



AGENDA

REGULAR MEETING CYPRESS CITY COUNCIL

June 9, 2025

5:00 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

5:00 P.M.

Executive Board Room

ROLL CALL

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

Mayor David Burke

Mayor Pro Tem Leo Medrano

Council Member Kyle Chang

Council Member Scott Minikus

Council Member Bonnie Peat

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

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957

Title: City Manager

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 David Burke

Mayor Pro Tem Leo Medrano

Council Member Kyle Chang

Council Member Scott Minikus

Council Member Bonnie Peat

INVOCATION Neighborhood Church

PLEDGE OF ALLEGIANCE

REPORT OF CLOSED SESSION / WORKSHOP

City Manager/City Attorney

PRESENTATIONS

- Orange County Sanitation District Update

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 - Meeting of May 12, May 19, May 20 and May 21, 2025

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. 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.

4. Approve an Agreement with Forest Lawn Memorial-Park for a Sewer Connection Project

Prepared by: Nick Mangkalakiri, Director of Public Works

Recommendation: Approve an Agreement with Forest Lawn Memorial-Park Association for sewer connection application and maintenance of sewer connections.

5. Approve a Renewal Agreement for Online Permitting and Plan Check Software

Prepared by: Nick Mangkalakiri, Director of Public Works

Recommendation: Approve a three-year agreement with Carahsoft Technology Corporation for \$159,640 to renew OpenGov Online Permitting and Plan Check Software.

6. Receive and File the FY 2025-26 Master Fee Schedule

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

Recommendation: Receive and file the updated FY 2025-26 Master Fee Schedule which incorporates annual cost-of-living adjustments for City and Park District user fees.

7. Approve an Updated Repayment Agreement and Promissory Note Between the City and Recreation and Park District for the Construction of Lexington Park

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

Recommendation: Approve the updated Repayment Agreement and Promissory Note between the City and Recreation and Park District for the Construction of Lexington Park.

8. Adopt the Fiscal Year 2025-26 Appropriations Limit

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

Recommendation: Adopt a Resolution establishing the City's Fiscal Year 2025-26 appropriations limit.

9. Adopt the Cypress Recreation and Park District's Fiscal Year 2025-26 Appropriations Limit

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

Recommendation: Adopt a Resolution establishing the Cypress Recreation and Park District's Fiscal Year 2025-26 appropriations limit.

10. Adopt Annual Statement of Investment Policy

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

Recommendation: Adopt a Resolution approving the Annual Statement of Investment Policy.

NEW BUSINESS

11. Receive a Report on the Status of Vacant Positions and Recruitment and Retention Efforts

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

Recommendation: Receive the Annual Report on Employee Vacancies and Recruitment and Retention Efforts.

ITEMS REMOVED FROM CONSENT CALENDAR

ITEMS FROM CITY COUNCIL MEMBERS

12. Discuss and Potentially Provide Direction Regarding the Composition of the Traffic Commission

Agendized by: David Burke, Mayor

Recommendation: Discuss and potentially provide direction regarding the composition of the Traffic Commission.

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 - IN MEMORY OF BALDWIN PARK POLICE OFFICER SAMUEL RIVEROS

The next meeting will be an adjourned Regular Meeting, to be held on Monday, June 23, 2025, 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 5th day of June, 2025.

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/2288961555285879904>. 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 (213) 929-4212 and entering Access Code 996-190-525. 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: 06/09/2025

SUBJECT: Approve Minutes - Meeting of May 12, May 19, May 20 and May 21, 2025

RECOMMENDATION

Approve as submitted.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

May 12, 2025 Regular Meeting Minutes

May 19, 2025 Special Meeting Minutes

May 20, 2025 Special Meeting Minutes

May 21, 2025 Special Meeting Minutes

REGULAR MEETING
CYPRESS CITY COUNCIL
MAY 12, 2025
3:30 P.M. – Workshop Session
6:00 P.M. – General Session

A regular meeting of the Cypress City Council was called to order at 3:30 p.m. by Mayor Burke 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 David Burke
Mayor Pro Tem Leo Medrano
Council Member Kyle Chang
Council Member Scott Minikus
Council Member Bonnie Peat

STAFF PRESENT

City Manager Peter Grant
City Attorney Fred Galante
Director of Finance and Administrative Services Matt Burton
Director of Recreation and Community Services Jeff Draper
Director of Public Works Nick Mangkalakiri
Chief of Police Mark Lauderback
Planning Director Alicia Velasco
Assistant Director of Finance and Administrative Services Donna Mullally
City Clerk Alisha Farnell
Captain Scott Ausmus
Assistant City Engineer Daniel Co
Senior Management Analyst Jason Machado

ORAL COMMUNICATIONS ON CLOSED SESSION / WORKSHOP ITEMS

Bob Youngsma, Cypress, spoke regarding workshop session item.

WORKSHOP SESSION

Fiscal Year 2025-26 Proposed Budget and Capital Improvement Program

The Director of Finance and Administrative Services and Public Works Director provided a presentation on this item.

City Council discussion ensued.

No action was taken.

CLOSED SESSION

The City Attorney announced the following closed session item:

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of litigation pursuant to Paragraph (4) of Subdivision (d) of Government Code
Section 54956.9.
Number of Cases: One Case

Mayor Burke recessed the meeting at 5:16 p.m.

RECONVENE

Mayor Burke reconvened the meeting at 6:01 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 David Burke
Mayor Pro Tem Leo Medrano
Council Member Kyle Chang
Council Member Scott Minikus
Council Member Bonnie Peat

STAFF PRESENT

City Manager Peter Grant
City Attorney Fred Galante
Director of Finance and Administrative Services Matt Burton
Director of Recreation and Community Services Jeff Draper
Chief of Police Mark Lauderback
Planning Director Alicia Velasco
Director of Public Works Nick Mangkalakiri
City Clerk Alisha Farnell
Police Captain Scott Ausmus
Police Lieutenant, Matthew Charland
Business Development Manager Christopher Wong
Assistant City Engineer Daniel Co
Maintenance Superintendent, Jose Guerra
Deputy City Clerk Christina Dizol

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

PLEDGE OF ALLEGIANCE Council Member Kyle Chang led the Pledge of Allegiance.

PRESENTATIONS

The Chief of Police introduced Lieutenant Matt Charland.

(Presentations continued following Report of Closed Session/Workshop)

REPORT OF CLOSED SESSION / WORKSHOP

The City Attorney reported that the City Council held a Workshop Session regarding the Fiscal Year 2025-26 Proposed Budget and Capital Improvement Program. He stated the City Council received an overview of the budget and capital improvement program.

The City Attorney further reported that the City Council met in Closed Session regarding the item listed on the agenda, namely Conference with Legal Counsel – Anticipated Litigation, under the heading of initiation of litigation. He stated the City Council received an update, provided direction and no further reportable action was taken.

PRESENTATIONS (CONT.)

The City Council presented a Proclamation to the Police Department in recognition of “National Police Week”.

The City Council presented a Proclamation to the Public Works Department in recognition of “National Public Works Week”.

The City Council presented a Proclamation to OCFA Division Chief Matt Schuetz in recognition of “Drowning Prevention Awareness”.

ORAL COMMUNICATIONS ON AGENDA ITEMS

Joshua Shaffer, Cypress, spoke regarding Agenda Item No. 16.

Bob Youngsma, Cypress, spoke regarding Agenda Item No. 1 and Workshop item.

Rabbi Stephen Einstein spoke regarding Agenda Item No. 16.

Sandi Lester spoke regarding Agenda Item No. 16.

Ed Kraemer, Cypress, spoke regarding Agenda Items No. 7 & 13.

Liz Spencer spoke regarding Agenda Item No. 16.

Malini Nagpal, Cypress, spoke regarding Agenda Items No. 1,3,4,5, 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 Burke requested to pull Consent Calendar Item No. 8.

A motion was made by Mayor Burke, and seconded by Council Member Chang, to approve Consent Calendar items No. 1 through 7, 9 and 10.

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

AYES: 5 COUNCIL MEMBERS: Chang, Minikus, Peat, Medrano and Burke
NOES: 0 COUNCIL MEMBERS: None
ABSENT: 0 COUNCIL MEMBERS: None

Item No. 1: Approve Minutes - Meetings of March 24 and April 16, 2025

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: Proclaim the Week of May 11-17, 2025 as National Police Week

Recommendation: Proclaim the week of May 11-17, 2025 as National Police Week.

Item No. 4: Proclaim the Week of May 18-24, 2025 as National Public Works Week

Recommendation: Proclaim the week of May 18-24, 2025 as National Public Works Week.

Item No. 5: Proclaim May through August 2025 as Drowning Prevention Awareness Season

Recommendation: Proclaim the months of May through August 2025 as Drowning Prevention Awareness Season.

Item No. 6: Receive and File Fiscal Year 2025-26 Proposed Budget and Capital Improvement Program

Recommendation:

1. Receive and file the FY 2025-26 Proposed Budget and Capital Improvement Program;

2. Schedule City Council consideration for adoption of the FY 2025-26 Budget on June 9, 2025; and
3. Publish a notice stating the public may comment on the Budget at the meeting of June 9, 2025.

Item No. 7: Second Reading of Ordinances Implementing the Business Park Modernization and Integration Project

Recommendation: Approve the second reading and adopt the following by title only and waive further reading:

1. An Ordinance adopting the Cypress Business Park Specific Plan, repealing five specific plans, and approving an Initial Study/Negative Declaration; and
2. An Ordinance amending off-street parking requirements and definitions in the Cypress Zoning Ordinance.

ORDINANCE NO. 1215

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CYPRESS, CALIFORNIA REPEALING THE LUSK-CYPRESS INDUSTRIAL PARK SPECIFIC PLAN, CYPRESS CORPORATE CENTER MASTER PLAN, CYPRESS CORPORATE CENTER AMENDED SPECIFIC PLAN, MCDONNELL CENTER AMENDED SPECIFIC PLAN, CYPRESS VIEW LIMITED SPECIFIC PLAN, AMENDED AND RESTATED CYPRESS BUSINESS AND PROFESSIONAL CENTER SPECIFIC PLAN, AND CYPRESS BUSINESS AND PROFESSIONAL CENTER SPECIFIC PLAN AMENDMENT 19-1 AND ADOPTING THE CYPRESS BUSINESS PARK SPECIFIC PLAN AND ADOPTING A NEGATIVE DECLARATION

ORDINANCE NO. 1216

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CYPRESS, CALIFORNIA, AMENDING SUBSECTIONS 2.06.050 (COMMERCIAL OFF-STREET PARKING REQUIREMENTS), 2.07.050 (INDUSTRIAL OFF-STREET PARKING REQUIREMENTS), 3.14.050 (DEVELOPMENT STANDARDS FOR PARKING), AND 6.31.020 (DEFINITIONS OF SPECIALIZED TERMS AND PHRASES) OF APPENDIX I (ZONING) OF THE CYPRESS MUNICIPAL CODE TO UPDATE OFF-STREET PARKING REQUIREMENTS AND DEFINITIONS PERTAINING TO BUSINESS PARK LAND USES

Item No. 9: Approve the City Engineer's Report and Adopt a Resolution Declaring the City Council's Intent to Renew Cypress Corporate Center Landscape Maintenance District No. 1 following a June 23, 2025 Public Hearing

Recommendation:

1. Approve the City Engineer's Report for the Cypress Corporate Center Landscape Maintenance District No. 1 for Fiscal Year 2025-26; and
2. Adopt the attached Resolution declaring the City Council's intention to order the renewal of Cypress Corporate Center Landscape Maintenance District No. 1 for maintenance of the landscape and irrigation system and setting the public hearing for June 23, 2025.

RESOLUTION NO. 7017

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS, CALIFORNIA, DECLARING ITS INTENTION TO ORDER THE RENEWAL OF CYPRESS CORPORATE CENTER LANDSCAPE MAINTENANCE DISTRICT NO. 1 FOR FISCAL YEAR 2025-26, PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972, AND FIXING A TIME AND PLACE FOR HEARING OBJECTIONS THERETO

Item No. 10: Approve the Second Amendment to Waste Disposal Agreement with the County of Orange

Recommendation: Receive and file the District's Basic Financial Statements and Independent Auditors' Report for the Fiscal Year Ended June 30, 2024.

1. Approve the Second Amendment to Waste Disposal Agreement; and
2. Authorize the City Manager to execute the agreement and make minor modifications, as necessary.

ITEMS FROM CITY COUNCIL MEMBERS

Mayor Burke moved up Agenda Item No. 16 per Council Member Minikus' request.

Item No. 16: Consider a Proclamation Recognizing May as Jewish American Heritage Month

Council Member Minikus provided a report on this item.

A motion was made by Council Member Minikus, and seconded by Council Member Chang, to approve a Proclamation recognizing May as a Jewish American Heritage Month.

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

AYES: 5 COUNCIL MEMBERS: Chang, Minikus, Peat, Medrano and Burke

NOES: 0 COUNCIL MEMBERS: None
ABSENT: 0 COUNCIL MEMBERS: None

(Items from City Council Members continued after Items Removed from Consent Calendar)

PUBLIC HEARINGS

Item No. 11: Adopt a Resolution Establishing the Graham Street Underground Utility District No. 1

Mayor Burke asked Council Members to disclose any communication with anyone relevant to the item.

No communication was disclosed.

The Director of Public Works provided a report on this item.

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

No public comments were made.

Mayor Burke closed the Public Hearing.

A motion was made by Mayor Pro Tem Medrano, and seconded by Council Member Peat, to approve the City Engineer's Report for the Graham Street Underground Utility District No. 1, and Adopt the attached Resolution establishing the Graham Street Underground Utility District No. 1.

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

AYES: 5 COUNCIL MEMBERS: Chang, Minikus, Peat, Medrano and Burke
NOES: 0 COUNCIL MEMBERS: None
ABSENT: 0 COUNCIL MEMBERS: None

RESOLUTION NO. 7016

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS
APPROVING THE FORMATION OF UNDERGROUND UTILITY
DISTRICT No. 1 and ORDERING THE REMOVAL AND
UNDERGROUNDING OF EXISTING OVERHEAD UTILITY LINES,
WIRES, POLES AND RELATED STRUCTURES ON PORTIONS OF
GRAHAM STREET (FROM ORANGE AVENUE TO 1,200' SOUTH OF
ORANGE AVENUE) USING CALIFORNIA PUBLIC UTILITIES
COMMISSION RULE 20A AND FINDING OF EXEMPTION FROM CEQA**

NEW BUSINESS

Item No. 12: Approve the Expansion of Cypress University's Next Up! Business Growth Program

The Business Development Manager provided a report on this item.

City Council discussion ensued.

A motion was made by Council Member Chang, and seconded by Council Member Minikus, to appropriate \$80,000 from General Fund reserves set-aside for economic development to the Next Up! Business Growth Program, and authorize the expansion of the Next Up! Business Growth Program to fund up to 32 eligible businesses.

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

AYES: 5 COUNCIL MEMBERS: Chang, Minikus, Peat, Medrano and Burke
NOES: 0 COUNCIL MEMBERS: None
ABSENT: 0 COUNCIL MEMBERS: None

Although a Resolution was provided for consideration with this item, it was not adopted.

Item No. 13: Receive and File the Results of the 2025 Community Survey

The City Clerk introduced Dr. Timothy McLarney from TrueNorth Research Inc. to provide a presentation on this item.

City Council discussion ensued.

No action was taken.

Item No. 14: Adopt the Strategic Plan and Six Month Objectives

The City Manager provided a report on this item.

Council Member Peat spoke regarding the strategic plan objective to review the Valley Vista Services contract.

City Council asked questions of staff.

Mayor Burke requested to be added to the team working on the communication policy objective.

The City Council discussion ensued.

A motion was made by Mayor Burke, and seconded by Council Member Peat, to adopt the Strategic Plan and six month objectives with a revision to include Mayor Burke in the objective regarding the development of a communication policy.

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

AYES: 5 COUNCIL MEMBERS: Chang, Minikus, Peat, Medrano and Burke
NOES: 0 COUNCIL MEMBERS: None
ABSENT: 0 COUNCIL MEMBERS: None

ITEMS REMOVED FROM CONSENT CALENDAR

Item No. 8: Award a Contract for the Replacement of the Picnic Area Shade Structure at Maple Grove Park South, Project 399

Mayor Burke commented on this item.

The City Council discussion ensued.

A motion was made by Mayor Burke to direct staff to develop plans to shade the picnic and playground area at Maple Grove Park South.

The motion failed due to lack of a second.

The City Council discussion continued.

A motion was made by Council Member Peat, and seconded by Council Member Minikus, to continue the item to the July 14 City Council Meeting.

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

AYES: 5 COUNCIL MEMBERS: Chang, Minikus, Peat, Medrano and Burke
NOES: 0 COUNCIL MEMBERS: None
ABSENT: 0 COUNCIL MEMBERS: None

ITEMS FROM CITY COUNCIL MEMBERS (CONT.)

Item No. 15: Consider an Ordinance Updating Municipal Code Sections 2.2-11 and 2-2.20 Relating to Voting Procedures in City Council Meetings Governing Abstentions and Reconsideration

The City Attorney provided a report on this item.

City Council discussion ensued.

A motion was made by Council Member Peat, and seconded by Council Member Minikus, to approve the first reading of an Ordinance, by title only, updating Municipal Code sections 2.2-11 and 2-2.20 relating to voting procedures in City Council meetings governing abstentions and reconsideration.

A substitute motion was made by Mayor Burke to leave the Municipal Code as is.

The substitute motion failed due to lack of a second.

The City Attorney read the title of the Ordinance.

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

AYES: 4 COUNCIL MEMBERS: Chang, Minikus, Peat, Medrano
NOES: 1 COUNCIL MEMBERS: Burke
ABSENT: 0 COUNCIL MEMBERS: None

ORAL COMMUNICATIONS

David Ek, Cypress, thanked the City Council and congratulated City Manager on 10 years of service.

Linda Stock, Cypress, spoke regarding public comments at a prior City Council meeting and separation agreement with the former Public Works Director.

Jon Peat, Cypress, spoke regarding Mayor Burke and campaign finance reform.

Nancy Johnson, Cypress, spoke regarding Arnold Cypress Park Grand Opening.

Paul Kokkinos, Cypress, spoke regarding public comments at a prior City Council meeting by former Public Works Director.

Barbara Loera, Cypress, spoke regarding concerns over lack of transparency and separation agreement with the former Public Works Director.

Brett Plumlee spoke in support of the City Manager.

Glenn Button, Cypress, spoke regarding Community Survey Results and City Council representation of City in the media.

Blaze Bhence, Cypress, spoke regarding negative comments made about City Manager and requested an investigation as to the cause for increasing negative comments.

Teddy Lloyd, Cerritos, spoke regarding Arnold Cypress Park Grand Opening.

Patricia Boggs, Cypress, spoke regarding recent negativity at City Council meeting and public comments at a prior City Council meeting by the former Public Works Director.

Rob Johnson, Cypress, spoke in support of the City Manager and regarding threatening public comments made at prior meetings.

Stephanie Wade, Seal Beach, spoke regarding lack of transparency County-wide.

Brooke Nafarratte, Cypress, spoke regarding Mayor Burke.

Bob Youngsma, Cypress, spoke regarding employee investigations and the need to investigate.

Dr. Francis Marquez, Cypress, spoke regarding the separation agreement with the former Public Works Director.

Kristen Davidson, Cypress, spoke regarding Community Survey results, support of the City Manager, and difficulties when employees are terminated.

Anne Mallari, Cypress, spoke regarding Arnold Cypress Park, Community Survey results and the need for the City Council to release a statement regarding the separation agreement with the former Public Works Director.

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

Council Member Minikus:

Spoke regarding threatening comments made at the March 24 City Council Meeting.

Mayor Burke interjected and advised Council Member Minikus to restrict comments directed towards members of the public.

Council Member Minikus continued his remarks. Spoke regarding the City Managers dedication to the city and leadership. Spoke regarding Council Member appointments to committees and organizations. Spoke regarding public comments made at the March 24 City Council meeting related to the City Manager.

Mayor Burke interjected with comments related to the Code of Conduct.

Council Member Minikus continued his remarks. Spoke regarding actions by a former Council Member. Spoke regarding comments made online and in recent newspaper articles.

Council Member Peat:

Attended Arnold Cypress Park Grand Opening and thanked everyone involved. Spoke regarding an article in the Event-News Enterprise regarding Valley Vista Services.

Council Member Chang:

Attended the City of Westminster Black April Remembrance Ceremony.

Mayor Pro Tem Medrano:

Thanked everyone who came to speak with him at Subs n Grubs and announced his next office hours at Goodfellows Coffee. Wished everyone a Happy Mother's Day. Attended Youth Action Committee celebration. Attended Arnold Cypress Park Grand Opening. Attended Senator Janet Nguyen's Open House event. Attended Anaheim Union High School Ad Hoc Subcommittee meeting. Attended OC Mosquito and Vector Control District board meeting.

Mayor Burke:

Attended the Anaheim Union High School District Ad Hoc Subcommittee meeting. Attended the Southern California Association of Governments conference. Announced Town Hall meeting on May 21 at the Cypress Community Center. Spoke regarding the Valley Vista Services contract and suggested a Town Hall meeting with himself and Council Member Peat.

COUNCIL MEMBER ITEMS FOR FUTURE CONSIDERATION

Mayor Burke requested to agendaize an item to provide direction and edits to the Fiscal Year 2025-26 Budget and Capital Improvement Plan at the May 27 City Council meeting. Council Member Chang supported the item.

Mayor Burke spoke regarding allegations made against the City Manager by former Public Works Director Doug Dancs during public comments at the April 28 City Council meeting. He requested the City Attorney release any complaints or allegations made by Doug Dancs to the City Council.

The City Attorney provided procedural guidance and advised against discussing the matter in open session due to its confidential nature.

City Council discussion ensued.

The City Attorney spoke against the matter being discussed during open session.

City Council discussion continued.

Discussion ensued between the Mayor and City Attorney regarding the request for a Special Meeting.

Mayor Burke called for a Special Meeting to be held on May 19 at 6:00 p.m. to consider directing the City Attorney to provide the City Council access to any records related to the former Public Works Director Doug Dancs. Council Member Chang supported the item.

CITY MANAGER REMARKS

The City Manager spoke regarding Arnold Cypress Park Grand Opening. Announced upcoming events including Police Foundation Luncheon, Police Department Open House and the Mayors Town Hall meeting. Announced the next City Council meeting will be held on Tuesday, May 27 due to Memorial Day.

The City Attorney spoke regarding public comments and First Amendment protections. Provided an update regarding Youngsma et al. v Cypress School District and City of Cypress lawsuit.

ADJOURNMENT

Mayor Burke adjourned the Regular Meeting at 10:15 p.m. to an adjourned Regular Meeting, to be held on Tuesday, May 27, 2025, beginning at 5:30 p.m. in the Executive Board Room.

MAYOR OF THE CITY OF CYPRESS

ATTEST:

CITY CLERK OF THE CITY OF CYPRESS

SPECIAL MEETING
CYPRESS CITY COUNCIL
MAY 19, 2025
6:00 P.M.

A special meeting of the Cypress City Council was called to order at 6:02 p.m. by Mayor Burke 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 David Burke
Mayor Pro Tem Leo Medrano – Absent
Council Member Kyle Chang
Council Member Scott Minikus
Council Member Bonnie Peat

STAFF PRESENT

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

PLEDGE OF ALLEGIANCE Mayor Burke led the pledge of allegiance.

ORAL COMMUNICATIONS ON AGENDA ITEMS

Edwin Kraemer, Cypress, spoke regarding Agenda Item No. 1.

Colin Edwards, Cypress, spoke regarding Arnold Cypress Park Grand Opening and Agenda Item No. 1.

Jose Trinidad Castaneda, spoke regarding City Managers terminated in Orange County and Closed Session listed on the agenda.

Anne Mallari, Cypress, spoke regarding Agenda Item No. 1 and City Council behavior toward staff.

Jon Peat, Cypress, spoke regarding City Managers' achievements and dedication to Cypress.

Paul Kokkinos, Cypress, spoke regarding separation agreement with Doug Dancs.

Brooke Nafarrete, Cypress, spoke regarding minutes from September 23, 2024, meeting and Agenda Item No. 1.

Linda Stock, Cypress, spoke regarding her student's behavior during her tenure as a teacher and Agenda Item No. 1.

Bob Youngsma, Cypress, spoke regarding Agenda Item No. 1.

Dr. Frances Marquez, Cypress, spoke regarding Agenda Item No. 1.

Katie Shapiro, Cypress, spoke regarding Agenda Item No. 1.

Malini Nagpal, Cypress, spoke regarding Agenda Item No. 1.

Timothy Vink, Cypress, spoke regarding Agenda Item No. 1.

Kelly K, Cypress, spoke regarding Agenda Item No. 1.

David Avila, spoke regarding Agenda Item No. 1.

ITEMS FROM CITY COUNCIL MEMBERS

Item No. 1: Consider Directing the City Attorney to Provide the City Council Access to Any Complaint/Allegation Made by Doug Dancs, the Full Report of Any Investigation, and Any Other Related Material

Mayor Burke acknowledged Mayor Pro Tem Medrano's absence and asked the Council if they would like to continue the item to the May 27, 2025 meeting.

City Council agreed to move forward with the item.

Mayor Burke provided a report on this item.

City Council discussion ensued.

Mayor Burke asked questions of the City Attorney.

City Council discussion continued.

A motion was made by Mayor Burke, and seconded by Council Member Chang, to direct the City Attorney to provide the City Council access to any complaint/allegation made by Doug Dancs, the full report of any investigation, and any other related materials.

The motion failed by the following roll call vote:

AYES: 2 COUNCIL MEMBERS: Chang and Burke

NOES: 2 COUNCIL MEMBERS: Minikus and Peat
ABSENT: 1 COUNCIL MEMBERS: Medrano

CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957

Title: City Manager

City Council opted not to hold a discussion on the Closed Session item listed on the agenda.

ADJOURNMENT

Mayor Burke adjourned the meeting at 7:28 p.m. to an adjourned Regular Meeting, to be held on Tuesday, May 27, 2025, beginning at 5:30 p.m. in the Executive Board Room.

MAYOR OF THE CITY OF CYPRESS

ATTEST:

CITY CLERK OF THE CITY OF CYPRESS

SPECIAL MEETING
CYPRESS CITY COUNCIL
MAY 20, 2025
3:00 P.M.

A special meeting of the Cypress City Council was called to order at 3:02 p.m. by Mayor Burke 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 David Burke
Mayor Pro Tem Leo Medrano - Absent
Council Member Kyle Chang
Council Member Scott Minikus
Council Member Bonnie Peat

STAFF PRESENT

City Clerk Alisha Farnell

ORAL COMMUNICATIONS ON WORKSHOP ITEMS

None.

DISCUSSION ITEM

The City Council conducted applicant interviews in consideration of the following upcoming Commission vacancies:

- Recreation and Community Services Commission – Two Vacancies
- Senior Citizens Commission – Two Vacancies
- Traffic Commission – One Vacancy

No action was taken.

ADJOURNMENT

Mayor Burke adjourned the meeting at 5:57 p.m. to a Special Meeting, to be held on Wednesday, May 21, 2025, beginning at 3:00 p.m. in the Executive Board Room.

MAYOR OF THE CITY OF CYPRESS

ATTEST:

CITY CLERK OF THE CITY OF CYPRESS

SPECIAL MEETING
CYPRESS CITY COUNCIL
MAY 21, 2025
3:00 P.M.

A special meeting of the Cypress City Council was called to order at 3:00 p.m. by Mayor Burke 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 David Burke
Mayor Pro Tem Leo Medrano - Absent
Council Member Kyle Chang
Council Member Scott Minikus
Council Member Bonnie Peat

STAFF PRESENT

City Clerk Alisha Farnell

ORAL COMMUNICATIONS ON WORKSHOP ITEMS

None.

DISCUSSION ITEM

The City Council conducted applicant interviews in consideration of the following upcoming Commission vacancies:

- Recreation and Community Services Commission – Two Vacancies
- Senior Citizens Commission – Two Vacancies
- Traffic Commission – One Vacancy

No action was taken.

ADJOURNMENT

Mayor Burke adjourned the meeting at 5:57 p.m. to an adjourned Regular Meeting, to be held on Tuesday, May 27, 2025, beginning at 5:30 p.m. in the Executive Board Room.

MAYOR OF THE CITY OF CYPRESS

ATTEST:

CITY CLERK OF THE CITY OF CYPRESS



CITY OF CYPRESS
CITY COUNCIL REPORT

City Council Regular

3.

FROM: Peter Grant, City Manager

DATE: 06/09/2025

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 April 2025, 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 June 9, 2025.

A special City Council meeting will be held on October 1 to update the plan for the next six months.

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 2025 – October 2025

THREE-YEAR GOAL: MAINTAIN INFRASTRUCTURE AND FACILITIES						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. June 9, 2025	Public Works Director	Recommend options for streamlining capital improvement projects to increase efficiency and contain costs	X			
2. August 25, 2025	Public Works Director	Recommend an agreement for an organizational and best practices review of the Public Works department		X		
3. Sept. 8, 2025	Public Works Director	Provide an update and options to phase/adjust the Myra Avenue pump station No. 1 project scope		X		
4. Ongoing	Public Works Director & Finance Director	Pursue outside funding to offset the cost of upgrading Myra Avenue pump station No. 1				
5. FUTURE	Public Works Director	Recommend an agreement to update the Sewer System Master Plan				

C I T Y O F C Y P R E S S
SIX-MONTH STRATEGIC OBJECTIVES
April 2025 – October 2025

MAINTAIN FINANCIAL STABILITY AND PROMOTE ECONOMIC ACTIVITY						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. June 23, 2025	Finance Director	Recommend an agreement with a new firm to perform the City's annual financial statement audits			X	Completing RFP Process
2. Sept 22, 2025	Planning Director	Recommend an economic development plan that includes advanced location analytics and commercial real estate information platforms		X		
3. Sept. 30, 2025	Finance Director	Recruit an over-hire Finance Manager as part of the department's succession plan		X		

C I T Y O F C Y P R E S S
SIX-MONTH STRATEGIC OBJECTIVES
April 2025 – October 2025

THREE-YEAR GOAL: ENHANCE AND MAINTAIN PUBLIC SAFETY						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. June 30, 2024	Police Chief & RCS Director	Launch the S.A.I.L.S. senior citizen crime prevention and safety program		X		
2. June 30, 2025	Police Chief	Conduct a team building workshop for Police department managers and supervisors	X			
3. August 6, 2025	Police Chief working with Anaheim Union HS District	Establish an ongoing e-bike safety program with Lexington Junior High School		X		
4. By Sept. 30, 2025	Police Chief	Provide Emergency Operations Center training to City staff		X		
5. On-going	Police Chief working with Cypress School District	Explore a campus safety partnership with Cypress School District				

C I T Y O F C Y P R E S S
SIX-MONTH STRATEGIC OBJECTIVES
 April 2025 – October 2025

THREE-YEAR GOAL: ENHANCE RECREATION FACILITIES AND PROGRAMS						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. July 10, 2025	Ad hoc subcommittee working with the City Manager	Report progress/recommendations on park amenities to the City Council		X		
2. August 25, 2025	Ad hoc subcommittee working with the City Manager	Report progress/recommendations regarding Cypress Community Festival to the City Council		X		
3. Sept. 8, 2025	RCS Director	Recommend updates to the Non-Profit Grant Program policy		X		
4. Sept. 22, 2025	RCS Director working with RCS Commission	Recommend a scope of work for a firm to lead public engagement and develop conceptual design options for the expansion of Baraldi Sycamore Park		X		
5. Sept. 30, 2025	RCS Director	Establish Arnold Cypress Park utilization and staffing plan		X		

C I T Y O F C Y P R E S S
SIX-MONTH STRATEGIC OBJECTIVES
April 2025 – October 2025

THREE-YEAR GOAL: MAINTAIN HIGH QUALITY AND HIGH VALUE SERVICES FOR THE COMMUNITY						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. May 12, 2025	City Clerk	Report 2025 Community Survey findings to the City Council	X			
2. July 14, 2025	Public Works Director	Recommend a scope of work for a third-party review of the solid waste franchise		X		
3. July 14, 2025	City Attorney	Recommend updates to the Municipal Code to reflect state smoking restrictions and present options for additional regulations		X		
4. August 25, 2025	Mayor, City Manager & City Clerk	Recommend a communication policy to the City Council		X		
5. August 29, 2025	City Manager & City Clerk working with Communications LAB	Complete internal brand/logo development and present an update and community engagement plan to the City Council		X		
6. August 29, 2025	Public Works Director & Finance Director	Implement an online procurement platform to improve the bidding process and vendor outreach		X		
7. Sept. 30, 2025	Planning Director & RCS Director	Recommend adjustments to align City/RCS District boundaries through the Local Agency Formation Commission		X		



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

4.

FROM: Nick Mangkalakiri, Director of Public Works

DATE: 06/09/2025

SUBJECT: Approve an Agreement with Forest Lawn Memorial-Park for a Sewer Connection Project

RECOMMENDATION

Approve an Agreement with Forest Lawn Memorial-Park Association for sewer connection application and maintenance of sewer connections.

DISCUSSION

The Orange County Sanitation District (OC San) will begin construction in July on a three-year sewer infrastructure improvement project throughout the City. The project will upgrade approximately six miles of sewer pipeline, primarily along Denni Street, Orange Avenue, Moody Street, and Lincoln Avenue. A significant portion of this project is located on the Forest Lawn Cemetery property at 4471 Lincoln Avenue.

As part of the project, OC San will reconstruct one existing sewer connection and construct two new connections to a County manhole within Forest Lawn. These improvements are designed to provide system redundancy and accommodate future build-out of the cemetery.

OC San requires a permit for any connection to its system; however, only public agencies or sewer districts are eligible to submit a permit application. Accordingly, Forest Lawn has requested the City submit the application to OC San on its behalf and has prepared an agreement that stipulates the City will submit the application, while Forest Lawn will be responsible for all costs associated with the permit application, construction, inspection, and long-term operation and maintenance of the sewer connections. The agreement also indemnifies the City and releases the City of any responsibility or liability related to the connections. Both the City and OC San have reviewed the agreement prepared by Forest Lawn and have no objections.

BUDGET IMPACT

None.

LEGAL REVIEW

The City Attorney has reviewed and approved the agreement as to form.

APPROVED BY:

Peter Grant, City Manager

Attachments

Agreement

AGREEMENT FOR SEWER CONNECTION

APPLICATION AND MAINTENANCE OF SEWER CONNECTIONS

This AGREEMENT FOR SEWER CONNECTION APPLICATION AND MAINTENANCE OF SEWER CONNECTIONS (the "**Agreement**") is made and entered into and is effective as of June __, 2025, by and between FOREST LAWN MEMORIAL-PARK ASSOCIATION, a California non-profit, mutual benefit corporation ("**FOREST LAWN**"), and the CITY OF CYPRESS, a public entity (the "**CITY**"). FOREST LAWN and the CITY are sometimes collectively referred to herein as the "Parties" and each individually as a "Party."

RECITALS

1. WHEREAS, FOREST LAWN and the Orange County Sanitation District ("**OCSAN**") entered into that certain "Agreement Between The Orange County Sanitation District And Forest Lawn Memorial-Park Association For Construction Access And Staging, Sewer Installation, And Pavement Rehabilitation" dated as of April 3, 2024 (the "**OCSAN Agreement**"), by which, among other things, OCSAN agreed to install two sewer stub-outs on its sewer facilities to permit the connection of the sewer serving FOREST LAWN'S facilities located at 4471 Lincoln Avenue, Cypress, CA 90630 (the "**Facilities**") to the CITY'S sewer mains. A copy of the OCSAN Agreement is attached hereto as Exhibit A.

2. WHEREAS, in addition to the two sewer stub-outs referred to in Recital 1 above, OCSAN will install a third stub-out at the Facilities, which work will be performed by OCSAN as part of OC San Project # 3-64C. The two sewer stub-outs referred to in Recital 1 and the third referred to in this paragraph are sometimes referred to herein collectively as the "**Sewer Connections**" and the work to be performed by OCSAN to install them is sometimes referred to as the "**Sewer Connections Work**."

3. WHEREAS, to install the three sewer stub-outs to permit connection to the sewer mains, OCSAN requires that the FOREST LAWN submit Trunk Sewer Connection Application(s) and Permit(s) (the "**Applications**") in substantially the form attached hereto collectively as Exhibit B, signed by the CITY as the Applicant.

4. WHEREAS, the CITY has agreed to execute the Applications as the Applicant on behalf of Forest Lawn.

5. WHEREAS, the Parties desire to establish their respective responsibilities for (i) payment of fees in connection with the Applications and costs in connection with the Sewer Connections Work; and (ii) normal maintenance of the Sewer Connections after installation.

NOW THEREFORE, in consideration of the foregoing recitals, and for good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows.

AGREEMENT

A. FOREST LAWN and CITY agree and acknowledge that the foregoing Recitals shall constitute an integral part of this Agreement and are hereby incorporated into this Agreement by reference. This Agreement shall be interpreted in light of those Recitals.

B. Within fourteen (14) days of execution of this Agreement, CITY shall execute on behalf of FOREST LAWN, the Applications in such form as is required by OCSAN and in a form approved by CITY, such that OCSAN will be authorized to and shall, perform the Sewer Connection installation work to permit the sewer lines that are presently serving FOREST LAWN'S Facilities to connect to the CITY's sewer mains. Upon execution of the Application, the CITY shall provide the executed Applications to FOREST LAWN and FOREST LAWN shall be, and is, authorized to submit the executed Applications to OCSAN.

C. FOREST LAWN and the CITY acknowledge and agree that, by executing the Applications, the CITY shall not become responsible for: (i) any application fees in connection with the Applications, which fees shall be paid directly by FOREST LAWN when due; (ii) any costs that are to be reimbursed to OCSAN pursuant to the OCSAN Agreement for OCSAN's performance of the Sewer Connections Work (except to the extent of unanticipated such costs incurred by OCSAN for performance of the Sewer Connections Work caused by the sole negligent acts of omissions of CITY), or (iii) maintenance and/or upkeep of the Sewer Connections against normal usage and normal wear and tear, including that CITY shall not be responsible for damages or losses to the Sewer Connections caused by improper or insufficient maintenance of the Sewer Connections, improper operation of the Sewer Connections by FOREST LAWN, damages or losses not caused by CITY, or normal wear and tear and normal usage of the Sewer Connections, which shall remain the responsibility of FOREST LAWN.

D. FOREST LAWN and the CITY acknowledge and agree that this Agreement shall have no effect on the Parties' respective responsibilities and/or liabilities for damage caused to the Sewer Connections after the date of this Agreement other than that caused by normal usage, normal wear and tear, improper or insufficient maintenance of the Sewer Connections by FOREST LAWN, or improper operation of the Sewer Connections by FOREST LAWN. The Parties' respective responsibilities and/or liabilities for damages to the Sewer Connections, if any, caused by forces other than the causes specified in the first sentence of this Paragraph "D" shall be determined in accordance with applicable law.

E. MISCELLANEOUS PROVISIONS

1. Each person executing this Agreement on behalf of a Party hereto represents and warrants that its execution has been duly authorized by the party on whose behalf the person is executing it and that such person is authorized to execute this Agreement on behalf of such party.

2. This Agreement is a product of negotiation between the Parties and represents the jointly conceived, bargained for and agreed upon language mutually determined by the Parties to express their intentions in entering into this Agreement. Any ambiguity or uncertainty in this Agreement

will be deemed to be caused by or attributable to all Parties collectively, and in any action to enforce or interpret this Agreement, this Agreement will be construed in a neutral manner, and no term or provision of this Agreement as a whole may be construed more or less favorable to one party to this Agreement.

3. This Agreement may not be modified or changed except by a written instrument signed by or on behalf of the Parties.

4. The Parties acknowledge that they have been represented by and received advice from their respective counsel prior to the execution of this Agreement. The Parties further acknowledge that each has executed this Agreement of his, her or its own free will and free of any duress or undue influence by any other Party.

5. The Parties agree that in the event any action or proceeding is commenced to enforce any provision of this Agreement, then the prevailing party in that action shall be entitled to recovery from the non-prevailing party(ies) of its reasonable attorneys' fees and costs incurred in connection with said action or proceeding.

6. The Parties agree this written Agreement represents the entire agreement between the Parties. The Parties acknowledge to each other that no other Party, nor any agent or attorney for any other Party, has made any promise or representation not expressed in this Agreement concerning its subject matter to induce the execution of this Agreement. The Parties further acknowledge that each has not executed this Agreement in reliance on any purported modification to this Agreement.

7. This Agreement is binding upon and inures to the benefit of each of the Parties and their respective successors, predecessors, assigns, officers, directors, and subsidiaries to the full extent permitted by law.

8. If any portion of this Agreement is declared by a court of competent jurisdiction to be unenforceable, such portion shall be deemed severed from this Agreement and the remaining parts shall remain in full force as if no such unenforceable provision had been included in this Agreement.

9. The Parties acknowledge and agree that the consideration given by all of the Parties to this Agreement is sufficient consideration for the terms and conditions agreed upon.

10. This Agreement is to be interpreted under the laws of the State of California.

11. The headings included in this Agreement are for convenience only and do not in any way affect the matters contained in this Agreement.

12. This Agreement may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute the same agreement. A photocopy of the Agreement shall be deemed to have the same effect as the original. Facsimile and emailed signatures will be acceptable and binding for the enforceability of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the date first set forth above.

**FOREST LAWN MEMORIAL-PARK
ASSOCIATION**

THE CITY OF CYPRESS

By: _____
Name:
Title:

By: _____
Name:
Title:

By: _____
Name:
Title:

EXHIBIT A

**AGREEMENT BETWEEN THE ORANGE COUNTY SANITATION
DISTRICT AND FOREST LAWN MEMORIAL-PARK ASSOCIATION FOR
CONSTRUCTION ACCESS AND STAGING, SEWER INSTALLATION,
AND PAVEMENT REHABILITATION**

THIS AGREEMENT FOR CONSTRUCTION ACCESS AND STAGING, SEWER INSTALLATION, AND PAVEMENT REHABILITATION ("Agreement"), is made and entered into on this 3rd day of April, 2024 by and between the ORANGE COUNTY SANITATION DISTRICT, a County Sanitation District and public entity ("OCSAN"), and FOREST LAWN MEMORIAL-PARK ASSOCIATION, a California nonprofit mutual benefit corporation ("FOREST LAWN"). OCSAN and FOREST LAWN are sometimes hereinafter individually referred to as "Party" and hereinafter collectively referred to as "Parties."

RECITALS

WHEREAS, OCSAN is a duly organized County Sanitation District existing pursuant to the County Sanitation District Act, California Health and Safety Code section 4700, *et seq.*, providing for the ownership, operation, and maintenance of wastewater collection, treatment, and disposal facilities within Orange County, California; and

WHEREAS, FOREST LAWN is a California nonprofit mutual benefit corporation; and

WHEREAS, OCSAN, as part of its Project 3-64C, is rehabilitating the Los Alamitos Sub-Trunk and Westside Relief Interceptor (the "Project"), which will necessitate some excavation and rehabilitation of roadways passing through FOREST LAWN property; and

WHEREAS, FOREST LAWN has agreed to provide OCSAN with access to its property for the duration of Project activities, including granting a temporary construction easement and providing a construction staging area as described and depicted in **Exhibit 1**; and

WHEREAS, FOREST LAWN has further agreed to relocate certain utility lines on its property in order to facilitate Project activities; and

WHEREAS, OCSAN has agreed to perform pavement rehabilitation work on portions of Cypress Drive and Guardian Drive on FOREST LAWN property that are not affected by Project activities ("Pavement Rehabilitation"), such work to include the construction of a two-inch grind and cap pavement section, an area of approximately 36,000 square feet, as described and depicted in **Exhibits 2, 2A, 2B & 2C**; and

WHEREAS, the Parties agree that the contractor OCSAN selects to perform the Project shall also perform the Pavement Rehabilitation; and

WHEREAS, OCSAN agrees to contract and manage the Pavement Rehabilitation as part of the Project provided FOREST LAWN reimburses OCSAN for additional contract costs and eight percent staff labor costs associated with the Pavement Rehabilitation subject to the terms and conditions included herein; and

WHEREAS, OCSAN has further agreed to make additional improvements to FOREST LAWN property in and around the Project area, including tree removal and relocation of asbestos cement water lines.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the Parties hereto agree as follows:

Section 1: Recitals. The Recitals above are deemed true and correct, are hereby incorporated into this Agreement by this reference, as though fully set forth herein, and each Party to this Agreement acknowledges and agrees that it is bound by the same.

Section 2: OCSAN's Obligations.

- A. OCSAN shall be responsible for advertising, awarding, and administering a contract for the Project, in conformance with all applicable laws governing construction of public works by OCSAN. In connection with the foregoing, OCSAN will include in its bid package the Pavement Rehabilitation work required by FOREST LAWN, and will administer and enter into a construction contract to perform this work.
- B. OCSAN will remove eight large pine trees within the temporary construction easement area obstructing the Project construction work area. OCSAN will purchase eight 48-gallon box trees to replace the removed pines. These replacement trees will be delivered to FOREST LAWN at the conclusion of construction activities for the Project.
- C. OCSAN will relocate two 8-inch irrigation asbestos cement water lines that obstruct the Project construction area. During construction activities, OCSAN will coordinate with FOREST LAWN for a two-day shut down, at each location, of the irrigation main to facilitate tie-ins.
- D. OCSAN will comply, and will cause its agents and contractors to comply, with all applicable laws, regulations, and ordinances in connection with the work to be performed under this Agreement.
- E. All of OCSAN's construction work will be performed between either the period of May 15, 2025 and November 15, 2025 or May 15, 2026 and November 15, 2026. If the construction work requires additional time outside the periods stated above, OCSAN will provide a revised schedule to FOREST LAWN, which shall be subject to FOREST LAWN's approval in its reasonable discretion.
- F. All work shall be performed at night starting at 6:00 pm and ending at 6:00 am each night, except for fusing of pipes. All open construction trenches will be plated or backfilled by the end of each night's work, all traffic control will be removed and open to allow traffic to use the roadways

within the Project work areas. This will be repeated for each night's work. The contractor will be allowed to work during the day for two consecutive days when fusing pipes starting at 6:00 am and ending at 6:00 pm each day, for each time a pipe is installed via pipe bursting.

- G. OCSAN shall by written agreement with the contractor(s) engaged by OCSAN to perform the work require that such contractor(s) carry out all work in a manner which will avoid interference with the business and services of Forest Lawn and require that all contractor(s) and subcontractor(s) performing any of the work shall (1) comply with the Forest Lawn construction rules and regulations included in the contract documents; (2) comply with reasonable rules requiring cessation of work (including cessation of delivery or removal of materials) to avoid interference with nearby funerals or processions; (3) ensure that if the vehicles of the contractor(s) and subcontractor(s) encounter a funeral procession or graveside service on Forest Lawn Memorial-Park roads, the vehicles must take an alternate route to avoid the service or procession or pull over to the curb and stop until the procession has passed or the service has concluded; (4) maintain at all times a dignified, proper and courteous attitude toward members of the public, contact with whom shall be avoided to the extent practicable; (5) follow instructions given by Forest Lawn's authorized personnel with respect to conduct at the property; (6) observe a nonoffensive dress code which requires wearing shirts at all times and forbids wearing short pants; (7) utilize at Forest Lawn's request, an assigned gate or entrance to the site, which gate or entrance may be changed from time to time at Forest Lawn's discretion; and (8) cooperate with union and nonunion personnel of other contractors, subcontractors or suppliers of Forest Lawn. OCSAN shall require by written agreement and take all steps necessary to ensure that none of the personnel of OCSAN or contractor(s) or subcontractor(s) (a) smokes anywhere on the property or (b) harasses, insults, intimidates, or bothers anyone on the property, including but not limited to Forest Lawn's employees. OCSAN shall require by written agreement that the contractor(s) engaged by OCSAN to perform the work incorporate the provision of this paragraph in their agreements with subcontractor(s) performing any portion of the work.
- H. OCSAN shall by written agreement with the contractor(s) engaged by OCSAN to perform the work require such contractor(s) to provide, in connection with any payments to such contractor, including as a condition precedent to payment in connection with the Pavement Rehabilitation work, (i) unconditional waivers and releases of mechanics liens, stop payment notices, bond claims and other claims from such contractor(s) and all subcontractors and suppliers for whom payment was made in the prior period for which payment was requested, in a form which substantially conforms to Section 8134 of the California Civil Code, acknowledging payment for all labor, services, equipment and materials supplied to the project before the end of the period for which application for payment is

made, and (ii) conditional waivers and releases from such contractor(s) and all subcontractors and suppliers for whom payment is sought, in a form which substantially conforms to Section 8132 of the California Civil Code, acknowledging their agreement to waive mechanics liens, stop payment notices, bond claims and other claims upon payment for materials furnished in the period for which application for payment is made. OCSAN such provide copies of such lien waivers and releases to FOREST LAWN upon receipt.

