



## City Council and Successor Agency to the Brea Redevelopment Agency Agenda

**Tuesday, April 3, 2018**

6:30 p.m. - Closed Session

7:00 p.m. - General Session

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*Glenn Parker, Mayor*

*Christine Marick, Mayor Pro Tem*

*Cecilia Hupp, Council Member*

*Marty Simonoff, Council Member*

*Steven Vargas, Council Member*

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This agenda contains a brief general description of each item Council will consider. The City Clerk has on file copies of written documentation relating to each item of business on this Agenda available for public inspection. Contact the City Clerk's Office at (714) 990-7756 or view the Agenda and related materials on the City's website at [www.cityofbrea.net](http://www.cityofbrea.net). Materials related to an item on this agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office at 1 Civic Center Circle, Brea, CA during normal business hours. Such documents may also be available on the City's website subject to staff's ability to post documents before the meeting.

### **Procedures for Addressing the Council**

The Council encourages interested people to address this legislative body by making a brief presentation on a public hearing item when the Mayor calls the item or address other items under **Matters from the Audience**. State Law prohibits the City Council from responding to or acting upon matters not listed on this agenda.

The Council encourages free expression of all points of view. To allow all persons the opportunity to speak, please keep your remarks brief. If others have already expressed your position, you may simply indicate that you agree with a previous speaker. If appropriate, a spokesperson may present the views of your entire group. Council rules prohibit clapping, booing or shouts of approval or disagreement from the audience. PLEASE SILENCE ALL PAGERS, CELL PHONES AND OTHER ELECTRONIC EQUIPMENT WHILE COUNCIL IS IN SESSION. Thank you.

### **Special Accommodations**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (714) 990-7757. Notification 48 hours prior to the meeting will enable City staff to make reasonable arrangements to ensure accessibility. (28 CFR 35.102.35.104 ADA Title II)

### **Important Notice**

The City of Brea shows both live broadcasts and replays of City Council Meetings on Brea Cable Channel 3 and over the Internet at [www.cityofbrea.net](http://www.cityofbrea.net). Your attendance at this public meeting may result in the recording and broadcast of your image and/or voice as previously described.

**CLOSED SESSION**  
**6:30 p.m. - Executive Conference Room**  
**Level Three**

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**CALL TO ORDER / ROLL CALL - COUNCIL**

**1. Public Comment**

Closed Session may convene to consider matters of purchase / sale of real property (G. C. §54956.8), pending litigation [G.C. §54956.9(d)(1)], potential litigation [G.C. §54956.9(d)(2)(3) or (4)], liability claims (G. C. §54961) or personnel items (G.C. §54957.6). Records not available for public inspection.
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**2. Conference with City's Labor Negotiator Pursuant to Government Code Section §54957.6 Regarding the Brea Police Association (BPA)- Mario E. Maldonado, Negotiator**

**GENERAL SESSION**  
**7:00 p.m. - Council Chamber**  
**Plaza Level**

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**CALL TO ORDER/ ROLL CALL - COUNCIL**

- 3. Pledge of Allegiance: Boy Scout Troop 801**
- 4. Invocation: Leonard Renick, The Church of Jesus Christ of Latter Day Saints**
- 5. Proclamation: One Legacy**
- 6. Proclamation: National Arbor Day**
- 7. Commendation: Brea Olinda High School Robotics Team**
- 8. Community Announcements**
- 9. Matters from the Audience**
- 10. Response to Public Inquiries - Mayor / City Manager**

**PUBLIC HEARING** - *This portion of the meeting is for matters that legally require an opportunity for public input. Audience participation is encouraged and is limited to 5 minutes per speaker.*

- 11. Establishment and adjustment of Development-Related User Fees and other fees for City services-** 1) Conduct a public hearing; 2) Adopt Resolution No. 2018-015.

**Attachments**

Resolution

Resolution - Exhibit A

Resolution - Exhibit B

Brea Fee Study

Correspondence - Building Industry Association

Correspondence - Southern California Edison

**CONSENT CALENDAR** - *The City Council/Successor Agency approves all Consent Calendar matters with one motion unless Council/Agency or Staff requests further discussion of a particular item. Items of concern regarding Consent Calendar matters should be presented during "Matters from the Audience."*

**CITY COUNCIL - CONSENT**

12. **March 20, 2018 City Council Regular Meeting Minutes** - Approve.

**Attachments**

Minutes

13. **The Road Repair and Accountability Act of 2017, Local Streets and Roads Funding 2018 Annual Reporting Guidelines** - Adopt Resolution No. 2018-016 to adopt a list of projects funded by SB1: The Road Repair and Accountability Act. Funding will be provided from 2018-19 CIP Project 7311.

**Attachments**

2018 RRAA Guidelines

Resolution

14. **Amendment to Professional Services Agreement with MTGL, Inc. for Additional Construction Materials and Soils Testing Services on Capital Improvement Projects** - Approve Amendment No. 1 to the MTGL, Inc. annual "as-needed (on-call)" basis Professional Services Agreement for Geotechnical Services in the amount of \$140,000. Staff will obtain a Purchase Order change in the amount of \$120,000 for CIP 7929.

**Attachments**

Amendment No. 1

15. **Purchase of Microsoft Exchange Licenses** - Authorize the Purchasing Agent to issue a purchase order to CDW Government LLC (CDGW) in the amount of \$34,434.96 for the purchase of Microsoft Exchange Licenses. Funds will be provided from the Operations Expenditure account.

**Attachments**

Quote

16. **Purchase of Ammunition for Law Enforcement Activities** - Authorize the Purchasing Agent to issue purchase orders to Dooley Enterprises, Inc. for law enforcement ammunition purchases in an aggregate amount not to exceed available budget appropriations for each fiscal year in which they occur. Funds will be provided from the Firearms Qualifications and Firearms Material Supplies account.

**Attachments**

Quote

Sole Source Letter

17. **Monthly Report of Investments for the City of Brea for Period Ending February 28, 2018** - Receive and file.

**Attachments**

Attachment A

18. **March 23 and 30, 2018 City Warrant Registers** - Receive and file.

**Attachments**

03-23-18 City Council Check Register

03-30-18 City Council Check Register

**CITY/ SUCCESSOR AGENCY - CONSENT**

19. **Monthly Report of Investments for the Successor Agency to the Brea Redevelopment Agency for Period Ending February 28, 2018** - Receive and file.

**Attachments**

Attachment A

20. **March 30, 2018 Successor Agency Check Register** - Receive and file.

**Attachments**

03-30-18 Successor Agency Check Register

**ADMINISTRATIVE ANNOUNCEMENTS**

21. **City Manager**

22. **City Attorney**

**COUNCIL ANNOUNCEMENTS**



## ADJOURNMENT

City of Brea

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**COUNCIL COMMUNICATION**

**TO:** Honorable Mayor and City Council Members

**FROM:** Bill Gallardo, City Manager

**DATE:** 04/03/2018

**SUBJECT:** Public Hearing for the Establishment and Adjustment of Development-Related User Fees and Other Fees for City Services

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**RECOMMENDATION**

Open the Public Hearing, receive public testimony and close the public hearing. By motion, adopt the Resolution establishing and adjusting development-related user fees and other fees for City services.

**BACKGROUND/DISCUSSION**

The Brea Fee Study (Attachment B) was conducted by NBS and basically covers development related fees for service. These fees are imposed to cover the reasonable costs to the City for processing entitlements; issuing licenses and permits; conducting inspections and other activities conducted by Planning, Building, Public Works and Fire Services. The purpose of the study was to identify all the allowable costs for a fully-burdened rate and to ensure that the existing and proposed rates do not exceed the cost of providing services

As compared to past fee updates, the City approached this fee update through a comprehensive, professional cost of service analysis including a City-wide cost allocation plan as well as a much more complete information on direct and indirect departmental cost than in past efforts. Essentially, the more complete information identifies allowable costs that were previously not included in the City's fee calculations.

The results of the study show that based on budgeted costs for Fiscal Year 2016/17, the City overall is currently recovering 56% of allowable costs associated with providing these services. To clarify, the vast majority of the City's development and construction related fees are currently administered as an hourly rate charged to a customer based on the actual time spent working on a project; however, that hourly rate itself is outdated and is not currently capturing all the allowable costs the City incurs to perform this work. In other words, while City staff are charging time spent working on projects, the current hourly rates are recovering only 56% of allowable costs.

## **DISCUSSION**

Over the course of the past 6 months the City Council have received and reviewed the fee study information and conducted 4 separate working sessions concerning related policy issues. The timeline below provides a recap of the Council's work to date on the fee study:

- Jan 2016 - Oct 2017 Staff and NBS work to prepare User Fee Study
- October 19, 2017 User Fee Study delivered to City Council
- October 24, 2017 User Fee Study delivered to the Building Industry Association (BIA)
- October 24, 2017 User Fee Study delivered to Chamber of Commerce
- November 7, 2017 City Council work session on User Fee Study
- December 5, 2017 City Council work session on User Fee Study
- January 16, 2018 City Council work session on User Fee Study
- February 6, 2018 City Council work session on User Fee Study

At its last discussion on February 6, Council directed staff to set the public hearing and bring final recommendations back for its consideration. By setting and opening the hearing, Council can receive any final information from the public, request any further information needs from staff, and finalize and adopt the fee update details.

**Hourly Rate Deposit Permits (Cost Center) and Flat Fee Permits** – Council's discussions can generally be characterized as consideration of updated hourly rates for fee deposit type permits and new rates for "flat fee" type permits.

### **Hourly Rate Deposit (Cost Center) Permits**

The City maintains three (3) hourly rates for charging developer project (Cost Center) accounts for development and construction: management; technical/professional and inspection. The current rates were last updated in 2003 (all rates) and 2008 (inspection only). Based on review of City agenda reports; discussions with staff and base salary information from 2003, it appears that the current rates included direct labor costs (salaries and benefits) and an overhead rate of 29% to cover certain direct non-labor costs such as services and supplies, and allocated indirect costs such as building maintenance, vehicle costs, IT costs, etc. Since 2003, labor costs (salaries and benefits) have increased by an average of 2.4% annually.

As discussed earlier in the report, the Brea Fee Study identifies certain allowable costs that have not been included in the City's previous and current hourly rate calculations. These costs are mostly indirect costs (division, department and City-wide allocated costs) and support costs (review required from internal departments for approval). These eligible costs have been added to the City's fee calculations as appropriate.

City Council has discussed the new proposed hourly staff rates, calculation methodologies, and goals for cost recovery at its working sessions over the past months. As previously outlined, these new hourly rates reflect updates to the staff and overhead costs associated with development review or other permitting activities. By applying these updated hourly staff rates, Council will be assuring the City's General Fund is not subsidizing the costs for development processing and that those costs are directly captured by the applicant for development and permit processing related work.

***Staff Recommendation for Hourly Rate Deposit (Cost Center) Permits*** – Staff is recommending the City's hourly rates be updated based on full-cost recovery. Based on City Council comments received during the fee study workshops, a phased implementation schedule for these updates is proposed, with 50% of the hourly rate increase over current rates to be effective July 1, 2018, and the full-cost recovery hourly rates to be effective January 1, 2019.

The hourly rates and effective dates outlined in Exhibits A and B to the Resolution are as follows:

<b>Description</b>	<b>Current Hourly Rates</b>	<b>Hourly Rates Effective July 1, 2018</b>	<b>Hourly Rates Effective January 1, 2019</b>
<b><u>Planning</u></b>			
Management	\$126	\$163	\$201
Plan Check	\$94	\$115	\$136
<b><u>Building</u></b>			
Management	\$126	\$189	\$253
Plan Check	\$94	\$138	\$183
Inspection	\$88	\$124	\$161
<b><u>Fire Prevention</u></b>			
Plan Check	\$94	\$111	\$128
Inspection	\$88	\$108	\$128
<b><u>Engineering</u></b>			
Management	\$126	\$150	\$175
Plan Check	\$94	\$134	\$174
Inspection	\$88	\$129	\$171

### **Flat Fee Permits**

In addition to discussions of the proposed updated hourly rates a main focus of the Council's discussions has concerned the proposed updates to flat fee associated permits and processing. As previously outlined in this report, for some specific actions the City charges a flat fee rather than an hourly rate for staff time spent working on an associated application. These permits include actions such as a water heater permits, a temporary sign permit, and an overnight parking permit. With each flat fee action the basis for any associated update to the fee has been the cost for providing these services (i.e. the new hourly rate). But as a "one price" type flat fee assumptions are made on time spent by staff for the various related work activities as well as policy considerations for public benefit which may be realized by the City to encourage such permits. These factors have led to extensive Council discussion regarding the various flat fees and work to determine the final proposed fee amounts.

***Flat Fee subsidy discussions*** - Importantly, the Council's discussions have worked to reconcile any update to the individual flat fees and the amount, if any, that the City's General Fund or other funds should be contributing to such fee rates. The Council's general direction to staff has been to provide less or no subsidy toward these flat fee permits where the clear benefit is to an end user rather than the general public. Also, the Council have expressed some concern for higher flat fee permits which would be borne by homeowners which may conflict with public safety goals—that this may be a factor in final flat fee determinations. For example, in the case of a Public Works sewer lateral connection fee, the end user of the building or tenant space is benefiting from the permit and less or no subsidy may be appropriate. In contrast, where a homeowner may be obtaining a permit to install a new water heater the City may want to keep the cost lower as an incentive to obtain an important safety inspection to help meet public safety

goals which protect our residents and neighborhoods from fire and other hazards which could result from a sub-standard water heater installation.

Staff have developed a recommendation for the flat fees based on the Council’s collective comments and discussions to date. Our recommendation includes three components:

- Shifting some of our permits which have historically been flat fees to hourly rate deposit (Cost Center) permits.
- Matching a flat fee permit cost to more completely align with the full cost recovery for permit processing where the primary permit benefit is to the applicant.
- Providing some level of subsidy for flat fee permits where such permits may benefit the general public or help achieve other City goals and policies.

A goal for this recommendation is to strike a balance among the various, sometimes competing, issues raised by Council in its discussions. Also important was to identify a methodology for consistently applying some level of subsidy where applicable. For those flat fee permits where a subsidy is occurring, the recommended fee generally covers labor (salary and benefit) costs and the direct non-labor and overheads are covered by the subsidy.

**Staff Recommendation for Flat Fee Permits** – Based on City Council workshop discussions, Exhibit A to the Resolution outlines the updates to the Flat Fee Permits. As noted above, some prior flat fee permits are proposed to transition to hourly rate deposit (Cost Center) type permits. Several other flat fee permits where the primary benefit is directly to the end user now reflect a fee amount to more completely capture costs for service. And, finally, there are six flat fees which remain proposed which follow the methodology described earlier--that the proposed permit fee generally covers labor (salary and benefits) costs, with consideration to accept overhead by the City consistent with general public benefit goals. Those six flat fees are summarized in the table below:

Item	Current Flat Fee	Full Cost Recovery	Proposed Flat Fee
Water Heater	\$104	\$290	\$100
Small Appliances	\$88	\$314	\$100
Re-Roof 400 sq ft or less	\$192	\$382	\$300
Parkway paving	\$88	\$219	\$100
Residential driveway approach	\$176	\$390	\$250
Overnight Parking Permits	Initial in person- \$25	\$97	\$38
	Initial on-line- \$19	\$49	\$20
	Renew in-person- \$19	\$73	\$25
	Renew on-line-\$19	\$49	\$20

This recommendation results in reducing the overall estimated subsidy for flat fees as compared with the Council’s last discussions on February 6. At that time, the cumulative subsidy discussed for the total flat fee permits was \$237,000. In contrast, the staff recommendation now reduces that cumulative subsidy to \$ 119,000. Critically, assuming a similar number of permits are issued, this recommendation could also realize approximately \$192,000 new dollars in revenue to offset existing subsidies from our current flat fees.

Lastly, based on Fee Study Best Management Practices the Resolution includes an annual increase mechanism based on the Consumer Price Index – All Urban Consumers – for the Los Angeles/Riverside/Orange Area.

### **Public Input**

The City Council have received input from the Brea Chamber of Commerce, the Building Industry Association (BIA), and Southern California Edison (Edison) regarding the proposed update of fees. The Chamber of Commerce provided oral comment to the Council at a recent meeting, expressing its desire to keep permit costs as reasonable as possible while also supporting the need to more completely capture the City's costs for services within any newly proposed fees. Additionally, BIA and Edison have provided written comments (Attachments 3 and 4) requesting that fees be kept as reasonably low as possible but also acknowledging the need to cover costs for services, requesting a phased implementation of any newly adopted fees, and seeking clarification of fee administrative practices and deposits.

Staff are proposing a phased implementation of the new fees as outlined within the draft resolution which has been shared with our BIA representative. This includes no new fees becoming effective until July 1, 2018, at which time the flat fees would be in place together with a 50% increase to the proposed hourly rates. Then, effective January 1, 2019, the full new hourly rates would be activated. Additionally, staff have met with Edison representatives to go over their concerns and address outstanding questions. These items primarily dealt with deposit amounts and accounting concerning Edison projects coordinated with Public Works. It is staff's understanding Edison's questions have been resolved to its satisfaction.

### **FISCAL IMPACT/SUMMARY**

#### **Fiscal Impact**

Assuming a similar number of hours billed to hourly rate permits as in Fiscal Year 2016/17, the potential increase in revenue is estimated at \$575,000 annually. The updates to the flat fee permits have the potential to increase revenues by an estimated \$192,000 annually for a total of \$760,000 to offset existing subsidies from our fees. However, Section 6 of the study states the following:

*Predicting the amount to which any adopted fee increases will affect Department revenues is difficult to quantify. For the near-term, the City should not count on increased revenues to meet any specific expenditure plan. Experience with these fee increases should be gained first before revenue projections are revised. However, unless there is some significant, long-term change in activity levels at the City, proposed fee amendments should – over time – enhance the City's revenue capabilities, providing it the ability to stretch other resources further for the benefit of the public at large*

Staff concurs with the consultant's recommendation not to count too heavily on increased revenues in the near-term. A conservative increase in estimated revenues based on the fees ultimately adopted will be included in the proposed Fiscal Year 2018/19 Operating Budget - helping to close the projected General Fund budget gap for operating expenditures over revenues. It is noted that a small number of fees are related to Enterprise Funds (i.e. Water, Sewer, etc.) and additional revenues for those fee permits would be deposited accordingly to offset subsidies occurring in those funds.

**Summary**

Based on the Brea Fee Study and City Council discussion regarding implementation and public benefit, staff is proposing a phased implementation of the new and updated fees as outlined within the Resolution (See Exhibits A and B to the Resolution). The recommended new and updated fees do not exceed full cost recovery as calculated in the study and will offset existing subsidies. The Resolution includes no new fees becoming effective until July 1, 2018, at which time the flat fees would be in place together with a 50% increase to the proposed hourly rates. Then, effective January 1, 2019, the full new hourly rates would be activated. Additionally, the proposed Resolution provides for an annual increase each year on July 1, based on the CPI for the preceding calendar year.

**RESPECTFULLY SUBMITTED:**

William Gallardo, City Manager

Prepared by:

Cindy Russell, Administrative Service Director

David Crabtree, Community Development Director

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**Attachments**

Resolution

Resolution - Exhibit A

Resolution - Exhibit B

Brea Fee Study

Correspondence - Building Industry Association

Correspondence - Southern California Edison

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## **RESOLUTION NO. 2018-015**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BREA ESTABLISHING AND ADJUSTING DEVELOPMENT-RELATED USER FEES AND OTHER FEES FOR CITY SERVICES**

#### **A. RECITALS:**

(I) The City Council of the City of Brea hereby finds, determines and declares that:

A. The City Council has conducted an extensive analysis of services it provides to the public as well as the costs reasonably borne by the City in providing those services, the beneficiaries of those services, the specific fee and charge amounts being collected for those services, and the overall revenues produced through collection of those fees and charges.

B. The City Council has determined that City staff provides many types of development-related and other kinds of services to the public, including services related to administering development applications, and services related to ongoing uses, special events, and/or other non-development related activities and approvals (collectively, "Services" sometimes herein).

C. As permitted by State law, the City currently collects fees and charges for non-development related services ("Service Fees") and for development-related services ("Development User Fees") from persons receiving such services in order to recover a portion of the fully burdened costs of staff time, copying costs, indirect and support costs and other expenses incurred by the City in providing these Services. Current Service Fee and Development User



Fee amounts do not fully recover the City's costs of providing all of the Services. As a result, a significant portion of these costs are being paid from the City's general fund and therefore, by the general public.

D. The City Council finds that providing the Services specially benefits the recipient of the Services, without benefitting the general public. Therefore, the City desires to more fairly allocate recovery of the costs of providing the Services by establishing and amending certain Service and Development User Fees.

E. The Service and Development User Fees proposed to be adopted herein, are based upon information contained in a written study prepared by NBS Consultant retained by the City, entitled "Citywide User Fee Study Report", dated October 3, 2017 and adopted by reference herein ("Fee Study"). The Fee Study analyzes the City's actual, fully burdened, current costs to provide various services including development-related user services and other services more fully described herein.

F. The Fee Study identifies the purpose of the proposed fees and charges, and demonstrates the actual relationship or "nexus" between the amount of the fees and charges and the cost to the City in providing the Services to which each fee and charge applies.

G. Pursuant to Government Code Section 66000, *et seq.*, the City is authorized to collect fees and charges sufficient to recover up to one-hundred percent (100%) of the actual costs to the City in providing the services to which the fees and charges apply.

H. The City desires to add and adjust certain fees and charges in order to more fairly allocate the cost burden of providing the Services, and to more fully recover the actual costs incurred by the City in providing the services to which the fees and charges apply.

I. Chapter 3.32 of the Brea City Code provides that the City may, following a properly noticed public hearing and adoption of a resolution or ordinance, set fees and charges to recover costs reasonably borne by the City.

J. Government Code Section 66000, *et seq.* allows cities to collect fees and charges for various municipal services, as long as those fees and charges do not exceed the estimated reasonable costs of providing the service for which the fee or charge is imposed.

K. On April 3, 2018, the City Council conducted a duly noticed public hearing concerning the adoption of this Resolution and the fees and charges proposed herein. At the public hearing the public was provided an opportunity to make oral and written presentations. Written notice of the public hearing was also provided to interested parties who filed written requests pursuant to Government Code Section 66016 for mailed notice of meetings addressing new or increased fees or service charges.

L. At least ten (10) days prior to the public hearing referenced above, the City made available for public inspection information required to be made public pursuant to Government Code Section 66000, *et seq.*

M. The City published notice of the public hearing referenced above in accordance with Government Code Sections 6062(a), 66014, 66016, 66017 and 66018.

N. The establishment and adjustment of Service Fees and Development User Fees is statutorily exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 21080(b)(8) and Section 15273 of the CEQA Guidelines, because CEQA does not apply to local agency decisions involving rates, tolls or other charges, including fees and charges proposed to be adopted by this Resolution, imposed for the purpose of meeting operating expenses, and/or purchasing equipment, materials, and supplies, as more fully described in the Recitals, above.

O. In the absence of a provision automatically increasing properly adopted fees and charges in proportion to increases in the Consumer Price Index applicable to the City, the City will eventually fall short of the level of lawful cost recovery that would otherwise be achieved through collection of the fees and charges adopted herein. Therefore, the City Council finds that there is a need to include a "CPI inflator" as part of the fees and charges adopted herein.

P. All legal prerequisites to the adoption of this Resolution have occurred.

**B. RESOLUTION:**

NOW, THEREFORE, be it is found, determined and resolved by the City Council of the City of Brea as follows:

1. All facts set forth in the Recitals, Part A, of this Resolution are true and correct.

2. The City Council hereby approves and adopts the development user and service fees set forth in Exhibit "A" and Exhibit "B" attached hereto and hereby incorporated by reference.

Any and all provisions of prior resolutions of the City of Brea establishing or modifying fees for the specific services identified in Exhibit "A" and Exhibit "B" are hereby repealed and replaced with the fees for those same services set forth in said Exhibits provided, however, that such repeal shall not excuse or affect the failure of any person or entity to pay any fee heretofore imposed upon such person or entity.

3. The fees and charges set forth in Exhibit "A" and Exhibit "B" do not exceed the actual costs to the City of Brea in providing the services to which each such fee relates.

4. Commencing July 1, 2019 ("Base Year"), and each year thereafter, the fees and charges set forth in Exhibit "A" and "Exhibit "B" shall each be automatically increased in proportion to any percentage increase in the Consumer Price Index - All Urban Consumers - for the Los Angeles/Riverside/Orange area over the Base Year's index, occurring since July 1st of the previous year. Prior to any such increase taking effect, the City Manager or designee shall report to the City Council during a regular meeting as to the amount of the increase.

5. The City Clerk shall certify to the adoption of this Resolution.

**APPROVED AND ADOPTED** this 3rd day of April, 2018.

\_\_\_\_\_  
Glenn Parker  
Mayor

ATTEST: \_\_\_\_\_  
Lillian Harris-Neal  
City Clerk

I, Lillian Harris-Neal, City Clerk of the City of Brea, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Brea, held on the 3rd day of April, 2018, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

DATED: \_\_\_\_\_

\_\_\_\_\_  
Lillian Harris-Neal, City Clerk

City of Brea  
USER FEES  
April 3, 2018

The following fees are recommended for change effective July 1, 2018:

## Community Development

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<u>Service Fee/License/Permit</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
<b>PLANNING</b>		
Management and plan check review associated with development projects are charged on an hourly basis based on the developer deposit hourly rates ("Deposit Program"); amount of the initial maximum developer deposit will be based upon the findings of the October 3, 2017 Citywide User Fee Study and as determined by the Community Development Director or designee.		
<u>Hourly Rates (Charged per hour)</u>		
Management Rate (Deposit Program)	\$126/hr	\$163/hr
Plan Check Rate (Deposit Program)	\$94/hr	\$115/hr
Consultant Rate (Deposit Program)	Actual plus (29% Overhead)	Actual Cost
<u>Flat Rates</u>		
Temporary Signs/Banners	\$50	\$85
<u>Flat Rates to Deposit Program Hourly Rates</u>		
Entertainment Permit	\$500	Deposit Program
Film Permit	\$500	Deposit Program
Historical Preservation Listing	\$250	Deposit Program
Mills Act Contract	\$250	Deposit Program
Temporary Trailer	\$500	Deposit Program
Temporary Signs in the Right of Way	\$150	Deposit Program
Temporary Use Permit:		
Major (plus damage deposit)	\$450	Deposit Program
Minor	\$75	Deposit Program

## Community Development (Continued)

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<u>Service Fee/License/Permit</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
<b>BUILDING AND SAFETY</b>		
Management, plan check and inspection review associated with development projects are charged on an hourly basis based on the developer deposit hourly rates ("Deposit Program"); amount of the initial maximum developer deposit will be based upon the findings of the October 3, 2017 Citywide User Fee Study and as determined by the Community Development Director or designee.		
<u>Hourly Rates (Charged per hour)</u>		
Management Rate (Deposit Program)	\$126/hr	\$189/hr
Plan Check Rate (Deposit Program)	\$94/hr	\$138/hr
Inspection Rate (Deposit Program)	\$88/hr	\$124/hr
Consultant Rate (Deposit Program)	Actual plus (29% or 35% Overhead)	\$138/hr (Plan Check Rate) \$124/hr (Inspection Rate)
Inspection Rate Outside Normal Business Hours (per hour; 2-hour minimum)	\$132/hr (\$264 minimum)	\$187/hr (\$374 minimum)
Callback Inspections/Re-Inspection	\$88/hr	\$124/hr
Inspection Rate (for which no fee is specifically indicated)	\$88/hr	\$124/hr
<u>Flat Rates</u>		
Permit Issuance Fee	\$16	\$48
Water Heater Inspection (includes Permit Issuance Fee)	\$104	\$100
Small Appliances (includes Permit Issuance Fee):		
First Appliance	\$88	\$100
Each Additional Appliance	\$8	No Charge
Parking Permit Fees:		
Initial Application Permit (In-Person)	\$25	\$38
Initial Application Permit (Online)	\$19	\$20
Renewal Application Permit (In-Person)	\$19	\$25
Renewal Application Permit (Online)	\$19	\$20
Certificate of Occupancy:		
Ownership Change	\$100	\$100
All Other Types	\$100	\$450
Re-Roofing (includes Permit Issuance Fee):		
Up to 400 square feet	\$176-\$264	\$300

## Community Development (Continued)

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### Flat Rates to Deposit Program Hourly Rates

#### Grading Permit:

Minor Grading (less than 10 cubic yards)	\$88	Deposit Program
Major Grading		
50 cubic yards or less	\$88	Deposit Program
51-500 cubic yards	\$176	Deposit Program
501-1,000 cubic yards	\$264	Deposit Program
10,001 or more cubic yards	\$528	Deposit Program

Clearing and/or stockpiling	\$88	N/A (covered under Grading Permit)
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#### Non-Retaining Block Wall:

First 100 square feet	\$176	Deposit Program
Over 100 square feet	\$264	Deposit Program

#### Retaining Wall:

First 100 square feet	\$176	Deposit Program
Over 100 square feet	\$264	Deposit Program

#### Patio Cover/Enclosure:

First 100 square feet	\$264	Deposit Program
Over 100 square feet	\$352	Deposit Program

Spa (per unit)	\$176	Deposit Program
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#### Minor Repairs:

First Item	\$88	Deposit Program
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## Fire Services

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<u>Service Fee/License/Permit</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
Plan check and inspection review associated with development projects are charged on an hourly basis based on the developer deposit hourly rates ("Deposit Program"); amount of the initial maximum developer deposit will be based upon the findings of the October 3, 2017 Citywide User Fee Study and as determined by the Fire Marshal or designee.		
<u>Hourly Rates (Charged per hour)</u>		
Plan Check Rate (Deposit Program)	\$94/hr	\$111/hr
Inspection Rate (Deposit Program)	\$88/hr	\$108/hr
Consultant Rate (Deposit Program)	Actual plus (29% Overhead)	\$111/hr (Plan Check Rate) \$108/hr (Inspection Rate)
After Hours Inspection Rate (per hour; 2-hour minimum)	N/A	\$108/hr (\$216 minimum)
After Hours Plan Check Rate (per hour; 2-hour minimum)	N/A	\$111/hr (\$222 minimum)
Additional Re-inspection (per hour; 1-hour minimum)	\$88/hr	\$108/hr
Expedited Plan Check (per hour; 1-hour minimum)	\$141/hr	\$167/hr
Code Interpretation (per hour; 2-hour minimum)	N/A	\$111/hr (\$222 minimum)
Event Standby Fee (per hour; 2-hour minimum)	\$63-\$114 (\$126-\$228 minimum)	\$167/hr (\$334 minimum)
Fire Prevention Inspection Fees/Life Safety Inspections (Non-Permitted) (Fee includes inspection and one re-inspection)		
Small Business (Up to 5,000 square feet)	\$106 (minimum)	\$120
Large Business (5,000+ square feet)	\$106 (minimum)	\$180
Each additional hour	\$154/hr	\$108/hr
<u>Flat Rates</u>		
Fire Dept. Special Activity Permit Fees/Operational Permits:		
Miscellaneous items permit	N/A	\$50
Annual Fire Permit (Category II)	\$156	\$187
Each additional permit on the same visit	\$126	\$30
Renewal Permit	\$128	\$59
Each additional renewal permit on the same visit	\$114	\$30

## Public Works

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<u>Service Fee/License/Permit</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
Management, plan check and inspection review associated with development projects are charged on an hourly basis based on the developer deposit hourly rates ("Deposit Program"); amount of the initial maximum developer deposit will be based upon the findings of the October 3, 2017 Citywide User Fee Study and as determined by the City Engineer or designee.		
<u>Hourly Rates (Charged per hour)</u>		
Management (Deposit Program)	\$126/hr	\$150/hr
Plan Check (Deposit Program)	\$94/hr	\$134/hr
Inspection (Deposit Program)	\$88/hr	\$129/hr
Consultant Rate	Actual plus (29% Overhead)	\$134/hr (Plan Check Rate) \$129/hr (Inspection Rate)
Inspection Rate Outside Normal Business Hours (per hour; 2-hour minimum)	\$132/hr (\$264 minimum)	\$195/hr (\$390 minimum)
Callback Inspections/Re-Inspection	\$88/hr	\$129/hr
Inspection Rate (for which no fee is specifically indicated)	\$88/hr	\$129/hr
<u>Flat Rates</u>		
Permit Issuance Fee	N/A	\$48
Minor Miscellaneous Public Works Permits:		
One Water Connection	\$176	\$550
One Fire Service Connection	\$264	\$550
One Sewer Lateral	\$264	\$550
One Storm Drain Connection	\$264	\$550
Curb and Gutter:		
50 linear feet or less	\$176	\$550
Curb Core:		
One	\$44	\$200
Two-Three	\$88	\$200
Sidewalk:		
Up to 250 square feet	\$88	\$550
Parkway Paving:		
Fronting one lot	\$88	\$100

## Public Works (Continued)

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### Driveway Approach:

Residential Driveway	\$176	\$250
Commercial or Industrial Driveway	\$264	\$725
Widen Existing Driveway Approach	\$88	\$375

### Flat Rates to Deposit Program Hourly Rates

#### Minor Miscellaneous Public Works Permits:

Water Connection (2 or more)	\$176	Deposit Program
Fire Service Connection (2 of more)	\$264	Deposit Program
Sewer Lateral (2 or more)	\$264	Deposit Program
Storm Drain Connection (2 or more)	\$176	Deposit Program

#### Structures:

Manhole	\$264	Deposit Program
Vault	\$396	Deposit Program
Catch Basin	\$396	Deposit Program
Junction Structure	\$528	Deposit Program
Other	\$396	Deposit Program

#### Curb and Gutter:

51+ linear feet	\$264	Deposit Program
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#### Curb Core:

Four or more	\$132	Deposit Program
Parkway Culvert/Downspout	\$264	Deposit Program
Cross Gutter	\$440	Deposit Program

#### Sidewalk:

251+ square feet	\$176	Deposit Program
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\*For services requested of City staff which have no fee listed in this fee exhibit, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.

City of Brea  
USER FEES  
April 3, 2018

The following fees are recommended for change effective January 1, 2019:

### Community Development

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<u>Service Fee/License/Permit</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
<b>PLANNING</b>		
Management and plan check review associated with development projects are charged on an hourly basis based on the developer deposit hourly rates ("Deposit Program"); amount of the initial maximum developer deposit will be based upon the findings of the October 3, 2017 Citywide User Fee Study and as determined by the Community Development Director or designee.		
<u>Hourly Rates (Charged per hour)</u>		
Management Rate (Deposit Program)	\$163/hr	\$201/hr
Plan Check Rate (Deposit Program)	\$115/hr	\$136/hr
Consultant Rate (Deposit Program)	Actual Cost	Actual Cost

## Community Development (Continued)

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<u>Service Fee/License/Permit</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
<b>BUILDING AND SAFETY</b>		
Management, plan check and inspection review associated with development projects are charged on an hourly basis based on the developer deposit hourly rates ("Deposit Program"); amount of the initial maximum developer deposit will be based upon the findings of the October 3, 2017 Citywide User Fee Study and as determined by the Community Development Director or designee.		
<u>Hourly Rates (Charged per hour)</u>		
Management Rate (Deposit Program)	\$189/hr	\$253/hr
Plan Check Rate (Deposit Program)	\$138/hr	\$183/hr
Inspection Rate (Deposit Program)	\$124/hr	\$161/hr
Consultant Rate (Deposit Program)	\$138/hr (Plan Check) \$124/hr (Inspection)	\$183/hr (Plan Check) \$161/hr (Inspection)
Inspection Rate Outside Normal Business Hours (per hour; 2-hour minimum)	\$187/hr (\$374 minimum)	\$241/hr (\$482 minimum)
Callback Inspections/Re-Inspection	\$124/hr	\$161/hr
Inspection Rate (for which no fee is specifically indicated)	\$124/hr	\$161/hr

## Fire Services

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<u>Service Fee/License/Permit</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
Plan check and inspection review associated with development projects are charged on an hourly basis based on the developer deposit hourly rates ("Deposit Program"); amount of the initial maximum developer deposit will be based upon the findings of the October 3, 2017 Citywide User Fee Study and as determined by the Fire Marshal or designee.		
<u>Hourly Rates (Charged per hour)</u>		
Plan Check Rate (Deposit Program)	\$111/hr	\$128/hr
Inspection Rate (Deposit Program)	\$108/hr	\$128/hr
Consultant Rate (Deposit Program)	\$111/hr (Plan Check) \$108/hr (Inspection)	\$128/hr (Plan Check) \$128/hr (Inspection)
After Hours Inspection Rate (per hour; 2-hour minimum)	\$108/hr (\$216 minimum)	\$128/hr (\$256 minimum)
After Hours Plan Check Rate (per hour; 2-hour minimum)	\$111/hr (\$222 minimum)	\$128/hr (\$256 minimum)
Additional Re-inspection (per hour; 1-hour minimum)	\$108/hr	\$128/hr
Expedited Plan Check (per hour; 1-hour minimum)	\$167/hr	\$192/hr
Code Interpretation (per hour; 2-hour minimum)	\$111/hr (\$222 minimum)	\$128/hr (\$256 minimum)
Event Standby Fee (per hour; 2-hour minimum)	\$167/hr (\$334 minimum)	\$192/hr (\$384 minimum)
Fire Prevention Inspection Fees/Life Safety Inspections (Non-Permitted) (Fee includes inspection and one re-inspection)		
Small Business (Up to 5,000 square feet)	\$120	\$120
Large Business (5,000+ square feet)	\$180	\$180
Each additional hour	\$108/hr	\$128/hr

## Public Works

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<u>Service Fee/License/Permit</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
Management, plan check and inspection review associated with development projects are charged on an hourly basis based on the developer deposit hourly rates ("Deposit Program"); amount of the initial maximum developer deposit will be based upon the findings of the October 3, 2017 Citywide User Fee Study and as determined by the City Engineer or designee.		
<u>Hourly Rates (Charged per hour)</u>		
Management (Deposit Program)	\$150/hr	\$175/hr
Plan Check (Deposit Program)	\$134/hr	\$174/hr
Inspection (Deposit Program)	\$129/hr	\$171/hr
Consultant Rate	\$134/hr (Plan Check) \$129/hr (Inspection)	\$174/hr (Plan Check) \$171/hr (Inspection)
Inspection Rate Outside Normal Business Hours (per hour; 2-hour minimum)	\$195/hr (\$390 minimum)	\$257/hr (\$514 minimum)
Callback Inspections/Re-Inspection	\$129/hr	\$171/hr
Inspection Rate (for which no fee is specifically indicated)	\$129/hr	\$171/hr

\*For services requested of City staff which have no fee listed in this fee exhibit, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.



**City of Brea**

**Citywide User Fee Study**

**Final Report**

**October 3, 2017**

32605 Temecula Parkway, Suite 100  
Temecula, CA 92592  
Toll free: 800.434.8349 Fax: 951.296.1998



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### Appendices

#### Cost of Service Analysis (Fee Tables)

Planning Fees  
Building Fees  
Fire Prevention Fees  
Public Works Fees

Appendix A.1  
Appendix A.2  
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Appendix A.4

## Comparative Surveys

Comparison Hourly Rate Survey  
Fixed Fee/Deposit Amount Survey

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Appendix B. 1  
Appendix B. 2

## Executive Summary

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NBS performed a User Fee Study (Study) for the City of Brea (City). The purpose of this report is to describe the Study's findings and recommendations, which intend to defensibly update and establish the City's user and regulatory fees for service.

California cities impose user fees and regulatory fees for services and activities they provide through provisions of the State Constitution. First, cities may perform broad activities related to their local policing power and other service authority as defined in Article XI, Sections 7 and 9. Second, cities may establish fees for service through the framework defined in Article XIII C, Section 1. Under this latter framework, a fee may not exceed the estimated reasonable cost of providing the service or performing the activity. For a fee to qualify as such, it must relate to a service or activity under the control of the individual/entity on which the fee is imposed. For example, the individual/entity requests service of the municipality or his or her actions specifically cause the municipality to perform additional activities. In this manner, the service or the underlying action causing the municipality to perform service is either discretionary and/or is subject to regulation. As a discretionary service or regulatory activity, the user fees and regulatory fees considered in this Study fall outside requirements for imposition of taxes, special taxes, or fees imposed as incidences of property ownership.

In November 2010, California voters adopted Proposition 26 (P26), which amended the California Constitution, prohibiting a local agency from adopting or increasing a levy, fee, charge of any kind without voter approval unless a specific exemption contained in P26 applies. If a levy, fee or charge satisfies a specific exemption, it may be adopted by a simple majority of the local agency's legislative body. Most user/regulatory fees fall under one or more of P26's seven stated exceptions or its two implied exceptions for fees paid voluntarily and not because they are "imposed", and for fees which do not fund government. These fees are therefore *not subject to P26's definition of a tax*. The seven exceptions are as follows:

1. **Special Benefit or Privilege:** A charge imposed for a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege.
2. **Government Service or Product:** A charge imposed for specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product.
3. **Licenses and Permits:** A charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof.
4. **Local Government Property:** A charge imposed for entrance to or use of local government property, or the purchase, rental or lease of a local government property.

5. **Fines and Penalties:** A fine, penalty, or other monetary charge imposed by the judicial branch of government or a local government, because of a violation of law.
6. **Property Development:** A charge imposed as a condition of property development.
7. **The Prop 218 Exception:** Provides that property assessment and property-related fees that are already subject to the approval requirements of Proposition 218 are not taxes. Common examples include water and sewer rates and special district assessments such as Landscape and Lighting District Act assessments.

The fees for services studied by NBS for the City of Brea primarily fall under the Exception for Licenses and Permits. Therefore, these permit fees (also known as user/regulatory fees) are *not subject to Prop 26's definition of a tax*. The only limitation to the fee amount is that it not exceed the estimated cost of providing the service for which the fee is charged.

A local legislative body may approve the fees discussed within this report based on a majority vote of its governing body alone, so long as the fee does not exceed the *estimated reasonable cost of providing the service for which the fee is charged and bears a fair or reasonable relationship to a payor's burdens on or benefits from the regulatory program*.

The City's chief purposes in conducting this Study were to ensure that existing and proposed fees do not exceed the costs of providing services, and to provide an opportunity for the City Council to re-align fee amounts with local cost recovery policies.

## Outcomes

This Study examined user and regulatory fees managed by the following City departments and Divisions: Planning, Building, Fire, and Public Works. The City estimated near \$850,000 of projected revenue based on the current hourly rate and estimated time dedicated to fee related services versus nearly \$1.6 million eligible for recovery. The following table provides a summary of results based on City Staff projection and hourly rates for the areas studied:

Department/ Division	Annual Estimated Revenues For FY 17-18 <sup>1</sup>	Annual Estimated Revenues at Full Cost Recovery Hourly Rates <sup>2</sup>	Current Annual Cost Recovery Surplus/ Deficit	Current Cost Recovery Percentage For Hourly Rates	Annual Estimated Revenues at Recommended Cost Recovery Hourly Rates	Recommended Hourly Rate Cost Recovery Percentage
Planning	\$60,000	\$87,435	(\$27,435)	69%	\$87,435	100%
Building	\$491,000	\$913,844	(\$422,844)	54%	\$913,844	100%
Fire	\$99,750	\$140,308	(\$40,558)	71%	\$140,308	100%
Public Works	\$200,000	\$377,625	(\$177,625)	53%	\$377,625	100%
<b>Total</b>	<b>\$850,750</b>	<b>\$1,519,212</b>	<b>(\$668,462)</b>	<b>56%</b>	<b>\$1,519,212</b>	<b>100%</b>

[1] Fiscal 2018 Annual Revenue Estimate provided by City of Brea based on expected revenue.

[2] Projected revenue from full cost recovery are based on the weighted average of the hourly rate produced in this study.

As shown in the previous table, the City is currently recovering 56% of costs associated with providing user and regulatory fee related services. To clarify, the vast majority of the City's development and construction related fees are currently administered as an hourly rate charged to a customer based on the time spent working on a project; however, that hourly rate itself is outdated and is not currently capturing the total costs the City incurs to perform this work. In other words, City staff are charging time spent working on projects but the current hourly rates are recovering only 56% of eligible costs. This Fee Study evaluated the full costs to the City of providing services. The methodology, analysis and results are detailed within this report and meet defensibility tests established by law. For the Departments studied, should the Council elect to adopt hourly rates at 100% cost recovery levels as determined by the Study, approximately \$669,000 in additional costs could be recovered going forward.

## Report Format

This report documents analytical methods and data sources used throughout the Study, presents findings regarding current levels of cost recovery achieved from user and regulatory fees, discusses recommended fee amounts, and provides a comparative survey of fees charged by neighboring agencies for similar services.

- Section 1 of the report outlines the foundation of the Study and general approach.
- Sections 2 through 5 discuss the results of the cost of service analysis performed, segmented by category of fee and/or department. The analysis applied to each category/department falls into studies of: the fully burdened costs of providing services, establishment of fee categories and amounts, evaluation of current cost recovery levels, and the recommended fees for providing services.
- Section 6 provides the grand scope conclusions of the analysis provided in the preceding sections.

Appendices to this report include additional analytical details for each department or division studied, and a comparison of hourly rates and fees imposed by neighboring agencies for similar services. The cities surveyed include Fullerton, Yorba Linda, La Habra, Anaheim, and Buena Park.

## Section 1 – Introduction and Fundamentals

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The scope of this Study included the following City departments and/or divisions:

- Planning
- Building
- Fire
- Public Works

The fees examined in this Study specifically excluded utility rates, development impact fees, and special assessments, all of which fall under distinct analytical and procedural requirements different from the body of user/regulatory fees analyzed in this effort. Additionally, this Study excluded facility and equipment rental rates, as well as most of the fines and penalties that may be imposed by the City for violations to its requirements or code. (The City is not limited to the costs of service when charging for entrance to or use of government property, or when imposing fines and penalties.)

### Methods of Analysis

There are three phases of analysis completed for each City department or program studied:

1. Cost of service analysis
2. Fee establishment
3. Cost recovery evaluation

### Cost of Service Analysis

A cost of service analysis is a quantitative effort that compiles the full cost of providing governmental services and activities. There are two primary types of costs considered: direct and indirect costs. Direct costs are those that specifically relate to the activity in question, including the real-time provision of the service. Indirect costs are those that support provision of services in general, but cannot be directly assigned to the fee for service in question.

Components of the full cost of service include direct labor costs; indirect labor costs, specific direct non-labor costs where applicable, allocated non-labor costs, and allocated Citywide overhead. Definitions of these cost components are as follows:

- **Labor costs** – Salary, wages and benefits expenses for City personnel specifically involved in the provision of services and activities to the public.
- **Indirect labor costs** – Personnel expenses supporting the provision of services and activities. This can include line supervision and departmental management, administrative support within a department, and staff involved in technical activities related to the direct services provided to the public.

- **Specific direct non-labor costs** – Discrete expenses incurred by the City due to a specific service or activity performed, such as contractor costs, third-party charges, and very specific materials used in the service or activity. (In most fee types, this component is not used, as it is very difficult to directly assign most non-labor costs at the activity level.)
- **Allocated indirect non-labor costs** – Expenses other than labor for the departments involved in the provision of services. In most cases, these costs are allocated across all services provided by a department, rather than directly assigned to fee categories.
- **Allocated indirect organization-wide overhead** – These are expenses, both labor and non-labor, related to agency-wide support services. Support services include general administrative services such as City Council, City Manager, City Clerk, City Attorney, Human Resources, Administrative Services, Building Maintenance, etc. An agency's support services departments assist the direct providers of public service. The amount of costs attributable to each department or program included in this Study were sourced from a separate Cost Allocation Plan, prepared by NBS for the City's Administrative Services Department.

All cost components in this Study use annual (or annualized) figures, representing a twelve-month cycle of expenses incurred by the City in the provision of all services and activities agency-wide.

Nearly all of the fees under review in this Study require specific actions on the part of City staff to provide the service or conduct the activity. Because labor is the primary underlying factor in these activities, the Study expresses the full cost of service as a fully burdened cost per labor hour. NBS calculates a composite, fully burdened, hourly rate for each department, division, program, or activity, as applicable to the specific organization and needs of each area studied. The rate serves as the basis for further quantifying the average full cost of providing individual services and activities.

Deriving the fully burdened labor rate for each department, and various functional divisions within a department, requires two figures: the full costs of service and the number of hours available to perform those services. The full costs of service are quantified through the earlier steps described in this analysis. NBS derives the hours available from a complete listing of all personnel employed by the City.

A full-time employee equates to 2,080 hours per year of regular time. Using this as an initial benchmark of labor time, the Study removes the average employee's eligible annual leave from the total number of regular paid hours to generate the total number of available labor hours for each City department or program. These available hours represent the amount of productive time available for providing both fee-recoverable and non-fee recoverable services and activities. The productive labor hours divided into the annual full costs of service equals the composite fully burdened labor rate. Some agencies also use the resulting rates for other purposes than setting fees, such as when the need arises to calculate the full cost of general services, or structure a cost recovery agreement with another agency or third party.

Fully burdened labor rates applied at the individual fee level estimate an average full cost of providing each service or activity. This step required the development of staff time estimates for the services and activities listed in the City's fee schedule. In some fee programs, the City's time tracking records were useful in identifying time spent providing general categories of service (e.g. plan review, inspection, public assistance, etc.). However, the City does not systematically track activity service time for all departments or all fee services provided. Consequently, interviews and questionnaires were used to develop the necessary data sets describing estimated labor time. In most cases, City staff estimated the average amount of time (in minutes and hours) it would take to complete a typical occurrence of each service or activity considered. Every attempt was made to ensure that each department having a direct role in the provision of each service or activity provided a time estimate.

It should be noted that the development of these time estimates was not a one-step process: estimates received were carefully reviewed by both consultant and departmental management to assess the reasonableness of such estimates. Based on this review, the City reconsidered its time estimates until both parties were comfortable that the fee models reasonably reflected the average service level provided by the City. Then, staff's time estimates were applied to the appropriate fully burdened labor rate to yield an average full cost of the service or activity.

The estimated full cost of service is just that: an estimated cost at the individual fee level based on the time typically used for permits and services. There are three primary ways fees can be structured. Which type of fee structure chosen for each particular permit type is determined by many factors including but not limited to type of fee, complexity of the fee related activities and the unique variation of fee processes required for similar fee types. The three primary types of fee structures are flat fees, variable fees based on project characteristics and variable fees based on actual time tracked (with deposits managed as needed). A description of each type is outlined below:

- **Flat Fees** – One fee amount established and collected regardless of the actual time spent for required permitted activities. Flat fee structures based on average costs of service are widely applied among other California municipalities, and it is a generally accepted approach.
- **Variable Fees Based on Project Characteristics** – These types of fees employ a flat fee approach, however the permitted activity is broken down into tiers based on a measurement factor directly correlating the cost for service for the size of the project. Also referred to as scaled fees, these fees allow estimated reasonable cost amounts to vary based on project size and complexity.
- **Variable Fees Based on Actual Time Tracked** – Fee related costs associated with this fee structure type are collected on a time and materials basis. Actual time and costs are tracked to a specific project. In order to accomplish this effectively, a deposit is commonly collected and costs are drawn down as project activities are completed.



Specifically in Brea, much of the City’s fee schedule is composed of deposit fees, which by definition, are linked to the actual cost of service by project. The use of an estimated cost method is the predominant approach in proceeding toward a schedule of revised deposit levels.

Subsequent chapters and the appendices of this report discuss the completed cost of service analysis developed for each department or division.

## Fee Establishment

Because a majority of the City’s fees vary in complexity and scope, the City set a number of deposit-based fees that require an upfront charge and impose a fee per hour of staff time, requiring some degree of time estimation or outright time tracking at the case level. While the final cost for deposit-based fees may vary by applicant, estimated deposit levels were derived through City Staff’s experience with commonly scoped projects. The remaining fees are flat charges, corresponding directly to the average full cost of service result.

Establishing fees also includes a range of considerations, as described below:

- **Addition to and deletion of fees** – The Study’s process provided each department the opportunity to propose additions and deletions to their fee schedules, as well as rename, reorganize, and clarify fees imposed. Many such revisions better conform fees to current practices, as well as improve the calculation of fees owed by an individual, the application of said fees, and the collection of revenues. In other words, as staff is more knowledgeable and comfortable working with the fee schedule, the accuracy achieved in both imposing fees on users and collecting revenues for the City is greater. Beyond this, some additions to the fee schedule were simply identification of existing services or activities performed by City staff for which no fee is currently charged.
- **Revision to the structure of fees** – In several cases fee categories and fee names were simplified or re-structured to increase the likelihood of full cost recovery, or to enhance the fairness of how the fee applies to various types of fee payers.
- **Documentation of tools to calculate special cost recovery** – The City’s fee schedule should include the list of fully burdened rates developed by the Study. Documenting these rates in the fee schedule provides an opportunity for the City Council to approve rates for cost recovery under a “time and materials” approach. It also provides clear publication of those rates, so fee payers of any uniquely determined fee can reference the amounts. The fee schedule should provide language that supports special forms of cost recovery for activities and services not contemplated by the adopted master fee schedule. These rare instances use the published rates to estimate a flat fee, or bill on an hourly basis, at the discretion of the director of each department.

## Cost Recovery Evaluation

The NBS fee model compares the existing fee for each service or activity to the average full cost of service quantified through this analysis. A cost recovery rate of 0% identifies no current recovery of costs from fee revenues (or insufficient information available for evaluation). A rate of 100% means that the fee currently recovers the full cost of service. A rate between 0% and 100% indicates partial recovery of the full cost of service through fees. A rate greater than 100% means that the fee exceeded the full cost of service. As noted, many of the City's fees are deposit based; therefore, a comparison of the existing fees to the estimated full cost recovery amounts may not reflect the actual cost recovery rate of particular fees.

User fees and regulatory fees examined in this Study should not exceed the full cost of service. In other words, the cost recovery rate achieved by a fee should not be greater than 100%. In most cases, imposing a fee above this threshold could require the consensus of the voters.

NBS also assists with modeling the "recommended" or "targeted" level of cost recovery for each fee, always established at 100%, or less, than the calculated full cost of service. Targets and recommendations always reflect agency-specific judgments linked to a variety of factors, such as existing City policies, agency-wide or departmental revenue objectives, economic goals, community values, market conditions, level of demand, and others.

A general means of selecting an appropriate cost recovery target is to consider the public and private benefits of the service or activity in question.

- To what degree does the public at large benefit from the service?
- To what degree does the individual or entity requesting, requiring, or causing the service benefit?

When a service or activity completely benefits the public at large, there is generally little to no recommended fee amount (i.e., 0% cost recovery), reflecting that a truly public-benefit service is best funded by the general resources of the City, such as General Fund revenues (e.g., taxes). Conversely, when a service or activity completely benefits an individual or entity, there is generally closer to or equal to 100% of cost recovery from fees, collected from the individual or entity. An example of a completely private benefit service may be a request for exemption from a City regulation or process.

In some cases, a strict public-versus-private benefit judgment may not be sufficient to finalize a cost recovery target. Any of the following other factors and considerations may influence or supplement the public/private benefit perception of a service or activity:

- If optimizing revenue potential is an overriding goal, is it feasible to recover the full cost of service?
- Will increasing fees result in non-compliance or public safety problems?

- Are there desired behaviors or modifications to behaviors of the service population helped or hindered through the degree of pricing for the activities?
- Does current demand for services support a fee increase without adverse impact to the citizenry served or current revenue levels? (In other words, would fee increases have the unintended consequence of driving away the population served?)
- Is there a good policy basis for differentiating between type of users (e.g., residents and non-residents, residential and commercial, non-profit entities and business entities)?
- Are there broader City objectives that inform a less than full cost recovery target from fees, such as economic development goals and local social values?

Because this element of the Study is subjective, NBS provides the full cost of service calculation information and the framework for considering fees, while those closest to the fee-paying population – the City departments and programs – have considered appropriate cost recovery levels at or below that full cost for the Council’s review.

## Comparative Fee Survey

Often policy makers request a comparison of their jurisdiction’s fees to surrounding or similar communities. The purpose of a comparison is to provide a sense of the local market pricing for services, and to use that information to gauge the impact of recommendations for fee adjustments.

Appendix B presents the results of the Comparative Fee Survey for the City of Brea. NBS worked with the City to choose five comparative agencies: The City of Fullerton, Yorba Linda, La Habra, Anaheim, and Buena Park. Since the City is has a predominantly deposit based fee structure for the development service departments, Appendix B.1 compares the City’s current hourly rates and developed fully burdened hourly rates established by the Study to the hourly rates of the comparative agencies. Appendix B.2 shows a comparison of department specific fees chosen by the City as compared to the highlighted agencies described above.

NBS notes the following about the approach to, and use of, comparative survey data:

- Comparative surveys do not provide information about the cost recovery policies or procedures inherent in each comparison agency.
- A “market based” decision to price services above or below the full cost of service calculation, is the same as making a decision to over-charge, and/or subsidize that service.
- Comparative agencies may or may not base their fee amounts on the estimated and reasonable cost of providing services. NBS did not perform the same level of analysis provided for this Study on the comparative agencies’ fees.
- Comparative fee survey efforts are often non-conclusive for many fee categories. Comparison agencies typically use varied terminology for provision of similar services.

In general, NBS reasonably attempts to source each comparison agency's fee schedule from the Internet, and compile a comparison of fee categories and amounts for the most readily comparable fee items that match the client's existing fee structure.

## Data Sources

The following City-published data sources were used to support the cost of service analysis and fee establishment phases of this Study:

- The City of Brea's Adopted Budget for Fiscal Year 2016-17.
- A complete listing of all City personnel, salary/wage rates, regular hours, paid benefits, and paid leave amounts – provided by the Finance Division.
- Various correspondences with the City staff supporting the adopted budgets and current fees, including budget notes and expenditure detail not shown in the published document.
- Prevailing fee schedules provided by each involved department.
- Annual workload data from the prior fiscal year provided by each involved department.

The City's adopted budget is the most significant source of information affecting cost of service results. NBS did not audit or validate the City's financial management and budget practices, nor was cost information adjusted to reflect different levels of service or any specific, targeted performance benchmarks. This Study has accepted the City's budget as a legislatively adopted directive describing the most appropriate and reasonable level of City spending. Consultants accept the City Council's deliberative process and ultimate acceptance of the budget plan and further assert that through that legislative process, the City has yielded a reasonable expenditure plan, valid for use in setting cost-based fees.

Original data sets also support the work of this Study: primarily, estimated staff time at various levels of detail. To develop these data sets, consultants prepared questionnaires and conducted interviews with individual departments. In the fee establishment phase of the analysis, departmental staff provided estimates of average time spent providing a service or activity corresponding with an existing or new fee. Consultants and departmental management reviewed and questioned responses to ensure the best possible set of estimates.

## Section 2 – Planning Division Fees

The Brea Planning Division is a vital part of the Community Development Department. Planning supports the life and business of the city by assuring that structures and amenities related to the built environment are well functioning and of good quality. A dedicated professional team works with property owners and developers to help craft projects that will meet high standards. They also work to coordinate these projects in their early stages with neighbors so that proposed new construction or modifications to property will be compatible with existing uses.

Planners are guided by the City of Brea General Plan, as well as numerous legal guidelines established by state and federal authorities. Citizen oversight to approve projects is provided by the Planning Commission, a five-member body appointed by the City Council. Public hearings are often conducted as part of the process for large-scale projects.

The Planning Division provides a comprehensive planning review and evaluation of all current development projects in accordance with State Planning Law, California Environmental Quality Act, the City's General Plan, Zoning Ordinance and other land use standards.

### Cost of Service Analysis

A cost of service analysis is a quantitative effort that compiles the full cost of providing governmental services and activities. The following categorizes the Planning Division's annual costs across both fee related and non-fee related services, as well as the resulting fully-burdened hourly rate applicable toward establishing the full cost of providing fee related services.

<u>Expenditure Type</u>	Managerial, Supervisory, Clerical Duties or Administration - Building	Public Counter Duty / General Information	Advance Planning Duties	Other	Planning Commission	Economic Development Activities	Current Planning - Direct Services (MGMT)	Current Planning - Direct Services (PC/Permit)	Current Planning Fully Burdened Hourly Rate
Labor	\$ 62,784	\$ 329,903	\$ 98,026	\$103,309	\$ 195,626	\$ 16,123	\$ 20,415	\$ 138,984	
Recurring Non-Labor	16,520	86,805	26,582	27,183	52,263	4,505	3,004	36,043	
Department and City-wide Overhead	20,669	108,605	33,258	34,009	65,388	5,637	3,758	45,095	
Allocated Common Activities	9,172	154,328	46,378	48,328	92,036	7,716	7,984	64,668	
<b>Division Total</b>	<b>\$ 109,145</b>	<b>\$ 679,640</b>	<b>\$ 204,244</b>	<b>\$212,828</b>	<b>\$ 405,314</b>	<b>\$ 33,982</b>	<b>\$ 35,161</b>	<b>\$ 284,791</b>	
Eligible Cost Recovery from Fees for Service	0%	10%	10%	0%	0%	0%	100%	100%	
Amount Eligible for Consideration in Billings/Fees	\$ -	\$ 67,964	\$ 20,424	\$ -	\$ -	\$ -	\$ 35,161	\$ 284,791	
<b>Division Totals:</b>									
Amount Targeted for Recovery in Billings/Fees	\$ -	\$ 67,964	\$ 20,424	\$ -	\$ -	\$ -	\$ 35,161	\$ 284,791	
Amount Requiring Another Funding Source	109,145	611,676	183,819	212,828	405,314	33,982	-	-	
<b>Cost per Direct Hour Recoverable from Fees for Service</b>	<b>\$ 32</b>		<b>\$ 10</b>		<b>\$ 201</b>		<b>\$ 136</b>	<b>\$ 178</b>	
Reference: Direct Hours							175	2,098	2098

Section 1, the Cost of Service Analysis, of this report describes the types of costs considered in the development of these rates. The Cost per Direct Hour Recoverable from Fees for Service for Managerial, Supervisory, Clerical Duties or Administration – Building, Public Counter Duty / General Information, Advance Planning Duties, Other, Planning Commission, Economic Development Activities, Current Planning - Direct Services (MGMT), Current Planning - Direct Services (PC/Permit), and the Current Planning Fully Burdened Hourly Rate establishes the maximum hourly rate able to be charged to the City’s Development Services (DS) account for each activity. All subsequent cost of service calculations at the individual fee level would assume a blended fully burdened hourly rate of **\$201** for direct services management activities, **\$136** for direct services plan checks, and/or a blended fully burdened department rate of **\$178**.

The cost category columns shown in the table above were adapted and summarized from Division staff interviews. To assist the reader in understanding the underlying costs and assumptions used to calculate the fully burdened hourly rate, the following provides summary descriptions of each cost category:

- **Managerial, Supervisory, Clerical Duties or Administration – Building** – Work activities associated with an active building managerial, supervisory, and clerical and/or administration. These costs are not recoverable in Building user and regulatory fees for service.
- **Public Counter/ General Information** – Activities associated with responding to phone calls and supporting both active permits and the development review process in general. Typically, some portion of costs for provision of general public information and assistance do not apply toward recovery from fees. Planning staff estimated that approximately 10% of these costs support land use application review activities, while the remaining costs should be not be considered in the calculation of fees for services. The remaining 90% of the costs of providing public information services requires funding from sources other than fees.
- **Advanced Planning Duties** – The Planning staff support the ongoing maintenance and cyclical update of the City’s General Plan (GP) and local zoning ordinances. These costs do not apply directly toward recovery from planning and zoning review fees, however, they are considered within the context of the General Plan Maintenance Surcharge. 10% of these costs are recoverable in Planning user and regulatory fees for service.
- **Other** – The Planning staff participate and support in other departmental activities that are inherent to the management of the Planning Division administration. The costs identified require an alternate funding source and are not recoverable from fees.
- **Planning Commission** – The Planning staff provide support to the community by providing review, input and justification to proposed development projects within the City. While the costs are eligible, the City decided not to include these costs. The costs identified require an alternate funding source.
- **Economic Development Activities** – The Planning staff develops a work plan that the city can undertake to strengthen and diversify its economy. The costs identified require an alternate funding source and are not targeted for recovery in fees for service.

