr Center/Comm Center 4/24-6/24	894131	\$ 1,245.00
			Svc/Test/Alarms & Smoke Detectors/PD 3/29	4500	\$ 695.00
65024	1570 - ADVANTAGE MAILING, LLC	\$ 4,959.42	Svc/Print/City & Rec Newsletter 4/24	204446	\$ 4,959.42
65025	109380 - AFFORDABLE GENERATOR SERVICES, INC	\$ 6,570.41	Replace/Generator Radiator & Block Heater/Maint Yard 4/12	25330	\$ 6,570.41

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65026	100723 - ALESHIRE & WYNDER, LLP	\$ 63,438.19	Legal Svc/CA Aware 2/24	84790	\$ 648.00
			Legal Svc/CA Aware 3/24	85248	\$ 583.50
			Legal Svc/Citrus Square 3/24	85243(A)	\$ 1,150.50
			Legal Svc/Code Enforcement 2/24	84785	\$ 176.50
			Legal Svc/Code Enforcement 3/24	85242	\$ 54.50
			Legal Svc/Engineering 2/24	84781	\$ 424.00
			Legal Svc/Engineering 3/24	85238	\$ 1,484.00
			Legal Svc/Finance 2/24	84782	\$ 26.50
			Legal Svc/Finance 3/24	85239	\$ 185.50
			Legal Svc/General Admin 2/24	84778	\$ 4,456.50
			Legal Svc/General Admin 3/24	85234	\$ 3,180.64
			Legal Svc/Goodman Center 3/24	85244	\$ 1,632.00
			Legal Svc/Housing 2/24	84786	\$ 2,006.00
			Legal Svc/Housing 3/24	85243	\$ 206.50
			Legal Svc/HR 3/24	85236	\$ 29.50
			Legal Svc/Makkouk 2/24	84787	\$ 1,226.50
			Legal Svc/Makkouk 3/24	85245	\$ 1,521.00
			Legal Svc/Planning 2/24	84780	\$ 980.50
			Legal Svc/Planning 3/24	85237	\$ 901.00
			Legal Svc/Police 2/24	84784	\$ 185.50
			Legal Svc/Police 3/24	85241	\$ 159.00
			Legal Svc/Recreation 2/24	84783	\$ 931.00
			Legal Svc/Recreation 3/24	85240	\$ 1,299.14
			Litigation Svc/CVRA Challenge 2/24	84789	\$ 5,103.50
			Litigation Svc/CVRA Challenge 3/24	85247	\$ 1,180.00
			Litigation Svc/General Admin 2/24	84779	\$ 906.00
			Litigation Svc/General Admin 3/24	85235	\$ 359.00
			Litigation Svc/Ihrig 2/24	84792	\$ 2,567.50
			Litigation Svc/Ihrig 3/24	85250	\$ 4,809.50
			Litigation Svc/Singh 2/24	84793	\$ 4,755.50
			Litigation Svc/Singh 3/24	85251	\$ 865.50
			Litigation Svc/Sokmen 2/24	84788	\$ 7,187.00
			Litigation Svc/Sokmen 3/24	85246	\$ 4,960.50
			Litigation Svc/Youngsma 2/24	84791	\$ 6,369.41
			Litigation Svc/Youngsma 3/24	85249	\$ 927.00
65027	122455 - ALL AMERICAN SIGN CO, INC	\$ 366.35	Update Banners(4)/Sr Center Resource Fair 4/15	55561	\$ 290.66
			Vinyl Lettering(1 Set)/Sr Center Volunteer Recognition 4/11	55535	\$ 75.69
65028	105442 - ALL CITY MANAGEMENT SERVICE INC	\$ 8,984.12	Crossing Guard Svcs(15 Hrs)/Orange & Grindlay 3/17-3/30	92418(A)	\$ 361.35
			Crossing Guard Svcs(357.94 Hrs) 3/17-3/30	92418	\$ 8,622.77
65029	186 - ALL STATE POLICE EQUIPMENT	\$ 852.81	PD Less Lethal Ammo(30 Rnds) 4/10	20505	\$ 852.81
65030	1200 - ANNEALTA GROUP	\$ 4,998.75	Consult/Planning/Commons Housing/Cypress Town Center 3/24	3161	\$ 1,782.50
			Svc/Lincoln Avenue Specific Plan Amendment 3/24	3162	\$ 155.00
			Svc/Planning Project Management & Support Assistance 3/24	3163	\$ 1,046.25
			Svc/Planning Project Manager/5665 Plaza Drive 3/24	3160	\$ 2,015.00
65031	2332 - ARCHAMBAULT INVESTIGATIONS & POLYGRAPH	\$ 250.00	PD Svc/Polygraph(1) 3/5	2024-02	\$ 250.00

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65032	1619 - ARDURRA GROUP, INC-ANDERSON PENNA PARTNERS	\$ 13,828.75	Final/Inspect/Sewer System Improvements 3/24	147999	\$ 1,252.25
			Inspect/Arterial Street Rehab 3/24	147998	\$ 3,438.75
			Inspect/Parking Lot Resurfacing/Veteran & Cedar Glen Parks 3/24	147997	\$ 832.50
			Inspect/Residential Street Resurfacing 3/24	148001	\$ 2,557.25
			Inspect/Various Non-CIP Engineering Permits 3/24	147996	\$ 3,648.00
			Svc/City Engineering 3/24	147930	\$ 2,100.00
65033	110860 - AT&T	\$ 4,127.81	9391033694-PW Phone Svc 3/24	3/24(K)	\$ 155.55
			9391033695-Civic Center Phone Svc 3/24	3/24(J)	\$ 29.35
			9391033698-PW Phone Svc 3/24	3/24(L)	\$ 29.44
			Phone Svc/Multi-Line 3/13-4/12	3/13/24-4/12/24	\$ 3,913.47
65034	252 - AUTO ZONE, INC	\$ 116.36	Coolant(4 Gls)/Brake Cleaner(12 Cans)/Misc 4/16	5521246800	\$ 116.36
65035	122652 - AVENU MUNISERVICES MUNISERVICES, LLC	\$ 750.00	Svc/Sales Tax Audit Report Service QE 3/31/24	INV06-018147	\$ 750.00
65036	127136 - B.L. WALLACE DISTRIBUTOR INC	\$ 77.43	Communications Vault Cover(1) 4/8	20241191	\$ 77.43
65037	630 - BATTERY SYSTEMS INC	\$ 153.80	Battery Core Charge(1) 4/18	51152404171504	\$ 19.40
			Credit/Battery Core Charges(2) 4/18	51152404171509	\$ (37.40)
			Vehicle Battery(1) 4/18	37690416241611	\$ 171.80
65038	1822 - BENEFITS COORDINATORS CORPORATION BCC	\$ 9,935.29	Insurance/Life/LTD/STD/Optional 5/24	14453	\$ 9,935.29
65039	166 - BLUE RIBBON TROPHY-LASERWERKS	\$ 123.96	Retirement Plaque(1)/TA 4/3	44517	\$ 123.96
65040	111259 - BON AIR, INC	\$ 25,792.50	Construct/HVAC & Roof/Comm Center 2/12-4/2	3-3/24	\$ 25,792.50
65041	2205 - BP FORD OF LONG BEACH	\$ 749.24	Alternator(1)/Motor & Fan(1)/Misc 3/27	212829FOW	\$ 749.24
65042	1600 - BRIGHTVIEW LANDSCAPE SERVICES, INC	\$ 32,801.90	Svc/Landscape/Citywide 4/24	8849081	\$ 32,801.90
65043	2137 - CALIFORNIA SAFETY AGENCY RECON INDUSTRIES INC	\$ 1,240.00	Svc/Restroom & Tennis Court Lockup 3/24	3604-160	\$ 1,240.00
65044	536 - CHARLAND, MATTHEW	\$ 68.00	Meals/Drug Burn/Crows Landing 3/27-3/28	Reimb 4/26/24	\$ 68.00
65045	123012 - CHARLES ABBOTT ASSOCIATES	\$ 10,237.50	Svc/Fats, Oil & Grease/NPDES Inspection 3/24	67247	\$ 9,540.00
			Svc/NPDES/Water Quality Mgmt Plan Reviews 3/24	67246	\$ 697.50
65046	2090 - CHARTER COMMUNICATIONS HOLDINGS LLC SPECTRUM	\$ 703.70	Svc/Cable TV 4/10-5/9	0079111041024	\$ 139.95
			W/C Svc/Internet 3/24	218496501040124	\$ 563.75
65047	1553 - CODE 5 GROUP, LLC	\$ 720.00	PD GPS Tracker Units(2) 4/8	3938	\$ 720.00
65048	2035 - COMMUNICATIONS LAB BARRIOS & ASSOCIATES, LLC	\$ 17,670.23	Svc/City Strategic Communications Support 3/24	2402-753	\$ 10,000.00
			Svc/Community Outreach/City Council Electoral Districts 3/24	2402754	\$ 2,670.23
			Svc/Recreation Strategic Communication Support 3/24	2402-752	\$ 5,000.00
65049	1617 - CONTROL AIR ENTERPRISES LLC	\$ 1,217.95	Svc/HVAC Refrigerant/Comm Center 4/9	3088978	\$ 842.79
			Svc/HVAC Sensor/Sr Center 3/18	3088811	\$ 375.16
65050	115003 - COUNTY OF ORANGE	\$ 5,298.15	Parking Violations 3/24	3/24	\$ 5,298.15

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65051	115003 - COUNTY OF ORANGE	\$ 2,418.25	W/C Svc/Comm Charges/800 MHz Radio 4/1/24-6/30/24	STCS002201	\$ 2,418.25
65052	115003 - COUNTY OF ORANGE	\$ 1,807.00	PD Svc/Automated Fingerprint Identification System 4/24	SH68191	\$ 1,807.00
65053	115003 - COUNTY OF ORANGE	\$ 15,947.06	Agreement/Animal Shelter 1/1/24-3/31/24	AC2490056	\$ 15,947.06
65054	710 - COUNTY OF ORANGE SHERIFF'S DEPARTMENT OCSD	\$ 278.00	PD Repair/Radio Buttons 11/23	STTM001858	\$ 139.00
			PD Repair/Radio Control Head 11/23	STTM001856	\$ 139.00
65055	129969 - CROWN TROPHY COLOMRICAN, INC	\$ 360.75	Trophies(20)/Medals(20)/Youth Volleyball 4/11	17234	\$ 360.75
65056	130301 - CYPRESS HIGH SCHOOL	\$ 150.00	Refund/Facility Deposit/Contract #7842	Rfd 4/26/24	\$ 150.00
65057	101108 - DANCS, DOUGLAS	\$ 1,000.00	Executive Mgmt Wellness Program 2024	Reimb 4/26/24	\$ 1,000.00
65058	116854 - DATA TICKET INC-MSB	\$ 1,532.29	Parking Citation Processing 3/24	163750	\$ 1,532.29
65059	105412 - DEPT OF INDUSTRIAL RELATIONS	\$ 225.00	Svc/Elevator Inspection/Council Chambers 3/12	E2048977SN	\$ 225.00
65060	100707 - DEPT OF JUSTICE ACCT OFFICE CASHIER UNIT	\$ 96.00	Svc/Fingerprints(1)/Recreation 3/24	726762(A)	\$ 32.00
			Svc/Fingerprints(2)/City 3/24	726762	\$ 64.00
65061	1296 - EDCO CNG	\$ 1,045.15	Natural Gas(128.42 Gls)/Sewer Truck(1) 3/16-3/31	04022024-6(A)	\$ 413.52
			Natural Gas(32.74 Gls)/Sweepers(2) 3/16-3/31	04022024-6	\$ 105.42
			Natural Gas(72.31 Gls)/Sewer Truck(1) 3/1-3/15	04012024-6(A)	\$ 232.84
			Natural Gas(91.11 Gls)/Sweepers(2) 3/1-3/15	04012024-6	\$ 293.37
65062	1488 - ENTERPRISE HOLDINGS INC	\$ 1,933.20	PD Rental Car(1) 1/3-2/2	35593200	\$ 1,167.86
			PD Rental Car(1) 2/22-3/21	35593200(A)	\$ 765.34
65063	2185 - ENVIRO SAFETY PRODUCTS, PUBLIC SAFETY CENTER	\$ 228.15	PD Exam Gloves(2K) 4/10	INV621457	\$ 228.15
65064	104530 - EXPERIAN	\$ 77.00	PD Credit Reports 3/24	CD2412002936	\$ 77.00
65065	2235 - FACILITY SOLUTIONS GROUP, INC	\$ 598.33	Lamps(120)/LED Lamps(6) 3/26	5437841-00	\$ 598.33
65066	1233 - FLATTUM, CHAD	\$ 169.88	W/C Reimb/Cyber Analyst Seminar 3/11-3/15	Reimb 4/26/24	\$ 169.88
65067	1115 - FRONTIER	\$ 2,583.18	W/C Phone Svc/5627955413 4/24	4/24(B)	\$ 2,583.18
65068	1317 - GEORGE HILLS COMPANY INC	\$ 3,713.25	Admin Fee/Liability Claims 4/1/24-6/30/24	INV1027958	\$ 3,713.25
65069	119018 - GOLDEN STATE WATER COMPANY	\$ 21,301.23	Svc/Athletic Fields 3/24	3/24(I)	\$ 1,660.47
			Svc/Civic Center 3/24	3/24(J)	\$ 1,459.54
			Svc/Community Center 3/24	3/24(K)	\$ 43.26
			Svc/Lexington Park 3/24	3/24(H)	\$ 1,667.73
			Svc/Parks Landscaping 3/24	3/24(E)	\$ 6,283.30
			Svc/Parkway Maint 3/24	3/24(D)	\$ 5,107.07
			Svc/Parkway Maint 4/24	4/24	\$ 3,476.34
			Svc/Sr Center 3/24	3/24(F)	\$ 549.88
			Svc/Stanton Channel Berm 3/24	3/24(G)	\$ 1,053.64

**City of Cypress
Payment Register
04/06/24 - 05/10/24**

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
65070	123002 - GRAINGER	\$ 325.63	Credit/Quick Connect Plug(1) 4/16 Credit/Quick Connect Socket(1) 4/16 Quick Connect Plug(1) 4/9 Quick Connect Plug(1)/Hydraulic Coupler(1) 4/12 Quick Connect Socket(1) 4/9 V-Belts(2)/Thread Locker(1) 4/9	9088222394 9088222386 9079798766 9085014125 9080821771 9078944197	\$ (215.35) \$ (123.53) \$ 215.35 \$ 261.69 \$ 123.53 \$ 63.94
65071	1133 - GRANICUS SWAGIT PRODUCTIONS, LLC	\$ 2,085.00	Svc/Video Stream/Council Meetings 2/24 Svc/Video Stream/Council Meetings 3/24 Svc/Video Stream/Council Meetings 4/24	178487 179884 182007	\$ 695.00 \$ 695.00 \$ 695.00
65072	110815 - GRIFFIN STRUCTURES INC	\$ 46,124.69	Construct Mgmt/Arnold Cypress Park Rehab 3/24	GSI-CACPR448-04	\$ 46,124.69
65073	488 - HALO BRANDED SOLUTIONS, INC	\$ 886.99	PD Challenge Coins(100) 4/10	7253496	\$ 886.99
65074	103008 - HARTZOG & CRABILL	\$ 1,687.50	Svc/Monitor Traffic Signals 3/24	24-0263	\$ 1,687.50
65075	128739 - HOME DEPOT CREDIT SVC-MAINT	\$ 939.19	Supplies/Maint 3/24	4/26/24	\$ 939.19
65076	117233 - HOME DEPOT CREDIT SVC-REC #0720	\$ 155.14	Clear Tarp(1)/Spring Egg Hunt 3/18 Microwave(1)/Community Center 3/13	9512625 4657167	\$ 16.14 \$ 139.00
65077	109117 - INSTANT SIGNS CYPRESS LLC	\$ 238.17	Vinyl Number Decals(12) 4/9	3460	\$ 238.17
65078	102993 - ITERIS, INC	\$ 44,535.50	Svc/Traffic Signal Timing Project 1/24 Svc/Traffic Signal Timing Project 12/23 Svc/Traffic Signal Timing Project 2/24-3/24	167784 165836 168564	\$ 6,567.50 \$ 1,909.50 \$ 36,058.50
65079	2039 - KELLY SPICERS INC KELLY SPICER STORES	\$ 723.36	Specialty Paper(12 Rms) 4/18	11597430	\$ 723.36
65080	2211 - KNIGHT LEADERSHIP SOLUTIONS LLC MARIE KNIGHT	\$ 5,500.00	Svc/Strategic Planning Facilitation 3/20	344	\$ 5,500.00
65081	122069 - LIEBERT CASSIDY WHITMORE	\$ 1,122.00	Legal Svc/HR Matter #CY020-00001 3/24	264230	\$ 1,122.00
65082	1779 - LINS COTT LAW & GREENSPAN ENGINEERS	\$ 79,778.00	Svc/Traffic Engineering 10/23 Svc/Traffic Engineering 11/23 Svc/Traffic Engineering 12/23 Svc/Traffic Engineering 7/23 Svc/Traffic Engineering 8/23 Svc/Traffic Engineering 9/23	14394-00141 14394-00142 14394-00143 14394-00138 14394-00139 14394-00140	\$ 15,700.00 \$ 7,416.00 \$ 4,968.00 \$ 9,632.00 \$ 23,120.00 \$ 18,942.00
65083	112017 - LOS ALTOS TROPHY CAL-LINE INVESTMENTS	\$ 40.51	Brass Plate(1)/Arnold Cypress Park Display 4/8 Name Badge(1)/Traffic Commissioner 4/3	95006 95005	\$ 24.35 \$ 16.16
65084	2387 - LOS ANGELES SPARKS	\$ 880.00	Excursion Deposit(72)/LA Sparks Basketball Game/Day Camp 7/16	Deposit 4/26/24	\$ 880.00
65085	933 - LSA ASSOCIATES, INC	\$ 3,955.75	Consult/Mitigated Negative Declaration/Business Park 3/24	193124	\$ 3,955.75
65086	914 - MCSHANE, CHRISTOPHER	\$ 68.00	Meals/Drug Burn/Crows Landing 3/27-3/28	Reimb 4/26/24	\$ 68.00
65087	1483 - MERCADO, HENRY	\$ 68.00	Meals/Drug Burn/Crows Landing 3/27-3/28	Reimb 4/26/24	\$ 68.00
65088	122124 - MIKE RAAHAUGE SHOOTING ENTERPRISES	\$ 25.00	PD Svc/Shooting Range(1) 3/8	1936	\$ 25.00