Section 3: FOREST LAWN's Obligations.

- A. FOREST LAWN hereby grants OCSAN, at no cost, a temporary construction easement and staging area as described and depicted in **Exhibit 1**, for the duration of Project construction until all work within FOREST LAWN property is completed.
- B. OCSAN does not permit sewer lateral connections to its regional sewer facilities. OCSAN will install two sewer stub-outs on its Project rehabilitated sewer facilities at the locations described in **Exhibit 2B & 2C** to permit the connection of City of Cypress sewer mains to serve FOREST LAWN in the future. FOREST LAWN will submit an application to OCSAN for a sewer connection permit prior to construction and connection of any sewer serving FOREST LAWN that connects to OCSAN sewer facilities at the stub-outs. FOREST LAWN will work with the City of Cypress to sign the application as the applicant and submit to OCSAN for approval.
- C. Following OCSAN's removal of the two 8-inch irrigation asbestos cement water mains (as referenced in Section 2 of this Agreement), FOREST LAWN will sign the manifest as the owner of the hazardous material once the conflicting segment of pipe is removed and ready for disposal.
- D. Following OCSAN's delivery of the eight 48-gallon box trees (as referenced in Section 2 of this Agreement), FOREST LAWN will, at its sole expense, replant these trees outside OCSAN's easement area.

Section 4: Payment for Work. Within forty-five (45) days of FOREST LAWN accepting the Pavement Rehabilitation work as complete, and provided that FOREST LAWN receives an invoice for the work from OCSAN, FOREST LAWN will remit payment to OCSAN for the actual, final costs for the Pavement Rehabilitation work, including (1) any change order(s) associated with this work, provided such change orders are approved by Forest Lawn in writing in advance of performance of such changed work and (2) OCSAN staff time required to manage the Pavement Rehabilitation work (collectively, "Costs"), provided that Costs which may be invoiced by OCSAN for payment by FOREST LAWN and which are eligible for payment by FOREST LAWN shall be limited to (1) and (2) above and the following:

1. Wages of construction workers directly employed by the Contractor(s) engaged to perform the Pavement Rehabilitation work only.
2. Wages or salaries of the supervisory and administrative personnel of the Contractor(s) engaged to perform the Pavement Rehabilitation work when stationed at the site for performance of the Pavement Rehabilitation work only.
3. Payments made by the Contractor(s) engaged to perform the Pavement Rehabilitation work only in accordance with the requirements of subcontracts or purchase orders on account of the Pavement Rehabilitation work only.
4. Costs, including transportation and storage, of materials and equipment incorporated or to be incorporated in the Pavement Rehabilitation work only (excluding the cost of owner-procured equipment).
5. Costs of transportation, storage, installation, maintenance, dismantling and removal of materials, supplies, temporary facilities, machinery, equipment and hand tools not customarily owned by construction workers that are provided by the Contractor(s) at the site and fully consumed in the performance of the Pavement Rehabilitation work only.
6. Rental charges for temporary facilities, machinery, equipment and hand tools not customarily owned by construction workers that are provided by the Contractor(s) at the site for performance of the Pavement Rehabilitation work only. The total rental cost of any Contractor-owned item may not exceed the purchase price of any comparable item.
7. Costs of removal of debris arising from the Pavement Rehabilitation work only from the site of the Pavement Rehabilitation work and its proper and legal disposal.
8. Costs of document reproductions, facsimile transmissions and long-distance telephone calls, postage and parcel delivery charges, telephone service at the site and reasonable petty cash expenses of the site office to the extent incurred for performance of the Pavement Rehabilitation work only.
9. Costs of materials and equipment suitably stored off the site at a mutually acceptable location for performance of the Pavement Rehabilitation work only.
10. Costs of temporary utilities (water, gas, electricity, sewer, etc.) necessary for the performance of the Pavement Rehabilitation work only.
11. Costs of the premiums for all insurance and bonds that the Contractor(s) are required to procure in the amount attributable to the Pavement Rehabilitation work only.
12. Fees and assessments for permits not obtained by FOREST LAWN and for inspections which the Contractor(s) are required to procure, and fees of laboratories for any tests required for the Pavement Rehabilitation work only, except those related to defective or nonconforming Pavement Rehabilitation work.

13. Reasonable costs incurred by the Contractor(s) in taking action to prevent threatened damage, injury, or loss in case of an emergency affecting the safety of persons and property in connection with the Pavement Rehabilitation work only.

No costs of the Pavement Rehabilitation work except those specified above shall be invoiced by OCSAN or paid by FOREST LAWN.

Prior to performance of any Pavement Rehabilitation work, OCSAN shall provide to FOREST LAWN the contracted price with the Contractor(s) engaged to perform the Pavement Rehabilitation work and an estimate of the costs of OCSAN staff time, 4 percent (4%) required to manage the Pavement Rehabilitation work. In the event that the total of such costs exceeds the amount of \$813,000 (the "Pavement Rehabilitation Work Estimate"), in addition to and not in limitation of any rights it may have under this Agreement or applicable law FOREST LAWN shall have the option, within 10 days of being provided with the Pavement Rehabilitation Work Estimate, to terminate this Agreement in part with respect to the Pavement Rehabilitation work by written notice to OCSAN. In the event of such termination, FOREST LAWN shall have no further obligation of any kind, including with respect to payment, in connection with the Pavement Rehabilitation work.

Section 5: Insurance. FOREST LAWN and OCSAN, and each of their officials, officers, employees, and agents, shall be named as additional insureds in all construction contract, commercial general liability, and automobile liability insurance policies relating to the Project. OCSAN shall by written agreement require the contractor(s) engaged by OCSAN to perform the work, and shall require such contractor(s) to include in contracts with subcontractor(s), provisions requiring such contractor(s) and subcontractors to maintain throughout the performance of the work at least the following insurance in the following limits:

1. Commercial General Liability, including Operations, Contractual, Contractor's Protective Liability, and Completed Operations coverages- occurrence basis with not less than \$2,000,000 combined single limit for bodily injury and property damage;
2. Comprehensive Automobile Liability covering Contractor's owned, non-owned and hired vehicles used in the performance of the work with limits not less than \$1,000,000 bodily injury and \$500,000 property damage; and
3. Workers compensation at statutory limits and employers liability insurance in an amount not less than \$1,000,000 each accident, \$1,000,000 each disease, policy limit \$1,000,000 each disease/each employee.

Section 6: Indemnification.

- A. OCSAN hereby agrees to release, indemnify, protect, defend and hold FOREST LAWN, its officers and employees harmless from and against any and all claims, loss, demands, expenses, damages, or liabilities whatsoever for injuries to or death of persons or damage to property in any manner arising out of the exercise or enjoyment by OCSAN (and/or contractors and/or subcontractors performing the Work) of any right or permission

herein given or by reason of any failure on the part of OCSAN to keep or perform any of the terms or conditions of this Agreement. OCSAN shall by written agreement include in contracts with contractor(s) engaged by OCSAN to perform the work, and require such contractor(s) to include in contracts with subcontractor(s) engaged in to perform the work, provisions requiring such contractor(s) and subcontractor(s) to defend, indemnify and hold harmless FOREST LAWN and its officers and employees from and against any and all claims, loss, demands, expenses, damages, or liabilities whatsoever for injuries to or death of persons or damages to property in any manner arising out of the negligent acts or omissions of such contractor(s) and/or subcontractor(s) in connection with, arising from, or in any manner relating to the work.

- B. FOREST LAWN hereby agrees to release, indemnify, protect, defend and hold OCSAN, its officers, agents, contractors and employees harmless from and against any and all claims, loss, demands, expenses, damages, or liabilities whatsoever for injuries to or death of persons or damage to property in any manner arising out of the exercise by FOREST LAWN of any obligation or failure on the part of FOREST LAWN to keep or perform any of the terms or conditions of this Agreement.

Section 7. Term. This Agreement will be in full force and effect until the specified obligations of both Parties have been fulfilled or until the Parties mutually agree to terminate this Agreement in writing.

Section 8: Agents. Any contractor or subcontractor performing or providing services in connection with the work described herein on behalf of either Party will be conclusively deemed to be the servant and agent only of the Party that employed or contracted with said contractor or subcontractor.

Section 9: Notices. All notices or other communications required or permitted hereunder will be in writing and will be personally delivered or sent by registered or certified mail, postage prepaid, return receipt requested, delivered or sent by electronic transmission, and will be deemed received upon the earlier of: (i) the date of delivery to the address of the person to receive such notice if delivered personally or by messenger or overnight courier; (ii) three (3) business days after the date of posting by the United States Post Office if by mail; or (iii) when sent if given by electronic transmission with confirmation of receipt. Any notice, request, demand, direction, or other communication sent by electronic transmission must be confirmed within forty-eight (48) hours by letter mailed or delivered. Notices or other communications will be addressed as follows:

To OCSAN:

Orange County Sanitation District
10844 Ellis Avenue
Fountain Valley, CA 92708
Attention: Hardat Khublall, Project Manager
Phone: 714-593-7377
E-mail: hkhublall@ocsan.gov

To FOREST LAWN: FOREST LAWN Memorial Park Association
1712 S. Glendale Ave.
Glendale, CA 91205
Attention: William Hahn
VP Architecture & Engineering
Phone: 323-551-5035
E-mail: whahn@forestlawn.com

Section 10: Jurisdiction. In the event of a dispute regarding performance or interpretation of this Agreement, the venue for any action to enforce or interpret this Agreement will lie in the Superior Court of California for Orange County.

Section 11: Cooperation. The Parties shall cooperate with each other to achieve the purpose of this Agreement and shall execute such other and further documents and take such other and further actions as may be necessary or convenient to fulfill their obligations described herein. The Parties further agree to use all reasonable efforts to cause the fulfillment of the conditions to the Parties' obligations hereunder and to obtain as promptly as possible all approvals from each and every third party, whether private or governmental, required in connection with the work contemplated by this Agreement.

Section 12: No Third Party Beneficiaries. This Agreement is entered into by and for FOREST LAWN and OCSAN, and nothing herein is intended to establish rights or interests in individuals or entities not a party hereto.

Section 13: Force Majeure. Except for the payment of money, neither Party will be liable for any delays or other non-performance resulting from circumstances or causes beyond its reasonable control, including without limitation, fire or other casualty, act of God, strike or labor dispute, war or other violence, acts of third parties, or any law, order, or requirement of any governmental agency or authority.

Section 14: Governing Law. This Agreement will be governed by the laws of the State of California.

Section 15: Entire Agreement. This Agreement constitutes the entire understanding and agreement between the Parties and supersedes all previous negotiations and agreements between the Parties pertaining to the subject matter hereof.

Section 16: Waiver. A waiver of a breach of the covenants, conditions, or obligations under this Agreement by either Party will not be construed as a waiver of any succeeding breach of the same or other covenants, conditions, or obligations of this Agreement.

Section 17: Modification. Alteration, change, or modification of this Agreement will be in the form of a written amendment, which will be signed by both Parties.

Section 18: Severability. If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement will continue in full force and effect.

Section 18: Agreement Execution and Authorization. Each of the undersigned represents and warrants that he or she is duly authorized to execute and deliver this Agreement and that such execution is binding upon the entity on whose behalf he or she is executing this Agreement.

Section 20: Counterparts Deemed Original: This Agreement may be executed in one or more counterparts (including by e-mail, other electronic transmission, and/or facsimile), all parties need not be signatories to the same documents, and all counterpart signed documents shall be deemed to be one and the same original instrument.

[SIGNATURES ON THE NEXT PAGE]

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the day and year first below written.

ORANGE COUNTY SANITATION DISTRICT

By *Chad Wanke*
Chad Wanke (Apr 29, 2024 11:18 PDT)
Chad P. Wanke Date
Chair of the Board

ATTEST:

By *Kelly Lore*
Kelly Lore (Apr 29, 2024 11:20 PDT)
Kelly Lore Date
Clerk of the Board

APPROVE AS TO FORM:

By *Bradley R. Hogin*
Bradley R. Hogin (Apr 25, 2024 11:44 PDT)
Bradley Hogin
General Counsel

FOREST LAWN MEMORIAL-PARK
ASSOCIATION

By *Darin B. Drabing* 4/3/2024
Darin B. Drabing Date
President and CEO

RS SD
4/3/2024 4/3/2024

EXHIBIT “1”

Staging and Temporary Construction Easement Area

(See attached.)



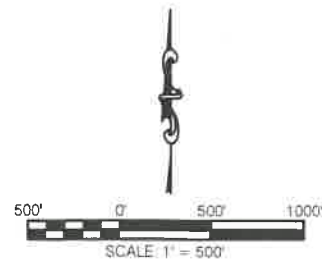
EXHIBIT “2, 2A, 2B & 2C”

Forest Lawn Pavement Rehabilitation Area

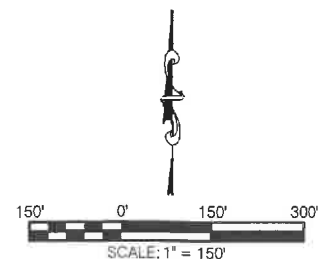
EXHIBITS “2B & 2C”

Location of Sewer Stubs

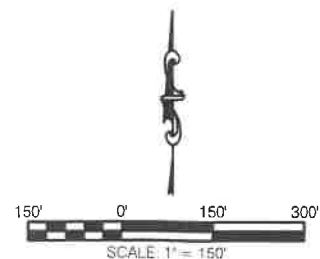
(See Attached)



2



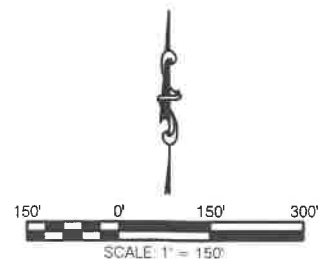
2A



2B



ADDITIONAL PAVEMENT RESURFACING REQUESTED BY FOREST LAWN CEMETERY. CONTRACTOR SHALL REMOVE AND REPLACE ASPHALT PER DETAIL A ON DWG C7001 AND IN ACCORDANCE WITH SPECIFICATION SECTION 02550. CONTRACTOR SHALL RESTORE THERMOPLASTIC STRIPING, DELINEATORS, PAVEMENT MARKINGS OR PAINTED CURBS IMPACTED BY CONSTRUCTION ACTIVITIES PER SSPWC.



AECOM Technical Services, Inc.
999 W TOWN & COUNTRY ROAD
ORANGE, CA 92868
T 714-567-2400 F 714-567-2441

www.pacom.com

LOS ALAMITOS SUB-TRUNK AND WESTSIDE RELIEF INTERCEPTOR REHABILITATION
FOREST LAWN PAVEMENT RESURFACING PLAN STA 309+50 TO STA 318+50

OC SAN
PROJECT NO.

3-64C

FIGURE

2C

Forest Lawn Agreement

Final Audit Report

2024-04-29

Created:	2024-04-25
By:	Kelly Lore (klore@ocsan.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAmpb51uZSHXwK-xlu0-MVZCYf74u61-C_

"Forest Lawn Agreement" History

-  Document digitally presigned by DocuSign\, Inc. (enterprisesupport@docusign.com)
2024-04-03 - 8:19:13 PM GMT- IP address: 65.206.195.5
-  Document created by Kelly Lore (klore@ocsan.gov)
2024-04-25 - 6:42:31 PM GMT- IP address: 65.206.195.5
-  Document emailed to bhogin@woodruff.law for signature
2024-04-25 - 6:43:36 PM GMT
-  Email viewed by bhogin@woodruff.law
2024-04-25 - 6:44:17 PM GMT- IP address: 4.53.178.250
-  Signer bhogin@woodruff.law entered name at signing as Bradley R. Hogin
2024-04-25 - 6:44:31 PM GMT- IP address: 4.53.178.250
-  Document e-signed by Bradley R. Hogin (bhogin@woodruff.law)
Signature Date: 2024-04-25 - 6:44:33 PM GMT - Time Source: server- IP address: 4.53.178.250
-  Document emailed to chad@chadwanke.com for signature
2024-04-25 - 6:44:35 PM GMT
-  Email viewed by chad@chadwanke.com
2024-04-29 - 6:17:17 PM GMT- IP address: 99.67.56.62
-  Signer chad@chadwanke.com entered name at signing as Chad WanKE
2024-04-29 - 6:18:09 PM GMT- IP address: 99.67.56.62
-  Document e-signed by Chad WanKE (chad@chadwanke.com)
Signature Date: 2024-04-29 - 6:18:11 PM GMT - Time Source: server- IP address: 99.67.56.62
-  Document emailed to Kelly Lore (klore@ocsan.gov) for signature
2024-04-29 - 6:18:13 PM GMT

 Email viewed by Kelly Lore (klore@ocsan.gov)

2024-04-29 - 6:20:08 PM GMT- IP address: 104.47.65.254

 Document e-signed by Kelly Lore (klore@ocsan.gov)

Signature Date: 2024-04-29 - 6:20:22 PM GMT - Time Source: server- IP address: 65.206.195.5

 Agreement completed.

2024-04-29 - 6:20:22 PM GMT

EXHIBIT B

TRUNK SEWER CONNECTION APPLICATION AND PERMIT

APPLICATION

1.	Applicant City or Sewering Agency:	<u>City of Cypress</u>	
2.	Name of Trunk Sewer:	<u>Los Alamitos Subtrunk Sewer</u>	Contract No. <u>3-64C</u>
3.	Service Area:	<u>3</u>	Sheet No. <u>39 of 263</u>
4.	Manhole:	<u>New Manhole</u>	Station: <u>292+74.00</u>
5.	Stub Size (in.):	<u>8</u>	Stub Dir.: <u>NW</u>
6.	Type of Conn.:	<u>Modify/Replace existing</u>	Type of Dev.: <u>Area</u>
			Manhole ID: <u>KNT0275-0443</u>
			Material Type: <u>VCP-Vitrified Clay Pipe</u>
			Replaced Permit: <u>T03-000178</u>
7.	Location:	<u>Forest Lawn Cemetery</u>	
8.	Type of Waste:	<u>Domestic</u> (If Non-Domestic, complete item no. 9).	
9.	Where the type of waste is other than purely domestic, describe its general characteristics, estimated quantities, probable peak flow rate, and anticipated constituents of discharge. NOTE: An industrial waste permit may be required.		
	<u>This is domestic waste, does not apply.</u>		

Contractor/Developer Information

10.	Name:	<u>TE Roberts, Inc.</u>	Phone No.: <u>714-669-0072</u>
11.	Address:	<u>17771 Mitchell North, Irvine CA 92614</u>	

Permit Requirements:

12.	<u>Contractor to construct new 60" polymer concrete manhole and install 8" VCP and gas flap per OC San standards and accepted plans. This work will be performed as part of OC San's 3-64C project.</u>
-----	---

City of Sewering Agency Comments:

13.	<u>City of Cypress to own, operate and maintain 8" VCP connection</u>
-----	---

OC San Comments:

14.	<u>Construction is part of OC San's Project 3-64C. No fee permit as this is a relocation due to OC San's project needs. This permit will replace existing Trunk Connection Permit T03-00178</u>
-----	---

In making this application, applicant acknowledges that any permit issued will constitute a contract, if accepted by applicant, and may be enforced by civil action at law and/or injunction. Applicant acknowledges ownership and agrees to maintain laterals/sewers connecting to OC San's mainline sewer facilities.

15.	<u></u>		
16.	Signature of Applicant City or Agency Representative	Print Name:	Date:
17.	Inspection Fee:	<u>\$ 0</u>	
18.	OC San Connection Fee:	<u>\$ 0</u>	Fee Payment Date: <u>N/A</u>
19.	Credit:	<u>\$ 0</u>	Check No: <u>N/A</u>
20.	Total Charges:	<u>\$ 0</u>	Amount Paid: <u>\$ 0</u>

PERMIT

FOR CONNECTION TO OC SAN TRUCK SEWAGE FACILITIES:

PERMIT NO. **T03-02847**

Permission to construct a connection to the sewerage facilities of OC San is hereby granted to applicant, providing such connection is made in accordance with plans and specifications hereby approved.

This permit shall be void unless the work herein contemplated has commenced within six months of the date of this permit.

NOTE: For a discharge permit and notice prior to work see back side of permit for more information.

Signature of OC San Representative	Signature of OC San Inspector	Date Work Completed
21. OC San Inspector Comments:		
<u></u>		

SPECIAL CONDITIONS

A. LICENSE AND INSURANCE

1. Any Contractor performing work on OC San's Facilities must possess a current and valid State of California C-42 License, or better. Contractor must show proof of a minimum of \$1,000,000 General Liability for personal injury and property damage insurance and produce a Certificate of Insurance before inspection is scheduled. Higher insurance requirements may be required depending on the scope of work. If the permit is for an agency or City, OC San shall be added to their policy as an additional insured. Contractor will not be able to start work until the required certificate has been produced.

B. SAFETY REQUIREMENTS

1. Contractor shall comply with all CAL/OSHA and local safety codes relative to methods of protecting workmen.
2. Work shall not be permitted in confined spaces until all possible hazardous gases and vapors have been purged. Atmosphere shall be tested for safety prior to entry. Workmen shall be equipped with adequate blowers, safety harnesses, hard hats, ropes, ladders, and any other equipment necessary.
3. Contractor shall comply with all applicable worker protection regulations as defined in Title 8 of the California Code of Regulations. No OC San employee and/or designee shall enter a construction area if such regulatory infractions are observed and/or there is a condition which there is immediate danger to life and health.
4. Contractor shall comply with all applicable federal, state, and local environmental regulations related to ambient air quality including but not limited to noise, water quality and hazardous waste.
5. Contractor shall provide documentation of their confined space program, proof of training for the entry team, specific entry procedures and other documents as required for OC San's review and approval.

C. TRAFFIC REQUIREMENTS

1. Contractor shall ensure that adequate provisions are made for the protection of the traveling public. Construction delineation shall comply with current W.A.T.C.H. manual, or as required by the agency having jurisdiction.
2. All work shall be planned and carried out so that there will be the least possible inconvenience to the traveling public.
3. Contractor shall comply with all state and local traffic requirements. The local agency having jurisdiction shall approve any proposed traffic control prior to commencing work and acquire the necessary encroachment permits.

D. ACCEPTANCE OF SPECIAL CONDITIONS

1. It is understood and agreed by the Applicant, Agent, or Contractor that the doing of any work under this permit shall constitute acceptance of the conditions.

E. NOTICE PRIOR TO WORK

1. Before commencement of any work, 72-hour notice shall be given to OC San. Failure to cancel notice of inspection in event of change of Contractor's work schedule shall be cause for OC San to invoice the Applicant or Contractor for the loss of inspector's time and mileage expended.
2. Unless otherwise agreed upon, all work shall be performed on weekdays and during the normal working hours, excluding Fridays. The Contractor shall pay all fees and charges to OC San as required for this one-time work.
3. A signed copy of this permit shall be always available at site until completion and acceptance of work.
4. If groundwater is encountered, an OC San discharge permit is required to discharge into an OC San sewer. Call (714) 593-7013 for OC San discharge permit information. Allow for two weeks to acquire a permit.

F. REFUSAL OF CONTRACTOR TO PERFORM THE WORK TO THE SATISFACTION OF OC SAN'S REPRESENTATIVE SHALL BE CAUSE FOR SUSPENSION OF THIS PERMIT OR CANCELLATION OF THIS PERMIT.

G. WORK NOT DONE IN THE PRESENCE OF OC SAN'S INSPECTOR IS SUBJECT TO REJECTION.

H. LOCATION OF SEWER LATERALS AND COLLECTOR PIPELINES

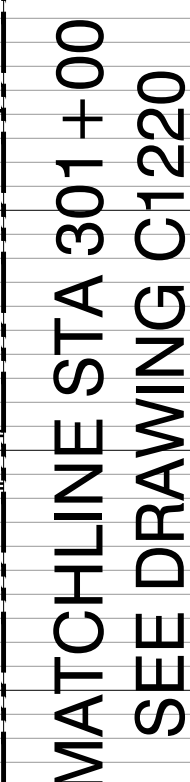
1. Applicant understands and agrees that OC San has no obligation to identify the location of sewer lateral pipelines, sewer collector pipelines, or any other sewerage facilities pertaining to the connection of Applicant's premises to OC San's sewerage facilities. Any information provided to Applicant by OC San relative to the location of such facilities is approximate and must be verified by Applicant. OC San assumes no responsibility for the accuracy of such information and shall not be held responsible for any errors in the information provided or the location of the facilities.

I. LIABILITY FOR DAMAGES

1. The Applicant or Contractor is responsible for all liability for personal injury or property damage which may arise out of work herein permitted or which may arise out of failure on the Applicant's or Contractor's part to perform his obligations under the permit in respect to maintenance and compliance with OC San's regulations or requirements.
2. Odors shall not be allowed above 10 PPM effluent or at lower levels which generate complaints.

J. ACCEPTANCE OF SPECIAL CONDITIONS

1. It is understood and agreed by the Applicant's Contractor that the doing of any work under this permit shall constitute acceptance of these conditions.
2. It shall be made the Applicant's responsibility to make the Contractor aware of the above conditions.



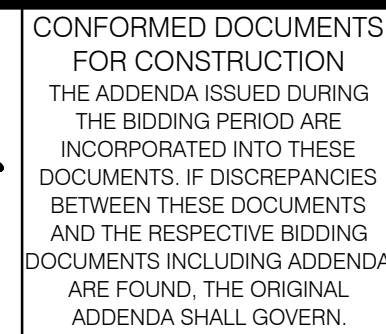
- CONSTRUCTION NOTES:



DESIGNED BY: MEJIA, DANNY/MARCOS, JOSEPH
 DRAWN BY: SY, TORO
 CHECKED BY: HIOE, TEDDY


 LINE IS 2 INCHES
 AT FULL SIZE

(IF NOT 2"-SCALE ACCORDINGLY)

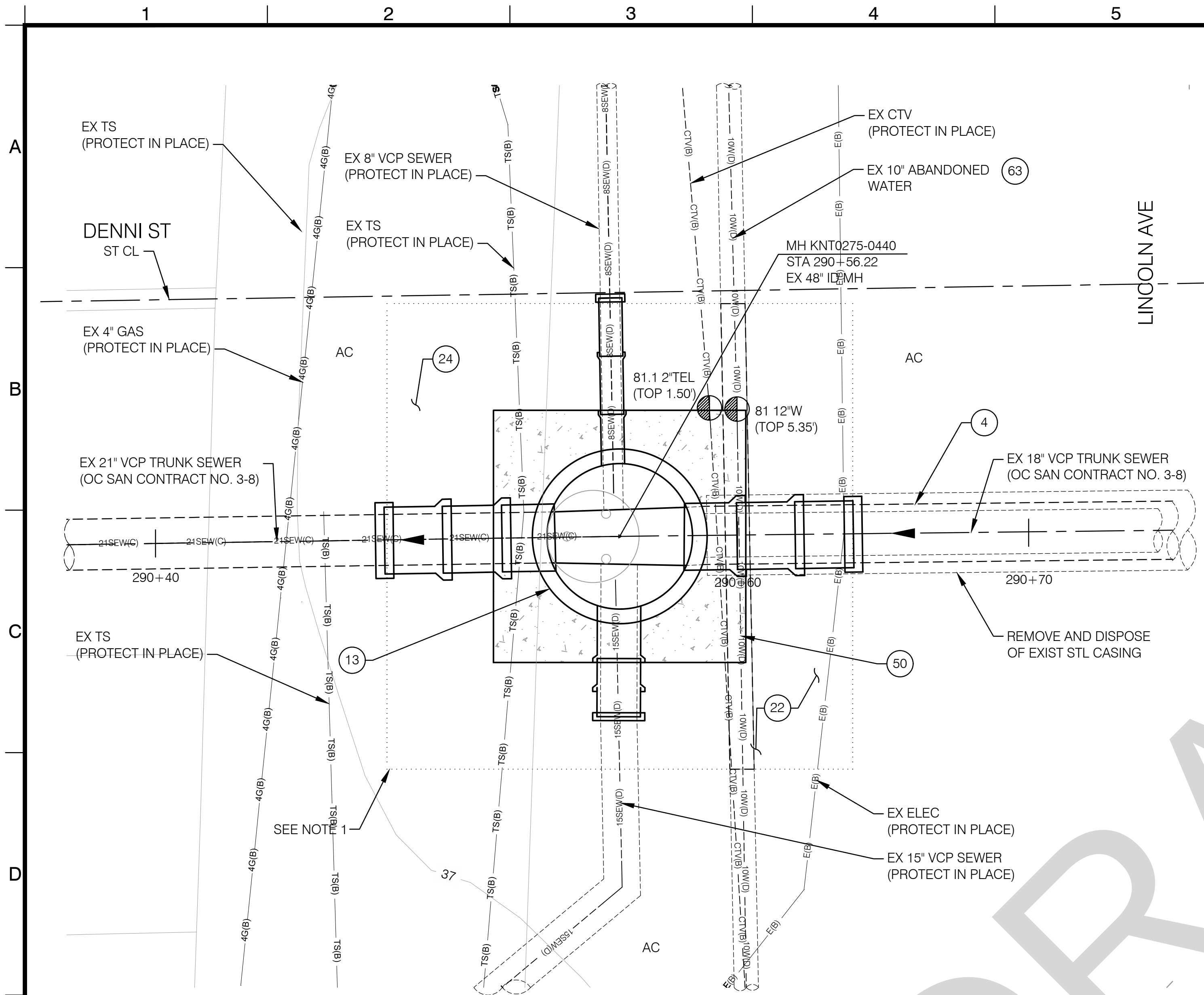


OC SAN
ORANGE COUNTY SANITATION DISTRICT

**LOS ALAMITOS SUB-TRUNK AND
WESTSIDE RELIEF INTERCEPTOR REHABILITATION
GUARDIAN DRIVE / DENNI STREET
PLAN AND PROFILE
STA 292+00 TO STA 301+00**

	3-64C
DRAWING NO.	C1219
39	OF 263

DWG: C:\Users\meljad\OneDrive - AECOM\Documents\3-64\Package C\Conformed Drawings_Specs\Construction\Drawings\Details\3-64\OC-C5024.dwg
DATE: Dec 16, 2024 10:15pm
USER: meljad



CONSTRUCTION NOTES:

- 4 REMOVE AND DISPOSE OF EXISTING 18-INCH VCP SEWER AND INSTALL NEW 24-INCH VCP SEWER PER DETAILS ON DWG C5101.
- 13 REMOVE AND DISPOSE OF EXISTING 48-INCH DIAMETER MANHOLE AND BASE AND REPLACE WITH NEW 60-INCH MANHOLE AND BASE PER DETAILS ON DWG C5102.
- 21 CONSTRUCT NEW 60-INCH DIAMETER MANHOLE AND CONCRETE BASE PER DETAILS ON DWG C5102.
- 22 BACKFILL EXCAVATION WITH CLSM PER SPEC SECTIONS 02200, EARTHWORK, AND 02251 CONTROLLED LOW-STRENGTH MATERIAL.
- 24 REMOVE AND DISPOSE OF INTERFERING PORTION OF DECORATIVE CONCRETE TO NEAREST CONSTRUCTION JOINT. REPLACE IN KIND.
- 45 INSTALL NEW 8-INCH VCP SEWER PER DETAILS ON DWG C5101.
- 50 REMOVE AND REPLACE EXIST WATER BY OTHERS.
- 53 REMOVE AND DISPOSE OF EXIST 18-INCH VCP SEWER AND INSTALL NEW 26-INCH IPS DR-17 HDPE SEWER.
- 63 ABANDONED GOLDEN STATE WATER'S EXISTING 10-INCH AC WATER MAIN. REMOVE PORTION OF ABANDONED AC WATER MAIN AS NEEDED TO PERFORM THE WORK. REMOVAL OF AC PIPE MUST BE PERFORMED IN ACCORDANCE WITH THE SPECIFICATIONS AND THE CITY OF CYPRESS GENERAL PROVISIONS.

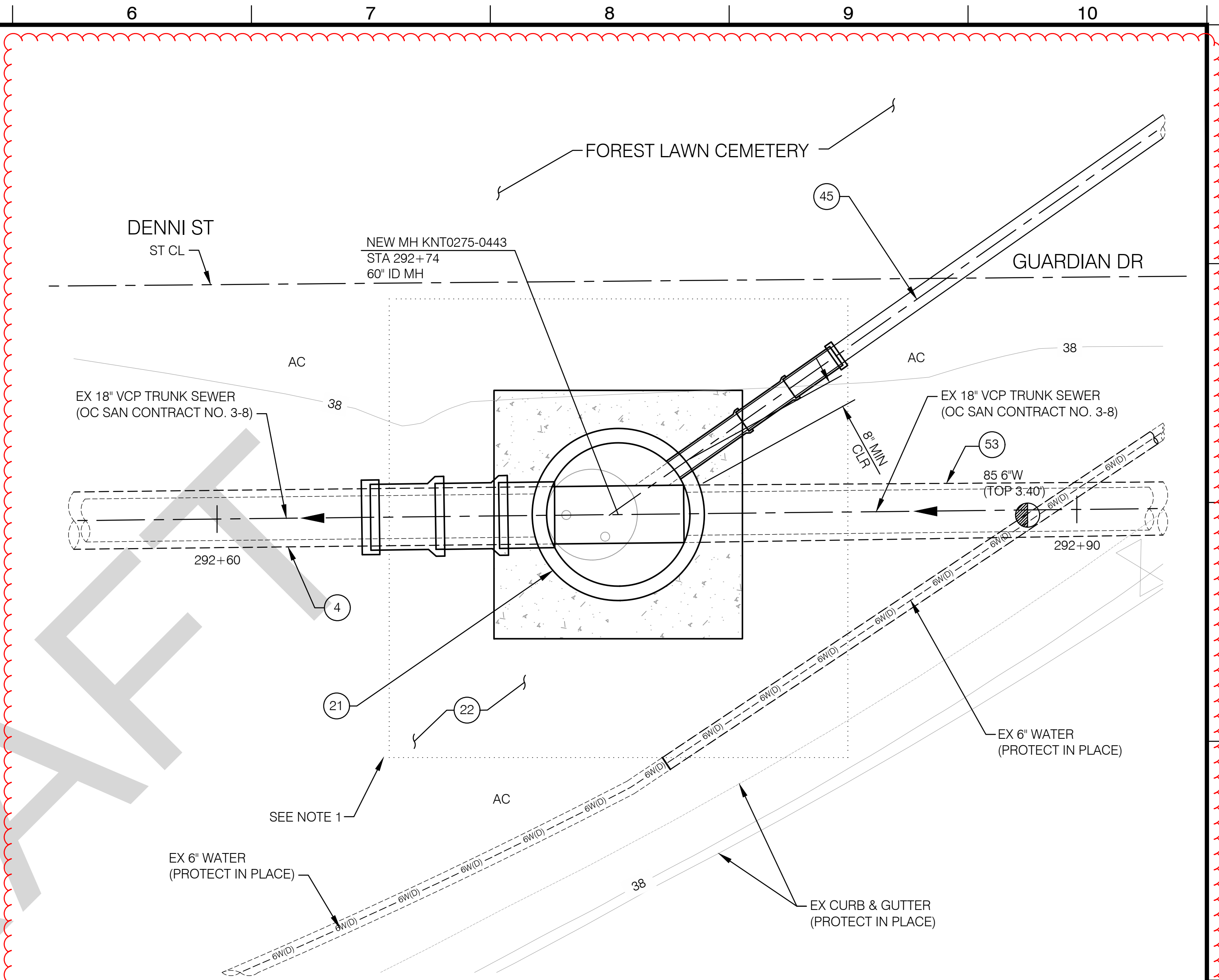
OC SAN MH KNT0275-0440 REPLACEMENT DETAIL

SCALE: 3/8" = 1'-0"

1
C1218

NOTES:

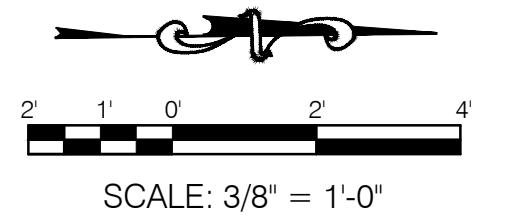
- 1 THE LIMITS SHOWN INDICATE WHERE DETAILED UTILITY RESEARCH WAS PERFORMED DURING THE DESIGN PHASE OF THE PROJECT. UTILITIES SHOWN MEET ASCE LEVELS A, B, C OR D AS INDICATED ON THE DETAIL PLAN. SEE SPEC SECTION 02210, EXCAVATION SUPPORT AND PROTECTION FOR SHORING AND SUPPORT REQUIREMENTS.
- 2 EXISTING MANHOLE BASE LIMITS ARE APPROXIMATE. DIMENSION OF BASE ARE UNKNOWN AND MAY BE LARGER OR CIRCULAR THAN SHOWN ON THIS PLAN.
- 3 FOR INVERT ELEVATIONS SEE THE PLAN AND PROFILE DRAWINGS. SET NEW MANHOLES BACK TO ORIGINAL GRADES AND INVERT ELEVATIONS.



OC SAN NEW MH KNT0275-0443 DETAIL

SCALE: 3/8" = 1'-0"

2
C5025



MARK	DESCRIPTION	DATE	APPR.

DESIGNED BY: MEJIA, DANNY/MARCOS, JOSEPH
DRAWN BY: SY, TORO
CHECKED BY: HIOE, TEDDY
LINE IS 2 INCHES AT FULL SIZE (IF NOT 2" SCALE ACCORDINGLY)



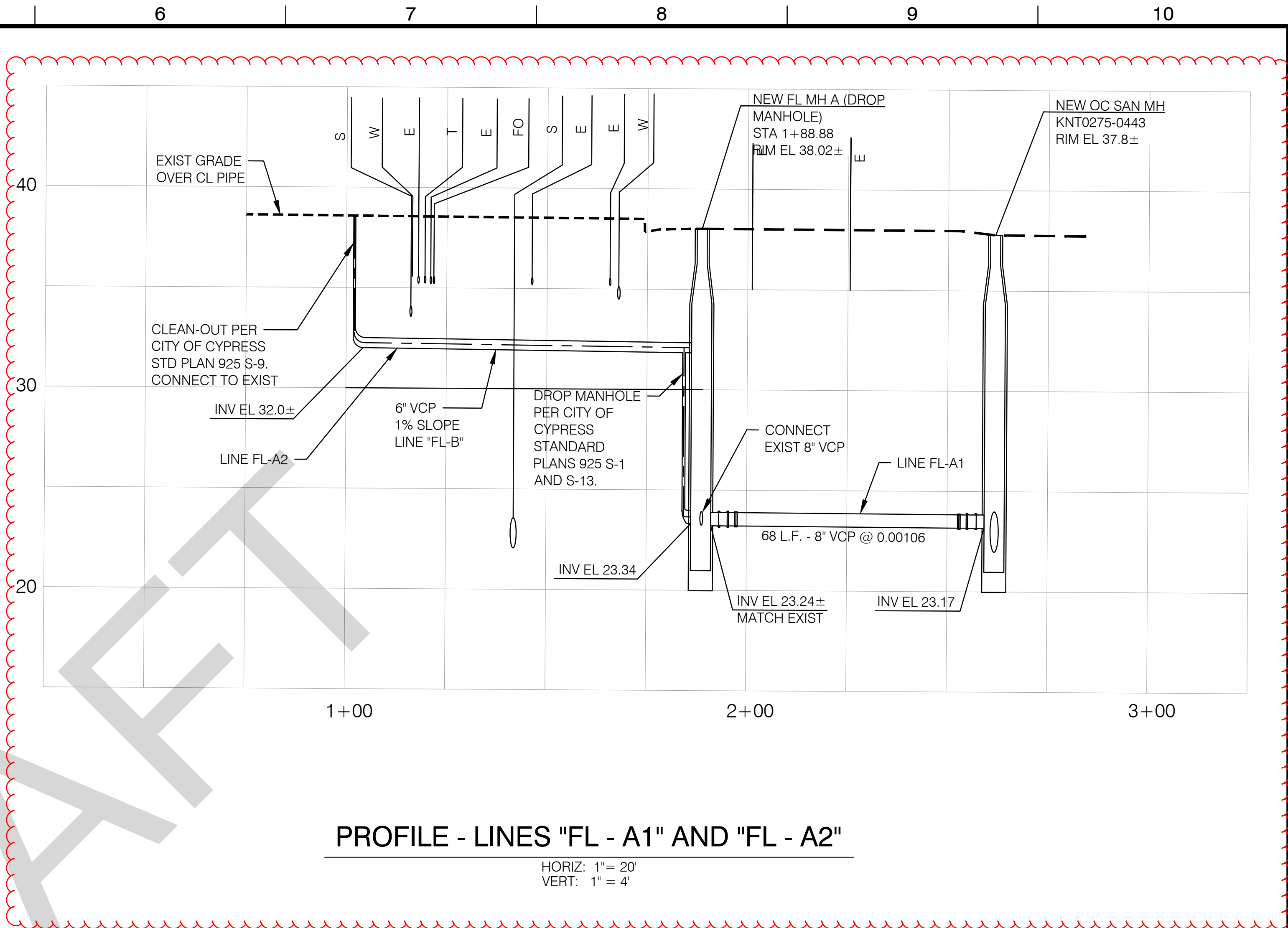
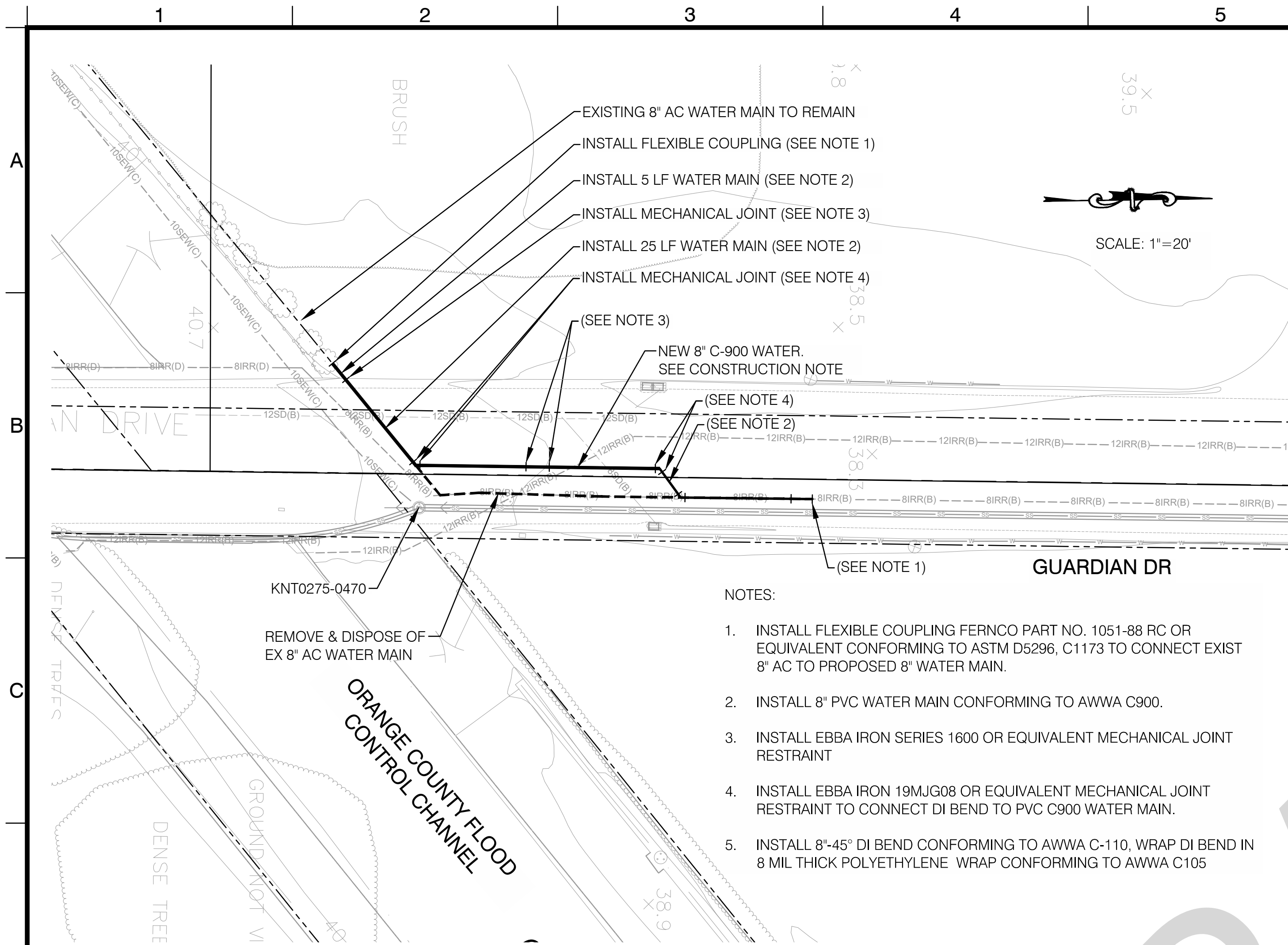
CONFORMED DOCUMENTS
FOR CONSTRUCTION
THE ADDENDA ISSUED DURING
THE BIDDING PERIOD ARE
INCORPORATED INTO THESE
DOCUMENTS. IF DISCREPANCIES
BETWEEN THESE DOCUMENTS
AND THE RESPECTIVE BIDDING
DOCUMENTS INCLUDING ADDENDA
ARE FOUND, THE ORIGINAL
ADDENDA SHALL GOVERN.



LOS ALAMITOS SUB-TRUNK AND
WESTSIDE RELIEF INTERCEPTOR REHABILITATION
MH KNT0275-0440 AND
NEW MH KNT0275-0443
CONSTRUCTION DETAILS

3-64C
DRAWING NO.
C5024
85 OF 263

DWG: C:\Users\mejjad\OneDrive - AECOM\Documents\3-64\Package C\Conformed Drawings_Specs\Construction\Sheets\DETAILS\3-64\C5116.dwg
DATE: Dec 17, 2024 1:49pm
USER: mejjad



MARK	DESCRIPTION	DATE	APPR.

DESIGNED BY: MEJIA, DANNY/MARCOS, JOSEPH
DRAWN BY: SY, TORO
CHECKED BY: HIOE, TEDDY
LINE IS 2 INCHES AT FULL SIZE (IF NOT 2"=SCALE ACCORDINGLY)



CONFORMED DOCUMENTS FOR CONSTRUCTION THE ADDENDA ISSUED DURING THE BIDDING PERIOD ARE INCORPORATED INTO THESE DOCUMENTS. IF DISCREPANCIES BETWEEN THESE DOCUMENTS AND THE RESPECTIVE BIDDING DOCUMENTS INCLUDING ADDENDA ARE FOUND, THE ORIGINAL ADDENDA SHALL GOVERN.