- **Current Planning - Direct Services (MGMT)** – Management staff activities associated with active planning applications. 100% of these costs are recoverable in Planning user and regulatory fees for service.
- **Current Planning - Direct Services (PC/ Permit)** – Line staff activities associated with an active planning application. 100% of these costs are recoverable in Planning user and regulatory fees for service.

Significant analytical and policy decisions revolve around inclusion of categorized activity costs in the fully burdened hourly rate. The decision of whether to apply or exclude certain costs toward recovery in fees for service stems from the basic fee setting parameters offered by the California State Constitution and Statutes, which requires that any new fee levied or existing fee increased should not exceed the estimated amount required to provide the service for which the charge is levied.

## Fee Establishment

NBS assisted the Division in restructuring many of the City's existing fees. The City also requested quantifying the total estimated cost of providing services to development review application approval. As such, NBS structured the Planning fee model to quantify support costs for Building and Engineering Plan Review.

Brea's Planning Division currently charges for application processing and entitlement review services via a mixture of "flat" fees and "deposit based" fees. Flat fees charge one finite amount per project. Deposit based fees require an initial deposit of funds to begin processing of an application, time is tracked and billed to the project by City staff against the deposit amount, and additional funds are either requested from the applicant as needed, or refunds are provided to the applicant upon completion of the project.

The City evaluated each fee item on the Planning Division's current list of fees as to whether it should be charged as a flat fee or a deposit based fee. The City re-grouped and re-ordered many of the fees for better organization, and deleted several fee items.

While this section of the User Fee Study Report focuses on the Planning Division's costs and fees, the Public Works Division and Building Division also participate in the review of Planning's applications. As such, the Engineering and Building cost of providing review services on the Planning Division's planning applications has been considered in the total cost calculation for each Planning fee shown in the appendix.

## Cost Recovery Evaluation

The following is a summary of the City's current Planning hourly rates for development as compared to the fully burdened hourly rates calculated by NBS:

Description	Current Hourly Rate	Full Cost Recovery Hourly Rates	Current Hourly Surplus/ Deficit	Current Hourly Rate Recovery Percentage	Recommended Hourly Rate Policy	Recommended Hourly Rate Recovery Percentage
<b><u>Planning</u></b>						
Management	\$126	\$201	(\$75)	63%	\$201	100%
Plan Check - Only	\$94	\$136	(\$42)	69%	\$136	100%
Department Rate	\$94	\$178	(\$84)	53%	\$178	100%

Referenced in the table below, the City's Planning fees currently recover approximately 69% of the Planning Division's cost of providing services. As shown in the table above, the City collects approximately \$60,000 per year in revenues at current fee amounts. At full cost recovery, the same demand for these services would generate approximately \$87,000.

Department/ Division	Annual Estimated Revenues For FY 17-18 <sup>[1]</sup>	Annual Estimated Revenues at Full Cost Recovery Hourly Rates <sup>[2]</sup>	Current Annual Cost Recovery Surplus/ Deficit	Current Cost Recovery Percentage For Hourly Rates	Annual Estimated Revenues at Recommended Cost Recovery Hourly Rates	Recommended Hourly Rate Cost Recovery Percentage
Planning	\$60,000	\$87,435	(\$27,435)	69%	\$87,435	100%

[1] Fiscal 2018 Annual Revenue Estimate provided by City of Brea based on expected revenue.

[2] Projected revenue from full cost recovery are based on the weighted average of the hourly rate produced in this study.

Appendix A.1 presents the results of the detailed cost recovery analysis for the City's Planning fees. The "Cost of Service per Activity" column establishes the average cost of the activity. For deposit-based activities, this amount is used for the purpose setting the initial deposit for the corresponding service identified in the "Fee Description" list. For flat fees, this amount establishes the maximum adoptable fee amount for the corresponding service.

NBS provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population, the City departments, considered appropriate cost recovery levels at or below that full cost. The "Recommended Fee / Deposit Level" column in Appendix A.1 displays the City staff's initially recommended flat fee or deposit amounts. Staff recommends most fees to recover 100% of the costs of providing services. Recommendations for less than full cost recovery fee amounts include the following fee items:

- Screen Checks
- Temporary Signs and Banners



These initial recommendations for adjusted fully burdened hourly rates that will be applied to deposit based fee applications as well as the calculation of flat fee amounts would increase the Planning Division's costs recovered by approximately \$87,000.

The cost recovery evaluation described above assumes that the full deposit amount for each entitlement, on average, is required to complete the project. In instances where the full deposit amount is not required, the balance of the deposit should be refunded. In some instances, additional funds are requested for completion of City review and approval. The analysis completed by NBS focuses on calibrating deposit amounts to reflect the average level of effort required for each fee item.

## Section 3 – Building Division Fees

The Building Division is committed to protecting the lives and safety of the residents and visitors of Brea, preserving the city's quality of life, and contributing to the city's economic development. The Building Division is also responsible for citywide life and safety code enforcement. This is accomplished through the implementation of the building, plumbing, mechanical, electrical, and energy codes, as well as code enforcement regulation of local and state laws for all buildings in the City of Brea.

The Division provides plan review and field inspections of buildings to ensure a safe, accessible and energy efficient environment throughout our community. The Division regulates local and state laws related to building construction, maintenance, use, repair, and rehabilitation.

The Division also manages the city's permit system, which coordinates and streamlines the construction permit process. Applications for construction projects are submitted to the Building Division where the review process is coordinated among several departments. This provides the customer with a comprehensive single point of contact throughout the entire review and permit process.

### Cost of Service Analysis

A cost of service analysis is a quantitative effort that compiles the full cost of providing governmental services and activities. The following categorizes the Building Division's annual costs across both fee related and non-fee related services, as well as the resulting fully-burdened hourly rate applicable toward establishing the full cost of providing fee related services.

Expenditure Type	Public Counter Duty / General Information (non-project related)	Code Enforcement	General Plan Maintenance	Direct Services - Intake and Processing	Direct Services - MGMT	Direct Services - Inspection	Direct Services - PC	MGMT/PC Blended Rate
Labor	\$ 96,488	\$ 49,735	\$ 16,277	\$ 70,703	\$ 23,482	\$ 210,700	\$ 67,821	
Recurring Non-Labor	17,518	9,446	3,091	19,451	1,717	240,018	62,881	
Department and City-wide Overhead	28,012	15,105	4,943	31,102	2,746	63,990	20,597	
Allocated Common Activities	82,921	43,374	14,195	70,798	16,317	140,307	88,339	
Division Total	\$ 224,940	\$ 117,660	\$ 38,507	\$ 192,054	\$ 44,262	\$ 655,015	\$ 239,639	
Eligible Cost Recovery from Fees for Service	0%	0%	0%	100%	100%	100%	100%	
Amount Eligible for Consideration in Billings/Fees	\$ -	\$ -	\$ -	\$ 192,054	\$ 44,262	\$ 655,015	\$ 239,639	
Division Totals:								
Amount Targeted for Recovery in Billings/Fees	\$ -	\$ -	\$ -	\$ 192,054	\$ 44,262	\$ 655,015	\$ 239,639	
Amount Requiring Another Funding Source	224,940	117,660	38,507	-	-	-	-	
Cost per Direct Hour Recoverable from Fees for Service				\$ 97	\$ 253	\$ 161	\$ 183	\$ 191
Reference: Direct Hours				1,980	175	4,073	1,311	

Section 1, the Cost of Service Analysis, of this report describes the types of costs considered in the development of these rates. The Cost per Direct Hour Recoverable from Fees for Service for Direct Services – Intake and Processing, Direct Service MGMT, Direct Services - Inspection, Direct Service PC, and the MGMT/PC Blended Rate establishes the maximum hourly rate able to be charged to the City's Development Services (DS) account for each activity. All subsequent cost of service calculations at the

individual fee level would assume a fully burdened hourly rate of **\$97** for intake and processing, **\$253** for management review, **\$161** for inspection, and a plan check rate of **\$183**. The blended fully-burdened rate for Management/Plan Check is **\$191** per hour.

The cost category columns shown in the table above were adapted and summarized from Division staff interviews. To assist the reader in understanding the underlying costs and assumptions used to calculate the fully burdened hourly rate, the following provides summary descriptions of each cost category:

- **Public Counter/ General Information (non-project related)** – Activities associated with responding to phone calls and supporting both active permits and the development review process in general. Typically, some portion of costs for provision of general public information and assistance do not apply toward recovery from fees. At this time, City staff estimates 100% of the costs of providing public information services requires funding from sources other than fees.
- **Code Enforcement** – Work activities in response to a complaint received by the Building Division related to violation of a prior condition of approval, City Ordinance or State law. Includes complaint investigation, follow up, and any associated abatement or enforcement actions. A portion of these costs may be recoverable in Building user and regulatory fees for service. The remaining costs identified require an alternate funding source other than user fees, such as the collection of fine and penalty revenue.
- **General Plan Maintenance** – The Building staff support the ongoing maintenance and cyclical update of the City’s General Plan (GP) and local zoning ordinances. These costs do not apply directly toward recovery from planning and zoning review fees, however, they are considered eligible as part of a calculation for the General Plan Maintenance Surcharge.
- **Direct Services - Intake and Processing**— Work activities associated with the intake and processing of a Building permit application. 100% of these costs are recoverable in Building user and regulatory fees for service.
- **Direct Services – MGMT** – Management staff work activities associated with an active Building application. 100% of these costs are recoverable in Building user and regulatory fees for service.
- **Direct Services - Inspection** – Building inspection activities associated with an active building permit application. 100% of these costs are recoverable in Building user and regulatory fees for service.
- **Direct Services – PC** – Building plan check activities associated with an active building permit application. 100% of these costs are recoverable in Building user and regulatory fees for service.

Significant analytical and policy decisions revolve around inclusion of categorized activity costs in the fully burdened hourly rate. The decision of whether to apply or exclude certain costs toward recovery in fees for service stems from the basic fee setting parameters offered by the California State

Constitution and Statutes, which requires that any new fee levied or existing fee increased should not exceed the estimated amount required to provide the service for which the charge is levied.

## Fee Establishment

Appendix A.2 present the results of the detailed cost recovery analysis for fee recoverable services for the Building Division. The “Cost of Service per Activity Column” establishes the maximum at which a fee should be charged for the corresponding service identified in the “Fee Description” list. NBS worked extensively with Department staff to gather estimates of time required to perform each service identified in the Appendix.

The consultant in charge of the analytical outcomes of this Study has provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population – the City staff – have considered appropriate cost recovery or deposit levels at or below that full cost. Section 1 of this report may be referenced for cost recovery evaluation guidelines.

## Cost Recovery Evaluation

The following is a summary of the City’s current Building hourly rates for development as compared to the fully-burdened hourly rates:

Description	Current Hourly Rate	Full Cost Recovery Hourly Rates	Current Hourly Surplus/ Deficit	Current Hourly Rate Recovery Percentage	Recommended Hourly Rate Policy	Recommended Hourly Rate Recovery Percentage
<b><u>Building</u></b>						
Management	\$126	\$253	(\$127)	50%	\$253	100%
Plan Check	\$94	\$183	(\$89)	51%	\$183	100%
Inspection	\$88	\$161	(\$73)	55%	\$161	100%

Referenced in the table below, the City’s Building hourly rate (based on a weighted average) currently recovers approximately 54% of the Building Division’s cost of providing services. As shown in the following table, the City estimated to collect approximately \$491,000 in revenues for Fiscal Year 2017-18 at current hourly rates. At full cost recovery, the same demand for these services would generate approximately \$914,000.

Fee Category	Annual Estimated Revenues for FY 17-18 <sup>1</sup>	Annual Estimated Revenues at Full Cost Recovery Hourly Rates <sup>2</sup>	Current Annual Cost Recovery Suprlus/Deficit	Current Cost Recovery Percentage For Hourly Rates	Annual Estimated Revenues at Recommended Cost Recovery Hourly Rates	Recommended Cost Recovery Percentage
Building	\$491,000	\$913,844	(\$422,844)	54%	\$913,844	100%

[1] Fiscal 2018 Annual Revenue Estimate provided by City of Brea based on expected revenue.

[2] Projected revenue from full cost recovery are based on the weighted average of the hourly rate produced in this study.

Appendix A.2 presents the results of the detailed cost recovery analysis for the City's Building fees. The "Cost of Service per Activity" column establishes the average cost of the activity. For deposit-based activities, this amount is used for the purpose setting the initial deposit for the corresponding service identified in the "Fee Description" list. For flat fees, this amount establishes the maximum adoptable fee amount for the corresponding service.

NBS provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population, the City departments, considered appropriate cost recovery levels at or below that full cost. The "Recommended Fee / Deposit Level" column in Appendix A.2 displays the City staff's initially recommended flat fee or deposit amounts. Staff recommends fees to recover 100% of the costs of providing services.

## Section 4 – Fire Department– Fire Prevention Fees

The scope of this Study for the Fire Department focused on fire prevention services provided by the Fire Prevention and Education Division. This Department has a staff of five professionals who perform plan review, fire inspections, fire investigations, and public education coordination.

### Cost of Service Analysis

A cost of service analysis is a quantitative effort that compiles the full cost of providing governmental services and activities. The following categorizes the Fire Prevention’s annual costs across both fee related and non-fee related services, as well as the resulting fully-burdened hourly rate applicable toward establishing the full cost of providing fee related services.

Expenditure Type	Direct Activities - Suppression	Direct Activities - Prevention	Direct Activities - Intake and Processing	Public Out Reach/ Education
Labor	5,223,217	\$ 3,166,593	\$ 59,631	\$ 513,746
Recurring Non-Labor	1,615,504	1,218,531	5,800	191,082
Department and Town-wide Overhead	726,416	394,633	10,217	147,994
Allocated Common Activities	179,693	113,532	1,797	20,257
Division Total	7,744,830	\$ 4,893,289	\$ 77,445	\$ 873,079
Eligible Cost Recovery from Fees for Service	100%	100%	100%	0%
Amount Eligible for Consideration in Billings/Fees	7,744,830	\$ 4,893,289	\$ 77,445	\$ -
<b>Division Totals:</b>				
Amount Targeted for Recovery in Billings/Fees	7,744,830	\$ 4,893,289	\$ 77,445	\$ -
Amount Requiring Another Funding Source	-	-	-	873,079
<b>Cost per Direct Hour Recoverable from Fees for Service</b>	<b>117</b>	<b>\$ 128</b>	<b>\$ 59</b>	
Reference: Direct Hours [2]	66,070	38,243	1,311	

Section 1, the Cost of Service Analysis section, of this report describes the types of costs considered in the development of these rates. The Cost per Direct Hour Recoverable from fees for service for Direct Activities – Suppression, Direct Activities –Prevention, Direct Activities –Intake and Processing, and Public Outreach/ Education establishes the maximum hourly rate able to be charged to the City’s Development Services (DS) account for each activity. All subsequent cost of service calculations at the individual fee level assume a fully burdened hourly rate of: **\$117** for Suppression services, and **\$128** for Prevention services, plus a **\$59** Intake and Processing rate.

The cost category columns shown in the table above were adapted and summarized from Division staff interviews. To assist the reader in understanding the underlying costs and assumptions used to calculate the fully burdened hourly rate, the following provides summary descriptions of each cost category:

- **Direct Activities – Suppression** – Fire Suppression Division responds to fires, the release of hazardous materials provides rescues, medical aid and assists the public. The division also performs Fire Prevention Code Enforcement (including Business Emergency Plans), issuing Uniform Fire Code permits, life safety planning, fire protection, and public safety education. 100% of the costs of providing suppression services requires funding from sources other than the fees studied by NBS.
- **Direct Activities - Prevention** – Inspection and permitting services comprise the majority of this Division’s work efforts. 100% of these costs apply toward recovery from Fire Prevention fees for service.
- **Direct Activities – Intake and Processing** – Fire receives and process fire related permit applications, special events and Temporary Use Permits. The intake and processing rate covers the time and cost needed to process fee related activities regarding the items previously mentioned. 100% of these costs apply toward recovery from Fire Prevention fees for service.
- **Public Out Reach/ Education** – Staff from the Prevention Division participate in a variety of regulatory programs and services that do not apply toward recovery from fee revenues. These services are funded through a variety of sources, including the General Fund, penalties, hourly billings, or enterprise fund revenues.

Significant analytical and policy decisions revolve around inclusion of categorized activity costs in the fully burdened hourly rate. The decision of whether to apply or exclude certain costs toward recovery in fees for service stems from the basic fee setting parameters offered by the California State Constitution and Statutes, which requires that any new fee levied or existing fee increased should not exceed the estimated amount required to provide the service for which the charge is levied.

## Fee Establishment

The Fire Prevention Division’s fee program is generally comprised of two types of regulatory activities:

1. Permits that are required by the Fire Code for one-time events or annual activities, and inspections of existing businesses which are either mandated by the State, or required by the City’s ordinances and policies:
  - Hazardous occupancy permits
  - Non-mandated and required inspections
  - Certified Unified Participating Agency fees (CUPA)
  - Multi-dwelling fire and life safety inspection

## 2. Development review services:

- Support to Planning entitlement review
- Support to Engineering plan review
- Support to Building plan review and field inspection
- Fire sprinkler and suppression systems plan review and inspection

NBS assisted the Division in restructuring the City's existing fees in the area of development review to closely match that of Building. NBS included Fire support costs to Planning applications with the Planning fee services. The detail is captured in the Fire cost analysis section in Appendix A.3.

### Cost Recovery Evaluation

The following is a summary of the City's current Fire hourly rates for development as compared to the fully burdened hourly rates:

Description	Current Hourly Rate	Full Cost Recovery Hourly Rates	Current Hourly Surplus/ Deficit	Current Hourly Rate Recovery Percentage	Recommended Hourly Rate Policy	Recommended Hourly Rate Recovery Percentage
<b><u>Fire Prevention</u></b>						
Plan Check	\$94	\$128	(\$34)	73%	\$128	100%
Inspection	\$88	\$128	(\$40)	69%	\$128	100%

Referenced in the table below, the City's Fire hourly rate (based on a weighted average) currently recovers approximately 71% the Fire Prevention Division's costs of providing services. As shown in the following table, the City estimated to collect approximately \$100,000 in revenues for Fiscal Year 2017-18 at current hourly rates. At full cost recovery, the same demand for these services would generate approximately \$140,000.

Department/ Division	Annual Estimated Revenues For FY 17-18 <sup>[1]</sup>	Annual Estimated Revenues at Full Cost Recovery Hourly Rates <sup>[2]</sup>	Current Annual Cost Recovery Surplus/ Deficit	Current Cost Recovery Percentage For Hourly Rates	Annual Estimated Revenues at Recommended Cost Recovery Hourly Rates	Recommended Hourly Rate Cost Recovery Percentage
Fire	\$99,750	\$140,308	(\$40,558)	71%	\$140,308	100%

[1] Fiscal 2018 Annual Revenue Estimate provided by City of Brea based on expected revenue.

[2] Projected revenue from full cost recovery are based on the weighted average of the hourly rate produced in this study.

Appendix A.3 presents the results of the detailed cost recovery analysis for the City's Fire Prevention fees. The "Cost of Service per Activity" column establishes the average cost of the activity. For deposit-based activities, this amount is used for the purpose setting the initial deposit for the corresponding service identified in the "Fee Description" list. For flat fees, this amount establishes the maximum adoptable fee amount for the corresponding service.



NBS provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population, the City departments, considered appropriate cost recovery levels at or below that full cost. The “Recommended Fee” column in appendices A.3 display the City staff’s initially recommended fee amounts. These initial recommendations for adjusted fee amounts recover approximately an additional \$41,000 in costs annually.

## Section 5 – Public Works Fees

The Public Works Division's goal is to provide a wide range of maintenance and repair services to the community while providing excellent customer service. The department consists of seven divisions: Administrative—overall operation of the department, administering and overseeing the city's seven maintenance districts. Building Maintenance—maintenance of city buildings and facilities including the Civic and Cultural Center, fire stations, the Community Center, and all other public buildings. Engineering—prepares plans and specifications, solicits bids and monitors construction work for City infrastructure. Equipment Maintenance—performs maintenance and repairs on all city vehicles and equipment. Parks and Landscape—maintains the city's parks, medians, publicly owned trees, and other landscaped areas such as city facility landscaping. Street—maintains the city's streets, roadway signs, sidewalks, traffic signals, streetlights, storm drains, and sewer system. Water—maintains the city's water acquisition, distribution system, and quality control.

### Cost of Service Analysis

A cost of service analysis is a quantitative effort that compiles the full cost of providing governmental services and activities. The Public Works Division charges fees for services such as review of final maps, encroachment permits, civil plan review, and support for the review and implementation of fee for service activities in the City's Public Works Division. The following categorizes the Public Works Division's annual costs across both fee related and non-fee related services, as well as the resulting fully-burdened hourly rate applicable toward establishing the full cost of providing fee related services.

**Figure 1 of 2:**

<u>Expenditure Type</u>	Direct Fee Related Activities - MGMT	Direct Fee Related Activities - Inspection	Direct Fee Related Activities - Plan Check	Direct Fee Related Activities - Intake and Processing	Streets & Sanitation
Labor	\$ 11,101	\$ 27,513	\$ 103,282	\$ 13,729	\$ 526,318
Recurring Non-Labor	1,102	24,330	93,549	1,362	52,227
Department and Town-wide Overhead	1,255	3,110	11,675	1,552	59,493
Allocated Common Activities	3,403	13,896	52,724	4,209	161,340
Division Total	16,860	\$ 68,849	\$ 261,230	\$ 20,852	\$ 799,377
Eligible Cost Recovery from Fees for Service	100%	100%	100%	100%	0%
Amount Eligible for Consideration in Billings/Fees	16,860	\$ 68,849	\$ 261,230	\$ 20,852	\$ -
<b>Division Totals:</b>					
Amount Targeted for Recovery in Billings/Fees	\$ 16,860	\$ 68,849	\$ 261,230	\$ 20,852	\$ -
Amount Requiring Another Funding Source	-	-	-	-	799,377
<b>Cost per Direct Hour Recoverable from Fees for Service</b>	<b>\$ 175</b>	<b>\$ 171</b>	<b>\$ 174</b>	<b>\$ 48</b>	
<i>Reference: Direct Hours [6]</i>	<b>96</b>	<b>402</b>	<b>1,502</b>	<b>437</b>	

Figure 2 of 2:

<u>Expenditure Type</u>	Water	Bldg & Equip. Maint.	CIP	Other Dept. Activ.	Blended Mgmt./ PC Rate
Labor	\$ 416,524	\$ 19,428	\$ 168,497	\$ 966,314	
Recurring Non-Labor	41,332	1,928	52,420	100,888	
Department and Town-wide Overhead	47,082	2,196	19,046	109,228	
Allocated Common Activities	127,683	5,956	60,679	297,482	
Division Total	\$ 632,621	\$ 29,508	\$ 300,642	\$ 1,473,912	
Eligible Cost Recovery from Fees for Service	0%	0%	0%	0%	
Amount Eligible for Consideration in Billings/Fees	\$ -	\$ -	\$ -	\$ -	
Division Totals:					
Amount Targeted for Recovery in Billings/Fees	\$ -	\$ -	\$ -	\$ -	
Amount Requiring Another Funding Source	632,621	29,508	300,642	1,473,912	
Cost per Direct Hour Recoverable from Fees for Service					\$ 174
	Reference: Direct Hours [6]				

Section 1, Cost of Service Analysis, of this report describes the types of costs considered in the development of these rates. The Cost per Direct Hour Recoverable from fees for Direct Fee Related Activities – MGMT, Direct Fee Related Activities – Inspection, Direct Fee Related Activities – Plan Check, Direct Fee Related Activities – Intake and Processing, Streets & Sanitation, Water, Building & Equip.Maint., CIP, Other Dept. Activities, Blended Mgmt./ PC Rate establishes the maximum hourly rate able to be charged to the City’s Development Services (DS) account for each activity. All subsequent fee calculations will incorporate the blended fully burdened hourly rate of **\$48** for Intake and Processing, **\$174** for Plan Check, **\$171** for Inspection, **\$175** for Management Activities, and a fully burdened departmental rate of **\$174** per hour for Public Works services.

The cost category columns shown in the table above were adapted and summarized from Division staff interviews. To assist the reader in understanding the underlying costs and assumptions used to calculate the fully burdened hourly rate, the following provides summary descriptions of each cost category:

- **Direct Fee Related Activities - MGMT** – Public Works Management staff work activities associated with an active Public Works application. 100% of these costs are recoverable in Public Works user and regulatory fees for service.
- **Direct Fee Related Activities - Inspection** – Public Works inspection activities associated with an active building permit application. 100% of these costs are recoverable in Public Works user and regulatory fees for service.
- **Direct Fee Related Activities -Plan Check** – Public Works plan check activities associated with an active building permit application. 100% of these costs are recoverable in Public Works user and regulatory fees for service.

- **Direct Fee Related Activities - Intake and Processing** – Public Works activities associated with the intake and processing of a Public Works permit application. 100% of these costs are recoverable in Public Works user and regulatory fees for service.
- **Streets & Sanitation** - The Public Works Division staff monitor and maintain the City's streets, sanitation, and storm drain systems. The activities associated with this work are captured in this area of the fee model. The costs identified require an alternate funding source other than the fees studied by NBS.
- **Water** – The Public Works Division staff monitor and maintain the City's storm water systems. The activities associated with this work are captured in this area of the fee model. The costs identified require an alternate funding source.
- **Bldg. & Equip. Maint.** - The Public Works Division staff monitor and maintain the City owned buildings and equipment. The activities associated with this work are captured in this area of the fee model. The costs identified require an alternate funding source other than the fees studied by NBS.
- **CIP** - The Public Works Division staff monitor and maintain the City's Capital Improvement Program, which identifies capital projects and equipment purchases, provides a planning schedule and identifies options for financing the plan. The costs identified require an alternate funding source other than the fees studied by NBS.
- **Other Dept. Activities** - The Public Works staff participate and support in other departmental activities that are inherent to the management of the Public Works' Division administration. The costs identified require an alternate funding source other than the fees studied by NBS.

## Fee Establishment

The Public Works Division made some of the most significant changes to their fee structure as compared to the other City departments studied. Notable changes include adjustments to the fee structure for Non- Development related permit and inspection fees. City staff created tiers in the fee structure to accommodate smaller projects. For Utility Companies Plan Check and Construction inspection, the Engineering Division classified various types of routine requests for these services into Minor and Moderate flat fee categories, versus Major projects, which require a deposit.

## Cost Recovery Evaluation

The following is a summary of the City's current Public Works hourly rates for development as compared to the fully burdened hourly rates:

Description		Current Hourly Rate	Full Cost Recovery Hourly Rates	Current Hourly Surplus/ Deficit	Current Hourly Rate Recovery Percentage	Recommended Hourly Rate Policy	Recommended Hourly Rate Recovery Percentage
<b><u>Engineering</u></b>							
	Management	\$126	\$175	(\$49)	72%	\$175	100%
	Plan Check	\$94	\$174	(\$80)	54%	\$174	100%
	Inspection	\$88	\$171	(\$83)	51%	\$171	100%

Referenced in the table below, the City's Public Works hourly rate (based on a weighted average) currently recovers approximately 53% of the Public Works Division's cost of providing services. As shown in the following table, the City estimated to collect approximately \$200,000 in revenues for Fiscal Year 2017-18 at current hourly rates. At full cost recovery, the same demand for these services would generate approximately \$378,000.

Fee Category	Annual Estimated Revenues for FY 17-18 <sup>1</sup>	Annual Estimated Revenues at Full Cost Recovery Hourly Rates <sup>2</sup>	Current Annual Cost Recovery Supplus/Deficit	Current Cost Recovery Percentage For Hourly Rates	Annual Estimated Revenues at Recommended Cost Recovery Hourly Rates	Recommended Cost Recovery Percentage
Public Works	\$200,000	\$377,625	(\$177,625)	53%	\$377,625	100%

[1] Fiscal 2018 Annual Revenue Estimate provided by City of Brea based on expected revenue.

[2] Projected revenue from full cost recovery are based on the weighted average of the hourly rate produced in this study.

Appendix A.4 presents the results of the detailed cost recovery analysis for the City's Public Works fees. The "Cost of Service per Activity" column establishes the average cost of the activity. For deposit-based activities, this amount is used for the purpose setting the initial deposit for the corresponding service identified in the "Fee Description" list. For flat fees, this amount establishes the maximum adoptable fee amount for the corresponding service.

NBS provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population, the City division, considered appropriate cost recovery levels at or below that full cost. The "Recommended Fee/ Deposit Level" column in Appendix A.4 displays the City staff's initially recommended fee amounts. Staff recommends fees to recover 100% of the costs of providing services.

These initial recommendations for adjusted fee amounts would increase cost recovery for this Department by approximately \$178,000 annually. Fees at recommended amounts would recover 100% of the total costs of providing fee related services.

## Section 6 – Conclusion

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As discussed throughout this report, the proposed fee schedule includes fee increases intended to greatly improve the City's recovery of costs incurred to provide individual services, as well as to adjust fees downward where fees charge exceed the average costs incurred.

Predicting the amount to which any adopted fee increases will affect Department revenues is difficult to quantify. For the near-term, the City should not count on increased revenues to meet any specific expenditure plan. Experience with these fee increases should be gained first before revenue projections are revised. However, unless there is some significant, long-term change in activity levels at the City, proposed fee amendments should – over time – enhance the City's revenue capabilities, providing it the ability to stretch other resources further for the benefit of the public at large.

The City's Fee Schedule should become a living document. The City should consider adjusting these user fees and regulatory fees on an annual basis to keep pace at least with cost inflation. For all fees and charges, the City could use either a Consumer Price Index adjustment or a percentage of Labor Cost increase, and that practice would be well applied to the new fee schedule. Conducting a comprehensive user fee Study is not an annual requirement; it becomes worthwhile only over time as significant shifts in organization, local practices, legislative values, or legal requirements change. In NBS' experience, a comprehensive analysis such as this should be performed every three to five years. It should be noted that when an automatic adjustment is applied annually, the City is free to use its discretion in applying the adjustment; not all fees need to be adjusted, especially when there are good policy reasons for an alternate course. The full cost of service is the City's only limit in setting its fees.

As a final note in this Study, it is worth acknowledging the path that fees in general have taken in California. The public demands ever more precise and equitable accounting of the basis for governmental fees and a greater say in when and how they are imposed. It is inevitable in the not too distant future, that user fees and regulatory fees will demand an even greater level of analysis and supporting data to meet the public's evolving expectations. Technology systems will play an increased and significant role in an agency's ability to accomplish this. Continuous improvement and refinement of time tracking abilities will greatly enhance the City's ability to set fees for service and identify unfunded activities in years to come.

In preparing this report and the opinions and recommendations included herein, NBS has relied on a number of principal assumptions and considerations with regard to financial matters, conditions and events that may occur in the future. This information and assumptions, including the City's budgets, time estimate data, and workload information from City staff, were provided by sources we believe to be reliable; however, NBS has not independently verified such information and assumptions.

While we believe NBS's use of such information and assumptions is reasonable for the purpose of this report, some assumptions will invariably not materialize as stated herein and may vary significantly due to unanticipated events and circumstances. Therefore, the actual results can be expected to vary from those projected to the extent that actual future conditions differ from those assumed by us or provided to us by others.

## ***APPENDIX A.1***

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### ***Cost of Service Analysis – Planning***



Fee No.	Fee Description	Notes	Activity Service Cost Analysis			Cost Recovery Analysis			
			Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %
1	Plan Review Application Submittal - Deposit								
		Planning MGMT	2.00	\$ 201	\$ 402				
		Planning PC/Permit	13.00	136	1,765				
		<b>Subtotal</b>	15.00		\$ 2,167	2,000	92%	2,000	92%
2	Screen Check								
2.1	1st - Flat								
		Planning	4.00	\$ 178	\$ 712				
		Building MGMT and PC/ Permit	1.00	191	191				
		Fire	1.00	128	128				
		Public Works	1.00	174	174				
		<b>Subtotal</b>	7.00		\$ 1,205	-	0%	-	0%
2.2	2nd - Deposit								
		Planning	4.00	\$ 178	\$ 712				
		Building MGMT and PC/ Permit	1.00	191	191				
		Fire	1.00	128	128				
		<b>Subtotal</b>	6.00		\$ 1,031	-	0%	1,000	97%
2.3	3rd- Deposit								
		Planning	4.00	\$ 178	\$ 712				
		Building MGMT and PC/ Permit	1.00	191	191				
		Fire	1.00	128	128				
		<b>Subtotal</b>	6.00		\$ 1,031	-	0%	1,000	97%
3	CUPS								
3.1	Minor - (Alcohol, Vehicle Sale, and others as determined by City Planner) - Deposit								
		Planning MGMT	10.00	\$ 201	\$ 2,011				
		Planning PC/Permit	45.00	136	6,110				
		Building MGMT and PC/ Permit	0.50	191	96				
		Fire	0.50	128	64				
		Public Works	1.00	174	174				
		<b>Subtotal</b>	57.00		\$ 8,455	2,000	24%	5,000	59%
3.2	Major - (All other CUPS not covered under minor) - Deposit								
		Planning MGMT	20.00	\$ 201	\$ 4,023				
		Planning PC/Permit	85.00	136	11,540				
		Building MGMT and PC/ Permit	2.00	191	382				
		Fire	2.00	128	256				
		Public Works	11.00	174	1,914				
		<b>Subtotal</b>	120.00		\$ 18,115	2,000	11%	15,000	83%
4	Certificate of Compatibility - Deposit								
		Planning MGMT	2.00	\$ 201	\$ 402				
		Planning PC/Permit	53.00	136	7,196				
		Building MGMT and PC/ Permit	0.25	191	48				
		Public Works	10.00	174	1,740				
		<b>Subtotal</b>	65.25		\$ 9,386	1,000	11%	5,000	53%
5	Development Agreements - Deposit								
		Planning MGMT	50.00	\$ 201	\$ 10,057				
		Planning PC/Permit	150.00	136	20,365				
		Building MGMT and PC/ Permit	2.00	191	382				
		Public Works	11.00	174	1,914				
		<b>Subtotal</b>	213.00		\$ 32,719	5,000	15%	30,000	92%

Fee No.	Fee Description	Notes	Activity Service Cost Analysis			Cost Recovery Analysis			
			Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %
6	<b>Environmental Clearances - Deposit</b> City Project Admin Fee - Exemptions		4.00	\$ 178	712	New	%	700	98%
7	City Project Admin Fee - All Other <i>Plus Actual Cost of Consultant</i>		100.00	\$ 178	17,791	-	0%	15,000	84%
8	General Plan Amendment - Deposit								
	Planning MGMT		50.00	\$ 201	\$ 10,057				
	Planning PC/Permit		150.00	136	20,365				
	Public Works		78.00	175	13,679				
	<b>Subtotal</b>		278.00		\$ 44,102	2,000	5%	40,000	91%
9	<b>Precise Development - Deposit</b>								
9.1	Stand Alone Precise Development								
	Planning MGMT		10.00	\$ 201	\$ 2,011				
	Planning PC/Permit		45.00	136	6,110				
	Building MGMT and PC/ Permit		2.00	191	382				
	Fire		2.00	128	256				
	Public Works		43.00	174	7,481				
	<b>Subtotal</b>		102.00		\$ 16,240	2,000	12%	15,000	92%
9.2	Precise Development in conjunction with any other permit (up to 2) - Deposit.								
	Planning MGMT		20.00	\$ 201	\$ 4,023				
	Planning PC/Permit		85.00	136	11,540				
	Public Works		44.00	174	7,655				
	<b>Subtotal</b>		149.00		\$ 23,219	-	0%	20,000	86%
9.3	Each Additional Entitlement after 2		40.00	\$ 178	7,116	-	0%	5,000	70%
10	Research Account - Deposit		4.00	\$ 178	712	2,000	281%	500	70%
11	<b>Specific Plan - Deposit</b>								
11.1	City Project Admin Fee								
	Planning MGMT		20.00	\$ 201	\$ 4,023				
	Planning PC/Permit		80.00	136	10,862				
	<b>Subtotal</b>		100.00		\$ 14,885	-	0%	10,000	67%
	Plus Actual Cost of Consultant						%	-	%
12	Zone Change - Deposit								
	Public Works		200.00	\$ 178	35,582				
			15.00	174	2,610				
	<b>Subtotal</b>		215.00		\$ 38,191	-	0%	30,000	79%
13	<b>Variance - Deposit</b>								
13.1	Minor Variance: less than 10% of change								
	Planning MGMT		10.00	\$ 201	\$ 2,011				
	Planning PC/Permit		20.00	136	2,715				
	<b>Subtotal</b>		30.00		\$ 4,727	2,000	42%	4,000	85%
13.2	Minor Variance: 10%- 30% of change								
	Planning MGMT		10.00	\$ 201	\$ 2,011				
	Planning PC/Permit		45.00	136	6,110				
	<b>Subtotal</b>		55.00		\$ 8,121	New	%	5,000	62%

Fee No.	Fee Description	Notes	Activity Service Cost Analysis			Cost Recovery Analysis			
			Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %
13.3	Major Variance: over 30% of change								
	Planning MGMT		15.00	\$ 201	\$ 3,017				
	Planning PC/Permit		90.00	136	12,219				
	<b>Subtotal</b>		105.00	\$ 337	\$ 15,237	New	%	15,000	98%
13.4	Administrative Remedy (minor variance) - Deposit								
	Planning MGMT		2.00	\$ 201	\$ 402				
	Planning PC/Permit		18.00	136	2,444				
	<b>Subtotal</b>		20.00	\$ 337	\$ 2,846	-	0%	2,500	88%
14	<b>Tentative Tract and Parcel Maps:</b>								
14.1	Parcel Map (4 lots or less) - Deposit								
	Planning MGMT		5.00	\$ 201	\$ 1,006				
	Planning PC/Permit		100.00	136	13,577				
	Building MGMT and PC/ Permit		2.00	191	382				
	Fire		2.00	128	256				
	Public Works		33.00	174	5,741				
	<b>Subtotal</b>		142.00		\$ 20,962	2,000	10%	20,000	95%
14.2	Tentative Tract Map - Deposit								
	Planning MGMT		10.00	\$ 201	\$ 2,011				
	Planning PC/Permit		95.00	136	12,898				
	Building MGMT and PC/ Permit		2.00	191	382				
	Fire		2.00	128	256				
	Public Works		33.00	174	5,741				
	<b>Subtotal</b>		142.00		\$ 21,289	2,000	9%	20,000	94%
15	Entertainment Permit - Deposit								
	Planning MGMT		1.00	\$ 201	\$ 201				
	Planning PC/Permit		29.00	136	3,937				
	Building MGMT and PC/ Permit		1.00	191	191				
	Fire		1.00	128	128				
	Public Works		1.00	174	174				
	<b>Subtotal</b>		33.00		\$ 4,631	500	11%	2,500	54%
16	Historic Preservation - Deposit								
	Planning MGMT		1.00	\$ 201	\$ 201				
	Planning PC/Permit		54.00	136	7,332				
	<b>Subtotal</b>		55.00		\$ 7,533	250	3%	2,000	27%
17	Mills Act Contract - Deposit								
	Planning MGMT		3.00	\$ 201	\$ 603				
	Planning PC/Permit		102.00	136	13,849				
	<b>Subtotal</b>		105.00		\$ 14,452	250	2%	10,000	69%
18	<b>Signs and Banners - Flat</b>								
18.1	Temporary signs/banners		0.50	\$ 178	89	50	56%	75	84%
18.2	Temporary signs in the Right of Way		6.00	\$ 178	1,067	100			
	Public Works		2.00	174	348	100			
	<b>Subtotal</b>		8.50		\$ 1,504	250	17%	1,000	66%
19	Temporary Trailers - Deposit								
	Planning MGMT		2.00	\$ 201	\$ 402				
	Planning PC/Permit		53.00	136	7,196				
	Building MGMT and PC/ Permit		1.00	191	191				
	Public Works		1.00	174	174				
	<b>Subtotal</b>		57.00		\$ 7,963	500	6%	7,500	94%

Fee No.	Fee Description	Notes	Activity Service Cost Analysis			Cost Recovery Analysis			
			Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %
20	Temporary Use Permit - Deposit								
20.1	Minor								
	Planning		5.00	\$ 178	890				
	Building		1.00	183	183				
	Fire		1.00	128	128				
	Public Works		1.00	174	174				
	<b>Subtotal</b>		8.00		\$ 1,374	75	5%	1,000	73%
20.2	Major								
	Planning		5.00	\$ 178	890				
	Building		2.00	183	366				
	Fire		2.00	128	256				
	Public Works		2.00	174	348				
	<b>Subtotal</b>		11.00		\$ 1,859	450	24%	1,500	81%
	<i>Plus Damages Deposit</i>								
21	Film Permit (Police & Fire) - Deposit								
21.1	Base Fee								
	Planning		55.00	\$ 178	9,785				
	Building		1.00	183	183				
	Fire		1.00	128	128				
	Public Works		1.00	174	174				
	<b>Subtotal</b>		58.00		\$ 10,270	500	5%	5,000	49%
22	Certificate of zone status or zone interpretation - Deposit								
	Planning MGMT		2.00	\$ 201	\$ 402				
	Planning PC/Permit		13.00	136	1,765				
	<b>Subtotal</b>		15.00		\$ 2,167	-	0%	2,000	92%
	<i>Plus Actual City Attorney Costs</i>								
23	Annexation Request								
	Planning MGMT		50.00	\$ 201	\$ 10,057				
	Planning PC/Permit		150.00	136	20,365				
	<b>Subtotal</b>		200.00		\$ 30,423	2,000	7%	30,000	99%
24	Zoning Code Amendment - Deposit		200.00	\$ 178	35,582	2,000	6%	35,000	98%
25	Additional/Single Site Visit Fee - Per Hour		1.00	\$ 136	136	New	%	136	100%
26	Additional/Single Plan Check Fee - Per Hour		1.00	\$ 136	136	New	%	136	100%
27	Other Related Permit Fees (per hour)		1.00	\$ 178	178	New	%	178	100%
28	Inspections for which no fee is specifically indicated		1.00	\$ 178	178	88	%	161	90%
29	Additional Plan Check per check (per hour, 1 - hour minimum)		1.00	\$ 178	178	-	%	136	76%

Fee No.	Fee Description	Notes	Activity Service Cost Analysis			Cost Recovery Analysis			
			Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %
30	STAFF TIME (hourly)								
	Consultant					cost plus 29% overhead			
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.								

[Notes]

- [1] Sourced from: *Master\_fee\_schedule\_effective\_july\_1\_2014.PDF*
- [2] Sourced from: *Building Permit Revenue Analysis FYE15*
- [3] Not analyzed by NBS
- [4] Time, current fee, volume, sourced from: *Copy of Brea\_Plan\_TimeEstimatesVol\_toclient\_051716 (002).xlsx*
- [5] Building time estimates provided by the city, sourced from: *Brea Fee Study - Cross Departmental Support Activity*

## ***APPENDIX A.2***

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### ***Cost of Service Analysis – Building***

								Activity Service Cost Analysis					Cost Recovery Analysis			
Fee No.	Fee Description	Notes	Intake and Processing	Plan Check	Rechecks	Inspection	Reinsp.	Total	Direct Services - Intake and Processing	Mgmt./PC Blended Rate	Direct Services - Inspection	Cost of Service Per Activity	Current Fee / Deposit [6]	Existing Cost Recovery %	Recommend ed Fee Level / Deposit	Recommend ed Cost Recovery %
1	NEW CONSTRUCTION, ADDITIONS, AND MAJOR REMODELS															
	Industrial Uses - Structural T.I. (All newly constructed or added space for industrial occupancies classified as CBC Group A, H, E, I) - Deposit															
1.1	Square Footage: 0 - 10,000 sq. ft.															
	Building		0.00	3.00	1.00	17.25	3.00	24.25	\$ 97	\$ 191	\$ 161	4,021				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Fire		0.00	8.00	0.00	0.00	0.00	8.00	\$ 128	\$ 128	\$ 128	1,024				
	Subtotal		0.00	11.50	1.00	17.25	3.00	32.75				5,112	\$ 2,200	43%	\$ 5,000	98%
1.2	10,001 - 30,000 sq. ft.															
	Building		0.00	5.00	1.25	24.75	5.50	36.50	\$ 97	\$ 191	\$ 161	6,059				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Fire		0.00	8.00	0.00	0.00	0.00	8.00	\$ 128	\$ 128	\$ 128	1,024				
	Subtotal		0.00	13.50	1.25	24.75	5.50	45.00				7,151	\$ 6,000	84%	\$ 7,000	98%
1.3	30,001 - 60,000 sq. ft.															
	Building		0.00	6.00	1.50	25.88	9.50	42.88	\$ 97	\$ 191	\$ 161	7,122				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Fire		0.00	8.00	0.00	0.00	0.00	8.00	\$ 128	\$ 128	\$ 128	1,024				
	Subtotal		0.00	14.50	1.50	25.88	9.50	51.38				8,214	\$ 11,700	142%	\$ 8,000	97%
1.4	60,001 - 100,000 sq. ft.															
	Building		0.00	8.00	2.00	85.88	24.00	119.88	\$ 97	\$ 191	\$ 161	19,581				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Fire		0.00	8.00	0.00	0.00	0.00	8.00	\$ 128	\$ 128	\$ 128	1,024				
	Subtotal		0.00	16.50	2.00	85.88	24.00	128.38				20,673	\$ 19,250	93%	\$ 20,000	97%
1.5	100,001 - 199,999 sq. ft.															
	Building		0.00	8.00	2.00	234.38	63.00	307.38	\$ 97	\$ 191	\$ 161	49,735				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Fire		0.00	8.00	0.00	0.00	0.00	8.00	\$ 128	\$ 128	\$ 128	1,024				
	Subtotal		0.00	16.50	2.00	234.38	63.00	315.88				50,827	\$ 25,750	51%	\$ 50,000	98%
1.6	200,000 - 299,999 sq. ft.															
	Building		0.00	12.00	4.00	382.88	126.50	525.38	\$ 97	\$ 191	\$ 161	84,976				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Fire		0.00	8.00	0.00	0.00	0.00	8.00	\$ 128	\$ 128	\$ 128	1,024				
	Subtotal		0.00	20.50	4.00	382.88	126.50	533.88				86,068	\$ 25,750	30%	\$ 85,000	99%
1.7	300,000+ each additional 25,000 sq. ft.															
	Building		0.00	0.00	0.00	37.50	70.00	107.50	\$ 97	\$ 191	\$ 161	17,288				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Fire		0.00	8.00	0.00	0.00	0.00	8.00	\$ 128	\$ 128	\$ 128	1,024				
	Subtotal		0.00	8.50	0.00	37.50	70.00	116.00				18,380	\$ 25,750	140%	\$ 18,000	98%

Fee No.	Fee Description	Notes	Activity Service Cost Analysis										Cost Recovery Analysis			
			Intake and Processing	Plan Check	Rechecks	Inspection	Reinsp.	Total	Direct Services - Intake and Processing	Mgmt./PC Blended Rate	Direct Services - Inspection	Cost of Service Per Activity	Current Fee / Deposit [6]	Existing Cost Recovery %	Recommend ed Fee Level / Deposit	Recommend ed Cost Recovery %
2	Industrial Uses - Structural T.I. (All newly constructed or added space for industrial occupancies classified as CBC Group industrial occupancies not specifically addressed elsewhere in this Fee Schedule) - Deposit															
2.1	Square Footage: 0 - 10,000 sq. ft.															
	Building		0.00	2.00	1.00	17.25	3.00	23.25	\$ 97	\$ 191	\$ 161	3,830				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	2.50	1.00	17.25	3.00	23.75				3,898	\$ 2,200	56%	\$ 3,500	90%
2.2	10,001 - 30,000 sq. ft.															
	Building		0.00	4.00	1.25	24.75	5.50	35.50	\$ 97	\$ 191	\$ 161	5,868				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	4.50	1.25	24.75	5.50	36.00				5,936	\$ 6,000	101%	\$ 5,000	84%
2.3	30,001 - 60,000 sq. ft.															
	Building		0.00	6.00	1.50	25.88	9.50	42.88	\$ 97	\$ 191	\$ 161	7,122				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	6.50	1.50	25.88	9.50	43.38				7,190	\$ 11,700	163%	\$ 7,000	97%
2.4	60,001 - 100,000 sq. ft.															
	Building		0.00	8.00	2.00	85.88	24.00	119.88	\$ 97	\$ 191	\$ 161	19,581				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	8.50	2.00	85.88	24.00	120.38				19,649	\$ 19,250	98%	\$ 15,000	76%
2.5	100,001 - 199,999 sq. ft.															
	Building		0.00	8.00	2.00	234.38	63.00	307.38	\$ 97	\$ 191	\$ 161	49,735				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	8.50	2.00	234.38	63.00	307.88				49,803	\$ 25,750	52%	\$ 40,000	80%
2.6	200,000 - 299,999 sq. ft.															
	Building		0.00	12.00	4.00	382.88	126.50	525.38	\$ 97	\$ 191	\$ 161	84,976				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	12.50	4.00	382.88	126.50	525.88				85,044	\$ 25,750	30%	\$ 85,000	100%
2.7	300,000+ each additional 25,000 sq. ft.															
	Building		0.00	0.00	0.00	37.50	70.00	107.50	\$ 97	\$ 191	\$ 161	17,288				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	0.50	0.00	37.50	70.00	108.00				17,356	\$ 25,750	148%	\$ 15,000	86%



Fee No.	Fee Description	Notes	Activity Service Cost Analysis										Cost Recovery Analysis			
			Intake and Processing	Plan Check	Rechecks	Inspection	Reinsp.	Total	Direct Services - Intake and Processing	Mgmt./PC Blended Rate	Direct Services - Inspection	Cost of Service Per Activity	Current Fee / Deposit [6]	Existing Cost Recovery %	Recommend ed Fee Level / Deposit	Recommend ed Cost Recovery %
3	Commercial Uses - Structural T.I. (All newly constructed or added space for non-residential occupancies classified as CBC Group A, H, E, I) - Deposit Square Footage:															
3.1	0 - 5,000 sq. ft.															
	Building Planning		0.00	2.00	1.00	17.25	3.00	23.25	\$ 97	\$ 191	\$ 161	3,830				
			0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	2.50	1.00	17.25	3.00	23.75				3,898	\$ 2,550	65%	\$ 3,500	90%
3.2	5,001 - 10,000 sq. ft.															
	Building Planning		0.00	4.00	1.25	17.25	3.00	25.50	\$ 97	\$ 191	\$ 161	4,260				
			0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	4.50	1.25	17.25	3.00	26.00				4,328	\$ 2,550	59%	\$ 4,000	92%
3.3	10,001 - 30,000 sq. ft.															
	Building Planning		0.00	6.00	1.50	24.75	5.50	37.75	\$ 97	\$ 191	\$ 161	6,298				
			0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	6.50	1.50	24.75	5.50	38.25				6,366	\$ 6,600	104%	\$ 6,000	94%
3.4	30,001 - 60,000 sq. ft.															
	Building Planning		0.00	8.00	2.00	25.88	9.50	45.38	\$ 97	\$ 191	\$ 161	7,600				
			0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	8.50	2.00	25.88	9.50	45.88				7,668	\$ 13,100	171%	\$ 7,500	98%
3.5	60,001 - 100,000 sq. ft.															
	Building Planning		0.00	8.00	2.00	85.88	24.00	119.88	\$ 97	\$ 191	\$ 161	19,581				
			0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	8.50	2.00	85.88	24.00	120.38				19,649	\$ 21,700	110%	\$ 15,000	76%
3.6	100,001 - 199,999 sq. ft.															
	Building Planning		0.00	10.00	4.00	234.38	63.00	311.38	\$ 97	\$ 191	\$ 161	50,500				
			0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	10.50	4.00	234.38	63.00	311.88				50,568	\$ 27,900	55%	\$ 50,000	99%
3.7	200,000 - 299,999 sq. ft.															
	Building Planning		0.00	12.00	4.00	382.88	126.50	525.38	\$ 97	\$ 191	\$ 161	84,976				
			0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	12.50	4.00	382.88	126.50	525.88				85,044	\$ 27,900	33%	\$ 85,000	100%
3.8	300,000 each additional 25,000 sq. ft.															
	Building Planning		0.00	12.00	0.00	37.50	70.00	119.50	\$ 97	\$ 191	\$ 161	19,581				
			0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	12.50	0.00	37.50	70.00	120.00				19,649	\$ 27,900	142%	\$ 15,000	76%

								Activity Service Cost Analysis					Cost Recovery Analysis			
Fee No.	Fee Description	Notes	Intake and Processing	Plan Check	Rechecks	Inspection	Reinsp.	Total	Direct Services - Intake and Processing	Mgmt./PC Blended Rate	Direct Services - Inspection	Cost of Service Per Activity	Current Fee / Deposit [6]	Existing Cost Recovery %	Recommend ed Fee Level / Deposit	Recommend ed Cost Recovery %
4	Commercial Uses - Structural T.I. (All newly constructed or added space for non-residential occupancies classified as CBC Group commercial occupancies not specifically addressed elsewhere in this Fee Schedule) - Deposit															
4.1	Square Footage: 0 - 5,000 sq. ft.															
	Building		0.00	2.00	1.00	17.25	3.00	23.25	\$ 97	\$ 191	\$ 161	3,830				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	2.50	1.00	17.25	3.00	23.75				3,898	\$ 2,550	65%	\$ 3,500	90%
4.2	5,001 - 10,000 sq. ft.															
	Building		0.00	4.00	1.25	17.25	3.00	25.50	\$ 97	\$ 191	\$ 161	4,260				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	4.50	1.25	17.25	3.00	26.00				4,328	\$ 2,550	59%	\$ 4,000	92%
4.3	10,001 - 30,000 sq. ft.															
	Building		0.00	6.00	1.50	24.75	5.50	37.75	\$ 97	\$ 191	\$ 161	6,298				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	6.50	1.50	24.75	5.50	38.25				6,366	\$ 6,600	104%	\$ 6,000	94%
4.4	30,001 - 60,000 sq. ft.															
	Building		0.00	8.00	2.00	25.88	9.50	45.38	\$ 97	\$ 191	\$ 161	7,600				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	8.50	2.00	25.88	9.50	45.88				7,668	\$ 13,100	171%	\$ 7,500	98%
4.5	60,001 - 100,000 sq. ft.															
	Building		0.00	10.00	2.00	85.88	24.00	121.88	\$ 97	\$ 191	\$ 161	19,963				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	10.50	2.00	85.88	24.00	122.38				20,031	\$ 21,700	108%	\$ 20,000	100%
4.6	100,001 - 199,999 sq. ft.															
	Building		0.00	10.00	4.00	234.38	63.00	311.38	\$ 97	\$ 191	\$ 161	50,500				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	10.50	4.00	234.38	63.00	311.88				50,568	\$ 27,900	55%	\$ 50,000	99%
4.7	200,000 - 299,999 sq. ft.															
	Building		0.00	12.00	4.00	382.88	126.50	525.38	\$ 97	\$ 191	\$ 161	84,976				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	12.50	4.00	382.88	126.50	525.88				85,044	\$ 27,900	33%	\$ 85,000	100%
4.8	300,000 each additional 25,000 sq. ft.															
	Building		0.00	12.00	0.00	37.50	70.00	119.50	\$ 97	\$ 191	\$ 161	19,581				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	12.50	0.00	37.50	70.00	120.00				19,649	\$ 27,900	142%	\$ 15,000	76%

Fee No.	Fee Description	Notes	Activity Service Cost Analysis										Cost Recovery Analysis			
			Intake and Processing	Plan Check	Rechecks	Inspection	Reinsp.	Total	Direct Services - Intake and Processing	Mgmt./PC Blended Rate	Direct Services - Inspection	Cost of Service Per Activity	Current Fee / Deposit [6]	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %
5	Commercial Residential and Multifamily Residential Uses - (All newly constructed or added space for residential occupancies classified as CBC Group R (except R-3), or other residential occupancies not specifically addressed elsewhere in this Fee Schedule) - Depoist															
	Square Footage:															
5.1	0 - 5,000 sq. ft.															
	Building Planning		0.00	2.00	1.00	17.25	3.00	23.25	\$ 97	\$ 191	\$ 161	3,830				
			0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	2.50	1.00	17.25	3.00	23.75				3,898	\$ 3,600	92%	\$ 3,600	92%
5.2	5,001 - 10,000 sq. ft.															
	Building Planning		0.00	4.00	1.25	24.75	5.50	35.50	\$ 97	\$ 191	\$ 161	5,868				
			0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	4.50	1.25	24.75	5.50	36.00				5,936	\$ 3,600	61%	\$ 5,500	93%
5.3	10,001 - 30,000 sq. ft.															
	Building Planning		0.00	6.00	1.50	25.88	9.50	42.88	\$ 97	\$ 191	\$ 161	7,122				
			0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	6.50	1.50	25.88	9.50	43.38				7,190	\$ 9,250	129%	\$ 7,000	97%
5.4	30,001 - 60,000 sq. ft.															
	Building Planning		0.00	8.00	2.00	85.88	24.00	119.88	\$ 97	\$ 191	\$ 161	19,581				
			0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	8.50	2.00	85.88	24.00	120.38				19,649	\$ 18,050	92%	\$ 15,000	76%
5.5	60,000 +															
	Building Planning		0.00	10.00	2.50	148.50	39.00	200.00	\$ 97	\$ 191	\$ 161	32,543				
			0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	10.50	2.50	148.50	39.00	200.50				32,611	\$ 21,450	66%	\$ 30,000	92%

								Activity Service Cost Analysis						Cost Recovery Analysis			
Fee No.	Fee Description	Notes	Intake and Processing	Plan Check	Rechecks	Inspection	Reinsp.	Total	Direct Services - Intake and Processing	Mgmt./PC Blended Rate	Direct Services - Inspection	Cost of Service Per Activity	Current Fee / Deposit [6]	Existing Cost Recovery %	Recommend ed Fee Level / Deposit	Recommend ed Cost Recovery %	
6	Single Family Residential Uses - (All newly constructed or added space for residential occupancies classified as CBC Group R-3, or other residential occupancies not specifically addressed elsewhere in this Fee Schedule) - Deposit Square Footage:																
6.1	0 - 150 sq. ft.																
	Building		0.00	2.00	1.00	17.25	3.00	23.25	\$ 97	\$ 191	\$ 161	3,830					
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68					
	Subtotal		0.00	2.50	1.00	17.25	3.00	23.75				3,898	\$ 400	10%	\$ 3,500	90%	
6.2	151 - 1,000 sq. ft.																
	Building		0.00	4.00	1.25	17.25	3.00	25.50	\$ 97	\$ 191	\$ 161	4,260					
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68					
	Subtotal		0.00	4.50	1.25	17.25	3.00	26.00				4,328	\$ 750	17%	\$ 4,000	92%	
6.3	1,001 - 2,000 sq. ft.																
	Building		0.00	6.00	1.50	24.75	5.50	37.75	\$ 97	\$ 191	\$ 161	6,298					
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68					
	Subtotal		0.00	6.50	1.50	24.75	5.50	38.25				6,366	\$ 1,100	17%	\$ 6,000	94%	
6.4	2,001 - 4,000 sq. ft.																
	Building		0.00	8.00	2.00	25.88	9.50	45.38	\$ 97	\$ 191	\$ 161	7,600					
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68					
	Subtotal		0.00	8.50	2.00	25.88	9.50	45.88				7,668	\$ 1,750	23%	\$ 7,500	98%	
6.5	4,001 - 4,999 sq. ft.																
	Building		0.00	10.00	2.25	85.88	24.00	122.13	\$ 97	\$ 191	\$ 161	20,011					
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68					
	Subtotal		0.00	10.50	2.25	85.88	24.00	122.63				20,079	\$ 2,150	11%	\$ 20,000	100%	
6.6	5,000 - 5,999 sq. ft.																
	Building		0.00	10.00	2.50	234.38	63.00	309.88	\$ 97	\$ 191	\$ 161	50,213					
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68					
	Subtotal		0.00	10.50	2.50	234.38	63.00	310.38				50,281	\$ 2,150	4%	\$ 50,000	99%	
6.7	6,000+ sq. ft.																
	Building		0.00	10.00	2.50	382.88	126.50	521.88	\$ 97	\$ 191	\$ 161	84,308					
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68					
	Subtotal		0.00	10.50	2.50	382.88	126.50	522.38				84,376	\$ 2,150	3%	\$ 80,000	95%	

								Activity Service Cost Analysis					Cost Recovery Analysis			
Fee No.	Fee Description	Notes	Intake and Processing	Plan Check	Rechecks	Inspection	Reinsp.	Total	Direct Services - Intake and Processing	Mgmt./PC Blended Rate	Direct Services - Inspection	Cost of Service Per Activity	Current Fee / Deposit [6]	Existing Cost Recovery %	Recommend ed Fee Level / Deposit	Recommend ed Cost Recovery %
7	Tenant Improvement - Non Structural - (Non-structurally remodeled space for occupancies not specifically addressed elsewhere in this Fee Schedule where the structure is not altered) - Deposit															
7.1	Square Footage: 0 - 1,000 sq. ft.															
	Building		0.00	3.00	1.50	17.25	3.00	24.75	\$ 97	\$ 191	\$ 161	4,116				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	3.50	1.50	17.25	3.00	25.25				4,184	\$ 450	11%	\$ 4,000	96%
7.2	1,001 - 5,000 sq. ft.															
	Building		0.00	5.00	2.00	17.25	3.00	27.25	\$ 97	\$ 191	\$ 161	4,594				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	5.50	2.00	17.25	3.00	27.75				4,662	\$ 1,000	21%	\$ 4,500	97%
7.3	5,001 - 10,000 sq. ft.															
	Building		0.00	7.00	2.50	24.75	5.50	39.75	\$ 97	\$ 191	\$ 161	6,680				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	7.50	2.50	24.75	5.50	40.25				6,748	\$ 1,550	23%	\$ 6,500	96%
7.4	10,001 - 20,000 sq. ft.															
	Building		0.00	9.00	3.00	25.88	9.50	47.38	\$ 97	\$ 191	\$ 161	7,982				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	9.50	3.00	25.88	9.50	47.88				8,050	\$ 1,950	24%	\$ 8,000	99%
7.5	20,001 - 29,999 sq. ft.															
	Building		0.00	10.00	3.50	85.88	24.00	123.38	\$ 97	\$ 191	\$ 161	20,250				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	10.50	3.50	85.88	24.00	123.88				20,318	\$ 4,000	20%	\$ 20,000	98%
7.6	30,000 - 39,999 sq. ft.															
	Building		0.00	10.00	3.50	234.38	63.00	310.88	\$ 97	\$ 191	\$ 161	50,404				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	10.50	3.50	234.38	63.00	311.38				50,472	\$ 4,000	8%	\$ 50,000	99%
7.7	40,000 + sq. ft.															
	Building		0.00	10.00	3.50	382.88	126.50	522.88	\$ 97	\$ 191	\$ 161	84,499				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	10.50	3.50	382.88	126.50	523.38				84,567	\$ 4,000	5%	\$ 80,000	95%