**City of Cypress
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04/06/24 - 05/10/24**

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
65089	117056 - MINUTEMAN PRESS LOS ALAMITOS	\$ 612.89	Svc/Print City Envelopes(5K) 4/10	40730	\$ 612.89
65090	129801 - MUTUAL LIQUID GAS & EQUIP	\$ 30.00	Rent/Propane Tank 3/1/24-5/31/24	71334	\$ 30.00
65091	129724 - NAPA AUTO PARTS - SO CAL AUTO & TRUCK PARTS INC	\$ 655.77	Brake Pads(3)/Fuel Filter(1)/Misc 4/17 Replace/Tail Light/Unit #141	458108 456710	\$ 267.89 \$ 387.88
65092	672 - O'REILLY AUTO PARTS	\$ 156.87	Oil Filters(3)/Air Filters(4) 4/17	3078-476790	\$ 156.87
65093	122725 - ORANGE COUNTY SANITATION DISTRICT	\$ 82,251.32	Sewer Connect Fees 3/24	3/24	\$ 82,251.32
65094	308 - PENSKE CHEVROLET OF CERRITOS	\$ 627.02	Replace/Sensors/Unit #140	293739	\$ 627.02
65095	871 - PEREZ, DIANA	\$ 300.30	Instruct/Learn & Grow 1/17-2/14	2/14/24	\$ 300.30
65096	109125 - PLUMBERS DEPOT, INC	\$ 235.61	Hose Fittings(10) 4/15	PD-55933	\$ 235.61
65097	100870 - POSTMASTER -CYPRESS POST OFFICE	\$ 3,500.00	Postage/City & Recreation Newsletter 6/24	4/26/24	\$ 3,500.00
65098	2331 - PROFESSIONAL ACCESS CCTV & ELECTRICAL INC	\$ 375.00	PD Svc/Jail Cameras 4/8	96230	\$ 375.00
65099	484 - QUADIENT LEASING USA, INC-MAILFINANCE INC-HASLER	\$ 244.73	Lease/Postage Meter 2/1/24-4/30/24	Q1271451	\$ 244.73
65100	254 - QUALITY CODE PUBLISHING, LLC	\$ 2,185.00	Svc/Codification Updates/Muni-Codes 2/24 Svc/Codification Updates/Muni-Codes 8/23	PG000035530 GC0011663	\$ 925.00 \$ 1,260.00
65101	144 - R.C.S. INVESTIGATIONS & CONSULTING, LLC	\$ 1,550.00	PD Svc/Background Check 4/2	5654	\$ 1,550.00
65102	1966 - REIHANIFAM, CHRISTOPHER	\$ 68.00	Meals/Drug Burn/Crows Landing 3/27-3/28	Reimb 4/26/24	\$ 68.00
65103	130231 - RSG, INC ROSENOW SPEVACEK GROUP INC	\$ 250.00	Consult/Affordable Housing/Citrus Square Senior Community 3/24	I011716	\$ 250.00
65104	129917 - RUTAN & TUCKER	\$ 15,367.40	Addl Lit Svc/Public Records Act/Fortis 11/23 Legal Svc/Housing 1/24-2/24 Legal Svc/Land Use/LARC 1/24-3/24 Litigation Svc/Public Records Act/Fortis 12/23-3/24	979998(A) 989689 989690 989691	\$ 0.05 \$ 375.00 \$ 2,375.00 \$ 12,617.35
65105	109096 - S.C. SIGNS & SUPPLIES, LLC	\$ 1,374.89	Street Signs(20) 3/12 Street Signs(8)/Rivets(200) 2/13	245835 245134	\$ 818.90 \$ 555.99
65106	1975 - SAFELITE FULFILLMENT INC	\$ 381.21	Repair/Rear Window/Unit #143	05074-323749	\$ 381.21
65107	1016 - SALAZAR, SARA	\$ 225.06	Binders(12)/Citizen's Academy 4/8 Certificate Frames(5)/Citizen's Academy 4/8 Screws(8)/Community Promotion Plaque 4/8 Tumblers(10)/Citizen's Academy 4/8	Reimb(C) 4/26/24 Reimb(D) 4/26/24 Reimb(A) 4/26/24 Reimb(B) 4/26/24	\$ 40.66 \$ 131.13 \$ 10.45 \$ 42.82
65108	119016 - SO CAL EDISON	\$ 6,193.60	700351486618 Svc/Willow Park 3/24 700370018870 - Svc/Traffic Signal 3/24 700428641933 Svc/Mackay Park 3/24 700564248438 Svc/Traffic Signals 3/24 700710877173 - Svc/Lexington Park 4/24	3/24(C) 3/24(E) 3/24(B) 3/24(D) 4/24	\$ 353.14 \$ 103.95 \$ 28.27 \$ 2,860.24 \$ 2,848.00

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EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
65109	119017 - SO CAL GAS CO	\$ 102.39			
			08131074000 Svc/Storm Drain 4/24	4/24	\$ 25.52
			14011061398 Svc/Storm Drain 4/24	4/24(B)	\$ 43.27
			16111070716 Svc/Storm Drain 4/24	4/24(A)	\$ 33.60
65110	1591 - SOUTHERN CALIFORNIA NEWS GROUP	\$ 5,917.73			
			Pub Notice/Bids/Concrete Rehab/Project #356	0011656383	\$ 2,460.06
			Pub Notice/Bids/Electric Vehicle Charging Stations	0011656382	\$ 2,415.44
			Pub Notice/State Controller's Report	0011655649	\$ 1,042.23
65111	1279 - SOUTHERN CALIFORNIA SHREDDING, INC	\$ 65.00			
			PD Svc/Shredding 4/8	251593	\$ 65.00
65112	125888 - SPARKLETT'S	\$ 353.60			
			Community Center Bottled Water 3/24	4104724 3/24	\$ 26.44
			Maint Bottled Water 3/24	4106666 3/24	\$ 123.62
			PD Bottled Water 3/24	4104648 3/24	\$ 151.16
			Print Shop Bottled Water 3/24	4105217 3/24	\$ 17.46
			Sr Center Bottled Water 3/24	4104716 3/24	\$ 12.97
			W/C Bottled Water 3/24	4089647 3/24	\$ 21.95
65113	1241 - SPECTRUM SECURITY GROUP LLC	\$ 137.66			
			Keys(6)/Community Center 4/17	R16705	\$ 98.33
			PD Keys/Armory(6)/Range Cabinets(2) 4/8	R16675	\$ 39.33
65114	122963 - STERICYCLE INC	\$ 45.50			
			PD Med Waste Removal 4/24	8006620081	\$ 45.50
65115	2067 - THE ORIGINAL GOODIE'S UNIFORM	\$ 872.57			
			PD Uniform/LBlazquez	15155	\$ 506.82
			PD Uniform/LBlazquez	15177	\$ 13.17
			PD Uniform/LBlazquez	15269	\$ 352.58
65116	851 - THE UPS STORE, #5882	\$ 225.00			
			Svc/Fingerprints(2)/City 3/24	4/4/2024	\$ 50.00
			Svc/Fingerprints(2)/Recreation 3/24	4/4/2024(A)	\$ 50.00
			Svc/Fingerprints(5)/Rec Volunteers 3/24	4/4/2024(B)	\$ 125.00
65117	1333 - UC REGENTS-IRVINE	\$ 800.00			
			PD Svc/Assault Exams/DR #24-000880 4/4	24754	\$ 800.00
65118	1242 - UNIFORM DEPOT, INC-MR UNIFORM	\$ 744.28			
			PD Uniform/Aide BRosete	7979	\$ 176.30
			PD Uniform/CBartlett	7980	\$ 567.98
65119	1997 - VACCARO, FRANK WEST COAST OFFICIALS	\$ 2,244.00			
			Officials(34 Games)/Youth Basketball 4/27-5/23	1610	\$ 2,244.00
65120	112149 - WESTERN EXTERMINATOR COMPANY	\$ 460.00			
			Svc/Pest Control/City Hall 3/24	380538C	\$ 460.00
65121	1962 - WEX HEALTH INC	\$ 97.50			
			Admin Fee/FSA 3/24	0001927836IN	\$ 97.50
65122	1974 - YUNEX LLC	\$ 11,200.50			
			Repair/Traffic Signals 2/24	5610001769	\$ 6,171.50
			Traffic Signal Maint 2/24	90001700	\$ 5,029.00
65123	0 - ALVAREZ, CONNIE	\$ 560.00			
			Refund/Rental Fee/Facility Deposit/Contract #7685	Rfd 4/26/24	\$ 560.00
65124	0 - AVILA, SANDRA	\$ 100.00			
			Refund/Facility Deposit/Contract #8665	Rfd 4/26/24	\$ 100.00
65125	0 - CARTER, VERONICA	\$ 300.00			
			Refund/Facility Deposit/Contract #8614	Rfd 4/26/24	\$ 300.00
65126	0 - CHANG, YOUNG	\$ 300.00			
			Refund/Facility Deposit/Contract #8531	Rfd 4/26/24	\$ 300.00
65127	0 - HOPE SCHOOL	\$ 300.00			
			Refund/Facility Deposit/Contract #7325	Rfd 4/26/24	\$ 300.00

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04/06/24 - 05/10/24**

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
65128	0 - HUGO, CORAZON	\$ 300.00	Refund/Facility Deposit/Contract #8231	Rfd 4/26/24	\$ 300.00
65129	0 - KOREAN-AMERICAN OB SOCCER CLUB	\$ 164.00	Refund/Rental Fee/Contract #8585	Rfd 4/26/24	\$ 164.00
65130	0 - MADRIGAL, KAYLA	\$ 300.00	Refund/Facility Deposit/Contract #8315	Rfd 4/26/24	\$ 300.00
65131	0 - MOSLEY INSURANCE & FINANCIAL SVCS	\$ 300.00	Refund/Facility Deposit/Contract #8530	Rfd 4/26/24	\$ 300.00
65132	0 - SAMALA, LEONCIO SARNO	\$ 100.00	Refund/Facility Deposit/Contract #8528	Rfd 4/26/24	\$ 100.00
65133	0 - SINOY, CORAZON	\$ 580.00	Refund/Rental Fee/Facility Deposit/Contract #8480	Rfd 4/6/24	\$ 580.00
65134	0 - SOSA, MIGUEL	\$ 492.00	Refund/Rental Fee/Contract #8607	Rfd 4/26/24	\$ 492.00
65135	0 - YIN, YUZHEN	\$ 150.00	Refund/Facility Deposit/Contract #8353	Rfd 4/26/24	\$ 150.00
65136	1346 - A1 TEST ONLY & SMOG	\$ 120.00	Svc/Smog Test/Unit #117	1161525 4/25/24	\$ 40.00
			Svc/Smog Test/Unit #164	1250475 4/29/24	\$ 40.00
			Svc/Smog Test/Unit #172	1312810 5/1/24	\$ 40.00
65137	123456 - ADS CONSULTING GROUP INC	\$ 250.00	Consult/Network 4/2-4/30	205747	\$ 250.00
65138	270 - AITHAL, DARSHINI	\$ 1,096.55	Instruct/Chair Yoga 4/2-4/30	4/30/24	\$ 395.85
			Instruct/Flow Yoga 4/1-4/29	4/29/24(A)	\$ 181.35
			Instruct/Yoga 2/7-3/6	3/6/24	\$ 270.40
			Instruct/Yoga 3/27-4/29	4/29/24	\$ 248.95
65139	130335 - AKM CONSULTING ENGINEERS	\$ 3,729.50	Svc/Pump Station Evaluation/Myra Ave & Veterans Park 4/24	0012822	\$ 1,256.00
			Svc/Upgrade/Pump Station Monitoring System 4/24	0012821	\$ 2,473.50
65140	105442 - ALL CITY MANAGEMENT SERVICE INC	\$ 14,337.16	Crossing Guard Svcs(30 Hrs)/Orange & Grindlay 3/31-4/13	92725(A)	\$ 722.70
			Crossing Guard Svcs(565.15 Hrs) 3/31-4/13	92725	\$ 13,614.46
65141	107008 - ANDERSON, GINGER	\$ 1,900.60	Instruct/Dance 3/25-4/25	4/25/24	\$ 705.25
			Instruct/Dance 9/11-11/2	11/2/24	\$ 1,195.35
65142	110860 - AT&T	\$ 748.51	Svc/Internet 4/24	000021643269	\$ 748.51
65143	110860 - AT&T	\$ 2,719.47	Cell Svc/Maint 4/24	4/24(D)	\$ 53.45
			Cell Svc/PD 4/24	4/24(C)	\$ 238.15
			PD Svc/Mobile Data 4/24	4/24(B)	\$ 2,101.88
			PD Svc/School Resource Officer 4/24	4/24(G)	\$ 49.38
			Svc/Engineering Mobile Hotspots 4/24	4/24(H)	\$ 80.48
			Svc/Planning iPads 4/24	4/24(A)	\$ 66.44
			Wireless Svc/Sewer Truck & Myra Pump Station #2 4/24	4/24(E)	\$ 129.69
65144	110860 - AT&T	\$ 1,325.42	2481347232-Admin Phone Svc 5/24	5/24	\$ 4.43
			W/C Svc/Priority Radio Line 4/24	000021644427	\$ 1,320.99
65145	110860 - AT&T	\$ 29.05	9391033696-PD Phone Svc 4/24	4/24(F)	\$ 29.05
65146	110860 - AT&T	\$ 1.70	East Wing Fax Line 4/24	4/24(I)	\$ 1.70

