



FINANCE COMMITTEE AGENDA

**Tuesday, August 11, 2020
8:30 AM**

**Zoom Webinar ID: 981 6668 2175
Passcode: 714990**

MEMBERS: Mayor Marty Simonoff and Council Member Cecilia Hupp
ALTERNATE: Council Member Christine Marick

This meeting is being conducted consistent with Governor Newsom's Executive Order N-29-20 dated March 17, 2020, regarding the COVID-19 pandemic. The Finance Committee Meeting will be held on August 11, 2020 at 8:30 a.m. via Zoom Webinar and the public is welcome to participate. To provide comments by teleconferencing platform (Zoom webinar), members of the public must contact City Staff at (714) 990-7676 or via email at arlenem@cityofbrea.net no later than 12:00 p.m. on Monday, August 10, 2020. Webinar participants will be muted until recognized at the appropriate time by the Committee. Please use the following link:

<https://zoom.us/j/98166682175?pwd=aTFXWXVCeXA1LzJlJlJVMmVSOG1Gdz09> Webinar ID: 981 6668 2175, Passcode: 714990. Written comments may be sent to the Administrative Services Department at arlenem@cityofbrea.net no later than 12:00 p.m. on Monday, August 10, 2020. Any comments received via email will be summarized aloud into the record at the meeting. The agenda packet can be viewed on the City of Brea website at <https://www.ci.brea.ca.us/509/Meeting-Agendas-Minutes>. Hard copies of the agenda packet are available via USPS with proper notice by calling (714) 990-7676.

Materials related to an item on the agenda submitted to the Finance Committee after distribution of the agenda packet are available for public inspection in the third floor lobby of the Civic & Cultural Center 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.

CALL TO ORDER / ROLL CALL

1. **Matters from the Audience**

CONSENT

2. **Action Minutes for June 30, 2020 Meeting - Approve**

DISCUSSION

3. **Professional Services Agreement with AP Triton Consulting, LLC to Assist Brea and Fullerton Fire Departments with an Emergency Medical Services System Valuation Study and Recruitment of Emergency Ambulance Transport Service and Billing Subcontractors** - Accept the proposal and authorize the City Manager to execute an agreement with AP Triton Consulting, LLC (AP Triton); Authorize the City Manager to enter into an Agreement with the City of Fullerton; and, Increase General Fund Estimated Revenues.
4. **Annual Vehicle and Equipment Purchase Plan for Fiscal Year 2020-21** - Authorize the Purchasing Agent to issue purchase orders in an amount not-to-exceed \$375,000 for various City vehicles and equipment as described in the Annual Vehicle Replacement Plan for Fiscal Year 2020-21.

NOTE: This agenda is subject to amendments up to 72 hours prior to the meeting date.

5. **Reimbursement Agreement with Western Golf Properties (WGP) for Brea Creek Golf and Birch Hills Golf Courses** - Approve reimbursement agreement with Western Golf Properties.
6. **Amendment No. 1 with PeopleSpace for Civic & Cultural Center 3rd Floor Redesign and Furniture Purchase (CIP 7955)** - Approve Amendment No. 1 with PeopleSpace; and Authorize City Engineer to approve change orders up to 5% of the not-to-exceed amount.
7. **Authorization for the Issuance of the 2020 Water Revenue Refunding Bonds** - Recommend that the City Council adopt a resolution authorizing the Refunding of the 2014 Water Revenue Bonds.
8. **Software/Hardware Maintenance Support and Online Subscription Service Agreements**
-Authorize the Purchasing Agent to approve renewal agreements with various support services providers; and Authorize the Purchasing Agent to issue purchase orders for these renewal agreements that do not to exceed available budget appropriations.
9. **Purchasing Activity Under Special City Council Authorization for Quarter Ending June 30, 2020** - Receive and file.
10. **Schedule Next Meeting:** August 25, 2020

cc: Mayor Pro Tem Steven Vargas
Council Member Glenn Parker

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)

NOTE: This agenda is subject to amendments up to 72 hours prior to the meeting date.

City of Brea

FINANCE COMMITTEE COMMUNICATION

TO: Finance Committee Members
FROM: Bill Gallardo
DATE: 08/11/2020
SUBJECT: Action Minutes for June 30, 2020 Meeting - Approve

RECOMMENDATION

Approve.

RESPECTFULLY SUBMITTED

William Gallardo, City Manager

Attachments

06-30-2020 Minutes



FINANCE COMMITTEE MINUTES

**Tuesday, June 30, 2020
8:30 AM**

Executive Conference Room, Level Three
Brea Civic & Cultural Center
1 Civic Center Circle, Brea California

Teleconference Dial-in Number: (714) 671-3685
Participant Code: 727-834-72

This meeting was conducted consistent with Governor Newsom's Executive Order N-29-20 dated March 17, 2020, regarding the COVID-19 pandemic. The Finance Committee Meeting was held in-person and via a teleconference call at which time the public was welcome to participate. To provide comments in person, the Executive Conference Room will be open to limited number of members from the public on a first come first served basis in observance of social distancing guidelines; masks were required.

CALL TO ORDER / ROLL CALL – *Call to Order started at 8:37 AM.*

ATTENDEES: Mayor Marty Simonoff, Council Member Cecilia Hupp, Chris Emeterio, Cindy Russell, Henry Chao, Michael Ho, Faith Madrazo, Sean Matlock, Will Wenz, Alicia Brenner, Jenn Colacion and Adam Hawley

1. Matters from the Audience – *Administrative Services Director Cindy Russell introduced the new Financial Services Manager, Henry Chao.*

CONSENT

2. Approval of Minutes of June 9, 2020 Meeting – *Approved.*

DISCUSSION

3. Acceptance of Contract and Notice of Completion for Contract with Big Ben, Inc. for 375-395 Central Avenue Sewer Improvements, CIP No. 7627 – *Recommended for City Council Approval.*
4. Approve Plans and Specifications, Receive Bids and Award Contract with Big Ben, Inc. in the Amount of \$5,138,722.64 for the North Hills Tract Water Improvements and Northwood Avenue Main Water and Sewer Replacement – *Recommended for City Council Approval.*
5. Maintenance Agreement for Slurry Seal Program – *Recommended for City Council Approval.*
6. Approve Plans and Specifications, Receive Bids, and Award Contract with R.J. Noble Company in the amount of \$458,507.50 for the Alley Rehab. Projects – *Recommended for City Council Approval.*

7. Amendment No. 1 to Professional Services Agreement with LPA, Inc. for Parks, Recreation and Human Services Planning Services – *Recommended for City Council Approval.*
8. Extension of the Lateral Police Officer Bonus Incentive Pilot Program – *Recommended for City Council Approval.*
9. Approval of Fiscal Year 2020-21 Property Tax Rate to Fund City's Paramedic Program - *Recommended for City Council Approval.*
10. Schedule Next Meeting: Tuesday, July 14, 2020

Meeting adjourned: 8:41 a.m.

cc: Mayor Pro Tem Steven Vargas
Council Member Christine Marick
Council Member Glenn Parker

City of Brea

FINANCE COMMITTEE COMMUNICATION

TO: Finance Committee Members

FROM: Bill Gallardo

DATE: 08/11/2020

SUBJECT: Professional Services Agreement with AP Triton Consulting, LLC to Assist Brea and Fullerton Fire Departments with an Emergency Medical Services System Valuation Study and Recruitment of Emergency Ambulance Transport Service and Billing Subcontractors

RECOMMENDATION

1. Accept the proposal and authorize the City Manager to execute an agreement with AP Triton Consulting, LLC (AP Triton) to assist the Brea and Fullerton Fire Departments with an Emergency Medical Services system valuation study, and recruitment of an emergency ambulance transport services subcontractor, as well as a billing subcontractor in an amount not-to-exceed \$131,000, plus change orders up to 10% of the contract price (\$13,100) for a total not-to-exceed amount of \$144,100; and,
2. Authorize the City Manager to enter into an Agreement with the City of Fullerton to reimburse the City of Brea for 75% of all costs incurred; and,
3. Increase General Fund Estimated Revenues by \$131,825 and appropriate \$144,100 from General Fund Reserves for a net impact to the General Fund Reserves of \$12,275.

BACKGROUND/DISCUSSION

The City of Brea Fire Department currently utilizes Emergency Ambulance Services (EAS) to provide emergency ambulance transport services. Staff is currently exploring options for ways to maximize efficiencies, including cost recovery, by joint bidding out emergency ambulance transport services with the City of Fullerton Fire Department.

Brea and Fullerton Fire Departments contracted with AP Triton in 2016 to conduct an Emergency Medical Services (EMS) Study analyzing the cities' current practices and recommendations for a public/private partnership related to emergency ambulance transport services. AP Triton is a nationwide-emergency medical consulting firm specializing in maximizing revenues to states, counties, cities, and districts through their delivery of pre-hospital emergency medical services and have assisted with similar processes with other local cities such as Anaheim, Fountain Valley, and Fullerton, to name a few.

AP Triton's current proposal for services include three phases, 1) an EMS system valuation study for both Brea and Fullerton, 2) assist the two cities with a joint, public/private emergency ambulance transport services subcontractor Request for Proposal (RFP) and 3) assist the two cities with a joint EMS billing subcontractor RFP.

Brea and Fullerton Fire Departments will share the costs associated with the phases above based upon each city's transport volume, which equates to a 25/75 percent split as follows:

- 2019 EMS transports from Fullerton: 6,613 (75% share)
- 2019 EMS transports from Brea: 2,209 (25% share)

Below outlines the details of AP Triton's proposal.

Phase 1 - EMS System Valuation Study

- Review and update the cost/revenue analysis that was done in 2016 (including an assessment of the region's insured and non-insured payer mix categories relative to cities/counties with similar populations and demographics) for various delivery models.
- Recommend a path forward, compile data into a report for the two departments, and develop presentations for the departments, City Councils, citizens, etc.

