AMENDED AGENDA

REGULAR MEETING
CYPRESS CITY COUNCIL
January 12, 2026
6:00 P.M. - General Session

www.cypressca.org

5275 Orange Avenue
Cypress, California

If you are interested in speaking during a City Council meeting, details on how to participate are provided on the last page of the agenda.

CALL TO ORDER
6:00 P.M.
Council Chambers

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

Mayor Leo Medrano
Mayor Pro Tem Kyle Chang
Council Member Bonnie Peat
Council Member David Burke
Council Member Rachel Strong Carnahan

INVOCATION
The Church of Jesus Christ of Latter-Day Saints

PLEDGE OF ALLEGIANCE

PRESENTATIONS
Recognition of 2025 Mayor of Cypress, David Burke

ORAL COMMUNICATIONS
This portion of the meeting is set aside for public comments regarding any matter within the jurisdiction of the City Council. Comments on non-agenda items will be heard at this time. Comments related to a specific agenda item will be heard following the staff report for that item and prior to the City Council action, unless the speaker prefers to make the comment during the general public comment period. The City Council cannot discuss or take action on matters not on the agenda for this meeting, but Council members may provide brief responses. 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 or City Clerk to call on you to address the City Council virtually. Speakers providing in-person comments will be called first. Time allotted for public comment (subject to change by the presiding officer).

General Public Comment (not on agenda): 3 minutes
Consent Calendar (any or all items): 3 minutes
Agenda Items (not on consent calendar): 3 minutes per item

CONSENT CALENDAR

All matters listed on the Consent Calendar are to be approved with one motion unless a Council Member requests separate action on a specific item. Council Members voting no or abstaining on a Consent Calendar item may do so without removing the item from the Consent Calendar.

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

2. **Approve Minutes of City Council Meetings held on November 3, 2025, November 10, 2025, November 19, 2025 and November 28, 2025.**

   Prepared by: Lisa Berglund, City Clerk

   Recommendation: Approved as submitted.

3. **Receive and File Register of Warrants, Transfers, and Wires Issued for the Period of November 22, 2025 through December 26, 2025**

   Prepared by: Steve Charelian, Interim Director of Finance and Administrative Services

   Recommendation:
   Receive and file the attached payment register summarized below for the period of November 22, 2025 through December 26, 2025:
   - Electronic Funds Transfers 18350 through 18564
   - Warrants 69430 through 69632
   - Payroll Transfers W1570 through W1573

4. **Approve a Contract to Prepare Amendments for the Safety and Open Space Elements of the General Plan**

   Prepared by: Alicia Velasco, Planning Director

   Recommendation: Approve a contract services agreement with Kimley-Horn and Associates, Inc. to update the Safety Element and Open Space / Conservation / Recreation Element of the Cypress General Plan in the amount of $142,825.

5. Approve an Agreement with the Rossmoor/Los Alamitos Area Sewer District for Development of the Los Alamitos Race Course

Prepared by: Nick Mangkalakiri, Director of Public Works

Recommendation: Approve the Inter-Jurisdictional Wastewater Service Agreement with the Rossmoor/Los Alamitos Area Sewer District and authorize the City Manager to execute the Agreement.

6. Approve an Amendment to the Myra Avenue Pump Station No. 1 Design Services Contract.

Prepared by: Nick Mangkalakiri, Director of Public Works

Recommendation: Approve an amendment in the amount of $400,352 to the Professional Design Services Contract with AKM Consulting Engineers for Myra Avenue Pump Station No. 1, Project 300, and authorize the City Manager to execute the Amendment.

7. Accept City Streetlight LED Conversion, Project 409

Prepared by: Nick Mangkalakiri, Director of Public Works

Recommendation:
1. Accept the City Streetlight LED Conversion, Project 409, in the amount of $95,999 and approve the final payment of $4,799.95 to Yunex LLC; and

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

8. Accept City Hall and Police Department Roof Replacement, Project 393

Prepared by: Nick Mangkalakiri, Director of Public Works

Recommendation:
1. Accept the City Hall and Police Department Roof Replacement, Project 393, in the amount of $1,031,390.98 and approve final payment of $51,569.55 to Rite-way Roofing; and

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

9. Amend Task Order for Project Management Services

Prepared by: Nick Mangkalakiri, Director of Public Works

Recommendation:
1. Approve an amendment in the amount of $20,615.76 to a task order with FCG Consultants for public works project management services; and

2. Approve a $20,615.76 budget appropriation transfer within the General Fund from Personnel to Professional Services.

10. Approve Scope of Work for Public Engagement and Professional Design Services for the Expansion of Baroldi Sycamore Park

Prepared by: Jeff Draper, Director of Recreation and Community Services

Recommendation: Approve the scope of work for public engagement and professional design services for the expansion of Baroldi Sycamore Park.

NEW BUSINESS

11. Approve Mayor's Suggested Appointments to Organizations and Committees

Prepared by: Lisa Berglund, City Clerk

Recommendation: Approve appointments to organizations and committees.

12. Adopt Ordinance No. 1223 Changing the City Council Meeting Day from Monday to Tuesday

Prepared by: Sean Joyce, Interim City Manager

Recommendation: Adopt Ordinance No. 1223, changing the day of regular City Council meetings from the second and fourth Mondays to the second and fourth Tuesdays of every month.

ITEMS REMOVED FROM CONSENT CALENDAR

CONTINUED ITEMS

ITEMS FROM CITY COUNCIL MEMBERS

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, January 26, 2026, 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, Lisa Berglund, Interim City Clerk, 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 January 8, 2026.

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/8892871388738888542 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 (914) 614-3221 and entering Access Code 360-437-189. 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 invocational speaker's particular faith, belief and/or religious denomination. The City Council has an established neutral policy for selecting and scheduling invocational speakers. The City Council's policy on invocations is available from the City Clerk.

AMERICANS WITH DISABILITIES ACT

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

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **2.**

FROM: Lisa Berglund, City Clerk

DATE: 01/12/2026

SUBJECT: **Approve Minutes of City Council Meetings held on November 3, 2025, November 10, 2025, November 19, 2025 and November 28, 2025.**

RECOMMENDATION

Approved as submitted.

BUDGET IMPACT

None.

LEGAL REVIEW

APPROVED BY: Sean Joyce, Interim City Manager

Attachments

11.03.2025 Special Mtg
11.10.2025 Regular Mtg
11.19.2025 Special Mtg
11.28.2025 Special Mtg

SPECIAL MEETING MINUTES
CYPRESS CITY COUNCIL
November 3, 2025
4:00 P.M.

A special meeting of the Cypress City Council was called to order at 4:08 p.m. by Mayor Burke in the Executive Board Room at Cypress City Hall, 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 were all present.

Mayor David Burke
Mayor Pro Tem Medrano
Council Member Chang
Council Member Peat

STAFF PRESENT

Interim City Manager Sean Joyce
Interim City Clerk Lisa Berglund
City Attorney Fred Galante
Human Resources Manager Regina Nguyen

ORAL COMMUNICATIONS ON CLOSED SESSION

None.

CLOSED SESSION

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

1. PUBLIC EMPLOYEE APPOINTMENT
   Pursuant to Government Code Section 54957
   Title: City Clerk

REPORT ON CLOSED SESSION

The City Attorney reported that the City Council met in Closed Session pursuant to government code section 54957 and held a discussion on the single item listed on the Closed Session agenda namely, Public Employee Appointment, title City Clerk. A motion was made by Mayor Burke, and seconded by Council Member Peat, to appoint Lisa Berglund as City Clerk.

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

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

PRESENTATIONS

2. Myra Avenue Pump Station No. 1 – Project Update

ACTION: Director of Public Works Nick Mangkalakiri provided a presentation to the City Council on the matter. The City Council provided consensus for staff to return with a contract amendment to include Alternative B. Council Member Peat recommended that staff proceed with alternatives A and B. Mayor Burke agreed.

ADJOURNMENT

Mayor Burke adjourned the meeting at 6:40 p.m. to an adjourned Regular Meeting, to be held on Monday, November 10, 2025, beginning at 5:30 p.m. in the Executive Board Room.

_____
DAVID BURKE, MAYOR

ATTEST:

_____
LISA A. BERGLUND, CITY CLERK

REGULAR MEETING
CYPRESS CITY COUNCIL
November 10, 2025
5:30 P.M. – Closed Session/Workshop
6:00 P.M. – General Session

A regular meeting of the Cypress City Council was called to order at 5:31 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 Bonnie Peat

STAFF PRESENT

Interim City Manager Sean Joyce
City Attorney Fred Galante
City Clerk Lisa Berglund
Director of Finance and Administrative Services Matt Burton

ORAL COMMUNICATION ON CLOSED SESSION

None.

CLOSED SESSION

The City Attorney announced the following closed session items:

CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION
Pursuant to paragraph (1) of subdivision (d) of Government Code Section 54956.9
Name of case: Frances Marquez v. City of Cypress (U.S.D.C., Southern Div. Case No. 8:24-CV-01835-ODW (JDEx)

Mayor Burke recessed the meeting at 5:51 p.m.

RECONVENE

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

ROLL CALL

Mayor David Burke
Mayor Pro Tem Leo Medrano

Council Member Kyle Chang
Council Member Bonnie Peat

STAFF PRESENT

Interim City Manager Sean Joyce
City Clerk Lisa Berglund
City Attorney Fred Galante
Director of Finance and Administrative Services Matt Burton
Director of Recreation and Community Services Jeff Draper
Planning Director Alicia Velasco
Chief of Police Mark Lauderback
Director of Public Works Nick Mangkalakiri
City Clerk Lisa Berglund
I.T. Manager Adrian Smith

INVOCATION Fr. Romeo Ascan, St. Irenaeus Church, led the Invocation.

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

REPORT OF CLOSED SESSION / WORKSHOP

The City Attorney stated that the City Council met in Closed Session on the single item listed on the Closed Session agenda namely, Conference with Legal Counsel – Existing Litigation, title Frances Marquez v. City of Cypress, and related additional defendants, he reported that City Council received an update and no further reportable action was taken.

PRESENTATIONS

The City Council recognized Cypress resident and U.S. Marine Corps Veteran Brent Gonzales.

The City Council presented a Law Enforcement Records and Support Personnel Appreciation Week Proclamation to the Police Department represented by Records Supervisor Nisha Bhagat.

ORAL COMMUNICATIONS ON AGENDA ITEMS

Brooke Nafarrete, Cypress, spoke on item 12, supporting City Council meetings scheduled on Monday evenings.

Jon Peat, Cypress, spoke regarding agenda item 13 and expressed opposition to campaign finance reform.

Rachel Strong Carnahan, Cypress, spoke on agenda item 11 and summarized her qualifications to fill the vacant City Council seat.

Marilyn Reames, Cypress, spoke on Item 12, supporting City Council meetings scheduled on Monday evenings.

Anne Mallari, Cypress, spoke on agenda item 11 and summarized her qualifications to fill the vacant City Council seat.

Pearl Boelter, Cypress, spoke regarding Agenda Item 12 and 13, supporting City Council meetings remain scheduled on Monday evenings and opposing campaign finance reform.

Stephanie Wade, Seal Beach, spoke in support of Dr. Frances Marquez to be appointed to the vacant City Council seat.

Edwin Kraemer, Cypress, spoke regarding Agenda Item 11 and 13, and summarized his qualifications to fill the vacant City Council seat.

Dr. Frances Marquez, Cypress, summarized her qualifications to fill the vacant City Council seat.

John West, Cypress, Cypress, spoke regarding Agenda Item 11, in support of Claudia Nessary as a candidate for the vacant City Council seat.

Beth Culver, Cypress, spoke regarding Agenda Item 12 and 13, supporting City Council meetings to remain scheduled on Monday evenings expressed opposition with campaign finance reform.

Glenn Button, Cypress, spoke regarding Agenda Item 13 expressed opposition with campaign finance reform.

Orchid Rocha, Cypress, spoke regarding Agenda Item 11, in support of Dr. Frances Marquez as a candidate for the vacant City Council seat.

Dr. Christopher Paik, Cypress, spoke regarding Agenda Item 11 and summarized his qualifications to fill the vacant City Council seat.

Claudia Nessary, Cypress, spoke regarding Agenda Item 11 and summarized her qualifications to fill the vacant City Council seat.

CONSENT CALENDAR

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

Mayor Pro Tem Medrano abstained from Consent Calendar Item No. 4.

Council Member Chang requested to pull Item No. 9.

A motion was made by Mayor Burke, and seconded by Council Member Chang, to approve Consent Calendar items No. 1 through 8 with Mayor Pro Tem Medrano abstaining from Item No. 4.

The motion was carried by the following roll call vote:

AYES: 4 COUNCIL MEMBERS: Chang, Peat, Burke, Medrano
ABSTAIN: 0 COUNCIL MEMBERS:

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

Item No. 2: Adopt a Resolution Approving the Measure M2 Annual Expenditure Report

Recommendation: Adopt a Resolution approving the Measure M2 Annual Expenditure Report for the fiscal year ended June 30, 2025.

RESOLUTION NO. 7038

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, CONCERNING THE MEASURE M2 EXPENDITURE REPORT FOR THE CITY OF CYPRESS FOR THE FISCAL YEAR ENDED JUNE 30, 2025

Item No. 3: Flag Policy Revision to include reference to 4 U.S. Code § 7.

Recommendation: Approve that attached proposed City Council policy entitled, "Procedures for Display and Use of the U.S. Flag and State Flag".

Item No. 4: Adopt a Resolution Amending Hourly Pay Ranges for Temporary Part-Time and Seasonal Employees

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

RESOLUTION NO. 7039

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS, AND ACTING AS EX OFFICIO GOVERNING BOARD OF DIRECTORS OF THE CYPRESS RECREATION AND PARK DISTRICT, AMENDING RESOLUTION NO. 6995 ESTABLISHING HOURLY PAY RANGES FOR TEMPORARY PART-TIME AND SEASONAL POSITIONS

Item No. 5: Award an On-Call Contract for Police Department Motorcycle Maintenance and Repair Services

Recommendation: Award an on-call contract for Police Department motorcycle maintenance and repair services to Long Beach BMW Motorcycles.

Item No. 6: Award Task Order for Sanitary Sewer Master Plan, Project 423

Recommendation: Approve a Task Order for AKM Consulting Engineers (AKM) to update the City's Sanitary Sewer Master Plan for $638,302 and authorize a contingency of $95,700.

Item No. 7: Approve an Ordinance Lowering the Speed Limit on Holder Street

Recommendation: Introduce for first reading an Ordinance, by title only, amending Chapter 16 of the Municipal Code lowering the speed limit from 40 to 35 miles per hour on Holder Street, from Lincoln Avenue to Ball Road.

ORDINANCE NO. 1224

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CYPRESS AMENDING CHAPTER 16, ARTICLE XV, OF THE CODE OF THE CITY OF CYPRESS MODIFYING SPEED LIMITS ALONG HOLDER STREET.

Item No. 8: Approve a Contract for Waste Hauler Franchise Performance Review Services

Recommendation:

1. Approve a contract with CityGreen for waste hauler franchise performance review services, in an amount not to exceed $29,545; and

2. Approve a $29,545 appropriation increase in the General Fund for the waste hauler franchise performance review; and

3. Increase estimated revenues by $29,545 in the General Fund for the reimbursement by Valley Vista for the cost of the review.

PUBLIC HEARINGS

Item No. 10: Adopt the 2025 California Model Building, Electrical, Plumbing, and Fire Codes with Amendment

Mayor Burke asked Council Members to disclose any communication with anyone relevant to the item. No communication was disclosed.

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

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

No public comments were made.

Mayor Burke closed the Public Hearing.

A motion was made by Council Member Peat, and seconded by Mayor Pro Tem Medrano, to approve the recommendations as proposed.

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

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

ORDINANCE NO. 1225

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CYPRESS, CALIFORNIA, AMENDING SECTIONS 5-1 AND 5-2 OF CHAPTER 5 OF THE CYPRESS MUNICIPAL CODE, THEREBY ADOPTING BY REFERENCE THE FOLLOWING CODES WITH CERTAIN AMENDMENTS THERETO: THE 2025 EDITION OF THE CALIFORNIA BUILDING CODE, THE 2025 EDITION OF THE CALIFORNIA RESIDENTIAL CODE, THE 2025 EDITION OF THE CALIFORNIA GREEN BUILDING STANDARDS CODE, THE 2025 EDITION OF THE CALIFORNIA MECHANICAL CODE, THE 1997 EDITION OF THE UNIFORM HOUSING CODE, THE 2025 EDITION OF THE CALIFORNIA ADMINISTRATIVE CODE, THE 2025 EDITION OF THE CALIFORNIA EXISTING BUILDING CODE, AND REPEALING ORDINANCE NO. 1199.

ORDINANCE NO. 1226

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CYPRESS AMENDING SECTIONS 5-3 OF CHAPTER 5 OF THE CYPRESS MUNICIPAL CODE, AND THEREBY ADOPTING BY REFERENCE THE CALIFORNIA FIRE CODE, 2025 EDITION, WITH CERTAIN AMENDMENTS AND REPEALING ORDINANCE NO. 1202

ORDINANCE NO. 1227

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CYPRESS AMENDING CHAPTER 19 OF THE CYPRESS MUNICIPAL CODE AND THEREBY ADOPTING BY REFERENCE THE FOLLOWING CODES WITH CERTAIN AMENDMENTS THERETO: THE 2025 EDITION OF THE CALIFORNIA PLUMBING CODE, THE 2024 EDITION OF THE INTERNATIONAL SWIMMING POOL, SPA, AND HOT TUB CODE, AND THE UNIFORM PLUMBING CODE MATERIAL AND INSTALLATION STANDARDS AND REPEALING ORDINANCE NO. 1201.

ORDINANCE NO. 1228

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CYPRESS AMENDING CHAPTER 8 OF THE CYPRESS MUNICIPAL CODE AND THEREBY ADOPTING BY REFERENCE THE CALIFORNIA ELECTRICAL CODE, 2025 EDITION, WITH CERTAIN AMENDMENTS AND REPEALING ORDINANCE NO. 1200

NEW BUSINESS

Item No. 11: Review City Council Applicants and Select Those to be Interviewed

The City Clerk provided a report on this item.

Council Member Peat suggested that the City Council interview all sixteen candidates.

Mayor Burke complimented the strong group of candidates.

Mayor Pro Tem Medrano complimented the strong group of candidates. He suggested that the City Council narrow down the candidate list.

Council Member Chang spoke in favor of narrowing down the candidate list to eight or less.

Council Member Peat suggested the City Council using a ballot method to identify the candidates to interview.

The City Attorney provided procedural guidance.

City Council discussion ensued.

The Council discussed allowing each Council Member to identify two preferred applicants.

Council Member Chang identified Frances Marquez and Claudia Nessary.

Mayor Pro Tem Medrano identified Candi Kern and Rachel Strong.

Mayor Burke identified Bill Wostenberg and Quintin Bentley.

Council Member Peat identified Candi Kern and Anne Mallari.

The City Attorney confirmed a total of seven applicants being identified by the City Council.

A motion was made by Mayor Burke, and seconded by Council Member Chang, to interview seven City Council applicants identified by City Council.

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

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

The Interim City Manager explained that the applicants will be interviewed in a random order.

Council Member Peat recommended removing Question No. 6 related to whether an applicant intended to run for a full term in the next election.

Mayor Burke commented in favor of retaining Question No. 6.

Council Member Peat reiterated her concerns regarding the applicability of the question.

The City Attorney provided procedural guidance.

City Council discussion ensued.

A motion was made by Mayor Burke, and seconded by Council Member Chang, to approve the suggested interview questions as drafted.

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

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

ITEMS REMOVED FROM CONSENT CALENDAR

Item No. 9: Approve an Agreement for Marketing and Communications Services

Council Member Chang spoke on the item.

City Council discussion ensued.

Mayor Burke asked questions of the Director of Recreation.

City Council discussion continued.

A motion was made by Mayor Burke, and seconded by Mayor Pro Tem Medrano, to approve Consent Calendar Item No. 9.

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

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

CONTINUED ITEMS

Item No. 12: Discussion and Direction to Staff Regarding Changing the Day of City Council Meetings

Council Member Chang spoke regarding this item.

Council Member Chang stated he preferred moving meetings to Tuesday.

Council Member Peat stated she opposed changing the meeting day due to resident feedback and scheduling concerns.

Mayor Burke stated he supported moving meetings to Tuesday.
City Council discussion ensued.

Council Member Peat added that Tuesday meetings should begin no earlier than 5:30 p.m.

A motion was made by Mayor Burke, and seconded by Mayor Pro Tem Medrano, to direct staff to prepare an ordinance, amending the regular City Council meeting day from the second and fourth Monday to the second and fourth Tuesday to be presented to the City Council during a future meeting for consideration.

AYES: 3 COUNCIL MEMBERS: Chang, Medrano and Burke
NOES: 1 COUNCIL MEMBERS: Peat

The City Attorney noted he would be unable to continue serving as City Attorney if the meeting day is changed to the second and fourth Tuesday of the month and that an alternate attorney from the firm would be available to serve Cypress.

ITEMS FROM CITY COUNCIL MEMBERS

Item No. 13: Consider a Discussion on Campaign Finance Reform

Mayor Burke provided a report on this item.

Council Member Peat expressed concern regarding the availability of the presentation and requested that the item be continued to a later date.

The Mayor clarified the purpose of the item and the process for any future ordinance.

City Council discussion ensued.

A motion was made by Mayor Burke, and seconded by Mayor Pro Tem Medrano, to direct staff to prepare an ordinance and return in January with a draft ordinance proposing a $500 campaign contribution limit and requiring disclosure of the top five contributors on advertisements paid for by independent committees.

AYES: 3 COUNCIL MEMBERS: Chang, Medrano and Burke
NOES: 1 COUNCIL MEMBERS: Peat

ORAL COMMUNICATIONS

Steve Mauss, Cypress. Spoke regarding an event sponsored by The Church of Jesus Christ of Latter Day Saints.

Brooke Nafarrete, Cypress, spoke opposing item no. 13, the Campaign Finance Reform.

Dr. Frances Marquez, Cypress, suggested City Council meeting agendas being posted 10 days in advance, and spoke in support of item no. 13, Campaign Finance Reform.

Jon Peat, Cypress, spoke opposing item no. 13, Campaign Finance Reform.

Glenn Button, Cypress, spoke regarding the Campaign Finance Reform.

Brittney Cook, Cypress, complimented Cypress PD. Spoke in support of Item No. 7, lowering the speed limit on Holder Street. Opposes changing the City Council meeting day. Spoke in support of Candi Kern and spoke opposing the Campaign Finance Reform.

Anne Mallari, Cypress, spoke opposing changing the City Council meeting date.

Marilyn Reames, Cypress, spoke opposing changing the City Council meeting date.

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

Council Member Peat:

Attended Regional Military Fairs Committee. Attended the Chamber Mentor Breakfast. Participated in the pre-opening of Mitsuwa. Commented on City Clerk interviews held on November 3rd, and congratulated Lisa Berglund on being successful. Participated on a tour with the Economic Development Committee to an aerospace company called Qtec. Attended the Orange County Sanitation Meeting. Attended the Women's Conference and congratulated Christen Jackson for being announced as Woman of The Year. Participated in Arnold Elementary Veterans Day assembly. Attended in the Boy Scout Troop and assisted with planting of the flags at Forest Lawn. A lot of discussion about donations to different locations and the Women's Club of Cypress donated a thousand pounds of food to We Care.

Council Member Chang:

Council member Chang had no comments.

Mayor Pro Tem Medrano:

Attended the Chamber Mentor Breakfast. Participated in the pre-opening of Mitsuwa. Participated on a tour with the Economic Development Committee to an aerospace company called Qtec. Attended the Women's Conference and congratulated Christen Jackson for being announced as Woman of The Year. Participated in Arnold Elementary Veterans Day assembly. Happy 250th anniversary to the U.S. Marines. Happy Veterans Day to all veterans. Thanked city staff for their hard work.

Mayor Burke:

Congratulated Lisa Berglund the City's new City Clerk. Attended the Chamber Mentor Breakfast. Participated in the pre-opening of Mitsuwa. Announced a new interfaith event planned for November 18, 6:30 p.m. at the Community Center.

COUNCIL MEMBER ITEMS FOR FUTURE CONSIDERATION

Mayor Pro Tem Medrano requested to agendize discussion on changing the City Council meeting day to either Tuesdays or Wednesdays beginning in 2026. Mayor Burke supported the item.

Council Member Chang requested that an item be added to the strategic plan to allow the Recreation and Community Services Commission be given the ability to develop standards for playground equipment and shade structures at the next available City Council meeting.

CITY MANAGER REMARKS

Neither the City Manager nor the City Attorney had anything further to report.

ADJOURNMENT

Mayor Burke adjourned the meeting at 9:14 p.m. to a Regular Meeting, to be held on Monday, December 8, 2025, beginning at 5:30 p.m. in the Executive Board Room.

_____
DAVID BURKE MAYOR

ATTEST:

_____
LISA BERGLUND, CMC, CITY CLERK

SPECIAL MEETING
CYPRESS CITY COUNCIL
November 19, 2025
4:30 P.M.

A special meeting of the Cypress City Council was called to order at 4:32 p.m. by Mayor Burke in the Executive Board Room at Cypress City Hall, 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 were all present.

Mayor David Burke
Mayor Pro Tem Medrano
Council Member Chang
Council Member Peat

STAFF PRESENT

Interim City Manager Sean Joyce
City Clerk Lisa Berglund
City Attorney Fred Galante

PLEDGE OF ALLEGIANCE Mayor Burke led the Pledge of Allegiance.

ORAL COMMUNICATIONS ON AGENDA ITEMS

Brooke Nafarrate, Cypress, spoke regarding agenda item 1.

CONTINUED ITEM

Item No. 1: Interview Applicants to Fill the City Council Vacancy by Appointment

The City Clerk provided a report on this item.

Anne Mallari, addressed the City Council and answered questions asked by the City Council.

Bill Wostenberg, addressed the City Council and answered questions asked by the City Council.

Candi Kern, addressed the City Council and answered questions asked by the City Council.

Claudia Nessary, addressed the City Council and answered questions asked by the City Council.

Dr. Frances Marquez, addressed the City Council and answered questions asked by the City Council.

Quintin Bentley, addressed the City Council and answered questions asked by the City Council.

Rachel Strong, addressed the City Council and answered questions asked by the City Council.

Mayor Burke recessed the meeting at 7:00 p.m.

Mayor Burke reconvened the meeting at 7:16 p.m.

Mayor Burke thanked all applicants and invited members of the council to open a motion on the item.

Mayor Pro Tem Medrano thanked all applicants and stated that Rachel Strong was the most suitable candidate.

Council Member Peat stated that Anne Mallari and Candi Kern were the most suitable candidates.

Council Member Chang thanked all applicants and stated that Dr. Frances Marquez and Claudia Nessary were the most suitable candidates.

Mayor Burke stated that Rachel Strong stood out as a qualified candidate.

City Council discussion ensued.

Mayor Pro Tem Medrano asked questions to City Attorney regarding Robert's Rule of Orders regarding making a motion to appoint someone within a certain timeframe.

The City Attorney provided procedural guidance.

City Council discussion continued.

A motion was made by Council Member Peat, with no second, to nominate Anne Mallari.

Mayor Pro Tem Medrano asked questions to the City Attorney.

Council Member Chang expressed that the selected candidate should be a District 5 resident.

City Council discussion further ensued.

A motion was made by Council Member Peat, with no second, to nominate Bill Wostenberg.

Mayor Burke expressed that Quintin Bentley was an impressive candidate.

Council Member Peat expressed that she was not in favor of Quintin Bentley.

A motion was made by Council Member Peat, with no second, to nominate Candi Kern.

Council Member Peat expressed her support for a special election.

City Council discussion continued.

A motion was made by Mayor Burke, and seconded by Mayor Pro Tem Medrano to nominate Rachel Strong.

The motion failed by the following roll call vote:

AYES:	2	COUNCIL MEMBERS: Burke, Medrano
NOES:	2	COUNCIL MEMBERS: Chang, Peat

The Interim City Manager suggested City Council take a break in separate rooms.

Mayor Burke recessed the meeting at 7:55 p.m.

Mayor Burke reconvened the meeting at 8:00 p.m.

Mayor Pro Tem Medrano asked questions of the City Clerk.

The City Clerk summarized the motions that were made.

Council Member Chang asked questions regarding nominating Claudia Nessary.

Council Member Peat expressed that Claudia Nessary was not ready for the role.

City Council discussion continued.

A motion was made by Council Member Chang, with no second, to nominate Dr. Frances Marquez.

A motion was made by Council Member Chang, with no second, to nominate Claudia Nessary.

The City Attorney provided procedural guidance.

A motion was made by Mayor Burke to nominate Quintin Bentley. Motion was seconded by Council Member Chang.

The motion was carried by the following roll call vote:

AYES:	2	COUNCIL MEMBERS: Burke, Chang
NOES:	1	COUNCIL MEMBERS: Peat
ABSTAIN:	1	COUNCIL MEMBERS: Medrano

City Council discussion continued.

The City Attorney provided procedural guidance.

City Council discussion ensued.

A motion was made by Mayor Pro Tem Medrano to nominate Quintin Bentley and seconded by Council Member Chang to nominate Quintin Bentley.

The motion was carried by the following roll call vote:

AYES:	3	COUNCIL MEMBERS: Burke, Chang, Medrano
NOES:	1	COUNCIL MEMBERS: Peat

ADJOURNMENT

Mayor Burke adjourned the meeting at 8:37 p.m. to an adjourned Regular Meeting, to be held on Monday, December 8, 2025, beginning at 5:30 p.m. in the Executive Board Room.

_____
DAVID BURKE, MAYOR

ATTEST:

_____
LISA A. BERGLUND, CITY CLERK

SPECIAL MEETING
CYPRESS CITY COUNCIL
November 28, 2025
4:00 P.M.

A special meeting of the Cypress City Council was called to order at 4:00 p.m. by Mayor Burke in the Executive Board Room at Cypress City Hall, 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 were all present.

Mayor David Burke
Mayor Pro Tem Medrano
Council Member Chang
Council Member Peat

STAFF PRESENT

Interim City Manager Sean Joyce
City Clerk Lisa Berglund
City Attorney Fred Galante

ORAL COMMUNICATIONS ON AGENDA ITEMS

The Mayor asked questions of the City Attorney regarding a special election.

The City Attorney provided legal guidance regarding the California Elections Code, the City's CVRA settlement agreement, timelines, and procedural options available to the City Council.

Mayor Burke opened oral communications.

Anne Mallari, Cypress, spoke regarding Agenda Item No. 1.

Jon Peat, Cypress, spoke regarding Agenda Item No. 1.

Pearl Boelter, Cypress, spoke regarding Agenda Item No. 1.

David Skorupinski, Cypress, spoke regarding Agenda Item No. 1.

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

Nancy Johnson, Cypress, spoke regarding Agenda Item No. 1.

Rob Johnson, Cypress, spoke regarding Agenda Item No. 1.

Carol Erbe, Cypress, spoke regarding Agenda Item No. 1.

Rachel Strong Carnahan, Cypress, current City Council applicant, spoke regarding her skills, qualifications, and commitment to the Cypress community.

Jaime Needham, Cypress, spoke in support of Rachel Strong Carnahan.

Brooke Nafarrette, Cypress, spoke on behalf of applicant Bill Wostenberg, who withdrew his application, and read a statement into the record on his behalf.

Robin Itzler, Cypress, spoke regarding Agenda Item No. 1.

Jennie Lee, Cypress, spoke in support of City Council applicant, Rachel Strong Carnahan.

Gina Martinez, Cypress, spoke in support of City Council applicant, Rachel Strong Carnahan.

Dr. Frances Marquez, Cypress, spoke to the City Council as an applicant, regarding her prior City Council service, public service experience, and qualifications to serve.

Jose Trinidad Castaneda, Cypress, spoke regarding Agenda Item No. 1.

The City Attorney provided clarification regarding prior legal commentary related to the City's vacancy appointment process.

Glenn Button, Cypress, spoke regarding Agenda Item No. 1 and spoke in support of applicant Anne Malari.

Kelly Kay, Cypress, spoke regarding Agenda Item No. 1 and expressed opposition to the appointment of Dr. Frances Marquez.

Beth Culver, Cypress, spoke regarding Agenda Item No. 1.

Harumi Lucak, Cypress, spoke regarding Agenda Item No. 1.

Claudia Necessary, Cypress, spoke to the City Council as an applicant, spoke regarding her community involvement, business experience, and desire to serve.

Peter Korody, Cypress, spoke in support of Dr. Frances Marquez.

Marilyn Reames, Cypress, spoke regarding Agenda Item No. 1 and in support of Council Member Peat as future Mayor for 2026.

Bruce Mulhearn, Cypress, spoke regarding Agenda Item No. 1.

Mayor Burke recessed the meeting at 5:20 p.m.

Mayor Burke reconvened the meeting at 5:28 p.m.

J.R. Necessary, Cypress, spoke in support of City Council applicant, Claudia Necessary.

John West, Cypress, spoke in support of City Council applicant, Claudia Necessary.

CONTINUED ITEM

Item No. 1: Appoint an Applicant to Fill the City Council Vacancy

The City Clerk provided a report on this item.

Mayor Burke asked questions to the City Attorney and Interim City Manager.

The Interim City Manager responded to questions from the Mayor.

The City Attorney clarified that since the withdrawal of the previous applicant, the Council vote would proceed as a clean slate.

The Mayor requested that each City Council Member state their top two preferred candidates for discussion purposes.

Council Member Peat expressed disagreement with the proposed process.

City Council discussion ensued between Council Member Peat and Mayor Burke.

Mayor Pro Tem Medrano provided additional comments regarding the applicants and selection process.

City Council discussion continued.

A discussion ensued between Mayor Pro Tem Medrano, Mayor Burke and Council Member Peat.

Anne Mallari, Cypress, intervened and requested clarification from the City Attorney regarding the appointment process.

The City Attorney provided procedural guidance.

City Council discussion ensued.

Each City Council Member stated their top two preferred applicants.

Council Member Chang identified Rachel Strong Carnahan and Dr. Frances Marquez as his preferred applicants.

Mayor Burke identified Rachel Strong Carnahan and Candi Kern as his preferred applicants.

Mayor Pro Tem Medrano identified Rachel Strong Carnahan and Claudia Necessary as his preferred applicants.

Council Member Peat identified Anne Mallari and Candi Kern as her preferred applicants.

City Council discussion ensued.

The City Attorney provided procedural guidance.

City Council Members shared comments regarding candidates who were not selected.

City Council discussion continued.

City Council Members shared comments regarding their selected applicants.

City Council discussion ensued.

Mayor Burke spoke regarding Rachel Strong Carnahan and her qualifications.

Rachel Strong Carnahan, Cypress, addressed the City Council regarding her qualifications and interest in serving.

City Council discussion ensued.

A motion was made by Council Member Chang, and seconded by Mayor Pro Tem Medrano to nominate Rachel Strong Carnahan.

The motion passed by the following roll call vote:

AYES:	3	COUNCIL MEMBERS: Burke, Chang, Medrano
NOES:	1	COUNCIL MEMBERS: Peat

ADJOURNMENT

Mayor Burke adjourned the meeting at 6:25 p.m. to an adjourned Regular Meeting, to be held on Monday, December 8, 2025, beginning at 5:30 p.m. in the Executive Board Room.

_____
DAVID BURKE, MAYOR

ATTEST:

_____
LISA A. BERGLUND, CITY CLERK

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **3.**

FROM: Steve Charelian, Interim Director of Finance and Administrative Services

DATE: 01/12/2026

SUBJECT: **Receive and File Register of Warrants, Transfers, and Wires Issued for the Period of November 22, 2025 through December 26, 2025**

RECOMMENDATION

Receive and file the attached payment register summarized below for the period of November 22, 2025 through December 26, 2025:

- Electronic Funds Transfers 18350 through 18564
- Warrants 69430 through 69632
- Payroll Transfers W1570 through W1573

DISCUSSION

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

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

BUDGET IMPACT

Total warrants, transfers, and wires issued (net of any voided payments) during the period of November 22, 2025 through December 26, 2025 are $5,479,902.63.

LEGAL REVIEW

None required.

APPROVED BY: Sean Joyce, Interim City Manager

Attachments

Payment Register for the Period 11-22-25 through 12-26-25

City of Cypress
Payment Register
11/22/25 - 12/26/25

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
18350	145 - AUSTIN, CHERYL	$ 56.52	W/C Retiree Health Care Benefits 12/25	12/25	$ 56.52
18351	128744 - AYRES, RICHARD	$ 300.00	Retiree Health Care Benefits 12/25	12/25	$ 300.00
18352	102038 - BALDWIN, DARRELL	$ 300.00	Retiree Health Care Benefits 12/25	12/25	$ 300.00
18353	102087 - BISH, EDWARD	$ 300.00	Retiree Health Care Benefits 12/25	12/25	$ 300.00
18354	100101 - BRUCE, THOMAS M	$ 300.00	Retiree Health Care Benefits 12/25	12/25	$ 300.00
18355	122419 - CLEMONS, MARK	$ 350.00	Retiree Health Care Benefits 12/25	12/25	$ 350.00
18356	129695 - COTE, ROBERT	$ 300.00	Retiree Health Care Benefits 12/25	12/25	$ 300.00
18357	128938 - COX, RODNEY	$ 123.85	Retiree Health Care Benefits 12/25	12/25	$ 123.85
18358	104003 - ESSEX, CLARE	$ 611.70	Retiree Health Care Benefits 12/25	12/25	$ 611.70
18359	128044 - FORNISS, DANIEL	$ 300.00	Retiree Health Care Benefits 12/25	12/25	$ 300.00
18360	129816 - FOSTER, SCOTT	$ 300.00	Retiree Health Care Benefits 12/25	12/25	$ 300.00
18361	112187 - HEALY, BRIAN	$ 33.33	Retiree Health Care Benefits 12/25	12/25	$ 33.33
18362	100667 - LASSALLE, ISMAEL	$ 300.00	Retiree Health Care Benefits 12/25	12/25	$ 300.00
18363	123656 - MANUEL, DEAN	$ 300.00	Retiree Health Care Benefits 12/25	12/25	$ 300.00
18364	129700 - MCSHANE, CHRIS	$ 232.96	Retiree Health Care Benefits 12/25	12/25	$ 232.96
18365	122 - MORROW, RICHARD L	$ 300.00	Retiree Health Care Benefits 12/25	12/25	$ 300.00
18366	391 - NASSER, JOY	$ 150.00	W/C Retiree Health Care Benefits 12/25	12/25	$ 150.00
18367	129608 - OLSON, JAMES	$ 300.00	Retiree Health Care Benefits 12/25	12/25	$ 300.00
18368	128784 - RAMSEY, KENNETH	$ 125.00	Retiree Health Care Benefits 12/25	12/25	$ 125.00
18369	119027 - RAMSEY, STEVE	$ 300.00	Retiree Health Care Benefits 12/25	12/25	$ 300.00
18370	130138 - TIMNEY, MATTHEW	$ 350.00	Retiree Health Care Benefits 12/25	12/25	$ 350.00
18371	1024 - VALLEY VISTA SERVICES, INC	$ 250,101.76	Waste Disposal Fee 10/25	10/25	$ 250,101.76
18372	40 - WARLAND INVESTMENTS COMPANY	$ 37,500.00	Development Assistance 12/25	12/25	$ 37,500.00
18373	122756 - WINTERSOLE, MICHAEL	$ 300.00	Retiree Health Care Benefits 12/25	12/25	$ 300.00
18374	100505 - CITY OF CYPRESS-WORKERS COMP	$ 3,199.51	Workers Comp Claims/Professional Svcs/#28799-28836	Reimb 12/05/25	$ 3,199.51
18375	100505 - CITY OF CYPRESS-WORKERS COMP	$ 11,679.45	Workers Comp Claims/Medical/#28799-28836	Reimb(A) 12/5/25	$ 11,679.45
18376	100505 - CITY OF CYPRESS-WORKERS COMP	$ 4,944.54	Workers Comp Claims/Permanent Disability/#28799-28836	Reimb(B) 12/5/25	$ 4,944.54

City of Cypress
Payment Register
11/22/25 - 12/26/25

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
18377	116005 - PERS - PUBLIC EMPLOYEES RETIREMENT SYS	$ 193,762.58	Med Insurance/City & Dist 12/25	18123919	$ 193,762.58
18378	116005 - PERS - PUBLIC EMPLOYEES RETIREMENT SYS	$ 18,872.46	Med Insurance/West Comm 12/25	18124142	$ 18,872.46
18379	130114 - USPS-POC c/o Citibank	$ 5,000.00	Postage 11/25	39991 11/25/25	$ 5,000.00
18380	2741 - KAUFFMAN, OLIVIA	$ 15,152.00	Refund/Recycling Deposit/CDD-25-206/5501 Ball Road	Rfd 12/5/25	$ 15,152.00
18381	2410 - TRAN, STEVE	$ 1,000.00	Refund/Recycling Deposit/CDD-24-90/2458 DeLong St	Rfd 12/5/25	$ 1,000.00
18382	2742 - SHOUMAN, ZIAD	$ 500.00	Refund/Recycling Deposit/CDD-25-312/5281 DeLong St	Rfd 12/5/25	$ 500.00
18383	1247 - HdL HINDERLITER, DE LLAMAS AND ASSOCIATES	$ 1,767.00	Svc/Business License Tax Admin 10/25	OCT25	$ 1,767.00
18384	2170 - US BANK	$ 255.00	PD Reg/Pistol Course/JK 10/23	0076 11/10/25	$ 255.00
18385	2170 - US BANK	$ 240.45	PD Hotel Deposit/CA Assoc of Tactical Officers Conf/JW 12/1-12/4	0076(A) 11/10/25	$ 240.45
18386	2170 - US BANK	$ 240.45	PD Hotel Deposit/CA Assoc of Tactical Officers Conf/HM 12/1-12/4	0076(B) 11/10/25	$ 240.45
18387	2170 - US BANK	$ 240.45	PD Hotel Deposit/CA Assoc of Tactical Officers Conf/NT 12/1-12/4	0076(C) 11/10/25	$ 240.45
18388	2170 - US BANK	$ 747.06	PD Hotel/Emergency Vehicle Operations Course/CR 10/19-10/25	0076(D) 11/10/25	$ 747.06
18389	2170 - US BANK	$ 747.06	PD Hotel/Emergency Vehicle Operations Course/CS 10/19-10/25	0076(E) 11/10/25	$ 747.06
18390	2170 - US BANK	$ 747.06	PD Hotel/Emergency Vehicle Operations Course/DN 10/19-10/25	0076(F) 11/10/25	$ 747.06
18391	2170 - US BANK	$ (240.45)	PD Credit/Hotel Deposit/CA Assoc of Tactical Officers/NT 12/1-4	0076(G) 11/10/25	$ (240.45)
18392	2170 - US BANK	$ 240.45	PD Hotel Deposit/CA Assoc of Tactical Officers Conf/CM 12/1-12/4	0076(H) 11/10/25	$ 240.45
18393	2170 - US BANK	$ 2,320.00	PD Reg/Blood Borne Pathogens Online Training(80) 10/31	0076(I) 11/10/25	$ 2,320.00
18394	2170 - US BANK	$ 696.93	PD Personalized Throw Blankets(24)/VIP Appreciation 11/12	0076(J) 11/10/25	$ 696.93
18395	2170 - US BANK	$ (240.45)	PD Credit/Hotel Deposit/CA Assoc of Tactical Officers/HM 12/1-4	0076(K) 11/10/25	$ (240.45)
18396	2170 - US BANK	$ 32.33	PD Personalized Blanket(1)/JC 11/12	0076(L) 11/10/25	$ 32.33
18397	2170 - US BANK	$ 5.69	PD Foam Tape(1 Rl)/Foam Dots(275)/VIP Appreciation 11/4	0076(M) 11/10/25	$ 5.69
18398	2170 - US BANK	$ 35.98	PD Cupcakes(36)/VIP Appreciation 11/4	0076(N) 11/10/25	$ 35.98
18399	2170 - US BANK	$ 710.94	PD Hotel/CA Assoc of Tactical Officers Conf/CP 12/1-12/4	0076(O) 11/10/25	$ 710.94
18400	2170 - US BANK	$ 710.94	PD Hotel/CA Assoc of Tactical Officers Conf/JK 12/1-12/4	0076(P) 11/10/25	$ 710.94
18401	2170 - US BANK	$ 470.49	PD Hotel/CA Assoc of Tactical Officers Conf/JW 12/1-12/4	0076(Q) 11/10/25	$ 470.49
18402	2170 - US BANK	$ 465.99	PD Hotel/CA Assoc of Tactical Officers Conf/CM 12/1-12/4	0076(R) 11/10/25	$ 465.99
18403	2170 - US BANK	$ 655.00	Job Ad/American Society of Civil Eng/Assist City Engineer 10/13	0205 11/10/25	$ 655.00

City of Cypress
Payment Register
11/22/25 - 12/26/25

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
18404	2170 - US BANK	$ 49.80	Meals(3)/Interview Panels/City Clerk 10/20	0205(A) 11/10/25	$ 49.80
18405	2170 - US BANK	$ 10.20	Food/Interview Panel/City Clerk 10/20	0205(B) 11/10/25	$ 10.20
18406	2170 - US BANK	$ 60.00	PD Parking Fees/POST Mgmt Course/MC 11/3-11/6	0423 11/10/25	$ 60.00
18407	2170 - US BANK	$ 999.00	W/C Reg/Communications Training Officer Cert Course/JS 12/1	0781 11/10/25	$ 999.00
18408	2170 - US BANK	$ 10.91	W/C Disinfectant(4 Cans) 10/14	0781(A) 11/10/25	$ 10.91
18409	2170 - US BANK	$ 199.00	W/C Reg/Dispatchers Role in Critical Incidents/KK 11/24	0781(B) 11/10/25	$ 199.00
18410	2170 - US BANK	$ 17.40	W/C Sub/Buisness Analytics/Reporting Software 10/7-11/6	0781(C) 11/10/25	$ 17.40
18411	2170 - US BANK	$ 149.99	W/C Svc/Satellite TV 10/25-11/24	0781(D) 11/10/25	$ 149.99
18412	2170 - US BANK	$ 27.11	W/C Data Storage/Amazon Cloud 10/25	0781(E) 11/10/25	$ 27.11
18413	2170 - US BANK	$ 999.12	PD Ballistic Helmet Mounts(6)/SWAT	1378 11/10/25	$ 999.12
18414	2170 - US BANK	$ 1,000.00	Supplies/State of the City 10/14	2379 11/10/25	$ 1,000.00
18415	2170 - US BANK	$ 69.00	Reg/First Aid/CPR/IK 11/14	2379(A) 11/10/25	$ 69.00
18416	2170 - US BANK	$ 73.04	Meals(4)/Interview Panel/Asst Dir of Finance & Adm Svcs 11/4	2873 11/10/25	$ 73.04
18417	2170 - US BANK	$ 22.29	Food/Interview Panel/Asst Director of Finance & Adm Svcs 11/4	2873(A) 11/10/25	$ 22.29
18418	2170 - US BANK	$ 66.03	Plaque(1)/Business Visitation Program/CW 10/27	3630 11/10/25	$ 66.03
18419	2170 - US BANK	$ 41.20	Food/Business Visitation Program Meeting/CW 11/5	3630(A) 11/10/25	$ 41.20
18420	2170 - US BANK	$ 649.73	PD AED Batteries(3) 10/8	4142 11/10/25	$ 649.73
18421	2170 - US BANK	$ 24.76	PD Cardstock(100)/VIP Appreciation 10/17	4142(A) 11/10/25	$ 24.76
18422	2170 - US BANK	$ 311.40	PD Printer(1)/Personnel & Training Room 10/23	4142(B) 11/10/25	$ 311.40
18423	2170 - US BANK	$ 683.84	PD Less Lethal Training Kits(2)	4142(C) 11/10/25	$ 683.84
18424	2170 - US BANK	$ 377.13	PD Computer Monitor Stand(1)/SG 10/24	4142(D) 11/10/25	$ 377.13
18425	2170 - US BANK	$ 79.54	PD Staple Guns(2)/Staples(5K)/Range 10/23	4142(E) 11/10/25	$ 79.54
18426	2170 - US BANK	$ 94.40	PD Dog Food(1 Bag)/Bono 10/11	4289 11/10/25	$ 94.40
18427	2170 - US BANK	$ 93.35	PD Dog Food(1 Bag)/Bono 11/8	4289(A) 11/10/25	$ 93.35
18428	2170 - US BANK	$ 109.45	Modem(1)/HVAC Computer/City Hall 10/24	4313 11/10/25	$ 109.45
18429	2170 - US BANK	$ 54.96	Modem(1)/HVAC Computer/Council Chambers 11/6	4313(A) 11/10/25	$ 54.96
18430	2170 - US BANK	$ 551.55	Repair Parts(5)/Willow Park Pond 11/13	4313(B) 11/10/25	$ 551.55

City of Cypress
Payment Register
11/22/25 - 12/26/25

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
18431	2170 - US BANK	$ 46.59	Halloween Backdrops(3)/Centerpieces(18)/Sr Center 10/22	5178 11/10/25	$ 46.59
18432	2170 - US BANK	$ 32.28	Halloween Decor/Sr Center 10/24	5178(A) 11/10/25	$ 32.28
18433	2170 - US BANK	$ 207.90	Food/Halloween/Sr Center 10/31	5178(B) 11/10/25	$ 207.90
18434	2170 - US BANK	$ 69.00	Reg/First Aid/CPR/SUO 12/20	5178(C) 11/10/25	$ 69.00
18435	2170 - US BANK	$ 127.19	Laptop Chargers(4)/IT 10/22	5350 11/10/25	$ 127.19
18436	2170 - US BANK	$ 60.00	Facebook Ads(5)/City Events 10/10	5530 11/10/25	$ 60.00
18437	2170 - US BANK	$ 148.45	Meals(8)/City Council Meeting 10/13	5530(A) 11/10/25	$ 148.45
18438	2170 - US BANK	$ 60.00	Facebook Ads(3)City Events 10/16	5530(B) 11/10/25	$ 60.00
18439	2170 - US BANK	$ 60.00	Facebook Ads(3)/City Events 10/19	5530(C) 11/10/25	$ 60.00
18440	2170 - US BANK	$ 37.78	Facebook Ads(3)/City Events 10/23	5530(D) 11/10/25	$ 37.78
18441	2170 - US BANK	$ 110.00	Sub/Mailchimp/Email Distribution 10/25	5530(E) 11/10/25	$ 110.00
18442	2170 - US BANK	$ 60.00	Facebook Ads(3)/City Events 10/26	5530(F) 11/10/25	$ 60.00
18443	2170 - US BANK	$ 95.00	Meals(8)/Jersey Mike's/City Council Meeting 10/27	5530(G) 11/10/25	$ 95.00
18444	2170 - US BANK	$ 13.98	Food/Council Meetings 10/27	5530(H) 11/10/25	$ 13.98
18445	2170 - US BANK	$ 36.98	Food/Council Meetings 11/3	5530(I) 11/10/25	$ 36.98
18446	2170 - US BANK	$ 250.47	Food/Council Meetings 11/5	5530(J) 11/10/25	$ 250.47
18447	2170 - US BANK	$ 46.00	Reg/Code Enforcement Course/HM 10/20-10/24	6323 11/10/25	$ 46.00
18448	2170 - US BANK	$ 25.00	Reg/CSMFO Development Impact Fees Online/AV 10/22	6323(A) 11/10/25	$ 25.00
18449	2170 - US BANK	$ 6.43	PD Calendar(1)/NB 10/14	6557 11/10/25	$ 6.43
18450	2170 - US BANK	$ 13.67	PD Calendar(1)/SF 10/15	6557(A) 11/10/25	$ 13.67
18451	2170 - US BANK	$ 22.01	PD Desktop Document Holder(1)/JO 10/16	6557(B) 11/10/25	$ 22.01
18452	2170 - US BANK	$ 22.08	PD Desktop Document Holder(1)/MP 10/16	6557(C) 11/10/25	$ 22.08
18453	2170 - US BANK	$ 23.76	PD Cardstock(.5 Rm) 10/21	6557(D) 11/10/25	$ 23.76
18454	2170 - US BANK	$ 8.51	PD Phone Cord(25 Ft)/MP 10/23	6557(E) 11/10/25	$ 8.51
18455	2170 - US BANK	$ 71.48	PD Toner(1)/Jail 10/28	6557(F) 11/10/25	$ 71.48
18456	2170 - US BANK	$ 38.99	PD Binders(7) 10/27	6557(G) 11/10/25	$ 38.99
18457	2170 - US BANK	$ 24.73	PD Calendar(1)/MC 10/29	6557(H) 11/10/25	$ 24.73

City of Cypress
Payment Register
11/22/25 - 12/26/25

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
18458	2170 - US BANK	$ 10.23	PD CertificateHolders(25)/VIP Appreciation 11/5	6557(I) 11/10/25	$ 10.23
18459	2170 - US BANK	$ 272.61	PD Svc/Print/Holiday Cards(300) 11/14	6696 11/10/25	$ 272.61
18460	2170 - US BANK	$ 317.10	2025 5K Run Bibs(500)/Community Dash Bibs(99) 10/2	7072 11/10/25	$ 317.10
18461	2170 - US BANK	$ 60.33	Umbrella Bags(1K)/Sr Center 10/14	7072(A) 11/10/25	$ 60.33
18462	2170 - US BANK	$ (60.33)	Credit/Umbrella Bags(1K)/Sr Center	7072(B) 11/10/25	$ (60.33)
18463	2170 - US BANK	$ 27.48	Halloween Decor/Sr Center 10/28	7072(C) 11/10/25	$ 27.48
18464	2170 - US BANK	$ 34.95	Supplies/Sr Center 11/1	7072(D) 11/10/25	$ 34.95
18465	2170 - US BANK	$ 41.98	Decor/Veteran's Day/Sr Center 11/5	7072(E) 11/10/25	$ 41.98
18466	2170 - US BANK	$ 112.11	Umbrella Bags(1K)/Sr Center 11/6	7072(F) 11/10/25	$ 112.11
18467	2170 - US BANK	$ 128.92	Paper Towel Dispensers(4)/Sr Center 11/6	7072(G) 11/10/25	$ 128.92
18468	2170 - US BANK	$ 226.25	Beverages/State of the City 10/13	7667 11/10/25	$ 226.25
18469	2170 - US BANK	$ 1.63	Supplies/Playground/Kids Night Out 10/15	8543 11/10/25	$ 1.63
18470	2170 - US BANK	$ 25.20	Supplies/Day Camp 10/16	8543(A) 11/10/25	$ 25.20
18471	2170 - US BANK	$ 6.78	Supplies/Youth Action Committee Meeting 10/17	8543(B) 11/10/25	$ 6.78
18472	2170 - US BANK	$ 32.16	Food/Playground/Kids Night Out 10/17	8543(C) 11/10/25	$ 32.16
18473	2170 - US BANK	$ 64.62	Supplies/Holiday Sing 10/22	8543(D) 11/10/25	$ 64.62
18474	2170 - US BANK	$ 61.38	Supplies/Holiday Sing 10/28	8543(E) 11/10/25	$ 61.38
18475	2170 - US BANK	$ 127.07	Supplies/Holiday Sing 10/21	8550 11/10/25	$ 127.07
18476	2170 - US BANK	$ (53.61)	Credit/Folding Table(1)/Cancelled	8550(A) 11/10/25	$ (53.61)
18477	2170 - US BANK	$ 215.40	Basketballs(2)/Youth Sports 11/4	8550(B) 11/10/25	$ 215.40
18478	2170 - US BANK	$ 473.02	Volleyballs(20)/Pump(1)/Youth Sports 11/14	8550(C) 11/10/25	$ 473.02
18479	2170 - US BANK	$ 84.05	PD Wireless Batteries(2)/Motor Microphones 11/4	8578 11/10/25	$ 84.05
18480	2170 - US BANK	$ 1,260.00	Svc/Quickbase/Bldg/Public Works 11/5-12/4	8756 11/10/25	$ 1,260.00
18481	2170 - US BANK	$ 64.33	Food/Teens Night Out 10/10	9103 11/10/25	$ 64.33
18482	2170 - US BANK	$ 39.51	Food/Supplies/State of the City 10/13	9103(A) 11/10/25	$ 39.51
18483	2170 - US BANK	$ (32.31)	Wireless Keyboard/Mouse(1)/Returned	9131 11/10/25	$ (32.31)
18484	2170 - US BANK	$ 10.00	Svc/Box/Staff Document Review/Engineering 10/29-11/28	9131(A) 11/10/25	$ 10.00

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18485	2170 - US BANK	$ 59.00	Reg/City Engineering Assoc of OC Meeting/NM 12/1	9131(B) 11/10/25	$ 59.00
18486	2170 - US BANK	$ 408.31	Erroneous Charge/Reimbursed/SG 10/13	9213 11/10/25	$ 408.31
18487	2170 - US BANK	$ 43.06	Storage Bins(2)/2025 5K Run 10/12	9213(A) 11/10/25	$ 43.06
18488	2170 - US BANK	$ 68.70	Utility Cart Wheels(4)/Sr Center 10/16	9213(B) 11/10/25	$ 68.70
18489	2170 - US BANK	$ 40.83	Supplies/Halloween/Sr Center 10/23	9213(C) 11/10/25	$ 40.83
18490	2170 - US BANK	$ 4.85	Supplies/Halloween/Sr Center 10/27	9213(D) 11/10/25	$ 4.85
18491	2170 - US BANK	$ 45.05	Supplies/Senior Camp 10/28	9213(E) 11/10/25	$ 45.05
18492	2170 - US BANK	$ 37.95	Food/Halloween/Sr Center 10/28	9213(F) 11/10/25	$ 37.95
18493	2170 - US BANK	$ 84.51	Supplies/Halloween/Sr Center 10/24	9213(G) 11/10/25	$ 84.51
18494	2170 - US BANK	$ 25.85	Outdoor Decor/Sr Center 10/29	9213(H) 11/10/25	$ 25.85
18495	2170 - US BANK	$ 93.73	Supplies/Sr Center Volunteer Luncheon 10/29	9213(I) 11/10/25	$ 93.73
18496	2170 - US BANK	$ 69.00	Reg/First Aid/CPR/SG 11/26	9213(J) 11/10/25	$ 69.00
18497	2170 - US BANK	$ 83.97	Decor/Halloween/Sr Center 10/30	9213(K) 11/10/25	$ 83.97
18498	2170 - US BANK	$ 60.30	Decor/Halloween/Sr Center 10/30	9213(L) 11/10/25	$ 60.30
18499	2170 - US BANK	$ 36.07	Supplies/Sr Center 10/31	9213(M) 11/10/25	$ 36.07
18500	2170 - US BANK	$ 36.71	Wall Calendars(2)/Invitation Envelopes(100)/Sr Center 11/7	9213(N) 11/10/25	$ 36.71
18501	2170 - US BANK	$ 19.38	Supplies/Sr Center Volunteer Luncheon 11/7	9213(O) 11/10/25	$ 19.38
18502	2170 - US BANK	$ 18.21	Pens(10)/Sr Center 11/10	9213(P) 11/10/25	$ 18.21
18503	2170 - US BANK	$ 14.81	Pens(7)/Sr Center 11/10	9213(Q) 11/10/25	$ 14.81
18504	2170 - US BANK	$ 10.00	Reg/CPRS Fall Brochure Exchange/NG 11/18	9693 11/10/25	$ 10.00
18505	2170 - US BANK	$ 5.38	Supplies/Women's Conference 11/5	9693(A) 11/10/25	$ 5.38
18506	2170 - US BANK	$ 1.50	PD Parking Fees/Santa Ana Jail/CO 10/22	9844 11/10/25	$ 1.50
18507	100505 - CITY OF CYPRESS-WORKERS COMP	$ 124.64	Workers Comp Claims/Professional Svcs/#28837-28861	Reimb 12/19/25	$ 124.64
18508	100505 - CITY OF CYPRESS-WORKERS COMP	$ 14,753.61	Workers Comp Claims/Medical/#28837-28861	Reimb-A 12/19/25	$ 14,753.61
18509	100505 - CITY OF CYPRESS-WORKERS COMP	$ 3,772.03	Workers Comp Claims/Permanent Disability/#28837-28861	Reimb-B 12/19/25	$ 3,772.03
18510	120801 - MISSION SQUARE	$ 750.00	W/C RHS 12/25	12/25(A)	$ 750.00
18511	120801 - MISSION SQUARE	$ 16,000.00	Monthly Retiree Health Savings 12/25	12/25	$ 16,000.00