**City of Cypress
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EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
65147	235 - AYSO REGION 154 CYPRESS	\$ 15,300.00	Reimb/Field Light Renovations/Lexington Jr High	Reimb 5/10/24	\$ 15,300.00
65148	1232 - BANNER BANK	\$ 75,910.00	Retention/LA Engineering/Construct/AC Park Rehab 4/24	5-4/24	\$ 75,910.00
65149	109327 - BEE REMOVERS - HONEYCOTT, INC	\$ 140.00	Svc/Bee Removal/Oak Knoll Park 4/26	602209	\$ 140.00
65150	1822 - BENEFITS COORDINATORS CORPORATION BCC	\$ 11,341.11	Insurance/Dental & Vision/City & Dist 5/24	B0DDNR	\$ 9,580.15
			Insurance/Dental & Vision/West Comm 5/24	B0DF2H	\$ 879.40
			Insurance/Vision Claims/City 3/24	B0D4BK	\$ 881.56
65151	111833 - BOOMERS	\$ 1,049.40	Final/Excursion(60)/Day Camp 6/12	0000093047(A)	\$ 1,049.40
65152	2205 - BP FORD OF LONG BEACH	\$ 1,006.88	Ignition Coils(8)/Fuel Pipe(1)/Misc 4/29	213802FOW	\$ 672.35
			Replace/Radiator/Unit #606	213879FOW	\$ 334.53
65153	1600 - BRIGHTVIEW LANDSCAPE SERVICES, INC	\$ 26,590.12	Svc/Landscape/Seasonal Fertilization/Lexington Park 5/24	8903009	\$ 7,130.74
			Svc/Seasonal Fertilization/Parks(18) 4/24	8902788	\$ 19,459.38
65154	2206 - BUCKNAM INFRASTRUCTURE GROUP INC	\$ 1,045.00	Svc/Update Pavement Mgmt Program 4/24	385-01.07	\$ 1,045.00
65155	2137 - CALIFORNIA SAFETY AGENCY RECON INDUSTRIES INC	\$ 1,200.00	Svc/Restroom & Tennis Court Lockup 4/24	3604-161	\$ 1,200.00
65156	111882 - CALIFORNIA YELLOW CAB CORP	\$ 5,895.00	Sr Center/Nutrition Program 3/24	3503024	\$ 1,890.00
			Taxi Vouchers/Sr Center 3/24	3501024	\$ 4,005.00
65157	2118 - CASC ENGINEERING AND CONSULTING, INC	\$ 13,854.00	Consult/Modernization & Integration/Business Park 3/24	0051057	\$ 13,854.00
65158	123012 - CHARLES ABBOTT ASSOCIATES	\$ 56,750.00	Svc/National Pollutant Discharge Elimination/Program Mgmt 1/24	67020	\$ 14,250.00
			Svc/National Pollutant Discharge Elimination/Program Mgmt 12/23	66863	\$ 10,812.50
			Svc/National Pollutant Discharge Elimination/Program Mgmt 2/24	67134	\$ 17,062.50
			Svc/National Pollutant Discharge Elimination/Program Mgmt 3/24	67245	\$ 14,625.00
65159	2090 - CHARTER COMMUNICATIONS HOLDINGS LLC SPECTRUM	\$ 1,594.96	Svc/Internet Access 4/15-5/14	0002117041724	\$ 1,594.96
65160	1066 - CHUSHINKAN DOJO	\$ 78.00	Instruct/laido 2/21-4/6	4/6/24	\$ 78.00
65161	2381 - CITYGREEN CONSULTING, LLC	\$ 25,960.00	Consult/Solid Waste Program 1/1-2/29	1383-24-2	\$ 12,048.75
			Consult/Solid Waste Program 12/1-12/15	1383-22-23-12	\$ 6,492.50
			Consult/Solid Waste Program 12/16-12/31	1383-24-1	\$ 2,857.50
			Consult/Solid Waste Program 3/24	1383-24-3	\$ 4,561.25
65162	2035 - COMMUNICATIONS LAB BARRIOS & ASSOCIATES, LLC	\$ 16,000.00	Svc/Housing Element Informational Video 3/29-4/29	2402-787	\$ 11,000.00
			Svc/Recreation Strategic Communication Support 4/24	2402-781	\$ 5,000.00
65163	1473 - COMMUNITY WORKS DESIGN GROUP, LLC	\$ 767.44	Construct/Sports Court Improvements/Veterans Park 3/24	15643	\$ 767.44
65164	122946 - COUNTRY GARDEN CATERERS	\$ 1,990.14	Svc/Cater/Sr Center Volunteer Recognition 4/26	7335	\$ 1,990.14
65165	115003 - COUNTY OF ORANGE	\$ 1,104.51	PD Svc/OC Automated Telecommunications System 4/24	SH68313	\$ 1,104.51
65166	710 - COUNTY OF ORANGE SHERIFF'S DEPARTMENT OCSD	\$ 22,655.75	PD Svc/OCSD Comm Charges/800 MHz Radio 4/1/24-6/30/24	STCS002273	\$ 22,655.75
65167	122050 - CYPRESS ART LEAGUE	\$ 750.00	Direct Funding 2023-24	Donate 2023-24	\$ 750.00

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EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
65168	1622 - DANIELS TIRE SERVICE, INC	\$ 932.28	Vehicle Tires(7) 4/18	200502534	\$ 932.28
65169	1083 - DAVID VOLZ DESIGN LANDSCAPE ARCHITECTS, INC	\$ 1,600.00	Design/Cerritos Ave Median Restoration 1/24	422702	\$ 1,280.00
			Design/Cerritos Ave Median Restoration 4/24	422766	\$ 320.00
65170	101879 - DOOLEY ENTERPRISES	\$ 9,988.43	PD Ammo(28.25K Rnds) 4/22	67728	\$ 9,988.43
65171	1296 - EDCO CNG	\$ 1,820.62	Natural Gas(484.34 Gls)/Sweepers(2) 4/1-4/15	04252024-6	\$ 1,559.57
			Natural Gas(81.07 Gls)/Sewer Truck(1) 4/1-4/15	04252024-6(A)	\$ 261.05
65172	104530 - EXPERIAN	\$ 77.00	PD Credit Reports 4/24	CD2501002804	\$ 77.00
65173	106039 - FEDERAL EXPRESS CORP	\$ 83.02	Svc/Aleshire & Wynder 4/11	847494653	\$ 83.02
65174	2132 - FERGUSON ENTERPRISES LLC	\$ 360.08	Replace/Flush Valve(1)/Mackay Park Restroom 4/24	3535506	\$ 360.08
65175	107899 - FIREWORKS AND STAGE FX AMERICA	\$ 12,500.00	Deposit/Fireworks Display/Salute to America 6/28	22164	\$ 12,500.00
65176	130353 - FLEETPRIDE	\$ 40.69	Replace/Hose Fittings(4)/Sweeper Unit #137	116386048	\$ 40.69
65177	1115 - FRONTIER	\$ 2,759.02	7148996947 - Phone Svc/Sewers 5/24	5/24	\$ 61.12
			W/C Phone Svc/5624931036 5/24	5/24(B)	\$ 78.22
			W/C Phone Svc/5627955413 5/24	5/24(A)	\$ 2,619.68
65178	119018 - GOLDEN STATE WATER COMPANY	\$ 8,966.75	Svc/Maint Yard Landscaping 3/24	3/24(O)	\$ 460.30
			Svc/Parks Landscaping 4/24	4/24(C)	\$ 425.90
			Svc/Parkway Maint 3/24	3/24(L)	\$ 1,550.47
			Svc/Parkway Maint 4/24	4/24(A)	\$ 5,463.51
			Svc/Sr Center 3/24	3/24(N)	\$ 95.62
			Svc/Stanton Channel Berm 3/24	3/24(M)	\$ 263.41
			Svc/Storm Drain 4/24	4/24(B)	\$ 707.54
65179	2418 - GONZALEZ, JOE	\$ 36.00	Meals/Advanced Human Trafficking 4/2-4/4	Reimb 5/10/24	\$ 36.00
65180	1133 - GRANICUS SWAGIT PRODUCTIONS, LLC	\$ 695.00	Svc/Video Stream/Council Meetings 5/24	182896	\$ 695.00
65181	1505 - HARBOR PARTY RENTALS, INC	\$ 973.45	PD Canopy Rental(15)/Open House 5/18	37629	\$ 973.45
65182	102993 - ITERIS, INC	\$ 5,940.00	Consult/Citywide Traffic Signal Cabinet Assessment 3/24	169072	\$ 4,860.00
			Svc/Maintain CCTV Network 3/24	169052	\$ 1,080.00
65183	103024 - JHM & CARSON SUPPLY	\$ 225.22	Irrigation Coupler(1)/Wire Connectors(20)/Misc 4/3	94538/3	\$ 92.43
			Irrigation Elbow Pipes(4)/Union Coupling(1)/Misc 4/23	94982/3	\$ 132.79
65184	2153 - LAUDERBACK, MARK	\$ 40.97	Reimb/Tri-County Workshop 4/9-4/12	Reimb 5/10/24	\$ 40.97
65185	2420 - LOPEZ, ALFONSO	\$ 71.00	Refund/Duplicate Payment/Fats, Oil & Grease Permit/LFSE-23-3	Rfd 5/10/24	\$ 71.00
65186	1202 - LOS ANGELES ENGINEERING INC	\$ 1,442,290.00	Construct/Arnold Cypress Park Rehab 4/24	5-4/24	\$ 1,442,290.00
65187	933 - LSA ASSOCIATES, INC	\$ 4,786.00	Consult/Housing Element/Environmental Impact Report 3/24	193288	\$ 4,786.00
65188	578 - MIG-MOORE IACOFANO GOLTSMAN, INC	\$ 8,687.50	Design/Arnold Cypress Park Rehab 3/24	0085989	\$ 8,687.50

**City of Cypress
Payment Register
04/06/24 - 05/10/24**

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
65189	109269 - MILES, HILDA	\$ 747.50	Instruct/Hula Dance 3/26-4/25	4/25/24	\$ 747.50
65190	117056 - MINUTEMAN PRESS LOS ALAMITOS	\$ 734.16	Svc/Print/Recreation Newsletter Booklets(600) 4/30	40888	\$ 734.16
65191	80 - MORRIS, LETICIA	\$ 401.70	Instruct/Zumba 4/6-4/27	4/27/24	\$ 265.20
			Instruct/Zumba Gold 4/41-4/25	4/25/24	\$ 136.50
65192	129724 - NAPA AUTO PARTS - SO CAL AUTO & TRUCK PARTS INC	\$ 10.63	Tire Valves(3) 4/24	458710	\$ 10.63
65193	103425 - NATIONWIDE-VETERINARY PET INSURANCE	\$ 1,053.21	PD Pet Insurance/Bono 6/3/24-6/2/25	C-2590642	\$ 1,053.21
65194	1275 - NICHOLS LOCAL GOVERNMENT CONSULTING, LLC	\$ 2,500.00	PD Svc/SB90 Reimbursement Claim Preparation 7/1/23-6/30/24	2024-9830234-01	\$ 2,500.00
65195	672 - O'REILLY AUTO PARTS	\$ 634.07	Credit/Gauge(1) 2/29	3078-468361	\$ (48.48)
			Credit/Motor Oil(3 Qts) 3/21	3078-472411	\$ (19.36)
			Gauge(1) 2/29	3078-467279	\$ 48.48
			Motor Oil(3 Qts) 3/21	3078-471595	\$ 19.36
			Sweeper Battery(1)/Motor Oil(30 Qts)/Tailgate Cables(2) 5/1	3078-479963	\$ 634.07
65196	108944 - OFFICE DEPOT	\$ 643.66	Supplies/Citywide 4/24	5/10/24	\$ 643.66
65197	129575 - PARKHOUSE TIRE INC	\$ 861.19	Sweeper Tires(2) 4/1	1020280794	\$ 861.19
65198	492 - PAUL'S CAR WASH & LUBE CENTER-FIRESTONE HAND WASH	\$ 391.68	Svc/Car Wash/PD(33) 3/24	2168	\$ 391.68
65199	308 - PENSKE CHEVROLET OF CERRITOS	\$ 656.32	Replace/Sensors/Unit #124	294581	\$ 656.32
65200	1970 - PERFORMANCE PICKLEBALL, LLC	\$ 858.00	Instruct/Adult Pickleball 4/3-4/24	4/24/24	\$ 858.00
65201	2236 - PROACTIVE WORK HEALTH SERVICES	\$ 1,563.00	DOT Test(1) 3/24	15079_88113(A)	\$ 85.00
			Pre-Place Physical(3)/City 3/24	15079_88113	\$ 1,478.00
65202	580 - R.J. NOBLE COMPANY	\$ 63,194.95	Construct/Arterial Street Rehab 3/24	241540	\$ 63,194.95
65203	2218 - READWRITE EDUCATIONAL SOLUTIONS INC	\$ 282.75	Instruct/Reading & Math Development 4/8-4/24	4/24/24	\$ 282.75
65204	106893 - SAFESHRED	\$ 40.00	W/C Svc/Shredding 4/9	350733	\$ 40.00
65205	608 - SAIDICO DIRECT, INC GOLDENWEST LAWNMOWERS	\$ 335.07	Chainsaw Loops(8)/Handle(1)/Misc 4/5	284864	\$ 335.07
65206	109303 - SANCON TECHNOLOGIES, INC	\$ 59,446.25	Final/Sewer System Improvements 3/24	28380	\$ 59,446.25
65207	524 - SHORMAN, LORRAINE	\$ 295.75	Instruct/Fitness 3/25-4/17	4/17/24	\$ 295.75
65208	114777 - SIERRA DISPLAY	\$ 193.95	PD Banner Updates(6)/Open House 4/25	27742	\$ 193.95
65209	1999 - SIRIGOS, ARTEMIOS	\$ 84.00	Meals/Active Shooter Response 4/17-4/19	Reimb(C) 5/10/24	\$ 36.00
			Meals/Advanced Human Trafficking 4/2-4/4	Reimb(A) 5/10/24	\$ 36.00
			Meals/Vehicle Racing/Modified Vehicle Enforcement 3/20	Reimb(B) 5/10/24	\$ 12.00
65210	1181 - SITE ONE LANDSCAPE SUPPLY, LLC	\$ 360.59	Fine Compost(5 CY) 4/18	140380309-001	\$ 360.59

**City of Cypress
Payment Register
04/06/24 - 05/10/24**

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
65211	939 - SKYHAWKS SPORTS ACADEMY, INC	\$ 3,019.90	Instruct/Basketball 3/29-4/26 Instruct/Soccer 3/27-4/24	4/26/24 4/24/24	\$ 1,509.95 \$ 1,509.95
65212	119051 - SMART & FINAL (REC & PARKS)	\$ 358.77	Food/Friends of Cypress Cultural Arts 4/22 Food/Playground/Kids Night Out 4/18 Food/Sr Center 4/17 Food/Sr Center 4/4 Food/Sr Center Movie Night 4/17 Supplies/Playground/Kids Night Out 4/18 Supplies/Sr Center 4/29 Supplies/Sr Center 4/4 Supplies/Sr Center 4/5	3565620027202 3565620023501 3565620011202 3565620021102 3565620011401 3565620023602 3565620004501 3565620021102(A) 3565620010801	\$ 71.95 \$ 20.47 \$ 48.16 \$ 36.95 \$ 29.98 \$ 30.15 \$ 18.16 \$ 86.84 \$ 16.11
65213	108459 - SMART & FINAL-POLICE ACCT	\$ 202.00	PD Disinfectant Spray(2 Btls) 4/18 PD Supplies/Breakroom 4/12	3563630006202 3563630005402	\$ 16.30 \$ 185.70
65214	119016 - SO CAL EDISON	\$ 30.30	700134894611 - Svc/Traffic Signal 4/24	4/24(A)	\$ 30.30
65215	119017 - SO CAL GAS CO	\$ 1,858.48	00840909006 Svc/Comm Center 4/24 12600890003 Svc/Maint Yard 4/24 13230923008 Svc/Storm Drain 4/24 18690942000 Svc/Sr Center 4/24 19530910009 Svc/City Hall 4/24	4/24(D) 4/24(C) 4/24(G) 4/24(F) 4/24(E)	\$ 612.08 \$ 112.39 \$ 20.52 \$ 274.34 \$ 839.15
65216	109312 - SONIC SOUNDS - VAZQUEZ, GONZALO	\$ 375.00	PD Svc/Open House 5/18	2024-004	\$ 375.00
65217	1790 - SOUTHERN CALIFORNIA RADAR-LASER CERTIFICATION LAB	\$ 855.00	PD Svc/Radar/Lidar Test & Certifications(8) 4/25	0424003	\$ 855.00
65218	1241 - SPECTRUM SECURITY GROUP LLC	\$ 278.59	Keys(17)/Sr Center 4/25	R16732	\$ 278.59
65219	119024 - STATE COMP INSURANCE FUND	\$ 1,769.33	W/C Workers Comp Insurance 4/30-5/30	1001574633	\$ 1,769.33
65220	122862 - STEVEN ENTERPRISES INC	\$ 484.74	Plotter Ink(3 Cartridges)/Paper(4 Rls)/Comm Center 4/25	0471745IN	\$ 484.74
65221	1330 - SUPERIOR PROPERTY SERVICES, INC-SUPERIOR GRAFFITI	\$ 6,776.00	Svc/Graffiti Removal/Streets & Parks 4/24	18091	\$ 6,776.00
65222	2378 - TEAMCIVX, LLC	\$ 7,200.00	Svc/Education & Outreach/Housing Element/Ballot Measure 4/24	2068	\$ 7,200.00
65223	2067 - THE ORIGINAL GOODIE'S UNIFORM	\$ 639.40	PD Safety Gear/MCharland PD Uniform/MCharland	15280 15279	\$ 334.72 \$ 304.68
65224	851 - THE UPS STORE, #5882	\$ 450.00	Svc/Fingerprints(1)/City 4/24 Svc/Fingerprints(17)/Recreation 4/24	5/1/2024 5/1/2024(A)	\$ 25.00 \$ 425.00
65225	1994 - TRUTH BE TOLD POLYGRAPH, LLC YOLANDA GELLIS	\$ 225.00	PD Svc/Polygraphs(1) 4/24	CYPD-2024-04	\$ 225.00
65226	2070 - TWIST AND SHOUT EVENTS, INC	\$ 495.00	PD Perform/Balloon Twisting(4 Hrs)/Open House 5/18	462710618945304	\$ 495.00
65227	128063 - U S ARMOR CORPORATION	\$ 748.09	PD Ballistic Vest(1)/MMcBain 5/2	45831	\$ 748.09
65228	2223 - U.S. CAD HOLDINGS LLC	\$ 1,353.90	Sub/Bluebeam PDF Editing Licenses(9)/Engineering 4/29/24-4/28/25	INV63159	\$ 1,353.90
65229	127207 - UNDERGROUND SVS ALERT OF SO CA	\$ 186.75	Svc/DigAlert Tickets 4/24	420240215	\$ 186.75