Cost: \$36,000 (discounted to take into account the previous work that was done in 2016)

Phase 2 - Ambulance Services Subcontractor RFP

- Develop and assist with the issuance of an RFP to solicit private providers.
- Assist in reviewing the responses, development of scoring sheets for the interview process, establish a review/interview panel, and assist in developing a contract.

Cost: \$85,000

Phase 3 - Ambulance Billing Subcontractor RFP

- Develop and assist with the issuance of an RFP to solicit private providers.
- Assist in reviewing the responses, development of scoring sheets for the interview process, establish a review/interview panel, and assist in developing a contract.

Cost: \$10,000

The total cost of the services listed above is \$131,000. The costs listed above do not include travel which may be required. Any travel costs shall be pre-approved by Brea and Fullerton Fire Departments and invoiced separately at actual costs. Staff is recommending an amount not-to-exceed 10% of the total contract amount or \$13,100 be authorized for any travel costs approved or other contingencies for a total contract amount not-to-exceed \$144,100.

The total cost for Phase 1 of \$39,600 (\$36,000 plus a \$3,600 contingency) will be shared based on the 25/75 percent split between the City of Brea and City of Fullerton Fire Departments. Brea's portion of \$9,900 will be funded by the General Fund Reserves.

The total cost for Phases 2 and 3 of \$104,500 (\$95,000, plus \$9,500 contingency), will also be shared based on the 25/75 percent split between the City of Brea and City of Fullerton Fire Departments. Brea's portion of \$26,125 will be funded by the General Fund Reserves. However, it is important to note that it is anticipated that the contract costs associated with these two phases (exclusive of any travel or other out-of-pocket costs) of \$23,750 will be reimbursed from the successful bidder(s) and deposited back into the General Fund Reserve for a net impact of \$2,375.

SUMMARY/FISCAL IMPACT

It is recommended that Brea take the lead on the project and enter into an agreement with AP Triton for an Emergency Medical Services System Valuation Study and recruitment of an emergency ambulance transport service and billing subcontractors for contract amount of \$131,000, plus up to 10% of the contract amount for travel or other costs for a total not-to-exceed amount of \$144,100.

Fullerton's share of the cost is \$98,250, plus up to \$9,825 for a total of \$108,075 which will be reimbursed to Brea. Additionally, it is anticipated that Brea would be reimbursed for the cost of services for Phases 2 and 3 from the successful bidder(s) in the RFP processes. As such Brea would receive an additional reimbursement of \$23,750 from the successful bidder(s) for its share of the RFP process cost, for a total reimbursement of \$131,825, resulting in a net General Fund Impact to Brea of \$12,275.

RESPECTFULLY SUBMITTED

William Gallardo, City Manager

Prepared by: Marie Dao, Management Analyst, Community Development Department

Concurrence: Adam Loeser, Fire Chief

Attachments

Proposal

PROPOSAL

*EMS System Valuation Study,
Ambulance Services Subcontractor RFP,
and Billing Subcontractor RFP
for
Brea and Fullerton Fire Departments*

by
AP Triton Consulting, LLC

July 13, 2020



AP TRITON
VISION • INNOVATION • SOLUTIONS

AP Triton Consulting, LLC
EMS System Valuation Study, Ambulance & Billing Subcontractor RFPs
Brea and Fullerton Fire Departments

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Brea and Fullerton Fire Departments

Section 1 – Description of Proposed Services

Phase I – System Valuation

1. Review the cost/revenue analysis that was done in 2016 for Brea Fire Department (including an assessment of the region's insured and non-insured payer mix categories relative to cities/counties with similar populations and demographics) for various service delivery models, including, but not limited to, the following options:
 - a. Brea and Fullerton Fire Departments providing ambulance transport by contracting through one or more private suppliers;
 - b. Partnership (shared services) between Brea and Fullerton Fire Departments and private and/or public ambulance provider(s)
 - c. Brea and Fullerton Fire Departments providing 100% of the ambulance transport.
2. Recommend a path forward, including timelines, to implement recommended service delivery model and assignments of Brea and Fullerton Fire Departments personnel for areas of responsibility.
3. Compile all data into a rough draft for submission to the Brea and Fullerton Fire Departments for review with AP Triton Consulting, after which a final report will be issued.
4. Present final report to the governing boards for Brea and Fullerton Fire Departments, if desired.
5. Develop up to three comprehensive PowerPoint presentations for use in educating and informing the various Brea and Fullerton Fire Departments' stakeholder groups of the ambulance transport delivery method most likely to meet the needs of the Department and the community. This will include an overview of all the options considered. Potential presentations include:
 - City Council - covering delivery method comparisons, cost, revenue, initial investment, impacts to stakeholders, long term program benefits, and the Affordable Care Act

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- Labor group(s) - focusing on pay, benefits, schedules, uniforms, chain of command, and interaction between Department employees and private employees
- Citizens – reviewing impacts to the taxpayer and incumbent workforce issues
- Other fire agencies, local EMS agency, and affected jurisdictions, as needed

Phase 2 – Ambulance Services Subcontractor RFP

1. AP Triton shall develop a draft request for proposal which will be used for solicitation to private providers. We will then work with the City of Brea's and Fullerton's Purchasing and Legal departments to create a final RFP for ambulance services.
2. AP Triton will assist the City / Fire Department staffs in the issuance of the RFP and serve as the single point of contact for any technical questions that the potential respondents may have. Any legal and/or purchasing questions shall be referred to those departments within the City of Brea and the City of Fullerton.
3. AP Triton shall assist the Brea and Fullerton City / Fire Department staffs in reviewing the responses to ensure all meet the minimum qualifications required by the RFP.
4. AP Triton shall assist the Brea and Fullerton Fire Departments in the design and development of scoring sheets to be utilized in the interview process. We shall also assist in designing and developing an appropriate appeals process in accordance with Brea's and Fullerton's policies and procedures.
5. AP Triton will assist the City / Fire Department staffs in establishing a review/interview panel to evaluate those respondents who meet the minimum qualifications.
6. AP Triton shall serve as consultants and facilitators of the actual interview process.
7. After the first round of interviews is completed, if needed, AP Triton will assist in drafting clarifying, follow-up questions that shall be disbursed to all respondents. Upon receipt of their written responses to the questions within the established timeline, all respondents will be invited back for a second round of interviews to ensure and objective selection.

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8. Once the successful respondent has been selected and notified, AP Triton shall assist the City / Fire Department staffs in developing a contract with the successful sub-contractor for the provision of ambulance services. The successful negotiation of said sub-contractor will have to be reviewed and meet the approval of the City of Brea's and the City of Fullerton's legal departments.

Phase 3 – Ambulance Billing Subcontractor RFP

1. AP Triton shall develop a draft request for proposal which will be used for solicitation to private providers and work with the City of Brea's and City of Fullerton's Purchasing and Legal departments to create a final RFP for ambulance billing services.
2. AP Triton will assist the Brea and Fullerton Fire Departments in the issuance of the RFP and serve as the single point of contact for any technical questions that the potential respondents may have. Any legal and/or purchasing questions shall be referred to the appropriate departments within the City of Brea/Brea Fire Department and City of Fullerton/Fullerton Fire Department
3. AP Triton shall assist the City / Fire Department staffs in the review of responses to ensure all meet the minimum qualifications required by the RFP.
4. AP Triton shall assist the City / Fire Department staffs in the design and development of scoring sheets to be utilized in the interview process. We shall also assist in designing and developing an appropriate appeals process in accordance with Brea's and Fullerton's policies and procedures.
5. AP Triton shall assist the City / Fire Department staffs in establishing a review / interview panel to evaluate those respondents who meet the minimum qualifications.
6. AP Triton shall serve as consultants and facilitators of the actual interview process.
7. If needed, after the first round of interviews is completed, AP Triton will assist in drafting clarifying, follow-up questions that shall be disbursed to all respondents. Upon receipt of their written responses to the questions within the established timeline, all respondents will be invited back for a second round of interviews to ensure and objective selection.

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8. Once the successful respondent has been selected and notified, AP Triton shall assist the City / Fire Department staffs in developing a contract with the successful sub-contractor for the provision of billing services. The successful negotiation of said sub-contractor will have to be reviewed and meet the approval of the City / Fire Departments' Legal Departments.

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Section 2 – Implementation Plan and Schedule

Work Plan

AP Triton will begin by meeting with Brea and Fullerton Fire Departments' teams to review the study's scope and ensure that the proposed Work Plan and project schedule are mutually agreeable. Throughout the duration of the project, AP Triton will monitor progress and the timely completion of tasks, including providing monthly status reports and oral communications.

AP Triton practices the rule of transparency with all clients. Brea and Fullerton Fire Departments' project manager(s) will hear from AP Triton in a timely manner via phone and/or email to ensure there are no surprises or unanswered questions.

Project Schedule

AP Triton is prepared to start the project at time of contract award and has no commitments or potential commitments which may impact our ability to perform this Agreement.

Compliance with the agreed-upon timelines will be dependent upon the ability of Brea and Fullerton Fire Departments and applicable parties to provide all information and data required in a timely manner.

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Section 3 – AP Triton Consulting, LLC Project Team



Kurt P. Henke, Principal

Kurt P. Henke has over thirty-four years of experience in the fire service. He has held the ranks of Firefighter through Fire Chief. Prior to becoming the Fire Chief of the state's seventh largest fire department, Kurt served as Union President of one the state's largest labor groups, serving multiple Cities and Districts. In addition, he was the Chairman of the California Metropolitan Fire Chiefs, was an Executive Board member of the California Fire Chiefs Association from 2011 through 2014, and was named the 2013 California Fire Chief of the Year.

