



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

**Tuesday, July 20, 2021**

5:15 p.m. - Closed Session

6:00 p.m. - Study Session

7:00 p.m. - General Session

**Steven Vargas, Mayor**

**Cecilia Hupp, Mayor Pro Tem**

**Christine Marick, Council Member**

**Glenn Parker, Council Member**

**Marty Simonoff, Council Member**

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

This meeting is being conducted consistent with Governor Newsom's Executive Order N-29-20 dated March 17, 2020, regarding the COVID-19 pandemic.

Written comments may be sent to [cityclerksgroup@cityofbrea.net](mailto:cityclerksgroup@cityofbrea.net) no later than 12:00 p.m. on Tuesday, July 20, 2021 which will be summarized aloud into the record at the meeting. To provide comments in person, the Council Chambers will be open. To provide comments by teleconference (Zoom), members of the public must contact City Staff at (714) 990-7756 or [cityclerksgroup@cityofbrea.net](mailto:cityclerksgroup@cityofbrea.net) no later than 12:00 p.m. on Tuesday, July 20, 2021 to obtain the Zoom Meeting ID number and password. Teleconference participants will be muted until recognized at the appropriate time by the Council. The meeting will also be broadcast live at [www.cityofbrea.net](http://www.cityofbrea.net).

### 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**  
**5:15 p.m. - Executive Conference Room**  
**Third Floor**

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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 Legal Counsel Pursuant to Government Code Section 54956.9(d)(1) - Existing Litigation. Name of Case: Aguirre v. City of Brea et al. (Case No. 30-2019-01103735-CU-PO-CJC)**

**3. Conference with Legal Counsel Pursuant to Government Code Section 54956.9(d)(2) - Anticipated Litigation. Significant Exposure to Litigation: 1 potential case. Facts and Circumstances: Brea Firefighters Association FLSA Matter.**

**4. Conference with City's Labor Negotiator Pursuant to Government Code §54957.6 Regarding the Brea Management Association (Non-Safety); Brea City Employees' Association (BCEA); Administrative and Professional Employees' Association (APEA); Brea Fire Association (BFA); Brea Fire Management Association (BFMA); Brea Police Association (BPA); Brea Management Association (BMA); and the Brea Police Management Association (BPMA) - Chris Emeterio, Negotiator, Cindy Russell, Negotiator, and Mario E. Maldonado, Negotiator.**

**STUDY SESSION**  
**6:00 p.m. - Council Chamber**  
**Plaza Level**

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

**5. Public Comment**

**6. Clarify Regular Meeting Topics**

**DISCUSSION ITEMS**

**7. District-Based Elections**

**8. Parking Restrictions at City Parking Facilities**

**Attachments**



Presentation

9. **Designate Voting Delegate and Alternate for League of California Cities Annual Conference & Expo, September 22 - 24, 2021 in Sacramento.**

**Attachments**

Attachment

**REPORT**

10. **Council Member Report/Requests**

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

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

11. **Pledge of Allegiance**
12. **Invocation: Douglas Green, North Hills Church**
13. **Commendation: Apollo Electric**
14. **Commendation: Dwight Manley**
15. **Presentation: Brea Canyon Corridor Improvement Project**

**Attachments**

Presentation

16. **Report - Prior Study Session**
17. **Community Announcements**

18. **Matters from the Audience**

Written comments may be sent to [cityclerksgroup@cityofbrea.net](mailto:cityclerksgroup@cityofbrea.net) no later than 12:00 p.m. on Tuesday, July 20, 2021 which will be summarized aloud into the record at the meeting. To provide comments in person, the Council Chambers will be open. To provide comments by teleconference (Zoom), members of the public must contact City Staff at (714) 990-7756 or [cityclerksgroup@cityofbrea.net](mailto:cityclerksgroup@cityofbrea.net) no later than 12:00 p.m. on Tuesday, July 20, 2021 to obtain the Zoom Meeting ID number and password. Teleconference participants will be muted until recognized at the appropriate time by the Council. The meeting will also be broadcast live at [www.cityofbrea.net](http://www.cityofbrea.net).

**19. 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.*

- 20. Public Hearing to Consider Levying an Assessment for Landscape and Lighting Maintenance Districts (LLMDs) #1, 2, 3, 4, 5, 6 and 7 for Fiscal Year 2021-2022** - Adopt Resolution Nos. 2021-029 through 2021-035, levying assessments for Fiscal Year 2021-2022 after receiving testimony at the Public Hearing on July 20, 2021. There is no fiscal impact to the General Fund.

**Attachments**

Exhibit A

Resolution - LLMD # 1

Resolution - LLMD # 2

Resolution - LLMD # 3

Resolution - LLMD # 4

Resolution - LLMD # 5

Resolution - LLMD # 6

Resolution - LLMD # 7

**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**

- 21. June 15, 2021 City Council Regular Meeting Minutes** - Approve.

**Attachments**

Draft Minutes

- 22. Consideration of Adoption of the 2021 Water Master Plan** - Adopt a Resolution No. 2021-046 approving and adopting the 2021 Water Master Plan. There is no fiscal impact to the General Fund.

**Attachments**

Resolution

Water Master Plan

- 23. Approval of Fiscal Year 2021-22 Property Tax Rate to Fund the City's Paramedic Program** - Adopt Resolution No. 2021-047, fixing the rate of tax upon the taxable property within the City of Brea for the Fiscal Year 2021-22 necessary to maintain a Mobile Intensive Care Program known as paramedics within the area of the City of Brea and certifying said rate of taxation to the Orange County Auditor-Controller. There is no fiscal impact to the General Fund.

**Attachments**

FY21-22 Paramedic Resolution

24. **Appropriation Request for General Plan Amendment/Zone Change** - Staff recommends that the City Council appropriate \$100,000 from the General Plan Maintenance Fund (Fund 120) for the purpose of conducting General Plan amendments/Zone changes as it pertains to the adoption of the 6th Cycle General Plan Housing Element (2021-2029). There is no fiscal impact to the General Fund.
25. **Amended and Restated Sidewalk Vending Policy** - Adopt Resolution No. 2021-048, adopting an amended and restated Sidewalk Vending Policy to more fully carry out the intent of SB 946 and to more fully protect the public health, safety, and welfare. There is no fiscal impact to the General Fund.

**Attachments**

Resolution

26. **Local Emergency Termination** - Adopt Resolution No. 2021-049, terminating the existence of the COVID-19 local emergency.

**Attachments**

Resolution

27. **Purchase of Panasonic CF-33 Toughbook Tablets for Police Department** - Approve the purchase of ten Panasonic CF-33 ToughBook tablets from CDCE, Inc. for \$45,217.50. Funds for this purchase were allocated as part of the FY 2021-22 Adopted Budget in account 231-21-2141-4639.

**Attachments**

Decision Package

Quote from CDCE

28. **Annual Vehicle and Equipment Purchase Plan for Fiscal Year 2021-22** - Authorize Purchasing Agent to issue purchase orders in an amount not-to-exceed \$707,000 for various City vehicles and equipment described in the Annual Vehicle Replacement Plan for Fiscal Year 2021-22. The adopted Fiscal Year 2021-22 Budget has sufficient funding available for the requested not-to-exceed amount for these purchases in the Public Works Equipment Maintenance Division expenditure accounts: Mobile Equipment (480-51-5161-4641), Fire Equipment (542-22-2221), and Field & Shop Equipment (480-51-5161-4621).

**Attachments**

Annual Vehicle Equipment Replacement Plan F.Y 2021-22

29. **Award of Contract for Electoral Districting Services** - Approve the Professional Services Agreement with National Demographics Corporation for Electoral Districting Services in the amount not-to-exceed \$48,500 plus up to a 10% contingency; and Authorize the City Manager to execute the Agreement and issue any amendments for required changes within the above not-to-exceed total. The project was budgeted for as part of the FY 2020-21 3rd Quarter budget adjustments.

**Attachments**

Attachment 1 - NDC Proposal

Attachment 2 - Professional Services Agreement

30. **Non-Professional Services Agreement with All City Management Services to Provide Crossing Guard Services** - Award contract to All City Management Services in an amount not-to-exceed \$55,193.00 for as-needed Crossing Guard Services; Authorize the City Manager to execute the agreement; and Authorize the City Manager to approve contract extensions. The Fiscal Year 2021-22 budget has sufficient funding available in the Police Department's Traffic account (110-21-2132-4249) for crossing guard services.

**Attachments**

Agreement

31. **Approval of Memorandums of Understanding between the City of Brea and: 1) the Brea Management Association; 2) the Brea City Employees' Association; 3) the Administrative And Professional Employees' Association**- Adopt Resolution No. 2021-050, approving Memorandums of Understanding (MOU's) with the Brea Management Association (BMA), the Brea City Employees' Association (BCEA), and the Administrative and Professional Employees' Association (APEA).

**Attachments**

Resolution Labor Agreements

BMA MOU

APEA MOU

BCEA MOU

32. **Outgoing Payment Log and June 18, 25 and July 2, 9 and 16, 2021 City Check Disbursements** - Receive and file.

**Attachments**

Outgoing Payment Log

06-18-2021 Disbursement Register

06-25-2021 Disbursement Register

06-30-2021 Disbursement Register

07-09-2021 Disbursement Register

07-16-2021 Disbursement Register

33. **Monthly Report of Cash Investments for the City of Brea for Period Ending May 31, 2021 -**  
Receive and file.

**Attachments**

Attachment A

**CITY/ SUCCESSOR AGENCY - CONSENT**

34. **Successor Agency Disbursement Registers for June 25 and 30, 2021 -** Receive and file.

**Attachments**

06-25-2021 Successor Agency Disbursement Register

06-30-2021 Successor Agency Disbursement Register

35. **Monthly Report of Cash Investments for the Successor Agency to the Brea Redevelopment Agency for Period Ending May 31, 2021 -** Receive and file.

**Attachments**

Attachment A

**ADMINISTRATIVE ANNOUNCEMENTS**

36. **City Manager**

37. **City Attorney**

38. **Council Requests**

**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:** 07/20/2021  
**SUBJECT:** Parking Restrictions at City Parking Facilities

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**RESPECTFULLY SUBMITTED:**

William Gallardo, City Manager  
Prepared by: Tony Olmos, Director of Public Works

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**Attachments**

Presentation

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# Parking Restrictions at City Parking Facilities

City Council Meeting Study Session – July 20, 2021

# Topics

- Project Background
- Follow-up from Previous City Council Meeting Discussions
- Data Collection at Parking Lots of Concern
- Proposed Parking Permit Criteria
- Parking Restrictions Recommendations
- Discussion and Feedback

# Project Background

## July 7, 2020 City Council Meeting Presentation

- 3,495 off-street parking spaces in 30 separate facilities
- Variation of parking restrictions and posted parking hours
- City Council interested in standardizing parking restrictions

# Project Background (cont.)

## February 16, 2021 City Council Meeting Presentation

- Highlighted issues associated with current 12-hour parking restrictions
- Highlighted specific parking lots with overnight parking issues:
  - Arovista Park, Wildcatters Park, Orange Ave., South Brea (old KFC), and parking structures
- Discussed options for parking restrictions
  - Keep parking restrictions the same as park hours
  - Implement no overnight parking from 2:00 to 6:00 a.m. at other facilities
- City Council wanted enforcement to begin at parks
  - Open to changing to no overnight parking and issuing permits in some cases

# Follow-up from Previous City Council Meeting Discussion



- Parking enforcement resumed at park lots on July 6, 2021
  - Enforcement from 10:00 p.m. to 7:00 a.m. for most parks
  - Excluded Arovista Park and Wildcatters Park
- Remaining Concerns at Arovista Park, Wildcatters Parks, and Old KFC Lot
  - Concerned about apparent high number of cars parking overnight
  - Concerned about the public crossing Imperial Hwy when parking at Arovista Park, if enforced
  - Initiated a weeklong parking count during the last week of March 2021

# Data Collected from Parking Lots of Concern

Overnight Parking Counts										
March 20th - 28th										
Day	Date	Old KFC Parking Lot			Lower Level Arovista			Wildcatters Park		
		Time	# of Commercial Vehicles	# of Cars	Time	# of Commercial Vehicles	# of Cars	Time	# of Commercial Vehicles	# of Cars
Saturday	3/20/2021				0600	0	27	0600	0	23
Saturday	3/20/2021	2224	2	13	2221	0	21	2221	0	19
Sunday	3/21/2021				0600	0	34	0600	0	27
Sunday	3/21/2021	2244	2	12	2243	0	28	2236	0	22
Monday	3/22/2021				0600	0	30	0600	0	18
Monday	3/22/2021	2234	2	9	2239	0	30	2221	0	23
Tuesday	3/23/2021				0600	0	29	0600	0	23
Tuesday	3/23/2021	2229	1	10	2235	0	28	2223	0	19
Wednesday	3/24/2021				0600	0	29	0600	0	20
Wednesday	3/24/2021	2227	0	10	2230	0	32	2220	0	24
Thursday	3/25/2021				0600	0	34	0600	0	23
Thursday	3/25/2021	2229	0	16	2232	0	27	2220	0	24
Friday	3/26/2021				0600	0	28	0600	0	24
Friday	3/26/2021	2228	0	14	2234	0	23	2220	0	23
Saturday	3/27/2021				0600	0	27	0600	0	26
Sunday	3/28/2021				0600	0	31	0600	0	26
		Total	7	84	Total	0	458	Total	0	364
		Average/night	1	12	Average/night	0	28.63	Average/night	0	22.75



# Proposed Parking Permit Criteria



## **Overnight Parking Permits at Arovista Park and Wildcatters Park** *(West Parking Lot)*

- Applicant shall reside in multi-family complex
  - Within 900 feet of Arovista Park parking lot
  - Within 700 feet of Wildcatters Park parking lot
- Applicant shall be a current registered owner and/or assigned work vehicle shall not exceed 3 tons and shall fit in standard stall
- Identify number of assigned on-site parking spaces
- Identify reasons assigned on-site parking space are not used
- Maximum of one approved overnight parking permit shall be allowed for a period of 12 months

# Proposed Parking Permit Criteria (Cont.)

## Arovista Park (900')

- Park in Park Lot



## Wildcatters Park (700')

- Option 1: Park in Park Lot
- Option 2: Park on Street



# Proposed Parking Permit Criteria (Cont.)

## Self-Issued Parking Permit

- Allows vehicles to park overnight at commercial lots and parking structures
- Option to individually fill out online or obtain hard copy from nearby establishments serving alcohol
- Permit to include date, license plate number and reason for request
- PD will honor hand written notices as well

# Parking Restriction Recommendations

1. Keep current parking restrictions at parks (typically 10:00 p.m. to 7:00 a.m.)
2. Eliminate 12-hour parking restrictions and implement “No Overnight Parking” from 2:00 to 6:00 a.m.
  - Bring back formal code change
  - Replace signs after code change is implemented
3. Direct staff to formalize parking permits for parks and bring back for approval
4. Direct staff to formalize self-issued parking permits and issuance process, and bring back for approval

# Parking Restrictions at City Parking Facilities

City Council Meeting Study Session – July 20, 2021

City of Brea

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**COUNCIL COMMUNICATION**

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

**FROM:** Bill Gallardo, City Manager

**DATE:** 07/20/2021

**SUBJECT:** Designate Voting Delegate and Alternate for League of California Cities Annual Conference & Expo, September 22 - 24, 2021 in Sacramento.

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**RESPECTFULLY SUBMITTED:**

William Gallardo, City Manager

Concurrence: Lillian Harris-Neal, City Clerk

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**Attachments**

Attachment

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**Council Action Advised by August 31, 2021**

June 16, 2021

**TO: City Managers and City Clerks**

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES  
League of California Cities Annual Conference & Expo – September 22-24, 2021**

Cal Cities 2021 Annual Conference & Expo is scheduled for September 22-24, 2021 in Sacramento. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly) on Friday, September 24. At this meeting, Cal Cities membership considers and acts on resolutions that establish Cal Cities policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity.

**Please complete the attached Voting Delegate form and return it to Cal Cities office no later than Wednesday, September 15. This will allow us time to establish voting delegate/alternate records prior to the conference.**

**Please note:** Our number one priority will continue to be the health and safety of participants. We are working closely with the Sacramento Convention Center to ensure that important protocols and cleaning procedures continue, and if necessary, are strengthened. Attendees can anticipate updates as the conference approaches.

- **Action by Council Required.** Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration will open mid-June at [www.cacities.org](http://www.cacities.org). In order to cast a vote, at least one voter must be present at the Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.
- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but

*only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.

- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Sacramento Convention Center, will be open at the following times: Wednesday, September 22, 8:00 a.m. – 6:00 p.m.; Thursday, September 23, 7:00 a.m. – 4:00 p.m.; and Friday, September 24, 7:30 a.m.– 11:30 a.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League's office by Wednesday, September 15. If you have questions, please call Darla Yacub at (916) 658-8254.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form



**CITY:** \_\_\_\_\_

**2021 ANNUAL CONFERENCE  
VOTING DELEGATE/ALTERNATE FORM**

**Please complete this form and return it to Cal Cities office by Wednesday, September 15, 2021. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.**

To vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

**Please note:** Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

**1. VOTING DELEGATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**2. VOTING DELEGATE - ALTERNATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**3. VOTING DELEGATE - ALTERNATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES OR**

**ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Mayor or City Clerk \_\_\_\_\_  
(circle one) (signature)

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please complete and return by Wednesday, September 15, 2021 to:**

Darla Yacub, Assistant to the Administrative Services Director

E-mail: [dyacub@cacities.org](mailto:dyacub@cacities.org)

Phone: (916) 658-8254



## Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the Cal Cities Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.

City of Brea

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**COUNCIL COMMUNICATION**

**TO:** Honorable Mayor and City Council Members  
**FROM:** Bill Gallardo, City Manager  
**DATE:** 07/20/2021  
**SUBJECT:** Presentation: Brea Canyon Corridor Improvement Project

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**RESPECTFULLY SUBMITTED:**

William Gallardo, City Manager

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**Attachments**

Presentation

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TUESDAY, JULY 20  
2021

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# BREA BOULEVARD CORRIDOR IMPROVEMENT PROJECT

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PROJECT BRIEFING



# PROJECT INFORMATION



OC Public Works

**Background**

**Project Update**

**Current Status**

**Next Steps**

# WHY IS THE PROJECT NEEDED?

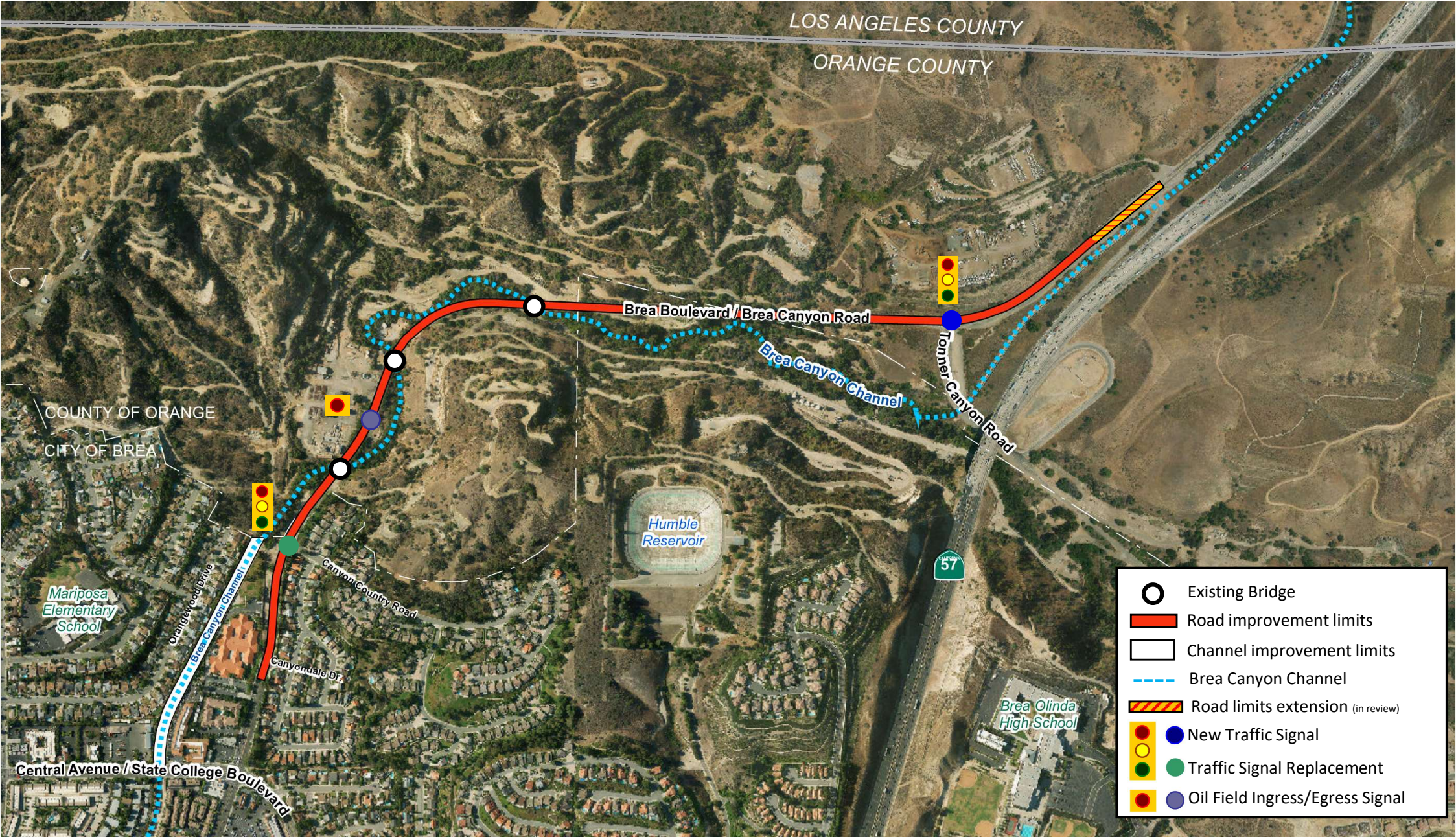


## PROJECT PURPOSE

- ✓ **Enhance Safety**
- ✓ **Replace Obsolete Bridges**
- ✓ **Improve Traffic Flow**
- ✓ **Meet Designated Roadway Classification**
- ✓ **Reduce Flood Risk**

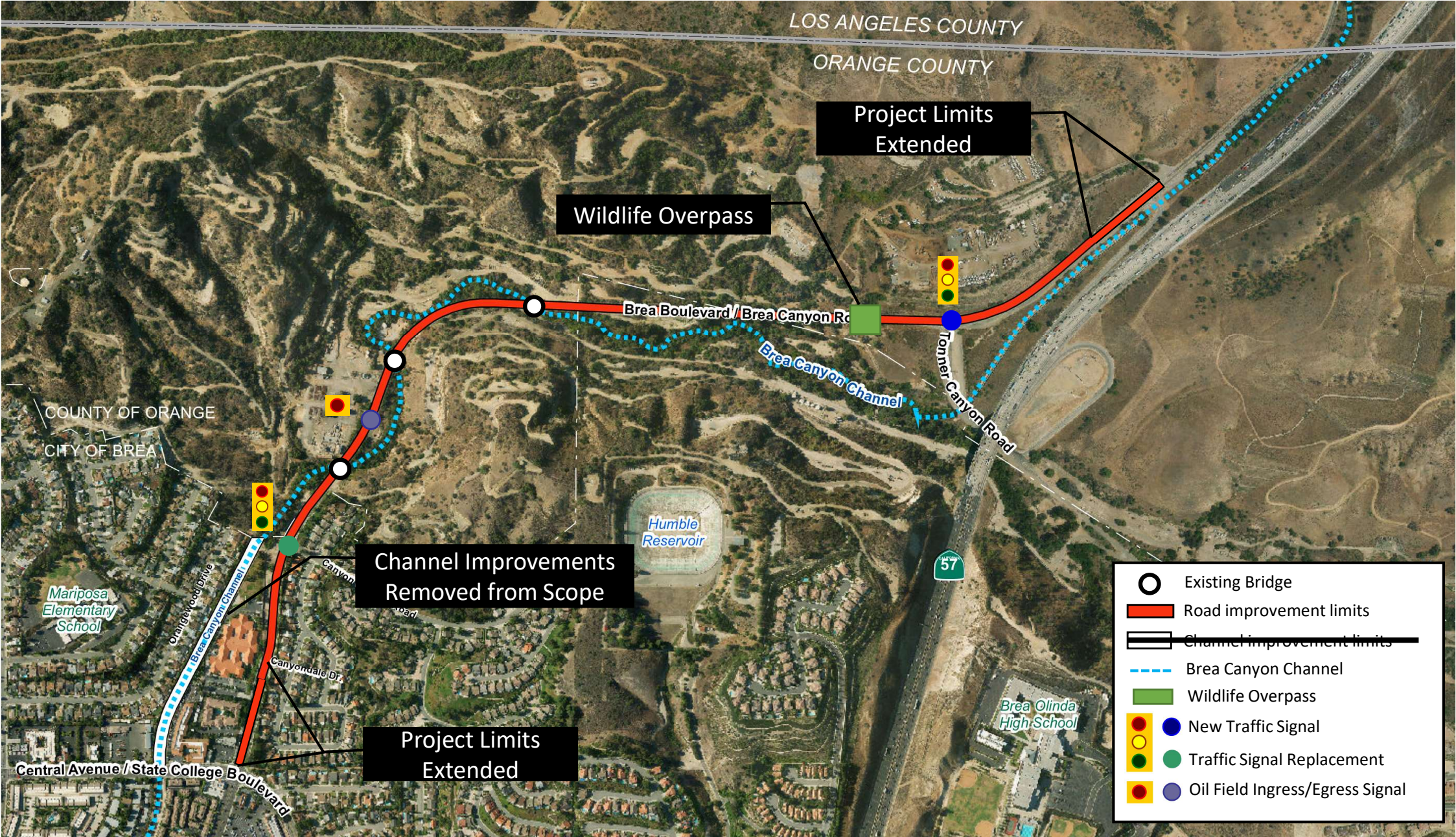


# PROJECT ELEMENTS (2019)





# PROJECT ELEMENTS (2021)





# ROADWAY CONDITIONS





# ROADWAY CONDITIONS



Existing



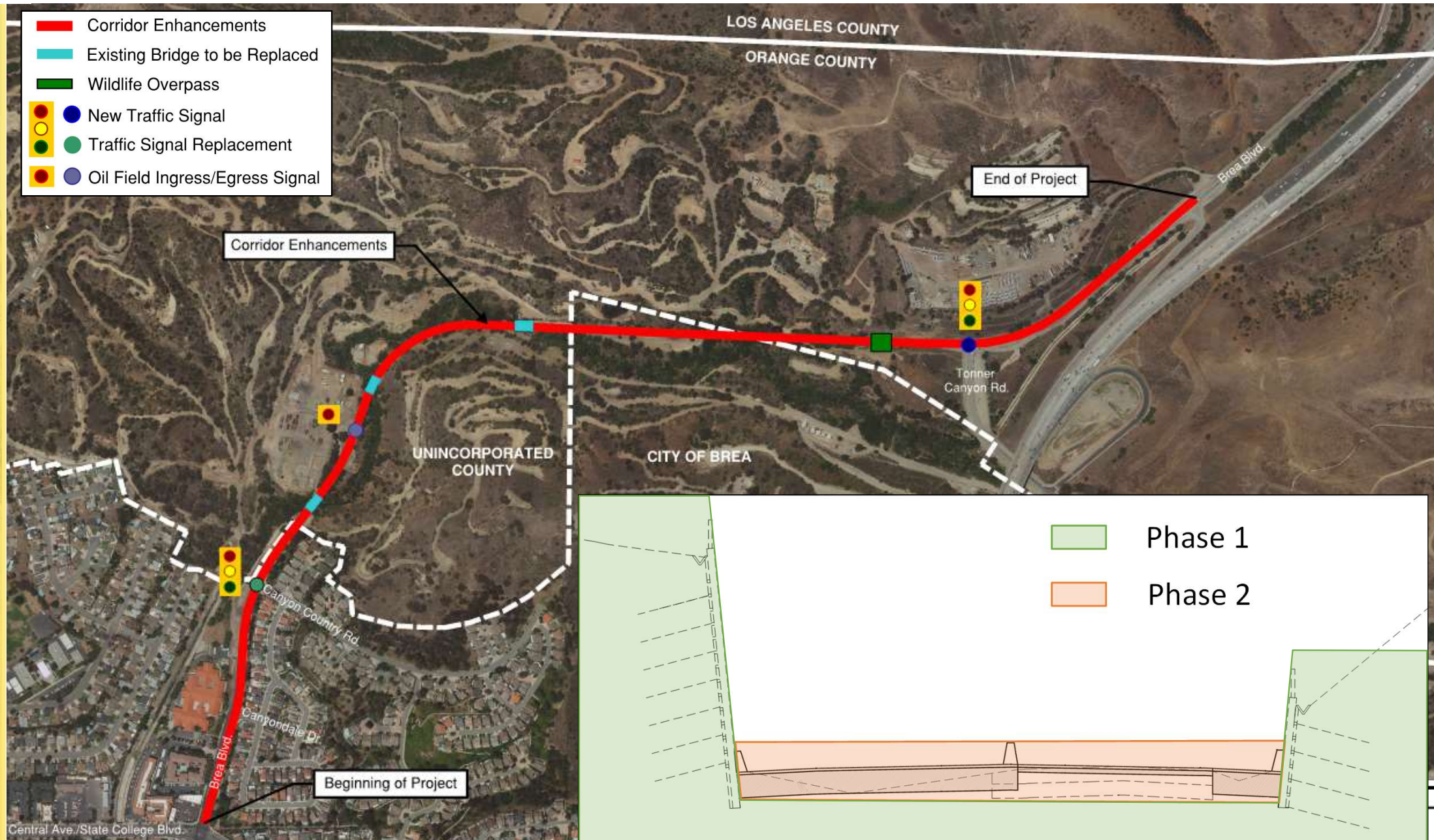
Proposed



# PHASING (2 PHASE APPROACH)



OC Public Works





# PHASING (4 PHASE APPROACH)

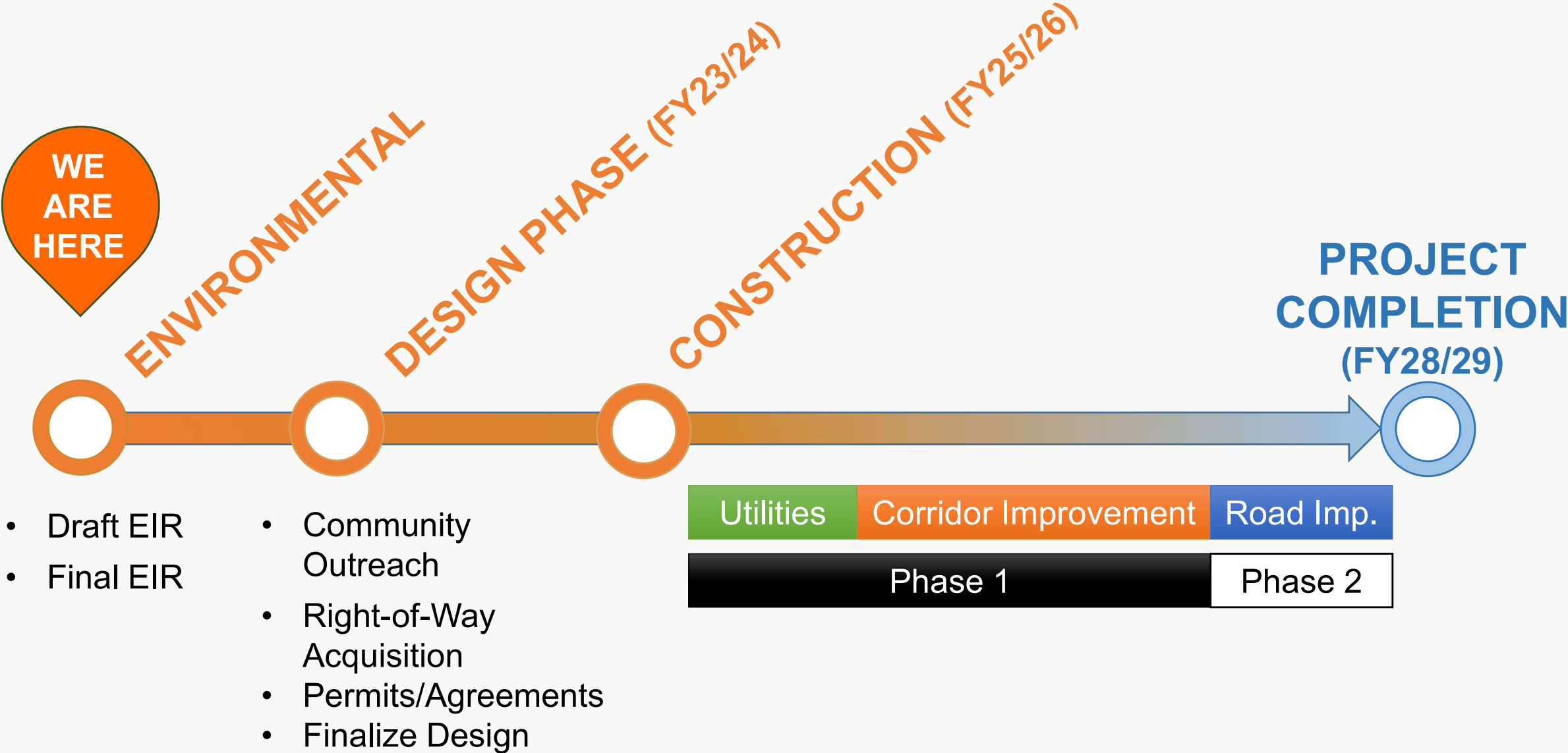


OC Public Works





# TIMELINE & CURRENT STATUS



# ENVIRONMENTAL IMPACT REPORT



OC Public Works

## Purpose of an EIR

- Evaluates potential environmental impacts
- Provides detailed information for:
  - Environmental effects
  - Ways to minimize significant environmental effects
  - Reasonable alternatives
- Satisfy California Environmental Quality Act (CEQA) Requirements
- Lead agency = County of Orange

## Items to be Assessed in the EIR

- Aesthetics
- Air Quality
- Biological Resources
- Cultural Resources
- Energy
- Geology / Soils
- Greenhouse Gas Emissions
- Hazards & Hazardous Waste
- Hydrology / Water Quality
- Land Use / Planning
- Noise
- Transportation / Traffic
- Tribal Cultural Resources
- Wildfire
- Mandatory Findings of Significance

# STAY CONNECTED



SHANNON WIDOR



[PROJECTINFO@OCPW.OCGOV.COM](mailto:PROJECTINFO@OCPW.OCGOV.COM)



[HTTPS://OCDS.OCPUBLICWORKS.COM/SERVICE-AREAS/OC-DEVELOPMENT-SERVICES/PLANNING-DEVELOPMENT/CURRENT-PROJECTS/4TH-DISTRICT/BREA](https://ocds.ocpublicworks.com/service-areas/oc-development-services/planning-development/current-projects/4th-district/brea)



714.647.9602



OCPUBLICWORKS





THANK YOU



City of Brea

**COUNCIL COMMUNICATION**

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

**FROM:** Bill Gallardo, City Manager

**DATE:** 07/20/2021

**SUBJECT:** Public Hearing to Consider Levying an Assessment for Landscape and Lighting Maintenance Districts (LLMDs) #1, 2, 3, 4, 5, 6 and 7 for Fiscal Year 2021-2022.

**RECOMMENDATION**

Adopt Resolution Nos. 2021-029 through 2021-035 , levying assessments for Fiscal Year 2021-2022 after receiving testimony at the Public Hearing on July 20, 2021.

**BACKGROUND/DISCUSSION**

As called for in the Landscape and Lighting Act of 1972, a yearly assessment is to be made for each Maintenance District. For City Council reference, the Districts are located on the attached map (Exhibit A). The estimated assessments for the 2021-22 fiscal year as detailed in the Engineer's Report are as follows:

Maintenance District	2020-2021 Assessment per lot per year	2021-2022 Assessment per lot per year	2021-2022 Maximum Assessment per lot per year	Change in Assessment per lot per year	% Change
MD #1 Routine Maintenance	\$543.00	\$543.00	\$543.00	0	0%
MD #2 Routine Maintenance	\$18.50	\$18.50	\$18.50	0	0%
MD #3 Routine Maintenance	\$511.00	\$519.18	\$519.18	\$8.18	1.6%
MD #4 Routine Maintenance	\$12.00	\$12.00	\$12.00	0	0%
MD #5 Routine Maintenance	\$942.97	\$942.97	\$1,048.30	0	0%

MD #6 Routine Maintenance	\$1,450.35	\$1,450.35	\$1,949.65	0	0%
MD #7 Routine Maintenance	\$305.56	\$305.56	\$326.48	0	0%

**Maintenance District #1 (American National - 103 Parcels)** - On March 10, 2021, staff held a Zoom webinar for the homeowners of this District. Residents representing two parcels attended the virtual meeting. The total estimated costs for FY 2021-22 are \$53,484. The total annual assessment amount for this District is currently \$55,929. No change is recommended for FY 2021-22. The annual assessment will remain at \$543 per parcel per year. Reserves as of June 30, 2020 are \$10,545, which are 20% of the operational budget.

