



AGENDA

REGULAR MEETING CYPRESS CITY COUNCIL

September 8, 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 citycouncil@cypressca.org or by calling 714-229-6699.

CLOSED SESSION

PUBLIC EMPLOYEE APPOINTMENT

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 Saint Ireneaus Catholic Church

PLEDGE OF ALLEGIANCE

REPORT OF CLOSED SESSION / WORKSHOP

City Manager/City Attorney

PRESENTATIONS

- Champions Baseball 25th Anniversary Recognition

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

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CONSENT CALENDAR

All matters listed on the Consent Calendar are to be approved with one motion unless a Council Member requests separate action on a specific item. 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 July 14, July 30, and August 11, 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. Proclaim the Month of September 2025 as Hunger Action Month

Prepared by: Alisha Farnell, City Clerk

Recommendation: Proclaim the month of September 2025 as Hunger Action Month.

4. Approve a Revision to the Boards, Commissions and Committees Policy Manual and Appoint Two Traffic Commissioners

Prepared by: Alisha Farnell, City Clerk

Recommendation:

1. Adopt a Resolution approving the twelfth revision to the Boards, Commissions and Committees Policy Manual; and

2. Appoint Blaze Bhence and Duane Summers to the Traffic Commission.

5. Postpone the City Council Strategic Plan Update Scheduled for October 1, 2025

Prepared by: Matt Burton, City Manager

Recommendation:

1. Approve the postponement of the City Council Strategic Plan update scheduled for October 1, 2025; and

2. Authorize the Interim City Manager to work with the City Council and Strategic Planning Session Facilitator to determine a revised date for the update to be held.

6. Approve Plans and Specifications and Award Contracts for Senior Center Exterior Doors Replacement, Project 396

Prepared by: Nick Mangkalakiri, Director of Public Works

Recommendation:

1. Approve Plans and Specifications for Senior Center Exterior Doors Replacement, Project 396; and

2. Award a contract to Genesis Builders, Inc. for \$232,200, and authorize a contingency of \$34,900; and

3. Approve a Task Order for Construction Inspection Services to FCG Consultants, Inc., for \$9,136.80, and authorize a contingency of \$1,400; and

4. Appropriate an additional \$143,437 in the Recreation and Park District General Fund for the Senior Center Exterior Doors Replacement, Project 396.

7. Approve Plans and Specifications and Award Contracts for City Hall East Wing HVAC Replacement, Project 379

Prepared by: Nick Mangkalakiri, Director of Public Works

Recommendation:

1. Approve Plans and Specifications for City Hall East Wing HVAC Replacement, Project 379; and
2. Award a contract to AireMasters Air Conditioning for \$721,000, and authorize a contingency of \$108,500; and
3. Approve a Task Order for Construction Inspection Services to FCG Consultants, Inc., for \$80,075.16, and authorize a contingency of \$12,500; and
4. Appropriate an additional \$257,076 in the Capital Projects Fund for the City Hall East Wing HVAC Replacement, Project 379; and
5. Transfer \$257,076 from the Infrastructure Reserve Fund to the Capital Projects Fund for Project 379.

8. Approve the Purchase and Upfitting of Seven Replacement Police Vehicles

Prepared by: Nick Mangkalakiri, Director of Public Works

Recommendation:

1. Approve the purchase and upfitting of seven replacement police vehicles for \$648,847 from National Auto Fleet Group; and
2. Authorize an appropriation increase in the amount of \$47,847 in the City's Capital Replacement Fund for the purchase of the vehicles.

PUBLIC HEARINGS (Three minutes per speaker)

The public may address the City Council on public hearing items prior to any action taken. Please complete a Speaker's Card to address the City Council in-person. Please follow the instructions at the end of the agenda and wait for the Mayor/City Clerk to call on you to address the City Council virtually. Speakers providing in-person comments will be called first.

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

9. Establish a Residential Parking Permit District North and West of Lexington Junior High School

Prepared by: Nick Mangkalakiri, Director of Public Works

Recommendation: Establish a residential parking permit district on Livermore Place, Manchester Place, Dorset Drive, Sussex Circle, Dover Circle, Devon Circle, Somerset Lane, and portions of Surrey Drive between 2:00 a.m. and 6:00 a.m.

NEW BUSINESS

10. Amendment to Schedule of Benefits for Executive Management Employees

Prepared by: Fred Galante, City Attorney

Recommendation: Approve a Resolution to amend the Schedule of Benefits for Executive Management employees to add a new pay provision for Executive Management employees who are appointed by the City Council to temporarily serve as Acting City Manager and to authorize a one-time payment to the Director of Finance and Administrative Services for his agreement to accept appointment as Acting City Manager.

11. Consideration of Appointment of Retired Annuitant Sean Joyce as Interim City Manager and Approval of Employment Agreement

Prepared by: Fred Galante, City Attorney

Recommendation: Approve an Employment Agreement appointing retired annuitant Sean Joyce as Interim City Manager Effective September 15, 2025.

ITEMS REMOVED FROM CONSENT CALENDAR

ITEMS FROM CITY COUNCIL MEMBERS

12. Approve Additional Direct Funding and Waiver of Fees for the Cypress Community Festival Association

Agendized by: Ad Hoc Subcommittee, Mayor Burke and Council Member Peat

Recommendation:

1. Approve additional support for the Cypress Community Festival Association through the Non-Profit Grant Request Program; and
2. Appropriate \$3,500 in FY 2025-26 from the District's General Fund for the Cypress Community Festival Association's Insurance costs.

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 citycouncil@cypressca.org or by calling 714-229-6699.

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

COUNCIL MEMBER ITEMS FOR FUTURE CONSIDERATION

CITY MANAGER REMARKS

ADJOURNMENT

The next meeting will be an adjourned Regular Meeting, to be held on Monday, September 22, 2025, beginning at 5:30 p.m. in the Executive Board Room.

Council Members and the public should promptly exit the meeting room following adjournment.

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 4th day of September, 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/4813727227367043413>. 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 (631) 992-3221 and entering Access Code 124-132-627. 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: 09/08/2025

SUBJECT: Approve Minutes - Meeting of July 14, July 30, and August 11, 2025

RECOMMENDATION

Approve as submitted.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY: Matt Burton, City Manager

Attachments

July 14, 2025 Special Meeting Minutes

July 14, 2025 Special Joint Meeting Minutes

July 14, 2025 Regular Meeting Minutes

July 30, 2025 Special Meeting Minutes

August 11, 2025 Special Meeting Minutes

SPECIAL MEETING
CYPRESS CITY COUNCIL
JULY 14, 2025
3:30 P.M.

A special 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
Chief of Police Mark Lauderback
Director of Recreation and Community Services Jeff Draper
Director of Public Works Nick Mangkalakiri
City Clerk Alisha Farnell
Police Captain Scott Ausmus

ORAL COMMUNICATIONS ON CLOSED SESSION / WORKSHOP ITEMS

None.

WORKSHOP SESSION

Update on Branding/Logo Development Process and Community Engagement Plan

The City's consultant, Communications Lab, provided a presentation on this item.

City Council discussion ensued.

No action was taken.

CLOSED SESSION

The City Attorney announced that the City Council would convene in closed session to discuss the following item:

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

Youngsma, et al. v. Cypress School District, et al.

Case No. 30-2021-01220176-CU-EI-CXC

Orange County Superior Court

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957

Title: City Manager

Mayor Burke recessed the meeting at 4:01 p.m.

Mayor Burke reconvened the meeting at 5:06 p.m.

REPORT OF CLOSED SESSION/WORKSHOP

The City Attorney reported that the City Council met in Closed Session and held a discussion regarding the first item listed on agenda, namely Conference with Legal Counsel – existing litigation, the matter of Youngsma, et al. v. Cypress School District, et al. The City Attorney stated the City Council received an update, and no further reportable action was taken.

Regarding the second Closed Session item listed on the agenda, namely Public Employee Performance Evaluation, title City Manager. The City Attorney reported that the City Council held a discussion, provided direction and no further reportable action was taken.

ADJOURNMENT

Mayor Burke adjourned the meeting at 5:07 p.m. to a Special Joint Meeting of the Cypress City Council and Recreation and Community Services Commission to be held on Monday, July 14, 2025, beginning at 5:00 p.m. in the Council Chambers.

MAYOR OF THE CITY OF CYPRESS

ATTEST:

CITY CLERK OF THE CITY OF CYPRESS

SPECIAL JOINT MEETING
CYPRESS CITY COUNCIL AND
RECREATION AND COMMUNITY
SERVICES COMMISSION
JULY 14, 2025
5:00 P.M.

A special joint meeting of the Cypress City Council and Recreation and Community Services Commission was called to order at 5:12 p.m. by Mayor Burke in the Council Chambers, 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

RECREATION AND COMMUNITY SERVICES COMMISSION

Commissioner Quintin Bentley
Commissioner Fermin Cervantes - absent
Commissioner Jeff Dronkers
Commissioner Colin Edwards
Commissioner Carol Erbe
Commissioner Christen Jackson
Commissioner Kenna Russell - absent

STAFF PRESENT

City Manager Peter Grant
City Attorney Fred Galante
Director of Recreation and Community Services Jeff Draper
Director of Public Works Nick Mangalakiri
Director of Finance and Administrative Services Matt Burton
City Clerk Alisha Farnell
Deputy City Clerk Christina Dizol
Recreation Manager Ian Kokot
Recreation Supervisor Shayna Gutierrez
Recreation Supervisor Courtney Powers
Recreation Supervisor Ervy Rodriguez
Recreation Coordinator Vanessa Banuelos

INVOCATION Pastor Nader Hanna, King of The Nations Church, led the Invocation.

PLEDGE OF ALLEGIANCE Commissioner Jeff Dronkers led the Pledge of Allegiance

REPORT OF CLOSED SESSION/WORKSHOP

The City Attorney reported that the City Council met in Closed Session during the preceding Special Meeting and held a discussion regarding the first item listed on agenda, namely Conference with Legal Counsel – existing litigation, the matter of Youngsma, et al. v. Cypress School District, et al. The City Attorney stated the City Council received an update, and no further reportable action was taken.

Regarding the second Closed Session item listed on the agenda, namely Public Employee Performance Evaluation, title City Manager. The City Attorney reported that the City Council held a discussion, provided direction and no further reportable action was taken.

PRESENTATIONS

The City Council presented a “Parks Make Life Better Month” Proclamation to Recreation and Community Services staff members.

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

Glen Button, Cypress, spoke regarding Agenda Item No. 3.

Jon Peat, Cypress, spoke regarding Agenda Item No. 3.

David Su, Cypress, spoke regarding the need for ping pong at the Senior Center.

Edwin Kraemer, spoke regarding Lexington Park.

Teddy Lloyd, Cerritos, spoke regarding Arnold Cypress Park, pickle ball events, and court rentals.

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.

A motion was made by Mayor Burke, and seconded by Council Member Chang, to approve Consent Calendar item 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

Item No. 1: Proclaim the Month of July 2025 as Parks Make Life Better Month

Recommendation: Proclaim the month of July 2025 as Parks Make Life Better Month.

END OF CONSENT CALENDAR

NEW BUSINESS

Item No. 2: Receive an Annual Update from the Recreation and Community Services Commission

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

City Council and Commission discussion ensued.

No action was taken.

Item No. 3: Receive a Report from the Ad Hoc Subcommittee to Review and Potentially Make Recommendations Regarding Park Amenities

Council Member Chang and Mayor Burke provided a report on this item.

City Council and Commission discussion ensued.

No action was taken.

Item No. 4: Provide Direction Regarding Replacement Picnic Area Shade Structures and Approve a Contract for the Replacement of the Picnic Area Shade Structure at Maple Grove Park South, Project 399

The Director of Recreation and Community Services and Director of Public Works 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 provide direction regarding replacement picnic area shade structures; approve plans and specifications for the replacement of the picnic area shade structure at Maple Grove Park South, Project 399; and award a contract to Landmark Associate Builders, Inc. for \$79,950, and authorize a contingency of \$11,050.

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

ADJOURNMENT

Mayor Burke adjourned the meeting at 6:58 p.m. to an adjourned Regular Meeting, to be held on Monday, July 14, 2025, beginning at 6:00 p.m. in the Council Chambers.

MAYOR OF THE CITY OF CYPRESS

ATTEST:

CITY CLERK OF THE CITY OF CYPRESS

REGULAR MEETING
CYPRESS CITY COUNCIL
JULY 14, 2025
6:00 P.M. – General Session

A regular meeting of the Cypress City Council was called to order at 7:09 p.m. by Mayor Burke in the Council Chambers, 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
Chief of Police Mark Lauderback
Director of Public Works Nick Mangkalakiri
Planning Director Alicia Velasco
City Clerk Alisha Farnell
Police Captain Scott Ausmus
Deputy City Clerk Christina Dizol

PRESENTATIONS

The City Council presented Certificates of Appreciation to the outgoing Commissioners and the City Clerk administered the Oath of Office and presented Certificates of Appointment to newly appointed Commissioners.

OC Mosquito and Vector Control District Public Information Officer Brian Brannon provided an educational presentation.

ORAL COMMUNICATIONS ON AGENDA ITEMS

Jon Peat, Cypress, spoke regarding Agenda Item No. 4.

Chris Perez, Valley Vista Services, spoke regarding Agenda Item No. 13.

Dr. Frances Marquez, Cypress, spoke regarding Agneda Items No. 4, 9, and 10.

Linda Stock, Cypress, spoke regarding Agenda Item No. 4.

Glenn Button, Cypress, spoke regarding Agneda Items No. 4 and 15.

Jose Trinidad Castaneda, Fullerton, spoke regarding Agenda Item No. 15.

Pearl Boelter, Cypress, spoke regarding Agenda Item No. 4.

Edwin Kraemer, Cypress, spoke regarding Agenda Items No. 4 and 15.

Brooke Nafarrete, Cypress, spoke regarding Agenda Item No. 4.

REPORT OF CLOSED SESSION / WORKSHOP

The City Attorney reported that the City Council held a Workshop Session during the preceding Special Meeting regarding an update on branding/logo development process and community engagement plan. He stated the City Council received an update and directed staff to survey the community with design options and present results to the City Council at a future meeting.

The City Attorney further reported that the City Council met in Closed Session during the preceding Special Meeting and held a discussion regarding the first item listed on agenda, namely Conference with Legal Counsel – existing litigation, the matter of Youngsma, et al. v. Cypress School District, et al. The City Attorney stated the City Council received an update, and no further reportable action was taken.

Regarding the second Closed Session item listed on the agenda, namely Public Employee Performance Evaluation, title City Manager. The City Attorney reported that the City Council held a discussion, provided direction and no further reportable action was taken.

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 asked questions regarding Agenda Items No. 9 and 10.

Council Member Chang requested to pull Agenda Item No. 4.

A motion was made by Mayor Burke, and seconded by Council Member Chang, to approve Consent Calendar items No. 1 through 3 and 5 through 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 - Meeting of May 27, June 9, and June 23, 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: Second Reading and Adopt an Ordinance Updating the Municipal Code Relating to the Composition of the Traffic Commission

Recommendation: Conduct the second reading and adopt an Ordinance, by title only, amending Municipal Code Section 2-70 relating to the composition of the Traffic Commission and Section 2-60 relating to eligibility for appointment.