After becoming Fire Chief, Kurt expanded the first responder paramedic and ALS services of his department, all while experiencing one of the worst economic down turns in recent history. He expanded the department's ambulance program into a revenue generating enterprise, bridging several financial shortfalls and making it the third largest fire-based ambulance system in California. Kurt identified, developed, and initiated State legislation to facilitate cost recovery for Ground Emergency Medical Transport (GEMT), which has generated hundreds of millions of dollars statewide to the California Fire Service ambulance providers. During his tenure, Kurt is also known for re-constituting relationships between all levels of governance and the private sector. These reciprocal, trust-based relationships increased collaborative opportunities locally and regionally for the District and statewide for the Fire Service as a whole. Upon his retirement from the Fire Service in October 2014, he formed AP Triton Consulting, LLC, with his business partner, Scott Clough. AP Triton Consulting, LLC is a nation-wide emergency medical services consulting firm which specializes in maximizing revenue to states, counties, cities, and districts through their delivery of pre-hospital emergency medical services.

Kurt is currently the case manager for the anti-trust litigation filed by the California Fire Chiefs Association which endeavors to protect public sector (201) ambulance providers in the state of California.

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Scott A. Clough, Principal

A thirty-three year member of California's fire service, Scott started his career as a hand crew member in southern California and worked his way through the ranks. He has held the ranks of Firefighter/ Paramedic, Captain, Battalion Chief, and Chief of EMS. His last position held was that of Assistant Chief assigned to the Office of the Fire Chief with one of the largest fire departments in California.

Scott is most noted for his work in creating California's GEMT program, where he currently functions as the Public Sector Program Manager. While working as the Chief of EMS for his agency, he restructured his department's ambulance and EMS delivery system from the fire service norm of "breakeven at best" to one of revenue generation that put his department on par with the best private ambulance systems in the country, helping to establish it as the third largest fire-based ambulance system in California. His "run it like a business" strategy for EMS has earned him recognition by the California State Firefighters Association (CSFA) and California Fire Chiefs Association. Scott serves as the EMS Chair for CSFA and as an EMS advisor to California Fire Chiefs Association, California Metro Chiefs, and the League of California Cities. Scott has been a noted speaker to the California Ambulance Association, Nevada Fire Chiefs, Utah Fire Chiefs, California Fire & EMS Disaster (CFED) Conference, League of Cities, and the Fire District Association of California, and has written articles on EMS and cost recovery for several publications.

Upon retirement from the fire service, he formed AP Triton Consulting, LLC with his business partner, Kurt Henke. AP Triton Consulting, LLC is a nation-wide emergency medical services consulting firm which specializes in maximizing revenue to states, counties, cities, and districts through their delivery of pre-hospital emergency medical services. Scott is the lead negotiator for the California Fire Chiefs Association in expanding the current GEMT program. Currently Scott is involved in establishing the same programs in Oregon, Washington, Missouri, Kansas, Nebraska, and Alaska. He is considered the premiere expert in these reimbursement programs.

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Section 4 – Relevant Project Experiences

The following is a sampling of the projects that AP Triton Consulting has worked on.

Contra Costa County Fire Protection District - Ambulance Service Feasibility Study

AP Triton conducted a fire-based Ambulance Feasibility Study for the Contra Costa County Fire Protection District (population over 1 million). The study foundation was developed by determining what the current and past insured and uninsured payer mixes were. These payer mixes were all inclusive which, together with other demographic information, allowed AP Triton to determine the maximum value of the system. The study then analyzed the Federal Reimbursement programs available and provided estimates for both GEMT (Ground Emergency Medical Transport) and IGT (Intergovernmental Transfer) programs. Several options were proposed for consideration by the Fire District, and the Public-Private Partnership (contractor/subcontractor) option was chosen. AP Triton then provided services to select the private (subcontractor) partner and managed the response to the County-wide RFP for Ambulance service. Contra Costa County Fire was awarded the contract for ambulance service through a competitive bid process. They have increased their response time compliance from a level of 89-90% under the former provider to an average of 96% across all response zones. Further, their ambulance transport system, which was historically under questionable sustainability, now turns a \$10 million profit annually and has amassed a reserve of \$19 million. AP Triton Consulting is currently on a maintenance and system retainer agreement through March 2021 to assist the Contra Costa County Fire Department in operating its ambulance transport system.

Alameda County Fire Protection District - Ambulance Service Feasibility Study

AP Triton conducted a fire-based Ambulance Feasibility Study for the Alameda County Fire Protection District (population over 1.5 million). After considering the options provided, an RFP was developed to recruit a private sector contractor.

City of Anaheim Fire and Rescue - Ambulance Subcontracting Feasibility Study and Ambulance Subcontract RFP Process

AP Triton conducted a fire-based Ambulance Subcontracting Feasibility Study for the City of Anaheim Fire and Rescue (population: 352,500). This included a comprehensive analysis of the value of the City of Anaheim's ambulance service area. A subcontracting ambulance model was developed, inclusive of all subcontractor estimates, billing costs, and overhead recommendations. Working with the City of Anaheim's Purchasing and Legal Departments, a Request for Proposal (RFP) was created for ambulance billing services. AP Triton assisted the City with the issuance of the RFP, served as the single point of contact for technical questions that the respondents had, and assisted City staff in the review of responses to ensure that all met the minimum qualifications required by the RFP. In addition, AP Triton assisted the City of Anaheim in the design of scoring sheets, established a review/interview panel, and served as consultants and facilitators of the interview process. Once the successful respondent was selected, AP Triton assisted the City of Anaheim in developing a contract that was then reviewed and approved by the City of Anaheim's legal department.

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City of Costa Mesa Fire Department - Ambulance Service Feasibility Study

AP Triton conducted a fire-based Ambulance Feasibility Study for the City of Costa Mesa Fire Department (population 112,000). The study foundation was developed by determining what the current and past insured and uninsured payer mixes were. These payer mixes were all inclusive which, together with other demographic information, allowed us to determine the maximum value of the system. The study then analyzed the Federal Reimbursement programs available and provided estimates for both GEMT and IGT programs. This study provided several options for the Department to consider; the Public-Private Partnership (contractor/subcontractor) model was chosen. AP Triton then assisted in the successful negotiations with the chosen private (subcontractor) partner.

San Bernardino County Fire Protection District - EMS Valuation / Assessment Study

AP Triton Consulting conducted an assessment of the financial structure of the San Bernardino County ambulance system to determine which areas could be subject to competitive bid, the value of the system, the resources needed to provide services to those areas, the cost to implement those services, the time needed to secure equipment, the continued operating costs, and the ability to provide additional services to enhance system delivery.

California Fire Chiefs Association

On behalf of the California Fire Chiefs Association, AP Triton serves as Project Manager for legal issues, such as 201 rights, anti-trust, and underground regulations, and as Lead Negotiator on all GEMT and IGT programs with the State of California Health and Human Services and Centers for Medicare and Medicaid Services (CMS).

AP Triton Consulting, LLC
EMS System Valuation Study, Ambulance & Billing Subcontractor RFPs
Brea and Fullerton Fire Departments

Client List

AP Triton Consulting, LLC has had the privilege to work with:

- *Aberdeen Fire Department (Washington)*
- City of Alameda Fire Department
- Alameda County Fire Protection District
- *Alaska Fire Chiefs Association*
- Albany Fire Department
- Anaheim Fire and Rescue
- Benecia Fire Department
- Berkeley Fire Department
- *Bethel Fire Department (Alaska)*
- *Big Indie Bliss, Inc. (New York)*
- Bodega Bay Fire Department
- Brea Fire Department
- California Fire Chiefs Association
- California Metro Chiefs Association
- Carlsbad Fire Department
- *Carroll County Ambulance District (Missouri)*
- *Central Jackson County Fire Protection District (Missouri)*
- *Central Pierce Fire Protection (Washington)*
- *Chariton County Ambulance District (Missouri)*
- Chico Fire Department
- Chula Vista Fire Department
- *Central Kitsap Fire and Rescue (Washington)*
- Citygate Associates
- City of Colton/Loma Linda Fire Department
- Contra Costa County Fire Protection District
- City of Costa Mesa Fire Department
- Cosumnes Fire Department
- *Cowlitz 2 Fire and Rescue (Washington)*
- *Davidson Kempner Capital Management*
- *DeKalb County Fire Rescue (Georgia)*
- City of Downey Fire Department
- Dixon Fire Department
- *Douglas Okanogan County Fire Department #15 (Washington)*
- El Dorado Hills Fire Department
- Englander, Knabe, and Allen
- EPIC Entertainment (Uccont1, LLC)
- Exeter District Ambulance
- *Eugene / Springfield Fire Department (Oregon)*
- *Eureka Fire Protection District (Missouri)*
- Fairfield Fire Department

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- *Fort Myers Fire Department (Florida)*
- *Fountain Valley Fire Department*
- *City of Fresno Fire Department*
- *Fullerton Fire Department*
- *Gig Harbor Fire / Pierce County Fire Department #5 (Washington)*
- *Grand River Regional Ambulance District (Missouri)*
- *Gray's Harbor Fire District #4 / Lake Quinault Volunteer Fire Department (Washington)*
- *Gray's Harbor Fire District #5 (Washington)*
- *Hawaii Fire Chiefs Association*
- *Hermosa Beach Fire Department*
- *Huntington Beach Fire Department*
- *Idaho Fire Chiefs Association*
- *International Association of Fire Chiefs*
- *Iowa Fire Chiefs Association*
- *Kansas Fire Chiefs Association*
- *Kennewick Fire and Ambulance (Washington)*
- *Kern County Fire Department*
- *Laguna Beach Fire Department*
- *Lake Ozark Fire Protection District (Missouri)*
- *League of California Cities*
- *City of Lincoln Fire and Rescue Department (Nebraska)*
- *Linn County Ambulance District (Missouri)*
- *Lompoc Fire Department*
- *City of Long Beach Fire Department*
- *Los Angeles County Fire Department*
- *Manhattan Beach Fire Department*
- *Matrix Consulting Group*
- *City of Milwaukee Fire Department (Wisconsin)*
- *Missouri Association of Fire Chiefs*
- *Montecito Fire Protection District*
- *NBS Government Finance Group*
- *National City Fire Department*
- *Nebraska Fire Chiefs Association*
- *North Bend Fire Department (Oregon)*
- *North Kansas City Fire Department (Missouri)*
- *Ocean Shores Fire Department (Washington)*
- *Ontario Fire Department*
- *Oregon Fire Chiefs Association*
- *Orange County Fire Authority*
- *Orting Valley Fire Protection District (Washington)*
- *Oxnard Fire Department*
- *Pasco Fire Department (Washington)*
- *Pendleton Fire Department (Oregon)*
- *Piedmont Fire Department*