**City of Cypress
Payment Register
04/06/24 - 05/10/24**

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
65230	100308 - UNITED MAINTENANCE SYSTEMS	\$ 18,741.00	Svc/Enhanced Weekend Cleaning/PD 4/24 Svc/Janitorial/Citywide 4/24 Svc/Janitorial/Park & Rec Facilities 4/24 Svc/Janitorial/Park Restrooms(8) 4/24	15751 15752 15754 15753	\$ 787.00 \$ 5,286.50 \$ 7,980.00 \$ 4,687.50
65231	116933 - V & V MANUFACTURING INC	\$ 1,231.39	PD Badge Scrolls(7) 4/29 PD Repair/Badges(2) 4/29 PD Volunteer Badge(1) 4/29	59010 59008 59009	\$ 874.55 \$ 231.90 \$ 124.94
65232	129595 - VERIZON WIRELESS - CA	\$ 61.59	Cell Svc/Rec 4/24	4/24	\$ 61.59
65233	1992 - VOORHEES, RONDA	\$ 617.48	Instruct/Piano 4/3-4/24	4/24/24	\$ 617.48
65234	1993 - WATANABE , BRYCE I	\$ 1,307.80	Instruct/Karate 4/1-4/24	4/24/24	\$ 1,307.80
65235	2193 - WEST GROVE VOLLEYBALL, LLC	\$ 222.95	Instruct/Volleyball Class 4/7-4/28	4/28/24	\$ 222.95
65236	2273 - YOUNG REMBRANDTS NORTH ORANGE COUNTY BI DAN YU	\$ 1,216.80	Instruct/Drawing 4/2-4/30	4/30/24	\$ 1,216.80
65237	1974 - YUNEX LLC	\$ 13,019.00	Repair/Traffic Signals 3/24 Replace/Traffic Signal Head/Knockdown 3/29 Traffic Signal Maint 3/24	5610001819 5610001822 90001913	\$ 5,227.00 \$ 2,763.00 \$ 5,029.00
65238	2098 - ZEPEDA, MARC	\$ 36.00	Meals/Law Enforcement Armorer-AR15 3/12-3/13 Meals/Law Enforcement Armorer-REM 870 3/15	Reimb(A) 5/10/24 Reimb 5/10/24	\$ 24.00 \$ 12.00
65239	0 - ALANES, MARJORIE	\$ 300.00	Refund/Facility Deposit/Contract #8367	Rfd 5/10/24	\$ 300.00
65240	0 - EICHORN, AMY	\$ 12.00	Refund/Citation #CP472612	Rfd 5/10/24	\$ 12.00
65241	0 - FARLEY, CHARLIE	\$ 500.00	Refund/Recycling Permit/5511 Kanel Circle/CDD-24-13	Rfd 5/10/24	\$ 500.00
65242	0 - KOZITSKY, TOM	\$ 500.00	Refund/Recycling Deposit/10011 Saint Agnes Circle/CDD-23-287	Rfd 5/10/24	\$ 500.00
65243	0 - KOZITSKY, TOM	\$ 500.00	Refund/Recycling Deposit/9310 Pecan Street/CDD-23-241	Rfd 5/10/24	\$ 500.00
65244	0 - LE, CHANRITH	\$ 100.00	Refund/Facility Deposit/Contract #8631	Rfd 5/10/24	\$ 100.00
65245	0 - PARKSIDE ROOFING	\$ 500.00	Refund/Recycling Deposit/4971 Marion Ave/CDD-23-434	Rfd 5/10/24	\$ 500.00
65246	0 - PARKSIDE ROOFING	\$ 500.00	Refund/Recycling Deposit/5681 Cathy Lane/CDD-23-435	Rfd 5/10/24	\$ 500.00
65247	0 - TILSON, ZACHARY	\$ 52.00	Refund/Rental Fee/Contract #8716	Rfd 5/10/24	\$ 52.00
64631	1494 - LOZEAU CONSULTING, TRNG & INVESTIGATIONS	\$ (100.00)	PD Reg/Homeless Liaison Officer/AS 7/11	PD Reg 7/11	\$ (100.00)
Total EFTs		\$ 614,755.42			\$ 614,755.42
Total Warrants		4,473,673.06			4,473,673.06
Transfer to Payroll (W1527)		784,776.72	Payroll 02/02/24-02/16/24		784,776.72
Transfer to Payroll (W1528)		881,074.46	Payroll 02/16/24-03/01/24		881,074.46
Grand Totals		\$ 6,754,279.66			\$ 6,754,279.66



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

12.

FROM: Alicia Velasco, Planning Director

DATE: 05/28/2024

SUBJECT: Approve Conditional Use Permit No. 2024-02 to Permit a Restaurant and the Sale of Beer and Wine for On-site Consumption and the Sale of Packaged General Alcohol for Off-Site Consumption at a Marketplace and Food Court at 4955 Katella Avenue

RECOMMENDATION

Approve Conditional Use Permit No. 2024-02 to Permit a Restaurant and the Sale of Beer and Wine for On-site Consumption and the Sale of Packaged General Alcohol for Off-Site Consumption at a Marketplace and Food Court at 4955 Katella Avenue.

DISCUSSION

Mitsuwa Japanese Marketplace has applied for a conditional use permit (CUP) for a restaurant and to sell packaged beer, wine, and spirits for off-site consumption and beer and wine for on-site consumption. The project is in the Hotel and Support Commercial land use designation of the Amended Cypress Business and Professional Center Specific Plan (CBPC SP) that is intended to accommodate hotel, commercial uses that support a hotel, and other business park uses. Specialty markets are not listed within the CBPC SP, but restaurants and food courts are permitted subject to a CUP and similar uses that the Planning Director finds consistent with the purpose and intent of the land use designation may be approved subject to City Council review. A specialty market aligns with the intent of the land use designation as it supports the hotels and business park by providing convenient access to a variety of goods and dining options. The market will operate from 9:00 A.M. to 9:00 P.M., seven days a week. Mitsuwa operates eight other locations and the permit will enable it to offer the same range of goods and services as its other locations.

Subject Property and Surrounding Uses

The specialty market is 18,000 square feet on the northern portion of the seven-acre commercial center that includes an assortment of restaurants, fitness, and service uses. The space was occupied by Office Depot and has been vacant for approximately three years. The property is zoned PBP – Planned Business Park and is designated by the General Plan for Specific Plan land uses under the CBPC SP. Surrounding uses include:

<u>Direction</u>	<u>Land Use</u>	<u>Zoning</u>
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North	Church	PC Planned Community
South	Commercial Center/Gas Station	CT Commercial General
East	Hotel/Residential/Commercial	PBP Planned Business Park
West	Hotel	PBP Planned Business Park

Analysis

The CBPC SP designates the site as Professional Office/Hotel & Support Commercial. Restaurant, commercial and service uses are permitted and intended to provide a core of office and hotel uses, supported by commercial and service uses. A CUP is required for the restaurant and the sale of alcoholic beverages. Cobian's is the only restaurant in the shopping center that serves alcohol (beer and wine).

Sale of Alcoholic Beverages

Section 3.17.030.B of the Zoning Ordinance states that in determining whether to approve a CUP application for alcoholic beverage sales, the planning agency shall consider the following:

1. The nature and use of real property within 300 feet of the use and, in particular, the location of similar nearby uses and the location of residences, parks, schools, and religious institutions.
2. The inclusion of appropriate measures to provide proper maintenance of the building exterior, including keeping the premises free of junk, litter, and debris.
3. The lighting of exterior areas, including parking lots, to discourage loitering activities outside the building.
4. The protection of persons residing on or using adjacent properties from noise, illegal activity, odors, and light and glare.
5. The provision of onsite security, both inside and outside the building, to satisfy any concerns raised by the Police Department.
6. The adequacy of off-street parking provided for the use.
7. The hours of operation.
8. The controls on occupancy limits inside the building, and loitering outside the building.
9. The prevention of potentially adverse effects of the use on the value of adjacent properties.

The Planning department reviewed the application and determined the use, as conditioned, will not have an adverse effect on adjacent properties or uses. The commercial center complies with all development standards, including parking. Adding the sale of off-site general alcohol (Type 21 ABC License) and on-site beer and wine (Type 41 ABC license) will not change the character of the commercial center. The Police department reviewed the application and, subject to the conditions of approval, recommends its approval.

Conditional Use Permit

The project has been reviewed pursuant to Section 4.19.070E (Conditional Use Permit) and Section 3.17.030.B (Alcoholic Beverage Sales) of the Zoning Ordinance and the project is consistent with the following required findings:

1. The proposed location of the conditional use is consistent with the requirements of the general plan and the zoning district in which the site is located:

The site is zoned PBP – Planned Business Park which is consistent with the Specific Plan designation in the General Plan. The PBP Zone is intended to provide a comprehensive and integrated mix of compatible and complimentary light industrial, commercial, and public/semi-public uses in a campus-like business park setting. The project is permitted within the PBP Zone, subject to a CUP and the application meets all development standards. The addition of a specialty market and restaurant, with off-premises general alcohol and on-premises beer and wine sales, will complement the nearby hotel, residential, and business park uses.

2. The location of the conditional use and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety or welfare, or be materially injurious to properties or improvements in the vicinity:

The specialty market and restaurant is in an established commercial shopping center and surrounded by compatible uses. The shopping center meets all development standards, including sufficient parking to serve all the businesses on a shared access basis. The addition of a specialty market and restaurant, with off-premises general alcohol and on-premises beer and wine sales, will not be detrimental to the public health, safety or welfare, or injurious to properties in the vicinity, as it is regulated by the Department of Alcoholic Beverage Control (ABC). With the recommended project conditions, the restaurant and alcoholic beverage sales will comply with both the Municipal Code and Alcoholic Beverage Control regulations. There is no indication that alcoholic beverage sales at this location will cause public safety issues or an undue burden on public safety resources.

3. The proposed conditional use will comply with each of the applicable provisions of the Zoning Ordinance:

The use, as proposed and conditioned, meets the criteria for approving conditional use permits for restaurants and for alcoholic beverage sales, as set forth in Section 3.17.030.B of the Zoning Ordinance.

Public Convenience and Necessity

ABC establishes a maximum number of on- and off-sale licenses in each census tract. This commercial center is in Census Tract 1101.13, which ABC considers an area of undue concentration due to the number of on- and off-sale licenses. Because Census Tract 1101.13 includes the Katella Avenue commercial corridor and Los Alamitos Race Course, it has limited residential zoning and a low population, which results in the undue concentration designation. Because ABC designates the Census Tract an area of undue concentration, the City Council must find the license(s) will serve a public convenience and necessity as part of the CUP resolution. This finding is recommended for both the Type 21 and Type 41 ABC licenses, because a specialty market and food-court with alcoholic beverage sales meets the City's intent to provide a variety of shopping and dining options to serve the surrounding business park and neighborhoods, including the recently constructed condominiums, apartments, and hotel. This is the only market specializing in groceries, liquor, beer, sake and wine in the area, which will enhance the wide selection of produce, meats, deli, bakery,

and other specialty items.

Recommendation

The CUP meets the requirements and intent of the Municipal Code and standards for the sale of alcohol. The shopping center meets all development standards and the addition of alcoholic beverage sales will provide a full-service option for the new business, consistent with its other locations. It is recommended the City Council approve the CUP resolution and confirm the project is exempt from California Environmental Quality Act requirements.

Public Hearing

Notices of the public hearing were posted and mailed to the owners of all properties located within 500 feet of the subject parcel. To date, no communication has been received regarding this item.

Alternative Action

In the event the City Council determines there are issues that should be addressed prior to taking any action on this item, the City Council should continue this application and instruct staff to work with the applicant to resolve the issues. A second alternative is to make the required findings for denial and deny the project.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY:

Peter Grant, City Manager

Attachments

Resolution

Project Conditions

Project Plans

Notice of Exemption

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS APPROVING CONDITIONAL USE PERMIT NO. 2024-02, A REQUEST TO PERMIT BOTH ON-SALE BEER AND WINE AND OFF-SALE GENERAL ALCOHOL AT A NEW SPECIALTY MARKET WITH A FOOD-COURT LOCATED AT 4955 KATELLA AVENUE, WITHIN THE PBP - PLANNED BUSINESS PARK ZONE AND DETERMINING THAT PUBLIC CONVIENCE WOULD BE SERVED WITH THE ISSUANCE OF BOTH TYPE 21 AND TYPE 41 ALCOHOLIC BELVERAGE CONTROL LICENSES AND FINDING THE PROJECT EXEMPT FROM CALIFORNIA ENVIROMENTAL QUALITY ACT REQUIREMENTS

WHEREAS, the City Council of the City of Cypress has considered an application for a conditional use permit in accordance with the provisions of Section 4.19.070 of the Zoning Ordinance of the City of Cypress to allow both the sale of on-site beer and wine and the sale of off-site general alcohol at a new specialty market with a food-court restaurant located at 4955 Katella Avenue, within the PBP - Planned Business Park Zone.

WHEREAS, the subject site is zoned PBP - Planned Business Park Zone and designated "Specific Plan" in the City's General Plan, and Section VI.E.3 of the applicable Amended and Restated Cypress Business and Professional Center Specific Plan (CBPC SP) allows support commercial and service uses, such as restaurants and specialty markets, subject to a conditional use permit in the Planning Area 6 of the Specific Plan where the subject property is located. Additionally, Section 3.17.030 of the Cypress Zoning Ordinance requires a conditional use permit and has special use provisions for uses with alcohol sales.

WHEREAS, although a specialty market is not specifically listed within the CBPC SP, restaurants and food courts are permitted. Similar uses that the Planning Director finds consistent with the purpose and intent of the land use designation may be approved, subject to review by the City Council. A specialty market aligns with the intent of the land use designation as it will support the adjacent hotel and business park employees by providing convenient access to a variety of goods and dining options.

WHEREAS, the City Council, after proper notice thereof, on May 28, 2024, held a duly noticed public hearing on the application and took public testimony.

WHEREAS, the proposed project is categorically exempt pursuant to California Environmental Quality Act (CEQA) Guidelines, Section 15301 – Existing Facilities. Section 15301 involves the permitting or leasing of existing private or public buildings, which involves negligible changes in use of the building. The proposed project consists of a request to permit a new specialty market with a food-court restaurant with alcohol sales within an existing 18,000 square foot lease space located within a seven-acre shopping center. Besides minor tenant improvements to accommodate the market and restaurant, there is no new building construction related to the project. Therefore, the City Council has determined that there is no substantial evidence that the project may have a significant effect on the environment.

WHEREAS, it has been determined by the California Department of Alcoholic Beverage

Control (ABC) that there is an “undue concentration” in relation to the number of alcohol licenses that currently exist within the subject census tract of the city (Census Tract: 1101.13).

WHEREAS, because of the undue concentration, California Code Section 23958.4 requires that “the local governing body of the area in which the applicant premises are located determines within 90 days of notification of a completed application that public convenience or necessity would be served by the issuance of the license.

WHEREAS, the City Council finds that the applicant agrees with the necessity of and accepts all elements, requirements, and conditions of this Resolution as being a reasonable manner of preserving, protecting, providing for, and fostering the health, safety, and welfare of the citizenry in general and the persons who work, visit or live in this development in particular.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CYPRESS, CALIFORNIA, DOES HEREBY RESOLVE, based upon substantial evidence taken from the administrative record and at the public hearing, AS FOLLOWS:

SECTION 1. Findings. Pursuant to the Section 4.19.070.E of the Cypress Zoning Ordinance, the City Council finds, after due study and deliberation that the following circumstances exist:

1. The proposed location of the conditional use is consistent with the requirements of the general plan and the zoning district in which the site is located:

The site is zoned PBP, Planned Business Park, which is consistent with the Specific Plan designation in the general plan. The PBP Zone is intended to provide a comprehensive and integrated mix of compatible and complimentary light industrial, commercial, and public/semi-public uses in a campus-like business park setting. The project is permitted within the PBP Zone, subject to a CUP and the application meets all development standards. The use is in a commercial shopping center and the surrounding uses are retail and service. The addition of a specialty market and restaurant, with off-premises general alcohol and on-premises beer and wine sales, will complement the nearby hotel, residential, and business park uses in the vicinity.

2. The location of the conditional use and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety or welfare, or be materially injurious to properties or improvements in the vicinity:

The specialty market and restaurant is in an established commercial shopping center and surrounded by compatible uses. The shopping center meets all development standards, including sufficient parking to serve all the businesses on a shared access basis. The addition of a specialty market and restaurant, with off-premises general alcohol and on-premises beer and wine sales, will not be detrimental to the public health, safety or welfare, or injurious to properties in the vicinity, as it is regulated by the Department of Alcoholic Beverage Control (ABC). With the recommended project conditions, the restaurant and alcoholic beverage sales will comply with both the Municipal Code and

Alcoholic Beverage Control regulations. There is no indication that alcoholic beverage sales at this location will cause public safety issues or an undue burden on public safety resources.

3. The proposed conditional use will comply with each of the applicable provisions of the Zoning Ordinance:

The use as proposed and conditioned is consistent with the criteria for approving conditional use permits for restaurants and also for alcoholic beverage sales, as set forth in Section 3.17.030.B of the Zoning Ordinance.