LOS ALAMITOS SUB-TRUNK AND WESTSIDE RELIEF INTERCEPTOR REHABILITATION

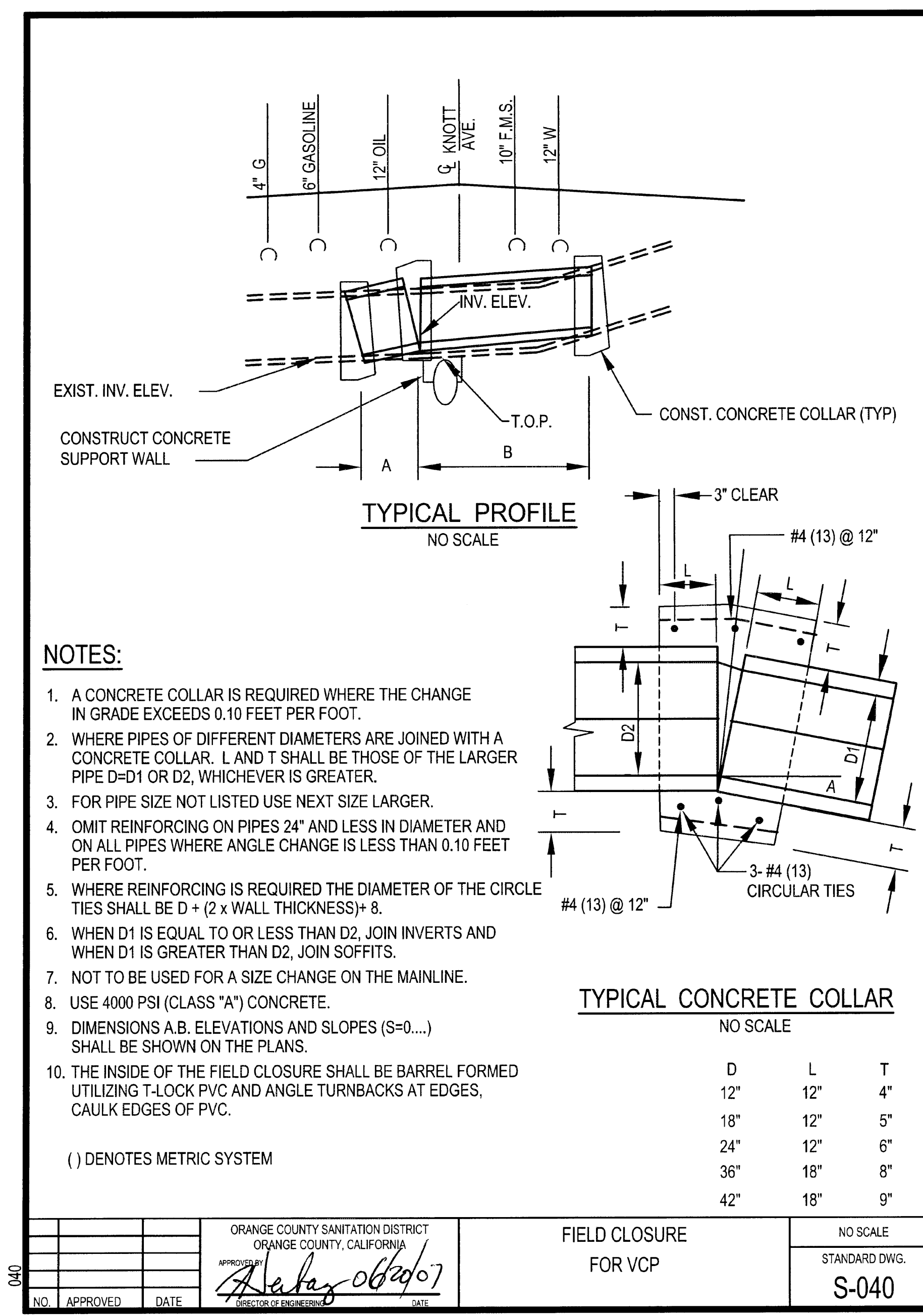
FOREST LAWN REALIGNMENTS FL-A1 AND FL-A2 PROFILE AND 8" IRRIG PLAN

3-64C

DRAWING NO.

C5116

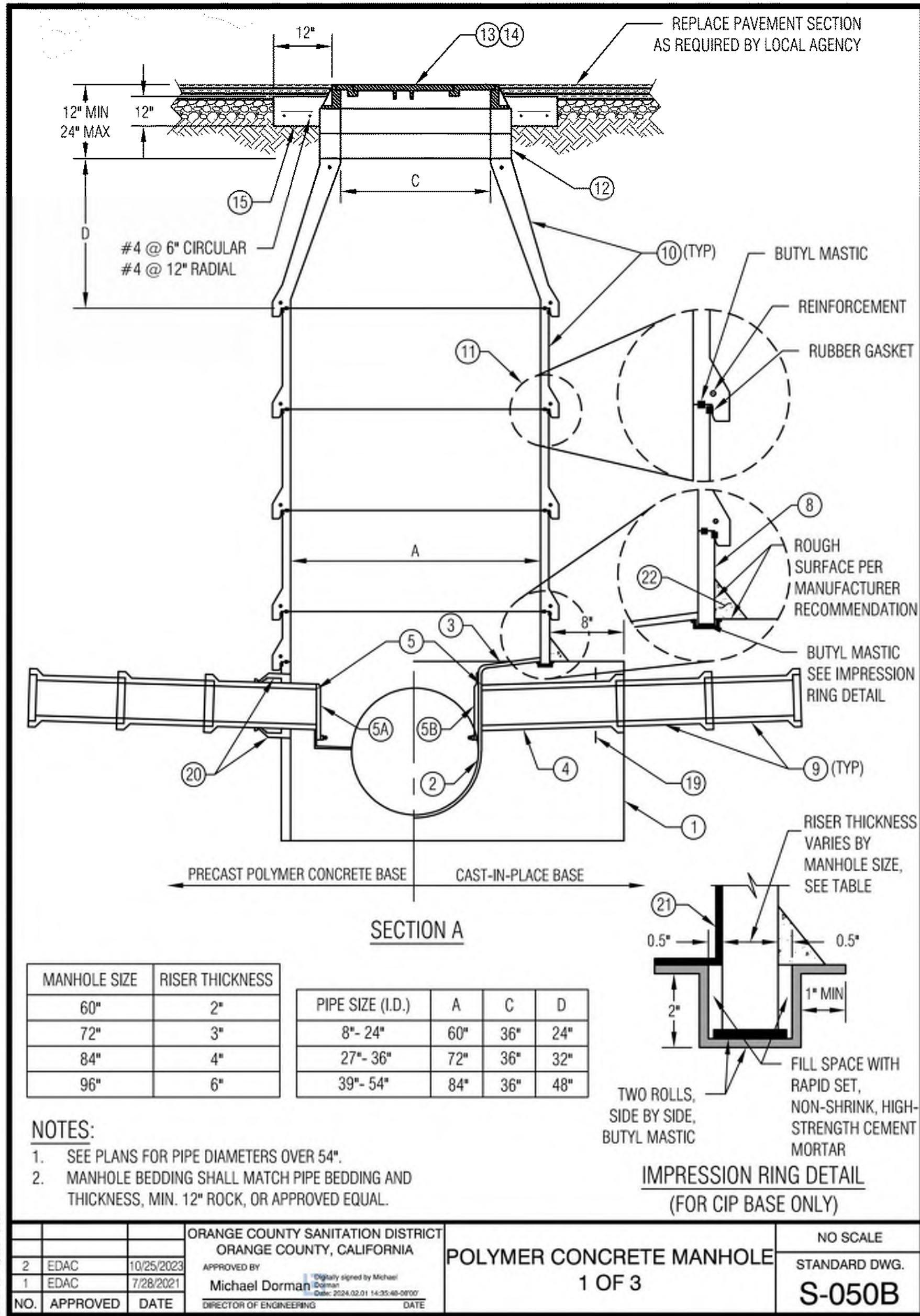
116 OF 263



1. SEE DRAWING C7001 FOR PAVING THICKNESS.

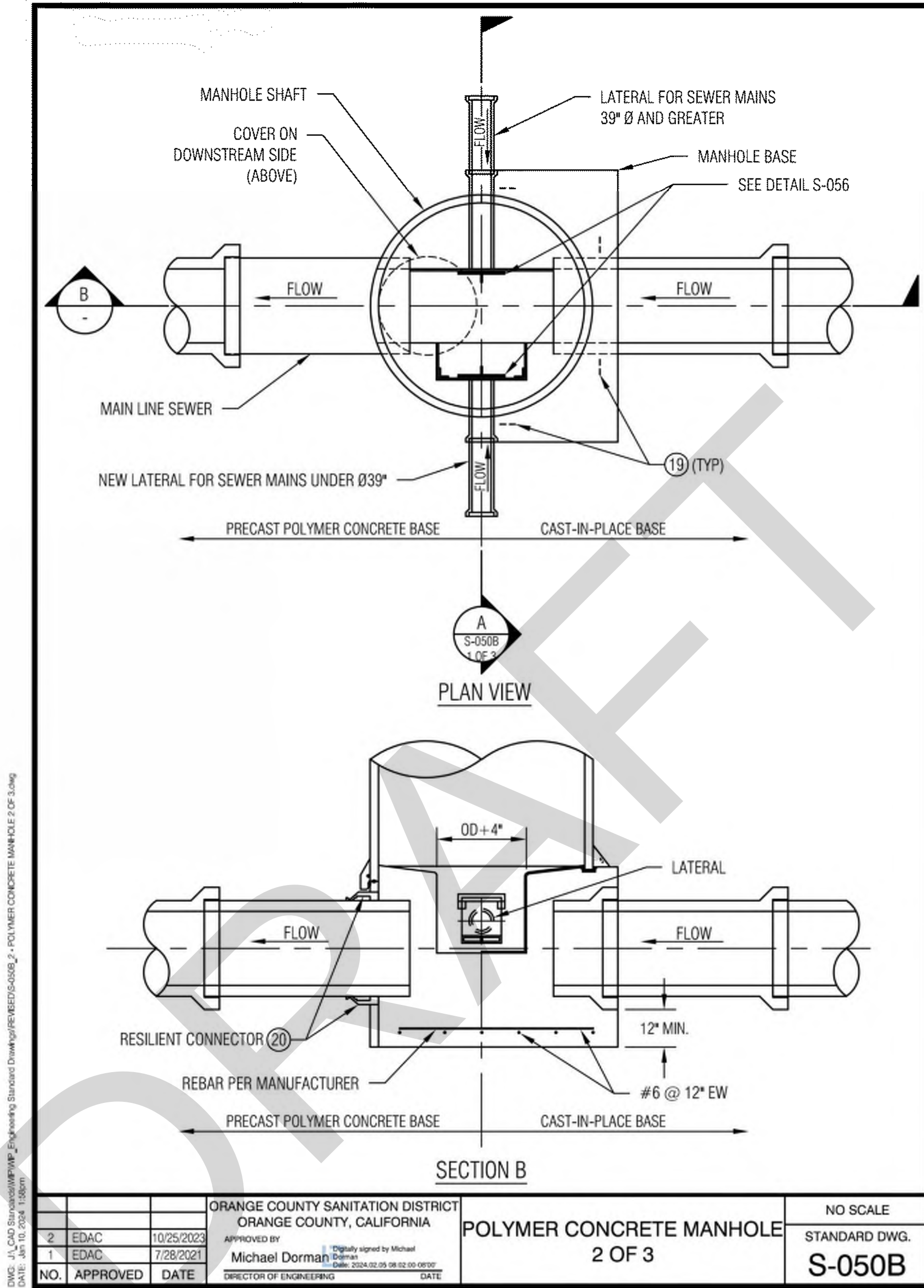
DWG: C:\Users\mejjad\OneDrive - AECOM\Documents\3-64\Package C\Conformed Drawings_Specs\Construction\Drawings\Details\3-64C-C5102.dwg
DATE: Dec 17, 2024 1:16am USER: mejjad

A
B
C
D
E
F



NOTES:

- INSTALL LATERAL INLET PIPES ONLY AT LOCATIONS SHOWN ON MANHOLE DETAIL SHEETS.
- INSTALL FRAME AND COVER PER MANHOLE WORK SCHEDULE ON DRAWING C-5111.
- VACUUM TESTING SHALL BE PERFORMED ASTM C-1244 UNLESS NOTED OTHERWISE.
- IN PAVED AREAS, PAVEMENT AND BASE COURSE SHALL BE REPLACED PER PROPOSED PAVEMENT THICKNESS ON DRAWING C-7001, UNLESS OTHERWISE NOTED BY THE GOVERNING AGENCY.
- INSTALL PLUG AT PIPE STUBOUTS FOR FUTURE CONNECTIONS AS SHOWN ON MANHOLE DETAIL SHEETS.
- HDPE CONNECTION TO CAST-IN-PLACE MANHOLE BASE SHALL BE INSTALLED PER DETAIL 2 ON DRAWING C-5108.



NOTES:

- 4000 PSI (CLASS "A") CONCRETE BASES WITH #6 (19 MM) BARS @ 12" E.W. SIDES OF BASE SHALL BE FORMED BY EITHER WOOD FORMS OR SANDBAGS. BASE MAY BE EITHER CIRCULAR OR RECTANGULAR. IF CIRCULAR, THE AREA SHALL BE EQUAL TO THE AREA OF THE SQUARE BASE. ALL CONCRETE AND MORTAR SHALL USE CLASS II/V CEMENT.
- THE BASE'S CHANNEL SHALL BE CONSTRUCTED WITH FORMS AND COATED WITH 100% SOLIDS POLYURETHANE COATING (SPRAYROQ SPRAYWALL OR EQUAL). IF INSTALLED OVER EXISTING SEWER, THE EXISTING PIPE SHALL BE REMOVED BY SAW CUTTING. THE REMOVED SECTION SHALL BE OF A LENGTH THAT THE ENDS OF THE REMAINING PIPE AT ITS SPRINGLINE IS FLUSH WITH THE MANHOLE'S SHAFT INSIDE DIAMETER.
- MANHOLE SHELVES SHALL BE SLOPED 1/4" PER FOOT TO CHANNEL AND COATED WITH 100% SOLIDS POLYURETHANE COATING (SPRAYROQ SPRAYWALL OR EQUAL).
- LATERAL INLET PIPES, WHERE SHOWN ON THE PLANS OR REQUIRED BY THE ENGINEER, SHALL BE INSTALLED AS SHOWN. MINIMUM LATERAL SIZE SHALL BE 8".
- THE SOFFIT OF ALL LATERAL INLET PIPES SHALL BE AT THE SAME ELEVATION AS THE MAIN PIPE SOFFIT. ALL LATERAL INLETS 12" DIAMETER AND SMALLER SHALL HAVE PVC WELDED GAS FLAPS INSTALLED, PER STANDARD DRAWING S-056, UNLESS OTHERWISE NOTED BY THE ENGINEER.
- FOR MANHOLE BASES WHERE MAIN SEWER PIPE IS LESS THAN 39" IN DIAMETER, THE LATERALS SHALL BE RECESSED 12" MINIMUM FROM MAIN LINE CHANNEL WITH A TROUGH IN THE BENCH SLOPING TO THE MAIN CHANNEL.
- FOR MANHOLE BASES WHERE MAIN SEWER PIPE IS 39" AND GREATER IN DIAMETER, THE END OF THE LATERAL SHALL BE FLUSH WITH THE CHANNEL.
- CAST-IN-PLACE CONCRETE BASES SHALL HAVE AN IMPRESSION RING MADE WITH THE POLYMER CONCRETE MANUFACTURER-PROVIDED KEY RING IN ORDER TO SET 2" POLYMER RISER ON IT AS SHOWN ON DETAIL IN SHEET 1 OF 3.
- IMPRESSION RING SHALL HAVE 1/2" TOLERANCE ON EITHER SIDE, BE 2" DEEP. SEE DETAIL ON SHEET 1 OF 3.
- 2" RISER SET ONTO IMPRESSION RING ON CONCRETE/POLYMER CONCRETE BASE.
- EACH MAIN LINE OR LATERAL CONNECTION SHALL HAVE TWO EACH, TWO FOOT JOINTS.
- MANHOLE SECTIONS SHALL BE REINFORCED, MADE FROM POLYMER CONCRETE. ECCENTRIC CONE SHALL BE SET WITH THE STRAIGHT SIDE ON THE DOWNSTREAM SIDE OF THE MANHOLE. ECCENTRIC REINFORCED POLYMER CONCRETE FLAT TOPS MAY BE USED WHEN ACCEPTED BY THE ENGINEER.
- THE BELL AND SPIGOT OR SHIPLAP JOINT BETWEEN MANHOLE SECTIONS SHALL BE SEALED WITH A RUBBER GASKET AND A 1-1/4" SQUARE BEAD PREFORMED BUTYL MASTIC SEALING COMPOUND, KENT-SEAL NO. 2, RAM-NEK, OR EQUAL. FOR SHIPLAP JOINTS, APPLY A 6" MINIMUM WIDTH OUTSIDE JOINT WRAP, RUBR-NEK BY HENRY COMPANY, SEAL WRAP BY SEALING SYSTEMS, INC., OR EQUAL, TO ALL SHAFT JOINTS.
- GRADE RINGS SHALL BE MADE OF A CORROSION PROOF MATERIAL & SHALL BE POLYMER CONCRETE MANUFACTURED BY THE MANHOLE MANUFACTURER OR EQUAL.
- INSTALL FRAME AND COVER PER CONTRACT DOCUMENTS OR AS DIRECTED BY THE ENGINEER. ADJUSTMENT SHALL OCCUR USING RAPID SET, NON-SHRINK, HIGH-STRENGTH CEMENT MORTAR WITH A SIKAFLEX 1A (OR EQUAL) COATING BETWEEN THE FIRST AND SECOND GRADE RINGS. CAULK THE JOINT BETWEEN THE FRAME AND TOP GRADE RING WITH A SIKAFLEX 1A, OR EQUAL.
- MANHOLES AT INTERSECTIONS SHALL HAVE BOLT-DOWN FRAMES AND COVERS PER STANDARD DRAWINGS S-053C, S-053D, S-053E, S-054 OR S-059 OR AS DIRECTED BY THE ENGINEER.
- PLACE CONCRETE COLLAR IN PAVED AREAS AS SHOWN AFTER PLACEMENT OF ASPHALT PER STANDARD DRAWING S-055. MANHOLES IN UNPAVED AREAS SHALL HAVE A 12" SQUARE, 8" THICK REINFORCED WITH #4 REBAR AT 10" O.C. CONCRETE PAD PLACED 1" ABOVE GRADE. EXCEPT WHEN THE ENGINEER REQUIRES COVERS BE PLACED 18" ABOVE FINISH GRADE, PER STANDARD DRAWING S-050. CONCRETE PADS SHALL SLOPE 2% AWAY FROM THE MANHOLE AND SHALL HAVE A 1" CHAMFER AROUND THE PERIMETER.
- VACUUM TESTING SHALL BE PERFORMED PER ASTM C-1244 UNLESS NOTED OTHERWISE.
- MANHOLES SHALL BE BACKFILLED WITH 1.5 SACK SAND/CEMENT SLURRY TO STREET ZONE, OR AS REQUIRED BY LOCAL AGENCY.
- IN PAVED AREAS, PAVEMENT AND BASE COURSE SHALL BE REPLACED IN KIND, UNLESS OTHERWISE NOTED BY THE LOCAL AGENCY.
- INSTALL A WEEP RING AT CAST IN PLACE BASE PENETRATIONS WHERE GROUNDWATER IS PRESENT ABOVE THE PIPE INVERT.
- INSTALL WATERIGHT RESILIENT CONNECTORS CONFORMING TO REQUIREMENTS OF ASTM C 923 AT EACH PIPE, INCLUDING LATERALS, ENTERING AND EXITING PRECAST POLYMER CONCRETE BASES.
- 100% SOLIDS POLYURETHANE COATING (SPRAYROQ SPRAYWALL OR EQUAL); SHALL HAVE PASSED SSPWC CHEMICAL RESISTANCE TEST, SECTION 211-2).
- 1.5" OF RAPID SET, NON-SHRINK, HIGH-STRENGTH MORTAR (CEMENTALL OR EQUAL) FILLET.

			ORANGE COUNTY SANITATION DISTRICT ORANGE COUNTY, CALIFORNIA		POLYMER CONCRETE MANHOLE 3 OF 3	NO SCALE	
2	EDAC	10/25/2023	APPROVED BY			STANDARD DWG.	
1	EDAC	7/28/2021	Michael Dorman 1. Digitally signed by Michael Dorman DN: cn=Michael Dorman, email=mdorman@ocsd.net, o=Orange County Sanitation District, ou=Orange County Sanitation District, c=US Date: 2024.06.06 08:02:15-0800?			S-050B	
NO.	APPROVED	DATE	DIRECTOR OF ENGINEERING				

				DESIGNED BY: MEJIA, DANNY/MARCOS, JOSEPH
				DRAWN BY: SY, TORO
				CHECKED BY: HIOE, TEDDY
				LINE IS 2 INCHES AT FULL SIZE (IF NOT 2"-SCALE ACCORDINGLY)
MARK	DESCRIPTION	DATE	APPR.	



CONFORMED DOCUMENTS
FOR CONSTRUCTION
THE ADDENDA ISSUED DURING
THE BIDDING PERIOD ARE
INCORPORATED INTO THESE
DOCUMENTS. IF DISCREPANCIES
BETWEEN THESE DOCUMENTS
AND THE RESPECTIVE BIDDING
DOCUMENTS INCLUDING ADDENDA
ARE FOUND, THE ORIGINAL
ADDENDA SHALL GOVERN.

AECOM

AECOM TECHNICAL SERVICES, INC.
999 W TOWN & COUNTRY ROAD
ORANGE, CA 92668
T 714-567-2400 F 714-567-2441
www.aecom.com

OC SAN
ORANGE COUNTY SANITATION DISTRICT

LOS ALAMITOS SUB-TRUNK AND
WESTSIDE RELIEF INTERCEPTOR REHABILITATION

OC SAN STANDARD DETAILS - 2

3-64C

DRAWING NO.

C5102

102 OF 263



TRUNK SEWER CONNECTION APPLICATION AND PERMIT

APPLICATION

1.	Applicant City or Sewering Agency:		<u>City of Cypress</u>	
2.	Name of Trunk Sewer:		<u>Los Alamitos Subtrunk Sewer</u>	Contract No. <u>3-64C</u>
3.	Service Area:		<u>3</u>	Sheet No. <u>39 of 263</u>
4.	Manhole:	<u>Existing Manhole</u>	Station:	<u>296+87.61</u>
5.	Stub Size (in.):	<u>8</u>	Stub Dir.:	<u>W</u>
6.	Type of Conn.:	<u>New</u>	Type of Dev.:	<u>Area</u>
				Manhole ID: <u>KNT0275-0443</u>
				Material Type: <u>VCP-Vitrified Clay Pipe</u>
				Replaced Permit: _____
7.	Location:		<u>Forest Lawn Cemetery</u>	
8.	Type of Waste:		<u>Domestic</u> (If Non-Domestic, complete item no. 9).	
9.	Where the type of waste is other than purely domestic, describe its general characteristics, estimated quantities, probable peak flow rate, and anticipated constituents of discharge. NOTE: An industrial waste permit may be required.			
	<u>This is domestic waste, does not apply.</u>			

Contractor/Developer Information

10.	Name:	<u>TE Roberts, Inc.</u>	Phone No.:	<u>714-669-0072</u>
11.	Address: <u>17771 Mitchell North, Irvine CA 92614</u>			

Permit Requirements:

12.	<u>Contractor to remove and dispose existing 48" manhole and construct new 60" polymer concrete manhole.</u>			
	<u>Contractor to install 8" VCP and gas flap per OC San standards and accepted plans. This work will be performed as part of OC San's 3-64C project.</u>			

City of Sewering Agency Comments:

13.	<u>City of Cypress to own, operate and maintain 8" VCP connection</u>			
-----	---	--	--	--

OC San Comments:

14.	<u>Construction is part of OC San's Project 3-64C. While new manhole is constructed, fees are based on core-drilling into existing manhole since construction of new manhole is part of OC San's CIP.</u>			
-----	---	--	--	--

In making this application, applicant acknowledges that any permit issued will constitute a contract, if accepted by applicant, and may be enforced by civil action at law and/or injunction. Applicant acknowledges ownership and agrees to maintain laterals/sewers connecting to OC San's mainline sewer facilities.

15.	_____			
16.	Signature of Applicant City or Agency Representative	Print Name:	Date:	
17.	Inspection Fee:	<u>\$3495</u>		
18.	OC San Connection Fee:	<u>\$ 0</u>	Fee Payment Date:	_____
19.	Credit:	<u>\$ 0</u>	Check No:	_____
20.	Total Charges:	<u>\$ 3495</u>	Amount Paid:	<u>\$</u>

PERMIT

FOR CONNECTION TO OC SAN TRUNK SEWAGE FACILITIES:

PERMIT NO. **T03-02848**

Permission to construct a connection to the sewerage facilities of OC San is hereby granted to applicant, providing such connection is made in accordance with plans and specifications hereby approved.

This permit shall be void unless the work herein contemplated has commenced within six months of the date of this permit.

NOTE: For a discharge permit and notice prior to work see back side of permit for more information.

Signature of OC San Representative	Signature of OC San Inspector	Date Work Completed
21. OC San Inspector Comments: _____		

SPECIAL CONDITIONS

A. LICENSE AND INSURANCE

1. Any Contractor performing work on OC San's Facilities must possess a current and valid State of California C-42 License, or better. Contractor must show proof of a minimum of \$1,000,000 General Liability for personal injury and property damage insurance and produce a Certificate of Insurance before inspection is scheduled. Higher insurance requirements may be required depending on the scope of work. If the permit is for an agency or City, OC San shall be added to their policy as an additional insured. Contractor will not be able to start work until the required certificate has been produced.

B. SAFETY REQUIREMENTS

1. Contractor shall comply with all CAL/OSHA and local safety codes relative to methods of protecting workmen.
2. Work shall not be permitted in confined spaces until all possible hazardous gases and vapors have been purged. Atmosphere shall be tested for safety prior to entry. Workmen shall be equipped with adequate blowers, safety harnesses, hard hats, ropes, ladders, and any other equipment necessary.
3. Contractor shall comply with all applicable worker protection regulations as defined in Title 8 of the California Code of Regulations. No OC San employee and/or designee shall enter a construction area if such regulatory infractions are observed and/or there is a condition which there is immediate danger to life and health.
4. Contractor shall comply with all applicable federal, state, and local environmental regulations related to ambient air quality including but not limited to noise, water quality and hazardous waste.
5. Contractor shall provide documentation of their confined space program, proof of training for the entry team, specific entry procedures and other documents as required for OC San's review and approval.

C. TRAFFIC REQUIREMENTS

1. Contractor shall ensure that adequate provisions are made for the protection of the traveling public. Construction delineation shall comply with current W.A.T.C.H. manual, or as required by the agency having jurisdiction.
2. All work shall be planned and carried out so that there will be the least possible inconvenience to the traveling public.
3. Contractor shall comply with all state and local traffic requirements. The local agency having jurisdiction shall approve any proposed traffic control prior to commencing work and acquire the necessary encroachment permits.

D. ACCEPTANCE OF SPECIAL CONDITIONS

1. It is understood and agreed by the Applicant, Agent, or Contractor that the doing of any work under this permit shall constitute acceptance of the conditions.

E. NOTICE PRIOR TO WORK

1. Before commencement of any work, 72-hour notice shall be given to OC San. Failure to cancel notice of inspection in event of change of Contractor's work schedule shall be cause for OC San to invoice the Applicant or Contractor for the loss of inspector's time and mileage expended.
2. Unless otherwise agreed upon, all work shall be performed on weekdays and during the normal working hours, excluding Fridays. The Contractor shall pay all fees and charges to OC San as required for this one-time work.
3. A signed copy of this permit shall be always available at site until completion and acceptance of work.
4. If groundwater is encountered, an OC San discharge permit is required to discharge into an OC San sewer. Call (714) 593-7013 for OC San discharge permit information. Allow for two weeks to acquire a permit.

F. REFUSAL OF CONTRACTOR TO PERFORM THE WORK TO THE SATISFACTION OF OC SAN'S REPRESENTATIVE SHALL BE CAUSE FOR SUSPENSION OF THIS PERMIT OR CANCELLATION OF THIS PERMIT.

G. WORK NOT DONE IN THE PRESENCE OF OC SAN'S INSPECTOR IS SUBJECT TO REJECTION.

H. LOCATION OF SEWER LATERALS AND COLLECTOR PIPELINES

1. Applicant understands and agrees that OC San has no obligation to identify the location of sewer lateral pipelines, sewer collector pipelines, or any other sewerage facilities pertaining to the connection of Applicant's premises to OC San's sewerage facilities. Any information provided to Applicant by OC San relative to the location of such facilities is approximate and must be verified by Applicant. OC San assumes no responsibility for the accuracy of such information and shall not be held responsible for any errors in the information provided or the location of the facilities.

I. LIABILITY FOR DAMAGES

1. The Applicant or Contractor is responsible for all liability for personal injury or property damage which may arise out of work herein permitted or which may arise out of failure on the Applicant's or Contractor's part to perform his obligations under the permit in respect to maintenance and compliance with OC San's regulations or requirements.
2. Odors shall not be allowed above 10 PPM effluent or at lower levels which generate complaints.

J. ACCEPTANCE OF SPECIAL CONDITIONS

1. It is understood and agreed by the Applicant's Contractor that the doing of any work under this permit shall constitute acceptance of these conditions.
2. It shall be made the Applicant's responsibility to make the Contractor aware of the above conditions.



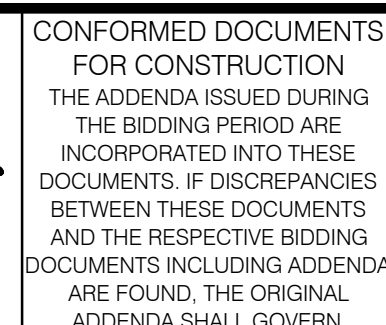
- 4 REMOVE AND DISPOSE OF EXISTING 18-INCH VCP SEWER AND INSTALL NEW 24-INCH VCP SEWER PER DETAILS ON DWG C5101.
- 7 PIPE BURST EXISTING 18-INCH VCP SEWER AND REPLACE WITH 26-INCH IPS DR-17 HDPE SEWER PIPE PER SPEC SECTION 02745, PIPE BURSTING.
- 21 CONSTRUCT NEW 60-INCH DIAMETER MANHOLE AND CONCRETE BASE PER DETAILS ON DWG C5102.
- 53 REMOVE AND DISPOSE OF EXIST 18-INCH VCP SEWER AND INSTALL NEW 26-INCH IPS DR-17 HDPE SEWER.
- 54 REMOVE AND DISPOSE OF EXISTING 48-INCH DIAMETER MANHOLE AND BASE.



DESIGNED BY: MEJIA, DANNY/MARCOS, JOSEPH
 DRAWN BY: SY, TORO
 CHECKED BY: HIOE, TEDDY

LINE IS 2 INCHES
 AT FULL SIZE

(IF NOT 2"-SCALE ACCORDINGLY)



OC SAN
ORANGE COUNTY SANITATION DISTRICT

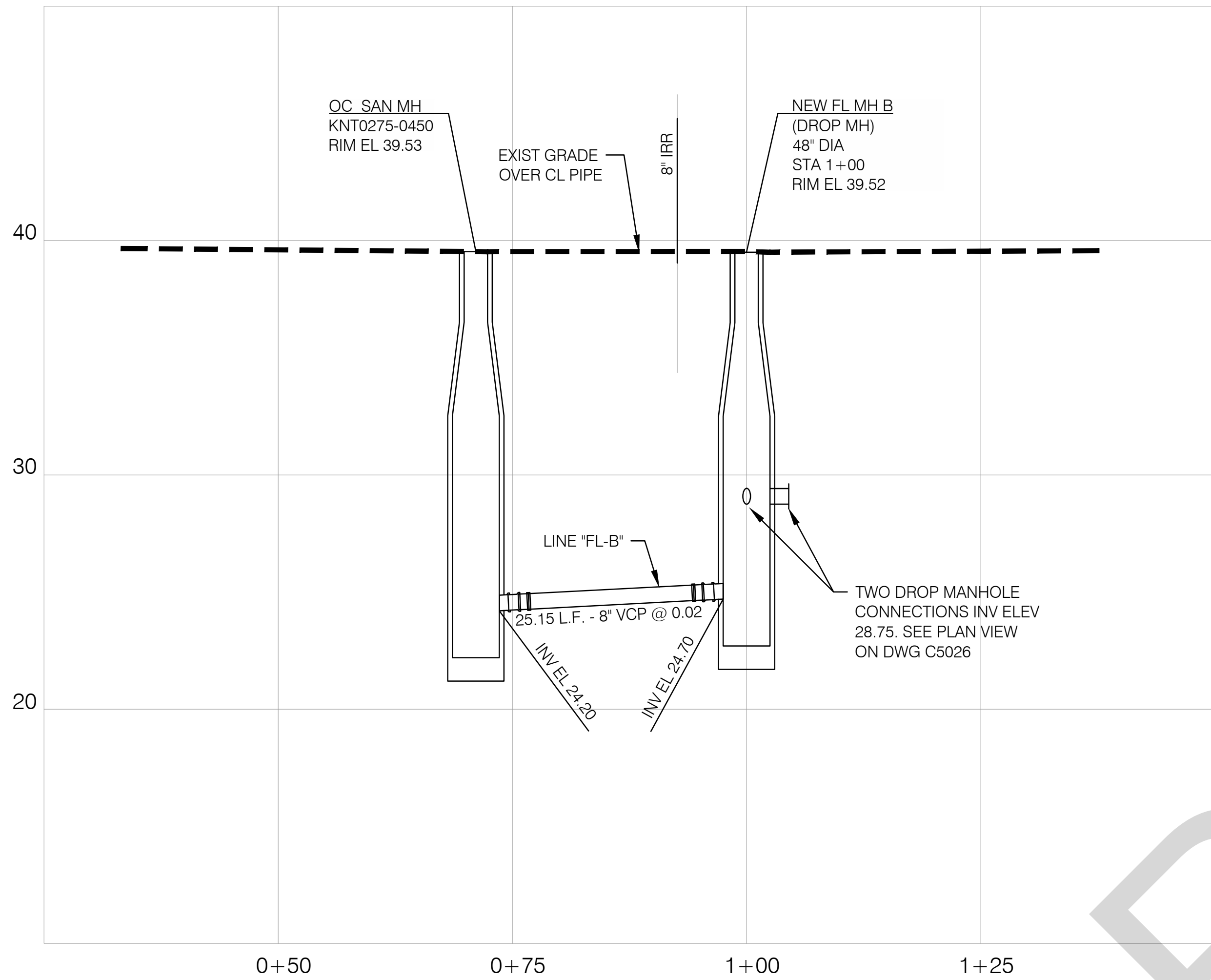
N	3-64C
	DRAWING NO.
	C1219
	39 OF 263

87 OF 263

DWG: C:\Users\mejjad\OneDrive - AECOM\Documents\3-64\Package C\Conformed Drawings_Specs\Construction\Sheets\DETAILS\3-64\C5117.dwg
DATE: Dec 17, 2024 1:49pm
USER: mejjad

A
B
C
D
E
F

1 2 3 4 5 6 7 8 9 10



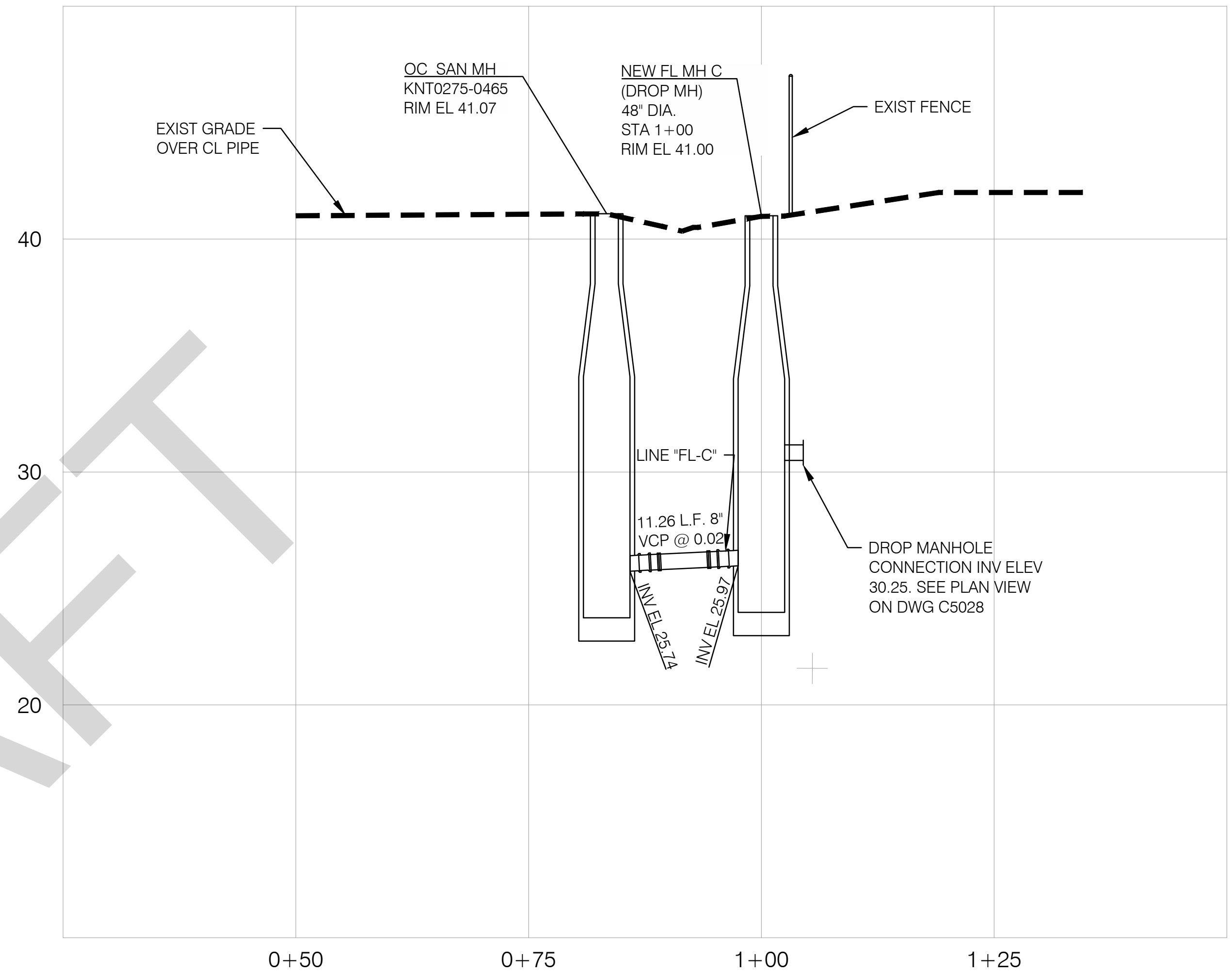
PROFILE - LINE "FL - B"



HORIZ: 1" = 10'
VERT: 1" = 4'

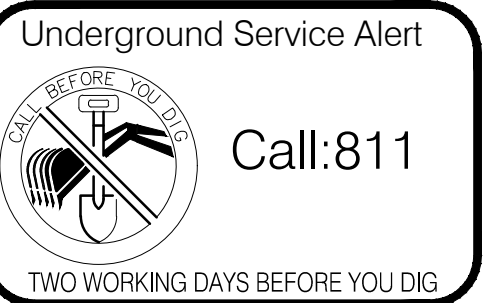
NOTES:

- 1 FL MH B, FL MH C, LINE "FL-B", AND LINE "FL-C" SHALL BE PER THE CITY OF CYPRESS STANDARD DWGS 925 S-1, 925 S-2, 925 S-4, 925 S-8, AND 925 S-13 ON DWGS C5109 AND C5118, AND PER THE LATEST EDITION OF THE CITY OF CYPRESS DESIGN STANDARDS FOR SEWER FACILITIES. MANHOLES SHALL BE 48" DIAMETER LINED WITH SANCON 100, WITH 24" FRAME AND COVER.



PROFILE - LINE "FL - C"

HORIZ: 1" = 10'
VERT: 1" = 4'



MARK	DESCRIPTION	DATE	APPR.

DESIGNED BY: MEJIA, DANNY/MARCOS, JOSEPH
DRAWN BY: SY, TORO
CHECKED BY: HIOE, TEDDY
LINE IS 2 INCHES AT FULL SIZE (IF NOT 2"=SCALE ACCORDINGLY)



CONFORMED DOCUMENTS
FOR CONSTRUCTION
THE ADDENDA ISSUED DURING
THE BIDDING PERIOD ARE
INCORPORATED INTO THESE
DOCUMENTS. IF DISCREPANCIES
BETWEEN THESE DOCUMENTS
AND THE RESPECTIVE BIDDING
DOCUMENTS INCLUDING ADDENDA
ARE FOUND, THE ORIGINAL
ADDENDA SHALL GOVERN.

AECOM

AECOM TECHNICAL SERVICES, INC
999 W TOWN & COUNTRY ROAD
ORANGE, CA 92668
T 714-567-2400 F 714-567-2441
www.aecom.com

OC SAN
ORANGE COUNTY SANITATION DISTRICT

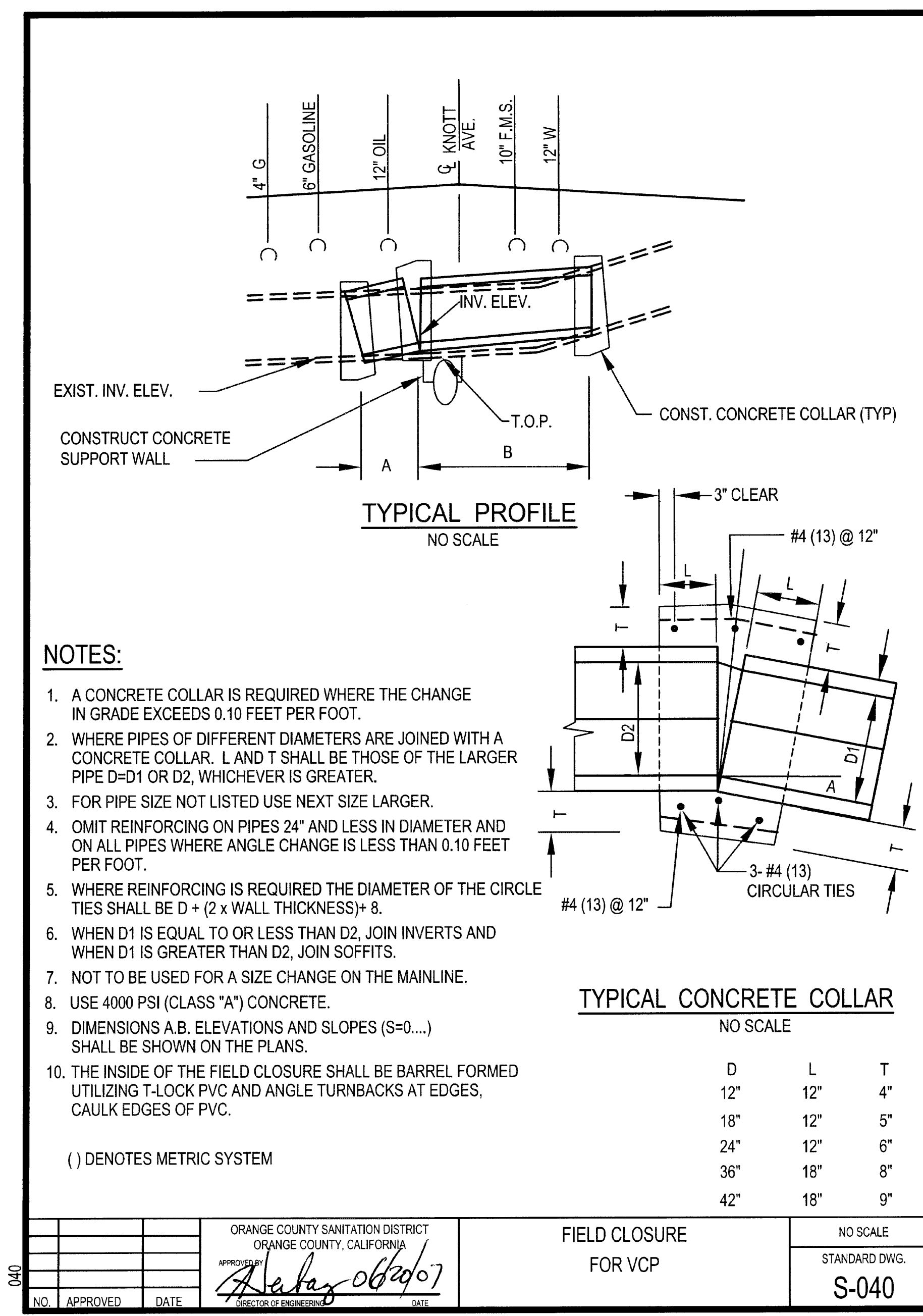
LOS ALAMITOS SUB-TRUNK AND
WESTSIDE RELIEF INTERCEPTOR REHABILITATION

FOREST LAWN
"FL-B" AND "FL-C" PROFILES

3-64C

DRAWING NO.
C5117

117 OF 263

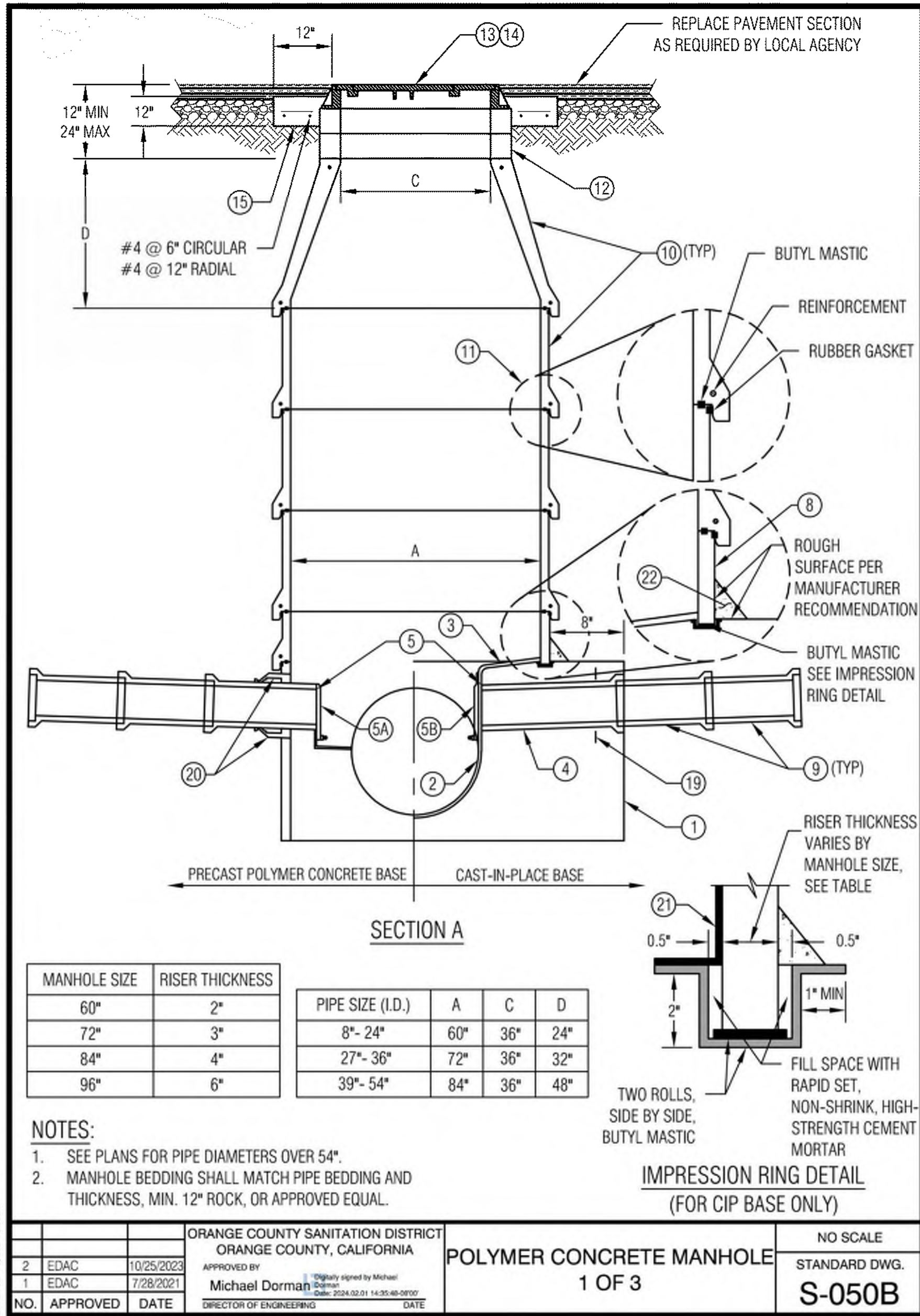


1. SEE DRAWING C7001 FOR PAVING THICKNESS.

3-64C
DRAWING NO.
C5101
101 OF 263

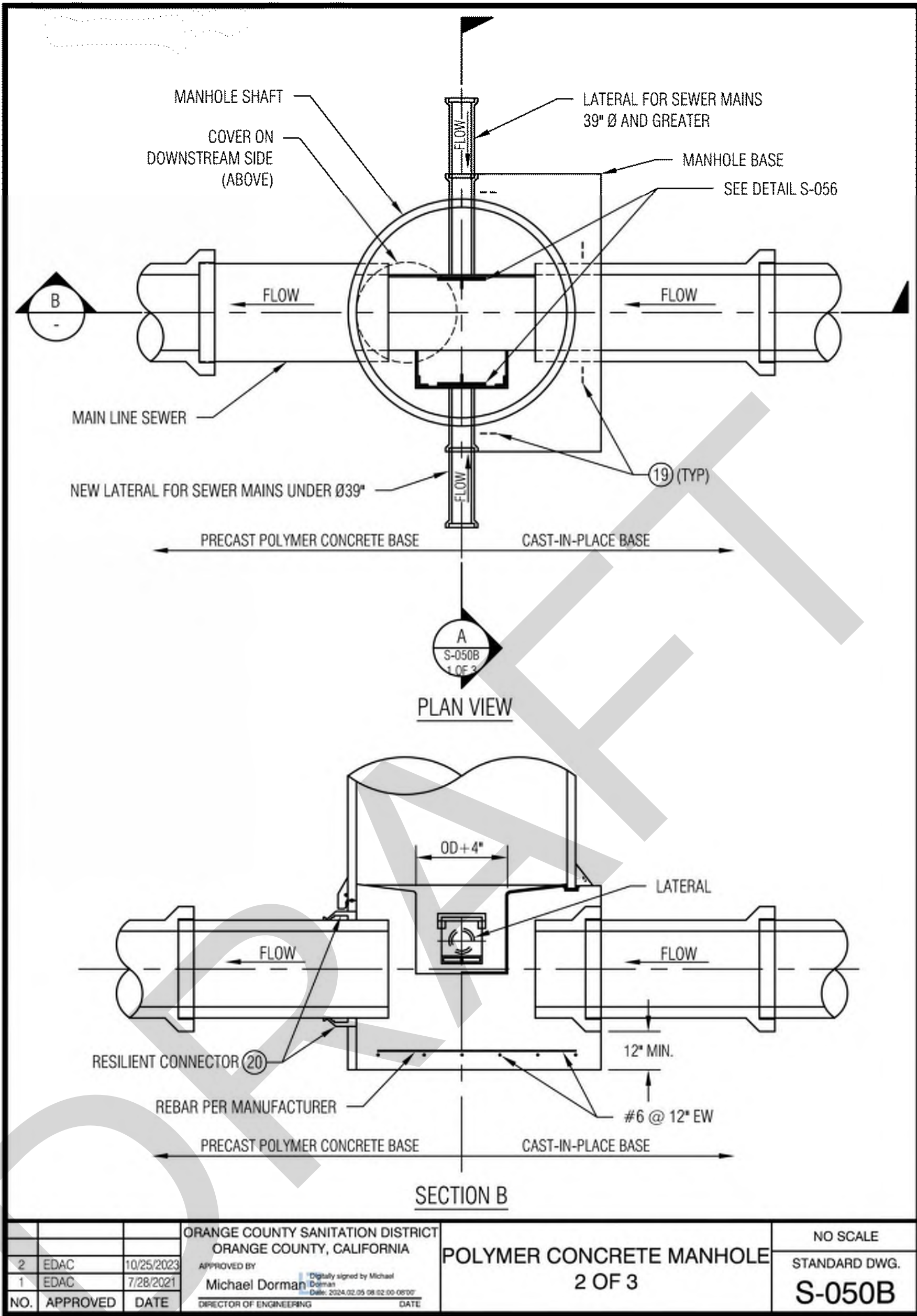
DWG: C:\Users\mejjad\OneDrive - AECOM\Documents\3-64\Package C\Conformed Drawings_Specs\Construction\Drawings\Details\3-64C-C5102.dwg
DATE: Dec 17, 2024 1:16am USER: mejjad

A
B
C
D
E
F



NOTES:

- INSTALL LATERAL INLET PIPES ONLY AT LOCATIONS SHOWN ON MANHOLE DETAIL SHEETS.
- INSTALL FRAME AND COVER PER MANHOLE WORK SCHEDULE ON DRAWING C-5111.
- VACUUM TESTING SHALL BE PERFORMED ASTM C-1244 UNLESS NOTED OTHERWISE.
- IN PAVED AREAS, PAVEMENT AND BASE COURSE SHALL BE REPLACED PER PROPOSED PAVEMENT THICKNESS ON DRAWING C-7001, UNLESS OTHERWISE NOTED BY THE GOVERNING AGENCY.
- INSTALL PLUG AT PIPE STUBOUTS FOR FUTURE CONNECTIONS AS SHOWN ON MANHOLE DETAIL SHEETS.
- HDPE CONNECTION TO CAST-IN-PLACE MANHOLE BASE SHALL BE INSTALLED PER DETAIL 2 ON DRAWING C-5108.