**Maintenance District #2 (Baldwin - 297 Parcels)** - The assessment for this District is for theme street lighting maintenance only. The Homeowners' Association maintains the common landscaped areas. Staff held a Zoom webinar for the residents on March 8, 2021, to discuss the coming year's budget. No homeowners attended. The total estimated costs for FY 2021-22 will be \$7,638. The total annual assessment for this District is currently \$5,495. No change is recommended in the annual assessment for this District during FY 2021-22. This will require the expenditure of \$2,143.00 from the District's reserve fund. The annual assessment will remain at \$18.50 per parcel per year. Reserves as of June 30, 2020 are \$39,440, which are 516% of the operational budget.

**Maintenance District #3 (Eagle Development - 188 Parcels)** - Staff held a Zoom webinar for the homeowners on March 10, 2021. Residents representing four parcels attended the virtual meeting. Staff updated residents on future landscape improvements. The total estimated costs for FY 2021-22 are \$140,077. The total annual assessment for this District is \$96,068, or \$511 per parcel per year, the maximum allowable assessment for FY 2020-21. Residents in attendance directed staff to increase the assessment by the CPI for the prior 12-month calendar year, per parcel per year increase to help build reserves to pay for needed improvements. The recommended assessment would increase to \$97,605 or \$519.18 per parcel per year, an increase of \$8.18 per parcel per year. Reserves as of June 30, 2020 are \$137,554, which are 98% of the operational budget.

**Maintenance District #4 (Ponderosa - 230 parcels)** - The assessment for this District is for theme street lighting maintenance only. The Homeowners' Association maintains the common landscaped areas. Staff held a Zoom webinar on March 8, 2021, to discuss the coming year's budget. No homeowners attended. The total estimated costs for FY 2021-22 are \$3,978. No change is recommended in the annual assessment for this District during FY 2021-22. The annual assessment will remain at \$12 per parcel per year. Reserves as of June 30, 2020 are \$19,851, which is over 495% of the operational budget.

**Maintenance District #5 (Konweiser - 113 Parcels)** - On March 9, 2021, staff held a Zoom webinar for the homeowners to discuss the coming year's budget and any concerns regarding maintenance of the common areas. Residents representing two parcels attended the virtual meeting. The total estimated costs for FY 2021-22 are \$131,107. The total annual assessment for this District is \$106,555 or \$942.97 per parcel per year, which is just under the maximum allowable assessment for FY 2018-2019. Reserves as of June 30, 2020 are \$90,460, which are 69% of the operational budget.

**Maintenance District #6 (Schmid Development - 135 Parcels)** - This District is the largest of the seven Districts. It consists of 16 acres of common landscaped areas. Staff held a Zoom webinar on March 9, 2021 to discuss the coming year's budget and assessment. Homeowners representing seven parcels attended the virtual meeting. The total estimated costs for FY 2021-22 are \$197,502. The total annual assessment for this District is \$195,797 or \$1,450.35 per parcel per year. No change is recommended in the annual assessment for this District during FY 2021-22. This will require an expenditure of \$1,705.00 from the District's reserve fund. Reserves as of June 30, 2020 are \$75,603, which are 38% of the operational budget.

**Maintenance District #7 (Baywood Development - 96 Parcels)** - Staff held a Zoom webinar on March 8, 2021 to discuss the coming year's budget and assessment. No homeowners attended. The meeting was held to solicit input into the assessment process. The total estimated costs for FY 2021-22 are \$30,169. The current annual assessment for this District is \$29,333 or \$305.56 per parcel per year, which was the maximum allowable assessment for FY 2018-2019. No change is recommended in the annual assessment for this District during FY 2021-22. This will require the expenditure of \$836.00 from the District's reserve fund. Reserves as of June 30, 2020 are \$9,625, which are 32% of the operational budget.

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

There will be no impact to the General Fund by this action. All funding for the maintenance of the Districts is provided for by separate assessments. In addition, the Districts' reimburse the General Fund for staff time.

As called for in the Landscape and Lighting Act of 1972, a yearly assessment is to be made for each Maintenance District. Staff held a Zoom webinar meetings with the homeowners during the week this year to discuss the coming year's budget and improvement projects. It is recommended that the seven resolutions levying assessments for FY 2021-2022 be adopted after receiving testimony at the Public Hearing on June 1, 2021.

#### **RESPECTFULLY SUBMITTED:**

William Gallardo, City Manager

Prepared by: Bill Bowlus, Public Works Superintendent

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

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#### **Attachments**

Exhibit A

Resolution - LLMD # 1

Resolution - LLMD # 2

Resolution - LLMD # 3

Resolution - LLMD # 4

Resolution - LLMD # 5

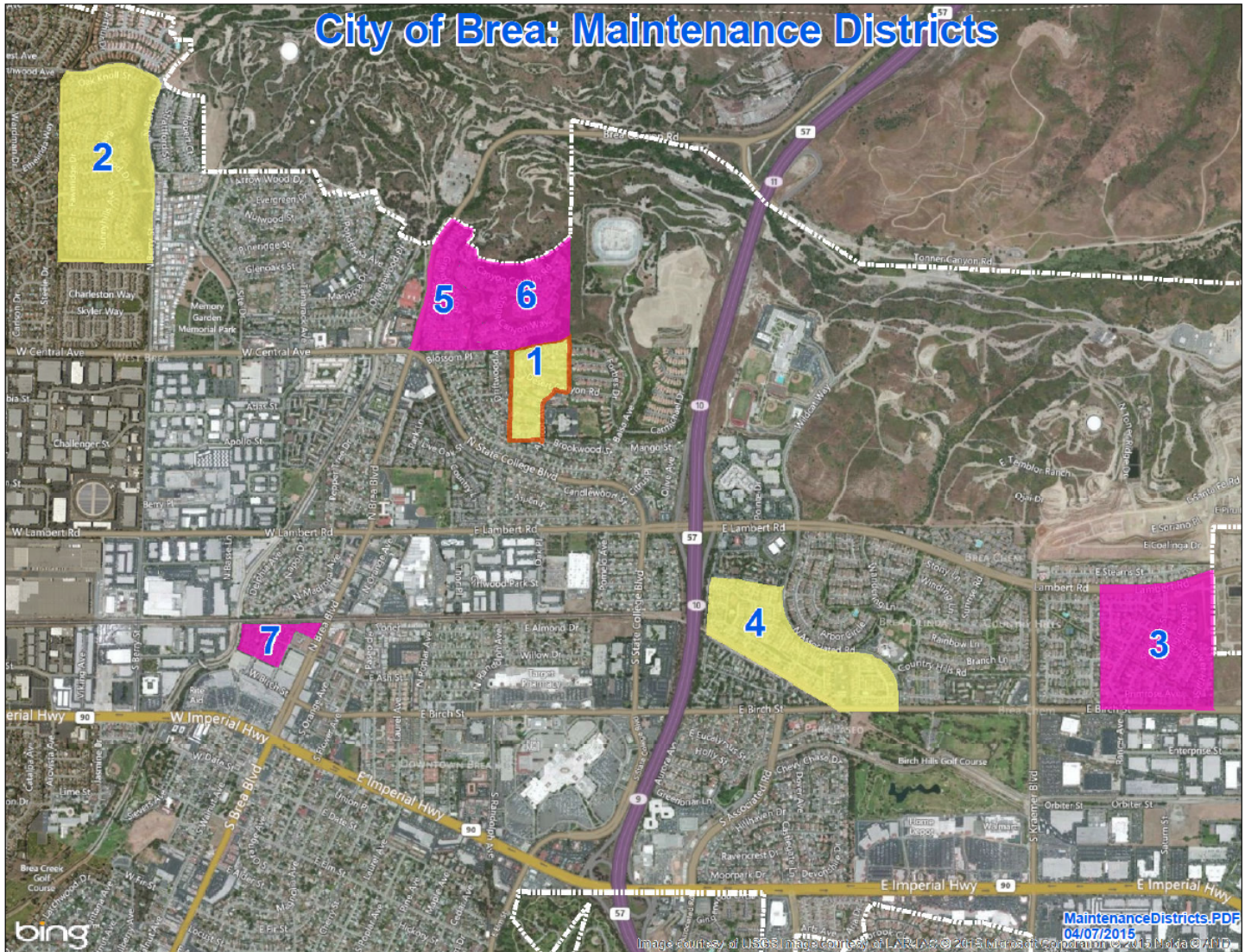
Resolution - LLMD # 6

Resolution - LLMD # 7

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## Exhibit A



## **RESOLUTION NO. 2021-029**

### **A RESOLUTION OF THE COUNCIL OF THE CITY OF BREA LEVYING AN ASSESSMENT ON CITY OF BREA LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT NO. 1 FOR THE FISCAL YEAR 2021-2022**

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

(i) By Resolution, this Council approved a report of the Public Works Director related to City of Brea Landscape and Lighting Assessment District No. 1 prepared pursuant to Streets and Highways Code Section 22623, described the improvements thereon and gave notice of and fixed the time and place of the hearing on the question of the levy of an assessment thereon for fiscal year 2021-2022. A description of the area encompassed by said assessment district is attached hereto as "Exhibit A."

(ii) Said hearing was duly and properly noticed, commenced at the Council Chambers, Brea Civic & Cultural Center, 1 Civic Center Circle, Brea, California, on July 20, 2021, and was concluded prior to the adoption of this resolution.

(iii) All legal prerequisites to the adoption of the Resolution have occurred.

#### **B. RESOLUTION:**

**NOW, THEREFORE, BE IT FOUND, DETERMINED AND RESOLVED** by the City Council of the City of Brea as follows:

1. In all respects as set forth in the Recitals, Part A, of this Resolution.
2. The improvements specified in the report hereinabove referred to which is on file with the City Clerk of the City of Brea are hereby ordered to be completed.

3. The assessment diagram contained in the report referred to hereinabove and the assessment of \$543.00 for each lot located within said District are hereby adopted and confirmed and said assessment is levied for the 2021-2022 fiscal year.

4. The Council hereby expressly overrules any and all protests filed objecting to the proposed improvements specified herein or the assessment levied hereby.

5. The City Clerk shall forthwith transfer to the County Auditor of Orange County a certified copy of this Resolution and a certified copy of the assessment diagram contained in the report referred to hereinabove.

**APPROVED AND ADOPTED** this 20th day of July, 2021.

\_\_\_\_\_  
Steven Vargas, 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 20th day of July, 2021, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAINED: COUNCIL MEMBERS:

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

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

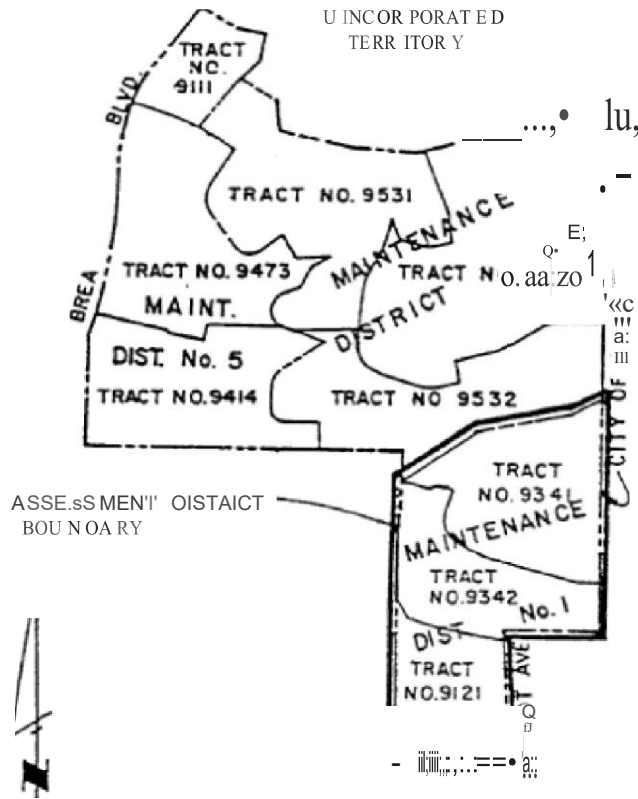
**Reso. No. 2021-029**  
July 20, 2021

**EXHIBIT "A"**

**LEGAL DESCRIPTION**

**LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT NO. 1**

LANDSCAPE AND LIGHTING ASSESSMENT **DISTRICT NO. 1** INCLUDES ALL OF THE PROPERTIES IN THE CITY OF BREA LOCATED WITHIN THE TRACT BOUNDARY OF TRACT NO. 9121 RECORDED IN BOOK 378, PAGES 49 AND 50; TRACT NO. 9341 RECORDED IN BOOK 395, PAGES 28, 29 AND 30; AND OF TRACT NO 9342 RECORDED IN BOOK 386, PAGES 41, 42 AND 43, ALL OF MISCELLANEOUS MAPS, RECORDS OF ORANGE COUNTY, CALIFORNIA.



SCALE = 600'

**LEGEND**

- DISTRICT BOUNDARY
- TRACT BOUNDARY
- @ ASSESSMENT DISTRICT NO. 1
- "T" LOT TO BE A

105 PARCELS

SHEET OF

**LIGHTING & MAINTENANCE  
ASSESSMENT DISTRICT NO. 1**

IN THE CITY OF BAKERSFIELD, CALIFORNIA

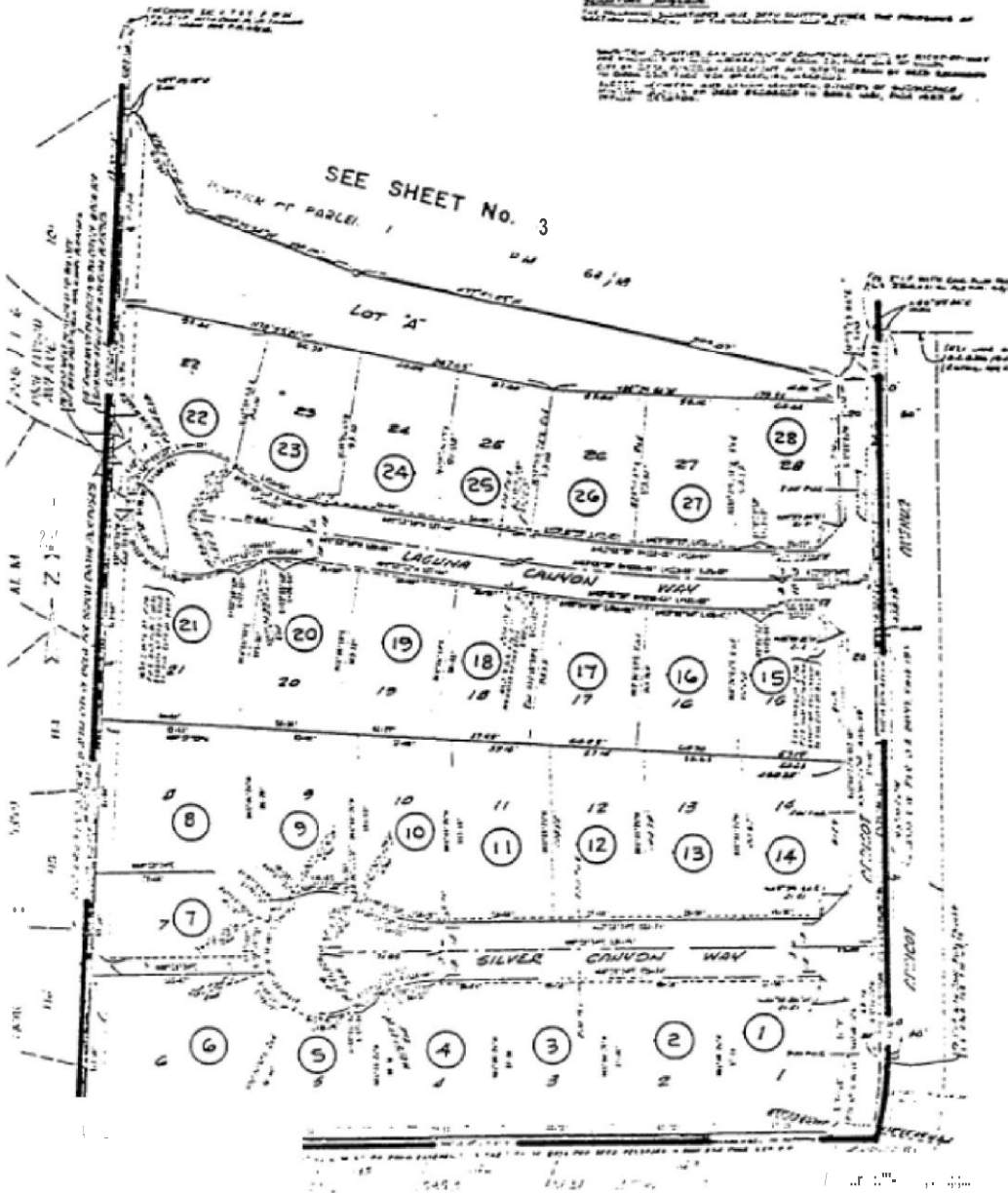
TRACT NO. 9121  
CITY OF ORANGE, CALIFORNIA  
COUNTY OF ORANGE, STATE OF CALIFORNIA

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103 PARCELS

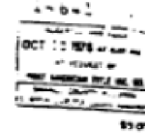
SHEET 2 OF E

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Reso. No. 2021-029  
July 20, 2021



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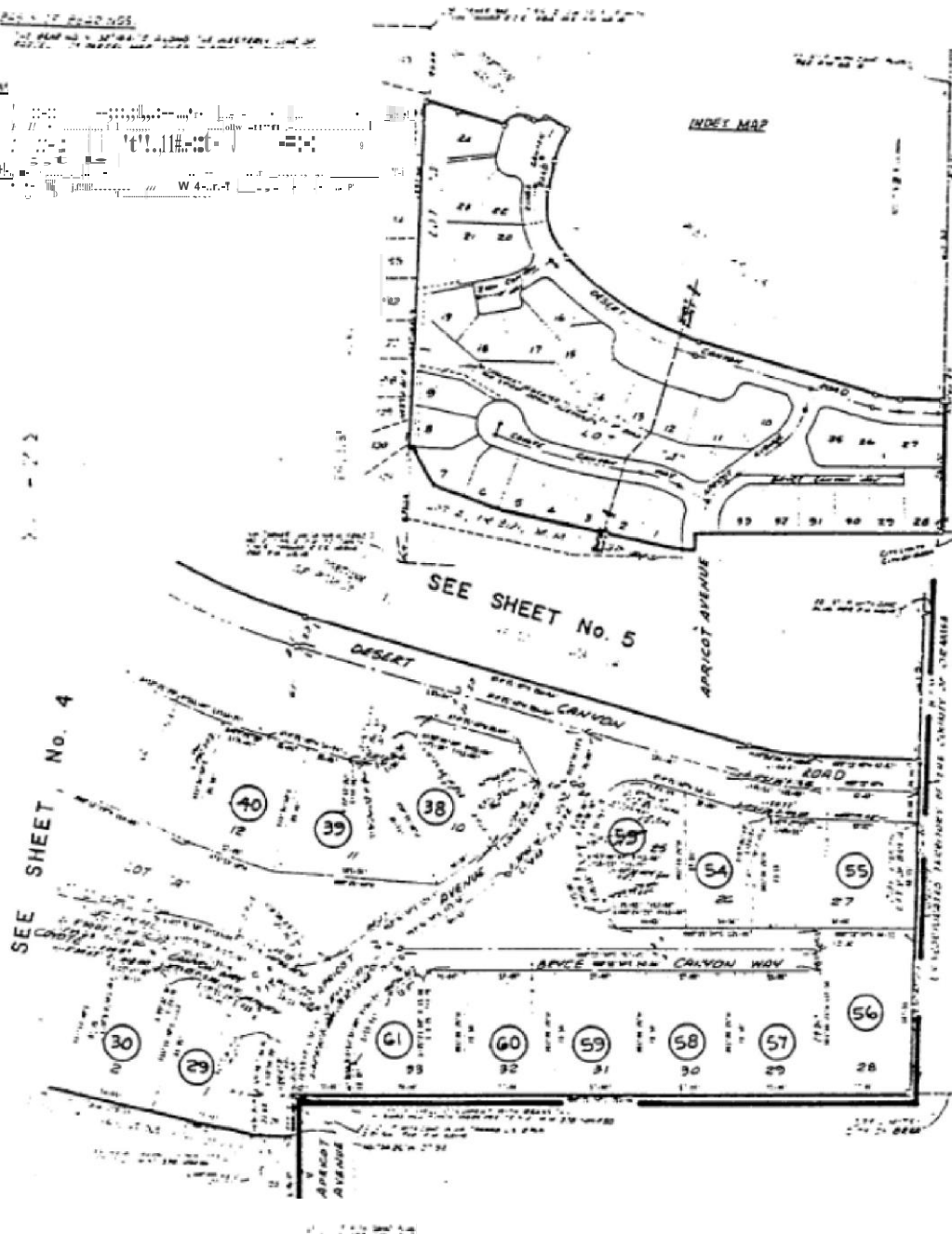
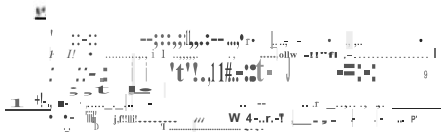
WILEY C. MORSE, S. 1000

10 DECEMBER 1976

DATE OF SURVEY

PLAN OF REVISIONS

THE PLAN NO. 5342, AS AMENDED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF ORANGE, CALIFORNIA, IS HEREBY REVOKED.



103 PARCELS

SHEET 3 OF 5

ASSISTANT ENGINEER

MAINTENANCE

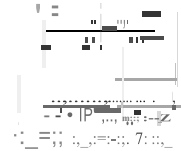
DISTRICT

IN THE CITY OF ORANGE, COUNTY OF ORANGE, STATE OF CALIFORNIA

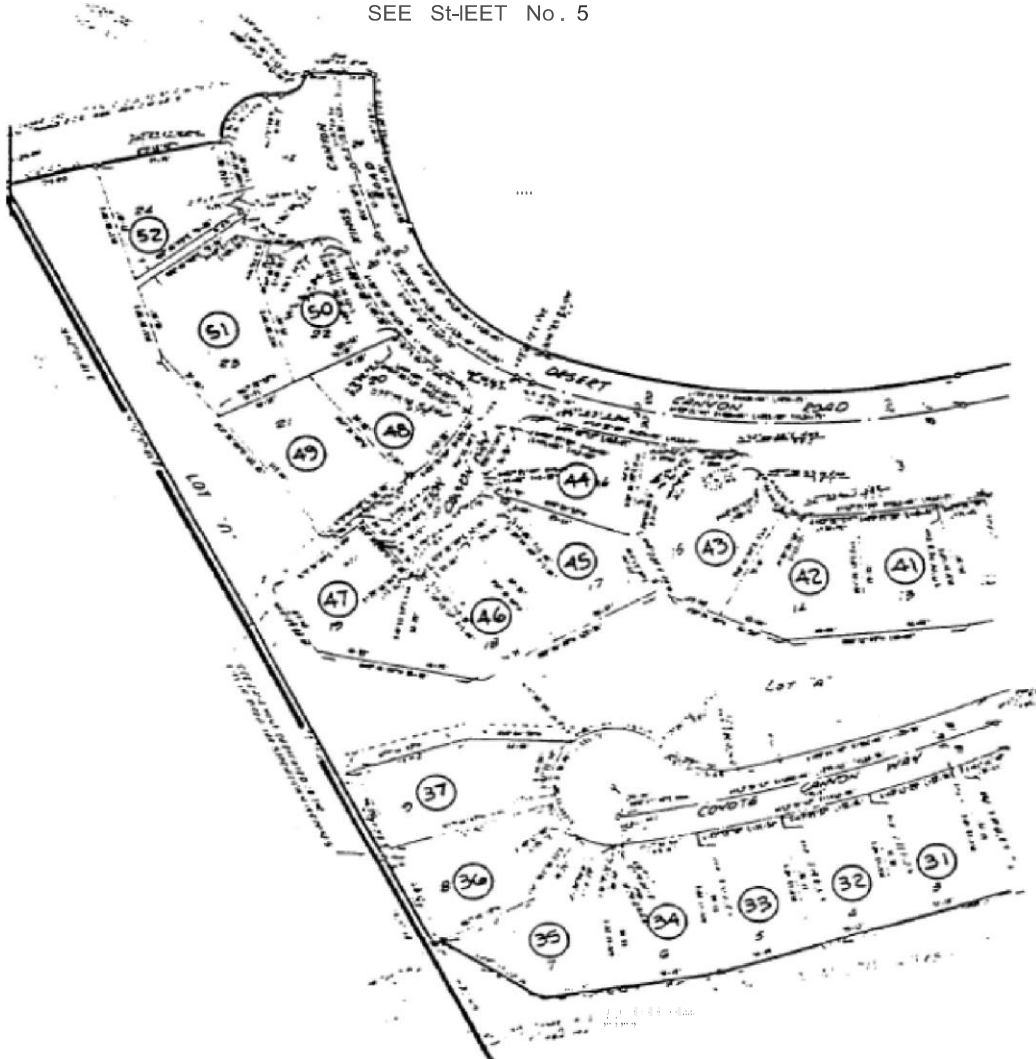
# TRRC'T NO .93'i2



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SEE SHEET No. 5



103 AR ELS

SHEET 4 OF 6

ASSESSMENT DIAGRAM

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ASSESSMENT DISTRICT NO.

THE CLERK OF BAKA COUNTY OF ORILIGE STATE OF CALIFORNIA

Reso. No. 2021-029  
July 20, 2021



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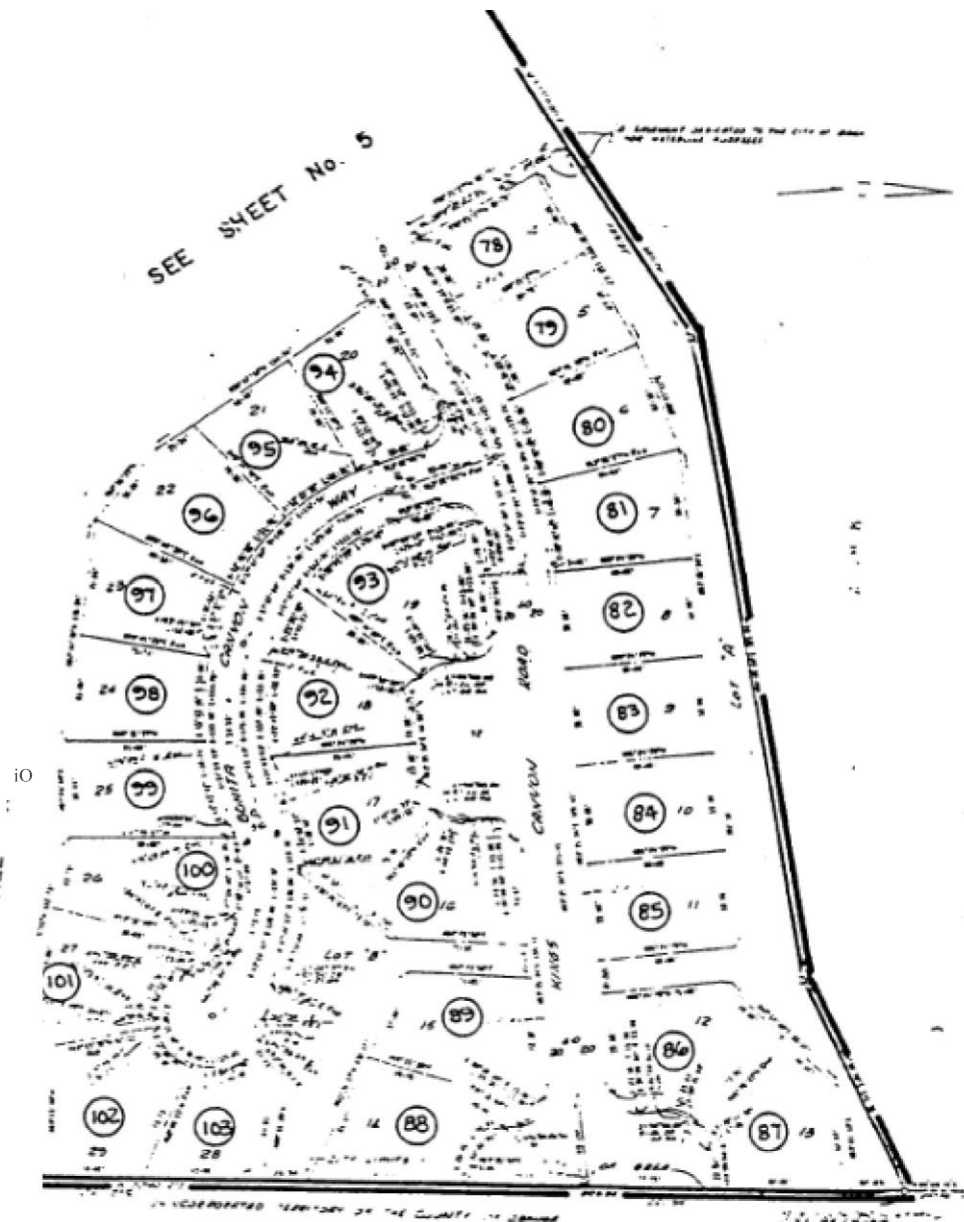


SHEET 5 Of 6

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U.S. DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION  
WASHINGTON, D.C. 20535

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SHEET 6 OF 6

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**Reso. No. 2021-029**  
July 20, 2021

## **RESOLUTION NO. 2021-030**

### **A RESOLUTION OF THE COUNCIL OF THE CITY OF BREA LEVYING AN ASSESSMENT ON CITY OF BREA LIGHTING ASSESSMENT DISTRICT NO. 2 FOR THE FISCAL YEAR 2021-2022**

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

(i) By Resolution, this Council approved a report of the Public Works Director related to City of Brea Lighting Assessment District No. 2 prepared pursuant to Streets and Highways Code Section 22623, described the improvements thereon and gave notice of and fixed the time and place of the hearing on the question of the levy of an assessment thereon for fiscal year 2021-2022. A description of the area encompassed by said assessment district is attached hereto as "Exhibit A."

(ii) Said hearing was duly and properly noticed, commenced at the Council Chambers, Brea Civic & Cultural Center, 1 Civic Center Circle, Brea, California, on July 20, 2021, and was concluded prior to the adoption of this resolution.

(iii) All legal prerequisites to the adoption of the Resolution have occurred.

#### **B. RESOLUTION:**

**NOW, THEREFORE, BE IT FOUND, DETERMINED AND RESOLVED** by the City Council of the City of Brea as follows:

1. In all respects as set forth in the Recitals, Part A, of this Resolution.
2. The improvements specified in the report hereinabove referred to which is on file with the City Clerk of the City of Brea are hereby ordered to be completed.
3. The assessment diagram contained in the report referred to hereinabove and the assessment of \$18.50 for each lot located within said District are hereby

adopted and confirmed and said assessment is levied for the 2021-2022 fiscal year.

4. The Council hereby expressly overrules any and all protests filed objecting to the proposed improvements specified herein or the assessment levied hereby.

5. The City Clerk shall forthwith transfer to the County Auditor of Orange County a certified copy of this Resolution and a certified copy of the assessment diagram contained in the report referred to hereinabove.

**APPROVED AND ADOPTED** this 20th day of July, 2021.

\_\_\_\_\_  
Steven Vargas, 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 20th day of July, 2021, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAINED: COUNCIL MEMBERS:

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

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

**EXHIBIT "A"**

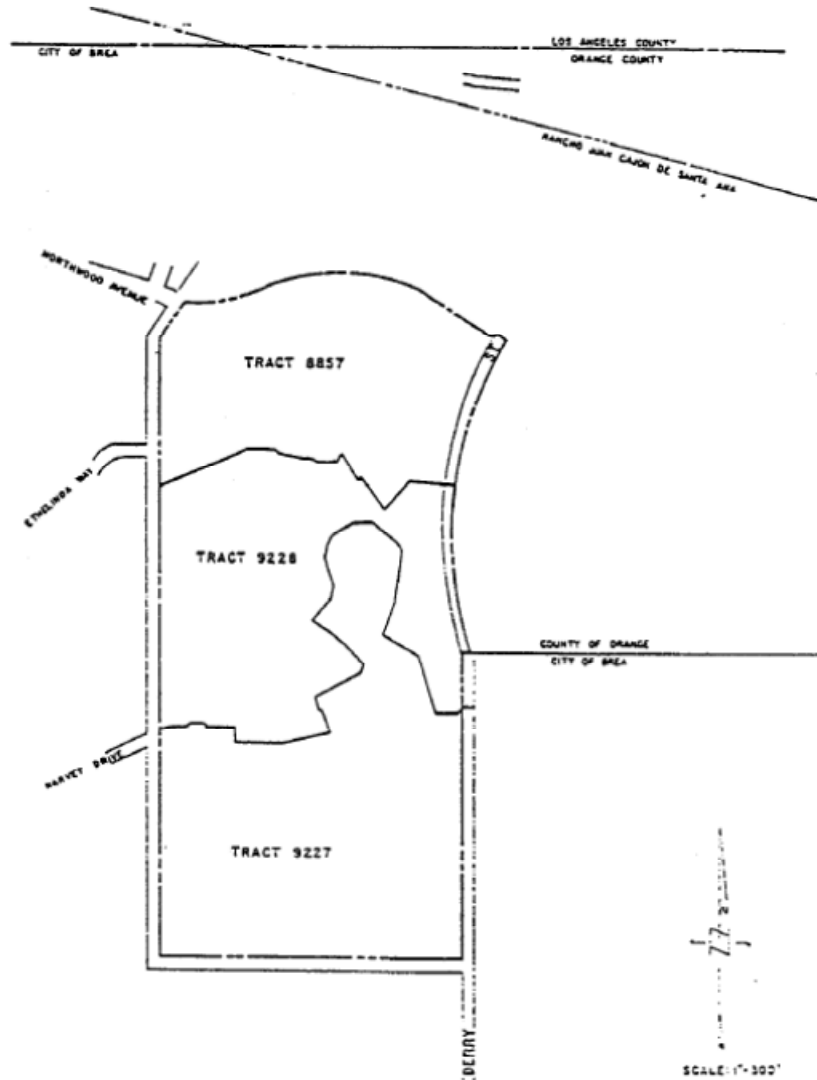
**LEGAL DESCRIPTION**

**LIGHTING ASSESSMENT DISTRICT NO. 2**

THE BOUNDARIES OF LIGHTING ASSESSMENT DISTRICT NO. 2 IS DESCRIBED AS "BEING THE BOUNDARY OF ANNEXATION NO. 8-74 TO THE CITY OF BREA, COUNTY OF ORANGE, STATE OF CALIFORNIA," ALSO BEING ALL THE PROPERTIES LOCATED WITHIN THE TRACT BOUNDARY OF TRACT NO. 9227 RECORDED IN BOOK 392, PAGES 5 THROUGH 12; TRACT NO. 9228 RECORDED IN BOOK 428, PAGES 32 THROUGH 38; AND TRACT NO. 8857 RECORDED IN BOOK 464, PAGES 38 THROUGH 44, ALL OF MISCELLANEOUS MAPS, RECORDS OR ORANGE COUNTY, CALIFORNIA.