ORDINANCE NO. 1218

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CYPRESS,
CALIFORNIA, AMENDING SECTION 2-60 (ELIGIBILITY FOR
APPOINTMENT) AND SECTION 2-70 (COMPOSITION) OF ARTICLE 4
(BOARD, COMMISSIONS, AND COMMITTEES) OF CHAPTER 2
(ADMINISTRATION) OF THE CYPRESS MUNICIPAL CODE,
CONCERNING THE TRAFFIC COMMISSION

Item No. 5: Receive an Update on the Strategic Plan Six-Month Objectives

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

Item No. 6: Receive and File the Police Department Annual Military Equipment Report

Recommendation:

1. Receive and file the Police Department Annual Military Equipment Report; and
2. Renew the Military Equipment Policy previously approved by City Council Ordinance No. 1194

Item No. 7: Approve the Purchase of One Replacement Police Department Motorcycle

Recommendation:

1. Authorize an appropriation increase of \$39,040 in the Capital Replacement Fund for the purchase and unfitting of one motorcycle; and
2. Authorize a transfer of \$39,040 from the General Liability Fund to the Capital Replacement Fund for the purchase.

Item No. 8: Approve the Sewer System Management Plan Update

Recommendation: Adopt a Resolution approving the Sewer System Management Plan Update.

RESOLUTION NO. 7029

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS
APPROVING THE CITY'S SEWER SYSTEM MANAGEMENT PLAN
UPDATE IN ACCORDANCE WITH THE CALIFORNIA STATE WATER
RESOURCES CONTROL BOARD STATEWIDE GENERAL WASTE
DISCHARGE REQUIREMENTS FOR SANITARY SEWER SYSTEMS

Item No. 9: Approve a Contract Amendment to Replace the Roof and HVAC of a City-Owned Building at 10161 Moody Street (Cedar Glen Park), Project 378

Recommendation:

1. Approve Amendment No. 1 to Replace the Roof and HVAC of a City-Owned Building at 10161 Moody Street, Project 378, in an amount not to exceed \$103,798; and
2. Authorize an appropriation of \$103,798 in the City Capital Projects Fund; and
3. Approve a transfer of \$103,798 from the Infrastructure Reserve Fund to the City Capital Projects Fund.

Item No. 10: Approve a Contract for Independent Auditing Services

Recommendation:

1. Approve a contract with Eide Bailly, LLP to perform annual auditing services for the fiscal years ended June 30, 2025 through June 30, 2027 for an amount not to exceed \$221,000; and
2. Approve an appropriation increase of \$2,000 in the Cypress Recreation and Park District's General Fund to provide audit services for the fiscal year ended June 30, 2025.

Mayor Burke recessed the meeting at 8:05 p.m.

Mayor Burke reconvened the meeting at 8:10 p.m.

PUBLIC HEARINGS

Item No. 11: Approve a Tentative Tract Map for a 20-Unit Townhome Development at 5302 Lincoln Avenue

The Planning Director provided a report on this item.

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

Shirley Bonem, Fullerton, spoke in opposition to the item.

Anne Mallari, Cypress, spoke in support of the item.

Dr. Frances Marquez, Cypress, spoke in opposition to the item.

Mayor Burke invited the applicant to come forward to speak on the item.

The City Attorney noted a typo in the resolution attached in the staff report.

City Council discussion ensued.

A motion was made by Council Member Chang, and seconded by Mayor Pro Tem Medrano, to adopt a Resolution, with typo correction, approving Tentative Tract Map No. 19358 and finding the project exempt from California Environmental Quality Act requirements; and authorize the City Manager to execute an Affordable Housing Agreement.

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. 7030

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS, CALIFORNIA, APPROVING VESTING TENTATIVE TRACT MAP NO. 19358, FOR A 20-UNIT TOWNHOUSE DEVELOPMENT, INCLUDING TWO AFFORDABLE UNITS, RESTRICTED TO MODERATE INCOME HOUSEHOLDS, ON A 0.59-ACRE SITE LOCATED AT 5302 LINCOLN AVENUE WITHIN THE LINCOLN AVENUE SPECIFIC PLAN AND FINDING THE PROJECT EXEMPT FROM CALIFORNIA ENVIRONMENTAL QUALITY ACT REQUIREMENTS

Item No. 12: Approve Conditional Use Permit No. 2025-01 for a Drive-Thru Fast Food Restaurant at 4125 Ball Road

The Planning Director provided a report on this item.

Mayor Burke opened the Public Hearing and invited the applicant to come forward.

The applicant answered questions from the City Council.

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

No public comments were made.

Mayor Burke closed the Public Hearing.

City Council discussion ensued.

Mayor Burke reopened the Public Hearing.

The applicant answered questions from Council Members.

Mayor Burke closed the Public Hearing.

City Council discussion continued.

City Attorney recommended an amendment to the conditions of approval.

A motion was made by Council Member Minikus, and seconded by Council Member Peat, to adopt a Resolution approving Conditional Use Permit No. 2025-01, including the recommended amendment from the City Attorney, and confirm the project is exempt from California Environmental Quality Act requirements.

The motion was carried by the following roll call vote:

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

RESOLUTION NO. 7031

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS,
CALIFORNIA, APPROVING CONDITIONAL USE PERMIT NO. 2025-01,
FOR A DRIVE-THRU FAST FOOD RESTAURANT WITHIN AN
EXISTING SHOPPING CENTER LOCATED AT 4125 BALL ROAD
WITHIN THE CG – COMMERCIAL GENERAL ZONE AND FINDING THE
PROJECT EXEMPT FROM CALIFORNIA ENVIRONMENTAL QUALITY
ACT REQUIREMENTS

NEW BUSINESS

Item No. 13: Approve the Scope of Work for a Performance Review of the Solid Waste Franchise

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

City Council discussion ensued.

A motion was made by Council Member Burke, and seconded by Council Member Chang, to approve the scope of work as amended during discussion for a performance review of the Solid Waste Franchise.

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. 4: Second Reading and Adopt an Ordinance Updating the Municipal Code to Amend Purchasing Authority Limits

Council Member Chang commented on the item.

City Council discussion continued.

A motion was made by Council Member Minikus, and seconded by Council Member Peat, to conduct the second reading and adopt an Ordinance by title only, amending Municipal Code Section 21A authorizing changes in purchasing authority limits.

The motion was carried by the following roll call vote:

AYES: 3 COUNCIL MEMBERS: Minikus, Peat and Medrano
NOES: 2 COUNCIL MEMBERS: Chang, Burke
ABSENT: 0 COUNCIL MEMBERS: None

ORDINANCE NO. 1219

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CYPRESS, AMENDING SECTION 21A-19 (PURCHASING SYSTEM) OF THE CYPRESS MUNICIPAL CODE ESTABLISHING UPDATED PURCHASING AUTHORITY LIMITS

ITEMS FROM CITY COUNCIL MEMBERS

Item No. 14: Discuss Promoting Volunteer Opportunities in Cypress

Mayor Burke provided comments on this item.

City Council discussion ensued.

The City Attorney provided comments regarding legal issues that could arise with promoting Non-Profit organizations.

City Council discussion continued.

No action was taken.

Item No. 15: Discuss Oral Communications During City Council Meetings

Mayor Burke provided a presentation on this item.

City Council discussion ensued.

A motion was made by Mayor Burke, and seconded by Council Member Chang, to direct the City Attorney to draft an Ordinance with the proposed changes to the oral communication period during City Council meetings.

The motion was carried by the following roll call vote:

AYES: 3 COUNCIL MEMBERS: Chang, Medrano and Burke
NOES: 2 COUNCIL MEMBERS: Minikus, Peat
ABSENT: 0 COUNCIL MEMBERS: None

ORAL COMMUNICATIONS

Robert Winter, Cypress, spoke regarding federal immigration raids and apprehensions.

Pearl Boelter, Cypress, spoke regarding Board Room Modernization Project.

David Su, Cypress, spoke regarding Agenda Item No. 14.

Dr. Frances Marquez, Cypress, spoke regarding immigration enforcement, Agenda Item No. 13, and Maple Grove North Park.

Kelly K, Cypress, spoke regarding a former Council member, public records requests and expressed support for the City.

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

Council Member Minikus:

Attended Cypress Chamber of Commerce mixer event. Attended the Orange County Sanitation District Operations Committee meeting. Attended the Cypress Police Department academy graduation ceremony. Attended Salute to America. Attended Concerts on Green. Attended Cypress Girls Softball fundraiser at Arnold Cypress Park. Thanked everyone who reached out regarding his recent health issues.

Council Member Peat:

Attended the Cypress Chamber of Commerce mixer event. Met with representatives from Altasciences. Attended Salute to America. Participated in Eagle Scout interviews. Attended Cypress Girls Softball fundraiser event.

Council Member Chang:

Attended Salute to America and reflected on the community's response during the national anthem.

Mayor Pro Tem Medrano:

Attended the retirement ceremony for Cypress School District Assistant Superintendent. Met with representatives from Altasciences. Attended the State of the City events for the cities of Fullerton and Stanton. Announced office hours at Starbucks. Apologized for missing Salute to America due to a scheduling conflict.

Mayor Burke:

Attended Salute to America and praised the Recreation team for the successful event. Attended the Orange County Fire Authority Board meeting. Proposed hosting a "Meet Your Council Member" booth at National Night Out on July 26 and invited colleagues to join if available.

COUNCIL MEMBER ITEMS FOR FUTURE CONSIDERATION

Mayor Burke requested to agendaize a discussion for the September 8 Council meeting to consider receiving more detailed information on the progress of Strategic Plan objectives. Council Member Chang supported the item.

CITY MANAGER REMARKS

None.

The City Attorney provided a brief comment on recent California Environmental Quality Act reform efforts and noted that a detailed update had been shared with the City Council.

**ADJOURNMENT - IN MEMORY OF LOS ANGELES POLICE DEPARTMENT
SERGEANT SHIOU DENG AND CALIFORNIA HIGHWAY PATROL OFFICER MIGUEL
CANO**

Mayor Burke adjourned the Regular Meeting at 10:58 p.m. to an adjourned Regular Meeting, to be held on Monday, August 25, 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
JULY 30, 2025
2:00 P.M.

A special meeting of the Cypress City Council was called to order at 2:00 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
Council Member Kyle Chang
Council Member Scott Minikus -absent
Council Member Bonnie Peat - absent

STAFF PRESENT

City Attorney Fred Galante
Director of Finance and Administrative Services Matt Burton
Planning Director Alicia Velasco
City Clerk Alisha Farnell
Special Counsel Scott Tiedemann

ORAL COMMUNICATIONS ON CLOSED SESSION / WORKSHOP ITEMS

Bruce Berger, Cypress, spoke regarding the Closed Session Item and in support of city services and against changes.

Paulo Morales, Cypress, spoke regarding the Closed Session Item and in support of the City Manager.

Dr. Frances Marquez, Cypress, spoke regarding the Closed Session Item and other previous special meetings and against the City Manager.

Kelly K, Cypress, spoke regarding the Closed Session Item and in support of the City Manager.

Marilyn Reames, Cypress, spoke regarding the Closed Session Item and Facebook posts.

Anne Mallari, Cypress, spoke regarding the Closed Session Item, timing of meeting, process of evaluations, and in support of the City Manager.

Brooke Nafarrette, Cypress, spoke regarding the Closed Session Item, settlement with former Public Works Director, in support of City Manager and timing of special meeting.

Mariellen Yarc, Cypress, spoke regarding the Closed Session Item, short time frame for setting meeting and in support of City Manager.

Patricia Boggs, Cypress, spoke regarding the Closed Session Item, suspicion regarding timing of the meeting and in support of the City Manager.

Nancy Johnson, Cypress, spoke in support of the City Manager.

Rob Johnson, Cypress, spoke regarding the Closed Session Item and timing of the meeting.

Beth Culver, Cypress, spoke regarding the Closed Session Item and concerns regarding timing of meeting.

Esther Poch, Cypress, spoke regarding the Closed Session Item and concerns regarding timing of meeting.

Marlo Malies, Cypress, spoke regarding the Closed Session Item and in support of the City Manager.

Vanessa Burtle, Cypress, spoke regarding the Closed Session Item, concerns regarding personal agendas and in support of the City Manager.

Robert Winter, Cypress, spoke regarding the Closed Session Item, concerns with Council squabbles at dais, and timing of meeting and need for all Council Members to be present.

Matt Burton, spoke regarding the Closed Session Item.

CLOSED SESSION

The City Attorney announced that the City Council would convene in closed session to discuss the following item:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54957
Title: City Manager

Mayor Burke recessed the meeting at 2:47 p.m.

Mayor Burke reconvened the meeting at 3:34 p.m.

REPORT OF CLOSED SESSION/WORKSHOP

The City Attorney reported that the City Council met in Closed Session regarding the item listed on the agenda, namely - Public Employee Performance Evaluation pursuant to Government code section 54957, Title: City Manager. The City Council directed staff to postpone the discussion and provide another opportunity to reschedule the closed session item so as to allow all Council Members to be present.

ADJOURNMENT

Mayor Burke adjourned the meeting at 3:37 p.m. to an adjourned Regular Meeting, to be held on Monday, August 25, 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
AUGUST 11, 2025
5:00 P.M.

A special meeting of the Cypress City Council was called to order at 5:00 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
Council Member Kyle Chang
Council Member Scott Minikus -absent
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
Planning Director Alicia Velasco
City Clerk Alisha Farnell
Recreation Manager Ian Kokot

ORAL COMMUNICATIONS ON CLOSED SESSION / WORKSHOP ITEMS

Carol Erbe, Cypress, spoke in support of the City Manager.

Ginger Osman, Cypress, spoke in support of the City Manager.

Bruce Berger, Cypress, spoke in support of the City Manager and support of City accomplishments and finances.

Brooke Nafarrete, Cypress, spoke in support of the City Manager, City Manager vacancies throughout the County, and motivation of individual Council Members.

Paul Kokkinos, Cypress, spoke regarding comments made by former Public Works Director Doug Dancs, allegations of wrongdoing and transparency.

Rob Johnson, Cypress, spoke regarding the need for all five Council Members to attend and evaluate the City Manager.

Kyle Molnar, Cypress Land, spoke in support of the City Manager.

Patricia Boggs, Cypress, spoke regarding Mayor's tenure in the city and in support of the City Manager.

Mariellen Yarc, Cypress, spoke regarding resident satisfaction with city programs/services and the need for Council Members to represent residents not personal interest/wants.

Harumi Lacak, Cypress, spoke in support of the City Manager.

Beth Culver, Cypress, spoke in support of the City Manager and regarding concerns with inexperience of Council Members and motivations.

Jon Peat, Cypress, spoke regarding City Manger and City Council roles as outlined by the City Charter and the need for Council Members to represent residents not personal interests.

Glenn Button, Cypress, spoke regarding resident satisfaction with City programs/services and in support of the City Manager.