SECTION 2. Land Use Determination. Similar uses within the CBPC SP that the Planning Director finds consistent with the purpose and intent of the land use designation may be approved, subject to review by the City Council. The City Council determines that, although a specialty market is not specifically listed within the CBPC Specific Plan, a specialty market aligns with the intent of the land use designation because the market will support the adjacent hotel patrons and business park employees by providing convenient access to a variety of goods and dining options.

SECTION 3. Public Convenience or Necessity. The City Council of the City of Cypress hereby determines that public convenience would be served with the issuance of both a Type 21 alcohol license for the sale of off-site general alcohol in the specialty market and a Type 41 alcohol license for the sale of on-site beer and wine in the food-court restaurant section of the market. A specialty market and food-court with alcoholic beverage sales meets the City's intent to provide a variety of shopping and dining options to support the surrounding business park and neighborhoods.

SECTION 4. CEQA. The City Council finds that the proposed project is categorically exempt pursuant to California Environmental Quality Act (CEQA) Guidelines, Section 15301 – Existing Facilities. Section 15301 involves the permitting, licensing or leasing of existing private or public buildings, which involves negligible changes in use of the building. The proposed project consists of a request to permit a new specialty market with a food-court restaurant with alcohol sales within an existing 18,000 square foot lease space located within a seven-acre shopping center. Besides minor tenant improvements to accommodate the market and restaurant, there is no new building construction related to the project. Therefore, the City Council has determined that there is no substantial evidence that the project may have a significant effect on the environment.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of Cypress does hereby approve Conditional Use Permit No. 2024-02, subject to the conditions attached hereto as Exhibit "A".

Any challenge to this Resolution, and the findings set forth therein, must be filed within the 90-day statute of limitations set forth in Code of Civil Procedure 1094.6.

PASSED AND ADOPTED by the City Council of the City of Cypress at a regular meeting held on the 28th day of May, 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 28th day of May, 2024, by the following roll call vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

CITY CLERK OF THE CITY OF CYPRESS

EXHIBIT A

CONDITIONAL USE PERMIT NO. 2024-02
**(Off-sale General Alcohol at Specialty Market
& On-sale Beer and Wine at Food Court Restaurant)**
4955 Katella Avenue

CONDITIONS OF APPROVAL

1. General Conditions

- 1.1. Prior to the issuance of building permits or commencement of the use, the project applicant shall sign and return a City-provided affidavit accepting these conditions of approval. *(Planning)*
- 1.2. The applicant shall defend, indemnify, and hold harmless, the City and any agency thereof, or any of its agents, officers, and employees from any and all claims, actions, or proceedings against the City or any agency thereof, or any of its agents, officers or employees, to attack, set aside, void or annul, an approval of the City, or any agency thereof, advisory agency, appeal board, or legislative body, including actions approved by the voters of the City, concerning the project, which action is brought within the time period provided in Government Code Section 66499.37 and Public Resources Code, Division 13, CH. 4 (§ 21000 *et seq.* - including but not by way of limitation § 21152 and 21167). City shall promptly notify the applicant of any claim, action, or proceeding brought within this time period. *(City Attorney)*
- 1.3. The applicant shall comply with all provisions of the Code of the City of Cypress. *(Planning)*

2. Planning

- 2.1. The alcoholic beverage sales associated with the specialty market shall be limited to off-sale general alcohol (Type 21 ABC License), which includes the sale of packaged beer, wine & distilled spirits for off-site consumption. The food-court style restaurant located within the market shall be limited to on-sale beer and wine (Type 41 ABC License), which is limited to on-site consumption of open-container beer and wine. The beer and wine consumption activities shall be confined within the food-court restaurant floor area and shall comply with the restrictions of the ABC License. Any expansion or modification of the approved use beyond what is approved as part of this Conditional Use Permit will require an amendment to the conditional use permit. *(Planning)*
- 2.2. This conditional use permit may be modified or revoked by the City Council should the Council determine that the proposed use or conditions under which it is being operated or maintained is detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity. *(Planning)*

3. Signage

- 3.1. The property owner/tenant shall not erect or display on the subject property any signs which have not been approved in writing by the Community Development Department. All signs shall conform to the approved sign program for the commercial center. *(Planning)*

4. Operational

- 4.1. All product and material storage shall occur within the building. Exterior storage is specifically prohibited. *(Planning)*
- 4.2. If complaints are received regarding business hours of operation, noise, property/building maintenance, or vehicles not adhering to the approved parking, traffic and circulation plans, and relevant mitigation measures, the City, in its discretion, may have the City Council review the conditional use permit to, without limitation, revise the business hours, add conditions, or revoke the permit. When a complaint is received, the restaurant owner will engage with the City, to determine if the complaint is verified. Three unique verified complaints within 30 days or 10 unique verified complaints in a 12-month period shall indicate the use is creating an adverse impact upon neighboring properties. *(Planning)*

5. Property Maintenance

- 5.1. Commercial - The property owner shall maintain the site, the publically accessible interior, and publically viewable exterior of the building(s) clear of all graffiti, including but not limited to bathrooms and dining areas if applicable. All graffiti shall be removed within 24 to 48 hours once notified in writing by the City. *(Planning)*

6. Fees

- 6.1. Within 48 hours of the approval of this project, the applicant/developer shall deliver to the Community Development Department a check payable to the County Clerk-Recorder in the amount of \$50.00 for the County's administrative filing fee, to enable the City to file the Notice of Exemption pursuant to the California Environmental Quality Act (CEQA) Guidelines. *(Planning)*

7. Building and Safety

- 7.1. Applicant/developer shall obtain the required permits and comply with applicable provisions of the 2023 California Residential, Building, Plumbing, Electrical, and Mechanical Codes, the 2023 California Green Building Standards Code, Title 24, and the City of Cypress Codes. *(Building & Safety)*

8. Security

- 8.1. All exterior commercial doors, during the hours of darkness, shall be illuminated with a minimum of one foot-candle of light. All exterior bulbs shall be protected by weather and vandalism resistant cover(s). *(Police Department)*

9. Alcohol – On-Sale

- 9.1. The applicant shall satisfy all necessary requirements of the State Department of Alcoholic Beverage Control prior to this conditional use permit becoming effective. *(Planning)*
- 9.2. The food court's hours of operation shall be no greater than 9:00 a.m. to 9:00 p.m., Sunday through Thursday and 9:00 a.m. to 11:00 p.m. Friday and Saturday. *(Planning)*
- 9.3. Signs shall be posted at the restaurant exit prohibiting open alcoholic beverages from leaving the confines of the restaurant. *(Police Department)*
- 9.4. The rear door(s) shall be kept closed at all times during the operation of the premises except in cases of emergency and to permit deliveries. Said door(s) not to consist solely of a screen door or ventilated security door. *(Police Department)*
- 9.5. The parking lot of the premises shall be adequately illuminated during hours of darkness to the satisfaction of the Cypress Police Department. *(Police Department)*
- 9.6. The windows of the premises shall not be tinted or covered in a way which obstructs a clear view of the interior of the premises from the exterior. *(Police Department)*
- 9.7. No wine shall be sold for on-site consumption with an alcoholic content greater than 15% by volume. *(Police Department)*
- 9.8. Alcoholic beverages shall be sold and served in containers which are distinguishable from other beverages sold at the premises. *(Police Department)*
- 9.9. At any time when the licensee(s) are absent from the premises they shall designate a responsible party on the premises who can assist or facilitate any peace officer inquiries. *(Police Department)*
- 9.10. The occupancy of the premises shall be prominently posted and monitored at all times. *(Police Department)*
- 9.11. There shall be no live entertainment permitted on the premises unless a special event permit is received pursuant to Cypress Municipal Code, Chapter 9.
- 9.12. There shall be no outdoor special promotional events held on the property, unless a written request for such is received and approved by the City of Cypress Director of Community

Development and the Police Department at least one week prior to the event. (Police Department)

- 9.13. Controls shall be established to maintain occupancy levels allowed by the Orange County Fire Authority (OCFA) and are not to be exceeded. Methods of controlling occupancy can include but are not limited to the following: Counters used to count the number of occupants entering and exiting the location which are available for inspection for OCFA or the police department. (Police Department)
- 9.14. Employees and contract security personnel shall not consume any alcoholic beverages prior to or during their work shift. (Police Department)
- 9.15. All employees of the business who sell or serve alcoholic beverage products shall be required to complete a training program in alcoholic beverage compliance, crime prevention techniques and the handling of violence. For new employees, such training program must be completed within 30 days of the date of hire. The employees must provide the City of Cypress Police Department, Criminal Investigations Bureau with a copy of the completed Alcohol Management Program (AMP) certificate. *(Police Department)*
- 9.16. The business shall install a surveillance camera system, colored monitor, and silent alarm. The system shall keep a minimum 30-day library of events, which shall be available for downloading and inspection by the Cypress Police Department. *(Police Department)*
- 9.17. The owner or manager of the licensed premises shall maintain on the premises a written security policy and procedures manual addressing at a minimum the following items: handling obviously intoxicated persons; establishing a reasonable ratio of employees to patrons, based upon activity level, in order to monitor beverage sales and patron behavior; handling patrons involved in fighting or arguing; handling loitering about the building and in the immediate adjacent area that is owned, leased, rented or used under agreement by the licensee(s); verifying age/checking identification of patrons; warning patrons of reaching their drinking limit/potential intoxication and refusing to serve; calling the police regarding observed or reported criminal activity. (Police Department)
- 9.18. An incident log shall be maintained at the licensed premises on a continual basis with at least one year of entries and be readily available for inspection by a police officer. The log is for recording any physical altercations, injuries, and objectionable conditions that constitute a nuisance occurring in, on, or at the licensed premises, including the immediately adjacent area that is owned, leased, or rented by the licensee. The log will indicate date, time, description of incident, and action taken. "Objectionable conditions that constitute a nuisance" means disturbance of the peace, public drunkenness, drinking in public, harassment of passersby, gambling, prostitution, loitering, public urination, lewd conduct, drug use/trafficking, or excessive loud noise. (Police Department)

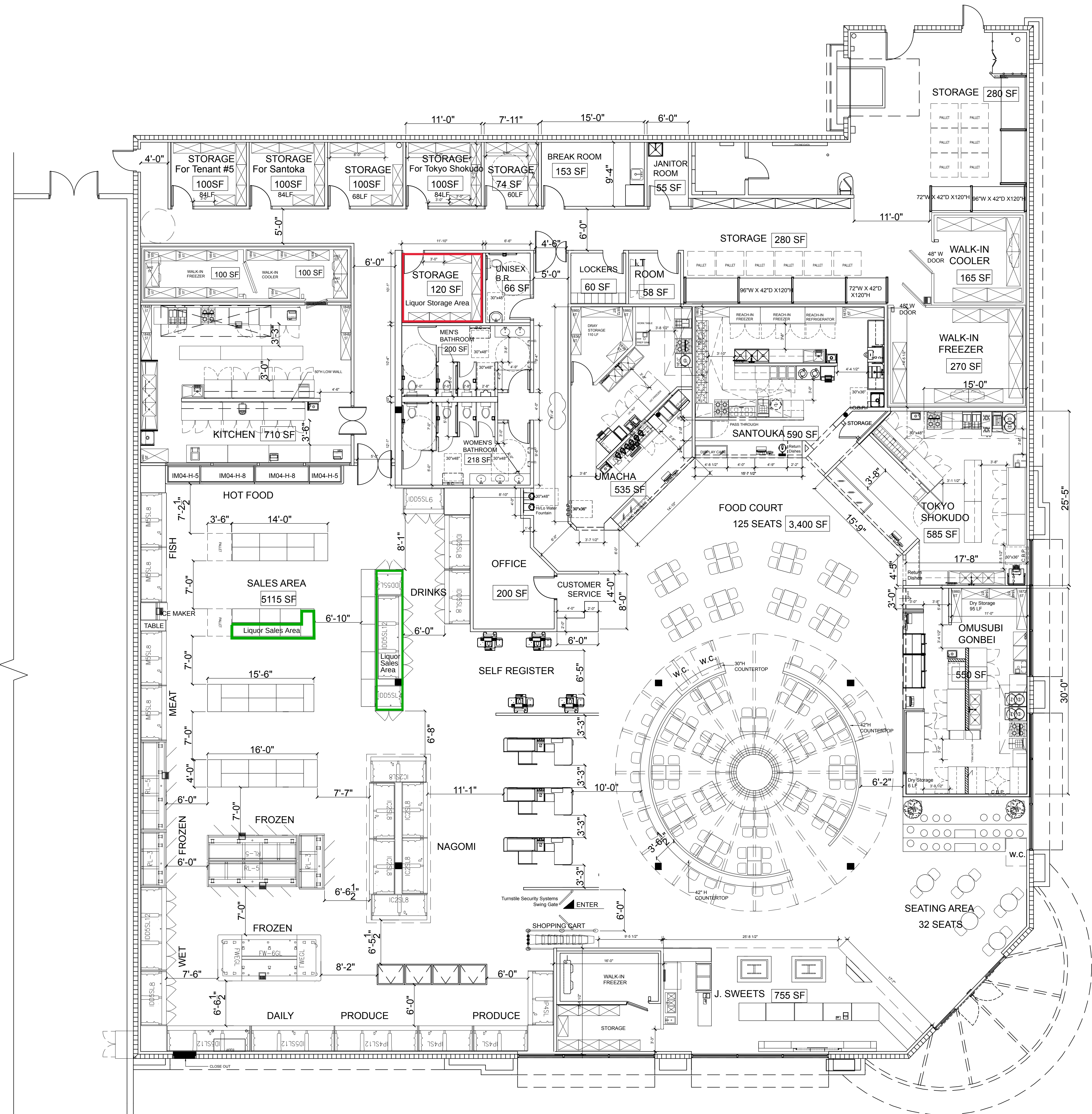
10. Alcohol – Off Sale

- 10.1. Alcohol cooler doors shall be locked after business hours and shall have partitions within the coolers that prevent reaching around from neighboring cooler doors into the alcoholic beverage cooler area. *(Police Department)*
- 10.2. The cooler areas containing alcoholic beverages shall not exceed 50% of the total cooler area. *(Police Department)*

Effective: 5/28/2024

SITE PLAN





FLOOR PLAN -18,000S.F.

NOTICE OF EXEMPTION

TO: X Office of Planning and Research
1400 Tenth Street, Room 121
Sacramento, CA 95814

FROM: City of Cypress
5275 Orange Avenue
Cypress, CA 90630

 X County Clerk-Recorder
Public Services Division
P.O. Box 238
Santa Ana, CA 92702

Project Title Conditional Use Permit No. 2024-02		
Project Location - Specific 4955 Katella Avenue		
Project Location - City Cypress	Project Location - County Orange	
Description of Nature, Purpose, and Beneficiaries of Project A request to establish a specialty market with off-sale general alcohol and a food-court restaurant with on-sale beer and wine. The beneficiary is the Mitsuwa Japanese Market, owned and operated by Mitsuwa Corp.		
Name of Public Agency Approving Project City of Cypress		
Name of Person or Agency Carrying Out Project (Applicant's Name and Address) Ms. Sherrie Olson, PLRC, 1030 N. Mountain Avenue, #190, Ontario, CA 91762		
Exempt Status: (Check One) ☐ Ministerial (Sec. 21080(b)(1);15268); ☐ Declared Emergency (Sec. 21080(b)(3);15269(a)); ☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c)); ☒ Categorical Exemption, Class 1.a (Sec. 15301(a))		
Reasons why project is exempt: The project consists of a new commercial business with only interior modifications to an existing commercial building lease space, involving negligible expansion of the former big-box office supply store.		
Lead Agency Contact Person Ms. Kori Sanders, Associate Planner	Area Code (714)	Telephone Number 229-6724

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a notice of exemption been filed by the public agency approving the project?
Yes X No

Date Received for Filing at OPR

Signature

Date

Planning Director

Title

- ☒ Signed by Lead Agency
☐ Signed by Applicant



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

13.

FROM: Matt Burton, Director of Finance and Administrative Services

DATE: 05/28/2024

SUBJECT: Authorize Amendment to Settlement Agreement with Orange County Transportation Authority to Restore Measure M2 Eligibility

RECOMMENDATION

Authorize the City Manager to approve an amendment to the terms of the Settlement Agreement with the Orange County Transportation Authority to immediately restore the City's Measure M2 eligibility, one-year earlier than anticipated in the original Settlement Agreement.

SUMMARY

Based on its FY 2021-22 audit, Orange County Transit Authority (OCTA) determined Cypress did not meet Measure M2 maintenance of effort requirements and suspended Measure M2 allocations until the city met the terms of a settlement agreement. Fortunately, the city met all settlement agreement terms at the end of FY 2022-23 (one year earlier than expected) and is eligible to receive all suspended Measure M2 allocations. OCTA will pay the city all withheld Measure M2 allocations within 10 days of both agencies executing the recommended amended agreement.