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EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
18512	120801 - MISSION SQUARE	$ 1,000.00			
			Deferred Comp/Exec Mgmt 12/25	401a-12/25	$ 1,000.00
18513	1608 - ALARM PROGRAM SYSTEMS, LLC	$ 779.30			
			PD Alarm Permit & False Alarm Collections 11/25	11/25	$ 779.30
18514	1247 - HdL HINDERLITER, DE LLAMAS AND ASSOCIATES	$ 1,450.80			
			Svc/Business License Tax Admin 11/25	NOV25	$ 1,450.80
18515	2746 - KIMURA, BRUCE	$ 155.00			
			Refund/Building & Electrical Permits/BS-25-1009	Rfd 12/19/25	$ 155.00
18516	2559 - CANOVAS, ABRAHAM	$ 500.00			
			Refund/Recycling Deposit/CDD-25-358/5902 Lemon Ave	Rfd 12/19/25	$ 500.00
18517	1480 - ARCO BUSINESS SOLUTIONS	$ 16,300.36			
			Fuel/Police 11/3-12/2	NP69605531(D)	$ 16,300.36
18518	1480 - ARCO BUSINESS SOLUTIONS	$ 2,732.33			
			Fuel/Maint 11/3-12/2	NP69605531(C)	$ 2,732.33
18519	1480 - ARCO BUSINESS SOLUTIONS	$ 18.58			
			Fuel/Finance 11/3-12/2	NP69605531	$ 18.58
18520	1480 - ARCO BUSINESS SOLUTIONS	$ 56.29			
			Fuel/Engineering 11/3-12/2	NP69605531(B)	$ 56.29
18521	1480 - ARCO BUSINESS SOLUTIONS	$ 124.23			
			Fuel/Community Development 11/3-12/2	NP69605531(A)	$ 124.23
18522	145 - AUSTIN, CHERYL	$ 56.52			
			W/C Retiree Health Care Benefits 1/26	1/26	$ 56.52
18523	128744 - AYRES, RICHARD	$ 300.00			
			Retiree Health Care Benefits 1/26	1/26	$ 300.00
18524	102038 - BALDWIN, DARRELL	$ 300.00			
			Retiree Health Care Benefits 1/26	1/26	$ 300.00
18525	102087 - BISH, EDWARD	$ 300.00			
			Retiree Health Care Benefits 1/26	1/26	$ 300.00
18526	100101 - BRUCE, THOMAS M	$ 300.00			
			Retiree Health Care Benefits 1/26	1/26	$ 300.00
18527	122419 - CLEMONS, MARK	$ 350.00			
			Retiree Health Care Benefits 1/26	1/26	$ 350.00
18528	129695 - COTE, ROBERT	$ 300.00			
			Retiree Health Care Benefits 1/26	1/26	$ 300.00
18529	128938 - COX, RODNEY	$ 123.85			
			Retiree Health Care Benefits 1/26	1/26	$ 123.85
18530	104003 - ESSEX, CLARE	$ 706.40			
			Retiree Health Care Benefits 1/26	1/26	$ 706.40
18531	129816 - FOSTER, SCOTT	$ 300.00			
			Retiree Health Care Benefits 1/26	1/26	$ 300.00
18532	112187 - HEALY, BRIAN	$ 50.07			
			Retiree Health Care Benefits 1/26	1/26	$ 50.07
18533	100667 - LASSALLE, ISMAEL	$ 300.00			
			Retiree Health Care Benefits 1/26	1/26	$ 300.00
18534	123656 - MANUEL, DEAN	$ 300.00			
			Retiree Health Care Benefits 1/26	1/26	$ 300.00
18535	129700 - MCSHANE, CHRIS	$ 232.96			
			Retiree Health Care Benefits 1/26	1/26	$ 232.96
18536	122 - MORROW, RICHARD L	$ 300.00			
			Retiree Health Care Benefits 1/26	1/26	$ 300.00
18537	391 - NASSER, JOY	$ 150.00			
			W/C Retiree Health Care Benefits 1/26	1/26	$ 150.00
18538	129608 - OLSON, JAMES	$ 300.00			
			Retiree Health Care Benefits 1/26	1/26	$ 300.00

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18539	128784 - RAMSEY, KENNETH	$ 125.00	Retiree Health Care Benefits 1/26	1/26	$ 125.00
18540	119027 - RAMSEY, STEVE	$ 300.00	Retiree Health Care Benefits 1/26	1/26	$ 300.00
18541	130138 - TIMNEY, MATTHEW	$ 350.00	Retiree Health Care Benefits 1/26	1/26	$ 350.00
18542	1024 - VALLEY VISTA SERVICES, INC	$ 250,101.60	Waste Disposal Fee 11/25	11/25	$ 250,101.60
18543	40 - WARLAND INVESTMENTS COMPANY	$ 37,500.00	Development Assistance 1/26	1/26	$ 37,500.00
18544	122756 - WINTERSOLE, MICHAEL	$ 300.00	Retiree Health Care Benefits 1/26	1/26	$ 300.00
18545	128823 - PETTY CASH	$ 36.00	Svc/Dry Clean/Tablecloths(16)/Business Clinic/Comm Ctr 10/8	53463	$ 36.00
18546	128823 - PETTY CASH	$ 18.00	Fee/Substituition of Trustee Recording 11/6	53464	$ 18.00
18547	128823 - PETTY CASH	$ 44.00	Reimb/Food/Council Meeting/SS 12/8	52825	$ 44.00
18548	128823 - PETTY CASH	$ 96.00	Svc/Dry Clean/Tablecloths(16)/Sr Center 7/14	53346	$ 96.00
18549	128823 - PETTY CASH	$ 21.44	Food/National Night Out 7/26	53347	$ 21.44
18550	128823 - PETTY CASH	$ 6.78	Batteries(24)/Commission Voice Recorder 8/1	53348	$ 6.78
18551	128823 - PETTY CASH	$ 84.00	Svc/Dry Clean/Tablecloths(14)/Sr Center 8/8	53349	$ 84.00
18552	128823 - PETTY CASH	$ 96.00	Svc/Dry Clean/Tablecloths(16)/Sr Center 8/21	53350	$ 96.00
18553	128823 - PETTY CASH	$ 84.00	Svc/Dry Clean/Tablecloths(14)/Counselor In Training Meeting 8/21	54001	$ 84.00
18554	128823 - PETTY CASH	$ 72.00	Svc/Dry Clean/Tablecloths(12)/Sr Center 9/2	54002	$ 72.00
18555	128823 - PETTY CASH	$ 96.00	Svc/Dry Clean/Tablecloths(16)/Sr Center 9/16	54003	$ 96.00
18556	128823 - PETTY CASH	$ 24.00	Svc/Dry Clean/Tablecloths(4)/Sr Center 9/23	54004	$ 24.00
18557	128823 - PETTY CASH	$ 72.00	Svc/Dry Clean/Tablecloths(12)/Sr Center 10/16	54005	$ 72.00
18558	128823 - PETTY CASH	$ 30.00	Svc/Dry Clean/Tablecloths(5)/State of the City 10/20	54006	$ 30.00
18559	128823 - PETTY CASH	$ 18.00	Svc/Dry Clean/Tablecloths(3)/Concerts on the Green 10/23	54007	$ 18.00
18560	128823 - PETTY CASH	$ 96.00	Svc/Dry Clean/Tablecloths(16)/Sr Center 11/4	54008	$ 96.00
18561	116005 - PERS - PUBLIC EMPLOYEES RETIREMENT SYS	$ 204,305.95	Med Insurance/City & Dist 1/26	18154563	$ 204,305.95
18562	116005 - PERS - PUBLIC EMPLOYEES RETIREMENT SYS	$ 18,831.29	Med Insurance/West Comm 1/26	18154819	$ 18,831.29
18563	116005 - PERS - PUBLIC EMPLOYEES RETIREMENT SYS	$ 204,305.95	Med Insurance/City & Dist 1/26	ReissueA 1/26	$ 204,305.95
18564	116005 - PERS - PUBLIC EMPLOYEES RETIREMENT SYS	$ 18,831.29	Med Insurance/West Comm 1/26	Reissue 1/26	$ 18,831.29
18381	2410 - TRAN, STEVE	$ (1,000.00)	Void/Refund/Recycling Deposit/CDD-24-90/2458 DeLong St	Rfd 12/5/25	$ (1,000.00)

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EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
18561	116005 - PERS - PUBLIC EMPLOYEES RETIREMENT SYS	$ (204,305.95)			
			Void/Med Insurance/City & Dist 1/26	18154563	$ (204,305.95)
18562	116005 - PERS - PUBLIC EMPLOYEES RETIREMENT SYS	$ (18,831.29)			
			Med Insurance/West Comm 1/26	18154819	$ (18,831.29)
69430	2488 - AAA ELECTRIC MOTOR SALES & SERVICE, INC	$ 899.97			
			Replace/Pump Motor/Willow Park Pond 11/13	ASI-100843	$ 899.97
69431	106914 - ADMINSURE	$ 3,689.00			
			Workers Comp Claims Admin 12/25	18360	$ 3,689.00
69432	100681 - ADVANCED ALARM & FIRE INC	$ 425.00			
			Repair/Alarm Communicator System/Sr Center 11/5	6136	$ 425.00
69433	109380 - AFFORDABLE GENERATOR SERVICES, INC	$ 851.58			
			Replace/Generator Battery/PS #2 11/13	28493	$ 406.78
			Replace/Generator Temp Sensor Wire/PS #6 11/13	28492	$ 444.80
69434	130335 - AKM CONSULTING ENGINEERS	$ 53,298.00			
			Design/Pump Station #1 10/25	0013706	$ 53,298.00
69435	105442 - ALL CITY MANAGEMENT SERVICE INC	$ 17,310.66			
			Crossing Guard Svcs(30 Hrs)/Orange & Grindlay 10/26-11/8	104723(A)	$ 772.20
			Crossing Guard Svcs(642.52 Hrs) 10/26-11/8	104723	$ 16,538.46
69436	1403 - ALL STAR ELITE SPORTS	$ 1,882.36			
			Jerseys/Youth(169)/Coaches(24)/Basketball	5524	$ 1,882.36
69437	2507 - AMPERAGE SECURITY INC	$ 1,475.89			
			Electrified Lock(1)/City Hall 11/12	1139	$ 715.89
			Repair/Door Lock & Reader/PD 10/29	1141	$ 760.00
69438	110860 - AT&T	$ 2,218.74			
			Cell Svc/Maint 11/25	11/25(D)	$ 52.55
			PD CIB Callyo Body Wire 11/25	11/25(E)	$ 61.98
			PD Svc/Mobile Data 11/25	11/25(F)	$ 1,994.54
			Svc/Planning iPads 11/25	11/25(C)	$ 66.44
			Wireless Svc/Sewer Truck & Myra Pump Station #2 11/25	11/25(B)	$ 43.23
69439	110860 - AT&T	$ 3,232.17			
			9391033694-PW Phone Svc 10/25	10/25(K)	$ 155.40
			9391033696-PD Phone Svc 11/25	11/25(A)	$ 32.49
			Phone Svc/Multi-Line 10/13-11/12	10/13-11/12/25	$ 3,044.28
69440	1515 - BC RENTALS, LLC-BC TRAFFIC SPECIALIST	$ 1,463.80			
			Parking Signs(74)/Residential Parking Permits 11/17	101417	$ 1,463.80
69441	1822 - BENEFITS COORDINATORS CORPORATION BCC	$ 937.55			
			Insurance/Dental & Vision/West Comm 12/25	B0L4Z8	$ 937.55
69442	2623 - BLUE TRITON BRANDS INC PRIMO BRANDS CORP	$ 103.79			
			Comm Center Bottled Water 10/25	05K8710321118	$ 74.85
			Sr Center Bottled Water 11/25	05K8710321117	$ 28.94
69443	705 - BOA ARCHITECTURE	$ 4,277.50			
			Design/Restroom Remodel/Veterans Park 7/1-8/29	24-3127-2	$ 4,277.50
69444	123012 - CHARLES ABBOTT ASSOCIATES	$ 2,062.50			
			Svc/Water Quality Mgmt Program/Plan Checks 10/25	69632	$ 2,062.50
69445	2090 - CHARTER COMMUNICATIONS HOLDINGS LLC SPECTRUM	$ 1,568.99			
			Svc/Internet Access 11/16-12/15	187625401111425	$ 1,568.99
69446	2381 - CITYGREEN CONSULTING, LLC	$ 7,728.75			
			Consult/Solid Waste Program 10/25	1383-25-26-6	$ 7,728.75
69447	1617 - CONTROL AIR ENTERPRISES LLC	$ 1,573.48			
			Inspect/Air Conditioner Leak/Maint Yard 10/9	3101576	$ 421.16
			Repair/Air Conditioner Water Line Leak/PD 9/23	3101143	$ 576.16
			Svc/Air Conditioner Motor Reset/Comm Center 9/19	3101087	$ 576.16
69448	122872 - COPWARE, INC	$ 1,725.00			
			PD Sub/Legal Sourcebook 2026	87327	$ 1,725.00

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69449	122946 - COUNTRY GARDEN CATERERS	$ 3,489.75			
			Svc/Cater/Women's Conference 11/6	8891	$ 3,489.75
69450	115003 - COUNTY OF ORANGE	$ 6,725.50			
			Parking Violations 10/25	10/25	$ 6,725.50
69451	1296 - EDCO CNG	$ 1,496.87			
			Natural Gas(26.38 Gls)/Sewer Truck(1) 11/1-11/15	1121025-6A(A)	$ 90.22
			Natural Gas(411.30 Gls)/Sweepers(2) 11/1-11/15	1121025-6A	$ 1,406.65
69452	2185 - ENVIRO SAFETY PRODUCTS, PUBLIC SAFETY CENTER	$ 357.93			
			PD Exam Gloves(3K) 10/31	INV678203	$ 357.93
69453	1115 - FRONTIER	$ 76.64			
			7148996947 - Phone Svc/Sewers 12/25	12/25	$ 76.64
69454	2740 - GCP WW HOLDCO LLC	$ 284.55			
			Safety Shoes(1)/CHarpham 10/24	0093800IN	$ 134.25
			Safety Shoes(1)/TMurray 10/31	0094065IN	$ 150.30
69455	119018 - GOLDEN STATE WATER COMPANY	$ 31,053.66			
			Svc/Athletic Fields 10/25	10/25(P)	$ 157.46
			Svc/Maint Yard Landscaping 10/25	10/25(N)	$ 865.16
			Svc/Parks Landscaping 11/25	11/25(B)	$ 3,390.17
			Svc/Parkway Maint 10/25	10/25(Q)	$ 5,073.89
			Svc/Parkway Maint 11/25	11/25	$ 20,226.39
			Svc/Sr Center 10/25	10/25(O)	$ 121.23
			Svc/Storm Drain 11/25	11/25(A)	$ 1,219.36
69456	123002 - GRAINGER	$ 70.00			
			Screws(160)/Hex Nuts(50)/Washers(50) 11/17	9711301219	$ 70.00
69457	128739 - HOME DEPOT CREDIT SVC-MAINT	$ 1,998.62			
			Supplies/Maint 10/25	12/5/25	$ 1,998.62
69458	2727 - ILAGAN, ELEANOR ELENZ DANCE	$ 111.15			
			Instruct/Elenz Dance Night 11/6	11/06/25	$ 111.15
69459	1588 - L.N. CURTIS AND SONS-CURTIS BLUE LINE	$ 780.27			
			PD Safety Gear/Recruit CSorenson	INV1009630	$ 316.42
			PD Uniform/Recruit CSorenson	INV1009637	$ 463.85
69460	2398 - LM INVESTIGATIONS LLC LISA MATTEROLI	$ 2,200.00			
			PD Svc/Background Check(1) 11/11	2025-0003	$ 2,200.00
69461	109214 - MEALS ON WHEELS ORANGE COUNTY-SENIORSERV INC	$ 9,000.00			
			Senior Nutrition Program 7/1/25-6/30/26	2025-26	$ 9,000.00
69462	109269 - MILES, HILDA	$ 455.00			
			Instruct/Hula Dance 10/15-11/20	11/20/25	$ 455.00
69463	109155 - MOTION PICTURE LICENSING CORP	$ 512.73			
			Motion Picture Licensing/Sr Center 1/16/26-1/15/27	504468007	$ 512.73
69464	672 - O'REILLY AUTO PARTS	$ 36.08			
			Spindle Socket(1) 11/5	3078-199151	$ 25.85
			Sweeper Tire Patch Kit(1) 11/14	3078-201271	$ 10.23
69465	2715 - OCY MANAGEMENT, LLC	$ 7,680.00			
			Sr Center/Nutrition Program 10/25	10503025	$ 1,530.00
			Taxi Vouchers/Sr Center 10/25	10501025	$ 6,150.00
69466	108944 - ODP BUSINESS SOLUTIONS OFFICE DEPOT	$ 749.06			
			Supplies/Citywide 10/25	12/5/25	$ 749.06
69467	129575 - PARKHOUSE TIRE INC	$ 630.53			
			PD Tires(2) 11/13	1020300277(A)	$ 210.81
			Sweeper Tire(1) 11/13	1020300277	$ 419.72
69468	871 - PEREZ, DIANA	$ 150.15			
			Instruct/Learn & Grow 10/22-11/19	11/19/25	$ 150.15

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69469	1181 - SITE ONE LANDSCAPE SUPPLY, LLC	$ 704.08			
			Fee/Late Sub Renewal/Irrigation Controllers/Mackay Park 10/15	159635469-001	$ 35.00
			Repair Work/Irrigation Controllers(2) 10/30	160304113-001	$ 500.00
			Sub/Irrigation Controller Airtime/Mackay Park 10/15/25-10/15/26	159635469-001(A)	$ 169.08
69470	119016 - SO CAL EDISON	$ 34.53			
			700134894611 - Svc/Traffic Signal 11/25	11/25(A)	$ 34.53
69471	119017 - SO CAL GAS CO	$ 76.01			
			08131074000 Svc/Storm Drain 11/25	11/25	$ 23.84
			14011061398 Svc/Storm Drain 11/25	11/25(B)	$ 30.60
			16111070716 Svc/Storm Drain 11/25	11/25(A)	$ 21.57
69472	109312 - SONIC SOUNDS - VAZQUEZ, GONZALO	$ 400.00			
			Svc/DJ/Sr Center Luncheon 12/12	2025-022	$ 400.00
69473	1591 - SOUTHERN CALIFORNIA NEWS GROUP	$ 1,829.70			
			Pub Notice/Ordinance #2741	0011760662	$ 646.70
			Pub Notice/Ordinance #2747	0011760661	$ 615.16
			Pub Notice/Ordinance #2748	0011760655	$ 567.84
69474	1279 - SOUTHERN CALIFORNIA SHREDDING, INC	$ 65.00			
			PD Svc/Shredding 11/17	294555	$ 65.00
69475	116238 - STAPLES BUSINESS ADVANTAGE	$ 707.45			
			Supplies/Citywide 10/25	12/5/25	$ 707.45
69476	111700 - SWRCB-STATE WATER RESOURCE CONTROL BOARD	$ 3,945.00			
			Permit Fee/Waste Discharge/Storm Drain 7/1/25-6/30/26	WD-0310450	$ 3,945.00
69477	588 - THE COUNSELING TEAM INTERNATIONAL	$ 1,900.00			
			PD Svc/Employee Counseling 11/25	INV107052	$ 1,000.00
			PD Svc/Psych Eval(1) 11/13	INV107335	$ 300.00
			PD Svc/Psych Evals(2) 11/6	INV107304	$ 600.00
69478	2241 - THE EMBLEM AUTHORITY EMBLEMS INC	$ 858.00			
			PD Uniform Shoulder Patches(300) 11/18	50283	$ 858.00
69479	107127 - THE FLAG FACTORY	$ 870.11			
			US Flags(4)/CA Flags(2) 11/6	35966	$ 870.11
69480	1997 - VACCARO, FRANK WEST COAST OFFICIALS	$ 1,980.00			
			Officials(30 Games)/Youth Basketball 12/6-12/20	1651	$ 1,980.00
69481	129595 - VERIZON WIRELESS - CA	$ 63.13			
			Cell Svc/Rec 11/25	11/25	$ 63.13
69482	2193 - WEST GROVE VOLLEYBALL, LLC	$ 288.60			
			Instruct/Volleyball 11/2-11/16	11/16/25	$ 288.60
69483	0 - AJIKE, SHADE	$ 300.00			
			Refund/Facility Deposit/Contract #11063	Rfd 12/05/25	$ 300.00
69484	0 - CROCKER, DANNIELL	$ 32.00			
			Refund/Pickleball 11/16	Rfd 12/5/25	$ 32.00
69485	0 - DEL LOS SANTOS, VICTORIA	$ 100.00			
			Refund/Facility Deposit/Contract #11061	Rfd 12/5/25	$ 100.00
69486	0 - INDEPENDENT LIFE CARE SERVICES, INC	$ 300.00			
			Refund/Facility Deposit/Contract #10676	Rfd 12/5/25	$ 300.00
69487	0 - LANGLAIS, AMANDA	$ 100.00			
			Refund/Facility Deposit/Contract #11270	Rfd 12/5/25	$ 100.00
69488	0 - LISIGNOLI, EDWARD	$ 350.00			
			Refund/Facility Deposit/Contract #10985 & #10986	Rfd 12/5/25	$ 350.00
69489	0 - MCKIM, JULIET	$ 300.00			
			Refund/Facility Deposit/Contract #10420	Rfd 12/5/25	$ 300.00
69490	0 - SHEHADEH, AHMAD	$ 300.00			
			Refund/Facility Deposit/Contract #11033	Rfd 12/5/25	$ 300.00
69491	0 - SHIMIZU, AIMEE	$ 300.00			
			Refund/Facility Deposit/Contract #10993	Rfd 12/5/25	$ 300.00

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EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
69492	0 - TAM, AMY	$ 29.00			
			Refund/Pickleball 11/16	Rfd 12/5/25	$ 29.00
69493	0 - WEALTH, SLATEN	$ 300.00			
			Refund/Facility Deposit/Contract #10599	Rfd 12/5/25	$ 300.00
69494	0 - ZULIKYAN, SHANT	$ 150.00			
			Refund/Facility Deposit/Contract #10897	Rfd 12/5/25	$ 150.00
69495	1313 - CALIFORNIA BANK & TRUST	$ 3,506.10			
			PD Claim/KKim 11/24	1019	$ 3,506.10
69496	1570 - ADVANTAGE COLOR GRAPHICS ADVANTAGE MAILING, LLC	$ 5,410.12			
			Svc/Print/2025 Concert Postcards 5/7	232911	$ 390.53
			Svc/Print/City & Recreation Newsletter 12/25	246291	$ 5,019.59
69497	270 - AITHAL, DARSHINI	$ 741.00			
			Instruct/Chair Yoga 11/4-11/25	11/25/25	$ 286.65
			Instruct/Flow Yoga 11/3-11/24	11/24/25	$ 122.85
			Instruct/Youth Painting & Yoga 11/12-12/10	12/10/25	$ 331.50
69498	130335 - AKM CONSULTING ENGINEERS	$ 70,009.31			
			Design/Pump Station #1 11/25	0013745	$ 68,668.31
			Design/Sewer System Mgmt Plan Update & Audit 11/25	0013744	$ 1,341.00
69499	100723 - ALESHIRE & WYNDER, LLP	$ 58,148.24			
			Legal Svc/CA Aware 10/25	100438	$ 368.40
			Legal Svc/CA Aware 11/25	101156	$ 69.03
			Legal Svc/Code Enforcement 11/25	101154	$ 212.80
			Legal Svc/Engineering 10/25	100433	$ 6,541.10
			Legal Svc/Engineering 11/25	101151	$ 3,603.70
			Legal Svc/Finance 10/25	100434	$ 3,027.50
			Legal Svc/Finance 11/25	101152	$ 357.50
			Legal Svc/General Admin 10/25	100429	$ 4,665.50
			Legal Svc/General Admin 11/25	101147	$ 9,195.30
			Legal Svc/Housing 10/25	100437	$ 390.70
			Legal Svc/HR 10/25	100431	$ 399.10
			Legal Svc/HR 11/25	101149	$ 276.30
			Legal Svc/Marquez 10/25	100439	$ 6,019.60
			Legal Svc/Marquez 11/25	101157	$ 5,850.50
			Legal Svc/Planning 10/25	100432	$ 27.50
			Legal Svc/Planning 11/25	101150	$ 82.50
			Legal Svc/Police 10/25	100436	$ 1,475.99
			Legal Svc/Police 11/25	101153	$ 718.00
			Legal Svc/Recreation 10/25	100435	$ 488.50
			Legal Svc/Refuse 11/25	101155	$ 61.40
			Litigation Svc/Esquivel 10/25	100441	$ 11,253.79
			Litigation Svc/Esquivel 11/25	101159	$ 2,182.33
			Litigation Svc/General Admin 10/25	100430	$ 571.70
			Litigation Svc/General Admin 11/25	101148	$ 309.50
69500	105442 - ALL CITY MANAGEMENT SERVICE INC	$ 14,108.09			
			Crossing Guard Svcs(24 Hrs)/Orange & Grindlay 11/16-11/29	105080(A)	$ 617.76
			Crossing Guard Svcs(524.1 Hrs) 11/16-11/29	105080	$ 13,490.33
69501	1200 - ANNEALTA GROUP	$ 1,773.75			
			Svc/City Planner 11/25	497-3702	$ 1,773.75
69502	2332 - ARCHAMBAULT INVESTIGATIONS & POLYGRAPH	$ 2,000.00			
			PD Svc/Polygraph(4) 8/13-8/18	2025-004	$ 1,000.00
			PD Svc/Polygraph(4) 8/22-9/12	2025-005	$ 1,000.00
69503	110860 - AT&T	$ 1,320.04			
			W/C Svc/Priority Radio Line 11/25	00024457263	$ 1,320.04

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69504	110860 - AT&T	$ 2,293.96			
			Cell Svc/PD 10/25	10/25(M)	$ 1,106.74
			Cell Svc/PD 11/25	11/25(J)	$ 1,106.74
			Svc/Engineering Mobile Hotspots 11/25	11/25(H)	$ 80.48
69505	110860 - AT&T	$ 4.43			
			2481347232-Admin Phone Svc 12/25	12/25	$ 4.43
69506	110860 - AT&T	$ 96.11			
			9391033695-Civic Center Phone Svc 10/25	11/25(I)	$ 63.76
			9391033698-PW Phone Svc 10/25	10/25(L)	$ 32.35
69507	110860 - AT&T	$ 1.86			
			East Wing Fax Line 11/25	11/25(G)	$ 1.86
69508	252 - AUTO ZONE, INC	$ 553.93			
			Brake Rotors(2)/Control Module(1)/Wiper Blades(4)/Misc 12/5	05521810405	$ 502.34
			Sweeper Oxygen Sensor(1)/Unit #138 11/25	05521801445	$ 51.59
69509	1822 - BENEFITS COORDINATORS CORPORATION BCC	$ 9,914.73			
			Insurance/Life/LTD/STD/Optional 1/26	17959	$ 9,914.73
69510	1822 - BENEFITS COORDINATORS CORPORATION BCC	$ 2,378.91			
			Insurance/Vision Claims/City 11/25	B0L79R	$ 2,378.91
69511	166 - BLUE RIBBON TROPHY-LASERWERKS	$ 191.70			
			Employee Retirement Plaque(1)/MBurton 12/4	2895	$ 191.70
69512	2623 - BLUE TRITON BRANDS INC PRIMO BRANDS CORP	$ 271.60			
			PD Bottled Water 11/25	05L8710163639	$ 137.72
			W/C Bottled Water 11/25	05L8710320455	$ 133.88
69513	2745 - BOARD OF STATE AND COMMUNITY CORRECTIONS	$ 4,781.29			
			Reimb/Unused Funds/Officer Wellness & Mental Health Grant	OWMH Grant 2022	$ 4,781.29
69514	2683 - BOB HALL & ASSOCIATES RACHEL HALL	$ 13,772.00			
			Svc/Recruitment/Asst Finance Director/Finance Director 12/3	1049	$ 13,772.00
69515	2632 - BRIGHTLIFE DESIGNS, LLC	$ 11,550.00			
			Svc/Holiday Decorating/Civic Center 11/25-11/26	1713	$ 11,550.00
69516	1600 - BRIGHTVIEW LANDSCAPE SERVICES, INC	$ 15,400.00			
			Svc/Landscape/Berm 10/25	9530517	$ 3,080.00
			Svc/Landscape/Berm 11/25	9564012	$ 3,080.00
			Svc/Landscape/Berm 7/25	9425383	$ 3,080.00
			Svc/Landscape/Berm 8/25	945573	$ 3,080.00
			Svc/Landscape/Berm 9/25	9497960	$ 3,080.00
69517	866 - C3 OFFICE SOLUTIONS	$ 74.25			
			W/C Copier Svc/Supplies 11/3-12/2	INV210825	$ 74.25
69518	103141 - CA FORENSIC PHLEBOTOMY, INC	$ 150.27			
			PD Blood/Alcohol Test(1) 11/25	3087	$ 150.27
69519	103197 - CALIFORNIA PARK & REC SOCIETY - CPRS	$ 555.00			
			Dues/CA Park & Rec Society/JD 1/1/26-12/31/26	Dues/JD 2026	$ 555.00
69520	2137 - CALIFORNIA SAFETY AGENCY RECON INDUSTRIES INC	$ 10,710.00			
			Svc/Park Restroom & Tennis Court Lockup 10/25	3604-179	$ 2,170.00
			Svc/Park Restroom & Tennis Court Lockup 11/25	3604-180	$ 2,100.00
			Svc/Park Restroom & Tennis Court Lockup 7/25	3604-176	$ 2,170.00
			Svc/Park Restroom & Tennis Court Lockup 8/25	3604-177	$ 2,170.00
			Svc/Park Restroom & Tennis Court Lockup 9/25	3604-178	$ 2,100.00
69521	2278 - CALIFORNIA SURVEYING & DRAFTING SUPPLY	$ 494.00			
			PD Software Maint/Traffic Accident Mapping 12/17/25-12/16/26	91616681	$ 494.00
69522	123012 - CHARLES ABBOTT ASSOCIATES	$ 17,617.50			
			Svc/Fats, Oil & Grease/NPDES Inspections 10/25	69633	$ 8,482.50
			Svc/Fats, Oil & Grease/NPDES Inspections 8/25	69316	$ 9,135.00
69523	2090 - CHARTER COMMUNICATIONS HOLDINGS LLC SPECTRUM	$ 1,297.64			
			W/C CAD/RMS Ethernet Connection 12/5-1/4	18763020120125	$ 1,297.64

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69524	2090 - CHARTER COMMUNICATIONS HOLDINGS LLC SPECTRUM	$ 1,858.63			
			W/C CAD/RMS Ethernet Connection 11/25	218496501210125A	$ 1,294.88
			W/C Svc/Internet 11/25	218496501210125	$ 563.75
69525	2090 - CHARTER COMMUNICATIONS HOLDINGS LLC SPECTRUM	$ 144.59			
			Svc/Cable TV 12/10-1/9	188680601120725	$ 144.59
69526	1589 - CITY OF LA HABRA-NORTH SPA	$ 337,314.00			
			North OC Navigation Center/Shared Operating Costs 2025-26	LHNSPA-122504	$ 337,314.00
69527	2035 - COMMUNICATIONS LAB BARRIOS & ASSOCIATES, LLC	$ 19,100.00			
			Svc/City Strategic Communications Support 11/25	25-1292	$ 10,000.00
			Svc/Recreation Activity Guide/Winter 2025	25-1294	$ 4,100.00
			Svc/Recreation Strategic Communication Support 11/25	25-1293	$ 5,000.00
69528	1439 - CORODATA MEDIA STORAGE, INC	$ 154.76			
			Offsite Data Storage 11/25	DS1313286	$ 154.76
69529	542 - CPS HR CONSULTING-COOPERATIVE PERSONNEL SERVICES	$ 817.50			
			Credit/Skills Assessment Tests/Maint Worker 2/27	TR-RtN004397	$ (35.00)
			Skills Assessment Tests(47)/Maint Worker 12/3	TR-INV006918	$ 852.50
69530	105412 - DEPT OF INDUSTRIAL RELATIONS	$ 24,104.40			
			Workers Comp Assessment 7/1/25-6/30/26	OSIP73643	$ 24,104.40
69531	1584 - DIAMOND BAR, CITY OF	$ 60.00			
			Reg/2026 Concert Share Meeting/TB & GZ 1/14	Reg 1/14/26	$ 60.00
69532	101879 - DOOLEY ENTERPRISES	$ 15,186.29			
			PD Ammo(42K Rnds) 11/26	71022	$ 15,186.29
69533	1296 - EDCO CNG	$ 1,171.93			
			Natural Gas(342.67 Gls)/Sweepers(2) 11/16-11/30	1202025-6A	$ 1,171.93
69534	2644 - ELITE MAINTENANCE & TREE SERVICE EMTS, INC	$ 32,480.00			
			Landscape Mulch(225 Tons)/Right-of-Way 11/25	132349(A)	$ 3,150.00
			Svc/Landscape/Right-of-Way 11/25	132349	$ 29,330.00
69535	2231 - ELYSIAN ARTS & EVENTS, LLC KIMBERLY DOWNEY ESMOND	$ 3,173.30			
			Instruct/Dance 10/21-12/10	12/10/25	$ 3,173.30
69536	1488 - ENTERPRISE HOLDINGS INC	$ 869.03			
			PD Rental Car(1) 10/5-11/3	40573616	$ 869.03
69537	2508 - EWING IRRIGATION PRODUCTS INC	$ 1,283.42			
			Credit/Dripline Couplings(25) 10/17	28033679	$ (6.34)
			PVC (7 Pcs)/PVC Adapter(1) 11/20	28442468	$ 139.33
			Rubber Kits(2)/PVC(5 Pcs) 11/17	28400918	$ 174.80
			Sprinkler Valve(1)/PVC Cement(2 Pt)/Misc 11/4	28246752	$ 207.87
			Wire Decoders(2)/Wire Connectors(1.25K) 10/7	279063484	$ 767.76
69538	104530 - EXPERIAN	$ 100.00			
			PD Credit Reports 11/25	6000174018	$ 100.00
69539	2461 - FCG CONSULTANTS INC	$ 41,934.33			
			Svc/Project Mgmt/PW Engineering 10/25	1135-1016V	$ 19,444.41
			Svc/Project Mgmt/PW Engineering 9/25	1135-1015V	$ 22,489.92
69540	106039 - FEDERAL EXPRESS CORP	$ 103.51			
			Svc/Gamber Johnson/Repair/Docking PD Station 10/25	904949179	$ 103.51
69541	1115 - FRONTIER	$ 3,699.09			
			W/C Phone Svc/5627955413 12/25	12/25(A)	$ 3,699.09
69542	2743 - GAIACA NARC DESTROYER, LLC	$ 3,300.00			
			PD Svc/Narcotics Burn 12/8	23467	$ 3,300.00
69543	100774 - GOLDEN BELL PRODUCTS INC	$ 11,275.00			
			Svc/Apply Insecta/Sewers(410) 11/25	19486	$ 11,275.00

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69544	119018 - GOLDEN STATE WATER COMPANY	$ 36,898.01			
			Svc/Arnold Cypress Park 11/25	11/25(I)	$ 596.15
			Svc/Athletic Fields 11/25	11/25(J)	$ 3,562.99
			Svc/Civic Center 11/25	11/25(D)	$ 3,630.28
			Svc/Community Center 11/25	11/25(F)	$ 54.74
			Svc/Lexington Park 11/25	11/25(E)	$ 3,048.98
			Svc/Maint Yard Landscaping 11/25	11/25(H)	$ 760.91
			Svc/Parks Landscaping 11/25	11/25(C)	$ 13,241.61
			Svc/Parkway Maint 11/25	11/25(L)	$ 8,632.76
			Svc/Sr Center 11/25	11/25(G)	$ 1,015.79
			Svc/Stanton Channel Berm 11/25	11/25(K)	$ 2,353.80
69545	123002 - GRAINGER	$ 109.98			
			Rubber Drain Mat(1) 12/4	9731957255	$ 67.36
			Threaded Studs(10)/Connectors(180) 11/19	9714978195	$ 42.62
69546	1133 - GRANICUS SWAGIT PRODUCTIONS, LLC	$ 795.71			
			Svc/Video Stream/Council Meetings 12/25	219378	$ 795.71
69547	2349 - HAPPYFOX INC	$ 1,782.00			
			Sub/IT Help Desk(3 Licenses) 11/20/25-11/20/26	39144545-0005	$ 1,782.00
69548	2646 - HINDERLITER DE LLAMAS & ASSOC HdL	$ 2,601.57			
			Svc/Sales Tax Reporting 10/1/25-12/31/25	SIN056767	$ 2,550.00
			Svc/Tax Audit QE 12/31/25	SIN056767(A)	$ 51.57
69549	120000 - INSIGHT PUBLIC SECTOR	$ 6,573.60			
			Svc/Email Archiving 11/6/25-11/5/27	1101339070	$ 6,573.60
69550	130310 - INT'L ASSOC OF CHIEFS OF POLICE - IACP	$ 220.00			
			PD Dues/Intl Assoc of Chiefs of Police/ML 1/1/26-12/31/26	0451813	$ 220.00
69551	2483 - JL GROUP, LLC JEFFRY L JOHNSON	$ 1,850.00			
			PD Svc/Background Check(1) 10/8	BG25020	$ 1,850.00
69552	1588 - L.N. CURTIS AND SONS-CURTIS BLUE LINE	$ 367.14			
			PD Safety Gear/Recruit DDoxey	INV1016315	$ 179.42
			PD Uniform/Aide ABecerra	INV1016454	$ 66.45
			PD Uniform/Recruit CSorenson	INV1016164	$ 121.27
69553	1779 - LINSCOTT LAW & GREENSPAN ENGINEERS LG2WB	$ 8,454.00			
			Svc/Traffic Study/LART Development 7/25-8/25	14394-00171	$ 8,454.00
69554	933 - LSA ASSOCIATES, INC	$ 19,832.50			
			Svc/Environmental Impact Report/Tentative Tract Map/LART 10/25	202069	$ 19,832.50
69555	109059 - MANGKALAKIRI, NICK	$ 530.00			
			Executive Mgmt Wellness Program 2025	Reimb 12/19/25	$ 530.00
69556	111271 - MAR-CO EQUIPMENT CO	$ 559.59			
			Sweeper In-Line Filter(1)/Valve(1) 11/10	212422	$ 559.59
69557	2651 - MAVERICK DATA SYSTEMS	$ 306.36			
			PD Sub(2)/Search Warrant Builder/CIB & SIU 11/20/25-6/30/26	597	$ 306.36
69558	117056 - MINUTEMAN PRESS LOS ALAMITOS	$ 355.06			
			Svc/Print City Envelopes(2.5K) 12/8	46188	$ 355.06
69559	80 - MORRIS, LETICIA	$ 339.30			
			Instruct/Zumba 11/1-11/29	11/29/25	$ 339.30
69560	129801 - MUTUAL LIQUID GAS & EQUIP	$ 30.00			
			Rent/Propane Tank 12/1/25-2/28/26	286646	$ 30.00
69561	579 - MYERS & SONS HI-WAY SAFETY, INC	$ 5,523.44			
			Traffic Cones(200)/Barricades(30)/Misc 10/27	178307	$ 5,523.44
69562	1072 - NATIONAL TRAINING CONCEPTS, INC	$ 1,104.00			
			PD Reg/Firearms/Tactical Rifle Operators/CS & DN & CR 1/12-1/13	26-007	$ 1,104.00
69563	1565 - NEARMAP US INC	$ 6,997.80			
			Sub/GIS Aerial Mapping(25 Licenses)/Engineering 11/1/25-10/31/26	INV01770894	$ 6,997.80

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EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
69564	672 - O'REILLY AUTO PARTS	$ 1,195.14			
			Brake Rotors(4)/Brake Pads(2)/Misc 11/7	3078-199378	$ 801.01
			Fuel/Water Separator Filters(2)/Oil Filter(1)/Misc 12/5	3078-205895	$ 327.04
			Vapor Canister(1)/Wiper Fluid(6 Gls)/Fuel Cap(1) 12/4	3078-205664	$ 67.09
69565	108944 - ODP BUSINESS SOLUTIONS OFFICE DEPOT	$ 110.73			
			Supplies/Citywide 11/25	12/19/25	$ 110.73
69566	828 - PACIFIC RIM AUTOMATION INC	$ 740.00			
			Install/HMI System Software/Test/PS #3 11/16	10589	$ 740.00
69567	1970 - PERFORMANCE PICKLEBALL, LLC	$ 911.46			
			Instruct/Pickleball 11/9-12/7	12/7/25	$ 911.46
69568	780 - POWER PRODUCTS UNLIMITED INC	$ 2,920.89			
			Credit/Freight Overcharge 10/30	0567184-CM	$ (9.33)
			PD Radio Batteries(18) 10/30	0565750-IN	$ 2,930.22
69569	2236 - PROACTIVE WORK HEALTH SERVICES	$ 3,209.00			
			DOT Test(1) 11/25	039878(B)	$ 85.00
			Pre-Place Physical(1)/Dist 11/25	039878(C)	$ 264.00
			Pre-Place Physical(3)/City 11/25	039878	$ 1,892.00
			TB Test(1)/City 11/25	039878(A)	$ 40.00
			W/C Pre-Place Physical(1) 11/25	039878(D)	$ 928.00
69570	112053 - PVP COMMUNICATIONS INC	$ 1,576.38			
			PD Motor Helmet(1)/Communication Kit(1) 12/2	137514	$ 1,576.38
69571	791 - RALPH ANDERSEN & ASSOC	$ 17,700.00			
			Svc/Recruitment/City Manager 11/30	7240	$ 17,700.00
69572	128542 - RESOURCE BUILDING MATERIALS	$ 174.54			
			Soil Mix(3 CY) 11/19	4116404	$ 174.54
69573	2415 - RITE-WAY ROOF CORPORATION	$ 92,123.40			
			Construct/Roof Recoating/City Hall & PD 5/31-11/30	2328	$ 92,123.40
69574	1367 - ROBERTSON INDUSTRIES INC	$ 19,070.17			
			Svc/Playground Surface Sealing & Repairs/Veterans Park 5/1	PJI-017720	$ 19,070.17
69575	130231 - RSG, INC ROSENOW SPEVACEK GROUP INC	$ 4,213.50			
			Consult/Citrus Square/Loan Processing/JKoh	14670	$ 1,538.00
			Consult/Citrus Square/Loan Processing/SMacken	14671	$ 1,538.00
			Svc/Affordable Housing Compliance Monitoring 11/25	14646	$ 1,137.50
69576	129917 - RUTAN & TUCKER	$ 375.00			
			Legal Svc/Housing 10/2	1048758	$ 375.00
69577	109096 - S.C. SIGNS & SUPPLIES, LLC	$ 419.15			
			Special Parking Signs(10) 11/17	264803	$ 419.15
69578	106893 - SAFESHRED	$ 40.00			
			W/C Svc/Shredding 11/18	367062	$ 40.00
69579	2194 - SAFETY-KLEEN SYSTEMS, INC	$ 2,031.26			
			Motor Oil(165 Gls) 10/21	96422686	$ 2,031.26
69580	100453 - SAGONA'S ALL CITY BACKFLOW	$ 1,105.00			
			Svc/Test & Certify/Backflow Devices(13) 9/5	109575	$ 715.00
			Svc/Test & Certify/Backflow Devices(6) 11/3	109792	$ 390.00
69581	1181 - SITE ONE LANDSCAPE SUPPLY, LLC	$ 20.48			
			Credit/Valve Boxes(20)/Horticulture Oil(2.5 Gls) 7/17	144044270-001	$ (479.52)
			Svc/Trouble Shoot/Irrigation Controller Screens(2) 11/13	160081514-001	$ 500.00
69582	119051 - SMART & FINAL (REC & PARKS)	$ 199.73			
			Food/Playground/Kids Night Out 11/19	20087401 11/19	$ 51.66
			Supplies/Holiday Sing 11/5	20114102 11/5/25	$ 84.66
			Supplies/Holiday Sing 11/5	20216601 11/5/25	$ 50.80
			Supplies/Playground/Kids Night Out 11/19	20088401 11/19	$ 12.61

City of Cypress
Payment Register
11/22/25 - 12/26/25

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
69583	108459 - SMART & FINAL-POLICE ACCT	$ 169.41			
			PD Hot Cups(1K)/Breakroom 11/12	017301 11/12/25	$ 130.29
			PD Plates(375)/Breakroom 11/12	092501 11/12/25	$ 39.12
69584	119016 - SO CAL EDISON	$ 100,955.40			
			700351486618 Svc/Willow Park 11/25	11/25(D)	$ 128.24
			700370018870 - Svc/Traffic Signal 11/25	11/25(B)	$ 134.45
			700428641933 Svc/Mackay Park 11/25	11/25(C)	$ 145.51
			Svc/Citywide 10/13-11/11	10/13-11/11/25	$ 100,547.20
69585	119017 - SO CAL GAS CO	$ 2,621.72			
			00840909006 Svc/Comm Center 11/25	11/25(E)	$ 723.44
			12600890003 Svc/Maint Yard 11/25	11/25(C)	$ 200.55
			13230923008 Svc/Storm Drain 11/25	11/25(D)	$ 32.39
			18690942000 Svc/Sr Center 11/25	11/25(F)	$ 430.91
			19530910009 Svc/City Hall 11/25	11/25(G)	$ 1,234.43
69586	543 - SORVILLO, BRYAN	$ 9,308.00			
			Instruct/Group Tennis 11/10-12/12	12/12/25	$ 9,308.00
69587	127941 - SOUTH COAST AIR QUALITY MGT DISTRICT	$ 2,209.71			
			Fee/Generator Emissions/Pump Station #1 2025-26	4637195	$ 170.94
			Fee/Generator Emissions/Pump Station #2 2025-26	4629279	$ 170.94
			Fee/Generator Emissions/Pump Station #3 2025-26	4637260	$ 170.94
			Fee/Generator/Pump Station #1 2025-26	4633371	$ 565.63
			Fee/Generator/Pump Station #2 2025-26	4625669	$ 565.63
			Fee/Generator/Pump Station #3 2025-26	4633406	$ 565.63
69588	103106 - STANTON, CITY OF	$ 7,350.00			
			Install/Street Name Signs(3)/Shared Costs/Knott Ave 7/17	000571	$ 7,350.00
69589	116238 - STAPLES BUSINESS ADVANTAGE	$ 434.83			
			Supplies/Citywide 11/25	12/19/25	$ 434.83
69590	119024 - STATE COMP INSURANCE FUND	$ 1,595.25			
			W/C Workers Comp Insurance 11/30-12/30	1002984917	$ 1,595.25
69591	122963 - STERICYCLE INC	$ 50.17			
			PD Med Waste Removal 12/25	8012695285	$ 50.17
69592	1198 - SUPERION LLC-SUNGARD PUBLIC SECTOR, LLC	$ 17,940.00			
			W/C CAD/RMS Data & Server Migration 11/19	451739	$ 17,940.00
69593	588 - THE COUNSELING TEAM INTERNATIONAL	$ 1,300.00			
			PD Psych Eval(1) 11/25	INV107457	$ 300.00
			PD Svc/Employee Counseling 12/25	INV107512	$ 1,000.00
69594	851 - THE UPS STORE, #5882	$ 25.00			
			Svc/Fingerprints(1)/City 11/25	12/09/2025	$ 25.00
69595	1333 - UC REGENTS-IRVINE	$ 875.00			
			Svc/Medical Exam/Investigation Case #25-02667 11/24	25821	$ 875.00
69596	127207 - UNDERGROUND SVS ALERT OF SO CA	$ 226.00			
			Svc/DigAlert Tickets 11/25	1120250237	$ 226.00
69597	1139 - UNIFIRST CORP	$ 921.96			
			Uniforms/Mats/Towels 11/25	11/25	$ 921.96
69598	1242 - UNIFORM DEPOT, INC-MR UNIFORM	$ 5.53			
			PD Badge Holder(1)/VIP PVargas	9123	$ 5.53

City of Cypress
Payment Register
11/22/25 - 12/26/25

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
69599	100308 - UNITED MAINTENANCE SYSTEMS	$ 58,075.00			
			Svc/Custodial/Arnold Cypress Park Restroom 10/25	16110(A)	$ 1,250.00
			Svc/Custodial/Arnold Cypress Park Restroom 11/25	16128(A)	$ 1,250.00
			Svc/Custodial/Arnold Cypress Park Restroom 7/25	16054(A)	$ 1,250.00
			Svc/Custodial/Arnold Cypress Park Restroom 8/25	16075(A)	$ 1,250.00
			Svc/Custodial/Arnold Cypress Park Restroom 9/25	16093(A)	$ 1,250.00
			Svc/Custodial/City Facilities 11/25	16127	$ 6,925.00
			Svc/Custodial/Lexington Park Restroom 10/25	16110(B)	$ 1,250.00
			Svc/Custodial/Lexington Park Restroom 11/25	16128(B)	$ 1,250.00
			Svc/Custodial/Lexington Park Restroom 7/25	16054(B)	$ 1,250.00
			Svc/Custodial/Lexington Park Restroom 8/25	16075(B)	$ 1,250.00
			Svc/Custodial/Lexington Park Restroom 9/25	16093(B)	$ 1,250.00
			Svc/Custodial/Park Facilities 11/25	16129	$ 8,650.00
			Svc/Custodial/Park Restrooms(5) 10/25	16110	$ 6,000.00
			Svc/Custodial/Park Restrooms(5) 11/25	16128	$ 6,000.00
			Svc/Custodial/Park Restrooms(5) 7/25	16054	$ 6,000.00
			Svc/Custodial/Park Restrooms(5) 8/25	16075	$ 6,000.00
			Svc/Custodial/Park Restrooms(5) 9/25	16093	$ 6,000.00
69600	1997 - VACCARO, FRANK WEST COAST OFFICIALS	$ 1,584.00			
			Officials(24 Games)/Youth Basketball 1/3-1/12	1652	$ 1,584.00
69601	1992 - VOORHEES, RONDA	$ 1,440.40			
			Instruct/Piano 10/24-12/8	12/08/25	$ 1,440.40
69602	2142 - VRC COMPANIES, LLC VITAL RECORDS HOLDINGS, LLC	$ 473.72			
			Offsite Records Storage/Retrieval 12/25	5761514	$ 473.72
69603	1993 - WATANABE , BRYCE I	$ 1,910.35			
			Instruct/Karate 10/20-12/10	12/10/25	$ 1,910.35
69604	2491 - WELLS FARGO FINANCIAL LEASING, INC	$ 188.43			
			W/C Rental/Copier 12/6-1/5	5036688201	$ 188.43
69605	1962 - WEX HEALTH INC	$ 78.75			
			Admin Fee/FSA 11/25	0002274746IN	$ 78.75
69606	2273 - YOUNG REMBRANDTS NORTH ORANGE COUNTY BI DAN YU	$ 1,040.00			
			Instruct/Drawing 10/21-12/9	12/9/25	$ 1,040.00
69607	1974 - YUNEX LLC	$ 92,365.19			
			Install/LED Streetlight Fixtures(253) 7/7-10/14	90005644	$ 91,199.05
			Repair/Street Lights(4) 10/25	5610006725	$ 1,166.14
69608	0 - ACAB ROOFING INC	$ 500.00			
			Refund/Recycling Deposit/CDd-25-357/10232 Noel St	Rfd 12/19/25	$ 500.00
69609	0 - AGAPE DISCIPLE CHURCH	$ 108.00			
			Refund/Facility Deposit/Contract #10943	Rfd 12/19/25	$ 108.00
69610	0 - AGAPE DISCIPLE CHURCH	$ 300.00			
			Refund/Facility Deposit/Contract #10701	Rfd 12/19/25	$ 300.00
69611	0 - CALCOR CONSTRUCTION CO	$ 18,025.00			
			Refund/Recycling Deposit/CDD-24-352/4955 Katella Ave	Rfd 12/19/25	$ 18,025.00
69612	0 - COMMUNITY OF THE WORD	$ 300.00			
			Refund/Facility Deposit/Contract #10991	Rfd 12/19/25	$ 300.00
69613	0 - DENHAN, LINDON L	$ 40.00			
			Refund/Citation #CP492719	Rfd 12/19/25	$ 40.00
69614	0 - GARIBEALO, MICHAEL	$ 50.00			
			Refund/Citation #CP492217	Rfd 12/19/25	$ 50.00
69615	0 - GRACE CHRISTIAN SCHOOL	$ 150.00			
			Refund/Facility Deposit/Contract #11023	Rfd 12/19/25	$ 150.00
69616	0 - HUNTPROVENGHI, JEREMY MICHAEL	$ 5.00			
			Refund/Citation #CP 493269	Rfd 12/19/25	$ 5.00

City of Cypress
Payment Register
11/22/25 - 12/26/25

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
69617	0 - INDEPENDENT LIFE CARE SERVICES, INC	$ 300.00			
			Refund/Facility Deposit/Contract #10677	Rfd 12/19/25	$ 300.00
69618	0 - MAXILOM, TIARE	$ 20.00			
			Refund/Multi-Sports 11/15	Rfd 12/19/25	$ 20.00
69619	0 - PHAM, PATTY	$ 22.00			
			Refund/Basketball 11/14	Rfd 12/19/25	$ 22.00
69620	0 - ROCHA, GUSTAVO	$ 58.00			
			Refund/Citation #CP474575	Rfd 12/19/25	$ 58.00
69621	0 - SOCIAL VOCATIONAL SERVICES	$ 300.00			
			Refund/Facility Deposit/Contract #11282	Rfd 12/19/25	$ 300.00
69622	0 - SUNGLAO, JOHN	$ 300.00			
			Refund/Facility Deposit/Contract #11066	Rfd 12/19/25	$ 300.00
69623	0 - TRAN, STEVE	$ 1,000.00			
			Refund/Recycling Deposit/CDD-24-90/2458 DeLong St	Rfd 12/19/25	$ 1,000.00
69624	0 - VEY, JUSTIN	$ 300.00			
			Refund/Facility Deposit/Contract #11069	Rfd 12/19/25	$ 300.00
69625	367 - FRIENDS OF CYPRESS RECREATION & PARKS	$ 300.00			
			Refund/Facility Deposit/Contract #7633	Rfd 7/5/24	$ 300.00
69626	100723 - ALESHIRE & WYNDER, LLP	$ 23,999.77			
			Lit Svc/Lengor 10/25	100442	$ 1,015.60
			Lit Svc/Lengor 9/25	99573	$ 2,130.20
			Lit Svc/Stewart 10/25	100443	$ 7,139.27
			Lit Svc/Stewart 11/25	101160	$ 4,722.30
			Lit Svc/Stewart 9/25	99574	$ 8,992.40
69627	110860 - AT&T	$ 3,268.87			
			9391033694-PW Phone Svc 11/25	11/25(K)	$ 155.40
			9391033698-PW Phone Svc 11/25	11/25(L)	$ 31.88
			Phone Svc/Multi-Line 11/13-12/12	11/13-12/12/25	$ 3,081.59
69628	119018 - GOLDEN STATE WATER COMPANY	$ 8,864.48			
			Svc/Parkway Maint 11/25	11/25(N)	$ 4,799.24
			Svc/Parkway Maint 12/25	12/25	$ 3,944.01
			Svc/Sr Center 11/25	11/25(M)	$ 121.23
69629	129917 - RUTAN & TUCKER	$ 625.00			
			Legal Svc/Housing 11/25	1046979	$ 625.00
69630	119016 - SO CAL EDISON	$ 6,550.44			
			700003851853 Svc/Parkways 9/25-11/25	9/25-11/25	$ 465.72
			700564248438 Svc/Traffic Signals 11/25	11/25(E)	$ 3,482.80
			700710877173 - Svc/Lexington Park 12/25	12/25	$ 2,601.92
69631	127941 - SOUTH COAST AIR QUALITY MGT DISTRICT	$ 1,302.20			
			Fee/Emissions/Propane Tank 2025-26	4609986(A)	$ 565.63
			Fee/Equipment Emissions/Maint Yard 2025-26	46112771	$ 170.94
			Fee/Generator/Maint Yard 2025-26	4609986	$ 565.63
69632	0 - DENHAM, LINDON L	$ 40.00			
			Refund/Citation #CP492719	Rfd 12/23/25	$ 40.00
67827	367 - FRIENDS OF CYPRESS RECREATION & PARKS	$ (300.00)			
			Refund/Facility Deposit/Contract #7633	Rfd 7/5/24	$ (300.00)
68884	2275 - PULSEWAY MMSOFT DESIGN LTD	$ (1,671.60)			
			Sub/IT Network Monitoring System 7/6/25-7/5/26	R-51721	$ (1,671.60)
69613	0 - DENHAN, LINDON L	$ (40.00)			
			Void/Refund/Citation #CP492719	Rfd 12/19/25	$ (40.00)

City of Cypress
Payment Register
11/22/25 - 12/26/25

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
Total EFTs		$ 1,146,749.57			$ 1,146,749.57
Total Warrants		$ 1,549,348.31			1,549,348.31
Transfer to Payroll (W1570)		$ 818,023.71	Payroll 11/07/25-11/21/25		818,023.71
Transfer to Payroll (W1571)		$ 240,698.15	Special Payroll		240,698.15
Transfer to Payroll (W1572)		$ 898,836.81	Payroll 11/21/25-12/05/25		898,836.81
Transfer to Payroll (W1573)		$ 826,246.08	Payroll 12/05/25-12/19/25		826,246.08
Grand Totals		$ 5,479,902.63			$ 5,479,902.63

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **4.**

FROM: Alicia Velasco, Planning Director

DATE: 01/12/2026

SUBJECT: **Approve a Contract to Prepare Amendments for the Safety and Open Space Elements of the General Plan**

RECOMMENDATION

Approve a contract services agreement with Kimley-Horn and Associates, Inc. to update the Safety Element and Open Space / Conservation / Recreation Element of the Cypress General Plan in the amount of $142,825.

DISCUSSION

State law requires cities to update the Safety Element and the Open Space/Conservation/Recreation (OSCR) Element of the General Plan following certification and implementation of the Housing Element. The City's Safety and OSCR Elements have not been comprehensively updated since their 2001 adoption.

Safety Element

The Safety Element evaluates the City's exposure and vulnerability to a range of natural and human-made hazards, including earthquakes, flooding, liquefaction, and fires. The update will address new requirements from recently adopted state law:

- AB 2684: Requires the Safety Element to assess and plan for extreme heat impacts
- AB 747: Requires the Safety Element to evaluate evacuation routes for safety, feasibility, and capacity under a range of natural hazard scenarios

OSCR Element

The OSCR Element focuses on issues such as park distribution and access, conservation practices, and climate resilience. The update will address recent State legislation, including:

- SB 1425: Requires the OSCR Element to incorporate policies that enhance climate resilience, expand equitable park access, and strengthen wildlife habitat connectivity
- AB 1889: Requires the OSCR Element to identify and analyze existing and future wildlife habitat connections to promote biodiversity

ANALYSIS

When the above-cited specialized resources were required to complete this project, the City

issued a Request for Proposals (RFP) to update the Safety Element and the OSCR Element. The RFP was posted on the City's website, published in the *Orange County Register*, and directly distributed to seven consulting firms. Three proposals were received: Kimley-Horn and Associates, Inc., Atlas Planning Solutions, and MIG.

MIG's proposal ($272,640) exceeded the City's anticipated budget. Atlas Planning Solutions ($84,950) and Kimley-Horn submitted the most comprehensive proposals. While Atlas Planning Solutions proposed a lower cost, the firm specializes primarily in Safety Element updates and does not have experience preparing OSCR amendments in compliance with SB 1425 and AB 1889.

Following interviews with Atlas Planning Solutions and Kimley-Horn, the latter was determined to have the most relevant experience for the project. As a larger multidisciplinary firm, Kimley-Horn has extensive experience preparing both Safety and OSCR Element updates. City staff and Kimley-Horn refined the scope of work to meet the project objectives at a cost of $129,850, which includes an optional emergency evacuation route study ($22,300). This study is required for full compliance with AB 747 and is recommended. All three proposals are attached to this report for reference.

It is recommended that the City Council approve the attached contract with Kimley-Horn to initiate the project.

BUDGET IMPACT

The contract amount of $142,825 includes the optional task and a 10% contingency. The $150,000 was budgeted for this task through the 2025-2026 decision package process, and adequate funding is available.

LEGAL REVIEW

The contract has been reviewed and approved by the City Attorney.

APPROVED BY: Sean Joyce, Interim City Manager

Attachments

Kimley-Horn Contract Services Agreement

Kimley-Horn Proposal

Atlas Planning Solutions Proposal

MIG Proposal

AGREEMENT FOR CONTRACT SERVICES

By and Between

CITY OF CYPRESS

and

KIMLEY-HORN AND ASSOCIATES, INC.

AGREEMENT FOR CONTRACT SERVICES
BY AND BETWEEN THE CITY OF CYPRESS AND
KIMLEY-HORN AND ASSOCIATES, INC.

THIS AGREEMENT FOR CONTRACT SERVICES (herein "Agreement") is made and entered into this ____ day of _____, 2026 by and between the City of Cypress, a California municipal corporation ("City") and Kimley-Horn and Associates, Inc., a North Carolina corporation ("Contractor"). City and Contractor are sometimes hereinafter individually referred to as "Party" and hereinafter collectively referred to as the "Parties."

RECITALS

A. City has sought, by issuance of a Request for Proposals or Invitation for Bids, the performance of the services defined and described particularly in Article 1 of this Agreement.

B. Contractor, following submission of a proposal or bid for the performance of the services defined and described particularly in Article 1 of this Agreement, was selected by the City to perform those services.

C. Pursuant to the City of Cypress's Charter and Municipal Code, City has authority to enter into and execute this Agreement.

D. The Parties desire to formalize the selection of Contractor for performance of those services defined and described particularly in Article 1 of this Agreement and desire that the terms of that performance be as particularly defined and described herein.