Esther Poch, Cypress, spoke in support of the City Manager.

Marlo Malies, Cypress spoke regarding accomplishments under the City Manager and the need for peaceful resolutions to conflicts.

Pearl Bolter, Cypress, spoke in support of the City Manager and city accomplishments.

Blair Dahl, spoke regarding experience working with the city and observations of successful management lead by the City Manager.

Dr. Frances Marquez, Cypress, spoke regarding her mail being opened by City staff, not being present in closed sessions, her experience working for Congress, and her dissatisfaction with Council Member Minikus' absence.

Nancy Johnson, Cypress, spoke in support of the City Manager.

Paulo Morales, Cypress, spoke regarding Mayor's comments at the July 30 Special Meeting, in support of the City Manager, and concerns with city's future without the expertise of the City Manager.

Anne Mallari, Cypress, spoke regarding concerns with City Council's leadership and lack of direct communication with the City Manager, lack of respect for city staff, and in support of the City Manager.

Thomas Moore, Cypress, spoke regarding gerrymandering of districts, campaign contributions, City Attorney and City Manager performance, time taken to water plants in neighborhood, and cost of Executive Board Room remodel.

Ed Kraemer, Cypress, spoke regarding satisfaction with the new City Council majority, dissatisfaction with city surveys, dissatisfaction with Regional Housing Needs Assessment allocation in the Housing Element, and dissatisfaction with the development of new parks.

Laura Price, Cypress, spoke in support of the City Manager and city parks.

Kelly K, Cypress, expressed confusion as to why this Special Meeting is being held, spoke in support of the City Manager, questioned who stands to gain from the removal of the City Manager, and regarding censures of former Council Member Marquez.

Mayor Burke spoke regarding the timing of the meeting.

CLOSED SESSION

The City Attorney announced that the City Council would convene in closed session to discuss the following item:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54957
Title: City Manager

Mayor Burke recessed the meeting at 6:02 p.m.

Council Member Peat left the meeting at 6:20 p.m.

Mayor Burke reconvened the meeting at 7:53 p.m.

REPORT OF CLOSED SESSION/WORKSHOP

The City Attorney reported that the City Council met in Closed Session regarding the item listed on the agenda, namely - Public Employee Performance Evaluation pursuant to Government code section 54957, Title: City Manager. He stated the City Council held a discussion, and by motion of Council Member Chang, seconded by Mayor Burke, voted 3-0 to provide direction to the City Attorney.

ADJOURNMENT

Mayor Burke adjourned the meeting at 7:54 p.m. to an adjourned Regular Meeting, to be held on Monday, August 25, 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: Alisha Farnell, City Clerk

DATE: 09/08/2025

SUBJECT: Proclaim the Month of September 2025 as Hunger Action Month

RECOMMENDATION

Proclaim the month of September 2025 as Hunger Action Month.

DISCUSSION

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

At the August 25 City Council meeting, the Mayor added an item to the agenda, with support from Council Member Minikus, to officially proclaim the month of September 2025 as Hunger Action Month. A proclamation has been prepared for the Mayor's signature and is attached for consideration.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY: Matt Burton, City Manager

Attachments

Proclamation

HUNGER ACTION MONTH
September 2025

WHEREAS hunger and poverty are issues of vital concern in California, where more than one in five Californians face food insecurity on a daily basis and do not know where their next meal will come from; and

WHEREAS, everyone needs nutritious food to thrive, and people are working hard to provide for themselves and their families – yet over 359,000 individuals, including over 86,000 children, here in Orange County are food insecure; and

WHEREAS, the City of Cypress is committed to working with the Orange County Hunger Alliance in educating people about the role and importance of food banks and food care in addressing hunger and raising awareness of the need to devote more resources and attention to hunger issues; and

WHEREAS, in the first half of 2025, Orange County Food Bank and Second Harvest Food Bank collectively recorded an average of 810,996 individual food distribution visits per month from our community members facing food insecurity; and

WHEREAS, in the first half of 2025, Orange County Food Bank and Second Harvest Food Bank have collectively distributed 36,709,298 pounds of food through its partner network of food pantries, soup kitchens, shelters, senior centers, schools, colleges, universities, houses of worship, and other community organizations; and

WHEREAS, Abound Food Care helps to facilitate the recovery of over 25 million pounds of excess edible food in Orange County each year, reducing food waste and diverting that food to those who need it; and

WHEREAS, the month of September has been designated “Hunger Action Month” in order to bring attention to food insecurity in our communities and to enlist the public in the movement to end hunger by taking action – including volunteering, donating, and advocating – to ensure every community, and everybody in it, has the food they need to thrive; and

WHEREAS, food banks and other organizations across the country, including the members of the Orange County Hunger Alliance, will host events throughout the month of September to bring awareness and help end food insecurity in our local community.

NOW, THEREFORE, BE IT PROCLAIMED, that the City Council of the City of Cypress does hereby recognize September 2025, as **HUNGER ACTION MONTH** in the City of Cypress.

DAVID BURKE
MAYOR OF THE CITY OF CYPRESS
Dated: September 8, 2025



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

4.

FROM: Alisha Farnell, City Clerk

DATE: 09/08/2025

SUBJECT: Approve a Revision to the Boards, Commissions and Committees Policy Manual and Appoint Two Traffic Commissioners

RECOMMENDATION

1. Adopt a Resolution approving the twelfth revision to the Boards, Commissions and Committees Policy Manual; and
2. Appoint Blaze Bhence and Duane Summers to the Traffic Commission.

DISCUSSION

Boards, Commissions and Committees Policy Manual

The Boards, Commissions and Committees Policy Manual outlines the procedure that governs appointed advisory boards and members. The recommended Policy Manual (attached) includes minor revisions to update the number of Traffic Commissioners from five to seven members, in alignment with Ordinance No. 1218 approved by the City Council at the July 14 City Council Meeting and to adjust the term of one of the new Commission seats to approximately three years (effective September 8, 2025 through June 30, 2028) to maintain the annual Commission Recruitment schedule.

Commissioner Appointments

At its June 23 meeting, the City Council provided direction that the two new Traffic Commission seats created by the adoption of Ordinance No. 1218, should be filled by the Traffic Commission alternates, Blaze Bhence and Duane Summers. The City Council provided further direction that the term lengths should be one seat at approximately four years (through June 30, 2029) and one seat at approximately three years (through June 30, 2028).

The City Clerk contacted the alternates to confirm their desire to fill the new vacancies and obtained their preferences regarding term length. As such, it is recommended the City Council appoint two Commissioners to the Traffic Commission as follows:

- Blaze Bhence - term effective September 8, 2025 through June 30, 2029 (approx. four

years)

- Duane Summers - term effective September 8, 2025 through June 30, 2028 (approx. three years)

BUDGET IMPACT

Commissioners receive \$50 for attending a regularly scheduled board, commission or committee meeting (maximum payment of one per month). The annual cost of the two additional Commissioners will not exceed \$1,200.

LEGAL REVIEW

None required.

APPROVED BY: Matt Burton, City Manager

Attachments

Resolution

Boards, Commissions, and Committees Policy Manual

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS, AND ACTING AS EX-OFFICIO GOVERNING BOARD OF DIRECTORS OF THE CYPRESS RECREATION AND PARK DISTRICT, ADOPTING THE TWELFTH REVISION TO THE BOARDS, COMMISSIONS AND COMMITTEES POLICY MANUAL

WHEREAS, at the City Council meeting of April 8, 2002, the City Council adopted Ordinance No. 1022 to reorganize and centrally codify the existing system related to all boards, commissions and committees within the City of Cypress; and

WHEREAS, as part of Ordinance No. 1022, Chapter 2, Article IV, Section 2-100, establishes procedures governing the City's advisory boards through a "Boards, Commissions and Committees Policy Manual," which is to be adopted by Resolution of the City Council; and

WHEREAS, the original "Boards, Commissions and Committees Policy Manual" was adopted by the City Council on April 22, 2002, per Resolution No. 5553; and

WHEREAS, the manual has been revised several times since it was first adopted to address a variety of topics including removing outdated references, clarify procedures and requirements, and addressing the importance of meeting attendance; and

WHEREAS, at the City Council meeting of July 14, 2025, the City Council adopted Ordinance No. 1218 to increase the number of members on the Traffic Commission from five to seven members; and

WHEREAS, the Twelfth Revision of the "Boards, Commissions and Committees Policy Manual" updates the number of number of members composing the Traffic Commission in alignment with Ordinance No. 1218 adopted by the City Council at their July 14, 2025 City Council meeting and includes a one-time amendment to the terms of the new Traffic Commission seats to maintain consistency in the annual Commission Recruitment process.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Cypress, and acting as ex-officio governing Board of Directors of the Cypress Recreation and Park District, does hereby adopt the Twelfth Revision of the "Boards, Commissions and Committees Policy Manual" as attached herein.

PASSED AND ADOPTED by the City Council of the City of Cypress, and acting as ex-officio governing Board of Directors of the Cypress Recreation and Park District, at a regular meeting held on the 8th day of September, 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 8th day of September, 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

BOARDS, COMMISSIONS, AND COMMITTEES

POLICY MANUAL



TWELFTH EDITION

Revised September 8, 2025

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INTRODUCTION

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

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

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

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

RECRUITMENT PROCESS

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

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

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

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

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

ELIGIBILITY REQUIREMENTS

Board, commission and committee applicants must be Cypress residents and 18 years or older.

Youth Action Committee applicants must be a high school student who resides in Cypress or attends a school in Cypress and no older than 18 years of age.

Public Employment Conflicts

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

Nepotism

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

Oath of Office

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

COMPOSITION

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

Recreation and Community Services Commission – seven members

Senior Citizens Commission – seven members

Traffic Commission – seven members

Reporting to the Recreation and Community Services Commission

Youth Action Committee – a minimum of seven members

TERM LENGTHS AND TERM LIMITS

Term Lengths

Recreation and Community Services Commission – four years

Senior Citizens Commission – four years

Traffic Commission – four years

- For the two new Commission seats appointed in September 2025, one seat will be appointed to a term of approximately four years (effective September 8, 2025 through June 30, 2029) and one seat will be appointed to a term of approximately three years (effective September 8, 2025 through June 30, 2028). Thereafter, all future regular vacancies will be appointed to serve a four year term unless amended by the City Council.

Youth Action Committee – one school calendar year

Term Limits

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

- Commission members having been appointed to a reduced term in 2021 and/or 2023, to accommodate the City's efforts to provide annual opportunities for residents to apply for an advisory body position, shall be eligible to serve more than two consecutive terms provided that on the date of appointment they have not served on the same board, commission, or committee for eight or more consecutive years.

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

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

GENERAL BOARD, COMMISSION AND COMMITTEE DUTIES

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

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

The specific duties of each advisory group are:

Recreation and Community Services Commission

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

Senior Citizens Commission

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

Traffic Commission

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

Youth Action Committee

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

ADVISORY BODY ROLE AND RELATIONSHIPS

Relationships with the City Council

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

Any communication with the City Council related to advisory body business should be in writing and represent recommendations made by a majority of the group at a public

meeting. The written communication should originate from the advisory group chair, be copied to the group's staff liaison and submitted to the City Manager's office.

Relationships with City Staff

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

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

Relationships with Other Board, Commission or Committee Members

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

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

Relationships with the Public

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

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

Meeting Decorum

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

OPERATIONS AND PROCEDURES

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

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

STATUTORY REQUIREMENTS

The Brown Act

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

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

Ethics Training (AB 1234)

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

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

Conflict of Interest (Form 700)

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

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

REMOVAL FROM OFFICE

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

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

Resignation

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

Filling Vacancies

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

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

MEETING ATTENDANCE

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

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

COMPENSATION

Meeting Allowance

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

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

Travel and Other Expenses

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

DEFINITIONS OF BOARDS, COMMISSIONS AND COMMITTEES

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

- Ad Hoc Committee. Sometimes referred to as a Task Force, is a committee appointed for a specific limited time, purpose or project.

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

ADDITIONAL RESOURCES

City Website

www.cypressca.org

Municipal Code

<https://ecode360.com/CY4920>

City Charter

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

California Codes

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

Fair Political Practices Commission

www.fppc.ca.gov

Robert's Rules of Order

www.robertsrules.com



CITY OF CYPRESS
CITY COUNCIL REPORT

City Council Regular

5.

FROM: Matt Burton, City Manager

DATE: 09/08/2025

SUBJECT: Postpone the City Council Strategic Plan Update Scheduled for October 1, 2025

RECOMMENDATION

1. Approve the postponement of the City Council Strategic Plan update scheduled for October 1, 2025; and
2. Authorize the Interim City Manager to work with the City Council and Strategic Planning Session Facilitator to determine a revised date for the update to be held.

DISCUSSION

The City Council holds a special meeting twice a year to update the City's Strategic Plan. These Strategic Planning sessions establish major goals and objectives for the City, which provide the principal guidance for the preparation of the budget and a plan for implementation and accountability. The City Council is next scheduled to meet to update the Strategic Plan on October 1, 2025.

With the recent resignation of the City Manager and the resulting transition in City leadership, it is recommended the October 1, 2025 special meeting be rescheduled to a future date determined by the Interim City Manager working with the City Council and Strategic Planning Facilitator.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY: Matt Burton, City Manager



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

6.

FROM: Nick Mangkalakiri, Director of Public Works

DATE: 09/08/2025

SUBJECT: Approve Plans and Specifications and Award Contracts for Senior Center Exterior Doors Replacement, Project 396

RECOMMENDATION

1. Approve Plans and Specifications for Senior Center Exterior Doors Replacement, Project 396; and
2. Award a contract to Genesis Builders, Inc. for \$232,200, and authorize a contingency of \$34,900; and
3. Approve a Task Order for Construction Inspection Services to FCG Consultants, Inc., for \$9,136.80, and authorize a contingency of \$1,400; and
4. Appropriate an additional \$143,437 in the Recreation and Park District General Fund for the Senior Center Exterior Doors Replacement, Project 396.

DISCUSSION

The FY 2024-25 Capital Improvement Program included a project to replace the exterior doors at the Senior Center. The existing wooden sliding doors are prone to frequent breakdowns, make it challenging to keep the building's inside air temperature regulated, and are currently non-operational and in need of immediate replacement. This project will replace the existing doors with new aluminum swing doors equipped with ADA push-button accessibility. The improvements will provide a more reliable method of entry, reduce ongoing maintenance, and improve the building's energy efficiency.

On August 20, the City received just one bid proposal for the project, with Genesis Builders, Inc. identified as the low bidder. FCG Consultants, Inc., the City's on-call construction manager, will inspect the project. A summary of project award information is attached.

The \$293,437 total project cost includes design, construction, inspection, in-house labor, and contingencies, and significantly exceeds the \$150,000 project budget. Public Works prepares project budgets using current construction cost data, the engineer's estimate, and input from

experienced consultants and contractors. Construction costs have continued to increase rapidly since this project estimate was developed in Spring 2024, which likely contributed to the budget shortfall.