NOTES:

- 4000 PSI (CLASS "A") CONCRETE BASES WITH #6 (19 MM) BARS @ 12" E.W. SIDES OF BASE SHALL BE FORMED BY EITHER WOOD FORMS OR SANDBAGS. BASE MAY BE EITHER CIRCULAR OR RECTANGULAR. IF CIRCULAR, THE AREA SHALL BE EQUAL TO THE AREA OF THE SQUARE BASE. ALL CONCRETE AND MORTAR SHALL USE CLASS II/V CEMENT.
- THE BASE'S CHANNEL SHALL BE CONSTRUCTED WITH FORMS AND COATED WITH 100% SOLIDS POLYURETHANE COATING (SPRAYROQ SPRAYWALL OR EQUAL). IF INSTALLED OVER EXISTING SEWER, THE EXISTING PIPE SHALL BE REMOVED BY SAW CUTTING. THE REMOVED SECTION SHALL BE OF A LENGTH THAT THE ENDS OF THE REMAINING PIPE AT ITS SPRINGLINE IS FLUSH WITH THE MANHOLE'S SHAFT INSIDE DIAMETER.
- MANHOLE SHELVES SHALL BE SLOPED 1/4" PER FOOT TO CHANNEL AND COATED WITH 100% SOLIDS POLYURETHANE COATING (SPRAYROQ SPRAYWALL OR EQUAL).
- LATERAL INLET PIPES, WHERE SHOWN ON THE PLANS OR REQUIRED BY THE ENGINEER, SHALL BE INSTALLED AS SHOWN. MINIMUM LATERAL SIZE SHALL BE 8".
- THE SOFFIT OF ALL LATERAL INLET PIPES SHALL BE AT THE SAME ELEVATION AS THE MAIN PIPE SOFFIT. ALL LATERAL INLETS 12" DIAMETER AND SMALLER SHALL HAVE PVC WELDED GAS FLAPS INSTALLED, PER STANDARD DRAWING S-056, UNLESS OTHERWISE NOTED BY THE ENGINEER.
- FOR MANHOLE BASES WHERE MAIN SEWER PIPE IS LESS THAN 39" IN DIAMETER, THE LATERALS SHALL BE RECESSED 12" MINIMUM FROM MAIN LINE CHANNEL WITH A TROUGH IN THE BENCH SLOPING TO THE MAIN CHANNEL.
- FOR MANHOLE BASES WHERE MAIN SEWER PIPE IS 39" AND GREATER IN DIAMETER, THE END OF THE LATERAL SHALL BE FLUSH WITH THE CHANNEL.
- CAST-IN-PLACE CONCRETE BASES SHALL HAVE AN IMPRESSION RING MADE WITH THE POLYMER CONCRETE MANUFACTURER-PROVIDED KEY RING IN ORDER TO SET 2" POLYMER RISER ON IT AS SHOWN ON DETAIL IN SHEET 1 OF 3.
- IMPRESSION RING SHALL HAVE 1/2" TOLERANCE ON EITHER SIDE, BE 2" DEEP. SEE DETAIL ON SHEET 1 OF 3.
- 2" RISER SET ONTO IMPRESSION RING ON CONCRETE/POLYMER CONCRETE BASE.
- EACH MAIN LINE OR LATERAL CONNECTION SHALL HAVE TWO EACH, TWO FOOT JOINTS.
- MANHOLE SECTIONS SHALL BE REINFORCED, MADE FROM POLYMER CONCRETE. ECCENTRIC CONE SHALL BE SET WITH THE STRAIGHT SIDE ON THE DOWNSTREAM SIDE OF THE MANHOLE. ECCENTRIC REINFORCED POLYMER CONCRETE FLAT TOPS MAY BE USED WHEN ACCEPTED BY THE ENGINEER.
- THE BELL AND SPIGOT OR SHIPLAP JOINT BETWEEN MANHOLE SECTIONS SHALL BE SEALED WITH A RUBBER GASKET AND A 1-1/4" SQUARE BEAD PREFORMED BUTYL MASTIC SEALING COMPOUND, KENT-SEAL NO. 2, RAM-NEK, OR EQUAL. FOR SHIPLAP JOINTS, APPLY A 6" MINIMUM WIDTH OUTSIDE JOINT WRAP, RUBR-NEK BY HENRY COMPANY, SEAL WRAP BY SEALING SYSTEMS, INC., OR EQUAL, TO ALL SHAFT JOINTS.
- GRADE RINGS SHALL BE MADE OF A CORROSION PROOF MATERIAL & SHALL BE POLYMER CONCRETE MANUFACTURED BY THE MANHOLE MANUFACTURER OR EQUAL.
- INSTALL FRAME AND COVER PER CONTRACT DOCUMENTS OR AS DIRECTED BY THE ENGINEER. ADJUSTMENT SHALL OCCUR USING RAPID SET, NON-SHRINK, HIGH-STRENGTH CEMENT MORTAR WITH A SIKAFLEX 1A (OR EQUAL) COATING BETWEEN THE FIRST AND SECOND GRADE RINGS. CAULK THE JOINT BETWEEN THE FRAME AND TOP GRADE RING WITH A SIKAFLEX 1A, OR EQUAL.
- MANHOLES AT INTERSECTIONS SHALL HAVE BOLT-DOWN FRAMES AND COVERS PER STANDARD DRAWINGS S-053C, S-053D, S-053E, S-054 OR S-059 OR AS DIRECTED BY THE ENGINEER.
- PLACE CONCRETE COLLAR IN PAVED AREAS AS SHOWN AFTER PLACEMENT OF ASPHALT PER STANDARD DRAWING S-055. MANHOLES IN UNPAVED AREAS SHALL HAVE A 12" SQUARE, 8" THICK REINFORCED WITH #4 REBAR AT 10" O.C. CONCRETE PAD PLACED 1" ABOVE GRADE. EXCEPT WHEN THE ENGINEER REQUIRES COVERS BE PLACED 18" ABOVE FINISH GRADE, PER STANDARD DRAWING S-050. CONCRETE PADS SHALL SLOPE 2% AWAY FROM THE MANHOLE AND SHALL HAVE A 1" CHAMFER AROUND THE PERIMETER.
- VACUUM TESTING SHALL BE PERFORMED PER ASTM C-1244 UNLESS NOTED OTHERWISE.
- MANHOLES SHALL BE BACKFILLED WITH 1.5 SACK SAND/CEMENT SLURRY TO STREET ZONE, OR AS REQUIRED BY LOCAL AGENCY.
- IN PAVED AREAS, PAVEMENT AND BASE COURSE SHALL BE REPLACED IN KIND, UNLESS OTHERWISE NOTED BY THE LOCAL AGENCY.
- INSTALL A WEEP RING AT CAST IN PLACE BASE PENETRATIONS WHERE GROUNDWATER IS PRESENT ABOVE THE PIPE INVERT.
- INSTALL WATERIGHT RESILIENT CONNECTORS CONFORMING TO REQUIREMENTS OF ASTM C 923 AT EACH PIPE, INCLUDING LATERALS, ENTERING AND EXITING PRECAST POLYMER CONCRETE BASES.
- 100% SOLIDS POLYURETHANE COATING (SPRAYROQ SPRAYWALL OR EQUAL); SHALL HAVE PASSED SSPWC CHEMICAL RESISTANCE TEST, SECTION 211-2).
- 1.5" OF RAPID SET, NON-SHRINK, HIGH-STRENGTH MORTAR (CEMENTALL OR EQUAL) FILLET.

ORANGE COUNTY SANITATION DISTRICT ORANGE COUNTY, CALIFORNIA			POLYMER CONCRETE MANHOLE 3 OF 3	NO SCALE STANDARD DWG. S-050B
2	EDAC	10/25/2023	APPROVED BY Michael Dorman	
1	EDAC	7/28/2021	Michael Dorman	
NO.	APPROVED	DATE	DIRECTOR OF ENGINEERING	DATE



MARK	DESCRIPTION	DATE	APPR.
	DESIGNED BY: MEJIA, DANNY/MARCOS, JOSEPH		
	DRAWN BY: SY, TORO		
	CHECKED BY: HIOE, TEDDY		
	LINE IS 2" INCHES AT FULL SIZE (IF NOT 2"-SCALE ACCORDINGLY)		



CONFORMED DOCUMENTS
FOR CONSTRUCTION
THE ADDENDA ISSUED DURING
THE BIDDING PERIOD ARE
INCORPORATED INTO THESE
DOCUMENTS. IF DISCREPANCIES
BETWEEN THESE DOCUMENTS
AND THE RESPECTIVE BIDDING
DOCUMENTS INCLUDING ADDENDA
ARE FOUND, THE ORIGINAL
ADDENDA SHALL GOVERN.

AECOM

AECOM TECHNICAL SERVICES, INC.
999 W TOWN & COUNTRY ROAD
ORANGE, CA 92668
T 714-567-2400 F 714-567-2441
www.aecom.com

OC SAN
ORANGE COUNTY SANITATION DISTRICT

LOS ALAMITOS SUB-TRUNK AND
WESTSIDE RELIEF INTERCEPTOR REHABILITATION

OC SAN STANDARD DETAILS - 2

3-64C

DRAWING NO.

C5102

102 OF 263

TRUNK SEWER CONNECTION APPLICATION AND PERMIT

APPLICATION

1.	Applicant City or Sewering Agency:	<u>City of Cypress</u>	
2.	Name of Trunk Sewer:	<u>Los Alamitos Subtrunk Sewer</u>	Contract No. <u>3-64C</u>
3.	Service Area:	<u>3</u>	Sheet No. <u>41 of 263</u>
4.	Manhole: <u>Existing Manhole</u>	Station: <u>309+97.40</u>	Manhole ID: <u>KNT0275-0465</u>
5.	Stub Size (in.): <u>8</u>	Stub Dir.: <u>E</u>	Material Type: <u>VCP-Vitrified Clay Pipe</u>
6.	Type of Conn.: <u>New</u>	Type of Dev.: <u>Area</u>	Replaced Permit: _____
7.	Location:	<u>Forest Lawn Cemetery</u>	
8.	Type of Waste:	<u>Non-Domestic</u> (If Non-Domestic, complete item no. 9).	
9.	Where the type of waste is other than purely domestic, describe its general characteristics, estimated quantities, probable peak flow rate, and anticipated constituents of discharge. NOTE: An industrial waste permit may be required.		
	<u>Backwash from recycled water screen filter</u>		

Contractor/Developer Information

10.	Name:	<u>TE Roberts, Inc.</u>	Phone No.: <u>714-669-0072</u>
11.	Address:	<u>17771 Mitchell North, Irvine CA 92614</u>	

Permit Requirements:

12.	<u>Contractor to remove and dispose existing 60" manhole and construct new 60" polymer concrete manhole. Contractor to install 8" VCP and gas flap per OC San standards and accepted plans. This work will be performed as part of OC San's 3-64C project.</u>		
-----	--	--	--

City of Sewering Agency Comments:

13.	<u>City of Cypress to own, operate and maintain 8" VCP connection</u>
-----	---

OC San Comments:

14.	<u>Construction is part of OC San's Project 3-64C. While new manhole is constructed, fees are based on core-drilling into existing manhole since construction of new manhole is part of OC San's CIP.</u>
-----	---

In making this application, applicant acknowledges that any permit issued will constitute a contract, if accepted by applicant, and may be enforced by civil action at law and/or injunction. Applicant acknowledges ownership and agrees to maintain laterals/sewers connecting to OC San's mainline sewer facilities.

15.	_____		
16.	Signature of Applicant City or Agency Representative	Print Name: _____	Date: _____
17.	Inspection Fee:	<u>\$3495</u>	
18.	OC San Connection Fee:	<u>\$ 0</u>	Fee Payment Date: _____
19.	Credit:	<u>\$ 0</u>	Check No: _____
20.	Total Charges:	<u>\$ 3495</u>	Amount Paid: <u>\$</u>

PERMIT

FOR CONNECTION TO OC SAN TRUNK SEWAGE FACILITIES:

PERMIT NO. **T03-02849**

Permission to construct a connection to the sewerage facilities of OC San is hereby granted to applicant, providing such connection is made in accordance with plans and specifications hereby approved.

This permit shall be void unless the work herein contemplated has commenced within six months of the date of this permit.

NOTE: For a discharge permit and notice prior to work see back side of permit for more information.

Signature of OC San Representative	Signature of OC San Inspector	Date Work Completed
21. OC San Inspector Comments: _____		

SPECIAL CONDITIONS

A. LICENSE AND INSURANCE

1. Any Contractor performing work on OC San's Facilities must possess a current and valid State of California C-42 License, or better. Contractor must show proof of a minimum of \$1,000,000 General Liability for personal injury and property damage insurance and produce a Certificate of Insurance before inspection is scheduled. Higher insurance requirements may be required depending on the scope of work. If the permit is for an agency or City, OC San shall be added to their policy as an additional insured. Contractor will not be able to start work until the required certificate has been produced.

B. SAFETY REQUIREMENTS

1. Contractor shall comply with all CAL/OSHA and local safety codes relative to methods of protecting workmen.
2. Work shall not be permitted in confined spaces until all possible hazardous gases and vapors have been purged. Atmosphere shall be tested for safety prior to entry. Workmen shall be equipped with adequate blowers, safety harnesses, hard hats, ropes, ladders, and any other equipment necessary.
3. Contractor shall comply with all applicable worker protection regulations as defined in Title 8 of the California Code of Regulations. No OC San employee and/or designee shall enter a construction area if such regulatory infractions are observed and/or there is a condition which there is immediate danger to life and health.
4. Contractor shall comply with all applicable federal, state, and local environmental regulations related to ambient air quality including but not limited to noise, water quality and hazardous waste.
5. Contractor shall provide documentation of their confined space program, proof of training for the entry team, specific entry procedures and other documents as required for OC San's review and approval.

C. TRAFFIC REQUIREMENTS

1. Contractor shall ensure that adequate provisions are made for the protection of the traveling public. Construction delineation shall comply with current W.A.T.C.H. manual, or as required by the agency having jurisdiction.
2. All work shall be planned and carried out so that there will be the least possible inconvenience to the traveling public.
3. Contractor shall comply with all state and local traffic requirements. The local agency having jurisdiction shall approve any proposed traffic control prior to commencing work and acquire the necessary encroachment permits.

D. ACCEPTANCE OF SPECIAL CONDITIONS

1. It is understood and agreed by the Applicant, Agent, or Contractor that the doing of any work under this permit shall constitute acceptance of the conditions.

E. NOTICE PRIOR TO WORK

1. Before commencement of any work, 72-hour notice shall be given to OC San. Failure to cancel notice of inspection in event of change of Contractor's work schedule shall be cause for OC San to invoice the Applicant or Contractor for the loss of inspector's time and mileage expended.
2. Unless otherwise agreed upon, all work shall be performed on weekdays and during the normal working hours, excluding Fridays. The Contractor shall pay all fees and charges to OC San as required for this one-time work.
3. A signed copy of this permit shall be always available at site until completion and acceptance of work.
4. If groundwater is encountered, an OC San discharge permit is required to discharge into an OC San sewer. Call (714) 593-7013 for OC San discharge permit information. Allow for two weeks to acquire a permit.

F. REFUSAL OF CONTRACTOR TO PERFORM THE WORK TO THE SATISFACTION OF OC SAN'S REPRESENTATIVE SHALL BE CAUSE FOR SUSPENSION OF THIS PERMIT OR CANCELLATION OF THIS PERMIT.

G. WORK NOT DONE IN THE PRESENCE OF OC SAN'S INSPECTOR IS SUBJECT TO REJECTION.

H. LOCATION OF SEWER LATERALS AND COLLECTOR PIPELINES

1. Applicant understands and agrees that OC San has no obligation to identify the location of sewer lateral pipelines, sewer collector pipelines, or any other sewerage facilities pertaining to the connection of Applicant's premises to OC San's sewerage facilities. Any information provided to Applicant by OC San relative to the location of such facilities is approximate and must be verified by Applicant. OC San assumes no responsibility for the accuracy of such information and shall not be held responsible for any errors in the information provided or the location of the facilities.

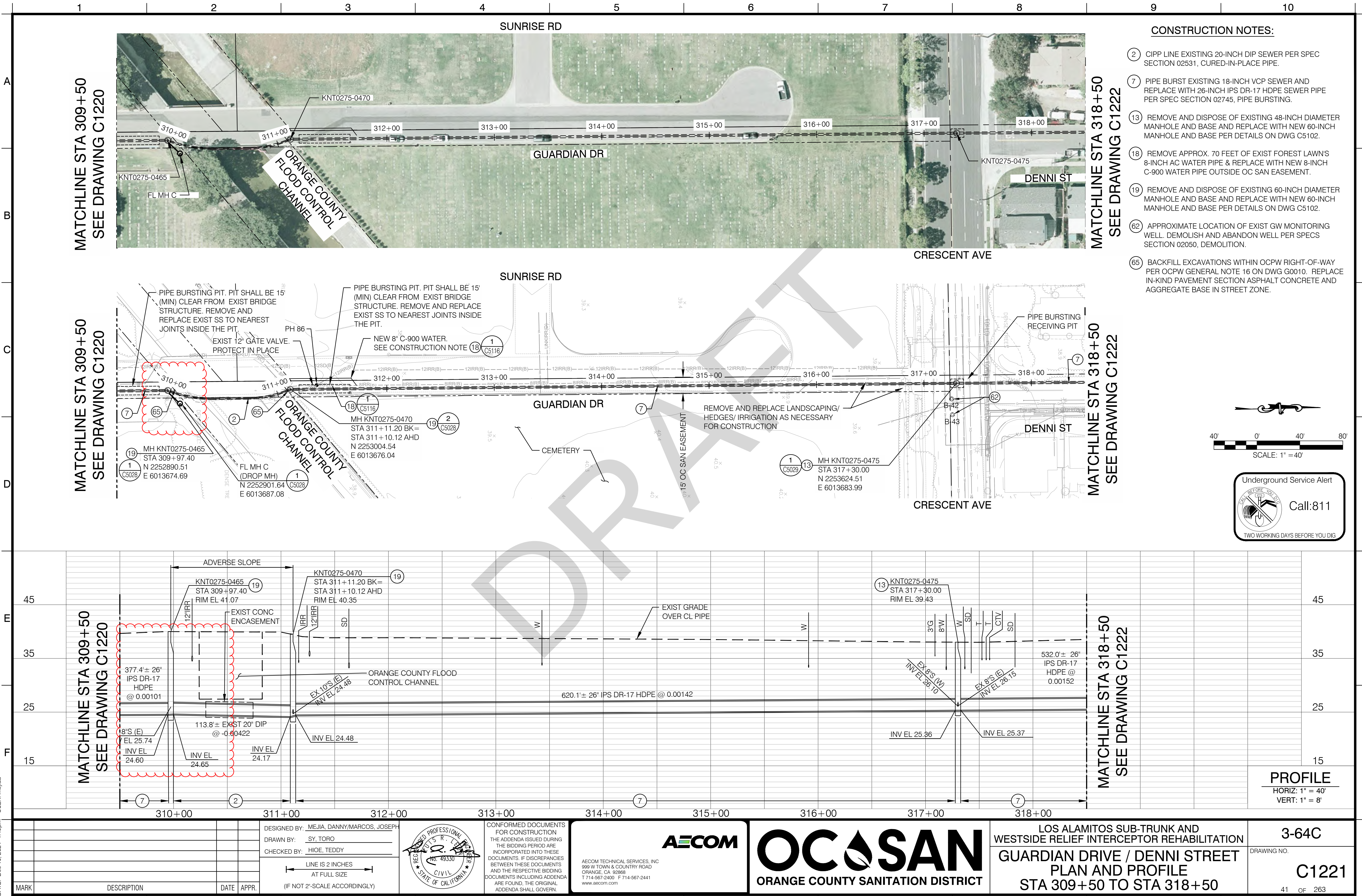
I. LIABILITY FOR DAMAGES

1. The Applicant or Contractor is responsible for all liability for personal injury or property damage which may arise out of work herein permitted or which may arise out of failure on the Applicant's or Contractor's part to perform his obligations under the permit in respect to maintenance and compliance with OC San's regulations or requirements.
2. Odors shall not be allowed above 10 PPM effluent or at lower levels which generate complaints.

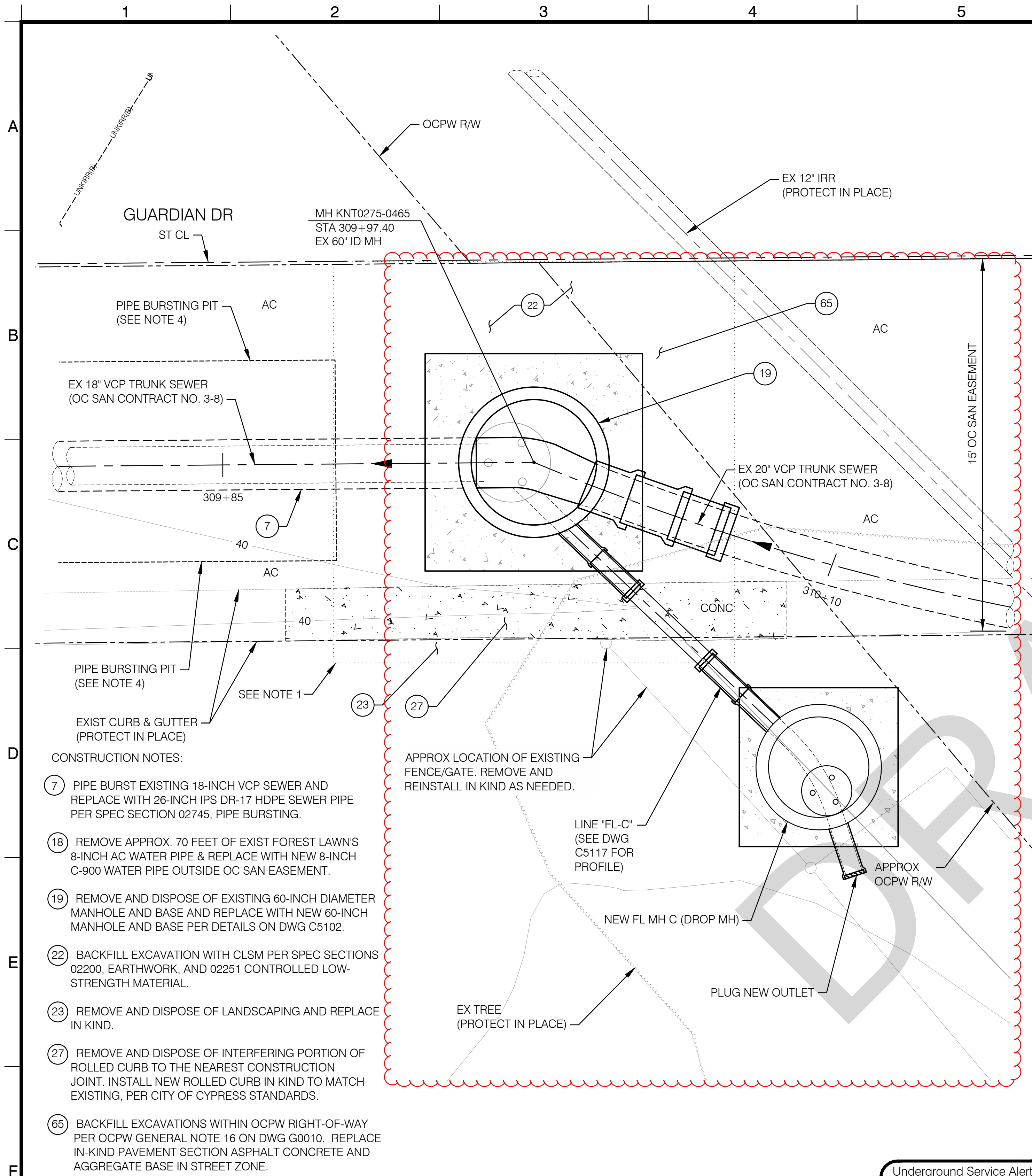
J. ACCEPTANCE OF SPECIAL CONDITIONS

1. It is understood and agreed by the Applicant's Contractor that the doing of any work under this permit shall constitute acceptance of these conditions.
2. It shall be made the Applicant's responsibility to make the Contractor aware of the above conditions.

DWG: C:\Users\nejlad\OneDrive - AECOM\Documents\3-64C\Package C\Construction\Drawings_Specs\Construction\Drawings\3-64C-C1221.dwg
DATE: Dec 16, 2024 4:49pm
USER: nejlad



DWG: C:\Users\meljad\OneDrive - AECOM\Documents\3-64\Package C\Conformed Drawings_Specs\Construction\Sheets\DETAILS\3-64\C-5028.dwg
DATE: Dec 16, 2024 11:07pm
USER: meljad

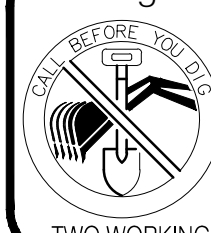


OC SAN MH KNT0275-0465 REPLACEMENT DETAIL

SCALE: 3/8" = 1'-0"

1
C1221

Underground Service Alert



Call:811

TWO WORKING DAYS BEFORE YOU DIG

DESIGNED BY: MEJIA, DANNY/MARCOS, JOSEPH
DRAWN BY: SY, TORO
CHECKED BY: HIOE, TEDDY
LINE IS 2 INCHES
AT FULL SIZE
(IF NOT 2" SCALE ACCORDINGLY)



CONFORMED DOCUMENTS
FOR CONSTRUCTION
THE ADDENDA ISSUED DURING
THE BIDDING PERIOD ARE
INCORPORATED INTO THESE
DOCUMENTS. IF DISCREPANCIES
BETWEEN THESE DOCUMENTS
AND THE RESPECTIVE BIDDING
DOCUMENTS INCLUDING ADDENDA
ARE FOUND, THE ORIGINAL
ADDENDA SHALL GOVERN.

AECOM
AECOM TECHNICAL SERVICES, INC.
999 W TOWN & COUNTRY ROAD
ORANGE, CA 92668
T 714-567-2400 F 714-567-2441
www.aecom.com

AECOM

OC SAN
ORANGE COUNTY SANITATION DISTRICT

LOS ALAMITOS SUB-TRUNK AND
WESTSIDE RELIEF INTERCEPTOR REHABILITATION

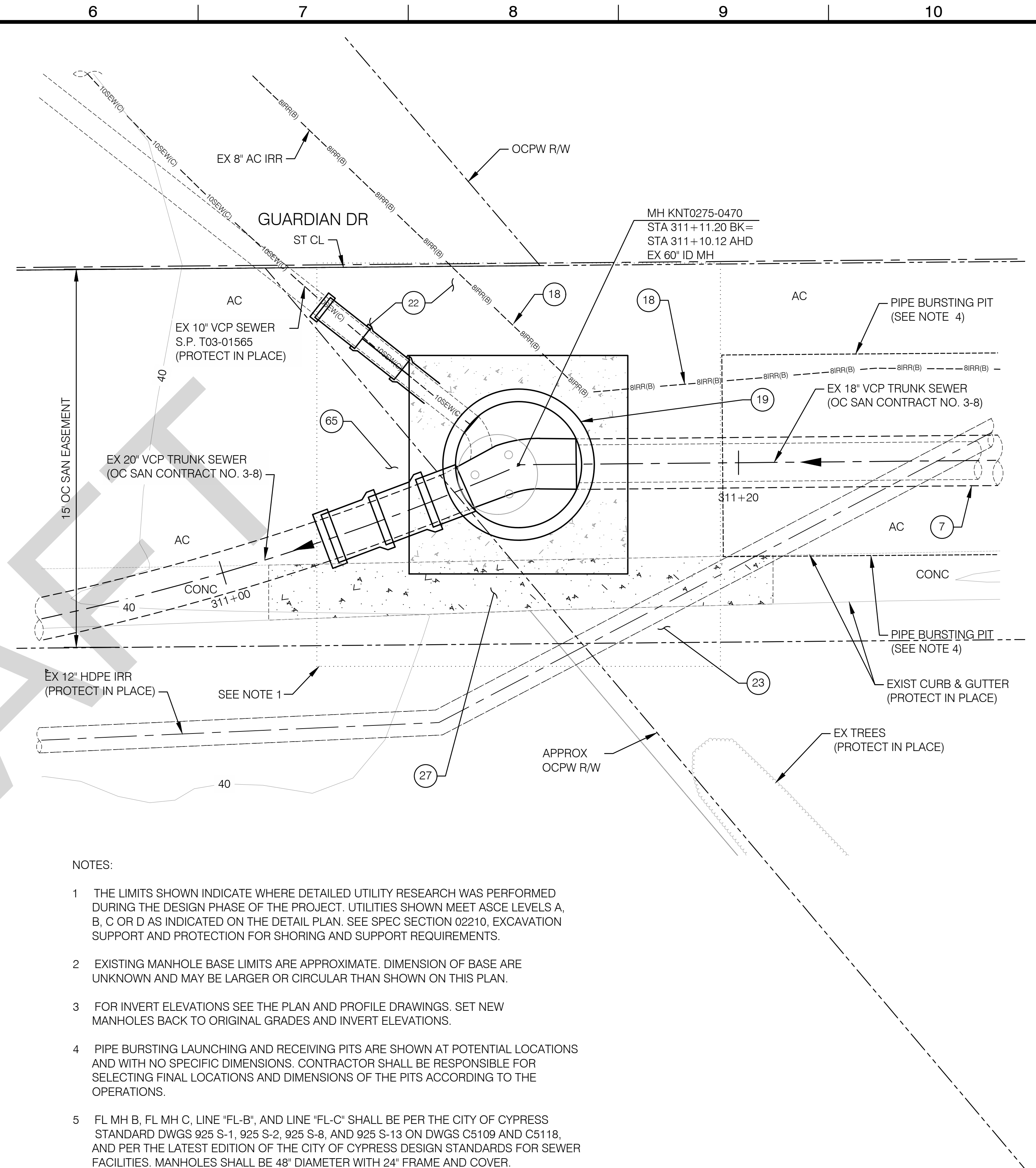
MH KNT0275-0465 AND
MH KNT0275-0470
CONSTRUCTION DETAILS

3-64C

DRAWING NO.

C5028

89 OF 263



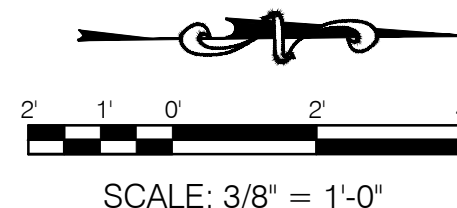
NOTES:

- THE LIMITS SHOWN INDICATE WHERE DETAILED UTILITY RESEARCH WAS PERFORMED DURING THE DESIGN PHASE OF THE PROJECT. UTILITIES SHOWN MEET ASCE LEVELS A, B, C OR D AS INDICATED ON THE DETAIL PLAN. SEE SPEC SECTION 02210, EXCAVATION SUPPORT AND PROTECTION FOR SHORING AND SUPPORT REQUIREMENTS.
- EXISTING MANHOLE BASE LIMITS ARE APPROXIMATE. DIMENSION OF BASE ARE UNKNOWN AND MAY BE LARGER OR CIRCULAR THAN SHOWN ON THIS PLAN.
- FOR INVERT ELEVATIONS SEE THE PLAN AND PROFILE DRAWINGS. SET NEW MANHOLES BACK TO ORIGINAL GRADES AND INVERT ELEVATIONS.
- PIPE BURSTING LAUNCHING AND RECEIVING PITS ARE SHOWN AT POTENTIAL LOCATIONS AND WITH NO SPECIFIC DIMENSIONS. CONTRACTOR SHALL BE RESPONSIBLE FOR SELECTING FINAL LOCATIONS AND DIMENSIONS OF THE PITS ACCORDING TO THE OPERATIONS.
- FL MH B, FL MH C, LINE "FL-B", AND LINE "FL-C" SHALL BE PER THE CITY OF CYPRESS STANDARD DWGS 925 S-1, 925 S-2, 925 S-8, AND 925 S-13 ON DWGS C5109 AND C5118, AND PER THE LATEST EDITION OF THE CITY OF CYPRESS DESIGN STANDARDS FOR SEWER FACILITIES. MANHOLES SHALL BE 48" DIAMETER WITH 24" FRAME AND COVER.

OC SAN MH KNT0275-0470 REPLACEMENT DETAIL

SCALE: 3/8" = 1'-0"

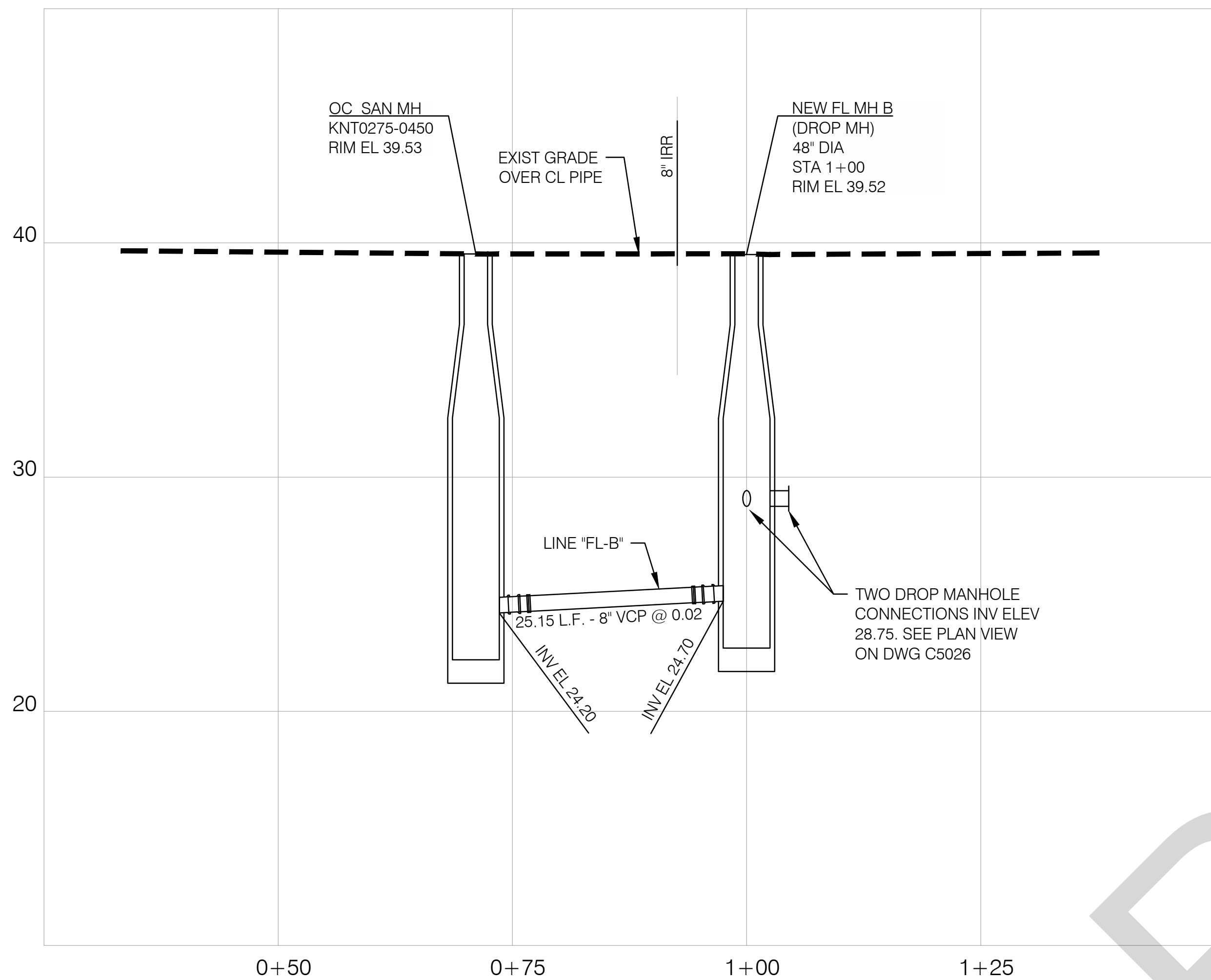
2
C1221



SCALE: 3/8" = 1'-0"

DWG: C:\Users\mejjad\OneDrive - AECOM\Documents\3-64\Package C\Conformed Drawings_Specs\Construction\Sheets\DETAILS\3-64\OC-C5117.dwg
DATE: Dec 17, 2024 1:49pm USER: mejjad

A
B
C
D
E
F



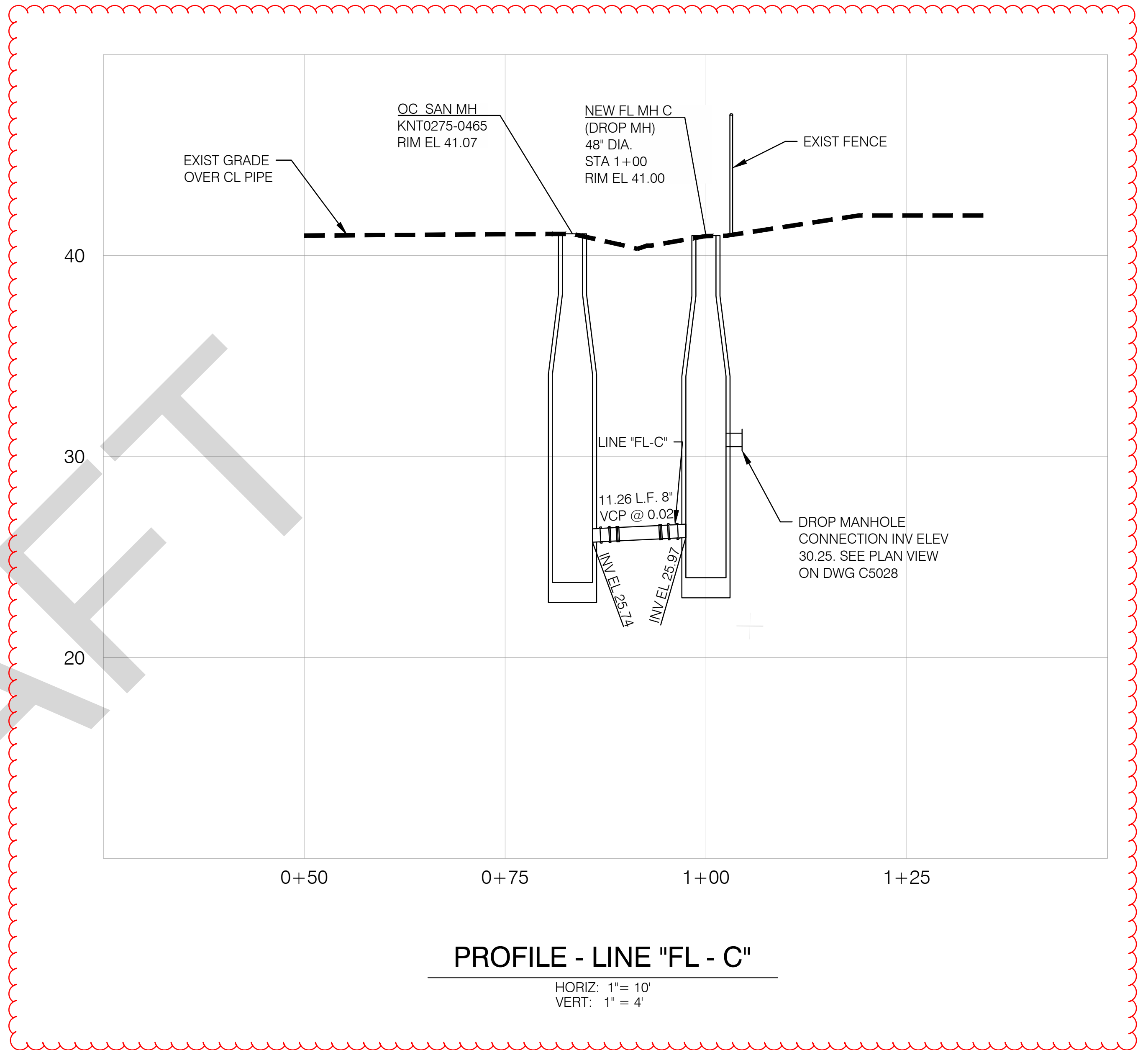
PROFILE - LINE "FL - B"



HORIZ: 1" = 10'
VERT: 1" = 4'

NOTES:

- 1 FL MH B, FL MH C, LINE "FL-B", AND LINE "FL-C" SHALL BE PER THE CITY OF CYPRESS STANDARD DWGS 925 S-1, 925 S-2, 925 S-4, 925 S-8, AND 925 S-13 ON DWGS C5109 AND C5118, AND PER THE LATEST EDITION OF THE CITY OF CYPRESS DESIGN STANDARDS FOR SEWER FACILITIES. MANHOLES SHALL BE 48" DIAMETER LINED WITH SANCON 100, WITH 24" FRAME AND COVER.



PROFILE - LINE "FL - C"

HORIZ: 1" = 10'
VERT: 1" = 4'

MARK	DESCRIPTION	DATE	APPR.

DESIGNED BY: MEJIA, DANNY/MARCOS, JOSEPH
DRAWN BY: SY, TORO
CHECKED BY: HIOE, TEDDY
LINE IS 2 INCHES AT FULL SIZE (IF NOT 2"=SCALE ACCORDINGLY)



CONFORMED DOCUMENTS
FOR CONSTRUCTION
THE ADDENDA ISSUED DURING
THE BIDDING PERIOD ARE
INCORPORATED INTO THESE
DOCUMENTS. IF DISCREPANCIES
BETWEEN THESE DOCUMENTS
AND THE RESPECTIVE BIDDING
DOCUMENTS INCLUDING ADDENDA
ARE FOUND, THE ORIGINAL
ADDENDA SHALL GOVERN.