OPERATIVE PROVISIONS

NOW, THEREFORE, in consideration of the mutual promises and covenants made by the Parties and contained herein and other consideration, the value and adequacy of which are hereby acknowledged, the parties agree as follows:

ARTICLE 1. SERVICES OF CONSULTANT

1.1 Scope of Services.

In compliance with all terms and conditions of this Agreement, the Contractor shall provide those services specified in the "Scope of Services" attached hereto as Exhibit "A" and incorporated herein by this reference, which may be referred to herein as the "services" or "work" hereunder. As a material inducement to the City entering into this Agreement, Contractor represents and warrants that it has the qualifications, experience, and facilities necessary to properly perform the services required under this Agreement in a thorough, competent, and professional manner, and is experienced in performing the work and services contemplated herein. Contractor shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all services described herein. Contractor covenants that it shall follow ~~the highest~~ professional standards in performing the work and services required hereunder and that all materials will be both of good quality as well as fit for the purpose intended. For purposes of this Agreement, the phrase "~~highest~~

professional standards" shall mean those standards of practice recognized by one or more ~~first-class~~ reputable firms performing similar work under similar circumstances.

1.2 Contractor's Proposal.

The Scope of Service shall include the Contractor's scope of work or bid which shall be incorporated herein by this reference as though fully set forth herein. In the event of any inconsistency between the terms of such proposal and this Agreement, the terms of this Agreement shall govern.

1.3 Compliance with Law.

Contractor shall keep itself informed concerning, and shall render all services hereunder in accordance with, all ordinances, resolutions, statutes, rules, and regulations of the City and any Federal, State or local governmental entity having jurisdiction in effect at the time service is rendered.

1.4 Licenses, Permits, Fees and Assessments.

Contractor shall obtain at its sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement. Contractor shall have the sole obligation to pay for any fees, assessments and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Contractor's performance of the services required by this Agreement, and shall indemnify, defend and hold harmless City, its officers, employees or agents of City, against any such fees, assessments, taxes, penalties or interest levied, assessed or imposed against City hereunder.

1.5 Familiarity with Work.

By executing this Agreement, Contractor warrants that Contractor (i) has thoroughly ~~investigated~~ reviewed and considered the scope of services to be performed, (ii) has carefully considered how the services should be performed, and (iii) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement. If the services involve work upon any site, Contractor warrants that Contractor has or will ~~investigate~~ visit the site and is or will be fully acquainted with the conditions there existing, prior to commencement of services hereunder. Should the Contractor discover any latent or unknown conditions, which will materially affect the performance of the services hereunder, Contractor shall immediately inform the City of such fact and shall not proceed except at Contractor's risk until written instructions are received from the Contract Officer.

1.6 Care of Work.

The Contractor shall adopt reasonable methods during the life of the Agreement to furnish continuous protection to the work, and the equipment, materials, papers, documents, plans, studies and/or other components thereof to prevent losses or damages, and shall be responsible for all such damages, to persons or property, until acceptance of the work by City, except such losses or damages as may be caused by City's own negligence.

1.7 Further Responsibilities of Parties.

Both parties agree to use reasonable care and diligence to perform their respective obligations under this Agreement. Both parties agree to act in good faith to execute all instruments, prepare all documents and take all actions as may be reasonably necessary to carry out the purposes of this Agreement. Unless hereafter specified, neither party shall be responsible for the service of the other.

1.8 Additional Services.

City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work. No such extra work may be undertaken unless a written order is first given by the Contract Officer to the Contractor, incorporating therein any adjustment in (i) the Contract Sum for the actual costs of the extra work, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Contractor. Any increase in compensation of up to ten percent (10%) of the Contract Sum, may be approved by the Contract Officer. Any greater increases, taken either separately or cumulatively, must be approved by the City Council. It is expressly understood by Contractor that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services. Contractor hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be more costly or time consuming than Contractor anticipates and that Contractor shall not be entitled to additional compensation therefor. City may in its sole and absolute discretion have similar work done by other contractors. No claims for an increase in the Contract Sum or time for performance shall be valid unless the procedures established in this Section are followed.

1.9 Special Requirements.

Additional terms and conditions of this Agreement, if any, which are made a part hereof are set forth in the "Special Requirements" attached hereto as Exhibit "B" and incorporated herein by this reference. In the event of a conflict between the provisions of Exhibit "B" and any other provisions of this Agreement, the provisions of Exhibit "B" shall govern.

ARTICLE 2. COMPENSATION AND METHOD OF PAYMENT.

2.1 Contract Sum.

Subject to any limitations set forth in this Agreement, City agrees to pay Contractor the amounts specified in the "Schedule of Compensation" attached hereto as Exhibit "C" and incorporated herein by this reference. The total compensation, including reimbursement for actual expenses, shall not exceed One Hundred Twenty-Nine Thousand Eight Hundred Fifty Dollars ($129,850) (the "Contract Sum"), unless additional compensation is approved pursuant to Section 1.8.

2.2 Method of Compensation.

The method of compensation may include: (i) a lump sum payment upon completion; (ii) payment in accordance with specified tasks or the percentage of completion of the services, less contract retention; (iii) payment for time and materials based upon the Contractor's rates as specified in the Schedule of Compensation, provided that (a) time estimates are provided for the performance of sub tasks, (b) contract retention is maintained, and (c) the Contract Sum is not exceeded; or (iv) such other methods as may be specified in the Schedule of Compensation.

2.3 Reimbursable Expenses.

Compensation may include reimbursement for actual and necessary expenditures for reproduction costs, telephone expenses, and travel expenses approved by the Contract Officer in advance, or actual subcontractor expenses of an approved subcontractor pursuant to Section 4.5, and only if specified in the Schedule of Compensation. The Contract Sum shall include the attendance of Contractor at all project meetings reasonably deemed necessary by the City. Coordination of the performance of the work with City is a critical component of the services. If Contractor is required to attend additional meetings to facilitate such coordination, Contractor shall not be entitled to any additional compensation for attending said meetings.

2.4 Invoices.

Each month Contractor shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month in a form approved by City's Director of Finance. By submitting an invoice for payment under this Agreement, Contractor is certifying compliance with all provisions of the Agreement. The invoice shall detail charges for all necessary and actual expenses by the following categories: labor (by sub-category), travel, materials, equipment, supplies, and sub-contractor contracts. Sub-contractor charges shall also be detailed by such categories. Contractor shall not invoice City for any duplicate services performed by more than one person.

City shall independently review each invoice submitted by the Contractor to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. Except as to any charges for work performed or expenses incurred by Contractor which are disputed by City, or as provided in Section 7.3, City will use its best efforts to cause Contractor to be paid within forty-five (45) days of receipt of Contractor's correct and undisputed invoice; however, Contractor acknowledges and agrees that due to City warrant run procedures, the City cannot guarantee that payment will occur within this time period. In the event any charges or expenses are disputed by City, the original invoice shall be returned by City to Contractor for correction and resubmission. Review and payment by City for any invoice provided by the Contractor shall not constitute a waiver of any rights or remedies provided herein or any applicable law.

2.5 Waiver.

Payment to Contractor for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Contractor.

ARTICLE 3. PERFORMANCE SCHEDULE

3.1 Time of Essence.

Time is of the essence in the performance of this Agreement.

3.2 Schedule of Performance.

Contractor shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the "Schedule of Performance" attached hereto as Exhibit "D" and incorporated herein by this reference. When requested by the Contractor, extensions to the time period(s) specified in the Schedule of Performance may be approved in writing by the Contract Officer but not exceeding one hundred eighty (180) days cumulatively.

3.3 Force Majeure.

The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Contractor shall within ten (10) days of the commencement of such delay notify the Contract Officer in writing of the causes of the delay. The Contract Officer shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the Contract Officer such delay is justified. The Contract Officer's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Contractor be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused, Contractor's sole remedy being extension of the Agreement pursuant to this Section.

3.4 Term.

Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall continue in full force and effect until completion of the services but not exceeding one (1) years from the date hereof, except as otherwise provided in the Schedule of Performance (Exhibit "D").

ARTICLE 4. COORDINATION OF WORK

4.1 Representatives and Personnel of Contractor.

The following principals of Contractor ("Principals") are hereby designated as being the principals and representatives of Contractor authorized to act in its behalf with respect to the work specified herein and make all decisions in connection therewith:

Jason Marechal, PE Vice President

(Name)	(Title)
Surabhi Barbhaya, AICP, LEED AP	Project Manager
(Name)	(Title)

It is expressly understood that the experience, knowledge, capability and reputation of the foregoing principals were a substantial inducement for City to enter into this Agreement. Therefore, the foregoing principals shall be responsible during the term of this Agreement for directing all activities of Contractor and devoting sufficient time to personally supervise the services hereunder. All personnel of Contractor, and any authorized agents, shall at all times be under the exclusive direction and control of the Principals. For purposes of this Agreement, the foregoing Principals may not be replaced nor may their responsibilities be substantially reduced by Contractor without the express written approval of City. Additionally, Contractor shall utilize only competent personnel to perform services pursuant to this Agreement. Contractor shall make every reasonable effort to maintain the stability and continuity of Contractor's staff and subcontractors, if any, assigned to perform the services required under this Agreement. Contractor shall notify City of any changes in Contractor's staff and subcontractors, if any, assigned to perform the services required under this Agreement, prior to and during any such performance.

4.2 Status of Contractor.

Contractor shall have no authority to bind City in any manner, or to incur any obligation, debt or liability of any kind on behalf of or against City, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by City. Contractor shall not at any time or in any manner represent that Contractor or any of Contractor's officers, employees, or agents are in any manner officials, officers, employees or agents of City. Neither Contractor, nor any of Contractor's officers, employees or agents, shall obtain any rights to retirement, health care or any other benefits which may otherwise accrue to City's employees. Contractor expressly waives any claim Contractor may have to any such rights.

4.3 Contract Officer.

The Contract Officer shall be the City Manager or such person as may be designated by the City Manager. It shall be the Contractor's responsibility to assure that the Contract Officer is kept informed of the progress of the performance of the services and the Contractor shall refer any decisions which must be made by City to the Contract Officer. Unless otherwise specified herein, any approval of City required hereunder shall mean the approval of the Contract Officer. The Contract Officer shall have authority, if specified in writing by the City Manager, to sign all documents on behalf of the City required hereunder to carry out the terms of this Agreement.

4.4 Independent Contractor.

Neither the City nor any of its employees shall have any control over the manner, mode or means by which Contractor, its agents or employees, perform the services required herein, except as otherwise set forth herein. City shall have no voice in the selection, discharge, supervision or control of Contractor's employees, servants, representatives or agents, or in fixing their number, compensation or hours of service. Contractor shall perform all services required herein as an independent contractor of City and shall remain at all times as to City a wholly independent

contractor with only such obligations as are consistent with that role. Contractor shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City. City shall not in any way or for any purpose become or be deemed to be a partner of Contractor in its business or otherwise or a joint venturer or a member of any joint enterprise with Contractor.

4.5 Prohibition Against Subcontracting or Assignment.

The experience, knowledge, capability and reputation of Contractor, its principals and employees were a substantial inducement for the City to enter into this Agreement. Therefore, Contractor shall not contract with any other entity to perform in whole or in part the services required hereunder without the express written approval of the City. In addition, neither this Agreement nor any interest herein may be transferred, assigned, conveyed, hypothecated or encumbered voluntarily or by operation of law, whether for the benefit of creditors or otherwise, without the prior written approval of City. Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than twenty five percent (25%) of the present ownership and/or control of Contractor, taking all transfers into account on a cumulative basis. In the event of any such unapproved transfer, including any bankruptcy proceeding, this Agreement shall be void. No approved transfer shall release the Contractor or any surety of Contractor of any liability hereunder without the express consent of City.

ARTICLE 5. INSURANCE AND INDEMNIFICATION

5.1 Insurance Coverages.

The Contractor shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to City, during the entire term of this Agreement including any extension thereof, the following policies of insurance which shall cover all elected and appointed officers, employees and agents of City as an additional insured, where applicable:

(a) General Liability Insurance (Occurrence Form CG0001 or equivalent). A policy of comprehensive general liability insurance written on a per occurrence basis for bodily injury, personal injury and property damage. The policy of insurance shall be in an amount not less than $1,000,000.00 per occurrence or if a general aggregate limit is used, then the general aggregate limit shall be twice the occurrence limit.

(b) Worker's Compensation Insurance. A policy of worker's compensation insurance in such amount as will fully comply with the laws of the State of California and which shall indemnify, insure and provide legal defense for the Contractor against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by the Contractor in the course of carrying out the work or services contemplated in this Agreement.

(c) Automotive Insurance (Form CA 0001 (Ed 1/87) including "any auto" and endorsement CA 0025 or equivalent). A policy of comprehensive automobile liability insurance written on a per occurrence for bodily injury and property damage in an amount not less than $1,000,000. Said policy shall include coverage for owned, non-owned, leased, hired cars and any automobile.

(d) Professional Liability. Professional liability insurance appropriate to the Contractor's profession. This coverage may be written on a "claims made" basis~~, and must include coverage for contractual liability~~. The professional liability insurance required by this Agreement must be endorsed to be applicable to claims based upon, arising out of or related to services performed under this Agreement. The insurance must be maintained for at least 5 consecutive years following the completion of Contractor's services or the termination of this Agreement. During this additional 5-year period, Contractor shall annually and upon request of the City submit written evidence of this continuous coverage.

(e) Subcontractors. Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall include all of the requirements stated herein.

(f) Additional Insurance. Policies of such other insurance, as may be required in the Special Requirements in Exhibit "B".

5.2 General Insurance Requirements.

With the exception of Professional Liability and Workers Compensation / Employer's Liability, all of the above policies of insurance shall be primary insurance and shall name the City, its elected and appointed officers, employees and agents as additional insureds and any insurance maintained by City or its officers, employees or agents may apply in excess of, and not contribute with Contractor's insurance. The insurer is deemed hereof to waive all rights of subrogation and contribution it may have against the City, its officers, employees and agents and their respective insurers. Moreover, the insurance policy must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention.

All of said policies of insurance shall provide that said insurance may not be materially amended or cancelled by the insurer or any party hereto without providing thirty (30) days prior written notice by certified mail return receipt requested to the City. In the event any of said policies of insurance are cancelled, the Contractor shall, prior to the cancellation date, submit new evidence of insurance in conformance with Section 5.1 to the Contract Officer.

No work or services under this Agreement shall commence until the Contractor has provided the City with Certificates of Insurance, additional insured endorsement forms or appropriate insurance binders evidencing the above insurance coverages and said Certificates of Insurance or binders are approved by the City. City reserves the right to inspect complete, certified copies of and endorsements to all required insurance policies at any time. Any failure to comply with the reporting or other provisions of the policies including breaches or warranties shall not affect coverage provided to City.

All certificates shall name the City as additional insured on the applicable policies (providing the appropriate endorsement) and shall conform to the following "cancellation" notice:

CANCELLATION:

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATED THEREOF,

THE ISSUING COMPANY SHALL MAIL THIRTY (30)-DAY ADVANCE WRITTEN NOTICE TO CERTIFICATE HOLDER NAMED HEREIN.

[to be initialed] _____
Contractor Initials

City, its respective elected and appointed officers, directors, officials, employees, agents and volunteers are to be covered as additional insureds as respects: liability arising out of activities Contractor performs; products and completed operations of Contractor; premises owned, occupied or used by Contractor; or any automobiles owned, leased, hired or borrowed by Contractor. The coverage shall contain no special limitations on the scope of protection afforded to City, and their respective elected and appointed officers, officials, employees or volunteers. Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

Any deductibles or self-insured retentions must be declared to and approved by City. At the option of City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects City or its respective elected or appointed officers, officials, employees and volunteers or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration, defense expenses and claims. The Contractor agrees that the requirement to provide insurance shall not be construed as limiting in any way the extent to which the Contractor may be held responsible for the payment of damages to any persons or property resulting from the Contractor's activities or the activities of any person or persons for which the Contractor is otherwise responsible nor shall it limit the Contractor's indemnification liabilities as provided in Section 5.3.

In the event the Contractor subcontracts any portion of the work in compliance with Section 4.5 of this Agreement, the contract between the Contractor and such subcontractor shall require the subcontractor to maintain the same policies of insurance that the Contractor is required to maintain pursuant to Section 5.1, and such certificates and endorsements shall be provided to City.

5.3 Indemnification.

To the full extent permitted by law, Contractor agrees to indemnify, defend and hold harmless the City, its officers, employees and agents ("Indemnified Parties") against, and will hold and save them and each of them harmless from, any and all actions, either judicial, administrative, arbitration or regulatory claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities whether actual or threatened (herein "claims or liabilities") that may be asserted or claimed by any person, firm or entity arising out of or in connection with the negligent performance of the work, operations or activities provided herein of Contractor, its officers, employees, agents, subcontractors, or invitees, or any individual or entity for which Contractor is legally liable ("indemnitors"), or arising from Contractor's or indemnitors' reckless or willful misconduct, or arising from Contractor's or indemnitors' negligent performance of or failure to perform any term, provision, covenant or condition of this Agreement, and in connection therewith:

(a) Contractor will defend any action or actions filed in connection with any of said claims or liabilities and will pay all costs and expenses, including legal costs and attorney's fees incurred in connection therewith;

(b) Contractor will promptly pay any judgment rendered against the City, its officers, agents or employees for any such claims or liabilities arising out of or in connection with the negligent performance of or failure to perform such work, operations or activities of Contractor hereunder; and Contractor agrees to save and hold the City, its officers, agents, and employees harmless therefrom;

(c) In the event the City, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Contractor for such damages or other claims arising out of or in connection with the negligent performance of or failure to perform the work, operation or activities of Contractor hereunder, Contractor agrees to pay to the City, its officers, agents or employees, any and all costs and expenses incurred by the City, its officers, agents or employees in such action or proceeding, including but not limited to, legal costs and attorney's fees.

Contractor shall incorporate similar indemnity agreements with its subcontractors and if it fails to do so Contractor shall be fully responsible to indemnify City hereunder therefore, and failure of City to monitor compliance with these provisions shall not be a waiver hereof. This indemnification includes claims or liabilities arising from any negligent or wrongful act, error or omission, or reckless or willful misconduct of Contractor in the performance of professional services hereunder. The provisions of this Section do not apply to claims or liabilities occurring as a result of City's sole negligence or willful acts or omissions, but, to the fullest extent permitted by law, shall apply to claims and liabilities resulting in part from City's negligence, except that design professionals' indemnity hereunder shall be limited to claims and liabilities arising out of the negligence, recklessness or willful misconduct of the design professional. The indemnity obligation shall be binding on successors and assigns of Contractor and shall survive termination of this Agreement.

5.4 Sufficiency of Insurer.

Insurance required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A" or better in the most recent edition of Best Rating Guide, The Key Rating Guide or in the Federal Register, and only if they are of a financial category Class VII or better, unless such requirements are waived by the Risk Manager of the City ("Risk Manager") due to unique circumstances. If this Agreement continues for more than 3 years duration, or in the event the risk manager determines that the work or services to be performed under this Agreement creates an increased or decreased risk of loss to the City, the Contractor agrees that the minimum limits of the insurance policies may be changed accordingly upon receipt of written notice from the Risk Manager.

ARTICLE 6. RECORDS, REPORTS, AND RELEASE OF INFORMATION

6.1 Records.

Contractor shall keep, and require subcontractors to keep, such ledgers, books of accounts, invoices, vouchers, canceled checks, reports, studies or other documents relating to the disbursements charged to City and services performed hereunder (the "books and records"), as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services. Any and all such documents shall be maintained in accordance with generally accepted accounting principles and shall be complete and detailed. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of City, including the right to inspect, copy, audit and make records and transcripts from such records. Such records shall be maintained for a period of three (3) years following completion of the services hereunder, and the City shall have access to such records in the event any audit is required. In the event of dissolution of Contractor's business, custody of the books and records may be given to City, and access shall be provided by Contractor's successor in interest. Notwithstanding the above, the Contractor shall fully cooperate with the City in providing access to the books and records if a public records request is made and disclosure is required by law including but not limited to the California Public Records Act.

6.2 Reports.

Contractor shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement as the Contract Officer shall require. Contractor hereby acknowledges that the City is greatly concerned about the cost of work and services to be performed pursuant to this Agreement. For this reason, Contractor agrees that if Contractor becomes aware of any facts, circumstances, techniques, or events that may or will materially increase or decrease the cost of the work or services contemplated herein or, if Contractor is providing design services, the cost of the project being designed, Contractor shall promptly notify the Contract Officer of said fact, circumstance, technique or event and the estimated increased or decreased cost related thereto and, if Contractor is providing design services, the estimated increased or decreased cost estimate for the project being designed.

6.3 Ownership of Documents.

All drawings, specifications, maps, designs, photographs, studies, surveys, data, notes, computer files, reports, records, documents and other materials (the "documents and materials"), including any electronic documents and materials, prepared by Contractor, its employees, subcontractors and agents in the performance of this Agreement shall become the property of City upon payment for services rendered and shall be delivered to City in a format of the City's choice upon request of the Contract Officer or upon the termination of this Agreement, and Contractor shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership use, reuse, or assignment of the documents and materials hereunder. Any use, reuse or assignment of such completed documents for other projects and/or use of uncompleted documents without specific written authorization by the Contractor will be at the City's sole risk and without liability to Contractor, and Contractor's guarantee and warranties shall not extend to such use, reuse or assignment. Contractor may retain copies of such documents

for its own use. Contractor shall have the right to use the concepts embodied therein. All subcontractors shall provide for assignment to City of any documents or materials prepared by them, and in the event Contractor fails to secure such assignment, Contractor shall indemnify City for all damages resulting therefrom. Moreover, Contractor with respect to any documents and materials that may qualify as "works made for hire" as defined in 17 U.S.C. § 101, such documents and materials are hereby deemed "works made for hire" for the City.

6.4 Confidentiality and Release of Information.

(a) All information gained or work product produced by Contractor in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Contractor. Contractor shall not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the Contract Officer.

(b) Contractor, its officers, employees, agents or subcontractors, shall not, without prior written authorization from the Contract Officer or unless requested by the City Attorney, voluntarily provide documents, declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered "voluntary" provided Contractor gives City notice of such court order or subpoena.

(c) If Contractor, or any officer, employee, agent or subcontractor of Contractor, provides any information or work product in violation of this Agreement, then City shall have the right to reimbursement and indemnity from Contractor for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Contractor's conduct.

(d) Contractor shall promptly notify City should Contractor, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed there under. City retains the right, but has no obligation, to represent Contractor or be present at any deposition, hearing or similar proceeding. Contractor agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Contractor. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

ARTICLE 7. ENFORCEMENT OF AGREEMENT AND TERMINATION

7.1 California Law.

This Agreement shall be interpreted, construed and governed both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Orange, State of California, or any other appropriate court in such county, and Contractor covenants and agrees to submit to the personal jurisdiction of such court in the event of such action. In the event of litigation in a U.S. District

Court, venue shall lie exclusively in the Central District of California, in the County of Orange, State of California.

7.2 Disputes; Default.

In the event that Contractor is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Contractor for any work performed after the date of default. Instead, the City may give notice to Contractor of the default and the reasons for the default. The notice shall include the timeframe in which Contractor may cure the default. This timeframe is presumptively thirty (30) days, but may be extended, though not reduced, if circumstances warrant. During the period of time that Contractor is in default, the City shall hold all invoices and shall, when the default is cured, proceed with payment on the invoices. In the alternative, the City may, in its sole discretion, elect to pay some or all of the outstanding invoices during the period of default. If Contractor does not cure the default, the City may take necessary steps to terminate this Agreement under this Article. Any failure on the part of the City to give notice of the Contractor's default shall not be deemed to result in a waiver of the City's legal rights or any rights arising out of any provision of this Agreement.

7.3 Retention of Funds.

Contractor hereby authorizes City to deduct from any amount payable to Contractor (whether or not arising out of this Agreement) (i) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate City for any losses, costs, liabilities, or damages suffered by City, and (ii) all amounts for which City may be liable to third parties, by reason of Contractor's acts or omissions in performing or failing to perform Contractor's obligation under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by Contractor, or any indebtedness shall exist which shall appear to be the basis for a claim of lien, City may withhold from any payment due, without liability for interest because of such withholding, an amount sufficient to cover such claim. The failure of City to exercise such right to deduct or to withhold shall not, however, affect the obligations of the Contractor to insure, indemnify, and protect City as elsewhere provided herein.

7.4 Waiver.

Waiver by any party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision or a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by City of any work or services by Contractor shall not constitute a waiver of any of the provisions of this Agreement. No delay or omission in the exercise of any right or remedy by a non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

7.5 Rights and Remedies are Cumulative.

Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the parties are cumulative and the exercise by either party

of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.

7.6 Legal Action.

In addition to any other rights or remedies, either party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement. Notwithstanding any contrary provision herein, Contractor shall file a statutory claim pursuant to Government Code Sections 905 et. seq. and 910 et. seq., in order to pursue a legal action under this Agreement.

7.7 Termination Prior to Expiration of Term.

This Section shall govern any termination of this Contract except as specifically provided in the following Section for termination for cause. The City reserves the right to terminate this Contract at any time, with or without cause, upon written notice to Contractor. In addition, the Contractor may terminate this Contract for cause, upon sixty (60) days' advance written notice to City. Upon receipt of any notice of termination, Contractor shall immediately cease all services hereunder except such as may be specifically approved by the Contract Officer. Except where the Contractor has initiated termination, the Contractor shall be entitled to compensation for all services rendered prior to the effective date of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with the Schedule of Compensation or such as may be approved by the Contract Officer, except as provided in Section 7.3. In the event the Contractor has initiated termination, the Contractor shall be entitled to compensation only for the reasonable value of the work product actually produced hereunder. In the event of termination without cause pursuant to this Section, the terminating party need not provide the non-terminating party with the opportunity to cure pursuant to Section 7.2.

7.8 Termination for Default of Contractor.

If termination is due to the failure of the Contractor to fulfill its obligations under this Agreement, City may, after compliance with the provisions of Section 7.2, take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that the City shall use reasonable efforts to mitigate such damages), and City may withhold any payments to the Contractor for the purpose of set-off or partial payment of the amounts owed the City as previously stated.

7.9 Attorney's Fees.

If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, whether legal or equitable, shall be entitled to reasonable attorney's fees. Attorney's fees shall include attorney's fees on any appeal, and in addition a party entitled to attorney's fees shall be entitled to all other reasonable costs for investigating such action, taking depositions and discovery and all other necessary costs

the court allows which are incurred in such litigation. All such fees shall be deemed to have accrued on commencement of such action and shall be enforceable whether or not such action is prosecuted to judgment.

ARTICLE 8. CITY OFFICERS AND EMPLOYEES: NON-DISCRIMINATION

8.1 Non-liability of City Officers and Employees.

No officer or employee of the City shall be personally liable to the Contractor, or any successor in interest, in the event of any default or breach by the City or for any amount which may become due to the Contractor or to its successor, or for breach of any obligation of the terms of this Agreement.

8.2 Conflict of Interest.

Contractor covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of City or which would in any way hinder Contractor's performance of services under this Agreement. Contractor further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor without the express written consent of the Contract Officer. Contractor agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of City in the performance of this Agreement.

8.3 Covenant Against Discrimination.

Contractor covenants that, by and for itself, its heirs, executors, assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry or other protected class in the performance of this Agreement. Contractor shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry or other protected class.

8.4 Unauthorized Aliens.

Contractor hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act, 8 U.S.C.A. §§ 1101, *et seq.*, as amended, and in connection therewith, shall not employ unauthorized aliens as defined therein. Should Contractor so employ such unauthorized aliens for the performance of work and/or services covered by this Agreement, and should any liability or sanctions be imposed against City for such use of unauthorized aliens, Contractor hereby agrees to and shall reimburse City for the cost of all such liabilities or sanctions imposed, together with any and all costs, including attorney's fees, incurred by City.

ARTICLE 9. MISCELLANEOUS PROVISIONS

9.1 Notices.

Any notice, demand, request, document, consent, approval, or communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail, in the case of the City, to the City Manager and to the attention of the Contract Officer (with her/his name and City title), City of Cypress, 5275 Orange Avenue, Cypress, California 90630 and in the case of the Contractor, to the person(s) at the address designated on the execution page of this Agreement. Either party may change its address by notifying the other party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

9.2 Interpretation.

The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

9.3 Counterparts.

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and such counterparts shall constitute one and the same instrument.

9.4 Integration; Amendment.

This Agreement including the attachments hereto is the entire, complete and exclusive expression of the understanding of the parties. It is understood that there are no oral agreements between the parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements and understandings, if any, between the parties, and none shall be used to interpret this Agreement. No amendment to or modification of this Agreement shall be valid unless made in writing and approved by the Contractor and by the City Council. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver shall be void.

9.5 Severability.

In the event that any one or more of the phrases, sentences, clauses, paragraphs, or sections contained in this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs, or sections of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

9.6 Warranty & Representation of Non-Collusion.

No official, officer, or employee of City has any financial interest, direct or indirect, in this Agreement, nor shall any official, officer, or employee of City participate in any decision relating to this Agreement which may affect his/her financial interest or the financial interest of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any State or municipal statute or regulation. The determination of "financial interest" shall be consistent with State law and shall not include interests found to be "remote" or "noninterests" pursuant to Government Code Sections 1091 or 1091.5.

Nor shall any such officer or employee participate in any decision relating to the Agreement which affects her/his financial interest or the financial interest of any corporation, partnership or association in which (s)he is, directly or indirectly, interested, in violation of any State statute or regulation, including but not limited to the Political Reform Act (Government Code Sections 81000, *et seq*.)

Contractor warrants and represents that it has not paid or given, and will not pay or give, to any third party including, but not limited to, any City official, officer, or employee, any money, consideration, or other thing of value as a result or consequence of obtaining or being awarded any agreement. Contractor further warrants and represents that (s)he/it has not engaged in any act(s), omission(s), or other conduct or collusion that would result in the payment of any money, consideration, or other thing of value to any third party including, but not limited to, any City official, officer, or employee, as a result of consequence of obtaining or being awarded any agreement. Contractor is aware of and understands that any such act(s), omission(s) or other conduct resulting in such payment of money, consideration, or other thing of value will render this Agreement void and of no force or effect.

Contractor's Authorized Initials _____

9.7 Corporate Authority.

The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound. This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties.

9.8 Electronic Signatures.

This Agreements and related documents to be entered into in connection with this Agreement may be signed by the Parties using facsimile or digital signatures to the fullest extent allowed by law pursuant to Government Code section 16.5, as may be amended. Such facsimile or electronic mail copies will be treated in all respects as having the same effect as an original signature.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year first-above written.

CITY:
City of Cypress, a municipal corporation

_____
Mayor

ATTEST:

_____
Lisa Berglund, City Clerk

APPROVED AS TO FORM:
ALESHIRE & WYNDER, LLP

_____
Fred Galante, City Attorney

CONSULTANT:

_____

Kimley-Horn and Associates, Inc.

By:

_____
Name:
Title:

By:

_____
Name:
Title:

Address: 1100 W. Town & Country Road, Suite 700, Orange, CA 92868

Two corporate officer signatures required when Contractor is a corporation, with one signature required from each of the following groups: 1) Chairman of the Board, President or any Vice President; and 2) Secretary, any Assistant Secretary, Chief Financial Officer or any Assistant Treasurer. CONSULTANT'S SIGNATURES SHALL BE DULY NOTARIZED, AND APPROPRIATE ATTESTATIONS SHALL BE INCLUDED AS MAY BE REQUIRED BY THE BYLAWS, ARTICLES OF INCORPORATION, OR OTHER RULES OR REGULATIONS APPLICABLE TO CONSULTANT'S BUSINESS ENTITY.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA

COUNTY OF ORANGE

On _____, 2020 before me, _____, personally appeared _____, proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: _____

OPTIONAL

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

CAPACITY CLAIMED BY SIGNER

- ☐ INDIVIDUAL
- ☐ CORPORATE OFFICER

_____
TITLE(S)

- ☐ PARTNER(S) ☐ LIMITED ☐ GENERAL
- ☐ ATTORNEY-IN-FACT
- ☐ TRUSTEE(S)
- ☐ GUARDIAN/CONSERVATOR
- ☐ OTHER_____

_____

SIGNER IS REPRESENTING:
(NAME OF PERSON(S) OR ENTITY(IES))

_____
_____

DESCRIPTION OF ATTACHED DOCUMENT

_____
TITLE OR TYPE OF DOCUMENT

_____
NUMBER OF PAGES

_____
DATE OF DOCUMENT

_____
SIGNER(S) OTHER THAN NAMED ABOVE

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA

COUNTY OF ORANGE

On _____, 2020 before me, _____, personally appeared _____, proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: _____

OPTIONAL

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CAPACITY CLAIMED BY SIGNER

☐ INDIVIDUAL
☐ CORPORATE OFFICER

_____
TITLE(S)

☐ PARTNER(S) ☐ LIMITED ☐ GENERAL
☐ ATTORNEY-IN-FACT
☐ TRUSTEE(S)
☐ GUARDIAN/CONSERVATOR
☐ OTHER_____

_____

SIGNER IS REPRESENTING:
(NAME OF PERSON(S) OR ENTITY(IES))

_____
_____

DESCRIPTION OF ATTACHED DOCUMENT

_____
TITLE OR TYPE OF DOCUMENT

_____
NUMBER OF PAGES

_____
DATE OF DOCUMENT

_____
SIGNER(S) OTHER THAN NAMED ABOVE

-

EXHIBIT "A"
SCOPE OF SERVICES

EXHIBIT "B"
SPECIAL REQUIREMENTS
(Superseding Contract Boilerplate)

None.

EXHIBIT "C"
SCHEDULE OF COMPENSATION

Included within Scope of Services.

EXHIBIT "D"
SCHEDULE OF PERFORMANCE

Included within Scope of Services.



Proposal for:

City of Cypress

PROPOSAL TO UPDATE THE

SAFETY ELEMENT AND OPEN SPACE/ CONSERVATION/RECREATION ELEMENT

of the Cypress General Plan

Proposal by:

Kimley»Horn

Expect More. Experience Better.



1. Cover Letter

October 24, 2025
(Revised November 25, 2025)

1100 W Town & Country Road,
Suite 700
Orange, CA 92868
TEL: 714.939.1030

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

RE: Proposal to Update the Safety Element and Open Space/Conservation/Recreation Element of the Cypress General Plan

Dear Ms. Velasco and Members of the Selection Committee:

The **City of Cypress (City)** is seeking a trusted and knowledgeable consultant to update the Safety Element and Open Space/Conservation/Recreation (OSCR) Element of the Cypress General Plan. To successfully deliver this project, the City needs a reliable consultant with relevant experience, a cohesive team, and a proven project management approach to complete the remaining necessary tasks to implement the City's General Plan.

Kimley-Horn is that consultant. With extensive experience updating Safety, Circulation, Conservation, and Open Space and Recreation Elements including recent projects for the Cities of Moreno Valley and Scotts Valley, our team is highly knowledgeable in addressing current and emerging legislative requirements. We have a strong track record of delivering General Plan Updates (GPUs) that align with evolving state mandates. While reviewing our proposal, please consider the following Kimley-Horn attributes:

Comprehensive, Experienced Team. The Kimley-Horn team brings proven experience in community design and land use policy, offering creative, practical solutions. Our well-rounded approach balances design, environmental, social, and fiscal considerations to support long-term implementation. Project manager **Surabhi Barbhaya, AICP, LEED AP** and principal-in-charge **Elizabeth Cobb** bring decades of combined experience in planning and public engagement. Our key staff will be supported by a core team of planners with direct experience in Safety Element and OSCR Element updates.

Specialists in Community Design, Policy, and Implementation. The Kimley-Horn team has demonstrated expertise in community design and local government land use policy and implementation. Our collective team will enable the City to take advantage of our ability to find creative solutions that can be effectively implemented and managed over time. We incorporate a "360-degree" perspective, seeking to find balance among the community's design, environmental, social, and fiscal needs. We deliver actionable, user-friendly policy documents rooted in community vision and designed for implementation. Our work results in plans that are embraced by the public, approved by decision-makers, and positioned for real-world impact.

At the Forefront of General Plan Legislation. Recent legislative changes, including Senate Bill (SB) 1425, Assembly Bill (AB) 1889, AB 98, AB 932, AB 747, and AB 2684, have introduced new requirements for General Plans related to climate resilience, equity, safety, and transportation. Kimley-Horn is actively helping communities incorporate these mandates into their plans.

We are currently supporting the City of Moreno Valley in updating its General Plan and Zoning Code to align with these laws and position the City for future resilience and funding opportunities. We are also supporting several private sector clients in navigating the complexities of AB 98, with a focus on goods movement, truck access, and delivery logistics, as well as site planning considerations such as maintaining appropriate setbacks from residential areas and other sensitive land uses. Our experience and familiarity with these new laws will provide invaluable insight to the City for these updates.

We look forward to the opportunity to discuss how our team's background and expertise align with your needs and how we can contribute to the continued success of your projects. We welcome the opportunity to help the City achieve its goals and proceed with these Element Updates. For any questions, please contact **Surabhi Barbhaya, AICP, LEED AP** at **949.426.8886** or at **surabhi.barbhaya@kimley-horn.com.** Thank you for considering Kimley-Horn. We look forward to partnering with the City.

Sincerely,
KIMLEY-HORN AND ASSOCIATES, INC.

Surabhi Barbhaya, AICP, LEED AP
Project Manager

Jason Marechal, PE*
Vice President

**Jason Marechal, PE is authorized to bind Kimley-Horn and execute agreements on behalf of the firm.*

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2. Approach/Scope of Services

Project Understanding and Approach

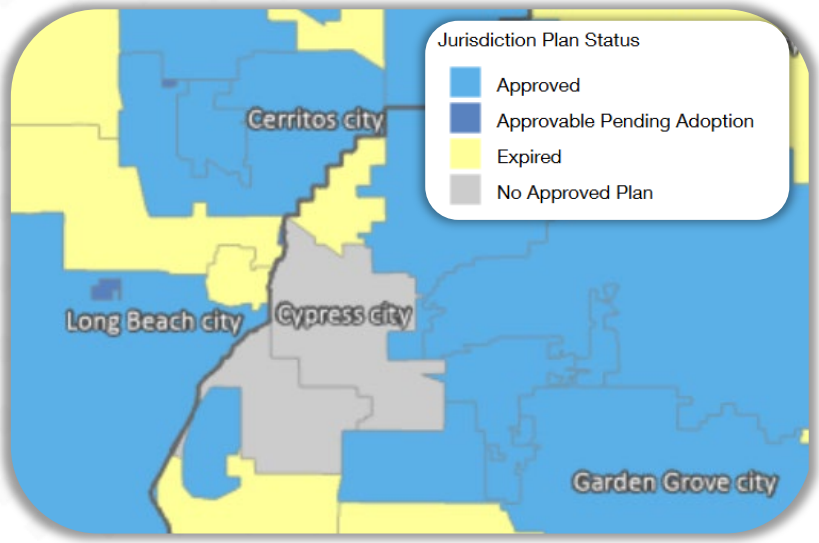
The City of Cypress is undertaking a critical update to two cornerstone components of its 2001 General Plan—the **Safety Element** and the **Open Space/Conservation/Recreation (OSCR) Element**—to bring them into compliance with current state laws and reflect contemporary community priorities. These updates come at a time when California cities are increasingly focused on climate adaptation, equitable access to parks and open space, and long-term community resilience. With a population of nearly 50,000 and a fully urbanized landscape, Cypress faces a unique planning challenge: maintaining high-quality services and environmental health within a built-out setting, while addressing the emerging risks of climate change, aging infrastructure, and evolving community expectations.

Safety Element Update

The City of Cypress recently completed its Housing Element update, triggering the required update of the Safety Element in accordance with Government Code Section 65302(g)(1). The Safety Element update will evaluate the City's exposure and vulnerability to a range of natural and human-made hazards including earthquakes, flooding, liquefaction, extreme heat, and wildland-urban interface fires, using the most current data and tools available from the California Office of Emergency Services (Cal OES), Cal-Adapt, and the Orange County Fire Authority (OCFA). The update will also address coordination with regional partners such as the Orange County Flood Control District and the Orange County Airport Land Use Commission (ALUC) to promote consistency and shared preparedness strategies across jurisdictional boundaries.

In addition to meeting state-mandated updates, the Safety Element will incorporate the framework required under SB 379, which calls for integrating the City's Local Hazard Mitigation Plan (LHMP) into the General Plan. Cypress participates in the Orange County Multi-Jurisdictional Hazard Mitigation Plan (MJHMP), last updated in December 2021 and currently undergoing revision. However, the County's MJHMP does not include a Cypress-specific annex or a City-level Vulnerability Assessment which is needed to support SB 379 compliance. As a result, a standalone VA must be completed for Cypress.

FEMA Status Map for LHMP Status



Additionally, since the City does not have a Federal Emergency Management Agency (FEMA)-approved LHMP, the Safety Element update cannot achieve AB 2140 compliance at this time. AB 2140 allows the State to absorb the 6.25% local cost-share required after a federally declared disaster. Under a typical

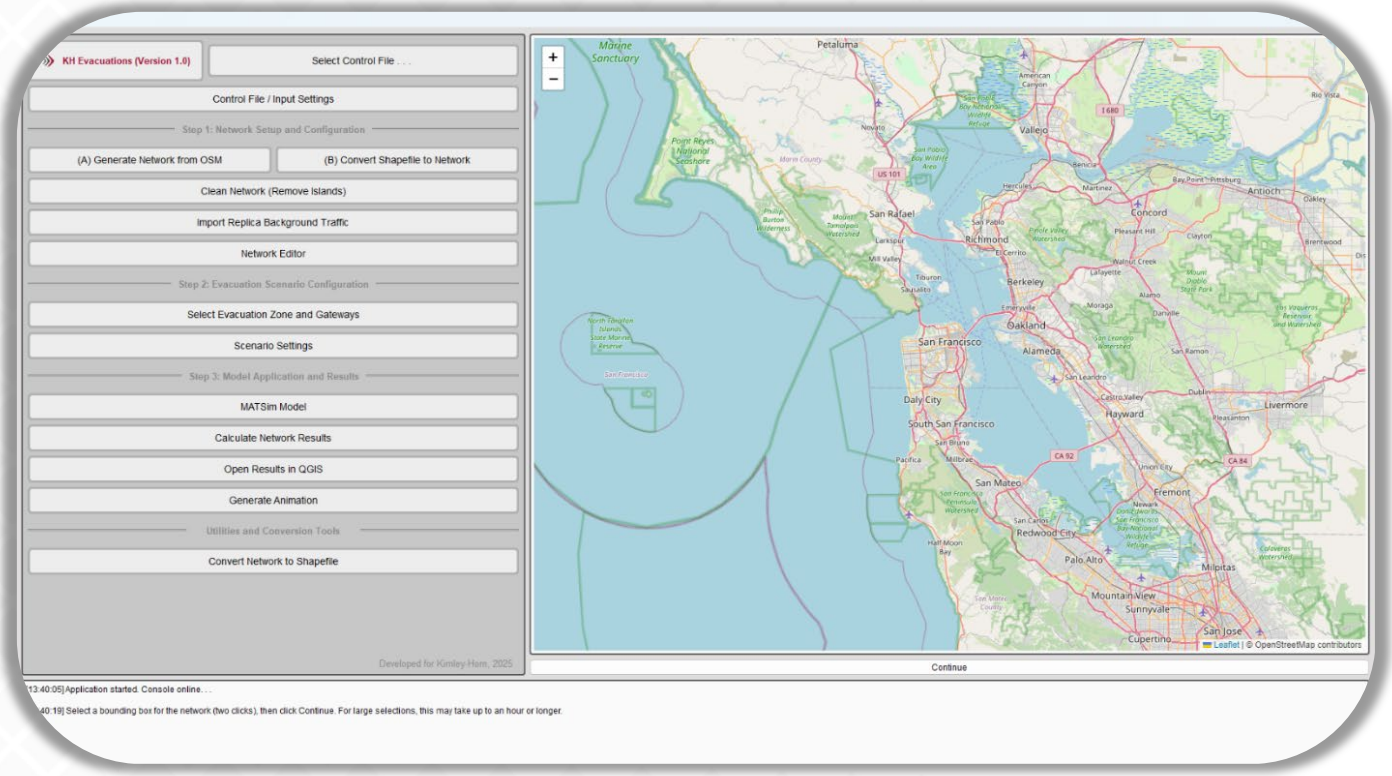
cost-share structure, FEMA covers 75% of eligible recovery costs and the State covers 18.75%, leaving 6.25% for the local jurisdiction. The State assumes this remaining share only when a jurisdiction has adopted and incorporated a FEMA-approved LHMP into its Safety Element. The City can still move forward with the Safety Element update and adoption at this time and amend the General Plan later to incorporate the LHMP once it's completed.

Note: Consultation with the California Department of Forestry and Fire Protection (CAL Fire) is not required because the City does not have any areas that fall under Very High Fire Hazard Zones in local, State, or national responsibility Areas per CAL Fire maps.

Kimley-Horn Tool Showcase: Evacuation Modeling

Kimley-Horn has developed first of a kind, click-driven, step-sequenced interface that allows users to define scenarios, run simulations, and instantly generate maps, shapefiles, charts, and animations. Built on academic-grade rigor and real-world calibration, the tool merges advanced modeling algorithms with an intuitive interface accessible to both planners and emergency managers.

This tool can replicate real-world evacuation behavior under wildfire, flood, or hurricane conditions, enabling scenario testing at any scale—from neighborhood-specific evacuations to regional, multi-county events. The tool will be used for Evacuation Routes study to comply with AB 747. **An example of the tool is provided below.**

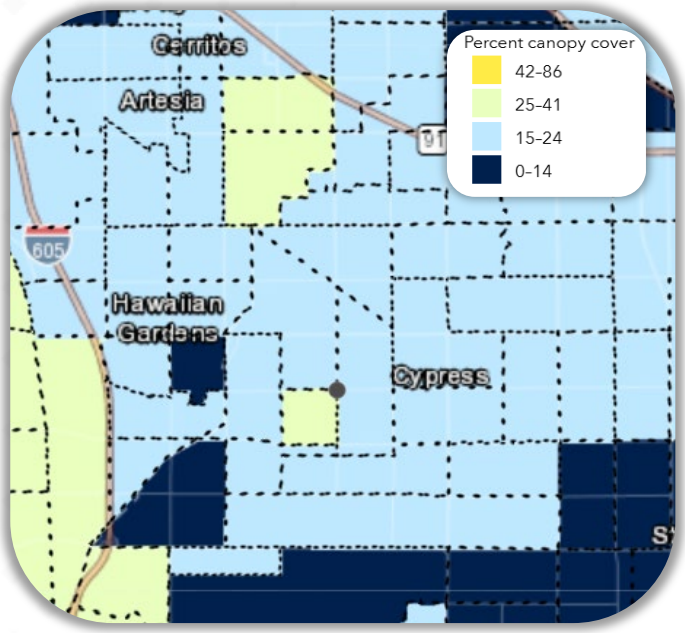


As required under AB 747 and SB 99, an Evacuation Route Analysis must also be completed as part of a Safety Element update. This analysis evaluates current evacuation routes, identifies constraints, and highlights opportunities to strengthen emergency response and evacuation capacity for multiple hazard scenarios, not only wildfire. Kimley-Horn's recent work on evacuation analyses for the City of Moreno Valley and San Benito County provides a strong foundation for developing a focused, data-informed approach tailored to Cypress. Given Cypress's hazard profile, which is primarily limited to regional seismic risk and minor flooding, this analysis will be appropriately scaled while still meeting all State requirements.

Open Space, Conservation, and Recreation Element Update

Parks and Recreation

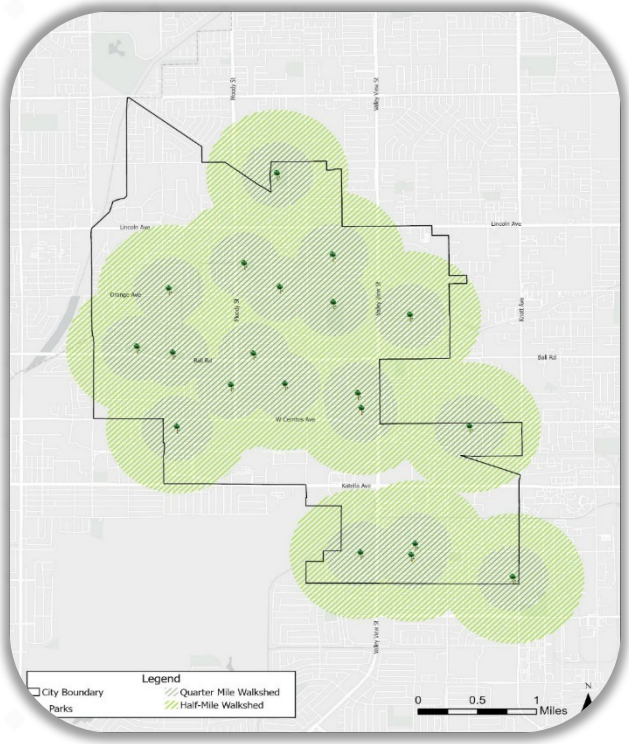
Urban Tree Canopy Percentage (2018)



The City of Cypress maintains a well-distributed network of approximately 20 parks ranging from large community parks like Oak Knoll Park and Arnold Cypress Park to smaller neighborhood and pocket parks such as Baroldi Sycamore Park, Eucalyptus Park, and Cedar Glen Park. This network provides a solid foundation for community recreation and environmental benefits, supported by recent additions such as Lexington Park and the planned Cypress Sports Park, which further expand active recreation opportunities. Despite the City's built-out nature, the distribution of parks generally offers good geographic coverage and most residential areas are within a short drive or 10-minute walk to a park. However, differences in park size, amenities, and surrounding infrastructure create variation in the quality and accessibility of open space. Larger parks with multi-functional facilities serve as regional destinations, while smaller parks, though proximate, may lack the amenities, shade, or gathering spaces that promote frequent community use. Equitable Park access (SB 1425) in Cypress therefore depends not only on proximity but also on the usability, comfort, and safety of these spaces. Such factors are influenced by pedestrian connectivity, shade provided by tree canopies, street design, and maintenance quality. Cypress's urban tree canopy currently covers about 15 to 24 percent of the City, offering shade and environmental benefits. A ten percent increase in canopy coverage can greatly enhance pedestrian comfort and reduce urban heat. Future policies should promote expanding the canopy using drought-tolerant and climate-adapted species to balance shade goals with responsible water use.

From an environmental justice and equity perspective, Cypress must continue to assess how effectively its park system serves all neighborhoods, particularly lower-income or denser residential areas adjacent to major transportation corridors. While the City's compact layout supports overall access, potential disparities may exist where physical barriers such as wide arterials or incomplete sidewalks limit walkability, and where populations may have less access to shade or high-quality open space. To advance equitable access, the City can use a data-driven park access gap analysis that overlays 5- and 10-minute walking radii on demographic and environmental vulnerability data (e.g., CalEnviroScreen and SB 1000 criteria). This approach can identify priority areas for investment in park upgrades, new mini- or joint-use parks, and green corridors that double as recreational and climate-resilient infrastructure. Future policies in the OSCR Element can focus on expanding urban tree canopy, enhancing connectivity between parks and neighborhoods, and ensuring that every resident regardless of income, age, or mobility, can safely and comfortably reach high-quality open space within a short walk from home. Recognizing the City's limited available land, the update will emphasize multi-benefit strategies such as urban greening, green streets, and stormwater capture that provide both recreational and ecological functions.

Park Access in 5- and 10-minute Walkshed

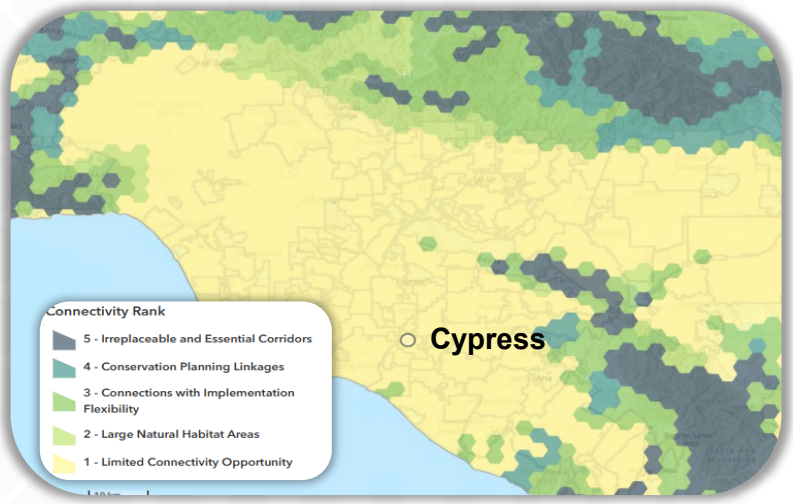


Conservation

Cypress's conservation efforts take place within the context of a highly urbanized environment, where opportunities for large-scale habitat preservation are limited but where meaningful environmental gains can still be achieved through resource efficiency, sustainable design, and integration of nature into the built environment. The City's existing conservation policies emphasize responsible management of air, water, and energy resources; waste reduction; and protection of cultural and historic assets. As part of the OSCR Element update, these efforts can be strengthened by incorporating current sustainability practices and aligning with state legislation promoting climate adaptation, renewable energy, and urban greening. Updated policies can focus on improving water conservation through drought-tolerant landscaping and low-impact development (LID), air quality through clean transportation and green infrastructure, and energy efficiency through incentives for electrification and high-performance building design. Additionally, Cypress can enhance local biodiversity and ecosystem services by expanding its urban tree canopy, promoting native landscaping, and incorporating nature-based solutions into stormwater and public realm improvements that improve resilience to heat, flooding, and drought.

In compliance with AB 1889, which calls for the integration of wildlife connectivity and habitat conservation into local planning, Cypress has an opportunity to identify and strengthen ecological linkages within its developed landscape. Although the City lacks large natural open spaces or presence of mapped corridors or linkages and the juxtaposition to large, contiguous, natural areas as shown in the map below, its network of flood control channels, parks, landscaped corridors, and utility easements provides a foundation for localized wildlife movement and pollinator pathways. The OSCR Element can incorporate policies that encourage the use of native and pollinator-friendly plants, minimize barriers to wildlife movement (such as impermeable fencing), and create continuous green infrastructure corridors that connect open spaces within the city and to adjacent jurisdictions. These strategies not only support biodiversity but also yield co-benefits for climate resilience, stormwater management, and community aesthetics, which will help Cypress demonstrate leadership in sustainable urban ecology within a fully built-out Southern California context.

Terrestrial Connectivity: Areas of Conservation Emphasis



Timeline, Statutory Deadline, and Adoption of Elements

The statutory deadline to update the Open Space Element is January 1, 2026. However, even with a best-case project kick-off in November 2025, meeting this deadline will be challenging. While the team may complete the existing conditions analysis and policy framework by year's end, the required 90-day tribal consultation under SB 18 and City Council review process will likely extend adoption into the following year. The Conservation Element update is due in 2028, and there is no statutory deadline for the Safety Element. Accordingly, the project schedule is structured for maximum efficiency by combining community engagement for all three elements—minimizing redundancy and avoiding community fatigue from multiple, overlapping outreach efforts. A detailed schedule reflecting timeframes and milestones is provided following our proposed scope of work.

Community Engagement

Community engagement will remain a key component of the Safety Element and OSCR Element update. Recognizing that Cypress residents care deeply about safety, parks, and overall quality of life, our outreach approach will focus on accessible, targeted, and informative engagement tools. We will deploy a citywide online survey and conduct focused outreach with key departments, agencies, and stakeholders to gather insights on neighborhood safety issues, park access needs, conservation priorities, and opportunities for urban greening. Additional outreach tools such as virtual or in-person workshops can be incorporated at the City's direction if desired or if new needs arise during the update process. This streamlined but robust engagement effort will provide the input needed to shape guiding



principles and policies that reflect community values and support a safe, sustainable, and connected Cypress.

Scope of Work

Task 1: Project Initiation and Management

Task 1.1: Kick-Off Meeting

The Kimley-Horn team will hold a virtual kick-off meeting with the City project team. We will review and refine the scope of work, project schedule, communications protocol, and deliverables. The team will also discuss staff expectations, data needs, and the community outreach approach.

We assume the City will provide GIS shape files for City-wide parcel data and opportunity sites from housing elements.

Deliverables

- Kick-off meeting (virtual) agenda and summary
- Data needs memo

Task 1.2: Regular Meetings

The Kimley-Horn team will hold up to four (4) monthly coordination meetings with City staff to discuss ongoing project status and gather feedback on any potential issues and draft documents. We will prepare agendas, summaries, and action items for each meeting to align with the project schedule. Ongoing communication will be maintained via email and phone calls. The Kimley-Horn team will also be available via email to address any inquiries or issues that may arise during the project.

Deliverables

- Virtual coordination meetings (up to four [4])
- Meeting agendas and summaries

Task 1.3: Project Administration.

As project manager, **Surabhi Barbhaya, AICP, LEED AP** will manage the project's daily operations, including coordination with task leaders. Her coordination and management responsibilities will include tracking progress, managing invoices and reports, maintaining project files, managing the scope, schedule, and budget. A dedicated SharePoint site will be set up for document sharing and review. Additional information regarding Kimley-Horn's approach to quality control/quality assurance (QC/QA), and cost and schedule control can be found on page 34 of this proposal.

Deliverables

- Monthly invoices
- Internal coordination
- Link to SharePoint site

Task 1.4: California Environmental Quality Act (CEQA) Coordination

Kimley-Horn understands that the City intends to contract separately for preparation of any required environmental review for the project. We will share information as necessary to facilitate environmental reviews per direction of the City.

Deliverables

- Up to one (1) virtual meeting with CEQA team and information sharing—both totaling up to 4 hours of staff time

Task 2: Community Outreach and Engagement

Task 2.1: Online Community Survey

Kimley-Horn will develop one (1) online survey using the Cvent platform. We will provide the City with a flyer, social media post QR code, and a survey link for distribution. The survey and flyer will be provided in English. Translation services in other languages can be provided with change in scope and fee. The City will be responsible for the distribution of the survey through various avenues. After the survey has been completed, we will analyze the responses and deliver a summary of the feedback collected. The survey will include multiple-choice questions, ranking/rating scales, and open-ended questions, all specifically designed to inform the Safety Element and OSCR Element planning process.

Deliverables

- Flyer and social media post in English (Digital copy)
- Community Survey Link and QR code
- Community Survey Summary (Digital copy)

Task 2.2: Departments/Commission Meetings

Kimley-Horn will facilitate up to three (3) coordination meetings with key City departments, such as Parks and Community Services, Public Works, Emergency Management staff, and Police as well as the Cypress Fire Protection District, as directed by City staff. These meetings may be held individually or jointly, depending on the topics and level of interdepartmental coordination required. Most discussions will occur during or following policy development to gather focused feedback and confirm alignment with departmental priorities. All meetings will be conducted virtually and scheduled by the City to accommodate staff availability.

Deliverables

- Up to three (3) virtual meetings
- Meeting materials
- Meeting summary

Task 3: Safety Element Update

Task 3.1: Existing Conditions Analysis and Vulnerability Assessment

Kimley-Horn will review relevant City and regional plans, studies, and data to inform updates to the Safety Element. The review will include the 2001 General Plan, 2021 Orange County/OCFA Local Hazard Mitigation Plan, and data from the Cal OES, Cal-Adapt, CAL FIRE, and the Orange County Flood Control District. The focus will be on updating policies related to seismic, flood, fire, and climate hazards in compliance with SB 379, AB 747, SB 99, AB 2684, and SB 246.

Based on this review Kimley-Horn will prepare an Existing Conditions Analysis for the Safety Element to document current natural and human-made hazards affecting the City of Cypress. This analysis will review seismic, geologic, flood, wildfire, urban heat, and climate-related risks using the most current data from Cal OES, CAL FIRE, Cal-Adapt, the Orange County Flood Control District, and the OCFA. Updated hazard maps will identify areas of vulnerability and inform future policies to strengthen public safety and community resilience.

Since the County's MJHMP does not include a Cypress-specific annex or a City-level Vulnerability Assessment, a Vulnerability Assessment is needed to support SB 379 compliance. Kimley-Horn will conduct a targeted Climate Vulnerability Assessment of City assets for flooding and seismic hazards. The assessment will look at a range of climate projections (Representative Concentration Pathway [RCP] 4.5, RCP 8.5) from baseline climate conditions and its impact on critical facilities and vulnerable communities within the City. The assessment will also include a literature review of relevant documents including, but not limited to, hazard mitigation plans from the State and Orange County. The assessment will also include a high-level review of other hazards as required by Government Code Section 65302. The targeted Vulnerability Assessment will inform proposed adaptation policies and strategies based on the best available science and tools.

Kimley-Horn will prepare new and updated mapping and exhibits for inclusion in the Safety Element update. Exhibits for the Safety Element update are anticipated to include:

- Wildfire Hazard Zones
- Geology
- Regional and Local Fault Zones
- Landslide Hazard Zones
- Liquefaction Hazard Zones
- FEMA Flood Zones
- Dam Inundation Zones
- Drought Severity Zones
- Hazardous Materials Facilities and Locations
- Critical Facilities

Hazard data will be cross-referenced with the parcel, road, and hydrologic data to prepare meaningful and applicable maps to support the County with policy and decision-making.