AP Triton Consulting, LLC
EMS System Valuation Study, Ambulance & Billing Subcontractor RFPs
Brea and Fullerton Fire Departments

- *Pleasant Hill Fire Protection District (Missouri)*
- Public Agency Risk Sharing Authority of California (PARSAC)
- Russian River IAFF Local 3051
- Sacramento Metropolitan Fire Protection District
- City of Salinas Fire Department
- San Bernardino County Fire Department
- San Diego County Fire Chiefs Association
- San Diego Fire Department
- City of San Jose Fire Department
- San Ramon Valley Fire Protection District
- Santa Barbara County Fire Chiefs Association
- City of Santa Cruz Fire Department
- Santa Cruz County Fire Chiefs Association
- City of Santa Monica Fire Department
- *Skagit County Department of Emergency Medical Services (Washington)*
- Solano County Fire Chiefs Association
- Sonoma County Fire Chiefs Association
- Sonoma County Fire District
- Sonoma Valley Fire Department
- Stockton Fire Department
- *City of Sunnyside Fire Department (Washington)*
- *Tacoma Fire Department (Washington)*
- *Tualatin Valley Fire and Rescue (Oregon)*
- Ukiah Valley Fire Authority
- *Umatilla Fire Department (Oregon)*
- *Utah Fire Chiefs Association*
- Vacaville Fire Department
- Valley Center Fire Protection District
- Ventura County Fire Department
- *Washington Fire Chiefs Association*
- Watsonville Fire Department

AP Triton Consulting, LLC
EMS System Valuation Study, Ambulance & Billing Subcontractor RFPs
Brea and Fullerton Fire Departments

Section 5 – Cost Proposal

Phase 1 – System Valuation

Brea and Fullerton Fire Departments will be invoiced \$36,000 in three installments*

- \$15,000 due upon award of contract
- \$15,000 due upon delivery of draft report
- \$ 6,000 due upon delivery of final report

*cost proposed for this phase is discounted to take into account the previous work that was done for Brea and Fullerton Fire Departments.

Phase 2 – Ambulance Subcontractor RFP

Brea and Fullerton Fire Departments will be invoiced \$85,000 in 2 installments

- \$ 42,500 due upon initiation of RFP process
- \$ 42,500 due upon completion of RFP response

Phase 3 – Ambulance Billing Subcontractor RFP

Brea and Fullerton Fire Departments will be invoiced \$10,000 in 2 installments

- \$ 5,000 due upon initiation of RFP process
- \$ 5,000 due upon completion of RFP response

All costs except those in Phase 1 will be placed as reimbursable to Brea and Fullerton Fire Departments from the successful bidder(s) in the RFP processes.

The above costs do not include travel. Travel shall be pre-approved by Brea and Fullerton Fire Departments and expenses (airfare, hotel, ground transportation, etc.) shall be invoiced separately at actual costs. Mileage will be billed at the current IRS reimbursement rate.

Any additional costs (i.e., legal counsel, GIS services, graphic design, printing) shall be borne by Brea and Fullerton Fire Departments.

The cost of any changes to this proposal will be priced individually, and agreed to in writing by both parties, before additional work is performed.

This proposal is good for a period of up to thirty days from the date of the proposal.

City of Brea

FINANCE COMMITTEE COMMUNICATION

TO: Finance Committee Members

FROM: Bill Gallardo

DATE: 08/11/2020

SUBJECT: Annual Vehicle and Equipment Purchase Plan for Fiscal Year 2020-21

RECOMMENDATION

Authorize the Purchasing Agent to issue purchase orders in an amount not-to-exceed \$375,000 for various City vehicles and equipment as described in the Annual Vehicle Replacement Plan for Fiscal Year 2020-21.

BACKGROUND/DISCUSSION

Each fiscal year, the vehicles used by various City departments are assessed to determine whether it is best to continue maintenance, retire, replace, or add new units. The determining factors include excessive mileage, unit hours, age and normal life expectancy, maintenance costs and history, and safety and environmental impacts. The attached equipment list indicates the replacements that were approved in the new fiscal year budget. This list provides the equipment descriptions, quantities, estimated costs, and departments where they will be assigned. The Purchasing Division will solicit bids for the listed equipment per the formal bidding requirements of the Brea Municipal Code, or utilize competitively bid national cooperative agreements or piggyback contracts, whichever provides the best available pricing and is in the best interests of the City.

Staff requests that Council authorize the Purchasing Agent to issue purchase orders immediately after completing the best available pricing analysis, without the need to return to City Council for approval of the individual awards, in order to ensure the needed equipment is replaced in a timely fashion and without interruption in service; to meet manufacturer production cutoff dates; to take advantage of incentives and discounts; and to expedite the purchase of these items. Should any of the listed equipment be limited to a single source, the Purchasing Agent will verify and document the reasons for the sole source procurement prior to award.

To help facilitate operational and budgetary requirements, staff requests that Council authorize the Fleet Supervisor and Purchasing Agent to make changes in the type and quantity of the listed equipment, subject to budget appropriations and the not-to-exceed amount requested.

SUMMARY/FISCAL IMPACT

The City Council adopted Fiscal Year 2020-21 Budget and has sufficient funding available for the requested not-to exceed amount for these purchases in the Public Works Department, Equipment Maintenance Division, expenditure account: Mobile Equipment (480-51-5161-4641).

RESPECTFULLY SUBMITTED

William Gallardo, City Manager

Prepared by: Alex Escobar, Fleet Supervisor

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

Attachments

Vehicle & Equipment Replacement Schedule

VEHICLE & EQUIPMENT REPLACEMENT SCHEDULE

Fiscal Year 2020-21

<i>Item #</i>	<i>Dept</i>	<i>Division</i>	<i>Description</i>	<i>Unit #</i>	<i>Vehicle</i>	<i>Accessories</i>	<i>Total</i>
1	Police	Traffic	3/4 Ton Pickup	25001	\$ 50,000	\$ 15,000	\$ 65,000
2	Police	Detective	SUV/Sedan	1501	\$ 32,000	\$ 10,000	\$ 42,000
3	Police	Detective	SUV/Sedan	1515	\$ 32,000	\$ 10,000	\$ 42,000
4	Police	K9	UV Interceptor	1220	\$ 40,000	\$ 20,000	\$ 60,000
5	Police	Patrol	UV Interceptor	1528	\$ 37,000	\$ 15,000	\$ 52,000
<i>Item #</i>	<i>Dept</i>	<i>Division</i>	<i>Description</i>	<i>Unit #</i>	<i>Vehicle</i>	<i>Accessories</i>	<i>Total</i>
6	Public Works	Water	1/2 Ton Pickup	24002	\$ 26,000	\$ 4,000	\$ 30,000
7	Public Works	Streets	1/2 Ton Pickup	1008	\$ 26,000	\$ 4,000	\$ 30,000
			480-5161-4641		\$ 243,000	\$ 78,000	\$ 321,000

After Market accessories are for required equipment to properly outfit the vehicles being purchased. Some items are reused from existing equipment and some are newly purchased equipment. The final outfitting may occur a few months after the new vehicles arrive due to acquisition of new parts and scheduling retirement of existing vehicles.

City of Brea

FINANCE COMMITTEE COMMUNICATION

TO: Finance Committee Members

FROM: Bill Gallardo

DATE: 08/11/2020

SUBJECT: Reimbursement Agreement with Western Golf Properties (WGP) for Brea Creek Golf and Birch Hills Golf Courses

RECOMMENDATION

Approve reimbursement agreement with Western Golf Properties.

BACKGROUND/DISCUSSION

In September 2019, the City Council awarded a contract to WGP to manage the Brea Creek Golf Course (BCGC) on an interim basis until a permanent operator could be identified through a Request for Proposal (RFP) process. In early 2020, the City and Imperial Golf mutually agreed to terminate the contract for maintenance and operations of Birch Hills Golf Course (BHGC). Since the permanent contract for BCGC had not been awarded, City Council directed staff to modify the RFP to include selection of a permanent operator to manage both courses. In the interim, WGP was awarded a contract to also manage BHGC, effective July 2020. A revised RFP for permanent management and operations of both courses will be issued in the coming months.

BCGC closed mid-March 2020 as a result of the required closure of non-essential businesses due to COVID-19. WGP was successful in receiving payroll assistance through the Federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act) prior to the course reopening in late April. The payroll assistance allowed WGP to give the City a credit on the monthly management cost and provided an opportunity to make improvements at the course. As part of this partnership, WGP would use additional labor from WGP's other properties/businesses not currently allowed to open while the City provided the supplies for the projects. The projects included painting the interior and exterior of the clubhouse and deck, adding a new drop ceiling, installing new carpet in the clubhouse, trimming palm trees, installing new windows at clubhouse and adding screening around the maintenance building. The City-provided supplies for the projects totaled \$31,200.

Other interior improvements to the BCGC clubhouse included new restaurant equipment, an electronic menu board, tables, chairs, cabinets and countertops. WGP completed these improvements in good faith since they did not use any CARES funding and were entirely funded by WGP. The cost of these materials and equipment was \$49,970.

At BHGC, Imperial Golf removed most of their equipment and materials before leaving the property that included, but was not limited to, patio furniture, kitchen equipment and clubhouse fixtures. WGP is in the process of replacing these items at their cost to make the

golf course fully functional. These costs are estimated at approximately \$100,000 and will be verified by actual receipts.

The RFP will require the permanent operator to cover the estimated \$150,000 in expenses for both courses not covered by CARES funding. The reimbursement agreement will allow WGP to be reimbursed for these expenses in the event they are not awarded the permanent operator contract. Since the selected operator will be required to pay for these expenses, there will be no net cost to the City.