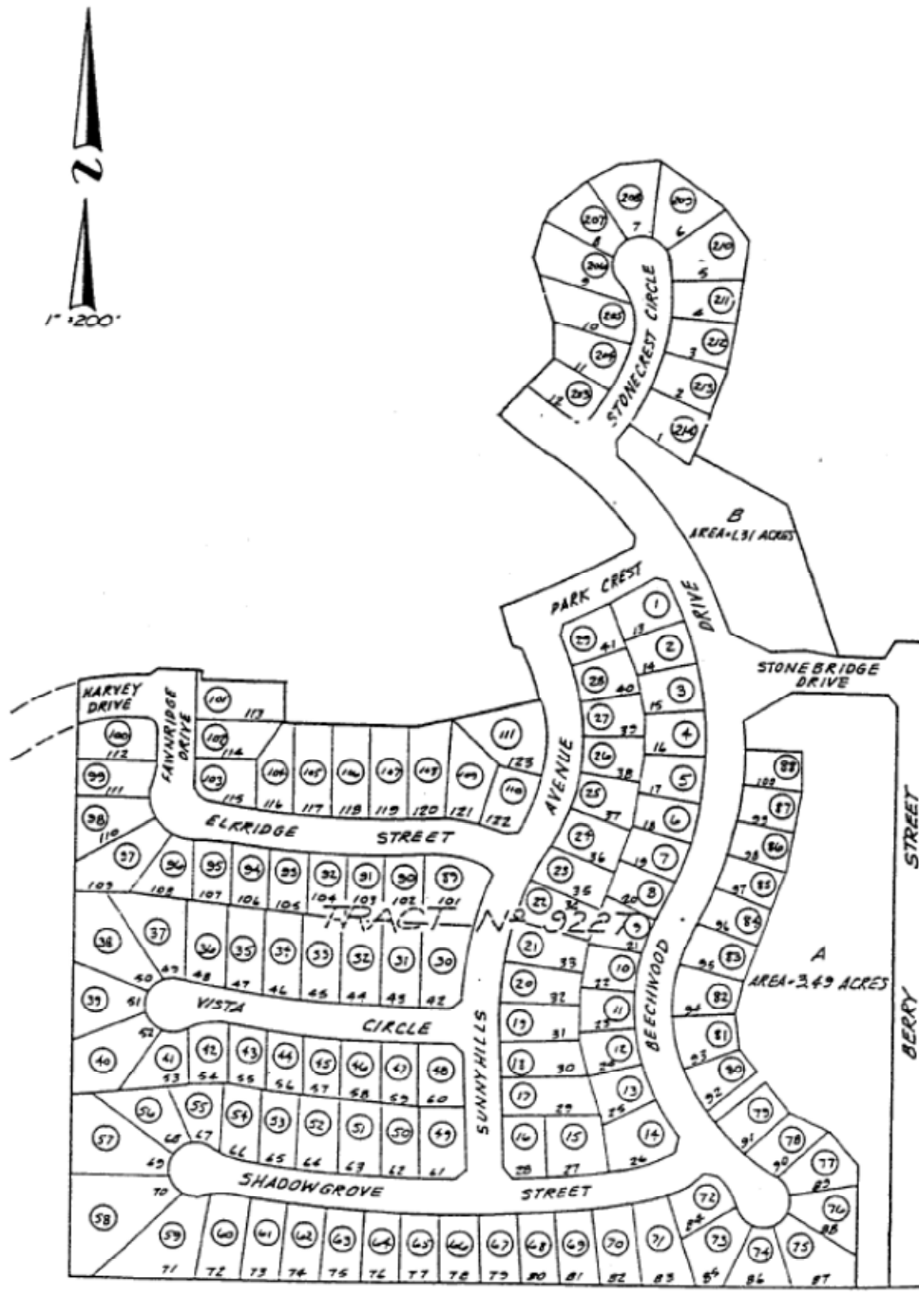
# LEGEND

- STREET LIGHTING DISTRICT BOUNDARY
- COUNTY BOUNDARY
- RANCHO BOUNDARY



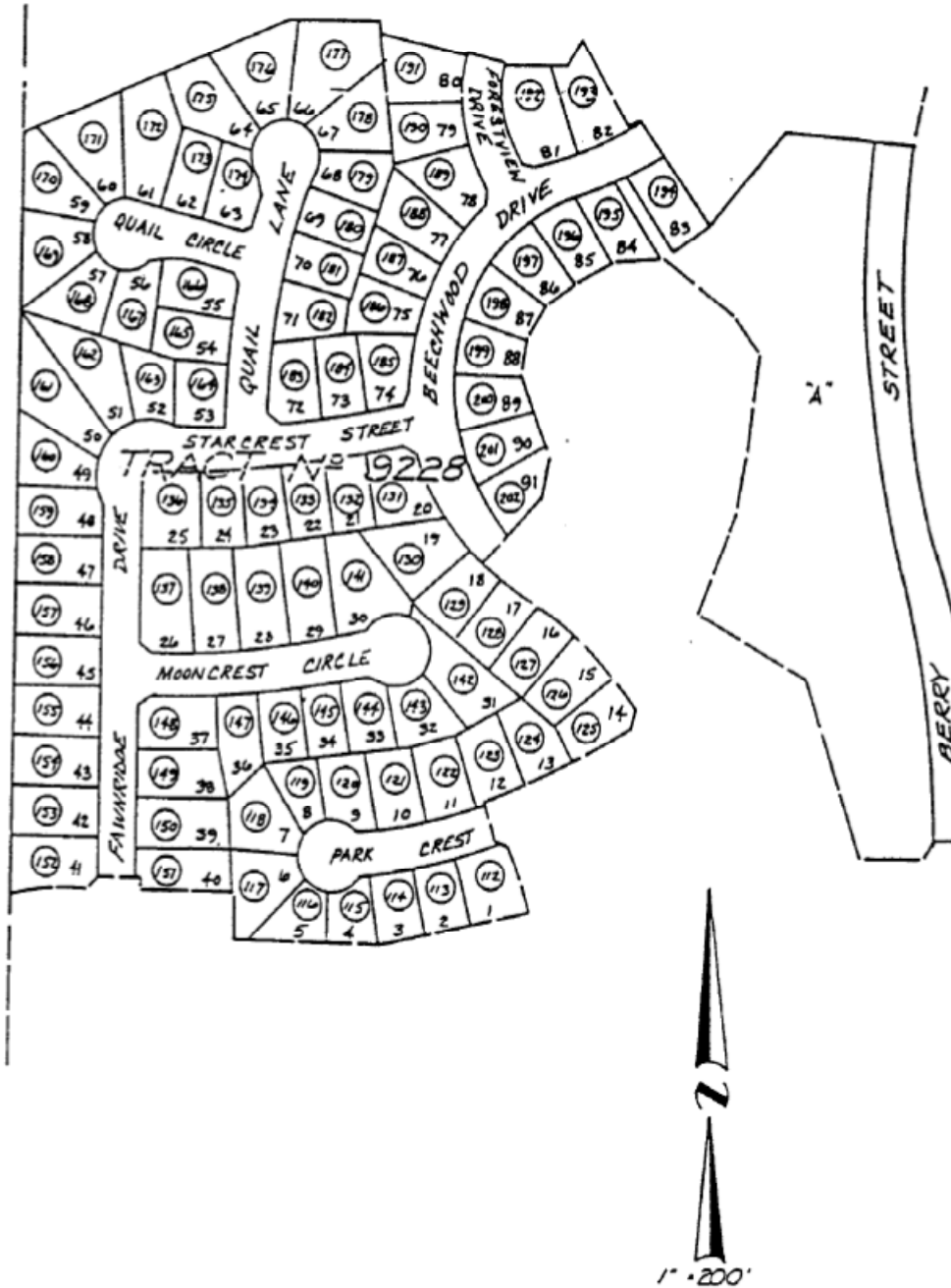
## ASSESSMENT DIAGRAM BOUNDRIES STREET LIGHTING DISTRICT NO.2 IN THE CITY OF BREA, COUNTY OF ORANGE, STATE OF CALIFORNIA

SHEET 1 OF



**ASSESSMENT DIAGRAM  
TO  
CITY OF BREA STREET LIGHTING ASSESSMENT  
DISTRICT N<sup>o</sup>2**

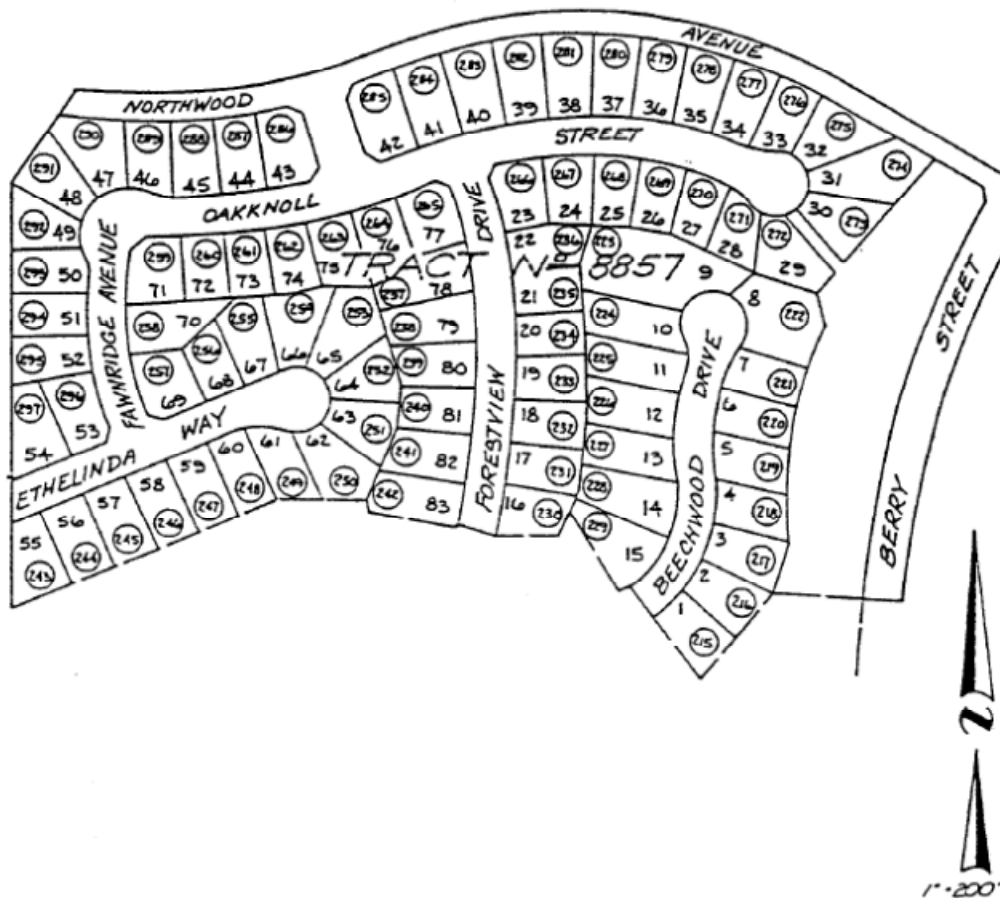
SHEET 2 OF



**ASSESSMENT DIAGRAM  
TO  
CITY OF BREA STREET LIGHTING ASSESSMENT  
DISTRICT N<sup>o</sup> 2**

SHEET 3C





**ASSESSMENT DIAGRAM  
TO  
CITY OF BREA STREET LIGHTING ASSESSMENT  
DISTRICT N<sup>o</sup> 2**

SHEET 40

## **RESOLUTION NO. 2021-031**

### **A RESOLUTION OF THE COUNCIL OF THE CITY OF BREA LEVYING AN ASSESSMENT ON CITY OF BREA LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT NO. 3 FOR THE FISCAL YEAR 2021-2022**

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

(i) By Resolution, this Council approved a report of the Public Works Director related to City of Brea Landscape and Lighting Assessment District No. 3 prepared pursuant to Streets and Highways Code Section 22623, described the improvements thereon and gave notice of and fixed the time and place of the hearing on the question of the levy of an assessment thereon for fiscal year 2021-2022. A description of the area encompassed by said assessment district is attached hereto as "Exhibit A."

(ii) Said hearing was duly and properly noticed, commenced at the Council Chambers, Brea Civic & Cultural Center, 1 Civic Center Circle, Brea, California, on July 20, 2021, and was concluded prior to the adoption of this resolution.

(iii) All legal prerequisites to the adoption of the Resolution have occurred.

#### **B. RESOLUTION:**

**NOW, THEREFORE, BE IT FOUND, DETERMINED AND RESOLVED** by the City Council of the City of Brea as follows:

1. In all respects as set forth in the Recitals, Part A, of this Resolution.
2. The improvements specified in the report hereinabove referred to which is on file with the City Clerk of the City of Brea are hereby ordered to be completed.
3. The assessment diagram contained in the report referred to hereinabove and the assessment of \$519.18 for each lot located within said District are hereby adopted and confirmed and said assessment is levied for the 2021-2022 fiscal year.

4. The Council hereby expressly overrules any and all protests filed objecting to the proposed improvements specified herein or the assessment levied hereby.

5. The City Clerk shall forthwith transfer to the County Auditor of Orange County a certified copy of this Resolution and a certified copy of the assessment diagram contained in the report referred to hereinabove.

**APPROVED AND ADOPTED** this 20th day of July, 2021.

\_\_\_\_\_  
Steven Vargas, 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 20th day of July, 2021, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAINED: COUNCIL MEMBERS:

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

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

**EXHIBIT "A"**

**LEGAL DESCRIPTION**

**LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT NO. 3**

LANDSCAPE AND LIGHTING ASSESSMENT **DISTRICT NO. 3** INCLUDES ALL OF THE PROPERTIES IN THE CITY OF BREA LOCATED WITHIN THE TRACT BOUNDARY OF TRACT NO. 8242 RECORDED IN BOOK 428, PAGES 19 THROUGH 24 OF MISCELLANEOUS MAPS, RECORDS OF ORANGE COUNTY, CALIFORNIA.



## **RESOLUTION NO. 2021-032**

### **A RESOLUTION OF THE COUNCIL OF THE CITY OF BREA LEVYING AN ASSESSMENT ON CITY OF BREA LIGHTING ASSESSMENT DISTRICT NO. 4 FOR THE FISCAL YEAR 2021-2022**

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

(i) By Resolution, this Council approved a report of the Public Works Director related to City of Brea Lighting Assessment District No. 4 prepared pursuant to Streets and Highways Code Section 22623, described the improvements thereon and gave notice of and fixed the time and place of the hearing on the question of the levy of an assessment thereon for fiscal year 2021-2022. A description of the area encompassed by said assessment district is attached hereto as "Exhibit A."

(ii) Said hearing was duly and properly noticed, commenced at the Council Chambers, Brea Civic & Cultural Center, 1 Civic Center Circle, Brea, California, on July 20, 2021, and was concluded prior to the adoption of this resolution.

(iii) All legal prerequisites to the adoption of the Resolution have occurred.

#### **B. RESOLUTION:**

**NOW, THEREFORE, BE IT FOUND, DETERMINED AND RESOLVED** by the City Council of the City of Brea as follows:

1. In all respects as set forth in the Recitals, Part A, of this Resolution.
2. The improvements specified in the report hereinabove referred to which is on file with the City Clerk of the City of Brea are hereby ordered to be completed.
3. The assessment diagram contained in the report referred to hereinabove and the assessment of \$12.00 for each lot located within said District are

hereby adopted and confirmed and said assessment is levied for the 2021-2022 fiscal year.

4. The Council hereby expressly overrules any and all protests filed objecting to the proposed improvements specified herein or the assessment levied hereby.

5. The City Clerk shall forthwith transfer to the County Auditor of Orange County a certified copy of this Resolution and a certified copy of the assessment diagram contained in the report referred to hereinabove.

**APPROVED AND ADOPTED** this 20th day of July, 2021.

\_\_\_\_\_  
Steven Vargas, 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 20th day of July, 2021, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAINED: COUNCIL MEMBERS:

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

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

**Reso. No. 2021-032**  
July 20, 2021

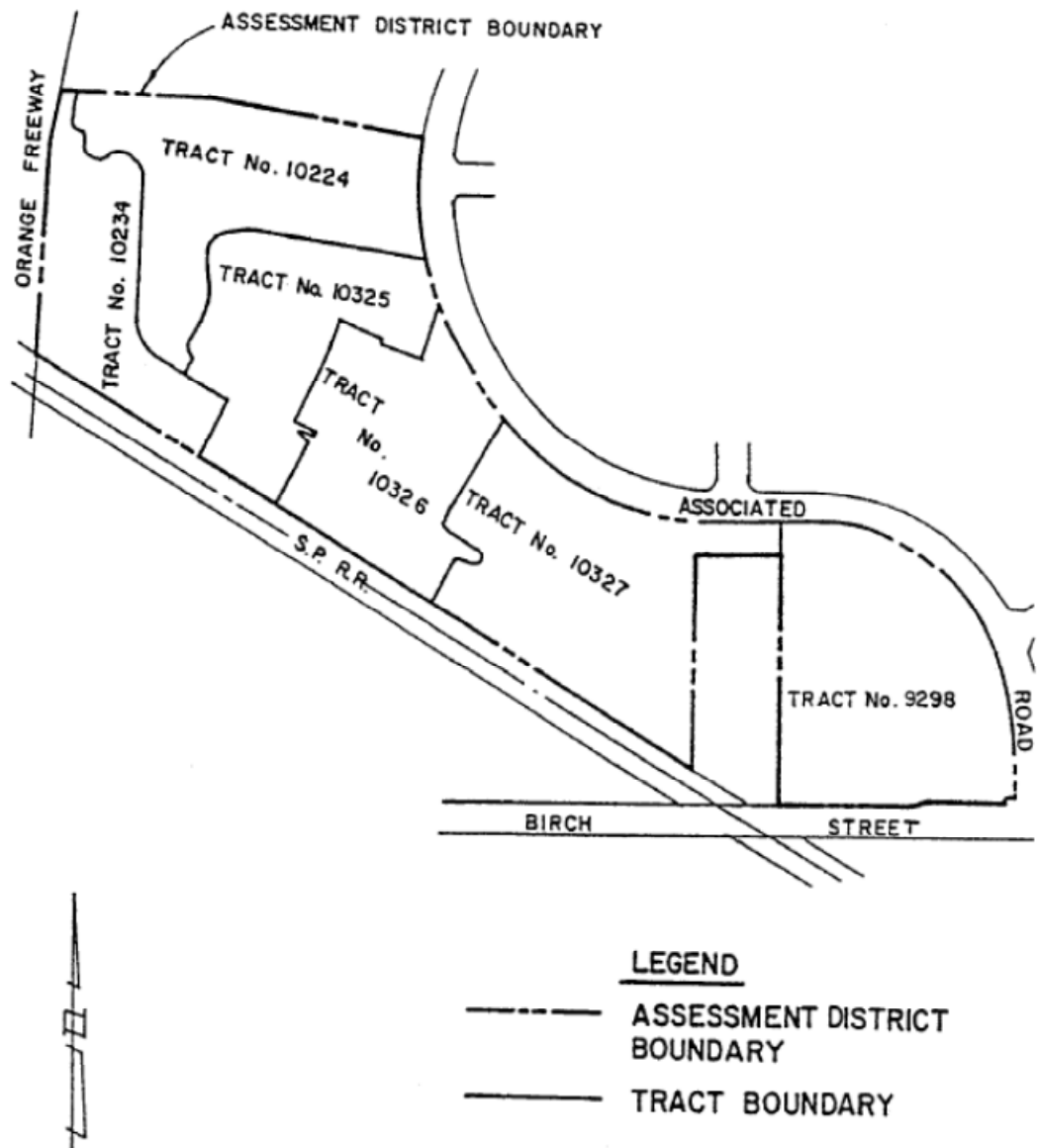
**EXHIBIT "A"**

**LEGAL DESCRIPTION**

**LIGHTING ASSESSMENT DISTRICT NO. 4**

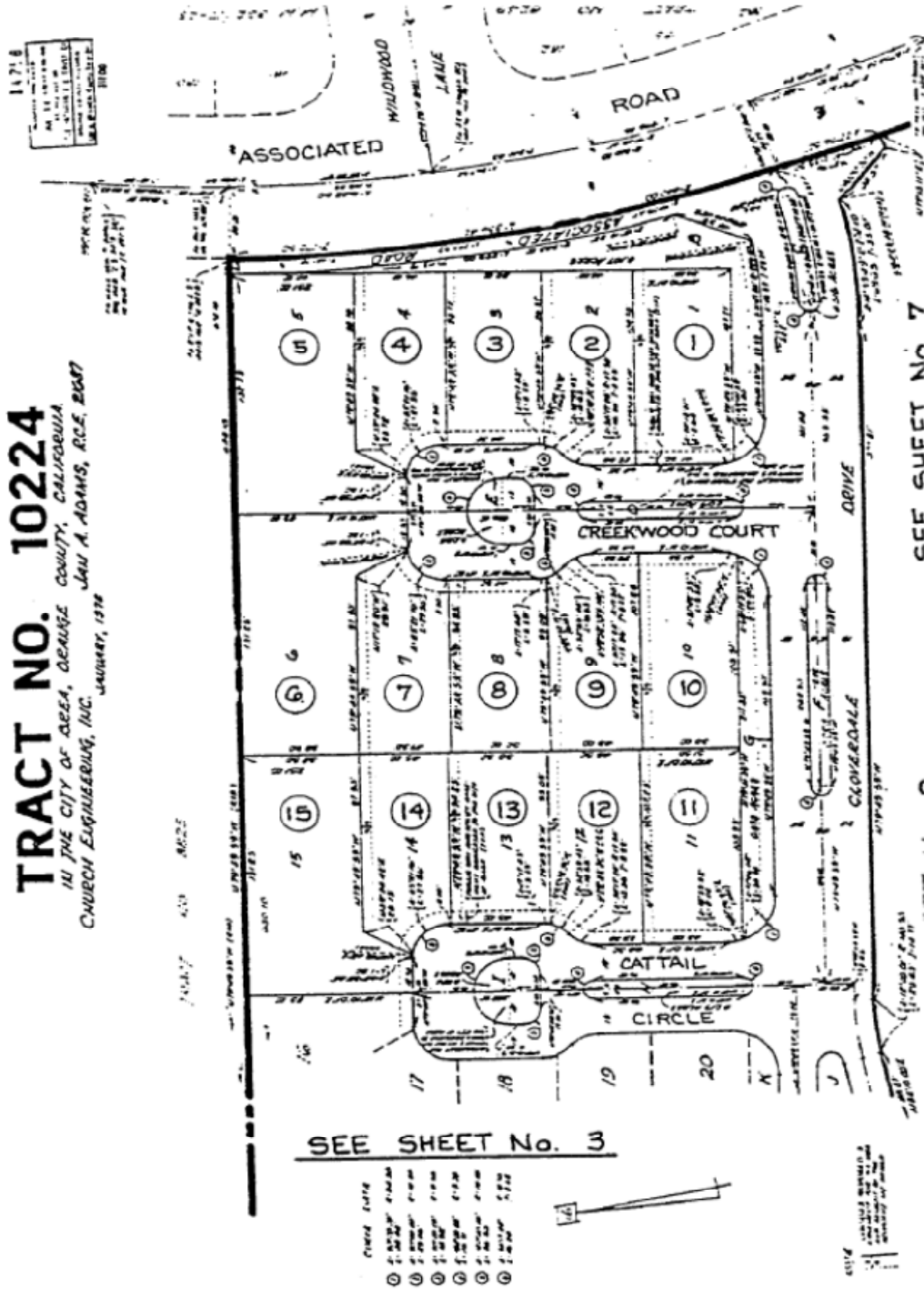
LIGHTING ASSESSMENT **DISTRICT NO. 4** INCLUDES ALL THE PROPERTIES LOCATED IN THE CITY OF BREA WITHIN TRACT NO. 10224 AS SHOWN ON A MAP RECORDED IN BOOK 436, PAGES 13 THROUGH 16 INCLUSIVE, TRACT NO. 10324 AS SHOWN ON A MAP RECORDED IN BOOK 447, PAGES 3 THROUGH 5 INCLUSIVE, TRACT NO. 10325 AS SHOWN ON A MAP RECORDED IN BOOK 461, PAGES 9 THROUGH 12 INCLUSIVE, TRACT NO. 10326 AS SHOWN ON A MAP RECORDED IN BOOK 461, PAGES 13 THROUGH 16 INCLUSIVE, TRACT NO. 10327 AS SHOWN ON A MAP RECORDED IN BOOK 461, PAGES 17 THROUGH 20 INCLUSIVE, AND TRACT NO. 9298 AS SHOWN ON A MAP RECORDED IN BOOK 476, PAGES 5 THROUGH 7 INCLUSIVE, ALL OF MISCELLANEOUS MAPS, RECORDS OF ORANGE COUNTY, CALIFORNIA.





**ASSESSMENT DIAGRAM**  
**CITY OF BREA STREET LIGHTING ASSESSMENT**  
**DISTRICT No. 4**  
 IN THE CITY OF BREA, COUNTY OF ORANGE, STATE OF CALIFORNIA  
 SHEET 1 OF 17

**TRACT NO. 10224**  
 IN THE CITY OF BREA, ORANGE COUNTY, CALIFORNIA  
 CHURCH ENGINEERING, INC. JANUARY, 1978

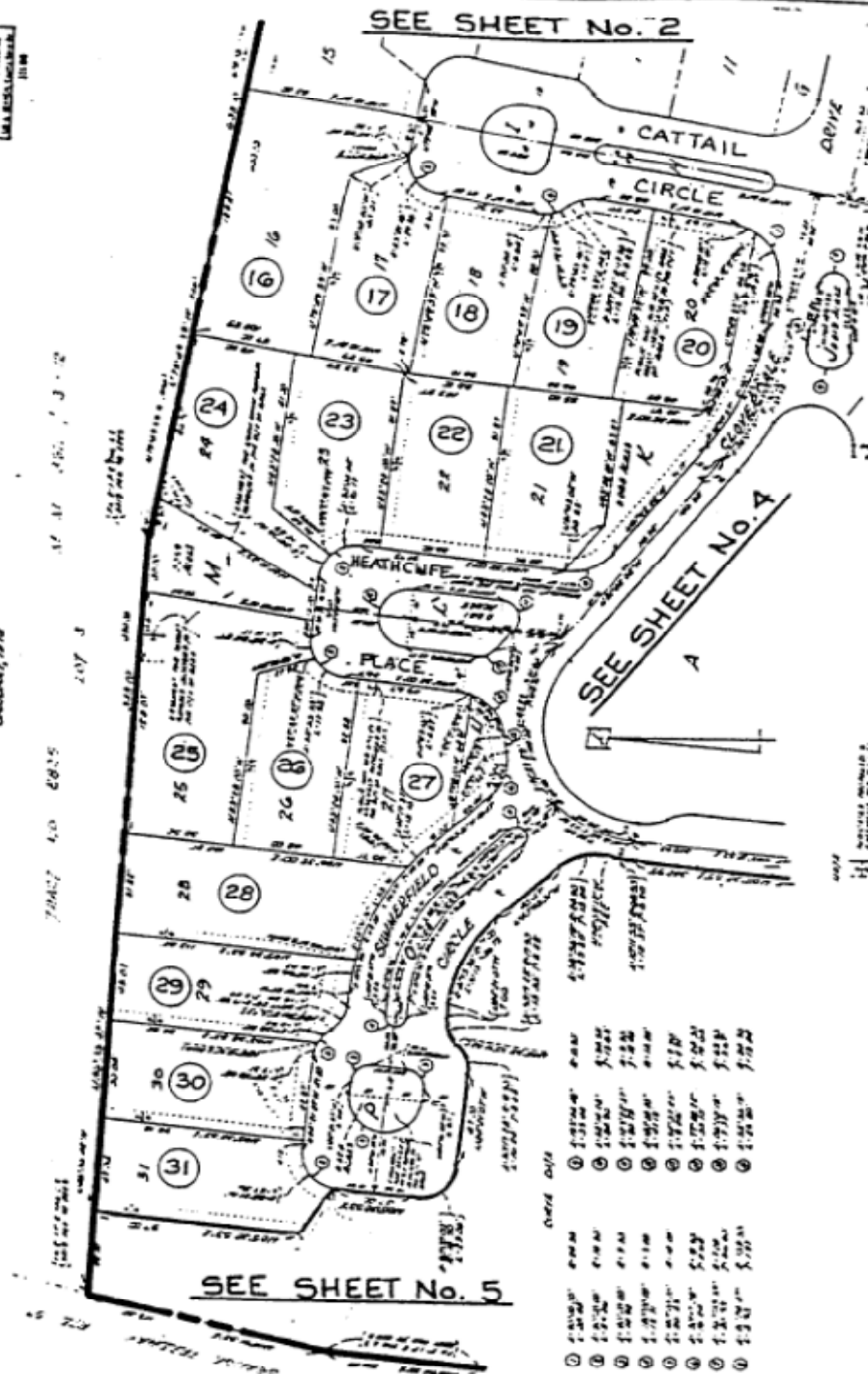


**ASSESSMENT DIAGRAM**  
**CITY OF BREA STREET LIGHTING ASSESSMENT**  
**DISTRICT No. 4**  
 IN THE CITY OF BREA, COUNTY OF ORANGE, STATE OF CALIFORNIA  
 SHEET 2 OF 1

136 16

14751  
ALL RIGHTS RESERVED  
NO REPRODUCTION  
WITHOUT PERMISSION

**TRACT NO. 10224**  
IN THE CITY OF BREA, ORANGE COUNTY, CALIFORNIA  
CHURCH ENGINEERING, INC.  
JANUARY, 1978  
JANUARY, 1978

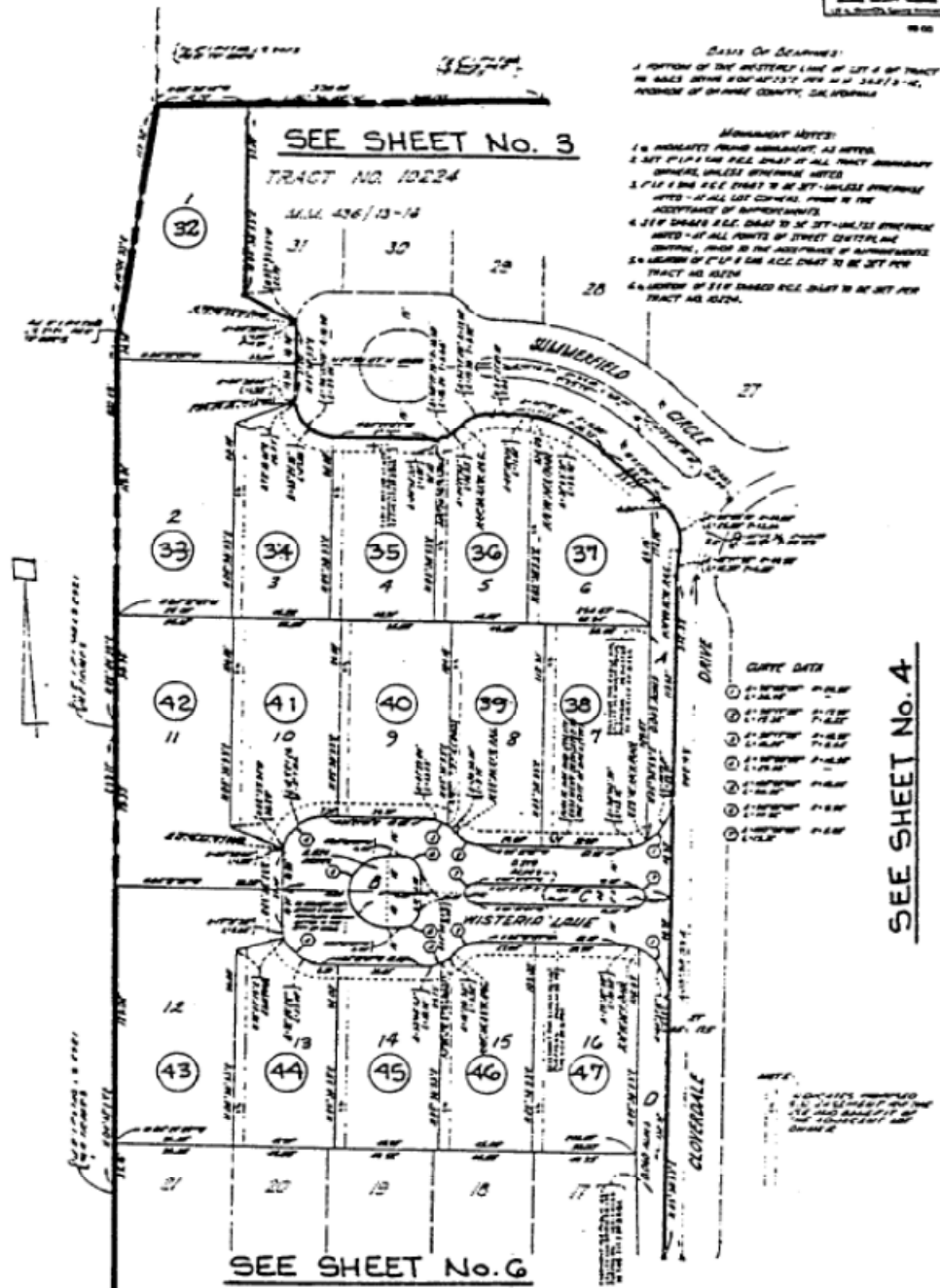
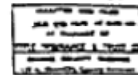


**ASSESSMENT DIAGRAM**  
**CITY OF BREA STREET LIGHTING ASSESSMENT**  
**DISTRICT No. 4**  
IN THE CITY OF BREA, COUNTY OF ORANGE, STATE OF CALIFORNIA  
SHEET 3 OF 17

7

EXCISE  
**TRACT NO. 10324**  
IN THE CITY OF BREA, ORANGE COUNTY, CALIFORNIA.  
CHURCH ENGINEERING, INC. JAN. A. ADAMS, R.C.E. E1607  
AUGUST, 1978

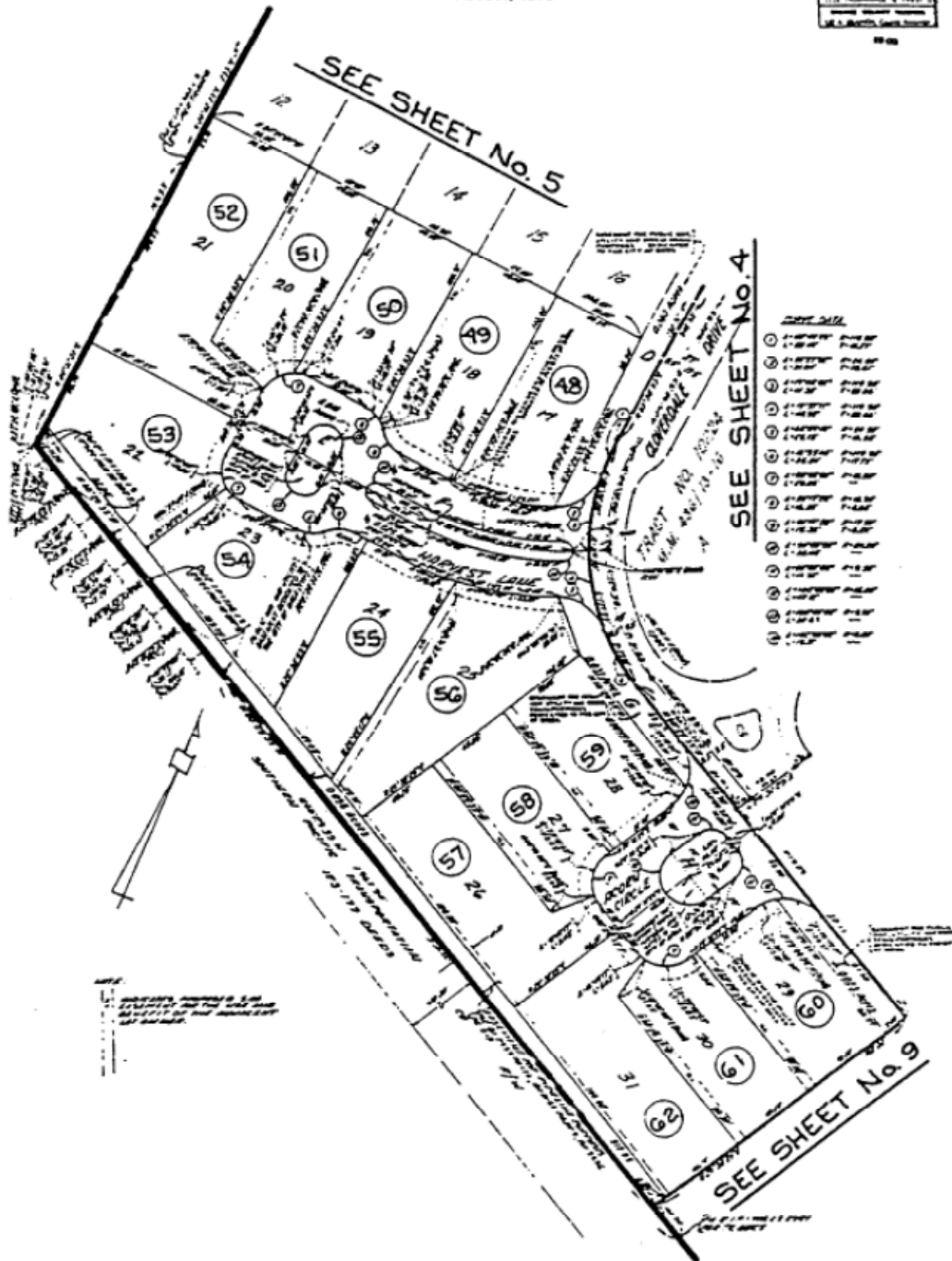
34985



**ASSESSMENT DIAGRAM**  
**CITY OF BREA STREET LIGHTING ASSESSMENT**  
**DISTRICT No. 4**  
IN THE CITY OF BREA, COUNTY OF ORANGE, STATE OF CALIFORNIA  
SHEET 5 OF 17

**TRACT NO. 10324**  
 IN THE CITY OF BREA, ORANGE COUNTY, CALIFORNIA.  
 CHURCH ENGINEERING, INC. JAN A. ADAMS, R.C.E. 21687  
 AUGUST, 1970