Deliverables

- Existing Conditions Memorandum including hazard maps (Digital Copy)
- Vulnerability Assessment Memorandum (Digital Copy)

Task 3.2: Safety Element Goals, Policies, and Administrative Draft

Kimley-Horn will prepare an administrative draft Safety Element update for County review. The administrative draft will comply with all applicable State legislation and the Governor's Office of Land Use and Climate Innovation (LCI) guidelines. It will include an updated introduction section and existing conditions report; a discussion of its relationship with other General Plan Elements, goals, policies, objectives; and illustrative exhibits. Goals and policies will also incorporate input from community engagement efforts. This effort will include a review of existing goals and policies in the current Safety Element and the broader mission, vision, and priorities of the City. Kimley-Horn will provide one (1) electronic file for screencheck review and assumes one (1) round of comments in redline/strikeout or track changes will be compiled into one (1) document by the County.

Deliverables

- Administrative Draft Safety Element (Digital copy)

Task 4: Open Space/Conservation/Recreation Element Update

Task 4.1: Existing Conditions Analysis, Mapping, and Exhibits

Kimley-Horn will review relevant City and regional plans, studies, and data to inform updates to the OSCR Element. The review will include the existing General Plan, park and open space data, and regional conservation and habitat studies to ensure consistency with SB 1425 and AB 1889. This analysis will evaluate park distribution, access equity, and conservation practices to strengthen biodiversity, habitat connectivity, and climate resilience. The goal is to identify policy gaps, outdated information, and opportunities for alignment with state mandates and regional efforts.

The team will begin by documenting the inventory of Cypress's existing parks open spaces, and natural resources, based on the data provided by the City and desktop research. Using City-provided GIS data, site inventories, and regional datasets, Kimley-Horn will document park acreage, amenities, conditions, and classifications; analyze service areas and access within 5- and 10-minute walks; and identify gaps in access or underserved neighborhoods. This will include integration of data from the Trust for Public Land's ParkServe, Orange County Parks Needs Assessments, and demographic data from CalEnviroScreen 4.0 to evaluate equitable park distribution.

For the conservation component, the analysis will evaluate the current condition of wildlife habitats, vegetation communities, soils, and environmentally sensitive areas. It will document existing programs related to water conservation, energy efficiency, waste reduction, and tree canopy management, and identify opportunities to expand sustainable practices. The review will also assess the role of open spaces and green infrastructure in supporting climate adaptation, including mitigation of heat islands, improved stormwater infiltration, and urban cooling.

Deliverables

- Existing Conditions Analysis Memorandum (Digital copy)

Task 4.2: OSCR Element Goals, Policies, and Administrative Draft

Building on the findings of the existing conditions and connectivity analyses from *Task 4.1*, Kimley-Horn will develop updated goals, policies, and implementation actions including compliance with SB 1425 and AB 1889 that reflect the City's commitment to sustainability, recreation equity, and climate resilience. Policy areas may include:

- Expanding equitable access to parks, recreation, and open space.
- Protecting and enhancing biodiversity, wildlife corridors, and habitat connectivity.
- Promoting water- and energy-efficient resource management.
- Supporting nature-based solutions that improve air quality, urban cooling, and stormwater management.
- Encouraging collaboration with regional agencies, schools, and utilities to leverage shared-use and ecological restoration opportunities.
- Integrating urban forestry and canopy expansion goals, emphasizing drought-tolerant, climate-adapted species and efficient irrigation to balance shade creation with water conservation.

Kimley-Horn will prepare an administrative draft OSCR Element. The draft will include updated baseline data, maps, and GIS layers illustrating park service areas, sensitive resources, and wildlife connectivity corridors. The document will feature clear, actionable goals and implementation measures that incorporate new requirements (as necessary), integrate community input, and align with the City's General Plan framework and regional sustainability strategies. Following internal staff review and relevant changes, this draft will serve as a public review draft.

Deliverables

- Administrative Draft OSCR Element (Digital copy)

Task 5 Public Review and Final Drafts

Task 5.1: Public Review Drafts

Kimley-Horn will incorporate comments received in *Tasks 3.2* and *4.2* to prepare a public review draft for the Safety and OSCR Elements. Public review is anticipated to occur over a minimum 30-day period, with the Elements made available on the City website. The City will be responsible for noticing the availability of the Safety and OSCR Elements, collecting public comments, and distributing it to Kimley-Horn in one document at the close of the public review period. It is anticipated that the changes at this stage are minimal and non-substantive.

Deliverables

- Public Review Draft Safety and OSCR Element (Digital copy)

Task 5.2: Final Element Document

Kimley-Horn will compile public comments received in *Task 5.1* and during adoption hearings and incorporate changes into the final Safety and OSCR Elements per direction of the City. This scope assumes any requested changes at the time of adoption will be minor, non-substantive, or clarification-

based edits. Substantive or time-intensive changes (if requested by the Planning Commission or City Council) would be subject to additional scope and fees.

Deliverables

- Final Safety and OSCR Elements (Digital copy)

Task 6: Public Hearings and Adoption

Task 6.1: Adoption Hearings

Kimley-Horn team will attend a total of two (2) in-person public hearings, including Planning Commission and City Council. Kimley-Horn will prepare informational presentations as necessary. This scope assumes City staff will prepare the necessary public hearing notices, staff reports, and resolutions.

Deliverables

- Attendance at two (2) in-person public meetings/hearings
- Informational presentation and handouts

Optional Tasks

Optional Task A: Tribal Consultation Pursuant to SB 18

SB 18 tribal consultation, enacted in 2004 and codified in California Government Code Section 65352.3, requires early consultation with California Native American tribes when amending General Plan elements that could impact sacred sites or tribal lands. Kimley-Horn will provide SB 18 Native American communications assistance, as directed by the City. Kimley-Horn will contact the Native American Heritage Commission (NAHC) to request a Sacred Lands File (SLF) Search and an SB 18 list of Native American tribes and individuals to contact. Using the NAHC SB 18 list, Kimley-Horn will draft SB 18 letters for City distribution. The letters' objective will be to contact the identified entities to discern whether a tribe or individual has knowledge of cultural resources within the project boundaries. A request for consultation would require the City to enter a consultation process.

Since a CEQA exemption is currently anticipated for these updates, AB 52 tribal consultation is not required at this time. However, if a more detailed CEQA review becomes necessary as the project progresses, Kimley-Horn can support the City in conducting AB 52 consultation in compliance with all applicable requirements.

Deliverables

- Identifying tribes and contact
- Drafting and mailing letters to tribes
- Consultation as required

Optional Task B: Public Workshop (In-Person)

Kimley-Horn will facilitate one (1) in-person workshop (typically two [2] hours long) to solicit input and educate the public about the updates to the Elements. We will have a presentation and activity stations such as Post-It exercises along with comment cards to gather input. The format of the event, venue,

and exercises that will be most effective will be discussed in greater detail during the coordination meetings. We will provide the City with a summary of the workshop, and the results will be used for the formulation of the policies.

Kimley-Horn will design one (1) promotional piece to publicize the opportunity to participate. The promotional piece will be provided to the City for review, and one (1) round of revisions is assumed. The promotional piece and collateral materials will be provided in English. Translation and interpretation services in other languages can be provided with change in scope and fee. The City will be responsible for securing the venue and dissemination of the promotional piece through the City website, social media platforms, newsletters, printed mailings, or other methods as determined suitable to obtain the greatest participation from the community.

Deliverables

- Conduct one (1) in-person workshop
- Meeting collateral, flyer and presentation in English (digital copies)
- Informational and activity boards: up to ten (10) boards (size 24 x 36 inches)
- Workshop summary

Optional Task C: Public Workshop (Virtual)

Kimley-Horn will facilitate one (1) virtual public workshop using the Zoom Webinar platform (typically 90 minutes to two hours) to educate the community and solicit input related to the Element updates. The virtual workshop will include a formal presentation, live polling questions, and interactive Q&A. We will work with City staff during the coordination meetings to refine the format, timing, interactive features, and questions. We will provide the City with a summary of the workshop, and the results will be used for the formulation of the policies.

Kimley-Horn will design one (1) promotional piece to publicize the opportunity to participate. The promotional piece will be provided to the City for review, and one (1) round of revisions is assumed. The promotional piece and collateral materials will be provided in English. Translation and interpretation services in other languages can be provided with change in scope and fee. The City will be responsible for securing the venue and dissemination of the promotional piece through the City website, social media platforms, newsletters, printed mailings, or other methods as determined suitable to obtain the greatest participation from the community.

Deliverables

- Conduct one (1) virtual workshop
- Meeting collateral, flyer and presentation in English (digital copies)
- Workshop summary

Optional Task D: Emergency Evacuation Routes Study

To comply with AB 747, the County must analyze evacuation routes for safety, feasibility, and capacity under a range of natural hazard scenarios. Although this analysis is often completed alongside Hazard Mitigation Plan (HMP) updates initiated on or after January 1, 2022, we understand the County's recent

update to its MJHMP did not address AB 747 requirements. As such, a separate study is needed. Guidance from LCI is available to support this effort. The Kimley-Horn team has conducted similar studies for communities across California, consistent with these guidelines. The study will include the following components:

1. Coordinate with the County to identify the principal hazards that need to be addressed in the evacuation study.
2. Develop "most likely" emergency scenarios that would require the evacuation of populations within the County.
3. Define evacuation zones that would be involved in the evacuation scenarios.
4. Identify primary evacuation routes that are available for evacuation zones involved in each emergency scenario.
5. Estimate the evacuation route vehicle handling capacity for each emergency evacuation routing scenario.
6. Assess safety considerations and evacuation route viability for the various emergency evacuation scenarios being studied.
7. Documentation of study findings and recommendations, including evacuation routing exhibits for each emergency evacuation scenario.

The scope includes analysis of two (2) evacuation scenarios, per discussions with the staff from the City's Community Development Department, Cypress Fire Protection District, Orange County Sheriff's Department, and Cypress Police Department. One (1) virtual meeting is anticipated as part of this effort, to be coordinated and scheduled by the City.

Note: While this study is listed as an optional task, it is required for Safety Element adoption unless the jurisdiction already has an evacuation analysis that meets AB 747 requirements.

Deliverables

- Draft and Final Emergency Evacuation Routes Study Memorandum (Digital copy)
- One (1) virtual joint meeting with Fire, Sheriff, Police, and Public departments to finalize scenarios

Project Schedule

		Month 1				Month 2				Month 3				Month 4				Month 5				Month 6				Month 7				Month 8				Month 9				Month 10			
		W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
Task 1	**PROJECT INITIATION AND MANAGEMENT**																																						
1.1	Kick off Meeting																																						
1.2	Regular Meetings																																						
1.3	Project Administration																																						
1.4	CEQA Coordination																																						
Task 2	**COMMUNITY OUTREACH AND ENGAGEMENT**																																						
2.1	Online Community Survey (1)																																						
2.2	Departments/Commission Meetings (3)																																						
Task 3	**SAFETY ELEMENT UPDATE**																																						
3.1	Existing Conditions Analysis and Vulnerability Assessment																																						
3.2	Safety Element Goals, Policies, and Administrative Draft																																						
Task 4	**OPEN SPACE/CONSERVATION/RECREATION ELEMENT UPDATE**																																						
4.1	Existing Conditions Analysis, Mapping, and Exhibits																																						
4.2	OSCR Element Goals, Policies, and Administrative Draft																																						
Task 5	**PUBLIC REVIEW AND FINAL DRAFTS**																																						
5.1	Public Review Drafts																															Public Review								
5.2	Final Element Document																																						
Task 6	**PUBLIC HEARINGS AND ADOPTION**																																						
6.1	Adoption Hearings (2)																																						



3. Management Structure

Kimley-Horn is a privately held corporation, fully owned by current employees of the firm. Kimley-Horn is divided into 10 geographic regions: Midwest, Texas South, Florida, Atlantic, South, Carolinas, Mountain Pacific, Central, Southwest, and California. Each region is managed by a team of representatives from production, marketing, administration, and practice building. Setting overall direction and policy for the firm is the firmwide management committee—also composed of representatives from production, marketing, administration, and practice building—which assists the regional teams, as needed.

The primary responsibility of the regional teams and management committee is to support our project managers, who are responsible for every facet of a project from beginning to end—contracting, planning, scheduling, quality control, client contact and relationships, and project accounting. Kimley-Horn President and CEO, Brent Mutti; company secretary, Richard Cook; and region leader for California, Jason Matson have been with the company for nearly 30 years. More information on our proposed project manager and project team is included in the next section, and our management organization is provided on the following page.

Kimley-Horn and Associates, Inc. is wholly owned by Associates Group Services, Inc., which is wholly owned by APHC, Inc., which is owned by over 800 Kimley-Horn employees, none of which own 2% or more of the outstanding shares.

2025 Management Organization

Kimley»Horn

Secretary
Richard Cook

Board of Directors
Barry Barber, Chairman

Barry Barber, Chair
Steve Blakley
Scott Colvin
Richard Cook, Sec.
Bill Dvorak
Tammy Flanagan
Ashley Frysinger
Brian Good
Jennifer Harry
Joe Kaltsas
Steve Lefton
Brent Mutti
Aaron Nathan
Kevin Schanen

President & CEO
Brent Mutti

Advisory Committee

Steve Lefton, Chair
Barry Barber
Erica Carter
Scott Colvin
Richard Cook
Bill Dvorak
Angela Fanney
Tammy Flanagan
Ashley Frysinger
Chris Frysinger
Lori Hall
Chris Jones
Joe Kaltsas
Chris Leverett
Colleen Marnell
Jason Matson
Emily Meador
Brent Mutti
Aaron Nathan
Nick Otto
Aaron Rader
Jonathan Thigpen
Brian Valentine
Samantha Venters
Jeffrey Weir

Practice Building
Ashley Frysinger
Kevin Schanen

Production
Aaron Nathan

Marketing
Bill Dvorak

Human Resources
Lori Hall

Finance
Tammy Flanagan

Atlantic
Erica Carter

California
Jason Matson

Carolinas
Chris Leverett

Central
Aaron Rader

Florida
Jonathan Thigpen

Midwest
Colleen Marnell

Mountain Pacific
Brian Valentine

South
Angela Fanney

Southwest
Chris Jones

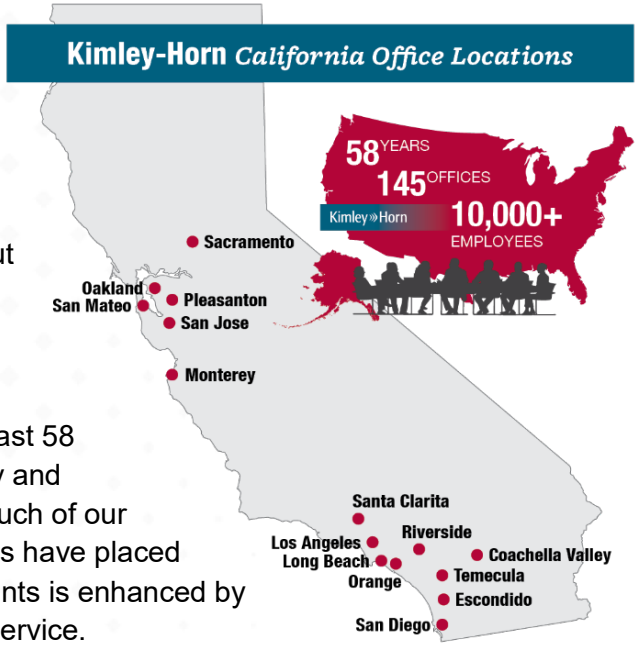
Texas South
Chris Frysinger

K:\RAL_MKTG\Communications\Org Charts
last updated: 1/15/25

4. Firm Qualifications and Relevant Experience

Firm Profile

Kimley-Horn offers a multidisciplinary team of planners, urban designers, landscape architects, CEQA specialists, engineers, and public outreach professionals who collaborate seamlessly across disciplines and geographies. Kimley-Horn's single-profit center structure allows us to quickly mobilize technical experts from across the firm to meet client needs without internal barriers. We provide our clients with the local knowledge and responsiveness of a small firm, backed by the depth of resources only a national firm can offer.



Kimley-Horn's continued growth and stability over the past 58 years are the direct result of our commitment to integrity and dedication to providing quality services to our clients. Much of our growth extends from the confidence and trust that clients have placed in us. Kimley-Horn's long record of technical achievements is enhanced by our reputation for effective management and personal service.

We are partners to many municipalities and agencies in Southern California. Locally, our public agency partners include but are not limited to the cities of Santa Ana, Irvine, Anaheim, Newport Beach, Orange, Dana Point, Long Beach, Lomita, Signal Hill, Artesia, Carson, Agoura Hills, Gardena, Los Angeles, Orange County Public Works, Orange County Transportation Authority (OCTA), Los Angeles County Metropolitan Transportation Authority (Metro), California Department of Transportation (Caltrans) District 12, and many other cities and local agencies to successfully deliver a wide range of similar planning and environmental projects. Over the past decade, we have demonstrated our corporate commitment to our clients on a variety of similar contracts and projects (highlighted in the following pages). Because of this versatile work experience, our technical qualifications and strengths cover a wide variety of project types and requirements. Some of our planning practice areas are presented on the following page.

Kimley-Horn Planning Services

Policy Planning

- General Plans Update, including Housing, Safety, and Environmental Justice Elements
- Specific Plans
- Downtown, Vision, and Master Plans
- Area Plans
- Transit Oriented Communities Planning
- Inclusionary Housing Policies/Ordinances
- Zoning Codes and Development Standards
- Objective Design Standards and Design Guidelines
- Consolidated Plans and Analysis of Impediments
- Park System Master Plans
- Complete Streets and Mobility Planning
- Aviation Planning
- Active Transportation and Transit Planning
- Geographic Information Systems (GIS) and Mapping Services
- Climate Vulnerability Assessments
- Climate Action and Adaptation Plans

Environmenal Planning and Technical Studies

- Initial Studies (IS)
- Negative Declarations and Mitigated Negative Declarations (MND)
- Addendums
- Categorical Exemptions and CEQA Section 15183 and 15183.3 Exemptions
- Substantial Conformity, Consistency, and Compliance Assessments
- Sustainable Communities Environmental Assessments (SCEA)
- Sustainable Communities Project Exemptions (SCPE)
- Environmental Impact Reports (EIRs)
- Mitigation Monitoring and Reporting Program Preparation and Compliance/Implementation (MMRP)
- Preliminary Environmental Assessment Report (PEAR)
- Preliminary Environmental Study (PES) NEPA Documentation
- Categorical Exclusions
- Environmental Assessments (EA)
- Environmental Impact Statements (EIS)
- Technical Studies
- Air Quality Studies
- Health Risk Assessments
- Greenhouse Gas (GHG) Emissions Assessments
- Community Impact Assessments
- Aesthetics/Visual Impact Analyses
- Land Evaluation and Site Assessments (LESA)
- Emergency Plans
- Energy Evaluations
- Historic Resources Evaluations
- Cultural Resources and Tribal Cultural Resources Assessments
- Noise and Vibration Studies
- Parking and Parking Management Studies
- Paleontological Resources Assessments
- Transportation Studies: Vehicle Miles Traveled (VMT) and Level of Service (LOS)
- Phase I and II Environmental Site Assessments
- Environmental Justice Outreach (EJ)
- Hydrology and Drainage Studies
- Water Quality Management Plans (WQMP)
- Water Supply Assessments
- Utility/Sewer Infrastructure Studies
- Recreational Facility Assessments and Federal Highway Administration (FHWA) Section 4(f) Evaluations
- Wildland Fire Hazards/Fire Protection Studies

Staff Services and Outreach

- Community Engagement (In-person and Virtual)
- Project Management
- Team/Agency Coordination
- Public Hearing Notices
- Scoping Meetings and Outreach
- Public Hearing Presentations
- Tribal Cultural Consultation Support
- Agency Permit Processing
- Regulatory Permit Processing
- Staff Training

Additional In-House Resources and Services

- Archaeological Monitoring
- Landscape Architecture
- Energy Services: Solar, Hydrogen
- Graphics/Media Services
- Roads and Bridges
- Site Civil Engineering
- Structural Engineering
- Mechanical, Electrical, and Plumbing Engineering Services (MEP)
- Safe/Smart/Complete Streets

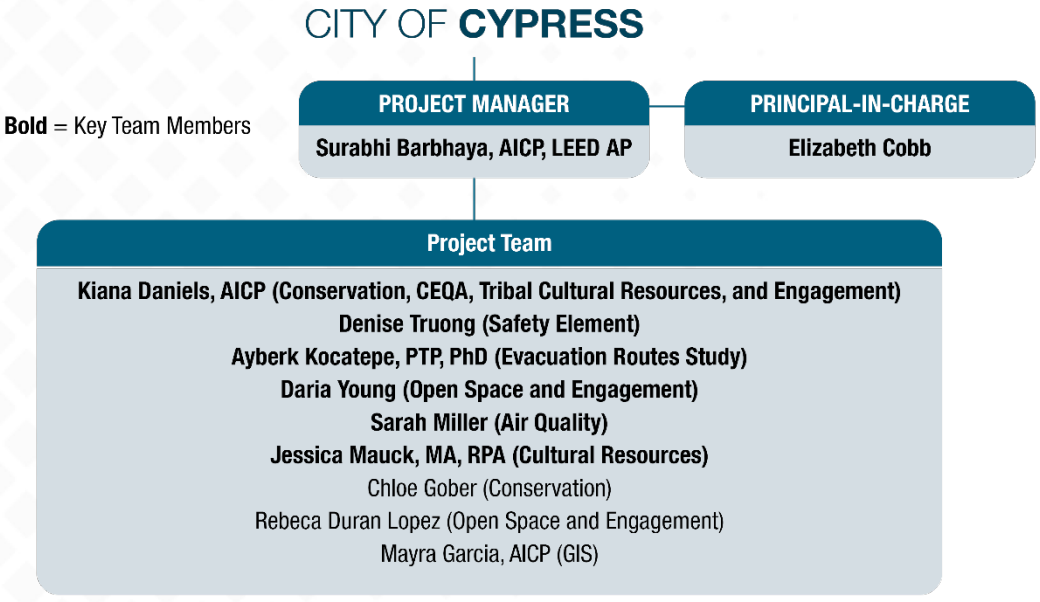
Project Team

Kimley-Horn understands that when you choose a consulting firm, you are really choosing the people who will bring you technical expertise, hands-on experience with similar projects, and a commitment to timely, high-quality deliverables and client service. Our team will be led by **Surabhi Barbhaya, AICP, LEED AP**, a successful Kimley-Horn project manager with 20 years of experience in urban planning and design. Surabhi has led a multitude of projects, including GPUs, specific plans, zoning codes, objective design standards, complete streets, and active transportation. Her urban planning background helps her take a holistic approach to projects by integrating land use, transportation, and sustainable development to respond to demographic, market, economic, physical, and organizational forces. Project manager Surabhi Barbhaya, AICP, LEED AP will remain the City's main point of contact for the duration of this project. She can be reached at **949.426.8886** or at **Surabhi.Barbhaya@kimley-horn.com**

Surabhi will be supported by a deep bench of planning professionals well-versed in long range planning projects. Like Surabhi, our proposed team brings extensive experience successfully managing complex projects across various sectors. Our team is committed to providing continuous support to the project manager throughout the project's duration, allowing for timely execution, effective problem solving, and seamless project management.

Organizational Chart

The organization chart below delineates the specific responsibilities of Kimley-Horn's key personnel and support staff. Resumes of our proposed key team members are included in the **Key Personnel Resumes** section of this proposal on page 36.

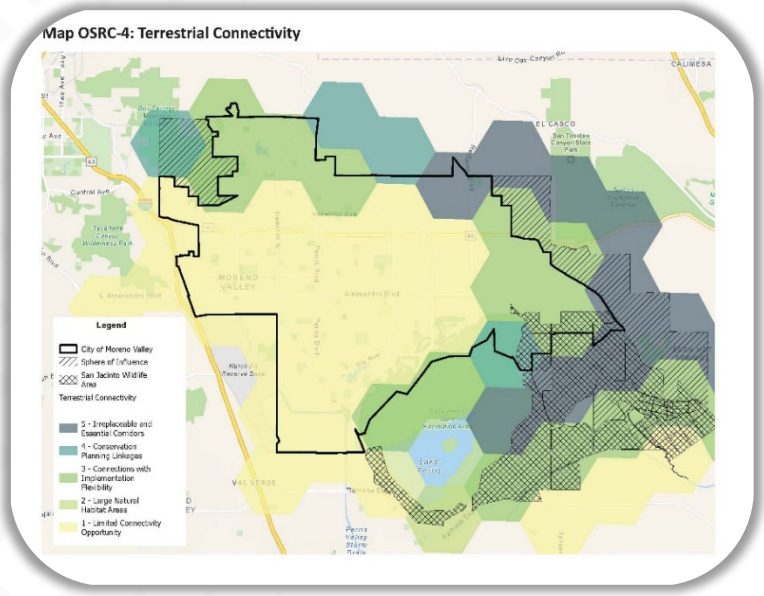


Relevant Experience

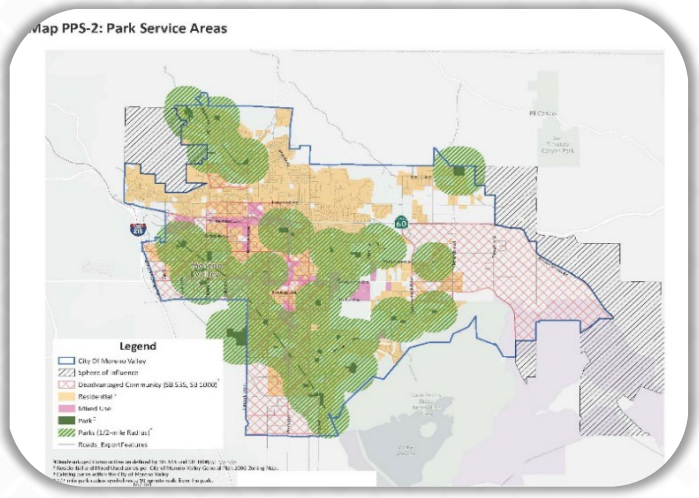
We are proud of our working relationships with our clients, and much of our success over the last 58 years is directly related to our efforts to provide consistent, high-quality, and timely services. We have provided several projects below that received similar services from Kimley-Horn. We invite you to contact our clients directly for comment on the quality of Kimley-Horn's services.

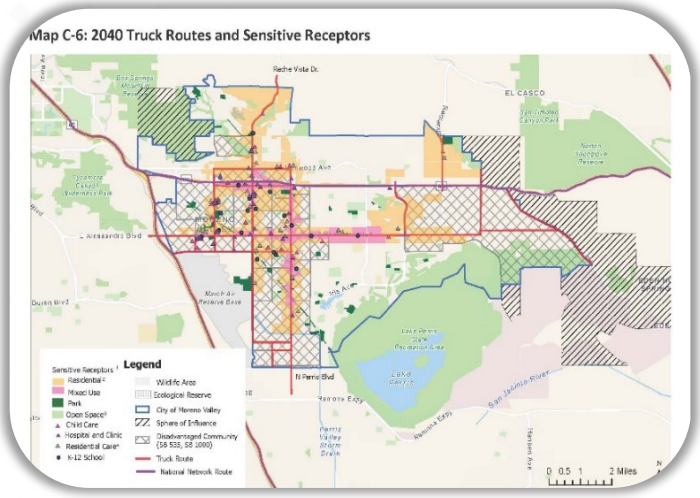
City of Moreno Valley, General Plan Update, Moreno Valley, CA

Client Contact: Angelica Frausto Lupo, Community Development Director
Address: 14177 Frederick Street Moreno Valley, CA 92553
Phone: 951.413.3215
Email: angelicaf@moval.org
Key Personnel: Surabhi Barbhaya, Jessica Mauck, Daria Young
Role/Responsibilities: General Plan Update preparation and public outreach



The City of Moreno Valley's General Plan, originally adopted in 2021, established a forward-looking vision centered on growth, sustainability, and equity through 2040. However, with the adoption of several new state laws—such as AB 98, AB 932, SB 1425, AB 1889, and AB 2684—some with compliance deadlines as early as January 2026, the General Plan now requires targeted updates to maintain consistency with state mandates. The City has also annexed areas within its Sphere of Influence, which must be incorporated into updated land use policies and maps. Kimley-Horn is supporting the City in updating the General Plan to integrate new statutory requirements while reflecting development progress and policy implementation that occurred between 2021 and 2025. Kimly-Horn is also making sure that consistency is maintained throughout various elements of the General Plan and with the Environmental Impact Report (EIR). We also made changes to existing conditions to reflect the most recent data such as fire maps, demographics, parks and rec facilities as well as policy changes per present day needs and conditions. The GPU proposed new mixed use and overlay zones as well as changes to the Airport Overlay Zone. Kimley-Horn is helping the City's zoning code and zoning map update to align with the changes in the General Plan.





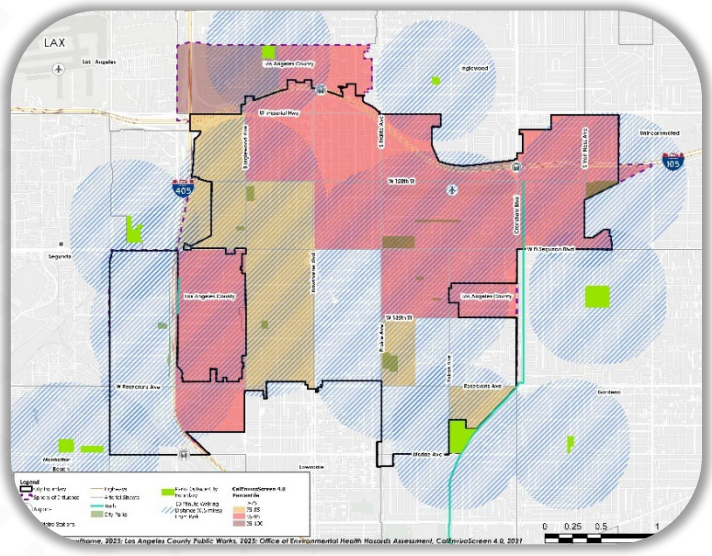
City of Hawthorne, General Plan Update, Hawthorne, CA

Client Contact: Gregg McClain, Planning Director
Address: 4455 W 126th Street, Hawthorne, CA
Phone: 310.349.2970
Email: gmcclain@hawthorneca.gov
Key Personnel: Surabhi Barbhaya, Daria Young, Chloe Gober; Sarah Miller; Kiana Daniels, AICP; Rita Garcia
Role/Responsibilities: Preparation of the General Plan Update; public outreach

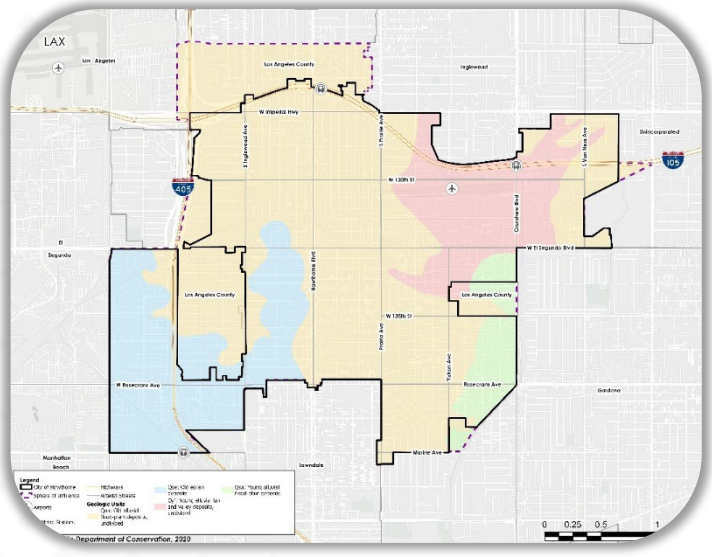
The City of Hawthorne is undertaking a comprehensive update to its General Plan to create a cohesive, forward-looking vision that guides growth, investment, and quality of life over the next 20 years. The updated General Plan will address all required elements—including Land Use, Circulation, Open Space, Conservation, Safety, Noise, and Environmental Justice—ensuring alignment with current State laws and community priorities. The process will reimagine how Hawthorne evolves as a connected, resilient, and equitable city—one that celebrates its aerospace legacy while embracing opportunities for housing, economic diversification, sustainability, and mobility.

With respect to Open Space and conservation, the update will guide the long-term stewardship of Hawthorne's limited open spaces and natural resources, focusing on expanding park access, enhancing tree canopy, improving air and water quality, and advancing urban greening for climate resilience. Kimley-Horn's team will assess park and recreation needs, identify access gaps, and explore opportunities for new green corridors, pocket parks, and stormwater projects. The effort emphasizes equitable park distribution, reduced heat islands, and better connections between schools, neighborhoods, and major corridors. Grounded in data and community input, the updated elements will promote sustainability, livability, and a healthier environment for current and future generations.

Disadvantaged communities overlaid with a 10-minute walkshed

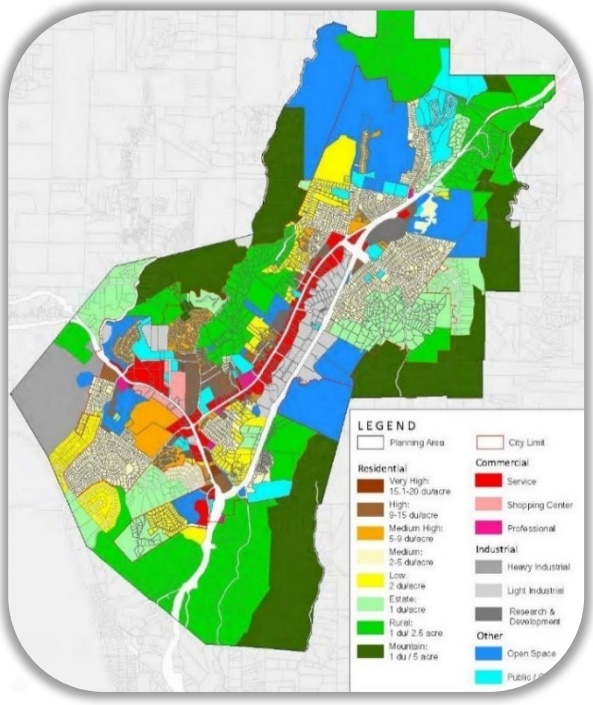


Geologic Units



City of Scotts Valley, General Plan Update, Climate Action Plan, and EIR, Scotts Valley, CA

Client Contact: Taylor Bateman, Acting Community Development Director
Address: One Civic Center Drive
Scotts Valley, CA 95066
Phone: 831.440.5631
Email: tbateman@scottsvalley.gov
Key Personnel: N/A
Role/Responsibilities: Preparation of the General Plan Update, Climate Action Plan, Programmatic EIR, and Citywide Traffic Model; public outreach



Kimley-Horn collaborated with the City of Scotts Valley to update its General Plan, the first revision since 1994, adopted in November 2023. It outlines the City's long-term vision for land use, housing, transportation, and public services. The General Plan aims to enhance community livability, economic vitality, and environmental sustainability. Key objectives include promoting sustainable development, improving infrastructure, and preserving open spaces while accommodating growth. The plan emphasizes community engagement and aims to foster a vibrant, inclusive atmosphere.



To facilitate community engagement, Kimley-Horn created eye-catching branding and logo, and four magazine-style fact sheets that provided context and solicited public feedback on potential issues. Additionally, a web-based survey garnered responses from over 800 residents, resulting in approximately 175 pages of written comments. The project included a strategic assessment of land uses to identify optimal uses for vacant and underdeveloped parcels, focusing on increased densities near the proposed Town Center and along transit corridors. Furthermore, Kimley-Horn developed a citywide traffic model, a climate action plan, and a programmatic EIR as part of the planning process, providing a comprehensive approach to the City's growth and sustainability. The Climate Action Plan specifically outlines strategies for reducing greenhouse gas (GHG) emissions and fostering collaboration with local stakeholders.

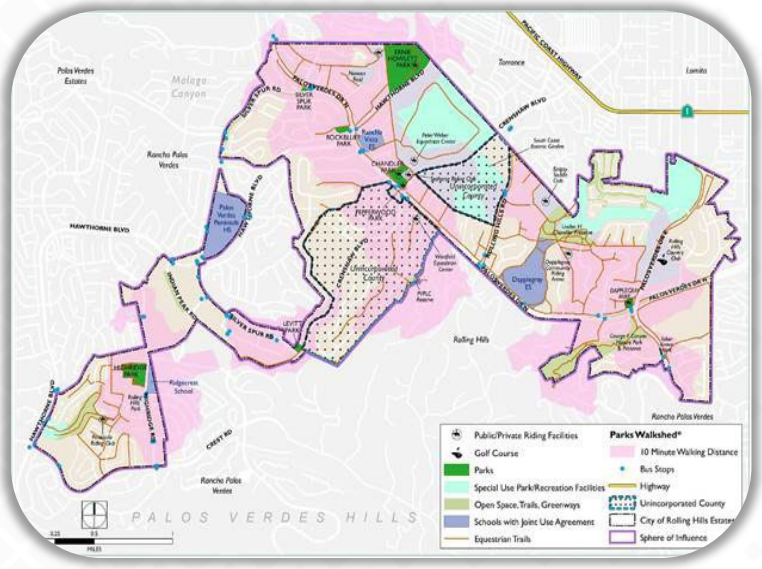
City of Rolling Hills Estates, Rolling Hills Estates General Plan Update and EIR, Rolling Hills Estates, CA

Client Contact: Jeannie Naughton, Community Development Director
Address: 4045 Palos Verdes Drive North, Rolling Hills Estates, CA 90274
Phone: 310.377.1577
Email: jeannien@ci.rolling-hills-estates.ca.us
Key Personnel: Surabhi Barbhaya, AICP, LEED AP
Role/Responsibilities: Preparation of the General Plan Update and EIR; public outreach



While with her previous firm, **Surabhi Barbhaya, AICP, LEED AP** worked on the GPU for the City of Rolling Hills Estates. The update reflects the City's vision and includes a strong focus on enhancing sustainability, complying with changes in state law, and improving the Plan's usefulness. The City's Open Space and Recreation Element, as part of its GPU, emphasizes the preservation and enhancement of the City's parks, trails, and open spaces to maintain its semi-rural character and promote community well-being. The Open Space and Recreation Element outlines plans for three new mini-parks to increase the percentage of residences within a 10-minute walk to a park. As a part of the GPU, the Circulation and Conservation Elements were also updated to emphasize multimodal connectivity and cutting edge policies related to conservation respectively. Additionally, the Commercial District Vision Plan, which Surabhi also led, includes proposals for new plazas and green spaces in areas like the Promenade Mall and Peninsula Center, aiming to create vibrant, accessible public spaces. The City also maintains 25 miles of equestrian trails and 10 miles of bicycle paths, reflecting its commitment to diverse recreational opportunities. Overall, the Conservation Element seeks to balance development with the conservation of natural resources, making sure that open spaces continue to serve ecological functions while providing recreational benefits to residents.

Park Pedestrian Access Gap Map



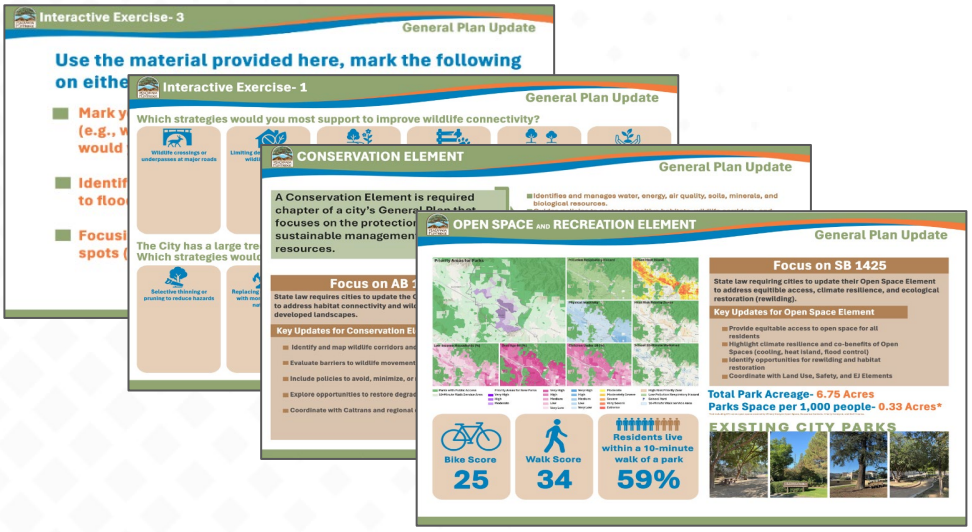
City of La Cañada Flintridge, Open Space, Conservation, and Circulation Element Update, La Cañada Flintridge, CA

Client Contact: Antonio Gardea, AICP, Deputy Director of the Community Development Department
Address: One Civic Center Drive, La Cañada Flintridge, CA 91011
Phone: 818.790.8881 Extension 309
Email: agardea@lcf.ca.gov
Key Personnel: Surabhi Barbhaya, Daria Young, Rebeca Duran Lopez, Kiana Daniel, Chloe Gober, Mayra Garcia, Jessica Mauck
Role/Responsibilities: Preparation of the Open Space, Conservation, and Circulation Element Update; public outreach

Kimley-Horn is leading the update of La Cañada Flintridge's Open Space, Conservation, and Circulation Elements to bring them into compliance with new state mandates (AB 98, AB 932, SB 1425, and AB 1889) while addressing the City's environmental and community priorities. The project will align these elements with the City's recently adopted Safety, Land Use, and Housing Elements and its ongoing zoning code overhaul to create a consistent, implementable General Plan framework.

For the Circulation Element, the team will identify appropriate truck routes in compliance with AB 98, reduce impacts on residential neighborhoods and schools, and integrate multimodal goals in accordance with SB 932. The Conservation Element with be a comprehensive update and will also incorporate AB 1889 requirements by identifying opportunities for habitat connectivity and regional ecological linkages, supported by mapping. The Open Space and Recreation Element will also be a comprehensive update including compliance with advance SB 1425 goals for climate resilience, equitable park access, and rewilding opportunities—focusing on strategic management of the City's extensive tree canopy and fire-prone open spaces. The project includes a survey, community workshop and commission workshops, a CEQA exemption, and adoption hearings in 2025–2026, positioning La Cañada Flintridge as a proactive, sustainability-driven community prepared for future environmental and mobility challenges

Public Workshop Materials



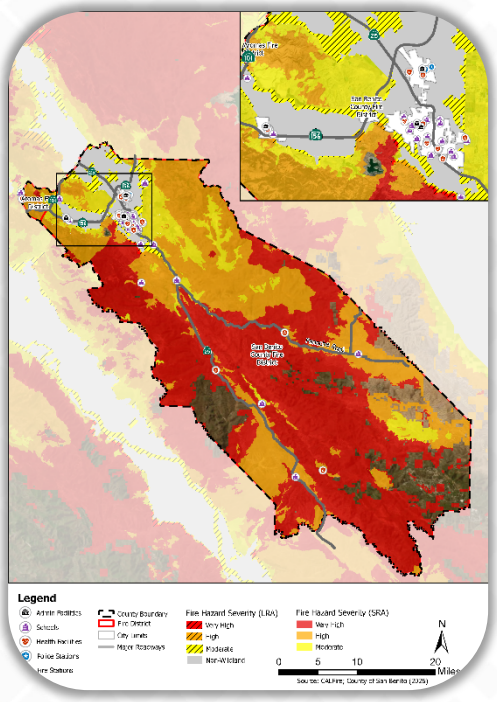
County of San Benito, Safety Element, Hollister, CA

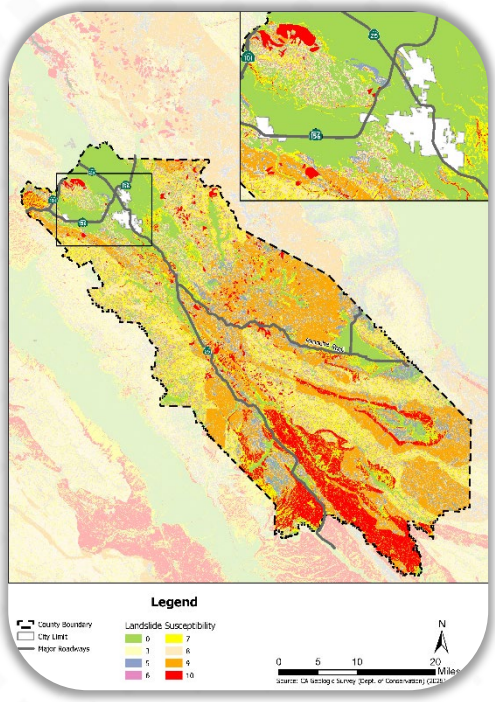
Client Contact: Stephanie Reck, Senior Planner
Address: 2301 Technology Parkway, Hollister, CA, 95023
Phone: 831.902.2289
Email: sreck@sanbenitocountyca.gov
Key Personnel: Surabhi Barbhaya, Denise Truong, Daria Young, Rebecca Duran Lopez, Ayberk Kocatepe
Role/Responsibilities: Preparation of the Safety Element; public outreach

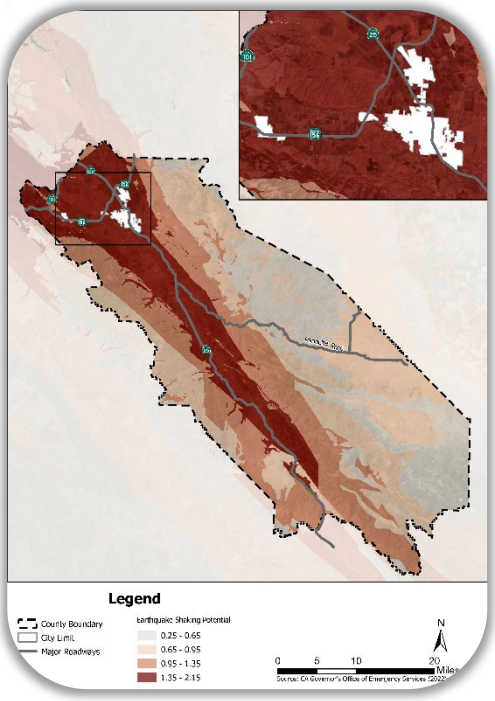
Kimley-Horn is assisting San Benito County with a comprehensive update to its Safety Element to align the County's General Plan with the latest state mandates and local hazard mitigation efforts. The update integrates findings from the County's 2022 Multi-Jurisdictional Hazard Mitigation Plan and 2024 Emergency Operations Plan, ensuring consistency with SB 379, AB 2140, and related legislation on climate adaptation, wildfire safety, and evacuation planning pursuant to AB 747.

The project involves a thorough review of the existing Safety Element, preparation of updated hazard maps (wildfire, seismic, landslide, flood, dam inundation, liquefaction, and drought), and incorporation of policies addressing extreme heat, drought, flood protection, and wildfire resilience. Kimley-Horn is also coordinating consultation with CAL FIRE and the Department of Conservation to strengthen wildfire and evacuation policies for Very High Fire Hazard Severity Zones.

Community engagement included an online survey and an in-person workshop to gather public input on local hazards, preparedness, and priorities for safety and resilience. The final element will be presented for adoption by the Planning Commission and Board of Supervisors. Through this update, San Benito County will modernize its Safety Element to build long-term resilience, support interagency coordination, and safeguard its residents, infrastructure, and natural environment.

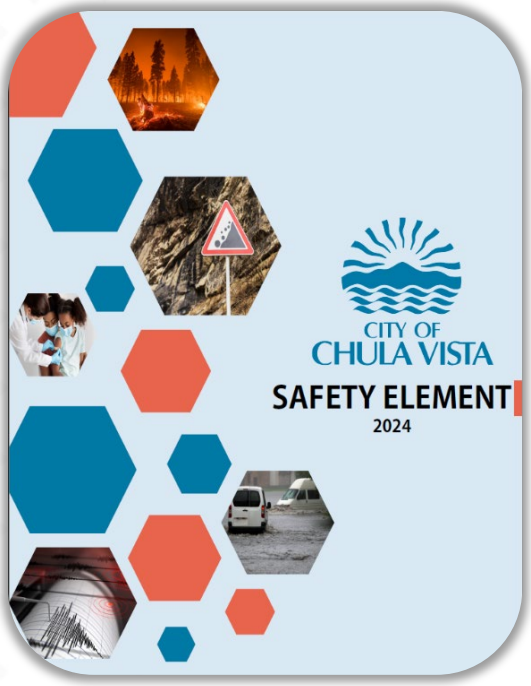




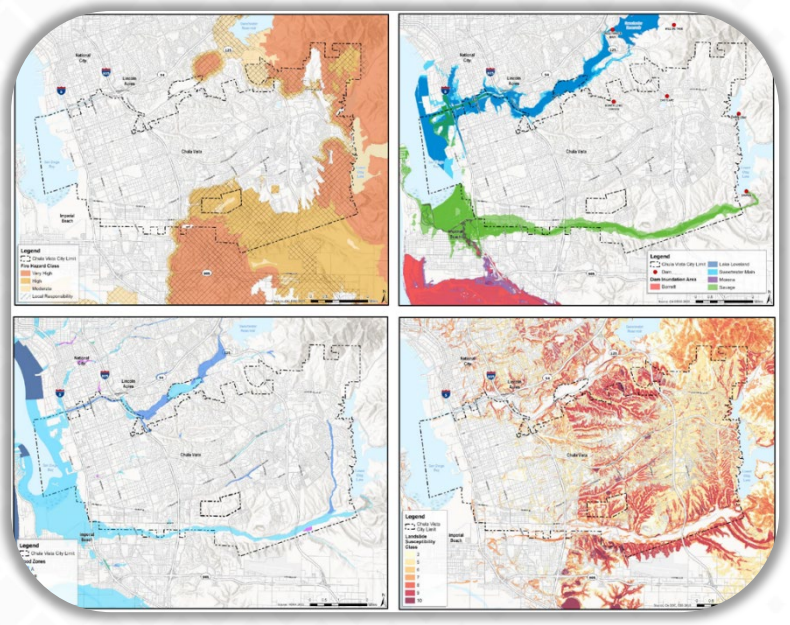


City of Chula Vista, Safety Element, Chula Vista, CA

Client Contact: Marlon King, Emergency Services Manager
Address: 276 Fourth Avenue, Chula Vista, CA 91910
Phone: 619.409.5482
Email: Mking@chulavistaca.gov
Key Personnel: Surabhi Barbhaya
Role/Responsibilities: Preparation of the Safety Element and Evacuation Routes Study; public outreach



While at her previous firm, **Surabhi Barbhaya, AICP, LEED AP** prepared a comprehensive set of revisions to the City's Safety Element. The project outreach involved a community survey in Spanish and English and two in-person community workshops. The Safety Element update includes aligning with the State laws and OPR guidelines including addition of several new topics, including Climate resiliency, evacuation, drought, dam inundation, the impact of the Tsunami, emergency preparedness, crime, and health crises. An Evacuation Routes Study was also prepared in accordance with AB 747, which will evaluate the capacity and viability of evacuation routes during a wildfire event and a dam breach event.



Surabhi worked closely with City's Fire Department in order to get the Safety Element ready for approval by the City Council and the Board of Forestry and Fire Protection for the City to be eligible to qualify for the Fire Risk Reduction Community List. This will increase City's qualification for grant opportunities and allow Chula Vista residents to potentially qualify for reduced fire insurance rates, and/or fire insurance rates that would not escalate. The Safety Element was well received by the Planning Commission, City Council and CAL FIRE that complimented the plan for its comprehensiveness, clarity, organization, and ease of use.

City of Hemet, 2021-2029 6th Cycle Housing Element, Safety Element (including Climate Vulnerability Assessment), and Environmental Justice Element, Hemet, CA

Client Contact: Monique Alaniz-Flejter, Community Development Director
Address: City of Hemet, Planning Division, 445 East Florida Avenue, Hemet, CA 92543
Phone: 951.765.2370
Email: mflejter@hemetca.gov
Key Personnel: Denise Truong
Role/Responsibilities: Preparation of the Housing Element, Safety Element (including Climate Vulnerability Assessment [CVA]); and Environmental Justice (EJ) Element; public outreach

Kimley-Horn assisted the City of Hemet with preparing the 6th Cycle Housing Element, Safety Element, CVA, and EJ Element, and the associated CEQA document. As part of the project, Kimley-Horn formulated a Community Outreach Plan and hosted multiple community workshops to discuss the Housing Element update process and to review the Draft Housing Element. The Community Outreach Plan described the strategy for optimal engagement with the community, stakeholders, and decision makers for the Safety and EJ Elements, which resulted in two rounds of outreach, community workshops, a project webpage, informational flyers, a joint study session with the City of Hemet's Planning Commission and City Council, and stakeholder interviews.



City of Beverly Hills, Safety Element Update, Beverly Hills, CA

Client Contact: Timothea Tway, AICP, Community Development Director (formerly with the City of Beverly Hills)
Address: 345 North Rexford Road, Beverly Hills, CA 90210
Phone: 805.781.7187
Email: ttway@slocity.org
Key Personnel: N/A
Role/Responsibilities: Preparation of the Safety Element and EJ strategy; public outreach

Kimley-Horn updated the General Plan Safety Element to address climate change and the risk of fire for land and structures located within Very High Fire Hazard Severity Zones. Kimley-Horn produced new or revised text, tables, and exhibits needed to bring the SE in general compliance with current state law. Kimley-Horn coordinated with the City and local agencies, particularly the Beverly Hills Fire Department, to collect up-to-date goals, policies, and procedures. Kimley-Horn also addressed climate adaptation and resiliency strategies applicable to Beverly Hills through a CVA in accordance with SB 379. Kimley-Horn worked collaboratively with the City to develop a set of adaptation and resilience goals, policies, and objectives based on the CVA, a set of feasible implementation measures designed to carry out the goals, policies, and objectives identified consisting of feasible methods to avoid or mitigate climate change impacts associated with new uses of land and new essential public facilities. Kimley-Horn also prepared the EJ strategy and conducted stakeholder and NGO surveys so that all populations and sensitivities are properly addressed.



City of Menifee, 6th Cycle Housing Element, Land Use Element, Safety Element, EJ Element Update, and EIR, Menifee, CA

Client Contact: Orlando Hernandez, Community Development Director
Address: 29844 Haun Road Menifee, CA 92586
Phone; 951.672.6777
Email: ohernandez@cityofmenifee.us
Key Personnel: N/A
Role/Responsibilities: Preparation of the Housing Element, Land Use Element, Safety Element, EJ Element, and EIR; public outreach

Kimley-Horn assisted the City of Menifee with their Housing Element Update and Land Use, Safety, and EJ Elements as well as an EIR for the Regional Housing Needs Assessment (RHNA) 6th Cycle planning period. Kimley-Horn worked extensively with City staff, elected officials, HCD, and the public to develop policy solutions. The update included revisions to the City's housing profile, updated governmental and non-governmental constraints to the development of housing, a progress report on the performance of the existing housing element, and a revised Housing Plan. Aside from completing the technical analysis associated with updating a housing element, the process included outreach events—including joint workshops with the Planning Commission and City Council, workshops with the public, stakeholder meetings, and mini webinars. Each step of the process included components to inform and engage the community to ensure that their feedback was incorporated into the Housing Element Update whenever feasible. After several rounds of review, Kimley-Horn produced a final draft Housing Element, Land Use Element, SE, and EJ component.



City of Solana Beach, 6th Cycle Housing Element, Safety Element (including CVA), and EJ Element, Solana Beach, CA

Client Contact: Joseph Lim, AICP, Community Development Director
Address: City of Solana Beach, Community Development Department
635 Highway 1, Solana Beach, CA 92075
Phone: 858.720.2434
Email: jlim@cosb.org
Key Personnel: N/A
Role/Responsibilities: Preparation of the Housing Element, Safety Element (including CVA), and EJ Element; public outreach

Kimley-Horn assisted the City of Solana Beach with the 6th Cycle Housing Element update. The City of Solana Beach coordinated with Kimley-Horn in developing policies and programs for a built-out coastal community with almost no vacant land and must deal with limiting land use policies. Kimley-Horn held community workshops to update the community about the state's requirements for the Housing Element Update process and solicited input from the community regarding various housing challenges, facilitation of housing programs, and housing opportunities within the community. Kimley-Horn also prepared a Safety Element Update, inclusive of a CVA, and EJ strategy, inclusive of stakeholder interviews, as part of the project.

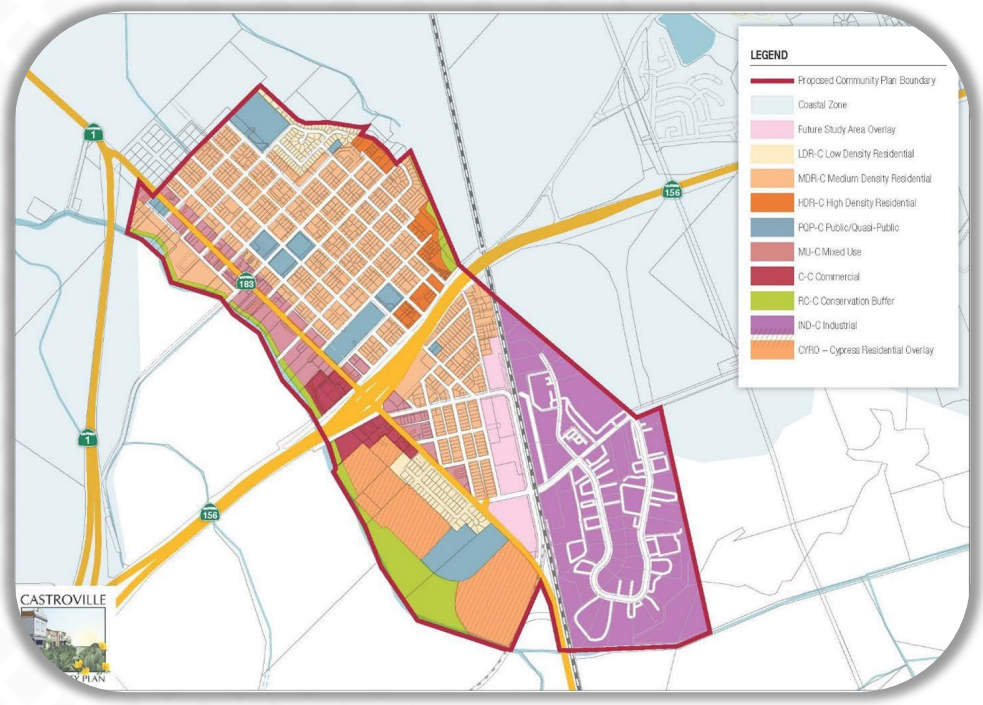


County of Monterey, Castroville Community Plan Update and EIR, Monterey County, CA

Client Contact: Jaime Scott Gutherie, AICP, Senior Planner
Address: 1441 Schilling Place, South 2nd Floor, Salinas, CA 93901
Phone: 831.796.6414
Email: GuthrieJS@CountyofMonterey.gov
Key Personnel: Surabhi Barbhaya
Role/Responsibilities: Preparation of the Community Plan update

Kimley-Horn was competitively selected to assist the County of Monterey Housing and Community Development Department with updating the Castroville Community Plan and related documents. The Castroville Community Plan, last updated and adopted in 2007, is part of the Monterey County General Plan and pre-dates the County's 2010 GPU. The adopted Castroville Community Plan, which was also prepared with assistance from Kimley-Horn's project manager, provided a comprehensive framework for Castroville's land uses, growth opportunities, infrastructure, public facilities, and economic development.

The 2007 Castroville Community Plan was ambitious, involving large areas within the coastal zone, significant industrial growth, and several large-scale capital improvement projects. Given the planning challenges associated with coastal resources, coupled with changes in County priorities toward affordable housing, the update to the Castroville Community Plan will reflect a more modest and achievable effort. The Castroville Community Plan will benefit from a fresh look at land use patterns, land use designations, affordable housing opportunities, and the practical application of "mixed-use" development. Transportation and infrastructure updates, both planned and previously implemented, will also be included as well as an update to local development impact fees to reflect the updated plan and current capital costs.



Quality Control/Quality Assurance (QC/QA)

Kimley-Horn aggressively pursues its commitment to quality for every task, deliverable, and service provided by the firm. Our procedures will provide high-quality services that satisfy your needs. There will be no learning curve relative to quality for our team. Our program is based on the philosophy that:



Quality Is Achieved by adequate planning, coordination, supervision, and technical direction; proper definition of project requirements and procedures; understanding the scope of services; and the use of appropriately skilled personnel performing work functions carefully.

Quality Is Secured through the careful surveillance of work activities by individuals who are not directly responsible for performing the initial efforts.

Quality Is Controlled by assigning a manager to evaluate all work and procedures followed while providing the services.

Quality Is Verified through independent reviews by a qualified staff member of the processes, procedures, documentation, supervision, technical direction, and staffing associated with the project development.