								Activity Service Cost Analysis					Cost Recovery Analysis			
Fee No.	Fee Description	Notes	Intake and Processing	Plan Check	Rechecks	Inspection	Reinsp.	Total	Direct Services - Intake and Processing	Mgmt./PC Blended Rate	Direct Services - Inspection	Cost of Service Per Activity	Current Fee / Deposit [6]	Existing Cost Recovery %	Recommend ed Fee Level / Deposit	Recommend ed Cost Recovery %
8	High Hazard Occupancies - (All newly constructed or added space for storage occupancies classified as CBC Group H or other storage occupancies not specifically addressed elsewhere in this Fee Schedule) - Deposit															
8.1	Square Footage: 0 - 2,000 sq. ft.															
	Building		0.00	2.00	1.00	17.25	3.00	23.25	\$ 97	\$ 191	\$ 161	3,830				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	2.50	1.00	17.25	3.00	23.75				3,898	New	%	\$ 3,500	90%
8.2	2,001 - 5,000 sq. ft.															
	Building		0.00	4.00	1.25	24.75	5.50	35.50	\$ 97	\$ 191	\$ 161	5,868				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	4.50	1.25	24.75	5.50	36.00				5,936	New	%	\$ 5,500	93%
8.3	5,001 - 10,000 sq. ft.															
	Building		0.00	6.00	1.50	25.88	9.50	42.88	\$ 97	\$ 191	\$ 161	7,122				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	6.50	1.50	25.88	9.50	43.38				7,190	New	%	\$ 7,000	97%
8.4	10,001 - 25,000 sq. ft.															
	Building		0.00	8.00	2.00	85.88	24.00	119.88	\$ 97	\$ 191	\$ 161	19,581				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	8.50	2.00	85.88	24.00	120.38				19,649	New	%	\$ 15,000	76%
8.5	25,001 - 50,000 sq. ft.															
	Building		0.00	10.00	2.50	234.38	63.00	309.88	\$ 97	\$ 191	\$ 161	50,213				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	10.50	2.50	234.38	63.00	310.38				50,281	New	%	\$ 50,000	99%
8.6	50,001 - 100,000 sq. ft.															
	Building		0.00	10.00	2.50	382.88	126.50	521.88	\$ 97	\$ 191	\$ 161	84,307				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	10.50	2.50	382.88	126.50	522.38				84,375	New	%	\$ 80,000	95%
8.7	100,001 each additional 25,000 sq. ft.															
	Building		0.00	10.00	2.50	37.50	70.00	120.00	\$ 97	\$ 191	\$ 161	19,677				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.00	10.50	2.50	37.50	70.00	120.50				19,745	New	%	\$ 15,000	76%

Fee No.	Fee Description	Notes	Activity Service Cost Analysis										Cost Recovery Analysis			
			Intake and Processing	Plan Check	Rechecks	Inspection	Reinsp.	Total	Direct Services - Intake and Processing	Mgmt./PC Blended Rate	Direct Services - Inspection	Cost of Service Per Activity	Current Fee / Deposit [6]	Existing Cost Recovery %	Recommend ed Fee Level / Deposit	Recommend ed Cost Recovery %
	<b>PLAN CHECKS - Deposit</b>															
9	<b>Industrial Uses</b>															
9.1	Square Footage: 0 - 10,000 sq. ft.															
	Building		0.00	5.00	1.50	0.00	0.00	6.50	\$ 97	\$ 191	\$ 161	1,242				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.00	5.50	1.50	0.00	0.00	7.00				1,310	\$ 900	69%	\$ 1,000	76%
9.2	10,001 - 30,000 sq. ft.															
	Building		0.00	7.00	2.00	0.00	0.00	9.00	\$ 97	\$ 191	\$ 161	1,720				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.00	7.50	2.00	0.00	0.00	9.50				1,788	\$ 2,350	131%	\$ 1,500	84%
9.3	30,001 - 60,000 sq. ft.															
	Building		0.00	9.00	3.00	0.00	0.00	12.00	\$ 97	\$ 191	\$ 161	2,293				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.00	9.50	3.00	0.00	0.00	12.50				2,361	\$ 4,550	193%	\$ 2,000	85%
9.4	60,001 - 100,000 sq. ft.															
	Building		0.00	11.00	3.00	0.00	0.00	14.00	\$ 97	\$ 191	\$ 161	2,675				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.00	11.50	3.00	0.00	0.00	14.50				2,743	\$ 7,550	275%	\$ 2,500	91%
9.5	100,001 - 199,999 sq. ft.															
	Building		0.00	16.00	4.00	0.00	0.00	20.00	\$ 97	\$ 191	\$ 161	3,822				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.00	16.50	4.00	0.00	0.00	20.50				3,889	\$ 10,150	261%	\$ 3,500	90%
9.6	200,000 - 299,999 sq. ft.															
	Building		0.00	22.00	5.00	0.00	0.00	27.00	\$ 97	\$ 191	\$ 161	5,159				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.00	22.50	5.00	0.00	0.00	27.50				5,227	\$ 10,150	194%	\$ 5,000	96%
9.7	300,000+ each additional 25,000 sq. ft.															
	Building		0.00	11.00	1.00	0.00	0.00	12.00	\$ 97	\$ 191	\$ 161	2,293				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.00	11.50	1.00	0.00	0.00	12.50				2,361	\$ 10,150	430%	\$ 2,000	85%

Fee No.	Fee Description	Notes	Activity Service Cost Analysis										Cost Recovery Analysis			
			Intake and Processing	Plan Check	Rechecks	Inspection	Reinsp.	Total	Direct Services - Intake and Processing	Mgmt./PC Blended Rate	Direct Services - Inspection	Cost of Service Per Activity	Current Fee / Deposit [6]	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %
10	<b>Commercial Uses</b>															
	Square Footage:															
10.1	0 - 5,000 sq. ft.															
	Building		0.00	5.00	2.00	0.00	0.00	7.00	\$ 97	\$ 191	\$ 161	1,338				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.00	5.50	2.00	0.00	0.00	7.50				1,405	\$ 1,000	71%	\$ 1,400	100%
10.2	5,001 - 10,000 sq. ft.															
	Building		0.00	7.00	2.00	0.00	0.00	9.00	\$ 97	\$ 191	\$ 161	1,720				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.00	7.50	2.00	0.00	0.00	9.50				1,788	\$ 2,600	145%	\$ 1,700	95%
10.3	10,001 - 30,000 sq. ft.															
	Building		0.00	16.00	4.00	0.00	0.00	20.00	\$ 97	\$ 191	\$ 161	3,822				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.00	16.50	4.00	0.00	0.00	20.50				3,889	\$ 5,200	134%	\$ 3,800	98%
10.4	30,001 - 60,000 sq. ft.															
	Building		0.00	22.00	5.00	0.00	0.00	27.00	\$ 97	\$ 191	\$ 161	5,159				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.00	22.50	5.00	0.00	0.00	27.50				5,227	\$ 8,600	165%	\$ 5,200	99%
10.5	60,001 - 100,000 sq. ft.															
	Building		0.00	33.00	8.00	0.00	0.00	41.00	\$ 97	\$ 191	\$ 161	7,834				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.00	33.50	8.00	0.00	0.00	41.50				7,902	\$ 11,000	139%	\$ 7,900	100%
10.6	100,001 - 199,999 sq. ft.															
	Building		0.00	40.00	10.00	0.00	0.00	50.00	\$ 97	\$ 191	\$ 161	9,554				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.00	40.50	10.00	0.00	0.00	50.50				9,622	\$ 11,000	114%	\$ 9,600	100%
10.7	200,000 - 299,999 sq. ft.															
	Building		0.00	50.00	10.00	0.00	0.00	60.00	\$ 97	\$ 191	\$ 161	11,465				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.00	50.50	10.00	0.00	0.00	60.50				11,532	\$ 11,000	95%	\$ 11,500	100%
10.8	300,000 each additional 25,000 sq. ft.															
	Building		0.00	10.00	10.00	0.00	0.00	20.00	\$ 97	\$ 191	\$ 161	3,822				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.00	10.50	10.00	0.00	0.00	20.50				3,889	\$ 11,000	283%	\$ 3,800	98%
11	<b>Multi-Family Uses</b>															
	Square Footage:															
11.1	0 - 5,000 sq. ft.															
	Building		0.00	9.00	3.00	0.00	0.00	12.00	\$ 97	\$ 191	\$ 161	2,293				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.00	9.50	3.00	0.00	0.00	12.50				2,361	\$ 1,400	59%	\$ 2,300	97%
11.2	5,001 - 10,000 sq. ft.															
	Building		0.00	15.00	5.00	0.00	0.00	20.00	\$ 97	\$ 191	\$ 161	3,822				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.00	15.50	5.00	0.00	0.00	20.50				3,889	\$ 3,650	94%	\$ 3,800	98%
11.3	10,001 - 30,000 sq. ft.															
	Building		0.00	25.00	8.00	0.00	0.00	33.00	\$ 97	\$ 191	\$ 161	6,306				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.00	25.50	8.00	0.00	0.00	33.50				6,373	\$ 7,150	112%	\$ 6,300	99%
11.4	30,001 - 60,000 sq. ft.															
	Building		0.00	35.00	8.00	0.00	0.00	43.00	\$ 97	\$ 191	\$ 161	8,216				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.00	35.50	8.00	0.00	0.00	43.50				8,284	\$ 8,450	102%	\$ 8,200	99%
11.5	60,000 +															
	Building		0.00	44.00	11.00	0.00	0.00	55.00	\$ 97	\$ 191	\$ 161	10,509				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.00	44.50	11.00	0.00	0.00	55.50				10,577	\$ 8,450	80%	\$ 10,500	99%



Fee No.	Fee Description	Notes	Activity Service Cost Analysis										Cost Recovery Analysis			
			Intake and Processing	Plan Check	Rechecks	Inspection	Reinsp.	Total	Direct Services - Intake and Processing	Mgmt./PC Blended Rate	Direct Services - Inspection	Cost of Service Per Activity	Current Fee / Deposit [6]	Existing Cost Recovery %	Recommend ed Fee Level / Deposit	Recommend ed Cost Recovery %
12	Single Family Residential Uses															
12.1	Square Footage: 0 - 150 sq. ft.															
		Building Planning	0.00	2.00	1.00	0.00	0.00	3.00	\$ 97	\$ 191	\$ 161	573				
		Subtotal	0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
12.2	151 - 1,000 sq. ft.		0.00	2.50	1.00	0.00	0.00	3.50				641	\$ 150	23%	\$ 600	94%
		Building Planning	0.00	6.00	2.00	0.00	0.00	8.00	\$ 97	\$ 191	\$ 161	1,529				
		Subtotal	0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
12.3	1,001 - 2,000 sq. ft.		0.00	6.50	2.00	0.00	0.00	8.50				1,596	\$ 300	19%	\$ 1,500	94%
		Building Planning	0.00	8.00	3.00	0.00	0.00	11.00	\$ 97	\$ 191	\$ 161	2,102				
		Subtotal	0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
12.4	2,001 - 4,000 sq. ft.		0.00	8.50	3.00	0.00	0.00	11.50				2,170	\$ 450	21%	\$ 2,100	97%
		Building Planning	0.00	12.00	4.00	0.00	0.00	16.00	\$ 97	\$ 191	\$ 161	3,057				
		Subtotal	0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
12.5	4,001 - 4,999 sq. ft.		0.00	12.50	4.00	0.00	0.00	16.50				3,125	\$ 700	22%	\$ 3,100	99%
		Building Planning	0.00	15.00	5.00	0.00	0.00	20.00	\$ 97	\$ 191	\$ 161	3,822				
		Subtotal	0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
12.6	5,000 - 5,999 sq. ft.		0.00	15.50	5.00	0.00	0.00	20.50				3,889	\$ 850	22%	\$ 3,800	98%
		Building Planning	0.00	16.00	5.00	0.00	0.00	21.00	\$ 97	\$ 191	\$ 161	4,013				
		Subtotal	0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
12.7	6,000+ sq. ft.		0.00	16.50	5.00	0.00	0.00	21.50				4,080	\$ 850	21%	\$ 4,000	98%
		Building Planning	0.00	20.00	5.00	0.00	0.00	25.00	\$ 97	\$ 191	\$ 161	4,777				
		Subtotal	0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
			0.00	20.50	5.00	0.00	0.00	25.50				4,845	\$ 850	18%	\$ 4,800	99%

Fee No.	Fee Description	Notes	Activity Service Cost Analysis										Cost Recovery Analysis			
			Intake and Processing	Plan Check	Rechecks	Inspection	Reinsp.	Total	Direct Services - Intake and Processing	Mgmt./PC Blended Rate	Direct Services - Inspection	Cost of Service Per Activity	Current Fee / Deposit [6]	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %
13	<b>Tenant Improvement</b>															
	Square Footage:															
13.1	0 - 1,000 sq. ft.															
	Building		0.00	2.00	1.00	0.00	0.00	3.00	\$ 97	\$ 191	\$ 161	573				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.00	2.50	1.00	0.00	0.00	3.50				641	\$ 200	31%	\$ 500	78%
13.2	1,001 - 5,000 sq. ft.															
	Building		0.00	4.00	1.50	0.00	0.00	5.50	\$ 97	\$ 191	\$ 161	1,051				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.00	4.50	1.50	0.00	0.00	6.00				1,119	\$ 400	36%	\$ 1,000	89%
13.3	5,001 - 10,000 sq. ft.															
	Building		0.00	6.00	2.00	0.00	0.00	8.00	\$ 97	\$ 191	\$ 161	1,529				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.00	6.50	2.00	0.00	0.00	8.50				1,596	\$ 650	41%	\$ 1,500	94%
13.4	10,001 - 20,000 sq. ft.															
	Building		0.00	8.00	2.50	0.00	0.00	10.50	\$ 97	\$ 191	\$ 161	2,006				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.00	8.50	2.50	0.00	0.00	11.00				2,074	\$ 850	41%	\$ 2,000	96%
13.5	20,001 - 29,999 sq. ft.															
	Building		0.00	10.00	3.00	0.00	0.00	13.00	\$ 97	\$ 191	\$ 161	2,484				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.00	10.50	3.00	0.00	0.00	13.50				2,552	\$ 1,400	55%	\$ 2,500	98%
13.6	30,000 - 39,999 sq. ft.															
	Building		0.00	10.00	3.00	0.00	0.00	13.00	\$ 97	\$ 191	\$ 161	2,484				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.00	10.50	3.00	0.00	0.00	13.50				2,552	\$ 1,400	55%	\$ 2,500	98%
13.7	40,000 + sq. ft.															
	Building		0.00	20.00	6.00	0.00	0.00	26.00	\$ 97	\$ 191	\$ 161	4,968				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.00	20.50	6.00	0.00	0.00	26.50				5,036	\$ 1,400	28%	\$ 5,000	99%
	<b>INSPECTION - Deposit</b>															
14	<b>Industrial Uses</b>															
	Square Footage:															
14.1	0 - 10,000 sq. ft.		0.00	0.00	0.00	30.00	10.00	40.00	\$ 97	\$ 191	\$ 161	6,433	\$ 1,300	20%	\$ 6,000	93%
14.2	10,001 - 30,000 sq. ft.		0.00	0.00	0.00	40.00	15.00	55.00	\$ 97	\$ 191	\$ 161	8,845	\$ 3,650	41%	\$ 8,500	96%
14.3	30,001 - 60,000 sq. ft.		0.00	0.00	0.00	50.00	20.00	70.00	\$ 97	\$ 191	\$ 161	11,258	\$ 7,150	64%	\$ 11,000	98%
14.4	60,001 - 100,000 sq. ft.		0.00	0.00	0.00	60.00	25.00	85.00	\$ 97	\$ 191	\$ 161	13,670	\$ 11,700	86%	\$ 13,500	99%
14.5	100,001 - 199,999 sq. ft.		0.00	0.00	0.00	70.00	25.00	95.00	\$ 97	\$ 191	\$ 161	15,278	\$ 15,600	102%	\$ 15,000	98%
14.6	200,000 - 299,999 sq. ft.		0.00	0.00	0.00	80.00	30.00	110.00	\$ 97	\$ 191	\$ 161	17,690	\$ 15,600	88%	\$ 17,500	99%
14.7	300,000+ each additional 25,000 sq. ft.		0.00	0.00	0.00	10.00	0.00	10.00	\$ 97	\$ 191	\$ 161	1,608	\$ 15,600	970%	\$ 1,500	93%
15	<b>Commercial Uses</b>															
	Square Footage:															
15.1	0 - 5,000 sq. ft.		0.00	0.00	0.00	20.00	8.00	28.00	\$ 97	\$ 191	\$ 161	4,503	\$ 1,550	34%	\$ 4,500	100%
15.2	5,001 - 10,000 sq. ft.		0.00	0.00	0.00	30.00	10.00	40.00	\$ 97	\$ 191	\$ 161	6,433	\$ 1,550	24%	\$ 6,000	93%
15.3	10,001 - 30,000 sq. ft.		0.00	0.00	0.00	40.00	15.00	55.00	\$ 97	\$ 191	\$ 161	8,845	\$ 4,000	45%	\$ 8,500	96%
15.4	30,001 - 60,000 sq. ft.		0.00	0.00	0.00	50.00	20.00	70.00	\$ 97	\$ 191	\$ 161	11,258	\$ 7,900	70%	\$ 11,000	98%
15.5	60,001 - 100,000 sq. ft.		0.00	0.00	0.00	60.00	25.00	85.00	\$ 97	\$ 191	\$ 161	13,670	\$ 13,100	96%	\$ 13,500	99%
15.6	100,001 - 199,999 sq. ft.		0.00	0.00	0.00	70.00	25.00	95.00	\$ 97	\$ 191	\$ 161	15,278	\$ 16,900	111%	\$ 15,000	98%
15.7	200,000 - 299,999 sq. ft.		0.00	0.00	0.00	80.00	30.00	110.00	\$ 97	\$ 191	\$ 161	17,690	\$ 16,900	96%	\$ 17,000	96%
15.8	300,000 each additional 25,000 sq. ft.		0.00	0.00	0.00	10.00	0.00	10.00	\$ 97	\$ 191	\$ 161	1,608	\$ 16,900	1051%	\$ 1,500	93%

							Activity Service Cost Analysis					Cost Recovery Analysis				
Fee No.	Fee Description	Notes	Intake and Processing	Plan Check	Rechecks	Inspection	Reinsp.	Total	Direct Services - Intake and Processing	Mgmt./PC Blended Rate	Direct Services - Inspection	Cost of Service Per Activity	Current Fee / Deposit [6]	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %
16	<b>Multi-Family Uses</b>															
	Square Footage:															
16.1	0 - 5,000 sq. ft.		0.00	0.00	0.00	20.00	8.00	28.00	\$ 97	\$ 191	\$ 161	4,503	\$ 2,200	49%	\$ 4,500	100%
16.2	5,001 - 10,000 sq. ft.		0.00	0.00	0.00	30.00	10.00	40.00	\$ 97	\$ 191	\$ 161	6,433	\$ 2,200	34%	\$ 6,000	93%
16.3	10,001 - 30,000 sq. ft.		0.00	0.00	0.00	40.00	15.00	55.00	\$ 97	\$ 191	\$ 161	8,845	\$ 5,600	63%	\$ 8,000	90%
16.4	30,001 - 60,000 sq. ft.		0.00	0.00	0.00	50.00	20.00	70.00	\$ 97	\$ 191	\$ 161	11,258	\$ 10,900	97%	\$ 11,000	98%
16.5	60,000 +		0.00	0.00	0.00	50.00	20.00	70.00	\$ 97	\$ 191	\$ 161	11,258	\$ 13,000	115%	\$ 11,000	98%
17	<b>Single Family Residential Uses</b>															
	Square Footage:															
17.1	0 - 150 sq. ft.		0.00	0.00	0.00	15.00	5.00	20.00	\$ 97	\$ 191	\$ 161	3,216	\$ 250	8%	\$ 3,000	93%
17.2	151 - 1,000 sq. ft.		0.00	0.00	0.00	20.00	6.00	26.00	\$ 97	\$ 191	\$ 161	4,181	\$ 450	11%	\$ 4,000	96%
17.3	1,001 - 2,000 sq. ft.		0.00	0.00	0.00	30.00	7.00	37.00	\$ 97	\$ 191	\$ 161	5,950	\$ 650	11%	\$ 5,500	92%
17.4	2,001 - 4,000 sq. ft.		0.00	0.00	0.00	35.00	10.00	45.00	\$ 97	\$ 191	\$ 161	7,237	\$ 1,050	15%	\$ 7,000	97%
17.5	4,001 - 4,999 sq. ft.		0.00	0.00	0.00	40.00	10.00	50.00	\$ 97	\$ 191	\$ 161	8,041	\$ 1,300	16%	\$ 8,000	99%
17.6	5,000 - 5,999 sq. ft.		0.00	0.00	0.00	45.00	12.00	57.00	\$ 97	\$ 191	\$ 161	9,167	\$ 1,300	14%	\$ 9,000	98%
17.7	6,000+ sq. ft.		0.00	0.00	0.00	50.00	15.00	65.00	\$ 97	\$ 191	\$ 161	10,453	\$ 1,300	12%	\$ 10,000	96%
18	<b>Tenant Improvement</b>															
	Square Footage:															
18.1	0 - 1,000 sq. ft.		0.00	0.00	0.00	15.00	5.00	20.00	\$ 97	\$ 191	\$ 161	3,216	\$ 250	8%	\$ 3,000	93%
18.2	1,001 - 5,000 sq. ft.		0.00	0.00	0.00	20.00	6.00	26.00	\$ 97	\$ 191	\$ 161	4,181	\$ 600	14%	\$ 4,000	96%
18.3	5,001 - 10,000 sq. ft.		0.00	0.00	0.00	30.00	8.00	38.00	\$ 97	\$ 191	\$ 161	6,111	\$ 900	15%	\$ 6,000	98%
18.4	10,001 - 20,000 sq. ft.		0.00	0.00	0.00	35.00	8.00	43.00	\$ 97	\$ 191	\$ 161	6,915	\$ 1,100	16%	\$ 6,500	94%
18.5	20,001 - 29,999 sq. ft.		0.00	0.00	0.00	40.00	10.00	50.00	\$ 97	\$ 191	\$ 161	8,041	\$ 2,600	32%	\$ 8,000	99%
18.6	30,000 - 39,999 sq. ft.		0.00	0.00	0.00	45.00	12.00	57.00	\$ 97	\$ 191	\$ 161	9,167	\$ 2,600	28%	\$ 9,000	98%
18.7	40,000 + sq. ft.		0.00	0.00	0.00	50.00	15.00	65.00	\$ 97	\$ 191	\$ 161	10,453	\$ 2,600	25%	\$ 10,000	96%
	<b>GRADING</b>															
	Grading Permit															
19	Minor Grading (up to 10 cubic yards) - Flat		0.00	1.00	0.50	0.75	0.00	2.25	\$ 97	\$ 191	\$ 161	407	\$ 50	12%	\$ 400	98%
20	Major Grading (> that 10 cubic yards) - Deposit															
20.1	11-49 cubic yards		0.00	3.00	1.50	1.50	1.00	7.00	\$ 97	\$ 191	\$ 161	1,262	\$ 88	7%	\$ 1,200	95%
20.2	51-500 cubic yards		0.00	3.00	1.50	3.00	3.00	10.50	\$ 97	\$ 191	\$ 161	1,825	\$ 176	10%	\$ 1,800	99%
20.3	501-1,000 cubic yards		0.00	3.00	1.50	4.50	4.50	13.50	\$ 97	\$ 191	\$ 161	2307.2439	\$ 264	11%	\$ 2,300	100%
20.4	1,001-10,000 cubic yards		0.00	3.00	1.50	6.00	6.00	16.50	\$ 97	\$ 191	\$ 161	2789.7112	\$ 396	14%	\$ 2,700	97%
20.5	10,001 or more cubic yards		0.00	3.00	1.50	7.50	7.50	19.50	\$ 97	\$ 191	\$ 161	3272.1785	\$ 528	16%	\$ 3,200	98%

Fee No.	Fee Description	Notes	Activity Service Cost Analysis										Cost Recovery Analysis			
			Intake and Processing	Plan Check	Rechecks	Inspection	Reinsp.	Total	Direct Services - Intake and Processing	Mgmt./PC Blended Rate	Direct Services - Inspection	Cost of Service Per Activity	Current Fee / Deposit [6]	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %
	Grading fees-Initial deposit. Final fee determined by building official based on cost Grading Permit Issuance															
21	Non-Development Project Fees															
21.1	Total Cubic Yards of Cut and Fill															
	50 cubic yards or less															
		Planning						1.50	\$ 178			267				
		Building						1.00	\$ 191			191				
	Subtotal							2.50	\$ 369			458	\$ 88	19%	\$ 450	98%
21.2	51-500 cubic yards															
		Planning						2.50	\$ 178			445				
		Building						1.00	\$ 191			191				
	Subtotal							3.50	\$ 369			636	\$ 176	28%	\$ 500	79%
21.3	501-1,000 cubic yards															
		Planning						3.50	\$ 178			623				
		Building						2.00	\$ 191			382				
	Subtotal							5.50	\$ 369			1,005	\$ 264	26%	\$ 750	75%
21.4	1,001-10,000 cubic yards															
		Planning						5.50	\$ 178			978				
		Building						3.00	\$ 191			573				
	Subtotal							8.50	\$ 369			1,552	\$ 396	26%	\$ 1,000	64%
21.5	10,001 or more cubic yards															
		Planning						6.50	\$ 178			1,156				
		Building						4.00	\$ 191			764				
	Subtotal							10.50	\$ 369			1,921	\$ 524	27%	\$ 1,500	78%
	Other Related Inspection and Permit Fees															
22	Permit for clearing and/or stockpiling only - Flat		0.75	1.00	0.00	1.00	1.00	3.75	\$ 97	\$ 191	\$ 161	585	\$ 88	15%	\$ 500	85%
23	Inspections outside of normal business hours (2-hour minimum)		0.00	0.00	0.00	1.00	1.00	2.00	\$ 97	\$ 191	\$ 161	322	\$ 132	41%	\$ 322	100%
24	Inspections for which no fee is specifically indicated (per hour)		0.00	0.00	0.00	0.75	0.50	1.25	\$ 97	\$ 191	\$ 161	201	\$ 88	44%	\$ 161	80%
	DEVELOPMENT FEES															
25	Plan Check Fees - In-house Per Hour		0.00	1.00	0.00	0.00	0.00	1.00	\$ 97	\$ 191	\$ 161	191	\$ -	0%	\$ 183	96%
26	Plan Check Fees - Contract	[3,4]											Actual Cost			
27	Inspection Fee - In-house Per Hour		0.00	0.00	0.00	1.00	0.00	1.00	\$ 97	\$ 191	\$ 161	161	\$ -	0%	\$ 161	100%
28	Inspection Fee - Contract	[3,4]											Actual Cost			
29	Permit Process and Issuance Fee		1.00	0.00	0.00	0.00	0.00	1.00	\$ 97	\$ 191	\$ 161	97	\$ -	0%	\$ 97	100%

Fee No.	Fee Description	Notes	Activity Service Cost Analysis										Cost Recovery Analysis			
			Intake and Processing	Plan Check	Rechecks	Inspection	Reinsp.	Total	Direct Services - Intake and Processing	Mgmt./PC Blended Rate	Direct Services - Inspection	Cost of Service Per Activity	Current Fee / Deposit [6]	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %
30	Re-Roofing Residential															
30.1	1st 400 sq. ft. - Flat															
	Building		0.75	0.00	0.00	1.00	0.50	2.25	\$ 97	\$ 191	\$ 161	314				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.75	0.50	0.00	1.00	0.50	2.75				382	\$ 176	46%	\$ 350	92%
30.2	401 - 1000 sq. ft. - Deposit															
	Building		0.75	0.00	0.00	2.00	1.00	3.75	\$ 97	\$ 191	\$ 161	555				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.75	0.50	0.00	2.00	1.00	4.25				623	\$ 264	42%	\$ 500	80%
30.3	1001 - 3000 sq. ft. - Deposit															
	Building		0.75	0.00	0.00	5.00	2.25	8.00	\$ 97	\$ 191	\$ 161	1,239				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.75	0.50	0.00	5.00	2.25	8.50				1,307	\$ 264	20%	\$ 1,000	77%
30.4	Each additional 500 sq. ft. above 3000 - Deposit															
	Building		0.75	0.00	0.00	5.00	2.44	8.19	\$ 97	\$ 191	\$ 161	1,269				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.75	0.50	0.00	5.00	2.44	8.69				1,337	\$ 264	20%	\$ 1,000	75%
31	Commercial/Industrial															
31.1	3000 sq. ft. - 5000 sq. ft. - Deposit															
	Building		0.75	0.00	0.00	5.00	2.50	8.25	\$ 97	\$ 191	\$ 161	1,279				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.75	0.50	0.00	5.00	2.50	8.75				1,347	1% valuation	%	\$ 1,000	74%
31.2	5001 sq. ft. - 7000 sq. ft. - Deposit															
	Building		0.75	0.00	0.00	8.00	4.00	12.75	\$ 97	\$ 191	\$ 161	2,003				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.75	0.50	0.00	8.00	4.00	13.25				2,071	1% valuation	%	\$ 2,000	97%
31.3	7001 - 10000 sq. ft. - Deposit															
	Building		0.75	0.00	0.00	10.00	4.00	14.75	\$ 97	\$ 191	\$ 161	2,324				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.75	0.50	0.00	10.00	4.00	15.25				2,392	1% valuation	%	\$ 2,000	84%
32	Retaining Walls															
32.1	Non-Retaining Block Wall - Up to 200 ft. - Deposit															
	Building		0.75	1.00	0.00	3.00	3.00	7.75	\$ 97	\$ 191	\$ 161	1,229				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.75	1.50	0.00	3.00	3.00	8.25				1,297	\$ 176	14%	\$ 1,000	77%
32.2	Non-Retaining Block Wall - Each additional 100 sq. ft. (or fraction thereof) - Deposit															
	Building		0.75	1.00	0.00	3.00	3.00	7.75	\$ 97	\$ 191	\$ 161	1,229				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.75	1.50	0.00	3.00	3.00	8.25				1,297	\$ 264	20%	\$ 1,000	77%
32.3	Retaining Wall - Up to the first 50 ft. - deposit															
	Building		0.75	1.00	0.50	3.75	1.00	7.00	\$ 97	\$ 191	\$ 161	1,123				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.75	1.50	0.50	3.75	1.00	7.50				1,191	\$ 264	22%	\$ 1,000	84%
32.4	Retaining Wall - 51 ft. to 100ft - deposit															
	Building		0.75	2.00	1.00	3.75	1.50	9.00	\$ 97	\$ 191	\$ 161	1,490				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.75	2.50	1.00	3.75	1.50	9.50				1,558	\$ 250	16%	\$ 1,500	96%
32.5	Retaining Wall - 101 ft. to 200 ft. - deposit															
	Building		0.75	3.00	1.00	6.00	3.00	13.75	\$ 97	\$ 191	\$ 161	2,284				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.75	3.50	1.00	6.00	3.00	14.25				2,352	\$ 250	11%	\$ 2,300	98%
32.6	Retaining Walls - above 6 ft. in height - deposit															
	Building		0.75	4.00	2.00	6.00	3.00	15.75	\$ 97	\$ 191	\$ 161	2,667				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.75	4.50	2.00	6.00	3.00	16.25				2,735	\$ 250	9%	\$ 2,700	99%

Fee No.	Fee Description	Notes	Activity Service Cost Analysis										Cost Recovery Analysis			
			Intake and Processing	Plan Check	Rechecks	Inspection	Reinsp.	Total	Direct Services - Intake and Processing	Mgmt./PC Blended Rate	Direct Services - Inspection	Cost of Service Per Activity	Current Fee / Deposit [6]	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %
33	Patio Cover/Enclosure															
33.1	1st 100 sq. ft. - Deposit															
	Building		0.75	1.00	0.00	3.00	3.00	7.75	\$ 97	\$ 191	\$ 161	1,229				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.75	1.50	0.00	3.00	3.00	8.25				1,297	\$ 450	35%	\$ 1,000	77%
33.2	Each additional 100 sq. ft. - Add to Deposit															
	Building		0.75	1.00	0.00	0.38	0.38	2.50	\$ 97	\$ 191	\$ 161	384				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.75	1.50	0.00	0.38	0.38	3.00				452	\$ -	0%	\$ 450	99%
34	Small Appliance - Residential															
34.1	First Appliance - Flat		0.75	0.00	0.00	0.75	0.75	2.25	\$ 97	\$ 191	\$ 161	314	\$ 88	28%	\$ 100	32%
34.2	Each Additional Appliance - Flat		0.75	0.00	0.00	0.38	0.38	1.50	\$ 97	\$ 191	\$ 161	193	\$ 8	4%	\$ 30	16%
35	Commercial Equipment/Appliance Change Out															
35.1	First Change Out		0.75	0.00	0.00	0.75	0.75	2.25	\$ 97	\$ 191	\$ 161	314	\$ 88	28%	\$ 300	96%
35.2	Each Additional Change Out		0.75	0.00	0.00	0.38	0.38	1.50	\$ 97	\$ 191	\$ 161	193	\$ 8	4%	\$ 30	16%
36	Minor Repairs - Residential - Deposit															
	Building		0.75	0.00	0.00	0.75	0.75	2.25	\$ 97	\$ 191	\$ 161	314				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.75	0.50	0.00	0.75	0.75	2.75				382	\$ 88	23%	\$ 300	79%
37	Minor Repairs - Commercial - Deposit															
	Building		0.75	0.00	0.00	0.75	0.75	2.25	\$ 97	\$ 191	\$ 161	314				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.75	0.50	0.00	0.75	0.75	2.75				382	\$ 88	23%	\$ 300	79%
38	Landscape Upgrade/Permit - Single-Family - Flat															
	Building		0.75	0.00	0.00	1.50	1.50	3.75	\$ 97	\$ 191	\$ 161	555				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.75	0.50	0.00	1.50	1.50	4.25				623	\$ 88	14%	\$ 600	96%
39	Landscape Upgrade/Permit - Multi-Family - Deposit															
	Building		0.75	1.00	0.50	3.00	2.00	7.25	\$ 97	\$ 191	\$ 161	1,163				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.75	1.50	0.50	3.00	2.00	7.75				1,231	\$ 250	20%	\$ 1,000	81%
40	Landscape Upgrade/Permit - Commercial - Deposit															
	Building		0.75	1.00	0.50	5.00	3.00	10.25	\$ 97	\$ 191	\$ 161	1,646				
	Planning		0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	<b>Subtotal</b>		0.75	1.50	0.50	5.00	3.00	10.75				1,714	\$ 250	15%	\$ 1,500	88%
41	Paving and/or Striping - Deposit		0.75	1.00	0.50	0.75	0.75	3.75	\$ 97	\$ 191	\$ 161	601	\$ -	0%	\$ 600	100%
42	Overnight Parking Permits															
42.1	In-Person; Initial Permit - Flat		1.00	0.00	0.00	0.00	0.00	1.00	\$ 97	\$ 191	\$ 161	97	\$ 25	26%	\$ 75	77%
42.2	In-Person - Renewal - Flat		0.75	0.00	0.00	0.00	0.00	0.75	\$ 97	\$ 191	\$ 161	73	\$ 25	34%	\$ 50	69%
42.3	On-line; Initial Permit - Flat		0.50	0.00	0.00	0.00	0.00	0.50	\$ 97	\$ 191	\$ 161	49	\$ 19	39%	\$ 40	82%
42.4	On-line - Renewal - Flat		0.50	0.00	0.00	0.00	0.00	0.50	\$ 97	\$ 191	\$ 161	49	\$ 19	39%	\$ 40	82%
42.5	Appeals - Deposit		30.00	0.00	0.00	0.00	0.00	30.00	\$ 97	\$ 191	\$ 161	2,910	\$ 30	1%	\$ 500	17%

								Activity Service Cost Analysis					Cost Recovery Analysis			
Fee No.	Fee Description	Notes	Intake and Processing	Plan Check	Rechecks	Inspection	Reinsp.	Total	Direct Services - Intake and Processing	Mgmt./PC Blended Rate	Direct Services - Inspection	Cost of Service Per Activity	Current Fee / Deposit [6]	Existing Cost Recovery %	Recommend ed Fee Level / Deposit	Recommend ed Cost Recovery %
43	Signs															
43.1	Single Wall mounted Sign 1-2 signs - Flat															
	Building Planning		0.75	1.00	0.00	1.00	0.00	2.75	\$ 97	\$ 191	\$ 161	425				
			0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.75	1.50	0.00	1.00	0.00	3.25				493	\$94 plan check, \$88 inspection	%	\$ 450	91%
43.2	Each Additional Sign - Flat															
	Building Planning		0.75	0.75	0.50	0.50	0.00	2.50	\$ 97	\$ 191	\$ 161	392				
			0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.75	1.25	0.50	0.50	0.00	3.00				460	\$ -	0%	\$ 200	43%
43.3	Monument/Pole Signs/Free Standing Signs - Deposit															
	Building Planning		0.75	1.00	0.50	2.25	2.25	6.75	\$ 97	\$ 191	\$ 161	1,083				
			0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.75	1.50	0.50	2.25	2.25	7.25				1,151	\$94 plan check, \$88 inspection	%	\$ 1,000	87%
44	Swimming Pools															
44.1	Above Ground - Deposit															
	Building Planning		0.75	2.00	0.50	1.50	1.50	6.25	\$ 97	\$ 191	\$ 161	1,033				
			0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.75	2.50	0.50	1.50	1.50	6.75				1,101	\$200 plan check, \$230 inspection	%	\$ 1,000	91%
44.2	In Ground - Deposit															
	Building Planning		0.75	2.00	0.50	11.25	5.63	20.13	\$ 97	\$ 191	\$ 161	3,264				
			0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.75	2.50	0.50	11.25	5.63	20.63				3,332	\$200 plan check, \$230 inspection	%	\$ 3,000	90%
44.3	SPA - Deposit															
	Building Planning		0.75	2.00	0.50	5.25	2.63	11.13	\$ 97	\$ 191	\$ 161	1,817				
			0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.75	2.50	0.50	5.25	2.63	11.63				1,885	\$ 176	9%	\$ 1,500	80%
44.4	Pool Bond	[5]	0.00	0.00	0.00	0.00	0.00	0.00	\$ 97	\$ 191	\$ 161	-	\$ 200	%	\$ -	%
	MISCELLANEOUS															
45	Residential Storage Shed - over 120sq. Ft.															
	Building Planning		0.75	1.00	0.50	5.25	5.25	12.75	\$ 97	\$ 191	\$ 161	2,048				
			0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.75	1.50	0.50	5.25	5.25	13.25				2,116	\$ 450	21%	\$ 1,000	47%
46	Fire Damage															
46.1	<15% of sq. ft. of the house - Flat															
	Building Planning		0.75	1.00	0.50	2.25	1.13	5.63	\$ 97	\$ 191	\$ 161	902				
			0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.75	1.50	0.50	2.25	1.13	6.13				970	\$ 450	46%	\$ 900	93%
46.2	>15 of sq. Ft. of the house - Deposit															
	Building Planning		0.75	2.00	1.00	4.50	2.25	10.50	\$ 97	\$ 191	\$ 161	1,732				
			0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.75	2.50	1.00	4.50	2.25	11.00				1,799	\$ 450	25%	\$ 1,500	83%

								Activity Service Cost Analysis					Cost Recovery Analysis			
Fee No.	Fee Description	Notes	Intake and Processing	Plan Check	Rechecks	Inspection	Reinsp.	Total	Direct Services - Intake and Processing	Mgmt./PC Blended Rate	Direct Services - Inspection	Cost of Service Per Activity	Current Fee / Deposit [6]	Existing Cost Recovery %	Recommend ed Fee Level / Deposit	Recommend ed Cost Recovery %
47	Demolition Residential															
47.1	1 - 500 sq. ft. - Flat															
	Building Planning		0.75	1.00	0.50	2.25	1.00	5.50	\$ 97	\$ 191	\$ 161	882				
			0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.75	1.50	0.50	2.25	1.00	6.00				950	New	%	\$ 950	100%
47.2	501 - 2000 sq. ft. - Deposit															
	Building Planning		0.75	1.00	0.50	2.81	1.00	6.06	\$ 97	\$ 191	\$ 161	973				
			0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.75	1.50	0.50	2.81	1.00	6.56				1,040	New	%	\$ 1,000	96%
47.3	2001 - 5000 sq. ft. - Deposit															
	Building Planning		0.75	1.00	0.50	3.75	2.00	8.00	\$ 97	\$ 191	\$ 161	1,284				
			0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.75	1.50	0.50	3.75	2.00	8.50				1,352	New	%	\$ 1,000	74%
47.4	Above 5001 sq. Ft. - Deposit															
	Building Planning		1.00	1.00	0.50	5.63	2.00	10.13	\$ 97	\$ 191	\$ 161	1,610				
			0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		1.00	1.50	0.50	5.63	2.00	10.63				1,678	New	%	\$ 1,500	89%
48	Commercial															
48.1	1 - 500 sq. ft. - Flat															
	Building Planning		0.75	1.00	0.50	2.25	2.25	6.75	\$ 97	\$ 191	\$ 161	1,083				
			0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.75	1.50	0.50	2.25	2.25	7.25				1,151	New	%	\$ 1,000	87%
48.2	501 - 2000 sq. ft. - Deposit															
	Building Planning		0.75	1.00	0.50	2.81	2.81	7.88	\$ 97	\$ 191	\$ 161	1,264				
			0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.75	1.50	0.50	2.81	2.81	8.38				1,332	New	%	\$ 1,000	75%
48.3	2001 - 5000 sq. ft. - Deposit															
	Building Planning		0.75	1.00	0.50	3.75	3.75	9.75	\$ 97	\$ 191	\$ 161	1,566				
			0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.75	1.50	0.50	3.75	3.75	10.25				1,633	New	%	\$ 1,500	92%
48.4	Above 5001 sq. Ft. - Deposit															
	Building Planning		0.75	1.00	0.50	5.63	5.63	13.50	\$ 97	\$ 191	\$ 161	2,169				
			0.00	0.50	0.00	0.00	0.00	0.50	\$ 136	\$ 136	\$ 136	68				
	Subtotal		0.75	1.50	0.50	5.63	5.63	14.00				2,237	New	%	\$ 2,000	89%
49	Wood Deck															
49.1	Up to 100 sq. ft. - Flat		0.75	0.00	0.50	2.25	2.25	5.75	\$ 97	\$ 191	\$ 161	892	\$ 450	50%	\$ 800	90%
49.2	101 to 500 sq. ft. - Deposit		0.75	1.00	0.50	2.81	2.81	7.88	\$ 97	\$ 191	\$ 161	1,264	\$ 450	36%	\$ 1,000	79%
49.3	501 to 1000 sq. ft. - Deposit		0.75	1.00	0.50	3.75	3.75	9.75	\$ 97	\$ 191	\$ 161	1,566	\$ 450	29%	\$ 1,500	96%
49.4	1001+ sq. ft. - Deposit		0.75	1.00	0.50	5.63	5.63	13.50	\$ 97	\$ 191	\$ 161	2,169	\$ 450	21%	\$ 2,000	92%
50	Spay Booth - Deposit		0.75	1.00	0.50	5.25	3.00	10.50	\$ 97	\$ 191	\$ 161	1,686	\$ 450	27%	\$ 1,500	89%
51	Storage Rack															
51.1	First 200 sq. ft. - Flat		0.75	0.00	0.50	1.50	1.50	4.25	\$ 97	\$ 191	\$ 161	651	New	%	\$ 650	100%
51.2	201 - 500 sq. ft. - Deposit		0.75	1.00	0.50	2.06	2.06	6.38	\$ 97	\$ 191	\$ 161	1,023	New	%	\$ 1,000	98%
51.3	501 - 1000 sq. ft. - Deposit		0.75	1.00	0.50	2.44	2.44	7.13	\$ 97	\$ 191	\$ 161	1,143	New	%	\$ 1,000	87%
51.4	1001+ sq. ft. - Deposit		0.75	1.00	0.50	3.75	3.75	9.75	\$ 97	\$ 191	\$ 161	1,566	New	%	\$ 1,500	96%



								Activity Service Cost Analysis					Cost Recovery Analysis			
Fee No.	Fee Description	Notes	Intake and Processing	Plan Check	Rechecks	Inspection	Reinsp.	Total	Direct Services - Intake and Processing	Mgmt./PC Blended Rate	Direct Services - Inspection	Cost of Service Per Activity	Current Fee / Deposit [6]	Existing Cost Recovery %	Recommend ed Fee Level / Deposit	Recommend ed Cost Recovery %
52	Solar / PV System - Residential															
52.1	0.1 - 5 kw		0.75	1.00	0.50	2.25	2.25	6.75	\$ 97	\$ 191	\$ 161	1,083	\$200 plan check, \$198 inspection	%	\$ 1,000	92%
52.2	5.1 - 10 kw		0.75	1.00	0.50	2.63	2.63	7.50	\$ 97	\$ 191	\$ 161	1,204	\$200 plan check, \$198 inspection	%	\$ 1,000	83%
52.3	10.1 - 20 kw		0.75	1.00	0.50	3.00	3.00	8.25	\$ 97	\$ 191	\$ 161	1,324	\$200 plan check, \$198 inspection	%	\$ 1,000	76%
52.4	20.1 - 50 kw		0.75	1.00	0.50	4.13	4.13	10.50	\$ 97	\$ 191	\$ 161	1,686	\$200 plan check, \$198 inspection	%	\$ 1,000	59%
52.5	over 50 kw		0.75	1.00	0.50	4.50	4.50	11.25	\$ 97	\$ 191	\$ 161	1,807	\$200 plan check, \$198 inspection	%	\$ 1,000	55%
53	Solar / PV System - Commercial															
53.1	0.1 - 5 kw		0.75	1.00	0.50	2.25	2.25	6.75	\$ 97	\$ 191	\$ 161	1,083	New	%	\$ 1,000	92%
53.2	5.1 - 10 kw		0.75	1.00	0.50	2.63	2.63	7.50	\$ 97	\$ 191	\$ 161	1,204	New	%	\$ 1,000	83%
53.3	10.1 - 20 kw		0.75	1.00	0.50	3.00	3.00	8.25	\$ 97	\$ 191	\$ 161	1,324	New	%	\$ 1,000	76%
53.4	20.1 - 50 kw		0.75	1.00	0.50	4.13	4.13	10.50	\$ 97	\$ 191	\$ 161	1,686	New	%	\$ 1,000	59%
53.5	50.1 - 100 kw		0.75	1.00	0.50	4.50	4.50	11.25	\$ 97	\$ 191	\$ 161	1,807	New	%	\$ 1,000	55%
53.6	over 100 kw		1.00	1.00	0.50	5.25	5.25	13.00	\$ 97	\$ 191	\$ 161	2,072	New	%	\$ 1,000	48%
54	Electric Vehicle Charging Station - Residential															
54.1	Base Fee		0.75	1.00	0.50	1.50	1.50	5.25	\$ 97	\$ 191	\$ 161	842	New	%	\$ 800	95%
54.2	Per Station		0.00	1.00	0.50	0.75	0.75	3.00	\$ 97	\$ 191	\$ 161	528	New	%	\$ 500	95%
55	Electric Vehicle Charging Station - Commercial															
55.1	Base Fee		0.75	1.00	0.50	2.25	2.25	6.75	\$ 97	\$ 191	\$ 161	1,083	New	%	\$ 1,000	92%
55.2	Per Station		0.00	1.00	0.50	0.75	0.75	3.00	\$ 97	\$ 191	\$ 161	528	New	%	\$ 500	95%
56	Natural Gas - Residential - Flat		0.00	0.00	0.00	1.50	1.50	3.00	\$ 97	\$ 191	\$ 161	482	New	%	\$ 450	93%
57	Natural Gas - Commercial - Deposit		0.00	0.00	0.00	2.25	2.25	4.50	\$ 97	\$ 191	\$ 161	724	New	%	\$ 700	97%
58	Fire Sprinklers - Deposit		0.00	1.00	0.00	2.00	0.00	3.00	\$ 97	\$ 191	\$ 161	513	\$94 plan check, \$120 inspection	%	\$ 500	98%
59	City Sanitary Sewer Connection Fee															
60	Bathub	[3]										-	\$ 10			
61	Bidet	[3]										-	\$ 5			
62	Dental Units	[3]										-	\$ 5			
63	Drinking Fountain	[3]										-	\$ 5			
64	Floor Drain	[3]										-	\$ 10			
65	Interceptors for grease, oil, and solids	[3]										-	\$ 15			
66	Interceptors for sand, auto wash, etc.	[3]										-	\$ 15			
67	Laundry Tub or Washer	[3]										-	\$ 10			
68	Laundry Tub or Washer (Self Serve)	[3]										-	\$ 15			
69	Mobile Home Park (each pad)	[3]										-	\$ 90			
70	Receptors	[3]										-	\$ 15			
71	Shower	[3]										-	\$ 10			
72	Showers gang per head	[3]										-	\$ 5			
73	Sink, Bar	[3]										-	\$ 5			
74	Sink, Bar Commercial	[3]										-	\$ 15			
75	Sink, Floor	[3]										-	\$ 5			
76	Sink, Flushing Rim	[3]										-	\$ 15			
77	Sink, Kitchen	[3]										-	\$ 10			
78	Sink, Service	[3]										-	\$ 10			
79	Swimming Pool	[3]										-	\$ 15			

Fee No.	Fee Description	Notes	Activity Service Cost Analysis										Cost Recovery Analysis			
			Intake and Processing	Plan Check	Rechecks	Inspection	Reinsp.	Total	Direct Services - Intake and Processing	Mgmt./PC Blended Rate	Direct Services - Inspection	Cost of Service Per Activity	Current Fee / Deposit [6]	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %
79	Urinal, Pedestal	[3]										-	\$ 10			
80	Urinal, Stall	[3]										-	\$ 10			
81	Urinal, Wall Trough	[3]										-	\$ 20			
82	Wash Basin (lav)	[3]										-	\$ 5			
83	Wash Basin (set, double lav)	[3]										-	\$ 10			
84	Water Closet (toilet)	[3]										-	\$ 20			
85	Certificate of Occupancy - Flat		0.50	1.00	0.00	0.50	0.00	2.00	\$ 97	\$ 191	\$ 161	320				
	Building Planning		0.00	1.00	0.00	0.00	0.00	1.00	\$ 136	\$ 136	\$ 136	136				
	<b>Subtotal</b>		0.50	2.00	0.00	0.50	0.00	3.00				456	\$ -	0%	\$ 300	66%
86	Electrical- Flat		0.50	0.50	0.00	3.00	1.00	5.00	\$ 97	\$ 191	\$ 161	787	\$ New	%	\$ 750	95%
	Fire		0.00	0.00	0.00	0.00	0.00	0.00	\$ 97	\$ 191	\$ 161	-	\$ -	%	\$ -	%
87	Infrastructure- Flat		0.50	8.00	3.00	20.00	10.00	41.50	\$ 97	\$ 191	\$ 161	6,975	\$ New	%	\$ 6,500	93%
88	Mechanical- Flat		0.50	1.00	0.50	5.00	2.00	9.00	\$ 97	\$ 191	\$ 161	1,461	\$ New	%	\$ 1,000	68%
	Misc.		0.00	0.00	0.00	0.00	0.00	0.00	\$ 97	\$ 191	\$ 161	-	\$ -	%	\$ -	%
89	Plumbing - Flat		0.50	1.00	0.50	5.00	2.00	9.00	\$ 97	\$ 191	\$ 161	1,461	\$ New	%	\$ 1,000	68%
	tenant Imp		0.00	0.00	0.00	0.00	0.00	0.00	\$ 97	\$ 191	\$ 161	-	\$ -	%	\$ -	%
90	Water Heater - Flat		0.50	0.00	0.00	1.00	0.50	2.00	\$ 97	\$ 191	\$ 161	290	\$ New	%	\$ 100	35%
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.															

[Notes]

- [1] Sourced from "master\_fee\_schedule\_effective\_july\_1\_2014" PDF.  
[2] Sourced from [Building Permit Revenue Analysis FYE15].  
[3] Fine/Penalty not analyzed by NBS  
[4] Per the rates provided by there professional service agreements provided by the contractor to  
[5] MFS Placeholder - Not Analyzed by NBS  
[6] All Amounts are Deposits

## ***APPENDIX A.3***

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### ***Cost of Service Analysis – Fire Prevention***

						Activity Service Cost Analysis				Cost Recovery Analysis			
Fee No.	Fee Description	Notes	Intake and Processing	Plan Check	Inspection/ Trip	Estimated Average Labor Time Per Activity (hours)	FBHR - Intake & Processing	FBHR - PC & Insp	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Minimum Deposit [12]	Recommended Cost Recovery % [15]
	<b>NEW CONSTRUCTION, ADDITIONS, AND MAJOR REMODELS</b>												
1	Architectural Review - Industrial Uses - Architectural T.I. (All newly constructed or added space for industrial occupancies classified as CBC Group A, H, E, I)	[12, 13]											
	Square Footage:												
1.1	0 - 50,000 sq. ft.		0.50	8.00	2.00	10.50	\$ 59	\$ 128	\$ 1,309	\$ -	0%	\$ 1,300	99%
1.2	50,001 - 200,000 sq. ft.		0.50	11.00	2.50	14.00	\$ 59	\$ 128	\$ 1,757	\$ -	0%	\$ 1,700	97%
1.3	200,000 - 299,999 sq. ft.		0.50	12.00	3.00	15.50	\$ 59	\$ 128	\$ 1,949	\$ -	0%	\$ 1,900	97%
1.4	300,000+ each additional 25,000 sq. ft.		0.50	0.50	0.25	1.25	\$ 59	\$ 128	\$ 126	\$ -	0%	\$ 100	80%
2	Architectural Review - Industrial Uses - Architectural T.I. (All newly constructed or added space for industrial occupancies classified as CBC Group industrial occupancies not specifically addressed elsewhere in this Fee Schedule)	[12, 13]											
	Square Footage:												
2.1	0 - 10,000 sq. ft.		0.50	2.00	0.45	2.95	\$ 59	\$ 128	\$ 343	\$ -	0%	\$ 300	87%
2.2	10,001 - 30,000 sq. ft.		0.50	2.30	0.45	3.25	\$ 59	\$ 128	\$ 381	\$ -	0%	\$ 300	79%
2.3	30,001 - 60,000 sq. ft.		0.50	2.50	1.00	4.00	\$ 59	\$ 128	\$ 477	\$ -	0%	\$ 400	84%
2.4	60,001 - 100,000 sq. ft.		0.50	2.90	1.50	4.90	\$ 59	\$ 128	\$ 593	\$ -	0%	\$ 500	84%
2.5	100,001 - 199,999 sq. ft.		0.50	3.40	1.50	5.40	\$ 59	\$ 128	\$ 657	\$ -	0%	\$ 600	91%
2.6	200,000 - 299,999 sq. ft.		0.50	3.90	2.00	6.40	\$ 59	\$ 128	\$ 784	\$ -	0%	\$ 700	89%
2.7	300,000+ each additional 25,000 sq. ft.		0.50	0.25	0.25	1.00	\$ 59	\$ 128	\$ 94	\$ -	0%	\$ 90	96%
3	Architectural Review - Commercial Uses - Architectural T.I. (All newly constructed or added space for non-residential occupancies classified as CBC Group A, H, E, I)	[12, 13]											
	Square Footage:												
3.1	0 - 5,000 sq. ft.		0.50	2.30	0.50	3.30	\$ 59	\$ 128	\$ 388	\$ -	0%	\$ 300	77%
3.2	5,001 - 10,000 sq. ft.		0.50	3.50	1.00	5.00	\$ 59	\$ 128	\$ 605	\$ -	0%	\$ 600	99%
3.3	10,001 - 30,000 sq. ft.		0.50	6.70	1.75	8.95	\$ 59	\$ 128	\$ 1,111	\$ -	0%	\$ 1,100	99%
3.4	30,001 - 60,000 sq. ft.		0.50	7.70	2.00	10.20	\$ 59	\$ 128	\$ 1,271	\$ -	0%	\$ 1,200	94%
3.5	60,001 - 100,000 sq. ft.		0.50	8.00	2.50	11.00	\$ 59	\$ 128	\$ 1,373	\$ -	0%	\$ 1,300	95%
3.6	100,001 - 199,999 sq. ft.		0.50	9.00	3.00	12.50	\$ 59	\$ 128	\$ 1,565	\$ -	0%	\$ 1,500	96%
3.7	200,000 - 299,999 sq. ft.		0.50	10.00	4.00	14.50	\$ 59	\$ 128	\$ 1,821	\$ -	0%	\$ 1,800	99%
3.8	300,000 each additional 25,000 sq. ft.		0.50	0.25	0.25	1.00	\$ 59	\$ 128	\$ 94	\$ -	0%	\$ 90	96%
4	Architectural Review - Commercial Uses - Architectural T.I. (All newly constructed or added space for non-residential occupancies classified as CBC Group commercial occupancies not specifically addressed elsewhere in this Fee Schedule)	[12, 13]											
	Square Footage:												
4.1	0 - 5,000 sq. ft.		0.50	1.50	0.50	2.50	\$ 59	\$ 128	\$ 285	\$ -	0%	\$ 200	70%
4.2	5,001 - 10,000 sq. ft.		0.50	2.00	0.50	3.00	\$ 59	\$ 128	\$ 349	\$ -	0%	\$ 300	86%
4.3	10,001 - 30,000 sq. ft.		0.50	2.30	0.75	3.55	\$ 59	\$ 128	\$ 420	\$ -	0%	\$ 400	95%
4.4	30,001 - 60,000 sq. ft.		0.50	2.50	1.00	4.00	\$ 59	\$ 128	\$ 477	\$ -	0%	\$ 400	84%
4.5	60,001 - 100,000 sq. ft.		0.50	2.90	1.25	4.65	\$ 59	\$ 128	\$ 561	\$ -	0%	\$ 500	89%
4.6	100,001 - 199,999 sq. ft.		0.50	3.40	1.50	5.40	\$ 59	\$ 128	\$ 657	\$ -	0%	\$ 600	91%
4.7	200,000 - 299,999 sq. ft.		0.50	3.90	1.75	6.15	\$ 59	\$ 128	\$ 752	\$ -	0%	\$ 700	93%
4.8	300,000 each additional 25,000 sq. ft.		0.50	0.25	0.25	1.00	\$ 59	\$ 128	\$ 94	\$ -	0%	\$ 90	96%

						Activity Service Cost Analysis				Cost Recovery Analysis			
Fee No.	Fee Description	Notes	Intake and Processing	Plan Check	Inspection/ Trip	Estimated Average Labor Time Per Activity (hours)	FBHR - Intake & Processing	FBHR - PC & Insp	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Minimum Deposit [12]	Recommended Cost Recovery % [15]
5	Architectural Review - Commercial Residential and Multifamily Residential Uses - (All newly constructed or added space for residential occupancies classified as CBC Group R (except R-3), or other residential occupancies not specifically addressed elsewhere in this Fee Schedule)	[12, 13]											
	Square Footage:												
5.1	0 - 5,000 sq. ft.		0.50	2.00	0.75	3.25	\$ 59	\$ 128	\$ 381	\$ -	0%	\$ 300	79%
5.2	5,001 - 10,000 sq. ft.		0.50	4.00	1.00	5.50	\$ 59	\$ 128	\$ 669	\$ -	0%	\$ 600	90%
5.3	10,001 - 30,000 sq. ft.		0.50	7.00	2.00	9.50	\$ 59	\$ 128	\$ 1,181	\$ -	0%	\$ 1,100	93%
5.4	30,001 - 60,000 sq. ft.		0.50	8.00	3.00	11.50	\$ 59	\$ 128	\$ 1,437	\$ -	0%	\$ 1,400	97%
5.5	60,000 +		0.50	9.00	4.00	13.50	\$ 59	\$ 128	\$ 1,693	\$ -	0%	\$ 1,600	95%
6	Single Family Residential Uses - (All newly constructed or added space for residential occupancies classified as CBC Group R-3, or other residential occupancies not specifically addressed elsewhere in this Fee Schedule)	[12, 13]											
	Square Footage:												
6.1	0 - 150 sq. ft.		0.50	0.25	0.17	0.92	\$ 59	\$ 128	\$ 83	\$ -	0%	\$ 80	96%
6.2	151 - 1,000 sq. ft.		0.50	0.50	0.25	1.25	\$ 59	\$ 128	\$ 126	\$ -	0%	\$ 120	96%
6.3	1,001 - 2,000 sq. ft.		0.50	0.50	0.33	1.33	\$ 59	\$ 128	\$ 136	\$ -	0%	\$ 130	96%
6.4	2,001 - 4,000 sq. ft.		0.50	1.00	0.58	2.08	\$ 59	\$ 128	\$ 232	\$ -	0%	\$ 230	99%
6.5	4,001 - 4,999 sq. ft.		0.50	1.00	0.75	2.25	\$ 59	\$ 128	\$ 253	\$ -	0%	\$ 250	99%
6.6	5,000 - 5,999 sq. ft.		0.50	1.00	0.91	2.41	\$ 59	\$ 128	\$ 274	\$ -	0%	\$ 270	99%
6.7	6,000+ sq. ft.		0.50	1.50	1.00	3.00	\$ 59	\$ 128	\$ 349	\$ -	0%	\$ 340	97%
7	Tenant Improvement - Non Structural - (Non-structurally remodeled space for occupancies not specifically addressed elsewhere in this Fee Schedule where the structure is not altered)	[12, 13]											
	Square Footage:												
7.1	0 - 1,000 sq. ft.		0.50	1.00	0.50	2.00	\$ 59	\$ 128	\$ 221	\$ -	0%	\$ 220	99%
7.2	1,001 - 5,000 sq. ft.		0.50	1.25	0.67	2.42	\$ 59	\$ 128	\$ 275	\$ -	0%	\$ 270	98%
7.3	5,001 - 10,000 sq. ft.		0.50	1.50	1.00	3.00	\$ 59	\$ 128	\$ 349	\$ -	0%	\$ 340	97%
7.4	10,001 - 20,000 sq. ft.		0.50	2.00	1.00	3.50	\$ 59	\$ 128	\$ 413	\$ -	0%	\$ 410	99%
7.5	20,001 - 29,999 sq. ft.		0.50	2.25	1.20	3.95	\$ 59	\$ 128	\$ 471	\$ -	0%	\$ 470	100%
7.6	30,000 - 39,999 sq. ft.		0.50	2.50	1.80	4.80	\$ 59	\$ 128	\$ 580	\$ -	0%	\$ 570	98%
7.7	40,000 + sq. ft.		0.50	3.00	2.00	5.50	\$ 59	\$ 128	\$ 669	\$ -	0%	\$ 660	99%
8	High Hazard Occupancies - (All newly constructed or added space for storage occupancies classified as CBC Group H or other storage occupancies not specifically addressed elsewhere in this Fee Schedule)	[12, 13]											
	Square Footage:												
8.1	0 - 2,000 sq. ft.		0.50	4.00	1.50	6.00	\$ 59	\$ 128	\$ 733	\$ -	0%	\$ 730	100%
8.2	2,001 - 5,000 sq. ft.		0.50	4.00	2.00	6.50	\$ 59	\$ 128	\$ 797	\$ -	0%	\$ 790	99%
8.3	5,001 - 10,000 sq. ft.		0.50	6.00	2.50	9.00	\$ 59	\$ 128	\$ 1,117	\$ -	0%	\$ 1,100	98%
8.4	10,001 - 25,000 sq. ft.		0.50	8.00	4.50	13.00	\$ 59	\$ 128	\$ 1,629	\$ -	0%	\$ 1,600	98%
8.5	25,001 - 50,000 sq. ft.		0.50	8.00	6.50	15.00	\$ 59	\$ 128	\$ 1,885	\$ -	0%	\$ 1,800	95%
8.6	50,001 - 100,000 sq. ft.		0.50	10.00	9.00	19.50	\$ 59	\$ 128	\$ 2,461	\$ -	0%	\$ 2,400	98%
8.7	100,001 each additional 25,000 sq. ft.		0.50	1.50	0.50	2.50	\$ 59	\$ 128	\$ 285	\$ -	0%	\$ 280	98%