SUMMARY/FISCAL IMPACT

The City will reimburse Western Golf Properties for expenses incurred at Brea Creek and Birch Hills Golf courses if WGP is not awarded the permanent operator contract for both courses. Any reimbursement will be recouped through the permanent operator RFP.

RESPECTFULLY SUBMITTED

William Gallardo, City Manager

Prepared by: Bill Bowlus, Public Works Superintendent

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

Attachments

Reimbursement Agreement

REIMBURSEMENT AGREEMENT

This Reimbursement Agreement ("Agreement") is dated August 18, 2020 for reference purposes and is executed by the City of Brea, a California municipal corporation ("City"), and Western Golf Properties, LLC, a California limited liability company ("Western").

A. Recitals.

(i) City has contracted with Western for short-term golf course management services at the Birch Hills golf course and Brea Creek golf course.

(ii) Western has proposed to construct and install certain improvements at the Brea Creek golf course using funds received through the federal Coronavirus Aid, Relief, and Economic Security Act, as set forth in Exhibit "A" attached hereto and incorporated by reference herein ("Brea Creek Improvements"). The cost of the Brea Creek Improvements is estimated to be Forty-Nine Thousand, Nine-Hundred Seventy Dollars and Seventy-Eight Cents (\$49,970.78), not including labor.

(iii) Western has proposed to construct and install certain improvements at the Birch Hills golf course using funds also received through the federal Coronavirus Aid, Relief, and Economic Security Act, as set forth in Exhibit "B" attached hereto and incorporated by reference herein ("Birch Hills Improvements"). The cost of the Birch Hills Improvements is estimated to be One-Hundred Thousand Dollars (\$100,000), not including labor.

(iv) The City intends to issue a request for proposals ("RFP") for a single five-year golf course management services agreement ("Five-Year Contract") that covers the Brea Creek and Birch Hill golf courses, and Western intends to compete in such procurement.

(v) The parties are executing this Agreement to set forth terms and conditions under which Western may be reimbursed by the City for out-of-pocket expenditures to purchase equipment and materials for the Brea Creek Improvements and Birch Hills Improvements (collectively, "Improvements") in the event the City does not award Western the Five-Year Contract.

B. Agreement.

NOW, THEREFORE, the City and Western agree as follows:

1. Prior to July 31, 2020, Western will undertake and complete the Improvements. The Improvements generally include new tables and chairs, counter tops, restaurant equipment, and other items related to actual operation of the golf courses, all as more fully described in Exhibits A and B hereto.

2. Western will construct the Improvements pursuant to the concept plans shared with the City. Western's installation and construction of the Improvements shall be in accordance with all applicable laws. Western shall maintain complete records and receipts detailing its actual costs to purchase the equipment and materials required for the Improvements. The records shall be maintained for not less than four years and may be inspected at any time by the City during normal

business hours and upon not less than two business days' prior notice. Upon satisfactory completion, all of the Improvements shall become the sole property of the City.

3. Upon completion of the Improvements, Western shall provide evidence satisfactory to the City that all suppliers and contractors providing goods and/or services have been fully paid. Western shall indemnify, defend and pay reasonable attorneys' fees and costs, and hold the City, its elected officials, officers, employees, and agents free and harmless with respect to any and all claims, losses, and liabilities, including stop notices, arising out of or in connection with, the installation and/or construction of the Improvements by Western, its contractors, or anyone acting on Western's behalf, to the maximum extent permitted by law. If any of the work necessary to complete the Improvements constitutes a public work as defined under Labor Code Section 1720, et seq., then as to that work, Western will pay and cause all of its contractors to pay, prevailing wages, and the defense and indemnity provided in this Section 3 shall include the obligation to defend and indemnify the City for claims related to any failure to pay prevailing wages.

4. At no time will the cost of labor to install and construct the Improvements be paid for, in whole or in part, or directly or indirectly (i) with public funds of any kind; or (ii) through the conveyance of any public benefit; or (iii) by way of the City's forbearance or waiver of any debt or payment of any fee owed by Western to the City.

5. The parties acknowledge that this Agreement does not limit the City's discretion with respect to the RFP or the award of the Five-Year Contract. Nothing in this Agreement shall be construed as creating any preference for, or entitlement of, Western to be awarded the Five-Year Contract. Western hereby releases, in advance, the City and the City's elected officials, officers, employees and agents, from any and all claims and liabilities, to the maximum extent permitted by law, arising out of any failure or refusal of the City to award Western the Five-Year Contract.

6. In the event Western has satisfactorily completed the Improvements and is not awarded the Five-Year Contract, then the City shall reimburse Western for the actual cost of the equipment and materials used in the installation and construction of the Improvements, up to the not-to-exceed amounts specified in Exhibits A and B. Under no circumstances will such reimbursement include the cost of any labor incurred by Western in connection with the installation and construction of the Improvements. Any reimbursement amount otherwise payable to Western pursuant to this Agreement, shall be offset by any outstanding claims or amounts payable by Western to the City at the time the required reimbursement is to be made. Payment shall be delivered within 60 days of the award of the Five-Year Contract.

7. If the City awards the Five-Year Contract to Western, then Western shall not be entitled to any reimbursement for the Improvements.

8. If the City does not award Western the Five-Year Contract, then this Agreement shall expire upon the City's delivery of the reimbursement payment specified in Section 6 above. If the City awards Western the Five-Year Contract, then this Agreement shall expire upon execution of the Five-Year Contract.

9. This Agreement constitutes the entire Agreement between City and Western with respect to reimbursement for the Improvements. No representation or promise not expressly set forth herein, shall be binding or have any force or effect.

10. Any notices permitted or authorized herein shall be personally delivered or sent by certified mail, to the addresses set forth below:

City of Brea
1 Civic Center Circle
Brea, California 92821
Attention: City Manager

Western Golf Properties, LLC
1 Spectrum Pointe Drive, Suite 310
Lake Forest, California 92630
Attention: Bobby Heath

11. The provisions of this Agreement shall be construed under the laws of the State of California. Venue for any legal action arising out of this Agreement shall be the Superior Court of the County of Orange, California, or the United States District Court, Central District.

12. Each of the undersigned hereby represents that he or she has authority to execute this Agreement and to bind his or her respective party.

In recognition of the obligations set forth in this Agreement, the parties have executed this Agreement as of the date first set forth above.

City of Brea

Western Golf Properties, LLC

By: _____

By:  _____

By:  _____

EXHIBIT A - BREA CREEK IMPROVEMENTS

Tables and Chairs:	\$ 7,500.00
Digital Menu Board:	\$ 600.00
Restaurant Equipment:	\$26,670.78
Cabinets/Countertops:	\$15,200.00

Note: All amounts are “not-to-exceed”

EXHIBIT B- BIRCH HILLS IMPROVEMENTS

Note: All amounts are “not-to-exceed”

City of Brea

FINANCE COMMITTEE COMMUNICATION

TO: Finance Committee Members

FROM: Bill Gallardo

DATE: 08/11/2020

SUBJECT: Amendment No. 1 with PeopleSpace for Civic & Cultural Center 3rd Floor Redesign and Furniture Purchase (CIP 7955)

RECOMMENDATION

1. Approve Amendment No. 1 with PeopleSpace in the amount not-to-exceed \$123,271 resulting in a total contract amount not-to-exceed \$505,623; and
2. Authorize City Engineer to approve change orders up to 5% of the not-to-exceed amount.

BACKGROUND/DISCUSSION

On July 16, 2019, the City Council authorized a contract in the amount of \$347,606 with PeopleSpace to commence the Civic Center 3rd Floor Redesign Project. This project has been an organizational goal for many years to accomplish the following:

1. Bring current office furniture up to date to improve both safety and the ability to reconfigure space as time goes on;
2. Design and build offices for mid-level managers currently in cubicles original to the building, in order to facilitate discretion and supervisory conversations; and
3. Bring individuals within the same department - who were, in some cases, working on separate floors - closer together for the sake of increased efficiency, collaboration, and innovation.

With the original contract, staff was able to accomplish two of the three goals by purchasing and installing all new workstations across the entire 3rd floor of the Civic Center. While all of the furniture was intended to be purchased at one time, many design decisions, aside from the workstations, hadn't yet been decided and a product price increase was set to take place in February 2020. Staff proceeded with purchasing the workstations in January 2020 to lock into the lower product price, using the City Council authorized 10% contingency to maximize the amount of product purchased at these rates. Exhibit A contains photos depicting the new look established throughout the 3rd floor.

To continue this project, on June 16, 2020, City Council authorized a contract in the amount of \$180,805 with PeopleSpace for the purchase and installation of demountable walls for the manager offices, two small meeting rooms, and a dedicated "mother's room." For reference, Exhibit B contains photos of existing manager offices.

Staff is now seeking City Council approval to amend the original contract to purchase remaining furniture, which will fulfill the scope of work this project set out to accomplish. Staff is also requesting an additional 5% contingency should any quantities change between the

time of amendment approval and product ordering. Included on this order are the following:

- Furniture for the offices being built, consistent with the new look established by the installation of new 3rd floor workstations;
- New panels to replace 40-year old panels to enclose Police Administration's small break area, as they lack a full-functioning kitchen in their now enclosed office area;
- Conference and small meeting room tables to furnish meeting rooms being created as a result of the redesign;
- Collaborative storage tables which will support some departments' needs for additional storage, as well as serve as a location for staff to collaboratively discuss work projects;
- Two additional small storage cabinets for two departments;
- Functional workstation accessories, which staff had the opportunity to select from a list of universally corresponding components to offer a small customization to their workspace;
- Remaining desk chairs required for staff in new workstations;
- Name plaques to replace the old style and more closely match and adhere to the new design; and
- Material to modify one workstation panel in order to better accommodate technical equipment in one department.

With the completion of this order, staff is confident that the total project will be wrapped up this calendar year and will remain in budget.

SUMMARY/FISCAL IMPACT

There are sufficient funds budgeted, totaling \$835,000, in CIP Project No. 7955 to fund the proposed scope of services.