DISCUSSION

Background on Measure M2 and Audit Finding

Orange County voters approved the Measure M half-cent sales tax in 1990 to fund transportation programs. In 2006, voters approved Measure M2 (M2) that extended the sales tax for 30 years. A portion of M2 revenues are allocated to local jurisdictions on a per capita basis for eligible street, right-of-way and transportation purposes. OCTA oversees M2, including the annual review and approval of jurisdictions' projects and programs. OCTA audits M2 recipients approximately every three to five years.

To be eligible for M2 funding, cities are required to maintain an annual minimum maintenance of effort (MOE) using local discretionary funds (typically General Funds) for streets and right-of-way. In FY 2021-22, Cypress' MOE requirement was \$3.6 million. MOE requirements are periodically audited by OCTA and in FY 2021-22, OCTA's contract auditor questioned the city's indirect cost allocation method. FY 2021-22 was the first time the city

encountered this issue and OCTA had never communicated concerns during prior audits.

MOE reporting classifies internal service fund allocations as indirect costs and, in FY 2021-22, OCTA required additional information to confirm these costs. Specifically, OCTA indicated that the city should have a cost allocation plan (CAP) to support the internal service fund allocations and that the CAP should be updated every three to five years. Without a CAP as back-up, OCTA excluded the nearly \$1.4 million of indirect costs from the MOE calculation, which caused OCTA to suspend the city's M2 allocation.

Settlement Agreement

At its July 10, 2023 meeting, the City Council approved a settlement agreement with OCTA (attached) which established the process to restore M2 eligibility:

- OCTA will hold Measure M2 allocations until it finds the city eligible
- OCTA will release all the Measure M2 allocations when the city's eligibility is restored
- OCTA will expedite the audit of the city's FY 2022-23 and FY 2023-24 MOE expenditures
- Audit costs will be deducted from future Measure M2 funds (each audit is estimated to cost \$10,000-\$15,000)
- The city's FY 2022-23 and FY 2023-24 MOE expenditures will exceed the MOE expenditure requirement by at least \$1,381,048
- The city will submit Measure M2 eligibility review materials consistent with current OCTA guidelines
- The city can continue to expend Measure M2 monies on eligible projects

FY 2022-23 Audit Results

The City Council also approved developing a CAP to document the allocation of indirect costs to street and right-of-way programs to OCTA standards to restore M2 eligibility as quickly as possible. The CAP was completed in fall 2023, which enabled the city to incorporate its analysis into FY 2022-23 MOE expenditure reporting to OCTA. The City Council's decision paid-off as the CAP's allocations and shifting the residential street rehabilitation program to the General Fund allowed the city's FY 2022-23 MOE expenditures to meet the settlement agreement's \$1.4 million MOE requirement a year early. OCTA's independent audit confirmed the city met all MOE spending requirements and therefore Cypress is eligible to have its M2 eligibility restored immediately.

The recommended amendment reduces the term by one year, allowing Cypress' eligibility to be restored immediately. OCTA's Executive Committee approved the amendment on May 6 and the full Board is scheduled to consider it on May 28. Once both agencies sign the amended settlement agreement and the city's eligibility is restored, OCTA will pay the city all amounts withheld less the FY 2022-23 audit costs (approximately \$16,500) within ten days.

BUDGET IMPACT

During the period Cypress has been ineligible to receive M2 allocations, OCTA has withheld nearly \$1.3 million of M2 funds restricted to street and right-of-way and senior mobility transportation programs. These funds, less approximately \$16,500 for audit costs, will be paid to the city in June and will be available for use in future budgets. All future M2 allocations will be remitted normally.

LEGAL REVIEW

The City Attorney approved the settlement agreement as to form.

APPROVED BY: Peter Grant, City Manager

Attachments

Cypress City Council Agenda Report dated July 10, 2023 (Settlement Agreement Approval)

Signed Settlement Agreement Dated August 14, 2023

OCTA Agenda Report to Restore Cypress' Eligibility



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

Item # 9.

FROM: Matt Burton, Director of Finance and Administrative Services

DATE: 07/10/2023

SUBJECT: Approve Settlement Agreement with Orange County Transportation Authority

RECOMMENDATION

1. Authorize the City Manager to approve a Settlement Agreement with the Orange County Transportation Authority; and
2. Appropriate \$10,465 in the City's General Fund for the preparation of a Streets and Right-of-Way Cost Allocation Plan.

SUMMARY

Based on a FY 2021-22 audit, OCTA determined Cypress did not meet Measure M2 maintenance of effort (MOE) requirements and has suspended the city's Measure M2 allocations until the city exceeds its FY 2022-23 and FY 2023-24 MOE expenditure requirement by \$1,381,048 and the MOE expenditures are audited. At that point, likely spring 2025, OCTA will return all suspended allocations to the city.

Importantly, the audit did not identify any fraud, misappropriation, or improper conduct of any kind. Rather, the audit focused on how the city documents and allocates indirect costs to General Fund streets and right-of-way programs to meet Measure M2 MOE requirements. The development of a cost allocation plan will resolve the audit finding and ensure it does not recur.

DISCUSSION

Measure M and M2

Orange County voters approved the Measure M half-cent sales tax in 1990 to fund transportation programs. In 2006, voters approved Measure M2 (M2) that extended the sales tax for 30 years. A portion of M2 revenues are allocated to local jurisdictions, including Cypress, on a per capita basis for eligible street, right-of-way and transportation purposes. Orange County Transit Authority (OCTA) oversees M2, including the annual review and approval of jurisdictions' projects and programs. OCTA audits M2 recipients approximately

every three to five years.

Maintenance of Effort

To be eligible for M2 funding, cities are required to maintain an annual minimum MOE using local discretionary funds (typically General funds) for streets and right-of-way. In FY 2021-22, Cypress' MOE requirement was \$3.6 million.

FY 2021-22 Audit

Since 1990, OCTA has audited Cypress at least a half-dozen times without any eligibility issues. However, during the FY 2021-22 audit OCTA's contract auditor expressed concern with the city's methodology for allocating indirect costs as part of its MOE calculation. FY 2021-22 was the first time the city encountered this issue and OCTA had never expressed concern during prior audits.

As has been our practice for 30 years prior to FY 2021-22, the city uses internal service funds to allocate costs to operating programs throughout all departments, including MOE programs that establish M2 eligibility. The activities allocated using internal service funds include liability insurance, building maintenance and office overhead, central services, equipment and vehicle maintenance and replacement, information technology and website maintenance. These allocations are determined in conjunction with the annual budget and use long-accepted, industry best practice methodologies based on a variety of factors.

MOE reporting classifies internal service fund allocations as indirect costs and, in FY 2021-22, OCTA required additional information to confirm the indirect costs. Specifically, OCTA indicated that the city should have a comprehensive cost allocation plan (CAP) to support the internal service fund allocation methodology and that the CAP should be reviewed and updated every three to five years.

Without a CAP as back-up, OCTA excluded \$1,381,048 of indirect costs from the city's MOE calculation. Again, it is important to note that the city met the MOE benchmark and spent the \$1,381,048 from the General fund on streets and right-of-way consistent with prior years. The audit finding is the result of OCTA applying, for the first time, a CAP standard for documenting indirect costs.

While the Finance and Administrative Services department does not fully agree with the audit finding or believe OCTA clearly communicated the CAP standard for documenting indirect costs, the city embraces the opportunity to improve its cost allocation methodology and enhance transparency.

Settlement Agreement

The recommended settlement agreement with OCTA (attached) documents the FY 2021-22 audit and identifies the process to restore M2 eligibility.

The agreement establishes that:

- OCTA will hold Measure M2 allocations until OCTA finds the city eligible
- OCTA will release all the Measure M2 allocations to the city after becoming eligible
- OCTA will expedite the audit of the city's FY 2022-23 and FY 2023-24 MOE expenditures
- The cost of the FY 2022-23 and FY 2023-24 audits will be deducted from future Measure M2 funds (each audit is estimated to cost \$10,000-\$15,000)

- The city's FY 2022-23 and FY 2023-24 MOE expenditures will exceed the MOE expenditure requirement for this two-year period by at least \$1,381,048
- The city will submit Measure M2 eligibility review materials consistent with current OCTA guidelines
- The city can continue to expend Measure M2 monies on eligible projects

Cost Allocation Plan

To restore M2 eligibility as quickly as possible, the city will engage a consultant to prepare a cost allocation plan to document the allocation of indirect costs street and right-of-way programs to OCTA standards.

A Request for Proposals for a Street and Right-of-Way CAP was released in June and proposals were received from three firms. After assessing the proposals and interviewing each firm, Revenue Cost Specialists (RCS) was selected based on its experience, work plan, and cost. RCS has prepared cost allocation plans and other costing services to municipalities since 1980 and recently developed a similar CAP for a nearby city. RCS's proposal (attached) is \$9,100, and with a 15% contingency, the agreement has a not-to-exceed total of \$10,465. The agreement will be executed under the City Manager's contract authority.

BUDGET IMPACT

The city receives approximately \$1.2 million of Measure M2 revenues from OCTA annually for street and right-of-way purposes and the Cypress Recreation and Park District receives about \$65,000 each year in M2 Senior Mobility Program funds used to pay for the bulk of the senior taxi voucher program. Until M2 eligibility is restored (expected in mid-2025) and deferred M2 allocations are remitted to the city/district, city/district General Fund amounts will backfill M2 allocations. The city/district have sufficient unallocated fund balance reserves to easily manage the cash flow.

OCTA will deduct the cost of the FY 2022-23 and FY 2023-24 audits (each audit is estimated to cost \$10,000-\$15,000) from future M2 allocations. Finally, the settlement agreement commits the city to invest at least \$1,381,048 in streets and right-of-way above the MOE requirement during these two years. While this is a significant additional investment, the city consistently exceeds the MOE requirement and the FY 2023-24 Budget includes sufficient General Fund appropriations to comply with the Settlement Agreement. Future budgets will incorporate the above impacts as necessary.

LEGAL REVIEW

The City Attorney has reviewed the Settlement Agreement between the City and OCTA.

APPROVED BY:

Peter Grant, City Manager

Attachments

Draft Settlement Agreement Between OCTA and the City of Cypress
RCS CAP Proposal

SETTLEMENT AGREEMENT AND RELEASE OF CLAIMS

This Settlement Agreement and Release of Claims (“Agreement”) is entered into as of the date upon which the last Party’s signature is affixed (the “Effective Date”) by and among the City of Cypress, a municipal corporation (“CYPRESS”) and the Orange County Transportation Authority, a public entity (“OCTA”).

CYPRESS and OCTA are sometimes individually referred to herein as a “Party” and collectively as the “Parties”.

RECITALS

A. Pursuant to Public Utilities Code Section 180050, OCTA’s Board of Directors (“Board”) has been designated as the Board of Directors for Orange County Local Transportation Authority (“OCLTA”) by the Orange County Board of Supervisors.

B. On July 24, 2006, the Renewed Measure M Transportation Ordinance and Investment Plan (“Ordinance”) was adopted pursuant to Public Utilities Code Section 180206. The Ordinance provides for needed countywide transportation facility and service improvements funded by a transaction and use tax of one-half of one percent (1/2%) for a period of thirty (30) years.

C. Pursuant to the Ordinance, OCTA, sitting as the OCLTA, is responsible for the administration of all aspects and requirements of the Ordinance and the Plan and the distribution of Net Revenues to Eligible Jurisdictions, as defined by the Ordinance.

D. Pursuant to the Ordinance, to be eligible to receive Net Revenues each jurisdiction is required, among other things, to annually maintain a certain minimum maintenance of effort amount of local discretionary funds (“MOE”) that is required to be expended by the jurisdiction for local streets and road purposes. OCTA is prohibited from allocating any Net Revenues to any eligible jurisdiction for any fiscal year until that jurisdiction has certified to the Authority that it has included in its budget for that fiscal year an amount of local discretionary funds for streets and roads purposes at least equal to the required MOE. An annual independent audit may be conducted by OCTA to verify that the maintenance of effort requirements are being met by the jurisdiction. Based upon these audits and other applicable information, OCTA, with the support of the Taxpayer Oversight Committee (“TOC”), annually determines eligibility for each jurisdiction.

E. Pursuant to Section 4.1 of the Measure M2 Eligibility Guidelines, failure to adhere to eligibility compliance components may result in suspension of Measure M2 funds until satisfactory compliance is achieved.

F. In Fiscal Year (FY) 2021-22, CYPRESS was required to expend \$3,607,878 in discretionary funds towards streets and roads in order to comply with its MOE requirement. As a

result of an independent audit it was determined that CYPRESS reported \$3,892,903 in MOE expenditures, of which \$1,666,073 was found to be ineligible or unsupported. This resulted in a shortfall of \$1,381,048 in CYPRESS' required MOE expenditures.

G. On May 22, 2023, OCTA's Board found CYPRESS ineligible to receive or apply for Net Revenues for its failure to comply with the applicable MOE requirements set forth in the Ordinance. The Board further directed that all payments of Net Revenues to CYPRESS be suspended until CYPRESS can demonstrate compliance with the Ordinance and the Board acts to find CYPRESS an eligible jurisdiction.

G.1 The Board further required CYPRESS to demonstrate supplemental investment in discretionary funds equal to the shortfall of discretionary investments in transportation in FY 2021-2022, as a condition of accessing suspended funds upon being found eligible to receive Net Revenues.

H. The Board further directed staff to negotiate and execute this Agreement to address the steps that will be required by CYPRESS to demonstrate compliance with the Ordinance.

Now, therefore, the Parties agree as follows:

1. OCTA

OCTA agrees as follows:

- A. OCTA shall withhold Measure M2 Local Fair Share ("LFS") distributions to CYPRESS until the OCTA Board takes action to find CYPRESS eligible to receive Measure M2 Net Revenues. If CYPRESS has not achieved eligibility by May 12, 2025, OCTA staff will seek further direction from the OCTA Board.
- B. OCTA shall withhold Measure M2 Senior Mobility Program ("SMP") distributions to CYPRESS until the OCTA Board takes action to find CYPRESS eligible to receive Measure M2 Net Revenues. If CYPRESS has not achieved eligibility by May 12, 2025, OCTA staff will seek further direction from the OCTA Board.
- C. OCTA shall withhold any and all payments on Measure M2 Comprehensive Transportation Funding Program ("CTFP") allocations to CYPRESS until the OCTA Board takes action to find CYPRESS eligible to receive Measure M2 Net Revenues. If CYPRESS has not achieved eligibility by May 12, 2025, OCTA staff will seek further direction from the OCTA Board.
- D. OCTA shall provide CYPRESS bi-monthly communications on the amount of withheld LFS, SMP and CTFP funds.

- E. OCTA shall release all of the above-withheld Measure M2 funds to CYPRESS only after a finding of eligibility by OCTA's Board. Said funds shall be released as soon as practicable. LFS and SMP funds will be released no later than ten (10) business days after the finding of eligibility by OCTA's Board. CTFP funds will only be released if CTFP project invoices have been reviewed and approved by OCTA. Approved CTFP funds will be listed on the communication listed in Item D above.
- F. Upon notification to OCTA by CYPRESS that the City has finalized its Annual Comprehensive Financial Report ("ACFR") reflecting no modified audit opinions related to funding provided by OCTA and issued by an external audit firm and receipt by OCTA of CYPRESS' FY 2022-23 Expenditure Report by December 31, 2023 and FY 2023-24 Expenditure Report by December 31, 2024, OCTA shall use its best efforts to expedite an audit of the FY 2022-23 and 2023-24 Expenditure Reports and CYPRESS' FY 2022-23 and 2023-24 MOE at CYPRESS' cost.
- G. Once the audits addressed in Item F above are complete, OCTA staff will take a recommendation to the earliest possible OCTA Board of Directors meeting for action.

2. **CYPRESS**

CYPRESS agrees as follows:

- A. CYPRESS will ensure that its FY 2022-23 and 2023-24 MOE expenditures meet the minimum requirement and that the total MOE expenditure for FY 2022-23 and 2023-24 exceeds the total MOE expenditure requirement for FY 2022-23 and 2023-24 by no less than the shortfall amount for FY 2021-22 (\$1,381,048).
- B. CYPRESS shall submit any and all required Measure M2 eligibility review material, CTFP review material and SMP material to OCTA during the period of ineligibility consistent with the most current OCTA M2 Eligibility, CTFP and SMP Guidelines.
- C. CYPRESS shall accept the deduction of the cost of an independent audit of CYPRESS' FY 2022-23 and FY 2023-24 Expenditure Reports and MOE requirements from future LFS disbursements. If CYPRESS has not reestablished eligibility by May 12, 2025, CYPRESS shall pay for said audits from City funds within thirty (30) days of the receipt of a written request from OCTA.
- D. CYPRESS shall notify OCTA in writing when the City's FY 2022-23 and 2023-24 ACFR's have been finalized. The ACFR's must include no modified audit opinions related to funding provided by OCTA and must be issued by an external audit firm.