						Activity Service Cost Analysis				Cost Recovery Analysis			
Fee No.	Fee Description	Notes	Intake and Processing	Plan Check	Inspection/ Trip	Estimated Average Labor Time Per Activity (hours)	FBHR - Intake & Processing	FBHR - PC & Insp	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Minimum Deposit [12]	Recommended Cost Recovery % [15]
	<b>Construction Permits</b>												
9	Battery Systems - Deposit	[12, 13]	1.00	2.70	0.50	4.20	\$ 59	\$ 128	\$ 469	\$ 286	61%	\$ 460	98%
10	Cryogenic Fluids - Deposit	[12, 13]	1.00	1.00	1.00	3.00	\$ 59	\$ 128	\$ 315	\$ 286	91%	\$ 310	98%
11	Spraying or Dipping - Deposit	[12, 13]	1.00	1.00	1.00	3.00	\$ 59	\$ 128	\$ 315	\$ 286	91%	\$ 310	98%
12	Temporary Membrane Structures - Deposit	[12, 13]	1.00	0.75	1.00	2.75	\$ 59	\$ 128	\$ 283	\$ 286	101%	\$ 280	99%
13	Gates and barricades across fire apparatus access roads - Deposit	[12, 13]	1.00	0.75	1.00	2.75	\$ 59	\$ 128	\$ 283	\$ 286	101%	\$ 280	99%
14	Hazardous materials	[12, 13]	1.00	2.00	1.50	4.50	\$ 59	\$ 128	\$ 507	\$ 286	56%	\$ 500	99%
15	LP-gas - Deposit	[12, 13]	1.00	1.00	0.75	2.75	\$ 59	\$ 128	\$ 283	\$ 286	101%	\$ 280	99%
16	Smoke control or smoke exhaust systems - Deposit	[12, 13]	1.00	2.00	2.00	5.00	\$ 59	\$ 128	\$ 571	\$ 286	50%	\$ 570	100%
	<b>Fire Sprinkler Systems</b>												
18	NFPA 13D - Deposits	[7, 12, 13]											
18.1	1-99 sprinklers		1.00	1.00	2.00	4.00	\$ 59	\$ 128	\$ 443	\$ 286	65%	\$ 440	99%
18.2	100-199 sprinklers		1.00	1.50	2.50	5.00	\$ 59	\$ 128	\$ 571	\$ 286	50%	\$ 570	100%
18.3	200 or more sprinklers (per 100 sprinklers)		1.00	0.00	0.00	1.00	\$ 59	\$ 128	\$ 59	\$ 286	484%	\$ 50	85%
19	NFPA 13R - Deposits	[7, 12, 13]											
19.1	1-99 sprinklers		1.00	1.50	2.50	5.00	\$ 59	\$ 128	\$ 571	\$ 286	50%	\$ 570	100%
19.2	100-199 sprinklers		1.00	1.75	3.00	5.75	\$ 59	\$ 128	\$ 667	\$ 286	43%	\$ 660	99%
19.3	200 or more sprinklers (per 100 sprinklers)		1.00	2.00	3.50	6.50	\$ 59	\$ 128	\$ 763	\$ 286	37%	\$ 760	100%
20	NFPA 13 - Deposits	[7, 12, 13]											
20.1	1-99 sprinklers		1.00	1.50	2.50	5.00	\$ 59	\$ 128	\$ 571	\$ 286	50%	\$ 570	100%
20.2	100-199 sprinklers		1.00	1.75	3.00	5.75	\$ 59	\$ 128	\$ 667	\$ 286	43%	\$ 660	99%
20.3	200 or more sprinklers (per 100 sprinklers)		1.00	2.00	3.50	6.50	\$ 59	\$ 128	\$ 763	\$ 286	37%	\$ 760	100%
21	Tenant Improvement	[7]										\$ -	
21.1	Up to 20 heads		1.00	0.25	0.25	1.50	\$ 59	\$ 128	\$ 123	\$ 286	232%	\$ 120	98%
21.2	20-99 heads		1.00	0.50	0.50	2.00	\$ 59	\$ 128	\$ 187	\$ 286	153%	\$ 180	96%
21.3	100-199 heads		1.00	0.75	0.75	2.50	\$ 59	\$ 128	\$ 251	\$ 286	114%	\$ 250	100%
21.4	200 or more heads		1.00	1.25	1.00	3.25	\$ 59	\$ 128	\$ 347	\$ 286	82%	\$ 340	98%
22	In Rack												
22.1	New	[7]	1.00	1.00	0.75	2.75	\$ 59	\$ 128	\$ 283	\$ 286	101%	\$ 280	99%
22.2	TI	[7]	1.00	0.50	0.50	2.00	\$ 59	\$ 128	\$ 187	\$ 286	153%	\$ 180	96%

						Activity Service Cost Analysis				Cost Recovery Analysis			
Fee No.	Fee Description	Notes	Intake and Processing	Plan Check	Inspection/ Trip	Estimated Average Labor Time Per Activity (hours)	FBHR - Intake & Processing	FBHR - PC & Insp	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Minimum Deposit [12]	Recommended Cost Recovery % [15]
23	Pre Action		1.00	1.50	1.50	4.00	\$ 59	\$ 128	\$ 443	\$ 286	65%	\$ 440	99%
24	Underground fire line												
24.1	Up to 4 appurtenances		1.00	1.00	2.00	4.00	\$ 59	\$ 128	\$ 443	\$ 286	65%	\$ 440	99%
24.2	5 or more appurtenances		1.00	2.00	4.00	7.00	\$ 59	\$ 128	\$ 827	\$ 286	35%	\$ 820	99%
	Fire Alarms												
25	Fire sprinkler monitoring - Deposits	[12, 13]	1.00	0.50	0.50	2.00	\$ 59	\$ 128	\$ 187	\$ 286	153%	\$ 180	96%
25.1	< 25 Devices		1.00	1.00	0.75	2.75	\$ 59	\$ 128	\$ 283	\$ 286	101%	\$ 280	99%
25.2	25 - 75 devices		1.00	1.50	1.00	3.50	\$ 59	\$ 128	\$ 379	\$ 286	75%	\$ 370	98%
25.3	> 75 Devices		1.00	2.00	1.25	4.25	\$ 59	\$ 128	\$ 475	\$ 286	60%	\$ 470	99%
26	TI – Commercial - Deposits	[12, 13]											
26.1	< 25 Devices		1.00	1.00	1.00	3.00	\$ 59	\$ 128	\$ 315	\$ 286	91%	\$ 310	98%
26.2	25-75 devices		1.00	1.25	2.00	4.25	\$ 59	\$ 128	\$ 475	\$ 286	60%	\$ 470	99%
26.3	>75 Devices		1.00	1.50	3.00	5.50	\$ 59	\$ 128	\$ 635	\$ 286	45%	\$ 630	99%
	Alternative Automatic Extinguishing Systems												
27	Chemical Protection System - Deposits	[12, 13]	1.00	0.50	0.50	2.00	\$ 59	\$ 128	\$ 187	\$ 286	153%	\$ 180	96%
28	Halon or Clean Agent - Deposits	[12, 13]	1.00	1.00	1.25	3.25	\$ 59	\$ 128	\$ 347	\$ 286	82%	\$ 340	98%
29	High Piled Stock - Deposits	[12, 13]											
29.1	1 - 10,000 sq. ft.		1.00	1.00	1.00	3.00	\$ 59	\$ 128	\$ 315	\$ 286	91%	\$ 310	98%
29.2	10,001 - 50,000 sq. ft.		1.00	1.25	1.25	3.50	\$ 59	\$ 128	\$ 379	\$ 286	75%	\$ 370	98%
29.3	50,001 - 100,000 sq. ft.		1.00	1.25	1.50	3.75	\$ 59	\$ 128	\$ 411	\$ 286	70%	\$ 410	100%
29.4	100,001 - 200,000 sq. ft.		1.00	1.25	1.75	4.00	\$ 59	\$ 128	\$ 443	\$ 286	65%	\$ 440	99%
29.5	200,001 sq. ft. - 300,000 sq. ft.		1.00	1.50	2.00	4.50	\$ 59	\$ 128	\$ 507	\$ 286	56%	\$ 500	99%
29.6	>300,001 sq. ft.		1.00	1.50	2.25	4.75	\$ 59	\$ 128	\$ 539	\$ 286	53%	\$ 530	98%
30	Industrial Oven - Deposit	[12, 13]	1.00	0.50	1.00	2.50	\$ 59	\$ 128	\$ 251	\$ 286	114%	\$ 250	100%
31	Fire Pump - Deposit	[12, 13]	1.00	2.50	1.50	5.00	\$ 59	\$ 128	\$ 571	\$ 286	50%	\$ 570	100%
32	Fire master plan - Deposit	[12, 13]	1.00	1.50	1.00	3.50	\$ 59	\$ 128	\$ 379	\$ 286	75%	\$ 370	98%
33	Flow Tests per Each Flow - Deposit	[12, 13]	1.00	0.00	0.50	1.50	\$ 59	\$ 128	\$ 123	\$ 286	232%	\$ 120	98%
34	Compressed Gas - Deposit	[12, 13]	1.00	0.50	0.50	2.00	\$ 59	\$ 128	\$ 187	\$ 286	153%	\$ 180	96%
35	Medical Gas - Deposit	[12, 13]	1.00	0.50	0.50	2.00	\$ 59	\$ 128	\$ 187	\$ 286	153%	\$ 180	96%
36	Battery storage - Deposit	[12, 13]	1.00	1.00	0.50	2.50	\$ 59	\$ 128	\$ 251	\$ 286	114%	\$ 250	100%

Fee No.	Fee Description	Notes	Intake and Processing	Plan Check	Inspection/ Trip	Activity Service Cost Analysis				Cost Recovery Analysis			
						Estimated Average Labor Time Per Activity (hours)	FBHR - Intake & Processing	FBHR - PC & Insp	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Minimum Deposit [12]	Recommended Cost Recovery % [15]
37	Flammable and Combustible Liquids - Deposit	[12, 13]	1.00	1.50	1.00	3.50	\$ 59	\$ 128	\$ 379	\$ 286	75%	\$ 370	98%
38	Photovoltaic Systems - Deposit	[12, 13]											
38.1	Solar Photovoltaic Systems (Commercial)		1.00	0.75	0.75	2.50	\$ 59	\$ 128	\$ 251	\$ 286	114%	\$ 250	100%
38.2	Solar Photovoltaic Systems (Residential)		1.00	0.50	0.25	1.75	\$ 59	\$ 128	\$ 155	\$ 286	184%	\$ 150	97%
38.3	Solar Photovoltaic Systems (Ground)		1.00	0.25	0.25	1.50	\$ 59	\$ 128	\$ 123	\$ 286	232%	\$ 120	98%
39	Stand Pipes - Deposit	[12, 13]	1.00	1.50	1.50	4.00	\$ 59	\$ 128	\$ 443	\$ 286	65%	\$ 440	99%
40	Fuel Modification - Deposits	[12, 13]											
40.1	Single Structure		1.00	1.00	0.25	2.25	\$ 59	\$ 128	\$ 219	\$ 286	131%	\$ 210	96%
40.2	Community (more than one structure)		1.00	3.00	1.00	5.00	\$ 59	\$ 128	\$ 571	\$ 286	50%	\$ 570	100%
41	Methane Mitigation Admin Fee - Deposit	[12, 13]	1.00	0.00	0.00	1.00	\$ 59	\$ 128	\$ 59	\$ 286	484%	\$ 50	85%
	Plus actual contractor costs												
42	Alternate Methods and Materials - Deposit	[12, 13]	1.00	3.00	0.00	4.00	\$ 59	\$ 128	\$ 443	New	%	\$ 440	99%
43	Temp Roads and Access - Deposit	[12, 13]	1.00	0.50	0.50	2.00	\$ 59	\$ 128	\$ 187	New	%	\$ 180	96%
44	Emergency Vehicle Access - Deposit	[12, 13]	1.00	0.50	0.10	1.60	\$ 59	\$ 128	\$ 136	New	%	\$ 130	96%
45	Emergency responder radio coverage - Deposit	[12, 13]	1.00	0.00	2.00	3.00	\$ 59	\$ 128	\$ 315	New	%	\$ 310	98%
	Plus actual contractor costs												



						Activity Service Cost Analysis				Cost Recovery Analysis			
Fee No.	Fee Description	Notes	Intake and Processing	Plan Check	Inspection/ Trip	Estimated Average Labor Time Per Activity (hours)	FBHR - Intake & Processing	FBHR - PC & Insp	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Minimum Deposit [12]	Recommended Cost Recovery % [15]
	<b>MISCELLANEOUS</b>												
46	After Hours Inspection (per hour at a 2hr minimum)		0.00	0.00	2.00	2.00	\$ 59	\$ 128	\$ 256	New	%	\$ 250	98%
47	After Hours Plan Check (per hour at a 2hr minimum)		0.00	2.00	0.00	2.00	\$ 59	\$ 128	\$ 256	New	%	\$ 250	98%
48	Additional Reinspection (per hour at a 1hr minimum)		0.15	0.00	1.00	1.15	\$ 59	\$ 128	\$ 137	\$ 88	64%	\$ 130	95%
49	Additional Plan Check (each resubmittal) - Deposit		0.15	1.00	0.00	1.15	\$ 59	\$ 128	\$ 137	\$ 94	69%	\$ 130	95%
50	Requested Inspection (per hour at a 2hr minimum)		0.00	0.00	2.00	2.00	\$ 59	\$ 128	\$ 256	\$ 176	69%	\$ 250	98%
51	Expedited Plan Check (per hour at a 1hr minimum)		0.00	2.00	0.00	2.00	\$ 59	\$ 128	\$ 256	\$ 141	55%	\$ 250	98%
52	Code Interpretation (per hour at a 2hr minimum)		0.00	2.00	0.00	2.00	\$ 59	\$ 128	\$ 256	New	%	\$ 250	98%
53	Event Stand By Fee (per hour at a 2hr minimum)	[14]	0.00	0.00	2.00	2.00	\$ 59	\$ 128	\$ 256	\$63-\$114	%	\$ 250	98%
54	False Alarm Response (in a 1 year period) - 3 person rig (first and second incidents are free)												
54.1	3rd Incident		0.25	0.00	0.25	0.50	\$ 352	\$ 352	\$ 176	\$ 192	109%	\$ 170	97%
55	False Alarm Response (in a 1 year period) - 4 person rig (first and second incidents are free)												
55.1	3rd Incident		0.25	0.00	0.25	0.50	\$ 469	\$ 469	\$ 234	\$ 192	82%	\$ 230	98%
56	Failure to Notify - False Alarm Response - 3 person rig (first incident free)	[10]											
56.1	2nd and subsequent incidents		0.25	0.00	0.25	0.50	\$ 469	\$ 469	\$ 234	\$ 192	82%	\$ 230	98%
57	Failure to Notify - False Alarm Response - 4 person rig (first incident free)	[10]											
57.1	2nd and subsequent incidents		0.25	0.00	0.25	0.50	\$ 469	\$ 469	\$ 234	\$ 192	82%	\$ 230	98%
58	Miscellaneous Items Permit (per hour)		1.00	0.00	0.00	1.00	\$ 59	\$ 128	\$ 59	New	%	\$ 50	85%
59	Request for Completion of Forms - (per hour at a 30 minute minimum)		0.50	0.00	0.00	0.50	\$ 59	\$ 128	\$ 30	New	%	\$ 20	68%
<b>Operational Fire Permit Issuance and Processing Fees</b>													
60	Initial Permit Intake and Processing -												
60.1	First Permit		1.00	1.00	0.00	2.00	\$ 59	\$ 128	\$ 187	\$ 156	83%	\$ 180	96%
60.2	Each Additional Permit		0.50	0.00	0.00	0.50	\$ 59	\$ 128	\$ 30	\$ 126	427%	\$ 20	68%
61	Renewal Permits												
61.1	First Permit		1.00	0.00	0.00	1.00	\$ 59	\$ 128	\$ 59	\$ 128	217%	\$ 50	85%
61.2	Each Additional Permit		0.50	0.00	0.00	0.50	\$ 59	\$ 128	\$ 30	\$ 114	386%	\$ 20	68%
62	Permit Inspection - Per Hour		0.00	0.00	1.00	1.00	\$ 59	\$ 128	\$ 128	New	%	\$ 120	94%
<b>Life Safety Inspections</b>													
63	Life Safety Inspection (small business)		1.00	0.00	0.50	1.50	\$ 59	\$ 128	\$ 123	\$ 136	111%	\$ 120	98%
63.1	1/2 hour minimum - Flat Fee					0.50	\$ 59	\$ 128	\$ 64				
64	Life Safety Inspection (large business)		1.00	0.00	1.00	2.00	\$ 59	\$ 128	\$ 187	\$ 136	73%	\$ 180	96%
64.1	1/2 hour minimum - Flat Fee					0.50	\$ 59	\$ 128	\$ 64				
65	Additional re-inspection hours (billed in 1/2 hour increments)		0.00	0.00	0.50	0.50	\$ 59	\$ 128	\$ 64	\$ 68	106%	\$ 60	94%

Fee No.	Fee Description	Notes	Intake and Processing	Plan Check	Inspection/ Trip	Activity Service Cost Analysis				Cost Recovery Analysis			
						Estimated Average Labor Time Per Activity (hours)	FBHR - Intake & Processing	FBHR - PC & Insp	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Minimum Deposit [12]	Recommended Cost Recovery % [15]
	Fire Service Connection charges are applicable to all new construction where fire service is to be installed, with the charge payable at the time the Building Permit is issued by the City.												
	Fire service connection fees are buy-in fees used to recover the cost of existing reservoir storage and water system capacity for private fire systems. The connection fee for fire service connection is as follows:												
	4" connection \$3,562												
	6" connection \$4,987												
	8" connection \$6,484												
	10" connection \$9,337												
	12" connection \$9,337												
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.												

[Notes]

- [1] Sourced from "master\_fee\_schedule\_effective\_july\_1\_2014" PDF.
- [2] Sourced from [Building Permit Revenue Analysis FYE15].
- [3] Fine/Penalty not analyzed by NBS
- [4] Time estimates from "Copy of Brea Fire TimestimatesVol tocilent 051716.xlsx"
- [5] Fire Code Permits Time Estimates from "Brea Fire TimestimatesVol tocilent 060916.xlsx"
- [6] Volume sourced from excel file "Permit Count 6-1-16"
- [7] Includes Rough and final inspections
- [8] The City charges a Paramedic Assessment Fee for all medical aid dispatches. This co
- [9] These are operational Fire Code Permits - Cost for Administrative Permit. Cost for ir
- [10] Not a penalty - cost incurred when a false alarm is triggered but the system is being
- [11] Cost for first permit, additional intake/processing per permit renewal, additional plan check/inspection is per hour
- [12] Currently, the Initial Deposit amount is determined at time of submittal.
- [13] This fee is in addition to intake and processing fees
- [14] Depending on position
- [15] Deposit activities are charged on an hourly basis, and are

## ***APPENDIX A.4***

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### ***Cost of Service Analysis – Public Works***

						Activity Service Cost Analysis					Cost Recovery Analysis			
Fee No.	Fee Description	Notes	Intake and Processing	Plan Check Review	Insp.	Total	Intake and Processing - Fully Burdened Hourly Rate	Plan Check - Fully Burdened Hourly Rate	Inspection - Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Deposit Amount [10]	Existing Cost Recovery	Recommended Deposit Amount	Recommended Cost Recovery
1	PUBLIC WORKS PLAN REVIEW FEES													
1.1	Subdivision Fees (Deposit)													
	Final Parcel Maps Review Base Fee													
	Public Works		2.00	20.00	0.00	22.00	\$ 48	\$ 174	\$ 171	3,573				
	Planning		0.00	1.00	0.00	1.00	\$ 136	\$ 136	\$ 136	136				
	Subtotal		2.00	21.00	0.00	23.00				\$ 3,709	\$ 2,500	67%	\$ 3,500	94%
1.2	Plus per parcel													
	Public Works		0.00	1.00	0.00	1.00	\$ 48	\$ 174	\$ 171	174				
	Planning		0.00	1.00	0.00	1.00	\$ 136	\$ 136	\$ 136	136				
	Subtotal		0.00	2.00	0.00	2.00				\$ 310	n/a	%	\$ 300	97%
1.3	Plus Actual Consultant Cost													
2	Final Tract Maps Review Base Fee (Deposit)													
	Public Works		3.00	20.00	0.00	23.00	\$ 48	\$ 174	\$ 171	3,621				
	Planning		0.00	1.00	0.00	1.00	\$ 136	\$ 136	\$ 136	136				
	Subtotal		3.00	21.00	0.00	24.00				\$ 3,757	\$ 2,500	67%	\$ 3,500	93%
2.1	Plus 1 - 10 lots													
	Public Works		0.00	10.00	0.00	10.00	\$ 48	\$ 174	\$ 171	1,739				
	Planning		0.00	1.00	0.00	1.00	\$ 136	\$ 136	\$ 136	136				
	Subtotal		0.00	11.00	0.00	11.00				\$ 1,875	n/a	%	\$ 1,500	80%
2.2	Plus 11 - 20 lots													
	Public Works		0.00	16.00	0.00	16.00	\$ 48	\$ 174	\$ 171	2,782				
	Planning		0.00	1.00	0.00	1.00	\$ 136	\$ 136	\$ 136	136				
	Subtotal		0.00	17.00	0.00	17.00				\$ 2,918	n/a	%	\$ 2,500	86%
2.3	Plus 21 - 30 lots													
	Public Works		0.00	20.00	0.00	20.00	\$ 48	\$ 174	\$ 171	3,478				
	Planning		0.00	1.00	0.00	1.00	\$ 136	\$ 136	\$ 136	136				
	Subtotal		0.00	21.00	0.00	21.00				\$ 3,614	n/a	%	\$ 3,000	83%
2.4	Plus 31 - 40 lots													
	Public Works		0.00	22.00	0.00	22.00	\$ 48	\$ 174	\$ 171	3,826				
	Planning		0.00	1.00	0.00	1.00	\$ 136	\$ 136	\$ 136	136				
	Subtotal		0.00	23.00	0.00	23.00				\$ 3,961	n/a	%	\$ 3,500	88%
2.5	Plus 41+ lots													
	Public Works		0.00	24.00	0.00	24.00	\$ 48	\$ 174	\$ 171	4,173				
	Planning		0.00	1.00	0.00	1.00	\$ 136	\$ 136	\$ 136	136				
	Subtotal		0.00	25.00	0.00	25.00				\$ 4,309	n/a	%	\$ 4,000	93%
2.6	Plus Actual Consultant Cost													
3	Certification of Compliance (Deposit)		2.00	6.00	0.00	8.00	\$ 48	\$ 174	\$ 171	1,139	\$ 1,000	88%	\$ 1,000	88%
3.1	Plus Actual Consultant Cost													
4	Certificate of Correction (Deposit)		1.00	3.00	0.00	4.00	\$ 48	\$ 174	\$ 171	569	\$ 1,000	176%	\$ 500	88%
4.2	Plus Actual Consultant Cost													
5	Amendment of Final Map (Deposit)													
	Public Works		1.00	12.00	0.00	13.00	\$ 48	\$ 174	\$ 171	2,134				
	Planning		0.00	1.00	0.00	1.00	\$ 136	\$ 136	\$ 136	136				
	Subtotal		1.00	13.00	0.00	14.00				\$ 2,270	\$ 1,000	44%	\$ 2,000	88%
5.1	Plus Actual Consultant Cost													
6	Reversion to Acreage (Deposit)		1.00	12.00	0.00	13.00	\$ 48	\$ 174	\$ 171	2,134	\$ 1,000	47%	\$ 2,000	94%
	Plus Actual Consultant Cost													

						Activity Service Cost Analysis					Cost Recovery Analysis				
Fee No.	Fee Description	Notes	Intake and Processing	Plan Check Review	Insp.	Total	Intake and Processing - Fully Burdened Hourly Rate	Plan Check - Fully Burdened Hourly Rate	Inspection - Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Deposit Amount [10]	Existing Cost Recovery	Recommended Deposit Amount	Recommended Cost Recovery	
7	Sale of Maps & Publications														
	Miscellaneous Filing & Certification Fees														
	Lot Line Adjustment Base Fee (Deposit)														
	Public Works		2.00	10.00	0.00	12.00	\$ 48	\$ 174	\$ 171	1,834					
	Planning		0.00	2.00	0.00	2.00	\$ 136	\$ 136	\$ 136	272					
	Building		0.00	1.00	0.00	1.00	\$ 183	\$ 183	\$ 183	183					
	Subtotal		2.00	13.00	0.00	15.00				\$ 2,289	\$ 1,500	66%	\$ 2,000	87%	
7.1	Plus City Attorney and/or Outside Consultant Actual Cost														
8	Lot Merger Base Fee (Deposit)														
	Public Works		2.00	10.00	0.00	12.00	\$ 48	\$ 174	\$ 171	1,834					
	Planning		0.00	2.00	0.00	2.00	\$ 136	\$ 136	\$ 136	272					
	Building		0.00	1.00	0.00	1.00	\$ 183	\$ 183	\$ 183	183					
8.1	Subtotal		2.00	13.00	0.00	15.00				\$ 2,289	\$ 1,000	44%	\$ 2,000	87%	
	Plus City Attorney and/or Outside Consultant Actual Cost														
9	Vacation of Easement for Public Street or Utility (Deposit)		2.00	20.00	0.00	22.00	\$ 48	\$ 174	\$ 171	3,573	\$ 2,500	70%	\$ 3,500	98%	
9.1	Plus News Paper Advertisement, City Attorney and/or Outside Consultant Actual Cost														
10	Quit Claim / Summary Vacation (Deposit)		2.00	20.00	0.00	26.00	\$ 48	\$ 174	\$ 171	3,573	\$ 1,500	42%	\$ 3,500	98%	
11	Plan Review														
	Engineering Plan Check Base Fee Per Application - City Cost - (Deposit)	[7]	6.00	0.00	0.00	6.00	\$ 48	\$ 174	\$ 171	286	New	%	\$ 250	87%	
	Plus Per Sheet		0.00	4.00	0.00	4.00	\$ 48	\$ 174	\$ 171	696	New	%	\$ 500	72%	
11.2	Plus Actual Consultant Cost and Inspection Cost														
12	Drainage (Hydrology and Hydraulic) Report - City Admin Cost (Deposit)	[11]	0.00	3.00	0.00	3.00	\$ 48	\$ 174	\$ 171	522	\$ -	0%	\$ 1,000	192%	
12.1	Plus Actual Consultant Cost and Inspection Cost														
13	Sewer Study - City Admin Cost (Deposit)	[11]	0.00	3.00	0.00	3.00	\$ 48	\$ 174	\$ 171	522	\$ -	0%	\$ 500	96%	
13.1	Plus Actual Consultant Cost and Inspection Cost														
14	MISCELLANEOUS REVIEW FEES														
	Traffic Studies - Deposit														
	Traffic Studies - City Admin Cost	[11]	2.00	0.00	0.00	2.00	\$ 48	\$ 174	\$ 171	95	\$ -	0%	\$ 500	524%	
14.2	Plus Actual Consultant Cost and Inspection Cost														
15	Special Technical Report Review Fee - Deposit		1.00	14.00	0.00	15.00	\$ 48	\$ 174	\$ 171	2,482	\$ -	0%	\$ 2,000	81%	
16	Special Agreement (Deposit)														
16.1	Encroachment License Agreement (Deposit)		1.00	6.00	0.00	7.00	\$ 48	\$ 174	\$ 171	1,091	\$ -	0%	\$ 1,000	92%	
16.2	Site Restoration and Maintenance Agreement - City Admin Cost		1.00	9.00	0.00	10.00	\$ 48	\$ 174	\$ 171	1,613	\$ -	0%	\$ 1,500	93%	
16.3	Plus Actual Consultant Cost and Inspection Cost														
	Miscellaneous Agreement (Deposit)		1.00	14.00	0.00	15.00	\$ 48	\$ 174	\$ 171	2,482	\$ -	0%	\$ 2,000	81%	
17	Subdivision Agreement Time Extension (Deposit)		1.00	8.00	0.00	9.00	\$ 48	\$ 174	\$ 171	1,439	\$ -	0%	\$ 1,000	69%	

Fee No.	Fee Description	Notes	Activity Service Cost Analysis								Cost Recovery Analysis			
			Intake and Processing	Plan Check Review	Insp.	Total	Intake and Processing - Fully Burdened Hourly Rate	Plan Check - Fully Burdened Hourly Rate	Inspection - Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Deposit Amount [10]	Existing Cost Recovery	Recommended Deposit Amount	Recommended Cost Recovery
18	Subdivision Improvement Security Reduction (Deposit)		1.00	16.00	0.00	17.00	\$ 48	\$ 174	\$ 171	2,830	\$ -	0%	\$ 2,000	71%
19	<b>Environmental Services</b> NPDES Plan Check Fee (WQMP) Intake and Processing (Deposit)	[11]	1.00	0.00	0.00	1.00	\$ 48	\$ 174	\$ 171	48	\$ -	0%	\$ 45	94%
19.1	Plus Actual Consultant Cost and Inspection Cost													
20	NPDES Construction Inspection Fee (Deposit)	[11]												
20.1	< 10 acres		1.00	0.00	1.00	2.00	\$ 48	\$ 174	\$ 171	219	\$ -	0%	\$ 200	91%
20.3	10 - 25 acres		1.00	0.00	1.50	2.50	\$ 48	\$ 174	\$ 171	305	\$ -	0%	\$ 300	98%
20.4	> 25 acres		1.00	0.00	2.00	3.00	\$ 48	\$ 174	\$ 171	390	\$ -	0%	\$ 350	90%
20.5	Plus Actual Consultant Cost and Inspection Cost													
21	Public Works Permit Issuance Fee (Flat)		0.50	0.00	0.00	0.50	\$ 48	\$ 174	\$ 171	24	\$ 50	210%	\$ 24	100%
	<b>PUBLIC WORKS PERMIT AND INSPECTION FEES FOR DEVELOPMENT RELATED WORK</b>													
22	Engineering Inspection (Deposit)													
22.1	0 - 5 days		2.00	0.00	10.00	12.00	\$ 48	\$ 174	\$ 171	1,808	\$ 1,500	83%	\$ 1,500	83%
22.2	6 - 10 days		2.00	0.00	20.00	22.00	\$ 48	\$ 174	\$ 171	3,520	\$ 1,500	43%	\$ 3,000	85%
22.3	11 - 20 days		2.00	0.00	30.00	32.00	\$ 48	\$ 174	\$ 171	5,233	\$ 1,500	29%	\$ 5,000	96%
22.5	21 - 30 days		2.00	0.00	40.00	42.00	\$ 48	\$ 174	\$ 171	6,945	\$ 5,000	72%	\$ 7,000	101%
22.6	31 + Days		2.00	0.00	200.00	202.00	\$ 48	\$ 174	\$ 171	34,345	\$ 10,000	29%	\$ 30,000	87%
	<b>PUBLIC WORKS PERMIT AND INSPECTION FEES FOR NON-DEVELOPMENT RELATED WORK</b>													
	<b>Public Works Inspection Fees</b>													
23	Public Works Permit Application Fee (Flat)		0.50	0.00	0.00	0.50	\$ 48	\$ 174	\$ 171	24	\$ -	0%	\$ 24	100%
24	<b>TRENCH EXCAVATION AND BACKFILL</b>													
24.1	One Water Service Connection (Flat)		0.00	1.00	2.00	3.00	\$ 48	\$ 174	\$ 171	516	\$ 177	34%	\$ 500	97%
24.2	Two or More W.S. Connections (Deposit)		0.00	1.00	2.00	3.00	\$ 48	\$ 174	\$ 171	516	\$ 177	34%	\$ 500	97%
24.3	One Fire Service Connection (Flat)		0.00	1.00	2.00	3.00	\$ 48	\$ 174	\$ 171	516	\$ 265	51%	\$ 500	97%
24.4	Two or More F.S. Connections (Deposit)		0.00	1.00	2.00	3.00	\$ 48	\$ 174	\$ 171	516	\$ 265	51%	\$ 500	97%
24.5	One Sewer Lateral Connection (Flat)		0.00	1.00	2.00	3.00	\$ 48	\$ 174	\$ 171	516	\$ 265	51%	\$ 500	97%
24.6	Two or More S.L. Connections (Deposit)		0.00	1.00	2.00	3.00	\$ 48	\$ 174	\$ 171	516	\$ 265	51%	\$ 500	97%
25	<b>Curb and Gutter</b>	[9]												
25.1	50 linear feet or less (Flat)		0.00	0.00	3.00	3.00	\$ 48	\$ 174	\$ 171	514	\$ 176	34%	\$ 500	97%
25.2	51+ linear feet (project inspection deposit)		0.00	0.00	3.00	3.00	\$ 48	\$ 174	\$ 171	514	\$ 264	51%	\$ 500	97%
26	<b>Curb Core</b>	[9]												
26.1	One to Three (Flat)		0.00	0.00	1.00	1.00	\$ 48	\$ 174	\$ 171	171	\$ 44	26%	\$ 130	76%
26.2	Four or More (project inspection deposit)		0.00	0.00	3.00	3.00	\$ 48	\$ 174	\$ 171	514	\$ 132	26%	\$ 500	97%
27	<b>Sidewalk</b>	[9]												
27.1	0 to 250 square feet (Flat)		0.00	0.00	3.00	3.00	\$ 48	\$ 174	\$ 171	514	\$ 88	17%	\$ 500	97%
27.2	251+ square feet (project inspection deposit)		0.00	0.00	3.00	3.00	\$ 48	\$ 174	\$ 171	514	\$ 88	17%	\$ 500	97%
28	<b>Parkway Paving</b>	[9]												
28.1	Frontage (1 lot) (Flat)		0.00	0.00	1.00	1.00	\$ 48	\$ 174	\$ 171	171	\$ 88	51%	\$ 130	76%
28.2	Two or More Lots (Deposit)		0.00	0.00	3.00	5.00	\$ 48	\$ 174	\$ 171	869	\$ 176	20%	\$ 500	58%

							Activity Service Cost Analysis				Cost Recovery Analysis			
Fee No.	Fee Description	Notes	Intake and Processing	Plan Check Review	Insp.	Total	Intake and Processing - Fully Burdened Hourly Rate	Plan Check - Fully Burdened Hourly Rate	Inspection - Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Deposit Amount [10]	Existing Cost Recovery	Recommended Deposit Amount	Recommended Cost Recovery
<b>29</b>	<b>Drive Approach</b>	[9]												
<b>29.1</b>	One Residential Driveway (Flat)		0.00	0.00	2.00	2.00	\$ 48	\$ 174	\$ 171	<b>342</b>	\$ 176	51%	\$ 342	100%
<b>29.2</b>	Two or More Res. Driveways (Deposit)		0.00	0.00	4.00	4.00	\$ 48	\$ 174	\$ 171	<b>685</b>	\$ 176	26%	\$ 500	73%
<b>29.3</b>	One Commercial or Industrial Driveway (Flat)		0.00	0.00	4.00	4.00	\$ 48	\$ 174	\$ 171	<b>685</b>	\$ 264	39%	\$ 685	100%
<b>29.4</b>	Two or More Comm. or Ind. Driveways (Deposit)		0.00	0.00	4.00	4.00	\$ 48	\$ 174	\$ 171	<b>685</b>	\$ 264	39%	\$ 1,000	146%
<b>29.5</b>	One Widen Existing Drive Approach (Flat)		0.00	0.00	2.00	2.00	\$ 48	\$ 174	\$ 171	<b>342</b>	\$ 88	26%	\$ 342	100%
<b>29.6</b>	Two or More W.E. Driveways (Deposit)		0.00	0.00	4.00	4.00	\$ 48	\$ 174	\$ 171	<b>685</b>	\$ 88	13%	\$ 1,000	146%
	<b>Other Related Inspection and Permit Fees</b>	[9]												
<b>30</b>	Permit, not otherwise specified, requiring review by City Engineering Dept. - Per Hour		0.00	1.00	0.00	1.00	\$ 48	\$ 174	\$ 171	<b>174</b>	\$ 94	54%	\$ 174	100%
<b>31</b>	Inspection outside of normal business hours per hr. (2 hr. min)		0.00	0.00	2.00	2.00	\$ 48	\$ 174	\$ 171	<b>342</b>	\$ 132	39%	\$ 342	100%
<b>32</b>	Call-Back of Inspectors per hr. (2 hr. min)		0.00	2.00	0.00	2.00	\$ 48	\$ 174	\$ 171	<b>348</b>	\$ 88	25%	\$ 348	100%
<b>33</b>	Inspection for which no fee is specifically indicated per hr.		0.00	0.00	1.00	1.00	\$ 48	\$ 174	\$ 171	<b>171</b>	\$ 88	51%	\$ 171	100%
<b>34</b>	<b>Public Works Permit Plan Check and Inspection Deposit</b>	[6]												
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.													

[Notes]

- [1] Sourced from "master fee schedule effective july 1 2014" PDF.
- [2] Sourced from [Building Permit Revenue Analysis FYE15].
- [3] Fine/Penalty not analyzed by NBS
- [4] Time Estimates from "brea engineering time data 1 6-13-2016.pdf" "brea engineering time data 2 6-13-2016.pdf" "brea engineering time data 3 6-13-2016.pdf"
- [5] Volume sourced from files in client email 6.10.16
- [6] Master Fee Place Holder, Not analyzed by NBS
- [7] Includes 1 check and 1 re-check
- [8] Includes 1 Inspection and 1 re-inspection
- [9] Fee Combined with City Permit Issuance Fee
- [10] All are deposit based fee, there is no minimum requirement
- [11] Deposit includes cost to pay consultant

## ***APPENDIX B.1***

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### ***Comparison Hourly Rate Survey***



**City of Brea**  
**Comparison Hourly Rate Survey<sup>(1)</sup>**

Date Prepared: August 15, 2017

**Appendix B. 1**

Description	City of Brea			Comparative Agencies				
	Current Hourly Rate	Full Cost Recovery Hourly Rate	Recommended Hourly Rate Policy	City of Fullerton	City of Yorba Linda	City of La Habra	City of Anaheim	City of Buena Park
<b><u>Planning</u></b>				Most fees are fixed. Permits charged on an hourly basis are as follows: \$65/hr \$36-\$45/hr	\$108/hr for all staff	\$132/hr for all staff	\$181/hr for all staff	No hourly rates listed
Management	\$126/hr	\$201/hr	\$201/hr					
Technical /Plan Check	\$94/hr	\$136/hr	\$136/hr					
<b><u>Building</u></b>				Most fees are fixed. Permits charged on an hourly basis are as follows: N/A None listed \$123/hr for 1st hour, then \$94/hr for ea add'l hour	Most fees are fixed. Permits charged on an hourly basis are as follows: N/A \$83/hr \$83/hr		No hourly rates listed	No hourly rates listed
Management	\$126/hr	\$253/hr	\$253/hr					
Technical /Plan Check	\$94/hr	\$183/hr	\$183/hr					
Inspection	\$88/hr	\$161/hr	\$161/hr			\$127/hr		
<b><u>Engineering</u></b>				No hourly rates listed	\$106/hr for all staff	No hourly rates listed	None listed \$145/hr \$127/hr	Most fees are fixed. Permits charged on an hourly basis are as follows: None listed \$65/hr \$55/hr
Management	\$126/hr	\$175/hr	\$175/hr					
Technical /Plan Check	\$94/hr	\$174/hr	\$174/hr					
Inspection	\$88/hr	\$171/hr	\$171/hr					
<b><u>Fire Prevention</u></b>				Most fees are fixed. Permits charged on an hourly basis are as follows: N/A None listed \$123/hr for 1st hour, then \$94/hr for ea add'l hour	OCFA <sup>(2)</sup> - \$195/hr for those permits charged on an hourly basis.	No hourly rates listed	None listed \$64-\$116/hr \$64-\$220/hr	OCFA <sup>(2)</sup> - \$195/hr for those permits charged on an hourly basis.
Management	N/A	N/A	N/A					
Technical /Plan Check	\$94/hr	\$128/hr	\$128/hr					
Inspection	\$88/hr	\$128/hr	\$128/hr					

(1) For those permits charged on an hourly basis as opposed to a fixed fee

(2) City contracts with Orange County Fire Authority for fire services.

## ***APPENDIX B.2***

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### ***Fixed Fee/Deposit Amount Survey***

**City of Brea**  
**Fixed Fee/Deposit Amount Survey<sup>(1)</sup>**

Date Prepared: August 15, 2017

Appendix B, B

Description	City of Brea			Comparative Agencies				
	Current Fee <sup>(2)</sup>	Full Cost Recovery	Recommended Fee	City of Fullerton	City of Yorba Linda <sup>(3)</sup>	City of La Habra	City of Anaheim	City of Buena Park <sup>(3)</sup>
<b><u>Planning</u></b>								
Temporary Signs	\$50	\$89	\$75	\$88	\$50	\$32	\$181	\$25
<b><u>Building</u></b> <sup>(4)</sup>								
Tenant Improvement (1,000 SF, Value - \$30,000)	\$450	\$4,000 (Deposit)	\$2,000 (Deposit)	\$1,075	\$677	\$863	\$2,282	\$484
Residential Addition (499 SF; Value - \$50,000)	\$750	\$4,000 (Deposit)	\$2,000 (Deposit)	\$942	\$848	\$1,921	\$1,398	\$763
Residential Re-Roof (2,500 SF, Value - \$16,000)	\$264	\$1,000 (Deposit)	\$500 (Deposit)	\$185	\$422	\$546	\$273	\$152
Block Wall (6' height/50' length; Value - \$5,000)	\$358	\$1,000 (Deposit)	\$500 (Deposit)	\$305	\$248	\$417	\$194	\$109
Water Heater (Value - \$1,500)	\$88	\$290	\$100	\$42	\$62	\$32	\$148	\$25
<b><u>Engineering</u></b>								
250 SF Sidewalk Replacement (5-ft wide)	\$88	\$390	\$390	\$322	\$159	\$297	\$450 (Deposit)	\$195
One Driveway Approach	\$88	\$390	\$390	\$322	\$159	\$418	\$145 (Deposit)	\$195
One 2" Water Service	\$176	\$564	\$564	\$1,190	Deposit (amount determined by staff)	\$350	\$900 (Deposit)	\$195
Tract Map (30 lots)	\$4,230 (Deposit)	\$6,500 (Deposit)	\$6,500 (Deposit)	\$10,000 (Deposit)	Deposit (amount determined by staff)	\$1,651	\$5,000 (Deposit)	\$1,950
Lot Line Adjustment	\$1,500 (Deposit)	\$2,000 (Deposit)	\$2,000 (Deposit)	\$825	\$500 (Deposit)	\$4,664	\$2,500 (Deposit)	\$590 (Deposit)
<b><u>Fire</u></b>								
Annual Fire Operational Permits <sup>(4)</sup>								
Issuance - 1st Permit/Each Add'l Permit	\$156/\$126	\$187/\$30, plus \$128/hr for inspection \$59/\$30, plus	\$187/\$30, plus \$128/hr for inspection \$59/\$30, plus	\$25-\$496 Same as issuance fee	\$156 - \$900	\$35-\$1,917 Same as issuance fee	\$0-\$64	\$156 - \$900
Renewal - 1st Permit/Each Add'l Permit	\$128/114	\$128/hr for inspection	\$128/hr for inspection		\$138 - \$501		\$0-\$64	\$138 - \$501

(1) Comparison of typical fees. All fees are fixed amounts unless otherwise noted. Amounts listed for deposits represent any processing fees, plus the initial deposit for actual time to be charged on a hourly basis.

(2) Deposit amounts that are typically determined at time of plan submittal have been calculated based on current hourly rates and the typical number of hours needed to process the permit as outlined in this study.

(3) City contracts with Orange County Fire Authority for fire services.

(4) Full Cost Recovery deposit is based on a highest time estimate. The recommended deposit is based on a mid-range cost. The permittee would still be charged actual time and pay an additional fee if the amount exceeds the initial deposit.

(5) Annual Fire Permit Fees include inspection cost unless otherwise noted as an additional cost.

Building Industry Association of Southern California, Inc.  
ORANGE COUNTY CHAPTER



January 16, 2018

The Honorable Glenn Parker  
Mayor, City of Brea  
1 Civic Center Circle  
Brea, CA 92821

**Re: Brea Master Fee Schedule Update**

Dear Mayor and City Council Members:

On behalf of our membership, **I would like to state our concerns with the proposed Master Fee Schedule Update.**

The Building Industry Association of Southern California, Orange County Chapter (BIA/OC) is a non-profit trade association of over 1,100 member companies employing over 100,000 people affiliated with the home building industry. Our mission is to champion housing as the foundation of vibrant and sustainable communities.

As you may know, Orange County is ranked 2<sup>nd</sup> only to the bay area for the highest housing prices. This is largely due to 1) lack of adequate housing stock, 2) a jobs to housing imbalance, and 3) lack of available land coupled with excessive regulation on the housing industry. Policies not supporting the production of housing impede the fundamental economic principles of supply and demand from occurring.

Fee increases play a critical role in this. As reported in the OC Register, towards the end of 2017, the California Association of Realtors put the median priced OC home at \$786,000 – suggesting that one would need to earn a *minimum* of \$159,000 a year for this price tag to be affordable. Furthermore, the McKinsey Global Institute finds that California's local impact fees can account for up to 15% of the cost of a home. This places California 3 times above the national average.

This shows that actions at the municipal level can have a profound impact. Current proposals to double some fees in Brea can jeopardize housing projects and add to Orange County's current crisis. We ask that any increase be kept to a minimum and that a phased implementation be utilized to protect project proposals currently underway. Significant lead time and financing occurs before housing is proposed to a city. A phased adjustment allows builders the opportunity to prepare and adapt to an increasingly expensive market. Please consider the staggering costs families face when searching for housing in Orange County.

Thank you for your thoughtful review.

Respectfully,

Steven C. LaMotte  
Chapter Executive Officer

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PHIL BODEM  
MERITAGE HOMES

VICE PRESIDENT  
MIKE GARTLAN  
KB HOME

TREASURER  
RICK WOOD  
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STARKEY COMMUNICATIONS

EXECUTIVE OFFICER  
STEVE LA MOTTE

24 Executive Park, Suite 100  
Irvine, California 92614  
949.553.9500 | biaoc.com

## Russell, Cindy

---

**From:** Joshua Public Affairs Torres <Joshua.Torres@sce.com>  
**Sent:** Tuesday, February 06, 2018 3:59 PM  
**To:** City ClerksGroup  
**Cc:** Olmos, Tony; Susan Morgan  
**Subject:** SCE Comments Re Brea Development Fee Study

I will be unable to attend this evening's City Council meeting. I would appreciate having the comments below included for Council's consideration. Thank you.

*Dear Mayor and Members of the City Council,*

*Southern California Edison has some concerns about the deposit based fee schedule being addressed. As a regulated utility, these fees are passed along to our customers. Accordingly, we work to keep our costs just and reasonable. Government Code Section 66014 requires that fees must be reasonable and provably related to the cost of services rendered by local governments.*

*We have some concerns that we hope City Council and staff will take into consideration:*

- We are concerned that the amount of the deposits currently being requested from us and our contractors are significantly higher than the typical cost of a permit, resulting in over collection by the City. In some instances, the deposit being asked for our projects are more than three times the average final cost of a permit.*
- We would like the City to provide itemized receipts for the final charges for each permit. We feel there is a lack of clarity about what inspection work is being captured in the final fee.*
- We would like more clarification about how fees in excess of the final amount will be refunded to entities pulling permits. We have major concerns about the City holding on to excess fees and rolling them over into future permits. As a regulated utility, we are subject to audit by our regulators. We have a complex accounting structure and cannot have funds dedicated for one project used to pay for a different project.*
- Ultimately, we would like to see a fee schedule that clearly shows actual cost per hour for the City with reasonable upfront costs and a clear means for returning any amount over collected above and beyond the final fee.*

*We pride ourselves on being a good partner with the City. As a franchise utility, in addition to permit fees, we also pay a franchise fee to the city. This is calculated as 2% of our gross annual receipts arising from the use, operation or possession of said franchise, which is currently over \$700,000 a year.*

*SCE is working aggressively to build a clean energy future. Currently, we are spending approximately \$4 billion annually across our system to improve reliability, public safety, and modernize the grid. In order to keep this important work moving forward, it is vital that we find a way to partner with local governments to ensure permits are issued in a manner that is efficient and timely for both parties. We would appreciate an opportunity to further discuss this with city staff in person.*

**Joshua Paul Torres**

Government Relations Manager

Local Public Affairs

M. 626-999-7952 | [@SCE\\_JoshuaT](https://twitter.com/SCE_JoshuaT)



Need to report an outage or potential electrical hazard? Have outage questions? Call us at 1-800-611-1911 or visit our website at [on.sce.com/outages](https://on.sce.com/outages). If you see a fallen wire, stay away and call 9-1-1 immediately.

City of Brea

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**COUNCIL COMMUNICATION**

**TO:** Honorable Mayor and City Council Members  
**FROM:** Bill Gallardo, City Manager  
**DATE:** 04/03/2018  
**SUBJECT:** March 20, 2018 City Council Regular Meeting Minutes

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**RESPECTFULLY SUBMITTED:**

William Gallardo, City Manager

Prepared by: Victoria Popescu, Deputy City Clerk/Records Supervisor

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**Attachments**

Minutes

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# DRAFT

## BREA CITY COUNCIL SUCCESSOR AGENCY TO THE BREA REDEVELOPMENT AGENCY MEETING

### MINUTES March 20, 2018

CLOSED SESSION  
5:45 p.m. - Executive Conference Room  
Level Three

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#### CALL TO ORDER / ROLL CALL - COUNCIL

Present: Parker, Marick, Hupp, Simonoff, Vargas

1. **Public Comment**  
None.

Closed Session may convene to consider matters of purchase / sale of real property (G. C. §54956.8), pending litigation [G.C. §54956.9(d)(1)], potential litigation [G.C. §54956.9(d)(2)(3) or (4)], liability claims (G. C. §54961) or personnel items (G.C. §54957.6). Records not available for public inspection.
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2. **Conference with Legal Counsel - Potential Litigation Pursuant to Government Code Section §54956.9 - One Case - Lagos De Moreno Park/Laurel Elementary Magnet School - City**  
Engineer Kooyman
3. **Conference with City's Labor Negotiator Pursuant to Government Code 54957.6 Regarding the Brea Fire Management Association (BFMA), Brea Fire Association (BFA)- Mario Maldonado and Chris Emeterio, Negotiators**
4. **Conference with Legal Counsel pursuant to Government Code §54956.9(d)(2) - Chris Contreras v. City of Brea, (one case, three claims) WCAB ADJ9528431, ADJ9528440, ADJ9528434 – Compromise and Release (C&R), Mario Maldonado; Negotiator**

STUDY SESSION  
6:30 p.m. - Executive Conference Room  
Level Three

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#### CALL TO ORDER / ROLL CALL - COUNCIL

5. **Public Comment**  
None.
6. **Clarify Regular Meeting Topics**  
None.



## DISCUSSION ITEM

### 7. **Water Lifeline Subsidy Rates Update**

Revenue & Budget Manager Madrazo noted a correction to the memo to Council. Revenue & Budget Manager Madrazo presented details of the report including who qualifies for the Lifeline discount, recertification of Lifeline status, annual realized savings to the customer, number of current customers, available options as listed in the memo, cost scenarios and stated that specific direction from Council is requested regarding the Lifeline program at the next budget update.

After Council discussion on the use of various funds and grants, Council directed staff to bring back other potential funding options regarding the Water Lifeline Subsidy program.

## REPORT

### 8. **Council Member Report**

Mayor Pro Tem Marick reported attending the Waste Commission meeting.

Council Member Hupp reported attending the Vector Control meeting, noted that a new monthly report of calls for the City of Brea will be provided, and reported on the start of a curb and gutter assessment program.

Assistant City Manager/Community Services Director Chris Emeterio reported attending the National League of Cities Congressional Conference with Council Members Hupp and Simonoff and reported on different advocacy, economic development, safety, and crime prevention meetings attended; and meetings to seek federal dollars for the Lambert/57 Interchange and the Tracks at Brea projects.

**Mayor Parker adjourned the Study Session meeting at 6:52 p.m.**

## GENERAL SESSION 7:00 p.m. - Council Chamber Plaza Level

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## CALL TO ORDER/ ROLL CALL - COUNCIL

Mayor Parker called the General Session meeting to order at 7:00 p.m., all members were present.

### 9. **Pledge of Allegiance:**

Girl Scouts led the Pledge of Allegiance.

### 10. **Invocation:**

Pastor Steve Chang, Living Hope Community Church delivered the Invocation.

### 11. **Proclamation:**

Mayor Parker presented a Proclamation to the Girl Scouts in recognition of National Girl Scout Week.

### 12. **Report - Prior Study Session**

City Manager Gallardo provided a report on the prior Study Session.

### 13. **Community Announcements**

Council Member Simonoff announced the Active School Shooter and Emergency Response Meeting will be held April 11 at 7 p.m. at Brea Olinda High School Performing Arts Center. The City of Brea is partnering with the Brea Olinda Unified School District (BOUSD) to host this important community meeting. The City of Brea, Brea Police Department, Brea Fire Department and BOUSD officials will present valuable safety information at this important community meeting. Please mark your calendar.

Council Member Hupp announced that according to the National Weather Service, significant rain

storms are predicted beginning this Tuesday evening. Steady rain with periods of moderate to heavy rainfall are expected, especially Wednesday afternoon through Thursday night. Emergency Preparedness reminds you to be prepared and stay safe. Visit [CityofBrea.net](http://CityofBrea.net) for preparedness tips.

Mayor Parker announced that there is still room in the upcoming CERT series. Be Prepared, register for CERT Today at [CityofBrea.net](http://CityofBrea.net). Learn to protect your family and help your neighbors by becoming a CERT volunteer. The free series begins April 10 and run through April 28 at the Brea Civic & Cultural Center.

Mayor Pro Tem Marick announced "Love Brea," the city-wide serve day is Saturday, April 28. Do you know of a Brea resident who doesn't have the means to get a project done around the house? Maybe they need help with yard clean up or window washing for example. Visit [LoveBrea.org](http://LoveBrea.org) to submit a project for review, volunteer or donate.

Council Member Vargas announced Live at the Curtis Theatre: Click, Clack, Moo. A live musical perfect for ages 4 & up! The award-winning touring group, TheatreworksUSA, brings the popular children's book, Click Clack Moo, to life on stage as a musical Sunday, April 8 at 3 & 5 p.m. Purchase tickets at [CurtisTheatre.com](http://CurtisTheatre.com).

#### **14. Matters from the Audience**

Don Parker spoke regarding the City Manager's contract extension, noted California Government Code Sections regarding the discussion of local agency executive salary and the conformance to Measure T salary limitations.

Sean Thomas spoke regarding a Comprehensive Annual Financial Report for the County of Orange, citizen involvement and pension reform.

Bill Hall spoke in support of Item Number 20 on the Agenda and suggested community engagement and education regarding treatment for private residential trees against the Polyphagous Shot Hole Borer.

Dwight Manley spoke regarding the intent and legal reading of Measure T and suggested the City Attorney confer with outside legal counsel regarding the application of Measure T.

Steve Shatynski spoke regarding the re-location of the homeless in Orange County, commended Council Member Hupp for her active involvement in finding solutions to the homeless problem, and invited the community to the Brea Country Fair on July 4th.

Glen Vonhanel spoke regarding deficit spending, Measure T, City Manager's salary and the elimination of Council Member health benefits.

Keith Fullington requested the Council pull Item Number 18 for separate discussion; discussed Measure T and the City Manager's employment contract; inquired as to the status of the Lagos De Moreno Park/Laurel Elementary Magnet School renovation and requested the City Council vote to decommit as a sanctuary city.

#### **15. Response to Public Inquiries - Mayor / City Manager**

City Manager Gallardo addressed several comments made by members of the public regarding 5-year budget projections, long-term obligations, pension reform and employee contributions toward their retirement.

City Attorney Markman presented a report on Agenda Item Number 18, including Measure T provisions, past Council actions, the City Manager's contract provisions identified in the staff report and associated Government Codes and case law.

Mayor Parker commented on the City's budget and obligations, pension liabilities, the County's homeless issues, City Manager's salary and invited the Community to the Country Fair and to join the County Fair planning committee.

**PUBLIC HEARING** - *This portion of the meeting is for matters that legally require an opportunity for public input. Audience participation is encouraged and is limited to 5 minutes per speaker.*

- 16. Development-Related User Fees** - There will be no Staff presentation or discussion at this meeting. This item is continued to the Regular City Council Meeting of April 3, 2018.

Motion was made by Mayor Parker, seconded by Council Member Hupp to continue this item to a future Council meeting.

AYES: Mayor Parker, Mayor Pro Tem Marick, Council Member Hupp, Council Member Simonoff, Council Member Vargas

Passed

**CONSENT CALENDAR** - *The City Council/Successor Agency approves all Consent Calendar matters with one motion unless Council/Agency or Staff requests further discussion of a particular item. Items of concern regarding Consent Calendar matters should be presented during "Matters from the Audience."*

**CITY COUNCIL - CONSENT**

Council Member Vargas addressed a letter submitted for the record regarding Measure T.

- 17. March 6, 2018 Regular City Council Meeting Minutes**  
The City Council approved the March 6, 2018 City Council Regular meeting minutes.
- 18. City Manager Employment Agreement**  
The City Council adopted Resolution No. 2018-012 approving Amendment No. 1 to the City Manager's Employment Agreement.
- 19. Final Parcel Map 2016-178, Subdivision Improvement Agreement and Bonds, Site Maintenance and Reimbursement Agreement and Assignment and Novation of Subdivision Improvement Agreement for Brea Place Located on Northwest Corner of State College Boulevard and Birch Street**  
The City Council: 1) Accepted Final Parcel Map; 2) Approved Subdivision Improvement Agreement and Bonds; 3) Approved Maintenance and Reimbursement Agreement; and 4) Approved Assignment and Novation of Subdivision Improvement Agreement with City Consent.
- 20. Approve Purchase Order for Shot Hole Borer Treatment**  
The City Council approved the Purchase Order for Polyphagous Shot Hole Borer Treatment in the amount not-to-exceed \$50,000 with West Coast Arborists, Inc.
- 21. Amendment No.1 to Professional Services Agreement with Parsons Transportation Group, Inc. for Design Services and Resolution for Appropriating Additional Funds for the SR-57 & Lambert Road Interchange Improvements, CIP 7251 -**  
The City Council adopted Resolution No. 2018-013 for appropriating additional funds and approved Amendment No.1 to Professional Services Agreement with Parsons Transportation Group, Inc. for design services for the SR-57 & Lambert Road Interchange Improvements, CIP 7251.
- 22. Adopt Resolution to support the Reducing Crime and Keeping California Safe Act of 2018**  
Council Member Simonoff requested Police Chief Conklin present a brief oral report on Agenda Item Number 22.

Police Chief Conklin presented details of staff report including the passage of Proposition 47, local crime statistics over the past few years, changes in reclassifications of charges in the criminal justice system, arrest patterns and the Police Chief's Association's support for the passage of Proposition 57 and Assembly Bill 109, the "Reducing Crime and Keeping California Safe Act of 2018."

The City Council adopted Resolution No. 2018-014 in support of the Reducing Crime and Keeping California Safe Act of 2018.

**23. Outgoing Payment Log and March 9 and 16, 2018 City Check Registers**

Receive and file.

**24. Monthly Report of Investments for the City of Brea for Period Ending January 31, 2018**

Receive and file.

Motion was made by Council Member Vargas, seconded by Council Member Hupp to approve Consent Calendar Items 17-24

AYES: Mayor Parker, Mayor Pro Tem Marick, Council Member Hupp, Council Member Simonoff,  
Council Member Vargas

Passed

**CITY/ SUCCESSOR AGENCY - CONSENT**

**25. Monthly Report of Investments for the Successor Agency to the Brea Redevelopment Agency for Period Ending January 31, 2018**

Receive and file.

Motion was made by Council Member Hupp, seconded by Council Member Vargas to approve City/Successor Agency Consent Item 25.

AYES: Mayor Parker, Mayor Pro Tem Marick, Council Member Hupp, Council Member Simonoff,  
Council Member Vargas

Passed

**ADMINISTRATIVE ANNOUNCEMENTS**

**26. City Manager**

City Manager Gallardo thanked the Council for their approval of Agenda Item Number 18 and acknowledged the men and women of the organization for providing outstanding service to the community.

**27. City Attorney**

None.

**COUNCIL ANNOUNCEMENTS**

Mayor Parker commented on the salary, job duties and community involvement of the City Manager; and noted the annual review of the clearly stated goals and objectives for the executive team. Mayor Parker also encouraged the community to share feedback and noted recent Brea Envisions engagement through the program showed the community is satisfied with the service and programming the City provides.

**ADJOURNMENT**

Mayor Parker adjourned the General Session at 8:14 p.m.

Respectfully submitted,

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Lillian Harris-Neal, City Clerk

The foregoing minutes are hereby  
approved this 3rd day of April, 2018.

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Glenn Parker, Mayor

City of Brea

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**COUNCIL COMMUNICATION**

**TO:** Honorable Mayor and City Council Members

**FROM:** Bill Gallardo, City Manager

**DATE:** 04/03/2018

**SUBJECT:** The Road Repair and Accountability Act of 2017, Local Streets and Roads Funding  
2018 Annual Reporting Guidelines

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**RECOMMENDATION**

Approve a Resolution to Adopt a List of Projects Funded by SB1: The Road Repair and Accountability Act

**BACKGROUND/DISCUSSION**

On April 28, 2017 the Governor signed Senate Bill (SB) 1 (Beall, Chapter 5, Statutes of 2017), which is known as the Road Repair and Accountability Act of 2017 ("RRAA"). The RRAA increases the per gallon fuel excise taxes by 12 cents, increases diesel fuel sales taxes by 20 cents, and increases vehicle registration fees with a provision for inflationary adjustments to tax rates in future years. The main objective of the RRAA is to address basic road maintenance, rehabilitation, and critical safety needs on both the state highway and local streets and road system.

On November 1, 2017, the State Controller ("Controller") began depositing various portions of this new funding into the newly created Road Maintenance and Rehabilitation Account ("RMRA"). A percentage of this new RMRA funding has been apportioned by formula to eligible cities and counties pursuant to Streets and Highways Code ("SHC") Section 2032(h) for basic road maintenance, rehabilitation, and critical safety projects on the local streets and roads system. It is estimated that Orange County will receive approximately \$12M in Fiscal Year ("FY") 2017-18 and approximately \$34M in FY 2018-19 with projected increases out to FY 2026/27. Of this County estimated apportionment amount, the City of Brea is estimated to receive approximately \$246,000 in FY 2017/18 and \$734,000 in FY 2018-19 pursuant to the SHC Section 2032 (h) formula. The first apportionment for the disbursement of RMRA funds to cities and counties for FY 2017-18 began in January, 2018. To date, Brea has received approximately \$77,000 from the Controller, which has been placed in a newly created fund entitled "Road Maintenance and Repair Act" (Fund 221).

Additionally, the RRAA emphasizes the importance of accountability and transparency in the delivery of California's transportation programs. Therefore, in order to be eligible for RMRA funding, the statute requires cities and counties to provide basic annual RMRA project reporting to the California Transportation Commission ("Commission"). These reporting requirements, as well as other fund use requirements and accounting processes, were developed within an RRAA Local and Streets and Road Funding Annual Reporting Guidelines document ("RRAA Guidelines"). On August 16, 2017, the Commission approved the final RRAA Guidelines for FY

2017-18. The Guidelines were updated in early March, 2018, which were adopted by the Commission on March 21, 2018. (See attached 2018 RRAA Guidelines).

One of the requirements within the 2018 RRAA Guidelines requires cities and counties to adopt a project list by resolution for the use of the funds for submittal to the Commission on May 1, 2018, prior to the submittal to the State Controller. However, the majority of the cities and counties have yet to adopt their FY 2018-19 budgets to appropriate the funds. The City's 2017-18 Capital Improvement Program ("CIP") proposed the Puente Street Rehabilitation Project (Project No. 7311) ("Project") in FY 2018-19, but it was unfunded. Therefore, staff recommends programming the RMRA funds for this project in FY 2018-19 within the FY 2018-19 CIP and submitting this as the Project List for the Commission to consider. It is anticipated that the recommendation for the adoption of the City's FY 2018-19 Operations and CIP budget by City Council will occur at the first City Council meeting in June, 2018. Staff has prepared a Resolution to adopt the Project List, which complies with the 2018 RRAA Guidelines (see Resolution).

The FY 2018-19 project is Puente Street Rehabilitation between Imperial Highway and Lambert Road.