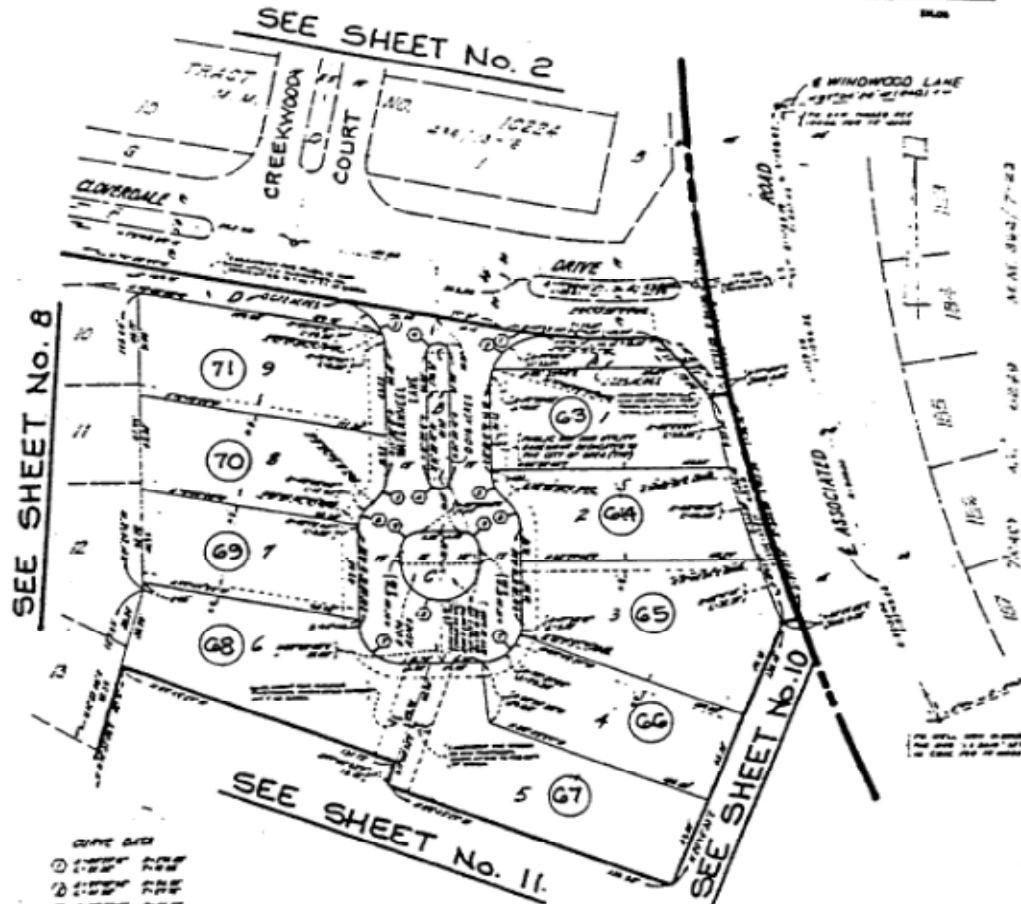
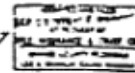
34985



**ASSESSMENT DIAGRAM**  
**CITY OF BREA STREET LIGHTING ASSESSMENT**  
**DISTRICT No. 4**  
 IN THE CITY OF BREA, COUNTY OF ORANGE, STATE OF CALIFORNIA  
 SHEET 6 OF 17

TRACT NO. 10325  
IN THE CITY OF BREA, ORANGE COUNTY, CALIFORNIA.  
CHURCH ENGINEERING, INC. JAN A. ADAMS, R.C.E. 21687

33542



COPIE DATA

1	1/4" = 10'
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3	1/4" = 10'
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99	1/4" = 10'
100	1/4" = 10'

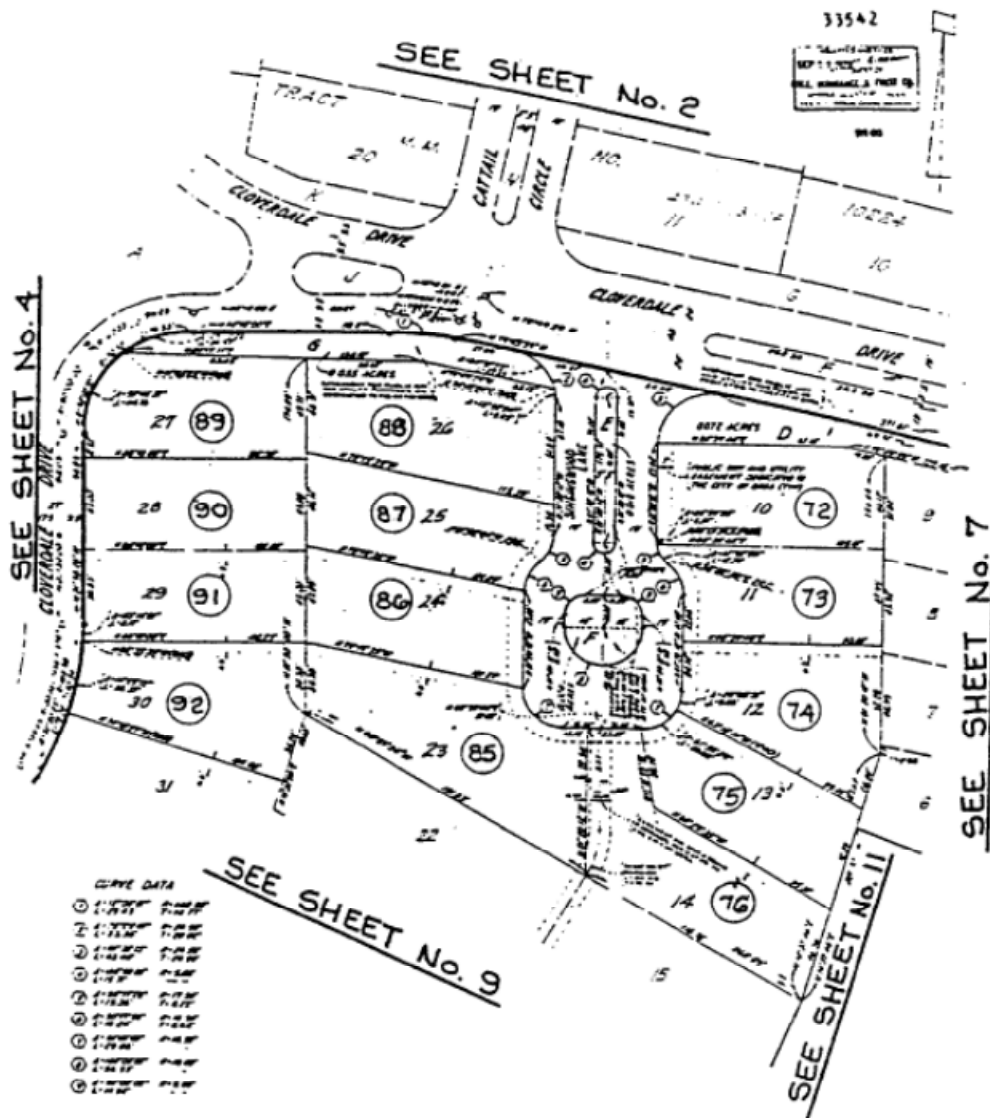
INDICATES PROPERTY IS IN  
ASSUMPTION OF THE CITY AND  
ADJACENT LOT OWNER

1. LOCATION OF THE SOUTHWEST CORNER OF LOT 1  
OF TRACT NO. 10325 BEING 100' X 100' IN  
SHEET 10, RECORDS OF ORANGE COUNTY, CALIFORNIA

- MONUMENT NOTES:
1. INDICATES PROPERTY MONUMENT, AS NOTED
  2. SET 1/4" = 10' R.C.E. THAT AT ALL TRACT BOUNDARY  
CORNERS, UNLESS OTHERWISE NOTED
  3. 1/4" = 10' R.C.E. THAT TO BE SET UNLESS OTHERWISE  
NOTED - AT ALL LOT CORNERS, FROM THE  
INTERSECTION OF BOUNDARIES
  4. SET 1/4" = 10' R.C.E. THAT TO BE SET UNLESS OTHERWISE  
NOTED - AT ALL CORNERS OF STREET CENTERLINE
  5. A LOCATION OF 1/4" = 10' R.C.E. THAT TO BE SET PER  
TRACT NO. 10325
  6. A LOCATION OF 1/4" = 10' R.C.E. THAT TO BE SET PER  
TRACT NO. 10325
  7. A LOCATION OF 1/4" = 10' R.C.E. THAT TO BE SET  
PER TRACT NO. 10325

**ASSESSMENT DIAGRAM**  
**CITY OF BREA STREET LIGHTING ASSESSMENT**  
**DISTRICT No. 4**  
IN THE CITY OF BREA, COUNTY OF ORANGE, STATE OF CALIFORNIA  
SHEET 7 OF 17

**TRACT NO. 10325**  
 IN THE CITY OF BREA, ORANGE COUNTY, CALIFORNIA.  
 CHURCH ENGINEERING, INC. JAN A ADAMS, P.E. 21607



**ASSESSMENT DIAGRAM**  
**CITY OF BREA STREET LIGHTING ASSESSMENT**  
**DISTRICT No. 4**  
 IN THE CITY OF BREA, COUNTY OF ORANGE, STATE OF CALIFORNIA  
 SHEET 8 OF 17

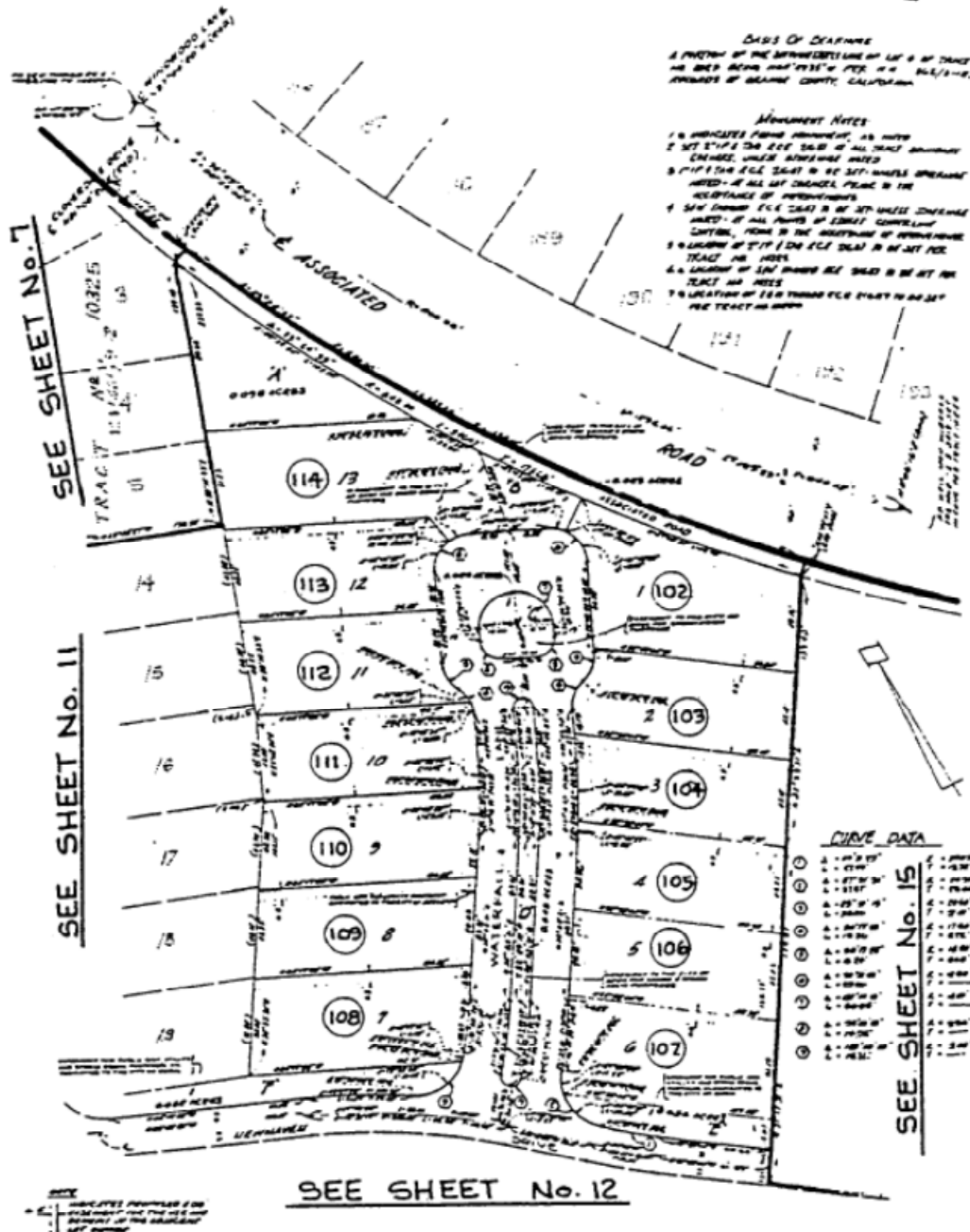
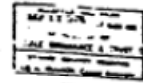


1990



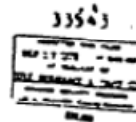
**TRACT NO. 10326**  
 IN THE CITY OF BREA, ORANGE COUNTY, CALIFORNIA  
 CHURCH ENGINEERING, INC. JAN A ADAMS, R.C.E. 2/6/87  
 DECEMBER, 1978

33393



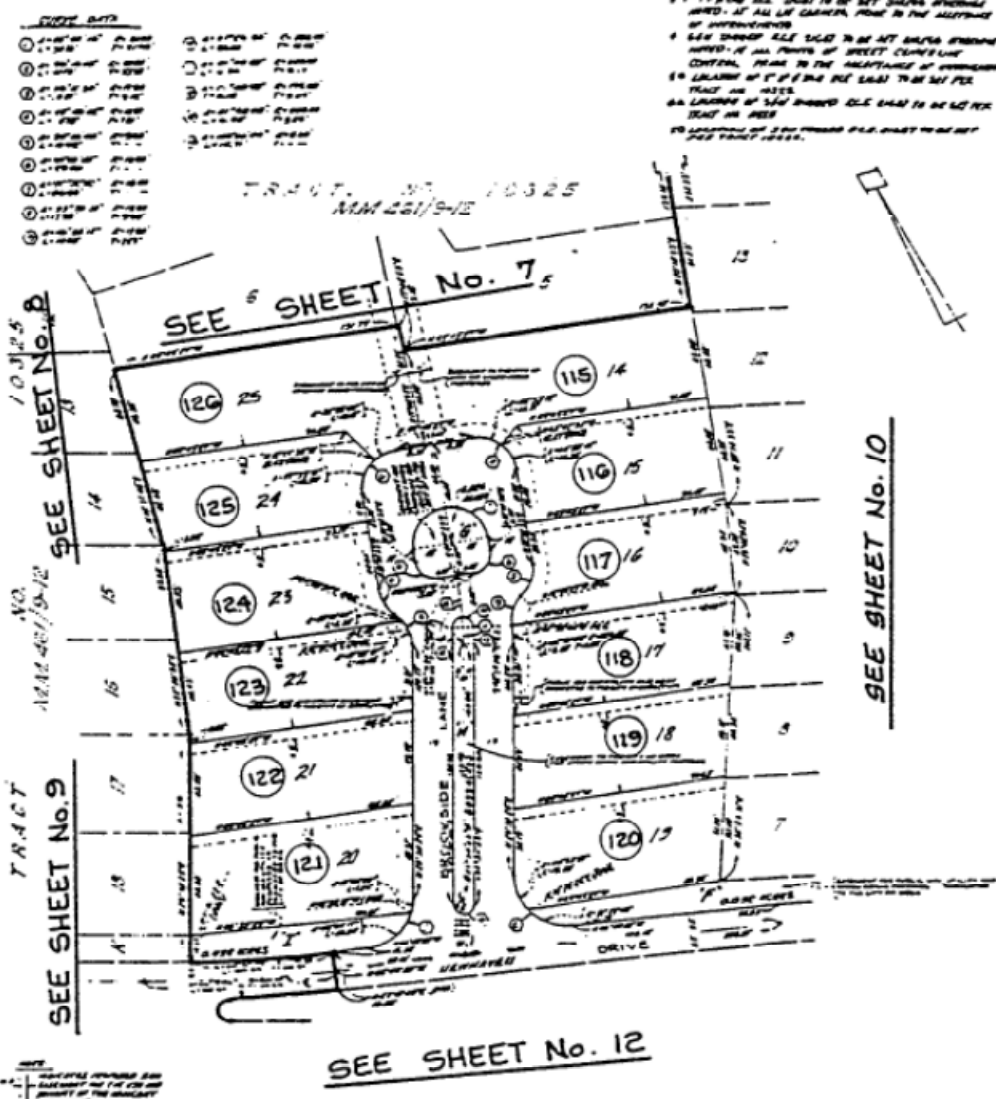
**ASSESSMENT DIAGRAM**  
**CITY OF BREA STREET LIGHTING ASSESSMENT**  
**DISTRICT No. 4**  
 IN THE CITY OF BREA, COUNTY OF ORANGE, STATE OF CALIFORNIA  
 SHEET 10 OF 17

TRACT NO. 10326  
IN THE CITY OF BREA, ORANGE COUNTY, CALIFORNIA  
CHURCH ENGINEERING, INC. JAN A. ADAMS, R.C.E. 1/25/87  
DECEMBER, 1978



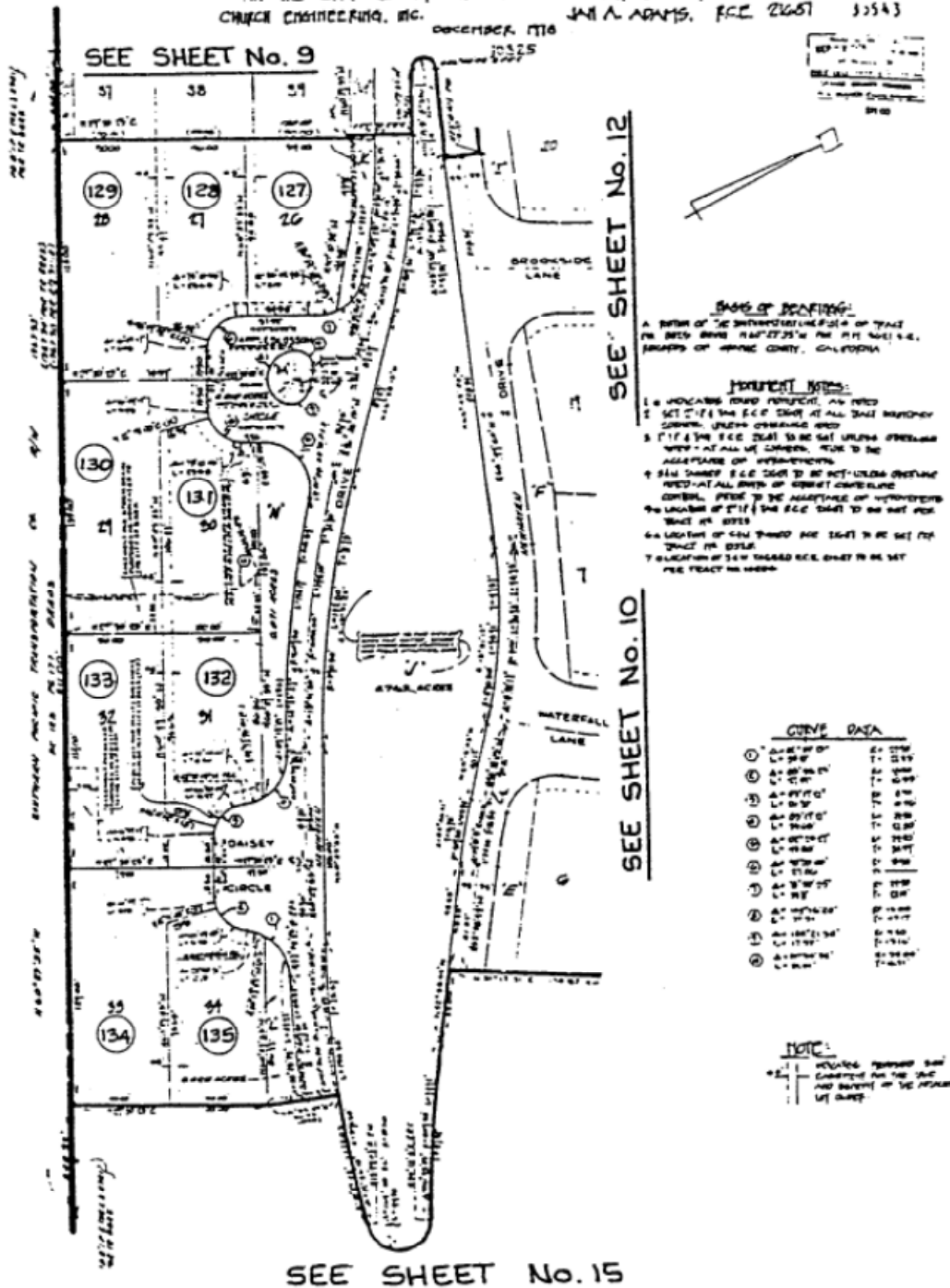
**BASES OF DEEDS**  
A PORTION OF THE SOUTHWESTLY CORNER OF A 1/4 SECTION  
AS BEING BOUND 1/4 SECTION PER 1/4 SECTION, 1/4 SECTION,  
COUNTY OF ORANGE COUNTY, CALIFORNIA.

**MONUMENT NOTES**  
1. ALL DEEDS FROM 1900 TO 1978  
2. ALL 1/4 SECTION PLAT MAPS AT ALL TIMES BOUNDARY  
CORRECTIONS, UNLESS OTHER WERE MADE  
3. 1/4 SECTION PLAT MAPS TO BE SET OUTLINE BY THE  
OWNER, AT ALL TIMES, FROM THE ALTERNATE  
OF INTERSECTION  
4. ALL DEEDS ARE TO BE SET OUTLINE BY THE  
OWNER, AT ALL TIMES, FROM THE ALTERNATE OF INTERSECTION  
5. ALL DEEDS ARE TO BE SET OUTLINE BY THE  
OWNER, AT ALL TIMES, FROM THE ALTERNATE OF INTERSECTION  
6. ALL DEEDS ARE TO BE SET OUTLINE BY THE  
OWNER, AT ALL TIMES, FROM THE ALTERNATE OF INTERSECTION  
7. ALL DEEDS ARE TO BE SET OUTLINE BY THE  
OWNER, AT ALL TIMES, FROM THE ALTERNATE OF INTERSECTION



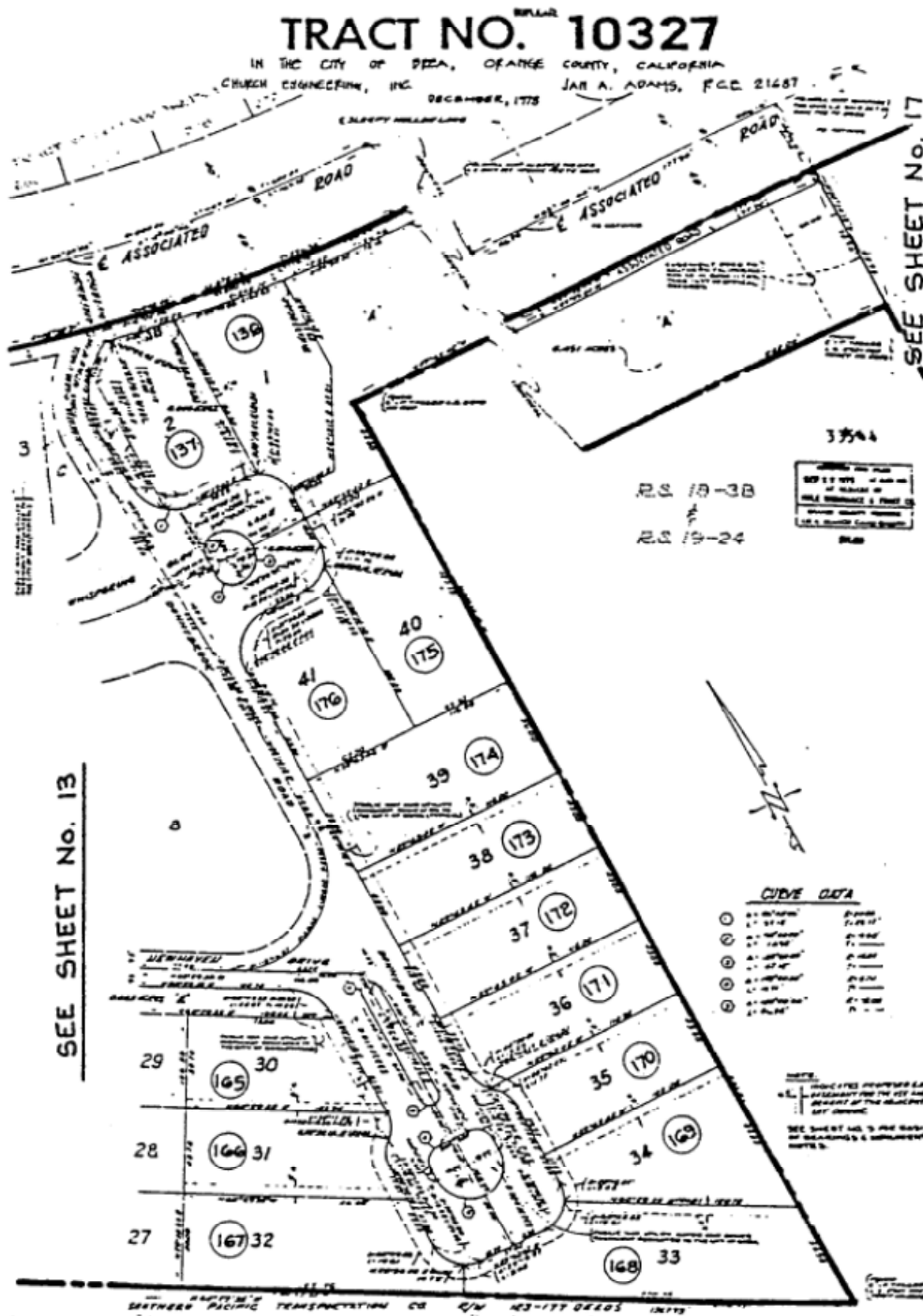
**ASSESSMENT DIAGRAM**  
**CITY OF BREA STREET LIGHTING ASSESSMENT**  
**DISTRICT No. 4**  
IN THE CITY OF BREA, COUNTY OF ORANGE, STATE OF CALIFORNIA  
SHEET 11 OF 17

TRACT NO. 10320  
IN THE CITY OF BREA, ORANGE COUNTY, CALIFORNIA  
CHURCH ENGINEERING, INC. JAMES A. ADAMS, P.E. 22687 32543  
DECEMBER, 1976



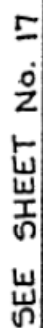
**ASSESSMENT DIAGRAM**  
**CITY OF BREA STREET LIGHTING ASSESSMENT**  
**DISTRICT No. 4**  
IN THE CITY OF BREA, COUNTY OF ORANGE, STATE OF CALIFORNIA  
SHEET 12 OF 17

## 16





100 N. Main St., Suite 100  
 Portland, ME 04101  
 Tel: 603/581-1234  
 Fax: 603/581-1235





# TRACT NO. 9298

IN THE CITY OF BREA, ORANGE COUNTY, CALIFORNIA  
CHURCH ENGINEERING, INC. JAN A. ADAMS, RCE 21687  
JANUARY 1977

ADDITIONAL  
SHEET NO. 17 OF 17  
SHEET NO. 17 OF 17  
SHEET NO. 17 OF 17

**BASIS OF BEARINGS**  
THE MERIDIAN LINE OF LOT 6 OF TRACT NO. 9298 BEING THE MERIDIAN LINE PER M. 992/7-1-2, RECORDS OF ORANGE COUNTY, CALIFORNIA.

## MONUMENT NOTES

1. INDICATES FOUND MONUMENT, AS NOTED.
2. INDICATES LOCATION OF 3/4" TAGGED R.C.E. POST TO BE SET FOR TRACT NO. 9298.
3. INDICATES LOCATION OF 3/4" TAGGED R.C.E. POST TO BE SET FOR TRACT NO. 9298.
4. 3/4" TAGGED R.C.E. POST TO BE SET - UNLESS OTHERWISE NOTED - AT ALL POINTS OF STREET CENTERLINE CONTROL, PRIOR TO THE ACCEPTANCE OF IMPROVEMENTS.
5. 3/4" TAGGED R.C.E. POST TO BE SET AT ALL TRACT BOUNDARY CORNERS, UNLESS OTHERWISE NOTED.
6. 3/4" TAGGED R.C.E. POST TO BE SET - UNLESS OTHERWISE NOTED - AT ALL LOT CORNERS, PRIOR TO THE ACCEPTANCE OF IMPROVEMENTS.

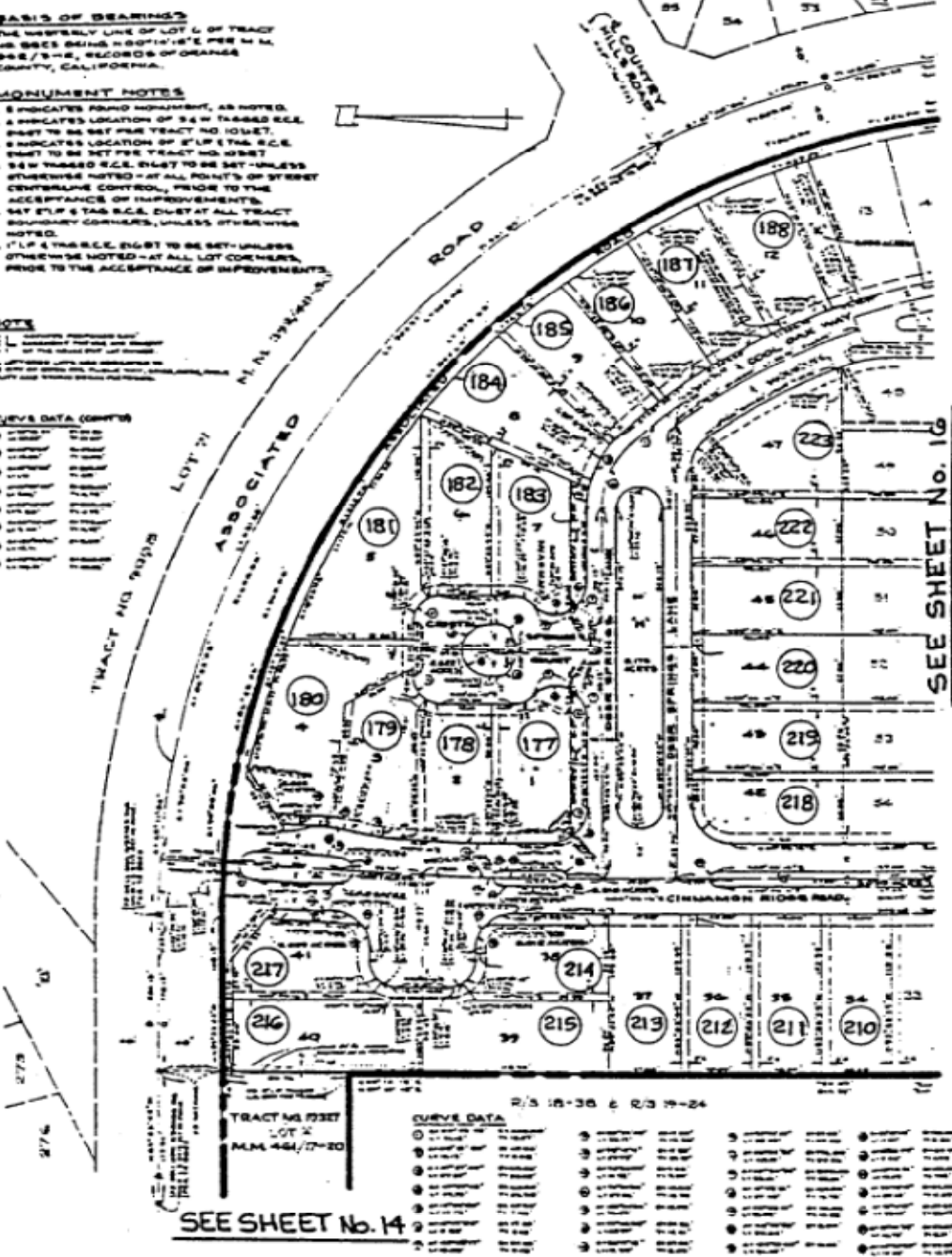
## NOTES

1. ALL IMPROVEMENTS SHALL BE IN ACCORDANCE WITH THE CITY OF BREA STREET LIGHTING ASSESSMENT DISTRICT NO. 4.
2. ALL IMPROVEMENTS SHALL BE IN ACCORDANCE WITH THE CITY OF BREA STREET LIGHTING ASSESSMENT DISTRICT NO. 4.
3. ALL IMPROVEMENTS SHALL BE IN ACCORDANCE WITH THE CITY OF BREA STREET LIGHTING ASSESSMENT DISTRICT NO. 4.

## CURVE DATA (CONT'D)

STATION	PC	PT	PI	LC	EA	EB	EC	ED	EE	EF	EG	EH	EI	EJ	EK	EL	EM	EN	EO	EP	EQ	ER	ES	ET	EU	EV	EW	EX	EY	EZ
1	100+00	100+00	100+00	100+00	100+00	100+00	100+00	100+00	100+00	100+00	100+00	100+00	100+00	100+00	100+00	100+00	100+00	100+00	100+00	100+00	100+00	100+00	100+00	100+00	100+00	100+00	100+00	100+00	100+00	100+00

TRACT NO. 9298 M.M. 342/17-23



## ASSESSMENT DIAGRAM

### CITY OF BREA STREET LIGHTING ASSESSMENT DISTRICT No. 4

IN THE CITY OF BREA, COUNTY OF ORANGE, STATE OF CALIFORNIA  
SHEET 17 OF 17

## **RESOLUTION NO. 2021-033**

### **A RESOLUTION OF THE COUNCIL OF THE CITY OF BREA LEVYING AN ASSESSMENT ON CITY OF BREA LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT NO. 5 FOR THE FISCAL YEAR 2021-2022**

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

(i) By Resolution, this Council approved a report of the Public Works Director related to City of Brea Landscape and Lighting Assessment District No. 5 prepared pursuant to Streets and Highways Code Section 22623, described the improvements thereon and gave notice of and fixed the time and place of the hearing on the question of the levy of an assessment thereon for fiscal year 2021-2022. A description of the area encompassed by said assessment district is attached hereto as "Exhibit A."

(ii) Said hearing was duly and properly noticed, commenced at the Council Chambers, Brea Civic & Cultural Center, 1 Civic Center Circle, Brea, California, on July 20, 2021, and was concluded prior to the adoption of this resolution.

(iii) All legal prerequisites to the adoption of the Resolution have occurred.

#### **B. RESOLUTION:**

**NOW, THEREFORE, BE IT FOUND, DETERMINED AND RESOLVED** by the City Council of the City of Brea as follows:

1. In all respects as set forth in the Recitals, Part A, of this Resolution.
2. The improvements specified in the report hereinabove referred to which is on file with the City Clerk of the City of Brea are hereby ordered to be completed.
3. The assessment diagram contained in the report referred to hereinabove and the assessment of \$942.97 for each lot located within said District are

hereby adopted and confirmed and said assessment is levied for the 2021-2022 fiscal year.

4. The Council hereby expressly overrules any and all protests filed objecting to the proposed improvements specified herein or the assessment levied hereby.

5. The City Clerk shall forthwith transfer to the County Auditor of Orange County a certified copy of this Resolution and a certified copy of the assessment diagram contained in the report referred to hereinabove.

**APPROVED AND ADOPTED** this 20th day of July, 2021.

\_\_\_\_\_  
Steven Vargas, 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 20th day of July, 2021, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAINED: COUNCIL MEMBERS:

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

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

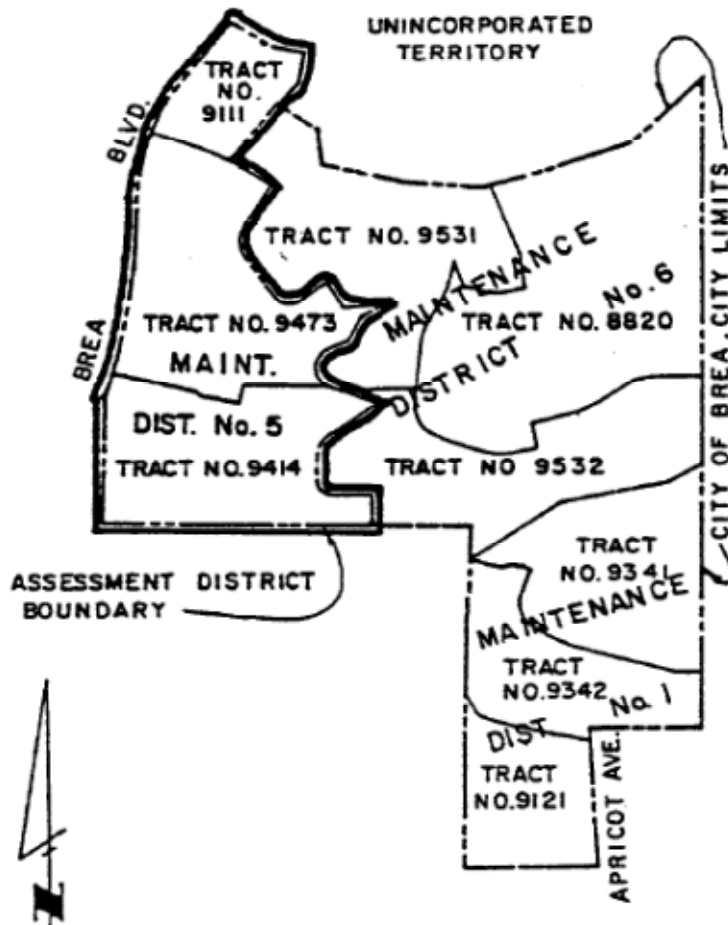
**Reso. No. 2021-033**  
July 20, 2021

**EXHIBIT "A"**

**LEGAL DESCRIPTION**

**LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT NO. 5**

LANDSCAPE AND LIGHTING ASSESSMENT **DISTRICT NO. 5** INCLUDES ALL THE PROPERTIES IN THE CITY OF BREA LOCATED WITHIN THE TRACT BOUNDARY OF TRACT NO. 9111 RECORDED IN BOOK 374, PAGES 24, 25 AND 26 OF TRACT NO. 9414 RECORDED IN BOOK 409, PAGES 8 AND 9, AND OF TRACT NO. 9473 RECORDED IN BOOK 291, PAGES 26, 27 AND 28, ALL OF MISCELLANEOUS MAPS, RECORDS OF ORANGE COUNTY, CALIFORNIA.