AECOM

AECOM TECHNICAL SERVICES, INC
999 W TOWN & COUNTRY ROAD
ORANGE, CA 92668
T 714-567-2400 F 714-567-2441
www.aecom.com

OC SAN
ORANGE COUNTY SANITATION DISTRICT

LOS ALAMITOS SUB-TRUNK AND
WESTSIDE RELIEF INTERCEPTOR REHABILITATION

**FOREST LAWN
"FL-B" AND "FL-C" PROFILES**

Underground Service Alert

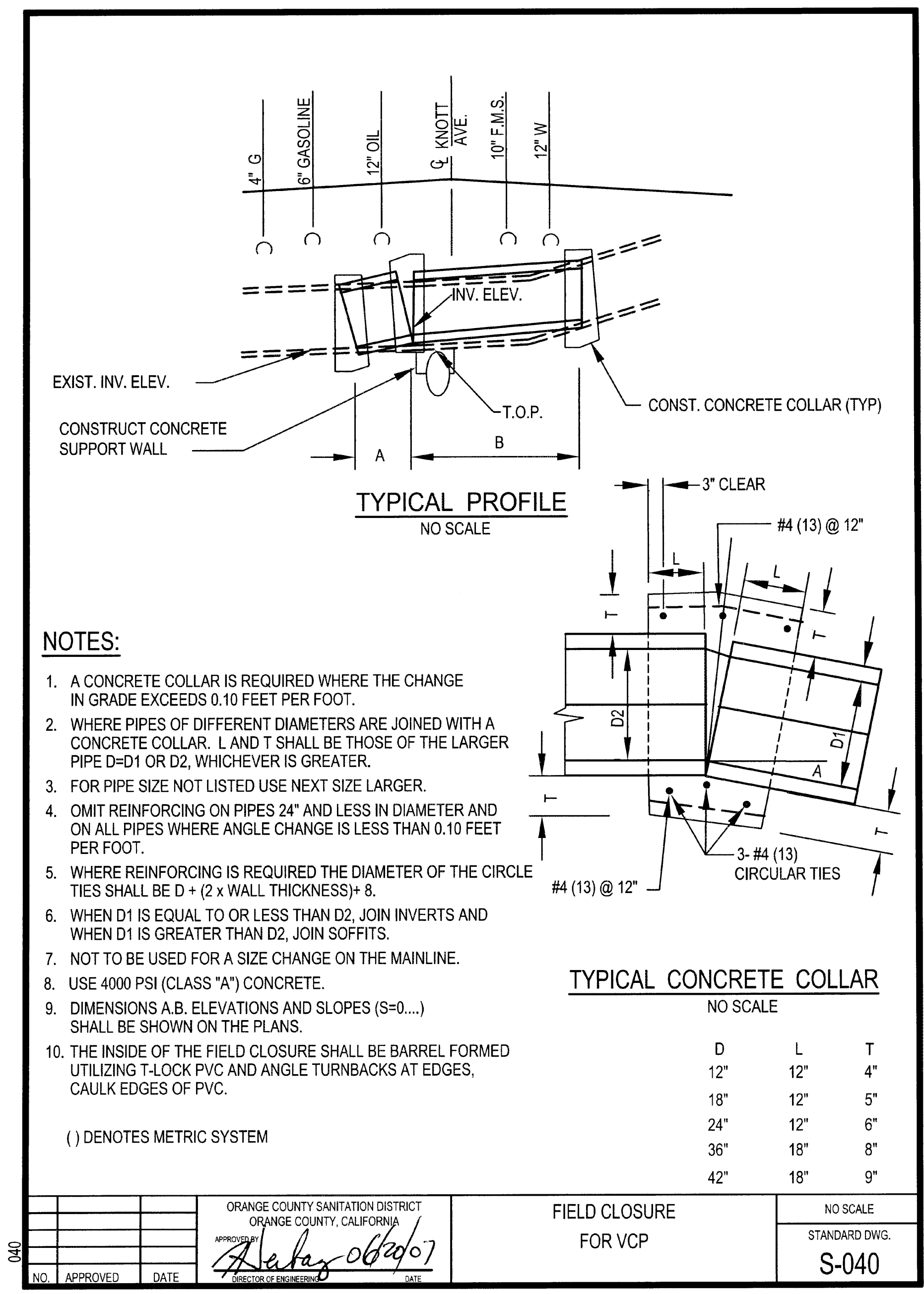
Call:811

TWO WORKING DAYS BEFORE YOU DIG

3-64C

DRAWING NO.
C5117

117 OF 263

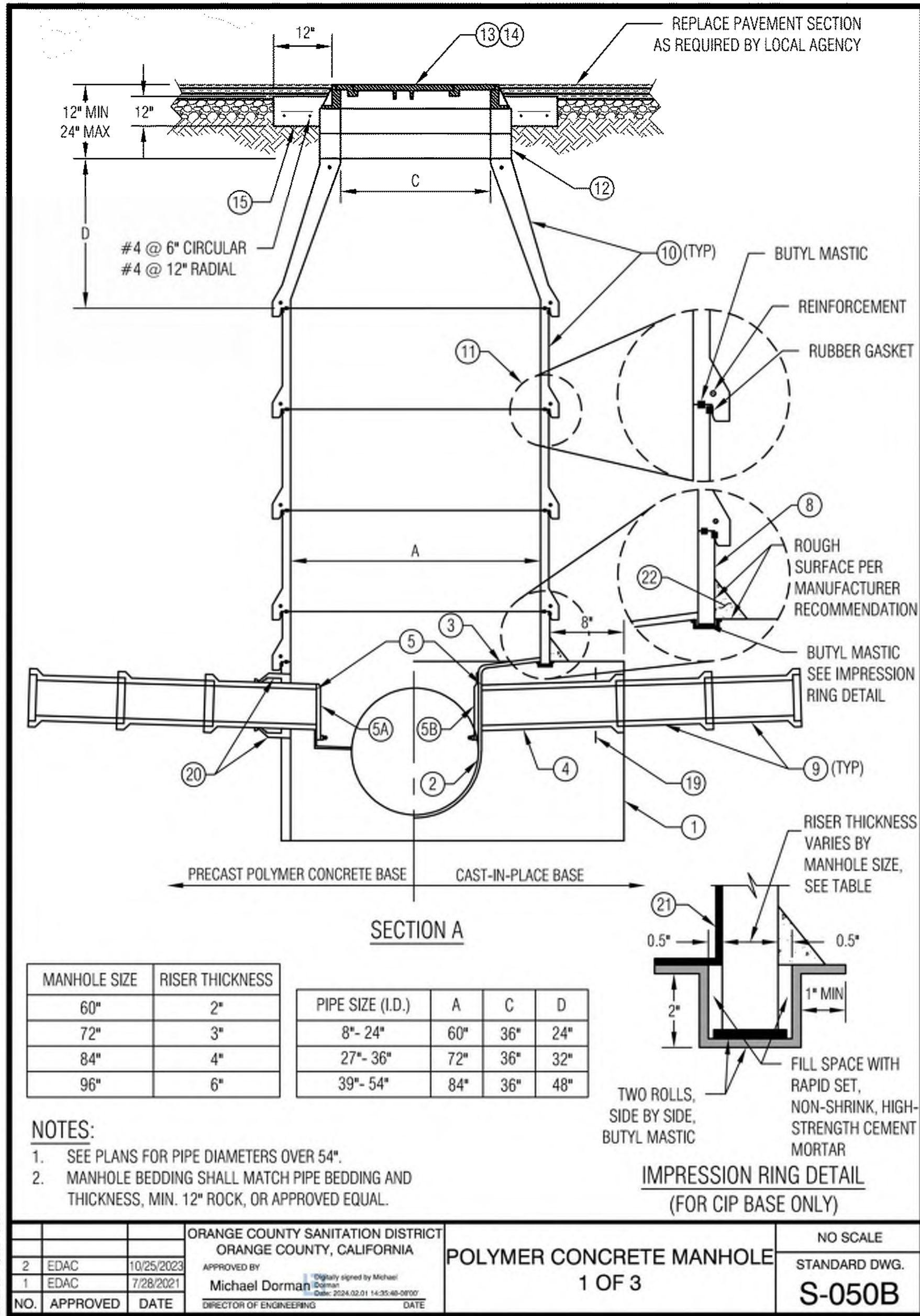


1. SEE DRAWING C7001 FOR PAVING THICKNESS.



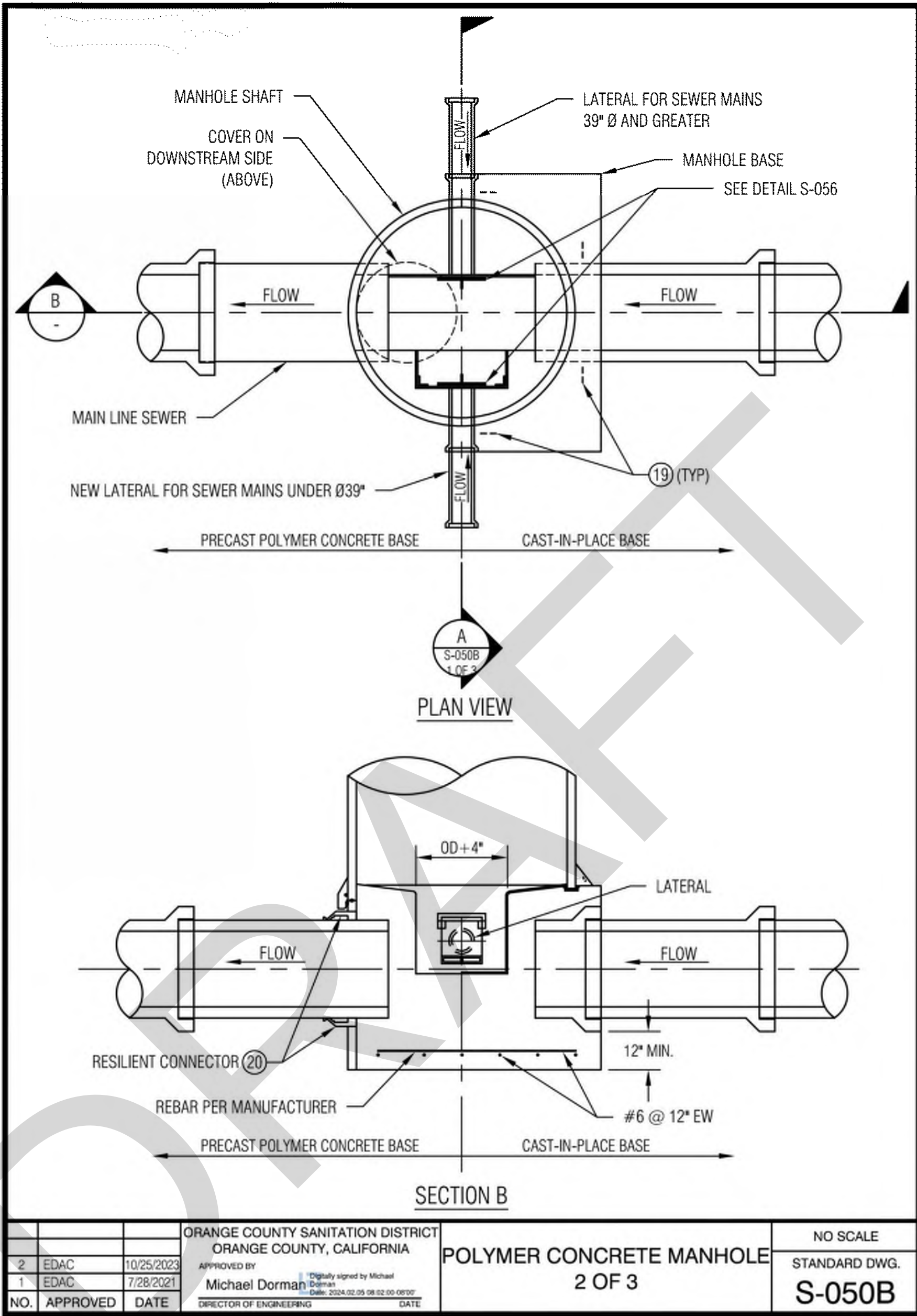
DWG: C:\Users\mejjad\OneDrive - AECOM\Documents\3-64\Package C\Conformed Drawings_Specs\Construction\Drawings\Details\3-64C-C5102.dwg
DATE: Dec 17, 2024 1:16am USER: mejjad

A
B
C
D
E
F



NOTES:

- INSTALL LATERAL INLET PIPES ONLY AT LOCATIONS SHOWN ON MANHOLE DETAIL SHEETS.
- INSTALL FRAME AND COVER PER MANHOLE WORK SCHEDULE ON DRAWING C-5111.
- VACUUM TESTING SHALL BE PERFORMED ASTM C-1244 UNLESS NOTED OTHERWISE.
- IN PAVED AREAS, PAVEMENT AND BASE COURSE SHALL BE REPLACED PER PROPOSED PAVEMENT THICKNESS ON DRAWING C-7001, UNLESS OTHERWISE NOTED BY THE GOVERNING AGENCY.
- INSTALL PLUG AT PIPE STUBOUTS FOR FUTURE CONNECTIONS AS SHOWN ON MANHOLE DETAIL SHEETS.
- HDPE CONNECTION TO CAST-IN-PLACE MANHOLE BASE SHALL BE INSTALLED PER DETAIL 2 ON DRAWING C-5108.



NOTES:

- 4000 PSI (CLASS "A") CONCRETE BASES WITH #6 (19 MM) BARS @ 12" E.W. SIDES OF BASE SHALL BE FORMED BY EITHER WOOD FORMS OR SANDBAGS. BASE MAY BE EITHER CIRCULAR OR RECTANGULAR. IF CIRCULAR, THE AREA SHALL BE EQUAL TO THE AREA OF THE SQUARE BASE. ALL CONCRETE AND MORTAR SHALL USE CLASS II/V CEMENT.
- THE BASE'S CHANNEL SHALL BE CONSTRUCTED WITH FORMS AND COATED WITH 100% SOLIDS POLYURETHANE COATING (SPRAYROQ SPRAYWALL OR EQUAL). IF INSTALLED OVER EXISTING SEWER, THE EXISTING PIPE SHALL BE REMOVED BY SAW CUTTING. THE REMOVED SECTION SHALL BE OF A LENGTH THAT THE ENDS OF THE REMAINING PIPE AT ITS SPRINGLINE IS FLUSH WITH THE MANHOLE'S SHAFT INSIDE DIAMETER.
- MANHOLE SHELVES SHALL BE SLOPED 1/4" PER FOOT TO CHANNEL AND COATED WITH 100% SOLIDS POLYURETHANE COATING (SPRAYROQ SPRAYWALL OR EQUAL).
- LATERAL INLET PIPES, WHERE SHOWN ON THE PLANS OR REQUIRED BY THE ENGINEER, SHALL BE INSTALLED AS SHOWN. MINIMUM LATERAL SIZE SHALL BE 8".
- THE SOFFIT OF ALL LATERAL INLET PIPES SHALL BE AT THE SAME ELEVATION AS THE MAIN PIPE SOFFIT. ALL LATERAL INLETS 12" DIAMETER AND SMALLER SHALL HAVE PVC WELDED GAS FLAPS INSTALLED, PER STANDARD DRAWING S-056, UNLESS OTHERWISE NOTED BY THE ENGINEER.
- FOR MANHOLE BASES WHERE MAIN SEWER PIPE IS LESS THAN 39" IN DIAMETER, THE LATERALS SHALL BE RECESSED 12" MINIMUM FROM MAIN LINE CHANNEL WITH A TROUGH IN THE BENCH SLOPING TO THE MAIN CHANNEL.
- FOR MANHOLE BASES WHERE MAIN SEWER PIPE IS 39" AND GREATER IN DIAMETER, THE END OF THE LATERAL SHALL BE FLUSH WITH THE CHANNEL.
- CAST-IN-PLACE CONCRETE BASES SHALL HAVE AN IMPRESSION RING MADE WITH THE POLYMER CONCRETE MANUFACTURER-PROVIDED KEY RING IN ORDER TO SET 2" POLYMER RISER ON IT AS SHOWN ON DETAIL IN SHEET 1 OF 3.
- IMPRESSION RING SHALL HAVE 1/2" TOLERANCE ON EITHER SIDE, BE 2" DEEP. SEE DETAIL ON SHEET 1 OF 3.
- 2" RISER SET ONTO IMPRESSION RING ON CONCRETE/POLYMER CONCRETE BASE.
- EACH MAIN LINE OR LATERAL CONNECTION SHALL HAVE TWO EACH, TWO FOOT JOINTS.
- MANHOLE SECTIONS SHALL BE REINFORCED, MADE FROM POLYMER CONCRETE. ECCENTRIC CONE SHALL BE SET WITH THE STRAIGHT SIDE ON THE DOWNSTREAM SIDE OF THE MANHOLE. ECCENTRIC REINFORCED POLYMER CONCRETE FLAT TOPS MAY BE USED WHEN ACCEPTED BY THE ENGINEER.
- THE BELL AND SPIGOT OR SHIPLAP JOINT BETWEEN MANHOLE SECTIONS SHALL BE SEALED WITH A RUBBER GASKET AND A 1-1/4" SQUARE BEAD PREFORMED BUTYL MASTIC SEALING COMPOUND, KENT-SEAL NO. 2, RAM-NEK, OR EQUAL. FOR SHIPLAP JOINTS, APPLY A 6" MINIMUM WIDTH OUTSIDE JOINT WRAP, RUBR-NEK BY HENRY COMPANY, SEAL WRAP BY SEALING SYSTEMS, INC., OR EQUAL, TO ALL SHAFT JOINTS.
- GRADE RINGS SHALL BE MADE OF A CORROSION PROOF MATERIAL & SHALL BE POLYMER CONCRETE MANUFACTURED BY THE MANHOLE MANUFACTURER OR EQUAL.
- INSTALL FRAME AND COVER PER CONTRACT DOCUMENTS OR AS DIRECTED BY THE ENGINEER. ADJUSTMENT SHALL OCCUR USING RAPID SET, NON-SHRINK, HIGH-STRENGTH CEMENT MORTAR WITH A SIKAFLEX 1A (OR EQUAL) COATING BETWEEN THE FIRST AND SECOND GRADE RINGS. CAULK THE JOINT BETWEEN THE FRAME AND TOP GRADE RING WITH A SIKAFLEX 1A, OR EQUAL.
- MANHOLES AT INTERSECTIONS SHALL HAVE BOLT-DOWN FRAMES AND COVERS PER STANDARD DRAWINGS S-053C, S-053D, S-053E, S-054 OR S-059 OR AS DIRECTED BY THE ENGINEER.
- PLACE CONCRETE COLLAR IN PAVED AREAS AS SHOWN AFTER PLACEMENT OF ASPHALT PER STANDARD DRAWING S-055. MANHOLES IN UNPAVED AREAS SHALL HAVE A 12" SQUARE, 8" THICK REINFORCED WITH #4 REBAR AT 10" O.C. CONCRETE PAD PLACED 1" ABOVE GRADE. EXCEPT WHEN THE ENGINEER REQUIRES COVERS BE PLACED 18" ABOVE FINISH GRADE, PER STANDARD DRAWING S-050. CONCRETE PADS SHALL SLOPE 2% AWAY FROM THE MANHOLE AND SHALL HAVE A 1" CHAMFER AROUND THE PERIMETER.
- VACUUM TESTING SHALL BE PERFORMED PER ASTM C-1244 UNLESS NOTED OTHERWISE.
- MANHOLES SHALL BE BACKFILLED WITH 1.5 SACK SAND/CEMENT SLURRY TO STREET ZONE, OR AS REQUIRED BY LOCAL AGENCY.
- IN PAVED AREAS, PAVEMENT AND BASE COURSE SHALL BE REPLACED IN KIND, UNLESS OTHERWISE NOTED BY THE LOCAL AGENCY.
- INSTALL A WEEP RING AT CAST IN PLACE BASE PENETRATIONS WHERE GROUNDWATER IS PRESENT ABOVE THE PIPE INVERT.
- INSTALL WATERIGHT RESILIENT CONNECTORS CONFORMING TO REQUIREMENTS OF ASTM C 923 AT EACH PIPE, INCLUDING LATERALS, ENTERING AND EXITING PRECAST POLYMER CONCRETE BASES.
- 100% SOLIDS POLYURETHANE COATING (SPRAYROQ SPRAYWALL OR EQUAL); SHALL HAVE PASSED SSPWC CHEMICAL RESISTANCE TEST, SECTION 211-2).
- 1.5" OF RAPID SET, NON-SHRINK, HIGH-STRENGTH MORTAR (CEMENTALL OR EQUAL) FILLET.

ORANGE COUNTY SANITATION DISTRICT ORANGE COUNTY, CALIFORNIA			POLYMER CONCRETE MANHOLE 3 OF 3	NO SCALE STANDARD DWG. S-050B
2	EDAC	10/25/2023	APPROVED BY Michael Dorman	
1	EDAC	7/28/2021	Michael Dorman	
NO.	APPROVED	DATE	DIRECTOR OF ENGINEERING	DATE



MARK	DESCRIPTION	DATE	APPR.

DESIGNED BY: MEJIA, DANNY/MARCOS, JOSEPH
DRAWN BY: SY, TORO
CHECKED BY: HIOE, TEDDY
LINE IS 2" INCHES AT FULL SIZE (IF NOT 2"-SCALE ACCORDINGLY)



CONFORMED DOCUMENTS
FOR CONSTRUCTION
THE ADDENDA ISSUED DURING
THE BIDDING PERIOD ARE
INCORPORATED INTO THESE
DOCUMENTS. IF DISCREPANCIES
BETWEEN THESE DOCUMENTS
AND THE RESPECTIVE BIDDING
DOCUMENTS INCLUDING ADDENDA
ARE FOUND, THE ORIGINAL
ADDENDA SHALL GOVERN.

AECOM

AECOM TECHNICAL SERVICES, INC.
999 W TOWN & COUNTRY ROAD
ORANGE, CA 92668
T 714-567-2400 F 714-567-2441
www.aecom.com

OC SAN
ORANGE COUNTY SANITATION DISTRICT

LOS ALAMITOS SUB-TRUNK AND
WESTSIDE RELIEF INTERCEPTOR REHABILITATION

OC SAN STANDARD DETAILS - 2

3-64C

DRAWING NO.

C5102

102 OF 263



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

5.

FROM: Nick Mangkalakiri, Director of Public Works

DATE: 06/09/2025

SUBJECT: Approve a Renewal Agreement for Online Permitting and Plan Check Software

RECOMMENDATION

Approve a three-year agreement with Carahsoft Technology Corporation for \$159,640 to renew OpenGov Online Permitting and Plan Check Software.

DISCUSSION

In 2020, the City transitioned to OpenGov's online permitting platform through a five-year agreement to modernize its development services and provide more accessible, transparent, and efficient permitting. This initiative enabled digital permit submittals, interdepartmental review workflows, online payments, customer status tracking, inspection requests, and data analytics. To date, over 12,700 permits have been issued through the online portal.

Since its implementation, the system has reduced paper processing, improved tracking of Building and Public Works permits, and enhanced customer service. The existing agreement is set to expire at the end of June. Public Works recommends renewing the software agreement for three-years (July 1, 2025, through June 30, 2028) under the National Association of Procurement Officials (NASPO) Cloud Solutions contract. The NASPO program allows local governments to purchase competitively bid information technology systems through a nationwide cooperative agreement. These agreements, which the City uses regularly when available, expedite purchases and ensure market pricing.

The proposed agreement continues services through OpenGov, which serves several jurisdictions across California. The renewal maintains full functionality and support for the next three years.

BUDGET IMPACT

The FY 2025–26 Proposed Budget includes sufficient amounts in the General Fund to pay for the first year of the agreement, and the annual costs of \$53,171 (FY 2026–27) and \$55,830 (FY 2027–28) will be incorporated into future budgets.

LEGAL REVIEW

The City Attorney has reviewed and approved the contract as to form.

APPROVED BY:

Peter Grant, City Manager

Attachments

Order Form

Agreement

PRICE QUOTATION
CARAHSOFT TECHNOLOGY CORP

11493 SUNSET HILLS ROAD | SUITE 100 | RESTON, VIRGINIA 20190
PHONE (703) 871-8500 | FAX (703) 871-8505 | TOLL FREE (888) 66CARAH
WWW.CARAHSOFT.COM | SALES@CARAHSOFT.COM



TO: Kirsten Graham
Senior Management Analyst
Cypress, CA
5275 Orange Ave
Cypress, CA 90630 USA

FROM: Heather Castellanos
Carahsoft Technology Corp.
11493 Sunset Hills Road
Suite 100
Reston, Virginia 20190

EMAIL: kgraham@cypressca.org

EMAIL: Heather.Castellanos@carahsoft.com

PHONE: (714) 229-6748

PHONE: (571) 662-3750

TERMS: Contract Number: 7-17-70-40-05
NASPO Master Contract Number: AR2472
Contract Term: 09/15/17 - 09/15/26
Shipping Point: FOB Destination
Credit Cards: VISA/MasterCard/AMEX
Remit To: Same as Above
Payment Terms: Net 45 (On Approved Credit)
Sales Tax May Apply

QUOTE NO:	52404409
QUOTE DATE:	01/28/2025
QUOTE EXPIRES:	06/30/2025
RFQ NO:	
SHIPPING:	ESD
TOTAL PRICE:	\$159,639.61
TOTAL QUOTE:	\$159,639.61

LINE NO.	PART NO.	DESCRIPTION	COOP	QUOTE PRICE	QTY	EXTENDED PRICE
YEAR 1						
1	OG-SWCW-B4060M-AR-3Y-491	Accounting & Finance Export - Between \$40-60 Million - 3Y OpenGov, Inc. - OG-SWCW-B4060M-AR-3Y Start Date: 07/01/2025 End Date: 06/30/2026	\$3,241.84	\$2,808.07	COOP 1	\$2,808.07
2	OG-SWCZ-B4060M-AR-3Y-491	Bluebeam Integration - Between \$40-60 Million - 3Y OpenGov, Inc. - OG-SWCZ-B4060M-AR-3Y Start Date: 07/01/2025 End Date: 06/30/2026	\$3,241.84	\$2,808.07	COOP 1	\$2,808.07
3	OG-SWCE-B4060M-AR-3Y-491	Citizen Services - 3 Service Areas - Between \$40-60 Million - 3Y OpenGov, Inc. - OG-SWCE-B4060M-AR-3Y Start Date: 07/01/2025 End Date: 06/30/2026	\$58,196.32	\$38,182.91	COOP 1	\$38,182.91
4	OG-SWCB-B4060M-AR-3Y-491	Premium Support - Between \$40-60 Million - 3Y OpenGov, Inc. - OG-SWCB-B4060M-AR-3Y Start Date: 07/01/2025 End Date: 06/30/2026	\$19,824.42	\$6,839.93	COOP 1	\$6,839.93
YEAR 1 SUBTOTAL:						\$50,638.98
YEAR 2						
5	OG-SWCW-B4060M-AR-3Y-491	Accounting & Finance Export - Between \$40-60 Million - 3Y OpenGov, Inc. - OG-SWCW-B4060M-AR-3Y Start Date: 07/01/2026 End Date: 06/30/2027	\$3,241.84	\$2,948.48	COOP 1	\$2,948.48
6	OG-SWCZ-B4060M-AR-3Y-491	Bluebeam Integration - Between \$40-60 Million - 3Y OpenGov, Inc. - OG-SWCZ-B4060M-AR-3Y Start Date: 07/01/2026 End Date: 06/30/2027	\$3,241.84	\$2,948.48	COOP 1	\$2,948.48

PRICE QUOTATION

CARAHSOFT TECHNOLOGY CORP

11493 SUNSET HILLS ROAD | SUITE 100 | RESTON, VIRGINIA 20190
 PHONE (703) 871-8500 | FAX (703) 871-8505 | TOLL FREE (888) 66CARAH
 WWW.CARAHSOFT.COM | SALES@CARAHSOFT.COM



LINE NO.	PART NO.	DESCRIPTION	COOP	QUOTE PRICE	QTY	EXTENDED PRICE
7	OG-SWCE-B4060M-AR-3Y-491	Citizen Services - 3 Service Areas - Between \$40-60 Million - 3Y OpenGov, Inc. - OG-SWCE-B4060M-AR-3Y Start Date: 07/01/2026 End Date: 06/30/2027	\$58,196.32	\$40,092.17	COOP 1	\$40,092.17
8	OG-SWCB-B4060M-AR-3Y-491	Premium Support - Between \$40-60 Million - 3Y OpenGov, Inc. - OG-SWCB-B4060M-AR-3Y Start Date: 07/01/2026 End Date: 06/30/2027	\$19,824.42	\$7,181.92	COOP 1	\$7,181.92
YEAR 2 SUBTOTAL:						\$53,171.05
YEAR 3						
9	OG-SWCW-B4060M-AR-3Y-491	Accounting & Finance Export - Between \$40-60 Million - 3Y OpenGov, Inc. - OG-SWCW-B4060M-AR-3Y Start Date: 07/01/2027 End Date: 06/30/2028	\$3,241.84	\$3,095.90	COOP 1	\$3,095.90
10	OG-SWCZ-B4060M-AR-3Y-491	Bluebeam Integration - Between \$40-60 Million - 3Y OpenGov, Inc. - OG-SWCZ-B4060M-AR-3Y Start Date: 07/01/2027 End Date: 06/30/2028	\$3,241.84	\$3,095.90	COOP 1	\$3,095.90
11	OG-SWCE-B4060M-AR-3Y-491	Citizen Services - 3 Service Areas - Between \$40-60 Million - 3Y OpenGov, Inc. - OG-SWCE-B4060M-AR-3Y Start Date: 07/01/2027 End Date: 06/30/2028	\$58,196.32	\$42,096.76	COOP 1	\$42,096.76
12	OG-SWCB-B4060M-AR-3Y-491	Premium Support - Between \$40-60 Million - 3Y OpenGov, Inc. - OG-SWCB-B4060M-AR-3Y Start Date: 07/01/2027 End Date: 06/30/2028	\$19,824.42	\$7,541.02	COOP 1	\$7,541.02
YEAR 3 SUBTOTAL:						\$55,829.58
SUBTOTAL:						\$159,639.61
TOTAL PRICE:						\$159,639.61
TOTAL QUOTE:						\$159,639.61

Billing Frequency: Annually in Advance

OpenGov Terms of Service

Annual invoices will be delivered by the start of each consecutive annual period. Payment of invoices shall be annually in advance. Customer's use of the OpenGov services is pursuant to the OpenGov End User License Agreement set forth at <https://opengov.com/terms-of-service/end-user-license-agreement/>

PLEASE NOTE

Please be sure to include any applicable contract numbers on your purchase order, as well as, all billing and shipping emails and mailing addresses to ensure your order can be processed in a timely manner.

For orders that may be subject to taxes, please provide the end user's mailing address so the correct tax rate, if any, can be applied.

STATE OF CALIFORNIA
PARTICIPATING ADDENDUM NUMBER 7-17-70-40-05
AMENDMENT 4

Cloud Solutions
Utah NASPO ValuePoint Master Agreement Number AR2472
Carahsoft Technology Corp. (Contractor)

The parties mutually agree to amend Participating Addendum 7-17-70-40-05 as follows:

- 1) **Section 19. GENERATIVE ARTIFICIAL INTELLIGENCE (GENAI) REPORTING** is hereby added to read as follows:

19. GENERATIVE ARTIFICIAL INTELLIGENCE (GENAI) REPORTING

The State of California seeks to realize the potential benefits of GenAI, through the development and deployment of GenAI tools, while balancing the risks of these new technologies.

Upon request by an ordering agency, Contractor must complete a [GenAI Reporting and Fact Sheet \(STD 1000\)](#) to identify if their solution or service includes, or makes available, any GenAI including, GenAI from third parties or subcontractors.

During the term of the contract, Contractor must notify the State in writing if their services or any work under this contract includes, or makes available, any previously unreported GenAI technology, including GenAI from third parties or subcontractors. Contractor shall immediately complete the GenAI Reporting and Factsheet (STD 1000) to notify the State of any new or previously unreported GenAI technology.

At the direction of the State, Contractor shall discontinue the use of any new or previously undisclosed GenAI technology that materially impacts functionality, risk or contract performance, until use of such GenAI technology has been approved by the State.

Failure to disclose GenAI use to the State and submit the GenAI Reporting and Factsheet (STD 1000) may be considered a breach of the contract by the State at its sole discretion and the State may consider such failure to disclose GenAI and/or failure to submit the GenAI Reporting and Factsheet (STD 1000) as grounds for the immediate termination of the contract. The State is entitled to seek any and all relief to which it may be entitled to as a result of such non-disclosure.

The State reserves the right to amend the contract, without additional cost, to incorporate GenAI Special Provisions into the contract at its sole discretion and/or terminate any contract that presents an unacceptable level of risk to the State.

Participating Addendum 7-17-70-40-05
Amendment 4

If Contractor identifies GenAI in their solution, a copy of the STD 1000 must be submitted to the DGS State Contract Administrator.

All other terms and conditions of the Participating Addendum shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date of execution by both parties below.

STATE OF CALIFORNIA

Department of General Services
Agency Name

Julie Matthews Digitally signed by Julie Matthews
Date: 2024.12.20 13:39:21 -08'00' 12/20/2024
Authorized Signature Date Signed

Julie Matthews, MAU2 Supervisor
Printed Name/Title of Person Signing

707 Third Street
West Sacramento, CA 95605
Address

CONTRACTOR

Carahsoft Technology Corp.
Contractor Name

Madeline Hall 12/13/2024
Authorized Signature Date Signed

Madeline Hall, Contracts Manager
Printed Name/Title of Person Signing

11493 Sunset Hills Road, Suite 100
Reston, VA 20190
Address

STATE OF CALIFORNIA
PARTICIPATING ADDENDUM NUMBER 7-17-70-40-05
AMENDMENT 3

Cloud Solutions
Utah NASPO ValuePoint Master Agreement Number AR2472
Carahsoft Technology Corporation (Contractor)

The parties mutually agree to amend Participating Addendum 7-17-70-40-05 as follows:

- 1) **Section 7. PRICING** is revised to read as follows:
 - A. Contractor's pricing is outlined in the Utah NASPO ValuePoint Master Agreement Number AR2472.
- 2) **Section 16. CONTRACT MANAGEMENT, subparagraph A** is revised to read as follows:
 - A. The primary Contractor Contract Manager for this Participating Addendum shall be as follows:

Contractor	Contract Manager
Name:	Mariah Edwards
Phone:	(818) 449-3729
Email:	Mariah.Edwards@carahsoft.com
Address:	Carahsoft Technology Corporation Mariah Edwards 11493 Sunset Hills Road, Suite 100 Reston, VA 20190

- 3) **Section 18. EXECUTIVE ORDER N-6-22 – RUSSIA SANCTIONS** is hereby added to read as follows:

18. EXECUTIVE ORDER N-6-22 – RUSSIA SANCTIONS

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this Participating Addendum. The State shall provide Contractor advance written notice of such termination, allowing Contractor at least thirty (30) calendar days to provide a written response. Termination shall be at the sole discretion of the State.

All other terms and conditions of the Participating Addendum shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date of execution by both parties below.

STATE OF CALIFORNIA

Department of General Services

Agency Name

Julie Matthews

Digitally signed by Julie
Matthews
Date: 2023.06.29 16:09:08
-07'00'

6/29/2023

Authorized Signature

Date Signed

Julie Matthews, MAU2 Supervisor

Printed Name/Title of Person Signing

707 Third Street

West Sacramento, CA 95605

Address

CONTRACTOR

Carahsoft Technology Corporation

Contractor Name

Kristina Smith

06/22/2023

Authorized Signature

Date Signed

Kristina Smith, Contracts Director

Printed Name/Title of Person Signing

11493 Sunset Hills Rd, Suite 100, Reston, VA 20190

Address

STATE OF CALIFORNIA
PARTICIPATING ADDENDUM NUMBER 7-17-70-40-05
AMENDMENT 2

Cloud Solutions
Utah NASPO ValuePoint Master Agreement Number AR2472
Carahsoft Technology Corp. (Contractor)

The parties mutually agree to amend Participating Addendum 7-17-70-40-05 as follows:

1) **Section 3. TERMS AND CONDITIONS/INCORPORATION OF DOCUMENTS** is updated to read as follows:

A. Terms and conditions listed below are hereby incorporated by reference and made a part of this Participating Addendum as if attached herein and shall apply to the purchase of goods or services made under this Participating Addendum. Terms can be viewed on the [DGS Procurement Division website](https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Model-Contract-Language) (<https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Model-Contract-Language>).

- i. General Provisions – Information Technology (GSPD-401IT) effective 9/5/2014.
- ii. Cloud Computing Software as a Service (SaaS) General Provisions effective 6/7/2019.
- iii. Cloud Computing Special Provisions for Software as a Service (SaaS) effective 03/15/18.
- iv. Cloud Computing Special Provisions for Infrastructure as a Service (IaaS) & Platform as a Service (PaaS), effective 05/11/16.

2) **Section 5. AVAILABLE PRODUCTS AND SERVICES** is updated to read as follows:

A. The following service offerings from the Utah NASPO ValuePoint Master Agreement Number AR2472 are allowed under this Participating Addendum:

- 1) Software as a Service (SaaS)
- 2) Infrastructure as a Service (IaaS)
- 3) Platform as a Service (PaaS)

3) **Section 6. RESTRICTIONS/DISALLOWED PRODUCTS AND SERVICES (STATE AGENCIES ONLY)** is updated to read as follows:

A. The following product/service offerings are disallowed for state agencies under this Participating Addendum:

- 1) Value Added Services, including Additional Value Added Services such as Maintenance Services; Deployment Services; Consulting/Advisory Services; Architectural Design Services; Statement of Work Services; Partner Services, and Training Deployment Services

- B. Product and service categories that are available on mandatory California statewide contracts cannot be purchased from this Participating Addendum by State agencies without an exemption. Prior to issuing a purchase order, State agencies are responsible for obtaining an exemption from DGS, and/or California Department of Technology (CDT).
- C. State agencies must first obtain approval by the California Department of Technology (CDT) to use this Participating Addendum for Infrastructure as a Service (IaaS) and/or Platform as a Service (PaaS) purchases in accordance with [Technology Letter 17-06](http://www.cdt.ca.gov/wp-content/uploads/2017/08/TL-17-06.pdf) (www.cdt.ca.gov/wp-content/uploads/2017/08/TL-17-06.pdf).

4) **Section 14. CONTRACT MANAGEMENT subpart A** is updated to read as follows:

- A. The primary Contractor Contract Manager for this Participating Addendum shall be as follows:

Contractor: Carahsoft Technology Corp.
Name: Alex Cord
Phone: 703-871-8500
E-Mail: Alex.Cord@Carahsoft.com
Address: 11493 Sunset Hills Road, Suite 100
Reston, VA 20190

5) **Section 9 FULFILLMENT PARTNERS/AUTHORIZED RESELLERS** is updated to read as follows:

- A. Contractor may use State-approved Authorized Resellers under this Participating Addendum for sales and service functions as defined herein.
 - 1) Orders may be placed with the Contractor or Authorized Resellers.
 - 2) Authorized Resellers must accept purchase orders and accept payment from ordering agencies for products and services offered under this Participating Addendum.
 - 3) Authorized Resellers are responsible for sending a copy of all purchase orders and invoices to the Contractor for compliance with quarterly usage reporting and administrative fee requirements.
 - 4) All purchase documents to Authorized Resellers shall reference the Participating Addendum Number and Contractor Name.

**Participating Addendum 7-17-70-40-05
Amendment 2**

- B. Contractor shall be responsible for successful performance and compliance with all requirements in accordance with the terms and conditions under this Participating Addendum, even if work is performed by Authorized Resellers. All State policies, guidelines, and requirements shall apply to Authorized Resellers.
- C. Contractor will be the sole point of contact with regard to Participating Addendum contractual matters, reporting, and administrative fee requirements.
- D. Subject to the approval of the State, Authorized Resellers may be added on a quarterly basis during the term of the contract. Contractors shall notify the State of any deleted Authorized Resellers or changes to current Authorized Resellers' contact information in writing at any time during the contract term.
- E. Contractor will be required to submit Authorized Reseller requests, in a format specified by the State, to the State Contract Administrator for approval.
- F. State-approved Authorized Resellers will be posted on the State's Cal eProcure website.

All other terms and conditions of the Participating Addendum shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date of execution by both parties below.

STATE OF CALIFORNIA

Department of General Services

Agency Name



August 11, 2021

Authorized Signature

Date Signed

Stephanne Lim, MAU2 Supervisor

Printed Name/Title of Person Signing

707 Third Street
West Sacramento, CA 95605

Address

CONTRACTOR

Carahsoft Technology Corp.

Contractor Name



8/11/2021

Authorized Signature

Date Signed

Kristina Smith - Director of Contracts

Printed Name/Title of Person Signing

11493 Sunset Hills Road, Suite 100
Reston, VA 20190

Address

**STATE OF CALIFORNIA
PARTICIPATING ADDENDUM NO. 7-17-70-40-05
AMENDMENT NO. 1**

Cloud Solutions
Utah NASPO ValuePoint Master Agreement No. AR2472
Carahsoft Technology Corp.

The parties hereto mutually agree to amend Participating Addendum Number 7-17-70-40-05 as follows:

1. Authorized Resellers outlined in Section 9 (Fulfillment Partners/Authorized Resellers) is revised to reflect the following:

Authorized Resellers are available for this Participating Addendum:

ISSUE PURCHASE ORDER TO

Orders may be placed with Carahsoft Technology Corp. or with an Authorized Reseller as indicated below:

Orders placed with Carahsoft Technology Corp.

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
1860 Michael Faraday Drive, Suite 100 Tempe, AZ 85283

Contact: Karina Woods
Phone: 703/871-8500
Fax No.: 703/871-8505
E-mail: OM@carahsoft.com

Orders placed with an Authorized Reseller must be addressed as shown below, and payment must be made payable to the Authorized Reseller identified on the invoice as shown below:

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
c/o Allied Network Solutions, Inc.
5718 Lonetree Blvd., Rocklin, CA 95765

Contact: Roger Schnorenberg
Phone: 916/774-2670 X101
E-mail: Rschnorenberg@ans-it.com

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
c/o Data Path Inc.
318 McHenry Ave., Modesto, CA 95354

Contact: Brian Jump
Phone: 209/312-9808
E-mail: BJump@mydatapath.com

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
c/o DynTek Services, Inc.
4440 Von Karman, Suite 200, Newport Beach, CA 92660

Contact: Kelsea Pratt-Acosta
Phone: 949/271-6780
Fax No.: 949/271-6794
E-mail: CAsales@dyntek.com

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
c/o Eventus Solutions Group LLC
9777 Pyramiel Court, Suite 160, Englewood, CA 80112

Contact: Craig Tobin
Phone: 303/376-6161
E-mail: Craigtobin@eventusg.com

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
c/o HF Tech Services, Inc.
5777 Madison Avenue, Suite 1060, Sacramento, CA 95841

Contact: Allan P. Hart
Phone: 916/690-5056
E-mail: allan@hfttechservices.com

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
c/o NWN Solutions Corporation
2969 Prospect Park Drive, Suite 225, Rancho Cordova, CA 95670

Contact: Team Meade
Phone: 916/637-2160
Fax No.: 916/596-4800
E-mail: TMeade@nwnit.com

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
c/o Savant Solutions, Inc. which will do business in California as [Savant Solutions Group]
1931 H Street, Sacramento, CA 95811

Contact: Caleb Kwong
Phone: 916/836-8182
E-mail: Caleb@savantsolutions.net

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
c/o SHI International, Corp.
290 Davidson Avenue, Somerset, NJ 08873

Contact: Nick Grappone
Phone: 732/564-8189
E-mail: Nick_Grappone@shi.com

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
c/o Solutions Simplified
8880 Cal Center Drive, Suite 400, Sacramento, CA 95826

Contact: Rachel DaValle
Phone: 530/521-0576
E-mail: Rachel.Davalle@solutionssimplified.net

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
c/o Taborda Solutions, Inc.
9580 Oak Ave Pkwy, Suite 7-180, Folsom, CA 95630

Contact: Bear Williams
Phone: 916/717-8711
Fax No.: 916/200-0353
E-mail: Bear.Williams@tabordasolutions.com

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
c/o vCloud Tech Inc.
609 Deep Valley Drive, Suite 200, Rolling Hills Estates, CA 90274

Contact: Nadia Khan
Phone: 424/703-4135
E-mail: nadiakhan@vcloudtech.com

For invoicing purposes, each State Accounting office must have a copy of the reseller's Payee Data Record (Std. 204) in order to process payment of the invoice. Agencies should forward a copy of the Std. 204 to their respective accounting office. Without the Std. 204, payment may be unnecessarily delayed.

AUTHORIZED RESELLERS ARE RESPONSIBLE FOR SENDING A COPY OF ALL PURCHASE ORDERS TO QUEST MEDIA & SUPPLIES, INC. FOR COOPERATIVE AGREEMENTS (NASPO VALUEPOINT) QUARTERLY REPORTING REQUIREMENTS. When issuing an order to an authorized reseller listed on Cooperative Agreements, it is the agency's responsibility to ensure that the reseller holds a valid California Seller's Permit.

Participating Addendum No. 7-17-70-40-05
Amendment #1
Carahsoft Technology Corp.

NOTE: Contractor shall be responsible for successful performance and compliance with all requirements in accordance with the terms and conditions under this Participating Addendum, even if work is performed by Authorized Resellers. All State policies, guidelines, and requirements shall apply to Authorized Resellers.

All other terms and conditions of the Participating Addendum shall remain the same.

IN WITNESS WHEREOF, the parties have executed this Participating Addendum Amendment as of the date of execution by both parties below.

Participating State:

State of California,
Department of General Services

By: 

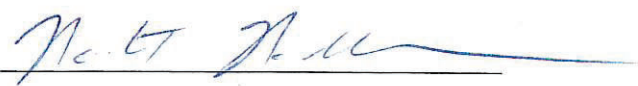
for Name: Angela Shell

Title: Deputy Director

Date: May 1, 2018

Contractor:

Carahsoft Technology Corp.

By: 

Name: Robert R. Moore

Title: Vice President

Date: April 25, 2018

STATE OF CALIFORNIA
PARTICIPATING ADDENDUM NO. 7-17-70-40-05
Cloud Solutions
Utah NASPO ValuePoint Master Agreement No. AR2472
Carahsoft Technology Corp.

This Participating Addendum Number 7-17-70-40-05 is entered into between the State of California, Department of General Services (hereafter referred to as "State" or "DGS") and Carahsoft Technology Corp. (hereafter referred to as "Contractor") under the lead State of Utah NASPO ValuePoint Master Agreement Number AR2472.

1. SCOPE

- A. This Participating Addendum covers the purchase of Cloud Solutions under the Utah NASPO ValuePoint Master Agreement. The Utah NASPO ValuePoint Master Agreement Number AR2472 is hereby incorporated by reference. The cloud solution services are identified in Section 5 (Available Services).
- B. This Participating Addendum is available for use by all State Agencies including the Executive, Judicial and Legislative branches, and will include all California political subdivisions/local governments. A subdivision/local government is defined as any city, county, city and county, district, or other local governmental body or corporation, including the California State Universities (CSU) and University of California (UC) systems, K-12 schools and community colleges empowered to expend public funds.
- C. Each political subdivision/local government is to make its own determination whether this Participating Addendum and the Utah NASPO ValuePoint Master Agreement are consistent with its procurement policies and regulations.

2. TERM

- A. The term of this Participating Addendum shall begin upon signature approval by the State and will end September 15, 2026, or upon termination by the State, whichever occurs first.
- B. Lead State amendments to extend the Master Price Agreement term date are not automatically incorporated into this Participating Addendum. Extension(s) to the term of this Participating Addendum will be through a written amendment upon mutual agreement between the State and the Contractor.

3. TERMS AND CONDITIONS/INCORPORATION OF DOCUMENTS

- A. Terms and conditions listed below are hereby incorporated by reference and made a part of this Participating Addendum as if attached herein and shall apply to the purchase of services made under this Participating Addendum.

- 1) **General Provisions – Information Technology (GSPD-401IT)**, effective 9/5/2014.
The twelve (12) page document can be viewed at:
http://www.documents.dgs.ca.gov/pd/poliproc/GSPD401IT14_0905.pdf.
Exception: Article 11 of the General Provisions – Information Technology, is superseded by Section 4 (Order of Precedence) below.
- 2) **Cloud Computing Special Provisions for Software as a Service (SaaS)**, effective 9/3/14. The five (5) page document can be viewed at:
http://www.documents.dgs.ca.gov/pd/poliproc/CLOUDCOMPUTINGSERVICESPECIALPROVISIONS_14_0903.docx

4. ORDER OF PRECEDENCE

In the event of any inconsistency between the articles, attachments, or provisions which constitute this agreement, the following descending order of precedence shall apply:

- A. California Participating Addendum Number 7-17-70-40-05
- B. Utah NASPO ValuePoint Master Agreement Number AR2472
- C. Utah Solicitation CH16012 including all Addendums
- D. Contractor's response to Utah's Solicitation

5. AVAILABLE SERVICES

The following service offering from the Utah NASPO ValuePoint Master Agreement Number AR2472 are allowed under this Participating Addendum:

Software as a Service (SaaS)

6. RESTRICTIONS/DISALLOWED SERVICES – These restrictions are not applicable to political subdivisions/local governments.

- A. The following service offerings are prohibited under this Participating Addendum:
 1. Infrastructure as a Service (IaaS)
 2. Platform as a Service (PaaS)
 3. Value Added Services, including Additional Value Added Services such as Maintenance Services; Deployment Services; Consulting/Advisory Services; Architectural Design Services; Statement of Work Services; Partner Services, and Training Deployment Services
- B. Product and service categories that are available on mandatory California statewide contracts cannot be purchased from this Participating Addendum by State Departments without an exemption. Prior to issuing a purchase order, State Departments are responsible for obtaining an exemption from DGS, and/or California Department of Technology (CDT).