#### **FISCAL IMPACT/SUMMARY**

SB 1 (RRAA) was signed by the Governor on April 28, 2017, which provides additional Gas Tax funds from increases to gas fuel and diesel fuel taxes, and vehicle registration fees. The main objective of the RRAA is to address basic road maintenance, rehabilitation, and critical safety needs on both the state highway and local streets and road system. The 2018 RRAA Guidelines require cities/counties to adopt a project list by resolution to use the FY 2018-19 RMRA funds and submit to the Commission by May 1, 2018. Staff has identified a project within the Draft 2018 CIP, Project 7311, that would be eligible for these funds in the amount of \$734,000 in FY 2018-19. Therefore, staff recommends that the City Council consider approving a Resolution that adopts the RMRA Project List for submittal to the Commission by May 1, 2018. If approved, staff will program the RMRA funds within the 2018-19 CIP for Project 7311. See the following budget table:

<b>Funding Source</b>	<b>Proposed 2017 CIP Budget FY 2018-19</b>	<b>Proposed 2018 Draft CIP Budget FY 2018-19</b>
Unfunded	\$ 700,000	
RMRA Funds (Fund 221)		\$734,000
<b>Total</b>	<b>\$ 700,000</b>	<b>\$ 734,000</b>

Based on the proposed budget within the table above, the project budget will increase by \$34,000 with the new RMRA funds and be fully funded. Therefore, there is no impact to the General Fund for this item.

#### **RESPECTFULLY SUBMITTED:**

William Gallardo, City Manager

Prepared by: Steve Kooyman, P.E., City Engineer

Concurrence: Tony Olmos, P.E., Public Works Director

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## **Attachments**

2018 RRAA Guidelines  
Resolution

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**CALIFORNIA TRANSPORTATION COMMISSION**

**Adoption of Updated Reporting Guidelines for the Road Maintenance and Rehabilitation  
Account Local Streets and Roads Funding Program  
Resolution G-18-08**

- 1.1 **WHEREAS**, on April 28, 2017, the Governor signed Senate Bill (SB) 1 (Beall, Chapter 5, Statutes of 2017), known as the Road Repair and Accountability Act of 2017, to address basic road maintenance, rehabilitation, and critical safety needs on both the state highway and local streets and road system; and
- 1.2 **WHEREAS**, beginning November 1, 2017, the State Controller (Controller) will deposit portions of new funding from increases to certain fuel excise and sales taxes and vehicle registration fees into the Road Maintenance and Rehabilitation Account (RMRA) of which a percentage will be continuously apportioned by the Controller by formula pursuant to paragraph (2) of subdivision (h) of Section 2032 of the Streets and Highways Code to eligible cities and counties for basic road maintenance, rehabilitation, and critical safety projects on local streets and roads; and
- 1.3 **WHEREAS**, Streets and Highways Code Section 2034(a)(1) requires that prior to receiving an apportionment of RMRA funds pursuant to paragraph (2) of subdivision (h) of Section 2032 from the Controller in a fiscal year, an eligible city or county shall submit to the California Transportation Commission (Commission) a list of projects proposed to be funded with these funds pursuant to an adopted resolution by the applicable city council or county board of supervisors at a regular public meeting; and
- 1.4 **WHEREAS**, Streets and Highways Code Section 2034(a)(2) requires that the Commission shall report to the Controller the cities and counties that have submitted a list of projects as described in this subdivision and that are therefore eligible to receive an apportionment of funds under the program for the applicable fiscal year. The Controller, upon receipt of an initial report, shall apportion funds to eligible cities and counties; and
- 1.5 **WHEREAS**, Streets and Highways Code Section 2034(a)(4)(A) requires the Controller to retain the monthly share of RMRA funds for cities and counties not included in the Commission's initial report that would otherwise be apportioned and distributed to those cities and counties. Pursuant to SHC 2034(a)(4)(B), the monthly share of RMRA funds for each of these cities and counties will be retained by the Controller for 90 days; and
- 1.6 **WHEREAS**, Streets and Highways Code Section 2034(a)(2) requires the Commission to submit a subsequent report to the Controller that specifies newly eligible cities and counties that submitted an eligible project list after the Commission submitted its initial report to the Controller; and
- 1.7 **WHEREAS**, Streets and Highway Code Section 2034(a)(4)(c) requires the Controller to reapportion to all eligible cities and counties the RMRA funds that were retained but not previously apportioned and distributed after 90 days; and

- 1.8 **WHEREAS**, Streets and Highways Code Section 2034(b) requires that for each fiscal year, each city or county receiving an apportionment of funds shall, upon expending program funds, submit documentation to the Commission that details the expenditure of all RMRA funds, including a description and location of each completed project, the amount of funds expended on the project, the completion date, and the estimated useful life of the improvement; and
- 1.9 **WHEREAS**, Streets and Highways Code Section 2034(c) permits an eligible city or county to expend other funds on eligible projects prior to receiving an apportionment of RMRA funds from the Controller and may reimburse the original source of funds expended when it receives its apportionment of RMRA funds from the Controller; and
- 1.10 **WHEREAS**, the Commission released Draft 2018 Local Streets and Roads Funding Program Annual Reporting Guidelines for public comment from February 23, 2018 to March 2, 2018; and
- 1.11 **WHEREAS**, Commission staff worked collaboratively with city, county, and State Controller's Office representatives, and workgroup members to address and incorporate comments and feedback into the Draft 2018 Local Streets and Roads Funding Program Annual Reporting Guidelines where feasible.
- 2.1 **NOW THEREFORE BE IT RESOLVED**, that the Commission adopts the attached Updated 2018 Local Streets and Roads Funding Program Annual Reporting Guidelines; and
- 2.2 **BE IT FURTHER RESOLVED**, that the purpose of these guidelines is to 1.) Outline the general policies and procedures for cities and counties to carry out the annual RMRA project reporting requirements and for the Commission's annual transmittal of a list of eligible cities and counties to the State Controller pursuant to Streets and Highways Code Section 2034, and 2.) Outline the responsibility of the Commission to receive project expenditure information each year from cities and counties and provide statewide information regarding the use of RMRA funds to the public and the Legislature to promote transparency, accountability, and meet the legislative intent of SB 1; and
- 2.3 **BE IT FURTHER RESOLVED**, that Commission staff is authorized to make minor technical changes as needed to the guidelines;
- 2.4 **BE IT FURTHER RESOLVED**, that the Commission directs staff to post these guidelines to the Commission's website.

**THE ROAD REPAIR AND  
ACCOUNTABILITY ACT OF 2017**

**LOCAL STREETS AND ROADS FUNDING  
PROGRAM**

**2018 ANNUAL REPORTING GUIDELINES**

Adopted March 21, 2018

**California Transportation Commission**



**CALIFORNIA TRANSPORTATION COMMISSION  
THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

**LOCAL STREETS AND ROADS FUNDING PROGRAM ANNUAL REPORTING GUIDELINES**

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# **I. Introduction**

## **1. Background and Purpose of Reporting Guidelines**

On April 28, 2017 the Governor signed Senate Bill (SB) 1 (Beall, Chapter 5, Statutes of 2017), which is known as the Road Repair and Accountability Act of 2017. To address basic road maintenance, rehabilitation and critical safety needs on both the state highway and local streets and road system, SB 1: increases per gallon fuel excise taxes; increases diesel fuel sales taxes and vehicle registration fees; and provides for inflationary adjustments to tax rates in future years.

Beginning November 1, 2017, the State Controller (Controller) will deposit various portions of this new funding into the newly created Road Maintenance and Rehabilitation Account (RMRA). A percentage of this new RMRA funding will be apportioned by formula to eligible cities and counties pursuant to Streets and Highways Code (SHC) Section 2032(h) for basic road maintenance, rehabilitation, and critical safety projects on the local streets and roads system. For a detailed breakdown of RMRA funding sources and the disbursement of funding please see Sections 5 and 6 of these guidelines.

SB 1 emphasizes the importance of accountability and transparency in the delivery of California's transportation programs. Therefore, in order to be eligible for RMRA funding, statute requires cities and counties to provide basic annual RMRA project reporting to the California Transportation Commission (Commission).

These guidelines describe the general policies and procedures for carrying out the annual RMRA project reporting requirements for cities and counties and other statutory objectives as outlined in Section 2 below. The guidelines were developed in consultation with state, regional, and local government entities and other transportation stakeholders.

The Commission may amend these guidelines after first giving notice of the proposed amendments. In order to provide clear and timely guidance, it is the Commission's policy that a reasonable effort be made to amend the guidelines prior to the due date for project lists or the Commission may extend the deadline for project list submission in order to facilitate compliance with the amended guidelines.

## **2. Program Objectives and Statutory Requirements**

Streets and Highways Code (SHC) Section 2032.5(a) articulates the general intent of the legislation that recipients of RMRA funding be held accountable for the efficient investment of public funds to maintain local streets and roads and are accountable to the people through performance goals that are tracked and reported.

Pursuant to SHC Section 2030(a), the objective of the Local Streets and Roads Program is to address deferred maintenance on the local streets and roads system through the prioritization and delivery of basic road maintenance and rehabilitation projects as well as critical safety projects.

Cities and counties receiving RMRA funds must comply with all relevant federal and state laws, regulations, policies, and procedures. The main requirements for the program are codified in SHC Sections 2034, 2036, 2037, and 2038 and include the following:

- Prior to receiving an apportionment of RMRA funds from the Controller in a fiscal year, a city or county must submit to the Commission a list of projects proposed to be funded with these funds. All projects proposed to receive funding must be adopted by resolution by the applicable city council or county board of supervisors at a regular public meeting [SHC 2034(a)(1)].
- The list of projects must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement [SHC 2034(a)(1)]. Further guidance regarding the scope, content, and submittal process for project lists prepared by cities and counties is provided in Sections 9-10.
- The project list does not limit the flexibility of an eligible city or county to fund projects in accordance with local needs and priorities so long as the projects are consistent with RMRA priorities as outlined in SHC 2030(b) [SHC 2034(a)(1)].
- The Commission will submit an initial report to the Controller that indicates the cities and counties that have submitted a list of projects as described in SHC 2034(a)(1) and that are therefore eligible to receive an apportionment of RMRA funds for the applicable fiscal year [SHC 2034(a)(2)].
- The Controller, upon receipt of the an initial report from the Commission, shall apportion RMRA funds to eligible cities and counties pursuant to SHC 2032(h) [SHC 2034(a)(3)].
- The Controller will retain the monthly share of RMRA funds for cities and counties not included in the Commission's initial report that would otherwise be apportioned and distributed to those cities and counties [SHC 2034(a)(4)(A)]. Pursuant to SHC 2034(a)(4)(B), the monthly share of RMRA funds for each of these cities and counties will be retained by the Controller for 90 days.
- Upon receipt of a list of projects from a city or county after the Commission has submitted its initial report to the Controller, the Commission will submit a subsequent report to the Controller that specifies all newly eligible cities and counties [SHC 2034(a)(2)].
- After 90 days, the Controller will apportion to all newly eligible cities and counties the RMRA funds that were retained but not previously apportioned and distributed pursuant to SHC 2304(a)(4)(B).
- Any RMRA funds held by the Controller for a city or county that still remains ineligible after 90 days will be reapportioned to all other eligible cities and counties [SHC 2034(a)(4)(C)].
- For each fiscal year in which RMRA funds are received and expended, cities and counties must submit documentation to the Commission that details the expenditure of all RMRA funds, including a description and location of each completed project, the amount of funds expended on the project, the completion date, and the estimated useful life of the improvement [SHC 2034(b)]. Further guidance regarding the scope, content, and submittal process for program expenditure reports is provided in Sections 12-13.
- Eligible cities and counties may expend other funds on eligible projects prior to receiving an apportionment of RMRA funds from the Controller and may reimburse the

original source of funds expended when a RMRA apportionment is received from the Controller [SHC 2034(c)].

- A city or county receiving an apportionment of RMRA funds is required to sustain a maintenance of effort (MOE) by spending at least the annual average of its general fund expenditures during the 2009–10, 2010–11, and 2011–12 fiscal years for street, road, and highway purposes from the city’s or county’s general fund [SHC 2036]. Monitoring and enforcement of the maintenance of effort requirement for RMRA funds will be carried out by the Controller and is addressed in more detail in Section 15.
- A city or county may spend its apportionment of RMRA funds on transportation priorities other than priorities outlined in SHC 2030(b) if the city or county’s average Pavement Condition Index (PCI) meets or exceeds 80 [SHC 2037].
- By July 1, 2023, cities and counties receiving RMRA funds must follow guidelines developed by the California Workforce Development Board (Board) that address participation and investment in, or partnership with, new or existing pre-apprenticeship training programs [SHC 2038]. Further information regarding the forthcoming Board Guidelines and future Board-sponsored grant opportunities is available in Section 16.

### **3. Program Roles and Responsibilities**

Below is a general outline of the roles and responsibilities of recipient cities/counties, the Commission, the Controller, and the California Workforce Development Board, in carrying out the program’s statutory requirements, as well as activities the Commission will undertake to meet the legislative intent of SB 1:

#### Recipient Cities/Counties:

- Develop and submit a list of projects to the Commission each fiscal year.
- Develop and submit a project expenditure report to the Commission each fiscal year.
- Comply with all requirements including reporting requirements for RMRA funding.

#### Commission:

- Provide technical assistance to cities and counties in the preparation of project lists and reports.
- Receive project lists from cities and counties each fiscal year.
- Provide a comprehensive list to the Controller each fiscal year of cities and counties eligible to receive RMRA apportionments.
- Receive program expenditure reports from cities and counties each fiscal year and provide aggregated statewide information regarding use of RMRA funds to the Legislature and the public (e.g. the Commission’s Annual Report to the Legislature and a SB 1 Accountability Website).

#### Controller:

- Receive list of cities and counties eligible for RMRA apportionments each fiscal year from the Commission.

- Apportion RMRA funds to cities and counties.
- Oversee Maintenance of Effort and other requirements for RMRA funds including reporting required pursuant to SHC 2151.

**California Workforce Development Board:**

- Pursuant to SHC 2038, establish a pre-apprenticeship development and training grant program beginning January 1, 2019 that local public agencies receiving RMRA funds are eligible to apply for or partner with other entities to apply for.
- Pursuant to SHC 2038, develop guidelines for public agencies receiving RMRA funds to participate, invest in, or partner with, new or existing pre-apprenticeship training programs. Local public agencies receiving RMRA funds must follow the guidelines by no later than July 1, 2023.

#### **4. Program Schedule**

The following schedule lists the major milestones for the Local Streets and Roads Funding Annual Reporting Program.

Project Lists due to Commission	May 1 <sup>st</sup> each year
Commission Adopts Initial List of Eligible Cities and Counties	June Commission Meeting each year
Commission Submits Initial List to Controller	No later than June 30 <sup>th</sup> each year
Commission Adopts Subsequent List of Eligible Cities and Counties	August Commission Meeting each year (if needed)
Commission Submits Subsequent List to Controller	No later than August 31 <sup>st</sup> each year (if needed)
Annual Reporting of Fiscal Year Expenditures due to Commission	October 1 <sup>st</sup> each year
Informational Program Update to Commission	December Commission Meeting each year

## **II. Funding**

### **5. Source**

The State of California imposes per-gallon excise taxes on gasoline and diesel fuel, sales taxes on diesel fuel, and registration taxes on motor vehicles and dedicates these revenues to transportation purposes. Portions of these revenues flow to cities and counties through the Highway Users Tax Account (HUTA) and the newly established RMRA created by SB 1.



The Local Streets and Roads Funding Program administered by the Commission in partnership with the Controller is supported by RMRA funding which includes portions of revenues pursuant to SHC 2031 from the following sources:

- An additional 12 cent per gallon increase to the gasoline excise tax effective November 1, 2017.
- An additional 20 cent per gallon increase to the diesel fuel excise tax effective November 1, 2017.
- An additional vehicle registration tax called the “Transportation Improvement Fee” with rates based on the value of the motor vehicle effective January 1, 2018.
- An additional \$100 vehicle registration tax on zero emissions (ZEV) vehicles of model year 2020 or later effective July 1, 2020.
- Annual rate increases to these taxes beginning on July 1, 2020 (July 1, 2021 for the ZEV fee) and every July 1<sup>st</sup> thereafter equal to the change in the California Consumer Price Index (CPI).

SHC 2032(h)(2) specifies that 50 percent of the balance of revenues deposited into the RMRA, after certain funding is set aside for various programs, will be continuously appropriated for apportionment to cities and counties by the Controller pursuant to the formula in SHC Section 2103(a)(3)(C)(i) and (ii).

## **6. Estimation and Disbursement of Funds**

While neither, the Commission nor the State Controller’s Office prepare formal estimates of RMRA funds, the Department of Finance (DOF) estimates the total amount of funding that will be deposited into the RMRA annually. The California State Association of Counties and the League of California Cities use this information from DOF to develop city and county level estimates of RMRA funds which are available here:

California State Association of Counties

<http://www.counties.org/sb-1-road-repair-and-accountability-act-2017>

League of California Cities

<http://www.californiacityfinance.com/>

Each fiscal year, upon receipt of a list of cities and counties that are eligible to receive an apportionment of RMRA funds pursuant to SHC 2032(h)(2) from the Commission, the Controller is required to apportion RMRA funds to eligible cities and counties consistent with the formula outlined in SHC Section 2103(a)(3)(C)(i) and (ii). It is expected that the Controller will continuously apportion RMRA funds on a monthly basis to eligible cities and counties using a process and system similar to that of HUTA apportionments. RMRA funding is continuously apportioned and is not provided on a reimbursement basis.

The Commission does not approve project lists and provide authorization to proceed with RMRA funded projects. The Commission receives project lists, determines they are complete and meet basic statutory requirements outlined in SHC 2034 and then approves and submits a statewide list to the Controller of cities and counties that are eligible to begin receiving monthly RMRA funding apportionments.

### **III. Eligibility and Program Priorities**

#### **7. Eligible Recipients**

Eligible recipients of RMRA funding apportionments include cities and counties that have prepared and submitted a project list to the Commission pursuant to SHC Section 2034(a)(1) and that have been included in a list of eligible entities submitted by the Commission to the Controller pursuant to SHC Section 2034(a)(2).

Recipients of RMRA apportionments must comply with all relevant federal and state laws, regulations, policies, and procedures.

#### **8. Program Priorities and Example Projects**

Pursuant to SHC Section 2030(a), RMRA funds made available for the Local Streets and Roads Funding Program shall be prioritized for expenditure on basic road maintenance and rehabilitation projects, and on critical safety projects.

SHC Section 2030(b)(1) provides a number of example projects and uses for RMRA funding that include, but are not limited to, the following:

- Road Maintenance and Rehabilitation
- Safety Projects
- Railroad Grade Separations
- Complete Streets Components (including active transportation purposes, pedestrian and bicycle safety projects, transit facilities, and drainage and stormwater capture projects in conjunction with any other allowable project)
- Traffic Control Devices

SHC Section 2030(b)(2) states that funds made available by the program may also be used to satisfy a match requirement in order to obtain state or federal funds for projects authorized by this subdivision.

SHC Section 2030(c)-(f) specifies additional project elements that will be incorporated into RMRA-funded projects by cities and counties to the extent possible and cost effective, and where feasible (as deemed by cities and counties). These elements are:

- Technologies and material recycling techniques that lower greenhouse gas emissions and reduce the cost of maintaining local streets and roads through material choice and construction method.
- Systems and components in transportation infrastructure that recognize and accommodate technologies including but not limited to ZEV fueling or charging and infrastructure-vehicles communications for transitional or fully autonomous vehicles.
- Project features to better adapt the transportation asset to withstand the negative effects of climate change and promote resiliency to impacts such as fires, floods, and sea level rise (where appropriate given a project's scope and risk level for asset damage due to climate change).

- Complete Streets Elements (such as project features that improve the quality of bicycle and pedestrian facilities and that improve safety for all users of transportation facilities) are expected to be incorporated into RMRA funded projects to the extent (as deemed by cities and counties) beneficial, cost-effective, and practicable in the context of facility type, right-of-way, project scope, and quality of nearby facilities.

Pursuant to SHC Section 2037, a city or county may spend its apportionment of RMRA funds on transportation priorities other than those outlined in SHC Section 2030 if the city's or county's average Pavement Condition Index (PCI) meets or exceeds 80.

## **IV. Project List Submittal**

### **9. Content and Format of Project List**

Pursuant to SHC Section 2034(a)(1), prior to receiving an apportionment of RMRA funds from the State Controller in a fiscal year, a city or county must submit to the Commission a list of projects proposed to be funded with these funds pursuant to an adopted resolution by the city council or county board of supervisors at a regular public meeting.

Listed below are the specific statutory criteria for the content of the project list along with additional guidance provided to help ensure a consistent statewide format and to facilitate accountability and transparency within the Local Streets and Roads Program.

#### **a.) Included in an Adopted Resolution**

All proposed projects must be adopted by resolution by the applicable city council or county board of supervisors at a regular public meeting.

##### **Documentation of Inclusion in an Adopted Resolution**

A city or county must provide a public record which illustrates that projects proposed for RMRA funding through the Local Streets and Roads Program have been included in an adopted resolution by the applicable city council or county board of supervisors at a regular public meeting. An acceptable public record shall include a signed, executed copy of the city/county's adopted resolution including the relevant list of projects documenting approval at a regular public meeting.

Submittal of an electronic copy of the relevant support documentation (i.e. resolution) is required. Support documentation requirements are further discussed in Appendix A.

#### **b.) List of Projects – Content**

Pursuant to SHC 2034(a)(1), the project list must include a description and the location of each proposed project, a proposed schedule for each project's completion, and the estimated useful life of the improvement. The project list is intended to cover, at a minimum, the applicable fiscal year. Cities and counties may include project information for future fiscal years but are expected to update the project list as needed every fiscal year prior to submittal to the Commission.

### Development and Content

The Commission recognizes the inherent diversity of road maintenance and rehabilitation needs among the approximately 540 jurisdictions across the state that may utilize Local Streets and Roads Program funding.

Given the emphasis SB 1 places on accountability and transparency in delivering California's transportation programs, cities and counties are encouraged to clearly articulate how these funds are being utilized through the development of a robust project list.

To promote statewide consistency in the content and format of project information submitted to the Commission, and to facilitate transparency within the Local Streets and Roads Funding Program, the following guidance is provided regarding the key components of the project list. Please note that project lists included in a city or county adopted resolution should, at a minimum, include the elements mandated by statute: description, location, schedule for completion and useful life. Cities and counties should include more detailed project information as described below in the project list submitted to the Commission.

For further assistance, Appendix A has been developed to outline project list content and format.

### Project Description

The list must include a project description for each proposed project. The city/county is encouraged to provide a brief non-technical description (up to 5 sentences) written so that the main objectives of the project can be clearly and easily understood by the public.

The level of detail provided will vary depending upon the nature of the project; however, it is highly encouraged that the project description contain a minimum level of detail needed for the public to understand what is being done and why it is a critical or high-priority need.

### Project Location

The list must include a project location for each proposed project. The city/county is encouraged to provide project location information that, at a minimum, would allow the public to clearly understand where within the community the project is being undertaken. For example, providing specific street names where improvements are being undertaken and specifying project termini when possible are preferable to more general information such as "various" or "south-west side of city/county". If project-specific geolocation data is available, it is highly encouraged to be included in the project list submitted to the Commission.

### Proposed Schedule for Completion

The list must include a completion schedule for each proposed project. The city/county is encouraged to provide a high-level timeline that provides a clear picture to the public of when a project is reasonably expected to be completed. The proposed schedule for completion should clearly articulate if a project will take multiple years to complete.

### Estimated Useful Life

The list must include an estimated useful life for each proposed project. The city/county is encouraged to provide information regarding the estimated useful life of the project that is clear, understandable, and based on industry-standards for the project materials and design, where applicable.

## Technology, Climate Change, and Complete Streets Considerations

SHC Section 2030(c)-(f) specifies additional project elements that will be incorporated into RMRA-funded projects by cities and counties to the extent possible and cost effective, and where feasible. These elements are:

- Technologies and material recycling techniques that lower greenhouse gas emissions and reduce the cost of maintaining local streets and roads through material choice and construction method.
- Systems and components in transportation infrastructure that recognize and accommodate technologies including but not limited to ZEV fueling or charging and infrastructure-vehicles communications for transitional or fully autonomous vehicles.
- Project features to better adapt the transportation asset to withstand the negative effects of climate change and promote resiliency to impacts such as fires, floods, and sea level rise (where appropriate given a project's scope and risk level for asset damage due to climate change).
- Complete Streets Elements (such as project features that improve the quality of bicycle and pedestrian facilities and that improve safety for all users of transportation facilities) are expected to be incorporated into RMRA funded projects to the extent (as deemed by cities and counties) beneficial, cost-effective, and practicable in the context of facility type, right-of-way, project scope, and quality of nearby facilities.

Cities and counties are encouraged to consider all of the above for implementation, to the extent possible, cost-effective, and feasible, in the design and development of projects for RMRA funding.

To meet the intent of SHC 2032.5(a) as outlined in Section 2 of these Guidelines, in addition to the statutory requirements outlined in Section 10, the standard forms developed by the Commission will allow cities and counties to report on the inclusion of these elements.

## Other Statutory Considerations for Project Lists

Pursuant to SHC Section 2034(a)(1), the project list shall not limit the flexibility of an eligible city or county to fund projects in accordance with local needs and priorities, so long as the projects are consistent with SHC Section 2030(b). After submittal of the project list to the Commission, in the event a city or county elects to make changes to the project list pursuant to the statutory provision noted above, formal notification of the Commission is not required. However, standard reporting forms will provide an opportunity for jurisdictions to annually communicate such changes to the Commission as part of the regular reporting process.

Pursuant to SHC Section 2037, a city or county may spend its apportionment of RMRA funds on transportation priorities other than those outlined in SHC 2030(b) if the city or county's average Pavement Condition Index (PCI) meets or exceeds 80. This provision however, does not eliminate the requirement for cities and counties to prepare and submit a list of projects or the requirement to consider technology, climate change, and complete streets elements to the extent possible, cost-effective and feasible, in the design and development of projects for RMRA funding.

In the event a city or county will spend its apportionment of RMRA funds on transportation priorities other than those outlined in Section 8 of these guidelines and pursuant to SHC 2037, cities and counties are encouraged to work with its respective Regional Transportation Planning Agency or Metropolitan Planning Organization to ensure that projects are included in the applicable Regional Transportation Plan.

### **c.) List of Projects – Standard Format and Online Submittal Tool**

Please note that project lists included in a city or county adopted resolution should, at a minimum, include the elements mandated by statute: description, location, schedule for completion and useful life elements. Cities and counties should include more detailed project information in the project list submitted to the Commission.

To promote statewide consistency of project information submitted to the Commission, a standard project list format and online submittal tool has been developed and is further explained in Appendix A. The tool will be available at <http://www.catc.ca.gov/programs/sb1/lsrcp/>.

## **10. Process and Schedule for Project List Submittal**

A city or county must submit a project list and support documentation by May 1, 2018 and May 1<sup>st</sup> of each subsequent year to the Commission. All materials must be provided electronically using the online submittal tool described in Appendix A that will be available at <http://www.catc.ca.gov/programs/sb1/lsrcp/>.

## **11. Commission Submittal of Eligible Entities to the State Controller's Office**

Pursuant to SHC Section 2034(a), a city or county must submit a project list to the Commission to be eligible for the receipt of RMRA funds, and the Commission must report to the Controller the jurisdictions that are eligible to receive funding. Upon receipt of project lists and support documentation, Commission staff will review submittals to ensure they are complete. Once a project list submittal has been received and deemed complete by staff, the city or county will be added to a list of jurisdictions eligible to receive RMRA funding for that fiscal year as required by SHC Section 2034(a)(2). All project lists and support documentation submitted by cities and counties will be posted to the Commission's website.

The list of eligible cities and counties will be brought forward for Commission consideration at a regularly scheduled meeting where staff will request Commission direction to transmit the list to the Controller. Upon direction of the Commission, staff will transmit the list to the Controller pursuant to SHC Sections 2034(a)(2) and 2034(a)(4)(B) and the cities and counties included on the list will be deemed eligible to receive RMRA apportionments for that fiscal year pursuant to SHC Section 2034 (a)(1). Upon receipt of the list from the Commission, the Controller is expected to apportion funds to the cities and counties included on the list pursuant to SHC Sections 2034(a)(3) and 2032(h).

In the event a city or county does not provide a complete project list and support documentation for Commission consideration and eligibility designation pursuant to deadlines established by these guidelines, cities and counties are expected to work cooperatively with Commission staff to provide any missing information as soon as possible. Once completed information is provided, Commission action to establish eligibility will be taken at the next earliest opportunity.

## **V. Project Expenditure Reporting and Auditing**

### **12. Scope of Completed and In-Progress Project Expenditure Report**

Pursuant to SHC Section 2034(b), for each fiscal year in which an apportionment of RMRA funds is received and upon expenditure of funds, cities and counties must submit documentation to the Commission detailing the expenditure of those funds and includes: a description and location of each completed project, the amount of funds expended on the project, the completion date, and the estimated useful life of the improvement. The project expenditure reporting process will also provide an opportunity for cities and counties to report on the progress and expenditures associated with multi-year projects that are not yet complete.

Listed below are the specific statutory criteria for the content of the completed project expenditure report along with additional guidance provided to help ensure a consistent statewide format and to facilitate accountability and transparency within the Local Streets and Roads Program.

#### **a.) Completed and In-Progress Project Expenditure Report – Content**

##### **Development and Content**

Given the emphasis SB 1 places on accountability and transparency in delivering California's transportation programs, it is vitally important that cities and counties clearly articulate the public benefit of these funds through the development of a robust project expenditure report.

To promote statewide consistency in the content and format of project expenditure information submitted and to facilitate transparency and robust reporting within the Local Streets and Roads Funding Program, the following guidance is provided regarding the key components of the completed project expenditure report. Additionally, Appendix B has been developed to provide an example of project expenditure report content and format.

The project expenditure report must cover the full fiscal year and include projects that have completed construction and are fully operational. The standard form will also provide an opportunity for cities and counties to report on the progress and expenditures associated with multi-year projects that are not yet complete.

##### **Project Description**

The report must include a project description for each completed and in-progress project. The city/county is encouraged to provide a brief non-technical description (up to 5 sentences) written so that the main objectives of the project can be clearly and easily understood by the public.

The level of detail provided will vary depending upon the nature of the project; however, it is highly encouraged that the project description contain a minimum level of detail needed for the public to understand exactly what work was completed or will be completed in the future.

##### **Project Location**

The report must include a project location for each completed and in-progress project. The city/county is required to provide project location information that, at a minimum, would allow the public to clearly understand where within the community the project was or will be constructed. For example, specific street names where improvements were undertaken

and project termini should be specified. If project-specific geolocation data is available, it is highly encouraged to be included.

#### The Amount of Funds Expended and the Project Completion Date

The report must include the amount of RMRA funds expended on the project and its date of completion or expected date of completion. For the purposes of the project expenditure report, a project is considered complete when it is operational/open to traffic. Construction contract close-out is not required to be complete.

#### Estimated Useful Life

The report must include an estimated useful life for each proposed project. The city/county is encouraged to provide information regarding the estimated useful life of the project that is clear, understandable, and based on industry-standards for the project materials and design, where applicable.

#### Technology, Climate Change, and Complete Streets Considerations

SHC Section 2030(c)-(f) specifies additional project elements that will be incorporated into RMRA-funded projects by cities and counties to the extent possible and cost effective, and where feasible. These elements are:

- Technologies and material recycling techniques that lower greenhouse gas emissions and reduce the cost of maintaining local streets and roads through material choice and construction method.
- Systems and components in transportation infrastructure that recognize and accommodate technologies including but not limited to ZEV fueling or charging and infrastructure-vehicles communications for transitional or fully autonomous vehicles.
- Project features to better adapt the transportation asset to withstand the negative effects of climate change and promote resiliency to impacts such as fires, floods, and sea level rise (where appropriate given a project's scope and risk level for asset damage due to climate change).
- Complete Streets Elements (such as project features that improve the quality of bicycle and pedestrian facilities and that improve safety for all users of transportation facilities) are expected to be incorporated into RMRA funded projects to the extent (as deemed by cities and counties) beneficial, cost-effective, and practicable in the context of facility type, right-of-way, project scope, and quality of nearby facilities.

Cities and counties are encouraged to consider all of the above for implementation, to the extent possible, cost-effective and feasible, in the design and development of projects for RMRA funding. In the event that completed projects contain technology, climate change, and complete streets considerations pursuant to SHC 2030(c)-(f). Standard reporting forms developed by the Commission will allow, cities and counties to report on the inclusion of these elements in RMRA-funded projects.

The project expenditure report format will also provide space for supplementary information to be provided regarding the benefits of RMRA funded projects. Cities and counties should consider providing additional information in the proposed project list as appropriate in order to clearly communicate how RMRA funding is being effectively put to use.



## Other Statutory Considerations for Project Expenditure Reports

Pursuant to SHC Section 2037, a city or county may spend its apportionment of RMRA funds on transportation priorities other than those outlined in SHC Section 2030(b) if the city's or county's average Pavement Condition Index (PCI) meets or exceeds 80. This provision, however, does not eliminate the requirement for cities and counties to prepare and submit a completed project expenditure report or the requirement to consider technology, climate change, and complete streets elements to the extent possible, cost-effective and feasible, in the design and development of projects for RMRA funding.

### **b.) Project Expenditure Report – Standard Format**

To promote statewide consistency of project information submitted to the Commission, a standard completed and in-progress project expenditure report format is being developed and will be available in Summer 2018 as further explained in Appendix B.

For the initial submittal of project expenditure reports due October 1, 2018, and for each subsequent report thereafter, cities and counties will be required to use the standard format.

## **13. Process and Schedule for Project Expenditure Report Submittal**

Completed Project Reports must be developed and submitted to the Commission according to the statutory requirements of SHC Section 2034(b) as outlined above in Section 12.

A city or county must submit a Completed and In-Progress Project Report by **October 1, 2018** and October 1<sup>st</sup> of each subsequent year to the Commission. The report must be provided electronically using the standard format.

## **14. Commission Reporting of Project Information Received**

In order to meet the requirements of SB 1 which include accountability and transparency in the delivery of California's transportation programs, it is vitally important that the Commission clearly communicate the public benefits achieved by RMRA funds. The Commission intends to articulate these benefits by posting reported project information on the Commission's website ([www.catc.ca.gov](http://www.catc.ca.gov)), providing project information to the California State Transportation Agency for posting on the Rebuilding California – SB 1 website ([www.rebuildingca.ca.gov](http://www.rebuildingca.ca.gov)), and through other reporting mechanisms such as the Commission's Annual Report to the Legislature.

Upon receipt of project expenditure reports, Commission staff will review submittals to ensure they are complete. If any critical project information is missing (i.e. SHC 2034(b) requirements such as project description, location, date of completion, expenditures, and useful life of improvement) Commission staff will notify city/county staff to complete for resubmittal within 10 working days.

All completed project expenditure reports submitted by cities and counties will be posted to the Commission's website. The Commission will also analyze the completed project expenditure reports provided by cities and counties and aggregate the project information to provide both statewide and city/county level summary information such as the number, type, and location of RMRA funded projects. This information will also be provided on the Commission's website by December 1<sup>st</sup> each year, and included in the Commission's Annual Report to the Legislature which is delivered to the Legislature by December 15<sup>th</sup> each year.

In the event a city or county does not provide a project expenditure report by the deadline requested (October 1<sup>st</sup> each year) to allow for Commission analysis and inclusion on the SB 1 accountability website and in the Annual Report to the Legislature, absence of the report will be noted on the Commission's website, in the Annual Report, and may be reported to the State Controller.

## **15. State Controller Expenditure Reporting and Maintenance of Effort Monitoring**

This section provides general information regarding the detailed expenditure reporting and maintenance of effort requirements that cities and counties are responsible for demonstrating to the State Controller's Office. It is important to note that the Commission has no oversight or authority regarding these provisions. Specific guidance should be sought from the State Controller's Office in these areas.

In addition to the RMRA completed project reporting requirements outlined in SHC Section 2034(b), SHC Section 2151 requires each city and county to file an annual report of expenditures for street or road purposes with the State Controller's Office. SHC Section 2153 imposes a mandatory duty on the State Controller's Office to ensure that the annual streets and roads expenditure reports are adequate and accurate. Additional information regarding the preparation of the annual streets and roads expenditure report is available online in the [Guidelines Relating to Gas Tax Expenditures for Cities and Counties](#) issued in January 2018 and maintained by the State Controller's Office.

Expenditure authority for RMRA funding is governed by Article XIX of the California Constitution as well as Chapter 2 (commencing with Section 2030) of Division 3 of the SHC.

RMRA funds received should be deposited as follows in order to avoid the commingling of those funds with other local funds:

- a.) In the case of a city, into the city account that is designated for the receipt of state funds allocated for local streets and roads.
- b.) In the case of a county, into the county road fund.
- c.) In the case of a city and county, into a local account that is designated for the receipt of state funds allocated for local streets and roads.

RMRA funds are subject to audit by the Controller pursuant to Government Code Section 12410 and SHC Section 2153. Pursuant to SHC 2036, a city or county receiving an apportionment of RMRA funds is required to sustain a maintenance of effort (MOE) by spending at least the annual average of its general fund expenditures during the 2009–10, 2010–11, and 2011–12 fiscal years for street, road, and highway purposes from the city's or county's general fund. Monitoring and enforcement of the MOE requirement for RMRA funds will be carried out by the Controller.

MOE requirements are fully articulated in statute as follows:

### *Streets and Highways Code Section 2036*

*(a) cities and counties shall maintain their existing commitment of local funds for street, road, and highway purposes in order to remain eligible for an allocation or apportionment of funds pursuant to Section 2032.*

*(b) In order to receive an allocation or apportionment pursuant to Section 2032, the city or county shall annually expend from its general fund for street, road, and highway purposes an amount not less than the annual average of its expenditures from its general fund during the 2009–10, 2010–11, and 2011–12 fiscal years, as reported to the Controller pursuant to Section 2151. For purposes of this subdivision, in calculating a city's or county's annual general fund expenditures and its average general fund expenditures for the 2009–10, 2010–11, and 2011–12 fiscal years, any unrestricted funds that the city or county may expend at its discretion, including vehicle in-lieu tax revenues and revenues from fines and forfeitures, expended for street, road, and highway purposes shall be considered expenditures from the general fund. One-time allocations that have been expended for street and highway purposes, but which may not be available on an ongoing basis, including revenue provided under the Teeter Plan Bond Law of 1994 (Chapter 6.6 (commencing with Section 54773) of Part 1 of Division 2 of Title 5 of the Government Code), may not be considered when calculating a city's or county's annual general fund expenditures.*

*(c) For any city incorporated after July 1, 2009, the Controller shall calculate an annual average expenditure for the period between July 1, 2009, and December 31, 2015, inclusive, that the city was incorporated.*

*(d) For purposes of subdivision (b), the Controller may request fiscal data from cities and counties in addition to data provided pursuant to Section 2151, for the 2009–10, 2010–11, and 2011–12 fiscal years. Each city and county shall furnish the data to the Controller not later than 120 days after receiving the request. The Controller may withhold payment to cities and counties that do not comply with the request for information or that provide incomplete data.*

*(e) The Controller may perform audits to ensure compliance with subdivision (b) when deemed necessary. Any city or county that has not complied with subdivision (b) shall reimburse the state for the funds it received during that fiscal year. Any funds returned as a result of a failure to comply with subdivision (b) shall be reapportioned to the other counties and cities whose expenditures are in compliance.*

*(f) If a city or county fails to comply with the requirements of subdivision (b) in a particular fiscal year, the city or county may expend during that fiscal year and the following fiscal year a total amount that is not less than the total amount required to be expended for those fiscal years for purposes of complying with subdivision (b).*

## **16. Workforce Development Requirements and Project Signage**

Pursuant to SHC Section 2038, by July 1, 2023, cities and counties receiving RMRA funds must follow guidelines developed by the California Workforce Development Board that address participation & investment in, or partnership with, new or existing pre-apprenticeship training programs. Cities and Counties receiving RMRA funds will also be eligible to compete for funding from the Board's pre-apprenticeship development and training grant program that includes a focus on outreach to women, minority participants, underrepresented subgroups, formerly incarcerated individuals, and local residents to access training and employment opportunities. Upon California Workforce Development Board adoption of guidelines and grant funding opportunities in this area, the Commission will update the Local Streets and Roads Program Reporting Guidelines to incorporate this information by reference.

To demonstrate to the public that RMRA funds are being put to work, cities and counties should consider including project funding information signage, where feasible and cost-effective, stating that the project was made possible by SB 1 – The Road Repair and Accountability Act of 2017. Project funding information signage specifications are available online at: <http://www.dot.ca.gov/trafficops/tcd/pfi.html>

## **Appendix A – Proposed Project List: Standard Format and Online Intake Tool**

To promote statewide consistency in the content and format of project information submitted to the Commission, and to facilitate transparency within the Local Streets and Roads Funding Program, a standard project list format and online submittal tool have been developed and must be used.

Appendix A provides a general outline of the standard project list format. It is an on-line, electronic form with a series of drop-down menus, check-boxes, and fillable fields.

Cities and counties are required to use the standard project list format and online submittal tool. The tool as well as a training handbook providing instructions for use will be made available at <http://www.catc.ca.gov/programs/sb1/lsrcp/>.

Please note that project lists included in a city or county adopted resolution should include, at a minimum, the elements mandated by statute: description, location, schedule for completion and useful life elements, while the online tool includes more detailed project information.

The nature/type of information that is included in the online intake tool is outlined below:

### **General Info for Project List Submittal:**

- Agency (City or County) Name (required)
- Agency Contact Information (required)
- Support Documentation (required). Attach an electronic copy of the signed, executed adopting resolution to document agency approval of the project list at a regularly scheduled public meeting (additional information regarding support documentation is available in Section 9 of the guidelines). Electronic file formats accepted include .pdf, .doc/.docx, and .xls/.xlsx only.
- Enter the Jurisdiction's Average Network Pavement Condition Index (PCI) and month/year of measurement (optional)
- Fiscal Year (the system will automatically populate the Fiscal Year)
- Additional Information (optional)<sup>1</sup>. Provides a space for the city/county to report how the RMRA projects proposed were identified as a priority, how they demonstrate an efficient investment of public funds, and any additional benefits of the projects.

### **Specific Proposed Project Information**

#### **Description:**

- Enter a brief description written in a non-technical way that is understandable to the public and which includes some quantifiable measurement about the project (e.g. replace 5 culverts, repave/resurface 2 miles of road, restripe 1 mile of bike lanes, etc.). This is a required field.

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<sup>1,2</sup> Additional and location information can be used to demonstrate a variety of benefits of RMRA projects including effective prioritization of funds, equitable distribution, and efficient utilization of funding.

- Select project-type from a drop-down menu based on RMRA priorities outlined in Section 8 of these Guidelines or “other” (i.e. matching funds). This is a required field.
- Check boxes for the inclusion of additional Technology, Climate Change and Complete Streets elements as described in SHC 2030(c)-(f). This is an optional field.
- Enter a narrative description of the additional Technology, Climate Change and Complete Streets elements. This is an optional field.
- Provide the Local/Regional project identification number (if applicable). Please note that the intake tool will also assign each proposed project an identification number.

**Location:**

- Enter the project location information, this is a required field. Please be as specific as possible (i.e. street names and project termini) so that the public can easily understand where in the city or county the improvements will take place. Geolocation information such as project coordinates may be provided if available.<sup>2</sup>

**Legislative Districts:**

- Enter the State Senate and State Assembly District(s) associated with the project location. More than one district can be entered if needed. This is a required field.

**Proposed Schedule for Completion:**

- Enter the month and year that pre-construction and construction are anticipated to be complete. This is a required field.

**Estimated Useful Life:**

- Enter a minimum and maximum estimated useful life value in years. This is a required field. These values should be based on industry-standards as applicable.

**Estimated Total Project Cost:**

- Enter an estimated total cost for the project. This is an optional field.

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<sup>1,2</sup> Additional and location information can be used to demonstrate a variety of benefits of RMRA projects including effective prioritization of funds, equitable distribution, and efficient utilization of funding.

## **Appendix B – Project Expenditure Reporting: Standard Format**

To promote statewide consistency in the content and format of project expenditure information submitted to the Commission, and to facilitate transparency within the Local Streets and Roads Funding Program, a standard project expenditure report format is being developed and will be available in Summer 2018. A training handbook providing instructions for using the format will also be issued at this time.

Once available, cities and counties will be required to use the standard format beginning with the FY 17-18 project expenditure report due October 1, 2018.

In addition to the fields and information outlined in Appendix A, the following type of information will also be requested for project expenditure reporting on Completed or In-Progress Projects:

### **General Information:**

- Enter the total RMRA Funds Apportioned to the Agency during the Fiscal Year

### **For completed projects:**

- Enter the month and year that the project was complete/operational.
- Enter the amount of RMRA funds expended on the project and the total project cost.
- Enter the amount and type of other funds expended on the project.

### **For in-progress projects:**

- Enter status update on multi-year projects still in progress and an expected completion date.
- Enter the amount of RMRA funds expended on the project (during the FY) and the total project cost.
- Enter the amount and type of other funds expended on the project (during the FY).

Please note that space will be provided for cities and counties to identify any project list changes resulting from the flexibility afforded by SHC 2034(a)(1) such as projects added, deleted, or replaced if applicable.

As the Project Expenditure Report format is currently under development, more information regarding the format and required project data will be provided during Summer 2018 in preparation for cities and counties to complete the FY 17-18 project expenditure reports which will be due October 1, 2018.



# Memorandum

TAB 20

To: CHAIR AND COMMISSIONERS

CTC Meeting: March 21-22, 2018

Reference No.: 4.13  
Action

Published Date: March 9, 2018

From:   
SUSAN BRANSEN  
Executive Director

Prepared By: Laura Pennebaker  
Associate Deputy Director

Subject: **ADOPTION OF UPDATED REPORTING GUIDELINES FOR THE ROAD MAINTENANCE AND REHABILITATION ACCOUNT LOCAL STREETS AND ROADS FUNDING PROGRAM (RESOLUTION G-18-08)**

## **ISSUE:**

Should the California Transportation Commission (Commission) approve the updated 2018 Local Streets and Roads Funding Program Annual Reporting Guidelines to make minor technical revisions as well as provide a yearly recurring schedule for the program, and update the appendices to reflect that an online tool will be available for submitting project lists and project expenditure reports set forth in Attachment A?

## **RECOMMENDATION:**

Staff recommends that the Commission adopt the updated 2018 Local Streets and Roads Funding Program Annual Reporting Guidelines set forth in Attachment A and permit staff to make technical, non-substantive changes to the guidelines as noted in bold and underlined font throughout the guidelines.

## **BACKGROUND:**

On April 28, 2017, the Governor signed Senate Bill (SB) 1 (Beall, Chapter 5, Statutes of 2017). To address basic road maintenance, rehabilitation, and critical safety needs on both the state highway and local streets and road system, SB 1: increases per gallon fuel excise taxes; increases diesel fuel sales taxes and vehicle registration fees; and provides for inflationary adjustments to tax rates in future years.

SB 1 emphasizes the importance of accountability and transparency in the delivery of California's transportation programs. Therefore, to be eligible for Road Maintenance and Rehabilitation Account funding, Streets and Highways Code Section 2034 requires cities and counties to annually provide basic project reporting to the Commission for projects anticipated for and funded through the Road Maintenance and Rehabilitation Account.

Each fiscal year cities and counties must submit a list of projects proposed for funding. The Commission is then responsible for collecting statewide proposed project information and notifying the State Controller of the agencies that are eligible to receive funding that year. At the

end of the fiscal year, cities and counties are required to submit project expenditure reports to the Commission. The Commission's role in this program is focused on preparing and updating programmatic guidelines, administering reporting requirements, and compiling and sharing project information with the Legislature and the public as well as reporting eligible agencies to the State Controller.

At its August 16, 2017 meeting, the Commission adopted the 2017 Local Streets and Roads Funding Annual Reporting Guidelines under Resolution G-17-23.

On October 18, 2017, the guidelines were amended via Resolution G-17-27 to address the passage of Assembly Bill 135, a budget trailer bill which included several statutory amendments to assist in the delivery of projects funded by SB 1 and to improve transparency and accountability on the reporting of those funds.

To fulfill the Commission's responsibility to prepare and update programmatic guidelines on an as-needed basis to support successful program implementation, Commission staff has prepared technical updates to the 2017 reporting guidelines to address the following program needs:

- Provide a recurring yearly program schedule to assist agencies with planning for project list submittal and reporting requirements.
- Clarify the requirement that proposed projects must be adopted by resolution, and that a copy of the signed, executed resolution must be submitted as support documentation.
- Reference updated [Gas Tax Expenditure Guidelines](#) recently published by the State Controller in January 2018.
- Update Appendices A and B to reflect that an online tool has been developed for submitting project lists and a standard format is in development for project expenditure reports, to promote efficiency and consistency in statewide reporting.
- Make various minor technical revisions and corrections to administrative information.

Changes proposed throughout the guidelines are underlined and in bold. The yearly recurring program schedule was prepared in direct consultation with local government representatives. The development of an online tool for project list submittal and reporting was initiated at the request of stakeholders to increase reporting efficiency, promote standardization and quality of information provided, and reduce administrative workload.

It is important to note that the development of the online tool as reflected in Appendices A and B of the reporting guidelines is a two-phase process. Phase 1 was the creation and deployment of a tool for cities and counties to utilize when submitting proposed project lists beginning in March 2018. Phase 2 will be the development and release of a project expenditure report format projected to be available in Summer 2018. Staff anticipates undertaking the next amendment to program reporting guidelines sometime during Summer 2018 to coincide with the finalization of Phase 2 of the online tool.

Proposed updates to the reporting guidelines were circulated for stakeholder review and feedback on February 23<sup>rd</sup> and comments were due March 2<sup>nd</sup>. Comments received have been included in Attachment C. Staff has reached out to discuss the feedback provided and believes that the questions and concerns raised have either been addressed in the updated guidelines or will be addressed in the next guidelines update, if feasible.



Attachments:

- Attachment A: Local Streets and Roads Funding Program 2018 Annual Reporting Guidelines
- Attachment B: Resolution G-18-08
- Attachment C: Stakeholder Comments Received

## **RESOLUTION NO. 2018-016**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BREA TO ADOPT A LIST OF PROJECTS TO BE FUNDED BY THE SB1: ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017 WITHIN FISCAL YEAR 2018-19**

#### **A. RECITALS:**

(i) On April 28, 2017, the Governor signed Senate Bill (SB) 1, which is known as the Road Repair and Accountability Act (“RRAA”) of 2017; and

(ii) Beginning on November 1, 2017, the state Controller will deposit various portions of this new funding into a newly created Road Maintenance and Rehabilitation Account (“RMRA”) to be apportioned by formula to eligible cities and counties; and

(iii) On August 16, 2017, the California Transportation Commission (“Commission”) approved the 2017 Local Streets and Roads Funding Annual Reporting Guidelines (“Guidelines”) for the RRAA, which provides specific details and milestones on the use and reporting of the RMRA funds; and

(iv) On March 21, 2018, the Commission approved the 2018 Guidelines for the RRAA, which updated the 2017 Guidelines which provides specific details and milestones on the use and reporting requirements of the RMRA funds; and

(v) The Guidelines require cities/counties receiving the RMRA funds to submit a Project List by resolution to the Commission on May 1, 2018, which specifies the Project Description, Location, Estimated Useful Life, and Anticipated Year of Construction; and

(vi) The City of Brea will receive an estimated \$734,220 in RMRA funding in Fiscal Year 2018-19; and

(vii) On June 20, 2017, the City of Brea Adopted a Pavement Management Plan to develop a Street Rehabilitation project list to ensure revenues are being used on the most high-priority projects; and

(viii) the funding from the RMRA funds will help the City of Brea maintain and rehabilitate up to approximately ¾ of a mile of streets within the City this next Fiscal Year; and

(ix) The City Council has determined that it is in the best interest of the City of Brea to adopt the Project List (Exhibit 'A') and program the RMRA funds to the Capital Improvement Program Fund (510) in Fiscal Year 2018-19 within the 2018-19 Capital Improvement Program Budget for the projects within Exhibit 'A' pursuant to the Guidelines.

**B. RESOLUTION:**

**NOW, THEREFORE,** be it found, determined and resolved by the City Council of the City of Brea that:

1. The City of Brea is adopting the Project List in Exhibit 'A' planned to be funded with RMRA funds in Fiscal Year 2018-19 within the 2018-19 Capital Improvement Program Budget.

**APPROVED AND ADOPTED** this 3rd day of April, 2018.

\_\_\_\_\_  
Glenn Parker, Mayor

ATTEST: \_\_\_\_\_  
Lillian Harris- Neal, City Clerk

I, Lillian Harris-Neal, City Clerk of the City of Brea, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Brea, held on the 3rd day of April, 2018, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAINED: COUNCIL MEMBERS:

Dated: \_\_\_\_\_

\_\_\_\_\_  
Lillian Harris-Neal, City Clerk

**Exhibit 'A'**  
**RMRA Project List**  
**FY 2018-19**

**Project Name:** Puente Street Rehabilitation

**Project Number:** 7311

**Project Description:**

This project will rehabilitate Puente Street from Imperial Highway to Lambert Road. Improvements consist of reconstructing existing asphalt pavement, replacing damaged sidewalk, curb, gutter and upgrading existing curb access ramps to current Americans with Disabilities Act (ADA) requirements. Coordination with Caltrans is required for permit and construction.

**Project Location:** Puente Street between Imperial Highway and Lambert Road

**Estimated Cost:** \$734,000

**Funding:** RMRA (Fund 221)

**Estimated Construction Year:** Summer 2019

**Estimated Useful Life:** 20+ years

City of Brea

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**COUNCIL COMMUNICATION**

**TO:** Honorable Mayor and City Council Members

**FROM:** Bill Gallardo, City Manager

**DATE:** 04/03/2018

**SUBJECT:** Amendment to Professional Services Agreement with MTGL, Inc. for Additional Construction Materials and Soils Testing Services on Capital Improvement Projects

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**RECOMMENDATION**

Approve Amendment to Professional Services Agreement

**BACKGROUND/DISCUSSION**

On July 1, 2015, the City Council approved a Professional Services Agreement (PSA) with MTGL, Inc. to provide Construction Materials and Soils Testing (Geotechnical) services for various Capital Improvement Projects on an "As-Needed (On-Call)" basis. The PSA includes a not-to-exceed amount of \$50,000 per year with an initial one-year term and provisions for three-one year extensions making the total possible term four (4) years. To date, the PSA term has been extended twice with the current term from July 1, 2017 to June 30, 2018 without the need to amend the annual amount.

During the July 1, 2016 to June 30, 2017 term, MTGL has provided Geotechnical and Material Testing services on several high-priority projects including The Tracks at Brea, Segments 6, 2 and 3 (CIP 7873), and Laurel Elementary Magnet School/Lagos de Moreno Park Upgrades Project (CIP 7929) totaling approximately \$41,278, which was less than the \$50,000 annual threshold.

As stated previously, MTGL is currently providing Geotechnical services for CIP 7929, which has encountered several issues necessitating an increased geotechnical, special inspection, and material testing presence, such as, but not limited to: 1) unforeseen six inch (6") sewer lateral replacement work which serves the school; 2) Contractor-caused construction delays due to lack of performance; 3) re-occurring site visits for special inspection and materials testing due to the Contractor's unorthodox means and methods; and 4) re-occurring site visits for re-inspection of Contractor's work. Collectively, these issues have pushed the completion of the project past the original completion date of November 28, 2017 to the Contractor's recently submitted schedule of June 2018. As a result, MTGL has requested additional services for the project up to June in the approximate amount of \$140,000 (which includes approx \$20,000 for added sewer line geotechnical work) over the original Purchase Order ("PO") amount of \$20,790. It was estimated that the original PO issued in June 2017 would cover the associated services up to the original completion date of November 2017. Unfortunately, that was not the case.

Therefore, in order to proceed with the PO Change amount of \$140,000, the annual PSA amount of \$50,000 will need to be increased accordingly. The majority of the cost overruns related to the

MTGL services for this Project will be reimbursed from the School District associated with the sewer line work, subject to their Board approval, and from the Contractor through payment deductions for re-inspecting and standby time, as well as liquidated damages assessed against the Contractor for the added costs associated with their delays.

Staff has prepared a PSA Amendment (Amendment No.1) to increase the annual not-to-exceed second term amount from \$50,000 to \$140,000, which will cover the added CIP 7929 project costs of \$120,000 (not including the Sewer Line work of \$20,000) plus \$20,000 for other projects needing MTGL services up to July 1, 2018. See Amendment No. 1.

### **COMMISSION/COMMITTEE RECOMMENDATION**

The Finance Committee at their March 27, 2018 meeting directed staff to reduce the MTGL PSA Amendment amount by the costs associated with the Sewer Line work that will be reimbursed by the School District. Staff will pursue the School District commitment for the reimbursement of this MTGL cost as well as the Contractor (LBI) and Construction and Management costs (Onward) associated with the Sewer Line Change Order work and return to the Finance Committee with a second Amendment to the MTGL PSA upon reimbursement approval from the School District. The Sewer Line work cost from MTGL is approximately \$20,000, therefore, the Amendment No.1 has been reduced by this amount and this Staff Report has been updated accordingly to reflect this direction.

### **FISCAL IMPACT/SUMMARY**

Amendment No. 1 to the MTGL annual "as-needed (on-call)" basis PSA for Geotechnical services will allow staff to obtain a PO change in the amount of \$120,000 for CIP 7929, which will cover the work up to June 2018. This PO change will not include the added costs associated with the Sewer Line Change Order Work, which will be completed as part of a second Amendment to this PSA. Additionally, this will allow continuity of services and avoid further time delays and added costs that would be associated with bringing in another firm to provide these services. Therefore, staff recommends amending the PSA with MTGL to increase the not-to-exceed amount from \$50,000 to \$140,000 for the second extended term only to cover the \$120,000 PO change for CIP 7929 (not including the \$20,000 added costs for the sewer line work), with \$20,000 remaining in the amended annual amount for other CIP projects needing these services.

All costs related to MTGL services are included in the approved budget for the aforementioned project. Furthermore, the majority of the cost overruns related to the MTGL services for this project will be reimbursed from the School District associated with the sewer line work, subject to their Board approval, and from the Contractor through payment deductions for re-inspecting and standby time as well as liquidated damages assessed against the Contractor for the added costs associated with their delays. The following table reflects the approved budget, expenses to date, and remaining balance for project CIP 7929:

<b>CIP #</b>	<b>Project Name</b>	<b>Approved Budget</b>	<b>Expenditures To Date</b>	<b>Remaining Balance</b>
7929	Lagos De Moreno Park	\$ 2,546,545	\$ 1,585,351	\$ 961,194

On June 6, 2017, the City Council approved the budget for the project, which is funded by the Capital & Mitigation Improvement Fund (Fund 560) (\$1,155,072), the Park Development Fund (Fund 250) (\$1,141,473), and School District funding (\$250,000). As indicated by the table above, there are still sufficient funds within the project to cover the increased not-to-exceed costs in the PSA Amendment No. 1 with respect to the PO change for CIP 7929. Therefore, there will be no impact to the General Fund.

**RESPECTFULLY SUBMITTED:**

William Gallardo, City Manager  
Prepared by: Steve Kooyman, P.E., City Engineer  
Concurrence: Tony Olmos, P.E., Public Works Director

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**Attachments**

Amendment No. 1

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# AMENDMENT No. 1 TO PROFESSIONAL SERVICES AGREEMENT

This Amendment No. 1 to Professional Services Agreement is made and entered into this 14 day of           , 2018 by and between MTGL, Inc. ("CONSULTANT") and the CITY OF BREA ("CITY").

## A. Recitals.

(i) On July 1, 2015, CITY and CONSULTANT entered into an agreement for professional services, whereby CONSULTANT provides as-needed construction materials and soils testing services for various Capital Improvement Projects ("Agreement", hereinafter.)

(ii) The Agreement is for a one-year term with provisions for three-one year extensions with the total term not exceeding four (4) years with a not to exceed amount of fifty thousand dollars and zero cents (\$50,000.00), per term.

(iii) The Agreement was granted a first extended term, July 1, 2016 to June 30, 2017, mutually agreed upon by both parties.

(iv) The Agreement was granted a second extended term, July 1, 2017 to June 30, 2018, mutually agreed upon by both parties.

(v) The parties hereto desire to amend the Agreement to increase the contract amount from \$50,000 to \$140,000 for only the second extended contract term.

## B. Amendment.

NOW, THEREFORE, it is agreed by and between CITY and CONSULTANT as follows:

1. Notwithstanding any other provision therein, the amount of the Agreement is hereby increased from \$50,000 to \$140,000 for only the second extended contract term. Except as amended by this Amendment No. 1, all other terms and conditions of the Agreement remain unchanged.

2. The persons executing this Amendment No. 1 warrant that they are authorized to execute this first Amendment and that this Amendment No. 1 is binding on the parties hereto.

NOW, WHEREFORE, the parties have executed this Amendment No. 1 as of the date first set forth above.

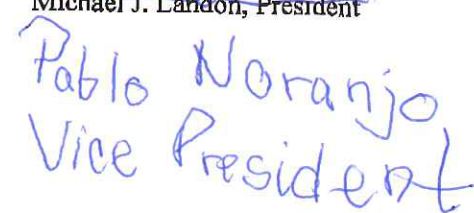
CITY OF BREA  
A California municipal corporation

\_\_\_\_\_  
Glenn Parker, Mayor

\_\_\_\_\_  
Lillian Harris-Neel, City Clerk

CONSULTANT

  
\_\_\_\_\_  
Michael J. Landon, President

  
Pablo Noranjo  
Vice President

City of Brea

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**COUNCIL COMMUNICATION**

**TO:** Honorable Mayor and City Council Members  
**FROM:** Bill Gallardo, City Manager  
**DATE:** 04/03/2018  
**SUBJECT:** Purchase of Microsoft Exchange Licenses

---

**RECOMMENDATION**

Authorize the Purchasing Agent to issue a purchase order to CDW Government LLC (CDGW) in the amount of \$34,434.96 for the purchase of Microsoft Exchange Licenses.

**BACKGROUND/DISCUSSION**

The City of Brea utilizes Microsoft Exchange as the organization's email management software. Our Exchange Software was last upgraded in 2011, and will soon be three versions behind the latest version: Exchange 2016. Upgrading to the most current version will provide the organization with additional functionality and integration to the City's Intranet. It will also streamline email management processes to improve efficiency for City IT staff; deliver additional layers of message protection for improved security against viruses and spam; and enable an upgrade to the Exchange email system.

Purchasing solicited bids for these Microsoft Exchange licenses and received three. After reviewing the bids for conformity to the bid submittal requirements, it was determined that all bids were non-responsive due to failure to provide either the required documents or rejection of the City's terms and conditions. Staff reviewed other publicly bid agreements and found that these licenses are available through a State of California contract. CDWG was awarded the State's Software Licensing Program for Microsoft Government Select Plus, which included the Microsoft Exchange licenses and they offered a price lower than the bids that were received.

Virtual Graffiti	\$41,934.15	Bid Price
Coast to Coast Computer	\$36,483.00	Bid Price
Dell Marketing	\$34,617.38	Bid Price
CDWG	\$34,434.96	State Contract Price

**COMMISSION/COMMITTEE RECOMMENDATION**

The Finance Committee reviewed staff's recommendation at their March 27, 2018 meeting and it was recommended for City Council approval.

**FISCAL IMPACT/SUMMARY**

Since CDWG was awarded a State contract for Microsoft licenses and offered a very competitive price, staff recommends issuing a purchase order to CDWG accordingly.

The City Council adopted Fiscal Year 2017-18 Budget has sufficient funding available for the requested amount for the first year purchase in the Administrative Services Department, Operations Expenditure Account 475-14-1471-4291.

**RESPECTFULLY SUBMITTED:**

William Gallardo, City Manager

Prepared by: Neil Groom, Procurement and Contracts Administrator

Concurrence: Cindy Russell, Administrative Services Director; Randy Hornsby, IT Manager

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**Attachments**

Quote

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# QUOTE CONFIRMATION



DEAR CLIFF FLAUGHER,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.