RESPECTFULLY SUBMITTED

William Gallardo, City Manager

Prepared by: Jenn Colacion, Management Analyst and Melissa Davis, Management Analyst

Concurrence: Chris Emeterio, Assistant City Manager, Cindy Russell, Administrative Services Director, and Tony Olmos, Public Works Director

Attachments

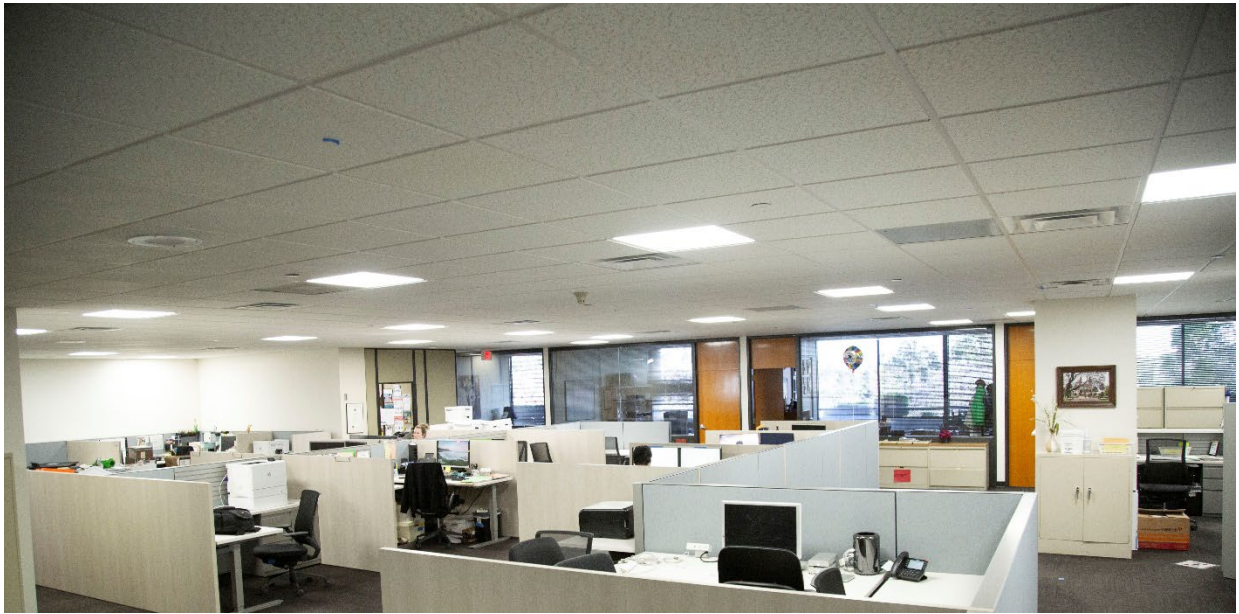
Exhibit A

Exhibit B

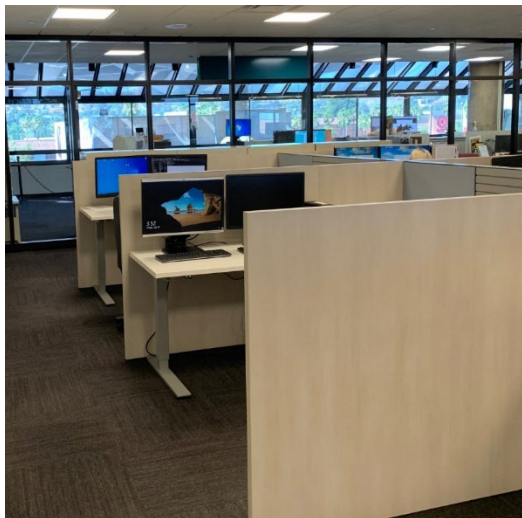
Amendment

Quote

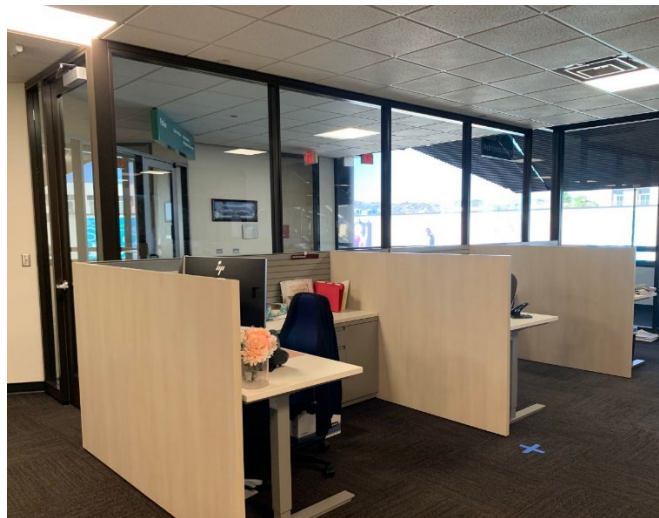
3rd Floor Redesign & Furniture Purchase
EXHIBIT A – New 3rd Floor Established Look



Community Services and Management Services Department Areas



Engineering Division



HR Division

Existing cubicles for Mid-Level Managers in need of enclosed office spaces





AMENDMENT NO. 1
to the AGREEMENT for PROFESSIONAL SERVICES
with PeopleSpace.
for Design, Furnishing and Installation Services

THIS AMENDMENT ("Amendment") is effective on ***the date on which this Agreement is executed by the City of Brea, a California municipal corporation ("City"), and PeopleSpace ("CONTRACTOR").*** Contractor and City are sometimes referred to herein collectively as the "Parties" and singularly as "Party".

I. Recitals

- A. The Parties entered into an Agreement on ***July 18, 2019*** ("Agreement Date"), whereby CONTRACTOR agreed to ***provide Design, Furnishing and Installation Services for the Civic Center 3rd floor Remodel Project*** as set forth in Exhibit A ("Services") on City's behalf at the prices set forth in Exhibit A all according to the provisions and requirements as set forth in the ***Agreement*** all to CITY's reasonable satisfaction ("Agreement").

II. Amendment

The Parties agree to amend this Agreement as follows:

- A. ***Increase the not-to-exceed aggregate amount from \$347,606.00 to \$505,623, plus a 5% contingency.***
- B. That all other terms and conditions as set forth in the original Agreement shall remain in effect for the duration of this Agreement.

(SIGNATURES ON FOLLOWING PAGE)

IN WITNESS WHEREOF, The parties hereto have executed this Agreement on the date executed by City. The undersigned Parties represent and warrant that they are authorized to bind their principles to the terms of this agreement.

Contractor

Business Name: PeopleSpace

Taxpayer ID#: _____

only for Public Works projects

Contractor Lic.#: _____

DIR Reg#: _____

Business Type (Contractor select one) ☐ Individual/Sole Proprietor or single-member LLC;
☒ C Corporation; ☐ S Corporation; ☐ Partnership; ☐ Trust/estate;
☐ Limited Liability Company
☐ Other (specify) _____

Authorized Signatory _____

Title _____

Address, Suite# _____

City, State, Zip _____

Phone _____

Email _____

Signature(s):
(principal) _____

Date: | |

Signature(s):
(2nd Signature required if corp) _____

Date: | |

City of Brea

City of Brea, a California Municipal Corporation

Address: 1 Civic Center Circle

City, State, Zip: Brea California 92821

Printed Name: Marty Simonoff

Title: Mayor

Authorized Signature: _____

Date _____

Attestation (if total contract value exceeds \$25,000 or \$200,000 for Public Works projects)






Printed Name: Lillian Harris-Neal, MMC



Title: City Clerk

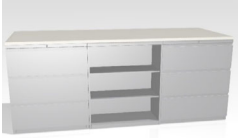
Authorized Signature: _____

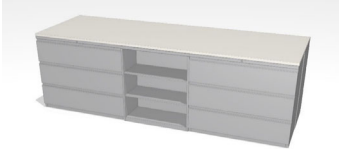
Date _____


Offices		Qty.	Unit	Ext. Price
	Haworth Adaptable 'U' Shape Office Dimensions, Laminate Worksurfaces + Metal Locking Storage Per Plan 6.22.20 Adjustable Height Bridge Top Only (base is existing onsite) Laminate: Grade B, Landmark Wood Laminate Paint: Champagne Metallic Fabric Tackboard: Grade B, Camp - Rain	4	\$ 3,450.00	\$ 13,800.00
	Haworth Adaptable 'L' Shape Office Dimensions, Laminate Worksurfaces + Metal Locking Storage Per Plan 6.22.20 Adjustable Height Bridge Top Only (base is existing onsite) Laminate: Grade B, Landmark Wood Laminate Paint: Champagne Metallic Mobile Ped Fabric: Grade A, Blanket - Bindle (Seating Fabric) Fabric Tackboard: Grade B, Camp - Rain (Vertical Fabric)	1	\$ 3,050.00	\$ 3,050.00
	Haworth 'L' Shape Office L' Shape Desk: Dimensions, Laminate Worksurfaces + Metal Locking Storage Per Plan 6.22.20 Seating + Occasional Tables TBD (2 - 4) Upholstered Side Chairs, TBD: Grade A, TBD (1) Coffee Table, TBD: Grade A Laminate, TBD (2) Side Table, TBD: Grade A Laminate, TBD (1) 2 Seat Sofa, TBD: Grade A, TBD	1	\$ 6,500.00	\$ 6,500.00
	Haworth 'Master Series' Round Meeting Table 30" Round, Disc Base, Laminate Top Laminate: Grade B, Landmark Wood Laminate Painted base: Metallic Champagne	5	\$ 580.00	\$ 2,900.00
	Haworth 'Maari' Sled Base Side Chair Upholstered Seat, Poly Back, Sled Base Poly Shell: Black Fabric Seat: Grade A, Blanket - Bindle Painted base: Metallic Silver	18	\$ 260.00	\$ 4,680.00
SUBTOTAL Offices			\$	30,930.00
PD Separation Panels		Qty.	Unit	Ext. Price
	Haworth 'Compose' Non-Powered Panels 66"H Compose Panels, Per Plan 6.22.20 Non-Powered, Fabric Monolithic Tiles to the Floor Fabric: Grade B, Camp - Rain Trim Paint: Metallic Champagne ** Includes 60"W (1) Laminate Worksurface and (2) Laminate End Supports for Stability ** Laminate: Chalk ** Edgeband: Chalk	1	\$ 2,560.00	\$ 2,560.00
SUBTOTAL PD Separation Panels			\$	2,560.00
Conference 1		Qty.	Unit	Ext. Price
	Haworth 'Planes' Conference Table 48"D x 96"W Pebble Shape w/ Double Sided 8 Port Power Insert Power Insert Includes: (2) Receptacles + (2) Data per Side (8 Total) Laminate: Landmark Wood Laminate Paint: Metallic Champagne Power Insert Finsh: Anodized Aluminum **Maari Conference Chairs not included - Existing conference chairs will be re-used**	1	\$ 2,170.00	\$ 2,170.00
SUBTOTAL Conference 1			\$	2,170.00