BUDGET IMPACT

Total estimated project costs, including construction, inspection, and in-house labor, will not exceed \$293,437. The unexpended FY 2024-25 budget allocation of \$150,000 will be carried over to FY 2025-26 to pay for a portion of the recommended project, but a supplemental appropriation of \$143,437 is required for the project to proceed.

While one-time fund balance accumulations have been set-aside in the Recreation and Park District's General Fund for capital improvement needs and are available to pay the additional \$143,437, the increases in construction costs threaten the District's ability to deliver FY 2025-26 capital projects within budget. The availability of one-time District reserves is limited, and Public Works will continue to review and monitor scheduled projects to determine if it is prudent and feasible for them to proceed as planned in the Seven-Year CIP.

LEGAL REVIEW

None required.

APPROVED BY: Matt Burton, City Manager

Attachments

Project Award Information
Task Order

Project Award Information Checklist

Description of Project:

Remove and replace exterior doors and storefront at Senior Center

Contract Working Days: 20 working days

Notice Inviting Bids Sent to: PlanetBids, City Hall Bulletin Board, Community Center Bulletin Board, Police Department Bulletin Board, McGraw-Hill Construction, Dodge Construction Network, AGC Plan Room, Construct Connect

Bid Opening Date: August 20, 2025

No. of Bid Packets Downloaded: 16

Bidders	Base Bid + Alt A
1. Genesis Builders, Inc., Fullerton, CA	\$232,200

Apparent Low Bidder: Genesis Builders, Inc., Fullerton, CA – \$232,200

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

Contractor's License:

Valid at Time of Award: Yes

Valid at Time of Bid: Yes

Registration with DIR:

Contractor: Yes

Sub-Contractor: Yes

Experience:

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

Construction Management/Inspection Firm: FCG Consultants, Inc.

On-Call Contract Date: July 1, 2024

Amount of Task Order: \$ 9,136.80

BID RESULTS
for
Senior Center Exterior Doors Replacement
PROJECT 396

Bid Opening: Wednesday, August 20, 2025 at 11:00 AM

PRELIMINARY BID RESULTS - FOR INFORMATIONAL PURPOSES ONLY

	<u>CONTRACTOR</u>	<u>TOTAL BID</u>
1	Genesis Builders, Inc.	\$ 209,200.00
2		
3		
4		
5		
6		
7		
8		
9		
10		

PROPOSAL BID SHEET
PROJECT 396
SENIOR CENTER EXTERIOR DOORS REPLACEMENT

Date: Wednesday, August 20, 2025 at 11:00 AM

Company Name: Genesis Builders, Inc. dba K2 Painting

Address: 2007 Raymer Ave Ste S Fullerton, CA 92833

Telephone: 714) 749-4558

Email: rick.gbuilder@gmail.com

Contractor's License No. and Class: 1004198 Class-B & C-33

Contractor's DIR Public Works Registration No: 1000411359

Honorable Councilmembers:

The undersigned principal, after having carefully examined the plans, Specifications and General Provisions for the City of Cypress Project 396, hereby proposes and agrees to furnish all labor, materials, equipment, plant, transportation, services, sales taxes and other costs necessary to complete the entire project in strict conformity with the specifications, general and special provisions, and all addenda therefore as prepared by the Engineering Division of the Department of Public Works Department of the City of Cypress and to complete all work within the contract time specified in this PROPOSAL, for the following bid:

BASE BID:

No.	Quantity	Unit	Items of Work (Please Print Unit Prices Written in Words)	Unit Price	Total
1.	1	LS	Mobilization, Bond, and General Conditions (Section 9-3.4)	\$ 26,000.00	\$ 26,000.00
			(Not to exceed 5% of total bid amount excepting Item 1) PER LS		
2.	1	LS	Exterior Doors Improvements per attached Project Plan and Specifications (COMPLETE with Partial Storefront) (Appendix D & E and Special Provisions)	\$ 180,000.00	\$ 180,000.00
			PER LS		
3.	1	LS	Intrusion/Fire Alarm Installation and Coordination (Appendix D & E and Special Provisions)	\$ 3,200.00	\$ 3,200.00
			PER LS		

TOTAL AMOUNT OF BASE BID: \$ 209,200.00

TOTAL AMOUNT OF BID IN WORDS: _____

Two hundred nine thousand two hundred Dollars

(Please Print Total Amount of Bid in WORDS)

ADDITIVE - ALTERNATE A:

No.	Quantity	Unit	Items of Work (Please Print Unit Prices Written in Words)	Unit Price	Total
A1.	1	LS	Remove and Replace Remaining Storefront per Project Plans (Appendix D & E and Special Provisions)	\$ 12,500.00	\$ 12,500.00
			PER LS		
A2.	1	LS	Install Window Tinting Throughout Entire Storefront (Appendix D & E and Special Provisions)	\$ 10,500.00	\$ 10,500.00
			PER LS		

TOTAL AMOUNT OF ALTERNATE A1 THROUGH A2 BID: \$ 23,000.00

TOTAL AMOUNT OF ALTERNATE A1 THROUGH A2 BID IN WORDS: _____

Twenty-three thousand Dollars

(Please Print Total Amount of Bid in WORDS)

DEDUCTIVE - ALTERNATE B:

No.	Quantity	Unit	Items of Work (Please Print Unit Prices Written in Words)	Unit Price	Total
B1.	1	LS	Deduct Cost of Phasing (Work shall be completed WITHOUT phasing) (Special Provisions)	\$ 10,000.00	\$ 10,000.00
			PER LS		

TOTAL AMOUNT OF ALTERNATE B1 BID: \$ 10,000.00

TOTAL AMOUNT OF ALTERNATE B1 BID IN WORDS: _____

Ten Thousand Dollars

(Please Print Total Amount of Bid in WORDS)

NOTE: Per Public Contracts Code Section 20103.8(a), the determination of the lowest bidder shall be based on the lowest bid price on the base bid **ONLY** without consideration of the optional additive and/or deductive bid item(s).

The contract shall be awarded to the lowest responsible bidder based on the base bid, and at the City's discretion, the addition, deletion, or modification of any alternate or combination of **alternatives**.

The Total Amount of Base Bid and Additive Bids stated above shall include all work and cost for work as specified on the project plans and delineated in the project specifications and all other incidental and



August 5, 2025

Daniel Co, P.E,
Assistant City Engineer
City of Cypress
Public Works Engineering

**SUBJECT: PROPOSAL TO PROVIDE INSPECTION SERVICES FOR SENIOR
CENTER EXTERIOR DOORS REPLACEMENT PROJ 396**

Dear Mr. Co,

FCG is pleased to present our proposal to the City of Cypress to provide inspection services for Senior Center Exterior Doors Replacement Project 396 in the amount of \$9,136.80. All work will be completed pursuant to the City of Cypress On-Call Construction Management and Inspection Services Contract dated July 1, 2024.

We look forward to partnering with the City on this project. If there are any questions regarding this proposal, please contact me at (714) 312-0317 or maha.fakhouri@fcgconsultants.com with any questions you may have.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Maha Fakhouri'.

Maha Fakhouri
President / CEO

ATTACHMENT “A” SCOPE OF SERVICES

The scope of services includes part-time inspection services and project controls to assist our inspector in the field.

Below is a list of services included in this proposal:

- Represent the City's interests with the overall construction inspection of this project.
- Monitor the contractor's compliance with the project contract, specifications, and National Pollutant Discharge Elimination System (NPDES).
- Assist City staff with public relations, including distributing construction notices and responding to inquiries of residents and the general public.
- Attend the preconstruction meeting and subsequent weekly field meetings, as needed.
- Assist the City's construction manager in monitoring and documenting the contractor's adherence to the approved construction schedule.
- Be present on the job site when construction is in progress and when inspection is required. Full-time inspection work is proposed as requested by the City. will not be responsible for observing construction activities that are implemented when its inspector is not scheduled/present on site.
- Provide assistance and direction to technicians performing material tests, as needed.
- Measure and verify the project pay item quantities in place. All pay item quantities must be confirmed with the contractor prior to submission of the invoice for payment.
- Review the contractor's invoices.
- Prepare daily inspection reports (Daily Activity Report, Weekly Statement of Working Days, etc.) as required for this project.
- Review traffic control and coordinate adjustments as needed.
- Identify items requiring corrective action by either the contractor or the City. Monitor and document timely corrective actions implemented by the contractor.
- Develop punch list items and monitor corrections made.

ATTACHMENT "B"

SCHEDULE OF COMPENSATION

City of Cypress Inspection for
Senior Center Exterior Doors Replacement Project 396
20 Working-Days Construction Duration

Role / Name	Total Hours	Hourly Rate	Extended Fee
Facilities Inspector – Pre -Con to Closeout	60	\$152.28	\$ 9,136.80
Total Estimated Fee			\$ 9,136.80

Exclusions to Scope and Fee: The following items are specifically excluded:

1. Night-time/weekend inspection and weekday hours in excess of a regular 8-hour shift that would be subject to overtime pay, unless so authorized in writing by the City
2. Submittal and RFI reviews
3. Special inspections



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

7.

FROM: Nick Mangkalakiri, Director of Public Works

DATE: 09/08/2025

SUBJECT: Approve Plans and Specifications and Award Contracts for City Hall East Wing HVAC Replacement, Project 379

RECOMMENDATION

1. Approve Plans and Specifications for City Hall East Wing HVAC Replacement, Project 379; and
2. Award a contract to AireMasters Air Conditioning for \$721,000, and authorize a contingency of \$108,500; and
3. Approve a Task Order for Construction Inspection Services to FCG Consultants, Inc., for \$80,075.16, and authorize a contingency of \$12,500; and
4. Appropriate an additional \$257,076 in the Capital Projects Fund for the City Hall East Wing HVAC Replacement, Project 379; and
5. Transfer \$257,076 from the Infrastructure Reserve Fund to the Capital Projects Fund for Project 379.

DISCUSSION

The heating, ventilation, and air conditioning (HVAC) system at the east wing of City Hall is over 15 years old and is approaching the end of its useful life. Ongoing maintenance has become increasingly difficult as spare parts are harder to source, and the aging equipment requires more frequent attention to remain operational.

This project is part of the City's broader effort to modernize the HVAC systems at City Hall. The Police Department's system was upgraded during its remodel, and the east wing is the next phase, with future replacements planned for the west wing and Council Chambers. The new system will provide more reliable heating and cooling and operate more efficiently, reducing both energy use and long-term maintenance needs.

In July, the City received three bids for the project. However, the lowest apparent bidder was

deemed non-responsive, which resulted in the lowest responsive bid being significantly higher than anticipated (\$823,000). On August 25, the City Council rejected all bids and directed Public Works to solicit new bids to allow additional bidders to submit proposals. Subsequently, the City received four bid proposals for the project with AireMasters Air Conditioning as the low bidder at \$721,000. FCG Consultants, Inc., the City's on-call construction manager, will inspect the project. A summary of project award information is attached.

The \$957,076 project cost includes construction, inspection, in-house labor, and contingency, and exceeds the \$700,000 project budget. Public Works prepares project budgets using current construction cost data, the engineer's estimate, and input from experienced consultants and contractors. Construction costs are continuing to increase at much higher rates than expected, making it difficult to predict actual costs. These challenges likely contributed to the lowest bid exceeding the cost estimate.

This project is part of the CIP Streamlining Pilot Program. However, since project costs will exceed the approved budget, City Council approval is needed for an additional appropriation to cover the shortfall and the project no longer qualifies for the pilot program.

BUDGET IMPACT

The FY 2025-26 Capital Improvement Program includes a budget of \$700,000 for the project and total estimated project costs will not exceed \$957,076. A supplemental appropriation of \$257,076 and a fund transfer from the Infrastructure Reserve Fund to the Capital Projects Fund is required.

While one-time accumulations are available in the Infrastructure Reserve Fund for this project, inflation continues to drive up construction costs and the City has had to repeatedly draw on one-time reserves for CIP programming over the last few years. The City's strong financial position has made it possible to fund these budget shortfalls, but construction cost increases threaten the City's ability to deliver the projects programmed in the Seven-Year CIP. The availability of one-time City reserves is limited, and Public Works will continue to review and monitor scheduled projects to determine if it is prudent and feasible for them to proceed as planned in the Seven-Year CIP.

LEGAL REVIEW

None required.

APPROVED BY: Matt Burton, City Manager

Attachments

Project Award Information
Task Order

Project Award Information Checklist

Description of Project:

Remove and replace HVAC system at the east wing of City Hall

Contract Working Days:

60 working days

Notice Inviting Bids Sent to:

CIPList.com, City Hall Bulletin Board, Community Center Bulletin Board, Police Department Bulletin Board, McGraw-Hill Construction, Dodge Construction Network, AGC Plan Room, Construct Connect

Bid Opening Date:

August 21, 2025

No. of Bid Packets Downloaded:

19

Bidders	Base Bid
1. AireMasters Air Conditioning, Santa Fe Springs, CA	\$721,000
2. Genesis Builders, Inc., Fullerton, CA	\$878,500
3. Bon Air Inc., Los Angeles, CA	\$890,000
4. United Mechanical Contractors, Simi Valley, CA	\$900,900

Apparent Low Bidder:

AireMasters Air Conditioning, Santa Fe Springs, CA – \$721,000

Qualified to Perform Work:

Yes. Staff confirmed bid was responsive.

Contractor's License:

Valid at Time of Award: Yes

Valid at Time of Bid: Yes

Registration with DIR:

Contractor: Yes

Sub-Contractor: Yes

Experience:

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

Construction Management/Inspection Firm:

FCG Consultants, Inc.