SCALE : 1" = 600'

#### LEGEND

	ASSESSMENT DISTRICT BOUNDARY
	TRACT BOUNDARY
	ASSESSMENT DISTRICT NUMBER
	TRACT LOT NUMBER

113 PARCELS

SHEET 1 OF

### ASSESSMENT DIAGRAM LIGHTING & MAINTENANCE ASSESSMENT DISTRICT NO. 5

IN THE CITY OF BREA, COUNTY OF ORANGE, STATE OF CALIFORNIA

NO. 20721-4 AND CITY 3-79

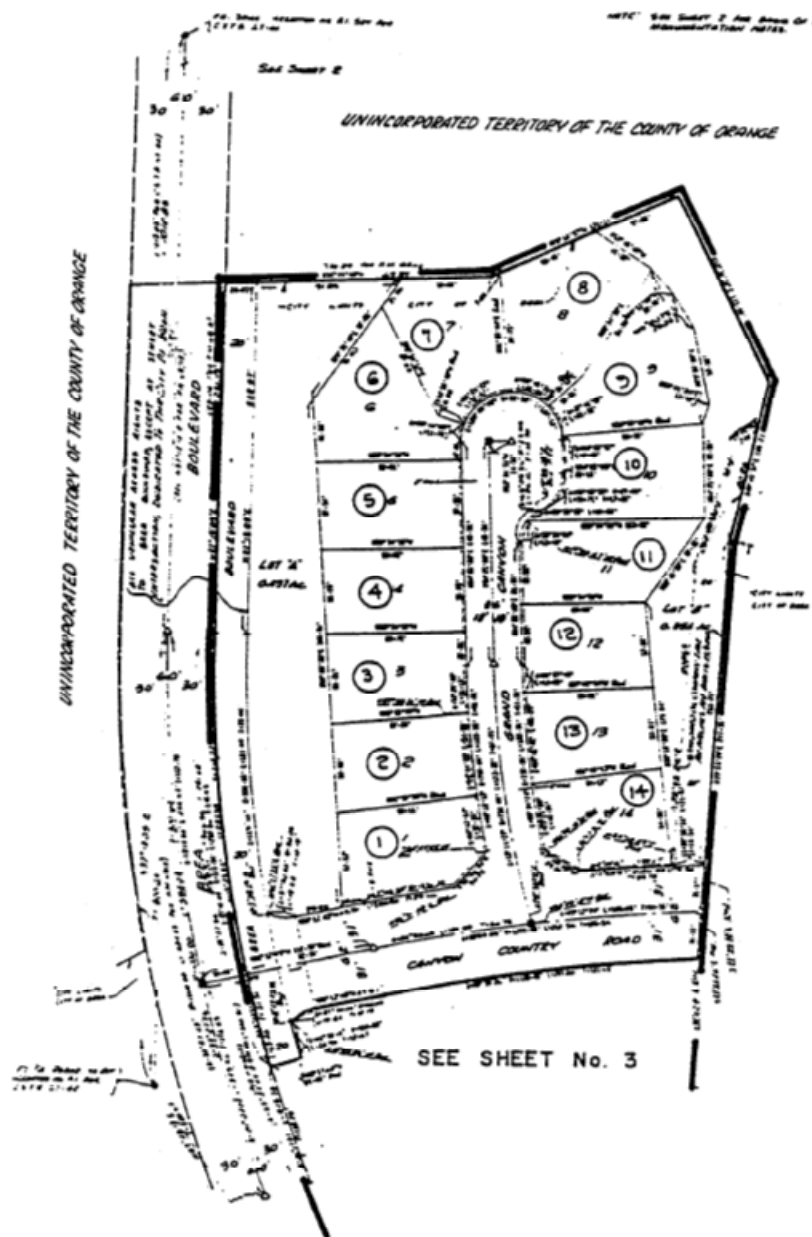
TRACT NO. 9111  
IN THE CITY OF BREA,  
COUNTY OF ORANGE, STATE OF CALIFORNIA.

31247  
APR 21 1979  
FILED  
COUNTY CLERK  
COUNTY OF ORANGE  
CALIFORNIA

RICHARD E. MC COY  
C.E. NO. 29000

OCTOBER, 1975

TOLPE CORPORATION



113 PARCELS

SHEET 2 OF 4

ASSESSMENT DIAGRAM  
LIGHTING & MAINTENANCE  
ASSESSMENT DISTRICT NO. 5  
IN THE CITY OF BREA, COUNTY OF ORANGE STATE OF CALIFORNIA

FORFEIT: 11,000 AC.  
NO. LOTS: 48 AND LOT 2A

**TRACT NO 9473**  
IN THE CITY OF BREA,  
COUNTY OF ORANGE, STATE OF CALIFORNIA.

345  
DEC 1 1978  
RECEIVED

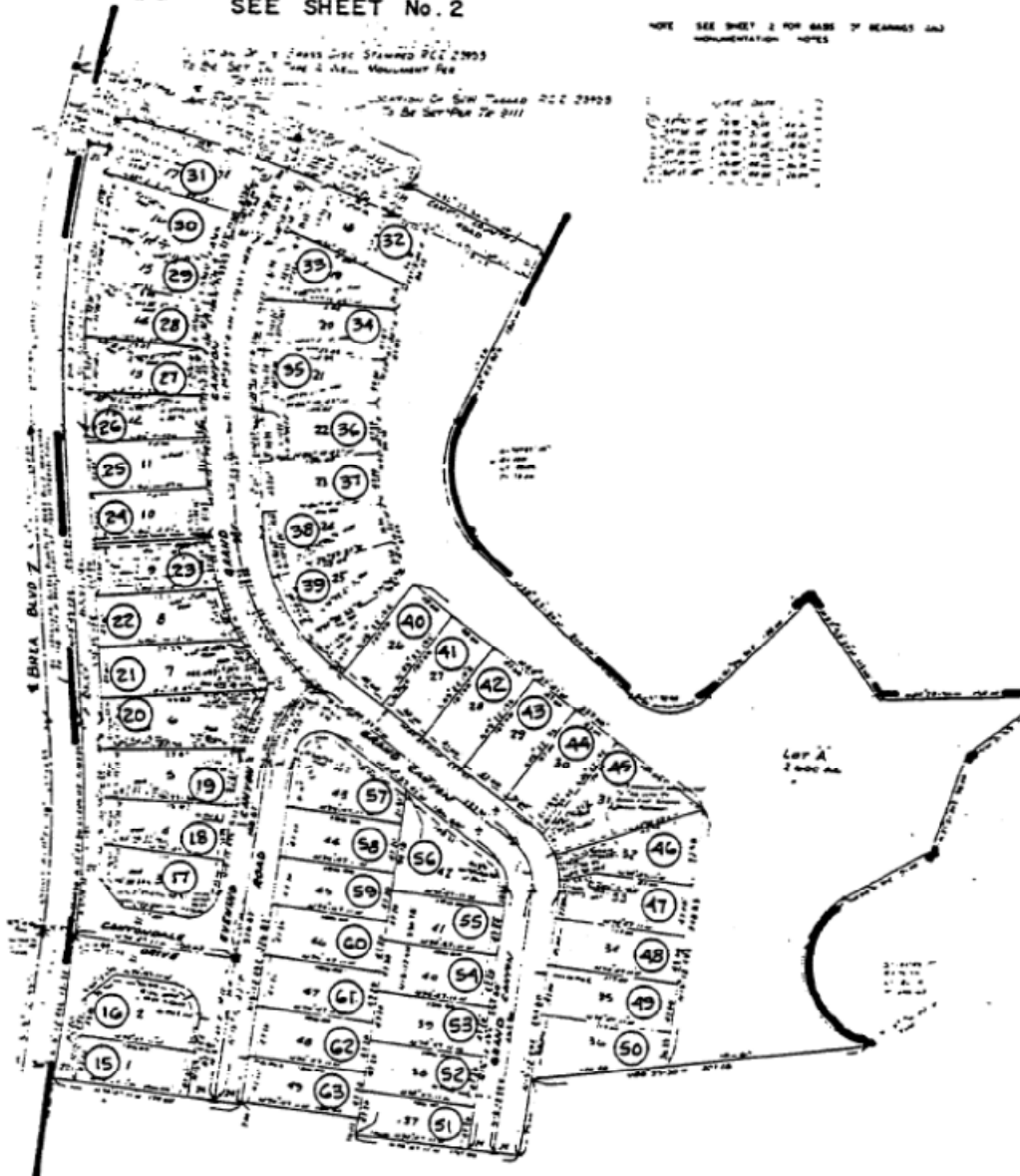
RICHARD E. MCCOY  
R.E.E. NO. 23953

JULY, 1976

DUCA AND MCCOY

SEE SHEET No. 2

NOTE SEE SHEET 2 FOR NAME OF NEIGHBORS AND  
MONUMENTATION NOTES



SEE SHEET No. 4

113 PARCELS

SHEET 3 OF 4

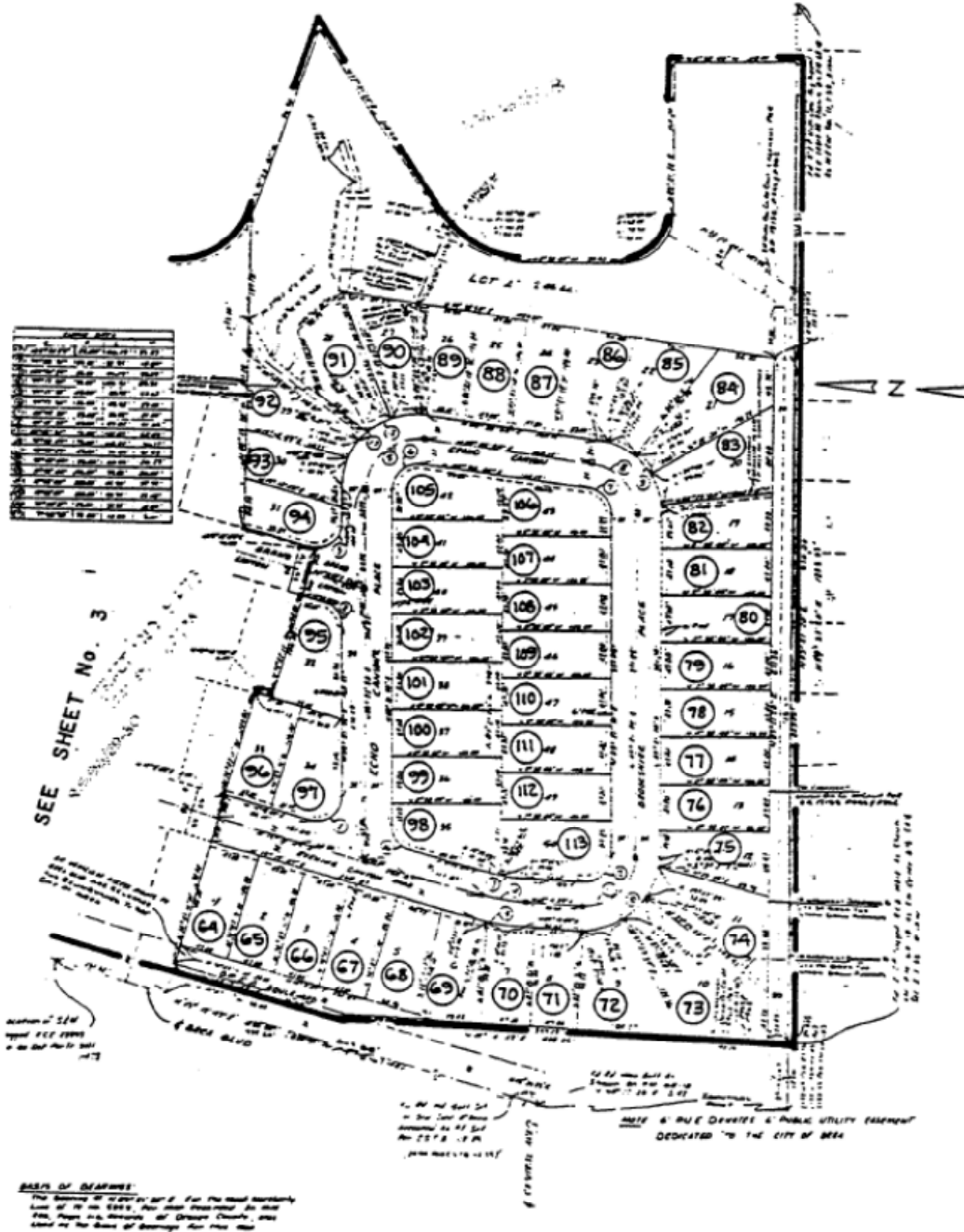
ASSESSMENT DIAGRAM.  
LIGHTING & MAINTENANCE  
ASSESSMENT DISTRICT NO. 5  
IN THE CITY OF BREA, COUNTY OF ORANGE, STATE OF CALIFORNIA

TRACT NO 5117  
IN THE CITY OF BREA,  
COUNTY OF ORANGE, STATE OF CALIFORNIA

RICHARD E. MCCOY  
L.C.E. 79968

DECEMBER, 1976

DUCA AND MCCOY  
CIVIL ENGINEERS - PLANNERS



113 PARCELS

SHEET 4 OF 4

ASSESSMENT DIAGRAM  
LIGHTING & MAINTENANCE  
ASSESSMENT DISTRICT NO. 5  
IN THE CITY OF BREA, COUNTY OF ORANGE, STATE OF CALIFORNIA



## **RESOLUTION NO. 2021-034**

### **A RESOLUTION OF THE COUNCIL OF THE CITY OF BREA LEVYING AN ASSESSMENT ON CITY OF BREA LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT NO. 6 FOR THE FISCAL YEAR 2021-2022**

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

(i) By Resolution, this Council approved a report of the Public Works Director related to City of Brea Landscape and Lighting Assessment District No. 6 prepared pursuant to Streets and Highways Code Section 22623, described the improvements thereon and gave notice of and fixed the time and place of the hearing on the question of the levy of an assessment thereon for fiscal year 2021-2022. A description of the area encompassed by said assessment district is attached hereto as "Exhibit A."

(ii) Said hearing was duly and properly noticed, commenced at the Council Chambers, Brea Civic & Cultural Center, 1 Civic Center Circle, Brea, California, on July 20, 2021, and was concluded prior to the adoption of this resolution.

(iii) All legal prerequisites to the adoption of the Resolution have occurred.

#### **B. RESOLUTION:**

**NOW, THEREFORE, BE IT FOUND, DETERMINED AND RESOLVED** by the City Council of the City of Brea as follows:

1. In all respects as set forth in the Recitals, Part A, of this Resolution.
2. The improvements specified in the report hereinabove referred to which is on file with the City Clerk of the City of Brea are hereby ordered to be completed.
3. The assessment diagram contained in the report referred to hereinabove and the assessment of \$1450.35 for each lot located within said District are hereby adopted and confirmed and said assessment is levied for the 2021-2022 fiscal year.

4. The Council hereby expressly overrules any and all protests filed objecting to the proposed improvements specified herein or the assessment levied hereby.

5. The City Clerk shall forthwith transfer to the County Auditor of Orange County a certified copy of this Resolution and a certified copy of the assessment diagram contained in the report referred to hereinabove.

**APPROVED AND ADOPTED** this 20th day of July, 2021.

\_\_\_\_\_  
Steven Vargas, 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 20th day of July, 2021, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAINED: COUNCIL MEMBERS:

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

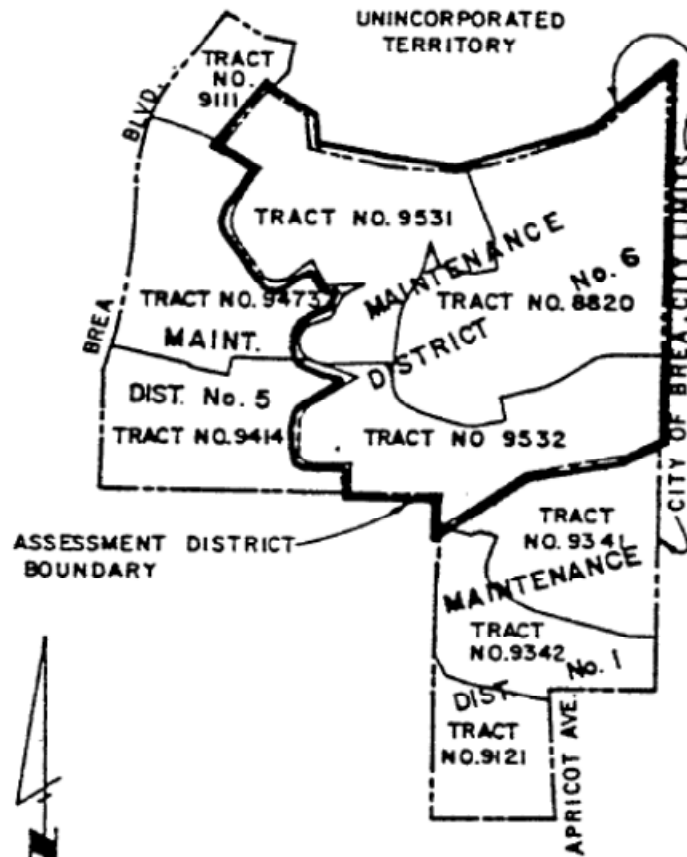
\_\_\_\_\_  
Lillian Harris-Neal, City Clerk

**EXHIBIT "A"**

**LEGAL DESCRIPTION**

**LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT NO. 6**

LANDSCAPE AND LIGHTING ASSESSMENT **DISTRICT NO. 6** INCLUDES ALL THE PROPERTIES IN THE CITY OF BREA LOCATED WITHIN THE TRACT BOUNDARY OF TRACT NO. 8820, RECORDED IN BOOK 454, PAGES 19 THROUGH 24 INCLUSIVE, TRACT NO. 9531, RECORDED IN BOOK 423, PAGES 24 THROUGH 28 INCLUSIVE, AND TRACT NO. 9532 RECORDED IN BOOK 454, PAGES 25 THROUGH 28, ALL OF MISCELLANEOUS MAPS, RECORDS OF ORANGE COUNTY, CALIFORNIA.



SCALE : 1" = 600'

LEGEND	
	ASSESSMENT DISTRICT BOUNDARY
	TRACT BOUNDARY
	ASSESSMENT DISTRICT NUMBER
	TRACT LOT NUMBER

135 PARCELS

SHEET 1 OF 10

ASSESSMENT DIAGRAM  
LIGHTING & MAINTENANCE  
ASSESSMENT DISTRICT NO. 6

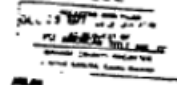
IN THE CITY OF BREA, COUNTY OF ORANGE, STATE OF CALIFORNIA

SCALE: 1" = 80'  
ACREAGE: 2.597  
NO. OF LOTS: 42 AND LOTS A THRU F

DUPLICATE

**TRACT NO. 9531**  
IN THE CITY OF BREA  
COUNTY OF ORANGE, STATE OF CALIFORNIA

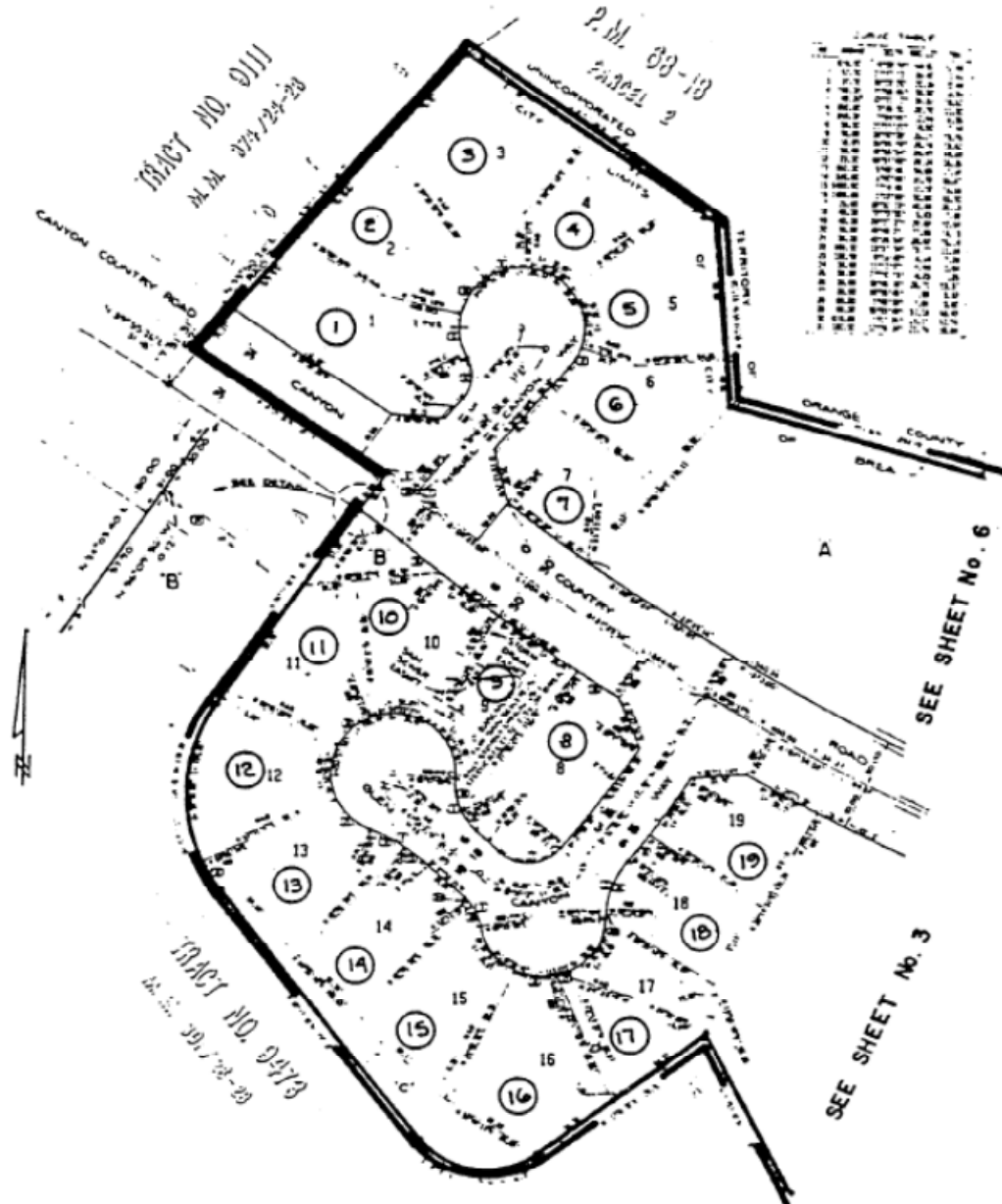
38222



STANLEY C. MORSE, L.S. 3640

JUNE, 1977

STANLEY C. MORSE  
CONSULTING CIVIL ENGINEERS -



135 PARCELS

SHEET 2 OF 10

ASSESSMENT DIAGRAM  
LIGHTING & MAINTENANCE  
ASSESSMENT DISTRICT NO. 6  
IN THE CITY OF BREA, COUNTY OF ORANGE, STATE OF CALIFORNIA

NO OF LOTS 42 AND LOTS 41-40

TRACT NO. 9531  
IN THE CITY OF BREA  
COUNTY OF ORANGE, STATE OF CALIFORNIA

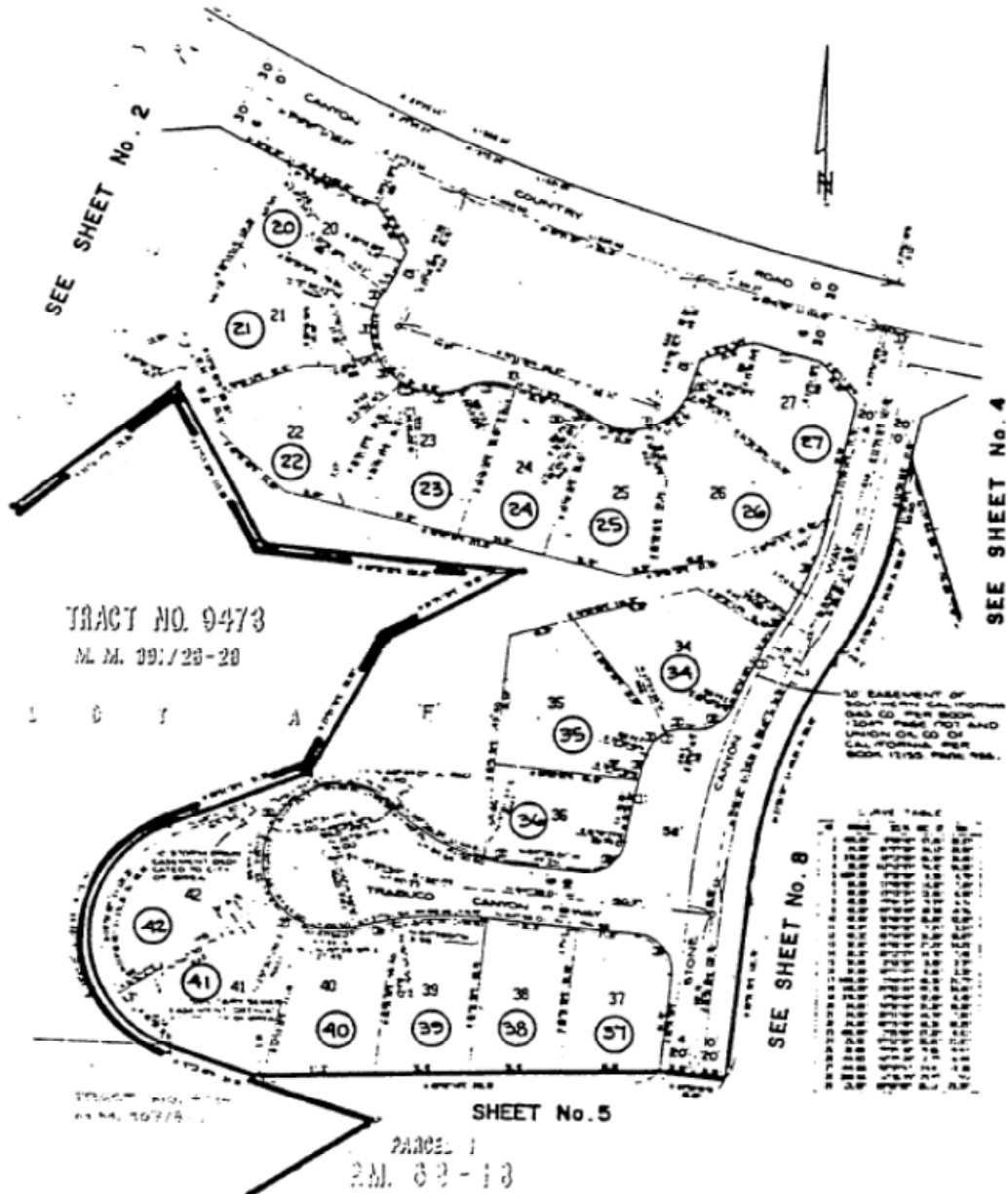
38222

RECORDED AND INDEXED  
DEC 18 1971  
BY COUNTY CLERK  
COUNTY OF ORANGE  
STATE OF CALIFORNIA

STANLEY C. MORSE, L.S. 3640

JUNE, 1971

STANLEY C. MORSE  
CONSULTING CIVIL ENGINEERS



135 PARCELS

SHEET 3 OF 10

ASSESSMENT DIAGRAM  
LIGHTING & MAINTENANCE  
ASSESSMENT DISTRICT NO. 6  
IN THE CITY OF BREA, COUNTY OF ORANGE, STATE OF CALIFORNIA

SCALE: 1"=80'  
 ACRES: 13.592  
 NO. OF LOTS 42 AND LOTS A-F

# TRACT NO. 9531

IN THE CITY OF BREA  
 COUNTY OF ORANGE, STATE OF CALIFORNIA

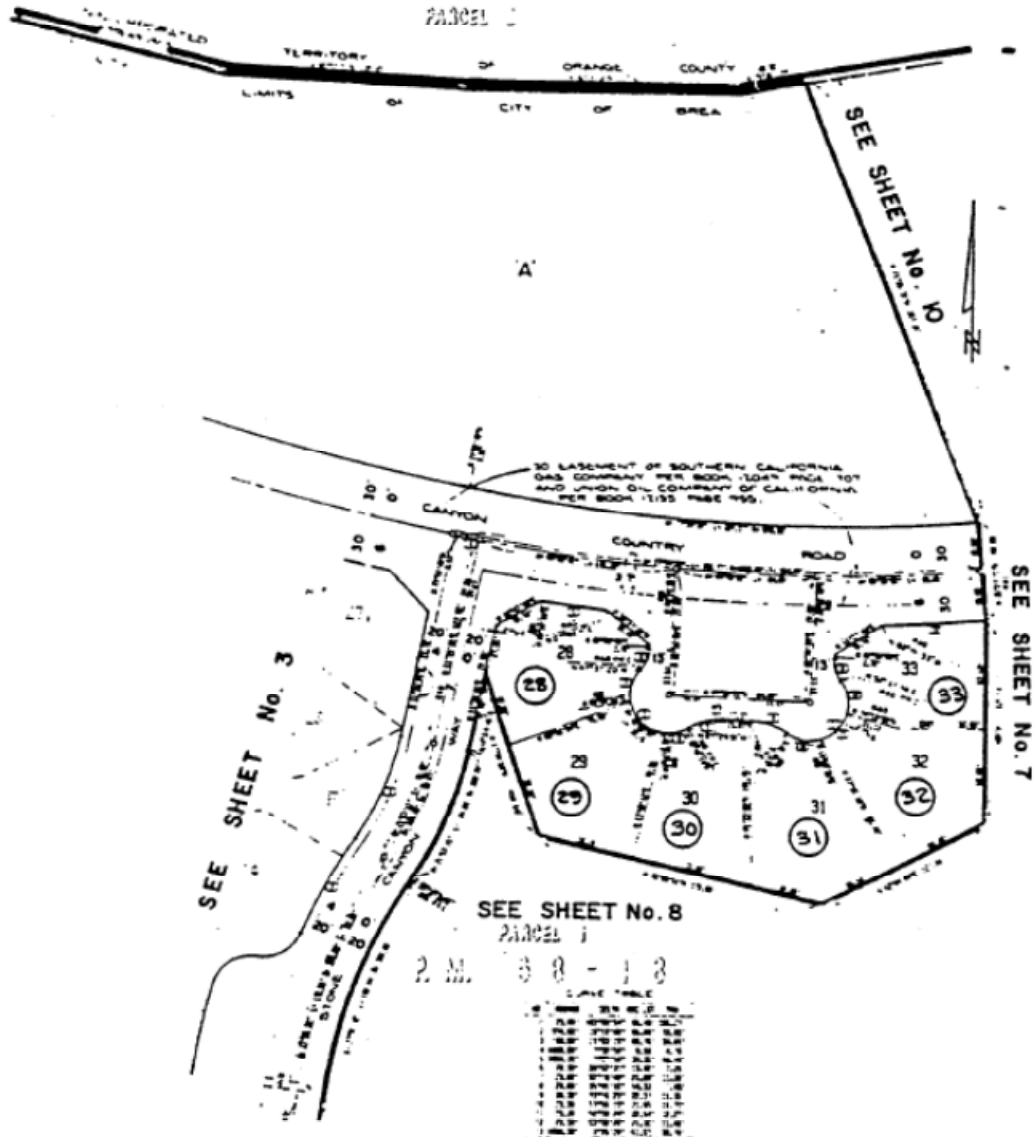


JUNE, 1977

STANLEY C. MORSE  
 CONSULTING CIVIL ENGINEERS INC.

2. M. 00 - 13

PARCEL 1



135. PARCELS

SHEET 4 OF 10

ASSESSMENT DIAGRAM  
 LIGHTING & MAINTENANCE  
 ASSESSMENT DISTRICT NO. 6



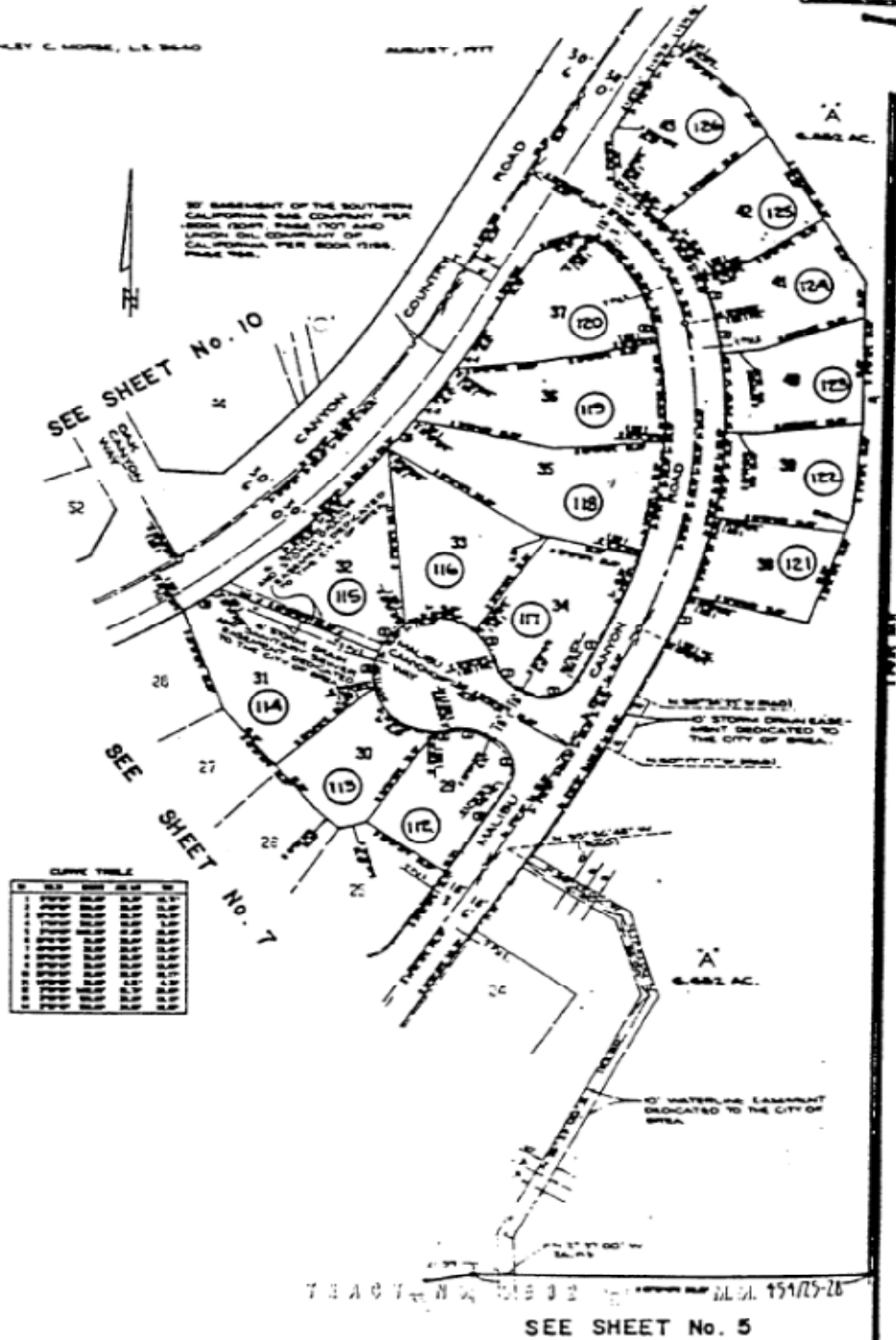


9

TRACT NO. 8820  
IN THE CITY OF BREA,  
COUNTY OF ORANGE, STATE OF CALIFORNIA.

STANLEY C. MORSE, L.S. 3640

AUGUST, 1977



135 PARCELS

SHEET 9 OF 10

ASSESSMENT DIAGRAM  
LIGHTING & MAINTENANCE  
ASSESSMENT DISTRICT NO. 6  
IN THE CITY OF BREA, COUNTY OF ORANGE, STATE OF CALIFORNIA

ALPHABETIC: 10.030  
 NO. OF LOTS: 52 AND LOTS  
 FULL UNIT OF TERRITORY C  
 TRACT NO 8820  
 STANLEY C. MOORE, S. E. 200

# TRACT NO. 8820

IN THE CITY OF BREA,  
 COUNTY OF ORANGE, STATE OF CALIFORNIA.



STANLEY C. MOORE  
 CONSULTING CIVIL ENGINEER, INC.