3. **MUTUAL UNDERSTANDINGS**

The Parties mutually agree:

- A. CYPRESS is not entitled to interest earnings on any withheld Measure M2 funds.
- B. CYPRESS may advance Measure M2 funded projects with other revenues during the suspension period, however, Measure M2 funds cannot be used to pay any internal borrowing costs.
- C. CYPRESS shall not be allocated any new funding from the CTFP unless the OCTA Board takes action to find CYPRESS eligible prior to the presentation of a project to the OCTA Technical Advisory Committee.

4. **PROCESS FOR REESTABLISHMENT OF ELIGIBILITY**

The Parties agree as follows:

- A. CYPRESS must include in the City's combined FY 2022-23 Expenditure Report and FY 2023-24 Expenditure Report a total of eligible MOE expenditures in the amount of not less than \$8,596,804. This amount includes \$3,607,878 of required FY 2022-23 MOE expenditures, \$3,607,878 of required FY 2023-24 and \$1,381,048 of MOE expenditure shortfall from FY 2021-22.
- B. CYPRESS must submit the FY 2022-23 Expenditure Report to OCTA by December 31, 2023. CYPRESS must submit the FY 2023-24 Expenditure Report to OCTA by December 21, 2024.
- C. CYPRESS must finalize the City's FY 2022-23 and FY 2023-24 ACFR's and notify OCTA. The ACFR's must include no modified audit opinions related to funding provided by OCTA and must be issued by an external audit firm.
- D. An independent audit firm engaged by OCTA's internal auditor will audit CYPRESS' FY 2022-23 and FY 2023-24 Expenditure Reports and MOE expenditures.
- E. If, based on the audit results, OCTA determines that CYPRESS has met the FY 2022-23 and 2023-24 MOE requirements, including making up the FY 2021-22 shortfall, and all other Measure M eligibility requirements for FY 2022-23 and 2023-24, OCTA staff will make a recommendation following the

internal auditor's presentation of the audit results at the next regularly scheduled Board of Directors meeting to re-establish eligibility for the City.

5. RELEASE OF CLAIMS

A. CYPRESS, including its respective officers, employees, agents and attorneys hereby releases and forever discharges OCTA, its respective Board Members, officers, employees, agents and attorneys from any and all claims related to and/or arising out of OCTA's finding on May 22, 2023 of non-eligibility of CYPRESS to receive Net Revenues and resulting suspension of Net Revenues to CYPRESS. Claims shall include any and all causes of action, in law or equity, suits, liabilities, demands, damages, losses, costs or expenses of any nature whatsoever, including but not limited to attorneys' fees, litigation expenses, whether now known or unknown, which is has or might have asserted against OCTA.

B. Waiver of Civil Code Section 1542: To the extent applicable, CYPRESS expressly waives any rights or benefits under Civil Code Section 1542, which provides as follows:

"A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor."

In connection with this waiver, CYPRESS acknowledges that claims and facts in addition to or different from those which are now known or believed to exist may hereafter be discovered with respect to the subject matter of this Agreement or the other Parties hereto.

6. GENERAL PROVISIONS

A. Interpretation. Wherever the context so requires, the neutral gender shall include the masculine and feminine genders.

B. Warranty of No Assignment. Each Party hereby warrants and represents that it has not assigned, transferred, or conveyed, or purported to have assigned, transferred, or conveyed, to any person or entity any claim, demand, debt, liability, account, obligation, or cause of action herein released.

C. Warranty of Authority. Each individual signing this Agreement warrants and represents that he has full authority to execute on behalf of the entity on whose behalf he so signs, and that such signature is binding thereon.

D. Entire Agreement, No Reliance on Representations by Others. This Agreement contains the entire agreement and understanding concerning the subject matter herein and supersedes and replaces any prior negotiations and agreements between the Parties, or any of them, whether written or oral. Each Party acknowledges that no other Party or agent or attorney of any other Party has made any promise, representation, or warranty whatsoever, express or implied, not contained herein, concerning the subject matter hereof, to induce the other Party to execute this Agreement. Each Party acknowledges that it has not executed this Agreement in reliance upon any such promise, representation, or warranty not contained herein.

E. Binding on Successors and Heirs. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective assigns, successors and heirs.

F. Controlling Law. This Agreement is made and entered into in the State of California and shall in all respects be interpreted, enforced, and governed by and under the laws of California.

G. Modification. This Agreement may be modified only by a written agreement signed by all Parties hereto.

H. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original.

I. Payment of Costs. Except as such amounts may be included in this Agreement, each Party hereto shall be responsible for its own costs and fees, including attorneys' fees, incurred in connection with negotiating and drafting this Agreement.

J. Drafting of Agreement. This Agreement is a negotiated document and shall be deemed to have been drafted jointly by the Parties. This Agreement shall be interpreted and construed on the express assumption that the Parties participated equally in its drafting.

K. Headings and Titles. The headings and titles for the paragraphs of this Agreement are for convenience only and shall not alter the terms of this Agreement.

L. Waiver. Waiver by any Party of any breach or failure to exercise any right under this Agreement shall not be deemed a waiver of any subsequent breach or right. The failure of any Party to take action at the earliest possible time to redress any such breach or to exercise any such right shall not deprive such Party of the right to take action at any subsequent time while such breach or condition giving rise to such right continues.

M. Time of the Essence. Time is of the essence for this Agreement and for each term and condition hereof.

N. Notice. Any notice, request, demand, instruction, or other communication to be given to any Party hereunder shall be in writing and personally delivered or sent by first class mail, as follows:

If to CYPRESS:

City of CYPRESS
5275 Orange Avenue
Cypress, CA 90630
Attention: City Manager

With a copy to:

If to OCTA:

Orange County Transportation Authority
600 South Main Street
Orange, CA 92863
Attn: Darrell E. Johnson
Chief Executive Officer

With a copy to:

James Donich, General Counsel
Woodruff & Smart
555 Anton Boulevard, Suite 1200
Costa Mesa, CA 92626

Notice shall not be deemed given unless and until notice is given to all addressees to whom notice must be sent. The addresses and addressees for the purposes of this Section may be changed by giving written notice of such change in the manner provided in this Section.

O. Representations. The Parties make the following material representations with the understanding that each of them enters into this Agreement in reliance upon each of these representations and that without these representations, none would enter into this Agreement.

P. Representation re Understanding and Consultation with Counsel. Each of the Parties warrants and represents that it has read and understands this Agreement, and that each Party has had adequate time to consult with its counsel and review this Agreement.

Q. Good Faith and Further Assurances. The Parties agree that they will act in good faith in abiding by the terms of this Agreement, and in carrying out the obligation of each Party set forth herein. So long as authorized by applicable laws to do so, each Party to this Agreement will do such further acts and execute, acknowledge, and deliver all further documents as may be necessary to fully effectuate the provisions of this Agreement.

IN WITNESS WHEREOF, the undersigned have executed this Agreement.

Dated: _____

CITY CYPRESS

APPROVED AS TO FORM:

By: 
Peter Grant, City Manager

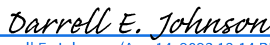

Fred Galante (Aug 14, 2023 09:21 PDT)
Fred Galante, City Attorney

Dated: _____

Dated: _____

ORANGE COUNTY TRANSPORTATION
AUTHORITY

APPROVED AS TO FORM:

By: 
Darrell E. Johnson (Aug 14, 2023 13:14 PDT)
Darrell E. Johnson
Chief Executive Officer


James Donich (Aug 12, 2023 15:55 PDT)
James M. Donich, General Counsel

Dated: _____



May 6, 2024

To: Executive Committee
From: Darrell E. Johnson, Chief Executive Officer
Subject: Measure M2 Eligibility for the City of Cypress

Overview

In 2023, the Orange County Transportation Authority Board of Directors found the City of Cypress ineligible to receive Measure M2 net revenues due to an insufficient investment of discretionary funds in fiscal year 2021-22 for streets and roads purposes to meet the Measure M2 maintenance of effort requirement. A recent accounting of the City of Cypress' Measure M2 maintenance of effort expenditures for fiscal year 2022-23 found that the City of Cypress has met its minimum maintenance of effort expenditure requirement, including the shortfall amount. The Orange County Transportation Authority Board of Directors is being asked to consider reinstating the City of Cypress' Measure M2 eligibility status.

Recommendations

- A. Authorize the Chief Executive Officer to negotiate, execute, and amend the settlement agreement with the City of Cypress to reduce the term to deliver the maintenance of effort requirement to one year and remove an audit requirement for fiscal year 2023-24.
- B. Approve the City of Cypress eligible to receive Measure M2 net revenues upon execution of the amended settlement agreement.
- C. Direct staff to reinitiate payments to the City of Cypress for Measure M2 net revenues, which were held during its period of ineligibility (less fiscal year 2022-23 audit costs) within ten days of execution of the amended settlement agreement.

Background

The Measure M2 (M2) Ordinance outlines eligibility requirements that each local jurisdiction must continually satisfy to receive net revenues from the M2 Program. One of the requirements is that a local jurisdiction must continue to invest a certain level of discretionary revenues, such as general funds that

support street and road activities, to be deemed eligible for any M2 funding. This requirement is rooted in the California Public Utilities Code (PUC) 180001 that enables local transportation authorities to seek voter approval for sales tax measures. The PUC states the intent of the legislature is that funds generated through a sales tax ordinance “shall supplement existing local revenues used for public transportation purposes and that local governments maintain their existing commitment of local funds for transportation purposes” (PUC 180200). This requirement is referred to as maintenance of effort (MOE).

In June 2021, the City of Cypress (City) provided MOE certification to the Orange County Transportation Authority (OCTA) as part of its M2 eligibility verification package submittal. The certification stated that the City had budgeted sufficient expenditures for fiscal year (FY) 2021-22, consistent with the following requirement:

“The Authority shall not allocate any net revenues to any jurisdiction for any fiscal year until that jurisdiction has certified to the Authority that it has included in its budget for that fiscal year an amount of local discretionary funds for streets and roads purposes, at least equal to the level of its maintenance of effort requirement.”

Per M2 MOE requirements, the City was required to spend \$3,607,878 using discretionary revenues toward streets and roads-related costs. According to the expenditure report for FY 2021-22 that was approved by the city council and submitted to OCTA, the City spent \$3,892,903 toward the MOE requirement. However, an independent review of the City’s expenditures, through the annual eligibility process conducted in coordination with the TOC and Internal Audit, identified ineligible direct charges and found that indirect costs allocated to MOE could not be verified based on a reasonable methodology. After the removal of ineligible direct costs and unsupported indirect costs, the City did not meet the MOE requirement for FY 2021-22. Consistent with M2 Ordinance requirements, on May 22, 2023, the OCTA Board of Directors (Board) found the City ineligible to receive M2 net revenues. As part of that action, the OCTA Board specified that the following actions be completed by OCTA staff in conjunction with the finding of ineligibility.

- Suspend payments to the City of net M2 revenues;
- Deduct audit costs related to this eligibility finding from any future net M2 payments to the City;
- Require the City to demonstrate supplemental investment of discretionary transportation funds equal to the amount of discretionary investment that was short of the MOE benchmark in FY 2021-22 (approximately \$1.38 million) as a condition of accessing suspended funds upon being found an eligible jurisdiction, and

- Authorize the Chief Executive Officer to negotiate and execute an agreement with the City outlining the process to re-establish eligibility.

Discussion

Throughout fall 2023 and early 2024, OCTA worked with City staff to implement and address the required actions. An independent accounting firm, BCA Watson Rice, LLP (auditors), applied agreed-upon procedures (AUP) to the City's M2 MOE-related expenditures for FY 2022-23 to determine whether the City had met its obligation under the settlement agreement. The auditors reported that, based on the AUP, the City had incurred expenditures sufficient to meet its obligations under the settlement agreement, which included the City's MOE requirement plus the shortfall amount in MOE expenditures identified in FY 2021-22. These findings were presented to the Finance and Administration Committee on April 24, 2024, and will be presented to the Board on May 13, 2024.

Other Eligibility Requirements

M2 includes 13 eligibility requirements that all 35 local agencies are required to comply with in order to receive M2 net revenues and agencies must submit required documents by June 30. The City submitted all required M2 eligibility verification documents prior to June 30, 2023.

These documents were received and reviewed by OCTA staff, the Taxpayer Oversight Committee's (TOC) Annual Eligibility Review Subcommittee, and the full TOC. In February 2024, M2 eligibility findings for FY 2023-24 were advanced to the OCTA Regional Transportation Planning Committee and Board for consideration and approval. However, due to the City's ineligibility, the Board elected to only receive and file the City's M2 eligibility verification documents until the resolution of the prior year's MOE shortcomings had been remedied.

Based on the results of the AUP of the City's MOE expenditures for FY 2022-23, the City has met its obligation under the settlement agreement, and it is recommended that the City now be found eligible again to receive M2 net revenues and the suspended M2 funds that were being held in reserve during the period of the City's ineligibility (less the FY 2022-23 AUP costs). These actions, if approved by the Board, would conclude the City's period of M2 ineligibility and would also place the City back on an eligibility review cycle consistent with all other eligible Orange County local agencies.

Amendment to the Agreement

At the time the settlement agreement was executed, the City indicated that they may need more than one year to make up for the MOE underrun. The settlement agreement was structured to respond to this possibility and provides the City two years to deliver the MOE underrun. However, the City was able to both make up for the MOE shortfall found for FY 2021-22 and deliver its current year MOE in FY 2022-23. Staff is recommending that the settlement agreement be amended so that the City can move forward and be found eligible without having to wait another year. The proposed amendment would also remove the requirement to conduct another AUP of City MOE expenditures for FY 2023-24 and would put the City back into the regular review cycle.

Summary

Auditors have applied AUP to the City's M2 MOE-related expenditures for FY 2022-23 and have reported that the City has made up the FY 2021-22 MOE as well as delivered its current year MOE. Staff is recommending an amendment to the settlement agreement to reduce the term to deliver the FY 2021-22 shortfall to one year and remove the audit requirement for FY 2023-24, reinstate City eligibility upon execution of the amended settlement agreement, and direct staff to reinstate payments to the City that were held during the period of ineligibility (less FY 2022-23 audit costs) within ten days of execution of the amended settlement agreement. If approved by the Board, these actions would conclude the City's period of M2 ineligibility and place the City back on an eligibility cycle consistent with other eligible local agencies.

Attachment

- A. City of Cypress Measure M2 Maintenance of Effort Independent Accountant's Report on Applying Agreed-Upon Procedures for the Year Ended June 30, 2023

Prepared by:

Adriann Cardoso
Department Manager,
Capital Programming
(714) 560-5915

Approved by:

Kia Mortazavi
Executive Director, Planning
(714) 560-5741



CITY OF CYPRESS
CITY COUNCIL REPORT

City Council Regular

14.

FROM: Peter Grant, City Manager

DATE: 05/28/2024

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.

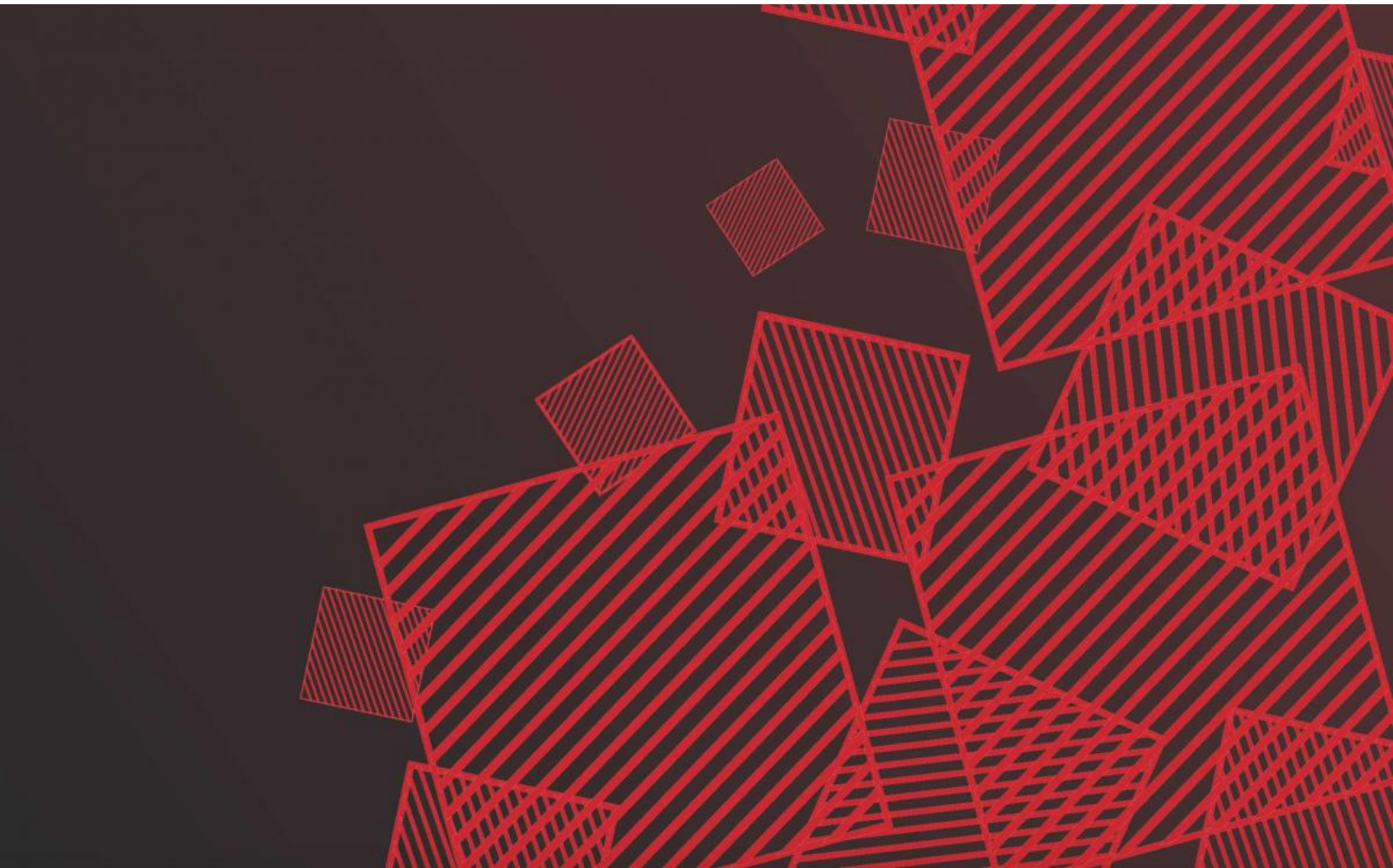
APPROVED BY: Peter Grant, City Manager

Attachments

Resource Materials

Recommended Resolution

Boards, Commissions, and Committees Policy Manual



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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Related Content



September 1, 2011 |

[Features](#)

Strategies for Creating a More Collaborative, Effective Council

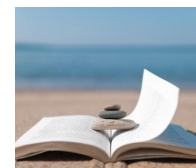


November 1, 2016 |

[President's
Message](#) | Joanne
Mounce

How Effective Is Your Council?