Cost Control

The Kimley-Horn team has an excellent track record of completing projects within or very close to established budgets. The ability to control project costs throughout the progress of work is the result of a strong commitment to do so, a thorough understanding of the project, and incorporation of this understanding into project design drawings. The ability to control costs requires many of the same actions and attitudes. Strong communications and use of experienced personnel are two effective cost control mechanisms. Other critical elements play a key role in meeting schedules and controlling costs:

1. It is essential to develop a clear understanding of the project scope early in the process. A project budget is only as good as the clarity of the underlying scope.

2. The project team must be well-organized and exhibit good teamwork. Good communication is essential. A breakdown in communication can easily result in a failure in project control.

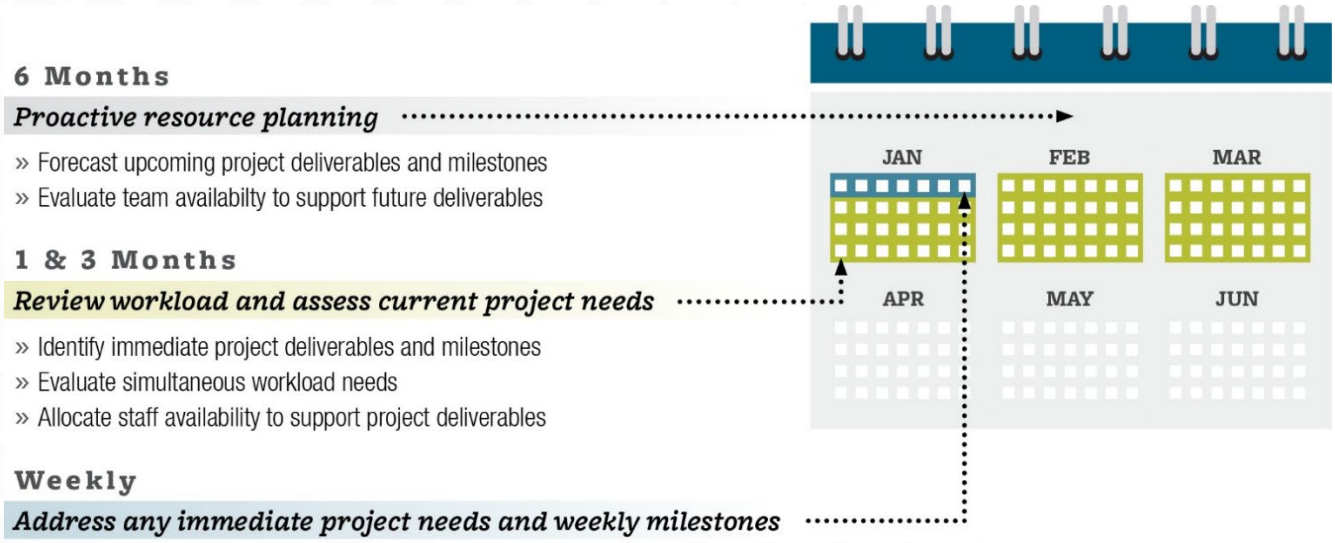
These fundamental principles apply to the entire project team and the design team's internal work effort. Our approximately 90% repeat client rate is the strongest proof of Kimley-Horn's ability to meet schedules and manage project costs.

Schedule Control

Kimley-Horn has a proven record of performing on time and within budget. The key to our success is managing the right resources at the right time. We emphasize project management using bi-monthly effort reports that give our project managers up-to-date staffing and expense information related to their projects. This information enables them to continuously monitor the status of project cost, cost control effectiveness, and schedule. In addition, Kimley-Horn often schedules bi-monthly telephone progress meetings with our clients to communicate progress to date and the next steps to be taken.

Frequent communication and clear definition of the responsibilities of team members are critical elements in maintaining schedules. With that in mind, our project-specific work plan identifies critical project milestones and deliverable dates. We will then actively manage our team resources to meet the agreed-upon schedules and keep your project on track.

To monitor our staff workload, Kimley-Horn employs an intensive forecasting technique known as our castaheads process. This effort involves assessing our project milestones and staff loading on a weekly, monthly, and six-month basis, drilling down to the project team level. Individual staff member loading is assessed to the person level in the one-week and one-month time frames and the operating unit level in the six-month time frame. A database is used to track all project commitments/milestones and staff commitments firmwide. Using this intensive process, we can identify overloads and shortfalls many months in advance and develop strategies to overcome them. By having a clear picture of staff workload at all times, Kimley-Horn will be optimally positioned to meet the City's expectations for all tasks stemming from this project.



5. Key Personnel Resumes



Surabhi Barbhaya, AICP, LEED AP

Project Manager

Surabhi has 20 years of experience in urban planning, urban design, and active transportation. She has worked on a spectrum of projects, including GPUs, specific plans, design guidelines, objective design standards, complete streets, bike master plans, trail and greenway planning, and pedestrian studies. Her urban planning background helps her take a holistic approach towards projects by integrating land use, transportation, and sustainable development to respond to demographic, market, economic, physical, and organizational forces. Her architecture and urban design background further add to this holistic approach by focusing on the project's aesthetic aspects via design guidelines. She firmly believes that meaningful public engagement leads to ownership of the project by the community and uses her graphic skills to communicate ideas to the audience during the project's consensus-building phase. Many of her projects have won local and state American Planning Association (APA) and American Society of Landscape Architects (ASLA) awards. Surabhi is also an active member of the planning community and is serving as board member for APA Orange Section.

EDUCATION

- Master of City Planning, Land Use Planning, University of Cincinnati
- Bachelor of Architecture, Architecture, Maharaja Sayajirao University of Baroda, India

CREDENTIALS

- American Institute of Certified Planners #022061
- LEED Accredited Professional

Project Responsibilities

*As project manager, **Surabhi** will manage the project's daily operations, including coordination with task leaders. Her coordination and management responsibilities will include tracking progress, managing invoicing and reports, maintaining project files, managing the scope, schedule, and budget.*

RELEVANT EXPERIENCE

- City of Hawthorne, General Plan Update, Hawthorne, CA – Project Manager
- City of La Cañada Flintridge, Open Space, Conservation, and Circulation Element Updates, La Cañada Flintridge, CA – Project Manager
- City of Sierra Madre, Open Space and Conservation Element, Sierra Madre, CA – Project Manager
- City of Moreno Valley, General Plan Update, EIR, and Zoning Code Update, Moreno Valley, CA – Task Manager
- City of San Juan Capistrano, Housing Element Update, Safety Element Update, and EJ Element Update, San Juan Capistrano, CA –Task Manager*
- City of Pinole, Housing Element Update, Safety Element Update, EJ Element Update, Pinole, CA – Project Manager*
- Town of Los Altos Hills, Housing and Safety Elements Update, Los Altos Hills, CA – Project Manager*
- City of Rolling Hills Estates, General Plan Update, Rolling Hills Estates, CA – Project Manager*

**Prior to joining Kimley-Horn*



Elizabeth Cobb

Principal-in-Charge

Elizabeth brings 35 years of policy planning experience with a comprehensive knowledge of land use development involving acquisition, forward planning, entitlement, financing, and implementation. She brings a unique mix of public and private experience to entitlement and land planning services. Elizabeth has managed projects through acquisition, pre-development, preliminary site plans, specific plan preparation and amendments, evaluating infrastructure, site development costs, and directing the entitlement process for new developments including general plan amendments, zone changes, subdivision, and CEQA compliance. Elizabeth has functioned as a project level community liaison responsible for public outreach, public relations, and public hearings.

EDUCATION

- Bachelor of Arts, Social Ecology, University of California, Irvine

AFFILIATIONS

- Urban Land Institute, Member
- American Planning Association, Member

Project Responsibilities

Elizabeth *will serve as principal-in-charge, providing senior-level oversight and strategic guidance on planning direction and approach. She will act as the primary point of contact for the City at the executive level, offering leadership throughout the project. Elizabeth will review key milestones and major deliverables, contributing strategic input and final approvals.*

RELEVANT EXPERIENCE

- EM Ranch Owner, LLC, The District of Jurupa Valley Specific Plan, Jurupa Valley, CA – Project Manager
- City of Lake Elsinore, Alberhill Villages Specific Plan Amendment, Lake Elsinore, CA – Project Manager
- City of Lake Elsinore, Alberhill Villages Phase I Phased Development Plan, Lake Elsinore, CA – Project Manager
- Murdock Specific Plan Amendment, Lake Elsinore, CA – Project Manager
- Beaumont Commerce Center, Beaumont, CA – Project Manager
- City of Norco, Hidden Valley Technology Center, Norco, CA – Project Manager
- The Dunes, Specific Plan and Entitlements, Marina, CA – Project Manager*
- Tustin Legacy, Specific Plan, Design Guidelines & Entitlements, Tustin, CA – Development Director*
- Tustin Legacy Master Park Program, Tustin, CA – Development Director*
- AT Dublin, Specific Plan and Entitlements, Dublin, CA – Development Director*
- Vantis Specific Plan, Aliso Viejo, CA – Development Director
- City of Irvine, Trail Master Plan Update, Irvine, CA – Project Manager*
- City of Irvine, General Plan and Circulation Element Update, Irvine, CA – Senior Planner*
- City of Carlsbad, City Wide Traffic Mitigation Plan, Carlsbad, CA – Traffic Planner*
- City of Dixon, Contract Planner Services, Dixon, CA – Project Manager
- City of Seaside, Contract Planner, Seaside, CA – Project Manager
- City of Fairfield, Contract Planner, Fairfield, CA – Project Manager
- City of Davis, Contract Planner Services, Davis, CA – Planner
- City of Novato, Contract Planner Services, Novato, CA – Planner*

**Prior to joining Kimley-Horn*



Kiana Daniels, AICP

Conservation; CEQA; Tribal Cultural Resources; Engagement

Kiana is an environmental planner with strong experience in open space, conservation, and long-range planning throughout California. She has helped cities and counties update General Plan and Community Resources Elements, focusing on policies that support climate resilience, habitat protection, water resource management, and equitable access to parks and recreation.

Her work includes preparing Environmental Impact Reports (EIRs), Mitigated Negative Declarations (MNDs), and Sustainable Communities Environmental Assessments (SCEAs) for both development and policy projects. Kiana understands the requirements of Senate Bill 1425 and Government Code §65565.5 and brings experience linking environmental analysis with policy implementation. She is valued for her collaborative approach, clear communication, and attention to detail, helping agencies strengthen their open space and conservation strategies while advancing sustainability and community well-being.

EDUCATION

- Master of Urban and Regional Planning, University of California, Irvine
- Bachelor of Arts, International Business, University of California, San Diego

AFFILIATIONS

- American Institute of Certified Planners (AICP)
- American Planning Association (APA), Member

Project Responsibilities

***Kiana** will oversee the preparation of existing conditions report for Conservation section of the OSCR Element. She will work with Surabhi in developing goals and polices related to conservation. Kiana will also help develop engagement tools and materials, will help with virtual and in-person meetings.*

RELEVANT EXPERIENCE

- City of Hawthorne, General Plan Update, Hawthorne, CA – Planner
- City of La Cañada Flintridge, Circulation, Conservation, and Open Space and Recreation Elements Update, La Cañada Flintridge, CA – Planner
- City of Sierra Madre, Open Space and Conservation Element, Sierra Madre, CA – Planner
- City of Calimesa, Rezones and Code Amendments: Housing Element Implementation Program, Calimesa, CA – Environmental Planner
- County of San Benito, Rezones and Code Amendments: Housing Element Implementation Program, San Benito County, CA – Environmental Planner
- City of Calimesa, 6th Cycle Housing Element Update, Calimesa, CA – Environmental Planner
- City of Gardena, 1610 West Artesia Boulevard Project SCEA, Gardena, CA – Deputy Project Manager
- City of Gardena, 1450 West Artesia Specific Plan EIR, Gardena, CA – Analyst
- City of Gardena, Normandie Crossing Specific Plan Project, Gardena, CA – Analyst
- City of Agoura Hills, Agoura Village Specific Plan Update IS/MND, Agoura Hills, CA – Deputy Project Manager
- Shea Properties, Anaheim Festival Specific Plan EIR, Anaheim, CA – Environmental Project Manager



Denise Truong

Safety Element

Denise is a planning analyst specializing in data, policy, and GIS analysis, having developed strong analytic and communication skills throughout her years serving in the public sector. She has drafted effective technical reports and helped engage the community to support new policies and programs. She has assisted jurisdictions in affirmatively furthering fair housing by helping jurisdictions meet statewide goals on fair housing. Her background in long range planning was formed in the public and private sectors as a housing policy analyst, coastal planner, and climate resilience specialist. She also developed research and planning skills in Cal Poly Pomona's APA-accredited Master of Urban and Regional Planning program, where she won the SCAG Showcase award for her projects focusing on land use and infrastructure, GHG, and EJ.

EDUCATION

- Master of Urban and Regional Planning, California State Polytechnic University, Pomona
- Bachelor of Science, Environmental Management and Protection, California State Polytechnic University, Humboldt

Project Responsibilities

Denise *will oversee the preparation of existing conditions report for the Safety Element and will work with Surabhi in developing goals and polices related to safety.*

RELEVANT EXPERIENCE

- City of Hemet, Safety Element Update and New EJ Element, Hemet, CA – Planner
- City of Moreno Valley, Safety Element Update, Moreno Valley, CA – Planner
- City of Brentwood, Safety Element Update, Brentwood, CA – Planning Analyst
- City of Oakley, Climate Action and Adaptation Plan, Oakley, CA – Planning Analyst
- County of Lewis, Climate and Resiliency Element for the Comprehensive Plan Update, Lewis County, WA – Planning Analyst
- City of Oak Harbor, Climate and Resiliency Element for the Comprehensive Plan Update, Oak Harbor, WA – Planning Analyst
- County of Skagit, Climate and Resiliency Element for the Comprehensive Plan Update, Skagit County, WA – Planning Analyst
- County of Walla Walla, Climate and Resiliency Element for the Comprehensive Plan Update, Walla Walla County, WA – Planning Analyst
- County of Kittitas, Climate and Resiliency Element for the Comprehensive Plan Update, Kittitas County, WA – Planning Analyst
- City of Scotts Valley, 6th Cycle Housing Element Update, Scotts Valley, CA – Planner
- City of Hemet, 6th Cycle Housing Element Update, Hemet, CA – Planner
- County of San Benito, 6th Cycle Housing Element Update, San Benito County, CA – Planner
- City of Anaheim, 6th Cycle Housing Element Update, Anaheim, CA – Planner
- City of Hollister, 6th Cycle Housing Element Update, Hollister, CA – Planner
- City of Fillmore, 6th Cycle Housing Element Update, Fillmore, CA – Planner
- City of Brentwood, 6th Cycle Housing Element Update, Brentwood, CA – Planner



Ayberk Kocatepe, PTP, PhD

Evacuation Routes Study

With a decade of experience in transportation systems, Ayberk's work is marked by a blend of technological innovation and deep understanding of varied regional needs across the East and West Coasts. His strong background in travel demand modeling and data science has been pivotal in advancing transportation planning and engineering. This experience is reflected in his practical work in large-scale evacuation modeling for natural disasters, transportation planning in disaster resilience and recovery, and data science in disaster response and hazard analysis demonstrating his capacity to meld cutting-edge solutions with tangible transportation challenges. Additionally, his academic rigor is evidenced by 30 publications in peer-reviewed journals and over 500 citations in Google Scholar, highlighting his impact and thought leadership in the field.

RELEVANT EXPERIENCE

- County of San Benito, Housing Element Update, Safety Element, Evacuation Assessment, San Benito County, CA – Senior Project Planner
- City of Monterey, General Plan Update, Safety Element, Evacuation Assessment, Monterey, CA – Senior Project Planner
- City of Moreno Valley, General Plan Update, Evacuation Assessment, Moreno Valley, CA – Senior Project Planner
- City of Pacific Grove, General Plan Update, Safety Element, Evacuation Assessment, Pacific Grove, CA – Senior Project Planner
- Texas Department of Transportation (TxDOT), Statewide Resiliency Planning, Statewide, TX – Senior Project Planner
- San Manuel Band of Mission Indians, Yaamava Casino Resort Evacuation Planning and Assessment, Highland, CA – Project Manager
- FCS International, Inc., SeaCove Property Wildfire Evacuation Analysis, San Mateo, CA – Project Manager
- San Joaquin Council of Governments (SJCOG), Regional Congestion Management Program, Stockton, CA – Task Lead

EDUCATION

- Doctor of Philosophy, Civil Engineering, Florida State University
- Master of Science, Architectural Engineering, Politecnico Di Milano, Milan, Italy
- Bachelor of Science, Civil Engineering, Bogazici University, Istanbul, Turkey

CREDENTIALS

- Professional Transportation Planner (PTP) in California #890

Project Responsibilities

Ayberk *will oversee the evacuation routes study pursuant to SB 99 and AB 747. He and his team have developed and will use the Kimley-Horn proprietary tool for evacuation routes analysis and scenario analysis. He will also provide recommendations related to effective evacuation, which will be used to develop policies and implementation measures.*



Daria Young

Open Space and Engagement

Daria is a planning analyst with hands-on experience in long-range planning and land use policy, including work on General Plan and Housing Element updates, rezoning efforts, Specific Plans, and entitlement processing. She has supported a range of planning projects from early due diligence through environmental review and permitting. Daria is skilled in preparing environmental compliance documents, conducting site-specific analyses, and identifying environmental constraints to inform sound planning decisions. She holds a degree in Urban Planning from the University of California, Los Angeles (UCLA), where she developed a strong foundation in sustainable development, community planning, and urban policy. Her expertise includes municipal code analysis, data-driven policy research, and collaboration with agency staff, and community stakeholders.

EDUCATION

- Master, Urban and Regional Planning, University California Los Angeles
- Bachelor of Arts, Urban Studies & Sociology, Loyola Marymount University

AFFILIATIONS

- American Planning Association Member

Project Responsibilities

Daria *will oversee the preparation of existing conditions report for open space sections of the OSCR Element. She will also work with Surabhi in developing goals and polices related to conservation. Daria will help develop engagement tools and materials, will help with virtual and in-person meetings.*

RELEVANT EXPERIENCE

- City of Hawthorne, General Plan Update, City of Hawthorne, CA – Planning Analyst
- City of La Cañada Flintridge, Open Space, Conservation, and Circulation Element Updates, La Cañada Flintridge, CA – Planning Analyst
- City of Sierra Madre, Open Space and Conservation Element, Sierra Madre, CA – Planning Analyst
- City of Calimesa, Rezones and Code Amendments: Housing Element Implementation Program, City of Calimesa, CA – Planning Analyst
- City of Calimesa, 6th Cycle Housing Element Update, Calimesa, CA – Planning Analyst
- County of San Benito, Rezones and Code Amendments: Housing Element Implementation Program San Benito County, CA – Planning Analyst
- County of San Benito, 6th Cycle Housing Element Update, San Benito County, CA –Planning Analyst
- City of Anaheim, 6th Cycle Housing Element Update, Anaheim, CA – Planning Analyst
- City of Hollister, 6th Cycle Housing Element Update, Hollister, CA – Planning Analyst
- City of Santa Cruz, 6th Cycle Housing Element Update, Santa Cruz, CA – Planning Analyst
- City of Fillmore, 6th Cycle Housing Element Update, Fillmore, CA – Planning Analyst
- City of Brentwood, 6th Cycle Housing Element Update, Brentwood, CA – Planning Analyst
- Pala Band of Mission Indians, Comprehensive Plan, Pala, CA – Planning Analyst
- City of Fairfield, On-Call Staff Augmentation, Villages at Fairfield Master Plan, Fairfield, CA – Planner



Sarah Miller

Air Quality

Sarah is an environmental planning analyst and has assisted in the preparation of CEs, IS/MNDs, and EIRs for private and public sector clients under CEQA. In addition to her work as an environmental planning analyst, Sarah also has experience preparing technical studies including Air Quality Assessments, Energy Assessments, GHG Emissions Assessments, Acoustical Assessments, and Phase I ESAs. Sarah has technical modeling experience with state and federally approved models, including the California Emissions Estimator Model (CalEEMod), the FHWA Traffic Noise Model (TNM), Roadway Construction Noise Model (RCNM), and sophisticated noise modeling software such as FHWA-RD-77-108 and SoundPLAN Essential and SoundPLAN Noise.

EDUCATION

- Master of Science, Environmental Science and Management, California Polytechnic State University, San Luis Obispo
- Bachelor of Science, Environmental Management and Protection, California Polytechnic State University, San Luis Obispo

AFFILIATIONS

- California Association of Environmental Professionals, Member

Project Responsibilities

***Sarah** will oversee the preparation of existing conditions report for air quality sections of the OSCR Element. She will also help in developing goals and polices related to air quality improvement.*

RELEVANT EXPERIENCE

- City of Hawthorne, General Plan Update, City of Hawthorne, CA – Planning Analyst
- City of Newport Beach, General Plan Housing Implementation Project Program EIR, Newport Beach, CA – Environmental Planning Analyst
- City of Pomona, Walnut Avenue Warehouse Project Technical Studies, Pomona, CA – Air Quality, GHG, Energy, and Noise Analyst
- Trojan Storage, 7528 North Bellaire Avenue Project IS/MND, North Hollywood, CA – Task Manager and Air Quality, GHG, Energy, and Noise Analyst
- City of Gardena, Normandie Crossing Specific Plan Project EIR, Gardena, CA – Environmental Planning Analyst
- City of Gardena, 1450 West Artesia Specific Plan EIR, Gardena, CA – Task Manger
- BNSF Railway, City of Barstow General Plan Update and Barstow International Gateway (BIG) Specific Plan, Barstow, CA – Environmental Planning Analyst
- CanDo LLC, The Greens Indio IS/MND, Indio, CA – Environmental Planning Analyst
- City of El Monte, Flame Broiler Drive-Thru Restaurant CE, El Monte, CA – Air Quality and Noise Analyst
- City of Hawthorne, 5151 West El Segundo Boulevard Hotel Project CatEx, Hawthorne, CA – Environmental Planning Analyst and Air Quality, GHG, Energy, and Noise Analyst
- County of Riverside, Lansing Nuevo South Project Technical Studies, Riverside County, CA – Air Quality, GHG, and Noise Analyst
- Victorville AutoZone, Project Technical Studies, Victorville, CA – Task Manager Air Quality, GHG, Energy and Noise Analyst



Jessica Mauck, MA, RPA

Cultural Resources

Jessica has over 15 years of experience in cultural resources management and historic preservation. She is listed in the Register of Professional Archaeologists (RPA) and meets Secretary of Interior (SOI) Professional Qualifications for Archaeology, History, and Architectural History. Her background includes long-term contracting for federal land management agencies (US Forest Service [USFS], National Park Service [NPS], Department of Defense [DoD], Bureau of Land Management [BLM], etc.), overseeing Cultural Resources Management programming within Tribal government, and serving on several cultural advisory groups for local, state, and federal agencies. She has extensive experience conducting all phases of archaeological and historic architectural fieldwork and reporting under applicable state and federal law, such as the National Historic Preservation Act (NPHA), NEPA, and CEQA. She also has many years of experience managing the process for inadvertent discoveries of human remains and the inventory/repatriation of existing archaeological collections subject to state and federal law, such as the Native American Graves Protection and Repatriation Act (NAGPRA) and California Health & Safety Code (Section 7050.5).

EDUCATION

- Master of Arts, Urban Conservation, Universi of Leicester, England, UK (expected 2026)
- Master of Arts, Historical Archaeology, Univer of Leicester, England, UK
- Bachelor of Arts, Anthropology, University of California, Los Angeles

Project Responsibilities

***Jessica** will prepare a cultural and historic resources report and assist with the development of goals and polices related to preservation and protection of these resources.*

RELEVANT EXPERIENCE

- City of Santa Ana, Park 55 Project, Cultural Resources Assessment (Archaeology and Historic Built Environment), Santa Ana, CA – Principal Investigator/Architectural Historian
- City of Gardena, 1610 Artesia Boulevard Project, Cultural Resources Assessment (Archaeology), Gardena, CA – Principal Investigator
- City of Norwalk, Lowes Norwalk Relocation Project, Cultural Resources Assessment (Archaeology), Norwalk, CA – Principal Investigator
- San Juan Plaza Project, Cultural Resources Assessment (Archaeology and Historic Built Environment), EPA/San Juan Capistrano, CA – Principal Investigator/ Architectural Historian
- Avenida Cordoba/Via Avila Storm Drain Improvements Project, Historic Property Inventory (Archaeology and Historic Built Environment), EPA/San Clemente, CA – Principal Investigator/Architectural Historian
- Recycled Water Improvement Project, Historic Property Inventory (Archaeology and Historic Built Environment), EPA/San Clemente, CA – Principal Investigator/Architectural Historian
- City of Beverly Hills, 450 North Roxbury Project, Beverly Hills, CA – Archaeological Resources Assessment Principal Investigator
- City of Long Beach, 5910 Cherry Project, Long Beach, CA – Archaeological Resources Assessment Principal Investigator
- City of Los Angeles, 956 Seward Project, Los Angeles, CA – Archaeological Resources Assessment and Paleontological Resources Assessment Principal Investigator

6. Subconsultants

Kimley-Horn is not proposing to use subconsultants for this project. All services for the Safety Element and OSCR Element will be provided in-house by Kimley-Horn staff.

7. Cost Proposal

CITY OF CYPRESS
Update the Safety Element &
Open Space/Conservation/Recreation Element of the Cypress General Plan

		Kimley-Horn and Associates, Inc.											
	Name	Surabhi Barbhaya	Elizabeth Cobb	Sr. Professional I	Sr. Professional I	Professional	Analyst II	Analyst II	Analyst I	Analyst I	Project Support	Kimley-Horn Total Hours	Kimley-Horn Total Costs
	Category/Title	Project Manager	Principal-in-Charge										
	Billing Rate	$260.00	$365.00	$325.00	$260.00	$230.00	$200.00	$170.00	$160.00	$155.00	$130.00		
Task 1	PROJECT INITIATION AND MANAGEMENT	27	1			8	8	4			2	50	$ 11,765.00
1.1	Kick off Meeting	2	1			1					2	6	$ 1,375.00
1.2	Regular Meetings (4)	8				4		4				16	$ 3,680.00
1.3	Project Administration	16					8					24	$ 5,760.00
1.4	CEQA Coordination	1				3						4	$ 950.00
Task 2	COMMUNITY OUTREACH AND ENGAGEMENT	16						3	18			37	$ 7,550.00
2.1	Online Community Survey (1)	8							18			26	$ 4,960.00
2.2	Departments/Commission Meetings (3)	8						3				11	$ 2,590.00
Task 3	SAFETY ELEMENT UPDATE	52	4		4		52	44	16			172	$ 36,460.00
3.1	Existing Conditions Analysis,Mapping, and Exhibits	16	4		4		52	36	16			128	$ 25,740.00
3.2	Safety Element Goals, Policies, and Administrative Draft	36						8				44	$ 10,720.00
Task 4	OPEN SPACE/CONSERVATION/RECREATION ELEMENT UPDATE	48		6		16	52		56	36		214	$ 43,850.00
4.1	Existing Conditions Analysis,Mapping, and Exhibits	12		4		8	48		56	36		164	$ 30,400.00
4.2	OSCR Element Goals, Policies, and Administrative Draft	36		2		8	4					50	$ 12,650.00
	Expenses - Cultural Record Search, City Tour & Pictures												*$ 800.00*
Task 5	PUBLIC REVIEW AND FINAL DRAFTS	8	1				14					23	$ 5,245.00
5.1	Public Review Drafts	4	1				8					13	$ 3,005.00
5.2	Final Element Document	4					6					10	$ 2,240.00
Task 6	PUBLIC HEARINGS AND ADOPTION	6				4						10	$ 2,680.00
6.1	Adoption Hearings (2)	6				4						10	$ 2,480.00
	Expenses - Mileage												*$ 200.00*
	TOTAL HOURS	157	6	6	4	28	126	51	90	36	2	506	
	Subtotal Labor:	$40,820.00	$2,190.00	$1,950.00	$1,040.00	$6,440.00	$25,200.00	$8,670.00	$14,400.00	$5,580.00	$260.00		$ 106,550.00
	TOTAL OTHER DIRECT COSTS												$ 1,000.00
	TOTAL COST:												$ 107,550.00

Optional Tasks													
Task O													
O.A	Tribal Consultation Pursuant to SB 18	1				3				6		10	$ 1,880.00
O.B	Public Workshop (in-person) (1)*	20				4		4	8		4	40	$ 8,600.00
O.C	Public Workshop (Virtual) (1)	16						4	6			26	$ 5,800.00
O.D	Emergency Evacuation Routes Study	4			36			70				110	$ 22,300.00
	OPTIONAL TASKS TOTAL HOURS	41			36	7		78	14	6	4	186	
	OPTIONAL TASKS TOTAL COSTS:	$ 10,660.00			$ 9,360.00	$ 1,610.00		$ 13,260.00	$ 2,240.00	$ 930.00	$ 520.00		$ 38,580.00



8. Contract Exceptions

After reviewing the RFP and Contract Services Agreement, Kimley-Horn requests the following proposed modifications with the City:

1.1 Scope of Services.

In compliance with all terms and conditions of this Agreement, the Consultant shall provide those services specified in the "Scope of Services" attached hereto as Exhibit "A" and incorporated herein by this reference, which may be referred to herein as the "services" or "work" hereunder. As a material inducement to the City entering into this Agreement, Consultant represents and warrants that it has the qualifications, experience, and facilities necessary to properly perform the services required under this Agreement in a thorough, competent, and professional manner, and is experienced in performing the work and services contemplated herein. Consultant shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all services described herein. Consultant covenants that it shall follow ~~the highest~~ professional standards in performing the work and services required hereunder and that all materials will be both of good quality as well as fit for the purpose intended. For purposes of this Agreement, the phrase "~~highest~~ professional standards" shall mean those standards of practice recognized by one or more ~~first-class~~ reputable firms performing similar work under similar circumstances.

1.5 Familiarity with Work.

By executing this Agreement, Consultant warrants that Consultant (i) has thoroughly ~~investigated~~ reviewed and considered the scope of services to be performed, (ii) has carefully considered how the services should be performed, and (iii) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement. If the services involve work upon any site, Consultant warrants that Consultant has or will ~~investigate~~ visit the site and is or will be fully acquainted with the conditions there existing, prior to commencement of services hereunder. Should the Consultant discover any latent or unknown conditions, which will materially affect the performance of the services hereunder, Consultant shall immediately inform the City of such fact and shall not proceed except at Consultant's risk until written instructions are received from the Contract Officer.

5.1 Insurance Coverages.

The Consultant shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to City, during the entire term of this Agreement including any extension thereof, the following policies of insurance which shall cover all elected and appointed officers, employees and agents of City as an additional insured, where applicable:

(d) Professional Liability. Professional liability insurance appropriate to the Consultant's profession, as determined by the City's Risk Manager, provided that the limits shall be no less than $1,000,000 per claim and no less than $1,000,000 general aggregate. This coverage may be written on a "claims made" basis, ~~and must include coverage for contractual liability~~. The professional liability insurance required by this Agreement must be endorsed to be applicable to claims based upon, arising out of or related to

services performed under this Agreement. The insurance must be maintained for at least 5 consecutive years following the completion of Consultant's services or the termination of this Agreement. During this additional 5-year period, Consultant shall annually and upon request of the City submit written evidence of this continuous coverage.

5.2 General Insurance Requirements.

With the exception of Professional Liability and Workers Compensation / Employer's Liability, All of the above policies of insurance shall be primary insurance and shall name the City, its elected and appointed officers, employees and agents as additional insureds and any insurance maintained by City or its officers, employees or agents may apply in excess of, and not contribute with Consultant's insurance. The insurer is deemed hereof to waive all rights of subrogation and contribution it may have against the City, its officers, employees and agents and their respective insurers. Moreover, the insurance policy must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention.

All of said policies of insurance shall provide that said insurance may not be materially amended or cancelled by the insurer or any party hereto without providing thirty (30) days prior written notice by certified mail return receipt requested to the City. In the event any of said policies of insurance are cancelled, the Consultant shall, prior to the cancellation date, submit new evidence of insurance in conformance with Section 5.1 to the Contract Officer.

No work or services under this Agreement shall commence until the Consultant has provided the City with Certificates of Insurance, additional insured endorsement forms or appropriate insurance binders evidencing the above insurance coverages and said Certificates of Insurance or binders are approved by the City. City reserves the right to inspect complete, certified copies of and endorsements to all required insurance policies at any time. Any failure to comply with the reporting or other provisions of the policies including breaches or warranties shall not affect coverage provided to City.

All certificates shall name the City as additional insured on the applicable policies (providing the appropriate endorsement) and shall conform to the following "cancellation" notice:

6.3 Ownership of Documents.

All drawings, specifications, maps, designs, photographs, studies, surveys, data, notes, computer files, reports, records, documents and other materials (the "documents and materials") prepared by Consultant, its employees, subcontractors and agents in the performance of this Agreement shall become the property of City upon payment of services rendered and shall be delivered to City upon request of the Contract Officer or upon the termination of this Agreement, and Consultant shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership use, reuse, or assignment of the documents and materials hereunder. Any use, reuse or assignment of such completed documents for other projects and/or use of uncompleted documents without specific written authorization by the Consultant will be at the City's sole risk and without liability to Consultant, and Consultant's guarantee and warranties shall not extend to such use, reuse or

assignment. Consultant may retain copies of such documents for its own use. Consultant shall have the right to use the concepts embodied therein. All subcontractors shall provide for assignment to City of any documents or materials prepared by them, and in the event Consultant fails to secure such assignment, Consultant shall indemnify City for all damages resulting therefrom. Moreover, with respect to any documents and materials that may qualify as “works made for hire” as defined in 17 U.S.C. § 101, such documents and materials are hereby deemed “works made for hire” for the City.



CONTACT

Surabhi Barbhaya, AICP, LEED AP

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949.426.8886

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Orange, CA 92868

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Proposal to Update the Safety and Open Space/Conservation/Recreation Elements of the Cypress General Plan

Submitted to: City of Cypress, Community Development Department
Attention: Alicia Velasco, Planning Director
avelasco@cypressca.org

Submitted by: Atlas Planning Solutions
6578 Barranca Drive | Riverside, CA 92506
October 24, 2025

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October 24, 2025

City of Cypress
C/o Alicia Velasco, Planning Director

Dear Alicia Velasco,

Atlas Planning Solutions is pleased to provide the following proposal in response to the City's Request for Proposal to update the Safety Element and Open Space/Conservation/Recreation Element of the Cypress General Plan. As a specialized firm that helps communities address their community planning needs, Atlas Planning Solutions believes we can assist the City in the following ways:

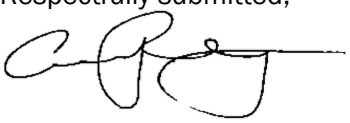
State Regulatory Understanding – Our firm has completed numerous General Plan Safety Element updates throughout California, requiring coordination with CAL FIRE's Land Use Planning Program and the California Board of Forestry and Fire Protection. These updates have expanded our team's understanding of this process and guide our client's through a more streamlined process.

Evacuation Connections – Atlas Planning has supported cities and counties with SB 99 and AB 747 compliance since 2019 and 2021, respectively and developed relationships with key transportation firms to support these efforts. Through these efforts we have also recognized how this legislation is implemented at the state level. For Cypress, we recognize that evacuation is a critical element of City operations, however due to the lack of CAL FIRE designated fire hazard severity zones, the requirement to prepare evacuation analyses consistent with AB 747 is not necessary to meet CAL FIRE requirements. Based on this, our team recommends conducting the SB 99 analysis and updating the City's Evacuation Annex to the Emergency Operations Plan, which allows the City to operationalize the results of the single ingress/egress analysis in a more meaningful way.

Understanding Regional Issues and Local Context – The Atlas Planning Solutions Team includes planning team members well-versed in the issues affecting Cypress and surrounding communities. We recently completed projects in Fullerton, Brea, Anaheim, La Palma, Stanton, Aliso Viejo, Mission Viejo, and Irvine. This gives our team a good understanding of how neighboring communities are addressing their Open Space, Conservation, and Safety needs within their general plans. We anticipate relying on some of their efforts to inform the ultimate work plan and deliverables for Cypress.

The project manager and primary contact for this project will be Aaron Pfannenstiel, who is authorized to bind the team to the contents of this submittal and negotiate contracts. If you have questions, or if you would like to schedule an interview with our team, please contact Aaron at 951.444.9379 or via email at aaron@atlasplanning.org.

Respectfully submitted,



Aaron Pfannenstiel | Principal

General Information of the Consultant Team

Atlas Planning Solutions Company

Atlas Planning Solutions (Atlas) focuses on making the world a better place. Founded in 2018 in Riverside, California, our mission is to leverage our skills and experience in comprehensive planning, climate adaptation, and hazard mitigation, offering clients a wide range of consulting services to help them navigate their complex problems and issues. Our focus is on successful client outcomes that build agency capacity, create resilient places to live and work, and create communities that thrive in this ever-changing landscape.

As a small, woman-owned, and disabled veteran-owned business in the State of California (#2013758), Atlas understands that successful outcomes rely on client satisfaction, optimal project management, and a clear understanding of clients' needs. We strive to exceed our clients' expectations, which has led to repeat business and numerous referrals.

Atlas specializes in climate adaptation services and in integrating Hazard Mitigation Planning and General Plan Safety Elements. Since 2006, the State of California has incentivized the integration of these two documents, which has become a core service of the firm.

Atlas Planning Solutions Business Information

Legal Name: Atlas Planning Solutions
S-Corporation, Incorporated in 2018 in the State of California.

Address: 6578 Barranca Drive, Riverside, CA 92506

Phone: 951-444-9376

Emails: aaron@atlasplanning.org; suzanne@atlasplanning.org

Firm Principals/ Officers:

- Suzanne Murray – Principal/CEO
- Aaron Pfannenstiel – Principal/CFO

Number of Years in Business: **6+ years**

Number of Years Performing Requested Services: **24+ Years**

Project Understanding and Approach (Aligned to RFP Section II)

The City of Cypress is undertaking a focused update of its Safety Element and Open Space/Conservation/Recreation (OSCR) Element to ensure compliance with current State laws and alignment with contemporary community needs. Atlas Planning Solutions (APS) understands that this effort represents not merely a technical update but an opportunity to modernize the City's General Plan framework to advance resilience, sustainability, and equity within an already built-out, urban environment.

Regulatory Context and Legislative Compliance

The updates will be guided by the requirements of Senate Bills 379, 99, 246, and 1425, and Assembly Bills 747, 2684, and 1889, as well as by applicable sections of the California Government Code and the Governor's Office of Planning and Research (OPR) General Plan Guidelines. Specifically:

- The ***Safety Element*** will integrate findings from the 2021 Orange County and OCFA Local Hazard Mitigation Plan in accordance with SB 379, address climate adaptation and resilience per SB 246, and evaluate emergency evacuation routes and procedures under AB 747* and SB 99.
- ***OSCR Element*** will be updated to meet the intent of SB 1425 and AB 1889, focusing on equitable access to open space, climate resilience, biodiversity, and wildlife connectivity, all within the City's urbanized context.

*AB 747 Review Applicability: The City of Cypress is not subject to review by CAL FIRE or the Board of Forestry under AB 747, as it contains no Very High Fire Hazard Severity Zones (VHFHSZs) within its Local Responsibility Area and is not located within a State Responsibility Area. Accordingly, inclusion of this task in the proposal is optional and provided at the City's discretion. Our team would clearly identify the evacuation routes, coordinate with first responders and public works, and prepare an Evacuation Annex for the Emergency Operations Plan that will take into consideration all the information from SB 99 and agency coordination.

Approach

APS will implement a streamlined, collaborative process emphasizing:

- **Integration and consistency** between the updated Safety and OSCR Elements to ensure cohesive policy language across the General Plan.
- **Review and alignment** with existing plans and datasets, including the 2021 LHMP, zoning maps, park inventories, and local infrastructure data.
- **Meaningful stakeholder engagement** that focuses on practical issues—such as heat mitigation, evacuation readiness, and equitable park access—through workshops, online tools, and targeted outreach.
- **Coordination with external agencies** such as OCFA, the Orange County Airport Land Use Commission, and other relevant entities to confirm compliance and consistency with regional policies.

Outcome

The resulting Elements will be forward-looking, implementable, and legally compliant documents that provide the City with clear policy direction and actionable programs. The Safety Element will reinforce community preparedness and resilience to climate and hazard-related risks. At the same time, the OSCR Element will strengthen Cypress's commitment to quality of life, sustainability, and equitable access to recreation opportunities.

The following section (Scope of Work) details the Tasks for both the Safety Element Update and the Open Space Conservation/Recreation Element Update.

Scope of Work (Aligned to RFP Section III)

Task 1 – Project Initiation and Management

The APS Team will participate in a Project Kick-Off Meeting with key City staff to review the scope of work and discuss project expectations regarding coordination, reporting, deliverables, and relevant project information. Key outcomes are expected to include identifying data needs and existing documentation for the Team to review, as well as refining the overall schedule for the planning process. This task will also initiate discussions surrounding outreach and engagement. Understanding staff capacity and limitations, the Atlas Team will use this opportunity to learn about ongoing staff initiatives and community outreach efforts and better understand their effectiveness in reducing issues.

In addition, the Kick-Off Meeting will serve to refine the project timeline, establish communication protocols, and clarify roles and responsibilities between the City and APS. Regular coordination meetings with City staff will be scheduled throughout the project to discuss ongoing status, gather feedback on emerging issues, and review draft deliverables. The APS Team will remain available for regular email and phone communication to address questions or issues as they arise, ensuring clear and consistent communication throughout the project.

Project administration activities will include providing quality assurance and control over all technical memorandums and deliverables, ensuring timely invoicing upon completion of tasks, and hosting a secure cloud-based resource site to support file sharing, document review, and version control. The APS Team will also, as needed, coordinate with the City's environmental consultant to share data and materials necessary to support California Environmental Quality Act (CEQA) review or other related environmental documentation.

Task 2 – Community Outreach and Engagement

The Atlas Team will also begin community engagement efforts for both the Open Space Element update and the Safety Element Update. As part of this task, the Atlas Team anticipates the following efforts:

Task 2a - Preparation of a Community Engagement Strategy

In preparation for outreach and engagement activities, the APS Team will draft a memorandum to the City outlining the community engagement strategy, including the groups to be contacted, methods for sharing information during meetings, and methods for advertising the events. As part of this task, the APS Team will coordinate with City staff to update the contacts list based on the prior work completed during the LHMP project. Upon completing the engagement memorandum, the APS Team develops materials to advertise the project and alert residents and businesses about the planning process and the importance of the Safety and Open Space Elements. A flyer for website posting, social media blasts, and print advertisements will be prepared for the community engagement opportunities identified in the memo.

Task 2b – Online Survey

Preparation of an online survey will include between 5-10 key questions for community members to answer regarding open space resources, perceived/desired connections to open space, and future suggestions for open space preservation/expansion.

Task 2c - Virtual Stakeholder Interviews

APS will meet with up to 5 stakeholders with key agencies/entities managing open space resources or supporting efforts to expand resources in the City and/or region.

Task 2d - Two Public Meetings (City Council/ Planning Commission)

The APS Team will conduct two meetings with both the Planning Commission and City Council (or a joint study session) to discuss key priorities for safety and open space management. The focus of these meetings will be to provide an overview of the legislative changes driving these updates and community priorities and initiatives that should be taken into account as part of the update process.

Task 3 – Existing Document Review

To familiarize ourselves with how the Cypress Plans (and other documents) help the City manage open space resources, the Atlas Team will conduct a background review of the relevant chapters that address open space resources (as well as any other plans that pertain to this topic). This review will help to identify the existing goals, policies, and actions currently in place, as well as potential gaps between what is currently in effect and what is now required under the California Government Code (Section 65564). We also anticipate reviewing recent changes affecting Open Space elements, such as SB 1425 and AB 1811, which identify key connections to the Safety Element.

Key outcomes of this task include:

- Identification of goals and policies that ensure equitable access to open space,
- Identification of goals and policies to preserve, enhance, and expand an integrated open space network for habitat, recreation, natural resources, climate resilience, historic preservation, water management, and aesthetics,
- Exploration of opportunities to rewild portions of the community that are disconnected or isolated from open space resources, and
- Addressing emerging trends such as climate resilience (how changing future conditions may affect open space management) and mitigation strategies to help address how climate change could impact open space resources (change habitat characteristics, vulnerability to future impacts, and techniques for resource management).

This effort will culminate in the creation of a draft policy framework for discussion with City staff and decision-makers.

Task 4 – Safety Element Update

Task 4a. Policy Crosswalk Analysis

The APS Team will conduct a background review of the existing General Plan Safety Element and other key General Plan elements that may be relevant to the update. This review will identify the applicable hazards affecting the City and emerging issues of concern. A key component of this analysis is the review of the existing policy framework to determine its relevance to current issues and its compliance with current state requirements. This also includes an evaluation of the Safety Elements' compliance with California Government Code sections 65302(g) 1-9. This review will also provide an overview of the Cal Fire review criteria used to assess the elements required by the California Board of Forestry and Fire Protection.

As part of the Safety Element review process, the APS Team recommends reviewing other General Plan Elements to ensure the Safety Element recommendations do not conflict with goals and policies in other elements. Completing this review will highlight other goals and policies that may address new Safety Element requirements and key areas for future updates within these other elements. We have found this helpful in assisting City staff with a better understanding of potential opportunities and constraints within the General Plan.

Task 4b. Coordination with External Agencies

As part of the Safety Element update process, APS will coordinate with external reviewing agencies, including the California Department of Conservation (DOC), Orange County Fire Authority (OCFA), and the Orange County Airport Land Use Commission (ALUC). The APS Team will provide the Draft Safety Element to these agencies for review, track and summarize comments, and support City staff in preparing responses and revisions as needed. Coordination will ensure the Element meets all State review requirements and aligns with regional hazard mitigation and land-use policies. ***Task 2 identifies outreach with other Stakeholders and the Community.***

Task 4c. Safety Element Technical Analysis

Climate Adaptation Vulnerability Assessment Summary

Building on the recent completion of the City's LHMP, the APS Team will prepare a Climate Adaptation Vulnerability Assessment Summary that includes the basic components necessary to comply with Government Code Section 65302(g) 3, also known as SB 379. This summary intends to rely on the content and analysis in the LHMP that address climate-related impacts and provide a foundation for key goals, policies, and implementation actions. This task aims to provide the City with a simple way to address these requirements and to rely on the LHMP for most of the analysis. However, if this City would prefer an assessment that includes a more detailed analysis and key adaptation strategies independent of the LHMP, this can be provided under a separate scope and fee.

SB 99 Evacuation Analysis

In accordance with SB 99, the APS Team will analyze single ingress/egress conditions within residential neighborhoods in the City. These locations may highlight potential areas where evacuation may be challenged due to limited roads or where the City may require additional attention and pre-planning. As part of this analysis, the APS Team will highlight cul-de-sacs and other potential constraints, map these conditions to the various mapped hazards, and identify converging issues. Based on the analysis, the APS Team will identify recommended policies and implementation actions for incorporation into the updated General Plan Safety Element.

As part of this task the APS Team proposes an update to the Emergency Operations Plan – Evacuation Annex. If the City does not have an existing annex, a new one would be provided that incorporates Orange County Operational Area evacuation zones from Genasys, potential evacuation routes, and protocols for evacuation based on standard operating procedures developed with City staff and first responder agencies.

Task 4d. Safety Element Preparation

Administrative Draft Safety Element

The APS Team will prepare an Administrative Draft Safety Element update in compliance with Government Code Section 65302 (g). Based on a review of the existing element, and the LHMP hazards identified (seismic, flood, fire, and climate hazards), the APS team will develop an updated element that complies with the latest requirements for climate adaptation (SB 379) and evacuation (SB 99). The updated element will also help the City address fire hazards for eventual compliance with SB 1241, if necessary. As noted earlier, Cypress does not fall within a very high fire hazard severity zone, and so as part of this compliance, the updated element will not require review and approval by CAL FIRE and the California Board of Forestry and Fire Protection. Based on our assessment, APS will establish comprehensive goals and policies to protect the community from the unreasonable risk of natural and human-caused hazards of concern.

Public Review Draft Safety Element

Upon completion of the City's review of the Administrative Draft Safety Element, APS will prepare a Public Review Draft Safety Element for public comment. We anticipate this draft will be released for 30 days for public review; however, this timeframe is typically based on the required review associated with the CEQA process conducted. Since CEQA is being handled separately, this will be determined when appropriate.

As part of the element update, the APS Team recommends a Public Workshop during the public review period. This workshop should provide both decision-makers and the public with the necessary information to understand the importance of the Safety and Open Space Elements, as well as opportunities to answer questions and provide a forum for feedback and input. The APS Team will prepare a presentation for this meeting and attend the meeting to facilitate the discussion on behalf of the City.

Final Draft Safety Element

Upon conclusion of both the public and Cal FIRE review processes, the APS Team will support City staff with the final approval process. As part of this process, the APS Team will prepare the Final Safety Element based on feedback and comments received during the public hearings process. It is anticipated that revisions during this phase will be minor and require minimal staff time.

City Council Meeting (Adoption)

APS staff will support City staff during the final adoption of the Safety Element. This task includes in-person attendance at the meeting adopting the Element, preparing a presentation for use at the meeting, and preparing information and materials for inclusion in the staff report and adoption materials.

Task 5 – Open Space/Conservation/Recreation Element Update

Task 5a – Research & Data Modernization

This task anticipates a significant undertaking in data collection, mapping, and analysis. We recognize that this approach may be a little out of the ordinary. But given our recent experience supporting other jurisdictions with General Plan Updates, we believe this task can help ensure we are working on common data sets throughout the project for both elements.

Ideally, our approach will focus on gathering the following key information:

- Updated GIS layers from the City, County, Regional, State, and Federal sources that identify open space, natural resources, parks, waterways, and other relevant sources that address open space and environmental justice issues.
- Updated demographics information that highlights socioeconomic, environmental, health risks, pollution exposure, and other variables necessary to understand better the populations and vulnerabilities associated with equitable access to open space and other key community resources.
- Localized data and information gathered from City staff and other stakeholders can better inform our team of the localized issues and concerns facing Cypress residents and businesses.

As part of this task, the Atlas Team will summarize this data and information into a summary report that complements the results from the previously prepared Climate Adaptation Vulnerability Assessment (from the Safety Element update). We anticipate heavy reliance on many of the mapping and analytical tools developed by state and Federal agencies, where applicable.

Task 5b – Policy Review and Development

Step 1 - To familiarize ourselves with how the Open Space, Conservation, and Recreation Element helps the City manage open space resources, the Atlas Team will conduct a background review of the relevant chapters that address open space resources (as well as any other plans that pertain to this topic). This review will help to identify the existing goals, policies, and actions currently in place as well as potential gaps between what is currently in effect and what is now required under the California Government Code (Section 65564). We also anticipate reviewing recent changes affecting Open Space elements like SB 1425 and AB 1811, which identify key connections to the Safety Element.

Key outcomes of this task include:

- Identification of goals and policies that ensure equitable access to open space,
- Identification of goals and policies to preserve, enhance, and expand an integrated open space network for habitat, recreation, natural resources, climate resilience, historic preservation, water management, and aesthetics,
- Exploration of opportunities to rewild portions of the community that are disconnected or isolated from open space resources, and
- Addressing emerging trends such as climate resilience (how changing future conditions may affect open space management) and mitigation strategies to help address how climate change could impact open space resources (change habitat characteristics, vulnerability to future impacts, and techniques for resource management).

This effort will culminate in the creation of a draft policy framework for discussion with City staff and decision-makers.

Step 2 - Upon completion of a draft policy framework (Step 1), the Atlas Team will work with City staff to develop a Draft Implementation Action Plan that provides clear, enforceable implementation strategies that support the management and expansion of open space throughout the City. Development of this action plan will be further informed by the feedback received during the community engagement task, primarily relying on specific direction provided by the City Council. We recognize that future implementation will only be successful if the City Council supports the direction provided by the Action Plan and is willing to earmark funding and resources for this implementation.

Task 5c – Coordination with External Agencies

As part of the Safety Element update process, APS will coordinate with external reviewing agencies, including the California Department of Conservation (DOC), and the Orange County Airport Land Use Commission (ALUC). The APS Team will provide the Draft Safety Element to these agencies for review, track and summarize comments, and support City staff in preparing responses and revisions as needed. Coordination will ensure the Element meets all State review requirements and aligns with regional hazard mitigation and land-use policies. *Task 2 identifies outreach with other Stakeholders and the Community.*

Task 5d – Element Creation and Approval Process

Upon completion of the policy framework and implementation action plan, and receipt of feedback from City staff, the Atlas Team will begin creating the Open Space Element for review and approval by City staff and decision-makers. The following tasks are anticipated:

Administrative Draft

The Atlas Team will create an administrative draft open space element that includes the previously developed policy framework and implementation action plan. The Element will maintain compliance with SB 1425 and AB 1889. The Element will primarily consist of goals, policies, and implementation actions, supported by background information and a mapping of open space resources. Upon completion, the Atlas Team will submit this element to City staff for review by both Planning and Parks and Recreation staff.

Public Review Draft

Upon receipt of one consolidated set of comments from the City, the Atlas Team will prepare a public review draft of the Open Space Element. This version will be used to solicit feedback and input from decision makers, stakeholders, and members of the public. It is anticipated that the City will release the public review draft of the element for 30 days, allowing members of the public and others to review it.

As part of the element update, the APS Team recommends a Public Workshop during the public review period. This workshop should provide both decision-makers and the public with the necessary information to understand the importance of the Safety and Open Space Elements, as well as opportunities to answer questions and provide a forum for feedback and input. The APS Team will prepare a presentation for this meeting and attend the meeting to facilitate the discussion on behalf of the City.

Final Draft and Council Adoption

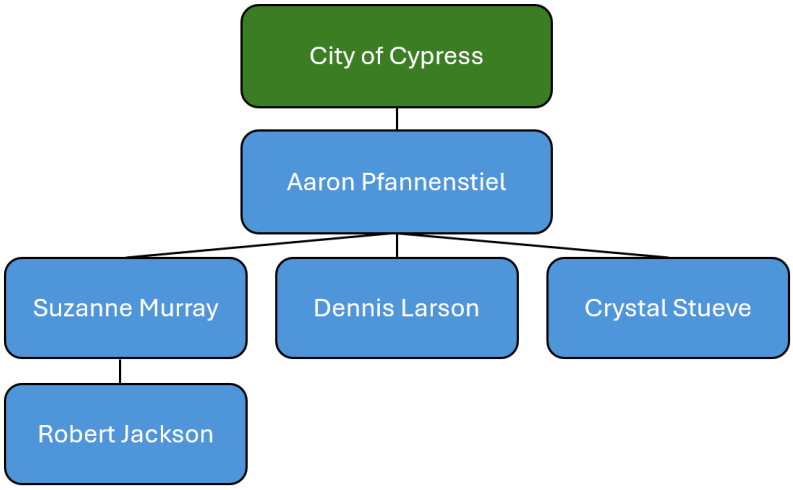
APS staff will support City staff during the final adoption of the Open Space Element. This task includes in-person attendance at the meeting adopting the Element, preparing a presentation for use at the meeting, and preparing information and materials for inclusion in the staff report and adoption materials.

Optional Task – AB 747 Evacuation Assessment

If the City would like to prepare an AB 747-compliant Evacuation Assessment, the APS Team can support this effort and proposes partnering with a transportation firm we have used for these assessments in the past. This effort would involve identifying evacuation scenarios, discussing with City staff and first responders, conducting transportation modeling, and summarizing results and policy recommendations. While we believe this analysis is not necessary at this time, if desired, we can provide a scope of work and budget upon request.

Project Management and Organization

To effectively manage the Atlas Planning Team, the following organization chart was developed to highlight how team members will interact with the City. Aaron Pfannenstiel, the primary point of contact for the APS Team, will be the point of contact with the City's Project Manager and the go-between for the rest of the APS Team. This structure is similar to many of the other successful projects our team has completed in jurisdictions throughout Orange County and California.



To support project management, the APS Team proposes regularly scheduled check-in calls/ meetings to coordinate and share information, and support City staff decision-making.

Relevant Experience

2022 Anaheim LHMP and General Plan Safety Element Update | City of Anaheim, CA

Client Contact: Dr. Jannine Wilmoth | Emergency Manager (City of Anaheim Fire and Rescue)
714-765-6952 | jwilmoth@anaheim.net

Atlas Planning Solutions recently updated the City of Anaheim 2017 LHMP and General Plan Safety Element. The LHMP update focused on re-prioritizing plan goals and expanding the risk assessment to include additional critical facilities. As part of the update, the City and APS collaborated on revisions to mitigation actions and priorities to ensure future actions were implementable, a major concern for the City. As part of this effort, Atlas Planning Solutions also updated the City's General Plan Safety Element, which addresses climate adaptation (SB 379), wildfire hazards (SB 1241), and evacuation concerns (SB 99). This element was approved by the California Board of Forestry and Fire Protection and is awaiting adoption once the CEQA analysis is complete.

Work Samples: Anaheim Safety Element | Anaheim LHMP

2021 Laguna Beach General Plan Safety Element Update and 2018 Local Hazard Mitigation Plan | City of Laguna Beach, CA

Client Contact: Marc Wiener | Planning Manager
949.497.0361 | mwiener@lagunabeachcity.net

Atlas Planning Solutions completed the City of Laguna Beach General Plan Safety Element. The update focused on renewing the City's 1995 Safety Element, which had included outdated information and mapping that no longer reflected the community's current concerns. The City officially adopted the 2021 Safety Element update as of October 2021. As part of this update, Atlas Planning coordinated with the California Board of Forestry and Fire Protection and relied on the recently completed Local Hazard Mitigation Plan prepared by Aaron Pfannenstiel, who worked at PlaceWorks prior to joining Atlas Planning. Before joining Atlas Planning Solutions, Aaron Pfannenstiel led the preparation of Laguna Beach's first Local Hazard Mitigation Plan. This plan focused on key hazards like wildfire, flooding, sea level rise, and landslides, which can impact the City greatly. As part of this plan, Aaron led community outreach efforts, participated in a radio interview discussing the project's importance, and ensured the plan's review and approval through Cal OES and FEMA required minimal comments and revisions.

Work Samples: Laguna Beach General Plan Safety Element | Laguna Beach LHMP

2021 Rancho Cucamonga Safety Element and Local Hazard Mitigation Plan Updates, Emergency Operation Plan | City of Rancho Cucamonga, CA

Client Contact: Joseph Ramos | Emergency Management Coordinator/Rancho Cucamonga Fire Protection District
909.774-3009 | Joseph.Ramos@cityofrc.us

Since December 2019, Atlas Planning Solutions has assisted the City of Rancho Cucamonga with various hazard-related efforts. During this time, the APS Team assisted with an update to the General Plan Safety Element (as part of the Plan RC project), updated the City's 2021 Local Hazard Mitigation Plan, supported the preparation of an Evacuation Assessment that met both SB99 and AB 747 requirements, and is currently updating the City's Emergency Operations Plan. Key concerns throughout these projects focus on the prevalence of high wildfire risks that could trigger the need for emergency response and evacuations. Key outcomes of this effort include better integration of the EOP, LHMP, and Evacuation Assessment with the General Plan Safety Element and the ability of the City to better align goals, policies, and implementation actions across these different planning frameworks. The LHMP Update was completed in approximately 15 months (suffering minor delays during the start of the COVID-19 Pandemic). Review and approval by Cal OES and FEMA involved minor revisions that significantly streamlined the review and approval process.

Work Samples: Rancho Cucamonga LHMP | Rancho Cucamonga Element, Volume 3

2021 Loma Linda General Plan Safety Element and Local Hazard Mitigation Plan Updates | City of Loma Linda

Client Contact: Tom Ingalls | Fire Marshall
909.799.2853 | tingalls@lomalinda-ca.gov

Atlas Planning assisted the City with updating its General Plan Safety Element and LHMP. The LHMP was originally completed during a countywide, multi-jurisdictional update in 2011. This update included San Bernardino County and all county jurisdictions. Since then, the City opted to conduct its own update in tandem with the Safety Element (initially drafted in 2009). Cal Fire approved the Safety Element with minimal revisions, and the City Council

adopted the element in February 2022. This planning process addressed seismic hazards (earthquake faults, liquefaction), flooding, and wildfire, which are similar issues to Cypress.

Work Samples: Loma Linda General Plan Safety Element | Loma Linda LHMP

2021 Perris Safety Element | City of Perris
Client Contact: Sarah Walker | National CORE-National Community Renaissance
503.451.1193 | swalker@nationalcore.org

Atlas Planning Solutions supported National Core with the City of Perris Safety Element update. This update focused on the 2016 amended Safety Element and ensured compliance with CA state regulations, including SB-1241, SB-99, and 65302(g) (1-9). This project included a complete update with new maps, policy revisions, climate adaptation resiliency policies, and an evacuation analysis of their current transportation network identifying neighborhoods/areas of the city vulnerable due to limited ingress/egress. The City Council adopted the element in January 2022.

Work Samples: City of Perris Safety Element

2021 San Diego County Safety Element | County of San Diego
Client Contact: Robert Efird | Senior Planner San Diego County
858.495.5463 | Robert.efird@sdcouonty.ca.gov

As a subconsultant to Ascent Environmental, Atlas Planning Solutions assisted the County of San Diego with its General Plan Safety Element update. This update focused on the 2016 San Diego County Safety Element. APS ensured that the County was compliant with the current CA state regulations, including SB-1241, SB-99, and 65302(g) (1-9). Due to the unique rural nature of the many unincorporated areas of San Diego County, the evacuation analysis was particularly important to ensure emergency services and evacuation were a priority. The California Department of Forestry approved the current Safety Element, and the County officially adopted it in 2021.