7. PRICING

- A. Contractor shall submit a Price Schedule identifying all services offered under this Participating Addendum for the State's approval.
- B. The Price Schedule shall include the following:
 - 1) Service Category (SaaS) Description
 - 2) List Price
 - 3) Discount off List Price
 - 4) Contract Price
- C. Contractor shall obtain prior approval from Utah NASPO ValuePoint Contract Administrator, and submit a written notice of price increases/decreases and a revised Price List for the State's approval.
- D. State-approved Price List will be posted on the State's Cal eProcure website.

8. SERVICE ADDITIONS/DELETIONS

- A. Contractor may add or delete services introduced or removed from the market by the manufacturer under the following conditions:
 - 1) Service is within existing awarded categories under the NASPO ValuePoint Master Price Agreement;
 - 2) Contractor has obtained prior approval from the Utah NASPO ValuePoint Contract Administrator; and
 - 3) Contractor receives written approval from the California State Contract Administrator.
- B. Contractor shall submit a written notice of service (s) additions/deletions and a revised Price Schedule for the State's approval.

9. FULFILLMENT PARTNERS/AUTHORIZED RESELLERS

Authorized Resellers are available for this Participating Addendum:

ISSUE PURCHASE ORDER TO

Orders may be placed with Carahsoft Technology Corp. or with an Authorized Reseller as indicated below:

Orders placed with Carahsoft Technology Corp.

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
1860 Michael Faraday Drive, Suite 100

Contact: Karina Woods
Phone: 703/871-8500
Fax No.: 703/871-8505
E-mail: OM@carahsoft.com

Orders placed with an Authorized Reseller must be addressed as shown below, and payment must be made payable to the Authorized Reseller identified on the invoice as shown below:

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
c/o DynTek Services, Inc.
4440 Von Karman, Suite 200, Newport Beach, CA 92660

Contact: Kelsea Pratt-Acosta
Phone: 949/271-6780
Fax No.: 949/271-6794
E-mail: CAsales@dyntek.com

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
c/o NWN Solutions Corporation
2969 Prospect Park Drive, Suite 225, Rancho Cordova, CA 95670

Contact: Team Meade
Phone: 916/637-2160
Fax No.: 916/596-4800
E-mail: TMeade@nwnit.com

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
c/o Taborda Solutions, Inc.
9580 Oak Ave Pkwy, Suite 7-180, Folsom, CA 95630

Contact: Bear Williams
Phone: 916/717-8711
Fax No.: 916/200-0353
E-mail: bear.williams@tabordasolutions.com

For invoicing purposes, each State Accounting office must have a copy of the reseller's Payee Data Record (Std. 204) in order to process payment of the invoice. Agencies should forward a copy of the Std. 204 to their respective accounting office. Without the Std. 204, payment may be unnecessarily delayed.

AUTHORIZED RESELLERS ARE RESPONSIBLE FOR SENDING A COPY OF ALL PURCHASE ORDERS TO CARAHSOFT TECHNOLOGY CORP. FOR COOPERATIVE AGREEMENTS (NASPO VALUEPOINT) QUARTERLY REPORTING REQUIREMENTS.

When issuing an order to an authorized reseller listed on Cooperative Agreements, it is the agency's responsibility to ensure that the reseller holds a valid California Seller's Permit.

NOTE: Contractor shall be responsible for successful performance and compliance with all requirements in accordance with the terms and conditions under this Participating Addendum, even if work is performed by Servicing Subcontractors. All State policies, guidelines, and requirements shall apply to Authorized Resellers.

10. ORDERING AGENCY RESPONSIBILITIES

- A. State department and political subdivision/local government use of this Participating Addendum is optional.
- B. State departments and political subdivision/local governments must follow the ordering procedures outlined within the User Instructions guide, administered by the State Contract Administrator, to execute orders against this Participating Addendum.

11. INVOICING AND PAYMENT

- A. Payment terms for this Participating Addendum are net forty-five (45) days. Payment will be made in accordance with IT General Provisions Paragraph 30 (Required Payment Date).
- B. Invoices shall be sent to the address identified in the Ordering Agency's purchase order. The State Participating Addendum Number and Ordering Agency Purchase Order Number shall appear on each invoice for all purchases placed under this Participating Addendum.
- C. Contractor will accept the State of California credit card (CAL-Card) for payment of invoices.

12. USAGE REPORTING

- A. Contractor shall submit usage reports on a quarterly basis to the State Contract Administrator for all California entity purchases using the report template attached hereto as Attachment A. The report is due even when there is no activity.
- B. The report shall be an Excel spreadsheet transmitted electronically to the DGS mailbox at PDCCooperatives@dgs.ca.gov.
- C. Any report that does not follow the required format or that excludes information will be deemed incomplete. Contractor will be responsible for submitting corrected reports within five business days of the date of written notification from the State.
- D. Tax must not be included in the report, even if it is on the purchase order.
- E. Reports are due for each quarter as follows:

Reporting Period	Due Date
JUL 1 to SEP 30	OCT 31
OCT 1 to DEC 31	JAN 31
JAN 1 to MAR 31	APR 30
APR 1 to JUN 30	JUL 31

- F. Failure to meet reporting requirements and submit the reports on a timely basis shall constitute grounds for suspension of this contract.

- G. Amendments for term extensions may be approved only if all due reports have been submitted to the State.

13. ADMINISTRATIVE FEE

- A. Contractor shall submit a check, payable to the State of California, remitted to the Cooperative Agreement Unit for the calculated amount equal to one percent (0.01) of the sales for the quarterly period.
- B. Contractor must include the Participating Addendum Number on the check. Those checks submitted to the State without the Participating Addendum Number will be returned to Contractor for additional identifying information.
- C. Administrative fee checks shall be submitted to:

State of California
Department of General Services, Procurement Division
Attention: Cooperative Agreement Program
707 3rd Street, 2nd Floor, MS 2-202
West Sacramento, CA 95605

- D. The administrative fee shall not be included as an adjustment to Contractor's NASPO ValuePoint Master Agreement pricing.
- E. The administrative fee shall not be invoiced or charged to the ordering agency.
- F. Payment of the administrative fee is due irrespective of payment status on orders or service contracts from a purchasing entity.
- G. Administrative fee checks are due for each quarter as follows:

JUL 1 to SEP 30	OCT 31	
OCT 1 to DEC 31	JAN 31	
JAN 1 to MAR 31	APR 30	
APR 1 to JUN 30	JUL 31	

- H. Failure to meet administrative fee requirements and submit fees on a timely basis shall constitute grounds for suspension of this contract.

14. CONTRACT MANAGEMENT

- A. The primary Contractor Contract Manager for this Participating Addendum shall be as follows:

Contractor: Carahsoft Technology Corp.
Name: Jack Dixon
Phone: 703-230-7545
Fax: 703-871-8505
E-Mail: naspo@carahsoft.com
Address: 1860 Michael Faraday Drive, Ste 100
Reston, VA 20190

- B. The State Contract Administrator for this Participating Addendum shall be as follows:

Name: Yolanda Tutt
Phone: 916.375.4408
Fax: 916.375.4663
E-Mail: yolanda.tutt@dgs.ca.gov
Address: State of California
Department of General Services
Procurement Division
707 Third Street, 2nd Floor, MS 2-202
West Sacramento, CA 95605

- C. Should the contact information for either party change, the party will provide written notice with updated information no later than ten business days after the change.

15. Termination of Agreement

The State may terminate this Participating Addendum at any time upon 30 days prior written notice to the Contractor. Upon termination or other expiration of this Participating Addendum, each party will assist the other party in orderly termination of the Participating Addendum and the transfer of all assets, tangible and intangible, as may facilitate the orderly, nondisrupted business continuation of each party. This provision shall not relieve the Contractor of the obligation to perform under any purchase order or other similar ordering document executed prior to the termination becoming effective.

16. Amendment

No amendment or variation of the terms of this Participating Addendum shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or agreement not incorporated in the Participating Addendum is binding on any of the parties.

17. Agreement

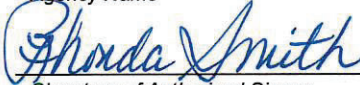
- A. This Participating Addendum and the Master Agreement together with its exhibits and/or amendments, set forth the entire agreement between the parties with respect to the subject matter of all previous communications, representations or agreements, whether oral or written, with respect to the subject matter hereof. Terms and conditions inconsistent with, contrary or in addition to the terms and conditions of this Participating Addendum and the Master Agreement, together with its exhibits and/or amendments, shall not be added to or incorporated into this Participating Addendum or the Master Agreement and its exhibits and/or amendments, by any subsequent purchase order or otherwise, and any such attempts to add or incorporate such terms and conditions are hereby rejected. The terms and conditions of this Participating Addendum and the Master Agreement and its exhibits and/or amendments shall prevail and govern in the case of any such inconsistent or additional terms.
- B. By signing below Contractor agrees to offer the same services as on the Utah NASPO ValuePoint Master Agreement Number AR2472, at prices equal to or lower than the prices on that contract.
- C. IN WITNESS WHEREOF, the parties have executed this Participating Addendum as of the date of execution by both parties below.

STATE OF CALIFORNIA

CONTRACTOR

Department of General Services

Agency Name

 9/15/2017
Signature of Authorized Signer *Date Signed*

 Ricardo Martinez, Acting Deputy Director
Printed Name and Title of Authorized Signer

707 Third Street
West Sacramento, CA 95605
Address

Carahsoft Technology Corp.

Contractor Name

 August 9, 2017
Signature of Authorized Signer *Date Signed*

Ellen Lord, Contracts Manager
Printed Name and Title of Authorized Signer

1860 Michael Faraday Drive, Suite 100
Reston, VA 20190
Address

Contract Number:	
Contractor:	
Reporting Period:	
Report Value:	
Administrative Fee:	

[illegible]

NASPO ValuePoint Master Agreement No. AR2472

The National Association of Procurement Officials (NASPO) Master Agreement is available at: <https://www.naspovaluepoint.org/portfolio/cloud-solutions-20162026/carahsoft-technology-corporation/>



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

6.

FROM: Matt Burton, Director of Finance and Administrative Services

DATE: 06/09/2025

SUBJECT: Receive and File the FY 2025-26 Master Fee Schedule

RECOMMENDATION

Receive and file the updated FY 2025-26 Master Fee Schedule which incorporates annual cost-of-living adjustments for City and Park District user fees.

DISCUSSION

In 2019, the City Council updated user fees for the first time in more than a decade. The updated fees were the result of a comprehensive fee study conducted by a consultant. In general, City user fees are established to recover the full cost of discretionary services provided to a user while Recreation and Park District fees are intended to provide sustainable subsidies to customers.

To ensure fees keep pace with the costs to provide services, the 2019 resolution approving the Master Fee Schedule includes an automatic cost-of-living adjustment be applied annually to all user fees effective July 1st. The annual cost-of-living adjustment is based on the March Consumer Price Index (CPI) and is applied to fees in conjunction with the new budget fiscal year. The FY 2025-26 Master Fee Schedule includes a 3.02% cost-of-living adjustment for all user fees established by the City and District.

The new fee schedule is effective July 1, 2025. However, because some programs must be advertised or billed well in advance of the new fees being established, some fee increases will be deferred until it is administratively feasible to implement the changes. For example, most changes to Recreation program fees will be deferred until the publication of the Fall Activity Guide.

Fines, developer fees, and fees set by the State of California remain unchanged, as these fees are not subject to the annual cost-of-living adjustment applied to user fees.

BUDGET IMPACT

The fee adjustments are estimated to generate approximately \$45,000 to \$70,000 of additional revenue to help offset the annual cost increases associated with providing these services. These increases have been factored into the FY 2025-26 Proposed Budget which will be considered for adoption on June 23, 2025.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

FY 2025-26 Master Fee Schedule

FY 2025-26 Master Fee Schedule (with changes)

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Administration and Finance		
REF #	Description	Fee
General/Permit Fees		
1	Alcohol Beverage Control Permit	\$1,416
2	Bingo Licensing (Initial)	\$1,217
3	Bingo Licensing (Annual)	\$206
4	Business License Administration Fee	\$35
5	Carnival/Circus Permit	\$1,661
6	Fortune Telling Permit	\$835
7	Parade Permit	\$1,819
8	Returned Check Fee	\$62
9	Solicitor Permit (Initial)	\$407
10	Solicitor Permit (Annual)	\$407
11	Special Permit - High Risk Businesses	\$407
City Clerk Fees		
12	Document Certification	\$64
13	Duplication of City Council Meeting - Audio (Physical Media)	\$33
14	Duplication of City Council Meeting - Video (Physical Media)	\$33
15	Records Requests - Printed Materials	\$1 first copy + \$0.10 per page

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Community Development		
REF #	Description	Fee
Planning		
16	ABC - Letter of Public Convenience	\$104
17	Administrative Adjustment (Minor Variance)	\$653
18	Appeal - Director	\$939
19	Appeal - City Council	\$1,435
20	Code Enforcement Reinspection	\$109
21	CC&R Review	\$314
22	Conditional Use Permit - Major	\$8,793
23	Conditional Use Permit - Minor	\$4,494
24	Conditional Use Permit - Extension (Flat Fee)	\$835
25	Crime Prevention Through Environmental Design (CPTED) Plan Reviews	\$1,096
26	Density Bonus Agreement - Initial Review	\$1,065
27	Density Bonus Agreement - Annual Review	\$212
28	Design Review Committee - Major	\$4,200
29	Design Review Committee - Minor	\$1,722
30	Preliminary Project Review - SFR	\$1,302
31	Preliminary Project Review - Minor	\$1,045
32	Preliminary Project Review - All others	\$2,135
33	Determination of Use	\$782
34	Development Agreement - Establish/Revise	\$4,906
35	Development Agreement - Annual Review	\$574
36	Entertainment Permit	\$853
37	Environmental Evaluation - Exempt	\$249
38	Environmental Evaluation - Mitigated Negative Declaration	\$1,827

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Community Development		
REF #	Description	Fee
Planning (Cont.)		
39	Environmental Evaluation - Negative Declaration	\$939
40	Environmental Impact Report Review & Certification	\$14,120
41	Extension of Time - Other Matters	\$731
42	Film Permit	\$704
43	General Plan Amendment/ Revision	\$3,549
44	Landscape Inspection	\$118
45	Landscape Plan Review	\$627
46	Lot Line Adjustment - Non Single Family	\$2,349
47	Lot Line Adjustment - Single-Family	\$1,617
48	Mitigation Monitoring - Initial	\$3,184
49	Mitigation Monitoring - Annual	\$782
50	Ordinance Amendment	\$4,906
51	Public Safety Review Permit	\$2,233
52	Specific Plan - Staff Review	\$4,787
53	Staff Review Committee Permit	\$1,123
54	Temporary Use Permit - Major	\$600
55	Temporary Use Permit - Minor	\$144
56	Tentative Parcel Map	\$2,976
57	Tentative Tract Map	\$3,758
58	Variance	\$3,109
59	Vesting Map	\$2,975
60	Zone Change	\$6,973
61	Minor Zoning Adjustment (Director's Review)	\$625
62	Zoning Compliance/Rebuild Letter	\$496
Park Development Fee		
63	Fee in lieu of parkland dedication, for residential subdivisions, apartments, 2nd units, etc. (Fixed Fee)	\$23,421

- 1) Most services may be expedited, subject to availability, for two times the amount of the fee(s).
- 2) Unless otherwise noted, all fees are the minimum fee for the service. The final fee is based on actual costs, which may exceed the minimum fee.

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Public Works		
REF #	Description	Fee
Building Permit Fee Table *		
64	Total Valuation \$1 to \$500	\$31.00
65	Total Valuation \$501 to \$2,000	\$31 for first \$500 plus \$4.12 for each additional \$100, or fraction thereof, to and including \$2,000
66	Total Valuation \$2,001 to \$25,000	\$93 for first \$2,000 plus \$18.54 for each additional \$1,000, or fraction thereof, to and including \$25,000
67	Total Valuation \$25,001 to \$50,000	\$519 for first \$25,000 plus \$13.39 for each additional \$1,000, or fraction thereof, to and including \$50,000
68	Total Valuation \$50,001 to \$100,000	\$854 for first \$50,000 plus \$9.27 for each additional \$1,000, or fraction thereof, to and including \$100,000
69	Total Valuation \$100,001 to \$500,000	\$1,318 for first \$100,000 plus \$7.21 for each additional \$1,000, or fraction thereof, to and including \$500,000
70	Total Valuation \$500,001 to \$1,000,000	\$4,203 for first \$500,000 plus \$6.18 for each additional \$1,000, or fraction thereof, to and including \$1,000,000
71	Total Valuation \$1,000,001 and up	\$7,294 for first \$1,000,000 plus \$4.12 for each additional \$1,000, or fraction thereof
72	Building Plan Check	65% of Building Permit Fee
73	Mechanical/Electrical/Plumbing Plan Check	15% of Building Permit Fee
74	Energy Plan Check	25% of Building Permit Fee

* Valuations will be established using the square footage construction costs from the Annual International Code Council multiplied by a local county adjustment factor as approved by the Building Official.

Some services may be expedited, subject to availability, for 1.5 times the amount of the fee(s).

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Public Works		
REF #	Description	Fee
Building		
Miscellaneous/Valuation Based Fee Rates (per square foot unless otherwise indicated)		
75	Additions	Per valuation
76	Interior Remodel - Garage/Bonus Room	\$107
77	Patio Cover - Lattice	\$31
78	Solid Wood Cover	\$36
79	Aluminum - Open Cover	\$40
80	Aluminum - Enclosed	\$78
81	Solarium Room	\$121
82	Deck - Wood	\$43
83	Wall Signs	\$48
84	Pole Signs	\$72
85	Monument Signs	\$122
86	Fire Sprinklers	\$5
87	Swimming Pools - Plus \$600 for Spa	\$74
88	Rack Systems (per rack)	\$493
89	Fireplace (pre-fabricated) valuation + mechanical permit	\$2,467
90	Grease Interceptor/Clarifier + issuance	\$110
91	Grease Trap + issuance	\$45
92	Tenant Improvements - Commercial T.I. (per sq. ft)	\$87
Re-Roofing - Per square (100 square feet)		
93	Composition (rolled, rock, shingle)	\$271
94	Wood (Class C) shakes and shingles	\$580
95	Tile/Aluminum (concrete and clay)	\$678
Building Permit Fees (per hour)		
96	Inspections outside of normal business hours - minimum charge-two hours	\$77
97	Reinspection fees assessed under provisions of Section 305.8	\$77
98	Inspections for which no fee is specifically indicated - minimum charge-one half hour	\$77
99	Additional plan review required by changes, additions or revisions to plans - minimum charge-one half hour	\$77
100	For use of outside consultants for plan checking and inspections, or both	Actual Cost

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Public Works		
REF #	Description	Fee
Building (Cont.) Mechanical Fees		
101	F.A.U. 1-100M	\$24
102	F.A.U. Over 100M	\$28
103	Duct Alter or Add	\$16
104	Kitchen/ Bath Vent	\$11
105	Comm Hood	\$16
106	Air Condition Unit	\$24
107	Wall Furnace	\$24
108	Gas System (up to 5 outlets)	\$9
109	Outlets over 5	\$3
110	Evap 1-10M	\$16
111	Evap Over 10M	\$28
112	Heating Permit	\$36
Electrical Fees		
113	Outlets 1-20	\$3
114	Outlets Over 20	\$1
115	Lighting Fixtures	\$3
116	Range-Oven-Garbage Disposal	\$9
117	Clothes Dryer - Auto Washer	\$9
118	Water Heater - Pool Htr - Space Htr	\$9
119	New Residential - Outlets (sq/ft)	\$0
120	Motors Over Inc. HP 0-1	\$9
121	Motors Over Inc. HP 1-10	\$19
122	Motors Over Inc. HP 10-50	\$36
123	Miscellaneous	\$28
124	Each Meter - Service 0-600V not over 200A	\$46
125	Each Meter - Service 600V over 200A	\$93
126	Each Meter - Service 600V over 400A	\$185
127	Panel Board	\$28
128	Swim Pool/ Spa	\$74
129	Time Clock	\$9
130	Signs - No. of Trans or Bals	\$36
131	Signs - No. of Lamps	\$9
132	Temp Power Poles	\$36
133	Additional Support Poles	\$0
134	Supplement Permit	\$13
135	Electrical Permit	\$36

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Public Works		
REF #	Description	Fee
Building (Cont.)		
Plumbing Fees		
136	Water Closet	\$15
137	Bath Tub	\$15
138	Shower	\$15
139	Lavatory	\$15
140	Sink	\$15
141	Dishwasher	\$15
142	Laundry Tub	\$15
143	Clothes Washer	\$15
144	Floor Drain	\$15
145	Floor Sink	\$15
146	Miscellaneous Items	\$15
147	Water Heater	\$19
148	Gas System (up to 5 outlets)	\$9
149	Outlets over 5	\$3
150	Vacuum Breaker	\$19
151	Install/ Alter Water System	\$9
152	Install/ Alter Waste or Vents	\$9
153	House Sewer	\$110
154	Connect Add H.S.	\$9
155	P-Trap Pool Drain	\$15
156	Sewer Cap	\$15
157	Plumbing Permit	\$36
Grading/Permitting Inspection Fees		
158	Grading/Drainage/Water Quality Permit/Inspections	\$377 minimum fee/actual cost

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Public Works		
REF #	Description	Fee
Building (Cont.)		
Miscellaneous Fee Rates		
159	Mobile Home Fees	Per State Schedule
160	Issuance Fee	\$73
161	Temporary Certificate of Occupancy (for each 30 days)	\$206
162	Request for Alternate Methods and Material	\$206
163	Annual Day Care Inspections	\$176
164	Special Inspections (\$ minimum/Charge Hourly)	\$176
165	Building Permit Time Extension	\$247
166	Building Relocation Inspection	\$177
167	Building Demolition	Per Valuation
168	Pool Demo/ In-fill	Per Valuation
169	Plan Retrieval	\$51
170	Subpoenas (including research/ copying)	\$309
171	Copies	\$1 first copy/\$0.10 per page

Masonry Fee Rates		
	Height of Masonry Wall/Height of Retaining Wall (feet)	
172	1	\$0/\$31
173	2	\$0/\$48
174	3	\$0/\$65
175	4	\$51/\$89
176	5	\$65/\$109
177	6	\$78/\$132
178	7	\$92/\$151
179	8	\$104/\$0

1) Some services may be expedited, subject to availability, for 1.5 times the amount of the fee(s).

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Public Works		
REF #	Description	Fee
Public Works		
Environmental Inspection/National Pollution Discharge Elimination System		
Fats, Oils, and Grease (FOG) Program		
180	Best Management Practice Inspection - Annual	\$77
181	Best Management Practice Reinspection	\$138
182	Construction and Demolition w/Franchise Waste Hauler	\$100
183	Construction and Demolition w/Self-Hauling	\$402
184	Grease Control Device Inspection - Annual	\$77
185	Grease Control Device Reinspection	\$138
186	New Grease Control Device Inspection	\$138
187	New Grease Control Device Plan Check	\$177
188	Annual NPDES High Priority Inspection	\$278
189	Annual NPDES Low/Medium Priority Inspection	\$132
190	Additional Environmental Services (Hourly)	\$126
Water Quality Management Plan (WQMP) Fees		
191	All development projects shall pay a minimum deposit for the review and approval of Water Quality Management Plans (WQMP) as defined in the City of Cypress National Pollutant Discharge Elimination System (NPDES) Stormwater Program and the City of Cypress Local Implementation Plan (LIP)	Small Project - \$628 minimum deposit based on actual costs for small projects. Additional deposits may be required based on the accuracy and completeness of the project submittal. Large Project - \$942 minimum deposit based on actual costs for large projects. Additional deposits may be required based on the quality of the project submittal.
192	Additional Review of Water Quality Management Plan (Minimum Fee; additional charged hourly)	\$942

1) Unless otherwise noted, all fees are the minimum fee for the services. The final fee is based on actual costs, which may exceed the minimum fee.

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Public Works		
REF #	Description	Fee
Public Works		
Citywide Traffic Improvement Fees		
	Commercial - Retail	
193	Shopping Center - Less than 50,000 SF	\$1.81 per SF - Includes 50% Passby Credit
194	Shopping Center - 100,000 SF	\$1.67 per SF - Includes 40% Passby Credit
195	Shopping Center - 200,000 SF	\$1.54 per SF - Includes 30% Passby Credit
196	Shopping Center - 300,000 SF	\$1.40 per SF - Includes 25% Passby Credit
197	Restaurant - Fast Food w/ Drive-Through	\$18.81 per SF - Includes 40% Passby Credit
198	Restaurant - Fast Food w/o Drive-Through	\$16.43 per SF - Includes 40% Passby Credit
199	Restaurant - High Turnover (Family)	\$8.18 per SF - Includes 25% Passby Credit
200	Restaurant - Quality (Dinner House)	\$2.62 per SF - Includes 10% Passby Credit
201	Hotel	\$409 per Room
202	Motel	\$409 per Room
203	Discount Store (Freestanding)	\$1.35 per SF
204	Hardware/ Paint Store	\$2.03 per SF
205	New Car Sales	\$1.56 per SF
	Residential	
206	Single Family (Low Density)	\$595 per DU
207	Low Rise Condo/ Townhome (Medium Density)	\$508 per DU
208	Low Rise Apartment (High Density)	\$358 per DU
209	Retirement Community	\$154 per DU
210	Elderly Housing (Attached)	\$44 per DU
	Office - Industrial	
211	General Office - Less than 50,000 SF	\$1.52 per SF
212	General Office - 100,000 SF	\$1.28 per SF
213	General Office - 200,000 SF	\$1.09 per SF
214	General Office - 400,000 SF	\$0.92 per SF
215	General Office - 600,000 SF	\$0.84 per SF
216	General Office - 800,000 SF or greater	\$0.78 per SF
217	Single Tenant/ Corporate Office	\$1.20 per SF
218	Research & Development	\$0.79 per SF
219	Warehouse	\$0.44 per SF
220	Light Industrial	\$0.65 per SF
221	Manufacturing	\$0.52 per SF

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Public Works		
REF #	Description	Fee
Public Works (Cont.)		
Regional Traffic Improvement Fees		
	Commercial - Retail	
222	Shopping Center - Less than 50,000 SF	\$0.16 per SF - Includes 50% Passby Credit
223	Shopping Center - 100,000 SF	\$0.15 per SF - Includes 40% Passby Credit
224	Shopping Center - 200,000 SF	\$0.13 per SF - Includes 30% Passby Credit
225	Shopping Center - 300,000 SF	\$0.12 per SF - Includes 25% Passby Credit
226	Restaurant - Fast Food w/ Drive-Through	\$1.64 per SF - Includes 40% Passby Credit
227	Restaurant - Fast Food w/o Drive-Through	\$1.43 per SF - Includes 40% Passby Credit
228	Restaurant - High Turnover (Family)	\$0.71 per SF - Includes 25% Passby Credit
229	Restaurant - Quality (Dinner House)	\$0.22 per SF - Includes 10% Passby Credit
230	Hotel	\$36 per Room
231	Motel	\$36 per Room
232	Discount Store (Freestanding)	\$0.12 per SF
233	Hardware/ Paint Store	\$0.18 per SF
234	New Car Sales	\$0.14 per SF
	Residential	
235	Single Family (Low Density)	\$52 per DU
236	Low Rise Condo/ Townhome (Medium Density)	\$44 per DU
237	Low Rise Apartment (High Density)	\$31 per DU
238	Retirement Community	\$13.46 per DU
239	Elderly Housing (Attached)	\$3.85 per DU
	Office - Industrial	
240	General Office - Less than 50,000 SF	\$0.13 per SF
241	General Office - 100,000 SF	\$0.11 per SF
242	General Office - 200,000 SF	\$0.10 per SF
243	General Office - 400,000 SF	\$0.08 per SF
244	General Office - 600,000 SF	\$0.07 per SF
245	General Office - 800,000 SF or greater	\$0.06 per SF
246	Single Tenant/ Corporate Office	\$0.11 per SF
247	Research & Development	\$0.07 per SF
248	Warehouse	\$0.04 per SF
249	Light Industrial	\$0.06 per SF
250	Manufacturing	\$0.05 per SF

1) Unless otherwise noted, all fees are the minimum fee for the service. The final fee is based on actual costs, which may exceed the minimum fee.

* Fixed fee

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Public Works		
REF #	Description	Fee
Public Works (Cont.)		
Development and Permit Fees		
251	Grading Plan Check	\$1,620
252	Public Works Plan Check	\$1,620
253	Final Parcel Map Check	\$1,131
254	Final Tract Map Check	\$1,131
255	Public Works Permit - Small	\$193
256	Public Works Permit - Medium	\$1,453
257	Public Works Permit - Large	\$3,526
258	Street Abandonment	\$879
259	Transportation Permit *	\$16 Trip/\$88 Annual
260	Drainage Fee for Master Drainage Plan *	\$7,940/acre
Residential Parking Permits		
261	Permit Fee *	\$39
262	Permit Replacement Fee *	\$28
263	Fine for Misuse of Parking Permit *	\$100

1) Unless otherwise noted, all fees are the minimum fee for the service. The final fee is based on actual costs, which may exceed the minimum fee.

* Fixed fee

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Police		
REF #	Description	Fee
General Fees		
264	Arrest Booking Fee	\$450
265	Blood Draw Recovery Fee ¹	\$151
266	Copy of Citation/Police Report/Log Item	\$1 first copy + \$0.10 per page
267	Criminal History Verification	\$55
268	Firing Range Rental (per person)	\$117
269	Repossession - Verification Fee ²	\$15
270	Ride Along (may be waived at Chief's discretion)	\$83
271	Storage of Relinquished Firearms (annual, per weapon)	\$278
272	Subpoena (Civil) for Records (15 day requirement) ²	\$15 + duplication
273	Subpoena (Civil) for Officer Appearance (per day) ²	\$275
274	Subpoena (Audio or Video)	\$117
275	Subpoena (Photo/Digital Duplication)	\$117
276	Vehicle Inspection	\$36
277	Vehicle Permits	\$16
278	Vehicle Release	\$170
279	Vehicle Release (30-day impound)	\$283
280	Vehicle Release (30-day impound/with hearing)	\$331
Alarm System Fees and Fines		
281	Business Alarm Permit Fee	\$55
282	Residential Alarm Permit Fee	\$55
283	Failure to Register Alarm System Fine	\$30 for first violation
284		\$50 for second violation
285		\$100 for third and subsequent violations
286	False Alarm Fine (within any calendar year)	\$0 - first two false alarms
287		\$70 - third false alarm
288		\$110 - fourth false alarm
289		\$130 - fifth false alarm
290		\$170 - sixth false alarm
291		\$200 - seventh false alarm
292		\$500 - eighth and subsequent false alarms
293	Extraordinary Police Services (Minimum fee)	\$1,256

¹ Fee is based on actual contract cost and is subject to change.

² Fee is set by the State of California and is subject to change.

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Recreation and Community Services		
REF #	Description	Current Fee
Sports Programs		
294	Adult Basketball/per team (11 week)	\$500
295	Softball	\$535
296	Open Gym - Youth/Adult	\$4
297	Semi-private swim lessons (4 lessons)	\$105
298	Swim lessons (2 weeks)	\$63
299	Sports camp	\$102
300	Youth Basketball League - Summer	\$102
301	Youth Basketball League - Winter	\$126
302	Youth Volleyball League - Fall	\$102
303	Youth Volleyball League - Spring	\$102
304	Pee Wee Sports	\$55
305	Challenger Basketball - Summer	\$0
306	5K/10K Walker	\$48
307	5K/10K Pre-registration Runner	\$55
308	5K/10K Late registration Runner	\$69
Youth Programs		
309	Day Camp - Weekly	\$164
310	Day Camp - AM/PM Care - Weekly	\$41
311	Day Camp Excursions	\$33
312	Kids Corner - 3 Year Olds (9weeks, 2x/week)	\$283
313	Kids Corner - 4 Year Olds (9weeks, 3x/week)	\$382
314	Kids Corner - Summer	\$259
315	Birthdays	\$432
316	Birthdays - Specialty	\$493
317	Kids Night Out	\$28
318	Park Program - Summer	\$34
319	Teen Dances	\$20
320	Teen Fashion Show	\$6
321	Father-Daughter Night	\$63
322	Father-Daughter Night (Additional Child)	\$19
323	Halloween Admission	\$6
Recreation (Cont.)		

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Recreation and Community Services		
REF #	Description	Current Fee
Adult Events		
324	Special Event Exhibitor - Commercial	\$137
325	Special Event Exhibitor - Non-Profit	\$69
326	Special Event Exhibitor - Small Business	\$69
327	Dining Center Event	\$6
328	Bunco	\$20
Program/Class Fees		
329	Registration Fee	\$3 - \$13
330	Facility Replacement Fee	\$6
331	Credit Card Fee	Actual Cost
332	Non-Resident Fee	from \$12 up to full cost
333	Refund Processing Fee	\$19

Additional classes and programs may be evaluated and offered as the demand arises. The authorized fees for new offerings are:

Additional Recreational Activities		Fee Range
334	Adult Sports	\$458-\$565
335	Aquatics	\$63-\$151
336	Community Events	\$6-\$126
337	Day Camps	\$38-\$251
338	Youth Sports	\$0-\$314
339	Kids Corner	\$239-\$596
340	Teen Programs	\$6-\$63
341	Playground	\$25-\$515
342	Sr. Center Programs	\$6-\$188

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Recreation and Community Services - Facility Rentals					
FACILITY RENTAL fees vary by category of organization as follows:					
A: Resident Private		C: Resident Non-Profit		E: Commercial - In-Town	
B: Non-Resident Private		D: Non-Resident Non-Profit		F: Commercial - Out of Town	

	COMMUNITY CENTER - Grand Ballroom A + B or B + Garden						
REF #	Hourly Rates						
	Description		Mon-Thur		Fri-Sun		
				w/alcohol		w/alcohol	
343	Grand Ballroom A + B or B + Garden (6 hour minimum Fri - Sun)		A:	\$245	\$270	\$283	\$308
344			B:	\$308	\$333	\$345	\$370
345			C:	\$188	\$213	\$226	\$251
346			D:	\$251	\$276	\$289	\$314
347			E:	\$301	\$326	\$339	\$364
348			F:	\$364	\$389	\$402	\$427

	COMMUNITY CENTER - Grand Ballroom A or B or Garden					
	Hourly Rates					
	Description		Mon-Thur		Fri-Sun	
				w/alcohol		w/alcohol
349	Grand Ballroom A or B or Garden (6 hour minimum Fri - Sun)	A:	\$157	\$188	\$195	\$226
350		B:	\$220	\$251	\$257	\$289
351		C:	\$94	\$113	\$132	\$151
352		D:	\$195	\$213	\$195	\$213
353		E:	\$213	\$245	\$251	\$283
354		F:	\$276	\$308	\$314	\$345

	COMMUNITY CENTER - Grand Ballroom					
	Hourly Rates					
	Description		Mon-Thur		Fri-Sun	
				w/alcohol		w/alcohol
355	Grand Ballroom Full (6 hour minimum Fri - Sun)	A:	\$276	\$314	\$314	\$352
356		B:	\$339	\$377	\$377	\$414
357		C:	\$232	\$251	\$270	\$289
358		D:	\$295	\$314	\$333	\$352
359		E:	\$364	\$396	\$402	\$433
360		F:	\$427	\$458	\$465	\$496

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Recreation and Community Services - Facility Rentals					
FACILITY RENTAL fees vary by category of organization as follows:					
A: Resident Private		C: Resident Non-Profit		E: Commercial - In-Town	
B: Non-Resident Private		D: Non-Resident Non-Profit		F: Commercial - Out of Town	

COMMUNITY CENTER - Community Room					
REF #	Hourly Rates				
	Description		Mon-Thur		Fri-Sun
				w/alcohol	w/alcohol
361	Community Room (3 hour minimum)	A:	\$100	\$113	\$113
362		B:	\$138	\$151	\$151
363		C:	\$69	\$88	\$82
364		D:	\$107	\$126	\$119
365		E:	\$119	\$132	\$132
366		F:	\$157	\$170	\$170

COMMUNITY CENTER - Arts and Crafts Room					
	Hourly Rates				
	Description		Mon-Thur		Fri-Sun
				w/alcohol	w/alcohol
367	Arts and Crafts Room (3 hour minimum)	A:	\$69	\$94	\$82
368		B:	\$82	\$107	\$94
369		C:	\$63	\$88	\$75
370		D:	\$75	\$100	\$88
371		E:	\$88	\$107	\$100
372		F:	\$100	\$119	\$113

COMMUNITY CENTER - Conference Room					
	Hourly Rates				
	Description		Mon-Thur		Fri-Sun
				w/alcohol	w/alcohol
373	Conference Room (2 hour minimum)	A:	\$38	N/A	\$50
374		C:	\$50	N/A	\$63

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Recreation and Community Services - Facility Rentals		
FACILITY RENTAL fees vary by category of organization as follows:		
A: Resident Private	C: Resident Non-Profit	E: Commercial - In-Town
B: Non-Resident Private	D: Non-Resident Non-Profit	F: Commercial - Out of Town

SENIOR CENTER - Multi-Use Room Full				
REF #	Hourly Rates			
	Description			
				w/alcohol
375	Multi-Use Room Full (6 hour minimum Fri - Sun)	A:	\$176	\$201
376		B:	\$213	\$232
377		C:	\$88	\$88
378		D:	\$182	\$201
379		E:	\$239	\$264
380		F:	\$301	\$326

SENIOR CENTER - Multi-Use Room West/Kitchen				
Hourly Rates				
	Description			
				w/alcohol
381	Multi-Use Room West/Kitchen (6 hour minimum Fri - Sun)	A:	\$138	\$138
382		B:	\$157	\$157
383		C:	\$75	\$75
384		D:	\$157	\$157
385		E:	\$182	\$182
386		F:	\$245	\$264

SENIOR CENTER - Arts & Crafts or Exercise Room				
Hourly Rates				
	Description			
				w/alcohol
387	Arts & Crafts or Exercise Room	A:	\$75	\$88
388		B:	\$82	\$107
389		C:	\$44	\$44
390		D:	\$82	\$94
391		E:	\$94	\$113
392		F:	\$132	\$151

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Recreation and Community Services - Facility Rentals		
FACILITY RENTAL fees vary by category of organization as follows:		
A: Resident Private	C: Resident Non-Profit	E: Commercial - In-Town
B: Non-Resident Private	D: Non-Resident Non-Profit	F: Commercial - Out of Town

SENIOR CENTER - Card Room				
REF #	Hourly Rates			
	Description			
				w/alcohol
393	Card Room	A:	\$57	N/A
394		B:	\$63	N/A
395		C:	\$44	N/A
396		D:	\$63	N/A
397		E:	\$75	N/A
398		F:	\$88	N/A

SENIOR CENTER - Conference Room				
Hourly Rates				
	Description			
				w/alcohol
399	Conference Room	A:	\$38	N/A
400	(2 hour minimum)	C:	\$50	N/A

Misc. Rental Fees

401	Deposit	\$300
402	Deposit - Alcohol	\$500
403	Second Set Up	\$31-\$126
404	Bar Rental	\$50
405	Misc. Equipment Rental	\$13-\$63
406	Kitchen	\$63
407	Liability Insurance - Serving Alcohol	Actual Premium
408	Liability Insurance - Serving & Selling Alcohol	Actual Premium
409	Hourly Rate after Contractual Rental Period	Double Hourly Rate

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Recreation and Community Services		
REF #	Description	Fee
Athletic Field Rentals		
410	Athletic Field Rentals - Day Use Hourly - Resident	\$31
411	Athletic Field Rentals - Day Use Hourly - Non-Resident	\$38
412	Athletic Field Lights - ACUAF Groups	\$13
413	Athletic Field Lights - Non-ACUAF Groups	\$19
414	ACUAF Base Non-Resident Fee	\$13
415	ACUAF Next Non-Resident Fee	\$19
416	ACUAF Base Field Rental Fee	\$2.00/hour
417	ACUAF Next Field Rental Fee	\$8.00/hour
418	Athletic Facility Security Deposit	\$150
419	Lexington Park Athletic Fields (Natural and Synthetic) Hourly	\$2 - \$181
Park Rentals		
420	Arnold Cypress cleaning deposit	\$100
421	Park Pavilion - Resident	\$44
422	Park Pavilion - Commercial	\$63
423	Moon Bounce - Resident	\$25
424	Open Space Permit - Resident	\$25
425	Small Pavilion-Resident (Hourly)	\$24
426	Large Pavilion-Resident (Hourly)	\$42
427	Lexington Park Equipment Storage-Resident Non-Profit (monthly)	\$121
428	Food Truck (per event)	\$60-\$362 or 10% of gross sales
Electric Vehicle Charging Stations		
429	EV Charging Station	\$0.37/per kWh
430	EV Charging Station - Overstay Charge (after 3 hours)	\$6/hour

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Administration and Finance				
REF #	Description	Current Fee	New Fee	Change
General/Permit Fees				
1	Alcohol Beverage Control Permit	\$1,375	\$1,416	\$41
2	Bingo Licensing (Initial)	\$1,181	\$1,217	\$36
3	Bingo Licensing (Annual)	\$200	\$206	\$6
4	Business License Administration Fee	\$34	\$35	\$1
5	Carnival/Circus Permit	\$1,613	\$1,661	\$48
6	Fortune Telling Permit	\$811	\$835	\$24
7	Parade Permit	\$1,766	\$1,819	\$53
8	Returned Check Fee	\$60	\$62	\$2
9	Solicitor Permit (Initial)	\$395	\$407	\$12
10	Solicitor Permit (Annual)	\$395	\$407	\$12
11	Special Permit - High Risk Businesses	\$395	\$407	\$12
City Clerk Fees				
12	Document Certification	\$62	\$64	\$2
13	Duplication of City Council Meeting - Audio (Physical Media)	\$32	\$33	\$1
14	Duplication of City Council Meeting - Video (Physical Media)	\$32	\$33	\$1
15	Records Requests - Printed Materials	\$1 first copy + \$0.10 per page	\$1 first copy + \$0.10 per page	\$0

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Community Development				
REF #	Description	Current Fee	New Fee	Change
Planning				
16	ABC - Letter of Public Convenience	\$101	\$104	\$3
17	Administrative Adjustment (Minor Variance)	\$634	\$653	\$19
18	Appeal - Director	\$912	\$939	\$27
19	Appeal - City Council	\$1,393	\$1,435	\$42
20	Code Enforcement Reinspection	\$106	\$109	\$3
21	CC&R Review	\$305	\$314	\$9
22	Conditional Use Permit - Major	\$8,536	\$8,793	\$257
23	Conditional Use Permit - Minor	\$4,362	\$4,494	\$132
24	Conditional Use Permit - Extension (Flat Fee)	\$811	\$835	\$24
25	Crime Prevention Through Environmental Design (CPTED) Plan Reviews	\$1,064	\$1,096	\$32
26	Density Bonus Agreement - Initial Review	\$1,034	\$1,065	\$31
27	Density Bonus Agreement - Annual Review	\$206	\$212	\$6
28	Design Review Committee - Major	\$4,077	\$4,200	\$123
29	Design Review Committee - Minor	\$1,671	\$1,722	\$51
30	Preliminary Project Review - SFR	\$1,264	\$1,302	\$38
31	Preliminary Project Review - Minor	\$1,014	\$1,045	\$31
32	Preliminary Project Review - All others	\$2,072	\$2,135	\$63
33	Determination of Use	\$759	\$782	\$23
34	Development Agreement - Establish/Revise	\$4,762	\$4,906	\$144
35	Development Agreement - Annual Review	\$557	\$574	\$17
36	Entertainment Permit	\$828	\$853	\$25
37	Environmental Evaluation - Exempt	\$241	\$249	\$8
38	Environmental Evaluation - Mitigated Negative Declaration	\$1,773	\$1,827	\$54
39	Environmental Evaluation - Negative Declaration	\$912	\$939	\$27
40	Environmental Impact Report Review & Certification	\$13,706	\$14,120	\$414
41	Extension of Time - Other Matters	\$709	\$731	\$22
42	Film Permit	\$684	\$704	\$20
43	General Plan Amendment/ Revision	\$3,444	\$3,549	\$105
44	Landscape Inspection	\$115	\$118	\$3
45	Landscape Plan Review	\$608	\$627	\$19
46	Lot Line Adjustment - Non Single Family	\$2,280	\$2,349	\$69

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Community Development				
REF #	Description	Current Fee	New Fee	Change

Planning (Cont.)

47	Lot Line Adjustment - Single-Family	\$1,570	\$1,617	\$47
48	Mitigation Monitoring - Initial	\$3,091	\$3,184	\$93
49	Mitigation Monitoring - Annual	\$759	\$782	\$23
50	Ordinance Amendment	\$4,762	\$4,906	\$144
51	Public Safety Review Permit	\$2,167	\$2,233	\$66
52	Specific Plan - Staff Review	\$4,646	\$4,787	\$141
53	Staff Review Committee Permit	\$1,090	\$1,123	\$33
54	Temporary Use Permit - Major	\$583	\$600	\$17
55	Temporary Use Permit - Minor	\$140	\$144	\$4
56	Tentative Parcel Map	\$2,889	\$2,976	\$87
57	Tentative Tract Map	\$3,648	\$3,758	\$110
58	Variance	\$3,018	\$3,109	\$91
59	Vesting Map	\$2,887	\$2,975	\$88
60	Zone Change	\$6,768	\$6,973	\$205
61	Minor Zoning Adjustment (Director's Review)	\$607	\$625	\$18
62	Zoning Compliance/Rebuild Letter	\$481	\$496	\$15

Park Development Fee

63	Fee in lieu of parkland dedication, for residential subdivisions, apartments, 2nd units, etc. (Fixed Fee)	\$23,421	\$23,421	\$0
----	---	----------	----------	-----

1) Most services may be expedited, subject to availability, for two times the amount of the fee(s).

2) Unless otherwise noted, all fees are the minimum fee for the service. The final fee is based on actual costs, which may exceed the minimum fee.

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Public Works			
REF #	Description	Current Fee	New Fee
Building Permit Fee Table *			
64	Total Valuation \$1 to \$500	\$30.00	\$31.00
65	Total Valuation \$501 to \$2,000	\$30 for first \$500 plus \$4 for each additional \$100, or fraction thereof, to and including \$2,000	\$31.00 \$4.12
66	Total Valuation \$2,001 to \$25,000	\$90 for first \$2,000 plus \$18 for each additional \$1,000, or fraction thereof, to and including \$25,000	\$93.00 \$18.54
67	Total Valuation \$25,001 to \$50,000	\$504 for first \$25,000 plus \$13 for each additional \$1,000, or fraction thereof, to and including \$50,000	\$519.00 \$13.39
68	Total Valuation \$50,001 to \$100,000	\$829 for first \$50,000 plus \$9 for each additional \$1,000, or fraction thereof, to and including \$100,000	\$854.00 \$9.27
69	Total Valuation \$100,001 to \$500,000	\$1,279 for first \$100,000 plus \$7 for each additional \$1,000, or fraction thereof, to and including \$500,000	\$1,318.00 \$7.21
70	Total Valuation \$500,001 to \$1,000,000	\$4,079 for first \$500,000 plus \$6 for each additional \$1,000, or fraction thereof, to and including \$1,000,000	\$4,203.00 \$6.18
71	Total Valuation \$1,000,001 and up	\$7,079 for first \$1,000,000 plus \$4 for each additional \$1,000, or fraction thereof	\$7,294.00 \$4.12
72	Building Plan Check	65% of Building Permit Fee	"" ""
73	Mechanical/Electrical/Plumbing Plan Check	15% of Building Permit Fee	"" ""
74	Energy Plan Check	25% of Building Permit Fee	"" ""

* Valuations will be established using the square footage construction costs from the Annual International Code Council multiplied by a local county adjustment factor as approved by the Building Official.