**ACCOUNT MANAGER NOTES:**

Microsoft and CDW-G:

<https://www.cdwg.com/content/brands/microsoft/software-cloud.aspx>

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
JQFS467	3/6/2018	MS EXCHANGE AND CALS	0376884	\$34,434.96

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">Microsoft Exchange Server 2016 Standard CAL - license - 1 user CAL</a> Mfg. Part#: 381-04439 UNSPSC: 43232915 Electronic distribution - NO MEDIA Contract: California NVP Software (ADSP016-130652 7-16-70-37)	600	3845741	\$56.63	\$33,978.00
<a href="#">Microsoft Exchange Server 2016 Standard - license - 1 server</a> Mfg. Part#: 312-04372 UNSPSC: 43232915 Electronic distribution - NO MEDIA Contract: California NVP Software (ADSP016-130652 7-16-70-37)	1	3845739	\$456.96	\$456.96

PURCHASER BILLING INFO		SUBTOTAL		\$34,434.96
<b>Billing Address:</b> CITY OF BREA ACCOUNTS PAYABLE 1 CIVIC CENTER CIR BREA, CA 92821-5792 <b>Phone:</b> (714) 990-7600 <b>Payment Terms:</b> Net 30 Days-Govt State/Local		SHIPPING		\$0.00
		GRAND TOTAL		<b>\$34,434.96</b>
		<b>Please remit payments to:</b>  CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515		
DELIVER TO				
<b>Shipping Address:</b> CITY OF BREA CLIFF FLAUGHER 1 CIVIC CENTER CIR BREA, CA 92821-5792 <b>Phone:</b> (714) 990-7600 <b>Shipping Method:</b> ELECTRONIC DISTRIBUTION				

Need Assistance? CDW•G SALES CONTACT INFORMATION



David Salkover

(866) 461-9703

davisal@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>  
For more information, contact a CDW account manager



City of Brea

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**COUNCIL COMMUNICATION**

**TO:** Honorable Mayor and City Council Members  
**FROM:** Bill Gallardo, City Manager  
**DATE:** 04/03/2018  
**SUBJECT:** Purchase of Ammunition for Law Enforcement Activities

---

**RECOMMENDATION**

Authorize the Purchasing Agent to issue purchase orders to Dooley Enterprises, Inc. for law enforcement ammunition purchases in an aggregate amount not to exceed available budget appropriations for each fiscal year in which they occur.

**BACKGROUND/DISCUSSION**

The Brea Police Department has standardized on Winchester and Winchester Ranger brand ammunition in its law enforcement activities, including daily use target practice, firearms training, and range qualifications for each officer. The Winchester Ranger brand is specifically manufactured for the exclusive use by law enforcement entities; other Winchester ammunition (used for target practice and training) is available commercially to the public. The Brea Police Department's current Range Staff has extensive experience with Winchester ammunition; have conducted and/or witnessed dozens of tests; and any move from Winchester ammunition would necessitate extensive research and additional expense. Winchester ammunition has been selected because it is the most suitable for the many makes and models of handguns used by the Police Department.

Winchester has named Dooley Enterprises in Anaheim, California as the sole authorized distributor for Winchester law enforcement ammunition for Alaska, Arizona, California, Hawaii, Nevada, Oregon, and Washington. Also, Winchester is the only law enforcement ammunition kept in stock by a local distributor, which helps to eliminate the need for costly shipping and insurance costs, as ammunition is quite heavy and hazardous to ship.

Purchasing was able to obtain an additional approximate 2.2% discount from the most recent pricing offered by Dooley's. Based on the new law enforcement agency prices, which average 44.5% below the list price, and the Police Department's estimated annual quantities, the annual cost is projected to be about \$42,386. Price increases will be limited to documented price increases by the manufacturer less the applicable law enforcement discount. In addition to the Winchester brand, the Police Department's SWAT division purchases other brands of specialized ammunition consistent with other law enforcement agencies. By using the same local distributor, Dooley's Inc., the City would be able to save the shipping and insurance costs referred to previously.

### **COMMISSION/COMMITTEE RECOMMENDATION**

The Finance Committee reviewed staff's recommendation at their March 27, 2018 meeting and it was recommended for City Council approval.

### **FISCAL IMPACT/SUMMARY**

Since Dooley's is the only authorized distributor for Winchester law enforcement ammunition in California; can provide the required ammunition; has a local distribution point; and has offered its law enforcement agency pricing to Brea, staff recommends authorizing the Purchasing Agent to issue as-needed purchase orders based on available budget appropriations for each fiscal year in which they occur.

The Fiscal Year 2017-18 budget has sufficient funding available in the Police Department's Firearms Qualifications and Firearms Materials & Supplies accounts (110-21-2131-4382, 2131-4383, and 2134-4383).

### **RESPECTFULLY SUBMITTED:**

William Gallardo, City Manager

Prepared by: Neil Groom, Procurement and Contracts Administrator

Concurrence: John Burks, Police Captain; Cindy Russell, Administrative Services Director

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### **Attachments**

Quote

Sole Source Letter

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Brea Police Department  
Ammunition Price Sheet

LN	QTY 1000s	UNIT	SYMBOL	DESCRIPTION	LIST PRICE	DISC %	UNIT PRICE	EXTENDED PRICE
1	3	EA	Q4172	9mm 115gr. Full Metal Jacket	\$ 355.80	40.00%	\$ 213.48	\$ 640.44
2	30	EA	Q4238	40 S&W 180gr. Full Metal Jacket	\$ 417.80	40.00%	\$ 250.68	\$ 7,520.40
3	15	EA	Q4170	45 Auto 230gr. Full Metal Jacket	\$ 499.20	41.00%	\$ 294.53	\$ 4,417.92
4	45	EA	Q3131	5.56mm 55 gr. FMJ	\$ 631.00	44.00%	\$ 353.36	\$ 15,901.20
5	2	EA	Q4206	380 Auto 95gr. Full Metal Jacket	\$ 459.60	40.00%	\$ 275.76	\$ 551.52
6	3	EA	RA9T	9mm 147gr. Jacketed Hollow Point T-Series	\$ 523.80	40.00%	\$ 314.28	\$ 942.84
7	10	EA	RA40T	40 S&W 180gr. Jacketed Hollow Point T-Series	\$ 591.40	40.00%	\$ 354.84	\$ 3,548.40
8	5	EA	RA45T	45 Auto 230gr. Jacketed Hollow Point T-Series	\$ 732.80	47.00%	\$ 388.38	\$ 1,941.92
9	3	EA	RA556B	5.56mm 64gr. Bonded Solid Base	\$ 1,542.00	50.00%	\$ 771.00	\$ 2,313.00
10	5	EA	RA1200	12ga. 9 Pellets 00 Buck, Low Recoil	\$ 932.40	46.00%	\$ 503.50	\$ 2,517.48
11	1	EA	RA12RS15	12ga. 1oz. Slug, Low Recoil	\$ 1,038.00	50.00%	\$ 519.00	\$ 519.00
12	5	EA	AAM127	12ga. 2 3/4" 3dram 1 1/8oz. #71/2 AA®	\$ 714.40	56.00%	\$ 314.34	\$ 1,571.68
The above quantities are estimated annual amounts; the City of Brea makes no guarantee of any specific amounts.					ADD LINES ABOVE		<b>Subtotal:</b>	\$ 42,385.80
					0.00%		<b>Sales Tax:</b>	\$ -
							<b>Total Price:</b>	\$ 42,385.80





March 1, 2018

To Whom It May Concern:

Dooley Enterprises is an authorized law enforcement distributor for Winchester ammunition and is the sole source for Winchester Ammunition in Alaska, Arizona, California, Hawaii, Nevada, Oregon and Washington.

Sincerely,

A handwritten signature in black ink, appearing to read "Glen Weeks".

Glen Weeks  
Director, Government Contracts and  
Specialty Products

jdm  
gw18-28

**City of Brea**

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**COUNCIL COMMUNICATION**

**TO:** Honorable Mayor and City Council Members

**FROM:** Bill Gallardo, City Manager

**DATE:** 04/03/2018

**SUBJECT:** Monthly Report of Investments for the City of Brea for Period Ending February 28, 2018

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**RECOMMENDATION**

Receive and file.

**BACKGROUND/DISCUSSION**

The Monthly Report of Investments (formally known as the Treasurer's Report) is in accordance with Government Code Section 53607 and contains information on the investment activities for the month of February. Cash for day-to-day activities is deposited in the demand and interest-bearing checking accounts. The Local Agency Investment Fund (LAIF) is used for short term investment and functions like a savings account. The City's managed investment portfolio is for longer-term investments which are managed through Chandler Asset Management. Together, the short and long-term investment accounts represent the City's investment portfolio.

Attachment A includes a Portfolio Summary, Holdings Report, Book Value Report and Compliance with Investment Policy Statement prepared by Chandler Asset Management for the invested funds. The book value is the cost, plus or minus amortization/accretion.

As of February 28, 2018, the total market value of the managed investment portfolio, including accrued interest, was \$56,908,133.54 as compared to \$57,007,997.81 at January 31, 2018. The weighted average investment yield for February 2018 was 1.79%, which was slightly higher from the prior month of 1.77%. The City's Local Agency Investment Fund (LAIF) had a total market value, including accrued interest of \$11,022,123.57 at February 28, 2018. This brings the total value of the City's investment portfolio as of February 28, 2018 to \$67,930,257.11, as compared to \$68,025,470.03 at January 31, 2018. Restricted cash and investments are held in the post-employment benefits trust account administered by PARS (PARS account) and managed by High Mark Capital and the City's various bond reserve accounts which are managed by Chandler Asset Management. Attachment A includes a monthly statement from US Bank for the PARS account as well as a portfolio report from Chandler Asset Management for each bond reserve account that is invested. As of February 28, 2018, the market value of the PARS account, including short-term cash and accrued interest was \$7,296,831.11 as compared to \$7,495,713.27 from the prior month. All other restricted cash investments (bond reserve accounts), including short-term cash and accrued interest was \$6,927,637.88 in comparison to \$6,749,940.22 from the prior month. Furthermore, the City of Brea holds 2,106.5 shares of water common stock with Cal Domestic valued at \$6,692,116.02 and 687.85 shares of Class A preferred stock with Pellissier Co-Tenancy, valued at \$8,444,403.67 as of June 30, 2016.

All City investments are GASB rated No. 1, where the custodian (The Bank of New York Mellon Trust Company, N.A.) acts as an agent of the City, and is not a counter party to the investment transaction, and all securities are held in the name of the City of Brea. The custodial account at Bank of New York and account records with Chandler Asset Management have been reconciled to par value for the month. The City of Brea has sufficient cash flow to meet its expected expenditures for the next six months.

### **FISCAL IMPACT/SUMMARY**

During the month of February, the total value of the City's investment portfolio decreased by \$95,212.92. This decrease is primarily due to decreases in market value. The City's PARS account decreased by \$198,882.16 primarily due to investment activity and the City's bond reserve accounts increased by \$177,697.66 in preparation for the 2005 Olinda Ranch CFD and the 2009 Brea Plaza CFD debt service payments due in March 2018.

### **RESPECTFULLY SUBMITTED:**

William Gallardo, City Manager

Prepared by: Ana Conrique, Senior Accountant

Concurrence: Cindy Russell, Administrative Services Director

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### **Attachments**

Attachment A

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**City of Brea**  
**Cash and Investment Information**  
February 28, 2018

		<b>Cost Value</b>	<b>Market Value*</b>
<b>Demand and Interest-Bearing Checking Accounts</b>	Citizen's Bank	\$ 4,643,328.61	\$ 4,643,328.61
<b>Local Agency Investment Fund</b>	LAIF	\$ 11,007,722.10	\$ 11,022,123.57
<b>Managed Investment Portfolio - CHANDLER</b>	Chandler	\$ 57,651,262.87	\$ 56,908,133.54
<b>PARS Post-Employment Benefits Trust**</b>	US Bank	\$ 6,662,931.43	\$ 7,296,831.11
<b><u>Fiscal Agent Cash &amp; Investments**</u></b>			
2005 Olinda Ranch Public Improvements Bonds (CFD 1997-1)	Chandler/BNY	\$ 534,864.66	\$ 527,232.59
2009 Water Revenue Bonds	Chandler/BNY	\$ 2,077,469.37	\$ 2,019,613.79
2009 Brea Plaza Public Improvements CFD Bonds (CFD 2008-2)	Chandler/BNY	\$ 766,100.70	\$ 766,100.70
2010 Water Revenue Bonds	Chandler/BNY	\$ 1,467,067.50	\$ 1,426,150.26
2010 Lease Revenue Bonds	Chandler/BNY	\$ 302,749.02	\$ 294,642.68
2011 Tax Allocation Bonds, Series B	Chandler/BNY	\$ 1,719,282.14	\$ 1,719,282.14
2014 Downtown Brea Public Improvements CFD Bonds	Chandler/BNY	\$ 174,348.96	\$ 174,348.96
2014 Water Revenue Bonds	Chandler/BNY	\$ 266.76	\$ 266.76
<b>Sub-total - Fiscal Agent Cash &amp; Investments</b>		<b>\$ 7,042,149.11</b>	<b>\$ 6,927,637.88</b>
<b>Report Grand Total</b>		<b>\$ 87,007,394.12</b>	<b>\$ 86,798,054.71</b>

\* Includes accrued interest on invested funds

\*\* Reserve Fund

**City of Brea**  
**Cash and Investment Information**

February 28, 2018

<b>Fiscal Agent Cash &amp; Investments Detail</b>		<b>Cost Value</b>	<b>Market Value</b>
10103	2005 Olinda Ranch Public Improvements Bonds (CFD 1997-1) - <b>CHANDLER</b>	\$ 454,483.14	\$ 446,851.07
	Short-Term Treasury Funds - <b>BNY</b>	\$ 80,381.52	\$ 80,381.52
	<b>Sub-total</b>	<b>\$ 534,864.66</b>	<b>\$ 527,232.59</b>
10073	2009 Water Revenue Bonds - <b>CHANDLER</b>	\$ 1,934,095.96	\$ 1,876,240.38
	Short-Term Treasury Funds - <b>BNY</b>	\$ 143,373.41	\$ 143,373.41
		<b>\$ 2,077,469.37</b>	<b>\$ 2,019,613.79</b>
10118	2009 Brea Plaza Public Improvements CFD Bonds (CFD 2008-2) - <b>CHANDLER</b>	\$ -	\$ -
	Short-Term Treasury Funds - <b>BNY</b>	\$ 766,100.70	\$ 766,100.70
	<b>Sub-total</b>	<b>\$ 766,100.70</b>	<b>\$ 766,100.70</b>
10128	2010 Water Revenue Bonds - <b>CHANDLER</b>	\$ 1,364,175.63	\$ 1,323,258.39
	Short-Term Treasury Funds - <b>BNY</b>	\$ 102,891.87	\$ 102,891.87
	<b>Sub-total</b>	<b>\$ 1,467,067.50</b>	<b>\$ 1,426,150.26</b>
10129	2010 Lease Revenue Bonds - <b>CHANDLER</b>	\$ 267,810.68	\$ 259,704.34
	Short-Term Treasury Funds - <b>BNY</b>	\$ 34,938.34	\$ 34,938.34
	<b>Sub-total</b>	<b>\$ 302,749.02</b>	<b>\$ 294,642.68</b>
	2011 Tax Allocation Bonds, Series B - <b>CHANDLER</b>	\$ -	\$ -
	Short-Term Treasury Funds - <b>BNY</b>	\$ 1,719,282.14	\$ 1,719,282.14
	<b>Sub-total</b>	<b>\$ 1,719,282.14</b>	<b>\$ 1,719,282.14</b>
	2014 Downtown Brea Public Improvements CFD Bonds - <b>CHANDLER</b>	\$ -	\$ -
	Short-Term Treasury Funds - <b>BNY</b>	\$ 174,348.96	\$ 174,348.96
	<b>Sub-total</b>	<b>\$ 174,348.96</b>	<b>\$ 174,348.96</b>
	2014 Water Revenue Bonds - <b>CHANDLER</b>	\$ -	\$ -
	Short-Term Treasury Funds - <b>BNY</b>	\$ 266.76	\$ 266.76
	<b>Sub-total</b>	<b>\$ 266.76</b>	<b>\$ 266.76</b>
<b>Report Grand Total</b>		<b>\$ 7,042,149.11</b>	<b>\$ 6,927,637.88</b>



PORTFOLIO CHARACTERISTICS

Average Duration	0.00
Average Coupon	1.43 %
Average Purchase YTM	1.43 %
Average Market YTM	1.43 %
Average S&P/Moody Rating	NR/NR
Average Final Maturity	0.00 yrs
Average Life	0.00 yrs

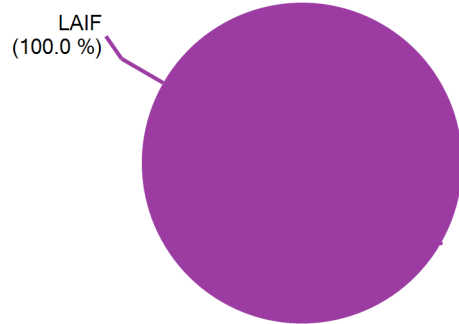
ACCOUNT SUMMARY

	Beg. Values as of 1/31/18	End Values as of 2/28/18
<b>Market Value</b>	11,007,722	11,007,722
<b>Accrued Interest</b>	9,750	14,401
<b>Total Market Value</b>	<b>11,017,472</b>	<b>11,022,124</b>
<b>Income Earned</b>	9,810	4,651
<b>Cont/WD</b>		0
<b>Par</b>	11,007,722	11,007,722
<b>Book Value</b>	11,007,722	11,007,722
<b>Cost Value</b>	11,007,722	11,007,722

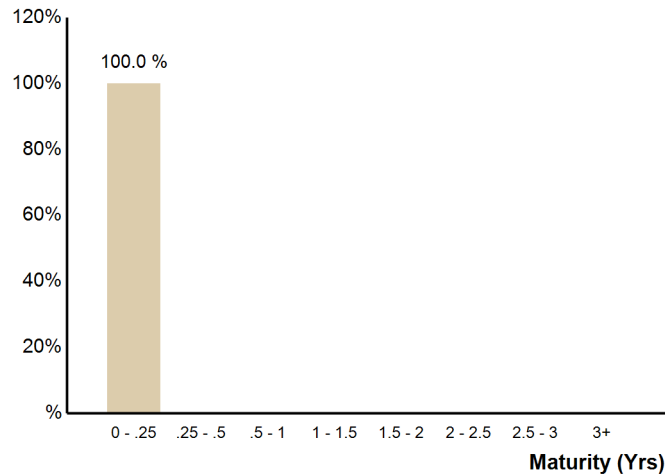
TOP ISSUERS

Issuer	% Portfolio
Local Agency Investment Fund	100.0 %
	<b>100.0 %</b>

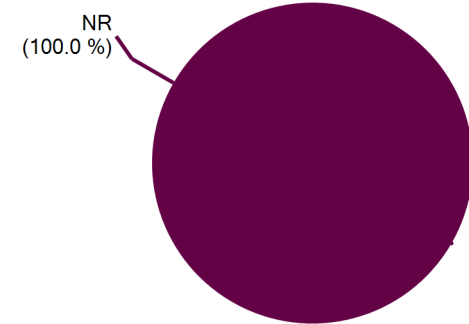
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

Total Rate of Return As of 2/28/2018	Current Month	Latest 3 Months	Year To Date	1 Yr	Annualized				Since 2/28/2012
					3 Yrs	5 Yrs	10 Yrs	2/28/2012	
City of Brea Laif	0.04 %	0.27 %	0.16 %	1.01 %	0.65 %	0.49 %	N/A	N/A	N/A



## Holdings Report

As of 2/28/18

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
LAIF									
90LAIF\$00	Local Agency Investment Fund State Pool	11,007,722.10	Various 1.43 %	11,007,722.10 11,007,722.10	1.00 1.43 %	11,007,722.10 14,401.47	100.00 % 0.00	NR / NR NR	0.00 0.00
Total LAIF		11,007,722.10	1.43 %	11,007,722.10 11,007,722.10	1.43 %	11,007,722.10 14,401.47	100.00 % 0.00	NR / NR NR	0.00 0.00
TOTAL PORTFOLIO		11,007,722.10	1.43 %	11,007,722.10 11,007,722.10	1.43 %	11,007,722.10 14,401.47	100.00 % 0.00	NR / NR NR	0.00 0.00
TOTAL MARKET VALUE PLUS ACCRUED						11,022,123.57			



PORTFOLIO CHARACTERISTICS

Average Duration	2.43
Average Coupon	1.72 %
Average Purchase YTM	1.79 %
Average Market YTM	2.46 %
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	2.63 yrs
Average Life	2.51 yrs

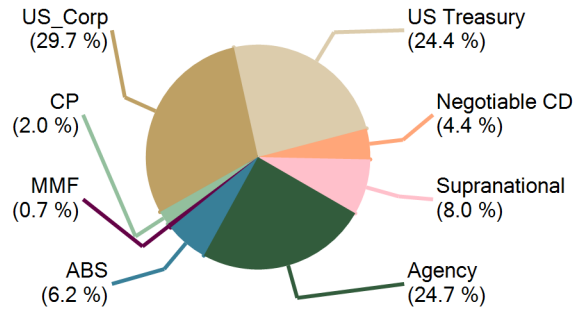
ACCOUNT SUMMARY

	Beg. Values as of 1/31/18	End Values as of 2/28/18
<b>Market Value</b>	56,774,592	56,681,855
<b>Accrued Interest</b>	233,406	226,278
<b>Total Market Value</b>	<b>57,007,998</b>	<b>56,908,134</b>
<b>Income Earned</b>	83,815	83,430
<b>Cont/WD</b>		0
<b>Par</b>	57,745,735	57,829,356
<b>Book Value</b>	57,618,918	57,698,887
<b>Cost Value</b>	57,574,298	57,651,263

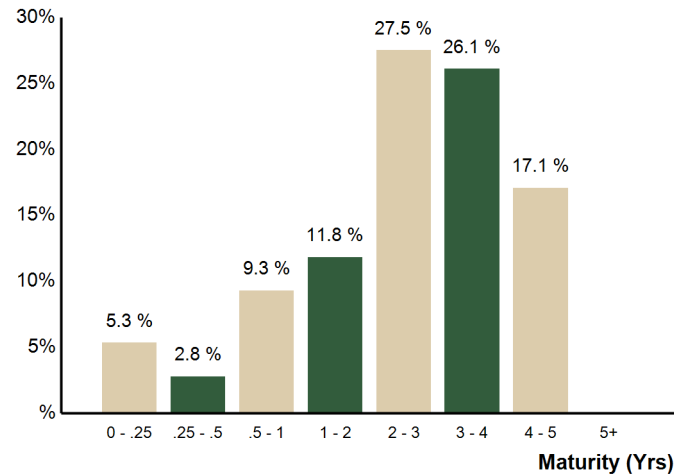
TOP ISSUERS

Issuer	% Portfolio
Government of United States	24.4 %
Federal National Mortgage Assoc	15.7 %
Federal Home Loan Mortgage Corp	5.0 %
Inter-American Dev Bank	4.7 %
Federal Home Loan Bank	4.0 %
Intl Bank Recon and Development	2.6 %
Toyota ABS	2.1 %
Bank of Tokyo-Mit UFJ	2.0 %
	<b>60.5 %</b>

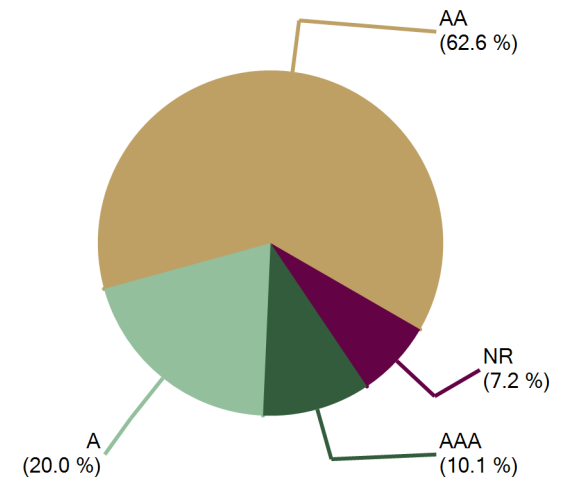
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

Total Rate of Return As of 2/28/2018	Current Month	Latest 3 Months	Year To Date	1 Yr	Annualized			4/30/1996	Since 4/30/1996
					3 Yrs	5 Yrs	10 Yrs		
City of Brea	-0.18 %	-0.63 %	-0.66 %	0.04 %	0.78 %	0.85 %	1.97 %	3.85 %	128.10 %
ICE BAML 1-5 Yr US Treasury/Agency Index*	-0.12 %	-0.69 %	-0.68 %	-0.34 %	0.51 %	0.60 %	1.66 %	3.47 %	110.50 %
ICE BAML 1-5 Yr US Issuers Corp/Govt Rtd AAA-A Idx	-0.16 %	-0.69 %	-0.70 %	-0.23 %	0.63 %	0.73 %	1.78 %	N/A	N/A

\*ICE BAML 1-Yr US Treasury Bill Index to 9/30/01,





**City of Brea**  
**February 28, 2018**

## COMPLIANCE WITH INVESTMENT POLICY

*Assets managed by Chandler Asset Management are in full compliance with state law and with the Client's investment policy*

Category	Standard	Comment
Treasury Issues	No limitations	Complies
US Agencies	25% per issuer	Complies
Supranationals	"AA" rated by a NRSRO; 15% maximum; 5% max per issuer	Complies
Municipal Securities	5% max issuer	Complies
Banker's Acceptances	40% maximum; 5% max issuer; 180 days max maturity	Complies
Commercial Paper	A-1/P-1 by S&P and Moody's; 25% maximum; 5% max per issuer; 270 days max maturity	Complies
Certificates of Deposit(CDs)/ Time Deposits (TDs)	5% max issuer; FDIC Insured and/or Collateralized	Complies
Negotiable CDs	30% maximum; 5% max per issuer	Complies
Medium Term Notes	"A" rated or better by a NRSRO; 30% maximum; 5% max per issuer	Complies
Pass Through Securities, Asset- Backed Securities (ABS), CMOs	"AA" or higher by a NRSRO; "A" rated issuer by a NRSRO; 20% maximum (combined), 10% maximum (ABS); 5% max per issuer; CMOs must pass FFIEC test	Complies
Money Market Funds	Highest rating by two NRSROs; 20% maximum; 5% max per fund	Complies
LAIF	40%; <60%, with OCIP	Complies
OCIP	40%; <60%, with LAIF	Complies
Repurchase Agreements	5% max issuer; 1 year max maturity	Complies
Range notes	Prohibited	Complies
Interest-only strips	Prohibited	Complies
Zero interest accruals	Prohibited	Complies
Agency Callable notes	5% maximum	Complies
Max Per Issuer	5% per issuer for all non government issuers and agencies	Complies
Maximum Maturity	5 years	Complies



## Reconciliation Summary

As of 2/28/2018

BOOK VALUE RECONCILIATION	
<b>Beginning Book Value</b>	<b>\$57,618,918.02</b>
<b><u>Acquisition</u></b>	
+ Security Purchases	\$803,955.45
+ Money Market Fund Purchases	\$1,114,237.49
+ Money Market Contributions	\$0.00
+ Security Contributions	\$0.00
+ Security Transfers	\$0.00
<b>Total Acquisitions</b>	<b>\$1,918,192.94</b>
<b><u>Dispositions</u></b>	
- Security Sales	\$639,716.80
- Money Market Fund Sales	\$805,400.17
- MMF Withdrawals	\$0.00
- Security Withdrawals	\$0.00
- Security Transfers	\$0.00
- Other Dispositions	\$0.00
- Maturities	\$0.00
- Calls	\$0.00
- Principal Paydowns	\$385,216.16
<b>Total Dispositions</b>	<b>\$1,830,333.13</b>
<b><u>Amortization/Accretion</u></b>	
+/- Net Accretion	\$2,698.35
	<b>\$2,698.35</b>
<b><u>Gain/Loss on Dispositions</u></b>	
+/- Realized Gain/Loss	(\$10,589.47)
	<b>(\$10,589.47)</b>
<b>Ending Book Value</b>	<b>\$57,698,886.71</b>

CASH TRANSACTION SUMMARY	
<b>BEGINNING BALANCE</b>	<b>\$66,463.68</b>
<b><u>Acquisition</u></b>	
Contributions	\$0.00
Security Sale Proceeds	\$639,716.80
Accrued Interest Received	\$3,314.73
Interest Received	\$85,739.33
Dividend Received	\$250.47
Principal on Maturities	\$0.00
Interest on Maturities	\$0.00
Calls/Redemption (Principal)	\$0.00
Interest from Calls/Redemption	\$0.00
Principal Paydown	\$385,216.16
<b>Total Acquisitions</b>	<b>\$1,114,237.49</b>
<b><u>Disposition</u></b>	
Withdrawals	\$0.00
Security Purchase	\$803,955.45
Accrued Interest Paid	\$1,444.72
<b>Total Dispositions</b>	<b>\$805,400.17</b>
<b>Ending Book Value</b>	<b>\$375,301.00</b>

## Holdings Report

As of 2/28/18

Attachment A

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>ABS</b>									
89236WAC2	Toyota Auto Receivables Owner 2015-A 1.12% Due 2/15/2019	37,388.68	02/24/2015 1.13 %	37,383.02 37,388.68	99.97 3.03 %	37,376.68 18.61	0.07 % (12.00)	Aaa / AAA NR	0.96 0.06
47788NAB4	John Deere Owner Trust 2016-B A2 1.09% Due 2/15/2019	27,129.09	07/19/2016 1.10 %	27,127.43 27,128.47	99.96 2.37 %	27,117.78 13.14	0.05 % (10.69)	Aaa / NR AAA	0.96 0.03
43814RAB2	Honda Auto Receivables 2016-4 A2 1.04% Due 4/18/2019	255,370.00	10/18/2016 1.05 %	255,362.87 255,366.75	99.81 2.02 %	254,890.67 95.91	0.45 % (476.08)	NR / AAA AAA	1.13 0.19
65478WAB1	Nissan Auto Receivables Owner 2016-C A2A 1.07% Due 5/15/2019	82,285.72	08/02/2016 1.08 %	82,282.47 82,284.30	99.96 1.47 %	82,251.65 39.13	0.14 % (32.65)	Aaa / NR AAA	1.21 0.10
89231LAB3	Toyota Auto Receivables Owner 2016-D 1.06% Due 5/15/2019	159,705.22	10/04/2016 1.07 %	159,692.44 159,699.27	99.83 2.16 %	159,435.00 75.24	0.28 % (264.27)	Aaa / AAA NR	1.21 0.16
43814TAB8	Honda Auto Receivables 2017-1 A2 1.42% Due 7/22/2019	194,462.04	03/21/2017 1.43 %	194,457.40 194,459.25	99.81 2.11 %	194,084.98 76.70	0.34 % (374.27)	Aaa / NR AAA	1.39 0.28
89238MAB4	Toyota Auto Receivables Owner 2017-A 1.42% Due 9/16/2019	275,288.10	03/07/2017 1.43 %	275,261.54 275,271.73	99.75 2.22 %	274,596.58 173.74	0.48 % (675.15)	Aaa / AAA NR	1.55 0.30
47787XAB3	John Deere Owner Trust 2017-A A2 1.5% Due 10/15/2019	212,071.55	02/22/2017 1.50 %	212,070.70 212,071.02	99.78 2.17 %	211,600.33 141.38	0.37 % (470.69)	Aaa / NR AAA	1.63 0.32
654747AB0	Nissan Auto Receivables 2017-A A2A 1.47% Due 1/15/2020	208,935.71	03/21/2017 1.47 %	208,934.65 208,935.00	99.73 2.22 %	208,361.97 136.50	0.37 % (573.03)	Aaa / NR AAA	1.88 0.37
47788MAC4	John Deere Owner Trust 2016-A A3 1.36% Due 4/15/2020	362,419.33	02/23/2016 1.37 %	362,362.29 362,389.92	99.48 2.43 %	360,520.98 219.06	0.63 % (1,868.94)	Aaa / NR AAA	2.13 0.50
47788BAB0	John Deere Owner Trust 2017-B A2A 1.59% Due 4/15/2020	185,000.00	07/11/2017 1.60 %	184,983.92 184,987.55	99.59 2.64 %	184,236.32 130.73	0.32 % (751.23)	Aaa / NR AAA	2.13 0.42
89238BAB8	Toyota Auto Receivables Owner 2018-A A2A 2.1% Due 10/15/2020	715,000.00	01/23/2018 2.12 %	714,926.93 714,929.07	99.67 2.41 %	712,666.24 1,292.96	1.25 % (2,262.83)	Aaa / AAA NR	2.63 0.93
654747AD6	Nissan Auto Receivables 2017-A A3 1.74% Due 8/16/2021	500,000.00	12/27/2017 2.10 %	496,816.41 496,965.27	98.75 2.74 %	493,738.00 362.50	0.87 % (3,227.27)	Aaa / NR AAA	3.47 1.45
47788BAD6	John Deere Owner Trust 2017-B A3 1.82% Due 10/15/2021	130,000.00	07/11/2017 1.83 %	129,990.48 129,991.87	98.59 2.80 %	128,161.15 105.16	0.23 % (1,830.72)	Aaa / NR AAA	3.63 1.46
47788CAC6	John Deere Owner Trust 2016-B A4 2.66% Due 4/18/2022	185,000.00	02/21/2018 2.68 %	184,986.70 184,986.71	99.99 2.68 %	184,986.68 13.67	0.33 % (0.03)	Aaa / NR AAA	4.14 2.09
<b>Total ABS</b>		<b>3,530,055.44</b>	<b>1.70 %</b>	<b>3,526,639.25</b> <b>3,526,854.86</b>	<b>2.39 %</b>	<b>3,514,025.01</b> <b>2,894.43</b>	<b>6.18 %</b> <b>(12,829.85)</b>	<b>Aaa / AAA</b> <b>AAA</b>	<b>2.29</b> <b>0.73</b>
<b>AGENCY</b>									
3135G0A78	FNMA Note 1.625% Due 1/21/2020	1,250,000.00	Various 1.46 %	1,260,040.40 1,253,846.16	98.80 2.27 %	1,235,003.75 2,256.95	2.17 % (18,842.41)	Aaa / AA+ AAA	1.90 1.85
3137EADR7	FHLMC Note 1.375% Due 5/1/2020	1,250,000.00	05/28/2015 1.52 %	1,241,437.50 1,246,230.41	97.99 2.33 %	1,224,901.25 5,729.17	2.16 % (21,329.16)	Aaa / AA+ AAA	2.17 2.12

## Holdings Report

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Attachment A

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>AGENCY</b>									
3135G0D75	FNMA Note 1.5% Due 6/22/2020	1,030,000.00	Various 1.57 %	1,026,700.60 1,028,420.72	98.18 2.31 %	1,011,268.42 2,961.25	1.78 % (17,152.30)	Aaa / AA+ AAA	2.32 2.25
3137EAEK1	FHLMC Note 1.875% Due 11/17/2020	450,000.00	11/21/2017 1.96 %	448,833.97 448,939.78	98.47 2.46 %	443,111.40 2,484.38	0.78 % (5,828.38)	Aaa / AA+ AAA	2.72 2.62
3135G0F73	FNMA Note 1.5% Due 11/30/2020	1,225,000.00	12/16/2015 1.90 %	1,201,847.50 1,212,144.61	97.57 2.42 %	1,195,200.65 4,644.79	2.11 % (16,943.96)	Aaa / AA+ AAA	2.76 2.67
3130A7CV5	FHLB Note 1.375% Due 2/18/2021	1,070,000.00	02/17/2016 1.46 %	1,065,677.20 1,067,432.82	96.91 2.46 %	1,036,922.02 531.28	1.82 % (30,510.80)	Aaa / AA+ AAA	2.98 2.88
3135G0J20	FNMA Note 1.375% Due 2/26/2021	1,275,000.00	Various 1.46 %	1,269,953.70 1,271,890.79	96.78 2.50 %	1,233,927.15 243.49	2.17 % (37,963.64)	Aaa / AA+ AAA	3.00 2.91
3135G0K69	FNMA Note 1.25% Due 5/6/2021	400,000.00	05/27/2016 1.48 %	395,724.00 397,241.14	96.17 2.51 %	384,693.20 1,597.22	0.68 % (12,547.94)	Aaa / AA+ AAA	3.19 3.08
3130A8QS5	FHLB Note 1.125% Due 7/14/2021	1,285,000.00	10/04/2016 1.33 %	1,273,126.60 1,276,609.55	95.58 2.50 %	1,228,244.12 1,887.34	2.16 % (48,365.43)	Aaa / AA+ AAA	3.38 3.28
3137EAEC9	FHLMC Note 1.125% Due 8/12/2021	1,250,000.00	08/30/2016 1.33 %	1,237,737.50 1,241,449.50	95.34 2.54 %	1,191,713.75 742.19	2.10 % (49,735.75)	Aaa / AA+ AAA	3.45 3.35
3135G0N82	FNMA Note 1.25% Due 8/17/2021	1,285,000.00	Various 1.29 %	1,282,305.71 1,283,085.66	95.77 2.53 %	1,230,616.23 624.65	2.16 % (52,469.43)	Aaa / AA+ AAA	3.47 3.36
3135G0S38	FNMA Note 2% Due 1/5/2022	1,350,000.00	04/25/2017 1.92 %	1,354,927.50 1,354,042.04	97.73 2.62 %	1,319,417.10 4,200.00	2.33 % (34,624.94)	Aaa / AA+ AAA	3.85 3.67
3135G0T45	FNMA Note 1.875% Due 4/5/2022	1,315,000.00	06/19/2017 1.88 %	1,314,801.44 1,314,830.26	97.07 2.63 %	1,276,436.31 9,999.48	2.26 % (38,393.95)	Aaa / AA+ AAA	4.10 3.88
<b>Total Agency</b>		<b>14,435,000.00</b>	<b>1.57 %</b>	<b>14,373,113.62</b> <b>14,396,163.44</b>	<b>2.47 %</b>	<b>14,011,455.35</b> <b>37,902.19</b>	<b>24.69 %</b> <b>(384,708.09)</b>	<b>Aaa / AA+ AAA</b>	<b>3.05</b> <b>2.94</b>
<b>COMMERCIAL PAPER</b>									
06538CCD1	Bank of Tokyo Mitsubishi NY Discount CP 1.45% Due 3/13/2018	1,150,000.00	11/07/2017 1.48 %	1,144,210.07 1,144,210.07	99.50 1.48 %	1,144,210.07 5,234.10	2.02 % 0.00	P-1 / A-1 NR	0.04 0.04
<b>Total Commercial Paper</b>		<b>1,150,000.00</b>	<b>1.48 %</b>	<b>1,144,210.07</b> <b>1,144,210.07</b>	<b>1.48 %</b>	<b>1,144,210.07</b> <b>5,234.10</b>	<b>2.02 %</b> <b>0.00</b>	<b>P-1 / A-1</b> <b>NR</b>	<b>0.04</b> <b>0.04</b>
<b>MONEY MARKET FUND FI</b>									
316175884	Fidelity Institutional Money Market Fund 696	375,301.00	Various 1.01 %	375,301.00 375,301.00	1.00 1.01 %	375,301.00 0.00	0.66 % 0.00	Aaa / AAA NR	0.00 0.00
<b>Total Money Market Fund FI</b>		<b>375,301.00</b>	<b>1.01 %</b>	<b>375,301.00</b> <b>375,301.00</b>	<b>1.01 %</b>	<b>375,301.00</b> <b>0.00</b>	<b>0.66 %</b> <b>0.00</b>	<b>Aaa / AAA</b> <b>NR</b>	<b>0.00</b> <b>0.00</b>
<b>NEGOTIABLE CD</b>									
96121T3U0	Westpac Banking Corp Yankee CD 1.51% Due 7/20/2018	540,000.00	07/24/2017 1.51 %	539,998.65 539,999.47	100.00 1.51 %	539,999.47 5,050.95	0.96 % 0.00	P-1 / A-1+ F-1+	0.39 0.39

# Holdings Report

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CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>NEGOTIABLE CD</b>									
06417GXH6	Bank of Nova Scotia Yankee CD 1.57% Due 8/9/2018	1,040,000.00	08/08/2017 1.57 %	1,040,000.00 1,040,000.00	100.00 1.57 %	1,040,000.00 9,252.53	1.84 % 0.00	P-1 / A-1 NR	0.44 0.44
06371ETT4	Bank of Montreal Chicago Yankee CD 1.76% Due 11/7/2018	920,000.00	11/06/2017 1.76 %	920,000.00 920,000.00	100.00 1.76 %	920,000.00 5,127.47	1.63 % 0.00	P-1 / A-1 F-1+	0.69 0.68
<b>Total Negotiable CD</b>		<b>2,500,000.00</b>	<b>1.63 %</b>	<b>2,499,998.65</b> <b>2,499,999.47</b>	<b>1.63 %</b>	<b>2,499,999.47</b> <b>19,430.95</b>	<b>4.43 %</b> <b>0.00</b>	<b>P-1 / A-1</b> <b>F-1+</b>	<b>0.52</b> <b>0.52</b>
<b>SUPRANATIONAL</b>									
459058ER0	Intl. Bank Recon & Development Note 1% Due 10/5/2018	1,460,000.00	09/30/2015 1.06 %	1,457,518.00 1,459,505.41	99.37 2.06 %	1,450,780.10 5,921.11	2.56 % (8,725.31)	Aaa / AAA AAA	0.60 0.59
4581X0CX4	Inter-American Dev Bank Note 1.625% Due 5/12/2020	1,065,000.00	04/05/2017 1.70 %	1,062,475.95 1,063,199.99	98.45 2.35 %	1,048,494.63 5,239.95	1.85 % (14,705.36)	Aaa / AAA AAA	2.20 2.14
45950KCM0	International Finance Corp Note 2.25% Due 1/25/2021	410,000.00	01/18/2018 2.35 %	408,794.60 408,833.09	99.07 2.58 %	406,171.42 922.50	0.72 % (2,661.67)	Aaa / NR NR	2.91 2.79
4581X0CW6	Inter-American Dev Bank Note 2.125% Due 1/18/2022	1,275,000.00	01/10/2017 2.15 %	1,273,431.75 1,273,781.30	97.94 2.69 %	1,248,710.78 3,236.20	2.20 % (25,070.52)	Aaa / NR AAA	3.89 3.69
4581X0CZ9	Inter-American Dev Bank Note 1.75% Due 9/14/2022	400,000.00	09/26/2017 2.01 %	395,060.00 395,479.85	95.71 2.76 %	382,831.60 3,247.22	0.68 % (12,648.25)	NR / NR AAA	4.55 4.29
<b>Total Supranational</b>		<b>4,610,000.00</b>	<b>1.71 %</b>	<b>4,597,280.30</b> <b>4,600,799.64</b>	<b>2.41 %</b>	<b>4,536,988.53</b> <b>18,566.98</b>	<b>8.01 %</b> <b>(63,811.11)</b>	<b>Aaa / AAA</b> <b>AAA</b>	<b>2.42</b> <b>2.31</b>
<b>US CORPORATE</b>									
166764AV2	Chevron Corp Note 1.365% Due 3/2/2018	700,000.00	02/24/2015 1.37 %	700,000.00 700,000.00	100.00 1.37 %	700,000.00 4,750.96	1.24 % 0.00	Aa2 / AA- NR	0.01 0.01
037833AJ9	Apple Inc Note 1% Due 5/3/2018	810,000.00	Various 1.20 %	802,722.10 809,725.15	99.82 1.98 %	808,558.20 2,655.00	1.43 % (1,166.95)	Aa1 / AA+ NR	0.18 0.18
02665WAC5	American Honda Finance Note 2.125% Due 10/10/2018	800,000.00	Various 1.90 %	807,073.15 801,053.34	99.81 2.43 %	798,508.80 6,658.33	1.41 % (2,544.54)	A2 / A+ NR	0.61 0.60
74005PBH6	Praxair Note 1.25% Due 11/7/2018	810,000.00	Various 1.67 %	797,684.40 807,763.68	99.27 2.32 %	804,068.37 3,206.25	1.42 % (3,695.31)	A2 / A NR	0.69 0.68
24422ESF7	John Deere Capital Corp Note 1.95% Due 12/13/2018	430,000.00	12/10/2013 1.99 %	429,084.10 429,856.04	99.79 2.21 %	429,107.75 1,816.75	0.76 % (748.29)	A2 / A A	0.79 0.78
36962G7G3	General Electric Capital Corp Note 2.3% Due 1/14/2019	800,000.00	Various 2.27 %	800,569.30 800,208.69	99.77 2.56 %	798,176.00 2,402.23	1.41 % (2,032.69)	A2 / A A+	0.88 0.86
17275RAR3	Cisco Systems Note 2.125% Due 3/1/2019	715,000.00	Various 2.04 %	717,853.05 715,571.71	99.70 2.43 %	712,833.55 7,596.88	1.27 % (2,738.16)	A1 / AA- NR	1.00 0.98
91159HHH6	US Bancorp Callable Note Cont 3/25/2019 2.2% Due 4/25/2019	700,000.00	Various 2.08 %	703,858.75 700,868.87	99.59 2.56 %	697,097.11 5,390.00	1.23 % (3,771.76)	A1 / A+ AA-	1.15 1.13
40434CAC9	HSBC USA Inc Note 2.25% Due 6/23/2019	800,000.00	06/20/2017 1.99 %	804,088.00 802,682.40	99.52 2.62 %	796,199.20 3,400.00	1.41 % (6,483.20)	A2 / A AA-	1.32 1.29

# Holdings Report

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CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>US CORPORATE</b>									
06406HCW7	Bank of New York Callable Note Cont 8/11/2019 2.3% Due 9/11/2019	705,000.00	Various 2.29 %	705,272.60 705,079.11	99.35 2.77 %	700,425.26 7,657.08	1.24 % (4,653.85)	A1 / A AA-	1.53 1.40
94974BGF1	Wells Fargo Corp Note 2.15% Due 1/30/2020	735,000.00	01/26/2015 2.17 %	734,204.40 734,694.50	98.58 2.91 %	724,590.19 1,360.77	1.28 % (10,104.31)	A2 / A- A+	1.92 1.86
22160KAG0	Costco Wholesale Corp Note 1.75% Due 2/15/2020	465,000.00	02/05/2015 1.77 %	464,511.75 464,808.34	98.52 2.53 %	458,095.22 361.67	0.81 % (6,713.12)	A1 / A+ A+	1.96 1.91
747525AD5	Qualcomm Inc Note 2.25% Due 5/20/2020	750,000.00	06/11/2015 2.49 %	741,693.75 746,257.57	98.29 3.05 %	737,149.50 4,734.38	1.30 % (9,108.07)	A1 / A NR	2.22 2.14
437076BQ4	Home Depot Note 1.8% Due 6/5/2020	330,000.00	05/24/2017 1.82 %	329,808.60 329,855.58	98.44 2.51 %	324,867.51 1,419.00	0.57 % (4,988.07)	A2 / A A	2.27 2.20
594918BG8	Microsoft Callable Note Cont. 10/03/20 2% Due 11/3/2020	325,000.00	10/29/2015 2.02 %	324,740.00 324,860.82	98.41 2.64 %	319,824.05 2,130.56	0.57 % (5,036.77)	Aaa / AAA AA+	2.68 2.49
00440EAT4	ACE INA Holdings Inc Callable Note Cont 10/3/2020 2.3% Due 11/3/2020	800,000.00	02/06/2017 2.16 %	803,768.00 802,678.90	98.86 2.76 %	790,896.80 6,031.11	1.40 % (11,782.10)	A3 / A A	2.68 2.48
78012KKU0	Royal Bank of Canada Note 2.5% Due 1/19/2021	700,000.00	01/24/2018 2.64 %	697,130.00 697,219.61	98.96 2.88 %	692,740.30 2,041.67	1.22 % (4,479.31)	A1 / AA- AA	2.89 2.76
30231GAV4	Exxon Mobil Corp Callable Note Cont 2/1/2021 2.222% Due 3/1/2021	875,000.00	Various 1.97 %	884,992.10 881,268.66	98.28 2.82 %	859,915.00 9,721.25	1.53 % (21,353.66)	Aaa / AA+ NR	3.01 2.85
24422ESL4	John Deere Capital Corp Note 2.8% Due 3/4/2021	315,000.00	05/24/2017 2.12 %	322,663.95 321,130.04	99.81 2.87 %	314,387.96 4,336.50	0.56 % (6,742.08)	A2 / A A	3.01 2.83
857477AV5	State Street Bank Note 1.95% Due 5/19/2021	440,000.00	05/16/2016 1.96 %	439,771.20 439,852.77	97.16 2.88 %	427,496.52 2,431.00	0.76 % (12,356.25)	A1 / A AA-	3.22 3.08
594918BP8	Microsoft Callable Note Cont 7/8/21 1.55% Due 8/8/2021	590,000.00	Various 1.57 %	589,298.90 589,517.75	95.85 2.82 %	565,523.85 584.27	0.99 % (23,993.90)	Aaa / AAA AA+	3.44 3.32
68389XBK0	Oracle Corp Callable Note Cont 8/01/21 1.9% Due 9/15/2021	804,000.00	11/29/2016 2.40 %	785,998.44 790,673.90	96.66 2.90 %	777,150.42 7,043.93	1.38 % (13,523.48)	A1 / AA- A+	3.55 3.37
91159HHP8	US Bancorp Callable Note Cont 12/23/2021 2.625% Due 1/24/2022	390,000.00	01/19/2017 2.66 %	389,329.20 389,476.51	98.48 3.04 %	384,058.74 1,052.19	0.68 % (5,417.77)	A1 / A+ AA-	3.91 3.67
69353RFE3	PNC Bank Callable Note Cont 6/28/2022 2.45% Due 7/28/2022	890,000.00	07/25/2017 2.45 %	889,919.90 889,929.38	97.02 3.18 %	863,509.15 1,998.79	1.52 % (26,420.23)	A2 / A A+	4.41 4.13
44932HAC7	IBM Credit Corp Note 2.2% Due 9/8/2022	700,000.00	11/29/2017 2.58 %	688,156.00 688,767.92	96.19 3.11 %	673,362.20 7,400.56	1.20 % (15,405.72)	A1 / A+ A+	4.53 4.22
48128BAB7	JP Morgan Chase & Co Callable Note 1X 1/15/2022 2.972% Due 1/15/2023	625,000.00	02/09/2018 3.19 %	618,968.75 619,022.45	98.36 3.34 %	614,766.88 2,373.47	1.08 % (4,255.57)	A3 / A- A+	4.88 4.48
<b>Total US Corporate</b>		<b>17,004,000.00</b>	<b>2.11 %</b>	<b>16,973,160.39</b> <b>16,982,823.69</b>	<b>2.67 %</b>	<b>16,773,308.53</b> <b>100,554.60</b>	<b>29.65 %</b> <b>(209,515.16)</b>	<b>A1 / A+ A+</b>	<b>2.18</b> <b>2.06</b>

## Holdings Report

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CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>US TREASURY</b>									
912828VF4	US Treasury Note 1.375% Due 5/31/2020	650,000.00	Various 1.63 %	642,866.47 646,484.93	97.90 2.34 %	636,339.60 2,234.37	1.12 % (10,145.33)	Aaa / AA+ AAA	2.25 2.19
912828L32	US Treasury Note 1.375% Due 8/31/2020	1,250,000.00	09/29/2015 1.37 %	1,250,394.81 1,250,200.81	97.61 2.36 %	1,220,166.25 46.71	2.14 % (30,034.56)	Aaa / AA+ AAA	2.51 2.44
912828L99	US Treasury Note 1.375% Due 10/31/2020	800,000.00	11/23/2015 1.71 %	787,471.43 793,224.98	97.40 2.39 %	779,218.40 3,676.80	1.38 % (14,006.58)	Aaa / AA+ AAA	2.67 2.59
912828N89	US Treasury Note 1.375% Due 1/31/2021	1,300,000.00	03/09/2016 1.40 %	1,298,734.82 1,299,244.57	97.04 2.43 %	1,261,508.30 1,431.98	2.22 % (37,736.27)	Aaa / AA+ AAA	2.93 2.84
912828B90	US Treasury Note 2% Due 2/28/2021	1,250,000.00	04/26/2016 1.40 %	1,285,111.61 1,271,758.47	98.74 2.44 %	1,234,228.75 67.93	2.17 % (37,529.72)	Aaa / AA+ AAA	3.00 2.89
912828Q37	US Treasury Note 1.25% Due 3/31/2021	800,000.00	12/13/2016 1.81 %	781,471.43 786,694.41	96.43 2.46 %	771,468.80 4,175.82	1.36 % (15,225.61)	Aaa / AA+ AAA	3.09 2.98
912828T34	US Treasury Note 1.125% Due 9/30/2021	1,300,000.00	11/09/2016 1.48 %	1,278,016.07 1,283,878.45	95.21 2.53 %	1,237,792.40 6,107.14	2.19 % (46,086.05)	Aaa / AA+ AAA	3.59 3.46
912828F96	US Treasury Note 2% Due 10/31/2021	1,025,000.00	01/27/2017 1.94 %	1,027,686.05 1,027,074.53	98.10 2.54 %	1,005,541.40 6,852.21	1.78 % (21,533.13)	Aaa / AA+ AAA	3.67 3.49
912828J43	US Treasury Note 1.75% Due 2/28/2022	1,360,000.00	03/13/2017 2.14 %	1,335,407.68 1,340,174.05	96.88 2.58 %	1,317,500.00 64.67	2.32 % (22,674.05)	Aaa / AA+ AAA	4.00 3.83
912828XG0	US Treasury Note 2.125% Due 6/30/2022	1,100,000.00	08/15/2017 1.82 %	1,115,601.34 1,113,881.51	98.05 2.60 %	1,078,558.80 3,874.31	1.90 % (35,322.71)	Aaa / AA+ AAA	4.34 4.10
912828L24	US Treasury Note 1.875% Due 8/31/2022	1,000,000.00	09/26/2017 1.87 %	1,000,433.04 1,000,395.73	96.86 2.62 %	968,594.00 50.95	1.70 % (31,801.73)	Aaa / AA+ AAA	4.51 4.28
912828L57	US Treasury Note 1.75% Due 9/30/2022	1,240,000.00	10/17/2017 1.99 %	1,226,243.75 1,227,263.30	96.20 2.63 %	1,192,918.44 9,061.54	2.11 % (34,344.86)	Aaa / AA+ AAA	4.59 4.33
912828N30	US Treasury Note 2.125% Due 12/31/2022	1,150,000.00	01/25/2018 2.46 %	1,132,121.09 1,132,458.80	97.63 2.65 %	1,122,732.35 4,050.41	1.98 % (9,726.45)	Aaa / AA+ AAA	4.84 4.54
<b>Total US Treasury</b>		<b>14,225,000.00</b>	<b>1.76 %</b>	<b>14,161,559.59</b> <b>14,172,734.54</b>	<b>2.51 %</b>	<b>13,826,567.49</b> <b>41,694.84</b>	<b>24.37 %</b> <b>(346,167.05)</b>	<b>Aaa / AA+ AAA</b>	<b>3.60</b> <b>3.44</b>
<b>TOTAL PORTFOLIO</b>		<b>57,829,356.44</b>	<b>1.79 %</b>	<b>57,651,262.87</b> <b>57,698,886.71</b>	<b>2.46 %</b>	<b>56,681,855.45</b> <b>226,278.09</b>	<b>100.00 %</b> <b>(1,017,031.26)</b>	<b>Aa1 / AA AAA</b>	<b>2.63</b> <b>2.43</b>
<b>TOTAL MARKET VALUE PLUS ACCRUED</b>						<b>56,908,133.54</b>			



**Book Value Report**  
As of 2/28/2018 12:00:00 AM

MIG	Book Value	12 Months or less	13 to 24 Months	25 to 60 Months	Total Holdings
ABS	\$3,526,854.86	\$1,199,529.12	\$1,330,394.34	\$996,931.40	\$3,526,854.86
Agency	\$14,396,163.44	\$0.00	\$1,253,846.16	\$13,142,317.28	\$14,396,163.44
Commercial Paper	\$1,144,210.07	\$1,144,210.07	\$0.00	\$0.00	\$1,144,210.07
Money Market Fund FI	\$375,301.00	\$375,301.00	\$0.00	\$0.00	\$375,301.00
Negotiable CD	\$2,499,999.47	\$2,499,999.47	\$0.00	\$0.00	\$2,499,999.47
Supranational	\$4,600,799.64	\$1,459,505.41	\$0.00	\$3,141,294.23	\$4,600,799.64
US Corporate	\$16,982,823.69	\$4,348,606.90	\$4,123,704.93	\$8,510,511.86	\$16,982,823.69
US Treasury	\$14,172,734.54	\$0.00	\$0.00	\$14,172,734.54	\$14,172,734.54
<b>Total</b>	<b>\$57,698,886.71</b>	<b>\$11,027,151.97</b>	<b>\$6,707,945.43</b>	<b>\$39,963,789.31</b>	<b>\$57,698,886.71</b>



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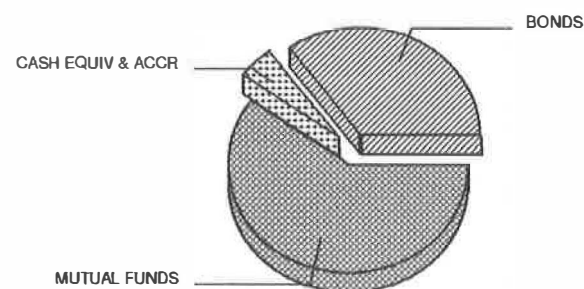
PARS/CITY OF BREA 115P  
 ACCOUNT 6746050800

Period from February 1, 2018 to February 28, 2018

## ASSET SUMMARY

ASSETS	02/28/2018 MARKET	02/28/2018 BOOK VALUE	% OF MARKET
Cash And Equivalents	165,453.45	165,453.45	2.27
Corporate Issues	2,576,642.00	2,732,139.25	35.31
Mutual Funds-Equity	4,406,637.10	3,642,273.72	60.39
Mutual Funds-Fixed Income	122,466.72	123,065.01	1.68
<b>Total Assets</b>	<b>7,271,199.27</b>	<b>6,662,931.43</b>	<b>99.65</b>
Accrued Income	25,631.84	25,631.84	0.35
<b>Grand Total</b>	<b>7,296,831.11</b>	<b>6,688,563.27</b>	<b>100.00</b>

**Estimated Annual Income**                      **166,134.63**



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PARS/CITY OF BREA 115P  
ACCOUNT 6746050800

Period from February 1, 2018 to February 28, 2018

## ASSET DETAIL

DESCRIPTION	SHARES/ FACE AMOUNT	MARKET PRICE/UNIT	BOOK VALUE	UNREALIZED GAIN (LOSS) SINCE INCEPTION/ CURRENT PERIOD	ENDING ACCRUAL	YIELD ON MARKET
<b>Cash And Equivalents</b>						
<b>Money Markets</b>						
First Am Govt Ob Fd Cl Z 31846V567 Asset Minor Code 1	165,089.970	165,089.97 1.0000	165,089.97	.00 .00	166.31	1.27
<b>Total Money Markets</b>	<b>165,089.970</b>	<b>165,089.97</b>	<b>165,089.97</b>	<b>.00 .00</b>	<b>166.31</b>	<b>1.26</b>
<b>Cash</b>						
Cash		363.48	363.48			
<b>Total Cash</b>	<b>.000</b>	<b>363.48</b>	<b>363.48</b>	<b>.00 .00</b>	<b>.00</b>	<b>0.00</b>
<b>Total Cash And Equivalents</b>	<b>165,089.970</b>	<b>165,453.45</b>	<b>165,453.45</b>	<b>.00 .00</b>	<b>166.31</b>	<b>1.26</b>
<b>Corporate Issues</b>						
Apple Inc 2.850% 2/23/23 Standard & Poors Rating: AA+ Moodys Rating: Aa1 037833BU3 Asset Minor Code 28	150,000.000	148,560.00 99.0400	158,403.00	- 9,843.00 - 1,647.00	95.00	2.88
Bank Ny Mellon Mtn 5.450% 5/15/19 Standard & Poors Rating: A Moodys Rating: A1 06406HBM0 Asset Minor Code 28	200,000.000	206,722.00 103.3610	223,052.00	- 16,330.00 - 1,032.00	3,209.44	5.27

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PARS/CITY OF BREA 115P  
ACCOUNT 6746050800

Period from February 1, 2018 to February 28, 2018

### ASSET DETAIL (continued)

DESCRIPTION	SHARES/ FACE AMOUNT	MARKET PRICE/UNIT	BOOK VALUE	UNREALIZED GAIN (LOSS) SINCE INCEPTION/ CURRENT PERIOD	ENDING ACCRUAL	YIELD ON MARKET
Cisco Systems Inc 2.900% 3/04/21 Standard & Poors Rating: AA- Moody's Rating: A1 17275RAP7 Asset Minor Code 28	200,000.000	200,398.00 100.1990	207,884.00	- 7,486.00 - 1,244.00	2,851.67	2.89
Gen Elec Cap Corp Mtn 6.000% 8/07/19 Standard & Poors Rating: A Moody's Rating: A2 36962G4D3 Asset Minor Code 28	175,000.000	182,890.75 104.5090	200,947.25	- 18,056.50 - 983.50	700.00	5.74
Gen Elec Cap Corp Mtn 5.500% 1/08/20 Standard & Poors Rating: A Moody's Rating: A2 36962G4J0 Asset Minor Code 28	200,000.000	208,718.00 104.3590	228,930.00	- 20,212.00 - 1,894.00	1,619.44	5.27
General Elec Cap Mtn 3.100% 1/09/23 Standard & Poors Rating: A Moody's Rating: A2 36962G6S8 Asset Minor Code 28	100,000.000	98,278.00 98.2780	106,031.00	- 7,753.00 - 1,154.00	447.78	3.15
Intercontinental 3.750% 12/01/25 Standard & Poors Rating: A Moody's Rating: A2 45866FAD6 Asset Minor Code 28	100,000.000	101,519.00 101.5190	104,231.00	- 2,712.00 - 1,710.00	937.50	3.69
Jp Morgan Chase Co 2.700% 5/18/23 Standard & Poors Rating: A- Moody's Rating: A3 46625HRL6 Asset Minor Code 28	75,000.000	72,701.25 96.9350	74,970.75	- 2,269.50 - 843.00	579.38	2.79
Kimberly Clark Corp 2.750% 2/15/26 Standard & Poors Rating: A Moody's Rating: A2 494368BU6 Asset Minor Code 28	100,000.000	95,410.00 95.4100	103,111.00	- 7,701.00 - 1,753.00	122.22	2.88

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PARS/CITY OF BREA 115P  
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Period from February 1, 2018 to February 28, 2018

# ASSET DETAIL (continued)

DESCRIPTION	SHARES/ FACE AMOUNT	MARKET PRICE/UNIT	BOOK VALUE	UNREALIZED GAIN (LOSS) SINCE INCEPTION/ CURRENT PERIOD	ENDING ACCRUAL	YIELD ON MARKET
Medtronic Inc 3.125% 3/15/22 Standard & Poors Rating: A Moody's Rating: A3 585055AX4 Asset Minor Code 28	200,000.000	200,566.00 100.2830	208,046.00	- 7,480.00 - 1,602.00	2,881.94	3.12
Mondelez Int 4.000% 2/01/24 Standard & Poors Rating: BBB Moody's Rating: Baa1 609207AB1 Asset Minor Code 28	100,000.000	103,648.00 103.6480	109,303.00	- 5,655.00 - 756.00	333.33	3.86
Nike Inc 2.375% 11/01/26 Standard & Poors Rating: AA- Moody's Rating: A1 654106AF0 Asset Minor Code 28	100,000.000	92,252.00 92.2520	94,613.00	- 2,361.00 - 1,884.00	791.67	2.57
Pepsico Inc 2.750% 4/30/25 Standard & Poors Rating: A+ Moody's Rating: A1 713448CT3 Asset Minor Code 28	75,000.000	72,108.75 96.1450	73,932.75	- 1,824.00 - 1,453.50	693.23	2.86
Suntrust Banks Inc 2.700% 1/27/22 Standard & Poors Rating: BBB+ Moody's Rating: Baa1 867914BM4 Asset Minor Code 28	75,000.000	73,520.25 98.0270	75,130.50	- 1,610.25 - 512.25	191.25	2.75
Verizon 5.150% 9/15/23 Standard & Poors Rating: BBB+ Moody's Rating: Baa1 92343VBR4 Asset Minor Code 28	200,000.000	216,650.00 108.3250	230,048.00	- 13,398.00 - 2,796.00	4,749.44	4.75
Visa Inc 2.200% 12/14/20 Standard & Poors Rating: A+ Moody's Rating: A1 92826CAB8 Asset Minor Code 28	200,000.000	197,412.00 98.7060	204,764.00	- 7,352.00 - 1,284.00	941.11	2.23

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PARS/CITY OF BREA 115P  
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Period from February 1, 2018 to February 28, 2018

### ASSET DETAIL (continued)

DESCRIPTION	SHARES/ FACE AMOUNT	MARKET PRICE/UNIT	BOOK VALUE	UNREALIZED GAIN (LOSS) SINCE INCEPTION/ CURRENT PERIOD	ENDING ACCRUAL	YIELD ON MARKET
Wells Fargo Mtn 3.300% 9/09/24 Standard & Poors Rating: A- Moodys Rating: A2 94974BGA2 Asset Minor Code 28	100,000.000	98,464.00 98.4640	103,890.00	- 5,426.00 - 1,680.00	1,576.67	3.35
Xto Energy Inc 6.500% 12/15/18 Standard & Poors Rating: AA+ Moodys Rating: Aaa 98385XAT3 Asset Minor Code 28	200,000.000	206,824.00 103.4120	224,852.00	- 18,028.00 - 688.00	2,744.44	6.29
<b>Total Corporate Issues</b>	<b>2,550,000.000</b>	<b>2,576,642.00</b>	<b>2,732,139.25</b>	<b>- 155,497.25 - 24,916.25</b>	<b>25,465.51</b>	<b>3.95</b>

### Mutual Funds

#### Mutual Funds-Equity

Columbia Contrarian Core Fd Instl 19765P406 Asset Minor Code 98	13,152.582	342,361.71 26.0300	276,419.60	65,942.11 - 17,559.93	.00	0.94
Dodge & Cox International Stock Fund 256206103 Asset Minor Code 98	5,057.384	235,825.82 46.6300	182,966.29	52,859.53 - 14,660.68	.00	1.91
Dodge & Cox Stock Fund 256219106 Asset Minor Code 98	2,780.994	575,192.99 206.8300	484,338.29	90,854.70 - 23,304.73	.00	1.50
Harbor Capital Appreciaton Cl R 411512528 Asset Minor Code 98	2,476.506	185,416.00 74.8700	140,856.96	44,559.04 - 2,682.66	.00	0.22
Hartford Schroders Emerging Markets 41665H797 Asset Minor Code 98	18,096.893	310,361.71 17.1500	207,354.84	103,006.87 - 16,656.63	.00	0.90

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Period from February 1, 2018 to February 28, 2018

# ASSET DETAIL (continued)

DESCRIPTION	SHARES/ FACE AMOUNT	MARKET PRICE/UNIT	BOOK VALUE	UNREALIZED GAIN (LOSS) SINCE INCEPTION/ CURRENT PERIOD	ENDING ACCRUAL	YIELD ON MARKET
Ishares Russell Mid Cap Etf 464287499 Asset Minor Code 94	1,571.000	325,275.55 207.0500	266,500.76	58,774.79 - 13,793.38	.00	1.52
Mfs International Growth R6 552746356 Asset Minor Code 98	7,065.566	237,826.95 33.6600	186,014.11	51,812.84 11,481.66	.00	1.05
Nationwide Bailard Intl Equities R6 63868B815 Asset Minor Code 98	39,016.506	353,099.38 9.0500	289,620.01	63,479.37 - 18,843.31	.00	2.02
Price T Rowe Growth Stk Fd Inc 741479406 Asset Minor Code 98	2,742.057	184,430.75 67.2600	140,400.35	44,030.40 - 5,762.26	.00	0.39
T Rowe Price New Horizons Fund I 779562206 Asset Minor Code 98	5,323.296	291,716.62 54.8000	225,561.37	66,155.25 - 4,931.26	.00	0.00
Jp Undiscovered Mgrs Be Val Cl L 904504842 Asset Minor Code 98	5,630.324	380,272.08 67.5400	352,619.82	27,652.26 - 16,716.26	.00	1.13
Vanguard Growth & Income Adm Shs#593 921913208 Asset Minor Code 98	11,097.237	870,578.24 78.4500	762,529.91	108,048.33 - 30,038.97	.00	1.56
Vanguard Real Estate Etf 922908553 Asset Minor Code 94	1,558.000	114,279.30 73.3500	127,091.41	- 12,812.11 - 9,045.29	.00	4.79
<b>Total Mutual Funds-Equity</b>	<b>115,568.345</b>	<b>4,406,637.10</b>	<b>3,642,273.72</b>	<b>764,363.38</b> <b>- 185,477.02</b>	<b>.00</b>	<b>1.32</b>
<b>Mutual Funds-Fixed Income</b>						
Eaton Vance Float Rate High Income 277911541 Asset Minor Code 99	9,912.536	88,023.32 8.8800	88,065.02	- 41.70 - 297.38	.00	4.13

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PARS/CITY OF BREA 115P  
ACCOUNT 6746050800

Period from February 1, 2018 to February 28, 2018

### ASSET DETAIL (continued)

DESCRIPTION	SHARES/ FACE AMOUNT	MARKET PRICE/UNIT	BOOK VALUE	UNREALIZED GAIN (LOSS) SINCE INCEPTION/ CURRENT PERIOD	ENDING ACCRUAL	YIELD ON MARKET
Vanguard Short Term Invst Grade #539 922031836 Asset Minor Code 99	3,274.087	34,443.40 10.5200	34,999.99	- 556.59 - 163.70	.02	2.18
<b>Total Mutual Funds-Fixed Income</b>	<b>13,186.623</b>	<b>122,466.72</b>	<b>123,065.01</b>	<b>- 598.29 - 461.08</b>	<b>.02</b>	<b>3.58</b>
<b>Total Mutual Funds</b>	<b>128,754.968</b>	<b>4,529,103.82</b>	<b>3,765,338.73</b>	<b>763,765.09 - 185,938.10</b>	<b>.02</b>	<b>1.38</b>
<b>Total Assets</b>	<b>2,843,844.938</b>	<b>7,271,199.27</b>	<b>6,662,931.43</b>	<b>608,267.84 - 210,854.35</b>	<b>25,631.84</b>	<b>2.29</b>
<b>Accrued Income</b>	<b>.000</b>	<b>25,631.84</b>	<b>25,631.84</b>			
<b>Grand Total</b>	<b>2,843,844.938</b>	<b>7,296,831.11</b>	<b>6,688,563.27</b>			

### ASSET DETAIL MESSAGES

Time of trade execution and trading party (if not disclosed) will be provided upon request.