On-Call Contract Date:

July 1, 2024

Amount of Task Order:

\$ 80,075.16

BID RESULTS
for
CITY HALL EAST WING HVAC REPLACEMENT
PROJECT 379

Bid Opening: Thursday, August 21, 2025 at 11:00 AM

PRELIMINARY BID RESULTS - FOR INFORMATIONAL PURPOSES ONLY

CONTRACTOR

TOTAL BID

1	AireMasters Air Conditioning	\$	721,000.00
2	Genesis Builders, Inc.	\$	878,500.00
3	Bon Air, Inc.	\$	890,000.00
4	United Mechanical Contractors	\$	900,900.00
5			
6			
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PROPOSAL BID SHEET
PROJECT 379
CITY HALL EAST WING HVAC REPLACEMENT

Date: Thursday, August 21, 2025 at 11:00 AM

Company Name: AireMasters Air Conditioning
 Address: 12556 McCann Drive Santa Fe Springs, California 90670
 Telephone: (562) 944-6302
 Email: mdean@airemasters-ac.com
 Contractor's License No. and Class: 587424 & B & C-20
 Contractor's DIR Public Works Registration No: 2000006676
 Honorable Councilmembers:

The undersigned principal, after having carefully examined the plans, Specifications and General Provisions for the City of Cypress Project 379, hereby proposes and agrees to furnish all labor, materials, equipment, plant, transportation, services, sales taxes and other costs necessary to complete the entire project in strict conformity with the specifications, general and special provisions, and all addenda therefore as prepared by the Engineering Division of the Department of Public Works Department of the City of Cypress and to complete all work within the contract time specified in this PROPOSAL, for the following bid:

BASE BID:

No.	Quantity	Unit	Items of Work (Please Print Unit Prices Written in Words)	Unit Price	Total
1.	1	LS	Mobilization, Bond, and General Conditions (Section 9-3.4) <u>Thirty Six Thousand Dollars</u> (Not to exceed 5% of total bid amount excepting Item 1) PER LS	\$	\$ <u>36,000.-</u>
2.	1	LS	HVAC Improvements per attached Project Plan, Specifications, and Phasing Plan (COMPLETE WITH PHASING) (Appendix D, E, & F and Special Provisions) <u>Six Hundred Eighty Five Thousand Dollars</u> PER LS	\$	\$ <u>685,000.-</u>

TOTAL AMOUNT OF BASE BID: \$ 721,000.⁰⁰

TOTAL AMOUNT OF BID IN WORDS: Seven Hundred Twenty One
Thousand ^{00/100} Dollars
 (Please Print Total Amount of Bid in WORDS)

DEDUCTIVE - ALTERNATE A:

No.	Quantity	Unit	Items of Work (Please Print Unit Prices Written in Words)	Unit Price	Total
A1.	1	LS	Total Amount of Base Bid (COMPLETE WITH PHASING) (Section 9-3.4, Appendix D, E, & F and Special Provisions) <i>Seven Hundred Twenty One Thousand Dollars</i> PER LS	\$	\$ <i>721,000.5</i>
A2.	1	LS	Deduct Cost of Phasing Plan (Work shall be completed WITHOUT phasing) (Special Provisions) <i>Five Thousand Dollars</i> PER LS	\$ -	\$ - <i>5,000.5</i>

TOTAL AMOUNT OF ALTERNATE A BID: \$ *716,000.5*

TOTAL AMOUNT OF ALTERNATE A BID IN WORDS: *Seven Hundred Sixteen Thousand 00/100* Dollars
(Please Print Total Amount of Bid in WORDS)

NOTE: Per Public Contracts Code Section 20103.8(a), the determination of the lowest bidder shall be based on the lowest bid price on the base bid **ONLY** without consideration of the optional additive and/or deductive bid item(s).

The contract shall be awarded to the lowest responsible bidder based on the base bid, and at the City's discretion, the addition, deletion, or modification of any alternate or combination of **alternatives**.

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

CONTRACT TIME: The Contractor shall complete all work associated with the BASE BID within **SIXTY (60) WORKING DAYS** from the effective date of the Notice to Proceed. The work shall be phased as described below and shown in the Phasing Plan (Appendix F):

PHASE 1: THE CONTRACTOR SHALL COMPLETE ALL WORK ASSOCIATED WITH THE ROOFTOP CONDENSING UNIT, EXHAUST FAN, AND S-3 UNIT. THE WORK SHALL INCLUDE, BUT NOT BE LIMITED TO, DEMOLITION AND REMOVAL OF THE S-3 UNIT AND ALL APPURTENT SERVICES AND DEVICES SUCH AS PIPING, DUCTWORK, DAMPERS, AND CONTROLS, INSTALLATION OF NEW ROOFTOP CONDENSING UNIT, EXHAUST FAN, AND PLATFORM, ROOFING, AND ANY RELATED ELECTRICAL, MECHANICAL, AND PLUMBING WORK. ALL WORK ASSOCIATED WITH PHASE 1 SHALL BE COMPLETED WITHIN **FIFTEEN (15) WORKING DAYS**.

PHASE 2: CITY HALL WILL BE CLOSED FROM **12/20/2025 TO 1/1/2026**. THE CONTRACTOR SHALL UTILIZE THIS CLOSURE TO REMOVE THE EXISTING AIR HANDLER UNITS AND INSTALL THE NEW AIR HANDLER UNIT WITH ABILITY TO PROVIDE COOLING AND COMPLETE ANY WORK THAT CAN

PROPOSAL BID SHEET
PROJECT 379
CITY HALL EAST WING HVAC REPLACEMENT

Date: Thursday, August 21, 2025 at 11:00 AM

Company Name: Genesis Builders, Inc. dba K2 Painting

Address: 2007 Raymer Ave Ste S Fullerton, CA 92833

Telephone: 714) 749-4558

Email: rick.gbuilder@gmail.com

Contractor's License No. and Class: 1004198 Class-B & C-33

Contractor's DIR Public Works Registration No: 1000411359

Honorable Councilmembers:

The undersigned principal, after having carefully examined the plans, Specifications and General Provisions for the City of Cypress Project 379, hereby proposes and agrees to furnish all labor, materials, equipment, plant, transportation, services, sales taxes and other costs necessary to complete the entire project in strict conformity with the specifications, general and special provisions, and all addenda therefore as prepared by the Engineering Division of the Department of Public Works Department of the City of Cypress and to complete all work within the contract time specified in this PROPOSAL, for the following bid:

BASE BID:

No.	Quantity	Unit	Items of Work (Please Print Unit Prices Written in Words)	Unit Price	Total
1.	1	LS	Mobilization, Bond, and General Conditions (Section 9-3.4)	\$ 50,500.00	\$ 50,500.00
			(Not to exceed 5% of total bid amount excepting Item 1) PER LS		
2.	1	LS	HVAC Improvements per attached Project Plan, Specifications, and Phasing Plan (COMPLETE WITH PHASING) (Appendix D, E, & F and Special Provisions)	\$ 828,000.00	\$ 828,000.00
			PER LS		

TOTAL AMOUNT OF BASE BID: \$ 878,500.00

TOTAL AMOUNT OF BID IN WORDS: _____

Eight hundred seventy-eight thousand five hundred Dollars
(Please Print Total Amount of Bid in WORDS)

DEDUCTIVE - ALTERNATE A:

No.	Quantity	Unit	Items of Work (Please Print Unit Prices Written in Words)	Unit Price	Total
A1.	1	LS	Total Amount of Base Bid (COMPLETE WITH PHASING) (Section 9-3.4, Appendix D, E, & F and Special Provisions)	\$ 878,500.00	\$ 878,500.00
			PER LS		
A2.	1	LS	Deduct Cost of Phasing Plan (Work shall be completed WITHOUT phasing) (Special Provisions)	\$ - 18,500.00	\$ - 18,500.00
			PER LS		

TOTAL AMOUNT OF ALTERNATE A BID: \$ 860,000.00

TOTAL AMOUNT OF ALTERNATE A BID IN WORDS: _____

Eight hundred sixty thousand Dollars

(Please Print Total Amount of Bid in WORDS)

NOTE: Per Public Contracts Code Section 20103.8(a), the determination of the lowest bidder shall be based on the lowest bid price on the base bid **ONLY** without consideration of the optional additive and/or deductive bid item(s).

The contract shall be awarded to the lowest responsible bidder based on the base bid, and at the City's discretion, the addition, deletion, or modification of any alternate or combination of **alternatives**.

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

CONTRACT TIME: The Contractor shall complete all work associated with the BASE BID within **SIXTY (60) WORKING DAYS** from the effective date of the Notice to Proceed. The work shall be phased as described below and shown in the Phasing Plan (Appendix F):

PHASE 1: THE CONTRACTOR SHALL COMPLETE ALL WORK ASSOCIATED WITH THE ROOFTOP CONDENSING UNIT, EXHAUST FAN, AND S-3 UNIT. THE WORK SHALL INCLUDE, BUT NOT BE LIMITED TO, DEMOLITION AND REMOVAL OF THE S-3 UNIT AND ALL APPURTENT SERVICES AND DEVICES SUCH AS PIPING, DUCTWORK, DAMPERS, AND CONTROLS. INSTALLATION OF NEW ROOFTOP CONDENSING UNIT, EXHAUST FAN, AND PLATFORM, ROOFING, AND ANY RELATED ELECTRICAL, MECHANICAL, AND PLUMBING WORK. ALL WORK ASSOCIATED WITH PHASE 1 SHALL BE COMPLETED WITHIN FIFTEEN (15) WORKING DAYS.

PHASE 2: CITY HALL WILL BE CLOSED FROM 12/20/2025 TO 1/1/2026. THE CONTRACTOR SHALL UTILIZE THIS CLOSURE TO REMOVE THE EXISTING AIR HANDLER UNITS AND INSTALL THE NEW AIR HANDLER UNIT WITH ABILITY TO PROVIDE COOLING AND COMPLETE ANY WORK THAT CAN

302

**PROPOSAL BID SHEET
PROJECT 379
CITY HALL EAST WING HVAC REPLACEMENT**

Date: Thursday, August 21, 2025 at 11:00 AM

Company Name: Bon Air Inc
 Address: 11340 W. Olympic Blvd. suite #302 L.A., CA 90064
 Telephone: 310-575-1111
 Email: estimating@bonairinc.com
 Contractor's License No. and Class: 499561
 Contractor's DIR Public Works Registration No: 1000001141
 Honorable Councilmembers:

The undersigned principal, after having carefully examined the plans, Specifications and General Provisions for the City of Cypress Project 379, hereby proposes and agrees to furnish all labor, materials, equipment, plant, transportation, services, sales taxes and other costs necessary to complete the entire project in strict conformity with the specifications, general and special provisions, and all addenda therefore as prepared by the Engineering Division of the Department of Public Works Department of the City of Cypress and to complete all work within the contract time specified in this PROPOSAL, for the following bid:

BASE BID:

No.	Quantity	Unit	Items of Work (Please Print Unit Prices Written in Words)	Unit Price	Total
1.	1	LS	Mobilization, Bond, and General Conditions (Section 9-3.4)	\$ 100,000.	\$ 100,000.
			(Not to exceed 5% of total bid amount excepting Item 1) PER LS		
2.	1	LS	HVAC Improvements per attached Project Plan, Specifications, and Phasing Plan (COMPLETE WITH PHASING) (Appendix D, E, & F and Special Provisions)	\$ 790,000	\$ 790,000
			PER LS		

B#

TOTAL AMOUNT OF BASE BID: \$ 890,000. —

TOTAL AMOUNT OF BID IN WORDS: Eight Hundred Ninety Thousand Dollars

Dollars

(Please Print Total Amount of Bid in WORDS)

DEDUCTIVE - ALTERNATE A:

No.	Quantity	Unit	Items of Work (Please Print Unit Prices Written in Words)	Unit Price	Total
A1.	1	LS	Total Amount of Base Bid (COMPLETE WITH PHASING) (Section 9-3.4, Appendix D, E, & F and Special Provisions)	\$ 890,000	\$ 890,000
			PER LS		
A2.	1	LS	Deduct Cost of Phasing Plan (Work shall be completed WITHOUT phasing) (Special Provisions)	\$ - 20,000	\$ - 20,000
			PER LS		

TOTAL AMOUNT OF ALTERNATE A BID: \$ 870,000. —

TOTAL AMOUNT OF ALTERNATE A BID IN WORDS: Eight Hundred Seventy Thousand Dollars Dollars
(Please Print Total Amount of Bid in WORDS)

NOTE: Per Public Contracts Code Section 20103.8(a), the determination of the lowest bidder shall be based on the lowest bid price on the base bid **ONLY** without consideration of the optional additive and/or deductive bid item(s).

The contract shall be awarded to the lowest responsible bidder based on the base bid, and at the City's discretion, the addition, deletion, or modification of any alternate or combination of **alternatives**.

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

CONTRACT TIME: The Contractor shall complete all work associated with the BASE BID within **SIXTY (60) WORKING DAYS** from the effective date of the Notice to Proceed. The work shall be phased as described below and shown in the Phasing Plan (Appendix F):

PHASE 1: THE CONTRACTOR SHALL COMPLETE ALL WORK ASSOCIATED WITH THE ROOFTOP CONDENSING UNIT, EXHAUST FAN, AND S-3 UNIT. THE WORK SHALL INCLUDE, BUT NOT BE LIMITED TO, DEMOLITION AND REMOVAL OF THE S-3 UNIT AND ALL APPURTENT SERVICES AND DEVICES SUCH AS PIPING, DUCTWORK, DAMPERS, AND CONTROLS. INSTALLATION OF NEW ROOFTOP CONDENSING UNIT, EXHAUST FAN, AND PLATFORM, ROOFING, AND ANY RELATED ELECTRICAL, MECHANICAL, AND PLUMBING WORK. ALL WORK ASSOCIATED WITH PHASE 1 SHALL BE COMPLETED WITHIN FIFTEEN (15) WORKING DAYS.

PHASE 2: CITY HALL WILL BE CLOSED FROM 12/20/2025 TO 1/1/2026. THE CONTRACTOR SHALL UTILIZE THIS CLOSURE TO REMOVE THE EXISTING AIR HANDLER UNITS AND INSTALL THE NEW AIR HANDLER UNIT WITH ABILITY TO PROVIDE COOLING AND COMPLETE ANY WORK THAT CAN

PROPOSAL BID SHEET
PROJECT 379
CITY HALL EAST WING HVAC REPLACEMENT

Date: Thursday, August 21, 2025 at 11:00 AM

Company Name: UNITED MECHANICAL CONTRACTORS

Address: 794 E. LOS ANGELES AVENUE., SIMI VALLEY CA 93065

Telephone: (805) 583-1010

Email: jeremy@umcontractors.com

Contractor's License No. and Class: 759496 B&C20

Contractor's DIR Public Works Registration No: 1000004362

Honorable Councilmembers:

The undersigned principal, after having carefully examined the plans, Specifications and General Provisions for the City of Cypress Project 379, hereby proposes and agrees to furnish all labor, materials, equipment, plant, transportation, services, sales taxes and other costs necessary to complete the entire project in strict conformity with the specifications, general and special provisions, and all addenda therefore as prepared by the Engineering Division of the Department of Public Works Department of the City of Cypress and to complete all work within the contract time specified in this PROPOSAL, for the following bid:

BASE BID:

No.	Quantity	Unit	Items of Work (Please Print Unit Prices Written in Words)	Unit Price	Total
1.	1	LS	Mobilization, Bond, and General Conditions (Section 9-3.4)	\$ 45,045	\$ 45,045
			(Not to exceed 5% of total bid amount excepting Item 1) PER LS		
2.	1	LS	HVAC Improvements per attached Project Plan, Specifications, and Phasing Plan (COMPLETE WITH PHASING) (Appendix D, E, & F and Special Provisions)	\$ 855,855	\$ 855,855
			PER LS		

TOTAL AMOUNT OF BASE BID: \$ 900,900.00

TOTAL AMOUNT OF BID IN WORDS: Nine Hundred Thousand
Nine Hundred — Dollars

(Please Print Total Amount of Bid in WORDS)

DEDUCTIVE - ALTERNATE A:

No.	Quantity	Unit	Items of Work (Please Print Unit Prices Written in Words)	Unit Price	Total
A1.	1	LS	Total Amount of Base Bid (COMPLETE WITH PHASING) (Section 9-3.4, Appendix D, E, & F and Special Provisions)	\$ 900,900	\$ 900,900
			PER LS		
A2.	1	LS	Deduct Cost of Phasing Plan (Work shall be completed WITHOUT phasing) (Special Provisions)	\$ - 0	\$ - 0
			PER LS		

TOTAL AMOUNT OF ALTERNATE A BID: \$ 900,900.00

TOTAL AMOUNT OF ALTERNATE A BID IN WORDS: Nine Hundred Thousand Nine-Hundred — Dollars
(Please Print Total Amount of Bid in WORDS)

NOTE: Per Public Contracts Code Section 20103.8(a), the determination of the lowest bidder shall be based on the lowest bid price on the base bid **ONLY** without consideration of the optional additive and/or deductive bid item(s).