After the election is over it can be hard to put aside the competitive mindset, move beyond politics and begin working as a cohesive team.



June 1, 2018

[Forum](#) | by E
Spiegel and J
Hudson

Relaxation and Inspiration: A Summer Reading for City Officials and Staff

Western City asked League members which books inspired them as government leaders, and their recommendations comprise the magazine's first-ever summer list. Whether you're selecting to take along on summer vacation or read at home, consider these intriguing titles.

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.

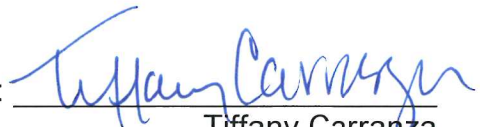
I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Napa at a public meeting of said City Council held on the 20th day of December 2022, by the following vote:

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

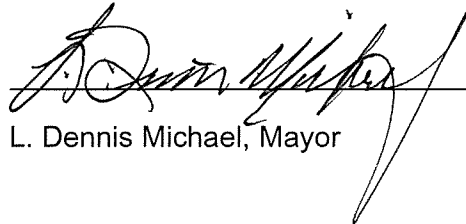
for appropriate follow-up. We will not use City resources to conduct meetings or similar activities for individual self-promotion only in our District, as that would serve to divide and not unite our community.

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.

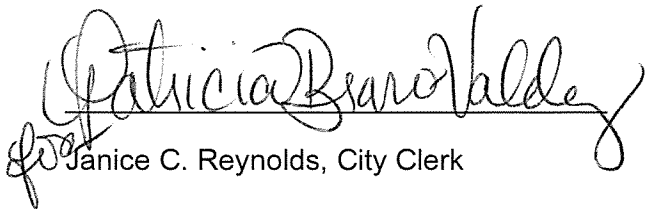
7. We agree to represent the City at meetings as events in pairs or larger groups, whether we are invited to or are hosting the meeting or event. This is to reinforce our functioning as a team, rather than attending meetings or events alone.

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:

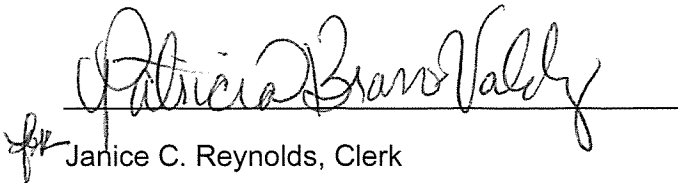

Janice C. Reynolds, City Clerk

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.

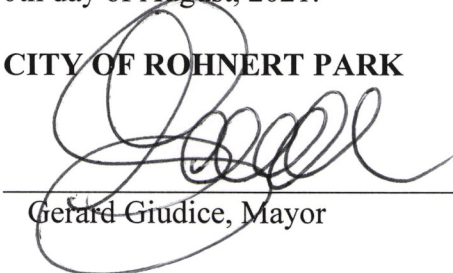
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rohnert Park, California, that:

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

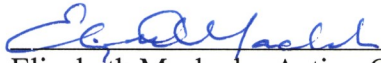
9. The City Council will follow the current practice of the Mayor speaking at events on behalf of the City Council and if not available, the Vice Mayor or other Councilmembers who are available will speak on behalf of the City Council; and
10. Financial, operational, project, and other information will 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:

CITY OF CYPRESS

BOARDS, COMMISSIONS, AND COMMITTEES

POLICY MANUAL



TENTH EDITION

Revised February 12, 2024

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INTRODUCTION

Thank you for your interest in serving as a member of a City Council advisory body. This manual has been prepared to help you understand the important role advisory bodies play in Cypress.

Boards, commission and committees advise and make recommendations to the City Council to assist them in addressing community needs and concerns. Members of these advisory bodies are appointed by the City Council.

It is important members understand their duties and role, attend and be prepared for meetings, and contribute to the community. City staff provides technical and administrative support to the City Council's advisory groups.

Board, commission and committee members are public officials of a legislative body and are required to comply with all applicable Federal, State and local laws and procedures.

RECRUITMENT PROCESS

The City Council conducts an annual recruitment process to fill vacancies on its advisory boards, commissions or committees. The City Council makes every effort to give representation on a board, commission or committee from a diverse cross-section of residents. Interested residents may apply for appointment to more than one advisory body, but may only be appointed to serve on one advisory body at a time.

The annual recruitment period begins the first Monday in April and all interested residents must submit a completed application to the City Clerk's Office no later than 5:00 p.m. on the last Friday in April. Applications will be available on the City's website or from the City Clerk's office at the start of the recruitment period.

Current board, commission and committee members whose term expires during the year are not automatically reappointed and must submit a new application to be considered for reappointment.

The City Council will conduct interviews to evaluate applicants and appointments will be made in June. Appointments to fill vacancies of unexpired terms will be made for the unexpired term of the position.

During the recruitment process, the City Council may create a list of alternates to be used to fill any vacancies that occur prior to the next recruitment.

ELIGIBILITY REQUIREMENTS

Residency

Applicants must be a Cypress resident and 18 years or older. An exception is made for members of a youth appointed body who attend a high school serving Cypress.

Public Employment Conflicts

Applicants shall not hold any full or part-time office or employment with the City and shall not serve on more than one City appointed board, commission, or committee at a time. An exception to part-time employment may be made for Youth Action Committee members.

Nepotism

Applicants shall not be directly related by blood or marriage to a City Council Member.

Oath of Office

Newly appointed advisory board members are required to take an Oath of Office administered by the City Clerk's office. Upon completion of the Oath, the member may participate in meetings and vote.

COMPOSITION

The board, commission and committee members are appointed by the City Council as terms expire and/or as vacancies occur. They are composed as follows:

Recreation and Community Services Commission – seven members

Senior Citizens Commission – seven members

Traffic Commission – five members

Reporting to the Recreation and Community Services Commission

Youth Action Committee – a minimum of seven members

TERM LENGTHS AND TERM LIMITS

Term Lengths

Recreation and Community Services Commission – four years

Senior Citizens Commission – four years

Traffic Commission – four years

Youth Action Committee – one school calendar year

Term Limits

Board, commission and committee members serve until successors are appointed by the City Council. No member shall serve more than two consecutive full and/or partial terms on the same board, commission, or committee, with the exception of the Youth Action Committee.

All members' terms expire on June 30 of the appropriate year. In the event an incumbent is removed or otherwise vacates their office, their successor shall be appointed for the remaining unexpired term.

Youth Action Committee appointments are made for a one-year term, and there is no limit of service.

GENERAL BOARD, COMMISSION AND COMMITTEE DUTIES

Boards, commissions, and committees review and make recommendations to the City Council on matters pertaining to their specific areas of designation.

The general duty of all boards, commissions and committees is to act in an advisory capacity to the City Council (or designated reporting body).

The specific duties of each advisory group are:

Recreation and Community Services Commission

The Recreation and Community Services Commission provides recommendations and advice to the City Council on policies, projects, and other matters pertaining to parks, recreation and community services facilities and programs. Commissioners may also be called upon to help promote parks, recreation, and community services facilities and programs.

Senior Citizens Commission

The Senior Citizens Commission provides recommendations and advice to the City Council on policies, projects, and other matters pertaining to senior citizens programs and services, and the senior center facilities. Commissioners may also be called upon to help promote the senior citizens programs and services, and the senior center facilities.

Traffic Commission

The Traffic Commission receives input from the public involving traffic matters and provides recommendations to the City Council on ways of improving traffic conditions and enforcement.

Youth Action Committee

The Youth Action Committee advises the Recreation and Community Services Commission on the needs of young people and promotes the involvement and contribution of young people in municipal government, civic and recreational activities.

ADVISORY BODY ROLE AND RELATIONSHIPS

Relationships with the City Council

Board, commission and committee members are appointed by, and responsible to, the City Council. Members advise and make recommendations to the City Council and may be delegated other powers by the City Council, but the City Council is the ultimate authority for all policy decisions. Unless representing a position taken by an advisory body at a properly agendized public meeting, board and commission members speaking at a public meeting are required to clearly state they are representing their own opinion and not speaking for the body to which they were appointed.

Any communication with the City Council related to advisory body business should be in writing and represent recommendations made by a majority of the group at a public meeting. The written communication should originate from the advisory group chair, be copied to the group's staff liaison and submitted to the City Manager's office.

Relationships with City Staff

The City Manager may assign staff to provide support to a board, commission or committee. Staff responsibilities include facilitating meetings and preparing meeting agendas and minutes.

Advisory members shall not direct staff or determine the priority of staff work. Agenda items for advisory board meetings are determined by the City Council or staff.

Relationships with Other Board, Commission or Committee Members

In order to operate effectively, it is important that advisory groups cooperate and respect each other. One way to develop this rapport is for members to ensure meetings proceed in an orderly manner. The chairperson is responsible for managing the meeting and allocating reasonable time for discussion and deliberation of each item. It is important members prepare for presentations made to the board, commission or committee, and thoroughly review agenda materials before the meeting.

Boards, commission and committees should be aware members bring different experiences and styles to the meetings and represent different perspectives. It is important members respect each other, staff and members of the public. It is also important to remain objective when considering advisory board issues.

Relationships with the Public

Members are encouraged to seek out and become aware of public opinion relating to their board, commission or committee. Public input at meetings should be welcomed.

Members should conduct themselves at public meetings in a professional and impartial manner that respects their role and responsibilities, and represents Cypress in the best light possible. Members should be considerate of all interests, attitudes, and differences of opinion.

Meeting Decorum

The chairperson is responsible for running the meeting and ensuring an effective deliberative process. It is important that meetings start on time. Members should wait to be recognized by the chairperson before speaking and keep remarks to the issue at hand. Full attention should be given when others speak with active listening to public concerns. Courteous and professional behavior is required of all members; the ability to treat your fellow advisory board members, staff, and the public with respect is an important part of your service.

OPERATIONS AND PROCEDURES

A chairperson and vice chairperson shall be elected annually for each advisory board. A quorum of the group is required to conduct business. A majority vote of the members present and voting is required to carry a motion.

All commissions and standing committees shall meet regularly, as needed, in a location within the City. *Robert's Rules of Order – Newly Revised* covers the parliamentary procedures of all board, commission and committee meetings.

STATUTORY REQUIREMENTS

The Brown Act

The Ralph M. Brown Act provides that all meetings of a legislative body, which includes the City Council, boards, commissions, and committees, shall be open and public with all persons permitted to attend. A meeting is defined as “a quorum of the advisory body discussing or deliberating on subject matter related to the legislative body.” The Brown Act prohibits a quorum from meeting privately or without notice. Serial meetings, where a quorum of the members uses any direct communication, personal intermediaries or technological devices to develop a collective concurrence as to action to be taken, are also prohibited since this exchange can occur outside the public meeting process.

All meetings must be properly noticed under the Brown Act. The agenda for regular meetings must be posted in a location accessible to the public at least 72 hours prior to the meeting. Agendas for special meetings must be posted at least 24 hours prior to the meeting. Regular minutes of such meetings shall be maintained and available for public inspection.

Ethics Training (AB 1234)

In order to meet the requirements of State law (AB 1234), all appointed advisory members who are eligible to receive a stipend for their service are required to receive no less than two hours of training in general ethics principles and ethics laws every two years. Newly appointed advisory members must complete the required ethics training within 90 days of appointment. On-site training is provided by the City on an annual basis. Advisory members who are unable to attend this training must complete the training online through the Fair Political Practices Commission prior to their next scheduled advisory board meeting; members who fail to complete the training will not be allowed to attend commission meetings until completed and are subject to dismissal from the advisory body.

The Youth Action Committee and ad hoc committee members are not required to participate in ethics training since they do not receive compensation for their service.

Conflict of Interest (Form 700)

All members of established boards, commissions and committees are required to file annual Statements of Economic Interest (Form 700) with the City Clerk upon assuming or leaving office. State law requires that designated individuals who make or participate in making governmental decisions that could affect their personal economic interests file the Form 700. Members who fail to file the Form 700 as requested are subject to an administrative fine and dismissal from the advisory body.

The Youth Action Committee members are not required to file an annual Statement of Economic Interest (Form 700).

REMOVAL FROM OFFICE

The City Council may, at its sole and absolute discretion, remove a member from office at any time (as specified in the Cypress Charter Section 802). The reasons for removal may include, but are not limited to:

1. The City Council determines that it would be in the best interest of the City to remove a member.
2. A member has incurred four absences from regular meetings during any 12-month period. A member arriving more than 30 minutes after the start of a meeting shall be deemed absent.
3. A member has failed to complete the mandatory ethics training (AB 1234).
4. A member has failed to file their Statement of Economic Interests (Form 700).
5. A member has violated the Oath of Office.
6. A member has been convicted of a crime of moral turpitude.
7. A member ceases to be a resident of Cypress.

Resignation

Advisory members may resign at any time. The Municipal Code requires “the office of an appointed commissioner or board member shall be immediately and automatically rendered vacant upon the member’s filing of nomination papers designating such person a candidate for the office of the City Council.” (Section 2-2.22.1)

Filling Vacancies

In the event an incumbent is removed or otherwise vacates their office, their successor shall be appointed for the remaining unexpired term.

An existing member of an advisory body who desires to seek a vacant seat on another advisory body must resign from the current advisory body in order to be considered for appointment unless their term expires in the same year as the vacancy to be filled.

MEETING ATTENDANCE

Advisory board members are expected to attend and participate in all meetings. A member is subject to removal from office by the City Council should the member incur four absences from regular meetings during any 12-month period. A member arriving more than 30 minutes after the start of a meeting shall be considered absent and not eligible to receive compensation for that meeting.

In an effort to address the importance of attendance at commission meetings, commissioner absences may be agendaized for City Council review and approval.

COMPENSATION

Meeting Allowance

Compensation amounts for all boards, commissions and committees is as follows:

- \$50 for attending a regularly scheduled board, commission or committee meeting (maximum payment of one per month).
- Youth Action Committee members do not receive any compensation.

Travel and Other Expenses

All travel and other expenses must be pre-approved by the designated staff liaison. State law (AB 1234) requires officials seeking reimbursement to file an expense report, as well as make an oral report at their advisory board meeting on the meeting or conference attended.

DEFINITIONS OF BOARDS, COMMISSIONS AND COMMITTEES

The City Council establishes advisory boards, commissions, and committees by Ordinance or Resolution. The following serves as definitions of the various advisory groups.

- Ad Hoc Committee. Sometimes referred to as a Task Force, is a committee appointed for a specific limited time, purpose or project.
- Board. A standing body which may be tasked with defined advisory or investigatory powers as stated in an establishing ordinance.

- Commission. An appointed body that serves at the City Council's pleasure in an advisory capacity to provide citizen input and recommendations related specifically to their assignment.
- Committee. May be an ad hoc or standing body, tasked with more narrow duties, including to provide support to discrete community projects or events, or to advise the City Council on solutions to specified problems or issues.

ADDITIONAL RESOURCES

City Website

www.cypressca.org

Municipal Code

<https://ecode360.com/CY4920>

City Charter

www.cypressca.org/home/showpublisheddocument/126/637594432647230000

California Codes

<http://leginfo.legislature.ca.gov/faces/codes.xhtml>

Fair Political Practices Commission

www.fppc.ca.gov

Robert's Rules of Order

www.robertsrules.com