Publicly traded assets are valued in accordance with market quotations or valuation methodologies from financial industry services believed by us to be reliable. Assets that are not publicly traded may be reflected at values from other external sources. Assets for which a current value is not available may be reflected at a previous value or as not valued, at par value, or at a nominal value. Values shown do not necessarily reflect prices at which assets could be bought or sold. Values are updated based on internal policy and may be updated less frequently than statement generation.

For further information, please contact your account manager or relationship manager.



PORTFOLIO CHARACTERISTICS

Average Duration	2.85
Average Coupon	1.63 %
Average Purchase YTM	1.67 %
Average Market YTM	2.43 %
Average S&P/Moody Rating	AA+/Aaa
Average Final Maturity	2.97 yrs
Average Life	2.97 yrs

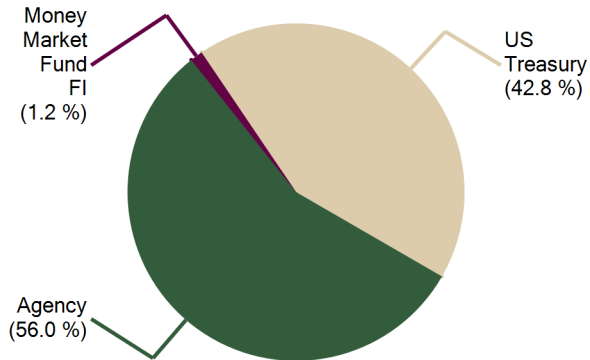
ACCOUNT SUMMARY

	Beg. Values as of 1/31/18	End Values as of 2/28/18
<b>Market Value</b>	445,584	445,015
<b>Accrued Interest</b>	2,038	1,836
<b>Total Market Value</b>	<b>447,623</b>	<b>446,851</b>
<b>Income Earned</b>	636	613
<b>Cont/WD</b>		0
<b>Par</b>	454,583	455,383
<b>Book Value</b>	454,197	455,012
<b>Cost Value</b>	453,683	454,483

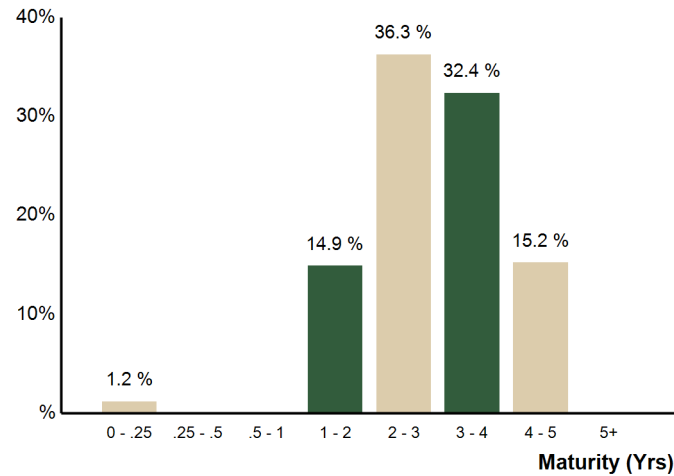
TOP ISSUERS

Issuer	% Portfolio
Government of United States	42.8 %
Federal National Mortgage Assoc	30.7 %
Federal Home Loan Bank	16.5 %
Federal Home Loan Mortgage Corp	8.9 %
AIM STIT-Treasury Portfolio	1.2 %
	<b>100.0 %</b>

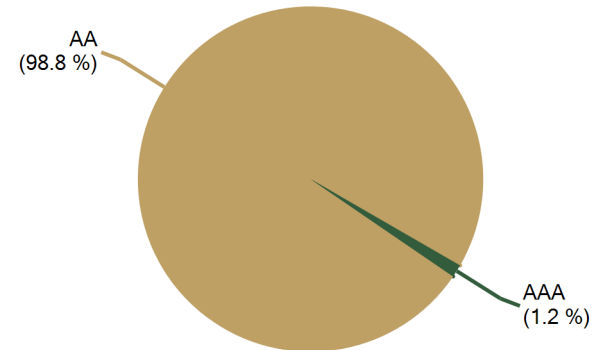
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

Total Rate of Return As of 2/28/2018	Current Month	Latest 3 Months	Year To Date	1 Yr	Annualized				Since 11/30/2009
					3 Yrs	5 Yrs	10 Yrs	11/30/2009	
Brea 05 CFD 97-1 Spec Tax Reserve Fund	-0.17 %	-0.83 %	-0.81 %	-0.34 %	0.75 %	0.85 %	N/A	1.84 %	16.24 %
ICE BAML 3-Month US Treasury Bill Index	0.09 %	0.33 %	0.21 %	0.99 %	0.48 %	0.31 %	N/A	0.23 %	1.92 %





## Reconciliation Summary

As of 2/28/2018

BOOK VALUE RECONCILIATION	
<b>Beginning Book Value</b>	<b>\$454,196.96</b>
<b><u>Acquisition</u></b>	
+ Security Purchases	\$0.00
+ Money Market Fund Purchases	\$800.31
+ Money Market Contributions	\$0.00
+ Security Contributions	\$0.00
+ Security Transfers	\$0.00
<b>Total Acquisitions</b>	<b>\$800.31</b>
<b><u>Dispositions</u></b>	
- Security Sales	\$0.00
- Money Market Fund Sales	\$0.00
- MMF Withdrawals	\$0.00
- Security Withdrawals	\$0.00
- Security Transfers	\$0.00
- Other Dispositions	\$0.00
- Maturities	\$0.00
- Calls	\$0.00
- Principal Paydowns	\$0.00
<b>Total Dispositions</b>	<b>\$0.00</b>
<b><u>Amortization/Accretion</u></b>	
+/- Net Accretion	\$14.52
	\$14.52
<b><u>Gain/Loss on Dispositions</u></b>	
+/- Realized Gain/Loss	\$0.00
	\$0.00
<b>Ending Book Value</b>	<b>\$455,011.79</b>

CASH TRANSACTION SUMMARY	
<b>BEGINNING BALANCE</b>	<b>\$4,582.55</b>
<b><u>Acquisition</u></b>	
Contributions	\$0.00
Security Sale Proceeds	\$0.00
Accrued Interest Received	\$0.00
Interest Received	\$796.88
Dividend Received	\$3.43
Principal on Maturities	\$0.00
Interest on Maturities	\$0.00
Calls/Redemption (Principal)	\$0.00
Interest from Calls/Redemption	\$0.00
Principal Paydown	\$0.00
<b>Total Acquisitions</b>	<b>\$800.31</b>
<b><u>Disposition</u></b>	
Withdrawals	\$0.00
Security Purchase	\$0.00
Accrued Interest Paid	\$0.00
<b>Total Dispositions</b>	<b>\$0.00</b>
<b>Ending Book Value</b>	<b>\$5,382.86</b>



## Holdings Report

As of 2/28/18

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>AGENCY</b>									
3135G0ZG1	FNMA Note 1.75% Due 9/12/2019	27,000.00	11/17/2014 1.77 %	26,972.73 26,991.32	99.29 2.22 %	26,808.38 221.81	6.05 % (182.94)	Aaa / AA+ AAA	1.54 1.50
3137EADM8	FHLMC Note 1.25% Due 10/2/2019	40,000.00	03/25/2015 1.40 %	39,735.60 39,907.12	98.46 2.24 %	39,382.40 206.94	8.86 % (524.72)	Aaa / AA+ AAA	1.59 1.56
313383HU8	FHLB Note 1.75% Due 6/12/2020	40,000.00	06/26/2015 1.87 %	39,779.20 39,898.26	98.61 2.38 %	39,445.72 153.61	8.86 % (452.54)	Aaa / AA+ NR	2.29 2.22
3130A7CV5	FHLB Note 1.375% Due 2/18/2021	35,000.00	03/11/2016 1.64 %	34,566.00 34,738.68	96.91 2.46 %	33,918.01 17.38	7.59 % (820.67)	Aaa / AA+ AAA	2.98 2.88
3135G0Q89	FNMA Note 1.375% Due 10/7/2021	43,000.00	10/27/2016 1.50 %	42,738.13 42,809.07	95.95 2.56 %	41,257.98 236.50	9.29 % (1,551.09)	Aaa / AA+ AAA	3.61 3.47
3135G0S38	FNMA Note 2% Due 1/5/2022	40,000.00	04/24/2017 1.92 %	40,142.40 40,116.74	97.73 2.62 %	39,093.84 124.44	8.78 % (1,022.90)	Aaa / AA+ AAA	3.85 3.67
3135G0T78	FNMA Note 2% Due 10/5/2022	30,000.00	01/09/2018 2.36 %	29,518.50 29,532.42	96.89 2.72 %	29,066.82 241.67	6.56 % (465.60)	Aaa / AA+ AAA	4.60 4.32
<b>Total Agency</b>		<b>255,000.00</b>	<b>1.76 %</b>	<b>253,452.56</b> <b>253,993.61</b>	<b>2.46 %</b>	<b>248,973.15</b> <b>1,202.35</b>	<b>55.99 %</b> <b>(5,020.46)</b>	<b>Aaa / AA+ AAA</b>	<b>2.93</b> <b>2.81</b>
<b>MONEY MARKET FUND FI</b>									
825252109	Invesco Treasury MMFD Private Class	5,382.86	Various 0.60 %	5,382.86 5,382.86	1.00 0.60 %	5,382.86 0.00	1.20 % 0.00	Aaa / AAA AAA	0.00 0.00
<b>Total Money Market Fund FI</b>		<b>5,382.86</b>	<b>0.60 %</b>	<b>5,382.86</b> <b>5,382.86</b>	<b>0.60 %</b>	<b>5,382.86</b> <b>0.00</b>	<b>1.20 %</b> <b>0.00</b>	<b>Aaa / AAA AAA</b>	<b>0.00</b> <b>0.00</b>
<b>US TREASURY</b>									
912828UQ1	US Treasury Note 1.25% Due 2/29/2020	30,000.00	Various 1.46 %	29,709.47 29,880.13	97.99 2.28 %	29,396.50 1.02	6.58 % (483.63)	Aaa / AA+ AAA	2.00 1.96
912828UV0	US Treasury Note 1.125% Due 3/31/2020	30,000.00	05/07/2015 1.57 %	29,379.01 29,735.84	97.62 2.30 %	29,285.16 140.93	6.59 % (450.68)	Aaa / AA+ AAA	2.09 2.03
912828WC0	US Treasury Note 1.75% Due 10/31/2020	30,000.00	11/04/2015 1.63 %	30,166.51 30,089.10	98.34 2.39 %	29,503.14 175.48	6.64 % (585.96)	Aaa / AA+ AAA	2.67 2.57
912828WN6	US Treasury Note 2% Due 5/31/2021	30,000.00	07/11/2016 1.01 %	31,406.35 30,935.73	98.51 2.48 %	29,553.51 150.00	6.65 % (1,382.22)	Aaa / AA+ AAA	3.25 3.11
912828G53	US Treasury Note 1.875% Due 11/30/2021	35,000.00	01/18/2017 1.89 %	34,974.14 34,980.05	97.64 2.54 %	34,175.58 164.06	7.68 % (804.47)	Aaa / AA+ AAA	3.76 3.58
912828J43	US Treasury Note 1.75% Due 2/28/2022	10,000.00	04/24/2017 1.84 %	9,960.58 9,967.47	96.88 2.58 %	9,687.50 0.48	2.17 % (279.97)	Aaa / AA+ AAA	4.00 3.83



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US TREASURY									
912828L24	US Treasury Note 1.875% Due 8/31/2022	30,000.00	09/18/2017 1.84 %	30,051.66 30,047.00	96.86 2.62 %	29,057.82 1.53	6.50 % (989.18)	Aaa / AA+ AAA	4.51 4.28
Total US Treasury		195,000.00	1.59 %	195,647.72 195,635.32	2.45 %	190,659.21 633.50	42.81 % (4,976.11)	Aaa / AA+ AAA	3.11 2.98
TOTAL PORTFOLIO		455,382.86	1.67 %	454,483.14 455,011.79	2.43 %	445,015.22 1,835.85	100.00 % (9,996.57)	Aaa / AA+ AAA	2.97 2.85
TOTAL MARKET VALUE PLUS ACCRUED						446,851.07			



PORTFOLIO CHARACTERISTICS

Average Duration	2.56
Average Coupon	1.68 %
Average Purchase YTM	1.26 %
Average Market YTM	2.25 %
Average S&P/Moody Rating	AA+/Aaa
Average Final Maturity	2.67 yrs
Average Life	2.67 yrs

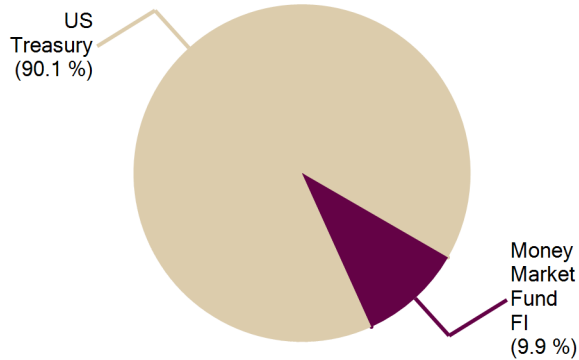
ACCOUNT SUMMARY

	Beg. Values as of 1/31/18	End Values as of 2/28/18
Market Value	1,870,423	1,871,013
Accrued Interest	8,336	5,227
<b>Total Market Value</b>	<b>1,878,759</b>	<b>1,876,240</b>
Income Earned	2,022	1,891
Cont/WD		0
Par	1,895,388	1,900,974
Book Value	1,918,566	1,923,565
Cost Value	1,928,510	1,934,096

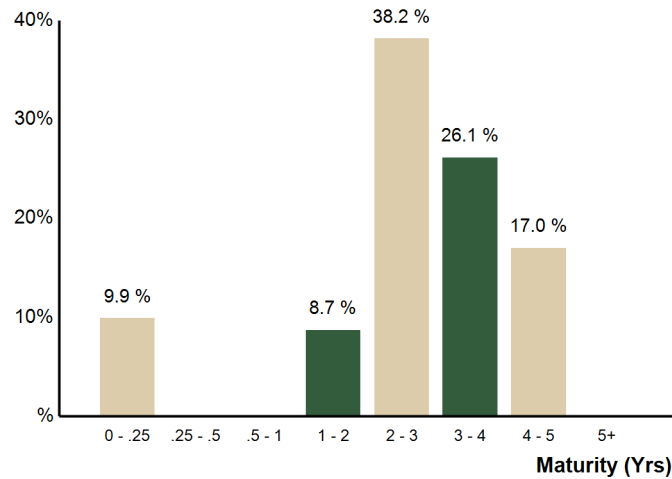
TOP ISSUERS

Issuer	% Portfolio
Government of United States	90.1 %
AIM STIT-Treasury Portfolio	9.9 %
	<b>100.0 %</b>

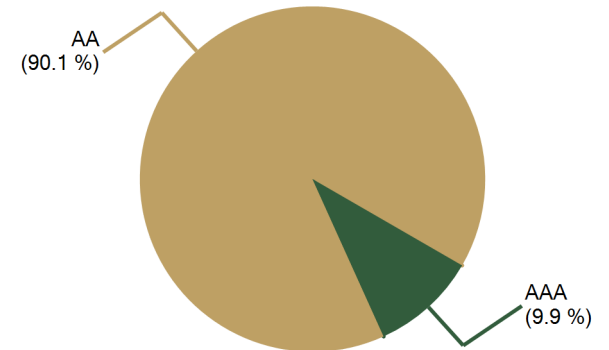
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

Total Rate of Return As of 2/28/2018	Current Month	Latest 3 Months	Year To Date	1 Yr	Annualized			6/30/2009	Since 6/30/2009
					3 Yrs	5 Yrs	10 Yrs		
Brea 2009 Water Revenue Bond Reserve Fund	-0.13 %	-0.79 %	-0.78 %	-0.38 %	0.62 %	0.78 %	N/A	2.16 %	20.31 %
ICE BAML 3-Month US Treasury Bill Index	0.09 %	0.33 %	0.21 %	0.99 %	0.48 %	0.31 %	N/A	0.23 %	2.02 %



## Reconciliation Summary

As of 2/28/2018

BOOK VALUE RECONCILIATION	
<b>Beginning Book Value</b>	<b>\$1,918,565.96</b>
<b><u>Acquisition</u></b>	
+ Security Purchases	\$0.00
+ Money Market Fund Purchases	\$5,585.59
+ Money Market Contributions	\$0.00
+ Security Contributions	\$0.00
+ Security Transfers	\$0.00
<b>Total Acquisitions</b>	<b>\$5,585.59</b>
<b><u>Dispositions</u></b>	
- Security Sales	\$0.00
- Money Market Fund Sales	\$0.00
- MMF Withdrawals	\$0.00
- Security Withdrawals	\$0.00
- Security Transfers	\$0.00
- Other Dispositions	\$0.00
- Maturities	\$0.00
- Calls	\$0.00
- Principal Paydowns	\$0.00
<b>Total Dispositions</b>	<b>\$0.00</b>
<b><u>Amortization/Accretion</u></b>	
+/- Net Accretion	(\$586.41)
	(\$586.41)
<b><u>Gain/Loss on Dispositions</u></b>	
+/- Realized Gain/Loss	\$0.00
	\$0.00
<b>Ending Book Value</b>	<b>\$1,923,565.14</b>

CASH TRANSACTION SUMMARY	
<b>BEGINNING BALANCE</b>	<b>\$180,388.03</b>
<b><u>Acquisition</u></b>	
Contributions	\$0.00
Security Sale Proceeds	\$0.00
Accrued Interest Received	\$0.00
Interest Received	\$5,484.38
Dividend Received	\$101.21
Principal on Maturities	\$0.00
Interest on Maturities	\$0.00
Calls/Redemption (Principal)	\$0.00
Interest from Calls/Redemption	\$0.00
Principal Paydown	\$0.00
<b>Total Acquisitions</b>	<b>\$5,585.59</b>
<b><u>Disposition</u></b>	
Withdrawals	\$0.00
Security Purchase	\$0.00
Accrued Interest Paid	\$0.00
<b>Total Dispositions</b>	<b>\$0.00</b>
<b>Ending Book Value</b>	<b>\$185,973.62</b>



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>MONEY MARKET FUND FI</b>									
825252109	Invesco Treasury MMFD Private Class	185,973.62	Various 0.60 %	185,973.62 185,973.62	1.00 0.60 %	185,973.62 0.00	9.91 % 0.00	Aaa / AAA AAA	0.00 0.00
<b>Total Money Market Fund FI</b>		<b>185,973.62</b>	<b>0.60 %</b>	<b>185,973.62</b> <b>185,973.62</b>	<b>0.60 %</b>	<b>185,973.62</b> <b>0.00</b>	<b>9.91 %</b> <b>0.00</b>	<b>Aaa / AAA</b> <b>AAA</b>	<b>0.00</b> <b>0.00</b>
<b>US TREASURY</b>									
912828G61	US Treasury Note 1.5% Due 11/30/2019	165,000.00	08/24/2016 0.92 %	168,081.41 166,651.86	98.73 2.24 %	162,911.76 618.75	8.72 % (3,740.10)	Aaa / AA+ AAA	1.75 1.71
912828UQ1	US Treasury Note 1.25% Due 2/29/2020	135,000.00	Various 1.60 %	132,834.83 134,089.67	97.99 2.28 %	132,284.21 4.59	7.05 % (1,805.46)	Aaa / AA+ AAA	2.00 1.96
912828UV0	US Treasury Note 1.125% Due 3/31/2020	100,000.00	05/07/2015 1.57 %	97,930.02 99,119.48	97.62 2.30 %	97,617.20 469.78	5.23 % (1,502.28)	Aaa / AA+ AAA	2.09 2.03
912828XM7	US Treasury Note 1.625% Due 7/31/2020	165,000.00	08/24/2016 1.03 %	168,796.84 167,334.69	98.30 2.35 %	162,189.89 214.80	8.66 % (5,144.80)	Aaa / AA+ AAA	2.42 2.35
912828WC0	US Treasury Note 1.75% Due 10/31/2020	160,000.00	Various 1.46 %	161,991.55 161,207.93	98.34 2.39 %	157,350.08 935.91	8.44 % (3,857.85)	Aaa / AA+ AAA	2.67 2.57
912828A83	US Treasury Note 2.375% Due 12/31/2020	165,000.00	08/24/2016 1.08 %	174,062.66 170,908.69	99.91 2.41 %	164,845.23 649.52	8.82 % (6,063.46)	Aaa / AA+ AAA	2.84 2.72
912828B90	US Treasury Note 2% Due 2/28/2021	165,000.00	08/24/2016 1.10 %	171,516.76 169,330.01	98.74 2.44 %	162,918.20 8.97	8.68 % (6,411.81)	Aaa / AA+ AAA	3.00 2.89
912828WN6	US Treasury Note 2% Due 5/31/2021	160,000.00	Various 1.04 %	167,290.77 164,871.11	98.51 2.48 %	157,618.72 800.00	8.44 % (7,252.39)	Aaa / AA+ AAA	3.25 3.11
912828F21	US Treasury Note 2.125% Due 9/30/2021	170,000.00	10/27/2016 1.38 %	175,983.77 174,356.37	98.61 2.53 %	167,642.61 1,508.52	9.02 % (6,713.76)	Aaa / AA+ AAA	3.59 3.40
912828J43	US Treasury Note 1.75% Due 2/28/2022	165,000.00	04/24/2017 1.84 %	164,349.58 164,463.19	96.88 2.58 %	159,843.75 7.85	8.52 % (4,619.44)	Aaa / AA+ AAA	4.00 3.83
912828L24	US Treasury Note 1.875% Due 8/31/2022	165,000.00	09/18/2017 1.84 %	165,284.15 165,258.52	96.86 2.62 %	159,818.01 8.41	8.52 % (5,440.51)	Aaa / AA+ AAA	4.51 4.28
<b>Total US Treasury</b>		<b>1,715,000.00</b>	<b>1.33 %</b>	<b>1,748,122.34</b> <b>1,737,591.52</b>	<b>2.43 %</b>	<b>1,685,039.66</b> <b>5,227.10</b>	<b>90.09 %</b> <b>(52,551.86)</b>	<b>Aaa / AA+</b> <b>AAA</b>	<b>2.97</b> <b>2.85</b>
<b>TOTAL PORTFOLIO</b>									
		<b>1,900,973.62</b>	<b>1.26 %</b>	<b>1,934,095.96</b> <b>1,923,565.14</b>	<b>2.25 %</b>	<b>1,871,013.28</b> <b>5,227.10</b>	<b>100.00 %</b> <b>(52,551.86)</b>	<b>Aaa / AA+</b> <b>AAA</b>	<b>2.67</b> <b>2.56</b>
<b>TOTAL MARKET VALUE PLUS ACCRUED</b>						<b>1,876,240.38</b>			



PORTFOLIO CHARACTERISTICS

Average Duration	2.91
Average Coupon	1.77 %
Average Purchase YTM	1.40 %
Average Market YTM	2.41 %
Average S&P/Moody Rating	AA+/Aaa
Average Final Maturity	3.04 yrs
Average Life	3.04 yrs

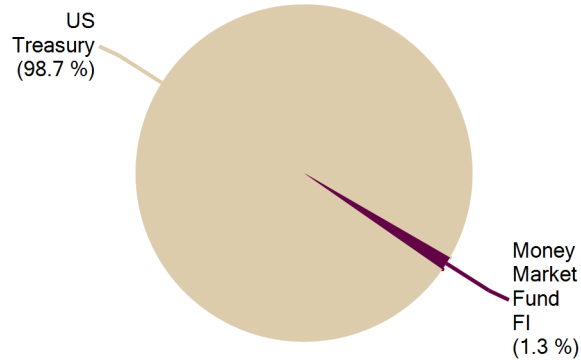
ACCOUNT SUMMARY

	Beg. Values as of 1/31/18	End Values as of 2/28/18
Market Value	1,319,373	1,319,262
Accrued Interest	6,054	3,996
<b>Total Market Value</b>	<b>1,325,427</b>	<b>1,323,258</b>
Income Earned	1,583	1,472
Cont/WD		0
Par	1,339,590	1,343,491
Book Value	1,353,791	1,357,320
Cost Value	1,360,275	1,364,176

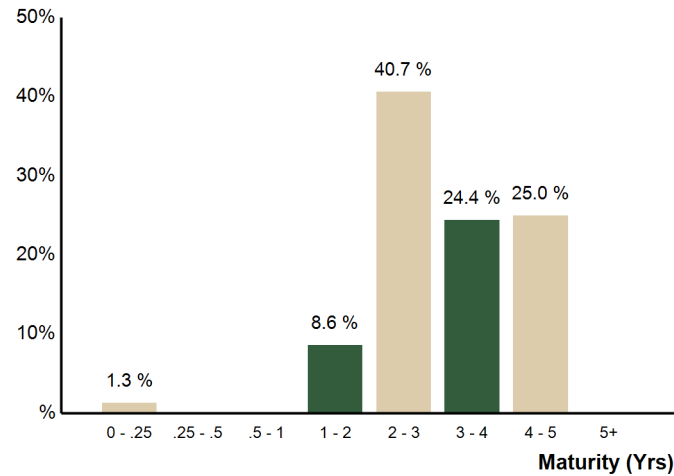
TOP ISSUERS

Issuer	% Portfolio
Government of United States	98.7 %
AIM STIT-Treasury Portfolio	1.3 %
	<b>100.0 %</b>

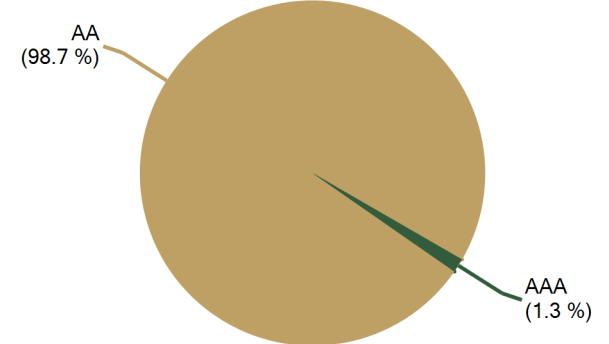
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

Total Rate of Return As of 2/28/2018	Current Month	Latest 3 Months	Year To Date	1 Yr	Annualized				Since 5/31/2010
					3 Yrs	5 Yrs	10 Yrs	5/31/2010	
Brea Water Revenue Bonds, Series B, Reserve Account	-0.16 %	-0.88 %	-0.87 %	-0.47 %	0.59 %	0.75 %	N/A	1.74 %	14.27 %
ICE BAML 3-Month US Treasury Bill Index	0.09 %	0.33 %	0.21 %	0.99 %	0.48 %	0.31 %	N/A	0.24 %	1.87 %



## Reconciliation Summary

As of 2/28/2018

BOOK VALUE RECONCILIATION	
<b>Beginning Book Value</b>	<b>\$1,353,790.57</b>
<b><u>Acquisition</u></b>	
+ Security Purchases	\$0.00
+ Money Market Fund Purchases	\$3,900.45
+ Money Market Contributions	\$0.00
+ Security Contributions	\$0.00
+ Security Transfers	\$0.00
<b>Total Acquisitions</b>	<b>\$3,900.45</b>
<b><u>Dispositions</u></b>	
- Security Sales	\$0.00
- Money Market Fund Sales	\$0.00
- MMF Withdrawals	\$0.00
- Security Withdrawals	\$0.00
- Security Transfers	\$0.00
- Other Dispositions	\$0.00
- Maturities	\$0.00
- Calls	\$0.00
- Principal Paydowns	\$0.00
<b>Total Dispositions</b>	<b>\$0.00</b>
<b><u>Amortization/Accretion</u></b>	
+/- Net Accretion	(\$370.65)
	(\$370.65)
<b><u>Gain/Loss on Dispositions</u></b>	
+/- Realized Gain/Loss	\$0.00
	\$0.00
<b>Ending Book Value</b>	<b>\$1,357,320.37</b>

CASH TRANSACTION SUMMARY	
<b>BEGINNING BALANCE</b>	<b>\$13,590.08</b>
<b><u>Acquisition</u></b>	
Contributions	\$0.00
Security Sale Proceeds	\$0.00
Accrued Interest Received	\$0.00
Interest Received	\$3,890.63
Dividend Received	\$9.82
Principal on Maturities	\$0.00
Interest on Maturities	\$0.00
Calls/Redemption (Principal)	\$0.00
Interest from Calls/Redemption	\$0.00
Principal Paydown	\$0.00
<b>Total Acquisitions</b>	<b>\$3,900.45</b>
<b><u>Disposition</u></b>	
Withdrawals	\$0.00
Security Purchase	\$0.00
Accrued Interest Paid	\$0.00
<b>Total Dispositions</b>	<b>\$0.00</b>
<b>Ending Book Value</b>	<b>\$17,490.53</b>





CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>MONEY MARKET FUND FI</b>									
825252109	Invesco Treasury MMFD Private Class	17,490.53	Various 0.60 %	17,490.53 17,490.53	1.00 0.60 %	17,490.53 0.00	1.32 % 0.00	Aaa / AAA AAA	0.00 0.00
<b>Total Money Market Fund FI</b>		<b>17,490.53</b>	<b>0.60 %</b>	<b>17,490.53 17,490.53</b>	<b>0.60 %</b>	<b>17,490.53 0.00</b>	<b>1.32 % 0.00</b>	<b>Aaa / AAA AAA</b>	<b>0.00 0.00</b>
<b>US TREASURY</b>									
912828G61	US Treasury Note 1.5% Due 11/30/2019	115,000.00	08/24/2016 0.92 %	117,147.65 116,151.30	98.73 2.24 %	113,544.56 431.25	8.61 % (2,606.74)	Aaa / AA+ AAA	1.75 1.71
912828UQ1	US Treasury Note 1.25% Due 2/29/2020	112,000.00	Various 1.40 %	111,138.03 111,669.05	97.99 2.28 %	109,746.91 3.81	8.29 % (1,922.14)	Aaa / AA+ AAA	2.00 1.96
912828UV0	US Treasury Note 1.125% Due 3/31/2020	115,000.00	Various 1.47 %	113,111.52 114,211.79	97.62 2.30 %	112,259.78 540.26	8.52 % (1,952.01)	Aaa / AA+ AAA	2.09 2.03
912828XM7	US Treasury Note 1.625% Due 7/31/2020	115,000.00	08/24/2016 1.03 %	117,646.28 116,627.20	98.30 2.35 %	113,041.44 149.71	8.55 % (3,585.76)	Aaa / AA+ AAA	2.42 2.35
912828WC0	US Treasury Note 1.75% Due 10/31/2020	88,000.00	11/04/2015 1.63 %	88,488.42 88,261.37	98.34 2.39 %	86,542.54 514.75	6.58 % (1,718.83)	Aaa / AA+ AAA	2.67 2.57
912828A83	US Treasury Note 2.375% Due 12/31/2020	115,000.00	08/24/2016 1.08 %	121,316.40 119,118.18	99.91 2.41 %	114,892.13 452.69	8.72 % (4,226.05)	Aaa / AA+ AAA	2.84 2.72
912828B90	US Treasury Note 2% Due 2/28/2021	115,000.00	08/24/2016 1.10 %	119,541.99 118,017.89	98.74 2.44 %	113,549.05 6.25	8.58 % (4,468.84)	Aaa / AA+ AAA	3.00 2.89
912828WN6	US Treasury Note 2% Due 5/31/2021	101,000.00	Various 1.03 %	105,664.79 104,110.47	98.51 2.48 %	99,496.82 505.00	7.56 % (4,613.65)	Aaa / AA+ AAA	3.25 3.11
912828F21	US Treasury Note 2.125% Due 9/30/2021	110,000.00	10/27/2016 1.38 %	113,871.85 112,818.83	98.61 2.53 %	108,474.63 976.10	8.27 % (4,344.20)	Aaa / AA+ AAA	3.59 3.40
912828J43	US Treasury Note 1.75% Due 2/28/2022	110,000.00	04/24/2017 1.84 %	109,566.38 109,642.12	96.88 2.58 %	106,562.50 5.23	8.05 % (3,079.62)	Aaa / AA+ AAA	4.00 3.83
912828L24	US Treasury Note 1.875% Due 8/31/2022	115,000.00	09/18/2017 1.84 %	115,198.04 115,180.18	96.86 2.62 %	111,388.31 5.86	8.42 % (3,791.87)	Aaa / AA+ AAA	4.51 4.28
912828N30	US Treasury Note 2.125% Due 12/31/2022	115,000.00	01/09/2018 2.31 %	113,993.75 114,021.46	97.63 2.65 %	112,273.24 405.04	8.52 % (1,748.22)	Aaa / AA+ AAA	4.84 4.54
<b>Total US Treasury</b>		<b>1,326,000.00</b>	<b>1.41 %</b>	<b>1,346,685.10 1,339,829.84</b>	<b>2.44 %</b>	<b>1,301,771.91 3,995.95</b>	<b>98.68 % (38,057.93)</b>	<b>Aaa / AA+ AAA</b>	<b>3.08 2.95</b>
<b>TOTAL PORTFOLIO</b>		<b>1,343,490.53</b>	<b>1.40 %</b>	<b>1,364,175.63 1,357,320.37</b>	<b>2.41 %</b>	<b>1,319,262.44 3,995.95</b>	<b>100.00 % (38,057.93)</b>	<b>Aaa / AA+ AAA</b>	<b>3.04 2.91</b>
<b>TOTAL MARKET VALUE PLUS ACCRUED</b>						<b>1,323,258.39</b>			



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>ACQUISITIONS</b>										
Purchase	02/02/2018	825252109	9.82	Invesco Treasury MMFD Private Class	1.000	0.60 %	9.82	0.00	9.82	0.00
Purchase	02/28/2018	825252109	3,890.63	Invesco Treasury MMFD Private Class	1.000	0.60 %	3,890.63	0.00	3,890.63	0.00
	<b>Subtotal</b>		<b>3,900.45</b>				<b>3,900.45</b>	<b>0.00</b>	<b>3,900.45</b>	<b>0.00</b>
<b>TOTAL ACQUISITIONS</b>			<b>3,900.45</b>				<b>3,900.45</b>	<b>0.00</b>	<b>3,900.45</b>	<b>0.00</b>
<b>OTHER TRANSACTIONS</b>										
Interest	02/28/2018	912828B90	115,000.00	US Treasury Note 2% Due 2/28/2021	0.000		1,150.00	0.00	1,150.00	0.00
Interest	02/28/2018	912828J43	110,000.00	US Treasury Note 1.75% Due 2/28/2022	0.000		962.50	0.00	962.50	0.00
Interest	02/28/2018	912828L24	115,000.00	US Treasury Note 1.875% Due 8/31/2022	0.000		1,078.13	0.00	1,078.13	0.00
Interest	02/28/2018	912828UQ1	112,000.00	US Treasury Note 1.25% Due 2/29/2020	0.000		700.00	0.00	700.00	0.00
	<b>Subtotal</b>		<b>452,000.00</b>				<b>3,890.63</b>	<b>0.00</b>	<b>3,890.63</b>	<b>0.00</b>
Dividend	02/02/2018	825252109	13,590.08	Invesco Treasury MMFD Private Class	0.000		9.82	0.00	9.82	0.00
	<b>Subtotal</b>		<b>13,590.08</b>				<b>9.82</b>	<b>0.00</b>	<b>9.82</b>	<b>0.00</b>
<b>TOTAL OTHER TRANSACTIONS</b>			<b>465,590.08</b>				<b>3,900.45</b>	<b>0.00</b>	<b>3,900.45</b>	<b>0.00</b>



PORTFOLIO CHARACTERISTICS

Average Duration	2.92
Average Coupon	1.79 %
Average Purchase YTM	1.40 %
Average Market YTM	2.41 %
Average S&P/Moody Rating	AA+/Aaa
Average Final Maturity	3.05 yrs
Average Life	3.05 yrs

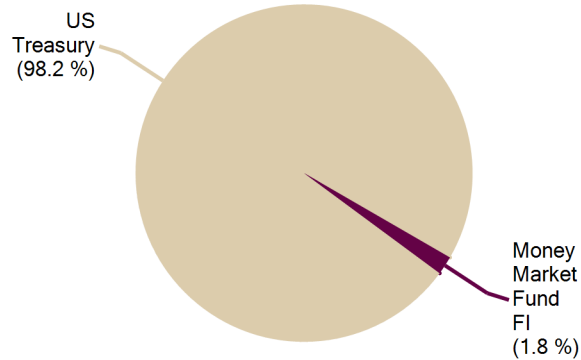
ACCOUNT SUMMARY

	Beg. Values as of 1/31/18	End Values as of 2/28/18
Market Value	258,924	258,902
Accrued Interest	1,212	803
<b>Total Market Value</b>	<b>260,136</b>	<b>259,704</b>
Income Earned	311	289
Cont/WD		0
Par	262,843	263,616
Book Value	265,754	266,452
Cost Value	267,038	267,811

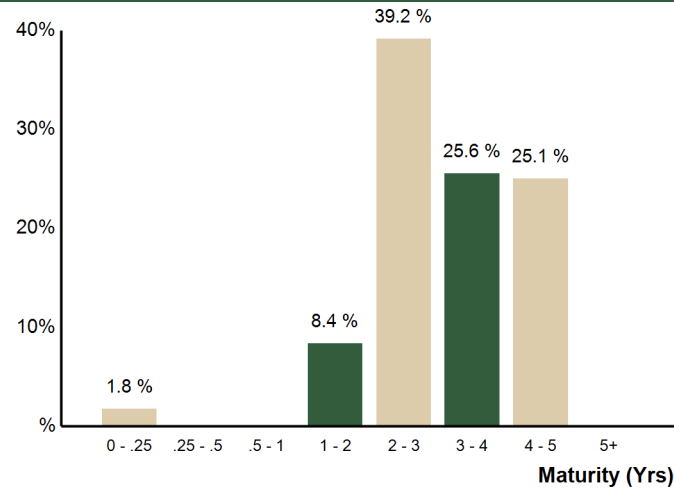
TOP ISSUERS

Issuer	% Portfolio
Government of United States	98.2 %
AIM STIT-Treasury Portfolio	1.8 %
	<b>100.0 %</b>

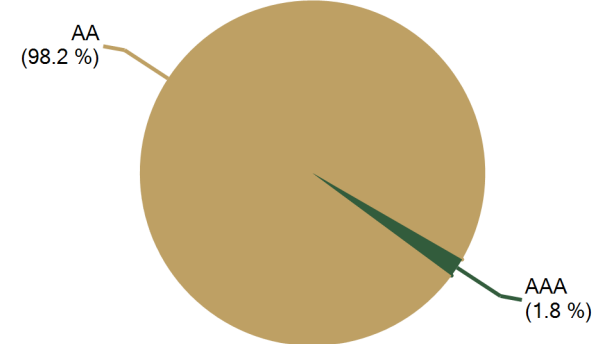
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

Total Rate of Return As of 2/28/2018	Current Month	Latest 3 Months	Year To Date	1 Yr	Annualized				Since 5/31/2010
					3 Yrs	5 Yrs	10 Yrs	5/31/2010	
Brea Lease Revenue Bonds, Reserve Account	-0.17 %	-0.89 %	-0.88 %	-0.49 %	0.59 %	0.75 %	N/A	1.75 %	14.40 %
ICE BAML 3-Month US Treasury Bill Index	0.09 %	0.33 %	0.21 %	0.99 %	0.48 %	0.31 %	N/A	0.24 %	1.87 %



## Reconciliation Summary

As of 2/28/2018

BOOK VALUE RECONCILIATION		
<b>Beginning Book Value</b>		<b>\$265,753.89</b>
<b><u>Acquisition</u></b>		
+ Security Purchases	\$0.00	
+ Money Market Fund Purchases	\$772.99	
+ Money Market Contributions	\$0.00	
+ Security Contributions	\$0.00	
+ Security Transfers	\$0.00	
<b>Total Acquisitions</b>		<b>\$772.99</b>
<b><u>Dispositions</u></b>		
- Security Sales	\$0.00	
- Money Market Fund Sales	\$0.00	
- MMF Withdrawals	\$0.00	
- Security Withdrawals	\$0.00	
- Security Transfers	\$0.00	
- Other Dispositions	\$0.00	
- Maturities	\$0.00	
- Calls	\$0.00	
- Principal Paydowns	\$0.00	
<b>Total Dispositions</b>		<b>\$0.00</b>
<b><u>Amortization/Accretion</u></b>		
+/- Net Accretion	(\$74.73)	
		<b>(\$74.73)</b>
<b><u>Gain/Loss on Dispositions</u></b>		
+/- Realized Gain/Loss	\$0.00	
		<b>\$0.00</b>
<b>Ending Book Value</b>		<b>\$266,452.15</b>

CASH TRANSACTION SUMMARY		
<b>BEGINNING BALANCE</b>		<b>\$3,842.57</b>
<b><u>Acquisition</u></b>		
Contributions	\$0.00	
Security Sale Proceeds	\$0.00	
Accrued Interest Received	\$0.00	
Interest Received	\$770.63	
Dividend Received	\$2.36	
Principal on Maturities	\$0.00	
Interest on Maturities	\$0.00	
Calls/Redemption (Principal)	\$0.00	
Interest from Calls/Redemption	\$0.00	
Principal Paydown	\$0.00	
<b>Total Acquisitions</b>	<b>\$772.99</b>	
<b><u>Disposition</u></b>		
Withdrawals	\$0.00	
Security Purchase	\$0.00	
Accrued Interest Paid	\$0.00	
<b>Total Dispositions</b>	<b>\$0.00</b>	
<b>Ending Book Value</b>		<b>\$4,615.56</b>



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>MONEY MARKET FUND FI</b>									
825252109	Invesco Treasury MMFD Private Class	4,615.56	Various 0.60 %	4,615.56 4,615.56	1.00 0.60 %	4,615.56 0.00	1.78 % 0.00	Aaa / AAA AAA	0.00 0.00
<b>Total Money Market Fund FI</b>		<b>4,615.56</b>	<b>0.60 %</b>	<b>4,615.56</b> <b>4,615.56</b>	<b>0.60 %</b>	<b>4,615.56</b> <b>0.00</b>	<b>1.78 %</b> <b>0.00</b>	<b>Aaa / AAA</b> <b>AAA</b>	<b>0.00</b> <b>0.00</b>
<b>US TREASURY</b>									
912828G61	US Treasury Note 1.5% Due 11/30/2019	22,000.00	08/24/2016 0.92 %	22,410.85 22,220.25	98.73 2.24 %	21,721.57 82.50	8.40 % (498.68)	Aaa / AA+ AAA	1.75 1.71
912828UQ1	US Treasury Note 1.25% Due 2/29/2020	20,000.00	Various 1.59 %	19,688.54 19,869.42	97.99 2.28 %	19,597.67 0.68	7.55 % (271.75)	Aaa / AA+ AAA	2.00 1.96
912828UV0	US Treasury Note 1.125% Due 3/31/2020	17,000.00	05/07/2015 1.57 %	16,648.10 16,850.31	97.62 2.30 %	16,594.92 79.86	6.42 % (255.39)	Aaa / AA+ AAA	2.09 2.03
912828XM7	US Treasury Note 1.625% Due 7/31/2020	22,000.00	08/24/2016 1.03 %	22,506.25 22,311.29	98.30 2.35 %	21,625.32 28.64	8.34 % (685.97)	Aaa / AA+ AAA	2.42 2.35
912828WC0	US Treasury Note 1.75% Due 10/31/2020	22,000.00	Various 1.45 %	22,276.59 22,167.92	98.34 2.39 %	21,635.64 128.69	8.38 % (532.28)	Aaa / AA+ AAA	2.67 2.57
912828A83	US Treasury Note 2.375% Due 12/31/2020	22,000.00	08/24/2016 1.08 %	23,208.35 22,787.82	99.91 2.41 %	21,979.36 86.60	8.50 % (808.46)	Aaa / AA+ AAA	2.84 2.72
912828B90	US Treasury Note 2% Due 2/28/2021	22,000.00	08/24/2016 1.10 %	22,868.90 22,577.33	98.74 2.44 %	21,722.43 1.20	8.36 % (854.90)	Aaa / AA+ AAA	3.00 2.89
912828WN6	US Treasury Note 2% Due 5/31/2021	20,000.00	07/11/2016 1.01 %	20,937.57 20,623.82	98.51 2.48 %	19,702.34 100.00	7.62 % (921.48)	Aaa / AA+ AAA	3.25 3.11
912828F21	US Treasury Note 2.125% Due 9/30/2021	25,000.00	10/27/2016 1.38 %	25,879.97 25,640.65	98.61 2.53 %	24,653.33 221.84	9.58 % (987.32)	Aaa / AA+ AAA	3.59 3.40
912828J43	US Treasury Note 1.75% Due 2/28/2022	24,000.00	04/24/2017 1.84 %	23,905.39 23,921.92	96.88 2.58 %	23,250.00 1.14	8.95 % (671.92)	Aaa / AA+ AAA	4.00 3.83
912828L24	US Treasury Note 1.875% Due 8/31/2022	23,000.00	09/18/2017 1.84 %	23,039.61 23,036.04	96.86 2.62 %	22,277.66 1.17	8.58 % (758.38)	Aaa / AA+ AAA	4.51 4.28
912828N30	US Treasury Note 2.125% Due 12/31/2022	20,000.00	01/09/2018 2.31 %	19,825.00 19,829.82	97.63 2.65 %	19,525.78 70.44	7.55 % (304.04)	Aaa / AA+ AAA	4.84 4.54
<b>Total US Treasury</b>		<b>259,000.00</b>	<b>1.42 %</b>	<b>263,195.12</b> <b>261,836.59</b>	<b>2.44 %</b>	<b>254,286.02</b> <b>802.76</b>	<b>98.22 %</b> <b>(7,550.57)</b>	<b>Aaa / AA+</b> <b>AAA</b>	<b>3.11</b> <b>2.97</b>
<b>TOTAL PORTFOLIO</b>		<b>263,615.56</b>	<b>1.40 %</b>	<b>267,810.68</b> <b>266,452.15</b>	<b>2.41 %</b>	<b>258,901.58</b> <b>802.76</b>	<b>100.00 %</b> <b>(7,550.57)</b>	<b>Aaa / AA+</b> <b>AAA</b>	<b>3.05</b> <b>2.92</b>
<b>TOTAL MARKET VALUE PLUS ACCRUED</b>						<b>259,704.34</b>			

City of Brea

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**COUNCIL COMMUNICATION**

**FROM:** Bill Gallardo, City Manager

**DATE:** 04/03/2018

**SUBJECT:** March 23 and 30, 2018 City Warrant Registers - Receive and file.

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**Attachments**

03-23-18 City Council Check Register

03-30-18 City Council Check Register

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## City Check Register for: Mar 23, 2018

Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
177484	ACACIA INC.	03/23/2018	27549	420000000	CLOSED WATER ACCOUNT	\$184.42
ACACIA INC.					Total Check Amount:	\$184.42
177485	AL RON OIL CO., LP	03/23/2018	27546	510707310	REIMB:CENTRAL/TMRCK	\$325.00
AL RON OIL CO., LP					Total Check Amount:	\$325.00
177486	ALL AMERICAN ASPHALT	03/23/2018	1571	420000000	CLOSED WATER ACCOUNT	\$3,731.92
ALL AMERICAN ASPHALT					Total Check Amount:	\$3,731.92
177487	AMERICAN INTEGRATED SERVICES INC	03/23/2018	25207	420000000	CLOSED WATER ACCOUNT	\$1,785.61
AMERICAN INTEGRATED SERVICES INC					Total Check Amount:	\$1,785.61
177488	AMERICAN INTEGRATED SERVICES INC	03/23/2018	25207	510707873	TRACKS S4 PP#5 JAN18	\$566,813.81
AMERICAN INTEGRATED SERVICES INC					Total Check Amount:	\$566,813.81
177489	AMERICAN RED CROSS	03/23/2018	7872	110404422	2018 FACILITY FEE	\$300.00
AMERICAN RED CROSS					Total Check Amount:	\$300.00
177490	AMERON POLE PRODUCTS, LLC	03/23/2018	26799	110515121	STREET LIGHT POLES	\$19,041.93
AMERON POLE PRODUCTS, LLC					Total Check Amount:	\$19,041.93
177491	RICHARD AMPARO	03/23/2018	27537	420000000	CLOSED WATER ACCOUNT	\$98.64
RICHARD AMPARO					Total Check Amount:	\$98.64
177492	AMPCO CONTRACTING INC.	03/23/2018	27554	420000000	CLOSED WATER ACCOUNT	\$484.67
AMPCO CONTRACTING INC.					Total Check Amount:	\$484.67
177493	AT&T LONG DISTANCE	03/23/2018	1737	475141471	807752441 3/3-4/2/18	\$111.53
AT&T LONG DISTANCE					Total Check Amount:	\$111.53
177494	BIRCH HILLS GOLF COURSE	03/23/2018	27550	420000000	CLOSED WATER ACCOUNT	\$6.52
BIRCH HILLS GOLF COURSE					Total Check Amount:	\$6.52
177495	BREA OLINDA UNIFIED SCHOOL DISTRICT	03/23/2018	1970	110404426	NJB RENTALS DEC-FEB18	\$5,470.00
		03/23/2018	1970	110404426	NJB RENTALS OCT-NOV17	\$1,434.00
BREA OLINDA UNIFIED SCHOOL DISTRICT					Total Check Amount:	\$6,904.00
177496	BREA ROTARY CLUB	03/23/2018	1338	110222211	FOUNDATION PLEDGE	\$25.00
		03/23/2018	1338	110222211	MEMB DUES JAN-MAR18	\$266.25
		03/23/2018	1338	110222211	MEMB DUES OCT-DEC17	\$41.25
BREA ROTARY CLUB					Total Check Amount:	\$332.50
177497	BREA/ORANGE COUNTY PLUMBING	03/23/2018	3781	490515151	BACKFLOW TESTING	\$1,900.00
BREA/ORANGE COUNTY PLUMBING					Total Check Amount:	\$1,900.00
177498	CALIF BUILDING STANDARDS COMMISSION	03/23/2018	20578	110	GRNBLDG FEES 17/18 Q2	\$1,168.00
		03/23/2018	20578	110000000	10% DISC 2NDQTR 17/18	(\$116.80)
CALIF BUILDING STANDARDS COMMISSION					Total Check Amount:	\$1,051.20
177499	CALIFORNIA FORENSIC PHLEBOTOMY INC.	03/23/2018	4488	110212131	BLOOD TESTS FEB 2018	\$1,605.00
CALIFORNIA FORENSIC PHLEBOTOMY INC.					Total Check Amount:	\$1,605.00
177500	CANNINGS ACE HARDWARE	03/23/2018	15828	110	SILICONE/GLUE FOR LDM	\$51.90
		03/23/2018	15828	480515161	SHOP SUPPLIES	\$93.96

## City Check Register for: Mar 23, 2018

Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
177500	CANNINGS ACE HARDWARE	03/23/2018	15828	480515161	STEEL CABLE & CONNECTORS	\$2.02
CANNINGS ACE HARDWARE					Total Check Amount:	\$147.88
177501	BETTY AND/OR ROBERT CHAMBERLIN	03/23/2018	27534	420000000	CLOSED WATER ACCOUNT	\$25.69
BETTY AND/OR ROBERT CHAMBERLIN					Total Check Amount:	\$25.69
177502	CHARLES TAN & ASSOCIATES, INC.	03/23/2018	26706	110000000	PROF SVCS THRU 2/27	\$1,000.00
CHARLES TAN & ASSOCIATES, INC.					Total Check Amount:	\$1,000.00
177503	CHUBB INSURANCE	03/23/2018	27522	110000000	REISSUE WITNESS FEE	\$550.00
CHUBB INSURANCE					Total Check Amount:	\$550.00
177504	CITY OF FULLERTON	03/23/2018	12001	110222211	SHRD CMND 10/7-12/29	\$79,853.50
		03/23/2018	12001	110222212	SHRD CMND 10/7-12/29	\$45,906.37
		03/23/2018	12001	110222221	SHRD CMND 10/7-12/29	\$79,415.44
		03/23/2018	12001	110222222	SHRD CMND 10/7-12/29	\$504.06
		03/23/2018	12001	110222223	SHRD CMND 10/7-12/29	\$457.25
		03/23/2018	12001	110222231	SHRD CMND 10/7-12/29	\$1,346.26
CITY OF FULLERTON					Total Check Amount:	\$207,482.88
177505	CLIMATEC LLC	03/23/2018	23618	490515151	SERVICE ALERTON @ PH	\$475.00
CLIMATEC LLC					Total Check Amount:	\$475.00
177506	DAVID CORFMAN	03/23/2018	27533	420000000	CLOSED WATER ACCOUNT	\$25.69
DAVID CORFMAN					Total Check Amount:	\$25.69
177507	COUNTY OF ORANGE	03/23/2018	4799	110212122	FINGERPRINT ID MAR18	\$1,608.00
COUNTY OF ORANGE					Total Check Amount:	\$1,608.00
177508	CROWDBRITE	03/23/2018	26147	110323231	BREA CORE PLAN	\$1,347.50
CROWDBRITE					Total Check Amount:	\$1,347.50
177509	DEPARTMENT OF CONSERVATION	03/23/2018	2278	110	STRNG MOTION 17/18 Q2	\$3,762.10
		03/23/2018	2278	110000000	5% 2ND QTR FEES 17/18	(\$188.11)
DEPARTMENT OF CONSERVATION					Total Check Amount:	\$3,573.99
177510	DEPARTMENT OF JUSTICE	03/23/2018	13406	110141481	FINGERPRNT APPS FEB18	\$409.00
DEPARTMENT OF JUSTICE					Total Check Amount:	\$409.00
177511	DIVISION OF THE STATE ARCHITECT	03/23/2018	21499	110	CASP FEE:4TH QTR 2017	\$180.00
DIVISION OF THE STATE ARCHITECT					Total Check Amount:	\$180.00
177512	EDISON CO	03/23/2018	3343	110515121	ELECTRICITY FEB/MAR18	\$11,196.14
		03/23/2018	3343	110515125	ELECTRICITY FEB/MAR18	\$102.39
		03/23/2018	3343	110515141	ELECTRICITY FEB/MAR18	\$3,055.82
		03/23/2018	3343	110515143	ELECTRICITY FEB/MAR18	\$807.62
		03/23/2018	3343	110515144	ELECTRICITY FEB/MAR18	\$2,383.88
		03/23/2018	3343	360515145	ELECTRICITY FEB/MAR18	\$860.21
		03/23/2018	3343	420515131	ELECTRICITY FEB/MAR18	\$3,287.26
		03/23/2018	3343	490515151	ELECTRICITY FEB/MAR18	\$15,714.37



## City Check Register for: Mar 23, 2018

Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
EDISON CO					Total Check Amount:	\$37,407.69
177513	ERIC W. GRUVER PHD	03/23/2018	7856	110141481	PRE EMPLOYMENT EVAL	\$1,275.00
ERIC W. GRUVER PHD					Total Check Amount:	\$1,275.00
177514	FRANCHISE TAX BOARD	03/23/2018	13287	110	CD-9122-45780 031618	\$195.19
FRANCHISE TAX BOARD					Total Check Amount:	\$195.19
177515	FRONTIER COMMUNICATIONS	03/23/2018	26183	420515131	562 1821220 0228-0327	\$188.52
FRONTIER COMMUNICATIONS					Total Check Amount:	\$188.52
177516	FRONTIER COMMUNICATIONS	03/23/2018	26183	420515131	562 1821083 3/7-4/6	\$62.54
FRONTIER COMMUNICATIONS					Total Check Amount:	\$62.54
177517	THE GAS COMPANY	03/23/2018	3749	490515151	GAS FEB/MAR 2018	\$599.24
THE GAS COMPANY					Total Check Amount:	\$599.24
177518	GOVERNMENT TRAINING AGENCY	03/23/2018	27548	110212121	MGMT/SUPV:DET UNITS	\$576.00
GOVERNMENT TRAINING AGENCY					Total Check Amount:	\$576.00
177519	ANDREA HERNANDEZ	03/23/2018	27532	420000000	CLOSED WATER ACCOUNT	\$46.70
ANDREA HERNANDEZ					Total Check Amount:	\$46.70
177520	JESSICA HOLMES	03/23/2018	27535	420000000	CLOSED WATER ACCOUNT	\$78.26
JESSICA HOLMES					Total Check Amount:	\$78.26
177521	INDUSTRIAL MAINTENANCE SERVICE	03/23/2018	14178	420515131	ENGINE START UP	\$527.50
INDUSTRIAL MAINTENANCE SERVICE					Total Check Amount:	\$527.50
177522	ALEX J. KIM	03/23/2018	27539	420000000	CLOSED WATER ACCOUNT	\$73.80
ALEX J. KIM					Total Check Amount:	\$73.80
177523	DAVID KING	03/23/2018	27552	420000000	CLOSED WATER ACCOUNT	\$34.00
DAVID KING					Total Check Amount:	\$34.00
177524	LANGUAGE LINE SERVICES	03/23/2018	19704	110212133	OTP INTERPRETATION	\$20.68
LANGUAGE LINE SERVICES					Total Check Amount:	\$20.68
177525	LAW OFFICES OF JONES & MAYER	03/23/2018	12144	110111112	LEGAL:CODE ENF FEB18	\$2,635.00
LAW OFFICES OF JONES & MAYER					Total Check Amount:	\$2,635.00
177526	LIFE-ASSIST, INC.	03/23/2018	10530	110222222	MEDICAL SUPPLIES	\$868.64
		03/23/2018	10530	110222222	MEDICAL SUPPLIES FS3	\$502.12
LIFE-ASSIST, INC.					Total Check Amount:	\$1,370.76
177527	LIMBACH COMPANY LP	03/23/2018	21671	490515151	RAY-PAK REPAIR @ BCC	\$479.00
LIMBACH COMPANY LP					Total Check Amount:	\$479.00
177528	CHESLEY MC KAY	03/23/2018	27551	420000000	CLOSED WATER ACCOUNT	\$605.35
CHESLEY MC KAY					Total Check Amount:	\$605.35
177529	MCPEEK'S DODGE OF ANAHEIM	03/23/2018	22049	480515161	INTERIOR DOOR HANDLE	\$94.55
MCPEEK'S DODGE OF ANAHEIM					Total Check Amount:	\$94.55
177530	STEVE MIRANDA	03/23/2018	27553	420000000	CLOSED WATER ACCOUNT	\$11.64
STEVE MIRANDA					Total Check Amount:	\$11.64
177531	MS CONSTRUCTION	03/23/2018	27543	290323215	715 TERRACE LAKE DR	\$6,670.00