Work Samples: San Diego County Safety Element

2020 Resilient IE: Western Riverside County and San Bernardino County Regional Climate Adaptation Toolkit | San Bernardino County Transportation Authority and Western Riverside Council of Governments
Client Contact: Christopher Gray | Deputy Executive Director (WRCOG)
951.405.6710 | gray@wrcog.cog.ca.us

As part of the PlaceWorks team, Atlas Planning assisted San Bernardino County and Western Riverside County in preparing a comprehensive toolkit for local regional governments. The toolkit will help them safeguard their people and assets against climate-related hazards and build community-wide resiliency. The toolkit includes resources, policies, practices, and other locally relevant information to support climate adaptation, emphasizing "no regrets" strategies that build resiliency while simultaneously addressing other important issues. Team members are conducting evacuation risk assessments and transportation access adequacy studies as part of this effort.

Work Samples: Climate Adaptation Toolkit

Atlas Planning Solutions' Safety Element and Hazard Mitigation Planning Experience

Atlas Planning Solutions staff have completed or are currently working on several Local Hazard Mitigation Plans and General Plan Safety Elements throughout the State. With extensive experience assisting communities as they address the changing legislative requirements and frameworks governing hazards and resiliency within California, Atlas Planning Solutions has a breadth of experience to support the City.

Over the past 10 years, Atlas Planning Solutions staff have assisted the following jurisdictions throughout Southern California (Jurisdictions in common with Cypress are in **bold**):

Table 1 - Atlas Planning Solutions Prior Experience

Jurisdiction	LHMP Assistance	Safety Element Assistance	Climate Adaptation Assistance	Evacuation Assistance
City of Aliso Viejo (2024, 2025)	✓	✓	✓	✓
City of Anaheim (2022)	✓	✓	✓	✓
City of Antioch (2023)		✓	✓	✓
City of Bradbury (2025)	✓		✓	
City of Brea (2024)	✓		✓	
City of Buellton (2026)		✓	✓	✓
City of Canyon Lake (2022)		✓	✓	✓
City of Colton (2019, 2025)	✓	✓	✓	
City of Costa Mesa (2021)	✓	✓	✓	
City of Davis (2026)		✓	✓	✓
City of Duarte (2013)	✓		✓	
City of El Segundo (2025)	✓		✓	
City of Encinitas (2023, 2025)		✓	✓	✓
City of Foster City (2023)		✓	✓	✓
City of Fullerton (2019, 2024)	✓	✓	✓	✓
City of Hollister (2022)	✓		✓	
City of Huntington Beach (2012, 2017, 2022)	✓	✓	✓	
City of Irvine (2020, 2025)	✓		✓	
City of La Palma (2020)	✓		✓	
City of Laguna Beach (2018, 2021, 2023)	✓	✓	✓	✓

Table 1 - Atlas Planning Solutions Prior Experience				
Jurisdiction	LHMP Assistance	Safety Element Assistance	Climate Adaptation Assistance	Evacuation Assistance
City of Laguna Woods (2017)		✓	✓	
City of Lancaster (2021)		✓	✓	✓
City of Loma Linda (2022)	✓	✓	✓	✓
City of Malibu (2025)		✓	✓	✓
City of Maricopa (2015)	✓	✓	✓	
City of Mission Viejo (2024)	✓		✓	
City of Needles (2025)	✓		✓	
City of Norco (2025)		✓	✓	✓
City of Ontario (2023)	✓		✓	✓
City of Palm Desert (2017)		✓		
City of Perris (2021)		✓	✓	✓
City of Pico Rivera (2025)	✓	✓	✓	✓
City of Portola Valley (2025)		✓	✓	✓
City of Rancho Cucamonga (2021)	✓	✓	✓	✓
City of Redondo Beach (2020)	✓		✓	
City of San Bernardino (2024)	✓		✓	
City of San Marino (2024)	✓		✓	
City of Santa Rosa (2016, 2025)	✓	✓	✓	✓
City of Saratoga (2012, 2024)		✓		✓
City of Seal Beach (2019)	✓	✓	✓	
City of South Gate (2018)	✓	✓	✓	✓
City of Stanton (2022)	✓		✓	
City of Torrance (2017)	✓		✓	
City of Upland (2025)	✓		✓	
City of Vernon (2022)	✓		✓	✓
City of Westminster (2017)	✓		✓	
City of Willits (2021)		✓	✓	
Town of Mammoth Lakes (2019)		✓	✓	

Table 1 - Atlas Planning Solutions Prior Experience				
Jurisdiction	**LHMP Assistance**	**Safety Element Assistance**	**Climate Adaptation Assistance**	**Evacuation Assistance**
Town of Portola Valley (2025)		✓	✓	✓
Town of Windsor (2017)	✓		✓	
County of Butte (2023)		✓		
County of Inyo/City of Bishop (2017)	✓		✓	
County of Mendocino (2021)	✓	✓	✓	✓
County of San Diego (2021)		✓		✓
County of San Mateo (2025/6)*				
County of Santa Clara (2025)		✓	✓	✓
East Orange County Water District (2025)	✓		✓	
Municipal Water District of Orange County Multi-Jurisdictional Hazard Mitigation Plan (2025) **	✓		✓	
San Bernardino Valley Municipal Water District (2025)	✓		✓	
* Includes Cities of Half Moon Bay, Atherton, and San Bruno				
** Includes: El Toro Water District, Laguna Beach County Water District, Mesa Water District, Moulton Niguel Water District, Orange County Sanitation District, Orange County Water District, Santa Margarita Water District, Serrano Water District, South Coast Water District, South Orange County Wastewater Authority, Trabuco Canyon Water District, Yorba Linda Water District, Costa Mesa Sanitary District, Irvine Ranch Water District, Municipal Water District of Orange County				

Key Personnel

Qualifications and Experience of Proposed Project Managers and Primary Staff

The Atlas team is comprised of key principals with diverse skill sets and experience. We operate under a working principal model, whereby principal owners of the firm are actively involved and engaged with day-to-day client management, deliverable preparation, and project oversight based on client needs. The team members proposed for this effort are summarized below, and resumes are provided in **Attachment A**.



Aaron Pfannenstiel | Principal, will serve as the overall Project Manager for the APS Team and brings over 23 years of community planning experience, focusing on emergency management, hazard mitigation, and community resiliency. With a background in geology, environmental studies, and urban planning, he helps clients understand hazards, assess vulnerabilities, and develop policies, programs, and mitigation strategies that make communities safer. Examples include the Safety Elements for the Cities of Rancho Cucamonga, Anaheim, Laguna Beach, Encinitas, and South Gate.



Suzanne Murray | Principal, will serve as a Quality Assurance/Quality Control specialist. With over 20 years of technical writing and editing experience and an emphasis on documents and reports prepared for the federal government, including standard operating procedures, information reports, information and white papers, and presentations. Her primary role with Atlas Planning is preparing planning and emergency management documents.



Dennis Larson | Assistant Project Manager, will serve as assistant project manager and brings over 24 years of experience leading public agency management programs, policy research efforts, and technical analyses. Dennis will provide vital support to plan integration and vulnerability analysis portions of the plan. Mr. Larson's specialties include advanced planning project development, climate resiliency policy, Geographic Information Services, and economic impact analysis. Examples include the Safety Elements for the Cities of Rancho Cucamonga, Anaheim, Laguna Beach, and Encinitas.



Crystal Stueve, Senior Planner, will serve as the primary researcher and author. With a strong background in writing and research and over 18 years of experience working for local and federal agencies, she understands the importance of clear communication, documenting processes and outcomes, and developing plans that are easy to read, understand, and implement. Examples include the Safety Elements for the Cities of Rancho Cucamonga, Anaheim, Laguna Beach, and Encinitas.



Robert Jackson | Associate Planner, will serve as a primary researcher and author. Mr. Jackson has supported Atlas Planning for the past five years, updating LHMPs and Safety Elements, and will bring that knowledge and experience to this effort for the City. Examples include the Safety Elements for the Cities of Rancho Cucamonga, Anaheim, Laguna Beach, and Encinitas.

Schedule

	TASK	Month 1				Month 2				Month 3				Month 4				Month 5				Month 6				Month 7				Month 8				Month 9				Month 10			
1	**Project Initiation and Management**			*				*				*				*				*				*				*				*				*				*	
2	**Community Outreach and Engagement**																																									
2a	Preparation of a Community Engagement Strategy																																									
2b	Online Survey																																									
2c	Virtual Stakeholder Interviews																																									
2d	Public Meetings (2) - CC and PC														*	*																										
3	**Existing Document Review**																																									
4	**Safety Element Update**																																									
4a	Policy Crosswalk Analysis																																									
4b / 5c	Coordination with External Agencies																																									
4c	Climate Adaptation Vulnerability Assessment Summary																																									
	Evacuation Analysis																																									
4d	**Safety Element Preparation**																																									
	Admin Draft Safety Element																																									
	Public Review Draft Safety Element																										*															
	Final Draft Safety Element																																									
	PC/CC Adoption Process																																									
5	**Open Space/Conservation/Recreation Element Update**																																									
5a	Research & Data Modernization																																									
5b	Policy Review and Development																																									
5c	Coordination with External Agencies																																									
5d	Admin Draft																																									
	Purblic Review Draft																										*															
	Final Draft																																									
	PC/CC Adoption Process																																									

* Denotes Meetings/ Coordination Calls

Atlas Planning Solutions

City Review Period

Public Review Period

Cost Proposal

	TASK	Aaron Pfannenstiel	Suzanne Murray	Dennis Larson	Crystal Stueve	Robert Jackson	Planning Intern	TOTAL
		$250	$165	$200	$150	$145	$100	
1	**Project Initiation and Management**	12	12					$ 4,980
2	**Community Outreach and Engagement**							
2a	Preparation of a Community Engagement Strategy	2	8		4	4		$ 3,000
2b	Online Survey		4				8	$ 1,460
2c	Virtual Stakeholder Interviews	10	10				12	$ 5,350
2d	Public Meetings (2) - CC and PC	4	8			8		$ 3,480
3	**Existing Document Review**	2	4	4	4	8	8	$ 4,520
4	**Safety Element Update**							
4a	Policy Crosswalk Analysis	4	8			8	8	$ 4,280
4b	Coordination with External Agencies	4	4					$ 1,660
4c	Climate Adaptation Vulnerability Assessment Summary	4	8	24			24	$ 9,520
	Evacuation Analysis	4		8		16		$ 4,920
4d	**Safety Element Preparation**							
	Admin Draft Safety Element	4	8	4	4	16		$ 6,040
	Public Review Draft Safety Element	4	8	2		8		$ 3,880
	Final Draft Safety Element	2	4			4		$ 1,740
	PC/CC Adoption Process	8	8					$ 3,320
5	**Open Space/Conservation/Recreation Element Update**							
5a	Research & Data Modernization			12		8	8	$ 4,360
5b	Policy Review and Development	4	4		8		8	$ 3,660
5c	Coordination with External Agencies	4	4					$ 1,660
	Admin Draft	8	8	4	16		16	$ 8,120
	Purblic Review Draft	4	8	2	8			$ 3,920
	Final Draft	2	4		4			$ 1,760
	PC/CC Adoption Process	8	8					$ 3,320
TOTAL								$84,950

All line item budegets are considered "not to exceed" estimates

Statement of Contract Review

Atlas Planning Solutions has reviewed the City's Contract Services Agreement (Attachment B) and requests one modification to Section 5.3, Indemnification:

We would request that a new subsection be added that limits our liability to the extent allowed under California Civil Code Section 2782.8.

This request is being provided to limit our claims and liabilities to negligent performance of our work. If our indemnification expands beyond that our firm could be exposed to legal liabilities that could bankrupt our small disabled veteran enterprise. We have no concerns about indemnifying the City, when it is consistent with the California Civil Code, and we can rely on our liability insurance to support that defense.

Appendix A – Resumes

AARON PFANNENSTIEL, AICP

Aaron@atlasplanning.org
951-444-9379

PROJECT MANAGER | SAFETY ELEMENT & HAZARD MITIGATION SME

Mr. Pfannenstiel is the Principal and Chief Financial Officer (CFO) for Atlas Planning Solutions (APS) and has been with the organization since its founding in 2018. He brings 23 years of experience in community planning, focusing on emergency management, hazard mitigation, and community resiliency, and has supported more than 100 Local Hazard Mitigation Plans (LHMPs) throughout the nation, with an emphasis on jurisdictions throughout California. With a background in geology, environmental studies, and urban planning, he helps clients understand hazards, assess vulnerabilities, and develop policies, programs, and mitigation strategies that make communities safer. Aaron incorporates hazard mitigation into comprehensive planning projects to increase resiliency in communities. He prepares local and multi-jurisdictional hazard mitigation plans, emergency operations plans, general plans, and safety elements. Mr. Pfannenstiel has also prepared environmental documents for CEQA compliance and due diligence and feasibility studies, and he has conducted community outreach and education efforts in communities throughout California.

EDUCATION

- MURP, 2005, Regional Planning/Urban Planning, California State Polytechnic University, Pomona
- BA, 2001, Environmental Studies, University of California at Santa Barbara
- BS, 2001, Geological Sciences, University of California at Santa Barbara

RELEVANT & CURRENT EXPERIENCE

Principal and CFO, Atlas Planning Solutions, Riverside CA **Dec 2018 - Present**

- Manages Local Hazard Mitigation Plan General Plan Safety Element updates for jurisdictions throughout California (see Table 1 for a full list of relevant APS qualifications).
- Serves as Project Director and Project Manager for most of the Local Hazard Mitigation Plans and General Plan Safety Element updates, for APS supporting California cities and counties.
- As a Safety Element and Hazard Mitigation Subject Matter Expert, regularly acts as the primary Technical Liaison between City staff and technical implementation teams across all APS programs.
- Provides project oversight and quality assurance over all APS programs to ensure consistent, high-quality, and timely products, services, and deliverables.

Senior Associate, PlaceWorks, Ontario CA **May 2017 - Dec 2018**

- Focused on natural hazards, hazard mitigation, resiliency and community planning.

Senior Project Manager, Michael Baker International, Ontario CA **June 2004 – May 2017**

- Specialized in General Plan Safety Elements, Local Hazard Mitigation Plans, Climate Adaptation, and Emergency Management focused on the Western United States and throughout the nation.

PROFESSIONAL AFFILIATIONS & CERTIFICATIONS

- American Institute of Certified Planners (AICP), California, 021026
- American Planning Association (APA), California, 155482
- California Emergency Services Association
- American Institute of Certified Planners, 2006, 021026
- LEED Accredited Professional, 2006

KEY SKILLS RELEVANT TO THE ROLE

Project Management	Client Relations	Budget Management
Meeting Facilitation	Subject Matter Expertise	Data Analysis and Visualization



SUZANNE MURRAY

Suzanne@atlasplanning.org
951-444-9379

TECHNICAL WRITER, EDITOR, RESEARCHER, ANALYST & EDUCATOR

Ms. Suzanne Murray provides more than 20 years of relevant professional experience and has authored, reviewed, and edited dozens of plans, reports, and other similar documents for federal and local government institutions. She has a strong working knowledge of emergency preparedness planning, risk assessments, and the implications of these processes on government operations. Her time in the military has enabled her to understand internal workings of government offices and the manners in which information must be presented to achieve uptake and ultimately achieve desired outcomes. She has also published numerous training and capacity strengthening resources to enhance readiness for human and environmentally driven challenges including climate challenges, with a focus on human centered design.

EDUCATION

- M.A., Current, Emergency Management/Homeland Security, AMU, WV
- M.A., 2008, English, National University, La Jolla, CA
- B.A., 2004, English, University of California Riverside, CA
- A.A., 2007, Intelligence Operations, Cochise College, Sierra Vista, AZ
- Certificate, 2021, Copyediting, UCSD Extension

RELEVANT & CURRENT EXPERIENCE

Principal and CEO, Atlas Planning Solutions, Riverside CA **Dec 2018 - Present**

- Oversees daily operations across the organization, including quality assurance, contracts, client relations, and human resources.
- Provides technical oversight and final reviews of all APS products, services, and deliverables to ensure they exceed client expectations in terms of quality, timeliness, and responsiveness to the scope.

United States Army Reserve, Human Intelligence Collector, LA County CA **May 2004 - Present**

- Conducted HUMINT collection operations across three overseas deployments, gathering actionable intelligence that directly supported combat and counterinsurgency missions.
- Supervised, trained, and mentored junior intelligence personnel in tactical questioning, source operations, and report writing, contributing to increased unit readiness and mission success.
- Produced and analyzed intelligence reports and debriefings, facilitating critical decision-making for brigade-level and joint task force commanders.
- Developed cultural and regional expertise in multiple AORs (Areas of Responsibility), enhancing rapport-building and source reliability during operations in high-threat environments.
- Coordinated with interagency and coalition partners to fuse intelligence, streamline operations, and support national security objectives.
- Maintained Top Secret security clearance with SCI access throughout 21 years of service; demonstrated unwavering commitment to operational security and ethical conduct.

KEY SKILLS RELEVANT TO THE ROLE

Analytical Skills	Leadership	Presentation Skills
Teamwork	Communication	Writing & Editing

DENNIS LARSON

Dennis@atlasplanning.org
951-444-9379

HAZARD MITIGATION PLANNER | GIS MAPPING TECHNICAL EXPERT | CLIMATE CHANGE SUBJECT MATTER EXPERT

Mr. Larson has 25 years of experience in public agency program management, policy research, and technical analysis. His specialties include long-range planning, hazard mitigation, climate resiliency, Geographic Information Services, and economic impact analyses. Dennis helps public agencies and private firms develop and evaluate policies, programs, and strategies with measurable performance impacts. Dennis has supported more than 40 Local Hazard Mitigation Plans (LHMPs) throughout California.

EDUCATION

- MA, Economics, California State San Diego
- BA, Geography, California State San Diego

RELEVANT & CURRENT EXPERIENCE

Senior Planner, Atlas Planning Solutions, Riverside CA **Dec 2018 - Present**

- Supports data analytics and mapping for all APS Local Hazard Mitigation Plan General Plan Safety Element updates throughout California (see Table 1 for a full list of relevant APS qualifications).
- Serves as the Senior Planner for complex projects, involving hazard mitigation, climate adaptation, and coastal resources throughout California.
- As a GIS expert, Dennis supports client needs regarding data analysis and mapping ensuring an increased understanding in the risks and vulnerabilities associated with hazards.

Principal & Founder, Nexus Planning & Research, San Diego CA **June 2012 - Present**

- Leads efforts to help public and private entities develop economically viable and environmentally sustainable policies, programs, and strategies with measurable performance impacts.
- Focused on land use planning; economic and fiscal impact assessment; climate change analysis; and California Environmental Quality Act (CEQA) compliance.
- Provides key services to Atlas Planning Solutions in support of hazard mitigation and climate adaptation.

Senior Economist, AECOM, San Diego CA **June 2008 – June 2012**

- Performed economic impact analysis and financial feasibility for private and public developments using IMPLAN economic modeling software.
- Developed Community Impact Assessments for transportation planning agencies.
- Managed preparation of California Environmental Quality Act (CEQA) documents including Environmental Impact Reports (EIR) and National Environmental Policy Act (NEPA) documents including Environmental Impact Statements (EIS) and Environmental Assessments (EA).
- Assessed conditions and environmental impacts in context of CEQA or NEPA. As a subject matter expert, wrote Socioeconomics, Environmental Justice, Public Services, and Land Use chapters.

PROFESSIONAL AFFILIATIONS & CERTIFICATIONS

- IS 100, 200, and 700/800 Certified

KEY SKILLS RELEVANT TO THE ROLE

Project Management	Client Relations	GIS
Data Management	Economic Analysis	Grants Management and Administration

CRYSTAL STUEVE

Crystal@atlasplanning.org
951-444-9379

SENIOR HAZARD MITIGATION PLANNER

Ms. Crystal Stueve provides more than 20 years of relevant professional experience and has authored, reviewed, and edited dozens of plans, reports, and other similar documents for federal and local government institutions. She has a strong working knowledge of emergency preparedness planning, risk assessments, and the implications of these processes on government operations. Her time in the Military has enabled her to understand internal workings of government offices and the manners in which information must be presented to achieve uptake and ultimately achieve desired outcomes. She has also published numerous training and capacity strengthening resources to enhance readiness for human and environmentally driven challenges including climate challenges, with a focus on human-centered design.

EDUCATION

- MA, 2017, Mass Communications & Journalism, Kent State University
- BS, 2012, Intelligence Management, Henley-Putnam University

RELEVANT & CURRENT EXPERIENCE

Senior Planner, Atlas Planning Solutions, Riverside CA **Nov 2020 - Present**

- Supported over 50 Local Hazard Mitigation Plan updates and General Plan Safety Element updates for various Southern California jurisdictions (see Table 1 for a full list of relevant APS qualifications).
- Served as the Senior Planner for more than 20 projects, including Local Hazard Mitigation Plan and General Plan Safety Element updates, for 15 jurisdictions across Southern California.

Emergency Operations Center Specialist, San Bernardino Police Department, San Bernadino CA **Sep 2018 – Mar 2020**

- Supported the Emergency Operations Center during emergencies or disasters in functions relating to emergency management.
- Prepared emergency management media briefings and provide appropriate public notifications during EOC activation events.

Emergency Operations Center Analyst, US Army Civil Affairs and Psychological Operations Command, Fort Bragg, NC **June 2008 – June 2012**

- Monitored unfolding emergencies and wrote daily briefing reports to ensure situational awareness
- Worked with civil authorities, DoD agencies, and local military and civilian response authorities to evaluate their resources and coordinate mutual support agreements where applicable.

PROFESSIONAL AFFILIATIONS & CERTIFICATIONS

- IS 100, 200, and 700/800 Certified
- United States Army Reserve
- DOD TS Clearance with SCI Eligibility

KEY SKILLS RELEVANT TO THE ROLE

Project Management	Client Relations	Writing/Editing
Emergency Operations	Local/National Government	Leadership
Analytical Skills	Teamwork	Communication

ROBERT JACKSON

Robert@atlasplanning.org
951-444-9379

HAZARD MITIGATION PLANNER

Robert Jackson has nine years of relevant work experience, including five years with Atlas Planning as an assistant planner and has been an integral part in a multitude of projects since joining the Atlas Planning team in 2020. He has experience in Local Hazard Mitigation Plan document preparation and updates. General Plan Safety Element update research, document review, and composition. While newer to the planning world, he has proven to be a valuable asset to the Atlas Planning Team.

RELEVANT & CURRENT EXPERIENCE

Associate Planner, Atlas Planning Solutions, Riverside CA **July 2020 - Present**

- Has supported over 40 Local Hazard Mitigation Plan updates and General Plan Safety Element updates for various California jurisdictions since joining the Atlas team in 2020 (see Table 1 for a full list of relevant APS qualifications).

Life Insurance Agent, New York Life Insurance Company, Riverside, CA **June 2015 – April 2020**

- Led document preparation, personal wealth mitigation and research, and the creation of custom life insurance and financial solutions for clients, which best suited their individual needs. Much like the different cities and jurisdictions within the planning world require unique solutions to their hazard mitigation strategies and plans.

PROFESSIONAL AFFILIATIONS & CERTIFICATIONS

- IS 230, 323, 318, 393, 320, 322, 700, and ICS 100 Certifications

KEY SKILLS RELEVANT TO THE ROLE

Project Management	Research	GIS/Mapping
Writing/Editing	Analytical Skills	Teamwork
Client Relations		









CITY OF CYPRESS

Safety Element and Open Space/Conservation/ Recreation Element Updates

Proposal | October 24, 2025

MIG

21 Miller Alley, Suite 210 | Pasadena, CA 91105

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Cover Letter

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CALIFORNIA
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TEXAS
SAN ANTONIO

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SEATTLE

October 24, 2025

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

RE: Proposal for the Cypress General Plan Safety Element and Open Space/ Conservation/Recreation Element Updates

Dear Ms. Velasco and Selection Committee Members:

MIG is pleased to submit this proposal to assist the City of Cypress in updating its Safety Element and Open Space/Conservation/Recreation (OSCR) Element of the General Plan. As a multidisciplinary firm with more than four decades of experience in community planning, urban design, environmental analysis, and public engagement, MIG has helped cities across California prepare forward-thinking, implementable plans that strengthen resilience, sustainability, and quality of life.

Our team brings deep experience in preparing general plans and parks and recreation master plans. Recent work includes the Paramount Housing, Safety, and Environmental Justice Elements, Santa Fe Springs General Plan Update, Whittier General Plan Update, Garden Grove Safety, Housing, and Environmental Justice Elements, and the Signal Hill Environmental Justice and Environmental Resources Elements, each integrating hazard mitigation, park access, climate adaptation, and equitable engagement. In parallel, MIG has completed award-winning park and recreation system plans for Westminster and Lakewood, providing clear frameworks for guiding recreation investments and sustainability initiatives.

Our approach builds upon Cypress's strong foundation of civic pride, safety, and well-maintained public spaces. The updates will align both elements with current State legislation while advancing the City's goals for resilience and livability. MIG will:

- Integrate new State laws and policy guidance, including SB 379, SB 99, AB 747, and AB 2684.
- Engage the community through inclusive, accessible in-person and online events.
- Use GIS-based analysis to identify gaps in park access, hazard exposure, and environmental equity.
- Provide clear, actionable implementation programs with measurable outcomes.

MIG's leadership team brings the expertise necessary to deliver a comprehensive and practical update. Lisa Brownfield, Principal-in-Charge, brings nearly 40 years of experience ensuring high-quality deliverables that meet legislative requirements. José M. Rodriguez, Project Manager, will oversee community engagement and preparation of key project components, bringing nearly 30 years of experience in planning and public involvement.

Additionally, Cindy Mendoza, CPRP, a national leader in parks and recreation planning, will serve as a strategic advisor for the OSCR Element. She will provide high-level guidance to create a forward-looking framework that enhances Cypress's parks, recreation opportunities, and environmental resources.

Together, our team is ready to partner with the City of Cypress to prepare elements that protect public safety, steward natural resources, and enrich the community's exceptional quality of life. Please feel free to contact me, Lisa A. Brownfield, Principal, at lisab@migcom.com or by phone at (626) 240-9596 with any questions or to discuss next steps.

Sincerely,

Lisa A. Brownfield
Principal-in-Charge



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

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

Cypress's three-year goals for 2023–2026 include:

- Enhance and maintain public safety
- Maintain high quality and high value services for the community
- Enhance recreation facilities and programs

*Excerpts from the **Cypress Strategic Plan***

Understanding and Approach

Understanding

Cypress is a suburban community in northwestern Orange County, encompassing approximately 15 square miles with a population of just under 50,000 residents. Incorporated in 1956, the City has evolved from its agricultural roots into a close-knit, family-oriented community recognized for its well-maintained neighborhoods, strong schools, and high quality of life. Residents value safety, education, recreation, and environmental quality, and the City's extensive park system, including twenty parks ranging from large community parks to neighborhood green spaces, provides diverse opportunities for recreation and community connection.

A recent example of the City's investment in community amenities is the transformation of Arnold Cypress Park, which was renovated to include modern recreation facilities, improved accessibility, sustainable landscaping, and new trees. The park now serves as a model for the City's commitment to high-quality, sustainable public spaces that meet evolving community needs.

Cypress is a Charter City operating under a Council-Manager form of government. The City provides police services through its own department and contracts fire response services through the Orange County Fire Authority (OCFA). As a fully urbanized community with limited undeveloped land, Cypress continues to focus on improving livability, sustainability, and safety through thoughtful planning and reinvestment in its existing resources.

The City adopted its current General Plan in 2001, and the Safety Element and Open Space/Conservation/Recreation (OSCR) Element have not undergone substantial updates since that time. Cypress now seeks to update these elements to reflect current conditions and to comply with recent State legislation.

The Safety Element update will address new requirements under SB 246, AB 2684, SB 99/AB 747, and SB 379, ensuring alignment with State law and best practices related to climate adaptation, evacuation routes, and hazard mitigation. The OSCR Element update will respond to recent legislation, including SB 1425 and AB 1889, and incorporate current community needs, sustainability goals, and recreational priorities.

Together, these updates will provide an integrated framework to strengthen community resilience, protect natural resources, and enhance access to parks and recreation. The City's intent is to create clear, actionable, and measurable policies that guide decision-making, investment, and implementation, ensuring Cypress remains a safe, livable, and environmentally responsible community for generations to come.



Arnold Cypress Park
MIG prepared the master plan and construction documents for complete redesign of this existing 13.6-acre community park.





Approach

Our approach to updating Cypress's Safety Element and OSCR Element builds on the City's strong foundation of community pride, safe neighborhoods, and well-maintained public spaces. The updates will bring both elements into alignment with current State requirements while advancing the City's goals for resilience, sustainability, and quality of life. This effort will be data-driven, community-informed, and implementation-focused, ensuring clear direction for decision-making and investment. In doing so, the updates directly support the City Council's three-year strategy by maintaining infrastructure and facilities, enhancing and sustaining public safety, and improving recreation facilities and programs.

INTEGRATE STATE LAW AND POLICY GUIDANCE

The updated elements will reflect current California General Plan Guidelines and new legislation, including SB 379 (climate adaptation and resilience), SB 99 and AB 747 (emergency evacuation and safety planning), SB 246 (climate adaptation), and AB 2684 (multi-hazard risk reduction). For open space and conservation, the plans will align with SB 1425 (urban forestry and carbon sequestration) and AB 1889 (sustainability and recreation planning). The update will make certain that both elements are consistent, cross-referenced, and support integrated policy linkages with the City's recent Housing Element update and other General Plan Elements.

EMPHASIZE RESILIENCE AND RISK REDUCTION

The Safety Element will take a comprehensive approach to hazard mitigation and climate adaptation, addressing earthquake hazards, flooding, wildfire, liquefaction, and extreme heat. This effort will identify localized risks, strengthen regional coordination with the Orange County Fire Authority (OCFA) and align with the latest County Local Hazard Mitigation Plan. Strategies will focus on enhancing preparedness, emergency response, and overall public safety. Climate adaptation and sustainability will serve as guiding principles, linking hazard reduction with green infrastructure, stormwater management, and the cooling benefits provided by parks and expanded tree canopy coverage.

STRENGTHEN COMMUNITY ENGAGEMENT AND INCLUSION

Building on Cypress's culture of civic engagement, we will design a concise and inclusive outreach program that connects with residents, community groups, and underrepresented populations. Engagement will use workshops, focus groups, and online tools to reach people where they are and invite meaningful participation. Residents will help shape safety and open space priorities, share lived experiences, and provide feedback on policy options. This approach makes certain that both elements reflect the values, needs, and aspirations of the entire community.







APPLY GEOSPATIAL AND DATA-DRIVEN ANALYSIS

Using advanced GIS analysis, we will identify gaps in park access, green infrastructure, and hazard vulnerability. The analysis will overlay data such as population density, age, income, and environmental conditions to highlight areas where park investments or safety interventions can deliver the greatest benefit. This approach supports equitable policy development and allows the City to visualize priorities and measure outcomes over time.

ENHANCE PARKS AND RECREATION PLANNING

MIG will draw on its extensive experience preparing park system master plans to guide the City's recreation and open space framework. Our team of recreation planners and park designers will help assess systemwide needs, identify opportunities for upgrades and programming, and assure that parks continue to meet the community's evolving recreational and environmental goals. Relevant findings from the City's 2017 Parks & Recreation Facilities Inventory and Condition Assessment will be reviewed and integrated into the planning process so that recommendations build upon recent analyses and investments.

ADVANCE SUSTAINABILITY AND ENVIRONMENTAL STEWARDSHIP

The OSCR Element will build upon the City's commitment to sustainability demonstrated through projects like Arnold Cypress Park. The updated plan will emphasize resource conservation, native landscaping, biodiversity, and water-efficient design. Strategies will promote multi-benefit solutions that integrate recreation, flood protection, and urban greening to support health, safety, and environmental quality.

PROVIDE CLEAR IMPLEMENTATION AND ACTION STRATEGIES

Both elements will culminate in clear, measurable, and actionable implementation programs that define responsibilities, timelines, and potential funding opportunities. The plans will be practical and forward-looking, ensuring that policies can be effectively carried out across departments and through partnerships with agencies and the community.

Scope of Work

TASK 1: PROJECT MANAGEMENT AND COORDINATION

MIG will provide overall project management and coordination so that the Safety Element and OSCR Element update stays on schedule, on budget, and aligned with City priorities.

1.1. Kick-Off Meeting

MIG will conduct an in-person kick-off meeting with City staff to introduce the team, identify project team members' roles, review tasks and milestones, identify project management protocols, and establish product review procedures. The project scope will be refined based on our discussions and project milestones, and a detailed project schedule will be established. Up to three MIG staff persons will attend this meeting.

1.2. Project Coordination Meetings (allowance)

MIG will lead the team to manage the process and make certain the project remains on budget and on schedule. This task accounts for MIG's project management, identifying milestones, regular invoicing, preparing a detailed task and engagement schedule, and budget management. MIG will prepare monthly status reports to identify work completed and upcoming tasks.

For the duration of the project, the MIG project manager will conduct regular (biweekly) 30-minute phone calls with City staff for project coordination and to support close collaboration. These calls will allow the team to review project status, discuss issues and documents, and plan presentations. We will also conduct in-person or Zoom meetings; our scope assumes six progress meetings with City staff.

This task also includes MIG sending tribal consultation letters to comply with SB18 and AB52. Per statute, if any tribes request consultation, the City will be responsible for meeting with tribal representatives and addressing their comments.

Task 1 Meetings and Deliverables

- Kick-off meeting agenda (electronic)
- Project schedule (electronic)
- Revised scope of services and budget (electronic)
- Monthly invoicing and status reports (electronic)
- Regular phone calls
- Meetings with City staff (six meetings)



TASK 2: COMMUNITY ENGAGEMENT

MIG will lead a comprehensive community engagement program to inform and involve residents, community groups, and stakeholders in the development of the Safety Element and OSCR Element. This task may include outreach planning, focus group meetings, workshops, surveys, and communications strategies designed to solicit input, gather feedback, and assure participation from hard-to-reach and underserved populations. Engagement activities will provide the City with the insights needed to shape goals, policies, and recommendations that reflect community priorities and state requirements.

2.1. Community Engagement Plan

MIG will prepare a brief Community Engagement Plan that identifies the engagement strategy, schedule of events, specific groups to be contacted, and planned activities to solicit input. The plan will include development of a community outreach strategy to gain input from residents, community groups, and the broader Cypress community; conduct a community assessment to understand local interests and needs; and outline public information strategies consistent with the City's communication efforts. MIG will also identify and maintain a list of potential community, local, and regional partners to help advance the goals of the Community Resources Element. Outreach will emphasize inclusion of hard-to-reach groups such as communities of color, low- and moderate-income residents, seniors, youth, limited-English proficient individuals, and people with disabilities.





2.2. Focus Group Meetings

We plan to facilitate four to six small focus group meetings that address issues related to community safety, resiliency, and open space and conservation. Each focus group will last up to one hour and be attended by two MIG staff, one to facilitate the discussion and another to take detailed notes. At least three of the meetings will be held in person, and up to three will be conducted digitally using Zoom. We will collaborate with City staff to develop the list of participants, with particular attention to including groups or individuals representative of underserved populations, such as residents with limited English proficiency, lower-income households, and those living in neighborhoods with higher pollution burdens. MIG will prepare the invitations and sample discussion questions. The City will be responsible for contacting participants, confirming attendance, and arranging the meeting space. Following the meetings, MIG will prepare a summary highlighting the key topics and discussion points.

2.3. Communications and Social Media Campaign

To keep the community abreast of Safety Element and OSCR Element content and program progress, the MIG Team will provide communications that City can post on its website and push out to the community through existing social media channels. We will provide up to six social media posts and six sets of webpage materials for posting on the City's website.

2.4. Project Story Map Website

MIG will create a dedicated project website using an ArcGIS Online App to provide residents, community members, and City staff with a centralized hub for updates on the Safety Element and Open Space, Conservation, and Parks Element updates. The site will include a clear project overview, access to draft and final General Plan element documents, and details on community engagement opportunities. An interactive map will allow users to explore safety features, parks, open spaces, and conservation areas, with intuitive filtering and pop-up information for key locations.

The Story Map will be hosted on MIG's ArcGIS Online account; however, the data or application can be transferred to a City account if desired. Designed for accessibility and ease of use, the website will serve as a dynamic tool for understanding project progress and connecting the community to critical planning resources.

2.5. Community Workshops and Survey

MIG will conduct two community workshops to engage residents and gather input for the Safety Element and OSCR Element.

The first workshop will be paired with an online survey that mirrors the in-person activities, allowing broader participation for those unable to attend. MIG will develop the format and content, prepare announcements, lead the workshop (with up to three MIG staff), and prepare summary reports of findings.

The second workshop will present the completed draft Safety Element and OSCR Element to the community, solicit feedback, and gather input to refine goals, policies, and recommendations. MIG will lead the workshop and prepare a summary of comments for City review.

City staff will review draft announcements and materials, advertise the events, arrange the venue and refreshments, and participate in conducting the workshops. MIG will also work with the City to update the contact list to assure inclusion of groups and individuals consistent with State law guidance for Safety Element and OSCR Element.

Task 2 Deliverables

- Community Engagement Plan (electronic)
- Social media and website materials (electronic)
- Fact sheets (2) and posters (2) (electronic)
- ArcGIS Online Project Story Map (electronic)
- Workshop advertisement flyers (2)
- Workshop PowerPoint presentation – draft and final (electronic)
- Workshop Informative Display Boards (large prints)
- Community survey that aligns with the workshop (electronic)
- Workshop and survey summaries (electronic)

TASK 3: RESEARCH AND EXISTING CONDITIONS ANALYSIS

MIG will conduct research and assess the existing conditions of Cypress's open space and conservation systems to provide a solid foundation for updating the Safety Element and OSCR Element. This task will review relevant documentation, policies, and State laws, as well as evaluate current resources and natural assets, identifying gaps and opportunities to inform the development of goals, policies, and strategies.

3.1. Existing Document Review

MIG will review City documentation, including the City of Cypress General Plan (all Elements), the 2021 County of Orange and Orange County Fire Authority Local Hazard Mitigation Plan, and other relevant materials, as well as applicable State laws on open space, conservation, and safety. This research will provide technical and policy context to guide the preparation of the Safety Element and the OSCR Element, including considerations of equitable access, climate resilience, rewilding opportunities, and wildlife connectivity within Cypress's urbanized setting. Findings from this review will be compiled into a concise summary memo, which will highlight key insights, gaps, and recommendations to inform subsequent project phases and decision-making.

3.2. Existing Conditions Analysis Report

MIG will evaluate the current state of Cypress's open space and conservation systems, including parks, green spaces, natural resources, and urban forestry. Using ArcGIS Network Analyst, we will conduct a network analysis to assess park access and identify gap areas in the City's open space system. MIG will also review existing Safety Element features, including seismically induced surface rupture, ground shaking, ground failure, tsunami, dam failure, subsidence, liquefaction, flooding, wildland and urban fires, and climate change and extreme heat. Findings will be summarized in a short report focused on the Safety Element and the OSCR Element, highlighting existing conditions, gaps, and opportunities for enhancement. One round of review will be provided for City staff to consolidate comments prior to finalization.

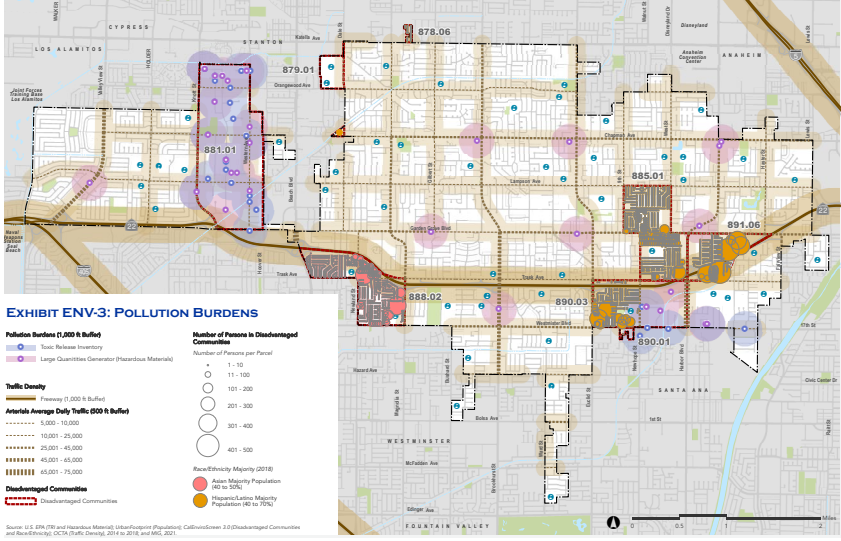
Task 3 Deliverables

- Existing Document Review Summary Memo (electronic)
- Existing Conditions Analysis (electronic)

TASK 4: SAFETY ELEMENT

MIG will develop the Safety Element and OSCR Element of the General Plan, building on the research and existing conditions analysis. This task will produce draft documents that establish goals, policies, and strategies to guide the preservation, management, and enhancement of Cypress's safety, open space, and natural resources, while ensuring consistency with State requirements and community priorities.





4.1. Safety Element Policy Development

MIG will collaborate with staff from relevant City departments, including Community Development, Public Works, and Public Safety, to develop the guiding goals and policies for the Safety Element. This process will include a review of existing goals and policies in the current Safety Element, consideration of the City's overall mission, vision, and priorities, and integration of insights gathered through community engagement efforts.

4.2. Administrative Draft Safety Element

MIG will prepare an administrative draft Safety Element for internal City review, ensuring consistency with applicable State legislation and guidance from the State Office of Planning and Research. The draft will incorporate goals and policies developed in previous subtasks and include all components required by State law.

The administrative draft will provide a comprehensive overview of the local setting, existing conditions, and risk identification, addressing hazards such as seismically induced surface rupture, ground shaking, ground failure, tsunami, seiche, dam failure, slope instability (mudslides and landslides), subsidence, liquefaction, flooding, wildland and urban fires, and climate change and extreme heat. It will describe the roles and responsibilities of local, regional, State, and federal agencies in addressing these hazards, document existing goals, policies, and implementation measures, and identify additional recommendations to address gaps and enhance community safety.

The draft will include an Implementation Plan outlining responsible parties, timelines, and potential resources or strategies to support effective execution of the Safety Element. The administrative draft will be submitted to City staff for one round of review and comment prior to preparation of the public review draft.

4.3. Coordination with External Agencies for Safety Element

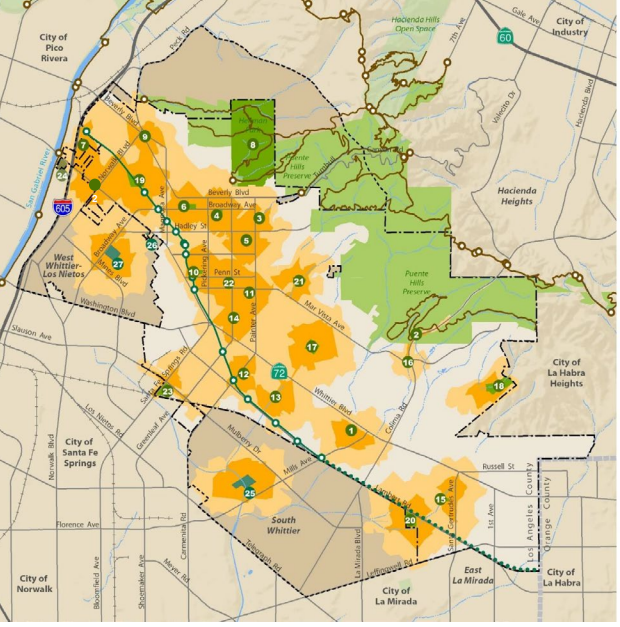
Following the incorporation of City comments to the Administrative Draft Safety Element, the City will submit the document to relevant external agencies, including the State Department of Conservation, Orange County Fire Authority, Orange County Airport Land Use Commission, and any other agencies deemed necessary. MIG will coordinate with these agencies on their review comments, provide technical guidance and clarification, and assist the City in addressing feedback to support the finalization and adoption of the Safety Element. An External Agencies Comment and Revision Memorandum will be prepared as part of this task, summarizing the agencies' recommended revisions and documenting how feedback was addressed in the final document.

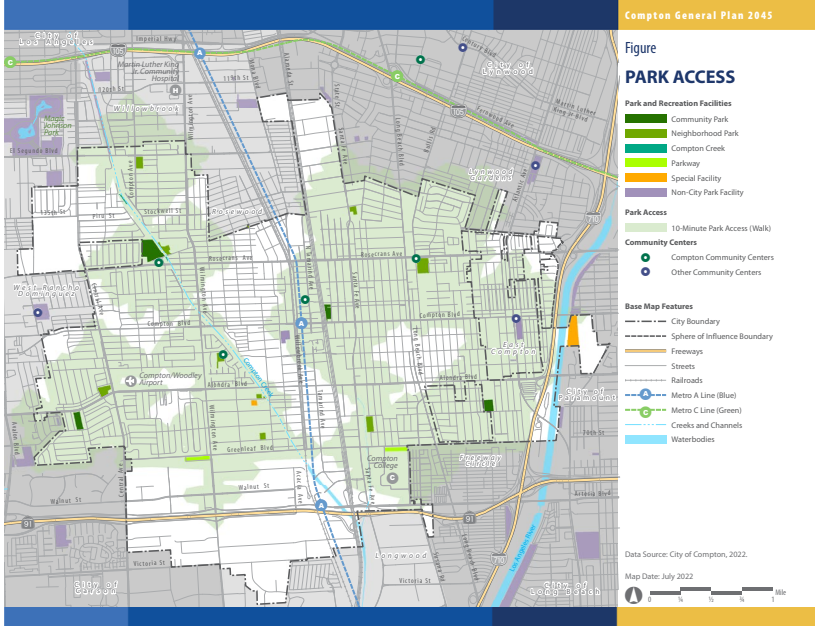
4.4. Public Review Draft Safety Element

Based on external agencies' comments on the administrative draft, we will produce the draft Safety Element for public review.

Task 4 Deliverables

- Administrative Draft Safety Element (electronic)
- External Agencies Comment and Revision Memorandum (electronic)
- Public Review Draft Safety Element (electronic)





TASK 5: OPEN SPACE, CONSERVATION AND RECREATION ELEMENT

5.1. Open Space, Conservation, and Recreation Policy Development

MIG will collaborate with staff from relevant City departments, including Recreation & Community Services, Community Development, and Public Works, to develop the guiding goals and policies for the OSCR Element. This process will include a review of existing goals and policies in the current OSCR Element, consideration of the City's overall mission, vision, and priorities, and integration of insights gathered through community engagement efforts.

5.2. Administrative Draft OSCR Element

MIG will prepare an administrative draft OSCR Element for internal City review, ensuring consistency with State requirements and alignment with Cypress's community priorities. The draft will incorporate goals and policies developed in previous subtasks and include all components required by State law.

The administrative draft will provide a detailed overview of existing open space, conservation, and recreation resources, including natural areas, parks, green spaces, and recreational facilities. It will identify gaps and opportunities, illustrate resources and potential improvements through Open Space Element maps, and highlight priorities for equitable access, conservation, park and recreation access, and sustainability.

The draft will include an Implementation Plan identifying responsible parties, timelines, and potential funding sources or strategies to support effective execution of the OSCR Element. All materials will be refined in coordination with City staff and submitted for one round of review and comment prior to preparation of the public review draft.

5.3. Coordination with External Agencies for OSCR Element

Following the incorporation of City comments to the Administrative Draft OSCR Element, the City will submit the document to relevant external agencies, including the State Department of Conservation, Orange County Airport Land Use Commission, and any other agencies deemed necessary. MIG will coordinate with these agencies on their review comments, provide technical guidance and clarification as needed, and assist the City in addressing feedback to support the finalization and adoption of the Element. An External Agencies Comment and Revision Memorandum (electronic) will be prepared as part of this task, summarizing the agencies' recommended revisions and documenting how feedback was addressed in the final document.

5.4. Public Review Draft OSCR Element

Based on External Agencies' comments on the administrative draft, we will produce the draft OSCR Element for public review.

Task 5 Deliverables

- Administrative Draft OSCR Element (electronic)
- External Agencies Comment and Revision Memorandum (electronic)
- Public Review Draft OSCR Element (electronic)

TASK 6: ENVIRONMENTAL ANALYSIS

Updating the Environmental Resources Element and preparing a new Safety Element and OSCR Element is considered a "project" under CEQA and is subject to environmental review. Because these elements are policy documents that do not specifically authorize any construction project, MIG's environmental team will conduct program-level analysis. We anticipate that either a Negative Declaration or Mitigated Negative Declaration can be adopted. In the event an Environmental Impact Report is required, we will work with City staff to determine the necessary agreed upon scope and fee adjustment.

6.1. Draft Initial Study/(Mitigated) Negative Declaration

MIG will prepare the Initial Study (IS) consistent with CEQA Guidelines Appendix G. The IS will include clear, well-supported responses to each checklist question, supplemented by tables, figures, and maps, with all data sources referenced. A Draft (Mitigated) Negative Declaration ((M)ND) will be prepared to summarize CEQA findings and identify any mitigation measures needed to reduce potential impacts. The document will include an introduction outlining its purpose, a description of existing conditions and the project's programmatic scope, and responses to CEQA checklist issue areas.

Because of the programmatic nature of the Elements, minimal or no environmental impacts are anticipated. No detailed technical studies (e.g., traffic, air quality) are expected; analysis will focus on secondary effects of proposed policies and programs. The IS/(M)ND will identify report preparers and include relevant technical appendices. MIG will prepare a screencheck draft for City review, incorporate comments, and produce a public draft IS/(M)ND and Notice of Intent (NOI). The City will file the NOI, pay associated fees, and handle public notice distribution.

6.2. Circulation of NOI and IS/(M)ND

MIG will provide the NOI and IS/(M)ND to the State Clearinghouse for posting as required.

6.3. Summary of Comments and Responses; Notice of Determination

Following conclusion of the 20-day CEQA public review period and receipt of all oral and written comments on the IS/(M)ND from the public and responsible agencies, MIG will prepare a summary comment and response document. This is not required by CEQA, but we believe providing short responses will provide full information to decision-makers during the hearing process. The summary comment and response document will be submitted to the City staff for review. Upon receipt of comments (provided in a single track-changes document). MIG will finalize the document for public hearings.

Task 6 Deliverables

- Screencheck Draft IS/MND (electronic)
- Public Draft IS/MND (electronic)
- Notice of Intent to Adopt an MND (electronic)
- Draft Comments and Response Document (electronic)
- Final Comment and Response Document (electronic)
- MMRP – If required (electronic)
- Notice of Determination (electronic)

7.0: HEARINGS AND FINAL DOCUMENTS

7.1. Staff Report Assistance

MIG will assist City staff in preparing staff reports and a resolution for Planning Commission and City Council meetings. MIG will prepare draft materials for City review and incorporate one round of consolidated edits provided by staff. Final staff reports and the resolution will be revised accordingly and prepared for presentation at public hearings.

7.2. Public Hearing Attendance

We have budgeted for two public hearings: one each with the Planning Commission and City Council. City staff will be responsible for public notices. MIG will prepare PowerPoint presentations for the hearings. We will submit the PowerPoint electronically to City staff for review prior to each hearing. One MIG staff will attend each hearing. MIG will assist City staff in responding to any public or agency comments. Comments from the Planning Commission and City Council will be captured in a public hearings matrix to be reviewed with City staff. City staff will be responsible for public notices, staff reports, and resolution materials associated with the environmental documentation and General Plan amendments.

7.3. Final Safety Element

MIG will prepare the final version of the Safety Element based on comments from the Planning Commission and City Council public hearings.

7.4. Final OSCR Element

MIG will prepare the final version of the OSCR Element based on comments from the Planning Commission and City Council public hearings.

Task 7 Deliverables

- Staff Report and Resolution
- Hearing presentation materials – PowerPoint
- Final Elements (Word and pdf)

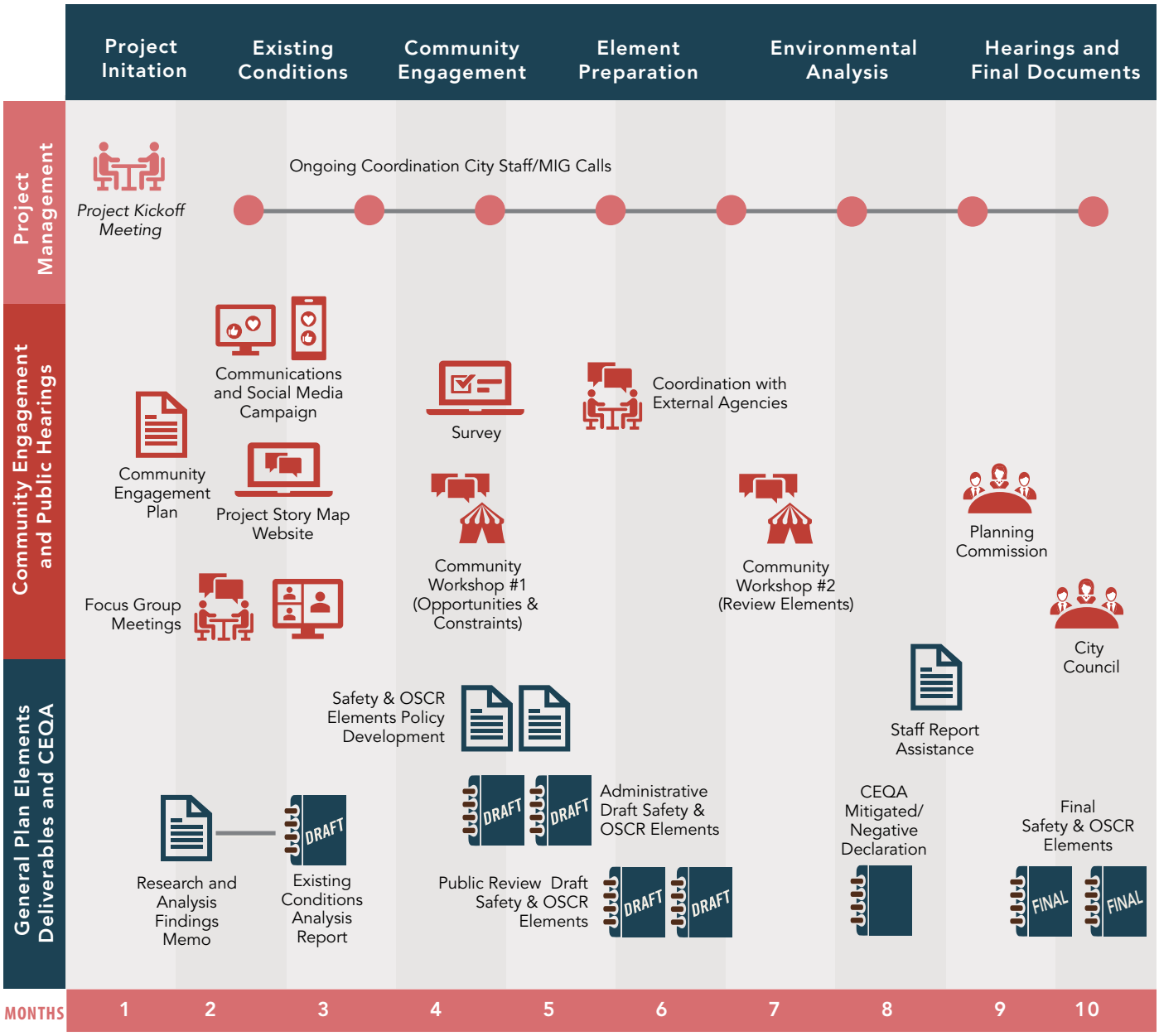


SCOPE ASSUMPTIONS

- **Project Schedule:** The project is assumed to follow a 10- to 12-month schedule. Timely feedback from the City on key deliverables is critical for maintaining this schedule. Delays in providing input or approvals may impact on the overall project timeline.
- **Change in Project Managers:** If the primary client contact or Project Manager changes during the course of the project and necessitates more than an hour of MIG staff time to reinitiate the project, this will be considered extra services. If the MIG Project Manager changes during the project, MIG will provide a thorough briefing and update, limiting any additional time required by the client to reinitiate the project to one hour.
- **Community Workshops:** MIG will conduct two in-person community workshops, each lasting up to two hours. Each workshop will be staffed by up to three MIG team members—one to lead facilitation, one to manage engagement activities and logistics, and one to assist with setup, note-taking, and cleanup. MIG will be responsible for creating up to five interactive boards and related materials for each workshop and will make certain sufficient time is allocated for travel, board setup and takedown, and coordination of surveys or other engagement tools. The City will assist with outreach to assure broad participation, including marketing, arranging meeting spaces, and providing refreshments. MIG will prepare all workshop materials and facilitate all activities and engagement components.
- **Rounds of Review:** All documents will undergo one formal round of review, unless stated in the Scope of Work. Revisions must be submitted with consolidated City comments.
- **Scope Limitations:** The Condition Needs Assessment does not include ADA compliance reviews, architectural evaluations, or structural engineering assessments.
- **Final Deliverables:** Deliverables are assumed to include a summary report, an interactive GIS map, and digital formats such as Word, Adobe InDesign, JPGs, Excel, and PDFs.
- All reimbursed expenses are noted with a 10% markup to account for administrative costs.

Project Timeline

Cypress Safety and Open Space/Conservation/Recreation (OSCR) Elements



About MIG

Firm Structure

Management Structure: Corporation
Tenure: 43 years
Ownership: Daniel Iacofano (majority owner)

Moore Iacofano Goltsman, Inc. (MIG), improves, adapts, and creates organizations, environments, and tools for human development. We are a community of designers, planners, engineers, scientists, and storytellers who engage people in creative problem-solving and collective action. We believe that the physical and social environment around us have a profound impact on our lives, and this belief shapes the principles that guide our work:

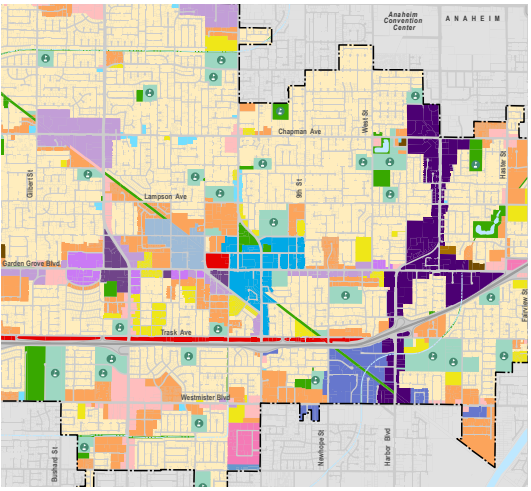
- Communities can plan their own futures.
- The world needs an ecological perspective.
- Great projects work for everyone.
- Elegant design inspires new thinking.
- Every project presents an opportunity to advance racial and social equity.
- All work must be context driven.

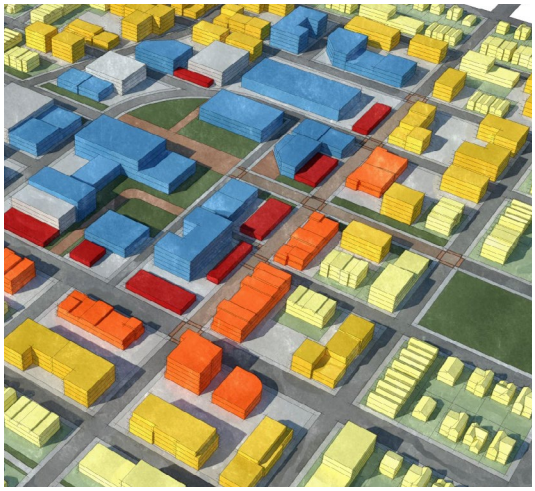
MIG is at the forefront of innovation. We are leading local, regional, and national planning and design initiatives to maximize accessibility and equity; engage, educate, and empower people through participatory processes; facilitate strategy development for social change; create playful and inclusive communities; reimagine streets and repurpose infrastructure; revitalize cities and restore ecosystems; and promote environmental stewardship by recognizing that the health of the natural and built world is mutually dependent.

AREAS OF EXPERTISE

- Community-Based Planning and Visioning
- General and Specific Plans
- Parks, Recreation, and Open Space Planning
- Zoning Codes and Objective Design Standards
- Urban Design and Placemaking
- CEQA Documentation and Environmental Planning
- Community Outreach and Engagement
- Facilitation and Consensus Building
- Strategic Communications and Web Technology
- Mapping and GIS Analysis
- Graphic Design and Visual Simulations
- Landscape Architecture
- Sustainability and Green Infrastructure

Community-Based Planning. MIG offers a unique combination of community planning, urban design, and public engagement expertise that brings community interests together to frame land use, development, and urban design issues. We have a successful record in preparing General and Comprehensive Plans, Community and Neighborhood Plans, Specific Plans, and Zoning Codes that can advance a community's sustainability, livability, and economic vibrancy. We strive to conduct land use planning in a highly interactive process involving key constituent groups. This process generates a clear and collective vision of development and growth that serves as an inspirational expression of future possibilities and an overarching framework for implementation.