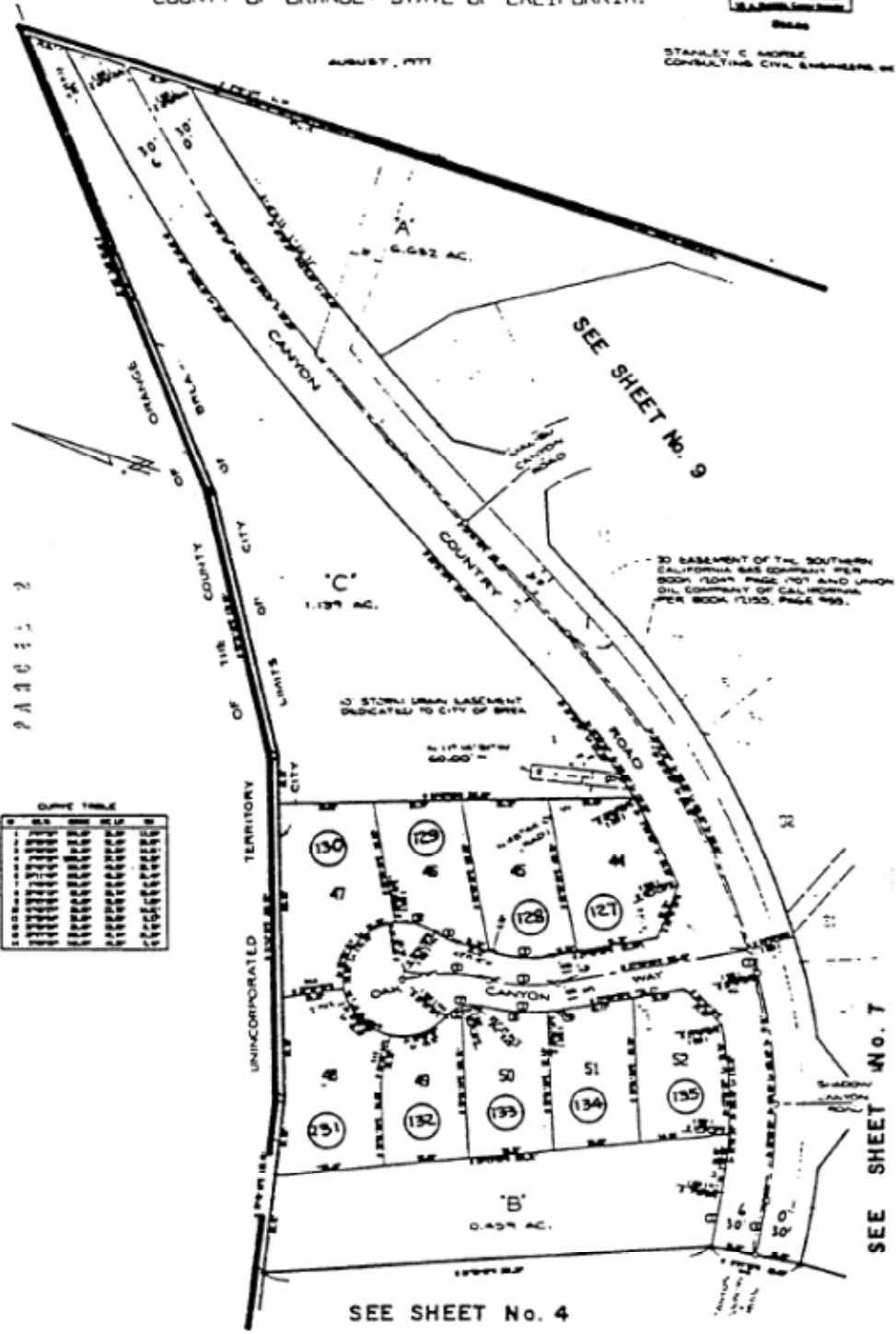
AUGUST, 1971

P.M. 03/18

PAGE 2

DATE TABLE

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## **RESOLUTION NO. 2021-035**

### **A RESOLUTION OF THE COUNCIL OF THE CITY OF BREA LEVYING AN ASSESSMENT ON CITY OF BREA LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT NO. 7 FOR THE FISCAL YEAR 2021-2022**

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

(i) By Resolution, this Council approved a report of the Public Works Director related to City of Brea Landscape and Lighting Assessment District No. 7 prepared pursuant to Streets and Highways Code Section 22623, described the improvements thereon and gave notice of and fixed the time and place of the hearing on the question of the levy of an assessment thereon for fiscal year 2021-2022. A description of the area encompassed by said assessment district is attached hereto as "Exhibit A."

(ii) Said hearing was duly and properly noticed, commenced at the Council Chambers, Brea Civic & Cultural Center, 1 Civic Center Circle, Brea, California, on July 20, 2021, and was concluded prior to the adoption of this resolution.

(iii) All legal prerequisites to the adoption of the Resolution have occurred.

#### **B. RESOLUTION:**

**NOW, THEREFORE, BE IT FOUND, DETERMINED AND RESOLVED** by the City Council of the City of Brea follows:

1. In all respects as set forth in the Recitals, Part A, of this Resolution.
2. The improvements specified in the report hereinabove referred to which is on file with the City Clerk of the City of Brea are hereby ordered to be completed.
3. The assessment diagram contained in the report referred to hereinabove and the assessment of \$305.56 for each lot located within said District are hereby adopted and confirmed and said assessment is levied for the 2021-2022 fiscal year.

4. The Council hereby expressly overrules any and all protests filed objecting to the proposed improvements specified herein or the assessment levied hereby.

5. The City Clerk shall forthwith transfer to the County Auditor of Orange County a certified copy of this Resolution and a certified copy of the assessment diagram contained in the report referred to hereinabove.

**APPROVED AND ADOPTED** this 20th day of July, 2021.

\_\_\_\_\_  
Steven Vargas, 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 20th day of July, 2021, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAINED: COUNCIL MEMBERS:

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

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

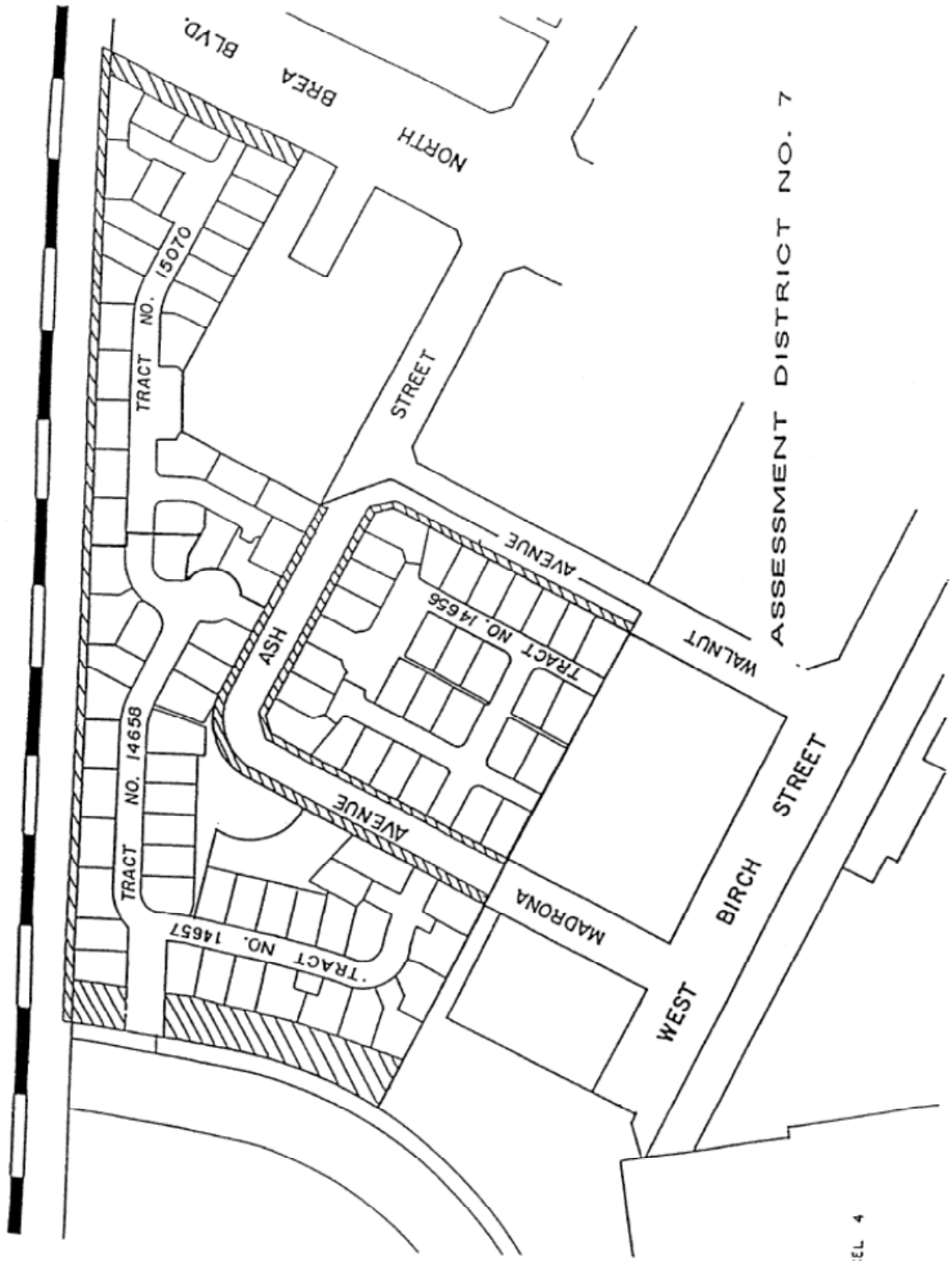
**EXHIBIT "A"**

**LEGAL DESCRIPTION**

**LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT NO. 7**

LANDSCAPE AND LIGHTING ASSESSMENT **DISTRICT NO. 7** INCLUDES ALL THE PROPERTIES IN THE CITY OF BREA LOCATED WITHIN THE TRACT BOUNDARY OF TRACT NO. 14656, RECORDED IN BOOK 746, PAGES 47 THROUGH 49 INCLUSIVE, TRACT NO. 14658, RECORDED IN BOOK 724, PAGES 9 THROUGH 11 INCLUSIVE, TRACT NO. 14657 RECORDED IN BOOK 733, PAGES 15 THROUGH 17 INCLUSIVE, TRACT NO. 15070, RECORDED IN BOOK 738, PAGES 27 THROUGH 30 INCLUSIVE, ALL OF MISCELLANEOUS MAPS, RECORDS OF ORANGE COUNTY, CALIFORNIA.





REL 4

City of Brea

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**COUNCIL COMMUNICATION**

**TO:** Honorable Mayor and City Council Members  
**FROM:** Bill Gallardo, City Manager  
**DATE:** 07/20/2021  
**SUBJECT:** June 15, 2021 City Council Regular Meeting Minutes

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**RECOMMENDATION**

Approve.

**RESPECTFULLY SUBMITTED:**

William Gallardo, City Manager  
Prepared by: Lillian Harris-Neal, City Clerk

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**Attachments**

Draft Minutes

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# DRAFT

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

### MINUTES JUNE 15, 2021

#### CLOSED SESSION 5:30 p.m. - Council Chamber Plaza Level

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

Mayor Vargas called the Closed Session to order at 5:30 p.m., all members were present.

Present: Marick, Simonoff, Hupp, Parker, 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 City's Labor Negotiator Pursuant to Government Code §54957.6 Regarding the Brea Management Association (Non-Safety); Brea City Employees' Association (BCEA); Administrative and Professional Employees' Association (APEA); Brea Fire Association (BFA); Brea Fire Management Association (BFMA); Brea Police Association (BPA); Brea Management Association (BMA); and the Brea Police Management Association (BPMA)** - Chris Emeterio, Negotiator, Cindy Russell, Negotiator, and Mario E. Maldonado, Negotiator.

Mayor Vargas adjourned the Closed Session at 5:55 p.m.

#### STUDY SESSION 6:00 p.m. - Council Chamber Plaza Level

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

Mayor Vargas called the Study Session to order at 6:03 p.m., all members were present.

3. **Public Comment**  
None.
4. **Clarify Regular Meeting Topics**  
None.

## DISCUSSION ITEMS

### 5. **District-Based Elections Update**

Deputy City Clerk Victoria Popescu provided a report that included a recap on the district-based elections process; looking ahead; and consideration of awarding a contract for project planning, public outreach and coordination of initial pre-draft map hearings.

Council discussed whether they should go forward with a contract for districting services prior to the decision of the Santa Monica Voting Rights Act case. Council also discussed the need for public engagement and expressed concern for moving forward before the Census data is received.

City Manager Gallardo suggested Council allow National Demographics Corporation (NDC) an opportunity to attend a City Council meeting in July to provide more information about the process and mandates.

### 6. **Amendment No. 2 to Professional Services Agreement with Keyser Marston Associates, Inc.**

Management Analyst Marie Dao presented a PowerPoint that included: the background, completed work, current needs, and moving forward.

Council discussed management of the Acacia Apartments. The also discussed the need for cost sharing and training of City staff to do the work instead of hiring a consultant.

### 7. **Organic Recycling Update - Senate Bill 1383**

Senior Management Analyst Gillian Lobo presented a PowerPoint that included: SB 1383 jurisdiction responsibilities; areas of city compliance; timelines and milestones; Brea's SB 1383 efforts underway; recent changes; and next steps.

Council Member Parker reported that the Orange County Sanitation District initiated a project to convert food waste to energy and requested staff provide public education.

Senior Management Analyst Gillian Lobo added that staff is working with the Chamber of Commerce to educate local businesses about the mandate.

## REPORT

### 8. **Council Member Report/Requests**

Council Member Parker reported that he was appointed Chair of the Orange County Sanitation District Administration Committee.

**Mayor Vargas adjourned the Study Session meeting at 6:51 p.m.**

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

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## CALL TO ORDER/ ROLL CALL - COUNCIL

Mayor Vargas called the General Session to order at 7:01 p.m., all members were present.

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

Brea Girl Scout Day Camp led the Pledge of Allegiance.

**10. Invocation**

City Clerk Lillian Harris-Neal and Fernando Villicana, Firehouse Church delivered the invocation.

**11. Presentation: 2021 Mayor's Youth Award Recipients**

Mayor Vargas introduced the Mayor's Youth Community Service Award recipients from the Class of 2021.

**12. Commendation:**

Mayor Vargas commended the Brea Chamber of Commerce, Brea Ministerial Association, Home Depot, Brea Rotary, Ring LLC, Islands Restaurant, Condor Outdoor Products, Brea Korea Sister City Association, Target, Opus International, Adrenaline Shoc, Brookdale Senior Living, The Willow Corporation and ALMIL Nutritional Products for supporting the community and donating during/through the pandemic.

**13. Report - Prior Study Session**

City Manager Gallardo provided the prior Study Session report.

**14. Community Announcements**

Council Member Parker announced that fireworks are banned in the City of Brea. If residents are able to identify the exact location of someone using fireworks, they should report it to the Brea Police Department's non-emergency line at 714-990-7911.

Council Member Simonoff announced that permit parking enforcement resumes on Tuesday, July 6. For more information about parking permits and how to purchase parking permits online, please visit the City's website.

Council Member Marick announced that Family Films in the Park and the 41st Annual Country Fair are back! Movies will be shown outdoors on a gigantic screen at Arovista Park on Friday, June 18th and June 25th. Residents are encouraged to bring their blankets and low-back beach chairs. Admission is free and movies begin at approximately 8:15 p.m.

Council Member Marick also announced that the 41st Annual Country Fair held on Saturday, July 3rd from 9:00 a.m. to 3:00 p.m. at City Hall Park. For more information on these events, visit the City's website at [cityofbrea.net](http://cityofbrea.net), or call (714) 990-7771.

Council Member Parker announced that COVID-19 vaccines continue to be available to those ages 12 and up. To get a vaccine through the County, visit [Othena.com](http://Othena.com) or call (714) 834-2000 to schedule or find a mobile clinic near you. Vaccines are also available through your health care provider, along with hospitals, health clinics, and large retail pharmacies.

Mayor Pro Tem Hupp announced that June 20th is the start of National Mosquito Awareness Week and the Orange County Mosquito and Vector Control District will be launching their annual mosquito awareness campaign. In the meantime, continue to regularly inspect your property for any stagnant water that may attract mosquitos. Common sources for mosquito breeding include: Plant saucers, buckets, and pet water bowls. Any collected water should be emptied, and containers should be tightly sealed to prevent mosquito entry. For more information, visit [ocvector.org](http://ocvector.org).

Mayor Vargas announced that June 14th was World Blood Donor Day. The American Red Cross is urging residents to commemorate the day by giving blood. The Red Cross urgently needs blood donors of all types, especially type O, and platelet donors, to overcome this severe blood shortage. Please help by signing-up to donate at [rcblood.org/donate](http://rcblood.org/donate).

**15. Matters from the Audience**

Lee Squire spoke about the Vietnam War, the Brea War Memorial Wreath and the Oath of Office.

Tony Fanticola suggested that a parking structure be built behind the Yard House Restaurant and expressed gratitude for Dwight Manley's contribution to the City of Brea.

Drew Fanticola expressed gratitude for Dwight Manley's contribution to the City of Brea and discussed the Council's Code of Conduct.

Sean Thomas commended Council for their contribution to the City and discussed the Brea War Memorial, the Tracks at Brea, and the Country Fair.

**16. Response to Public Inquiries - Mayor / City Manager**

City Manager Gallardo responded to public inquiries.

**PUBLIC HEARINGS** - *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.*

**17. Public Hearing to Consider the Adoption of the City of Brea FY 2021-22 Operating Budget**

Administrative Services Director Cindy Russell presented a PowerPoint Presentation for items 17, 18, 20, and 21 that included the agenda; City Council top priorities and projects; 2021-22 budget process; fiscally strong Brea; budget highlights; FY 2021-22 operating budget by department - all funds; authorized full-time equivalents (FTE's) by fiscal year; summary of debt obligations; 2021-22 general fund revenues; 2021-22 general fund expenditure; five year projection and assumptions; FY 2021-22 Successor Agency budget; FY 2021-22 Public Financing Authority budget; and FY 2021-22 Brea Community Benefit Financing Authority budget.

Mayor Pro Tem Hupp suggested that priority 5b in the 2020-2021 Council Priorities be amended to add the word "evaluate" before Fullerton Fire Department Partnership.

Council discussed the CBED fund, mid year budget review, ARPA funding, and possibly starting a complaint based code enforcement program.

Motion was made by Council Member Marick, seconded by Council Member Parker to adopt Resolution No. 2021-040, approving the Fiscal Year 2021-22 Operating Budget and appropriating funds for the City of Brea Fiscal Year 2021-22 Operating Program.

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

Passed

**18. Public Hearing to Consider the Adoption of the Successor Agency to the Brea Redevelopment Agency 2021-22 Operating Budget**

This item was discussed with item 17.

Motion was made by Council Member Marick, seconded by Council Member Parker to adopt Resolution No. SA 2021-01, appropriating funds for the Successor Agency to the Brea Redevelopment Agency 2021-22 Proposed Operating Program Budget.



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

Passed

**19. Public Hearing to Approve the Capital Improvement Program Budget For Fiscal Year 2021-2022**

Deputy Public Works Director/City Engineer Michael Ho presented a PowerPoint that included: CIP goals and priorities, completed projects, continuing appropriations, Cliffwood traffic calming improvements, new FY 21-22 appropriations, project highlight, and the proposed FY 21-22 CIP Summary.

Council Member Simonoff expressed concern that the traffic issues on Cliffwood Avenue are being moved to Cashew Avenue.

Mayor Vargas and Council Members Marick and Parker agree that the improvements on Cliffwood Avenue as presented by staff are adequate.

Motion was made by Council Member Marick, seconded by Council Member Parker to adopt Resolution No. 2021-041 for the Capital Improvement Program (CIP) Budget for Fiscal Year 2021-2022 as presented in the proposed Seven-Year CIP document.

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

NOES: Mayor Simonoff

Passed

**20. Public Hearing to Consider Adoption of 2021-22 Operating Budget for the Brea Community Benefit Financing Authority**

This item was discussed with item 17.

Motion was made by Council Member Marick, seconded by Council Member Parker to adopt Resolution No. BCBFA 2021-01, appropriating funds for the Brea Community Benefit Financing Authority 2021-22 Operating Budget, as presented in the 2021-22 Proposed Budget document.

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

Passed

**21. Public Hearing to Consider Adoption of 2021-22 Operating Budget for the Brea Public Financing Authority**

This item was discussed with item 17.

Motion was made by Council Member Marick, seconded by Council Member Parker to adopt Resolution No. A 2021-02, appropriating funds for the Brea Public Financing Authority 2021-22 Operating Budget, as presented in the 2021-22 Proposed Budget document.

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

Passed

- 22. Public Hearing to Consider Resolution Adding New User Fees for Special City Services**  
Administrative Services Director Russell presented a PowerPoint that included the Planning Division preliminary plan review fee.

Mayor Vargas expressed support for the new user fee.

Motion was made by Council Member Marick, seconded by Council Member Parker to adopt Resolution No. 2021-042, adding a new Preliminary Plan Review (PPR) User Fee and Zoning Verification Letter User Fee.

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

- 23. June 1, 2021 City Council Regular Meeting Minutes**  
The City Council approved the June 1, 2021 City Council Regular Meeting Minutes.
- 24. Renewed Measure M (M2) Eligibility Submittal Package for Fiscal Year 2021-22**  
The City Council approved and authorized staff to submit to Orange County Transportation Authority (OCTA) the Measure M2 Seven-Year Capital Improvement Program for Fiscal Years 2021-22 through 2027-28 to comply with Measure M2 eligibility criteria; and adopted Resolution No. 2021-043 concerning the status and update of the Circulation Element, Mitigation Fee Program, and Pavement Management Plan for the Measure M (M2) Program.
- 25. Adopt a Resolution approving a Side Letter Agreement between the City of Brea and the Brea Police Association to comply with CalPERS Special Compensation reporting requirements for Holiday Pay**  
The City Council adopted Resolution No. 2021-044, approving a Side Letter Agreement between the City of Brea and the Brea Police Association regarding Special Compensation reporting requirements for Holiday Pay in order to comply with CalPERS Regulations.
- 26. Amendment No. 2 to Professional Services Agreement with Keyser Marston Associates, Inc.**  
The City Council approved Amendment No. 2 to Professional Services Agreement (PSA) with Keyser Marston Associates, Inc. (KMA) to provide financial analysis services for the Acacia Apartments project and Trumark affordable for-sale units at Central Park Village in the additional amount of \$30,250.
- 27. Approval of the Fiscal Year 2021-22 Appropriations Limit**  
The City Council adopted Resolution No. 2021-045, approving the Fiscal Year 2021-22 Appropriations Limit.
- 28. Easement Agreement with Southern California Edison for Installation and Maintenance of Equipment for Electric Charging Stations at Parking Structure No.2**  
The City Council approved an Easement Agreement with SCE for the installation of Tesla charging stations.

**29. First Amendment to Supercharger Agreement with Tesla to Install Charging Stations in Parking Structure No. 2**

The City Council approved the First Amendment to Supercharger Agreement.

**30. Purchase of New Schwarze CNG Model A7 Tornado Street Sweeper**

The City Council approved issuance of a purchase order in the amount \$323,978.12.

**31. Acceptance of Contract and Notice of Completion for Contract with Stephen Doreck Equipment Rentals, Inc., CIP No. 7311, CIP No. 7453, and CIP No. 7464**

The City Council accepted the project as complete and authorized the City Clerk to record a Notice of Completion for the Puente Street from Imperial Highway to Lambert Road Improvements, Capital Improvement Program (CIP) No. 7311; Gemini Avenue and Titan Way Improvements, CIP 7453; and Puente Street from Briarwood Road to Imperial Highway Improvements project; and authorized the City Clerk to release the Payment and Performance Bond upon notification from the Public Works Department.

**32. Outgoing Payment Log and June 4 and 11, 2021 City Disbursement Registers**

The City Council received and filed the Outgoing Payment Log and June 4 and 11, 2021 City Disbursement Registers.

Motion was made by Council Member Hupp, seconded by Council Member Parker to approve City Council Consent Items 23 -32.

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

Passed

## **ADMINISTRATIVE ANNOUNCEMENTS**

**33. City Manager**

None.

**34. City Attorney**

None.

**35. Council Requests**

None.

## **COUNCIL ANNOUNCEMENTS**

Mayor Vargas announced the Brea Post raised money for the American Legion Senior League Baseball and encouraged residents to attend upcoming games.

## **ADJOURNMENT**

Mayor Vargas adjourned the General Session at 8:36 p.m.

Respectfully submitted,

The foregoing minutes are hereby  
approved this 20th day of July. 2021.

---

Lillian Harris-Neal, City Clerk

---

Steven Vargas, Mayor

City of Brea

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**COUNCIL COMMUNICATION**

**TO:** Honorable Mayor and City Council Members  
**FROM:** Bill Gallardo, City Manager  
**DATE:** 07/20/2021  
**SUBJECT:** Consideration of Adoption of the 2021 Water Master Plan

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**RECOMMENDATION**

Adopt a resolution approving and adopting the 2021 Water Master Plan.

**BACKGROUND/DISCUSSION**

The City of Brea operates a domestic water system serving the City's residents and businesses. The existing system, consisting of 18 pressure zones, includes approximately 223 miles of transmission and distribution pipelines, 7 storage reservoirs, and 5 pressure booster pump stations. The majority of the City's water supply comes from two wholesale water producers, California Domestic Water Company and Municipal Water District of Orange County.

The Water Master Plan (WMP) analyzes the City's water system by reviewing the inventory of existing infrastructure, identifying capacity issues, and forecasting future development projects. Based on this information, the WMP models the water system to provide findings, conclusions, and recommendations on Capital Improvement Projects necessary to maintain the City's reliability in delivering potable water.

The City previously adopted WMPs in 2002 and 2009 that accounted for improvements to be made to the water distribution system based on growth and the following development projects: Central Park Village, La Floresta Village, Tonner Hills and Olinda Ranch. Many of the improvements recommended in past WMP's have since been completed.

At the November 19, 2019 City Council Meeting, City Council approved a Professional Services Agreement with Civiltec Engineering, Inc. to prepare the 2021 WMP, which included the following scope items:

- Inventory of the existing water system infrastructure;
- Pipeline life expectancy analysis;
- Analysis of the water supply and demands;
- Evaluation and update of the Water Distribution Model of the hydraulic system;
- Analysis of the existing system based on simulations of the Water Distribution Model;
- Review of available system storage capacity;
- Comprehensive, prioritized recommendation for Capital Improvement Program projects with cost estimates;
- Analysis and recommendation for water infrastructure needs to meet future build-out demands.

Civiltec Engineering, Inc. has completed the 2021 WMP. The WMP found that the City's anticipated water supply was sufficient to meet the City's expected water demand over the next 20-25 years. The WMP also found that based on the analysis performed, the following water improvement projects are recommended to be constructed over the next 10 years:

- Replace approximately 162,000 lineal feet of existing aged water main lines that have passed the life expectancy;
- Add additional pumps at the Berry Street Booster Pump Station to minimize the wear and tear by cycling between pumps;
- Install a new disinfection system at the Carbon Canyon Reservoir;
- Replace the generator at the Berry Street Booster Pump Station to ensure reliability and reduce maintenance cost;
- Add approximately 3,800 lineal feet of new water main to complete the loop system in the 790 pressure zone for reliability.

On June 1, 2021, the City Council adopted the Urban Water Master Plan (UWMP). The WMP water supply/demand analysis is similar to the water supply/demand analysis in the UWMP, but the UWMP provides a more in-depth evaluation of the City's water reliability taking into account regional water source supply/demand based on water usage, storage, and hydrologic conditions. The UWMP also added a new mechanism for response during drought conditions through a Water Shortage Contingency Plan. Finally, the WMP includes a list of recommended water infrastructure projects in order to address current and future needs in the water system while the UWMP primarily focuses on water reliability and not specific infrastructure needs.

The City of Brea understands its responsibility to address customer needs with long range planning efforts. By reviewing its existing water system and focusing on future needs, the City can continue to maintain a high level of service and reliability in its water system in a cost effective and fiscally responsible manner. The 2021 Water Master Plan has been developed to assist the City in achieving these objectives.

### **FISCAL IMPACT/SUMMARY**

There is no fiscal impact to the General Fund associated with this action; however, the implementation of the plan will have a substantial fiscal impact. The estimated cost to implement all projects recommended for the Capital Improvement Program projects totals \$21,506,000. This cost would primarily be absorbed by the Water Fund.

### **RESPECTFULLY SUBMITTED:**

William Gallardo, City Manager

Prepared by: Ryan Chapman, P.E., Principal Civil Engineer

Concurrence: Michael Ho, P.E., Deputy Director of Public Works / City Engineer

Tony Olmos, P.E., Public Works Director

---

### **Attachments**

Resolution

Water Master Plan





**RESOLUTION NO. 2021-046**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BREA  
APPROVING AND ADOPTING THE 2021 WATER MASTER PLAN**

**A. RECITALS:**

(i) The City of Brea proposes a Water Master Plan which outlines water infrastructure improvements.

**B. RESOLUTION:**

**NOW THEREFORE**, it is found, determined, and resolved as follows:

1. The City Council hereby approves and adopts the 2021 Water Master Plan, which is on file with the City Clerk.
2. The City Clerk shall certify to the adoption of this Resolution.

**APPROVED AND ADOPTED** this 20th day of July 2021.

\_\_\_\_\_  
Steven Vargas, Mayor

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

**Reso. No. 2021-046**  
July 20, 2021

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 20th day of July 2021, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAINED: COUNCIL MEMBERS:

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

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



## **2021 Water Master Plan**

FINAL Submitted: May 2021

**Prepared For:**

City of Brea  
One Civic Center Circle | Brea, CA 92821  
Phone: 714.990.7600

**Prepared By:**



CIVILTEC  
engineering inc.  
[www.civiltec.com](http://www.civiltec.com)  
Project No. 2020118.00

The logo for Civiltec Engineering Inc. features a stylized blue graphic of a mountain or a wave above the company name. The name "CIVILTEC" is in a bold, sans-serif font, and "engineering inc." is in a smaller, lowercase sans-serif font. Below the name is the website address "www.civiltec.com" and the project number "Project No. 2020118.00".

# 2021 Water Master Plan

FINAL Submitted: May 2021

**Prepared For:**

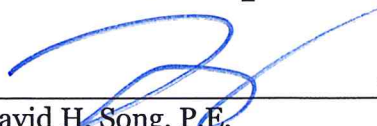
City of Brea

One Civic Center Circle | Brea, CA 92821

Phone: 714.990.7600



Under the Supervision of:

  
David H. Song, P.E. 76613  
C.E.

  
Gretel D. Ochoa-Nhac, P.E. 91903  
C.E.

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Appendix B - Proposed System Pressure Zones
Appendix C - Proposed Development Areas
Appendix D - Proposed Recommended Improvements
Appendix E - Existing Hydraulic Profile

## Abbreviations

Abbreviation	Description
ACP	Asbestos Cement Pipe
ADD	Average Day Demand
AF	Acre-Feet
AFY	Acre-Feet Per Year
AMSL	Above Mean Sea Level
BPS	Booster Pump Station
CDWC	California Domestic Water Company
CFS	Cubic Feet Per Second
CI	Cast Iron
CIP	Capital Improvement Program
City	City of Brea
CML	Cement Mortar Lined
DIP	Ductile Iron Pipe
EPS	Extended Period Simulation
fps	Feet Per Second
ft	Feet
GIS	Geographic Information System
gpm	Gallons Per Minute
HGL	Hydraulic Grade Line
hp	Horsepower
LF	Linear Feet
MDD	Maximum Day Demand
MDD+FF	Maximum Day Demand + Fire Flow
MG	Million Gallons
MGD	Million Gallons Per Day
MWD	Metropolitan Water District of Southern California
MWDOC	Municipal Water District of Orange County
OC Feeder	Orange County Feeder
OCFA	Orange County Fire Authority
PHD	Peak Hour Demand
PRV	Pressure Reducing Valve
psi	Pounds Per Square Inch
PVC	Poly-Vinyl Chloride
SCAG	Southern California Association of Governments
SCE	Southern California Edison
SOI	Sphere of Influence
TAZ	Traffic Analysis Zone
TDH	Total Dynamic Head
UWMP	Urban Water Management Plan
VFD	Variable Frequency Drives
WMP	Water Master Plan
WMPU	Water Master Plan Update

## Executive Summary

### 0.1 General

The City of Brea (City) encompasses 12.1 square miles of residential, commercial, industrial, and some agriculture and oil producing land. The City owns and operates their potable water system within the City's boundaries and Sphere of Influence (SOI) see Figure 1-1 for more information. Due to the lack of potable groundwater in the City, the majority of the City's water supply comes from two wholesale water producers, the California Domestic Water Company (CDWC) and Municipal Water District of Orange County (MWDOC).

The 2009 Water Master Plan Update (WMPU) was limited to the existing City water distribution system, its SOI, and existing water demands. The 2021 Water Master Plan (WMP) was needed to address planned developments and associated demands defined by zoning, the General Plan, and Traffic Analysis Zone (TAZ) areas. The 2021 WMP completed a supply analysis, demand analysis, and updated the City's hydraulic model. Following the completion of model calibration and analysis, the project team investigated system issues, performed "stress-tests" on the system, and addressed issues or concerns of City staff involved in the operation of the water system. A complete list of potential capital improvement program projects was developed, cost benefit analysis performed, and projects prioritized.

To accomplish the objectives of the 2021 WMP, the following tasks were performed.

1. **Existing Facilities Information Update.** As-built plans of newly constructed projects since 2009 were obtained for all new water facilities (pipelines, reservoirs, booster pumps, pressure reducing stations, etc.).
2. **Water Supply Update.** An analysis was performed on water purchased from 2009 to the 2019 and updated information relating to supply allocation, ownership and capacity of delivery systems and connections.
3. **Water Demand Update.** Meter billing summary data was obtained by year (2015 to 2019) for the City, including the 30 largest users. Also obtained maximum day water production for 2015 to 2019.
4. **Computer Model Update.** Information from Tasks 1, 2, and 3 above were utilized to update the computer model.
5. **Water Model Testing.** The updated model was tested against the 2009 WMPU model calibration and investigated and corrected any anomalies. Following calibration of the model, the existing water system was analyzed to identify any deficiencies.
6. **Capital Improvement Program Development.** Recommendations, priorities and cost estimates were prepared for existing water system improvements.
7. **2021 WMP Preparation.** A water master plan report was prepared with tables, graphics, maps and appendices.

## 0.2 Model Results

The water model was updated to reflect all improvements to the system. The total system demand was analyzed and reported as 8,615 gpm or 12.4 million gallons per day (MGD) under the Maximum Day Demand (MDD) scenario. The results from this simulation are approximately 1/3 less than the demand from the 2009 WMPU's MDD scenario, of 12,903 gpm (18.6 MGD).

System pressures and pipeline velocities did not vary much from the previous modeling results.

### 0.2.1 Valencia Reservoir

The inlet/outlet line from Valencia Reservoir along Valencia Avenue from the reservoir to Sandpiper Way is a 12-inch pipeline, which then connects to a 24-inch pipe. Velocities in the 12-inch segment exceed the velocity criteria during both fill cycles to the reservoir and during Maximum Day Demand + Fire Flow (MDD+FF). Upsizing this pipeline from 12-inch to 24-inch will reduce the velocity in the pipelines to acceptable levels and allow for more flow into and out of the reservoir.

## 0.3 Analysis Results

All facilities were analyzed to determine if they had sufficient capacity to meet the peak system demands. The analysis showed that there was sufficient capacity for supply (imported water connection capacity), storage (reservoir capacity), and pressure reducing stations (valve capacity).

However, there is insufficient booster pump capacity for the 515 and 790 zones. Both zones are served solely by the Berry Street Booster Pump Station. The booster pumping stations should be sized to supply dependent MDD, with the largest pump out of service. The dependent MDD is the total of the zone's MDD and the subzones that rely on the higher zone for water. Table O-1 shows the results of the primary booster station analysis.

**Table O-1: Primary Booster Pump Analysis**

Pressure Zone	Initial Capacity (gpm)	Existing Dependent MDD (gpm)	Surplus Capacity (gpm)
1400	598	1	597
1000	668	117	551
830	1,200	389	811
790	4,000	5,191	(1,191)
515	2,000	3,424	(1,424)

### 0.3.1 Berry Street Booster Pump Station

In order to meet the dependent MDD in the 790-pressure zone, all the pumps must be active. An additional high-pressure pump should be added to the station with a minimum capacity of 1,191 gpm to address this issue. To meet the dependent MDD in the 515-pressure zone, an additional low-pressure pump should be added to this station with a minimum capacity of 1,424 gpm.

Additionally, the operations team verified that it is difficult to fill the Valencia Reservoir during peak demand months as predicted in the 2002 WMP and 2009 WMPU. As stated in the 2009 WMPU, the system was designed for Valencia Reservoir to be filled by the MWD connection, which is on the east side of the system near Valencia Reservoir. Since the City has transitioned to primarily receiving supply from CDWC, which is on the west side of the system, water now must be pumped from Berry Street Booster Pump Station across the system to the Valencia Reservoir. A pipeline improvement project on Valencia Avenue (as identified in Section 6.14.1) has been recommended to improve flow to the reservoir. However, increasing the discharge pressure at Berry Street Booster Pump Station may be a better solution if the areas downstream of the pump station can handle the increased pressure.