The contract shall be awarded to the lowest responsible bidder based on the base bid, and at the City's discretion, the addition, deletion, or modification of any alternate or combination of **alternatives**.

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

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August 1, 2025

Daniel Co, P.E,
Assistant City Engineer
City of Cypress
Public Works Engineering

**SUBJECT: PROPOSAL TO PROVIDE INSPECTION SERVICES FOR CITY HALL
EAST WING HVAC REPLACEMENT PROJ 379**

Dear Mr. Co,

FCG is pleased to present our proposal to the City of Cypress to provide inspection services for City Hall East Wing HVAC Replacement Project 379 in the amount of \$80,075.16. All work will be completed pursuant to the City of Cypress On-Call Construction Management and Inspection Services Contract dated July 1, 2024.

We look forward to partnering with the City on this project. If there are any questions regarding this proposal, please contact me at (714) 312-0317 or maha.fakhouri@fcgconsultants.com with any questions you may have.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Maha Fakhouri'.

Maha Fakhouri
President / CEO

ATTACHMENT “A” SCOPE OF SERVICES

The scope of services includes part-time inspection services and project controls to assist our inspector in the field.

Below is a list of services included in this proposal:

- Represent the City's interests with the overall construction inspection of this project.
- Monitor the contractor's compliance with the project contract, specifications, and National Pollutant Discharge Elimination System (NPDES).
- Assist City staff with public relations, including distributing construction notices and responding to inquiries of residents and the general public.
- Attend the preconstruction meeting and subsequent weekly field meetings, as needed.
- Assist the City's construction manager in monitoring and documenting the contractor's adherence to the approved construction schedule.
- Be present on the job site when construction is in progress and when inspection is required. Full-time inspection work is proposed as requested by the City. will not be responsible for observing construction activities that are implemented when its inspector is not scheduled/present on site.
- Provide assistance and direction to technicians performing material tests, as needed.
- Measure and verify the project pay item quantities in place. All pay item quantities must be confirmed with the contractor prior to submission of the invoice for payment.
- Review the contractor's invoices.
- Prepare daily inspection reports (Daily Activity Report, Weekly Statement of Working Days, etc.) as required for this project.
- Review traffic control and coordinate adjustments as needed.
- Identify items requiring corrective action by either the contractor or the City. Monitor and document timely corrective actions implemented by the contractor.
- Develop punch list items and monitor corrections made.

ATTACHMENT “B” SCHEDULE OF COMPENSATION

City of Cypress Construction Management and Inspection for
City Hall East Wing HVAC Replacement Project 379
60 Working-Days Construction Duration

Role / Name	Total Hours	Hourly Rate	Extended Fee
Construction Manager	100	\$234.27	\$ 23,427.00
Facilities Inspector – Pre -Con to Closeout	372	\$152.28	\$ 56,648.16
Total Estimated Fee			\$ 80,075.16

Exclusions to Scope and Fee: The following items are specifically excluded:

1. Night-time/weekend inspection and weekday hours in excess of a regular 8-hour shift that would be subject to overtime pay, unless so authorized in writing by the City
2. Submittal and RFI reviews
3. Special inspections



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

8.

FROM: Nick Mangkalakiri, Director of Public Works

DATE: 09/08/2025

SUBJECT: Approve the Purchase and Upfitting of Seven Replacement Police Vehicles

RECOMMENDATION

1. Approve the purchase and upfitting of seven replacement police vehicles for \$648,847 from National Auto Fleet Group; and
2. Authorize an appropriation increase in the amount of \$47,847 in the City's Capital Replacement Fund for the purchase of the vehicles.

DISCUSSION

The FY 2025-26 Budget includes the replacement of four police patrol vehicles and the prior year Budget included the replacement of three police patrol vehicles which will be carried over to FY 2025-26. The delay in purchasing the three police vehicles in FY 2024-25 was due to staffing shortages in the Public Works department, which oversees the maintenance and purchasing of the City's fleet of vehicles.

It is recommended the city purchase seven Ford Interceptors from National Auto Fleet Group through the Sourcewell cooperative purchasing program. Municipal Code Section 21A-10(e) allows the use of cooperative purchasing programs as a more efficient and cost-effective method of procurement due to receiving volume-type pricing. Such cooperative agreements provide the same terms and prices offered to other government agencies through a competitive bid process.

For over a decade, the City's police patrol fleet has been comprised of Ford Interceptors. However, when the City last replaced a portion of its patrol vehicles in 2023, six Dodge Durangos were purchased due to a nationwide shortage in the availability of Ford Interceptors. Now that production times and the availability of Ford Interceptors have normalized, it is recommended Cypress return to standardizing its fleet with Ford Interceptors as it is the preferred vehicle for Police and Public Works personnel.

The price for the six patrol vehicles and one supervisory patrol vehicle, including all equipment and upfitting, is \$648,847. The vehicles are expected to be delivered in February

2026.

BUDGET IMPACT

The cost to purchase and upfit the seven vehicles is \$648,847 and \$601,000 is budgeted in the City's Capital Replacement Fund. It is recommended the budget shortfall of \$47,847 be funded using accumulated set-asides available in the City's Capital Replacement Fund.

LEGAL REVIEW

None required.

APPROVED BY:

Matt Burton, City Manager

Attachments

Invoice Summary

Cost Breakdown Summary

Make/Model	Quantity	Price per Unit, incl. upfit cost	Total Price
2026 Ford Police Interceptor	6	\$ 91,605.08	\$ 549,630.48
2026 Ford Police Interceptor (Supervisor Vehicle)	1	\$ 99,216.11	\$ 99,216.11
		TOTAL	\$ 648,846.59



National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) 289-6572 • (831) 480-8497 Fax

Fleet@NationalAutoFleetGroup.com

8/18/2025

Quote ID: **32812**

Order Cut Off Date: **TBA**

Mr Jose Guerra
City of Cypress
5275 Orange Ave
Cypress, California, 90630

Dear Jose,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration. **Six (6) New/Unused 2026 Ford Police Interceptor Utility (K8A) AWD, w/Dana Safety Quote #590091-K and Paint-B&W**; delivered to your specified location, each for:

	One Unit (MSRP)	One Unit	Total % Savings	Extended Unit's (6)	Total Savings
Contract Price	\$54,915.00	\$53,086.83	3.329 %	\$318,520.98	\$10,969.02
Dana Safety Quote #590091-K		\$28,966.14		\$173,796.84	
Paint-B&W		\$1,500.00		\$9,000.00	
4 additional key(s)		\$1,200.00		\$7,200.00	
Tax (7.7500 %)		\$6,568.36		\$39,410.16	
Tire fee		\$8.75		\$52.50	
Transportation		\$275.00		\$1,650.00	
Total		\$91,605.08		\$549,630.48	

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell Contract 091521-NAF**. Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Yesenia Covarrubias
Fleet Department Account Manager
yesenia@watsonvillefleetgroup.com
(626) 457-5590



GMC



National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) 289-6572 • (831) 480-8497 Fax

Fleet@NationalAutoFleetGroup.com

8/27/2025

Quote ID: **32896 R2**

Order Cut Off Date: **TBA**

Mr Jose Guerra
City of Cypress
5275 Orange
Cypress, CA 90630

Dear Jose,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration. **One (1) New/Unused 2026 Ford Police Interceptor Utility (K8A) AWD, w/Dana Safety Quote #590285-H (Supervisory Unit) and B&W Paint**, delivered to your specified location, for:

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$54,915.00	\$53,086.83	3.329 %	\$1,828.17
Dana Safety Quote #590285-H		\$36,029.75		
Supervisory Unit				
Paint-B&W		\$1,500.00		
4 additional key(s)		\$1,200.00		
Tax (7.75%)		\$7,115.78		
Tire fee		\$8.75		
Transportation		\$275.00		
Total		\$99,216.11		

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell Contract 091521-NAF**. Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Yesenia Covarrubias
Fleet Account Manager
yesenia@watsonvillefleetgroup.com
(626) 457-5590



GMC



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

9.

FROM: Nick Mangkalakiri, Director of Public Works

DATE: 09/08/2025

SUBJECT: Establish a Residential Parking Permit District North and West of Lexington Junior High School

RECOMMENDATION

Establish a residential parking permit district on Livermore Place, Manchester Place, Dorset Drive, Sussex Circle, Dover Circle, Devon Circle, Somerset Lane, and portions of Surrey Drive between 2:00 a.m. and 6:00 a.m.

DISCUSSION

In April, residents residing north and west of Lexington Junior High School submitted a petition to create a parking permit district to address overflow parking conditions in their neighborhood arising from the Lincoln Center Mobile Home Park and Casa Grande Apartment Homes north of Surrey Drive. The requested residential parking permit district would prohibit parking without a permit between the hours of 2:00 a.m. and 6:00 a.m. to address the lack of nighttime street parking in the neighborhood. The area proposed for the establishment of the parking district includes 132 properties and approximately 204 on-street parking spaces.

The Municipal Code allows the creation of residential parking districts to address the misuse of on-street parking, traffic congestion, and residents' ability to park near their homes. Support from at least two-thirds of the residents of the proposed parking district is required to initiate the City's review process. Through the review process, the City Traffic Engineer has certified the sufficiency of the petition and has determined that 77% of the residents in the proposed district support the establishment of the parking district. The attached map outlines the proposed parking district, which would be the City's fifth, and the level of support by property as of August 27, 2025.

The Municipal Code establishes three criteria for the establishment of a parking district:

	Criteria	Criteria Met?
1.	More than 75% of on-street spaces are occupied during the period permits would be required.	Yes - A review by the Traffic Engineer revealed that more than 84% of the on-street parking spaces are occupied on Surrey Drive and Lexington Drive on a typical weeknight.
2.	The area is self-contained and offers enough parking for residents	Yes – The Traffic Engineer has determined that the proposed parking district is a reasonably self-contained area.

3. More than 50% of parked vehicles are owned by non-residents of the district. <i>(Applicable to Daytime Only Parking Restriction)</i>	Not Applicable - The parking district is proposed from 2:00 a.m. to 6:00 a.m. <i>(A review showed that 53% of the vehicles parked on Surrey Drive and Lexington Drive on a typical weeknight were not owned by residents of the neighborhood)</i>
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The Traffic Commission reviewed this matter at their June 17, 2025 meeting and voted unanimously to recommend that the City Council establish the parking district as requested by the residents.

The Traffic Engineer has reviewed the petition and parking conditions and has determined that the Municipal Code criteria for consideration of a parking district have been met. However, since the majority of the residents on Dover Circle are either in opposition to, or have no opinion on, the establishment of the parking district, the Traffic Engineer recommends that parking district signage not be installed on Dover Circle at this time. Therefore, the proposed parking district will not be enforced there. However, should the residents wish to have signage posted and parking permits enforced in the future, Public Works could implement the change as Dover Circle is within the proposed parking district boundary.

If approved, residents may obtain two residential permits and one guest permit per address. Most homes in the district already have two parking spaces in the garage and two in the driveway. Each permit has a one-time cost of \$39, and residents are not required to purchase permits if they do not park on the street between 2:00 a.m. and 6:00 a.m. Enforcement of the parking district is typically complaint-based. Public Works will be responsible for ordering and installing the necessary signage, and the parking restrictions will likely go into effect on January 1, 2026.

Public Hearing

Notices of the public hearing were posted, published, and mailed to the owners of all properties located within 400 feet of the subject area. Signs were placed throughout the neighborhood and the property managers for the Lincoln Center Mobile Home Park and Casa Grande Apartment Homes complex have been contacted. Any written communication received regarding the item will be provided to the City Council.

BUDGET IMPACT

There are sufficient funds available in the Street Maintenance budget in the City's General Fund for installation of the required signage.

LEGAL REVIEW

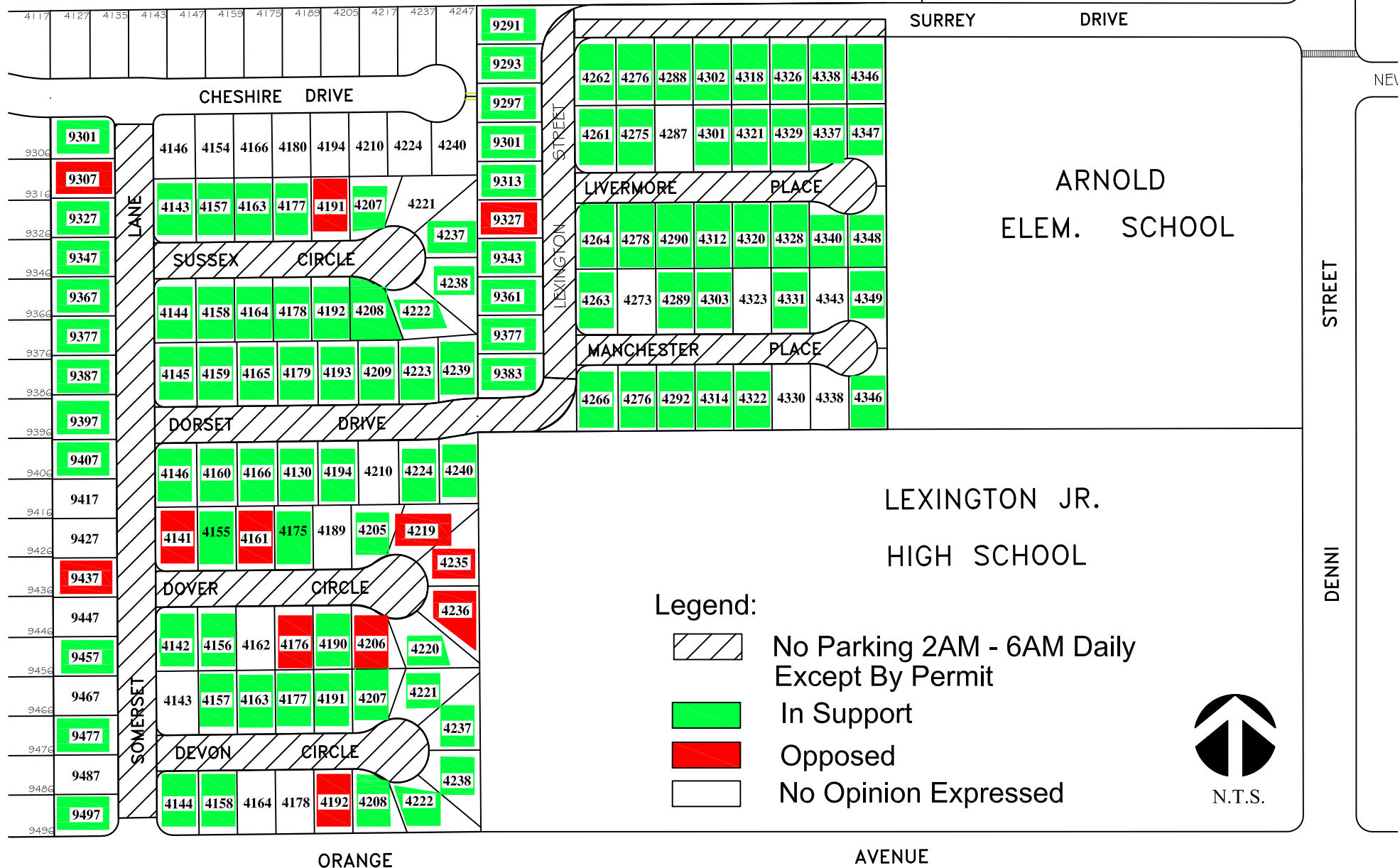
None required.