Conference 2		Qty.	Unit	Ext. Price
	Haworth 'Planes' Conference Table 48"D x 84"W Pebble Shape w/ Double Sided 8 Port Power Insert Power Insert Includes: (2) Receptacles + (2) Data per Side (8 Total) Laminate: Landmark Wood Laminate Paint: Metallic Champagne Power Insert Finish: Anodized Aluminum **Maari Conference Chairs not included - Existing conference chairs will be re-used**	1	\$ 2,005.00	\$ 2,005.00
	SUBTOTAL Conference 2			\$ 2,005.00
Huddle 1		Qty.	Unit	Ext. Price
	Haworth 'Compose' Table 48" Round Laminate Table Top w/ Disc Base Non powered **Maari Sled Base Chairs not included - Existing conference chairs will be re-used**	1	\$ 685.00	\$ 685.00
	SUBTOTAL Huddle 1			\$ 685.00
Huddle 2		Qty.	Unit	Ext. Price
	Haworth 'Compose' Table 36" Round Laminate Table Top w/ Disc Base Non powered **Maari Sled Base Chairs not included - Existing conference chairs will be re-used**	1	\$ 470.00	\$ 470.00
	SUBTOTAL Huddle 2			\$ 470.00
Storage 2		Qty.	Unit	Ext. Price
 <p>Both sides of Storage 2 are as shown</p>	Haworth 'X Series' Storage w/ Common Top + End Panel Common Top: 120"W x 37.5" D (2) 3H x 42"W Lateral Files (2) 3H x 42"W Storage Cabinets (1) 39.5"H End Panels (for Open Seating End) Laminate: Chalk Paint: Metallic Champagne	1	\$ 3,075.00	\$ 3,075.00
	Haworth 'Maari' Sled Base Stool Poly Seat, Poly Back, Sled Base Poly Shell: Black Painted base: Metallic Silver	2	\$ 295.00	\$ 590.00
SUBTOTAL Storage 2			\$	3,665.00
Collab 1		Qty.	Unit	Ext. Price
 <p>Both sides of Collab 1 are as shown</p>	Haworth 'X Series' Storage w/ Common Top + End Panel Common Top: 84"W x 37.5" D (2) 3H x 42"W Lateral Files (1) 39.5"H End Panels (for Open Seating End)	1	\$ 1,870.00	\$ 1,870.00
	Haworth 'Maari' Sled Base Stool Poly Seat, Poly Back, Sled Base Poly Shell: Black Painted base: Metallic Silver	2	\$ 295.00	\$ 590.00
SUBTOTAL Collab 1			\$	2,460.00


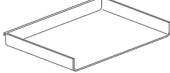
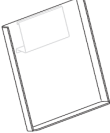


Collab 2		Qty.	Unit	Ext. Price
 <p>Side 1</p>  <p>Side 2</p>	Haworth 'X Series' Storage w/ Common Top Common Top: 72"W x 37.5"D Storage Side 1: (2) 3H x 36"W Storage Cabinets Storage Side 2: (2) 3H x 36"W Lateral Files Laminate: Chalk Paint: Metallic Champagne	1	\$ 2,480.00	\$ 2,480.00
	SUBTOTAL Collab 2			


Collab 3		Qty.	Unit	Ext. Price
 <p>Both sides of Collab 3 are as shown</p>	Haworth 'X Series' Storage w/ Common Top Common Top: 90"W x 37.5"D (4) 3H x 30"W Lateral Files (2) 3H x 30"W Open Bookcases Laminate: Chalk Paint: Metallic Champagne	1	\$ 3,070.00	\$ 3,070.00
	SUBTOTAL Collab 3			

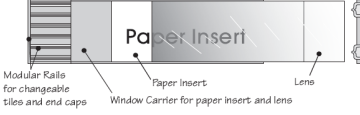
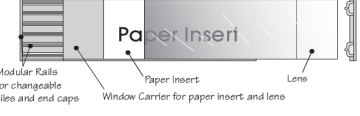
Collab 4		Qty.	Unit	Ext. Price
 <p>Both sides of Collab 4 are as shown</p>	Haworth 'X Series' Storage w/ Common Top Common Top: 114"W x 37.5"D (4) 3H x 42"W Lateral Files (2) 3H x 30"W Open Bookcases Laminate: Chalk Paint: Metallic Champagne	1	\$ 3,850.00	\$ 3,850.00
	SUBTOTAL Collab 4			

MGMT1 Credenza		Qty.	Unit	Ext. Price
	Haworth 'X Series' Storage w/ Common Top Common Top: 42"W X 18"D (1) 2H x 42"W Storage Cabinet Laminate: Chalk Paint: Metallic Champagne	1	\$ 615.00	\$ 615.00
	SUBTOTAL Collab 4			

Plan 3 Storage		Qty.	Unit	Ext. Price
	Haworth 'X Series' Combo Storage Storage under worksurface @ Workstation 'Plan 3' (1) 2H x 30"W Combo Storage - Hinge Door (R) + BBF (L) Paint: Metallic Champagne	1	\$ 650.00	\$ 650.00
	SUBTOTAL Collab 4			

Accessories		Qty.	Unit		Ext. Price
	Haworth 'Hanging Sorter' Color: Snow	140	\$	37.00	\$ 5,180.00
	Haworth 'Paper Tray' Landscape Color: Snow	84	\$	16.00	\$ 1,344.00
	Haworth 'Reference Shelf' Small 10"W Color: Snow	15	\$	38.00	\$ 570.00
	Haworth 'Mini Shelf' 4"D x 8"W Color: Snow	13	\$	14.00	\$ 182.00
	Haworth 'Tool Cup' Color: Snow	17	\$	14.00	\$ 238.00
SUBTOTAL Accessories				\$	7,514.00

Task Chairs		Qty.	Unit		Ext. Price
	Sit On It 'Vectra' Task Chair High Back, Advanced Synchro w/ Seat Depth Adjustment, Fully Adjustable (8-way) Carpet Casters, Standard Cylinder, Grade 1 Seat, Mesh Back Seat Fabric: Sugar, Licorice Mesh Back: Onyx Frame: Graphite (Same Task Chair as Phase 1)	50	\$	495.00	\$ 24,750.00
SUBTOTAL Task Chairs				\$	24,750.00

Workstation + PO Signage		Qty.	Unit		Ext. Price
	Workstation Modular Signage, 2" x 9" Outsert, Modular Sign Tape Mount w/ Glass Mask Aluminum Window Tile Standard Aluminum End Caps, Clip on Paper Insert w/ Removeable Lens	96	\$	28.00	\$ 2,688.00
	Office Modular Signage, 10" x 10" Outsert, Modular Sign Tap Mount w/ Glass Mask Aluminum Window Tile Standard Aluminum End Caps, Clip on Paper Insert w/ Removeable Lens	6	\$	124.00	\$ 744.00
SUBTOTAL Workstation + PO Signage				\$	3,432.00

Gallery Panel Edgeband		Qty.	Unit		Ext. Price
Gallery Panel Modification w/ Finished Edge Banding Edgebanding to be a close color match (might not be exact)		1	\$	175.00	\$ 175.00
SUBTOTAL Gallery Panel Edge Band				\$	175.00



BUDGETARY PRICING RESPONSE FOR

City of Brea - Phase 2

7/29/2020

Point of Contact:

Jen McLean

jmclean@peoplespace.com

949.308.8753

Orange County HQ | Downtown LA | Seattle | Portland

FURNITURE SUBTOTAL		\$	91,481.00
LABOR TO RECEIVE, DELIVER AND INSTALL		\$	17,865.00
<i>Knock Down Existing/Disposal Not included/Private Offices @ Weekend Labor Rate</i>			
FREIGHT		\$	650.00
ESTIMATED ORANGE COUNTY SALES TAX	7.75%	\$	8,524.69
TECHNICAL DESIGN SERVICES		\$	4,750.00
PROJECT MANAGEMENT SERVICES		\$	3,400.00
GRAND TOTAL		\$	123,270.69

City of Brea

FINANCE COMMITTEE COMMUNICATION

TO: Finance Committee Members

FROM: Bill Gallardo

DATE: 08/11/2020

SUBJECT: Authorization for the Issuance of 2020 Water Revenue Refunding Bonds to Refinance Outstanding Water Revenue Bonds, Requesting Certain Actions and Findings by the City Council, and Approving Related Matters

RECOMMENDATION

The City Council adopt a resolution authorizing the refunding of the 2014 Water Revenue Bonds.

BACKGROUND/DISCUSSION

In 2014, the City of Brea through the Brea Community Benefit Financing Authority, issued the following Bonds to finance the acquisition of water rights for the benefit of the City's Water System:

- \$18,555,000 (original principal amount) 2014 Water Revenue Bonds, (the "2014 Bonds"), of which \$16,595,000 remain outstanding and will be refunded;

Staff is recommending refunding the 2014 Bonds (the "Refunded Bonds") by issuing 2020 Water Revenue Refunding Bonds (the "2020 Bonds") under the provisions of Articles 10 and 11 of Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code, commencing with Section 53570 of said Code (the "Refunding Bond Law"). The 2020 Bonds will be secured by a pledge of and payable from "Net Revenues", which consist of certain revenues of the Water System less operations and maintenance costs. The 2020 Bonds will be on parity with the outstanding 2019 Water Revenue Refunding Bonds.