Some services may be expedited, subject to availability, for 1.5 times the amount of the fee(s).

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Public Works				
REF #	Description	Current Fee	New Fee	Change
Building				
Miscellaneous/Valuation Based Fee Rates (per square foot unless otherwise indicated)				
75	Additions	Per valuation	Per valuation	N/A
76	Interior Remodel - Garage/Bonus Room	\$104	\$107	\$3
77	Patio Cover - Lattice	\$30	\$31	\$1
78	Solid Wood Cover	\$35	\$36	\$1
79	Aluminum - Open Cover	\$39	\$40	\$1
80	Aluminum - Enclosed	\$76	\$78	\$2
81	Solarium Room	\$117	\$121	\$4
82	Deck - Wood	\$41	\$43	\$2
83	Wall Signs	\$46	\$48	\$2
84	Pole Signs	\$69	\$72	\$3
85	Monument Signs	\$118	\$122	\$4
86	Fire Sprinklers	\$5	\$5	\$0
87	Swimming Pools - Plus \$600 for Spa	\$72	\$74	\$2
88	Rack Systems (per rack)	\$479	\$493	\$14
89	Fireplace (pre-fabricated) valuation + mechanical permit	\$2,395	\$2,467	\$72
90	Grease Interceptor/Clarifier + issuance	\$107	\$110	\$3
91	Grease Trap + issuance	\$44	\$45	\$1
92	Tenant Improvements - Commercial T.I. (per sq. ft)	\$84	\$87	\$3
Re-Roofing - Per square (100 square feet)				
93	Composition (rolled, rock, shingle)	\$263	\$271	\$8
94	Wood (Class C) shakes and shingles	\$563	\$580	\$17
95	Tile/Aluminum (concrete and clay)	\$658	\$678	\$20
Building Permit Fees (per hour)				
96	Inspections outside of normal business hours - minimum charge-two hours	\$74	\$77	\$3
97	Reinspection fees assessed under provisions of Section 305.8	\$74	\$77	\$3
98	Inspections for which no fee is specifically indicated - minimum charge-one half hour	\$74	\$77	\$3
99	Additional plan review required by changes, additions or revisions to plans - minimum charge-one half hour	\$74	\$77	\$3
100	For use of outside consultants for plan checking and inspections, or both	Actual Cost	Actual Cost	N/A

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Public Works				
REF #	Description	Current Fee	New Fee	Change
Building (Cont.)				
Mechanical Fees				
101	F.A.U. 1-100M	\$23	\$24	\$1
102	F.A.U. Over 100M	\$27	\$28	\$1
103	Duct Alter or Add	\$16	\$16	\$0
104	Kitchen/ Bath Vent	\$11	\$11	\$0
105	Comm Hood	\$16	\$16	\$0
106	Air Condition Unit	\$23	\$24	\$1
107	Wall Furnace	\$23	\$24	\$1
108	Gas System (up to 5 outlets)	\$9	\$9	\$0
109	Outlets over 5	\$2	\$3	\$1
110	Evap 1-10M	\$16	\$16	\$0
111	Evap Over 10M	\$27	\$28	\$1
112	Heating Permit	\$35	\$36	\$1
Electrical Fees				
113	Outlets 1-20	\$2	\$3	\$1
114	Outlets Over 20	\$1	\$1	\$0
115	Lighting Fixtures	\$2	\$3	\$1
116	Range-Oven-Garbage Disposal	\$9	\$9	\$0
117	Clothes Dryer - Auto Washer	\$9	\$9	\$0
118	Water Heater - Pool Htr - Space Htr	\$9	\$9	\$0
119	New Residential - Outlets (sq/ft)	\$0	\$0	\$0
120	Motors Over Inc. HP 0-1	\$9	\$9	\$0
121	Motors Over Inc. HP 1-10	\$18	\$19	\$1
122	Motors Over Inc. HP 10-50	\$35	\$36	\$1
123	Miscellaneous	\$27	\$28	\$1
124	Each Meter - Service 0-600V not over 200A	\$45	\$46	\$1
125	Each Meter - Service 600V over 200A	\$90	\$93	\$3
126	Each Meter - Service 600V over 400A	\$179	\$185	\$6
127	Panel Board	\$27	\$28	\$1
128	Swim Pool/ Spa	\$72	\$74	\$2
129	Time Clock	\$9	\$9	\$0
130	Signs - No. of Trans or Bals	\$35	\$36	\$1
131	Signs - No. of Lamps	\$9	\$9	\$0
132	Temp Power Poles	\$35	\$36	\$1
133	Additional Support Poles	\$0	\$0	\$0
134	Supplement Permit	\$12	\$13	\$1
135	Electrical Permit	\$35	\$36	\$1

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Public Works				
REF #	Description	Current Fee	New Fee	Change
Building (Cont.)				
Plumbing Fees				
136	Water Closet	\$15	\$15	\$0
137	Bath Tub	\$15	\$15	\$0
138	Shower	\$15	\$15	\$0
139	Lavatory	\$15	\$15	\$0
140	Sink	\$15	\$15	\$0
141	Dishwasher	\$15	\$15	\$0
142	Laundry Tub	\$15	\$15	\$0
143	Clothes Washer	\$15	\$15	\$0
144	Floor Drain	\$15	\$15	\$0
145	Floor Sink	\$15	\$15	\$0
146	Miscellaneous Items	\$15	\$15	\$0
147	Water Heater	\$18	\$19	\$1
148	Gas System (up to 5 outlets)	\$9	\$9	\$0
149	Outlets over 5	\$2	\$3	\$1
150	Vacuum Breaker	\$18	\$19	\$1
151	Install/ Alter Water System	\$9	\$9	\$0
152	Install/ Alter Waste or Vents	\$9	\$9	\$0
153	House Sewer	\$107	\$110	\$3
154	Connect Add H.S.	\$9	\$9	\$0
155	P-Trap Pool Drain	\$15	\$15	\$0
156	Sewer Cap	\$15	\$15	\$0
157	Plumbing Permit	\$35	\$36	\$1
Grading/Permitting Inspection Fees				
158	Grading/Drainage/Water Quality Permit/Inspections	\$366 minimum fee/actual cost	\$377 minimum fee/actual cost	\$11

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Public Works				
REF #	Description	Current Fee	New Fee	Change

Building (Cont.)

Miscellaneous Fee Rates

159	Mobile Home Fees	Per State Schedule	Per State Schedule	N/A
160	Issuance Fee	\$71	\$73	\$2
161	Temporary Certificate of Occupancy (for each 30 days)	\$200	\$206	\$6
162	Request for Alternate Methods and Material	\$200	\$206	\$6
163	Annual Day Care Inspections	\$171	\$176	\$5
164	Special Inspections (\$ minimum/Charge Hourly)	\$171	\$176	\$5
165	Building Permit Time Extension	\$240	\$247	\$7
166	Building Relocation Inspection	\$172	\$177	\$5
167	Building Demolition	Per Valuation	Per Valuation	N/A
168	Pool Demo/ In-fill	Per Valuation	Per Valuation	N/A
169	Plan Retrieval	\$50	\$51	\$1
170	Subpoenas (including research/ copying)	\$300	\$309	\$9
171	Copies	\$1 first copy/\$0.10 per page	\$1 first copy/\$0.10 per page	N/A

Masonry Fee Rates

	Height of Masonry Wall/Height of Retaining Wall (feet)			
172	1	\$0/\$30	\$0/\$31	\$0/\$1
173	2	\$0/\$46	\$0/\$48	\$0/\$2
174	3	\$0/\$63	\$0/\$65	\$0/\$2
175	4	\$50/\$87	\$51/\$89	\$1/\$2
176	5	\$63/\$106	\$65/\$109	\$2/\$3
177	6	\$76/\$128	\$78/\$132	\$2/\$4
178	7	\$89/\$146	\$92/\$151	\$3/\$5
179	8	\$101/\$0	\$104/\$0	\$3/\$0

1) Some services may be expedited, subject to availability, for 1.5 times the amount of the fee(s).

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Public Works				
REF #	Description	Current Fee	New Fee	Change
Public Works				
Environmental Inspection/National Pollution Discharge Elimination System				
Fats, Oils, and Grease (FOG) Program				
180	Best Management Practice Inspection - Annual	\$74	\$77	\$3
181	Best Management Practice Reinspection	\$134	\$138	\$4
182	Construction and Demolition w/Franchise Waste Hauler	\$98	\$100	\$2
183	Construction and Demolition w/Self-Hauling	\$390	\$402	\$12
184	Grease Control Device Inspection - Annual	\$74	\$77	\$3
185	Grease Control Device Reinspection	\$134	\$138	\$4
186	New Grease Control Device Inspection	\$134	\$138	\$4
187	New Grease Control Device Plan Check	\$172	\$177	\$5
188	Annual NPDES High Priority Inspection	\$269	\$278	\$9
189	Annual NPDES Low/Medium Priority Inspection	\$128	\$132	\$4
190	Additional Environmental Services (Hourly)	\$122	\$126	\$4
Water Quality Management Plan (WQMP) Fees				
191	All development projects shall pay a minimum deposit for the review and approval of Water Quality Management Plans (WQMP) as defined in the City of Cypress National Pollutant Discharge Elimination System (NPDES) Stormwater Program and the City of Cypress Local Implementation Plan (LIP)	Small Project - \$609 minimum deposit based on actual costs for small projects. Additional deposits may be required based on the accuracy and completeness of the project submittal. Large Project - \$914 minimum deposit based on actual costs for large projects. Additional deposits may be required based on the quality of the project submittal.	Small Project - \$628 minimum deposit based on actual costs for small projects. Additional deposits may be required based on the accuracy and completeness of the project submittal. Large Project - \$942 minimum deposit based on actual costs for large projects. Additional deposits may be required based on the quality of the project submittal.	\$19 - \$28
192	Additional Review of Water Quality Management Plan (Minimum Fee; additional charged hourly)	\$914	\$942	\$28

1) Unless otherwise noted, all fees are the minimum fee for the services. The final fee is based on actual costs, which may exceed the minimum fee.

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Public Works			
REF #	Description	Current Fee	New Fee
Public Works			
Citywide Traffic Improvement Fees			
	Commercial - Retail		
193	Shopping Center - Less than 50,000 SF	\$1.81 per SF - Includes 50% Passby Credit	No Change
194	Shopping Center - 100,000 SF	\$1.67 per SF - Includes 40% Passby Credit	"" ""
195	Shopping Center - 200,000 SF	\$1.54 per SF - Includes 30% Passby Credit	"" ""
196	Shopping Center - 300,000 SF	\$1.40 per SF - Includes 25% Passby Credit	"" ""
197	Restaurant - Fast Food w/ Drive-Through	\$18.81 per SF - Includes 40% Passby Credit	"" ""
198	Restaurant - Fast Food w/o Drive-Through	\$16.43 per SF - Includes 40% Passby Credit	"" ""
199	Restaurant - High Turnover (Family)	\$8.18 per SF - Includes 25% Passby Credit	"" ""
200	Restaurant - Quality (Dinner House)	\$2.62 per SF - Includes 10% Passby Credit	"" ""
201	Hotel	\$409 per Room	"" ""
202	Motel	\$409 per Room	"" ""
203	Discount Store (Freestanding)	\$1.35 per SF	"" ""
204	Hardware/ Paint Store	\$2.03 per SF	"" ""
205	New Car Sales	\$1.56 per SF	"" ""
	Residential		
206	Single Family (Low Density)	\$595 per DU	"" ""
207	Low Rise Condo/ Townhome (Medium Density)	\$508 per DU	"" ""
208	Low Rise Apartment (High Density)	\$358 per DU	"" ""
209	Retirement Community	\$154 per DU	"" ""
210	Elderly Housing (Attached)	\$44 per DU	"" ""
	Office - Industrial		
211	General Office - Less than 50,000 SF	\$1.52 per SF	"" ""
212	General Office - 100,000 SF	\$1.28 per SF	"" ""
213	General Office - 200,000 SF	\$1.09 per SF	"" ""
214	General Office - 400,000 SF	\$0.92 per SF	"" ""
215	General Office - 600,000 SF	\$0.84 per SF	"" ""
216	General Office - 800,000 SF or greater	\$0.78 per SF	"" ""
217	Single Tenant/ Corporate Office	\$1.20 per SF	"" ""
218	Research & Development	\$0.79 per SF	"" ""
219	Warehouse	\$0.44 per SF	"" ""
220	Light Industrial	\$0.65 per SF	"" ""
221	Manufacturing	\$0.52 per SF	"" ""

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Public Works			
REF #	Description	Current Fee	New Fee
Public Works (Cont.)			
Regional Traffic Improvement Fees			
	Commercial - Retail		
222	Shopping Center - Less than 50,000 SF	\$0.16 per SF - Includes 50% Passby Credit	No Change
223	Shopping Center - 100,000 SF	\$0.15 per SF - Includes 40% Passby Credit	" "
224	Shopping Center - 200,000 SF	\$0.13 per SF - Includes 30% Passby Credit	" "
225	Shopping Center - 300,000 SF	\$0.12 per SF - Includes 25% Passby Credit	" "
226	Restaurant - Fast Food w/ Drive-Through	\$1.64 per SF - Includes 40% Passby Credit	" "
227	Restaurant - Fast Food w/o Drive-Through	\$1.43 per SF - Includes 40% Passby Credit	" "
228	Restaurant - High Turnover (Family)	\$0.71 per SF - Includes 25% Passby Credit	" "
229	Restaurant - Quality (Dinner House)	\$0.22 per SF - Includes 10% Passby Credit	" "
230	Hotel	\$36 per Room	" "
231	Motel	\$36 per Room	" "
232	Discount Store (Freestanding)	\$0.12 per SF	" "
233	Hardware/ Paint Store	\$0.18 per SF	" "
234	New Car Sales	\$0.14 per SF	" "
	Residential		
235	Single Family (Low Density)	\$52 per DU	" "
236	Low Rise Condo/ Townhome (Medium Density)	\$44 per DU	" "
237	Low Rise Apartment (High Density)	\$31 per DU	" "
238	Retirement Community	\$13.46 per DU	" "
239	Elderly Housing (Attached)	\$3.85 per DU	" "
	Office - Industrial		
240	General Office - Less than 50,000 SF	\$0.13 per SF	" "
241	General Office - 100,000 SF	\$0.11 per SF	" "
242	General Office - 200,000 SF	\$0.10 per SF	" "
243	General Office - 400,000 SF	\$0.08 per SF	" "
244	General Office - 600,000 SF	\$0.07 per SF	" "
245	General Office - 800,000 SF or greater	\$0.06 per SF	" "
246	Single Tenant/ Corporate Office	\$0.11 per SF	" "
247	Research & Development	\$0.07 per SF	" "
248	Warehouse	\$0.04 per SF	" "
249	Light Industrial	\$0.06 per SF	" "
250	Manufacturing	\$0.05 per SF	" "

1) Unless otherwise noted, all fees are the minimum fee for the service. The final fee is based on actual costs, which may exceed the minimum fee.

* Fixed fee

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Public Works				
REF #	Description	Current Fee	New Fee	Change
Public Works (Cont.)				
Development and Permit Fees				
251	Grading Plan Check	\$1,572	\$1,620	\$48
252	Public Works Plan Check	\$1,572	\$1,620	\$48
253	Final Parcel Map Check	\$1,098	\$1,131	\$33
254	Final Tract Map Check	\$1,098	\$1,131	\$33
255	Public Works Permit - Small	\$188	\$193	\$5
256	Public Works Permit - Medium	\$1,410	\$1,453	\$43
257	Public Works Permit - Large	\$3,423	\$3,526	\$103
258	Street Abandonment	\$853	\$879	\$26
259	Transportation Permit *	\$16 Trip/\$85 Annual	\$16 Trip/\$88 Annual	\$0/\$3
260	Drainage Fee for Master Drainage Plan *	\$7,940/acre	\$7,940/acre	No Change
Residential Parking Permits				
261	Permit Fee *	\$38	\$39	\$1
262	Permit Replacement Fee *	\$27	\$28	\$1
263	Fine for Misuse of Parking Permit *	\$100	\$100	No Change

1) Unless otherwise noted, all fees are the minimum fee for the service. The final fee is based on actual costs, which may exceed the minimum fee.

* Fixed fee

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Police				
REF #	Description	Current Fee	New Fee	Change
General Fees				
264	Arrest Booking Fee	\$436	\$450	\$14
265	Blood Draw Recovery Fee ¹	\$150	\$151	\$1
266	Copy of Citation/Police Report/Log Item	\$1 first copy + \$0.10 per page	\$1 first copy + \$0.10 per page	No Change
267	Criminal History Verification	\$54	\$55	\$1
268	Firing Range Rental (per person)	\$113	\$117	\$4
269	Repossession - Verification Fee ²	\$15	\$15	No Change
270	Ride Along (may be waived at Chief's discretion)	\$80	\$83	\$3
271	Storage of Relinquished Firearms (annual, per weapon)	\$269	\$278	\$9
272	Subpoena (Civil) for Records (15 day requirement) ²	\$15 + duplication	\$15 + duplication	No Change
273	Subpoena (Civil) for Officer Appearance (per day) ²	\$275	\$275	No Change
274	Subpoena (Audio or Video)	\$113	\$117	\$4
275	Subpoena (Photo/Digital Duplication)	\$113	\$117	\$4
276	Vehicle Inspection	\$35	\$36	\$1
277	Vehicle Permits	\$16	\$16	\$0
278	Vehicle Release	\$165	\$170	\$5
279	Vehicle Release (30-day impound)	\$274	\$283	\$9
280	Vehicle Release (30-day impound/with hearing)	\$322	\$331	\$9
Alarm System Fees and Fines				
281	Business Alarm Permit Fee	\$54	\$55	\$1
282	Residential Alarm Permit Fee	\$54	\$55	\$1
283	Failure to Register Alarm System Fine	\$30 for first violation	\$30 for first violation	No Change
284		\$50 for second violation	\$50 for second violation	No Change
285		\$100 for third and subsequent violations	\$100 for third and subsequent violations	No Change
286	False Alarm Fine (within any calendar year)	\$0 - first two false alarms	\$0 - first two false alarms	No Change
287		\$70 - third false alarm	\$70 - third false alarm	No Change
288		\$110 - fourth false alarm	\$110 - fourth false alarm	No Change
289		\$130 - fifth false alarm	\$130 - fifth false alarm	No Change
290		\$170 - sixth false alarm	\$170 - sixth false alarm	No Change
291		\$200 - seventh false alarm	\$200 - seventh false alarm	No Change
292		\$500 - eighth and subsequent false alarms	\$500 - eighth and subsequent false alarms	No Change
293	Extraordinary Police Services (Minimum fee)	\$1,219	\$1,256	\$37

¹ Fee is based on actual contract cost and is subject to change.

² Fee is set by the State of California and is subject to change.

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Recreation and Community Services				
REF #	Description	Current Fee	New Fee	Change
Sports Programs				
294	Adult Basketball/per team (11 week)	\$485	\$500	\$15
295	Softball	\$519	\$535	\$16
296	Open Gym - Youth/Adult	\$4	\$4	\$0
297	Semi-private swim lessons (4 lessons)	\$102	\$105	\$3
298	Swim lessons (2 weeks)	\$61	\$63	\$2
299	Sports camp	\$99	\$102	\$3
300	Youth Basketball League - Summer	\$99	\$102	\$3
301	Youth Basketball League - Winter	\$122	\$126	\$4
302	Youth Volleyball League - Fall	\$99	\$102	\$3
303	Youth Volleyball League - Spring	\$99	\$102	\$3
304	Pee Wee Sports	\$54	\$55	\$1
305	Challenger Basketball - Summer	\$0	\$0	\$0
306	5K/10K Walker	\$46	\$48	\$2
307	5K/10K Pre-registration Runner	\$54	\$55	\$1
308	5K/10K Late registration Runner	\$67	\$69	\$2
Youth Programs				
309	Day Camp - Weekly	\$160	\$164	\$4
310	Day Camp - AM/PM Care - Weekly	\$40	\$41	\$1
311	Day Camp Excursions	\$32	\$33	\$1
312	Kids Corner - 3 Year Olds (9weeks, 2x/week)	\$274	\$283	\$9
313	Kids Corner - 4 Year Olds (9weeks, 3x/week)	\$371	\$382	\$11
314	Kids Corner - Summer	\$251	\$259	\$8
315	Birthdays	\$419	\$432	\$13
316	Birthdays - Specialty	\$479	\$493	\$14
317	Kids Night Out	\$27	\$28	\$1
318	Park Program - Summer	\$33	\$34	\$1
319	Teen Dances	\$20	\$20	\$0
320	Teen Fashion Show	\$6	\$6	\$0
321	Father-Daughter Night	\$61	\$63	\$2
322	Father-Daughter Night (Additional Child)	\$18	\$19	\$1
323	Halloween Admission	\$6	\$6	\$0

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Recreation and Community Services				
REF #	Description	Current Fee	New Fee	Change
Recreation (Cont.)				
Adult Events				
324	Special Event Exhibitor - Commercial	\$133	\$137	\$4
325	Special Event Exhibitor - Non-Profit	\$67	\$69	\$2
326	Special Event Exhibitor - Small Business	\$67	\$69	\$2
327	Dining Center Event	\$6	\$6	\$0
328	Bunco	\$20	\$20	\$0
Program/Class Fees				
329	Registration Fee	\$2 - \$12	\$3 - \$13	\$1 - \$1
330	Facility Replacement Fee	\$6	\$6	\$0
331	Credit Card Fee	Actual Cost	Actual Cost	N/A
332	Non-Resident Fee	from \$12 up to full cost	from \$12 up to full cost	N/A
333	Refund Processing Fee	\$18	\$19	\$1

Additional classes and programs may be evaluated and offered as the demand arises. The authorized fees for new offerings are:

Additional Recreational Activities		Fee Range		
334	Adult Sports	\$445-\$548	\$458-\$565	\$13-\$17
335	Aquatics	\$61-\$146	\$63-\$151	\$2-\$5
336	Community Events	\$6-\$122	\$6-\$126	\$0-\$4
337	Day Camps	\$37-\$244	\$38-\$251	\$1-\$7
338	Youth Sports	\$0-\$305	\$0-\$314	\$0-\$9
339	Kids Corner	\$232-\$579	\$239-\$596	\$7-\$17
340	Teen Programs	\$6-\$61	\$6-\$63	\$0-\$2
341	Playground	\$24-\$500	\$25-\$515	\$1-\$15
342	Sr. Center Programs	\$6-\$183	\$6-\$188	\$0-\$5

City of Cypress
Master Fee Schedule
Effective July 1, 2024

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Recreation and Community Services - Facility Rentals					
FACILITY RENTAL fees vary by category of organization as follows:					
A: Resident Private		C: Resident Non-Profit		E: Commercial - In-Town	
B: Non-Resident Private		D: Non-Resident Non-Profit		F: Commercial - Out of Town	

Recreation and Community Services - Facility Rentals					
FACILITY RENTAL fees vary by category of organization as follows:					
A: Resident Private		C: Resident Non-Profit		E: Commercial - kn-Town	
B: Non-Resident Private		D: Non-Resident Non-Profit		F: Commercial - Out of Town	

	COMMUNITY CENTER - Grand Ballroom A + B or B + Garden					
REF #	Hourly Rates					
	Description		Mon-Thur		Fri-Sun	
				w/alcohol		w/alcohol
343	Grand Ballroom A + B or B + Garden (6 hour minimum Fri - Sun)	A:	\$238	\$262	\$274	\$299
344		B:	\$299	\$323	\$335	\$360
345		C:	\$183	\$207	\$219	\$244
346		D:	\$244	\$268	\$280	\$305
347		E:	\$293	\$317	\$329	\$353
348		F:	\$353	\$378	\$390	\$414

	COMMUNITY CENTER - Grand Ballroom A + B or B + Garden					
REF #	Hourly Rates					
	Description		Mon-Thur		Fri-Sun	
				w/alcohol		w/alcohol
343	Grand Ballroom A + B or B + Garden (6 hour minimum Fri - Sun)	A:	\$245	\$270	\$283	\$308
344		B:	\$308	\$333	\$345	\$370
345		C:	\$188	\$213	\$226	\$251
346		D:	\$251	\$276	\$289	\$314
347		E:	\$301	\$326	\$339	\$364
348		F:	\$364	\$389	\$402	\$427

	COMMUNITY CENTER - Grand Ballroom A or B or Garden					
	Hourly Rates					
	Description		Mon-Thur		Fri-Sun	
				w/alcohol		w/alcohol
349	Grand Ballroom A or B or Garden (6 hour minimum Fri - Sun)	A:	\$152	\$183	\$189	\$219
350		B:	\$213	\$244	\$250	\$280
351		C:	\$91	\$110	\$128	\$146
352		D:	\$189	\$207	\$189	\$207
353		E:	\$207	\$238	\$244	\$274
354		F:	\$268	\$299	\$305	\$335

	COMMUNITY CENTER - Grand Ballroom A or B or Garden					
	Hourly Rates					
	Description		Mon-Thur		Fri-Sun	
				w/alcohol		w/alcohol
349	Grand Ballroom A or B or Garden (6 hour minimum Fri - Sun)	A:	\$157	\$188	\$195	\$226
350		B:	\$220	\$251	\$257	\$289
351		C:	\$94	\$113	\$132	\$151
352		D:	\$195	\$213	\$195	\$213
353		E:	\$213	\$245	\$251	\$283
354		F:	\$276	\$308	\$314	\$345

	COMMUNITY CENTER - Grand Ballroom					
	Hourly Rates					
	Description		Mon-Thur		Fri-Sun	
			w/alcohol		w/alcohol	
355	Grand Ballroom Full (6 hour minimum Fri - Sun)	A:	\$268	\$305	\$305	\$341
356		B:	\$329	\$366	\$366	\$402
357		C:	\$225	\$244	\$262	\$280
358		D:	\$286	\$305	\$323	\$341
359		E:	\$353	\$384	\$390	\$421
360		F:	\$414	\$445	\$451	\$481

	COMMUNITY CENTER - Grand Ballroom					
	Hourly Rates					
	Description		Mon-Thur		Fri-Sun	
			w/alcohol		w/alcohol	
355	Grand Ballroom Full (6 hour minimum Fri - Sun)	A:	\$276	\$314	\$314	\$352
356		B:	\$339	\$377	\$377	\$414
357		C:	\$232	\$251	\$270	\$289
358		D:	\$295	\$314	\$333	\$352
359		E:	\$364	\$396	\$402	\$433
360		F:	\$427	\$458	\$465	\$496

City of Cypress
Master Fee Schedule
Effective July 1, 2024

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Recreation and Community Services - Facility Rentals					
FACILITY RENTAL fees vary by category of organization as follows:					
A: Resident Private		C: Resident Non-Profit		E: Commercial - In-Town	
B: Non-Resident Private		D: Non-Resident Non-Profit		F: Commercial - Out of Town	

Recreation and Community Services - Facility Rentals					
FACILITY RENTAL fees vary by category of organization as follows:					
A: Resident Private		C: Resident Non-Profit		E: Commercial - kn-Town	
B: Non-Resident Private		D: Non-Resident Non-Profit		F: Commercial - Out of Town	

	COMMUNITY CENTER - Community Room					
REF #	Hourly Rates					
	Description		Mon-Thur		Fri-Sun	
				w/alcohol		w/alcohol
361	Community Room (3 hour minimum)	A:	\$98	\$110	\$110	\$122
362		B:	\$134	\$146	\$146	\$158
363		C:	\$67	\$85	\$79	\$98
364		D:	\$104	\$122	\$116	\$134
365		E:	\$116	\$128	\$128	\$140
366		F:	\$152	\$165	\$165	\$177

	COMMUNITY CENTER - Community Room					
REF #	Hourly Rates					
	Description	Mon-Thur			Fri-Sun	
			w/alcohol		w/alcohol	
361	Community Room (3 hour minimum)	A:	\$100	\$113	\$113	\$126
362		B:	\$138	\$151	\$151	\$163
363		C:	\$69	\$88	\$82	\$100
364		D:	\$107	\$126	\$119	\$138
365		E:	\$119	\$132	\$132	\$144
366		F:	\$157	\$170	\$170	\$182

	COMMUNITY CENTER - Arts and Crafts Room					
	Hourly Rates					
	Description		Mon-Thur		Fri-Sun	
			w/alcohol		w/alcohol	
367	Arts and Crafts Room (3 hour minimum)	A:	\$67	\$91	\$79	\$104
368		B:	\$79	\$104	\$91	\$116
369		C:	\$61	\$85	\$73	\$98
370		D:	\$73	\$98	\$85	\$110
371		E:	\$85	\$104	\$98	\$116
372		F:	\$98	\$116	\$110	\$128

	COMMUNITY CENTER - Arts and Crafts Room					
	Hourly Rates					
	Description		Mon-Thur		Fri-Sun	
				w/alcohol		w/alcohol
367	Arts and Crafts Room (3 hour minimum)	A:	\$69	\$94	\$82	\$107
368		B:	\$82	\$107	\$94	\$119
369		C:	\$63	\$88	\$75	\$100
370		D:	\$75	\$100	\$88	\$113
371		E:	\$88	\$107	\$100	\$119
372		F:	\$100	\$119	\$113	\$132

	COMMUNITY CENTER - Conference Room					
	Hourly Rates					
	Description	Mon-Thur		Fri-Sun		
			w/alcohol		w/alcohol	
373	Conference Room	A:	\$37	N/A	\$49	N/A
374	(2 hour minimum)	C:	\$49	N/A	\$61	N/A

		COMMUNITY CENTER - Conference Room				
		Hourly Rates				
Description		Mon-Thur		Fri-Sun		
			w/alcohol		w/alcohol	
373	Conference Room	A:	\$38	N/A	\$50	N/A
374	(2 hour minimum)	C:	\$50	N/A	\$63	N/A

City of Cypress
Master Fee Schedule
Effective January 1, 2024

Recreation and Community Services - Facility Rentals			
FACILITY RENTAL fees vary by category of organization as follows:			
A: Resident Private	C: Resident Non-Profit	E: Commercial - In-Town	
B: Non-Resident Private	D: Non-Resident Non-Profit	F: Commercial - Out of Town	

SENIOR CENTER - Multi-Use Room Full			
REF #	Hourly Rates		
	Description		w/alcohol
375	Multi-Use Room Full (6 hour minimum Fri - Sun)	A:	\$171
376		B:	\$207
377		C:	\$85
378		D:	\$177
379		E:	\$232
380		F:	\$293

SENIOR CENTER - Multi-Use Room West/Kitchen			
	Hourly Rates		
	Description		w/alcohol
381	Multi-Use Room West/Kitchen (6 hour minimum Fri - Sun)	A:	\$134
382		B:	\$152
383		C:	\$73
384		D:	\$152
385		E:	\$177
386		F:	\$238

SENIOR CENTER - Arts & Crafts or Exercise Room			
	Hourly Rates		
	Description		w/alcohol
387	Arts & Crafts or Exercise Room	A:	\$73
388		B:	\$79
389		C:	\$43
390		D:	\$79
391		E:	\$91
392		F:	\$128

City of Cypress
Master Fee Schedule
Effective January 1, 2025

Recreation and Community Services - Facility Rentals			
FACILITY RENTAL fees vary by category of organization as follows:			
A: Resident Private	C: Resident Non-Profit	E: Commercial - kn-Town	
B: Non-Resident Private	D: Non-Resident Non-Profit	F: Commercial - Out of Town	

SENIOR CENTER - Multi-Use Room Full			
REF #	Hourly Rates		
	Description		w/alcohol
375	Multi-Use Room Full (6 hour minimum Fri - Sun)	A:	\$176
376		B:	\$213
377		C:	\$88
378		D:	\$182
379		E:	\$239
380		F:	\$301

SENIOR CENTER - Multi-Use Room West/Kitchen			
	Hourly Rates		
	Description		w/alcohol
381	Multi-Use Room West/Kitchen (6 hour minimum Fri - Sun)	A:	\$138
382		B:	\$157
383		C:	\$75
384		D:	\$157
385		E:	\$182
386		F:	\$245

SENIOR CENTER - Arts & Crafts or Exercise Room			
	Hourly Rates		
	Description		w/alcohol
387	Arts & Crafts or Exercise Room	A:	\$75
388		B:	\$82
389		C:	\$44
390		D:	\$82
391		E:	\$94
392		F:	\$132

City of Cypress
Master Fee Schedule
Effective January 1, 2024

Recreation and Community Services - Facility Rentals			
FACILITY RENTAL fees vary by category of organization as follows:			
A: Resident Private	C: Resident Non-Profit	E: Commercial - In-Town	
B: Non-Resident Private	D: Non-Resident Non-Profit	F: Commercial - Out of Town	

SENIOR CENTER - Card Room			
REF #	Hourly Rates		
	Description		w/alcohol
393	Card Room	A:	\$55
394		B:	\$61
395		C:	\$43
396		D:	\$61
397		E:	\$73
398		F:	\$85

SENIOR CENTER - Conference Room			
	Hourly Rates		
	Description		w/alcohol
399	Conference Room	A:	\$37
400	(2 hour minimum)	C:	\$49

Misc. Rental Fees

401	Deposit	\$300
402	Deposit - Alcohol	\$500
403	Second Set Up	\$30-\$122
404	Bar Rental	\$49
405	Misc. Equipment Rental	\$12-\$61
406	Kitchen	\$61
407	Liability Insurance - Serving Alcohol	Actual Premium
408	Liability Insurance - Serving & Selling Alcohol	Actual Premium
409	Hourly Rate after Contractual Rental Period	Double Hourly Rate

City of Cypress
Master Fee Schedule
Effective January 1, 2025

Recreation and Community Services - Facility Rentals			
FACILITY RENTAL fees vary by category of organization as follows:			
A: Resident Private	C: Resident Non-Profit	E: Commercial - kn-Town	
B: Non-Resident Private	D: Non-Resident Non-Profit	F: Commercial - Out of Town	

SENIOR CENTER - Card Room			
REF #	Hourly Rates		
	Description		w/alcohol
393	Card Room	A:	\$57
394		B:	\$63
395		C:	\$44
396		D:	\$63
397		E:	\$75
398		F:	\$88

SENIOR CENTER - Conference Room			
	Hourly Rates		
	Description		w/alcohol
399	Conference Room	A:	\$38
400	(2 hour minimum)	C:	\$50

Misc. Rental Fees

401	Deposit	\$300
402	Deposit - Alcohol	\$500
403	Second Set Up	\$31-\$126
404	Bar Rental	\$50
405	Misc. Equipment Rental	\$13-\$63
406	Kitchen	\$63
407	Liability Insurance - Serving Alcohol	Actual Premium
408	Liability Insurance - Serving & Selling Alcohol	Actual Premium
409	Hourly Rate after Contractual Rental Period	Double Hourly Rate

City of Cypress
Master Fee Schedule
Effective July 1, 2025

Recreation and Community Services				
REF #	Description	Current Fee	New Fee	Change
Athletic Field Rentals				
410	Athletic Field Rentals - Day Use Hourly - Resident	\$30	\$31	\$1
411	Athletic Field Rentals - Day Use Hourly - Non-Resident	\$37	\$38	\$1
412	Athletic Field Lights - ACUAF Groups	\$12	\$13	\$1
413	Athletic Field Lights - Non-ACUAF Groups	\$18	\$19	\$1
414	ACUAF Base Non-Resident Fee	\$12	\$13	\$1
415	ACUAF Next Non-Resident Fee	\$18	\$19	\$1
416	ACUAF Base Field Rental Fee	\$2.00/hour	\$2.00/hour	\$0.00
417	ACUAF Next Field Rental Fee	\$7.50/hour	\$8.00/hour	\$0.50/hour
418	Athletic Facility Security Deposit	\$150	\$150	\$0
419	Lexington Park Athletic Fields (Natural and Synthetic) Hourly	\$2 - \$176	\$2 - \$181	\$0 - \$5
Park Rentals				
420	Arnold Cypress cleaning deposit	\$100	\$100	\$0
421	Park Pavilion - Resident	\$43	\$44	\$1
422	Park Pavilion - Commercial	\$61	\$63	\$2
423	Moon Bounce - Resident	\$24	\$25	\$1
424	Open Space Permit - Resident	\$24	\$25	\$1
425	Small Pavilion-Resident (Hourly)	\$24	\$24	\$0
426	Large Pavilion-Resident (Hourly)	\$41	\$42	\$1
427	Lexington Park Equipment Storage-Resident Non-Profit (monthly)	\$118	\$121	\$3
428	Lexington Park Food Truck (per event)	\$58-\$352 or 10% of gross sales	\$60-\$362 or 10% of gross sales	\$2-\$10
Electric Vehicle Charging Stations				
429	EV Charging Station	\$0.36/per kWh	\$0.37/per kWh	\$0.01 per kWh
430	EV Charging Station - Overstay Charge (after 3 hours)	\$5/hour	\$6/hour	N/A



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

7.

FROM: Matt Burton, Director of Finance and Administrative Services

DATE: 06/09/2025

SUBJECT: Approve an Updated Repayment Agreement and Promissory Note Between the City and Recreation and Park District for the Construction of Lexington Park

RECOMMENDATION

Approve the updated Repayment Agreement and Promissory Note between the City and Recreation and Park District for the Construction of Lexington Park.

DISCUSSION

Background

In February 2021, the City Council approved a loan between the City and the Recreation and Park District for the construction of Lexington Park. Key loan terms include:

- Authorized the City's Infrastructure Fund to loan the District an amount not to exceed \$12.8 million
- Interest is due annually on June 30 and is based on the rate earned by the California Local Agency Investment Fund (LAIF)
- Repayments are made from Park Development Fees received by the District
- Loan term through June 30, 2025, with extensions anticipated based on the District's receipt of Park Development Fees*

* Park Development Fees are paid when new homes are built in Cypress and cannot be predicted. As such, it was expected a portion of the loan would be outstanding at the end of the initial term, and an extension would allow for ongoing repayment of any unpaid principal still outstanding on June 30, 2025. Park Development Fees are, generally, restricted to use for the construction of new recreation amenities and cannot be used for ongoing operations or maintenance.

Discussion

Lexington Park cost \$12,293,975 to build. Since 2021, the District has received \$9,101,142 million of Park Development Fees which have been repaid to the City, leaving an outstanding loan balance of \$3,192,833. As the initial loan term nears an end, it is recommended that the City Council extend the term, enabling the District to fully repay the loan as future Park

Development Fees are received. The recommended updated note is nearly identical to the original:

- Updated principal balance of \$3,192,833
- Interest due annually on June 30, based on an interest rate of two percent**
- Repayments are to be made from Park Development Fees received by the District
- Loan term through June 30, 2030, with extensions possible based on the District's receipt of Park Development Fees

** The only recommended change is the interest rate. When the original note was issued in early 2021, the annual LAIF rate was under 0.5 percent. Since then, the annual LAIF rate has increased to approximately 4.5 percent, resulting in larger interest payments by the District to the City than originally anticipated. The recommended two percent interest on the new note is the same as the Arnold Cypress Park note, provides the City with a reasonable rate of return, is more administratively efficient, and is more predictable for budget and cash flow projection purposes.

If Park Development Fee revenue matches the past several years, the remaining \$3.2 million loan is likely to be repaid prior to June 30, 2030. However, new home construction activity is unpredictable and entirely outside the City's control.

BUDGET IMPACT

The recommended change to the interest rate will likely result in less interest paid by the District to the City.

LEGAL REVIEW

The City Attorney has reviewed the note as to form.

APPROVED BY: Peter Grant, City Manager

Attachments

Repayment Agreement and Purchase Money Promissory Note (CRPD 5) dated July 1, 2025

REPAYMENT AGREEMENT

This Repayment Agreement is entered into as of the 9th day of June 2025, by and between the Cypress Recreation and Park District, a public body corporate and politic (the "District") and the City of Cypress, a public body corporate and politic (the "City").

RECITALS

- A. Whereas, on February 8, 2021 the City and District established a \$12.8 million repayment agreement for the costs to construct Lexington park on the nine acres of land donated by the Los Alamitos Race Course in May 2018, and
- B. The February 8, 2021 repayment agreement matures on June 30, 2025, and
- C. To date, the District has repaid \$9,101,142 using available park development fees, which will leave an outstanding balance of \$3,192,833 at June 30, 2025, and
- D. The District does not have sufficient cash reserves available to pay the City the remaining balance due on the note, and
- E. The District is expected to have future park development fees available to repay the remaining costs of Lexington Park once the Los Alamitos Race Course property is developed or from other development projects in the City, and
- F. The District desires to reissue a promissory note on July 1, 2025 to allow for the repayment of the \$3,192,833 when park development fees become available, and
- G. Whereas, the City and District would like to formally authorize the City Manager/Executive Director to issue a promissory note for \$3,192,833 and establish an applicable interest rate equal to two percent; and

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

Section 1. The District hereby agrees to pay the City as full consideration for the construction loan referred to in the recitals herein above, a total sum not to exceed Three Million One Hundred Ninety Two Thousand Eight Hundred and Thirty Three Dollars (\$3,192,833) with interest thereon calculated at a rate equal to two percent per annum. The District's obligations hereunder shall be evidenced by a Promissory Note substantially in the form attached hereto and incorporated herein by reference (the "Purchase Money Promissory Note").

Payment of all accrued interest with respect to the Purchase Money Promissory Note shall be due annually on June 30th starting on June 30, 2026. Payment of the outstanding principal with respect to the Purchase Money Promissory Note shall be due on June 30, 2030 unless extended by mutual agreement of the parties hereto. However, the outstanding principal will be due at such time the District receives sufficient park fees or at any other time during the term of the Purchase Money Promissory Note that sufficient monies become available based on staff's recommendations. If amounts are available for repayment, such repayments will occur twice a year and be incorporated into the Mid-Year Budget Review and with the annual

report of supplemental appropriations compiled immediately following the end of the fiscal year.

The District shall execute and deliver the Purchase Money Promissory Note as of the date of the execution of this Agreement.

Section 2. The District's obligation to make payments to the City pursuant to the Purchase Money Promissory Note shall be payable solely from park development fees or property taxes allocated to the District but only if and to the extent such amounts are available, and determines in its sole discretion to use to repay said amounts. In the event that there are insufficient funds from the sources identified herein to make the required payments with respect to the Purchase Money Promissory Note in the year in which such payments are to be made, the City shall reasonably consider (but shall not be obligated to) extend the time for payment by adding such amounts to the principal balance evidenced by the Purchase Money Promissory Note and interest at the rate set forth in the Purchase Money Promissory Note.

Section 3. The parties hereto acknowledge and agree that the District's obligation to pay the amounts evidenced by the Purchase Money Promissory Note shall be automatically subordinated to any other obligation of the District secured by property tax revenues or for which property tax revenues are otherwise pledged in connection with the issuance of bonds or certificates of participation.

Section 4. The District shall have the right at any time, from time to time, upon at least ten (10) days written notice to the City, to prepay without premium or penalty, the outstanding balance of the Purchase Money Promissory Note, or any portion thereof, with interest payable through the date of such prepayment.

Section 5. This Agreement embodies the entire Agreement understanding between the parties hereto with respect to the matters set forth herein and supersedes all prior agreements and understandings related to the subject matter hereof.

Section 6. This Agreement shall terminate when all obligations of the District as evidenced by the Purchase Money Promissory Note shall have been discharged in full.

Section 7. In case any one or more of the provisions contained in this Agreement should be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained herein shall not in any way be effected or impaired thereby.

Section 8. No member, officer, agent or employee of the District shall be individually or personally liable for the payment of, the principal of or interest on the Purchase Money Promissory Note.

IN WITNESS WHEREOF, the parties have executed this Repayment Agreement as of the date first above written.

CITY OF CYPRESS

By _____
City Mayor

ATTEST:

City Clerk

CYPRESS RECREATION AND PARK DISTRICT

By _____
District Board Chair

ATTEST

District Executive Director

PURCHASE MONEY PROMISSORY NOTE (CRPD 5)

\$3,192,833

**Cypress, CA
July 1, 2025**

The Cypress Recreation and Park District, a public body corporate and politic (the "District"), for value received, hereby promises to pay to the City of Cypress, public body corporate and politic (the "City"), the principal sum of Three Million One Hundred Ninety Two Thousand Eight Hundred and Thirty Three (\$3,192,833), in lawful money of the United States of America together with interest thereon on the unpaid balance thereof from the date hereof at a rate equal to two percent per annum. With respect to this Purchase Money Promissory Note, the Agency shall pay all interest annually on June 30th and the principal on or before June 30, 2030. Interest shall be computed upon the basis of a three hundred sixty (360) day year and a thirty (30) day month.

This Note is the Purchase Money Promissory Note referred to in the Repayment Agreement dated as of July 1, 2025, between the City and the District and is entitled to all the benefits and is subject to all the limitations provided for therein. Reference is made to said Agreement for, inter alia, the rights of prepayment and the sources of payment of the principal of and interest on this Purchase Money Promissory Note.

CYPRESS RECREATION AND PARK DISTRICT

By _____
District Board Chair

ATTEST:

Executive Director



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

8.

FROM: Matt Burton, Director of Finance and Administrative Services

DATE: 06/09/2025

SUBJECT: Adopt the Fiscal Year 2025-26 Appropriations Limit

RECOMMENDATION

Adopt a Resolution establishing the City's Fiscal Year 2025-26 appropriations limit.

SUMMARY

In 1979, Proposition 4, known as the Gann Initiative, added Article XIIB to the State Constitution. The Gann Initiative, combined with modifications made in 1990 by Proposition 111, limits the annual growth of tax-funded government spending to changes in population and inflation. The City's appropriations limit, also known as the "Gann limit", is required to be adopted annually by the City Council.

DISCUSSION

The appropriations limit applies only to revenues derived from certain taxes, such as property taxes, sales taxes, etc., and is based on actual FY 1986-87 appropriations adjusted each year for inflation and population growth. The inflation factor is either the percentage change in California's Per Capita Income or the growth in the City's assessed value due to the addition of non-residential new construction. The population factor is the growth in either the City's or the County's population, whichever is greater.

The FY 2025-26 appropriations limit was calculated in accordance with these guidelines utilizing the factors provided by the State Department of Finance. For the inflation factor, the growth in per capita personal income was greater than the growth in assessed valuation from non-residential new construction (6.44%, compared to 1.68%). Therefore, the growth in personal income was used. This year, the County's population grew slightly compared to a slight decline in the City's population (0.17% compared to -0.13% for the City), therefore, the County's factor was used in the calculation.

The limit is calculated as shown below.

FY 2024-25 Appropriations Limit	Change in Per Capita Income	Percent increase in County population	FY 2025-26 Appropriations Limit
------------------------------------	--------------------------------	--	------------------------------------

Appropriations Limit	(6.44%)	(0.17%)	Appropriations Limit
\$105,114,697	x 1.0644	x 1.0017	\$112,074,286

For FY 2025-26, the City's appropriations limit will be \$112,074,286. The FY 2025-26 proposed budget for City funds, scheduled for adoption on June 9, includes \$36.3 million of tax proceeds. Therefore, the City will remain well below the statutory limit for the upcoming fiscal year.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY:

Peter Grant, City Manager

Attachments

Resolution

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS
ESTABLISHING THE CITY'S APPROPRIATIONS LIMIT
FOR THE 2025-26 FISCAL YEAR.

WHEREAS, Article XIIIB of the California State Constitution establishes and defines annual appropriations limits of local government; and

WHEREAS, appropriations subject to such limits may not exceed such limits; and

WHEREAS, documentation used in the determination of the appropriations limit for Fiscal Year 2025-26 has been available to the public in the Finance and Administrative Services Department for fifteen days as required by Government Code Section 7910; and

WHEREAS, Government Code Section 7910 also requires that each year the governing body shall, by resolution, establish its appropriations limit.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Cypress, hereby establishes the FY 2025-26 appropriations limit as follows:

FY 2025-26 Appropriations Limit	\$112,074,286
FY 2025-26 Population Option Used	County of Orange Growth (0.17%)
FY 2025-26 Cost of Living Option Used	California Per Capita Income (6.44%)

PASSED AND ADOPTED by the City Council of the City of Cypress, at a regular meeting held on the 9th day of June, 2025.