Our approach is based on a thorough understanding of existing conditions and guiding regulations, efficiency, accuracy in information gathering and analysis, creativity, and innovation in collaborative problem-solving and strategic development.

Open Space and Park System Planning. For over four decades, MIG has worked with public, private, and nonprofit agencies and their constituents throughout the United States to effectively address any issue on the planning and design spectrum related to parks and open space—concept to construction, strategic plan to master plan, historic preservation to open space conservation, sustainability to feasibility, and everything in between. Our dedicated staff has the background and experience to scope and implement projects that enable people to actively participate in making decisions that impact their access to and use of parks, open space, and recreation resources.

The depth of our expertise encompasses the full range of assessment, analysis, outreach, design, and planning methods/skills required to help communities create and responsibly manage available resources—ensuring the right balance in the amount, size, types, and locations of park land, recreation amenities, and services for each community now and in the future. The breadth of our experience is unparalleled—from regional open space and trails to community and neighborhood parks to recreation centers and youth programs.

Innovative Skillsets. MIG has the technical and analytical capability to perform a variety of GIS analyses, including land use modeling, site suitability analysis, holding capacity and buildout analysis, data collection and conversion, database creation, and natural resource mapping. We have extensive experience using the ArcGIS family of software products and have an in-depth knowledge of ArcMap, Spatial Analyst, and 3D Analyst. We maintain an extensive database of up-to-date geospatial information. MIG incorporates GIS mapping and analysis into all of the services we provide.

We analyze GIS data for baseline studies and alternatives analysis. We prepare small maps for documents and reports and large-scale maps for use in our public participation efforts.

Additionally, our in-house multidisciplinary team includes seasoned professionals with exceptional qualifications in web technology, 3D/AR/VR visualization, UI/UX design, environmental graphic design, exhibit and interpretive design, and strategic communications. MIG has award-winning qualifications in translating technical and educational content into transformative digital communication strategies, websites, animations, exhibits, and visualizations. We deeply understand the dynamics of communications and human behavior. Equally important, we are adept at melding this understanding with storytelling, design, and technology to deliver state-of-the-art digital educational experiences and web applications.

Community Engagement. MIG is known for effectively communicating complex issues to key stakeholders, businesses, and the public, enabling them to actively participate in policy, planning, and design processes and make informed decisions that impact every aspect of their lives. We design and implement multilevel community engagement processes aimed at increasing public understanding and participation in local planning processes.

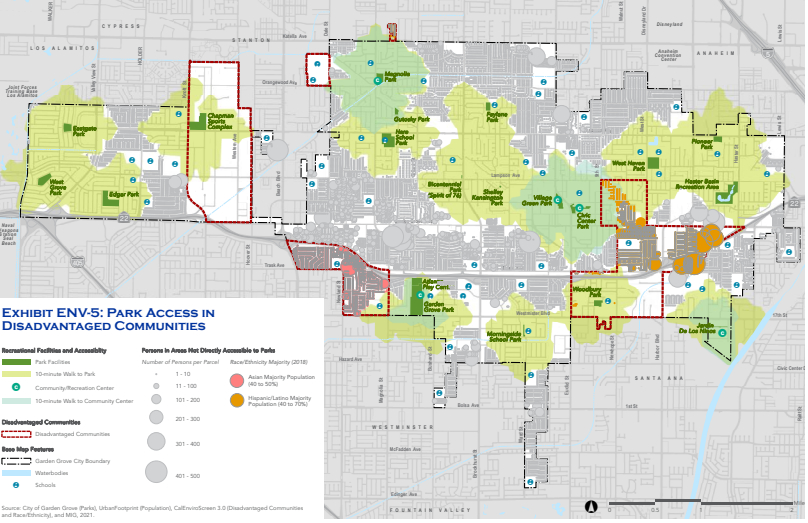
The depth of our expertise encompasses outreach and engagement in every form—in-person, written, visual, and electronic—combined with exceptional skills in facilitation and consensus building. MIG has designed and led outreach and education programs including large festivals, pop-up events, tactical urbanism, walking tours, and speaker bureaus. We have experience working with elected officials, community leaders, business representatives, and other stakeholders to assess potential issues and opportunities that can shape the community engagement process.

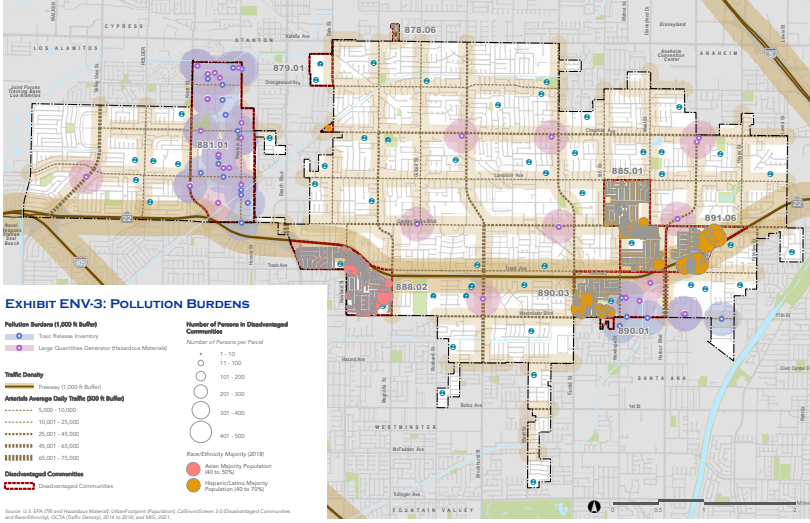
Relevant Experience

The table below and relevant projects on the following pages highlight the MIG's deep experience with general plans, public engagement, and policy implementation for communities similar in size and planning issues to the City of Cypress.

MIG GENERAL PLANS AND SIMILAR DOCUMENTS	General Plan/Long-Range Land Use Planning	Community Engagement	CEQA Documentation	Land Use Planning Best Practices	Neighborhood Authenticity	In-person and/or Virtual Stakeholder Engagement	Economic Development	Mobility and Connectivity	Parks and Open Space	Public Services and Infrastructure	GHG and Climate Change	Safety and Hazards	Environmental Justice	Visually Appealing Maps and Graphics
Atascadero General Plan Update, CA	●	●		●	●	●	●	●	●	●	●	●	●	●
Arcadia General Plan and Development Code, CA	●	●		●	●	●	●	●	●	●		●		●
Baldwin Park General Plan, Health & Sustainability Element*, Environmental Justice Element, and Zoning Code, CA	●	●	●		●	●	●	●	●	●	●	●	●	●
Burlingame 2040 General Plan ePlan and Zoning Code, CA	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Carlsbad Growth Management Plan, CA	●	●		●	●	●	●	●	●	●				●
Commerce General Plan, Corridor Plans & Zoning, CA	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Compton General Plan and EIR, CA	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Costa Mesa General Plan - Land Use and Circulation, CA	●	●		●	●	●	●	●		●				●
Covina Town Center Specific Plan and EIR, CA	●	●	●	●	●	●	●	●		●				●
Cupertino General Plan, CA	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Desert Hot Springs General Plan, CA	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Downey General Plan and Specific Plan Amendments, CA	●	●	●	●	●	●	●	●	●	●	●	●	●	●
El Segundo General Plan Land Use Element Update, CA	●	●	●	●	●	●	●	●		●	●	●	●	●
Garden Grove Focused General Plan Update, CA	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Garvey Avenue Specific Plan, Rosemead, CA	●	●	●	●	●	●	●	●		●				●
Hayward General Plan ePlan, CA	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Lakewood Parks, Recreation, and Community Services Long-Range Plan, CA	●	●	●	●	●	●			●	●				●
Lancaster Environmental Justice Element, CA	●	●	●	●	●	●		●	●	●	●	●	●	●
La Palma General Plan, CA	●	●		●	●		●	●	●	●		●		●
La Puente General Plan and Zoning Code, CA	●	●		●	●		●	●	●	●		●		●
Long Beach 2030 Focused General Plan - Land Use, CA	●	●		●	●	●	●	●	●	●	●	●	●	●
Monterey Park General Plan, CA	●	●	●	●	●	●	●	●	●	●				●
Mountain View General Plan, CA	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Paramount Focused General Plan Update and Parks and Recreation Master Plan, CA	●	●	●	●	●	●			●	●	●	●	●	●
Rancho Cucamonga General Plan, CA*	●	●		●	●	●	●	●	●	●		●		●
Redwood City General Plan and Mixed Use Zoning, CA*	●	●	●	●	●	●	●	●	●	●	●	●		●
Rialto General Plan, CA*	●	●		●	●	●	●	●	●	●		●		●
Richmond General Plan, CA*	●	●	●	●	●	●	●	●	●	●		●	●	●
Riverside General Plan and Zoning/Subdivision Codes, CA*	●	●		●	●	●	●	●	●	●		●		●
Rosemead General Plan, CA	●	●	●	●	●	●	●	●	●	●		●		●
San Carlos Focused General Plan & Zoning Ordinance, CA	●	●	●	●	●	●	●	●		●	●	●	●	●
Santa Fe Springs General Plan Update, CA	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Santa Rosa General Plan Update, CA	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Signal Hill Environmental Justice and Environmental Resources Elements, CA	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Smoky Hollow Specific Plan Update & EIR, El Segundo, CA	●	●	●	●	●	●	●	●		●				●
Vernon General Plan and Zoning Ordinance, CA	●	●	●	●	●		●	●		●		●	●	●
Walnut General Plan and West Valley Blvd Specific Plan, CA	●	●	●	●	●	●	●	●	●	●	●	●		●
Whittier General Plan, CA	●	●	●	●	●	●	●	●	●	●	●	●	●	●

** APA Award Winner*











Garden Grove Land Use, Housing, Safety, and Environmental Justice Elements

MIG led a focused and highly coordinated update of Garden Grove's General Plan, an ambitious effort to plan for over 19,000 new RHNA housing units in a largely built-out community with limited opportunities for expansion. The team developed creative land use and policy strategies that reimagined underutilized corridors, shopping centers, and mixed-use nodes to accommodate growth while maintaining neighborhood character.

The Safety Element advanced Garden Grove's resilience by addressing crime prevention, seismic and flooding hazards, hazardous materials, and climate adaptation, including vulnerabilities to extreme heat, drought, wildfires, and sea-level rise. The Environmental Justice Element established an equity-driven framework grounded in data and community voices, linking pollution exposure, health and wellness, park access, and safe housing to actionable goals and programs.

A robust, multilingual engagement process that included two community workshops, paper surveys in vulnerable communities, online mapping tools, and joint study sessions assured that diverse perspectives shaped the planning process. Together, these updates provide a forward-looking roadmap for a safer, more inclusive, and climate-resilient Garden Grove.

PROJECT DETAILS

Client: City of Garden Grove

Location: Garden Grove, CA

Reference: Maria Parra, Planning Services Division Manager
(714) 741-5323
mariap@ggcity.org

Plan Document Link







Paramount Focused General Plan Update and Parks and Recreation Master Plan

Located just southeast of the City of Los Angeles, the built-out City of Paramount is one of the smallest, yet most densely populated cities within Los Angeles County. MIG provided a Focused General Plan Update that included developing the first Environmental Justice (EJ) Element for the City, which had been contending with industrial manufacturers emitting air pollution beyond permissible thresholds. MIG collaborated with community groups and businesses to identify pollution burdens and strategies within the industrial areas of the city. To create the EJ Element, MIG took a neighborhood-based approach to identify community needs such as park access, urban greening strategies, pedestrian and bicycle safety, access to healthy foods and grocery stores, and pollution burden strategies.

Additionally, the City aimed to balance a growing population and a need for augmented recreational opportunities, with constrained land and limited resources. What the City lacks in land, it makes up for with innovative and creative approaches for meeting the diverse needs of its community. Paramount's Community Services Department, which is responsible for oversight of its parks and recreation facilities, has worked diligently to provide residents with improved quality of life through its parks system. Through its open space partnerships and shared-use facilities, the City has been able to provide various recreational opportunities and programs while enhancing and expanding parks and recreation facilities with existing resources.

The City asked MIG to develop its first Parks and Recreation Master Plan to further enhance the community's quality of life. The devoted project team spent approximately two years conducting public outreach, targeted interviews, park access and walkability assessments, park and facility surveys, demographic research, opportunity identification, and implementation strategies. As a result, the Master Plan provides guidance for future improvements and expansion of the City's park system, reflecting the community's input regarding their needs and desires for changes over the next 10 years. Given the constraints of available parkland, the Master Plan provides innovative approaches to enhancing and leveraging existing assets while also addressing demographic changes, evolving demand for recreational facilities, and ensuring access to recreational opportunities for all community members.

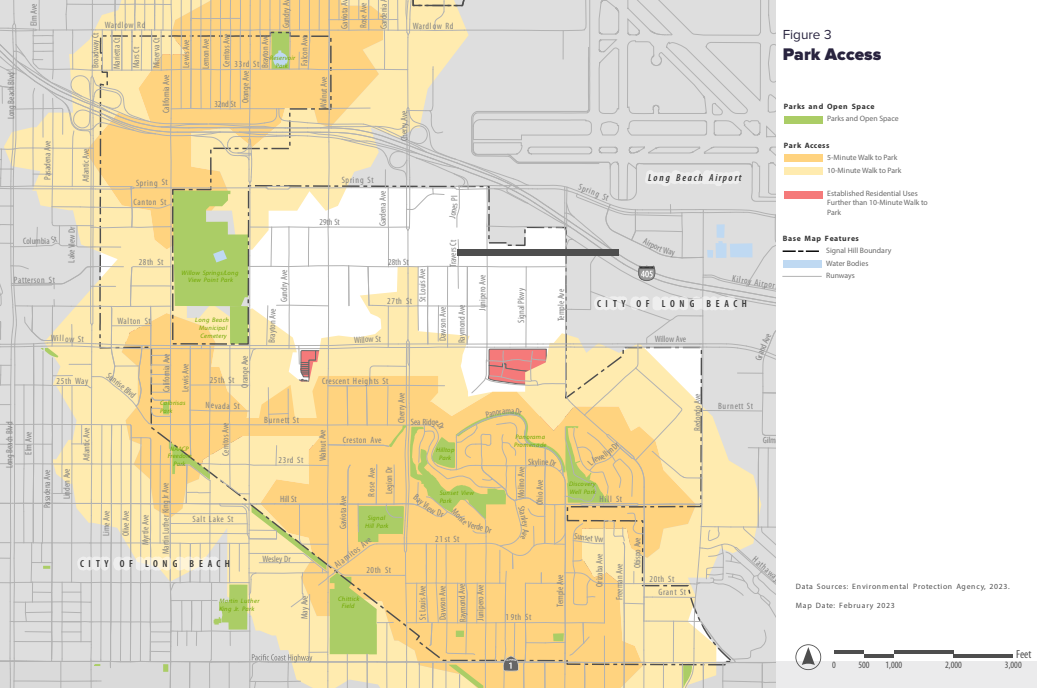
PROJECT DETAILS

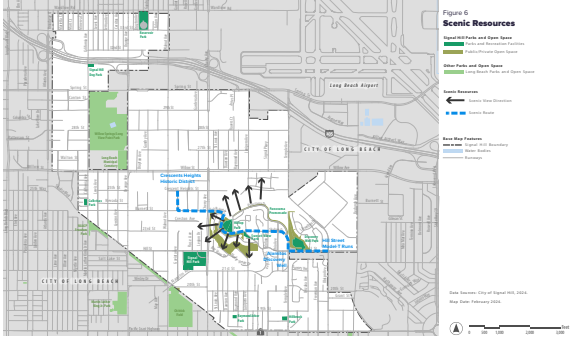
Client: City of Paramount

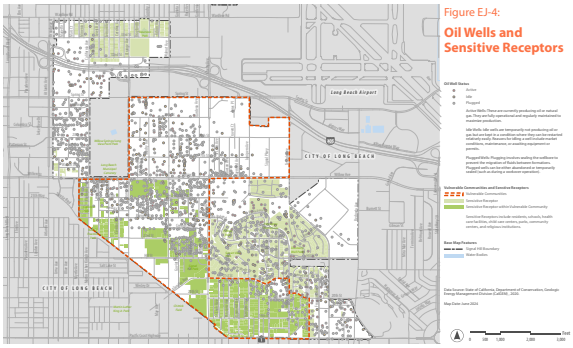
Location: Paramount, CA

Reference: Yecenia Guillen, Director, Community Services Department
(562) 220-2130
YGuillen@paramountcity.com

Plan Document Link







Signal Hill Environmental Justice and Environmental Resources Elements

MIG is currently supporting the City of Signal Hill in the preparation of two key components of its General Plan Update: the Environmental Justice Element and the Environmental Resources Element. Together, these efforts strengthen the City's long-term vision for a healthier, more resilient, and sustainable community.

The Environmental Resources Element integrates the City's ongoing commitment to sustainability and resource management. The element addresses Signal Hill's unique legacy of oil production, both as an ongoing economic activity and as a resource that must be managed responsibly. In addition, it incorporates policies and strategies to strengthen climate change resiliency, expand park and recreation access, protect and enhance natural resources, and advance green building practices. The element also recognizes the City's cultural and historical resources as vital assets that contribute to community identity and quality of life.

The Environmental Justice Element focuses on identifying and addressing the disproportionate impacts experienced by residents in proximity to major freeways, oil production areas, and industrial uses. MIG's approach emphasizes using data-driven analysis and meaningful community engagement to identify neighborhoods most affected by these conditions and to develop policies that improve public health, promote equitable access to amenities, and reduce environmental burdens.

Through these elements, MIG is helping Signal Hill position itself as a forward-thinking city that balances its industrial heritage with new opportunities for environmental stewardship, community health, and equitable access to resources.

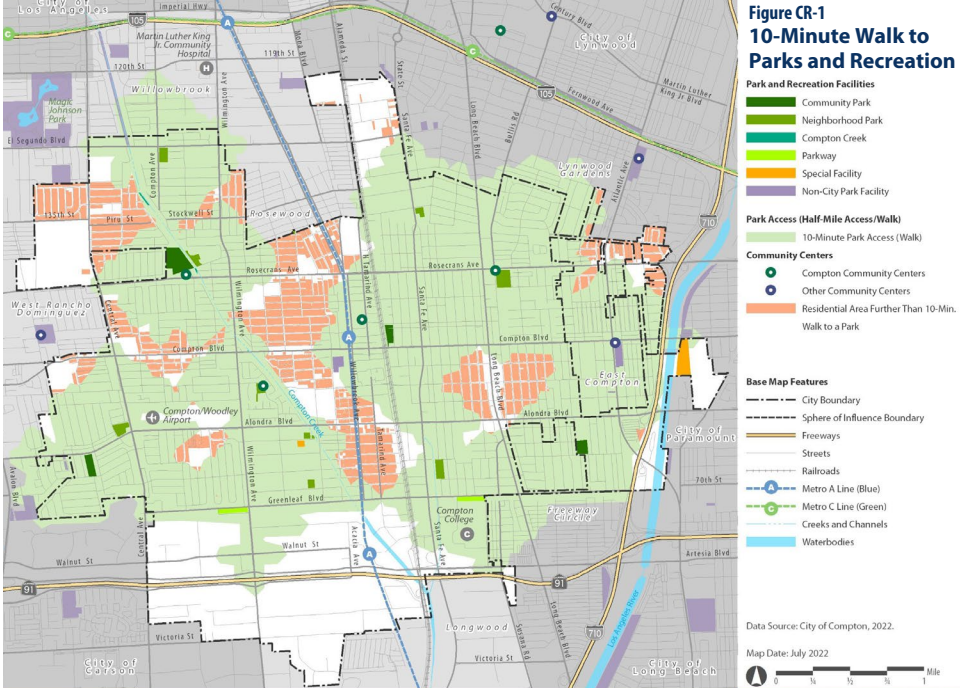
PROJECT DETAILS

Client: City of Signal Hill

Location: Signal Hill, CA

Reference: Colleen Doan,
Community Development Director
(562) 989-7344
cdoan@cityofsignalhill.org





Compton General Plan Update

The City of Compton embarked on its first comprehensive General Plan Update since the 1990s, an ambitious and forward-thinking effort to reimagine the city's future through an inclusive, equity-driven, and environmentally conscious lens. This milestone project modernizes Compton's long-range vision for growth, sustainability, and community well-being.

A key innovation of this update is the creation of the Community Services, Open Space, and Resources Element, a new and integrative chapter that captures the city's commitment to both people and the planet. This element has a dual focus: (1) promoting a vibrant and inclusive society, and (2) safeguarding the natural environment. These priorities are deeply interconnected, as they celebrate the qualities that bring richness to community life: parks and recreation spaces, cultural and educational institutions, and Compton's urban forest. Recognizing that environmental health is essential to public health, the element also establishes strategies to improve local air quality, reflecting Compton's overarching goal of enhancing community health and livability for all residents.

The planning process was grounded in extensive community engagement designed so that every voice shaped the vision for Compton's future. The MIG team worked closely with City staff to implement a robust outreach program that included community workshops, focus groups, pop-up events, an interactive project webpage, and ongoing collaboration with a broad network of community-based organizations. This inclusive engagement approach made certain that the updated General Plan reflects Compton's diversity, creativity, and resilience, capturing the aspirations of residents, local leaders, and partner institutions alike.

The resulting plan positions Compton as a model for 21st-century urban revitalization, where social equity, cultural identity, and environmental sustainability come together to guide a new era of growth, opportunity, and shared prosperity.

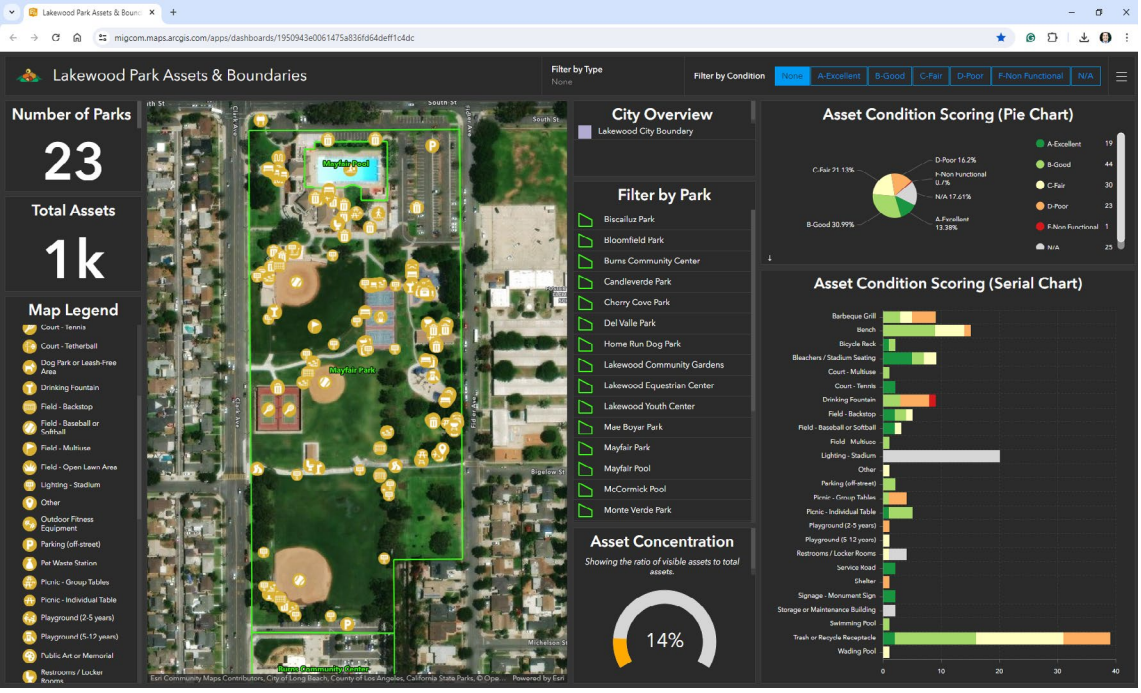
PROJECT DETAILS

Client: City of Compton

Location: Compton, CA

Reference: Cecil Flournoy, Community Development Director
(310) 605-5532
cflournoy@comptoncity.org

Plan Document Link





Lakewood Parks, Recreation, and Community Services Long-Range Plan

As part of the Parks, Recreation, and Community Services Long-Range Plan, MIG assisted the City of Lakewood in developing a comprehensive field assessment process aimed at evaluating the conditions of its parks and recreation facilities or assets (e.g., playgrounds, fields, courts, outdoor equipment, signage, trails, etc.). This assessment involved the meticulous evaluation of nearly 900 recreational assets spread across 23 parks.

MIG developed a cloud-based geodatabase using Esri's ArcGIS Field Maps mobile app to serve as a comprehensive repository for all park facilities and amenities. Customized forms in the Field Maps platform enabled efficient in-field data collection using mobile phones, capturing critical information such as asset type, location, and condition. During the park assessment, each asset was evaluated and assigned a rating of Excellent, Good, Fair, Poor, or Non-Functional. These scores help the City and the public understand the scale of necessary improvements, identify assets needing immediate repair or replacement, and estimate the associated costs for maintenance. This data enables prioritization of expenditures over time, ensuring efficient resource allocation for maintaining and enhancing park facilities and amenities.

To help visualize the data, the results of the field assessment were integrated into a customized ArcGIS Dashboard. This dashboard provides visual displays that present the assessment data in an easy-to-read online format. All relevant information is accessible on a single screen, facilitating quick and easy understanding through the use of charts and color-coded ratings for each asset.

This comprehensive field assessment process not only provided a current snapshot of the City's parks and amenities but also established a sustainable framework for ongoing evaluation and resource allocation. The integration of advanced mapping technologies and comprehensive assessment of recreational facilities and amenities assures that the City of Lakewood can effectively manage and enhance its recreational assets to meet the community's needs.

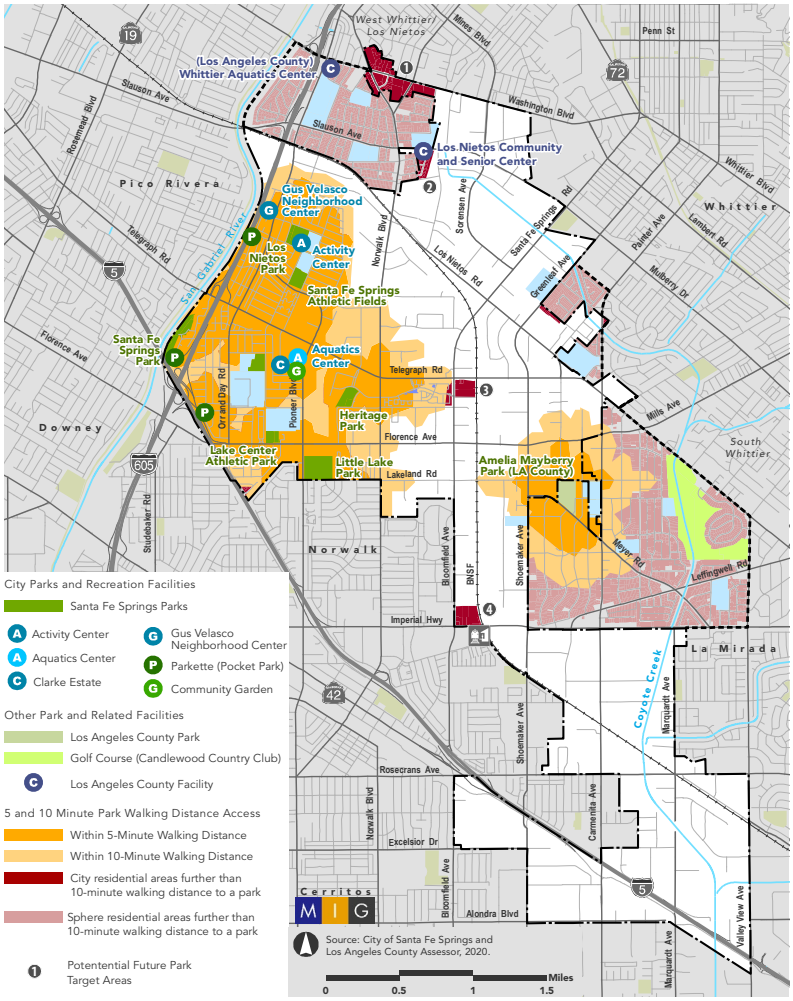
PROJECT DETAILS

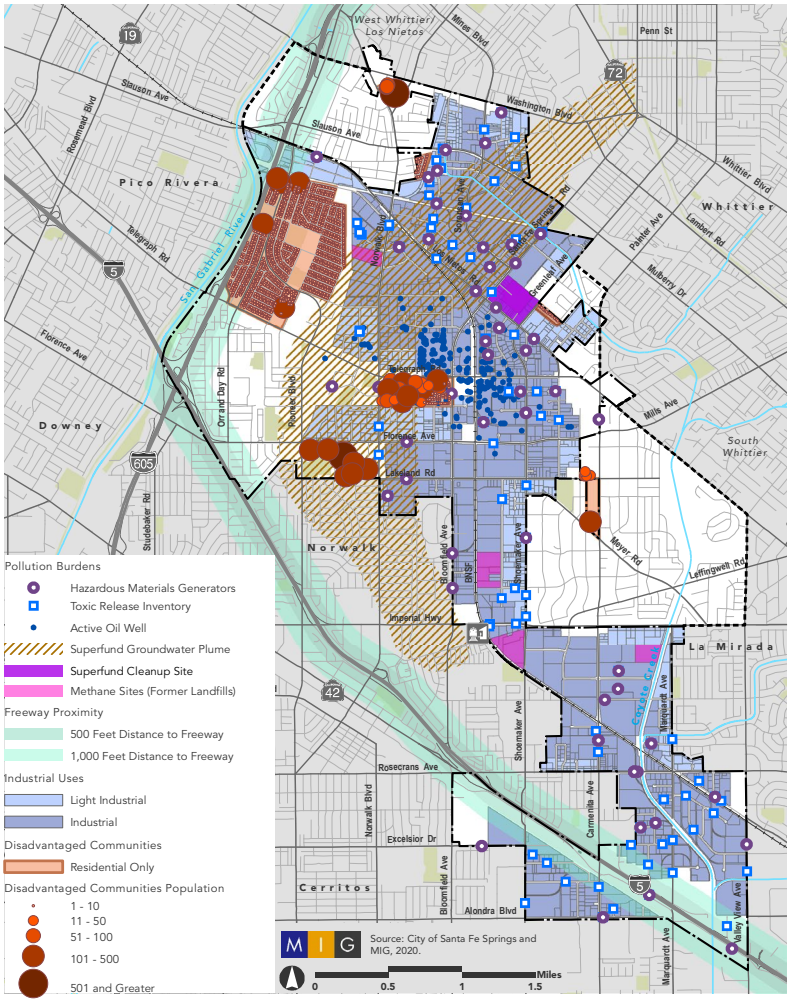
Client: City of Lakewood

Location: Lakewood, CA

Reference:
Valarie A. Frost,
Director Recreation and Community Services Department
(562) 866-9771, ext. 2401
vfrost@lakewoodcity.org

Plan Document Link





Santa Fe Springs General Plan Update

The City of Santa Fe Springs last updated its General Plan in 1993, over 30 years ago. MIG was hired in early 2020 to completely overhaul the General Plan, including preparation of a new Environmental Justice Element and update of its Conservation and Open Space Element. The Conservation and Open Space Element addresses preservation and enhancement of the open spaces important to local community life, and the careful conservation of natural resources that contribute to a quality living environment. These include open spaces for outdoor recreation (parks, cultural landmarks, trails, and publicly owned corridors such as utility easements); open spaces for natural resource preservation and conservation (groundwater, creeks and drainage channels, and urban forest); and open spaces for the managed production of resources (oil extraction). With regard to conservation, planning policies and actions target energy-producing resources (oil, solar) and energy conservation and air quality improvements, including reductions in methane gas emissions.

MIG used GIS to analyze underutilized industrial properties, which involves measuring quality of life metrics, including classifying hazardous waste and contamination data to determine which properties could easily and safely transition to other uses.

Santa Fe Springs historically has been an industrial city, with a very engaged business sector. To balance business interests with residents' desire for additional housing and places to shop and dine locally, MIG conducted numerous listening sessions with community members, held meetings with a Council-appointed advisory group, and designed and ran an online survey.

PROJECT DETAILS

Client: City of Santa Fe Springs

Location: Santa Fe Springs, CA

Reference:
Cuong Nguyen, Director
City of Santa Fe Springs
(562) 868-0511, ext. 7359
cuongnguyen@santafesprings.org

Conservation and Open Space Element Document Link

Key Personnel

About the MIG Team

For the Cypress General Plan Safety Element and Open Space/Conservation/Recreation Element Updates, MIG has assembled an exceptional team of professionals and advisors. Leading the effort is **Lisa Brownfield** as Principal-in-Charge, bringing 40 years of General Plan experience to assure high-quality deliverables that meet legislative requirements. Her extensive leadership experience includes General Plan updates for Whittier, Costa Mesa, Cudahy, and Redwood City, among others. With 30 years of experience, **José M. Rodriguez** will serve as Project Manager, overseeing key components such as community engagement and preparation of General Plan Elements. José has worked on and led over 25 General Plans across California, including updates for Compton, Downey, Santa Fe Springs, and Whittier, and has directed key element updates to address new state laws pertaining to Public Safety and Environmental Justice, as well as parks and open space plans for Paramount, Signal Hill, Lakewood, and Irvine.

Lisa and José will be supported by key technical staff and advisors who bring specialized expertise. **Cindy Mendoza, CPRP**, is a national leader in open space, parks, and recreation planning and will serve as Parks Strategic Advisor. MIG Director of Environmental Services **Bob Prasse** and CEQA Project Manager **Cameron Hile** will lead preparation of the CEQA document. Planning Associate **Alfonso Ramirez** will work closely with José to prepare the Elements update and support community engagement efforts. Also supporting our community engagement efforts, Engagement Associate **Sara Perez Rojas** specializes in communicating complex planning concepts and engaging the public in these efforts.

Resumes with detailed qualifications and relevant experience for our proposed key team members are provided on the following pages.

MIG does not propose or foresee the need to include subconsultants on our team for this project.





Lisa Brownfield

PRINCIPAL-IN-CHARGE | MIG

Lisa Brownfield leverages her 30+ years of planning expertise to help public and private clients find and define the best path forward on issues ranging from land use and housing to sustainability, environmental justice, and circulation. As a child sitting in the backseat of her mother's Mustang, Lisa had an innate curiosity for cities; she imagined how vacant or run-down spaces could be improved and become community assets. Now she directs and manages projects that create positive change for entire cities and their residents. Lisa is adept at working collaboratively with client staff, ensuring that they have a sense of ownership and accomplishment throughout the planning process. The diversity and depth of her experience allows her to frame discussions, keeping projects moving toward successful outcomes. Whether she's developing a general plan, specific plan, or environmental analysis, Lisa's focus is always on the future and the potential benefits that can be achieved for each community.

EDUCATION

- MArchUP, University of California, Los Angeles
- BScUP, California State Polytechnic University, Pomona

PROFESSIONAL AFFILIATIONS

- American Planning Association (APA)

CERTIFICATIONS

- American Institute of Certified Planners (AICP), 1990

AWARDS

- Merit Award for Small Jurisdiction: Adelanto North 2035: Sustainable Comprehensive Plan, APA, Inland Empire Section, 2017
- Outstanding Achievement for Small Jurisdiction Planning Effort: Redwood City General Plan, APA Northern Section and California Chapter, 2012

SELECTED PROJECT EXPERIENCE

- Whittier General Plan and Housing Element Update, Whittier, CA
- Commerce General Plan, Commerce, CA
- Cudahy General Plan and Zoning Code, Cudahy, CA
- Rosemead General Plan, Rosemead, CA
- Costa Mesa General Plan Update and EIR, Costa Mesa, CA
- Huntington Beach General Plan, Huntington Beach, CA
- Redwood City General Plan Update, Redwood City, CA
- Redwood City Inner Harbor Specific Plan, Redwood City, CA
- Monrovia Housing Element Update, Monrovia, CA
- Monrovia TOD Specific Plans, Monrovia, CA
- Garvey Avenue Corridor Specific Plan, Rosemead, CA
- Adelanto North 2035: Sustainable Comprehensive Plan, Adelanto, CA
- Arrow Highway Corridor Specific Plan, Glendora, CA
- Big Bear Lake Moonridge Corridor Specific Plan and EIR, Big Bear Lake, CA
- San Carlos Housing Element and Safety Element, San Carlos, CA
- Half Moon Bay Housing Strategy Study, Half Moon Bay, CA



José M. Rodriguez

PROJECT MANAGER, DIRECTOR OF GIS SERVICES | MIG

With extensive experience spanning 25 years, José M. Rodriguez is a seasoned manager of advanced planning projects who excels in leading community engagement and outreach programs. His expertise includes managing a wide range of planning projects such as general plans, housing elements, specific plans, zoning ordinances, objective design standards, and guidelines. José has also helped numerous cities adopt certified housing elements that satisfy the Regional Housing Needs Assessment requirements, utilizing Geographic Information System (GIS) to pinpoint suitable housing sites. He has a track record of developing both focused and comprehensive zoning ordinances and development codes, and is currently aiding the City of Whittier in preparing their objective design standards and focused zoning code amendments. Additionally, José is providing his expertise to other cities in preparing zoning amendments to address the 6th Cycle Housing Element implementation programs.

As Director of MIG GIS Services, José specializes in land use analysis and zoning map updates, having successfully updated the land use and zoning maps for the cities of Paramount and Montebello, converting their outdated maps to parcel-specific GIS maps. His most recent project involves assisting municipalities in Contra Costa County to create an online GIS map that identifies 6th Cycle Housing Element sites and their proximity to high-quality transit corridors.

EDUCATION

- MUP, University of California, Los Angeles
- BS, Urban and Regional Planning California State Polytechnic University, Pomona

PROFESSIONAL AFFILIATIONS

- American Planning Association (APA)

TEACHINGS

- Adjunct Professor, Department of Urban and Regional Planning, California State Polytechnic University, Pomona

SELECTED PROJECT EXPERIENCE

- Signal Hill Environmental Justice and Environmental Resources Elements, Signal Hill, CA
- Paramount Parks and Recreation Master Plan and General Plan Housing, Safety, and Environmental Justice Elements, Paramount, CA
- Lakewood Parks, Recreation, and Community Services Long-Range Plan, Lakewood, CA
- Santa Fe Springs General Plan Update and Target Zoning Code Amendments, Santa Fe Springs, CA
- Whittier General Plan Update and Planning Services, Whittier, CA
- Compton General Plan, Compton, CA
- Commerce General Plan and Zoning Update, Commerce, CA
- Desert Hot Springs General Plan Update, Desert Hot Springs, CA
- Santa Ana General Plan Technical Studies and Zoning Code Update, Santa Ana, CA
- Long Beach Land Use Element, Long Beach, CA
- Burlingame General Plan and Zoning Ordinance, Burlingame, CA
- Signal Hill Environmental Justice and Environmental Resources Elements, Signal Hill, CA
- Walnut General Plan Update, Walnut, CA



EDUCATION

- MA, Geography, (Teaching Fellowship), University of Oregon
- BS, Geography (Honors Scholar), James Madison University

CERTIFICATION

- NRPA Certified Park and Recreation Professional

PROFESSIONAL AFFILIATIONS

- National Recreation and Park Association
- Oregon Recreation and Park Association

PRESENTATIONS AND PUBLICATIONS

- Searching for the Fourth Pillar of Parks & Recreation. NRPA 2021.
- Wildfire Implications for Park Conservation, Equity & Health. NRPA Magazine, 2020.
- Parks & Recreation in the 21st Century. CPRS 2016.

Cindy Mendoza

DIRECTOR OF PARKS AND RECREATION SERVICES | MIG

Cindy Mendoza's leadership and award-winning expertise in park and recreation planning is a catalyst for community livability across the nation. Her affinity for developing parks and programs began 35 years ago as a recreation leader and soccer coach for underserved kids in her community. Through this work, she saw firsthand the life-changing benefits of parks, programs, and natural areas to youth and their families. Clients and colleagues find Cindy to be a solution-oriented pragmatist, working collaboratively to strategize the right mix of programs, facilities, and policies to maximize resources and meet each community's unique needs. As a writer and facilitator, she brings together diverse perspectives, synthesizing outreach findings and technical data to articulate desired outcomes and support action. An authority in the field, she has published and spoken extensively at the state and national level on the evolution of parks and recreation and its contributions to community livability. As MIG's Director of Parks and Recreation, Cindy offers best practices and the capacity to make all communities thrive though people, parks, and programs.

SELECTED PROJECT EXPERIENCE

- Parks, Recreation, and Community Services Long-Range Plan, Lakewood, CA
- Comprehensive Parks Recreation and Open Space Plan, Lancaster, CA
- Parks and Recreation Master Plan, Corona, CA
- Parks Master Plan, Santa Ana, CA
- Parks and Recreation Master Plan (CPRS Award), Apple Valley, CA
- Parks and Recreation Facilities Master Plan, Hercules, CA
- Parks and Recreation System Plan, Cupertino, CA
- Youth, Parks, and Community Enrichment Strategic Plan, Sacramento, CA
- Facility Needs Assessment, Los Altos Hills, CA
- Parks, Recreation, and Leisure Plan, Mountain House, CA
- South Lake Tahoe Parks, Trails, and Facilities Plan, El Dorado County, CA
- Park Master Plan for New Developments, Tracy, CA
- Parks and Recreation Master Plan (ORPA Planning Award), Tualatin, OR
- Parks, Recreation, and Open Space Plan, Monroe, WA
- Tualatin Basalt Creek Recreation Plan, Tualatin, OR
- Parks, Recreation, and Open Space Master Plan, West Linn, OR
- Parks and Recreation, Trails, and Natural Areas Master Plan (ORPA Vision, Insight, Planning Award), Gresham, OR
- Parks and Recreation Master Plan, Murray, UT
- Parks, Recreation, and Open Lands Plan, Loveland, CO
- Parks, Recreation, and Open Space Master Plan, Addison, TX



EDUCATION

- MURP, University of Southern California
- BA, Public Affairs (Urban Planning), University of Southern California

Bob Prasse

DIRECTOR OF ENVIRONMENTAL SERVICES | MIG

Bob Prasse has extensive knowledge and expertise in urban planning and environmental analyses. A college class on the economics of environment peaked Bob's interest in the factors affecting the built environment, which led to a 35+-year career working with public agencies and developers throughout Southern California. With his analysis, communications, and writing skills, Bob helps clients anticipate and adjust to changing conditions while still meeting project goals related to development reviews, general and specific plans, zoning ordinances, and entitlement services. He has managed, prepared, and processed CEQA and NEPA documentation for a wide range of planning projects, including large-scale mixed-use communities, public facilities, general plans, retail centers, and warehouse/logistics complexes.

SELECTED PROJECT EXPERIENCE

- Santa Fe Springs General Plan EIR, Santa Fe Springs, CA
- Whittier General Plan EIR, Whittier, CA
- Clayton General Plan EIR, Clayton, CA
- Monterey Park General Plan EIR, Monterey Park, CA
- Cudahy General Plan EIR, Cudahy, CA
- Desert Hot Springs General Plan EIR, Desert Hot Springs, CA
- Covina Town Center Specific Plan EIR, Covina, CA
- Smoky Hollow Specific Plan EIR, El Segundo, CA
- Duarte Station Residential/TOD Specific Plan EIR, Duarte, CA
- Arrow Highway Specific Plan EIR, Glendora, CA
- Duke Realty Logistics Warehouse EIR, San Bernardino County, CA
- Compton General Plan EIR, Compton, CA*
- El Camino Bottling Plant EIR, Rancho Cucamonga, CA*
- PEMCOR Business Park EIR, Menifee, CA*
- Westminster Gardens Transitional Retirement Community EIR, Duarte, CA*
- Clearwater Specific Plan and EIR, Paramount, CA*
- Paramount Housing Element Negative Declaration, Paramount, CA
- Azusa Housing Element, EIR Addendum, Azusa, CA
- S. Alhambra Residential Condo IS/MND, Monterey Park, CA
- Santa Ana Centennial Dog Park IS/MND, Santa Ana, CA
- Condor Battery Energy Storage Facility Project IS/MND, Grand Terrace, CA

**Work completed prior to joining MIG*



Cameron Hile

CEQA PROJECT MANAGER | MIG

Cameron Hile is an accomplished planner and analyst who integrates his knowledge of public and environmental policy and planning to support responsible development and improve the interface between human and natural environments. Cameron has successfully applied his expertise and writing skills to develop and prepare a variety of environmental documents, such as Initial Studies, Negative Declarations, Mitigated Negative Declarations, EIR Addenda, and Air Quality Analyses. Understanding that his work can have positive impacts on communities for decades, he constantly seeks to learn and find new ways to innovate and contribute to project success. With over 13 years of experience, Cameron communicates easily with all project stakeholders and carefully plans for contingencies to provide a smooth and straightforward planning process. Along with his knowledge and skills, he brings integrity and diligence to each project—preparing legally-defensible documents through an efficient, open and meticulous process of research, analysis, and feedback.

EDUCATION

- MA, Political Science, Colorado State University, Fort Collins, CO
- MSURP, California State Polytechnic University, Pomona, CA
- BA, Political Science, San Diego State University, San Diego, CA

PROFESSIONAL AFFILIATIONS

- American Planning Association
- Association of Environmental Professionals
- Cal Poly Pomona Graduate Planning Student Association

SELECTED PROJECT EXPERIENCE

- Santa Fe Springs General Plan and Targeted Zoning Code Update EIR, Upland, CA
- Compton 2045 General Plan Update EIR, Covina, CA
- Whittier General Plan Update EIR, Whittier, CA
- Cudahy General Plan Update, Cudahy, CA
- Garden Grove Focused General Plan Update and Zoning Amendment EIR, Garden Grove, CA
- Downey Parks and Recreation Park Renovation CEQA Analyses, Downey, CA
- Covina Town Center Specific Plan EIR, Covina, CA
- Rosemead Garvey Avenue Specific Plan EIR, Rosemead, CA
- Madera at Citrus Trail Residential Project IS/MND, Redlands, CA
- San Gabriel Valley Water Company Plant M4 IS/MND, Montebello, CA
- Cutter Way Live-Work Development IS/MND, Covina, CA
- Flair Spectrum Mixed-Use EIR, El Monte, CA
- Puente Hills Habitat Preservation Authority User Survey, Whittier, CA
- Smoky Hollow Specific Plan Update EIR, El Segundo, CA
- AltaMed Corporate Headquarters Rehabilitation Project IS/MND, Commerce, CA
- Sheila Street Warehouse Project Peer Review Services, Commerce, CA
- Temple City Boulevard Residential Project CE, Temple City, CA
- Duarte Station Specific Plan Amendment EIR, Duarte, CA
- Azusa Housing Element Update EIR, Azusa, CA



Alfonso Ramirez

PLANNING ASSOCIATE | MIG

Alfonso Ramirez supports planning and public engagement work, contributing his Spanish language skills and adept abilities in online engagement platforms. He is passionate about work that helps advance equity in disadvantaged communities. Alfonso believes in creating spaces that are sustainable, where communities can interact with their environment in ways that promote social welfare and economic viability. He enjoys community engagement and ensuring that diverse groups of planners, community members, and stakeholders be involved in every step of the planning process. He is knowledgeable in ArcMap and GIS and uses these tools to present data to the public in a graphic, easy-to-understand manner. This empowers community members and encourages them to become actively involved in their communities and local politics.

EDUCATION

- BA, Urban Studies, and BA, Social Ecology, University of California, Irvine

SELECTED PROJECT EXPERIENCE

- Santa Fe Springs General Plan Environmental Justice Workshop, Santa Fe Springs, CA
- Whittier Housing Element, Whittier, CA
- Paramount Housing and Environmental Justice Elements, Paramount, CA
- Garden Grove Housing Element, Garden Grove, CA
- Compton 2040 General Plan, Compton, CA
- Pasadena Housing Element Community Engagement, Pasadena, CA
- Monrovia Environmental Justice Element, Monrovia, CA
- Contra Costa County ABAG – Affirmatively Furthering Fair Housing Collaborative Technical Report, Contra Costa County, CA
- Redwood City Environmental Justice Element, Redwood City, CA
- Santa Ana Parks, Facilities, Trails, and Open Space Master Plan, Santa Ana, CA
- Los Angeles County Department of Parks and Recreation Parks Needs Assessment Plus (PNA+), Los Angeles County, CA



Sara Perez Rojas

ENGAGEMENT ASSOCIATE | MIG

Sara Perez Rojas is a project associate dedicated to amplifying community members' voices. She has supported numerous planning and community engagement programs for multidisciplinary projects across Southern California. Sara has successfully designed and implemented survey instruments to elicit community input over digital platforms and in paper format. With her experience and knowledge of GIS, Sara has effectively aided the visualization of data that she has adapted and applied to the production of community engagement materials and documents using Adobe InDesign. Sara utilizes her fluency in Spanish to connect and communicate with Spanish-speaking communities. Her passions and interests lie in equity, housing, transportation, social justice, and urban forestry. She aims to develop public outreach materials that are easy to comprehend and access.

EDUCATION

- BA, Geography/Environmental Studies, and Minor in Urban and Regional Studies and GIS and Technology, University of California, Los Angeles

SELECTED PROJECT EXPERIENCE

- Compton 2040 General Plan, Compton, CA
- Pasadena Housing Element Community Engagement, Pasadena, CA
- Pasadena Safe Speed Campaign, Pasadena, CA
- Covina Active Streets, Covina, CA
- LA County and LA City Urban Forest Management Plans Engagement, Los Angeles County, CA
- Broadway-Manchester Active Transportation (ATP) Equity Project, Los Angeles, CA
- San Gabriel Valley Greenway Network Strategic Implementation Plan, San Gabriel Valley, CA
- LA County Department of Parks and Recreation Parks Needs Assessment Plus (PNA+), Los Angeles County, CA
- Redwood City Environmental Justice Element, Redwood City, CA
- Santa Ana Parks, Facilities, Trails, and Open Space Master Plan, Santa Ana, CA

Cost Proposal

Estimated Project Cost

The table provides MIG's estimated project cost by task to complete the Scope of Work. Professional time is billed according to the hourly rates as presented in the table. Should we be selected, it is our intention to review each assignment's objectives carefully with City staff and tailor our scope and cost to best meet the needs and resources of the City of Cypress.

		MIG, Inc.																MIG Direct Costs	Professional Fees Totals
		L. Brownfield *Principal-in-Charge*		J. Rodriguez *Project Manager*		C. Mendoza *Parks Strategic Advisor*		B. Prasse *CEQA Lead*		C. Hile *CEQA Project Manager*		A. Ramirez *Planning Associate*		S. Perez Rojas *Engagement Associate*		MIG *Project Administrator*		*MIG Totals*	
		Hrs@	*$235*	*Hrs@*	*$200*	*Hrs@*	*$225*	*Hrs@*	*$240*	*Hrs@*	*$150*	*Hrs@*	*$115*	*Hrs@*	*$110*	*Hrs@*	*$105*		
Task 1: Project Management and Coordination																			
1.1	Kick-off Meeting	4	$940	4	$800		$0		$0		$0		$0		$0	4	$420	*12*	*$2,160*	$100	$2,260
1.2	Project Coordination Meetings	16	$3,760	56	$11,200	4	$900	8	$1,920	8	$1,200	8	$920	8	$880	16	$1,680	*124*	*$22,460*	$200	$22,660
	Subtotal	**20**	**$4,700**	**60**	**$12,000**	**4**	**$900**	**8**	**$1,920**	**8**	**$1,200**	**8**	**$920**	**8**	**$880**	**20**	**$2,100**	***136***	***$24,620***	**$300**	**$24,920**
Task 2: Community Engagement																			
2.1	Community Engagement Plan		$0	4	$800		$0		$0		$0		$0	24	$2,640		$0	*28*	*$3,440*		$3,440
2.2	Focus Group Meetings	2	$470	24	$4,800		$0		$0		$0		$0	36	$3,960		$0	*62*	*$9,230*	$100	$9,330
2.3	Communications and Social Media Campaign		$0	8	$1,600		$0		$0		$0	24	$2,760	36	$3,960		$0	*68*	*$8,320*	$1,500	$9,820
2.4	Project Story Map Website		$0	16	$3,200		$0		$0		$0	64	$7,360	24	$2,640		$0	*104*	*$13,200*	$500	$13,700
2.5	Community Workshops (2) and Survey	2	$470	36	$7,200		$0		$0		$0	84	$9,660	64	$7,040	24	$2,520	*210*	*$26,890*	$2,000	$28,890
	Subtotal	**4**	**$940**	**88**	**$17,600**	**0**	**$0**	**0**	**$0**	**0**	**$0**	**172**	**$19,780**	**184**	**$20,240**	**24**	**$2,520**	***472***	***$61,080***	**$4,100**	**$65,180**
Task 3: Research and Existing Conditions Analysis																			
3.1	Existing Document Review		$0	8	$1,600		$0		$0		$0	24	$2,760		$0		$0	*32*	*$4,360*		$4,360
3.2	Existing Conditions Analysis Report	4	$940	40	$8,000	8	$1,800		$0		$0	128	$14,720		$0		$0	*180*	*$25,460*		$25,460
	Subtotal	**4**	**$940**	**48**	**$9,600**	**8**	**$1,800**	**0**	**$0**	**0**	**$0**	**152**	**$17,480**	**0**	**$0**	**0**	**$0**	***212***	***$29,820***	**$0**	**$29,820**
Task 4: Safety Element																			
4.1	Safety Element Policy Development	4	$940	16	$3,200		$0		$0		$0	40	$4,600		$0	8	$840	*68*	*$9,580*		$9,580
4.2	Administrative Draft Safety Element	8	$1,880	32	$6,400		$0		$0		$0	128	$14,720		$0	16	$1,680	*184*	*$24,680*		$24,680
4.3	Coordination with External Agencies for Safety Element	8	$1,880	16	$3,200		$0		$0		$0		$0		$0	4	$420	*44*	*$5,500*		$5,500
4.4	Public Review Draft Safety Element	4	$940	8	$1,600		$0		$0		$0	40	$4,600		$0	8	$840	*76*	*$7,980*		$7,980
	Subtotal	**24**	**$5,640**	**72**	**$14,400**	**0**	**$0**	**0**	**$0**	**0**	**$0**	**208**	**$23,920**	**0**	**$0**	**36**	**$3,780**	***372***	***$47,740***	**$0**	**$47,740**
Task 5: Open Space/Conservation/Recreation (OSCR) Element																			
5.1	Open Space, Conservation, and Recreation Policy Development	4	$940	16	$3,200	8	$1,800		$0		$0	40	$4,600		$0	8	$840	*76*	*$11,380*		$11,380
5.2	Administrative Draft OSCR Element	8	$1,880	32	$6,400	16	$3,600		$0		$0	96	$11,040		$0	16	$1,680	*168*	*$24,600*		$24,600
5.3	Coordination with External Agencies for OSCR Element	8	$1,880	16	$3,200		$0		$0		$0		$0		$0	4	$420	*44*	*$5,500*		$5,500
5.4	Public Review Draft OSCR Element	4	$940	8	$1,600		$0		$0		$0	40	$4,600		$0	8	$840	*76*	*$7,980*		$7,980
	Subtotal	**24**	**$5,640**	**72**	**$14,400**	**24**	**$5,400**	**0**	**$0**	**0**	**$0**	**176**	**$20,240**	**0**	**$0**	**36**	**$3,780**	***364***	***$49,460***	**$0**	**$49,460**
Task 6: Environmental Analysis																			
6.1	Draft Initial Study/(Mitigated) Negative Declaration	2	$470	8	$1,600		$0	36	$8,640	80	$12,000		$0		$0		$0	*126*	*$22,710*		$22,710
6.2	Circulation of NOI and IS/(M)ND		$0	2	$400		$0	4	$960	32	$4,800		$0		$0		$0	*38*	*$6,160*	$500	$6,660
6.3	Summary of Comments and Responses; Notice of Determination		$0	2	$400		$0	16	$3,840	48	$7,200		$0		$0		$0	*66*	*$11,440*		$11,440
	Subtotal	**2**	**$470**	**12**	**$2,400**	**0**	**$0**	**56**	**$13,440**	**160**	**$24,000**	**0**	**$0**	**0**	**$0**	**0**	**$0**	***230***	***$40,310***	**$500**	**$40,810**
Task 7: Hearings and Final Documents																			
7.1	Staff Report Assistance		$0	4	$800		$0		$0		$0	36	$4,140		$0		$0	*40*	*$4,940*		$4,940
7.2	Public Hearing Attendance	8	$1,880	24	$4,800		$0		$0		$0		$0		$0	2	$210	*34*	*$6,890*	$100	$6,990
7.3 & 7.4	Final Safety and OSCR Elements	2	$470	8	$1,600		$0		$0		$0		$0		$0	2	$210	*12*	*$2,280*		$2,280
	Subtotal	**10**	**$2,350**	**36**	**$7,200**	**0**	**$0**	**0**	**$0**	**0**	**$0**	**36**	**$4,140**	**0**	**$0**	**4**	**$420**	***86***	***$14,110***	**$100**	**$14,210**
SUBTOTAL		**88**	**$20,680**	**388**	**$77,600**	**36**	**$8,100**	**64**	**$15,360**	**168**	**$25,200**	**752**	**$86,480**	**192**	**$21,120**	**120**	**$12,600**	***1872***	***$267,140***	**$5,000**	**$272,140**
10%	Markup (on Subconsultants and Direct Costs)																				*$500*
TOTAL PROJECT COSTS																					**$272,640**

Contract Services Agreement

MIG has reviewed the City's Contract Services Agreement and requests the following modifications provided in red text.

5.3 Indemnification.
To the full extent permitted by law, Contractor agrees to indemnify, defend and hold harmless the City, its officers, employees and agents ("Indemnified Parties") against, and will hold and save them and each of them harmless from, ~~any and all actions~~, either judicial, administrative, arbitration or regulatory claims, damages to persons or property, losses, costs, ~~penalties~~, obligations, errors, omissions or liabilities ~~whether actual or threatened~~ (herein "claims or liabilities") that may be asserted or claimed by any person, firm or entity arising to the extent caused by ~~out of or in connection with~~ the negligent performance of the work, operations or activities provided herein of Contractor, its officers, employees, designated agents, subcontractors, or invitees, or any individual or entity for which Contractor is legally liable ("indemnitors"), or arising from Contractor's or indemnitors' reckless or willful misconduct, or arising from Contractor's or indemnitors' negligent performance of or failure to perform any term, provision, covenant or condition of this Agreement, and in connection therewith:

(a) Contractor will defend any action or actions filed in connection with any of said claims or liabilities and will pay all costs and expenses, including legal costs and reasonable attorney's fees incurred in connection therewith;

(b) Contractor will promptly pay any judgment rendered against the City, its officers, agents or employees for any such claims or liabilities arising out of or in connection with the negligent performance of or failure to perform such work, operations or activities of Contractor hereunder; and Contractor agrees to save and hold the City, its officers, agents, and employees harmless therefrom;

(c) In the event the City, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Contractor for such damages or other claims arising out of or in connection with the negligent performance of or failure to perform the work, operation or activities of Contractor hereunder, Contractor agrees to pay to the City, its officers, agents or employees, any and all costs and expenses incurred by the City, its officers, agents or employees in such action or proceeding, including but not limited to, legal costs and attorney's fees. Contractor shall incorporate similar indemnity agreements with its subcontractors and if it fails to do so Contractor shall be fully responsible to indemnify City hereunder therefore, and failure of City to monitor compliance with these provisions shall not be a waiver hereof. This indemnification includes claims or liabilities arising from any negligent or wrongful act, error or omission, or reckless or willful misconduct of Contractor in the performance of professional services hereunder. The provisions of this Section do not apply to claims or liabilities occurring as a result of City's ~~sole~~ negligence or willful acts or omissions, but, to the fullest extent permitted by law, shall apply to claims and liabilities resulting in part from City's negligence, except ~~that design professionals'~~ Contractor's indemnity hereunder shall be limited to claims and liabilities arising out of the negligence, recklessness or willful misconduct of the Contractor ~~design professional~~. The indemnity obligation shall be binding on successors and assigns of Contractor and shall survive termination of this Agreement.

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **5.**

FROM: Nick Mangkalakiri, Director of Public Works

DATE: 01/12/2026

SUBJECT: **Approve an Agreement with the Rossmoor/Los Alamitos Area Sewer District for Development of the Los Alamitos Race Course**

RECOMMENDATION

Approve the Inter-Jurisdictional Wastewater Service Agreement with the Rossmoor/Los Alamitos Area Sewer District and authorize the City Manager to execute the Agreement.

DISCUSSION

A portion of the Los Alamitos Race Course (LARC) property lies within both the City of Cypress sewer service area and the Rossmoor/Los Alamitos Area Sewer District (RLAASD) boundary. In preparation for the upcoming redevelopment of the race track property, Public Works coordinated with RLAASD to address overlapping service boundaries and clarify sewer service responsibilities.