It is recommended that a study of the pump station be conducted to review the appropriate pumping capacity and total dynamic head (TDH) of the high-pressure pumps. If the pump station is unable to maintain pressure to the Valencia Reservoir under current conditions, increasing the discharge pressure at the pump station would provide additional head to overcome the pressure loss to the Valencia Reservoir. The study should also ensure that the high-pressure pumps would have the flow capacity to address the pumping deficiency that has been identified.

## 0.4 Pipeline Life Expectancy Analysis

All pipelines in the system were reviewed to determine if they need to be considered for replacement due to age. Pipeline life expectancy varies depending on the material of the pipe. Ductile iron pipe (DIP) has an approximate life expectancy of 100 years, while cement mortar line (CML) steel has 70 years, and cast iron (CI) pipelines has 50-60 years on average. Once pipelines meet their life expectancy, they can begin to fail or have excessive leaks. Table O-2 below shows a comparison of material by age within the City.

Table 0-2: Pipe Summary – Age and Material

Decade	ACP	CI	CML	CU	DI	PVC	STEEL	Unknown	Total (ft)
Unknown	-	45,864	15,074	-	3,414	-	-	16,840	81,192
1940-1949	-	928	-	-	1,972	-	-	-	2,900
1950-1959	-	14,441	-	-	3,570	-	-	13,594	31,605
1960-1969	-	101,362	5,434	-	22,101	-	50	18,075	147,022
1970-1979	373	115,923	26,174	-	105,730	-	7,948	2,465	258,613
1980-1989	-	51,253	6,906	-	143,693	135	-	10,903	212,890
1990-1999	-	36,364	1,017	-	118,492	11,965	-	3,390	171,228
2000-2009	-	2,878	219	-	73,088	398	7,172	-	83,755
2010-2020	-	3,470	-	47	104,038	29,401	337	-	137,293
Total	373	372,483	54,824	47	576,098	41,899	15,507	65,267	1,126,498

Reviewing the City’s pipeline infrastructure, CI pipelines that were installed before 1970 are the primary pipelines that have exceeded their life expectancy and should be considered for replacement. This includes approximately 162,000 Linear Feet (LF) of pipeline within the City. Each section of pipeline was reviewed and prioritized as part of the Capital Improvement Plan.

## 0.5 Recommended Projects

Based on all of the analysis performed, a list of recommended projects has been identified. The recommended projects are broken down into three categories: *Existing Deficiencies*, *System Reliability*, and *Potential Developments*. Appendix D in this WMP shows the location of the recommended projects according to type of category.

*Recommended Projects to Meet Existing Deficiencies* are projects that address current issues in the system and are recommended to be completed when funding is available. This is shown in Table 0-3. The total cost to implement the Recommended Projects to Meet Existing Deficiencies is estimated at \$18,818,000 in 2020 dollars.

*Recommended Projects for System Reliability* are optional projects that do not address a deficiency, but will improve the system, reduce operations costs, or provide other system benefits. This is shown in Table 0-4. The total cost to implement the Recommended Projects to System Reliability is estimated at \$2,688,000 in 2020 dollars.

*Recommended Projects for Potential Development* are projects that will be necessary to provide water to undeveloped areas of the City. These projects should be implemented as the areas are developed. This is shown in Table 0-5. The total cost to implement the Recommended Projects for Potential Development is estimated at \$103,833,000 in 2020 dollars.



**Table 0-3: Recommended Projects to Meet Existing Deficiencies**

Priority	Project #	Recommended Improvement	Quantity	Unit Cost	Cost
High	1	Berry Street High Pressure Pump	1 EA	\$350,000/EA	\$ 350,000
Medium	2	Valencia Ave Transmission Improvement	3,325 LF	\$650/LF for 24-inch	\$ 2,162,000
Medium	3	Puente Street, Site Drive, and State College Boulevard Replacements	12,212 LF	\$430/LF for 8-inch and \$375/LF for 12-inch	\$ 4,738,000
Medium	4	Valencia Pipeline Replacement	9,560 LF	\$430/LF for 8-inch	\$ 4,111,000
Medium	5	Decommission Puente Pump Station	1 EA	\$200,000/EA	\$ 200,000
Low	6	Lotus Place Pipe Improvements	6,970 LF	\$430/LF for 8-inch and \$375/LF for 12-inch	\$ 2,947,000
Low	7	Roscoe St Pipe Improvements	1,108 LF	\$375/LF for 12-inch	\$ 416,000
Low	8	Brea Corsica Villas Improvement	7,160 LF	\$375/LF for 8-inch and \$430/LF for 12-inch	\$ 2,867,000
Low	9	Olinda Village Pipe Improvements	2,388 LF	\$430/LF for 12-inch	\$ 1,027,000
<b>TOTAL COST FOR RECOMMENDED PROJECTS TO MEET EXISTING DEFICIENCIES</b>					<b>\$18,818,000</b>

**Table 0-4: Recommended Projects for System Reliability**

Project #	Recommended Improvement	Quantity	Unit Cost	Cost
SR #1	Carbon Canyon Reservoir Disinfection System	1 LF	\$350,000/EA	\$ 350,000
SR #2	Replace Generator at Berry Street Booster Pump Station	1 EA	\$300,000/EA	\$ 300,000
SR #3	Berry Street Low Pressure Pump	1 EA	\$350,000/EA	\$ 350,000
SR #4	790 Zone Loop Completion	3,750 LF	\$450/LF for 12-inch	\$ 1,688,000
<b>TOTAL COST FOR RECOMMENDED PROJECTS TO IMPROVE SYSTEM RELIABILITY</b>				<b>\$ 2,688,000</b>

**Table 0-5: Recommended Projects For Potential Developments**

Project #	Recommended Improvement	Quantity	Unit Cost	Cost
1A	Expand 790 Zone Transmission/ Distribution Piping	26,285 LF of 16-inch and 1,010 LF of 24-inch	\$550/LF for 16-inch and \$600/LF for 24-inch	\$ 15,114,000
1B		1 Imported Water Connection Valve	\$200,000/Emergency Conn.	\$ 200,000
1C		1 Pump Station (2 pumps)	\$850,000/pump	\$ 1,700,000
2A	Eastside 900 Zone Transmission Pipelines	13,982 LF of 12-inch and 24,655 LF of 16-inch	\$375/LF for 12-inch and \$550/LF for 16-inch	\$ 18,804,000
2B		2 Pumps	\$650,000/pump	\$ 1,300,000
2C		1 Pump Station (2 pumps)	\$650,000/pump	\$ 1,300,000
2D		4.0 MG	\$1.5M/MG	\$ 6,000,000
2E		4.5 MG	\$1.5M/MG	\$ 6,750,000
2F		1 PRS and 1 Emergency Connection	\$200,000/Emergency Conn and \$200,000/PRS	\$ 400,000
3A		1050 Zone Improvements	3,687 LF	\$375/LF for 12-inch
3B	1 Pump Station (3 pumps)		\$1.7M/pump	\$ 5,100,000
4A	Expansion of CC 1000 Zone System	557 LF of 8-inch and 18,858 LF of 12-inch	\$430/LF for 8-inch and \$375/LF for 12-inch	\$ 7,312,000
4B		1 Pump Station (3 pumps)	\$850,000/pump	\$ 2,550,000
4C		7.5 MG	\$150,000/MG	\$ 11,250,000
5A	CC 1200 Zone Improvements	2,200 LF	\$375/LF for 12-inch	\$ 825,000
5B		1 Pump Station (2 pumps)	\$750,000/pump	\$ 1,500,000
6A	CC 1400 Zone Improvements	23,720 LF	\$375/LF for 12-inch	\$ 8,895,000
6B		1 Pump Station (3 pumps)	\$150,000/pump	\$ 450,000
6C		2 Pumps	\$750,000/pump	\$ 1,500,000
6D		9.3 MG	\$150,000/MG	\$ 10,700,000
6E		4 PRS	\$200,000/PRS	\$ 800,000
TOTAL COST FOR RECOMMENDED PROJECTS TO MEET BUILD-OUT DEMAND				\$103,833,000

## Chapter 1 - Introduction

### 1.1 General Description

The City of Brea (City) encompasses 12.1 square miles of residential, commercial, industrial, and some agriculture and oil producing land. The City is thriving with 48,583 residents and more than 120,000 people visiting daily to work, shop or play. Conveniently located in the northeast corner of Orange County, the City connects major transportation routes and employment centers across Orange, Los Angeles, Riverside, and San Bernardino counties. Development activities and economic impacts within the City and the extended SOI, have risen.

Housing options are abundant throughout the City, including workforce and executive housing neighborhoods. The commercial and industrial businesses form a diverse economic base with easy access to the 57, 60 and 91 Freeways. The Brea Mall spans over 1.3 million square feet and attracts more than 14 million visitors annually. The City is also home to the Civic and Cultural Center, three regional parks, 13 community parks, a 26-acre multi-sport park, two public golf courses, a senior center, community center, dog park, and the historic Brea Plunge, an Olympic-sized swimming pool.

The City owns and operates their potable water system within the City's boundaries and SOI (see Figure 1-1). Due to the lack of potable groundwater in the City, a majority of the City's water supply comes from two wholesale water producers, the CDWC and MWDOW. Residential customers account for a majority of the City's water connections. City Council establishes water rates and charges, and the City's Public Works Department is responsible for the water system's day-to-day operations and maintenance.

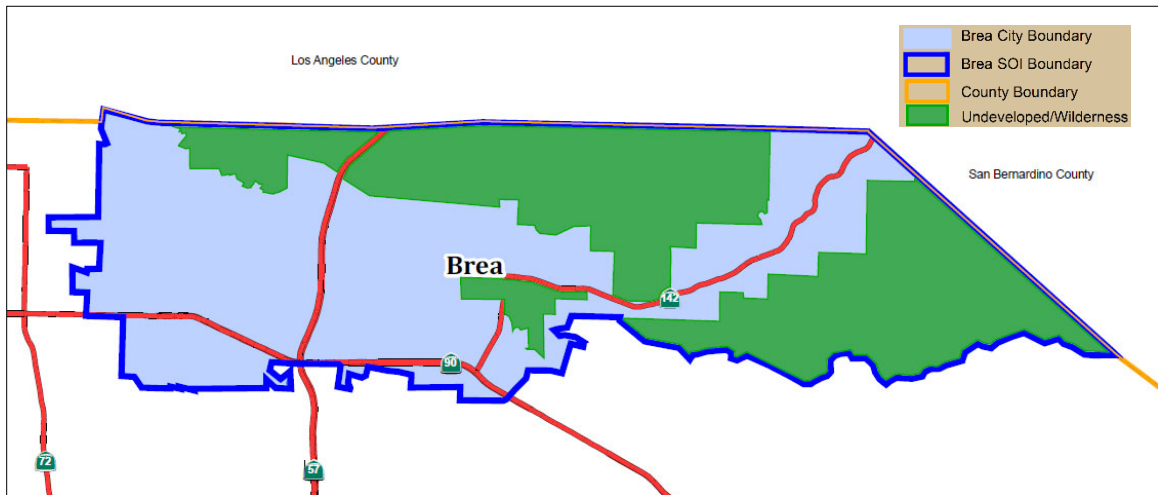
### 1.2 Study Area

The water system encompasses the entire City located in northern Orange County, California, bounded by the cities of La Habra to the west, Fullerton to the southwest, Yorba Linda to the southeast and unincorporated County of Los Angeles to the north. The study area includes the City and its SOI (see Figure 1-1).

#### 1.2.1 Sphere of Influence (SOI)

Figure 1-1 illustrates the City boundaries and SOI, the region supplied by the City. The SOI is the geographic extend to which the City can expand by annexation. According to the Southern California Association of Governments (SCAG), the City's SOI reaches the county border of both San Bernardino County and Los Angeles County. However, the City boundary does not extend to the SOI boundary, due to undeveloped and wilderness areas to the north and east of the City.

**Figure 1-1: Boundary Map**



## 1.2.2 Population

The City publishes population projections every five years in their Urban Water Management Plan (UWMP). According to the City's 2015 UWMP, the 2015 population was calculated to be 43,093 and projected to reach 50,458 in 2040. Table 1-1 shows the projected populations per the 2015 UWMP. The area experienced a development boom from 2000 to 2007 and, more recently, the economy and development activity has soared resulting in a need to address future development and associated demands.

**Table 1-1: Current and Future Population**

Population	2015	2020	2025	2030	2035	2040
	43,093	48,583	48,793	49,129	50,507	50,458

## 1.3 Purpose

The previous WMPU was completed in 2009. The City has decided to update their water master plan for multiple reasons. Factors include the escalating cost of imported water; improvements made to the distribution system since the 2009 WMPU; and anticipated increase in economy and development activities. After years of design, planning and securing funding, the Highway 57 and Lambert Road interchange entered construction and the City completed an Active Transportation Plan in 2019. This is anticipated to further support the economic development of the Brea Core Plan. The City wants to ensure their water system will be capable of meeting all the future water demands of the City.

## 1.4 Scope

The 2009 WMPU was limited to the existing City water distribution system, its SOI, and existing water demands. The 2021 WMP was needed to address planned developments and associated demands defined by zoning, the General Plan, and TAZ areas. The 2021 WMP completed a supply analysis, demand analysis, and updated the City's hydraulic model. Following the completion of model calibration and analysis, the project team investigated system issues, performed "stress-tests" on the system, and addressed issues or concerns of City staff involved in the operation of the water system. A complete list of

potential capital improvement program projects was developed, cost benefit analysis performed, and projects prioritized.

To accomplish the objectives of the 2021 WMP, the following tasks were performed.

1. **Existing Facilities Information Update.** As-built plans of newly constructed projects since 2009 were obtained for all new water facilities (pipelines, reservoirs, booster pumps, pressure reducing stations, etc.).
2. **Water Supply Update.** An analysis was performed on water purchased from 2009 to the 2019 and updated information relating to supply allocation, ownership and capacity of delivery systems and connections.
3. **Water Demand Update.** Meter billing summary data was obtained by year (2015 to 2019) for the City, including the 30 largest users. Also obtained maximum day water production for 2015 to 2019.
4. **Computer Model Update.** Information from Tasks 1, 2, and 3 above were utilized to update the computer model.
5. **Water Model Testing.** The updated model was tested against the 2009 WMPU model calibration and investigated and corrected any anomalies. Following calibration of the model, the existing water system was analyzed to identify any deficiencies.
6. **Capital Improvement Program Development.** Recommendations, priorities and cost estimates were prepared for existing water system improvements.
7. **2021 WMP Preparation.** A water master plan report was prepared with tables, graphics, maps and appendices.

## 1.5 Design Criteria

Design and planning criteria are used as a benchmark for evaluating the capacity of the existing water distribution system and as a guide for recommending improvements to meet future conditions. Design criteria is used to evaluate the hydraulic capacity of the water distribution system. The City desires a public water system with adequate street widths for all new developments, to the review and approval of the Director of Public Works. Design details for water facilities can be found in the latest edition of the “City of Brea Public Works Standard Plans.” The primary goal is to establish a minimum level of service to ensure a safe and dependable supply of water to the entire services area. This evaluation is quantitative and compares field measurements or engineering calculations (specifically the results generated by the hydraulic water model) with a series of benchmarks that reflect customer expectations, the regulatory environment, sustainable design, redundancy, reliability, functionality, emergency preparedness, efficiency, economics, and other issues of importance to the City.

Design criteria was developed and detailed, including the underlying driving forces, for the following:

### 1.5.1 Minimum Service Requirements for the Water System

The water provided to the consumers shall meet all federal, state and local regulations governing water quality for potable use.

The water system shall be capable of providing the minimum fire flow as determined in the water master plan with the minimal residual pressure of 20 pounds per square inch (psi) in the distribution system pipelines.

### 1.5.2 System Pressures

**Goal for static system pressure range: 40 psi to 125 psi**

The water system shall be capable of providing at least 40 psi for the following demand periods: average day, maximum day and peak hour. A maximum static pressure should be maintained at below 80 psi.

Where the maximum pressure exceeds 80 psi, individual pressure regulators should be equipped at connection in accordance with the Uniform Plumbing Code.

The maximum pressure at any connection should be limited to 125 psi, where practicable.

### 1.5.3 Fire Flow

**Goal for minimum pressure during fire flow event: 20 psi.**

Under fire flow conditions, residual pressures should not fall below 20 psi when delivering the required fire flow rate. The minimum residual pressure requirement is established by the California Dept. of Public Health. This threshold provides a buffer against the possibility of negative pressure in the distribution system which could result in contamination ingress.



An exception to the 20-psi minimum is allowed for fire hydrants that are located so close to reservoirs as to not be able to achieve the requirement for pressure residual. These hydrants shall be designated as “draft hydrants” and piping shall be sized from the reservoir to the hydrant to provide the fire flow requirement as close to the local static pressure as possible.

## Fire Flow Requirements per Land Usage

For purposes of testing the adequacy of the existing system, the following fire flows are applied based on Land Use as shown in the table below. These apply to any structure that is being altered, as required by City, County, State, and Federal codes and ordinances. Existing structures that are not being altered are grandfathered in based on the regulations at the time of their construction.

**Fire Flow Requirements per Land Usage**

Land Use Description	Zoning Designation	Minimum Fire Flow (gpm)	Minimum Duration (hrs)
Single Family Residential	HR, R1-H, R-1, R-1(5000)	1,500	2
Multi-Family Residential	R-2, P-C	2,500	2
High Density Residential	R-3	4,000	4
Schools	N/A	3,500	4
Business/ Commercial	C-P, C-N, C-G, C-C, PF	2,500	2
Industrial	BISP, C-M, M-1, M-2, M-P	4,000	4
Mixed-use	MU-I, MU-II, MU-III	4,000	4

### 1.5.4 Pipeline Criteria

#### Distribution Mains

Distribution mains carry water to service connections and fire hydrants. Fire flow is typically the governing factor in sizing distribution mains, although normal operations under peak demand conditions should also be examined for efficiency.

Maximum velocity in any proposed pipeline should be in accordance with the following guidelines:

- For Average Day Analysis:
  - Desired Range: 0 to 5 feet per second (fps)
  - Questionable Range: 5 to 7 fps
  - Deficient Range: Over 7 fps
- For Maximum Day and Peak Hour Analysis:
  - Desired Range: 0 to 7 fps
  - Questionable Range: 7 to 10 fps
  - Deficient Range: Over 10 fps
- For Fire Flow Analysis:
  - Desired Range: 0 to 15 fps
  - Deficient Range: Over 15 fps

Pipes with velocities in the Questionable Range should be reviewed on an individual basis. Those with velocities in the deficient range should be considered for replacement or paralleling.

#### **New Pipeline Criteria**

To meet pressure and velocity objectives, the minimum diameter for new pipelines shall be 8 inch, except in short cul-de-sac streets where 6 inch pipe may be used beyond the last hydrant. In commercial and business areas the minimum diameter for new pipelines shall be 12 inch.

These diameters shall not preclude the use of larger diameters when needed to meet the minimum fire flows or other criteria. All pipelines shall be looped (excluding short cul-de-sac streets) to prevent one pipeline outage from disrupting service to an area.

##### **1.5.5 Supply**

The water system and each pressure zone shall have at least two independent supply sources as recommended by AWWA. Where water is pumped from another zone or from an imported supply source, the booster pumping station shall have a backup pump online and equal in size to the largest pump in the station. The station shall also have a backup (or secondary) power source. A portable generator can be considered acceptable as a backup power source for the booster station.

Where two sources of supply are not practicable, the zone should have sufficient storage to meet all emergency criteria with the supply out of service.

#### **Primary Supply Design**

The primary supply design criteria evaluates the system's combined production capacity with the largest single source of supply out of service.

This level of redundancy will allow the City to maintain normal deliveries with the temporary loss of a source of supply. Minimum production capacity is driven by the merits of redundancy and economics.

#### **Secondary Supply Design**

The secondary supply design criteria evaluates the pump station's ability to refill emergency and fire storage in 2 days (48 hours) under MDD conditions.

A depletion of emergency and fire storage creates a temporary vulnerability to immediate, ongoing or subsequent events that would otherwise be mitigated. This vulnerability can be minimized by rapid replenishment of storage.

##### **1.5.6 Storage**

###### **Primary Storage Design**

The primary storage design criteria evaluates the fire, emergency, and operational storage by pressure zone.

Storage analysis compares the storage capacity to the storage requirements in each pressure zone that is served via gravity storage. Storage requirements are based on demand and fire flow requirements.

The principal functions of storage are:

1. To equalize fluctuations in instantaneous demand so that extreme and rapid variations in demand are not imposed on the sources of supply;
2. To provide water for firefighting; and
3. To meet demand during an emergency such as disruption of the major source of supply, a power outage, a pipe break, or another unforeseen emergency or maintenance issue.

#### **Operational Storage**

Operational storage describes the volume needed to equalize the cumulative difference between supply and demand over the course of a day. Maximum operational storage would typically occur under MDD conditions. The operational storage requirement is driven by system functionality. The volume of operational storage, as an industry standard, averages between 20 to 30% of MDD. For consistency with the 2009 WMPU, the operational storage for the City is considered 30% of the MDD.

#### **Fire Storage**

The water system must be capable of meeting MDD and firefighting requirements simultaneously. The fire storage requirement is driven by the Orange County Fire Authority and is based upon the highest fire flow requirement and duration in each pressure zone. The fire storage requirements are driven by emergency preparedness.

#### **1.5.7 Emergency Storage**

Emergency storage is required to meet demands during times of planned and unplanned equipment outages such as pump breakdown, power failure, pipeline rupture, etc. The reservoir should have sufficient capacity to supply 48 hours of Average Day Demand (ADD). The emergency storage requirement is driven by emergency preparedness.

### **Secondary Storage Design**

Secondary storage design criteria require storage capacity for 7 days of average demand.

#### **1.5.8 Booster Pump**

Each individual pump should have an efficiency of 65% or higher. In addition, the primary booster design criteria evaluates that all zones must have sufficient capacity to meet their dependent MDD with the largest unit out of service.

Secondary booster design criteria evaluates that they can meet dependent MDD plus refill the fire and emergency storage within two days.

#### **Primary Booster Pump Design Criteria**

The primary booster pumping stations specific to each zone must satisfy these design criteria:

- All zones must have sufficient capacity to meet their zones MDD plus the MDD of dependent zones with the largest unit out of service.
- Terminal zones (i.e. zones that do not provide flow to other zones) must have sufficient capacity to meet MDD with the largest unit out of service.

Booster pumping stations should be sized to supply dependent MDD, with the largest pump out of service. A dependent MDD is the total of the zone's MDD and the subzones that rely on the higher zone for water.

#### **Secondary Booster Pump Design Criteria**

The secondary booster pumping stations specific to each zone must have sufficient capacity to meet their own MDD, plus the MDD of all dependent zones, plus the refill rate of depleted fire and emergency storage within two days. Refill Rate is the required flowrate to provide the fire storage and emergency storage in 48 hours. Dependent MDD and refill rate are combined to provide the total requirement for the pressure zone.

#### **1.5.9 Pressure Reducing Valves (PRV)**

The primary criteria evaluates that the valves have the capacity to provide dependent MDD plus fire flow. The secondary criteria evaluates that the valves can provide MDD at continuous capacity.

## Chapter 2 - Existing Facilities

### 2.1 General Description

This chapter details the assets of the existing water system, including pipelines, reservoirs, booster pump stations, pressure reducing stations, flow control stations, pressure zones, imported water connections, and emergency interconnections. Appendix A contains a map showing the location of the City's existing water system facilities and Appendix E contains the hydraulic profile schematic of the water system.

### 2.2 Pressure Zones

Pressure zones are important to a water system to deliver appropriate pressures to its customers. A total of 18 pressure zones are delineated within the water system, ranging from a hydraulic grade of 515 feet to 1,400 feet above mean sea level (ASML). Table 2-1 lists all current pressure zones and their sources. The designation of each respective pressure zone represents the hydraulic grade line (HGL) of the pressure zone. Appendix A illustrates the 18 existing pressure zones. Zone 750 and 605 contains "ABC zones" however, these "ABC zones" have the same HGL but are not interconnected. These zones simply reside in different parts of the water system.

The 790 pressure zone is crucial to water distribution as the central zone. It receives most of the City's imported water from the Berry Street Booster Pump Station and distributes it to a large portion of the City and the entire Carbon Canyon area through pressure reducing stations and booster pump stations. The only zone that does not receive water through the 790 pressure zone is the 515 pressure zone. Appendix A illustrates the pressure zones utilized in the City.

**Table 2-1: Pressure Zone Summary**

Pressure Zone	Source of Supply
515	Berry Street Booster Pump Station (Low Pressure), Pressure Zones 540, 575, 605, 615, and 790 (via PRV)
530	Pressure Zones 605 and 635 (via PRV)
540	Pressure Zone 605 (via PRV)
560	Pressure Zones 635 and 790 (via PRV)
575	Pressure Zones 605 and 650 (via PRV)
605	Pressure Zones 635, 750, and 790 (via PRV)
625	Pressure Zone 605
635	Pressure Zones 700, 725, and 790 (via PRV)
650	CDWC Northwood, CDWC Midbury, and Pressure Zone 750 (via PRV)
685	Carbon Canyon Regional Park (via PRV No.434-1)
700	Pressure Zones 750 and 790 (via PRV)
725	Pressure Zone 790 (via PRV)
750	Westside Reservoir, Puente Booster Pump Station, Eastside Reservoir, and Pressure Zone 790 (via PRV)
790	Berry Street Booster Pump Station (High Pressure), Valencia Reservoir, Pressure Zone 830 (via PRV) and OC-29
830	Tonner Booster Pump Station and Tonner Hills Reservoir
925	Pressure Zone 1000 (via PRV)

Pressure Zone	Source of Supply
1000	Pressure Zones 1400 (via PRV) and Carbon Canyon Booster Pump Station No. 2
1400	Carbon Canyon Reservoir, Carbon Canyon Booster Pump Station No. 3

### 2.3 Transmission and Distribution Mains

Transmission mains are generally larger in diameter and move a large volume of water. The City uses transmission mains to move water to reservoirs and booster stations. There are a total of approximately 23 miles of transmission mains in the system which range from 16-inch to 36-inches in diameter. The transmission mains primarily consist of ductile iron pipe (DI) and cement mortar lined pipe (CML).

Distribution pipelines are generally smaller in diameter and distribute water to individual customers. Distribution pipelines are constructed with DIP, CI, and poly-vinyl chloride (PVC). Pipeline diameters of the distribution mains within the system range from less than 4-inches to 14-inches and approximately 190 miles. Table 2-2 summarizes the materials based on pipe diameters and materials in linear feet (LF).

A total of 789,753 LF of pipelines were installed from 1960 to 2000, which is approximately 70% of the mains within the system. Table 2-3 summarizes the materials based on pipe age and materials in LF.

**Table 2-2: Pipe Summary – Size and Material**

Size (in)	ACP	CI	CML	CU	DIP	PVC	STEEL	Unknown	Total
<4	-	-	-	47	911	1,143	-	492	2,593
4	-	190	66	-	1,714	412	-	-	2,382
5	-	-	-	-	115	-	129	-	244
6	373	99,505	38	-	17,323	605	-	5,183	123,027
8	-	121,098	-	-	330,678	30,093	-	3,031	484,900
10	-	26,672	-	-	10,248	6,639	337	6,809	50,705
12	-	124,491	20,921	-	185,883	3,007	50	2,525	336,877
14	-	-	-	-	-	-	-	1,394	1,394
16	-	476	-	-	-	-	-	-	476
18	-	-	5,482	-	17,867	-	-	1,542	24,891
>18	-	51	28,317	-	11,359	-	14,991	44,291	99,009
<b>Total</b>	<b>373</b>	<b>372,483</b>	<b>54,824</b>	<b>47</b>	<b>576,098</b>	<b>41,899</b>	<b>15,507</b>	<b>65,267</b>	<b>1,126,498</b>

**Table 2-3: Pipe Summary – Age and Material**

Decade	ACP	CI	CML	CU	DIP	PVC	STEEL	Unknown	Total
Unknown	-	45,864	15,074	-	3,414	-	-	16,840	81,192
1940-1949	-	928	-	-	1,972	-	-	-	2,900
1950-1959	-	14,441	-	-	3,570	-	-	13,594	31,605
1960-1969	-	101,362	5,434	-	22,101	-	50	18,075	147,022
1970-1979	373	115,923	26,174	-	105,730	-	7,948	2,465	258,613
1980-1989	-	51,253	6,906	-	143,693	135	-	10,903	212,890
1990-1999	-	36,364	1,017	-	118,492	11,965	-	3,390	171,228
2000-2009	-	2,878	219	-	73,088	398	7,172	-	83,755
2010-2020	-	3,470	-	47	104,038	29,401	337	-	137,293
<b>Total</b>	<b>373</b>	<b>372,483</b>	<b>54,824</b>	<b>47</b>	<b>576,098</b>	<b>41,899</b>	<b>15,507</b>	<b>65,267</b>	<b>1,126,498</b>

## 2.4 Storage Reservoirs

The City has a total of seven reservoirs with a combined storage capacity of 69.5 million gallons (MG).

Berry Street Reservoir is the largest reservoir with 30 MG in storage. The Berry Street Reservoir does not directly serve a pressure zone but is critical to the City as emergency storage and a staging tank for the entire system. The Berry Street Reservoir receives its supply from CDWC through a 30-inch transmission main. It supplies the Berry Street Booster Pump Station, which provides water to the northern portions of the system through the 790 pressure zone via the Valencia Reservoir (10 MG). The Valencia Reservoir supplies the Westside Reservoir (15 MG) and Eastside Reservoir (10 MG) via gravity flow. The Westside and Eastside Reservoirs supply the 750 pressure zone and the majority of the City through PRVs. The Tonner Booster Pump Station pumps from the Eastside Reservoir and supplies the Tonner Hills Reservoir, which provides water to the 830 zone. The Carbon Canyon Reservoirs are two equal reservoirs (each 1.25 MG) that serve the 1400 pressure zone and are supplied by Carbon Canyon Booster Pump Station No. 2 and No. 3.

These reservoirs are located at the following addresses.

- **Berry Street Reservoir:** 545 North Berry Street
- **Westside Reservoir:** 1390 Site Drive
- **Eastside Reservoir:** 601 North Belridge Terrace
- **Valencia Reservoir:** 915 North Valencia Avenue
- **Tonner Hills Reservoir:** 915 North Valencia Avenue
- **Carbon Canyon Reservoir #1 and #2:** 0.9 miles north of 399 Olinda Drive, between North Tank Road and Lions Motorway

Exhibit A illustrates the location and existing storage of the reservoirs and the layout of the distribution system.

The reservoirs, excluding the Berry Street Reservoir, hydraulically “float” the upper zones of the distribution system and are filled during off-peak demand periods from the imported water supply. The reservoirs supply all the lower zones in the system via gravity and pressures zones are created through the PRVs. The Berry Street Booster Pump Station



then pumps water from the 30.0 MG reservoir into the 515 and 790 pressure zones. Table 2-4 illustrates a summary of the reservoirs and their attributes.

**Table 2-4: Reservoir Summary**

Description	Capacity (MG)	Pressure Zone Served	Diameter (feet)	Base Elevation (feet-MSL)	Overflow Level (feet)
Berry Street	30	-	508	364	26
Westside	15	750	252	710	38
Eastside	10	750	208	710	38
Valencia	10	790	200	750	38
Tonner Hills	2	830	118	806	24
Carbon Canyon Tank #1	1.25	1400	75	1362	38
Carbon Canyon Tank #2	1.25	1400	75	1362	38

## 2.5 Booster Pump Stations

The City has a total of five booster pump stations with a total pumping capacity of approximately 14,800 gallons per minute (gpm).

The Berry Street Booster Pump Station has six pumps that pump from the Berry Street Reservoir. The low-pressure pumps (Nos. 1, 2 and 3) have variable frequency drives (VFD) and supply the 515 pressure zone. The 515 pressure zone is also served by PRVs from higher zones. The high-pressure pumps (Nos. 4, 5 and 6) supply the Valencia Reservoir, which feeds the 790 pressure zones.

Carbon Canyon Booster Pump Stations Nos. 2 and 3 have two pumps at each station with a pumping capacity of 650 gpm. Carbon Canyon Booster Pump Station No. 2 pumps into the 1000 pressure zone and Carbon Canyon Booster Pump Station No. 3 pumps into 1400 pressure zone. Carbon Canyon Booster Pump Station No. 2 must be in operation before Booster Pump Station No. 3 can engage in order to maintain suction pressure for Pump Station No. 3. When Carbon Canyon Booster Pump Station No. 2 is off, a pressure reducing station at Carbon Canyon Booster Pump Station No. 3 will feed water to the 1000 pressure zone from the Carbon Canyon Reservoir. Pressure zone 1000 does not have dedicated storage.

Constructed in 1963, the Puente Booster Pump Station is able to pump water from the CDWC Lift No. 2 system or 650 pressure zone and supply water into the Westside Reservoir and 750 zone. There are two pumps that have a capacity of 650 gpm each. In January 2015, the Puente Booster Pump Station was deactivated due to maintenance difficulty and age.

The Tonner Booster Pump Station was constructed in September 2012 and provides water to the 830 pressure zone. This pump station receives supply from the Eastside Reservoir and discharges to the 830 pressure zone. There are three pumps discharging into the 830 pressure zone and there is a PRV (No. 431-8 located along Tonner Ridge Drive) that allows water from the 830 pressure zone to the 750 pressure zone.

Table 2-5 illustrates the summary of the booster pump stations, including their individual horsepower (hp), ground elevation, TDH, and pumping rate. The TDH and pumping rates are based on the latest Southern California Edison (SCE) efficiency tests.

**Table 2-5: Booster Pump Summary**

Description	Pump (No.)	Pumps From	Pumps To	hp	Ground Elevation (ft-MSL)	TDH (ft)	Pumping Rate (gpm)
Berry Street (Low Pressure)	1	Berry Street Reservoir	515 Zone	100	375	160.4	1,500
	2			100	375	161.5	1,500
	3			40	375	166.8	500
Berry Street (High Pressure)	4		Valencia Reservoir (790 Zone)	300	375	410	2,000
	5			300	375	410	2,000
	6			400	375	430	3,000
Puente Street (near CDWC Connection)	1	CDWC or 650 Zone	750 Zone	40	650	123	911
	2			40	650	119	811
Carbon Canyon Booster Pump Station No. 2	1	790 Pressure Zone	1000 Zone	75	740	318.7	672
	2			75	740	325.7	668
Carbon Canyon Booster Pump Station No. 3	1	1000 Zone	1400 Zone	75	1000	332.6	626
	2			75	1000	344.2	598
Tonner Booster Pump Station	1	Eastside Reservoir	830 Zone	40	661	110	900
	2			40	661	110	900
	3			15	661	121	300

## 2.6 Pressure Reducing Stations

Pressure reducing stations are used to regulate the 18 different pressure zones. The distribution system includes a total of 95 different pressure reducing stations. These stations typically have either a 3-inch or 4-inch PRV for low flow periods and a 6-inch or 8-inch PRV for high flow periods. Table 2-6 shows a summary of all the pressure reducing stations.