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 9th day of June, 2025, by the following roll call vote:

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

CITY CLERK OF THE CITY OF CYPRESS



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

9.

FROM: Matt Burton, Director of Finance and Administrative Services

DATE: 06/09/2025

SUBJECT: Adopt the Cypress Recreation and Park District's Fiscal Year 2025-26 Appropriations Limit

RECOMMENDATION

Adopt a Resolution establishing the Cypress Recreation and Park District's Fiscal Year 2025-26 appropriations limit.

SUMMARY

In 1979, Proposition 4, known as the Gann Initiative, added Article XIIIB to the State Constitution. The Gann Initiative, combined with modifications made in 1990 by Proposition 111, limits the annual growth of tax-funded government spending to changes in population and inflation. The Cypress Recreation and Park District's appropriations limit, also known as the "Gann limit", is required to be adopted annually by the City Council, acting as the ex-officio Board of Directors of the District.

DISCUSSION

The appropriations limit applies to revenues derived from taxes, which for the District only includes property taxes, and is based on actual FY 1986-87 appropriations adjusted each year for inflation and population growth. The inflation factor is either the percentage change in California's Per Capita Income or the growth in the District's assessed valuation due to the addition of non-residential new construction. The population factor is the growth in either the District's or the County's population, whichever is greater.

The FY 2025-26 appropriations limit was calculated in accordance with these guidelines utilizing the factors provided by the State Department of Finance. For the inflation factor, the growth in per capita personal income was greater than the growth in assessed valuation due to non-residential new construction (6.44% compared to 1.68%). Therefore, the growth in per capita personal income was used. This year, the County's population grew slightly compared to a slight decline in the District's population (0.17% compared to -0.13% for the District), therefore, the County's factor was used in the calculation.

The limit is calculated as shown below.

FY 2024-25 Appropriations Limit	Change in Per Capital Personal Income (6.44%)	Percent increase in County population (0.17%)	FY 2025-26 Appropriations Limit
\$11,695,690	x 1.0644	x 1.0017	\$12,470,056

For FY 2025-26, the District's appropriations limit will be \$12,470,056. The District's FY 2025-26 proposed budget, scheduled for adoption on June 9, includes \$8.1 million of tax proceeds. Therefore, the District will remain well below the statutory limit for the upcoming fiscal year.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY:

Peter Grant, City Manager

Attachments

Resolution

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS, EX OFFICIO GOVERNING BOARD OF DIRECTORS OF THE CYPRESS RECREATION AND PARK DISTRICT, A SUBSIDIARY DISTRICT OF THE CITY OF CYPRESS ESTABLISHING THE CYPRESS RECREATION AND PARK DISTRICT'S APPROPRIATIONS LIMIT FOR THE 2025-26 FISCAL YEAR.

WHEREAS, Article XIII B of the State Constitution establishes and defines annual appropriations limits of local government; and

WHEREAS, appropriations subject to such limits may not exceed such limits; and

WHEREAS, documentation used in the determination of the appropriations limit for Fiscal Year 2025-26 has been available to the public in the Finance and Administrative Services Department for fifteen days as required by Government Code Section 7910; and

WHEREAS, Government Code Section 7910 also requires that each year the governing body shall, by resolution, establish its appropriations limit.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Cypress, acting as the ex officio governing Board of Directors of the Cypress Recreation and Park District, hereby establishes the FY 2025-26 appropriations limit for the Cypress Recreation and Park District as follows:

FY 2025-26 Appropriations Limit	\$12,470,056
FY 2025-26 Population Option Used	County of Orange Growth (0.17%)
FY 2025-26 Cost of Living Option Used	California Per Capita Income (6.44%)

PASSED AND ADOPTED by the City Council of the City of Cypress, ex officio governing Board of Directors of the Cypress Recreation and Park District, at a regular meeting held on the 9th day of June, 2025.

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 9th day of June, 2025, by the following roll call vote:

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

CITY CLERK OF THE CITY OF CYPRESS



CITY OF CYPRESS
CITY COUNCIL REPORT

City Council Regular

10.

FROM: Matt Burton, Director of Finance and Administrative Services
DATE: 06/09/2025
SUBJECT: Adopt Annual Statement of Investment Policy

RECOMMENDATION

Adopt a Resolution approving the Annual Statement of Investment Policy.

DISCUSSION

The City Council's investment philosophy is designed to ensure funds are always safe and available when needed. The Annual Statement of Investment Policy (policy), adopted annually in June in conjunction with the start of the fiscal year, clearly states the policies and procedures for the prudent investment of the City's cash. It outlines investment-related activities which represent an effective cash management and short-term investment plan.

The policy adopted for FY 2024-25 continues to be consistent with the City's investment objectives. As a result, there are no changes to the attached investment policy for FY 2025-26.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

Resolution
FY 2025-26 Statement of Investment Policy

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS, AND ACTING
AS THE EX OFFICIO GOVERNING BOARD OF DIRECTORS OF THE
CYPRESS RECREATION AND PARK DISTRICT, ADOPTING THE ANNUAL
STATEMENT OF INVESTMENT POLICY

WHEREAS, Section 53646 of the Government Code of the State of California establishes and requires the City Treasurer to annually render to the City Council at a public meeting a Statement of Investment Policy; and

WHEREAS, the City Treasurer has heretofore prepared and submitted to the City Council a proposed Statement of Investment Policy, pursuant to law;

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Cypress, and acting as the ex officio governing Board of Directors of the Cypress Recreation and Park District, hereby adopts the Annual Statement of Investment Policy.

PASSED AND ADOPTED by the City Council of the City of Cypress, ex officio governing Board of Directors of the Cypress Recreation and Park District, at a regular meeting held on the 9th day of June, 2025.

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 9th day of June, 2025, by the following roll call vote:

AYES:
NOES:
ABSENT:

CITY CLERK OF THE CITY OF CYPRESS

CITY OF CYPRESS

STATEMENT OF INVESTMENT POLICY

FISCAL YEAR 2025-26



CITY OF CYPRESS
STATEMENT OF INVESTMENT POLICY
Fiscal Year 2025-26

Table of Contents

STATEMENT OF INVESTMENT POLICY	3
1. Purpose	3
2. Scope	3
3. Prudence	3
4. Objective	4
5. Delegation of Authority	4
6. Ethics and Conflicts of Interest	4
7. Authorized Financial Dealers and Institutions	5
8. Authorized and Suitable Investments	5
9. Review of Investment Portfolio	7
10. Investment Pools/Mutual Funds	8
11. Collateralization	8
12. Safekeeping and Custody	8
13. Maximum Maturities and Settlement Periods	9
14. Internal Controls	9
15. Reporting	9
16. Investment Policy Adoption	9
17. Indemnification	9
 INVESTMENT GUIDELINES AND STRATEGY	 11
I. Guidelines	11
II. Strategy	13
III. Audit	13
 INVESTMENT PROCEDURES – INTERNAL CONTROL GUIDELINES	 14
I. Objectives of Internal Control	14
II. Limitation of Internal Control	14
III. Elements of Internal Control	14
IV. Cash Controls	15
 SEGREGATION OF RESPONSIBILITIES OF THE TREASURY FUNCTIONS	 16
 GLOSSARY OF INVESTMENT TERMINOLOGY	 17

CITY OF CYPRESS

STATEMENT OF INVESTMENT POLICY

Fiscal Year 2025-26

PURPOSE

This purpose of this policy is to provide guidelines for the prudent investment of unexpended funds to maximize security while meeting daily cash flow demands and providing a market rate of return. The investment practices and policies are based on compliance with State law and prudent money management principles.

SCOPE

This Statement of Investment Policy (Policy) covers all funds under the City's control including the Cypress Recreation and Park District collectively referred to herein as the City's investment portfolio, or portfolio.

This Policy also applies to any bond proceeds. If a bond's trust agreement is more restrictive than this Policy, then the trust agreement supersedes this Policy. The City may delegate its investment responsibility to the fiscal agent to ensure compliance with the bond covenants when managing bond proceeds. Borrowing money solely for the purpose of investing and earning arbitrage is specifically prohibited.

The Public Agencies Post-Employment Benefits Trust (PARS Trust) is managed under separate investment goals, objectives, and management policies, and as such is specifically excluded from this policy. Additional information can be found in the Investment Guidelines Document for the PARS Trust.

PRUDENCE

The City strives to maintain the level of investment of all idle funds as near 100% as possible. All temporarily pooled idle cash is invested under the Prudent Investor Standard, as set forth in California Government Code Section 53600.3:

"...all governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments

CITY OF CYPRESS
STATEMENT OF INVESTMENT POLICY
Fiscal Year 2025-26

may be acquired as authorized by law.”

OBJECTIVE

The primary objectives, in priority order, of the City’s investment activities shall be:

- a. Safety - The safety and risk associated with an investment refers to the potential loss of principal, interest or a combination of these amounts. The City will undertake investments in a manner that seeks to ensure the preservation of capital in the overall portfolio.
- b. Liquidity - This refers to the ability to "cash in" at any moment in time with a minimal chance of losing some portion of principal or interest. The City will maintain sufficient cash and short-term investment instruments which, together with projected revenues, will provide sufficient liquidity to meet all operating requirements as well as unanticipated needs for funds.
- c. Return on Investments (Yield) – Yield is the income returned on investments. The Portfolio will be designed with the objective to attain a market rate of return throughout budgetary and economic cycles, commensurate with the City’s investment risk constraints and cash flow requirements.

DELEGATION OF AUTHORITY

The City Council, pursuant to California Government Code Section 53601, has primary responsibility for the investment of surplus monies. As authorized under Section 53607, the City Council hereby delegates its authority to invest surplus City funds to the City Treasurer and the Finance Manager. This delegation of authority shall be in effect for one fiscal year. The City Council may renew the authority annually and may revoke the authority at any time.

ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. Officials, staff members and investment consultants shall disclose to the City Manager any material financial interests with a financial institution, provider, dealer or broker that conducts business with the City. Officials, staff members and investment consultants will further disclose any personal financial position that could be related to the City’s cash and investment portfolio.

CITY OF CYPRESS

STATEMENT OF INVESTMENT POLICY

Fiscal Year 2025-26

Any firm proposing to provide any type of investment service to the City shall acknowledge their familiarity with and agree to abide by any Federal and State laws or regulations pertaining to contractual conflicts of interest or contributions by such firms, their employees, spouses or agents. Any persons, firms, dealers, brokers and advisors providing investment services or bond issue assistance shall disclose to the City Treasurer and Finance Manager all fee sharing and commission arrangements with other entities or persons prior to the City agreeing to buy an investment or issuing bonds.

AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The Treasurer will maintain a list of approved financial institutions authorized to provide investment services to the City. The City of Cypress shall transact business only with banks, savings and loans, and "primary" or "regional" registered investment securities broker/dealers with offices located in the State of California. The firms, and individuals covering the agency, should be knowledgeable and experienced in public agency investing and the investment products involved. Any broker/dealer or financial institution wishing to provide services must provide the following to the City Treasurer:

- A completed City of Cypress Broker/Dealer Questionnaire
- Audited financial statements
- Proof of Financial Industry Regulatory Authority (FINRA) certification
- Trading resolution
- Proof of state registration

AUTHORIZED AND SUITABLE INVESTMENTS

The City is authorized by California Government Code Section 53600 et seq. to invest in specific types of securities. This Statement of Investment Policy further limits the authorized investments to the following:

a) U.S. Treasury Securities

United States Treasury bills, notes, bonds, or certificates of indebtedness, for which the full faith and credit of the United States are pledged for the payment of principal and interest. There is no limit on the percentage of the portfolio that can be invested in this category.

b) U.S. Government Agency Securities

Bonds or obligations issued by federal government agencies or government-sponsored enterprises. There is no limit on the percentage of the portfolio that can be invested in this category. Examples include:

- Federal Home Loan Mortgage Corporation (FHLMC)
- Federal National Mortgage Association (FNMA)
- Federal Farm Credit Bank (FFCB)

CITY OF CYPRESS
STATEMENT OF INVESTMENT POLICY
Fiscal Year 2025-26

- Federal Home Loan Bank Notes and Bonds (FHLB)
- Federal Agricultural Mortgage Corporation (FAMC)
- Government National Mortgage Association (GNMA)

c) Certificates of Deposit (CD)

A time deposit with a specific maturity evidenced by a Certificate. Purchases of CDs shall not exceed 25% of the portfolio at the time of purchase, nor one year maturity.

d) Bankers' Acceptances

Also known as bills of exchange or time drafts, Bankers' Acceptances are drawn on and accepted by a commercial bank. Purchases of bankers' acceptances shall not exceed 180 days maturity. Issuing banks must be rated by at least two of the Nationally Recognized Statistical Rating Organizations (NRSROs) and have a short-term rating of at least A1/P1 and a long-term rating, if any, of not less than "A". Bankers' Acceptances shall not exceed 25% of the portfolio at the time of purchase.

e) Commercial Paper

Short-term, unsecured promissory notes issued by both financial and non-financial corporations. Eligible commercial paper shall be of "prime" quality of the highest ranking or of the highest letter and number rating as provided by an NRSRO, shall not exceed 270 days maturity, and shall not exceed 25% of the portfolio at the time of purchase. Furthermore, the City may invest no more than 10% of its total portfolio in the commercial paper and medium-term corporate notes of any single issuer at the time of purchase.

f) Negotiable Certificates of Deposit

Negotiable Certificates of Deposit issued by a nationally or state-chartered bank, a savings association, or a federal association, a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. Issuing institutions must be rated by at least two of the NRSROs and have a short-term rating of at least A1/P1 and a long-term rating, if any, of not less than "A". Negotiable CDs shall not exceed 25% of the portfolio at the time of purchase.

g) Medium-term Corporate Notes

Unsecured promissory notes issued by corporations organized and operating in the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated "A" or better by an NRSRO. Medium-term Corporate Notes shall not exceed 25% of the portfolio at the time of purchase. Furthermore, the City may invest no more than 10% of its total portfolio in the commercial paper and medium-term corporate notes of any single issuer at the time of purchase.

CITY OF CYPRESS
STATEMENT OF INVESTMENT POLICY
Fiscal Year 2025-26

h) Local Agency Investment Fund (LAIF)

LAIF is a voluntary investment program administered by the California State Treasurer and overseen by the Local Investment Advisory Board. It allows local agencies to invest in a major portfolio while maintaining highly liquid investments. The City may invest in LAIF up to the maximum permitted by State law.

i) Investment Trust of California (CalTRUST)

CalTRUST is a Joint Powers Authority created by local public agencies to deposit funds for investment. CalTRUST is governed by a Board of Trustees made up of experienced local agency treasurers and investment officers. There is no minimum investment, nor is there a maximum investment imposed by CalTRUST, however, the City has established a maximum of \$50 million.

j) Money Market Mutual Funds

Shares of money market mutual funds as described in Government Code Section 53601(l). The total investment in money market mutual funds shall not exceed 20% of the portfolio at the time of purchase. No more than 10% of the portfolio may be invested in any one mutual fund.

k) Municipal Bonds

Bonds issued by local agencies of the United States, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency or by a department, board, agency, or authority of the local agency rated "A" or better by an NRSRO. No more than 5% of the portfolio may be invested in any one municipal issuer. In addition, the aggregate investment in municipal bonds may not exceed 25% of the portfolio at the time of purchase.

REVIEW OF INVESTMENT PORTFOLIO

The securities held by the City must be in compliance with Section 8 – Authorized and Suitable Investments at the time of purchase. Because some securities may not comply with Section 8 subsequent to the date of purchase, the Treasurer shall at least quarterly review the portfolio to identify any securities no longer in compliance. The Treasurer shall report to the City Council any major and critical incidences of noncompliance identified through the portfolio review.

CITY OF CYPRESS
STATEMENT OF INVESTMENT POLICY
Fiscal Year 2025-26

If the credit rating of a security in the portfolio is downgraded, the City Treasurer and Finance Manager will monitor the credit risk and evaluate the need to sell the security prior to maturity. When selling securities prior to maturity, losses are only acceptable if (1) the proposed swap/trade can clearly enhance yield (value) over the life of the new security on a total return basis, or (2) to prevent the further loss of principal. Sufficient written documentation to facilitate the audit of the transaction must be maintained. Under Section 53601.6 of the California Government Code, the City may hold prohibited investments until their maturity to avoid incurring a loss. This allows the City to "grandfather" in securities purchased prior to a downgrade or the effective date of new legislation.

INVESTMENT POOLS/MUTUAL FUNDS

The Treasurer shall be required to research all investment pools and mutual funds prior to investing in them, and to stay abreast of any changes while the funds are invested in the pool/fund. The analysis should include an understanding of the pool/fund's eligible securities, maximum maturities, interest calculation and distribution, size, withdrawal and deposit limits, and expense ratio.

COLLATERALIZATION

Surplus funds must be deposited in state or national banks, state or federal savings associations or federal credit unions within the State of California. All demand and time deposits shall be collateralized with securities authorized by California Government Code Section 53651 et seq. The bank or savings and loan must secure public funds deposits with eligible securities having a market value of 110% of the total amount of the deposits or first trust deeds having a value of 150% of the total amount of the deposits. The Treasurer may waive security for that portion of a deposit, which is insured pursuant to Federal law. The first \$250,000 of a deposit is federally insured. Deposits over \$250,000 are collateralized as indicated above.

SAFEKEEPING AND CUSTODY

All security transactions shall be conducted on a delivery-versus-payment (DVP) method. All securities shall be registered in the name of the City of Cypress and held by a third-party custodian designated by the City Treasurer.

**CITY OF CYPRESS
STATEMENT OF INVESTMENT POLICY
Fiscal Year 2025-26**

MAXIMUM MATURITIES AND SETTLEMENT PERIODS

In accordance with California Government Code, the City will not invest in any security maturing more than 5 years from the settlement date. Investment purchases must settle within 45 days of the commitment to purchase the investment. If the City Treasurer desires to invest in longer-term securities, the Government Code allows such an investment if it is expressly approved by the City Council at least three months prior to the purchase.

INTERNAL CONTROLS

A system of internal control shall be established and documented in writing. The controls shall be designed to prevent losses of public funds arising from irregularities, employee error, misrepresentation of third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the City. Controls deemed most important include: control of collusion, separation of duties, custodial safekeeping, clear delegation of authority, written confirmation of transactions, minimizing the number of authorized investment officials, documentation of transactions and strategies, and code of ethics standards.

REPORTING

Under provisions of Section 53607 of the California Government Code, the City Treasurer shall submit a monthly investment report to the City Council. This report will list the type of investment, institution, date of maturity, amount of deposit, rate of interest, current market value of securities with maturities in excess of 12 months, source of market valuations, and statement of compliance. A schedule of market values maturing by date and type, and such other data as required by the City Council will also be provided.

INVESTMENT POLICY ADOPTION

The City Treasurer and Finance Manager shall be responsible for reviewing and modifying this Statement of Investment Policy annually for City Council approval to ensure its consistency with the overall objectives of safety, preservation of principal, and liquidity, and its relevance to current law and current financial and economic conditions.

INDEMNIFICATION

Any authorized investment personnel acting with prudence and in accordance with the City Statement of Investment Policy, will not be held personally liable for any investment losses. Through surety bonds the City is indemnified against any investment personnel acting with malfeasance, misfeasance or nonfeasance.

**CITY OF CYPRESS
STATEMENT OF INVESTMENT POLICY
Fiscal Year 2025-26**



City Treasurer

June 2, 2025
Date

Attachments: Investment Guidelines and Strategy
Investment Procedures-Internal Control Guidelines
Segregation of Responsibilities of the Treasury Functions
Glossary of Investment Terminology

**CITY OF CYPRESS
STATEMENT OF INVESTMENT POLICY
Fiscal Year 2025-26**

INVESTMENT GUIDELINES AND STRATEGY

I. GUIDELINES:

Guidelines are established to direct and control activities in such a manner that previously established goals are achieved.

1. Investment Transaction: Every investment transaction must be authorized and reviewed by the City Treasurer and Finance Manager.
2. Pooled Cash: Whenever practical, cash is consolidated into one bank account and invested on a pooled concept basis. Interest earnings are allocated quarterly to each fund according to fund actual month-end cash balances.
3. Competitive Bids: Purchases and sales of securities are made on the basis of competitive offers and bids when practical.
4. Cash Forecasting: The cash flow for the City is projected with the receipt of revenues and maturity of investments scheduled so that adequate cash will be available to meet disbursement requirements.
5. Investment Limitations: Security purchases and holdings are maintained within statutory limits imposed by the California Government Code. The City's current limits are listed on the following page.
6. Liquidity: The marketability (salability) of a security is considered at the time of purchase, as the security may have to be sold at a later date to meet unanticipated cash demands.
7. Diversification: The portfolio should consist of various types of securities, issuers, and maturities.
8. Evaluate Certificates of Deposit:
 - a) Certificates of Deposit shall be evaluated in terms of Federal Deposit Insurance Corporation (FDIC) coverage. The City does not purchase Certificates of Deposit in excess of the FDIC coverage amount.
 - b) Negotiable Certificates of Deposit shall be evaluated in terms of the credit worthiness of the issuer, as these deposits are uninsured and uncollateralized promissory notes.

**CITY OF CYPRESS
STATEMENT OF INVESTMENT POLICY
Fiscal Year 2025-26**

INVESTMENT GUIDELINES AND STRATEGY

<u>PERMITTED INVESTMENTS</u>	<u>CITY POLICY</u>		<u>GOVERNMENT CODE</u>	
	Portfolio Limit	Maximum Maturity	Portfolio Limit	Maximum Maturity
U.S. Treasury Securities	No limit	5 years	No limit	5 years
U.S. Agency Securities	No limit	5 years	No limit	5 years
Certificates of Deposit (CD)	25%	1 year	No limit	5 years
Bankers' Acceptances ¹	25%	180 days	40%	180 days
			25% -	
Commercial Paper ²	25%	270 days	40%	270 days
Negotiable CDs ¹	25%	5 years	30%	5 years
Medium-term Corporate Notes ²	25%	5 years	30%	5 years
LAIF	No limit ³	n/a	No limit ³	n/a
CalTRUST	\$50 million	n/a	No limit	n/a
Money Market Mutual Funds	20%	n/a	20%	n/a
Municipal Bonds ⁴	25%	5 years	No limit	5 years

¹ Individual issuer limit of 10%

² Individual issuer limit of 10% for Commercial Paper and Medium-term Corporate Notes combined

³ Limit set by LAIF Governing Board is \$75 million per individual account. The City maintains two LAIF accounts (City and the Recreation and Park District).

⁴ Individual issuer limit of 5%

**CITY OF CYPRESS
STATEMENT OF INVESTMENT POLICY
Fiscal Year 2025-26**

INVESTMENT GUIDELINES AND STRATEGY

II. STRATEGY:

Strategy refers to the ability to manage financial resources in the most advantageous manner.

1. Economic Forecasts: Economic forecasts are obtained periodically from economists and financial experts to assist with the formulation of an investment strategy for the local agency.
2. Implementing Investment Strategy: Investment transactions are executed which conform with anticipated interest rate trends and the current investment strategy plan.
3. Preserve Portfolio Value: The City generally holds investments until maturity to avoid short-term market fluctuations..

III. AUDIT:

Annually, the City's external auditors test the City's portfolio for conformance to this policy in relation to the financial statement audit.

CITY OF CYPRESS
STATEMENT OF INVESTMENT POLICY
Fiscal Year 2025-26
INVESTMENT PROCEDURES
INTERNAL CONTROL GUIDELINES

I. OBJECTIVES OF INTERNAL CONTROL:

Internal control is the plan of organization and all the related systems established by management's objective of ensuring, as far as practicable:

- The orderly and efficient conduct of its business, including adherence to management policies.
- The safeguarding of assets.
- The prevention or timely detection of errors and irregularities.
- The accuracy and completeness of the accounting records.
- The timely preparation of reliable financial information.

II. LIMITATIONS OF INTERNAL CONTROL:

No internal control system, however elaborate, can by itself guarantee the achievement of management's objectives. Internal control can provide only reasonable assurance that the objectives are met, because of its inherent limitations, including:

- Management's typical and practical requirement that a control be cost-effective.
- The focus of most controls on recurring, rather than unusual, types of transactions.
- Human error due to misunderstanding, carelessness, fatigue or distraction of functions.
- The potential for a person responsible for exercising control abusing that responsibility.
- Frequently, a member of management may be in a position to override controls which management has set up.
- Collusion, where two or more employees conspire to circumvent controls.

III. ELEMENTS OF INTERNAL CONTROL:

Elements of a system of internal control are the means by which an organization can satisfy the objectives of internal control. These elements are:

- **ORGANIZATION**: Specific responsibility for the performance of duties should be assigned and lines of authority and reporting clearly identified and understood.
- **PERSONNEL**: Personnel should have capabilities commensurate with their responsibilities. Personnel selection and training policies, together with the quality and quantity of supervision, are essential.

CITY OF CYPRESS
STATEMENT OF INVESTMENT POLICY
Fiscal Year 2025-26
INVESTMENT PROCEDURES
INTERNAL CONTROL GUIDELINES

- **SEGREGATION OF FUNCTIONS**: Segregation of incompatible functions reduces the risk that a person is in a position both to perpetrate and conceal errors or irregularities in the normal course of duty. If different people handle two parts of a transaction, collusion is necessary to conceal errors or irregularities. In particular, the functions that should be considered when evaluating segregation of functions are authorization, execution, recording, custody of assets, and performing reconciliations.
- **AUTHORIZATION**: An appropriate responsible individual should authorize all transactions. The responsibilities and limits of authorization should be clearly delineated. The authorization for a specific transaction or the granting of authority for transactions should be to a position commensurate with the significance of the transactions. Delegation of authority to authorize transactions should be handled carefully.
- **CONTROLS OVER ACCOUNTING SYSTEM**: Controls over an accounting system include manual and automated procedures carried out independently to ascertain that transactions are complete, valid, authorized and properly recorded.

IV. CASH CONTROLS:

1. Cash control procedures include the following:
 - a. Receipts are reconciled on a daily basis.
 - b. Amounts are deposited intact.
 - c. All bank accounts are duly authorized.
 - d. Bank reconciliations are prepared and reviewed.
 - e. The posting of cash receipt entries in books is timely.
 - f. Receipt forms are automated, accounted for, and physically secured.
 - g. Proper approval required for write-off of customer accounts.
 - h. Checks are restrictively endorsed upon receipt.
 - i. Adequate physical security over cash.
 - j. Individuals who handle cash do not post account records.
 - k. Adequate supervision of Finance Department operations.
2. Significant revenues are confirmed directly with payer and compared with City books to make sure amounts are recorded properly.
3. Cash balances are substantiated by confirming **all** account balances. Bank reconciliations are reviewed for propriety and recalculated by the auditor. All significant reconciling items on bank reconciliations are verified as valid reconciling items by proving to subsequent bank statements.

CITY OF CYPRESS

STATEMENT OF INVESTMENT POLICY

Fiscal Year 2025-26

SEGREGATION OF RESPONSIBILITIES OF THE TREASURY FUNCTIONS

<u>Function</u>	<u>Responsibility</u>
1. Authorization of Investment Transactions	
A) Formal Investment Policy	
Prepared by:	Finance Manager/City Treasurer
Approved by:	City Treasurer
Adopted by:	City Council
B) Investment transactions approved by:	City Treasurer
C) Monthly Investment Report	
Prepared by:	Accountant/Finance Manager
Reviewed by:	Finance Manager/City Treasurer
Approved by:	City Treasurer
Submitted to:	City Council
2. Execution of investment transactions:	Finance Manager/City Treasurer
3. Timely recording of investments in Treasurer's records:	Finance Manager/City Treasurer
4. Recording of investments in the accounting records:	Accountant/Finance Manager
5. Accounting records approved by:	City Treasurer
6. Verification on investment with broker's records:	Accountant/Finance Manager
7. Safeguarding of Assets and Records	
A) Reconciliation of Treasurer's records to accounting records, bank statements and safekeeping records:	Finance Manager/City Treasurer
B) Approved by:	City Treasurer
C) Review of financial institution's financial condition, safety, liquidity, and yield potential of investments:	Finance Manager with City Treasurer approval
8. Wire Transfer Control Procedures	
A) Written amount, account and authorization agreement:	Requesting Department
B) Dual-approval required for all wire transfers:	Finance Manager/City Treasurer
9. Annual review of investment portfolio prepared by Finance Manager/City Treasurer, including investment types, purchase price, market values, maturity dates, yields, and safekeeping reports:	Independent Auditors for Financial Statements

CITY OF CYPRESS
STATEMENT OF INVESTMENT POLICY
Fiscal Year 2025-26

GLOSSARY OF INVESTMENT TERMINOLOGY

Bankers' Acceptances: Short-term debt instruments issued by a company and guaranteed by a commercial bank. They are time drafts in which a bank accepts the obligation to pay the principal and interest at maturity even if the issuer does not. Essentially, these are bank obligations collateralized by goods being shipped between an exporter and importer. The date of maturity typically ranges between 30 and 180 days. The City may not invest more than 25% of its surplus money in Bankers' Acceptances with each issuer limited to 10%.

Basis Point: One one-hundredth of one percent, or 0.01%. Basis points are often used to describe changes in yields on bonds and notes.

Bid Price: The price at which a buyer offers to buy a security.

Certificates of Deposit (CD): A deposit of funds at a bank for a specified period of time that earns interest at a specified rate. The City does not purchase Certificates of Deposit that are not FDIC insured. The City may invest up to 25% of its surplus money in insured CD's with maturities of one year or less.

Collateral: Securities or cash pledged by a borrower to secure repayment of a loan or repurchase agreement. Also, securities pledged by a financial institution to secure deposits of public funds.

Commercial Paper: Short-term unsecured promissory notes issued by a corporation to raise working capital. These negotiable instruments are typically purchased at a discount to par value or at par value with interest bearing. Local agencies are permitted by State law to invest in Commercial Paper of the highest ranking or of the highest letter and numerical rating as provided by a nationally recognized statistical rating organization (NRSRO). Purchases of eligible Commercial Paper may not exceed 270 days maturity, nor exceed 25% of the City's surplus funds. Furthermore, the City may invest no more than 10% of its total portfolio in the commercial paper and medium-term corporate notes of any single issuer at the time of purchase.

Coupon: The annual rate of interest a bond's issuer promises to pay the bondholder on the bond's face value.

Credit Risk: The risk to an investor that an issuer will default in the payment of interest and/or principal on a security.

CITY OF CYPRESS
STATEMENT OF INVESTMENT POLICY
Fiscal Year 2025-26

GLOSSARY OF INVESTMENT TERMINOLOGY

Delivery Versus Payment (DVP): A procedure for settling investment transactions in which the delivery of the security by the seller and the payment for the security by the buyer happen simultaneously by a third-party safekeeping agent. This practice ensures no funds are at risk in an investment transaction as funds are not released until securities are delivered.

Discount: The difference between the par value of a bond and the cost of the bond, when cost is below par. Some short-term securities, such as Treasury bills and bankers acceptances, are known as discount securities. They sell at a discount from par and return par value to the investor at maturity, without additional interest. Other securities trade at a discount when the coupon rate is lower than the current market rate for securities of that maturity and/or quality.

Duration: A measure of the timing of cash flows, such as the interest payments and the principal repayment, to be received from a given fixed-income security. This calculation is based on three variables: term to maturity, coupon rate, and yield to maturity. The duration of a security is a useful indicator of its price volatility for given changes in interest rates.

Federal Funds Rate: Interest rate charged by banks with excess reserves at a Federal Reserve bank to banks needing overnight loans to meet reserve requirements.

Interest: The amount earned while owning a security, generally calculated as a percentage of the principal amount.

Investment Trust of California (CalTRUST): A Joint Powers Agency Authority created by local public agencies to deposit funds for investment. CalTRUST is authorized as an investment under California Government Code Section 53601(p). While there is no maximum balance imposed by CalTRUST, the City has established a \$50 million limit. CalTRUST offers varying degrees of liquidity, with the short-term option providing that deposits can be converted to cash in 24 hours. Interest is distributed to those agencies participating on a per share basis determined by the amounts deposited and the length of time they are deposited. Interest is paid monthly. CalTRUST retains a portion of the earnings for administrative costs, ranging between 12 and 20 basis points.

CITY OF CYPRESS
STATEMENT OF INVESTMENT POLICY
Fiscal Year 2025-26

GLOSSARY OF INVESTMENT TERMINOLOGY

Local Agency Investment Fund (LAIF): A voluntary investment alternative for local governments and special districts authorized by California Government Code Section 16429.1 et seq. There is no minimum investment period and the minimum transaction is \$5,000. Each LAIF account is limited to 15 transactions per month and subject to a maximum balance, currently set by the State Treasurer at \$75 million, but subject to change. LAIF offers high liquidity because deposits can be converted to cash in 24 hours with no interest lost. Interest is distributed to those agencies participating on a per share basis determined by the amounts deposited and the length of time they are deposited. Interest is paid quarterly. The State retains a portion for administrative costs, not to exceed five percent of the quarterly earnings.

The pooling of the State's surplus cash with the participant's surplus cash creates a multi-billion dollar money pool and allows diversified investments. In a high interest rate market, the City may do better than LAIF however, in times of low interest rates, LAIF's yields tend to be higher. The City invests in the Local Agency Investment Fund, whose Investment Policy allows investments in securities not specifically authorized by the City's Investment Policy. However these investments by LAIF are allowable under the California Government Code.

Market Risk: The possibility of an investor experiencing losses due to factors that affect the overall performance of the financial markets. Market risk is also known as undiversifiable risk because it affects all asset classes and is unpredictable.

Market Value: The price at which a security is trading and could presumably be purchased or sold.

Maturity: The date upon which the principal or stated value of an investment becomes due and payable.

Medium Term Corporate Notes: Unsecured promissory notes issued by a corporation organized and operating in the United States. These are negotiable instruments traded in the secondary market. Medium Term Corporate Notes can be defined as extended maturity Commercial Paper. Local agencies are restricted by the Government Code to investments in corporations rated in the top three note categories by an NRSRO, five year maximum maturity and may not exceed 30% of surplus funds. The City's restrictions are a maximum term of five years to maturity and total investments in Medium Term Corporate Notes may not exceed 25% of the City's surplus funds. Furthermore, the City may invest no more than 10% of its total portfolio in the commercial paper and medium-term corporate notes of any single issuer at the time of purchase.

Municipal Bonds: Debt securities issued by a state or local government or governmental entity.

CITY OF CYPRESS
STATEMENT OF INVESTMENT POLICY
Fiscal Year 2025-26

GLOSSARY OF INVESTMENT TERMINOLOGY

Nationally Recognized Statistical Rating Organization (NRSRO): A credit rating organization that provides an assessment of the creditworthiness of a firm or financial instrument(s), and is registered with the Securities and Exchange Commission.

Negotiable Certificates of Deposit: Unsecured obligations of the financial institution, bank or savings and loan, bought at par value with the promise to pay face value plus accrued interest at maturity. They are high-grade negotiable instruments, paying a higher interest rate than regular certificates of deposit. The primary market issuance is in multiples of \$1,000,000, the secondary market usually trades in denominations of \$500,000, and smaller lots are occasionally available. As a matter of practice, only the ten largest US banks, where there is a secondary market established for continued liquidity, are considered for investment. Purchases of Negotiable Certificate of Deposit may not exceed 25% of the City's surplus funds and five years to maturity. The City may invest no more than 10% of its total portfolio in the negotiable certificates of deposit of any single issuer.

Offer Price: The price asked by a seller of securities.

Par Value: The face value of a bond.

Premium: The difference between the par value of a bond and the market value of the bond, when the market price is above par. A bond is usually sold at a premium when it offers a coupon rate higher than prevailing interest rates.

Principal: The face value or par value of an investment.

Price Risk: The risk that the price of a bond sold prior to maturity will be less than the price at which the bond was originally purchased.

Reinvestment Risk: The risk that coupon payments (or other payments received) cannot be reinvested at the same rate as the initial investment.

Safekeeping: Storage and protection of a customer's financial assets, provided as a service by an institution serving as Agent or Custodian and, where control is delegated by the customer.

Settlement Date: The date on which an investment trade/purchase is finalized, cash/assets are exchanged and all parties take possession of the securities/assets agreed-upon in the terms of the trade/purchase.

CITY OF CYPRESS
STATEMENT OF INVESTMENT POLICY
Fiscal Year 2025-26

GLOSSARY OF INVESTMENT TERMINOLOGY

U.S. Government Agency Securities: Debt securities issued or guaranteed by U.S. federal government agencies, or bonds issued by government-sponsored enterprises (GSEs). GSEs are corporations created by Congress to foster a public purpose. Bonds issued or guaranteed by federal agencies, such as the Government National Mortgage Association, are backed by the full faith and credit of the U. S. government. Bonds issued by GSEs, such as the Federal National Mortgage Association, are not backed by the same guarantee as federal government agencies.

U.S. Treasury Bills: Direct obligations of the United States Government issued weekly with maturity dates up to one year. They are issued and traded on a discount basis with interest calculated on a 360-day basis and actual invested days, and paid at maturity. They are a highly liquid security. An unlimited amount of the City's portfolio may be invested in US Treasury Bills.

U.S. Treasury Notes: Direct obligations of the United States Government with original maturities of two to ten years. Notes are actively traded in a large secondary market and are very liquid. Interest is paid every six months until maturity. An unlimited amount of funds may be invested in US Treasury Notes with maximum terms of five years. The term may be extended if authorized by the City Council.

Yield: The rate of annual income return on an investment, expressed as a percentage.



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

11.

FROM: Matt Burton, Director of Finance and Administrative Services

DATE: 06/09/2025

SUBJECT: Receive a Report on the Status of Vacant Positions and Recruitment and Retention Efforts

RECOMMENDATION

Receive the Annual Report on Employee Vacancies and Recruitment and Retention Efforts.

DISCUSSION

Effective January 1, 2025, Assembly Bill 2561 requires public agencies to annually report on vacancies for all bargaining units, and recruitment status and efforts associated with any vacancies, prior to adopting the annual budget. If the vacancy rate within a single bargaining unit is 20 percent or higher, the agency is required to report additional information (including the number of applicants for vacant positions within the bargaining unit, the number of days to complete the hiring process, and opportunities to improve compensation and other working conditions).

Currently, all the City's bargaining units: Cypress Employees' Association (CEA), the Maintenance Employees' Association (MEA), the Police Officers' Association (POA) and the Police Management Association (PMA) have vacancy rates under 20 percent, with 98 of the 105 full-time budgeted positions filled. Vacancy rates in the bargaining units on June 9, 2025 are:

Bargaining Unit	Positions Budgeted	Positions Filled	Positions Vacant	Vacancy %
CEA	37	36	1	2.7%
MEA	12	11	1	8.3%
POA	52	47	5	9.6%
PMA	4	4	0	0%
Total	105	98	7	6.7%

The City places a high priority on filling vacant positions to ensure continuity of services to the public, maintain operational efficiency, and minimize disruptions to departments. Timely recruitment and hiring are especially important to maintain the City workforce given our relatively small staff complement. This is especially true in today's very competitive job market, with challenging expectations from potential employees for flexible work schedules/locations that public service often cannot accommodate, the high cost of living in southern California, a lack of interest in public service among younger employees, and nationwide shortages of employees with specialized training like police officers, engineers, and accountants.

To address these challenges, the City Council has committed resources to adjust employee compensation and Human Resources is continuously and vigorously recruiting and onboarding new employees. Further, job announcements are posted on the City's website and GovernmentJobs.com, and advertised on industry-specific state and national association websites, local job boards, colleges and universities, and social media. The City also regularly partners with recruiting firms for top executive and other hard-to-fill positions.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY:

Peter Grant, City Manager



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

12.

FROM: David Burke, Mayor

DATE: 06/09/2025

SUBJECT: Discuss and Potentially Provide Direction Regarding the Composition of the Traffic Commission

RECOMMENDATION

Discuss and potentially provide direction regarding the composition of the Traffic Commission.

DISCUSSION

At the May 27 City Council meeting, Mayor Burke requested the City Council discuss the composition of the Traffic Commission. The relevant section of the Municipal Code is attached.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

MC Chapter 2

Chapter 2. Administration

Article IV. BOARDS, COMMISSIONS, AND COMMITTEES

[1] *Editor's note: Ord. No. 1022, § 1, adopted April 8, 2002, repealed art. IV in its entirety and enacted new provisions as set out herein. The former art. IV pertained to the cable television and technology commission and derived from Ord. No. 965, adopted May 27, 1997; and Ord. No. 974, §§ 1, 6, adopted Feb. 23, 1998.*

§ 2-20. Purpose.

This article shall set forth the creation and regulation of all boards, commissions, or committees by the Cypress City Council. All such boards, commissions, and committees shall serve at the pleasure of city council, on an advisory basis. All such boards, commissions, and committees shall have the duties, powers, and prerogatives to review and make recommendations to the city council on all matters assigned to such board, commission, or committee by the city council, including, but not limited to matters pertaining to recreation, arts and community services, cable television, seniors issues and services, youth issues and programs, community issues and programs, transportation issues and solutions, and such other or additional matters as requested or directed by the city council from time to time. This article shall also authorize the city council to adopt, by resolution, a handbook which shall provide uniform standards and clear administrative procedures to govern the qualifications, selection, jurisdiction, powers, duties, compensation, terms, removal, and operations of each board, commission, and committee.

(Ord. No. 1022, § 2, 4-8-02)

§ 2-21. through § 2-29. (Reserved)

§ 2-30. Definitions.

Ad hoc committee. A committee appointed for a specific limited time, purpose or project.

Board. An appointed body which serves at the council's pleasure and may be given supervisory, managerial or investigatory powers as stated in an establishing ordinance.

Commission. An appointed body which serves at the council's pleasure in an advisory capacity to provide citizen input and recommendation of policy relative to their specific area of assignment.

Committee. A body of individuals appointed to engage in a study, provide support to community projects or events, or to advise the city council, or its reporting body, on solutions to specified problems. A committee's length of term may be ad hoc or standing, dependent upon the issue at hand.

Standing committee. A committee which has ongoing responsibilities over a general area as assigned and regular meeting times.

(Ord. No. 1022, § 2, 4-8-02)

§ 2-31. through § 2-39. (Reserved)

§ 2-40. Creation of boards, commissions and committees.

After June 30, 2007, there is hereby established the following commissions for the city:

Traffic commission;
Recreation and community services commission;
Senior citizens commission.

There is hereby established the following standing committee, reporting to the recreation and community services commission:

Youth standing committee.
(Ord. No. 1022, § 2, 4-8-02; Ord. No. 1077, § I, 6-26-06; Ord. No. 1086, § I, 11-27-06)

§ 2-41. through § 2-49. (Reserved)

§ 2-50. Duties of commissions.

The general purposes and duties of each commission shall be:

- To identify the service needs of the community, be responsible for alternative methods of fulfilling these needs and interests, and to present alternate solutions or recommendations for action.
- To act in an advisory capacity to city council on such matters, topics, problems, community needs, or strategic planning for the community as may be assigned by the city council, including, but not limited to, cable television, recreation, arts and community services, seniors issues and services, youth issues and programs, community issues and programs, transportation issues and solutions, and such other or additional matters as requested or directed by the city council from time to time, and to cooperate with all governmental agencies and civic groups.
- To develop recommendations to city council on such matters, topics, problems, community needs, or strategic planning for the community as may be assigned by the city council, including, but not limited to, cable television, recreation, arts and community services, seniors issues and services, youth issues and programs, community issues and programs, transportation issues and solutions, and such other or additional matters as requested or directed by the city council from time to time.
- To perform such other additional duties and responsibilities as may be set forth the city council by ordinance, resolution, or in a handbook adopted by resolution of the city council, and as the same may be amended from time to time.

(Ord. No. 1022, § 2, 4-8-02; Ord. No. 1077, § I, 6-26-06; Ord. No. 1086, § I, 11-27-06)

§ 2-51. through § 2-59. (Reserved)

§ 2-60. Eligibility for appointment.

Residency. Applicants must be a resident of the City of Cypress and must be a registered voter in Cypress, and must remain such during their entire term of office. An exception is made for student members of a youth-appointed body who are not yet of voting age.

Public employment conflicts. Applicants shall not hold any full- or part-time office or employment with the City of Cypress, a charter city and municipal corporation, or the Cypress Recreation and Park District, a California special district, and shall not serve on more than one commission, committee or board at the same time.

Nepotism. Applicants shall not be directly related by blood or marriage to anyone on the appointing body.

(Ord. No. 1022, § 2, 4-8-02; Ord. No. 1077, § I, 6-26-06; Ord. No. 1086, § I, 11-27-06)

§ 2-61. through § 2-69. (Reserved)

§ 2-70. Composition.

The commissions and standing committees are composed of the following number of members. Members are appointed by the city council as terms expire and/or as vacancies occur.

Reporting to city council:

Traffic commission, five members

Reporting to city council in its capacity as board for the parks and recreation district:

Recreation and community services commission, seven members

Senior citizens commission, seven members

Committees reporting to and serving under the recreation and community services commission:

Youth standing committee, seven members

(Ord. No. 1022, § 2, 4-8-02; Ord. No. 1077, § I, 6-26-06; Ord. No. 1086, § I, 11-27-06)

§ 2-71. through § 2-79. (Reserved)

§ 2-80. Oath of office.

Each newly appointed member of a board, commission, or committee shall be required, as a condition of appointment, to take the oath of office mandated by the California Constitution, which oath shall be administered by the city clerk's office. Upon the taking of such oath the member is authorized to attend meetings and vote.

(Ord. No. 1022, § 2, 4-8-02; Ord. No. 1077, § I, 6-26-06; Ord. No. 1086, § I, 11-27-06)

§ 2-81. through § 2-89. (Reserved)

§ 2-90. Conflict of interest statements (statements of economic interests).

All members of established city boards, commissions, and standing committees are required to file annual statements of economic interest with the city clerk upon assuming or leaving office.

(Ord. No. 1022, § 2, 4-8-02; Ord. No. 1077, § I, 6-26-06; Ord. No. 1086, § I, 11-27-06)

§ 2-91. through § 2-99. (Reserved)

§ 2-100. Procedures governing the boards, commissions, and committees.

The procedures governing application for, appointment to, term of office (including staggered terms) of, term limitations upon, compensation of, removal from, vacancy resulting from lack of continuous residency in or excessive absence from, and conduct of meetings, together with the powers, duties, responsibilities, prerogatives of, each board, commission, and committee shall be as provided in greater detail in a handbook entitled "Boards, Commissions, and Committees Handbook,"; which handbook shall be reviewed and adopted by resolution of the city council, as the same may be reviewed and/or modified and/or amended from time to time.

(Ord. No. 1022, § 2, 4-8-02; Ord. No. 1077, § I, 6-26-06; Ord. No. 1086, § I, 11-27-06)

§ 2-101. through § 2-109. (Reserved)

§ 2-110. City council authorized to establish staggered terms of office for boards, commissions, and committees.

Pursuant to Cypress City Charter § 802, the city council is hereby authorized to establish, by separate ordinance, staggered terms of office on any board, commission, or committee so as to assure continuity of experience and expertise on any board, commission, and committee. However, consistent with Cypress City Charter §§ 802 and 805, vacancies on any commission or board (but not any committee), from whatever cause, shall be filled for the term prescribed therein.

(Ord. No. 1022, § 2, 4-8-02; Ord. No. 1077, § I, 6-26-06; Ord. No. 1086, § I, 11-27-06)

§ 2-111. through § 2-119. (Reserved)

§ 2-120. (Reserved)

[1] *Editor's note: Ord. No. 1086, § I, adopted Nov. 27, 2006, repealed § 2-120, which pertained to authorizing establishment of staggered terms of office and derived from Ord. No. 1028, § I, adopted July 22, 2002; and Ord. No. 1077, § I, adopted June 26, 2006.*

§ 2-121. through § 2-124. (Reserved)