To define responsibility and liability within the overlapping service area, the City and RLAASD prepared the attached agreement. This agreement does not alter existing operations, as the property is already receiving sewer service from the City of Cypress. Under the agreement, the City will continue to regulate, install, operate, and maintain wastewater collection and transmission services for the affected property. Additionally, the City will indemnify RLAASD against any claims, damages, or liabilities arising from sewer spills or overflows within the overlapping area.

BUDGET IMPACT

None.

LEGAL REVIEW

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

APPROVED BY: Sean Joyce, Interim City Manager

Attachments

Inter-Jurisdictional Wastewater Service Agreement

AGREEMENT BETWEEN

THE ROSSMOOR/LOS ALAMITOS AREA SEWER DISTRICT AND

THE CITY OF CYPRESS

FOR INTER-JURISDICTIONAL WASTEWATER SERVICES

THIS AGREEMENT is entered into in the State of California to be effective as of January 12, 2026 ("Effective Date"), by and between the **CITY OF CYPRESS**, a charter city and municipal corporation ("City") and the **ROSSMOOR/LOS ALAMITOS AREA SEWER DISTRICT**, a California county water district ("District").

RECITALS

WHEREAS, District has jurisdiction to provide sewer services within District's boundaries, which include property within the City's corporate limits; and

WHEREAS, District and City have concurrent jurisdiction over properties described in Exhibit "A" attached hereto and incorporated herein ("the Property"), over which City is also authorized to provide sewer services; and

WHEREAS, District and City intend to have City maintain control over wastewater collection and transmission from the Property to the Orange County Sanitation District; and

WHEREAS, District desires that (a) City indemnify District for any third party claims arising out of the regulation, installation, operation, and maintenance, of any wastewater system installed to service the Property; and (b) District retain all property tax share allocations for the portions of the property within District's service area boundaries; and

WHEREAS, the owners of the Property have consented to City's jurisdiction and services for wastewater collection and transmission services for the Property.

NOW, THEREFORE, based on the mutual covenants and promises herein, the Parties hereby agree as follows:

AGREEMENT

1. City To Assume Jurisdiction Over Wastewater Services.

Pursuant to Government Code § 56133(e)(1), and conditioned upon City's performance of all promises and covenants herein, District consents to, and City hereby assumes responsibility and all liability associated therewith, for the wastewater collection and transmission services for the Property commencing on the Effective Date, as first written above.

2. No Change in Property Tax Share Allocations.

The parties agree that there shall be no reallocation of District's share of property taxes. Nothing herein shall impact City's ability to assess or collect fees for provision of sewer services to the Property.

3. Reorganization

The parties acknowledge that pursuant to Government Code Section 56133 this Agreement between two public agencies does not require application to or approval by the Local Agency Formation Commission ("LAFCO") for reorganization of District's service area. The parties further represent that the owners of the Properties within District's service area have not made an application, or made inquiries, to LAFCO to meet the objectives of this Agreement.

4. Indemnification.

City shall defend, indemnify, and hold District, its officers, employees, and agents harmless from and against any and all liability, claims, suits, actions, damages, and causes of action arising out of any personal injury, bodily injury, loss of life, or damage to property, or any violation of any federal, state or municipal law or ordinance, or other cause in connection with the acts or omissions of City, its employees, subcontractors, or agents, or

on account of the regulation, installation, operation or maintenance of wastewater services to the Property, except for any such claim arising out of the sole negligence or willful misconduct of the District, its officers, employees, or agents. It is understood that the duty of City to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code.

5. Notification.

City agrees to notify District of all future development or redevelopment of the portions of the Properties within District's service area. Notifications shall be made to:

Rossmoor/Los Alamitos Area Sewer District
Attention: General Manager
3243 Katella Avenue
Los Alamitos, CA 90720

6. Waiver of Breach/Specific Performance.

No assent or waiver, whether expressed or implied, of any breach of any one or more of the covenants, conditions or provisions set forth in this Agreement shall be deemed to be a waiver of any subsequent breach of the same covenant, condition or provision. All rights, remedies, undertakings, obligations, options, covenants and conditions contained in this Agreement or provided by law shall be cumulative and no one of them shall be exclusive of any other. Either party may pursue any one or more of its rights, options or remedies hereunder or may seek damages or specific performance in the event of the breach of the other party hereunder, or may pursue any other remedy by law or equity whether or not stated in this Agreement.

7. Modification of Agreement.

The terms of this Agreement are subject to modification by mutual agreement between City and District and changes shall be incorporated by written amendments to this

Agreement. The parties agree that the requirements set forth in this paragraph may not be waived, and any attempted waiver shall be void.

8. Attorneys' Fees.

In any court proceeding brought by one party hereto against the other to enforce or interpret the terms of this Agreement, or to resolve any dispute arising thereby, the party prevailing in such proceeding shall be entitled, in addition to such other relief as a Court may grant, to an award of its costs, including the reasonable fees and disbursements of its attorneys.

9. Entire Agreement.

This Agreement is the complete, final, entire, and exclusive expression of the agreement between the parties hereto and supersedes any and all other agreements, either oral or in writing, between the parties with respect tot he subject matter herein. Each party to this Agreement acknowledges that no representations by any party which are not embodied herein and that no other agreement, statement, or promise not contained in this Agreement shall be valid and binding.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on the date and year set forth at each signature.

CITY OF CYPRESS		**ROSSMOOR/LOS ALAMITOS AREA SEWER DISTRICT**	
By_____		_____	
Mayor	Date	President	Date
ATTEST:		ATTEST:	
_____		_____	
City Clerk	Date	Secretary	Date

APPROVED AS TO FORM:

City Attorney Date

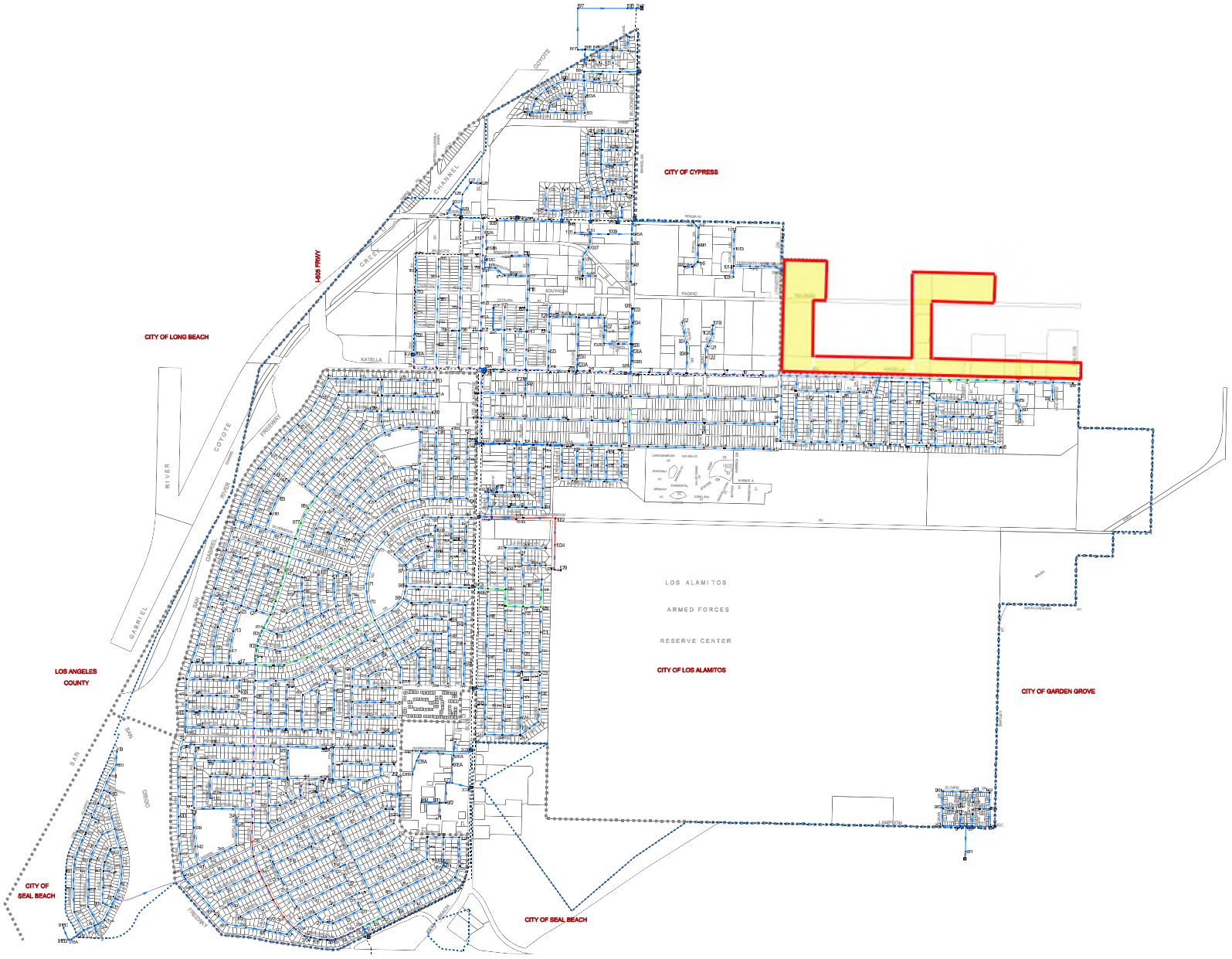
APPROVED AS TO FORM:

General Counsel Date

EXHIBIT "A"

[Property Description]

Rossmoor / Los Alamitos Area Sewer District



Legend

- City Boundaries
- District Boundary
- Sewer Manhole and Number

Sewer Pipe Diameters

- 8" Sewer Pipes
- 10" Sewer Pipes
- 12" Sewer Pipes
- 15" Sewer Pipes
- 18" Sewer Pipes
- 20" to 51" Trunk Sewers (OCSD)

PSOMAS

RLAASD SEWER PIPE & MANHOLE SYSTEM MAP

OCTOBER 2015

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **6.**

FROM: Nick Mangkalakiri, Director of Public Works

DATE: 01/12/2026

SUBJECT: **Approve an Amendment to the Myra Avenue Pump Station No. 1 Design Services Contract.**

RECOMMENDATION

Approve an amendment in the amount of $400,352 to the Professional Design Services Contract with AKM Consulting Engineers for Myra Avenue Pump Station No. 1, Project 300, and authorize the City Manager to execute the Amendment.

DISCUSSION

In June 2024, the City Council approved a design contract with AKM Consulting Engineers for the Myra Avenue Pump Station No. 1, located at 5100 Myra Avenue. The 60-year-old station, which serves the area between Moody Street, Walker Street, and Cerritos Avenue, has a history of flooding and requires upgrades to meet Orange County Flood Control standards.

Plans and specifications are in development. On November 3, the City Council reviewed project alternatives and directed staff to obtain a cost proposal from AKM Consulting Engineers for additional design services to provide additional flood protection and reduce flooding within the drainage area. Preliminary estimates indicate the expanded improvements can be completed within the approved project budget. If final costs exceed available funding, the plans will remain shelf-ready for future construction. Plans are expected to be completed this summer, bids solicited in the fall, and a construction contract considered in the winter, with construction anticipated to begin in early 2027.

BUDGET IMPACT

Sufficient amounts are available in the City Capital Projects Fund budget for Myra Pump Station No. 1 to proceed with this contract amendment.

LEGAL REVIEW

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

APPROVED BY: Sean Joyce, Interim City Manager

Attachments

Contract Amendment No. 1
Location Map

FIRST AMENDMENT TO CONTRACT AGREEMENT BETWEEN THE CITY OF CYPRESS AND AKM CONSULTING ENGINEERS

This FIRST AMENDMENT to CONTRACT AGREEMENT BETWEEN THE CITY OF CYPRESS AND AKM CONSULTING ENGINEERS ("First Amendment") is made and entered into this 12th day of January, 2026, by and between the CITY OF CYPRESS, a charter city & municipal corporation ("City"), and AKM CONSULTING ENGINEERS ("Contractor").

RECITALS

A. City and Contractor entered into that certain Contract Agreement, dated June 10, 2024, ("Agreement") providing Professional Engineering Design Services for the Myra Avenue Pump Station No. 1 Project.

B. City and Contractor now desire to amend the Agreement as set forth herein.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

AMENDMENT

1. "Article 1. Services of Consultant, Section 1.1 Scope of Services shall be amended by adding the following items in **Bold** and Underline:

In compliance with all terms and conditions of this Agreement, the Contractor shall provide those services specified in the "Scope of Services" attached hereto as Exhibit "A" **and Exhibit "A2"** and incorporated herein by this reference, which may be referred to herein as the "services" or "work" hereunder.

2. Article 2. Compensation and Method of Payment, Section 2.1 Contract Sum shall be amended as follows:

Subject to any limitations set forth in this Agreement, City agrees to pay Contractor the amounts specified in the "Schedule of Compensation" attached hereto as Exhibit "**C2**" and incorporated herein by this reference. The total annual compensation, including reimbursement for actual expenses, shall not exceed **one million, eight hundred thirty-seven thousand, two hundred forty-nine dollars ($1,837,249)** (the "Contract Sum"), unless additional compensation is approved pursuant to Section 1.8.

3. Exhibit "C" SCHEDULE OF COMPENSATION shall be replaced with the attached Exhibit "C2".

4. *No Other Amendment*. Except as set forth in this First Amendment, the Agreement shall remain in full force and effect.

5. *Counterparts*. This First Amendment may be executed in counterparts,

each of which, when signed by all the parties hereto, shall constitute an original.

IN WITNESS WHEREOF, the parties hereto have executed and entered into this Amendment No. 1 as of the date first above written.

CITY:

CITY OF CYPRESS,
a municipal corporation

_____
City Manager

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:
ALESHIRE & WYNDER,
LLP

_____
City Attorney

CONTRACTOR:

AKM CONSULTING ENGINEERS

By:_____

Title:_____

By:_____

Title:_____

(Agreement cannot be accepted from corporations without signatures from 2 corporate officers)

EXHIBIT "A2"
SCOPE OF SERVICES

AKM will provide additional design services for the design and preparation of construction plans for storm drains associated with Myra Avenue Pump Station No. 1, Project 300. The storm drain system (beyond the previously approved scope of services) will include storm drains within St. Bernard Street, Olga Avenue, Marion Avenue, and St. Joan Street.

Task A1: Perform Hydrologic and Hydraulic Engineering Analyses
This task will mostly refine the hydraulic computations for the storm drain system. In this, the hydraulic models will be adjusted to match the project survey. This task will also include the hydraulic analyses, design and siting (and the precise sizes and locations) of catch basins.

Task A2: Utilities
The purpose of this task is to define the alignment and profiles of the various utilities which would be impacted by the project. Those utilities include electrical, cable, telephone, natural gas, sewer, water and any other existing or new utility. The following will be accomplished under this task:

- Identify utilities that require potholing to verify depth and location.
- Plot utilities' locations and profiles.
- Provide utility relocation recommendations.

Task A3: Survey and Geotechnical

Survey:
AKM's survey sub-contractor will perform control surveys and supplemental detailed surveys to define the project's property boundary, topography, site facilities, and develop the base sheets for use in the design of this facility. AKM's sub-consultant will complete a topographic survey map of the site and prepare base maps for construction plans in accordance with the accepted professional surveying standards. The survey will include: Control Surveys (horizontal and vertical), Field Topography, Aerial Topography and Mapping.

Geotechnical:
AKM's geotechnical sub-contractor will conduct the necessary geotechnical investigations and prepare recommendations for the proper design. The following is a summarization of some of the effort involved in this sub-task:

- Data compilation and engineering analysis of the information obtained from the background review, subsurface evaluation, and laboratory testing. The engineering analyses will include:
    a. Suitability of the site for the proposed construction from a geotechnical perspective.
    b. Description of the site's geology and on-site soils anticipated during construction, including soil classification, physical description of soils encountered, consistency of soils, depth to groundwater, and measured thicknesses of existing pavement and base materials.
    c. Excavation characteristics, including caving potential, oversize materials, hard materials, etc.

d. Shoring considerations, including suitable shoring methods, installation difficulties, and lateral earth pressures.
e. Suitable materials for backfilling trenches.
f. Evaluation of the corrosion potential of on-site soils.

- Preparation of a geotechnical evaluation report for the project presenting the results of the field exploration, laboratory testing, and engineering analysis, as well as conclusions and recommendations relative to the geotechnical aspects of the project design and construction.

Task A4: Construction Plans and Basis of Design Report

- Construction Plans: This task will prepare the project plans at the 30%, 60% and 90% stages, based upon the various technical components of the project.
- Basis of Design Report: The Basis of Design report will be prepared under this task and will include the project plans, design criteria, hydrological/hydraulic/structural/mechanical/electrical computations, equipment, equipment concerns, any non-standard conditions, estimated construction costs and estimated construction schedule.

Task A5: Specifications and Special Provisions

This task will prepare the 90% and Final 100% project specifications and special provisions.

Task A6: Quantity Calculation

This task will prepare the quantity calculations based upon the Final 100% project plans and specifications.

Task A7: Engineer's Cost Estimate

This task will prepare the Engineers Cost Estimate utilizing the finalized quantity calculations in Task A6 the latest product pricing applicable to the Southern California region, as well as our extensive database of similar construction bids.

Task A8: Design Notebook

This task will prepare the Design Notebook, which will include the following:

- Basis of Design Report
- Final 100% construction plans and specifications

Task A9: Final Acceptance

This task will resolve any remaining issues, prepare the project's conformed mylars and CAD drawings, final specifications, and make the final submittal of the deliverables to the City.

EXHIBIT "C2"
SCHEDULE OF COMPENSATION

Contractor's Fee Proposal is based on all reasonable costs necessary to perform Professional Design Services for Myra Avenue Pump Station No. 1, Project 300. For these requisite services, Contractor proposes the following Not to Exceed Lump Sum Fee:

Description	Total
TASK 1 - Investigation and Document Review	$ 9,304
TASK 2 - Project Schedule	$ 6,170
TASK 3 - Meetings	$ 48,828
TASK 4 - Perform Hydraulic Engineering Analyses	$ 49,716
TASK 5 - Permits	$ 29,832
TASK 6 - Utilities	$ 66,248
TASK 7 - Survey, Geotechnical, Environmental & Landscape Arch.	$ 198,071
TASK 8 - Mechanical, Electrical System and Instrumentation	$ 246,352
TASK 9 - Design of Pump Station Structure	$ 198,762
TASK 10 - Construction Plans and Basis of Design Report	$ 247,648
TASK 11 - Design Seminar	$ 12,014
TASK 12 - Conduct Evening Public Meeting or Workshop	$ 12,168
TASK 13 - Final Pump Station Plans	$ 56,806
TASK 14 - Specifications and Special Provisions	$ 64,840
TASK 15 - Quantity Calculations	$ 9,774
TASK 16 - Engineer's Cost Estimate	$ 12,922
TASK 17 - Design Notebook	$ 26,538
TASK 18 - Final Acceptance	$ 16,178
TASK 19 - Quality Assurance/Quality Control	$ 18,076
TASK 20 - Bidding Services	$ 16,642
TASK 21 - Engineering Construction Support	$ 90,008
Subtotal (Tasks 1-21)	$ 1,436,897
TASK A1 – Perform Hydrologic/Hydraulic Engineering Analyses	$ 45,441
TASK A2 – Utilities	$ 62,260
TASK A3 – Survey	$ 51,605
TASK A4 – Construction Plans and Basis of Design Reports	$ 145,256
TASK A5 – Specification and Special Provisions	$ 50,824
TASK A6 – Quantity Calculations	$ 6,626
TASK A7 – Engineer's Cost Estimate	$ 8,516
TASK A8 – Design Notebook	$ 13,092
TASK A9 – Final Acceptance	$ 16,732
Subtotal (Tasks A1-A9)	$ 400,352
TOTAL (Tasks 1-21 and Tasks A1-A9)	**$ 1,837,249**

Within the budgeted amounts for each Task provided above, and with the written approval of the Contract Officer, funds may be shifted from one Task subbudget to another so long as the Contract Sum is not exceeded per Section 2.1, unless Additional Services are approved per Section 1.8.

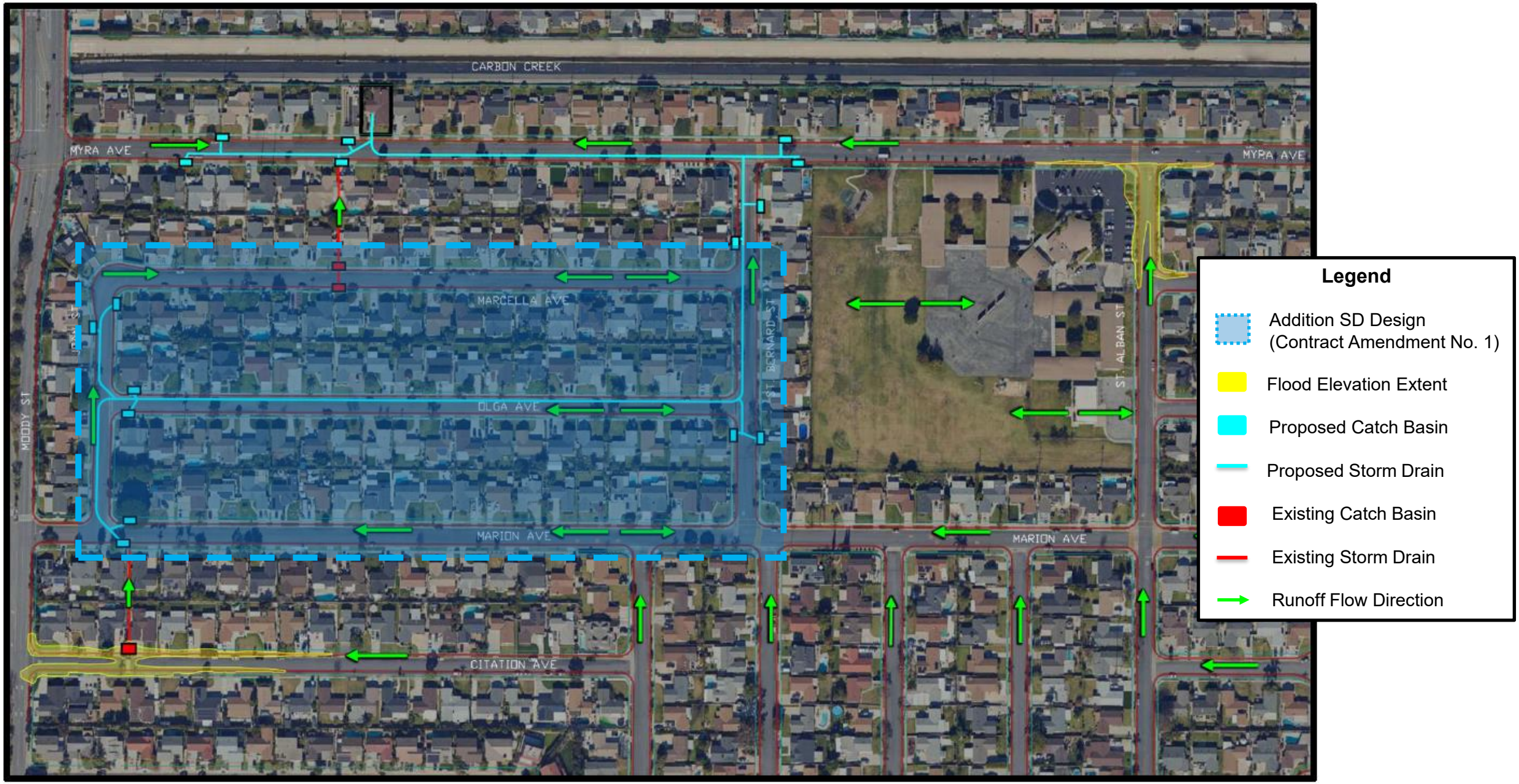
Qualifications and Exclusions:

Out of pocket expenses (blueprinting, reproduction and printing, delivery, etc.) will be invoiced at cost plus 10%. Subcontracted services will be marked up 10% in order to cover costs associated with administration, coordination and management of subcontractors. Mileage will be invoiced at $0.65/mile.

The proposed fee reflects our understanding of the scope of work based upon the City's Request for Proposal, and information provided.

All proposed hourly rates are fully burdened and include overhead, profit, taxes, and benefits. Hours may be reallocated between staff members and tasks in order to accomplish the overall objectives and requirements for the project. The following presents the hourly rates applicable to all staff proposed to work on City projects.

Labor Classification	Hourly Rate
Principal	$253
Principal Engineer	$253
Project Manager	$246
Project Engineer	$234
Senior Construction Manager	$233
QA/QC Manager	$233
Senior Engineer	$215
Senior Field Engineer / Inspector	$197
Field Engineer / Inspector	$173
Associate Engineer	$167
Staff Engineer	$148
Financial Analyst	$136
Senior Designer / Senior CADD Technician	$117
Designer / CADD Technician	$109
Assistant Engineer	$107
Engineering Technician	$99
Engineering Aide	$84
Office Support	$84
Data or Word Processing	$81


CARBON CREEK
MYRA AVE
MYRA AVE
MARCELLA AVE
OLGA AVE
MARION AVE
MARION AVE
CITATION AVE
MOODY ST
ST. BERNARD ST
ST. ALBAN ST
Legend
Addition SD Design
(Contract Amendment No. 1)
Flood Elevation Extent
Proposed Catch Basin
Proposed Storm Drain
Existing Catch Basin
Existing Storm Drain
Runoff Flow Direction

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **7.**

FROM: Nick Mangkalakiri, Director of Public Works

DATE: 01/12/2026

SUBJECT: **Accept City Streetlight LED Conversion, Project 409**

RECOMMENDATION

1. Accept the City Streetlight LED Conversion, Project 409, in the amount of $95,999 and approve the final payment of $4,799.95 to Yunex LLC; and

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

DISCUSSION

Last January, the City Council awarded a construction contract to Yunex LLC for the City Streetlight LED Conversion Project. The project replaced 250 City-owned streetlights with more efficient light-emitting diode (LED) fixtures at various locations citywide. The work began in July 2025 and was completed in October 2025.

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

BUDGET IMPACT

The original estimated cost for construction and inspection was $119,197, and the final project costs totaled $104,831.24. Sufficient funds are budgeted in the Lighting District No. 2 Fund for these capital improvements.

LEGAL REVIEW

None required.

APPROVED BY: Sean Joyce, Interim City Manager

Attachments

Cost Table

PROJECT COST TABLE

LED Street Light Conversion
Project 409

Item Description	Original Amount	Actual Expenditures	Difference
Construction			
Furnish & installation	$ 92,949.00	$ 92,949.00	$ -
Construction Contingency	$ 13,900.00	$ 3,050.00 *	$ 10,850.00
Sub-total Construction	$ 106,849.00	$ 95,999.00	$ 10,850.00
Construction Management & Inspection			
Inspection	$ 10,748.00	$ 8,832.24	$ 1,915.76
Inspection Contingency	$ 1,600.00	$ -	$ 1,600.00
Sub-total Construction	$ 12,348.00	$ 8,832.24	$ 3,515.76
Total Project	**$ 119,197.00**	**$ 104,831.24**	**$ 14,365.76**

* Includes change order for additional street light hardware

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **8.**

FROM: Nick Mangkalakiri, Director of Public Works

DATE: 01/12/2026

SUBJECT: **Accept City Hall and Police Department Roof Replacement, Project 393**

RECOMMENDATION

1. Accept the City Hall and Police Department Roof Replacement, Project 393, in the amount of $1,031,390.98 and approve final payment of $51,569.55 to Rite-way Roofing; and

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

DISCUSSION

In October 2024, the City Council awarded a construction contract to Rite-Way Roofing Corporation for the City Hall and Police Department Roof Replacement. The project included removal and replacement of the City Hall and Police Department roof, totaling nearly 40,000 square feet. Work was completed in November 2025.

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

BUDGET IMPACT

The original estimated construction cost was $1,131,613.06, and final project costs totaled $1,088,543.51, as summarized in the attached table. Sufficient funds are included in the City's Capital Project Fund budget to cover the project costs.

LEGAL REVIEW

None required.

APPROVED BY: Sean Joyce, Interim City Manager

Attachments

Cost Table

PROJECT COST TABLE

City Hall and PD Roof Replacement
Project 393

Item Description	Original Amount	Actual Expenditures		Difference
Construction				
Construction	$ 934,418.98	$ 934,418.98		$ -
Construction Contingency	$ 140,000.00	96,972.00	*	43,028.00
Sub-total Construction	$ 1,074,418.98	$ 1,031,390.98		$ 43,028.00
Construction Management & Inspection				
Inspection	$ 49,794.08	$ 49,794.08		$ -
Inspection Contingency	7,400.00	7,358.45	**	41.55
Sub-total Construction Inspection	$ 57,194.08	$ 57,152.53		$ 41.55
Total Project	**$ 1,131,613.06**	**$ 1,088,543.51**		**$ 43,069.55**

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

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **9.**

FROM: Nick Mangkalakiri, Director of Public Works

DATE: 01/12/2026

SUBJECT: **Amend Task Order for Project Management Services**

RECOMMENDATION

1. Approve an amendment in the amount of $20,615.76 to a task order with FCG Consultants for public works project management services; and

2. Approve a $20,615.76 budget appropriation transfer within the General Fund from Personnel to Professional Services.

DISCUSSION

In June 2025, the City Council approved a task order for project management services with FCG Consultants, Inc. The task order provided part-time project management services to support the Public Works Engineering Division through December 2025, while the Division had a staffing vacancy. Public Works is in the process of filling the vacancy, which is expected to occur imminently. To maintain project schedules and support an uninterrupted transition to new staff, Public Works recommends amending the task order to include additional services through February.

BUDGET IMPACT

Due to a budgeted staffing vacancy in the Public Works Engineering Division, sufficient salary savings are available to pay for the additional services associated with this task order amendment.

LEGAL REVIEW

None required.

APPROVED BY: Sean Joyce, Interim City Manager

Attachments

Task Order Amendment

December 11, 2025

Mr. Daniel Co
City Engineer
City of Cypress
Public Works Engineering

SUBJECT: PROPOSAL TO EXTEND PROJECT MANAGEMENT ON VARIOUS PROJECTS.

Dear Mr. Co,

FCG Consultants, Inc. is please to present our proposal to the City of Cypress to extend the professional project management services from January 2026 through February 2026, in accordance with Attachment “A” - Scope of Services and Attachment “B” – Schedule of Compensation. 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,

Maha Fakhouri
President / CEO

ATTACHMENT "A"
SCOPE OF SERVICES

Project Management:

Lead person for coordinating all phases of various civil engineering projects, from planning and design through construction and closeout. This includes developing project schedules, managing budgets, and ensuring that project objectives are met on time and within scope. The project manager oversees the preparation and review of engineering designs, technical specifications, and construction documents, ensuring compliance with standards, and regulations. Manage consultant selection processes, negotiate and administer professional service and construction contracts, and provide oversight during the execution of those contracts. Conduct site visits, monitoring construction progress, and resolving field issues in coordination with contractors and inspectors. Quality assurance and control by reviewing submittals, test results, and construction materials, and by enforcing compliance with project requirements. Coordinating permitting efforts and compliance to environmental regulations. Communication with stakeholders is a critical function, including providing regular project updates, facilitating interdepartmental coordination, and making public presentations to community groups, boards, or city councils.

ATTACHMENT "B" SCHEDULE OF COMPENSATION

City of Cypress
Project Management

Description	Total Hours	Hourly Rate	Total Fee
Project Manager	88	$234.27	$20,615.76
		Total Estimated Fee	**$20,615.76**

Exclusions to Scope of Services and Fees:

- Nighttime / 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.
- Special Inspections.

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **10.**

FROM: Jeff Draper, Director of Recreation and Community Services

DATE: 01/12/2026

SUBJECT: **Approve Scope of Work for Public Engagement and Professional Design Services for the Expansion of Baroldi Sycamore Park**

RECOMMENDATION

Approve the scope of work for public engagement and professional design services for the expansion of Baroldi Sycamore Park.

DISCUSSION

As part of the Strategic Plan, Recreation staff working with the Recreation and Community Services Commission is to recommend a scope of work for a firm to lead public engagement and develop conceptual design options for the expansion of Baroldi Sycamore Park.

Baroldi Sycamore Park was created in 1970 when the Baroldi family subdivided its 22-acre dairy farm and donated 1.2-acres for a park. In 2023, the City of Cypress purchased a 39,000 square foot parcel of underdeveloped land bordering Baroldi Sycamore Park to the west. Recognizing the opportunity to expand the Park to 2.2 acres, the purchase provided the City a unique opportunity to add recreational amenities, programming, and activities.

As part of the Fiscal Year 2025-26 Capital Improvement Program, the City is seeking to engage with a firm to lead public engagement efforts and design services for the recently-acquired passive park space. Recreation and Community Services will issue a Request for Qualifications (RFQ) from qualified architectural, landscaping, and/or engineering firms to provide these services. The RFQ will detail a scope of work that will, at a minimum, include the following: 1) project initiation and site assessment, 2) community outreach and concept development, 3) master planning, and 4) final design and construction documents.

The attached proposed scope of work will ensure qualified firms have experience in the design of public parks, a commitment to the public process, an ability to provide options

and creative solutions, and generate accurate probable costs while meeting community expectations. Once the responses to the RFQ are received and reviewed by staff, options for proceeding with the next steps in the process will be brought back to the City Council for consideration.

BUDGET IMPACT

None, there is no budget impact associated with the approval of the scope of work and RFQ process.

LEGAL REVIEW

None required.

APPROVED BY: Sean Joyce, Interim City Manager

Attachments

Proposed Scope of Work

Community Outreach and Design for the Expansion of Baroldi Sycamore Park
Scope of Work

The selected firm will be required to provide complete planning and design services for the Baroldi Sycamore Park expansion, culminating in the delivery of final construction documents. The final scope of work will be specified more fully in a contract agreement to be negotiated after selection. The proposal shall include at a minimum the following:

Task 1 – Project Initiation and Site Assessment

- Meet with City staff to confirm project goals, schedule, and communication protocols.
- Conduct site visits and field reconnaissance to document existing conditions, opportunities, and constraints.
- Prepare base mapping, including topographic and boundary surveys, and review available data on utilities, drainage, soils, and environmental factors.
- Coordinate with City departments and relevant agencies to understand regulatory requirements and potential design limitations.

Task 2 – Community Outreach and Concept Development

- Facilitate public outreach through community workshops (minimum of 2 in-person meetings), stakeholder meetings, online surveys, and other engagement methods to gather input on desired park uses and features.
- Develop a minimum of three conceptual design alternatives reflecting community input, site conditions, blending of new park space with existing, passive recreational areas, restroom facilities, parking lot, accessibility throughout, and general park improvements, etc.
- Consideration/recommendation regarding the existing home on the site, parking, and restroom facilities
- Present conceptual alternatives to City staff, the Recreation and Community Services Commission, and the City Council for feedback and direction.
- Refine concepts into a single preferred plan with preliminary cost estimates for approval.

Task 3 – Master Planning

- Prepare a detailed park master plan based on the approved preferred concept, including layout, amenities, grading, landscape, irrigation, and sustainable design features.
- Incorporate green infrastructure and water quality measures into the design.
- Develop a phasing plan, updated cost estimates, and implementation strategies.
- Present the master plan to City staff, the Recreation and Community Services Commission, and the City Council for final approval.
- Environmental – Include an option for performing the environmental document (Negative Declaration or Mitigated Negative Declaration)

Task 4 – Final Design and Construction Documents

- Perform necessary geotechnical/soils investigation, agronomic soil analysis, and analysis of potential hazardous materials and (asbestos survey, etc.) and provide remediation recommendations, if necessary.
- Prepare complete final design and construction documents for the approved park improvements, including demolition, grading, drainage, utility, landscape, and irrigation plans, as well as all other relevant design disciplines.
- Develop technical specifications and engineer's estimates of probable construction costs.
- Coordinate with geotechnical, environmental, and utility consultants as needed.
- Coordinate with existing utility providers (Golden State Water, Southern California Gas, Southern California Edison, etc.)
- Preparation of a Water Quality Management Plan
- Assist with permitting and ensure compliance with applicable local, regional, state, and federal regulations.
- It is the City's intent to retain the services of a Construction Management firm at the 60%/90% design stage. Selected firm shall coordinate all documents needed to support a constructability review and provide comments/coordination associated with such reviews and comments prior to final PSE.
- The selected firm's proposal shall also address the following:
    - **Lighting**: The selected firm shall have experience with designing park lighting with adjacent residential receptors in mind.
    - **Design**: It is the City's intention to develop and finalize conceptual design, and then proceed with the final design with formal plan submittals at 30%, 60% and 90% completion. Upon receiving the 90% comments, the consultant shall deliver the 100% PS&E package. Specifications shall be coordinated with City of Cypress Brown Book specifications and Standard Specifications for Public Works Construction "Greenbook".
    - **Renderings**: The selected consultant shall have the capabilities of creating and delivering 3D color renderings, photo-simulations, and video fly-overs of the final proposed park layout. Renderings and photo-simulations will be used for illustrative purposes as well as providing vantage points from different locations throughout the park (and adjacent properties) to provide accurate sightlines and views of different proposed park elements.
    - **Cost Estimating**: The selected firm will be required to provide cost estimates along with each formal submittal. These estimates shall reflect current market costs and consider market trends, cost projections, and materials escalation costs to mid-point of construction. The selected firm shall also provide an analysis whether the City can realize cost savings by procuring items to be owner furnished-contract installed (OFCI) and whether these items can be procured through cooperative agreements (Sourcewell, BuyBoard, etc.).

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **11.**

FROM: Lisa Berglund, City Clerk

DATE: 01/12/2026

SUBJECT: **Approve Mayor's Suggested Appointments to Organizations and Committees**

RECOMMENDATION

Approve appointments to organizations and committees.

DISCUSSION

The City Council reviews its appointments to organizations and committees annually. This process is accomplished with the Mayor making recommendations to the City Council for consideration. The Mayor's recommended appointments are attached. While appointees serve as the City's official representative on the organizations' boards and committees, any Council Member may attend conferences, seminars, or events held by the organizations (e.g. League of California Cities annual conference, Southern California Association of Governments regional conference).

The Orange County Public Library Advisory Board requires that the City's representative serve a two-year term. Mayor Pro Tem Chang has completed one year of a two-year term. No appointment is required.

Orange County Mosquito and Vector Control District requires that the City's representative serve a two-year term. Mayor Medrano has completed one year of a two-year term. No appointment is required.

Orange County Fire Authority (OCFA) and Orange County Sanitation District (OC San) have formally requested that the City maintain the continuity of the current director serving on their boards, as part of ongoing efforts to foster effective governance and to minimize turnover (attached). Should the City Council change its OFCA representative, the OCFA joint powers agreement requires the City Council to adopt a Resolution (attached).

No appointment to the Santa Ana River Flood Protection Agency (SARFPA) is recommended. Membership in SARFPA is voluntary and consists of representatives from the County of Orange, Orange County Flood Control District, Orange County Water District,

Orange County Sanitation District, Costa Mesa Sanitation District, and 16 Orange County cities. Most cities do not have a member on the SARFPA committee and no Council Member expressed interest in serving on it. Only elected officials may serve on the SARFPA committee.

The Fair Political Practices Commission (FPPC) allows officials who receive additional compensation to appoint themselves as long as the appointing agency posts FPPC Form 806 - Agency Report of Public Official Appointments on its website prior to any vote being taken (attached). The posting was completed by the City Clerk on January 5, 2026. Service on OCFA has a stipend of $100 per meeting, OC San has a stipend of $330.75 per meeting, and Orange County Mosquito and Vector Control District has a stipend of $100 per meeting. Beginning January 1, 2026, the OC San Board of Directors compensation increased from $315.00 to $330.75.

Council Members are expected to attend and actively participate in all meetings of boards and committees to which they are appointed. If a Council Member cannot attend a meeting, they should immediately notify the alternate representative (if any), Mayor, and City Manager. To encourage more structured reporting of attendance and relevant matters at these meetings, Council Members are also expected to report on meaningful actions by the boards and committees on which they serve during the *Council Member Reports from City-Affiliated Boards and Committees and Remarks* portion of City Council meetings.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY: Sean Joyce, Interim City Manager

Attachments

Appointments
Council Committee Summaries
Form 806
OCFA Board Continuity Request
OCMVCD Board Continuity Request
OCFA Resolution

CITY OF CYPRESS
APPOINTMENTS OF CITY COUNCIL MEMBERS
TO ORGANIZATIONS AND COMMITTEES
2026

COMPENSATED:

Orange County Fire Authority	David Burke – Representative (No Alternate)
Orange County Mosquito & Vector Control District (Term ending Jan. 2026)	Kyle Chang – Representative (No Alternate)
Orange County Sanitation District	Bonnie Peat – Rep Kyle Chang – Alternate

NON-COMPENSATED:

Bridges at Kraemer Place Community Advisory Board	Kyle Chang – Representative (No Alternate)
City/Anaheim Union High School District Ad Hoc Subcommittee	David Burke Leo Medrano
City/Cypress College Ad Hoc Committee	David Burke Leo Medrano
City/Cypress School District Ad Hoc Subcommittee	David Burke Kyle Chang
Economic Development Ad Hoc Subcommittee	Leo Medrano Bonnie Peat
Joint Forces Training Base Regional Military Affairs Committee	Rachel Strong Carnahan – Rep Bonnie Peat – Alternate

League of California Cities General Assembly & OC Division	David Burke – Representative Leo Medrano – Alternate
Orange County City Selection Committee	David Burke – Representative Leo Medrano – Alternate
Orange County Council of Governments General Assembly	Bonnie Peat – Representative Kyle Chang – Alternate
Orange County Library Advisory Board (2-year Term ending Jan. 2027)	Kyle Chang – Representative Leo Medrano – Alternate
Southern California Association of Governments - General Assembly	David Burke – Representative Kyle Chang – Alternate
Veteran Recognition Ad Hoc Subcommittee	Rachel Strong Carnahan Bonnie Peat
West Cities Police Communications Center	Bonnie Peat– Rep Rachel Strong Carnahan – Alternate

CITY COUNCIL COMMITTEE APPOINTMENTS

Each year following its reorganization, the City Council makes appointments to organizations and committees. The Mayor recommends appointments and the City Council confirms the appointments by a motion, second, and vote. A description of the organizations and committee appointments is provided below. Please note some committees require the Mayor to serve as delegate or require a two-year term.

- **Orange County Fire Authority (OCFA)** – Representative
  Meets 4th Thursday of every month at 6:00 p.m.; compensated $100 per meeting. Orange County Fire Authority is a regional fire service agency that serves 23 cities in Orange County, including Cypress, and all unincorporated areas. Representative serves on the Board of Directors. The City Council adopts a Resolution when appointing or changing its representative to the Orange County Fire Authority.

- **Orange County Sanitation District (OC San)** – Representative and Alternate
  Meets 4th Wednesday of the month at 6:00 p.m.; compensated $330.75 per meeting. Orange County Sanitation District provides wastewater collection, treatment, and disposal services for approximately 2.6 million people in central and northwest Orange County. Representative serves on the Board of Directors.

- **Orange County Mosquito and Vector Control District** – Representative
  Meets 3rd Thursday of the month at 3:00 p.m.; compensated $100 per meeting. Orange County Mosquito and Vector Control District protects public health by controlling rats, flies, mosquitoes, Red Imported Fire Ants and other vector related problems. Representative is appointed to a two-year term and serves on the Board of Trustees.

- **West Cities Police Communications Center (West-Comm)** – Representative
  Meets 3rd Tuesday in May and November at 4:30 p.m. or as needed; non-compensated. West Cities Police Communications Center is a Joint Powers Agency between the cities of Cypress, Los Alamitos, and Seal Beach. West-Comm provides dispatch services to the three cities, as well as contract service to the Orange County Park Rangers. Representative serves on the Board of Directors.

- **League of California Cities (Cal Cities)** – Representative and Alternate
  Meets annually or as needed; non-compensated.
  League of California Cities is an association of California city officials who work together to enhance their knowledge and skills, exchange information, and combine resources so that they may influence policy decisions that affect cities.

Representative serves as the General Assembly Voting Delegate at the Annual Conference and as the delegate for Orange County Division events as needed. The Mayor is designated as the City's representative and Mayor Pro Tem traditionally serves as the alternate.

- **Orange County City Selection Committee** – Representative and Alternate
  Meets biannually or as needed; non-compensated.
  Orange County City Selection Committee is responsible for appointing city representatives to boards, committees, commissions, and agencies as required by State and County law. The Mayor is designated as the City's representative and Mayor Pro Tem traditionally serves as the alternate.

- **Orange County Council of Governments (OCCOG)** – Representative and Alternate
  Meets annually or as needed; non-compensated.
  Orange County Council of Governments serves as Orange County's sub-regional planning organization. In partnership with the Southern California Association of Governments (SCAG), OCCOG leads the development of Orange County's required regional planning documents enabling the County to compete for State and Federal funding. Representative serves as General Assembly delegate.

- **Orange County Library Advisory Board** – Representative and Alternate
  Meets three times annually or as needed; non-compensated.
  Library Advisory Board (LAB) acts in an advisory capacity, reviewing the OC Public Libraries' budget, operations and policy decisions and makes recommendations to the OC Board of Supervisors. Representative serves a two-year term.

- **Santa Ana River Flood Protection Agency** – Representative and Alternate
  Meets 4th Thursday of odd-numbered months at 4:00 p.m.; non-compensated.
  Santa Ana River Flood Protection Agency (SARFPA) is a Joint Powers Agency formed to support authorization and appropriations for the Santa Ana River Mainstream Project and related projects. The agency provides its members with information on the progress of the Santa Ana River and related projects and supports regional flood control improvements to remove current floodplains within its members' boundaries.

- **Southern California Association of Governments (SCAG)** – Representative and Alternate
  Meets annually; non-compensated.
  SCAG is the nation's largest metropolitan planning organization, representing six counties, 191 cities and more than 19 million residents. SCAG undertakes a variety of planning and policy initiatives to encourage a more sustainable Southern California. Representative serves as General Assembly delegate.

- **Bridges at Kraemer Place Community Advisory Board** – Representative
  Meets quarterly; non-compensated.
  Bridges at Kraemer Place is an emergency shelter in Anaheim and operated by Mercy House through a contract with the County of Orange. The Community Advisory Board (CAB) acts as an advisory body to the shelter operator, reviews the operations of the Bridges at Kraemer Place Year Round Emergency Shelter Program and Multi-Service Center and provides report to the OC Board of Supervisors annually, and enhances community relations.

- **Joint Forces Training Base Regional Military Affairs Committee** – Representative and Alternate
  Meets 4th Tuesday of the month at Joint Forces Training Base; non-compensated. Committee members consist of the cities, business representatives and community members. Committee meets as needed to discuss issues of mutual concern related to the Joint Forces Training Base.

- **Economic Development Ad Hoc Subcommittee**
  Meets as needed.
  Subcommittee members advise on economic development programs and initiatives, as well as engage and outreach to the Cypress business community as needed. Two Council Members appointed each year. Continuity of service is key to this subcommittee's support of the City's economic development efforts and the City Council is encouraged to maintain its composition.

- **City/Anaheim Union High School District Ad Hoc Subcommittee**
  Meets as needed.
  Subcommittee members meet as needed with representatives from Anaheim Union High School District to discuss issues of mutual concern. Two Council Members appointed each year.

- **City/Cypress College Ad Hoc Subcommittee**
  Meets as needed.
  Subcommittee members meet as needed with representatives from Cypress College to discuss issues of mutual concern. Two Council Members appointed each year.

- **City/Cypress School District Ad Hoc Subcommittee**
  Meets as needed.
  Subcommittee members meet as needed with representatives from Cypress School District to discuss issues of mutual concern. Two Council Members appointed each year.

- **Veteran Recognition Subcommittee**

  Meets as needed.

  Subcommittee members meet as needed to review applications submitted as part of the Veteran Recognition program and determine recognition recipients. Two Council Members appointed each year.

Agency Report of:
Public Official Appointments

A Public Document

1. Agency Name

City of Cypress

Division, Department, or Region *(If Applicable)*

Designated Agency Contact *(Name, Title)*

Lisa A. Berglund, City Clerk

Area Code/Phone Number	E-mail
(714) 229-6714	lberglund@cypressca.org

California Form **806**

For Official Use Only

Page 1 of 1

Date Posted: Jan. 6, 2026 *(Month, Day, Year)*

2. Appointments

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
Orange County Fire Authority	Name: David Burke *(Last, First)* Alternate, if any: *(Last, First)*	Appt Date: Length of Term: 1 year	Per Meeting: $ 100.00 Estimated Annual: ☐ $0-$1,000 ☐ $2,001-$3,000 ■ $1,001-$2,000 ☐ Other
Orange County Mosquito and Vector Control District	Name: Leo Medrano *(Last, First)* Alternate, if any: *(Last, First)*	Appt Date: Length of Term: 1 year	Per Meeting: $ 100.00 Estimated Annual: ☐ $0-$1,000 ☐ $2,001-$3,000 ■ $1,001-$2,000 ☐ Other
Orange County Santation District	Name: Kyle Chang *(Last, First)* Alternate, if any: *(Last, First)*	Appt Date: Length of Term: 1 year	Per Meeting: $ 330.75 Estimated Annual: ☐ $0-$1,000 ■ $2,001-$3,000 ☐ $1,001-$2,000 ☐ Other
	Name: *(Last, First)* Alternate, if any: *(Last, First)*	Appt Date: Length of Term:	Per Meeting: $ Estimated Annual: ☐ $0-$1,000 ☐ $2,001-$3,000 ☐ $1,001-$2,000 ☐ Other

3. Verification

I have read and understand FPPC Regulation 18702.5. I have verified that the appointment and information identified above is true to the best of my information and belief.

Signature of Agency Head or Designee	Print Name	Title	(Month, Day, Year)
	Lisa A. Berglund	City Clerk	1/6/2026

Comment:

Print Clear

FPPC Form 806 (1/18)
FPPC Toll-Free Helpline: 866/ASK-FPPC (866/275-3772)

ORANGE COUNTY FIRE AUTHORITY
P.O. Box 57115, Irvine, CA 92619-7115 • 1 Fire Authority Road, Irvine, CA 92602
Brian Fennessy, Fire Chief **(714) 573-6000** **www.ocfa.org**

December 4, 2025

Mr. Sean Joyce, Interim City Manager
City of Cypress
5275 Orange Avenue
Cypress, CA 90630

Re: Continuity of Appointee to the OCFA Board of Directors

Dear Mr. Joyce:

As Chair of the Orange County Fire Authority (OCFA) Board of Directors, I am writing to request your assistance in the coming months when OCFA's member agencies make annual appointments of representatives to the Authority's Board.

Presently, each Director serves on the OCFA Board until the selection of a successor by the appointing body. As part of our ongoing efforts to foster effective governance of the OCFA, we would like to retain continuity of Director Burke serving on the Board and minimize turnover to the extent possible. With an operating budget of over half a billion dollars, over 1,500 employees, four labor associations, and the operation of 78 fire stations, the issues we face are myriad and complex. The learning curve is steep to become familiar with the organizational structure, its operations and finances, and the types of policies and issues that come before the Board.

We recognize that regional board appointments are considered holistically and serve to support the overall needs of the organization. However, as Chair, I'm seeking support from our member agencies to minimize voluntary changes made to our Board appointees such as those that can occur in January when most of our cities and the County reorganize the leadership of their governing bodies and make a variety of committee appointments.

We would appreciate your assistance in discussing and sharing this with the members of your City Council. If you have any questions, please contact me at (714) 363-6063 or Chief Fennessy at (714) 573-6010.

Sincerely,

Phil Bacerra
Chair, OCFA Board of Directors

cc: David Burke, OCFA Board of Directors
Brian Fennessy, Fire Chief

2025 BOARD OFFICERS
PRESIDENT
Cecilia Hupp
VICE-PRESIDENT
Robert Ruesch
SECRETARY
Crystal Miles
DISTRICT MANAGER
Lora B. Young
CLERK OF THE BOARD
Tawnia E. Pett

13001 Garden Grove Boulevard
Garden Grove, CA 92843-2102
(714) 971-2421
FAX: (714) 971-3940
ocvcd@ocvector.org
www.ocvector.org
ocvectorcontrol
ocvector

2025 BOARD OF TRUSTEES

ALISO VIEJO
Vacant
ANAHEIM
Carlos Leon
BREA
Cecilia Hupp
BUENA PARK
Lamiya Hoque
COSTA MESA
William Turpit
CYPRESS
Leo Madrano
DANA POINT
John Gabbard
FOUNTAIN VALLEY
Kim Constantine
FULLERTON
Shana Charles
GARDEN GROVE
Ariana Arestegui
HUNTINGTON BEACH
Gracey Van Der Mark
IRVINE
Tammy Kim
LA HABRA
James Gomez
LA PALMA
Debbie S. Baker
LAGUNA BEACH
Mark Orgill
LAGUNA HILLS
Erica Pezold
LAGUNA NIGUEL
Gene Johns
LAGUNA WOODS
Pearl Lee
LAKE FOREST
Robert Pequeno
LOS ALAMITOS
Tanya Doby
MISSION VIEJO
Robert Ruesch
NEWPORT BEACH
Erik Weigand
ORANGE
Sean Chavarria
PLACENTIA
Chad Wanke
RANCHO SANTA MARGARITA
April Josephson
SAN CLEMENTE
Steve Knoblock
SAN JUAN CAPISTRANO
John Taylor
SANTA ANA
Nelida Mendoza
SEAL BEACH
Nathan Steele
STANTON
Gary Taylor
TUSTIN
Rebecca Gomez
VILLA PARK
Crystal Miles
WESTMINSTER
Carlos Manzo
YORBA LINDA
Peggy Huang
COUNTY OF ORANGE
Lisa Fernandez

November 3, 2025

Cypress City Council
City of Cypress
5275 Orange Ave.
Cypress, CA 90630

Dear Mayor and Council Members:

The term of office of your representative, Leo Medrano, will expire on the first Monday in January 2026. As you know, Leo Medrano was appointed in January 2025, and has attended 7 of the 9 meetings held for 78 percent record of attendance.

The qualifications for your representative on the Board of Trustees are stated in Section 2022 of the California Health and Safety Code as follows:

> "Section 2022. (b) Each person appointed by a city council to be a member of a board of trustees shall be a voter in that city and a resident of the portion of the city that is within the district."

Your representative is appointed to a two or four year term of office (Section 2024 of the Health and Safety Code) and cannot be replaced except for cause.

> "Section 2024. (a) Except as provided in Section 2023, the term of office for a member of the board of trustees shall be for a term of two or four years, at the discretion of the appointing authority. Terms of office commence at noon on the first Monday in January."

It is the Board's request that you reappoint Leo Medrano, or a successor, for the next term of office for either two or four years. Once an appointment is made, please send notification to the District by mail or e-mail to: tpett@ocvector.org.

Sincerely,

Tawnia Pett

Tawnia Pett
Executive Assistant/Clerk of the Board

tep
cc: Leo Medrano

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, DESIGNATING AND APPOINTING ITS REPRESENTATIVE TO THE ORANGE COUNTY FIRE AUTHORITY'S BOARD OF DIRECTORS

WHEREAS, the City, as a "member" of the Orange County Fire Authority Joint Powers Authority (JPA) is entitled to appoint a representative director ("Director") to the Orange County Fire Authority's Board of Directors, and

WHEREAS, each member agency, by resolution of its governing body, shall designate and appoint one representative to act as its Director on the Authority Board of Directors, except the County whose Board of Supervisors shall appoint two representatives to act as its Directors, and

WHEREAS, each Director shall be a current elected member of the governing body, and

WHEREAS, each Director shall hold office until the selection of a successor by the appointing body, and

WHEREAS, each Director is to serve at the pleasure of his or her appointing body and may be removed at any time, with or without cause, at the sole discretion of that appointing body, and

WHEREAS, any vacancy shall be filled in the same manner as the original appointment of a Director.

NOW, THEREFORE the City Council of the City of Cypress does hereby resolve as follows:

SECTION 1. The City Council hereby designates and appoints _____ as a Director to the Orange County Fire Authority Board of Directors.

SECTION 2. The City Council hereby directs the City Clerk to transmit a copy of executed resolution to the Clerk of the Authority of the Orange County Fire Authority prior to their next regularly scheduled board meeting.

SECTION 3. This Resolution shall take effect immediately upon its adoption by the City Council and the City Clerk shall attest to and certify the vote adopting this Resolution.

PASSED AND ADOPTED by the City Council of the City of Cypress at a regular meeting held on the ____day of _____, 20__.

_____
MAYOR OF THE CITY OF CYPRESS

ATTEST:

_____
CITY CLERK OFTHE CITY OF CYPRESS

STATE OF CALIFORNIA }
COUNTY OF ORANGE } SS

I, LISA A. BERGLUND, City Clerk of the City of Cypress, DO HEREBY CERTIFY that the foregoing Resolution was duly adopted at a regular meeting of the said City Council held on the __ day of __, 20_ , 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 **12.**

FROM: Sean Joyce, Interim City Manager

DATE: 01/12/2026

SUBJECT: **Adopt Ordinance No. 1223 Changing the City Council Meeting Day from Monday to Tuesday**

RECOMMENDATION

Adopt Ordinance No. 1223, changing the day of regular City Council meetings from the second and fourth Mondays to the second and fourth Tuesdays of every month.

SUMMARY

At its November 10, 2025, meeting, the City Council provided direction to prepare an ordinance amending the Municipal Code to shift the day of regular City Council meetings from the second and fourth Mondays to the second and fourth Tuesdays of each month. If approved on January 12, the second reading and adoption of the ordinance would occur on January 26, 2026, and the measure would first take effect 30 days later. As a result, the first Tuesday meeting scheduled under the new ordinance would be March 9, 2026.

DISCUSSION

On October 27, 2025, the City Council first considered an item submitted by the Mayor Pro Tem to change the day of regular City Council meetings. The matter was continued to November 10 to allow Council members time to check their commitments to determine if they could accommodate a meeting day other than Monday.

On November 10, the City Council voted 3-1 (Councilmember Peat dissenting) to direct staff to prepare an ordinance amending § 2-1 of the Cypress Municipal Code to establish the second and fourth Tuesdays of every month as the day of regular City Council meetings. City Attorney Galante again confirmed his unavailability to accommodate the change and mentioned that he would ask a partner of his firm to replace him upon implementation of the new schedule.

Although the proposed meeting day would have a corresponding impact on Brown Act meeting notices, there appeared to be consensus among Council members for a preference that agenda notices and materials continue to be posted on the existing

schedule, which is by the end of business Wednesdays when possible.

Pursuant to the November 10 direction, a draft ordinance has been prepared and is presented for consideration.

BUDGET IMPACT

None.

LEGAL REVIEW

The proposed ordinance has been prepared by the City Attorney.

APPROVED BY: Sean Joyce, Interim City Manager

Attachments

Ordinance Change of Meeting Day

ORDINANCE NO. 1223

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CYPRESS, CALIFORNIA, AMENDING SECTION 2-1 OF THE CYPRESS MUNICIPAL CODE RELATING TO THE TIME OF REGULAR CITY COUNCIL MEETINGS

WHEREAS, the City Council ("City Council") of the City of Cypress ("City") is authorized to establish rules of conduct for its proceedings pursuant to Government Code section 36813; and

WHEREAS, the conduct of City Council meetings is governed by Article I of the City's Municipal Code ("CMC") and Robert's Rules of Order; and

WHEREAS, the City wishes to change the days of the month on which City Council meetings are regularly held; and

WHEREAS, by adoption of this Ordinance, the City Council wishes to amend CMC Section 2-1 to replace the days of the month when regular City Council meetings take place from the second and fourth Mondays to the second and fourth Tuesdays of each month.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CYPRESS HEREBY ORDAINS AS FOLLOWS:

Section 1. Recitals Incorporated. The City Council finds the foregoing Recitals are true and correct and are incorporated herein by this reference.

Section 2. Amendment to CMC Section 2-1. Section 2-1 of the City of Cypress Municipal Code is hereby amended and restated in its entirety to read as follows:

"§ 2-1 City Council meetings – Time of Regular Meetings.

The city council shall hold regular meetings at 5:30pm, on the second and fourth Tuesdays of each month. Said meetings shall be adjourned no later than 11:30pm, unless the majority of the council waives said adjournment time."

Section 3. Severability. If any section, subsection, sentence, clause, paragraph, or phrase of this Ordinance or any part thereof is for any reason held to be invalid or otherwise unenforceable by any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this

Ordinance or any part thereof. The City Council hereby declares that it would have enacted each and every section, subsection, sentence, clause, paragraph, or phrase thereof, irrespective of any determination of validity.

Section 5. Effective Date. This Ordinance shall take effect 30 days after its adoption.

Section 6. Certification. The City Clerk shall certify as to the passage and adoption of this Ordinance and shall cause the same to be published and posted at the designated locations in the City of Cypress.

ADOPTED, SIGNED*, and *APPROVED this ___ day of _____, 2026.

_____
Leo Medrano, Mayor

ATTEST:

_____
Lisa A. Berglund, CMC, City Clerk

STATE OF CALIFORNIA)
COUNTY OF ORANGE)
CITY OF CYPRESS)

I, LISA BERGLUND, City Clerk of the City of Cypress, DO HEREBY CERTIFY that the foregoing Ordinance No. _____ was duly adopted at a regular meeting of the City Council of the City of Cypress held on the _____ day of _____, 2026, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____

Lisa Berglund, City Clerk