APPROVED BY:

Matt Burton, City Manager

Attachments

Map of Parking Permit District
Traffic Commission Report



CITY OF CYPRESS

PUBLIC WORKS
ENGINEERING DIVISION

Proposed Residential Parking Permit District

DRAWN BY: ED

APPROVED BY: DAVE ROSEMAN

DATE: AUG. 27, 2025

**CITY OF CYPRESS
AGENDA REPORT**

TO: Traffic Commission
FROM: Nick Mangkalakiri, Director of Public Works
MEETING OF: June 17, 2025
SUBJECT: Proposed Establishment of a new Residential Parking Permit District

RECOMMENDATION

Concur with the Traffic Engineer's recommendation to recommend to City Council that a new residential parking permit district be established in the residential neighborhood north and west of Lexington Junior High School.

BACKGROUND

There are currently four residential parking permit districts in the City that have been established by City Council. Those four districts were established in single-family residential neighborhoods where there were documented severe overflow parking impacts from adjacent commercial properties or high occupancy residential complexes. In each of those districts, parking restriction signs designed to address the overflow parking condition are posted and residents are allowed to purchase permits exempting their vehicles from the posted parking signs. In each case the application of the residential parking permit program resolved the resident's overflow parking issues.

In August 2024, the Director of Public Works, City Engineer, and Traffic Engineer met with a group of residents regarding traffic and parking issues in the neighborhood north of Lexington Junior High School. The residents expressed several school safety and overflow parking concerns related to the Lincoln Center Mobile Home Park. In September 2024, the Traffic Commission concurred with a Traffic Engineer recommendation to install red zones in the neighborhood to address undesirable parking behavior. Those red zones have been effective in improving traffic and pedestrian safety; however, they did little to address the overflow parking issues. Discussions between staff and the residents continued over the subsequent months until a mutually agreeable residential parking district proposal was developed that included the posting of "No Parking 2 am – 6 am Daily Except by Permit" parking prohibitions in the entire single-family home neighborhood north and west of the junior high school.

DISCUSSION

In late January of this year the Traffic Engineer provided Bill Wostenberg and Matthew Hajimomen an official residential parking permit district petition for circulation in the neighborhood north and west of Lexington Junior High School. The area proposed for the establishment of the district includes nine streets, 132 properties, and 204 on-street parking spaces.

Field reviews and surveys of parking conditions by City and Police Department staff have confirmed that parking on two streets, Surrey Drive and Lexington Drive, is regularly more than 75% occupied overnight and over 50% of the vehicles parked on both streets are not registered to residents of the neighborhood. Furthermore, the extent of the overflow parking demand in the entire proposed residential parking permit district is approximately 30 to 35 vehicles per night. A field review by the Traffic Engineer confirmed that there is sufficient on-street parking available on Surrey Drive east of the proposed district area and on Denni Street to accommodate the overflow parking demand found in the neighborhood. Based on field observations and parking surveys, it has been determined that the municipal code parking impact criteria for the consideration of a residential parking permit district with overnight parking restrictions has been met.

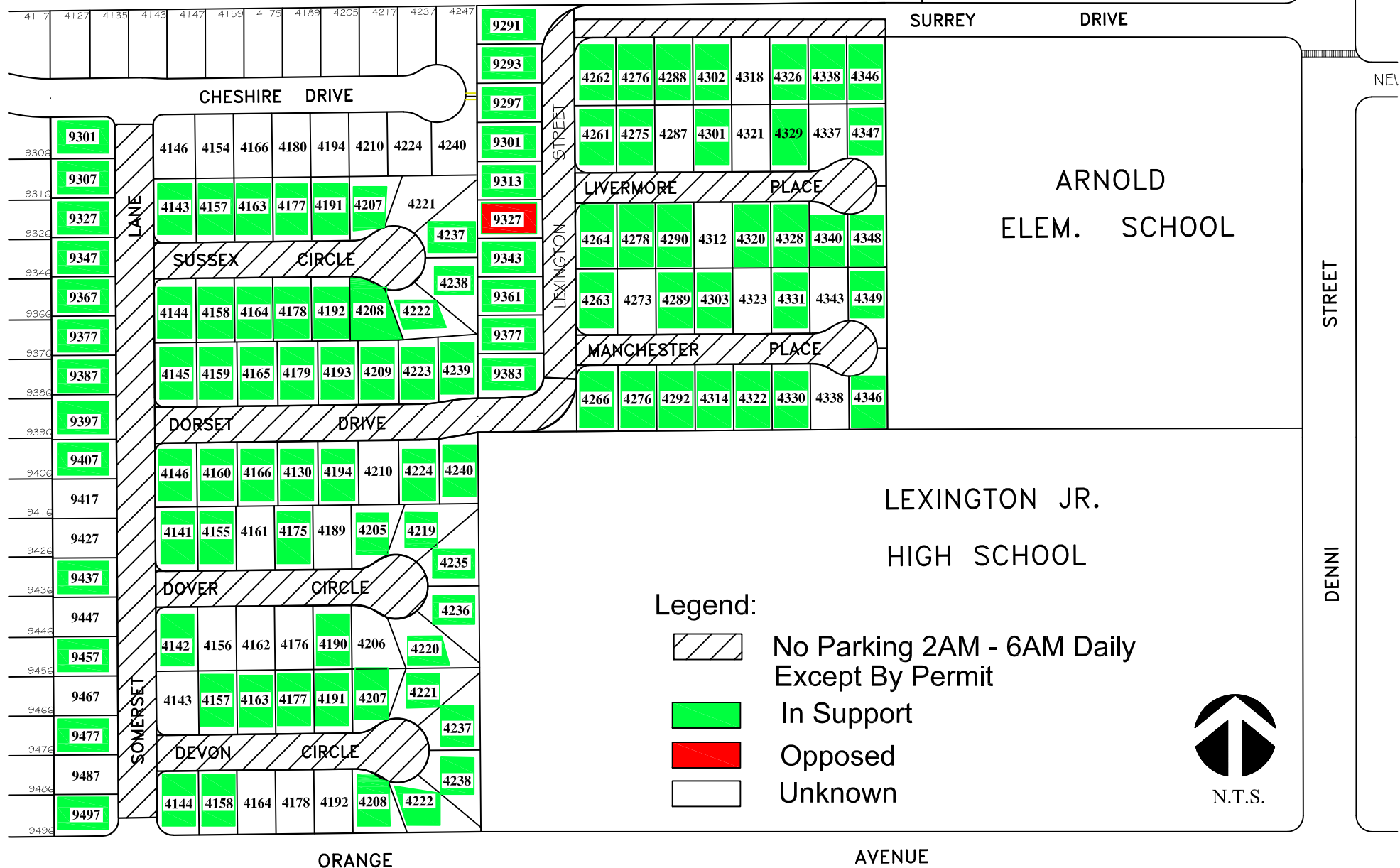
Furthermore, the Cypress Municipal Code (CMC) also requires that the Director of Public Works make a determination of a reasonably self-contained area of parking demand and supply when sizing the proposed district. The purpose of this designation process is to ensure that the proposed residential parking permit district is of sufficient size to reasonably encompass the problem area and to offer sufficient on-street parking for residents to obtain parking close to their home. Upon review, both the Traffic Engineer and the Director of Public Works concur that the proposed nine street district is a reasonably self-contained area in accordance with the CMC.

In April, Bill Wostenberg and Matthew Hajimomen returned the official petition to the Traffic Engineer. Staff's review of the petition revealed that for the two streets that meet the municipal code parking impact criteria, 20 of the 22 property occupants/owners, or 91%, support the establishment of a preferential parking district. Additionally, it should also be noted that only one property occupant/owner openly opposed the establishment of the district, while 83% of all occupants/owners in the entire proposed district support the establishment of a district. Attached is a graphic that outlines the proposed residential parking permit district and the level of support by property. Based on staff's review of the submitted petition, it has been determined that the municipal code level of resident support for a residential parking permit district with overnight parking prohibitions has been met.

Therefore, it is recommended that the Traffic Commission review this matter, consider public testimony, and concur with the recommendation from the Traffic Engineer. Upon concurrence by the Traffic Commission the matter will be presented to the City Council at a Public Hearing for their consideration and approval.

By:  David Roseman Traffic Engineer	 Nick Mangkalakiri Director of Public Works
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Attachment: Proposed Residential Parking Permit District



CITY OF CYPRESS

PUBLIC WORKS
ENGINEERING DIVISION

Proposed Residential Parking Permit District

DRAWN BY: ED

APPROVED BY: DAVE ROSEMAN

DATE: JUN. 6, 2025



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

10.

FROM: Fred Galante, City Attorney

DATE: 09/08/2025

SUBJECT: Amendment to Schedule of Benefits for Executive Management Employees

RECOMMENDATION

Approve a Resolution to amend the Schedule of Benefits for Executive Management employees to add a new pay provision for Executive Management employees who are appointed by the City Council to temporarily serve as Acting City Manager and to authorize a one-time payment to the Director of Finance and Administrative Services for his agreement to accept appointment as Acting City Manager.

DISCUSSION

The City's previous City Manager resigned his position effective August 25, 2025. At its August 25, 2025 meeting, the City Council appointed the Director of Finance and Administrative Services to serve as the Acting City Manager pending the City Council's appointment of an Interim City Manager. The City does not currently provide additional compensation for an Executive Management employee appointed to serve as Acting City Manager and to perform the duties described in Title II of the Cypress Municipal Code. Therefore, the City Council also gave the City Attorney authorization to negotiate with the Director of Finance and Administrative Services, an unrepresented employee, regarding the amount of additional compensation to compensate him for serving as the Acting City Manager.

As a result of those negotiations, the City Council is requested to consider passing a Resolution to amend the Schedule of Benefits for Executive Management Employees to provide for additional compensation equal to ten percent (10%) of base pay plus any special assignment pay for any employee appointed to serve temporarily as Acting City Manager. Any such appointment, and the corresponding pay, would be subject to the limitations in the Government Code and would end automatically upon the Council's appointment of a different City Manager, whether on an acting, interim, or permanent basis. The Resolution would also provide for a one-time payment of \$2,500 to the Director of Finance and Administrative Services for accepting the appointment as Acting City Manager.

BUDGET IMPACT

Sufficient amounts are available in the General Fund budgeted for the City Manager position to pay for the additional costs associated with the Acting City Manager assignment.

LEGAL REVIEW

The law firm used for City labor matters prepared the Resolution and the City Attorney's Office approved the report.

APPROVED BY: Matt Burton, City Manager

Attachments

Resolution - Acting City Manager Pay

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS,
AND ACTING AS EX OFFICIO GOVERNING BOARD OF DIRECTORS
OF THE CYPRESS RECREATION AND PARK DISTRICT AMENDING
SCHEDULE OF BENEFITS FOR EXECUTIVE MANAGEMENT
EMPLOYEES TEMPORARILY APPOINTED TO ACTING CITY
MANAGER ASSIGNMENT

WHEREAS, the City Council has determined that it is necessary to adopt a resolution specifying benefits to be received by City of Cypress Executive Management employees temporarily appointed by the City Council to the assignment of Acting City Manager; and

WHEREAS, Executive Management employees will be eligible to receive ten percent (10%) of base salary plus any special assignment pay as authorized by the City Council for the duration of the temporary assignment to Acting City Manager; and

WHEREAS, the duration of the assignment would not exceed the limits in Government Code section 20480(a) and the City Council would have the discretion to revoke the assignment, or remove an employee from the assignment, at any time.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Cypress, and acting as ex-officio governing Board of Directors of the Cypress Recreation and Park District, that the City of Cypress Schedule of Benefits – Executive Management Employees is hereby amended to add Part X as follows:

PART X – ACTING CITY MANAGER

In the absence of a regularly appointed City Manager, the City Council may designate any Executive Management employee to serve as Acting City Manager on a temporary basis. The Acting City Manager will have the powers and duties described in Chapter 2, Article II of the Cypress Municipal Code.

An employee who is assigned to serve as the Acting City Manager shall receive additional compensation pay equal to 10% of their regular base pay plus any special assignment pay, for performing such duties for the duration of the appointment, which shall not exceed the limits in Government Code section 20480(a). Anyone serving as Acting City Manager on the date of adoption of this resolution shall be entitled to the additional pay for the entirety of their appointment as Acting City Manager. The City Council may revoke the assignment, or remove an employee from the assignment, any time at the City Council's discretion. The assignment shall also end immediately upon the City Council's appointment of another Acting City Manager, Interim City Manager or permanent City Manager.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council also authorizes a one-time payment of two thousand and five hundred dollars (\$2,500) to Matt Burton, the current Director of Finance and Administrative Services, for his agreement to serve as the Acting City Manager following the resignation of the prior City Manager on or about August 25, 2025 and his assistance during the transition period. The payment shall be made with the next regularly scheduled payroll.

This Resolution will become effective on September 8, 2025. All resolutions and parts of resolutions in conflict herewith are hereby rescinded.

PASSED AND ADOPTED by the City Council of the City of Cypress, and acting as ex-officio governing Board of Directors of the Cypress Recreation and Park District, at a regular meeting held on the 8th day of September, 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 8th day of September, 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

11.

FROM: Fred Galante, City Attorney

DATE: 09/08/2025

SUBJECT: Consideration of Appointment of Retired Annuitant Sean Joyce as Interim City Manager and Approval of Employment Agreement

RECOMMENDATION

Approve an Employment Agreement appointing retired annuitant Sean Joyce as Interim City Manager Effective September 15, 2025.

DISCUSSION

The City Manager recently resigned and the City Council will now consider whether to appoint retired annuitant Sean Joyce as Interim City Manager and approve the proposed employment agreement between the City and Mr. Joyce. If approved, Mr. Joyce's first day as Interim City Manager will be September 15, 2025.

Mr. Joyce is a seasoned City Manager with over 35 years of experience working for municipalities, including serving as City Manager for the City of Irvine for over 13 years and the City of South Pasadena for over seven years. He has also served as Interim City Manager for five cities since his retirement.