It is projected that the refinancing of the outstanding bonds will produce an average annual reduction in bond payments of \$70,725 based on current market conditions, subject to change. The term of the 2020 Bonds would remain the same as the 2014 Bonds and the calculation of the net present value savings factors in the costs to issue the 2020 Bonds. The City's local Debt Policy requires a threshold of at least 3% net present value savings to be met in order to refund bonds. The proposed refunding results in a net present value savings of 7.79% of the outstanding bond amount.

The first step in moving forward with issuing the 2020 Bonds is today's meeting. Assuming the Finance Committee recommends to the City Council to move forward with the refunding, staff would then prepare a resolution for City Council consideration on August 18, 2020, directing the City to undertake the necessary actions for the proposed refunding of the 2014 Bonds; approve professional services related to the refunding; and directing City Official to

execute related document as needed. The next step will be to prepare required legal and financing documents and secure an underlying credit rating from Standard & Poor's. The final step will be for the City Council to adopt a resolution approving the required documents. Based on the current schedule, staff anticipates this City Council action would be scheduled for September/October 2020.

Below is a table summarizing the detail of the 2014 Bonds to be refunded and the anticipated savings:

Refunding Statistics	2014 Water Revenue Bonds
Amount of Refunded Bonds	\$16,595,000
Call Date	07/01/2024 @100
Rating	"AA"
Refunding Type	Taxable Advance
Final Maturity	07/01/2044
Amount of Refunding Bonds	\$19,935,000
True Interest Cost	2.58%
Average Annual Savings	\$70,725
Total Gross Savings	\$1,697,395
Net Present Value Savings	\$1,292,625
% NPV Savings of Refunded Bonds	7.79%

SUMMARY/FISCAL IMPACT

The City has a total of \$16,595,000 in outstanding 2014 Water Bonds. Staff is recommending that the City refinance the outstanding 2014 Water Bonds as taxable bonds to do an advance refunding and reduce the average annual bond payments by \$70,725. These are estimated savings based on current market conditions and are subject to change.

The estimated average annual savings will be realized by the City's Water Enterprise Fund over the 24 years remaining on these bonds. There is no impact to the General Fund.

RESPECTFULLY SUBMITTED

William Gallardo, City Manager

Prepared by: Cindy Russell, Administrative Services Director

City of Brea

FINANCE COMMITTEE COMMUNICATION

TO: Finance Committee Members

FROM: Bill Gallardo

DATE: 08/11/2020

SUBJECT: Software/Hardware Maintenance Support and Online Subscription Service Agreements

RECOMMENDATION

1. Authorize the Purchasing Agent to approve renewal agreements with various support services providers for the life of the computer software or hardware and for online software subscription services; and
2. Authorize the Purchasing Agent to issue purchase orders for these renewal agreements that do not to exceed available budget appropriations.

BACKGROUND/DISCUSSION

To help ensure the functionality of Brea's network infrastructure, servers, and personal computers, the City uses computer hardware/software maintenance and support agreements and online vendor-hosted software subscription services for required updates, technical support, and software customizations.

Currently, there are three agreements that exceed the Purchasing Agent's \$25,000 approval authority. These agreements have fixed annual increases and are not subject to negotiation.

Vendor	Description
Motorola Solutions	CAD/RMS software for the police dispatch and record management system; Current support cost of \$87,000
County of Orange	800 Mhz public safety radio backbone system; Current support cost of \$94,244
Central Square	City's financial software system; Current support cost of \$89,000

Staff requests that Council authorize the Purchasing Agent to approve the one year renewal of the existing software/hardware maintenance support and online service agreements without having to return to the City Council for approval of each agreement that exceeds \$25,000. The Purchasing Agent will continue to submit periodic reports to the Finance Committee of any agreements approved under this authorization.

Any award recommendations of new software systems and the initial software support agreements that exceed the formal procurement threshold, will continue to be presented to the City Council for their review and consideration.

SUMMARY/FISCAL IMPACT

The City Council adopted Fiscal Year 2020-21 Budget has sufficient funding available for these purchases. There is no additional fiscal impact based on this action.

RESPECTFULLY SUBMITTED

William Gallardo, City Manager

Prepared by: Neil Groom, Procurement and Contracts Administrator

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

City of Brea

FINANCE COMMITTEE COMMUNICATION

TO: Finance Committee Members

FROM: Bill Gallardo

DATE: 08/11/2020

SUBJECT: Purchasing Activity Under Special City Council Authorization for Quarter Ending June 30, 2020

RECOMMENDATION

Receive and file.

BACKGROUND/DISCUSSION

The Brea City Council has requested updates on purchasing activity under special City Council authorization for purchases of vehicles and equipment, software renewals, and the City Manager's authority under the Purchasing Ordinance. The following items are grouped as aforementioned showing the authorizing document and date, a brief narrative of the particular purchases for which the Purchasing Agent issued Purchase Orders in excess of \$25,000.

Vehicle and Equipment Purchases (authorized August 20, 2019).

For equipment included in the Annual Vehicles and Equipment Purchase Plan for Fiscal Year 2019-20, the Purchasing Agent issued the following Purchase Orders:

- On 01-14-20, PO #220148 was issued in the amount of \$28,671.39 to Budget Rent a Car of Norwalk for one used 2019 Volkswagen Tiguan. This unit will be used by the Police Department Crime Unit. The purchase price was \$1,382.61 lower than the budgeted amount. When the new unit is put into service, the current unit #1325 will be auctioned.
- On 02-24-20, PO #220191 was issued in the amount of \$26,534.71 to Downtown Ford Sales of Sacramento for one 2020 Ford F150 Reg Cab. This unit will be used by the Public Works Building Division. The purchase price was \$6,965.29 lower than the budgeted amount. When the new unit is put into service, the current unit #27001 will be auctioned.
- On 02-26-20, PO #220194 was issued in the amount of \$26,871.96 to Downtown Ford Sales of Sacramento for one 2020 Ford Fusion. This unit will be used by the Community Development Administration. The purchase price was \$3,128.04 lower than the budgeted amount. When the new unit is put into service, the current unit #28028 will be auctioned.
- On 02-27-20, PO #220199 was issued in the amount of \$109,613.96 to Downtown Ford Sales of Sacramento for three 2020 Ford Police Interceptors.

These units will be used by the Police Department Traffic Division.
The purchase price was \$1,386.04 lower than the budgeted amount.
When the new units are put into service, the current units will be auctioned.

- On 02-27-20, PO #220200 was issued in the amount of \$26,490.53 to Downtown Ford Sales of Sacramento for one 2020 Ford F150 Reg Cab. This unit will be used by the Public Works Parks Division. The purchase price was \$7,009.47 lower than the budgeted amount. When the new unit is put into service, the current unit #1006 will be auctioned.
- On 03-10-20, PO #220213 was issued in the amount of \$61,094.51 to National Auto Fleet Group of Watsonville for two 2020 Dodge Durangos. These units will be used by the Fire Department. The purchase price was \$3,905.49 lower than the budgeted amount. When the new units are put into service, the current units #27013 and #1013 will be auctioned.
- This concludes the vehicles and equipment purchases for FY 19/20.

Year-to-Date Totals

FY 19/20 Equipment

- The FY 2019-20 equipment purchases, including the above purchases, totaled \$427,495.82, which was \$30,004.18 lower than \$457,500.00 budgeted for those items. These numbers exclude one unit that was not purchased during FY 2019-20.
- Many of the purchased units had much longer delivery times than usual, largely due to many manufacturers deciding to partially or completely shutdown their manufacturing operations due to COVID-19.

FY 2019-20 Surplus Sales

- The year-to-date surplus sales net proceeds are \$41,290.00.
- Since there were significant delays in vehicle deliveries, less vehicles were being retired, which made less vehicles available for auction. Also, auction prices for used vehicles had dropped due to the impact of COVID-19. New car sales were down about 47% in April and another 30% in May. With the reopening of the economy and buyers seeking lower-priced alternatives to buying new cars, sales of used cars are rising and inventories are dropping, which now makes auctions more appealing. Purchasing will be sending more vehicles out to auction over the next few months with the hopes of achieving fair market values relative to the estimated blue book values.

Software Renewals (authorized August 20, 2019)

For software renewals included in the Fiscal Year 2019-20 Budget, the Purchasing Agent issued the following Purchase Order:

- On 02-28-20, PO #220202 was issued in the amount of \$81,406.03 to Motorola Solutions CAD/RMS software for the police dispatch and record management system.

City Manager's Authorization (BMC ss3.24.210)

For urgent items or work included in the Fiscal Year 2019-20 Budget, the Purchasing Agent issued Purchase Orders:

- On 01-23-20, PO #220901 with Cylance Consulting was increased by \$15,300.00 from \$30,600.00 to \$45,900.00 for additional work and final reporting requirements. The original PO was issued on November 19, 2019 to Cylance to help contain and isolate a ransomware incident and provide forensic analysis to determine the source of the outbreak. This was considered emergency work, since time was of the essence in restoring the City's critical systems and preventing any further spread of the ransomware.
- On 06-25-20, PO #220244 with CCS Facility Services was increased by \$3,820.00 from \$25,000.00 to \$28,820.00 for additional services. The original PO was issued on 04-22-20 to sanitize the Police, Fire, and Public Works' vehicles during the peak of the COVID-19 outbreak. This was considered emergency services, since time was of the essence in helping to protect City's employees and helping to prevent further spread of the virus.

SUMMARY/FISCAL IMPACT

The City Council adopted Fiscal Year 2019-20 Budget has sufficient funding available for these purchases.

RESPECTFULLY SUBMITTED

William Gallardo, City Manager

Prepared by: Neil Groom, Procurement and Contracts Administrator

Concurrence: Cindy Russell, Administrative Services Director