## City Check Register for: Mar 23, 2018

Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
<b>MS CONSTRUCTION</b>						<b>Total Check Amount: \$6,670.00</b>
177532	NETWORKFLEET INC.	03/23/2018	25293	480515161	GPS FEES FEB 2018	\$893.00
<b>NETWORKFLEET INC.</b>						<b>Total Check Amount: \$893.00</b>
177533	VALERIE NUNEZ	03/23/2018	27544	110000000	POLICE REPORT REFUND	\$3.00
<b>VALERIE NUNEZ</b>						<b>Total Check Amount: \$3.00</b>
177534	OFFICE DEPOT, INC	03/23/2018	4743	110111151	OFFICE SUPPLIES	\$1.80
		03/23/2018	4743	110141411	OFFICE SUPPLIES	\$34.43
		03/23/2018	4743	110212111	OFFICE SUPPLIES	\$68.70
		03/23/2018	4743	110212111	TONERS	\$702.77
		03/23/2018	4743	110222211	OFFICE SUPPLIES	\$91.54
		03/23/2018	4743	110404311	OFFICE SUPPLIES	\$32.00
		03/23/2018	4743	110404521	OFFICE SUPPLIES	\$50.16
		03/23/2018	4743	420141421	OFFICE SUPPLIES	\$5.94
<b>OFFICE DEPOT, INC</b>						<b>Total Check Amount: \$987.34</b>
177535	KAY PARK	03/23/2018	23139	420000000	CLOSED WATER ACCOUNT	\$49.43
<b>KAY PARK</b>						<b>Total Check Amount: \$49.43</b>
177536	PLUMBING WHOLESALE OUTLET, INC.	03/23/2018	18392	490515151	AUGER FOR CCC RR	\$67.77
		03/23/2018	18392	490515151	O-RINGS @ BCC	\$31.94
		03/23/2018	18392	490515151	SUMP PUMP ACCESSORIES	\$11.46
		03/23/2018	18392	490515151	SUMP PUMP FOR VAULTS	\$210.25
<b>PLUMBING WHOLESALE OUTLET, INC.</b>						<b>Total Check Amount: \$321.42</b>
177537	PREMIUM RV INC.	03/23/2018	11981	480515161	INSTLL SHUTTLE CAMERA	\$342.99
<b>PREMIUM RV INC.</b>						<b>Total Check Amount: \$342.99</b>
177538	PRINGLES DRAPERIES & BLINDS	03/23/2018	9082	510707937	SOLAR SHADES:GALLERY	\$6,710.40
<b>PRINGLES DRAPERIES &amp; BLINDS</b>						<b>Total Check Amount: \$6,710.40</b>
177539	PUENTE HILLS FORD	03/23/2018	25742	480515161	1516 ENGINE REPAIR	\$170.00
		03/23/2018	25742	480515161	ENGINE REPAIR	\$140.66
		03/23/2018	25742	480515161	HOSE ASSEMBLY	\$89.08
<b>PUENTE HILLS FORD</b>						<b>Total Check Amount: \$399.74</b>
177540	RALPHS CUSTOMER CHARGES	03/23/2018	1148	110404541	MFA BIENNIAL OPENING	\$217.28
<b>RALPHS CUSTOMER CHARGES</b>						<b>Total Check Amount: \$217.28</b>
177541	JUDYTHE ANN RANDLETT	03/23/2018	27536	420000000	CLOSED WATER ACCOUNT	\$73.58
<b>JUDYTHE ANN RANDLETT</b>						<b>Total Check Amount: \$73.58</b>
177542	REY'S WINDOW TINTING	03/23/2018	26140	510707937	GALLERY WINDOW TINT	\$3,071.25
<b>REY'S WINDOW TINTING</b>						<b>Total Check Amount: \$3,071.25</b>
177543	MARK SHAFER	03/23/2018	27540	420000000	CLOSED WATER ACCOUNT	\$21.51
<b>MARK SHAFER</b>						<b>Total Check Amount: \$21.51</b>
177544	SPARKLETTS	03/23/2018	3001	110141441	5GAL WTR BOTTLS FEB18	\$389.41
		03/23/2018	3001	110141441	RENTAL FEB 2018	\$96.64

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<b>SPARKLETTS</b>						<b>Total Check Amount: \$486.05</b>
177545	SPARKLETTS	03/23/2018	3001	490515151	DISTILLED WATER @ CCC	\$22.58
<b>SPARKLETTS</b>						<b>Total Check Amount: \$22.58</b>
177546	TIME WARNER CABLE	03/23/2018	19304	110111143	CABLE CHGS 3/2-4/1	\$28.63
		03/23/2018	19304	110111151	CABLE CHGS 3/2-4/1	\$57.26
		03/23/2018	19304	110111161	CABLE CHGS 3/2-4/1	\$18.59
		03/23/2018	19304	110141411	CABLE CHGS 3/2-4/1	\$37.18
		03/23/2018	19304	110141481	CABLE CHGS 3/2-4/1	\$18.59
		03/23/2018	19304	110212111	CABLE CHGS 3/2-4/1	\$320.53
		03/23/2018	19304	110222211	CABLE CHGS 3/2-4/1	\$74.37
		03/23/2018	19304	110323212	CABLE CHGS 3/2-4/1	\$75.85
		03/23/2018	19304	110404211	CABLE 3/2-4/1 40955	\$99.31
		03/23/2018	19304	110404311	CABLE CHGS 3/2-4/1	\$18.56
		03/23/2018	19304	110404521	CABLE 3/2-4/1 15759	\$24.19
		03/23/2018	19304	420515131	CABLE 3/2-4/1 20981	\$112.36
		03/23/2018	19304	420515131	CABLE 3/2-4/1 49861	\$73.91
		03/23/2018	19304	490515151	CABLE CHGS 3/2-4/1	\$18.56
<b>TIME WARNER CABLE</b>						<b>Total Check Amount: \$977.89</b>
177547	QUYNH NHU TON	03/23/2018	27545	110000000	POLICE REPORT REFUND	\$3.00
<b>QUYNH NHU TON</b>						<b>Total Check Amount: \$3.00</b>
177548	TOTAL ADMINISTRATIVE SERVICE CORP.	03/23/2018	26329	110141481	TRUE UP:421484693044	\$151.01
<b>TOTAL ADMINISTRATIVE SERVICE CORP.</b>						<b>Total Check Amount: \$151.01</b>
177549	TOTAL ADMINISTRATIVE SERVICE CORP.	03/23/2018	26329	110141481	MAR18 FLEX ACCT FEES	\$323.40
<b>TOTAL ADMINISTRATIVE SERVICE CORP.</b>						<b>Total Check Amount: \$323.40</b>
177550	TREECO ARBORIST, INC.	03/23/2018	3838	110515141	TOP SOIL/COMPOST	\$81.19
<b>TREECO ARBORIST, INC.</b>						<b>Total Check Amount: \$81.19</b>
177551	TRUCK VAULT	03/23/2018	25523	110212131	GUN SAFE	\$3,289.91
<b>TRUCK VAULT</b>						<b>Total Check Amount: \$3,289.91</b>
177552	TSW INTERACTIVE EVENTS PLANNING	03/23/2018	26742	110404421	50% 2018 COUNTRY FAIR	\$2,482.73
<b>TSW INTERACTIVE EVENTS PLANNING</b>						<b>Total Check Amount: \$2,482.73</b>
177553	VERIZON WIRELESS	03/23/2018	21122	110111111	9802152447 1/23-2/22	\$164.74
		03/23/2018	21122	110111143	9802152447 1/23-2/22	\$145.87
		03/23/2018	21122	110111151	9802152447 1/23-2/22	\$82.12
		03/23/2018	21122	110111161	9802152447 1/23-2/22	\$53.93
		03/23/2018	21122	110141411	9802152447 1/23-2/22	\$38.01
		03/23/2018	21122	110141441	9802152447 1/23-2/22	\$53.93
		03/23/2018	21122	110141481	9802152447 1/23-2/22	\$53.93

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177553	VERIZON WIRELESS	03/23/2018	21122	110212121	9802152447 1/23-2/22	\$3,714.10
		03/23/2018	21122	110222222	9802152447 1/23-2/22	\$532.14
		03/23/2018	21122	110222223	9802152447 1/23-2/22	\$1,194.81
		03/23/2018	21122	110323212	9802152447 1/23-2/22	\$53.93
		03/23/2018	21122	110323214	9802152447 1/23-2/22	\$408.68
		03/23/2018	21122	110323231	9802152447 1/23-2/22	\$53.93
		03/23/2018	21122	110323241	9802152447 1/23-2/22	\$53.93
		03/23/2018	21122	110323242	9802152447 1/23-2/22	\$93.91
		03/23/2018	21122	110323243	9802152447 1/23-2/22	\$91.94
		03/23/2018	21122	110404311	9802152447 1/23-2/22	\$471.46
		03/23/2018	21122	110404525	9802152447 1/23-2/22	\$17.89
		03/23/2018	21122	460141474	9802152447 1/23-2/22	\$405.02
		03/23/2018	21122	475141471	9802152447 1/23-2/22	\$643.91
		03/23/2018	21122	630323219	9802152447 1/23-2/22	\$53.93
<b>VERIZON WIRELESS</b>					<b>Total Check Amount:</b>	<b>\$8,382.11</b>
177554	VERIZON WIRELESS	03/23/2018	21122	110212121	9802824405 2/4-3/3	\$54.08
<b>VERIZON WIRELESS</b>					<b>Total Check Amount:</b>	<b>\$54.08</b>
177555	VERIZON WIRELESS	03/23/2018	21122	110515171	9802443930 2/26	\$158.85
		03/23/2018	21122	420515131	9802443930 2/26	\$1,018.42
		03/23/2018	21122	430515123	9802443930 2/26	\$825.05
<b>VERIZON WIRELESS</b>					<b>Total Check Amount:</b>	<b>\$2,002.32</b>
177556	VERIZON WIRELESS	03/23/2018	21122	420515131	9802451580 1/27-2/27	\$38.01
<b>VERIZON WIRELESS</b>					<b>Total Check Amount:</b>	<b>\$38.01</b>
177557	VETERINARY PET INS. CO.	03/23/2018	20975	110	4436 PET INS FEB 2018	\$321.30
<b>VETERINARY PET INS. CO.</b>					<b>Total Check Amount:</b>	<b>\$321.30</b>
177558	TERRI WESTERGREN	03/23/2018	25602	110404521	ZUMBA GOLD SR CTR DEC	\$120.00
		03/23/2018	25602	110404521	ZUMBA GOLD SR CTR FEB	\$160.00
		03/23/2018	25602	110404521	ZUMBA GOLD SR CTR JAN	\$200.00
<b>TERRI WESTERGREN</b>					<b>Total Check Amount:</b>	<b>\$480.00</b>
177559	XEROX CORPORATION	03/23/2018	3349	110141441	BLACK CPR/PRNTR FEB18	\$468.64
		03/23/2018	3349	110141441	COLOR CPR/PRNTR FEB18	\$1,338.03
		03/23/2018	3349	110141441	ENV LBL SOFTWARE FEB18	\$202.24
		03/23/2018	3349	110141441	PRINTER/COPIER FEB18	\$825.42
		03/23/2018	3349	110141441	SOFTWARE MAINT FEB18	\$116.00
<b>XEROX CORPORATION</b>					<b>Total Check Amount:</b>	<b>\$2,950.33</b>
<b>Check Subtotal</b>						<b>\$909,590.65</b>
V27803	ADAMSON POLICE PRODUCTS	03/23/2018	4023	110212131	SAFARILAND ARMOR	\$668.05
<b>ADAMSON POLICE PRODUCTS</b>					<b>Total Check Amount:</b>	<b>\$668.05</b>

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V27804	ADLERHORST INT'L INC	03/23/2018	2223	110212131	K9 TRAINING MAR 2018	\$350.00
ADLERHORST INT'L INC					Total Check Amount:	\$350.00
V27805	ADMINISTRATIVE & PROF	03/23/2018	3344	110	DED:4010 APEA DUES	\$504.00
ADMINISTRATIVE & PROF					Total Check Amount:	\$504.00
V27806	ADVANCED BATTERY SYSTEMS, INC	03/23/2018	21035	480515161	TRUCK BATTERY JUMPER	\$290.93
ADVANCED BATTERY SYSTEMS, INC					Total Check Amount:	\$290.93
V27807	ALLSTAR FIRE EQUIPMENT	03/23/2018	8353	110222221	GOGGLES/FLAGS	\$286.83
ALLSTAR FIRE EQUIPMENT					Total Check Amount:	\$286.83
V27808	ALTEC INDUSTRIES INC	03/23/2018	4668	480515161	HYDRAULIC FILTER	\$55.16
ALTEC INDUSTRIES INC					Total Check Amount:	\$55.16
V27809	AVCOGAS PROPANE SALES & SERVICES	03/23/2018	22047	480515161	LIQUID PETROLEUM GAS	\$1,224.95
AVCOGAS PROPANE SALES & SERVICES					Total Check Amount:	\$1,224.95
V27810	BEST LAWN MOWER SERVICE	03/23/2018	16230	480515161	ECHO HORNS/BLADESPRAY	\$86.55
		03/23/2018	16230	480515161	TRIMMER BLADES	\$376.68
BEST LAWN MOWER SERVICE					Total Check Amount:	\$463.23
V27811	BPSEA MEMORIAL FOUNDATION	03/23/2018	14990	110	DED:4050 MEMORIAL	\$232.00
BPSEA MEMORIAL FOUNDATION					Total Check Amount:	\$232.00
V27812	BREA CITY EMPLOYEES ASSOCIATION	03/23/2018	3236	110	DED:4005 BCEA DUES	\$610.00
BREA CITY EMPLOYEES ASSOCIATION					Total Check Amount:	\$610.00
V27813	BREA DISPOSAL, INC	03/23/2018	3330	440515122	FEB 2018 RES TONNAGE	\$50,194.62
BREA DISPOSAL, INC					Total Check Amount:	\$50,194.62
V27814	BREA FIREFIGHTERS ASSOCIATION	03/23/2018	3237	110	DED:4016 ASSOC DUES	\$2,335.50
BREA FIREFIGHTERS ASSOCIATION					Total Check Amount:	\$2,335.50
V27815	BREA POLICE ASSOCIATION	03/23/2018	3769	110	DED:4030 BPA REG	\$3,450.00
BREA POLICE ASSOCIATION					Total Check Amount:	\$3,450.00
V27816	BREA POLICE ATHLETIC LEAGUE	03/23/2018	1068	110	DED:5010 B.P.A.L.	\$110.00
BREA POLICE ATHLETIC LEAGUE					Total Check Amount:	\$110.00
V27817	BREA POLICE MANAGEMENT ASSOCIATION	03/23/2018	21189	110	DED:4019 LDF DUES	\$14.50
		03/23/2018	21189	110	DED:4020 ASSOC DUES	\$227.50
BREA POLICE MANAGEMENT ASSOCIATION					Total Check Amount:	\$242.00
V27818	C.WELLS PIPELINE MATERIALS INC	03/23/2018	13055	420515131	PLUMBING SUPPLIES	\$6,862.09
C.WELLS PIPELINE MATERIALS INC					Total Check Amount:	\$6,862.09
V27819	CALIFORNIA RETROFIT, INC	03/23/2018	4447	110515121	ST LIGHT PHOTO CELLS	\$659.43
CALIFORNIA RETROFIT, INC					Total Check Amount:	\$659.43
V27820	CHANDLER ASSET MANAGEMENT, INC.	03/23/2018	4375	110000000	INV MGMT CITY FEB18	\$18.72
		03/23/2018	4375	420141424	INV MGMT CITY FEB18	\$230.61
		03/23/2018	4375	890000000	INV MGMT CITY FEB18	\$32.21
		03/23/2018	4375	930000000	INV MGMT CITY FEB18	\$4,102.37
CHANDLER ASSET MANAGEMENT, INC.					Total Check Amount:	\$4,383.91

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V27821	CIVILSOURCE INC	03/23/2018	22210	510707470	DSGN:CARBON CYN JAN18	\$8,135.00
		03/23/2018	22210	510707873	TRACKS S4 DEC 2017	\$27,333.00
		03/23/2018	22210	510707873	TRACKS S4 JAN 2018	\$24,195.00
<b>CIVILSOURCE INC</b>					<b>Total Check Amount:</b>	<b>\$59,663.00</b>
V27822	COMLOCK SECURITY-GROUP	03/23/2018	13625	490515151	KEYS & LOCKS	\$249.97
<b>COMLOCK SECURITY-GROUP</b>					<b>Total Check Amount:</b>	<b>\$249.97</b>
V27823	CORE & MAIN LP	03/23/2018	27049	420515131	METER ENCODERS (4)	\$880.01
		03/23/2018	27049	420515131	WATER METER	\$9,434.66
		03/23/2018	27049	420515131	WATER METERS	\$5,198.50
<b>CORE &amp; MAIN LP</b>					<b>Total Check Amount:</b>	<b>\$15,513.17</b>
V27824	DAVID EVANS AND ASSOCIATES, INC.	03/23/2018	20981	510707873	TRCKS S2/S3 1029-1125	\$2,864.00
		03/23/2018	20981	510707873	TRCKS S2/S3 1126-1230	\$2,276.96
		03/23/2018	20981	510707873	TRCKS S2/S3 8/27-9/23	\$1,776.10
		03/23/2018	20981	510707873	TRKS S2/S3 9/24-10/28	\$4,544.04
<b>DAVID EVANS AND ASSOCIATES, INC.</b>					<b>Total Check Amount:</b>	<b>\$11,461.10</b>
V27825	DE LAGE LANDEN FINANCIAL SERVICES	03/23/2018	23311	110141441	FS3 COPY MACH LSE MAR	\$161.20
<b>DE LAGE LANDEN FINANCIAL SERVICES</b>					<b>Total Check Amount:</b>	<b>\$161.20</b>
V27826	DF POLYGRAPH	03/23/2018	22010	110141481	POLYGRPH EXMS JAN/FEB	\$525.00
<b>DF POLYGRAPH</b>					<b>Total Check Amount:</b>	<b>\$525.00</b>
V27827	EVAN D'HUART	03/23/2018	25826	110212111	ICI NARC INV COURSE	\$376.00
<b>EVAN D'HUART</b>					<b>Total Check Amount:</b>	<b>\$376.00</b>
V27828	DISPLAY APPEAL	03/23/2018	2287	480515161	VEHICLE DECALS	\$60.77
<b>DISPLAY APPEAL</b>					<b>Total Check Amount:</b>	<b>\$60.77</b>
V27829	DOG DEALERS, INC	03/23/2018	3573	110404145	DOG OBEDIENCE TRNG	\$92.00
<b>DOG DEALERS, INC</b>					<b>Total Check Amount:</b>	<b>\$92.00</b>
V27830	EQUIPMENT DIRECT INC	03/23/2018	4522	420515131	SAFETY EQUIPMENT	\$217.12
		03/23/2018	4522	490515151	FIRST AID SUPPLIES	\$27.20
<b>EQUIPMENT DIRECT INC</b>					<b>Total Check Amount:</b>	<b>\$244.32</b>
V27831	EXTERMINETICS OF SO CALIF INC	03/23/2018	3298	490515151	TREAT TERMITES @ FS1	\$960.00
<b>EXTERMINETICS OF SO CALIF INC</b>					<b>Total Check Amount:</b>	<b>\$960.00</b>
V27832	FILARSKY & WATT LLP	03/23/2018	2043	110141481	LEGAL SVCS FEB 2018	\$232.50
<b>FILARSKY &amp; WATT LLP</b>					<b>Total Check Amount:</b>	<b>\$232.50</b>
V27833	GALLS/QUARTERMASTER	03/23/2018	16493	110222222	BOOTS	\$331.41
<b>GALLS/QUARTERMASTER</b>					<b>Total Check Amount:</b>	<b>\$331.41</b>
V27834	GEORGE HILLS COMPANY	03/23/2018	27340	470141483	FLAT FEE THRU 033118	\$500.00
<b>GEORGE HILLS COMPANY</b>					<b>Total Check Amount:</b>	<b>\$500.00</b>
V27835	DON GOLDEN	03/23/2018	10729	110000000	INSP SVCS 3/1-3/14	\$7,833.14
		03/23/2018	10729	110323242	INSP SVCS 3/1-3/14	\$1,188.26

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<b>DON GOLDEN</b>						<b>Total Check Amount:</b>
						<b>\$9,021.40</b>
V27836	HCI SYSTEMS INC	03/23/2018	25112	490515151	BCC SPRINKLER:FEB-APR	\$315.00
		03/23/2018	25112	490515151	BCC WATERFLOW:FEB-APR	\$315.00
		03/23/2018	25112	490515151	CCC SPRINKLER:FEB-APR	\$420.00
		03/23/2018	25112	490515151	CCC WATERFLOW:FEB-APR	\$420.00
<b>HCI SYSTEMS INC</b>						<b>Total Check Amount:</b>
						<b>\$1,470.00</b>
V27837	HI SIGN	03/23/2018	4693	490515151	PLEXIGLASS TOP @ BCC	\$230.59
<b>HI SIGN</b>						<b>Total Check Amount:</b>
						<b>\$230.59</b>
V27838	HITECH SOFTWARE INC	03/23/2018	19937	110515125	CAR COUNT MAINT MAR18	\$920.00
<b>HITECH SOFTWARE INC</b>						<b>Total Check Amount:</b>
						<b>\$920.00</b>
V27839	HOUSING PROGRAMS	03/23/2018	26542	280323215	HSG REHAB SVCS FEB18	\$1,775.00
<b>HOUSING PROGRAMS</b>						<b>Total Check Amount:</b>
						<b>\$1,775.00</b>
V27840	INFOSEND, INC.	03/23/2018	19016	110222213	INSERT:CERT REGISTRATN	\$55.39
		03/23/2018	19016	110404420	INSERT:SPRING BOUTQUE	\$55.39
		03/23/2018	19016	420141421	WATER:FEB18 POSTAGE	\$4,229.02
		03/23/2018	19016	420141421	WATER:FEB18 PRNT/MAIL	\$1,526.76
<b>INFOSEND, INC.</b>						<b>Total Check Amount:</b>
						<b>\$5,866.56</b>
V27841	INK LINK INC	03/23/2018	22423	110404154	PRESENTATION FOLDERS	\$1,000.00
		03/23/2018	22423	110404211	PRESENTATION FOLDERS	\$907.18
		03/23/2018	22423	110404420	PET EXPO FLAGS	\$441.78
		03/23/2018	22423	110404420	PET EXPO SGNS/BANNERS	\$1,082.89
<b>INK LINK INC</b>						<b>Total Check Amount:</b>
						<b>\$3,431.85</b>
V27842	IPARQ	03/23/2018	21583	110323241	PERMIT FEES FEB 2018	\$2,296.79
		03/23/2018	21583	110323241	PERMIT FEES JAN 2018	\$5,588.55
<b>IPARQ</b>						<b>Total Check Amount:</b>
						<b>\$7,885.34</b>
V27843	JACKSON'S AUTO SUPPLY	03/23/2018	1143	420515131	AUTO SUPPLIES	\$2,869.65
		03/23/2018	1143	480515161	AUTO SUPPLIES	\$1,615.95
		03/23/2018	1143	480515161	AUTO SUPPLIS	\$2,233.74
		03/23/2018	1143	490515151	HVAC BELT @ CCC	\$6.61
		03/23/2018	1143	490515151	HVAC BELTS @ CCC	\$75.29
<b>JACKSON'S AUTO SUPPLY</b>						<b>Total Check Amount:</b>
						<b>\$6,801.24</b>
V27844	KEENAN & ASSOCIATES	03/23/2018	22439	470141483	2018 WORKERS' COMP #4	\$9,004.33
<b>KEENAN &amp; ASSOCIATES</b>						<b>Total Check Amount:</b>
						<b>\$9,004.33</b>
V27845	MINCO CONSTRUCTION	03/23/2018	26211	110515121	CITYWDE CONCRETE PROJ	\$50,719.40
<b>MINCO CONSTRUCTION</b>						<b>Total Check Amount:</b>
						<b>\$50,719.40</b>
V27846	MULTIQUIP INC.	03/23/2018	27541	480515161	PAVEMENT CUTTING SAW	\$4,997.96
<b>MULTIQUIP INC.</b>						<b>Total Check Amount:</b>
						<b>\$4,997.96</b>
V27847	MUNICIPAL WATER DISTRICT	03/23/2018	3784	420515131	WATER DELIVERY FEB18	\$89,288.11
<b>MUNICIPAL WATER DISTRICT</b>						<b>Total Check Amount:</b>
						<b>\$89,288.11</b>



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V27848	ORANGE COUNTY SANITATION DIST.	03/23/2018	14689	110	RES SEWER FEES DEC17	\$3,798.00
		03/23/2018	14689	110	RES SEWER FEES FEB18	\$23.00
		03/23/2018	14689	110000000	5% COLL FEE DEC-FEB18	(\$191.05)
<b>ORANGE COUNTY SANITATION DIST.</b>					<b>Total Check Amount:</b>	<b>\$3,629.95</b>
V27849	ORANGE COUNTY UNITED WAY	03/23/2018	3451	110	DED:5005 UNITED WAY	\$17.40
<b>ORANGE COUNTY UNITED WAY</b>					<b>Total Check Amount:</b>	<b>\$17.40</b>
V27850	SHAUN OSHANN	03/23/2018	25949	460141474	MILEAGE:FEB 2018	\$361.01
<b>SHAUN OSHANN</b>					<b>Total Check Amount:</b>	<b>\$361.01</b>
V27851	OZUNA ELECTRIC CO.INC.	03/23/2018	18504	110515121	GREENBRIAR LIGHT RPR	\$1,668.31
		03/23/2018	18504	110515121	ST LT POLE RPR:LAMBRT	\$1,294.93
		03/23/2018	18504	110515121	UNDRGRND WIRE:PUENTE	\$1,322.94
<b>OZUNA ELECTRIC CO.INC.</b>					<b>Total Check Amount:</b>	<b>\$4,286.18</b>
V27852	PACIFIC TELEMAGEMENT SERVICES	03/23/2018	19696	475141471	7147920398 MAR 2018	\$75.00
<b>PACIFIC TELEMAGEMENT SERVICES</b>					<b>Total Check Amount:</b>	<b>\$75.00</b>
V27853	PARKHOUSE TIRE, INC.	03/23/2018	22120	480515161	TRUCK TIRES	\$2,875.93
<b>PARKHOUSE TIRE, INC.</b>					<b>Total Check Amount:</b>	<b>\$2,875.93</b>
V27854	PLUMBERS DEPOT INC.	03/23/2018	14542	430515123	MULTICABLE:CCTV TRUCK	\$7,955.86
<b>PLUMBERS DEPOT INC.</b>					<b>Total Check Amount:</b>	<b>\$7,955.86</b>
V27855	QUALITY PLACEMENT AUTHORITY, LLC	03/23/2018	27027	110141411	TEMP STAFF 3/5-3/11	\$613.64
<b>QUALITY PLACEMENT AUTHORITY, LLC</b>					<b>Total Check Amount:</b>	<b>\$613.64</b>
V27856	VINCENT SANCHEZ	03/23/2018	26162	460141474	MILEAGE:FEB 2018	\$395.67
		03/23/2018	26162	460141474	MILEAGE:MAR 2018	\$246.34
<b>VINCENT SANCHEZ</b>					<b>Total Check Amount:</b>	<b>\$642.01</b>
V27857	SC FUELS	03/23/2018	16654	480515161	REG UNL ETH 4385 GAL	\$11,999.65
<b>SC FUELS</b>					<b>Total Check Amount:</b>	<b>\$11,999.65</b>
V27858	SOUTH COAST EMERGENCY VEHICLE SVC	03/23/2018	18619	480515161	PRIMER CABLE/SWITCH	\$173.26
		03/23/2018	18619	480515161	PRIMER VALVE KIT	\$193.98
		03/23/2018	18619	480515161	STABILIZER PIN	\$237.06
		03/23/2018	18619	480515161	STRIKER ASSY	\$81.34
<b>SOUTH COAST EMERGENCY VEHICLE SVC</b>					<b>Total Check Amount:</b>	<b>\$685.64</b>
V27859	SPECTRUM GAS PRODUCTS, INC.	03/23/2018	16060	110222222	OXYGEN	\$28.40
<b>SPECTRUM GAS PRODUCTS, INC.</b>					<b>Total Check Amount:</b>	<b>\$28.40</b>
V27860	STAPLES TECHNOLOGY SOLUTIONS	03/23/2018	22888	110141411	TONER	\$240.13
<b>STAPLES TECHNOLOGY SOLUTIONS</b>					<b>Total Check Amount:</b>	<b>\$240.13</b>
V27861	TITAN WATER TECHNOLOGY, INC.	03/23/2018	25776	490515151	WATER TREATMENT MAR18	\$415.00
<b>TITAN WATER TECHNOLOGY, INC.</b>					<b>Total Check Amount:</b>	<b>\$415.00</b>
V27862	TMK INDUSTRIAL FASTNERS	03/23/2018	20181	420515131	NUTS & BOLTS	\$4,553.52
<b>TMK INDUSTRIAL FASTNERS</b>					<b>Total Check Amount:</b>	<b>\$4,553.52</b>
V27863	TOTAL ADMINISTRATIVE SERVICE	03/23/2018	26017	110	DED:808B FSA DEPCAR	\$2,333.82



## City Check Register for: Mar 23, 2018

Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
V27863	CORP.	03/23/2018	26017	110	DED:808C FSA UR MED	\$4,772.87
<b>TOTAL ADMINISTRATIVE SERVICE CORP. Total Check Amount:</b>						<b>\$7,106.69</b>
V27864	TOWNSEND PUBLIC AFFAIRS, INC.	03/23/2018	18881	110141413	CONSULTING SVCS MAR18	\$1,250.00
		03/23/2018	18881	410141413	CONSULTING SVCS MAR18	\$1,250.00
		03/23/2018	18881	420141413	CONSULTING SVCS MAR18	\$1,250.00
		03/23/2018	18881	430141413	CONSULTING SVCS MAR18	\$1,250.00
<b>TOWNSEND PUBLIC AFFAIRS, INC. Total Check Amount:</b>						<b>\$5,000.00</b>
V27865	TRANS UNION LLC	03/23/2018	8371	110141481	HR SVC 1/31-2/25	\$27.66
<b>TRANS UNION LLC Total Check Amount:</b>						<b>\$27.66</b>
V27866	TRINITY SOUND COMPANY	03/23/2018	11364	110404542	MONITOR SYSTM UPGRADE	\$24,222.75
		03/23/2018	11364	110404542	PA SYSTEM UPGRADE	\$48,461.41
<b>TRINITY SOUND COMPANY Total Check Amount:</b>						<b>\$72,684.16</b>
V27867	TURBO DATA SYSTEMS, INC.	03/23/2018	1472	110212132	HH LEASE TEMP JAN18	\$258.60
<b>TURBO DATA SYSTEMS, INC. Total Check Amount:</b>						<b>\$258.60</b>
V27868	UNDERGROUND SERVICE ALERT/SC	03/23/2018	4537	420515131	UNDERGRND TCKTS FEB18	\$143.65
<b>UNDERGROUND SERVICE ALERT/SC Total Check Amount:</b>						<b>\$143.65</b>
V27869	UNITED ROTARY BRUSH CORPORATION	03/23/2018	16649	480515161	SWEEPER BROOMS (2)	\$210.44
<b>UNITED ROTARY BRUSH CORPORATION Total Check Amount:</b>						<b>\$210.44</b>
V27870	VAVRINEK, TRINE, DAY & CO., LLP	03/23/2018	27146	950000000	ILJAOC AUDIT COMPLETE	\$250.00
<b>VAVRINEK, TRINE, DAY &amp; CO., LLP Total Check Amount:</b>						<b>\$250.00</b>
V27871	VORTEX	03/23/2018	15007	490515151	P2 GATE REPAIR @ CCC	\$1,280.15
		03/23/2018	15007	490515151	PM BAY DOOR @ FS4	\$198.00
		03/23/2018	15007	490515151	REPL MENS LOCKER DOOR	\$1,498.12
<b>VORTEX Total Check Amount:</b>						<b>\$2,976.27</b>
V27872	RICHARD WILDMAN	03/23/2018	26129	110212111	ICI NARC INV COURSE	\$376.00
<b>RICHARD WILDMAN Total Check Amount:</b>						<b>\$376.00</b>
V27873	WILLDAN ENGINEERING	03/23/2018	12445	110000000	PLN CHK:390 BREA 1229	\$721.00
		03/23/2018	12445	110000000	TFC ENG'G:HINES 1/26	\$240.00
		03/23/2018	12445	510707219	TFC:STAFE MEDIAN 1/26	\$1,782.00
<b>WILLDAN ENGINEERING Total Check Amount:</b>						<b>\$2,743.00</b>
V27874	YOUNG REMBRANDTS	03/23/2018	15831	110404214	CARTOON DRAWING	\$312.00
<b>YOUNG REMBRANDTS Total Check Amount:</b>						<b>\$312.00</b>
V27875	ZOLL MEDICAL CORPORATION	03/23/2018	23538	110222222	CPR PADS	\$452.55
<b>ZOLL MEDICAL CORPORATION Total Check Amount:</b>						<b>\$452.55</b>
<b>Voucher Subtotal</b>						<b>\$485,625.26</b>

**TOTAL \$1,395,215.91**

## City Check Register for: Mar 30, 2018

Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
177560	AT&T	03/30/2018	22390	475141471	7149110022 2277 3/14	\$223.30
<b>AT&amp;T</b>						<b>Total Check Amount: \$223.30</b>
177561	AT&T CALNET	03/30/2018	20391	475141471	9391011962 3/13/18	\$20.37
		03/30/2018	20391	475141471	9391011970 3/15/18	\$78.71
<b>AT&amp;T CALNET</b>						<b>Total Check Amount: \$99.08</b>
177562	BYRNE SOFTWARE TECHNOLOGIES, INC.	03/30/2018	27471	110323241	ACCELA IMPL FEB18	\$110.00
<b>BYRNE SOFTWARE TECHNOLOGIES, INC.</b>						<b>Total Check Amount: \$110.00</b>
177563	CALIFORNIA YELLOW CAB	03/30/2018	24712	110404525	SR CTR TAXI RIDES FEB	\$132.00
<b>CALIFORNIA YELLOW CAB</b>						<b>Total Check Amount: \$132.00</b>
177564	CHARLES TAN & ASSOCIATES, INC.	03/30/2018	26706	110000000	PROF SVCS THRU 3/7/18	\$600.00
<b>CHARLES TAN &amp; ASSOCIATES, INC.</b>						<b>Total Check Amount: \$600.00</b>
177565	CORELOGIC	03/30/2018	25542	280323215	REAL EST LISTNG FEB18	\$185.00
<b>CORELOGIC</b>						<b>Total Check Amount: \$185.00</b>
177566	CYBERSOURCE CORPORATION	03/30/2018	25266	110404542	BOX OFFCE CC PROC FEB	\$45.84
<b>CYBERSOURCE CORPORATION</b>						<b>Total Check Amount: \$45.84</b>
177567	DATA GEAR, INC.	03/30/2018	26532	110212121	LABELS/PAPER/BOXES	\$66.85
<b>DATA GEAR, INC.</b>						<b>Total Check Amount: \$66.85</b>
177568	EDISON CO	03/30/2018	3343	110515121	ELECTRICITY FEB-MAR18	\$1,407.05
		03/30/2018	3343	110515148	ELECTRICITY FEB-MAR18	\$74.35
		03/30/2018	3343	490515151	ELECTRICITY FEB-MAR18	\$6,108.00
<b>EDISON CO</b>						<b>Total Check Amount: \$7,589.40</b>
177569	FRONTIER COMMUNICATIONS	03/30/2018	26183	475141471	562 1820146 0316-0415	\$44.85
<b>FRONTIER COMMUNICATIONS</b>						<b>Total Check Amount: \$44.85</b>
177570	THE GAS COMPANY	03/30/2018	3749	490515151	GAS FEB/MAR 2018	\$3,769.59
<b>THE GAS COMPANY</b>						<b>Total Check Amount: \$3,769.59</b>
177571	JART DIRECT MAIL SERVICES	03/30/2018	8634	110404542	SHENANIGANS MAILER	\$1,415.27
<b>JART DIRECT MAIL SERVICES</b>						<b>Total Check Amount: \$1,415.27</b>
177572	MEDPOST URGENT CARE - BREA	03/30/2018	27547	110141481	OCC HLTH SVCS DEC-JAN	\$595.00
<b>MEDPOST URGENT CARE - BREA</b>						<b>Total Check Amount: \$595.00</b>
177573	MINCO CONSTRUCTION	03/30/2018	26211	110515121	CITYWDE CONCRETE PROJ	\$29,280.60
		03/30/2018	26211	510707313	CITYWDE CONCRETE PROJ	\$12,048.88
<b>MINCO CONSTRUCTION</b>						<b>Total Check Amount: \$41,329.48</b>
177574	NDS, LLC	03/30/2018	25312	110141441	PRE-SORT MAIL SVC MAR	\$408.38
<b>NDS, LLC</b>						<b>Total Check Amount: \$408.38</b>
177575	OFFICE DEPOT, INC	03/30/2018	4743	110212111	OFFICE SUPPLIES	\$63.36
		03/30/2018	4743	110222211	COFFEE	\$29.98
		03/30/2018	4743	110222213	OFFICE SUPPLIES	\$98.48
		03/30/2018	4743	110404311	OFFICE SUPPLIES	\$11.30

## City Check Register for: Mar 30, 2018

Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
177575	OFFICE DEPOT, INC	03/30/2018	4743	110404521	OFFICE SUPPLIES	\$0.00
<b>OFFICE DEPOT, INC</b>						<b>Total Check Amount: \$203.12</b>
177576	PLUMBING WHOLESALE OUTLET, INC.	03/30/2018	18392	490515151	2" PIPE @ YARD	\$56.32
		03/30/2018	18392	490515151	WATER HEATER @ FS1	\$613.58
<b>PLUMBING WHOLESALE OUTLET, INC.</b>						<b>Total Check Amount: \$669.90</b>
177577	PMW ASSOCIATES	03/30/2018	11154	110212111	POLICE BUDGET ACADEMY	\$393.00
<b>PMW ASSOCIATES</b>						<b>Total Check Amount: \$393.00</b>
177578	THEATREWORKS USA	03/30/2018	24961	110404542	FINAL:CLICK CLACK MOO	\$2,250.00
<b>THEATREWORKS USA</b>						<b>Total Check Amount: \$2,250.00</b>
177579	U.S. POSTAL SERVICE	03/30/2018	19260	110141441	PERMIT #08056 17/18-2	\$225.00
<b>U.S. POSTAL SERVICE</b>						<b>Total Check Amount: \$225.00</b>
177580	UNITED PARCEL SERVICE	03/30/2018	3174	110141441	SHIPPING CHGS FEB-MAR	\$114.50
<b>UNITED PARCEL SERVICE</b>						<b>Total Check Amount: \$114.50</b>
177581	WEIGHT WATCHERS	03/30/2018	27555	110	FAC RENTAL DEP REFUND	\$262.80
<b>WEIGHT WATCHERS</b>						<b>Total Check Amount: \$262.80</b>
177582	WESTCOAST SHIRTWORKS, INC.	03/30/2018	22572	490515151	PUBLIC WORKS BALL CAPS	\$619.90
<b>WESTCOAST SHIRTWORKS, INC.</b>						<b>Total Check Amount: \$619.90</b>
<b>Check Subtotal</b>						<b>\$61,352.26</b>
V27876	ADCO ROOFING	03/30/2018	18878	490515151	ROOF RPR:PIONEER HALL	\$869.14
<b>ADCO ROOFING</b>						<b>Total Check Amount: \$869.14</b>
V27877	ALL CITY MANAGEMENT SERVICES INC	03/30/2018	6604	110212132	CRSNG GRDS 2/11-2/24	\$2,457.00
<b>ALL CITY MANAGEMENT SERVICES INC</b>						<b>Total Check Amount: \$2,457.00</b>
V27878	ANAHEIM GLASS, INC.	03/30/2018	21760	490515151	REPL BROKEN WNDOW BCC	\$1,114.12
<b>ANAHEIM GLASS, INC.</b>						<b>Total Check Amount: \$1,114.12</b>
V27879	BREA TOWING	03/30/2018	16399	110212121	TOWING: LOG# 18-317	\$615.00
		03/30/2018	16399	110212121	TOWING: LOG# 18-481	\$170.00
<b>BREA TOWING</b>						<b>Total Check Amount: \$785.00</b>
V27880	BREA/ORANGE COUNTY PLUMBING	03/30/2018	3781	490515151	REPL FS1 WATER HEATER	\$574.39
<b>BREA/ORANGE COUNTY PLUMBING</b>						<b>Total Check Amount: \$574.39</b>
V27881	C.WELLS PIPELINE MATERIALS INC	03/30/2018	13055	420515131	PLUMBING SUPPLIES	\$1,229.45
<b>C.WELLS PIPELINE MATERIALS INC</b>						<b>Total Check Amount: \$1,229.45</b>
V27882	CALOLYMPIC SAFETY	03/30/2018	3135	480515161	NITRILE GLOVES	\$236.86
<b>CALOLYMPIC SAFETY</b>						<b>Total Check Amount: \$236.86</b>
V27883	CANNINGS ACE HARDWARE	03/30/2018	15828	480515161	BRAKE AWAY CABLE	\$23.12
		03/30/2018	15828	480515161	STEEL CABLE HARDWARE	\$22.64
<b>CANNINGS ACE HARDWARE</b>						<b>Total Check Amount: \$45.76</b>
V27884	CANON FINANCIAL SERVICES, INC.	03/30/2018	20648	110141441	13-COPIER LEASE APR18	\$3,480.64
<b>CANON FINANCIAL SERVICES, INC.</b>						<b>Total Check Amount: \$3,480.64</b>

## City Check Register for: Mar 30, 2018

Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
V27885	CLUB SERVICES	03/30/2018	16963	110404215	EQPT MAINT 3/18/2018	\$413.26
CLUB SERVICES					Total Check Amount:	\$413.26
V27886	DANIELS TIRE SERVICE	03/30/2018	3133	480515161	FIRE AND TRUCK TIRES	\$3,682.02
DANIELS TIRE SERVICE					Total Check Amount:	\$3,682.02
V27887	DAVID EVANS AND ASSOCIATES, INC.	03/30/2018	20981	510707873	TRACKS S4 9/24-10/28	\$104.20
DAVID EVANS AND ASSOCIATES, INC.					Total Check Amount:	\$104.20
V27888	ENTERPRISE FM TRUST	03/30/2018	15895	110212121	LEASE CH TAHOE MAR18	\$697.97
ENTERPRISE FM TRUST					Total Check Amount:	\$697.97
V27889	EXTERMINETICS OF SO CALIF INC	03/30/2018	3298	490515151	RODENT SVC:BCC 121217	\$120.00
EXTERMINETICS OF SO CALIF INC					Total Check Amount:	\$120.00
V27890	FACTORY MOTOR PARTS COMPANY	03/30/2018	3504	480515161	BALL JOINTS	\$169.30
FACTORY MOTOR PARTS COMPANY					Total Check Amount:	\$169.30
V27891	GRAINGER	03/30/2018	13634	480515161	DISPOSABLE GLOVES	\$41.81
		03/30/2018	13634	480515161	LIMIT SWITCH	\$57.22
		03/30/2018	13634	480515161	WTR PROOF LMT SWITCH	\$39.04
GRAINGER					Total Check Amount:	\$138.07
V27892	CHRISTOPHER HADDAD	03/30/2018	15668	110212111	MLG:TTLE 15 SUPV CRSE	\$13.41
CHRISTOPHER HADDAD					Total Check Amount:	\$13.41
V27893	K PRO STONE CARE	03/30/2018	20535	110404211	DEEP TILE CLEANNG BCC	\$2,050.00
K PRO STONE CARE					Total Check Amount:	\$2,050.00
V27894	LOS ANGELES ENGINEERING, INC.	03/30/2018	26670	510707873	TRCKS S6 FINAL BILL	\$122,581.95
		03/30/2018	26670	510707873	TRKS S6 #6 SP RELEASE	\$107,145.50
LOS ANGELES ENGINEERING, INC.					Total Check Amount:	\$229,727.45
V27895	MYERS AND SONS	03/30/2018	21624	510707702	TAMARACK STREET SIGN	\$69.22
MYERS AND SONS					Total Check Amount:	\$69.22
V27896	PACIFIC COAST ENTERTAINMENT	03/30/2018	21588	110404542	LED REPAIR	\$175.00
PACIFIC COAST ENTERTAINMENT					Total Check Amount:	\$175.00
V27897	QUALITY PLACEMENT AUTHORITY, LLC	03/30/2018	27027	110141411	TEMP STAFF 3/12-3/18	\$813.13
QUALITY PLACEMENT AUTHORITY, LLC					Total Check Amount:	\$813.13
V27898	RAY-LITE INDUSTRIES, INC.	03/30/2018	19800	490515152	LED LIGHT @ FS1	\$155.16
RAY-LITE INDUSTRIES, INC.					Total Check Amount:	\$155.16
V27899	RICHARDS, WATSON & GERSHON	03/30/2018	8978	110000000	0116 REIMB WORK FEB18	\$886.00
		03/30/2018	8978	110111112	152 HILLS4EVRYONE FEB	\$126.40
		03/30/2018	8978	510707251	0145 57/LAMBERT FEB18	\$3,376.91
RICHARDS, WATSON & GERSHON					Total Check Amount:	\$4,389.31
V27900	SC FUELS	03/30/2018	16654	480515161	CLR DIESEL 1800 GAL	\$5,403.60
SC FUELS					Total Check Amount:	\$5,403.60
V27901	SIERRA-CEDAR, INC	03/30/2018	23086	950000000	ILJAOC CONSULT JAN18	\$3,225.00
SIERRA-CEDAR, INC					Total Check Amount:	\$3,225.00

## City Check Register for: Mar 30, 2018

Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
V27902	STAPLES TECHNOLOGY SOLUTIONS	03/30/2018	22888	110111151	PRINTER:CITY CLERK'S	\$232.74
<b>STAPLES TECHNOLOGY SOLUTIONS</b>					<b>Total Check Amount:</b>	<b>\$232.74</b>
V27903	STEAMX LLC	03/30/2018	24072	480515161	27012 PUMP REPAIR	\$857.87
		03/30/2018	24072	480515161	PRESSRE WASHR NOZZLES	\$62.06
<b>STEAMX LLC</b>					<b>Total Check Amount:</b>	<b>\$919.93</b>
V27904	STOTZ EQUIPMENT	03/30/2018	24388	480515161	SCREEN	\$45.57
<b>STOTZ EQUIPMENT</b>					<b>Total Check Amount:</b>	<b>\$45.57</b>
V27905	SUPERION, LLC	03/30/2018	26879	475141471	ASP BACKUP SVCS APR18	\$1,817.42
		03/30/2018	26879	475141471	ASP BACKUP SVCS MAR18	\$1,817.42
<b>SUPERION, LLC</b>					<b>Total Check Amount:</b>	<b>\$3,634.84</b>
V27906	THOMSON REUTERS - WEST	03/30/2018	22020	110111112	431851 CHGS FEB-MAR	\$108.00
<b>THOMSON REUTERS - WEST</b>					<b>Total Check Amount:</b>	<b>\$108.00</b>
V27907	THYSSENKRUPP ELEVATOR	03/30/2018	10308	110515125	ELEVATOR SVC @ PS2	\$756.31
<b>THYSSENKRUPP ELEVATOR</b>					<b>Total Check Amount:</b>	<b>\$756.31</b>
V27908	TURBO DATA SYSTEMS, INC.	03/30/2018	1472	110212122	CITATION PROC JAN18	\$2,427.70
<b>TURBO DATA SYSTEMS, INC.</b>					<b>Total Check Amount:</b>	<b>\$2,427.70</b>
V27909	UL LLC	03/30/2018	13323	110222221	LADDER TESTING	\$583.10
<b>UL LLC</b>					<b>Total Check Amount:</b>	<b>\$583.10</b>
V27910	UNITED ROTARY BRUSH CORPORATION	03/30/2018	16649	480515161	SWEEPER BROOMS (3)	\$315.65
<b>UNITED ROTARY BRUSH CORPORATION</b>					<b>Total Check Amount:</b>	<b>\$315.65</b>
V27911	VALLEY POWER SYSTEMS, INC.	03/30/2018	16506	480515161	ENGINE SEALS/O-RINGS	\$47.70
<b>VALLEY POWER SYSTEMS, INC.</b>					<b>Total Check Amount:</b>	<b>\$47.70</b>
V27912	VAVRINEK, TRINE, DAY & CO., LLP	03/30/2018	27146	110141431	STATE CONTRLLR'S RPRT	\$4,100.00
<b>VAVRINEK, TRINE, DAY &amp; CO., LLP</b>					<b>Total Check Amount:</b>	<b>\$4,100.00</b>
V27913	VORTEX	03/30/2018	15007	490515151	APP BAY DOOR MNT @CCC	\$431.00
		03/30/2018	15007	490515151	APP BAY DOOR MNT @FS1	\$198.00
		03/30/2018	15007	490515151	APP BAY DOOR MNT @FS2	\$338.00
		03/30/2018	15007	490515151	APP BAY DOOR MNT @FS3	\$268.00
		03/30/2018	15007	490515151	APP BAY DOOR MNT@YARD	\$548.00
<b>VORTEX</b>					<b>Total Check Amount:</b>	<b>\$1,783.00</b>
<b>Voucher Subtotal</b>						<b>\$277,093.00</b>

**TOTAL \$338,445.26**

City of Brea

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**COUNCIL COMMUNICATION**

**TO:** Honorable Mayor and City Council Members

**FROM:** Bill Gallardo, City Manager

**DATE:** 04/03/2018

**SUBJECT:** Monthly Report of Investments for the Successor Agency to the Brea Redevelopment Agency for Period Ending February 28, 2018

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**RECOMMENDATION**

Receive and file.

**BACKGROUND/DISCUSSION**

The Monthly Report of Investments (formally known as the Treasurer's Report) is in accordance with Government Code Section 53607 and contains information on the investment activities for the month of February 2018. Funds received by the Successor Agency are typically spent within 3-6 months; therefore are not invested long-term. The Successor Agency's Local Agency Investment Fund (LAIF) is used for short-term investments and functions like a savings account until funds are required to meet expenditures needs. Attachment A includes a Portfolio Summary and Holdings Report prepared by Chandler Asset Management for the funds invested on behalf of the Successor Agency. As of February 28, 2018, the market value, including accrued interest on the Successor Agency's Local Agency Investment Fund (LAIF), was \$1,120,946.54 in comparison to \$1,119,734.26 at January 31, 2018. The Successor Agency to the Brea Redevelopment Agency has sufficient cash flow to meet its expected expenditures for the next six months.

The Successor Agency also has restricted (fiscal agent) cash and investment accounts related to its various bond reserve accounts which are managed by Chandler Asset Management. Attachment A includes a portfolio report from Chandler Asset Management for each bond reserve account that is invested. As of February 28, 2018, the market value of these funds, including short-term cash and accrued interest was \$17,182,892.57 as compared to \$19,155,034.97 as of January 31, 2018.

**FISCAL IMPACT/SUMMARY**

During the month of February, the total value of the Successor Agency to the Brea Redevelopment Agency's investment portfolio increased by \$1,212.28 due to changes in market value. The total value of the restricted cash and investments decreased by \$1,972,142.40. This decrease is primarily due to the 2013 Tax Allocation Bonds debt service payment.

**RESPECTFULLY SUBMITTED:**

William Gallardo, City Manager

Prepared by: Ana Conrique, Senior Accountant

Concurrence: Cindy Russell, Administrative Services Director

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**Attachments**

Attachment A

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**Successor Agency to the Brea Redevelopment Agency**  
**Cash and Investment Information**  
February 28, 2018

		<b>Cost Value</b>	<b>Market Value*</b>
<b>Demand and Interest-Bearing Checking Accounts</b>	Citizen's Bank	<b>\$ 2,612,419.09</b>	<b>\$ 2,612,419.09</b>
<b>Local Agency Investment Fund</b>	LAIF	<b>\$ 1,118,451.46</b>	<b>\$ 1,120,946.54</b>
<b><u>Fiscal Agent Cash &amp; Investments</u></b>			
2003 Tax Allocation Bonds	Chandler/BNY	\$ 892.28	\$ 892.28
2004 Brea Public Financing Authority Lease Revenue Bond	Chandler/BNY	\$ 332,362.18	\$ 332,362.18
2011 Tax Allocation Bonds, Series A	Chandler/BNY	\$ 5,334,485.88	\$ 5,324,120.42
2013 Tax Allocation Bonds	Chandler/BNY	\$ 8,904,141.92	\$ 8,904,141.92
2016 Tax Allocation Refunding Bonds, Series A & B	Chandler/BNY	\$ 1,495,429.34	\$ 1,495,429.34
2017 Tax Allocation Refunding Bonds, Series A & B	Chandler/BNY	\$ 1,125,946.43	\$ 1,125,946.43
<b>Sub-total - Fiscal Agent Cash &amp; Investments</b>		<b>\$ 17,193,258.03</b>	<b>\$ 17,182,892.57</b>
<b>Grand Total</b>		<b>\$ 20,924,128.58</b>	<b>\$ 20,916,258.20</b>

\* Includes accrued interest on invested funds



# Successor Agency to the Brea Redevelopment Agency Cash and Investment Information

February 28, 2018

Fiscal Agent Cash & Investments Detail		Cost Value	Market Value
2003 Tax Allocation Bonds - <b>CHANDLER</b>		\$ -	\$ -
Short-Term Treasury Funds - <b>BNY</b>		\$ 892.28	\$ 892.28
<b>Sub-total</b>		<b>\$ 892.28</b>	<b>\$ 892.28</b>
2004 Brea Public Financing Authority Lease Revenue Bond - <b>CHANDLER</b>		\$ -	\$ -
Short-Term Treasury Funds - <b>BNY</b>		\$ 332,362.18	\$ 332,362.18
<b>Sub-total</b>		<b>\$ 332,362.18</b>	<b>\$ 332,362.18</b>
10156	2011 Tax Allocation Bonds, Series A - <b>CHANDLER</b>	\$ -	\$ -
	Short-Term Treasury Funds - <b>BNY</b>	\$ 5,334,485.88	\$ 5,324,120.42
	<b>Sub-total</b>	<b>\$ 5,334,485.88</b>	<b>\$ 5,324,120.42</b>
2013 Tax Allocation Bonds - <b>CHANDLER</b>		\$ -	\$ -
Short-Term Treasury Funds - <b>BNY</b>		\$ 8,904,141.92	\$ 8,904,141.92
<b>Sub-total</b>		<b>\$ 8,904,141.92</b>	<b>\$ 8,904,141.92</b>
2016 Tax Allocation Refunding Bonds, Series A & B - <b>CHANDLER</b>		\$ -	\$ -
Short-Term Treasury Funds - <b>BNY</b>		\$ 1,495,429.34	\$ 1,495,429.34
<b>Sub-total</b>		<b>\$ 1,495,429.34</b>	<b>\$ 1,495,429.34</b>
2017 Tax Allocation Refunding Bonds, Series A & B - <b>CHANDLER</b>		\$ -	\$ -
Short-Term Treasury Funds - <b>BNY</b>		\$ 1,125,946.43	\$ 1,125,946.43
<b>Sub-total</b>		<b>\$ 1,125,946.43</b>	<b>\$ 1,125,946.43</b>
<b>Report Grand Total</b>		<b>\$ 17,193,258.03</b>	<b>\$ 17,182,892.57</b>



PORTFOLIO CHARACTERISTICS

Average Duration	0.00
Average Coupon	1.43 %
Average Purchase YTM	1.43 %
Average Market YTM	1.43 %
Average S&P/Moody Rating	NR/NR
Average Final Maturity	0.00 yrs
Average Life	0.00 yrs

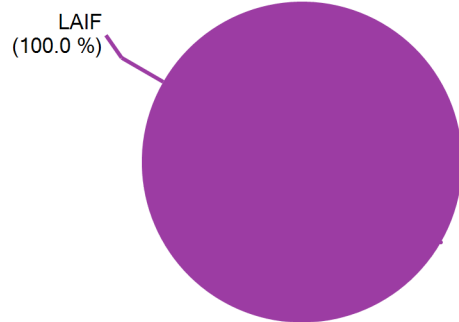
ACCOUNT SUMMARY

	Beg. Values as of 1/31/18	End Values as of 2/28/18
Market Value	1,118,451	1,118,451
Accrued Interest	1,283	2,495
Total Market Value	1,119,734	1,120,947
Income Earned	1,345	1,212
Cont/WD		0
Par	1,118,451	1,118,451
Book Value	1,118,451	1,118,451
Cost Value	1,118,451	1,118,451

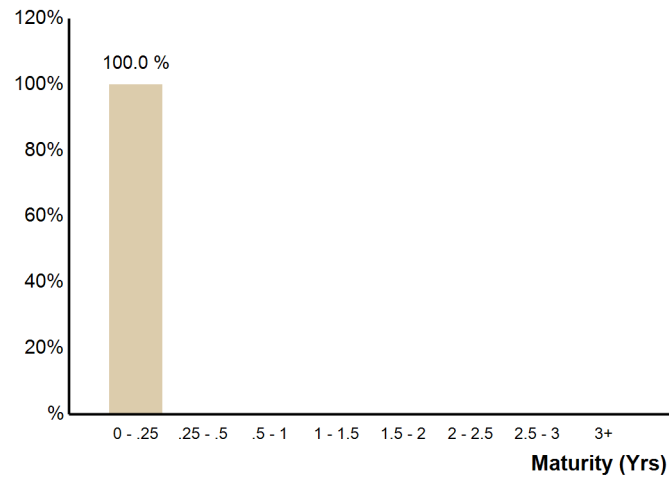
TOP ISSUERS

Issuer	% Portfolio
Local Agency Investment Fund	100.0 %
	100.0 %

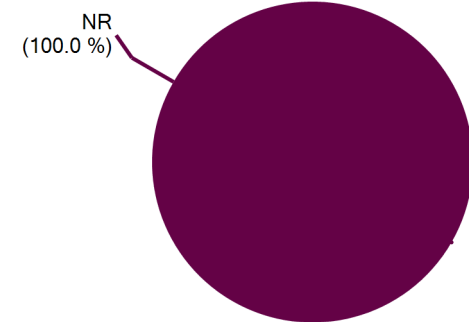
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)





CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
LAIF									
90LAIF\$00	Local Agency Investment Fund State Pool	1,118,451.46	Various 1.43 %	1,118,451.46 1,118,451.46	1.00 1.43 %	1,118,451.46 2,495.08	100.00 % 0.00	NR / NR NR	0.00 0.00
Total LAIF		1,118,451.46	1.43 %	1,118,451.46	1.43 %	1,118,451.46 2,495.08	100.00 % 0.00	NR / NR NR	0.00 0.00
TOTAL PORTFOLIO		1,118,451.46	1.43 %	1,118,451.46	1.43 %	1,118,451.46 2,495.08	100.00 % 0.00	NR / NR NR	0.00 0.00
TOTAL MARKET VALUE PLUS ACCRUED						1,120,946.54			

City of Brea

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**COUNCIL COMMUNICATION**

**FROM:** Bill Gallardo, City Manager

**DATE:** 04/03/2018

**SUBJECT:** March 30, 2018 Successor Agency Check Register - Receive and file.

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**Attachments**

03-30-18 Successor Agency Check Register

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## Successor Agency Check Register for: Mar 30, 2018

Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
2566	BANDERA ESTATES	03/30/2018	3121	511626224	SENIOR SUBSIDY APR18	\$1,016.00
<b>BANDERA ESTATES</b>					<b>Total Check Amount:</b>	<b>\$1,016.00</b>
2567	BREA WOODS SENIOR APARTMENTS	03/30/2018	1955	511626224	SENIOR SUBSIDY APR18	\$508.00
<b>BREA WOODS SENIOR APARTMENTS</b>					<b>Total Check Amount:</b>	<b>\$508.00</b>
2568	BROOKDALE - BREA	03/30/2018	4623	511626224	SENIOR SUBSIDY APR18	\$254.00
<b>BROOKDALE - BREA</b>					<b>Total Check Amount:</b>	<b>\$254.00</b>
2569	CITY OF BREA	03/30/2018	1003	511	REIMB COSTS 17/18 FEB	\$17,705.06
<b>CITY OF BREA</b>					<b>Total Check Amount:</b>	<b>\$17,705.06</b>
2570	HERITAGE PLAZA APARTMENTS	03/30/2018	1917	511626224	SENIOR SUBSIDY APR18	\$1,016.00
<b>HERITAGE PLAZA APARTMENTS</b>					<b>Total Check Amount:</b>	<b>\$1,016.00</b>
2571	HOLLYDALE MOBILE ESTATES	03/30/2018	4250	511626224	SENIOR SUBSIDY APR18	\$254.00
<b>HOLLYDALE MOBILE ESTATES</b>					<b>Total Check Amount:</b>	<b>\$254.00</b>
2572	HOLLYDALE MOBILE ESTATES	03/30/2018	4577	511626224	SENIOR SUBSIDY APR18	\$254.00
<b>HOLLYDALE MOBILE ESTATES</b>					<b>Total Check Amount:</b>	<b>\$254.00</b>
2573	KEYSER MARSTON ASSOCIATES, INC.	03/30/2018	2005	813000000	PROF SVCS FEB 2018	\$5,617.75
<b>KEYSER MARSTON ASSOCIATES, INC.</b>					<b>Total Check Amount:</b>	<b>\$5,617.75</b>
2574	LAKE PARK BREA	03/30/2018	2433	511626224	SENIOR SUBSIDY APR18	\$2,286.00
<b>LAKE PARK BREA</b>					<b>Total Check Amount:</b>	<b>\$2,286.00</b>
2575	ORANGE VILLA SENIOR APARTMENTS	03/30/2018	2132	511626224	SENIOR SUBSIDY APR18	\$254.00
<b>ORANGE VILLA SENIOR APARTMENTS</b>					<b>Total Check Amount:</b>	<b>\$254.00</b>
2576	RICHARDS WATSON & GERSHON	03/30/2018	2280	511000000	GEN LEGAL SERVICES	\$2,360.00
<b>RICHARDS WATSON &amp; GERSHON</b>					<b>Total Check Amount:</b>	<b>\$2,360.00</b>
2577	VINTAGE CANYON SENIOR APARTMENTS	03/30/2018	4081	511626224	SENIOR SUBSIDY APR18	\$762.00
<b>VINTAGE CANYON SENIOR APARTMENTS</b>					<b>Total Check Amount:</b>	<b>\$762.00</b>

**Overall - Total    \$32,286.81**