California Government Code section 21221(h) allows public agencies to hire California Public Employees' Retirement System ("CalPERS") retirees for vacant positions subject to certain limitations. The limitations mandate that the employee be paid compensation equivalent to an hourly rate within the salary range for the vacant position, that no benefits be provided or paid, and that the appointment be of a limited duration. Additionally, CalPERS retirees may only work a maximum of 960 hours per fiscal year and the City must actively be conducting a recruitment to permanently fill the vacant position during the retired annuitant's assignment. The City Council has initiated the process of considering the retention of a recruiting firm to conduct the search for a permanent City Manager. Additionally, the City will post the recruitment information on the City's website immediately.

As a retired annuitant, Mr. Joyce's employment with the City would be subject to CalPERS retired annuitant hiring limitations. Accordingly, the basic contract terms for his services as Interim City Manager would be as follows:

- Compensation: \$150.76 per hour, which is the hourly equivalent of the approved monthly salary for the previous City Manager.
- No benefits would be paid.
- Limited duration appointment: The agreement would automatically expire on September 15, 2026, or at such time a permanent City Manager is hired. Additionally, Mr. Joyce would be limited to working 960 hours per fiscal year to comply with CalPERS retired annuitant hiring requirements.
- Employment status: Mr. Joyce would be an at-will employee serving at the pleasure of the City Council. The agreement could be terminated by the City at any time before its automatic expiration.

BUDGET IMPACT

Funding for this interim appointment would be from the amount budgeted for the permanent City Manager position.

LEGAL REVIEW

The City Attorney's office prepared the report.

APPROVED BY: Matt Burton, City Manager

Attachments

Interim CM Employment Agreement

**INTERIM CITY MANAGER
EMPLOYMENT AGREEMENT
BETWEEN THE CITY OF CYPRESS AND SEAN JOYCE**

This Interim City Manager Employment Agreement Between the City of Cypress and Sean Joyce (“Agreement”) is made and entered into on September 8, 2025, by and between the City of Cypress, a charter city and municipal corporation (“City”) and Sean Joyce (“Employee”). The City and Employee may be referred to individually as a “Party” or collectively as the “Parties.”

RECITALS

WHEREAS, Government Code Sections 21221(h) and 7522.56 permit retired annuitants under the California Public Employees’ Retirement System (“CalPERS”) to be employed without reinstatement from retirement upon appointment by a governing body to fill a vacant position on an interim basis during the recruitment to permanently fill the vacant position; and

WHEREAS, the City’s former City Manager recently announced his resignation; and

WHEREAS, the City is currently conducting an open recruitment to permanently fill the position of City Manager, which is active and ongoing; and

WHEREAS, the City anticipates that the City Manager position will be filled with a permanent replacement within twelve (12) months after the effective date of this Agreement; and

WHEREAS, as a CalPERS retired annuitant under Government Code Section 21221(h), Employee possesses extensive experience as a city manager and possesses the specialized skill set to perform the required duties of Interim City Manager and desires to perform the duties of, and assume responsibility for, the position of Interim City Manager and acknowledges that such employment is at-will and of a limited duration for a definite period of time, as described below; and

WHEREAS, since his retirement, Employee has not previously served as the Interim City Manager for the City; and

WHEREAS, the City desires to hire Employee as an at-will, limited duration employee for the position of Interim City Manager, which is a position that requires specialized skills, for a definite period of time, commencing September 15, 2025; and

WHEREAS, pursuant to Cypress Municipal Code §2-7, “[t]he city manager shall be appointed by the city council solely on the basis of his executive and administrative qualifications and ability. He shall hold office at and during the pleasure of the city council[;]” and

WHEREAS, the Parties wish to establish the terms and conditions of Employee’s

services to the City, as described in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, City and Employee hereby agree as follows:

AGREEMENT

SECTION 1. TERM.

The term of this Agreement shall commence on September 15, 2025 and shall automatically terminate upon the first of the following to occur unless terminated earlier in accordance with Section 4(A) or 4(B): i) September 15, 2026, or ii) the City's appointment of a permanent replacement for the position of City Manager ("Term"). September 15, 2025, shall be Employee's "Hire Date" for purposes of this Agreement. In no event shall Employee work more than 960 hours per fiscal year during the Term.

SECTION 2. DUTIES, RESPONSIBILITIES AND WORK HOURS.

A. Employee shall be appointed to the position of Interim City Manager, the duties of which are set forth in Cypress Code Chapter 2.08 and City of Cypress Charter Section 601. Employee acknowledges that the position of Interim City Manager requires specialized skills and expert professional services for a definite period of time, as described above in Section 1 of this Agreement. Employee agrees to perform all such functions and duties to the best of Employee's ability and in an efficient, competent, and ethical matter.

B. Employee acknowledges proper performance of the duties of Interim City Manager will generally require Employee to work during normal business hours (Monday through Thursday, 7:30 a.m. to 5:30 p.m. and Friday, 8:00 a.m. to 5:00 p.m.) as well as work occasional time outside of normal office hours. Employee shall work under the direction of the City Council. Subject to the Term as stated in Section 1 of this Agreement, Employee shall work the number of hours each week as directed and authorized by the City Council, which may include a part-time work schedule. However, Employee's hours worked per week shall generally not exceed 40 hours except where advance written authorization is given by the City's Mayor.

C. All data, studies, reports and other documents prepared and/or reviewed by Employee while performing his duties during the Term of this Agreement shall be furnished to, and become the property of the City, without restriction or limitation on their use. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information and other materials either created by, or provided to, Employee in connection with the performance of this Agreement shall be held confidential by Employee to the extent permitted by applicable law. Such materials, without the prior written consent of the City Council, shall not be used by Employee for any purpose other than the performance of his duties. Nor shall such materials be disclosed to any person or entity not connected with the performance of services under this Agreement, except as required by law.

SECTION 3. COMPENSATION AND BENEFITS.

A. The City agrees to compensate Employee hourly at the rate of \$150.76 per hour, which is the hourly equivalent of the approved monthly salary for the City's previous City Manager as reflected in the City's current salary schedule, which is currently \$26,133 per month (\$26,133 divided by 173.333 = \$150.76).

B. Employee shall not be eligible for any other benefits, incentives, compensation in lieu of benefits or any other forms of compensation.

SECTION 4. RESIGNATION/TERMINATION.

A. Employee may resign at any time; provided, however, Employee shall reasonably provide the City Council with at least two (2) weeks advance written notice.

B. Employee is an at-will employee and serves at the will and pleasure of the City Council and may be terminated at any time, with or without cause, and with or without notice. Employee expressly waives any rights provided for the City Manager under the City's Personnel Rules, Charter, Municipal Code, or under other state or federal law to any other form of pre- or post-termination hearing, appeal or other administrative process pertaining to termination.

C. In accordance with state law and the requirements of the California Public Employees' Retirement Law, Employee may not be reappointed to this position following the expiration of this Agreement, nor may this Agreement be modified to extend the term of the Agreement.

D. After notice of resignation or termination, Employee shall cooperate with the City, as requested by the City, to affect a transition of Employee's responsibilities and duties and to ensure that the City is aware of all matters being handled by Employee.

E. Employee shall not be entitled to severance pay and Employee expressly waives any and all rights with respect to severance pay.

SECTION 5. NOTICES.

Notices required to be served pursuant to this Agreement shall be served in person or by first-class U.S. mail addressed as follows:

TO CITY:

City Clerk
City of Cypress
5275 Orange Avenue
Cypress, CA 90630

TO EMPLOYEE:

Sean Joyce
[Address on file with Human Resources]

SECTION 6. GENERAL TERMS AND CONDITIONS.

The General Terms and Conditions of this Agreement are described as follows:

A. Indemnification. To the extent mandated by the California Government Code, the City shall defend, hold harmless, and indemnify Employee against any tort, professional liability, claim or demand, or other legal action arising out of an alleged act or omission occurring in the performance of Employee's services under this Agreement. This section shall not apply to any intentional tort or crime committed by Employee, to any action outside the course and scope of Employee's employment, or any other intentional or malicious conduct or gross negligence of Employee.

B. Entire Agreement. The text of this Agreement shall constitute the entire and exclusive agreement between the Parties. All prior oral or written communications, understandings or agreements between the Parties not set forth herein shall be superseded in total by this Agreement. No amendment or modification to this Agreement may be made except by a written agreement signed by the Employee and the Mayor and approved as to form by the City Attorney.

C. Assignment. This Agreement is not assignable by either the City or Employee.

D. Severability. In the event any provision of this Agreement is finally held or determined to be illegal or void by a court having jurisdiction over the Parties, the remainder of this Agreement shall remain in full force and effect unless the parts found to be illegal or void are wholly inseparable from the remaining portions of this Agreement.

E. Effect of Waiver. The failure of either Party to insist on strict compliance with any of the terms, covenants or conditions in this Agreement by the other Party shall not be deemed a waiver of that term, covenant or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other time or times.

F. Governing Law and Jurisdiction. This Agreement shall be governed by and construed in accordance with the laws of the State of California, which are in full force and effect as of the date of execution. Any action to interpret or enforce the terms of this Agreement shall be held exclusively in a state court in Orange County, California. Employee expressly waives any right to remove any such action from Orange County.

G. Effective Date. This Agreement is effective September 15, 2025.

H. Effect of Agreement on Employee's CalPERS Retirement Benefits. The City makes no representation on the impact, if any, this Agreement shall or may have upon Employee's CalPERS retirement benefits, status, duties and/or obligations. Employee acknowledges that in entering into this Agreement, he has not relied upon any such representations (none of which being in existence) in assessing the CalPERS-related impact of his employment. Therefore, Employee releases the City from any and all CalPERS-related claims or liabilities that may arise in connection with his employment pursuant to this Agreement.

I. No Unemployment Insurance Benefits Received By Employee. Employee expressly certifies and warrants to the City that he has not received any unemployment insurance payments for retired annuitant work for any public employer within the 12 months prior to his appointment date.

J. Compliance With 960 Hours Per Fiscal Year Limit. Employee further certifies and warrants to the City that he will not exceed the 960 hours per fiscal year limit pursuant to Government Code Section 21221(h), including work for any other CalPERS employer during the current fiscal year.

K. Conflicts Prohibited. During the term of this Agreement, Employee shall not engage in any business or transaction or maintain a financial interest which conflicts, or reasonably might be expected to conflict, with the proper discharge of Employee's duties under this Agreement. Employee shall comply with all requirements of law, including but not limited to, Sections 1090, 1125 and 87100 *et seq.* of the Government Code, and all other similar statutory and administrative rules.

L. Independent Legal Advice. The City and Employee represent and warrant to each other that each has received legal advice from independent and separate legal counsel with respect to the legal effect of this Agreement, or has at least had the opportunity to do so, that each has carefully reviewed this entire Agreement, that each and every term thereof is understood, and that the terms of this Agreement are contractual and not a mere recital. This Agreement shall not be construed against the Party or its representatives who drafted it or who drafted any portion thereof.

M. Government Code §§ 53243 - 53243.4. Government Code §§ 53243 - 53243.4 sought to provide greater transparency in local government and institute certain limitations on compensation paid to local government executives. Those statutes also require that contracts between local agencies and their employees include provisions requiring an employee who is convicted of a crime involving an abuse of his/her office or position to provide reimbursement to the local agency. Those statutes are incorporated herein by reference. Accordingly, the Parties agree it is their mutual intent to fully comply with the cited Government Code sections and all other applicable law as it exists as of the date of execution of this Agreement and as such laws may be amended from time to time thereafter. Specifically, the following Government Code sections are called out and hereby incorporated by this Agreement:

§53243. Reimbursement of paid leave salary required upon conviction of crime involving office or position.

§53243.1. Reimbursement of legal criminal defense upon conviction of crime involving office or position.

§53243.2. Reimbursement of cash settlement upon conviction of crime involving office or position.

§53243.3. Reimbursement of noncontractual payments upon conviction or crime involving office or position.

§53243.4. "Abuse of office or position" defined.

Employee represents he has reviewed, is familiar with and agrees to comply fully with each of these provisions if any of these provisions are applicable to Employee.

IN WITNESS WHEREOF, the City of Cypress has caused this Agreement to be signed and executed on its behalf by the Mayor, City Attorney and duly attested to by the City Clerk, and the Employee has signed and executed this Agreement.

CITY OF CYPRESS:

By: _____
David Burke, Mayor

ATTESTED:

By: _____
Alisha Farnell, City Clerk

APPROVED AS TO FORM:

By: _____
Fred Galante, City Attorney

EMPLOYEE:

By: _____
Sean Joyce

Dated: _____

In signing this Agreement, Employee understands and agrees that he is an **at-will employee** and that his rights to employment with the City are governed by the terms and conditions of this Agreement rather than the Charter, ordinances, resolutions and policies of the City of Cypress which might otherwise apply to other employees of the City. Employee further acknowledges that he was given the opportunity to consult with an attorney prior to signing this Agreement.

EMPLOYEE:

By: _____
Sean Joyce

Dated: _____



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

12.

FROM: Ad Hoc Subcommittee, Mayor Burke and Council Member Peat

DATE: 09/08/2025

SUBJECT: Approve Additional Direct Funding and Waiver of Fees for the Cypress Community Festival Association

RECOMMENDATION

1. Approve additional support for the Cypress Community Festival Association through the Non-Profit Grant Request Program; and
2. Appropriate \$3,500 in FY 2025-26 from the District's General Fund for the Cypress Community Festival Association's Insurance costs.

DISCUSSION

At its August 25 meeting, the City Council received a verbal report from the Ad Hoc Subcommittee considering options to ensure the future sustainability of the Cypress Community Festival.

As part of the verbal report, the Ad Hoc Subcommittee indicated the Cypress Community Festival Association had requested two increases to their approved non-profit grant award. The Ad Hoc Subcommittee recommends the following increases to their non-profit grant award:

- \$2,950 in storage fee waivers at Lexington Park covering two years; and
- Direct funding of up to \$3,500 each year to offset the Festival Association's actual costs of insurance.

The additional support would free up funding, enabling the Festival Association to reinvest those resources into the production and execution of an event that fosters community involvement and family-friendly activities, benefiting Cypress residents. If approved, the Cypress Community Festival Association's non-profit grant for FY2025-2026 and FY2026-2027 will be adjusted to the amounts below.

	Currently Approved for Two Years	Additional Recommendations	Adjusted with Recommendations
Direct Funding	\$10,000	\$7,000	\$17,000
Waiver of Fees	\$40,637	\$2,950	\$43,587
Staff Support	\$108,790	---	\$108,790
Total Support	\$159,427	\$9,950	\$169,377

BUDGET IMPACT

The Cypress Community Festival Association had previously been approved for \$159,427 in FY 2025-26 support through the Non-Profit Grant Request program. The increase in recommended support requires a \$3,500 supplemental appropriation for the additional direct support, which will use unassigned fund balance available in the District's General Fund. The \$8,500 of direct funding in FY 2026-27 will be incorporated into the District's budget for next fiscal year. Additionally, the storage fee waiver will result in a decrease in District revenues over the next two years.

LEGAL REVIEW

None required.

APPROVED BY:

Matt Burton, City Manager