**Table 2-6: Pressure Reducing Stations Data Summary**

Vault No.	Location	From Pressure Zone	To Pressure Zone	Large Valve Setting	Bypass Valve Setting	Valve Sizes
124-1	1670 Sandalwood Drive	750	650	45psi		8"
124-2	Puente and Northwood Streets	750	650	50psi	58psi	8", 3"
125-1	1199 Woodcrest Avenue	750	650	38psi	47psi	8", 3"
125-2	1322 Wardman Drive	750	625	48psi	53psi	4", 3"
125-3	1012 Ethelinda Way	750	625	45psi	43psi	4", 3"
125-4	Steele Drive south of Wardman Drive	625	605	72psi	80psi	8", 4"
126-1	SE corner of Berry and Northwood Streets	790	750	72psi	80psi	8", 3"
126-2	Berry Street north of Stonebridge Drive	750	700		116psi	12"

Vault No.	Location	From Pressure Zone	To Pressure Zone	Large Valve Setting	Bypass Valve Setting	Valve Sizes
224-1	1207 Havenhurst Drive	650	575	38psi	42psi	4",3"
224-2	1209 Puente Street	650	575	49psi	44psi	8", 4"
225-1	900 Wardman Drive	625	575	40psi	60psi	4",3"
225-2	1280 Fawnridge Drive	750	625	46psi	54psi	4",3"
225-3	1271 Beechwood Drive	750	625	57psi	50psi	8",3"
225-4	Berry Street and Stonebridge Drive	750	605	40psi	47psi	4",3"
226-1	Site Drive north of Glenoaks Street	750	635	71psi		8"
226-2	388 Glenoaks Street	750	605	55psi	60psi	8",4"
226-3	1200 Tamarack Avenue	750	605	42psi	46psi	4",3"
226-4	Site Drive and Tamarack Village	750	605	63psi	69psi	4",2"
226-5	Site Drive north of Central Avenue	750	605	68psi	75psi	8",4"
227-1	1240 Ponderosa Avenue	750	605	57psi	63psi	4",3"
227-2	Canyon Country Road and Niguel Canyon Way	635	605	50psi	55psi	8",3"
228-1	Canyon Country Road north of Stone Canyon Way	700	635	48psi	53psi	8",3"
228-2	824 Driftwood Avenue	790	700	85psi	92psi	8",3"
239-1	Carbon Canyon Booster Pump Station No. 3	1400	1000	Before pump val. 150psi	After pump val. 300psi	6",6"
324-1	Central Avenue and Roscoe Street	575	515	59psi	65psi	8",4"
324-2	660 Puente Street	605	515	61psi	66psi	8",3"
325-2	610 Neptune Avenue	605	515	60psi	67psi	8",3"
326-2	Berry Street and Central Avenue	790	605	63psi	70psi	8",4"
326-3	581 Tamarack Avenue	605	515	62psi	66psi	8",3"
327-1	720 North Brea Boulevard	605	515	65psi		4"
327-2	215 Blossom Place	605	530	76psi		8"
327-3	798 Brea Boulevard	605	515	73psi	68psi	8",3"
327-4	298 Buttonwood Drive	635	530	60psi		3"
327-5	SW corner of State College Boulevard and Live Oak Street	635	560	50psi	55psi	8",3"
328-1	893 Kings Canyon Road	790	635	37psi	41psi	8",3"
328-2	585 Bonita Canyon Way	790	635	20psi	23psi	4",3"
328-3	814 Forbes Drive	790	635	40psi	43psi	6",3"
328-4	Carmichael Drive and Cameron Court	790	725	51psi	54psi	6",3"
328-5	Carmichael Drive south of Davidson Court	725	635	43psi	48psi	6",3"
328-6	563 Cliffwood Avenue	635	515	50psi		6"
328-7	Balsa Avenue south of State College Boulevard	635	515	40psi		6"
328-8	NE corner of State College Boulevard and Citrus Place	790	635	77psi	84psi	4",3"
329-1	Pointe Drive (Olen Property Upper)	790	700	61psi	66psi	8",4"
329-2	Pointe Drive (Olen Property Lower)	790	700	87psi	84psi	8",4"
329-3	60 Pointe Drive and Wildcat Way	790	700	52psi	63psi	8",4"

Vault No.	Location	From Pressure Zone	To Pressure Zone	Large Valve Setting	Bypass Valve Setting	Valve Sizes
329-4	10 Pointe Drive and Wildcat Way	790	700	77psi	82psi	8",4"
337-1	Carbon Canyon Road and Ruby Street	1000	925	35psi	40psi	6",2"
425-1	SE corner of Puente Street and Lambert Road	790	515	85psi	80psi	8",3"
425-2	NW corner of Imperial Highway and Berry Street	790	515	80psi	85psi	8",3"
425-3	Arovista Park Phase One	Well Water	515	75psi		4"
425-4	Arovista Park Phase Two	Well Water	515	85psi		3"
427-1	330 East Lambert Road	790	560	84psi	90psi	8",3"
427-3	835 East Birch Street	650	515	67psi	71psi	8",4"
428-1	190 South State College Boulevard	790	515	56psi	63psi	8",3"
429-2	Associated Road south of Cloverdale Drive	605	515	63psi	70psi	8",3"
429-3	Associated Road south of Meadow Creek Road	605	515	55psi	62psi	6",3"
430-1	Lambert Road, 50 feet east of Sommerset Drive	790	700	72psi	77psi	8",3"
430-2	Lambert Road, 100 feet east of Sunrise Road	790	700	68psi	72psi	8",3"
430-3	SW corner of Lambert Road and Kraemer Boulevard	750	605	45psi	52psi	8",4"
430-4	Edgemont Lane west of Kraemer Boulevard	750	605	55psi	62psi	4",2"
430-5	Country Hills Road west of Kraemer Boulevard	750	605	72psi	77psi	8",3"
430-6	Birch Street west of Associated Road	650	515	53psi	57psi	8",3"
430-7	Associated Road north of Birch Street	650	605	53psi	57psi	8",3"
430-8	Birch Street west of Kraemer Boulevard	750	650	75psi	82psi	8",4"
431-1	Lambert and Walden Roads	750	605	50psi	55psi	8",4"
431-2	Lambert Road and Sunflower Street	750	605	58psi	61psi	8",3"
431-3	Country Hills Road east of Kraemer Boulevard	750	605	72psi	78psi	8",4"
431-4	East side of Kraemer Boulevard north of Birch Street	790	750	125psi	132psi	8",4"
431-5	Birch Street east of Kraemer Boulevard	790	605	74psi	80psi	8",3"
431-6	West side of Kraemer Boulevard north of Birch Street	750	605	62psi	67psi	8",6"
431-7	NW corner of Santa Fe and Lambert Roads	790	750	97psi	-	12"
431-8	Tonner Ridge Drive north of Santa Fe Road	830	790	75psi	87psi	6",4"

Vault No.	Location	From Pressure Zone	To Pressure Zone	Large Valve Setting	Bypass Valve Setting	Valve Sizes
432-1	NW corner of Birch Street and Valencia Avenue	790	605	62psi	68psi	8",4"
432-2	Sports Park on Birch Street	790	605	70psi		4"
432-3	Sports Park on Birch Street	790	605	70psi		3"
434-1	Carbon Canyon Regional Park	790	685	78psi	71psi	4",2"
435-1	Santa Fe Road and Condor Avenue	790	750	50psi	55psi	8",4"
435-2	Santa Fe Road and Cardinal Street	790	750	55psi	60psi	8",4"
435-3	Valley Crossing and Santa Fe Roads	790	750	43psi	49psi	8",4"
435-4	Railway Avenue and Santa Fe Road	790	750	41psi	47psi	8",4"
435-5	4091 Cedarwood Court	790	750	60psi	65psi	8",4"
435-6	474 Orange Grove Lane	790	750	38psi	44psi	8",4"
435-7	NE corner of Carbon Canyon Road and Brea Hills Avenue	790	750	70psi	78psi	8",4"
436-2	Valencia Reservoir	830	790	If needed 60psi		8"
436-3	Carbon Canyon Road east of Valencia Avenue and west of Santa Fe Road	790	685	80psi		4"
436-4	4449 Carbon Canyon Road	790	685	76psi		6"
436-5	Olinda Drive and Gate	1400	1000	11psi	12psi	8",4"
436-6	7351 Carbon Canyon Road	1000	Hills of Hope Water Tank on Property		120psi	2"
436-7	Carbon Canyon Booster Pump Station No. 2	1000	790	Before pump val. 135psi	After pump val. 250psi	6"
529-1	Amberwick Circle	605	515	76psi	81psi	4",2"
530-1	Imperial Highway east of Placentia Avenue	540	515	83psi	78psi	8",4"
531-1	Kraemer Boulevard north of Imperial Highway	605	540	68psi	72psi	8",4"
627-1	NW corner of Elm Street and State College Boulevard	650	515	80psi	85psi	8",3"
632-1	NE corner of Valencia Avenue and Imperial Highway	605	540	63psi	67psi	8",3"
632-2	3570 East Elm Street	605	540	85 psi	62psi	3"

### 2.7 Imported Water Connections

Water is purchased from two agencies, Metropolitan Water District of Southern California (MWD) and CDWC. There are three MWD connections that are metered using flow control valves. In addition, there is one CDWC connection that uses gravity to feed the system. Table 2-7 summarizes the imported water connections.

**Table 2-7: Imported Water Connections Summary**

Connections	Location	Capacity (cfs)	Size (in)	Supplied Pressure Zone	Outlet Pressure Setting (psi)
<b>MWD</b>					
OC-6	Lambert Road and State College Boulevard	10	12	790	175
OC-29 (Vault 436-1)	Valencia Avenue south of Birch Street	15	12	790	175
OC-62 (Vault 427-3)	Birch Street north of Civic Center Circle	10	12	515	82
<b>CDWC</b>					
I-Line	Berry Street Reservoir	11.1 to 20	30	515/790	63/ 175
Midbury	Puente and Midbury Streets	Not used	-	-	-
Northwood	Puente and Northwood Streets	Not used	-	-	-

### 2.8 Emergency Interconnections

The City has installed and maintained five emergency interconnections with neighboring water purveyors as shown in Table 2-8.

**Table 2-8: Emergency Interconnection Summary**

Vault No.	Connections	Source	Zone(s) Served	Valve Size & Pressure Setting (psi)	Valve Size & Pressure Setting (psi)	Pressure Relief Valve Setting (psi)
325-1	Central Avenue and Puente Street	La Habra	605	3" @ 96	8" @ 91	111
OC-4 (Vault 328-9)	Cliffwood Avenue and Buttonwood Drive	La Habra	635	12" @ N/A	None	None
N/A	Placentia Ave	City of Fullerton	515	8" @ N/A	None	None
N/A	Kraemer Boulevard north of Imperial Highway	GSWC	605	12" @ N/A	None	None
N/A	Vesuvius Drive	YLWD	605	8" @ N/A	None	None

## **2.9 Proposed System Pressure Zones**

The City has the ability to expand the water system to undeveloped areas within its sphere of influence and Orange County limits. Potential pressures zones have been delineated in accordance with pressures ranging from 40 psi to 125 psi as defined by the design criteria for system service pressure. These zones are bounded by existing topography elevations within the undeveloped areas that correlates to the HGL for a zone's service pressure range. The City's proposed system pressure zones is represented in Appendix B and may be utilized to assess Water Impact Fees for developers.



## Chapter 3 - Sources of Supply

### 3.1 General Description

Due to the lack of potable groundwater in the City, the City's water supply comes from two wholesale water producers, the CDWC and MWD. The City also operates a non-potable well that pumps from the La Habra Groundwater Basin. This well delivers water for irrigation to the Brea Creek Golf Course and Arovista Park.

### 3.2 Historic Water Production

Between 2015 and 2019 the City purchased an average of 9,309-acre-feet per year (AFY). Table 3-1 represents imported water from the three sources of supply over the last 5 years.

**Table 3-1: Production Data for Supply Sources**

Supply Sources	Production Data (AFY)					
	2015	2016	2017	2018	2019	Average
MWD	2,406	1,177	1,207	1,828	57	1,335
CDWC	7,084	7,725	8,139	8,069	8,851	7,974
Well (Non-Potable)	24	86	103	105	90	82
<b>Total (AFY) Potable and Non-Potable</b>	<b>9,514</b>	<b>8,988</b>	<b>9,449</b>	<b>10,002</b>	<b>8,998</b>	<b>9,390</b>
<b>Total Potable (AFY)</b>	<b>9,490</b>	<b>8,902</b>	<b>9,346</b>	<b>9,897</b>	<b>8,908</b>	<b>9,309</b>

Since 2019 almost all of the City's water has been supplied by CDWC. Over the past 20 years, the use of the MWD connections has decreased. The City's purchase of water supplied by MWD has dropped from 50% in 2001 to around 1% in 2019.

#### 3.2.1 Metropolitan Water District of Southern California (MWD)

The MWD is a regional wholesaler that delivers water to 26-member public agencies serving approximately 19 million people in various Southern California counties. MWD has 11 municipal water districts to serve its member agencies. Of those 11 districts, MWDOC delivers water to the City.

MWDOC serves all of Orange County through 28 retail water agencies, except for the cities of Anaheim, Fullerton, and Santa Ana. More than half of the MWDOC water source is purchased by local water supplies and the remaining portion is purchased as imported water from the Colorado River and the California State Water Project.

The City has three connections with MWDOC. Two connections (OC-6 and OC-29) join the MWDOC 96-inch Lower Feeder, and the third (OC-62) is connected to MWDOC's 36-inch Orange County Feeder (OC Feeder) as shown in Table 3-2:

The Lower Feeder is supplied by the R.B. Deimer Filtration Plant. This feeder crosses the City near Carbon Canyon Road. The OC Feeder is supplied by the Orange County Reservoir, which has a capacity of approximately 150 acre feet (AF) and a high-water elevation of 663.

**Table 3-2: Metropolitan Connections**

Connections	Location	MWD Supply Pipeline	Capacities (cfs)	HGL Range (ft)
OC-6	Lambert Road and State College Boulevard	Lower Feeder	10	750 to 782
OC-29	Valencia Avenue south of Birch Street	Lower Feeder	15	775 to 791
OC-62	Birch Street north of Civic Center Circle	OC Feeder	10	615 to 635

MWDOC sets restrictions on these connections for the City. These restrictions include the following:

1. Within a 24-hour period, changes in rate of flow shall not vary more than 10% above or below the average for the previous 24-hour period.
2. Average flow during any one month shall not exceed 32% above the annual average flow.
3. When flow through a connection is reduced below 10% of the requested flow or 10% of the design capacity of the meter, whichever is less, the City will be charged for the flow at 10% of the capacity of the meter.

### 3.2.2 California Domestic Water Company (CDWC)

The City purchases imported groundwater supply from CDWC which is taken from the Main San Gabriel Basin. Each stockholder receives an allotment of water based upon the number of shares owned or leased. There are two classes of entitlement with CDWC, “common stock entitlement” and “other entitlement”.

The City owns and leases entitlements from CDWC. As of 2020, the breakdown of entitlements for the City is as follows:

- Common Stock Entitlement, Owned: 2208.50 shares;
- Common Stock Entitlement, Leased: 188.00 shares;
- Other Entitlements, Class A Preferred Entitlement: 687.85 shares; and
- Other Entitlements, Main San Gabriel Basin Prescriptive Rights: 1,502.72 shares.

The amount of water per share varies year by year depending on the condition of the Main San Gabriel Basin. As of 2020, one share of “common stock entitlement” converts to 1.45 AF and one share of “other entitlements” converts to 0.759 AF. The City owns and leases approximately 3,475 AF under common stock entitlement and has an additional 1,663 AF under other entitlements.

**Table 3-3: CDWC Entitlements**

Entitlement	Shares/AF
Common Stock Entitlement	2,396.5 / 3475
Other Entitlements	2,190.57 / 1,663

The City purchases more water than its entitled each year. To obtain the excess water beyond their entitlement, the City leases additional shares of CDWD stock from member agencies that do not use their maximum allotment. In addition, CDWC allows member

agencies to purchase additional water at a discounted price once they have exhausted their entitlement.

The three City CDWC connections are metered and gravity fed by two CDWC hydraulic lift stations as described below in Table 3-4. Additional information on these lift stations are as follows:

- Lift No. 1 supplies the I-line (a 30-inch transmission main), which has a HGL of approximately 500 feet. This lift is fed from the CDWC Plant No. 6 Reservoir in La Habra. This water is used to supply the Berry Street Reservoir. The transmission main has 8,000 gpm in capacity. The average City use in the winter months is 2,300 gpm and 7,300 gpm in the summer. This large capacity allows the City to obtain all water from this connection, without using the Lift No. 2 Connections (Midbury and Northwood Streets).
- Lift No. 2 is at a higher HGL, normally between 625 feet and 650 feet. This lift is supplied by the CDWD Plant No. 6 Booster Pump Station and the CDWD 2.5 MG Reservoir located north of the City limits. This lift station has a higher cost basis compared to Lift No. 1 so the City tries to minimize its use under normal operating conditions.

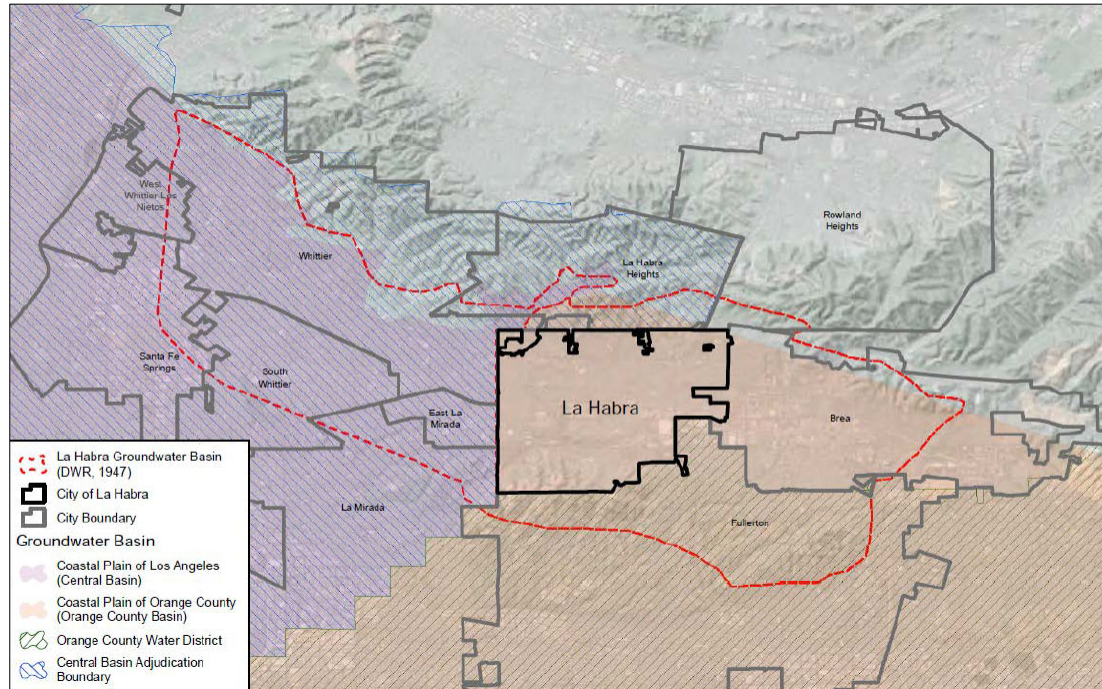
**Table 3-4: CDWC Connections**

Connections	Location	MWD Supply Pipeline	Capacities (gpm)	HGL Range (ft)
I-Line	Berry Street Reservoir	Lift No. 1	7,989	420-432
Midbury	Puente and Midbury Streets	Lift No. 2	Not Used	625-650
Northwood	Puente and Northwood Streets	Lift No. 2	Not Used	625-650

## 3.3 La Habra Groundwater Basin

The La Habra Groundwater Basin covers part of Los Angeles County and Orange County. It is part of the Central Basin and Orange County Basin which lies entirely within the Coyote Creek Watershed as shown in Figure 3-1.

**Figure 3-1: La Habra Groundwater Basin**



The City uses the La Habra Groundwater Basin to provide non-potable water for irrigation to the Brea Creek Golf Course and Arovista Park. A summary of the supply is shown in Table 3-5

**Table 3-5: Groundwater Production**

Year	2015	2016	2017	2018	2019
Well (Non-Potable) (AF)	24	86	103	105	90

## Chapter 4 - Land Usage and Water Demands

### 4.1 General Description

The purpose of this chapter is to understand and characterize the water demands of the system. Water demand is all water leaving the system, typically delivered to customers through their water meters. It also includes water loss and other intentional uses of water, such as flushing hydrants, maintenance, and other water uses. The water demand in the system will be identified by location within the City and by land use.

### 4.2 Existing Water Demand

The City provided water consumption based on the billed water usage from their billing system for the last five years. Historical water demand from 2015 to 2019 has been compared to water purchased as shown in Table 4-1.

**Table 4-1: Existing Historical Purchased Water and Consumption (AFY)**

Year	Water Production (AFY)	Water Demand (AFY)	Water Loss (AFY)	Water Loss (%)
2015	9,490	8,541	949	10%
2016	8,902	8,551	351	4%
2017	9,346	8,587	759	8%
2018	9,898	9,379	519	5%
2019	8,908	8,740	168	2%
<b>Average</b>	<b>9,309</b>	<b>8,760</b>	<b>549</b>	<b>6%</b>

**Table 4-2: Existing Historical Purchased Water and Consumption (gpm)**

Year	Water Production (gpm)	Water Demand (gpm)	Water Loss (gpm)	Water Loss (%)
2015	5,883	5,295	588	10%
2016	5,519	5,301	218	4%
2017	5,794	5,324	470	8%
2018	6,136	5,815	321	5%
2019	5,523	5,418	105	2%
<b>Average</b>	<b>5,771</b>	<b>5,431</b>	<b>351</b>	<b>6%</b>

#### 4.2.1 Water Loss

Water loss is the difference between water produced and water consumed. Water losses include flushing, hydrant testing, leaks and pipe breaks, inaccurate meters, unauthorized uses and undocumented maintenance. Table 4-1 and Table 4-2 represent the percentage of average water loss which has steadily decreased in recent years apart from 2017. In recent years, California has emphasized water conservation efforts across the state. The City has played an important part in conservation by reducing water loss which reached 2% in 2019.



## 4.3 Peaking Factors

Demand peaking factors represent the fluctuation in demand on a daily or hourly basis. Peaking factors are used in the planning process to ensure the water system is capable of the maximum demands the system may encounter beyond the ADD. Common peaking factors used are MDD and peak hour demand (PHD). MDD represents the maximum volume of water delivered to the system in a single day which typically occurs in the middle of summer. PHD represents the maximum water used in one hour during the year. For planning purposes, the peaking factors were based on production and consumption data. The study period was from 2015 through 2019.

### 4.3.1 Average Day Demand (ADD)

ADD serves as a benchmark and planning tool for long-term issues at the system level, such as supply acquisition and integrated resource management. ADD is calculated by averaging consumption of each meter, which is taken from the historical water usage data for each year, as provided by the City. The ADD for the system in 2019 is calculated to be 7.80 MGD, 23.94 AF/day or 5,418 gpm.

### 4.3.2 Maximum Day Demand (MDD)

MDD is used in planning to ensure the system's infrastructure is capable of maintaining a high-level of service on the days of largest demand.

Daily consumption data was not available, but consumption data was recorded on a monthly basis. Daily operator logs were available that included reservoir levels and meter reads for imported water connections and booster pump stations. MDD was calculated from the difference between the daily total volume of water taken from the imported water connections and the daily total volume of water drawn down from all reservoirs. This calculation was applied for the months of June, July and August through each year of the study period. MDD in 2019 is 38.01 AF which occurred on August 13, 2019.

The maximum production day was compared to the average production on the year to calculate the MDD Peaking factor. Using this factor, 1.59, the MDD for the overall system in 2019 was calculated to be 12.39 MG, 38.01 AF/day or 8,615 gpm.

**Table 4-3: Historical Water Demands and ADD/MDD Production**

Year	Water Demand (AFY)	Average Daily Production (AF)	Max Day Production (AF)	Max Day Date	Max Day Factor MD:AD
2015	8,541	23.40	38.13	7/10/2015	1.63
2016	8,551	23.43	42.52	7/16/2016	1.81
2017	8,587	23.46	37.36	8/8/2017	1.59
2018	9,379	25.70	40.64	7/17/2018	1.58
2019	8,740	23.94	38.01	8/13/2019	1.59 <sup>1</sup>
<b>Average</b>	<b>8,760</b>	<b>23.99</b>	<b>39.33</b>	-	<b>1.64</b>

<sup>1</sup> Since the Representative year for the 2021 WMP is the year 2019, we determined 1.59 to be the Maximum Day Factor for analysis purposes within this WMP. This is derived by taking the maximum production day in that year over its average daily production in the same year.

### 4.3.3 Representative Year and Peaking Factors

A representative year refers to the year within the study period that best reflects the demand of the system (total demand and MDD). 2019 was determined to be the representative year as being closest to the average of the 5-year period and includes the most recent data that was available.

The MDD peaking factor is expressed as a ratio of MDD to ADD, which calculated to be 1.59 for 2019.

The maximum flow rate delivered by the distribution system on any single hour during the year is defined as the PHD. The peaking factor is expressed as a ratio of PHD to ADD. PHD could not be determined due to the absence of hourly data, therefore a PHD peaking factor of 3.0 was used. California Code of Regulations allows for a PHD peaking factor of 1.5 times the MDD peaking factor, which comes to a value of 2.385. The peaking factor of 3.0 allows the City to stay conservative for future analysis. Table 4-4 below contains the summary of demands and its associated peaking factors.

**Table 4-4: City Demands and Peaking Factors**

Demand Type	2019 Demands (AFY)	2019 Demands (gpm)	Average Demands (AFY)	Average Demands (gpm)	Peaking Factor
ADD	8,740	5,418	8,760	5,431	1.00
MDD	13,895	8,615	13,928	8,635	1.59
PHD	-	16,254	-	16,293	3.00



## 4.4 Top Users

Top water system users within the City were determined from 2019 billing data provided. These users were identified and ranked by their annual water consumption. The top 15 users account for 16% of the water consumed. Table 4-5 summarizes each user and their associated water consumption in the year 2019.

**Table 4-5: Top 15 Users**

Rank	Acct Number	Water Meter Type	Water Demand (AF)	Water Demand (gpm)	% of Total Demand
1	222-1540/222-1903	Government Outside City	600.92	372.57	6.73%
2	222-1550	Other Government	120.62	74.78	1.35%
3	132-4810	Golf Courses	89.41	55.43	1.00%
4	221-6935	Multiple Residential	82.38	51.08	0.92%
5	221-7487	Commercial	78.19	48.48	0.88%
6	102-0011	Brea Golf Course	65.22	40.44	0.73%
7	210-6126	Other Government	62.20	38.56	0.70%
8	210-6128	Other Government	58.93	36.54	0.66%
9	216-1700	Multiple Residential	54.44	33.75	0.61%
10	221-6970	Other Government	54.27	33.65	0.61%
11	221-5520	Commercial	45.84	28.42	0.51%
12	221-6180	Industrial	40.28	24.97	0.45%
13	127-0001	Multiple Residential	37.08	22.99	0.42%
14	210-6143	Multiple Residential	34.26	21.24	0.38%
15	220-0491	Industrial	32.45	20.12	0.36%

## 4.5 Land Usage Analysis

The City provided geographic information system (GIS) database information containing different types of the land usage according to SCAG. The land usage in the City is divided into the following categories:

HR: Hillside Residential  
R-1: Single Family Residential  
R1-H: Single Family Residential – Hillside  
R-1 (5000): Single Family Residential  
R-2: Multiple Family  
P-C: Planned Communities  
R-3: Multiple Family  
C-G: General Commercial  
C-C: Major Shopping Center  
C-P: Administrative and Professional Office  
C-N: Neighborhood Commercial  
BISP: Brea Industrial Specific Plan  
C-M: Industrial Commercial  
M-1: Light Industrial  
M-2: General Industrial  
M-P: Planned Industrial  
MU-I: Mixed Use -I  
MU-II: Mixed Use -II  
MU-III: Mixed Use -III

## 4.6 Water Duty Factors

To understand and project water use for each type of land use, water duty factors were created. Water consumption established from customer meter readings were compared with specific parcel land use. If there were any discrepancies with the SCAG land use and billing database, the parcels were reviewed individually and classified based on inspection of Google aerial imagery and the provided consumption data.

The duty factor is a ratio of the water demand and the size of the parcel expressed as acre-feet per acre (AF/ac). The parcel sizes were determined using the City GIS database. Duty factors are also commonly expressed as acre-feet per dwelling unit or acre feet per square foot for residential lots. The City did not have the number of dwelling units available, so AF/ac was calculated for each land use.

### 4.6.1 Single Family Residential

Table 4-6 represents all four types of zone classifications designated from aerial imagery and the GIS databases for single family residential homes. The zone designations HR, R-1, R1-H, and R-1 (5000) are similar, so they were combined to create a water duty factor for all single-family homes. These areas are located throughout the City.

**Table 4-6: Single Family Residential Zone Designation Classifications**

Water Duty Factor	AFY	gpm	Acre	AFY/ac	gpm/ac
Single Family Residential	1563.30	969.25	760	2.06	1.28

## 4.6.2 Multi-Family Residential

The multi-family residential land usage includes residential complexes of four units or less and planned communities. These areas are generally located south of Lambert Road, east of Highway 57, and portions west of Puente Street. The zone designations included in this category are R-2 and P-C (see Table 4-7).

**Table 4-7: Multi-family Residential Zone Designation Classifications**

Water Duty Factor	AFY	gpm	Acre	AFY/ac	gpm/ac
Multi-Family Residential	216.45	134.20	93	2.33	1.44

## 4.6.3 High Density Residential

The high-density residential land usage is typically apartment complexes, senior complexes, and cluster condominiums homes. These areas are generally located west of Puente Street and Central Avenue, in areas south of the Tracks at Brea, and areas near Central Avenue and Brea Boulevard. The zone designation included in this category is R-3 (see Table 4-8).

**Table 4-8: High Density Residential Zone Designation Classifications**

Water Duty Factor	AFY	gpm	Acre	AFY/ac	gpm/ac
High Density Residential	245.30	152.09	71	3.45	2.14

## 4.6.4 Schools

There are eight public schools within the City. They include six elementary, one junior high, and one high school with one school district transport (see Table 4-9). Only public schools were considered under this duty factor. Private schools are classified as residential (R-1) per the zoning designation areas.

**Table 4-9: School Zone Designation Classifications**

Water Duty Factor	AFY	gpm	Acre	AFY/ac	gpm/ac
Schools	143.40	88.90	107	1.34	0.83

## 4.6.5 Business / Commercial

Business/Commercial land usage area is along Imperial Highway and parts of Brea Boulevard. These areas contain locations such as the Brea Mall, Brea Mall Executive Plaza, and other shopping and business/professional plazas. The zone designations included in this category are C-G, C-C, C-P, and C-N (see Table 4-10).

**Table 4-10: Business / Commercial Zone Designation Classifications**

Water Duty Factor	AFY	gpm	Acre	AFY/ac	gpm/ac
Business / Commercial	164.35	101.90	172	0.96	0.59

### 4.6.6 Industrial

The Industrial land usage area is spread out in areas north and south of Lambert Road, west of Highway 57, and in areas south of Central Avenue, and north of Imperial Highway. These areas contain various manufacturing plants, distribution centers, public utilities, development facilities and warehouses. The zone designations included in this category are BISP, C-M, M-1, M-2, and M-P (see Table 4-11).

**Table 4-11: Industrial Zone Designation Classifications**

Water Duty Factor	AFY	gpm	Acre	AFY/ac	gpm/ac
Industrial	200.28	124.17	153	1.31	0.81

### 4.6.7 Mixed-use

Mixed Use land usage area is distributed in areas along Brea Boulevard, south of Lambert Road, and portions east of Valencia Avenue, north of Imperial Highway. These areas contain markets, local restaurants/taverns, coffee shops and new residential developments. The zone designations included in this category are MU-I, MU-II, and MU-III (see Table 4-12).

**Table 4-12: Mixed-use Zone Designation Classifications**

Water Duty Factor	AFY	gpm	Acre	AFY/ac	gpm/ac
Mixed-use	51.78	32.10	35	1.48	0.92

### 4.6.8 Water Duty Factor Summary

The water duty factors for each land use type shown in Table 4-6 through Table 4-12 are summarized below in Table 4-13.

**Table 4-13: Water Duty Factor Summary**

Water Duty Factor	AFY	gpm	Acre	AFY/ac	gpm/ac
Single Family Residential	1563.30	969.25	760	2.06	1.28
Multi-Family Residential	216.45	134.20	93	2.33	1.44
High Density Residential	245.30	152.09	71	3.45	2.14
Schools	143.40	88.90	107	1.34	0.83
Business / Commercial	164.35	101.90	172	0.96	0.59
Industrial	200.28	124.17	153	1.31	0.81
Mixed-use	51.78	32.10	35	1.48	0.92

## 4.7 Use of Water Duty Factors

Water duty factors can be used to estimate future demand for new proposed developments in the City. To identify the future demands for new developments, the water duty factors can be multiplied by the size of the development. In the case of redevelopment or densification, the existing demand needs to be subtracted from the estimated future demand to find the incremental increase in demand associated with the development.

## 4.8 Impact of Pending Developments

Table 4-14 lists the current project developments in the planning stage with the City. These proposed developments along with 2002 WMP outstanding development areas are shown in Appendix C as part of this WMP. The future demands are estimated based on the duty factors and land size of the development.

**Table 4-14: Pending Project Developments – Projected Demands**

Project Type	Project Name	Location	Land Usage	Area (AC)	Proposed Zone	Proposed Demand (GPY)	Proposed Demand (AFY)
Under Construction	Central Park Village – Trumark	400 West Central Avenue	M-P	4.61	605A	1,967,863	6.04
	La Floresta (PA 1)	East of Valencia Avenue, North of Imperial Highway	MU-II	2.70	605C	1,302,112	4.00
	Brea Place	NW corner of State College Boulevard and Birch Street	MU-I	5.79	515	2,792,306	8.57
	Brea Plumbing	340 North Orange Avenue	M-2	0.25	515	106,717	0.33
	295 Lilac Lane	295 Lilac Lane	R-1	5.24	1000	3,517,396	10.79
Approved for Entitlement	201 North Berry Street	201 North Berry Street	M-2	7.92	515	3,380,798	10.38
	Brandywine Homes	251 South Randolph Avenue	C-P	1.92	515	600,614	1.84
	Self-Storage	2700 East Imperial Highway	M-1	1.97	540	840,931	2.58
	Industrial Building	3075 East Imperial Highway	M-1	3.66	605C	1,562,338	4.79
	109 Lilac Lane	109 Lilac Lane	PF	8.66	1000	5,813,101	17.84
	240 North Madrona Avenue	240 North Madrona Avenue	R-3	0.18	515	202,355	0.62
	Brea Imperial Center (In-N-Out)	2500 East Imperial Highway	C-G	0.26	540	81,333	0.25
	Mercury Apartment	2110 West Mercury Lane, SE corner of North Berry Street and Mercury Lane	C-M	1.01	515	315,948	0.97

Project Type	Project Name	Location	Land Usage	Area (AC)	Proposed Zone	Proposed Demand (GPY)	Proposed Demand (AFY)
Under Entitlement Review	Raising Canes	255 East Imperial Highway	MU	0.81	515	390,633	1.20
	Brea Imperial Center – Fogo De Chao	SW corner of State College Boulevard and Imperial Highway	MU	0.26	515	125,389	0.38
	214 ½ Madrona Avenue	214 ½ Madrona Avenue	R-3	0.09	515	101,178	0.31
	Pacific Communities	Carbon Canyon Road and Brea Hills Avenue	R-1	0.48	750	322,204	0.99
	Brea Mall Expansion	1065 Brea Mall	C-C	2.28	515	713,229	2.19
	Brea 265 (AERA Energy)	East and west of Valencia Avenue, south of Lambert Road/Carbon Canyon Road	R-1	265	605C	177,883,562	545.90
	Hampton Inn (Tower Record Building)	220 South Brea Boulevard	C-G	0.38	515	118,871	0.36
<b>TOTAL</b>						<b>202,138,877</b>	<b>620.34</b>

## 4.9 Fire Flow Requirements

Every water system must provide adequate supply for fire-fighting capabilities. To determine if the water system has adequate capacity to provide fire flows, it is necessary to establish the minimum fire flow requirements in the distribution system.

Under fire flow conditions, residual pressures cannot fall below 20 psi when delivering the required fire flows. The minimum residual pressure is established by the Title 22 of the California Code of Regulations, Division, Chapter 16, Article 8, Section 64602. This threshold provides a buffer from negative pressure in the distribution system that could result in an ingress of contaminants. Guidance on fire flow requirements for new construction is provided by the Orange County Fire Authority (OCFA) Fire Master Plans for Commercial and Residential Developments (Attachment 23 for Fire Flow Requirements, and Attachment 24 for Spacing Requirements).

Typically, the fire flow requirements are based on the type of land usage in the area of the fire flow. The criteria provided in the 2009 Brea WMPU are still current, as shown in Table 4-15 below.

**Table 4-15: Fire Flow Requirements per Land Usage**

Land Use Description	Zoning Designation	Minimum Fire Flow (gpm)	Minimum Duration (hrs)
Single Family Residential	HR, R1-H, R-1, R-1(5000)	1,500	2
Multi-Family Residential	R-2, P-C	2,500	2
High Density Residential	R-3	4,000	4
Schools	N/A	3,500	4
Business/ Commercial	C-P, C-N, C-G, C-C, PF	2,500	2
Industrial	BISP, C-M, M-1, M-2, M-P	4,000	4
Mixed-use	MU-I, MU-II, MU-III	4,000	4



## Chapter 5 - Model Update

### 5.1 General Description

A hydraulic model of the water distribution system is an important tool for any analysis of the water system, especially for master planning. The hydraulic model of the City's system has been updated as part of this master plan and is utilized to analyze the existing system performance, service to future developments, operational improvements, and for determining the size and timing of required new facilities.

The City had an existing water system model in H2Onet Innovyze software, that was updated as part of the 2009 WMPU. The model had previously been constructed in H2Onet as part of the 2002 Water Master Plan. Also, the City has developed a GIS of the water distribution system that has been updated in conjunction with this master planning effort. It is desirable to maintain the City's water system model within the same platform as the GIS data, specifically ArcGIS. As such, for this master plan update, the model was converted from H2Onet, which uses AutoCAD as the graphical interface, to InfoWater, which is also an Innovyze software product that uses ArcGIS with ArcMap as the graphical interface.

### 5.2 Water Model Development Methodology

The first step in the model update was to import the existing H2Onet model into InfoWater software and correct for connectivity issues. All new facilities since the previous model update were imported from the updated GIS and incorporated into the system model. These facilities included distribution pipelines for new developments, including La Floresta, Blackstone, and Olinda Drive, replacement pipelines, and the new Tonner Booster Pump Station and Tonner Hills Reservoir, which when combined create the new 830 pressure zone serving the upper elevations of the Blackstone community. Existing model pipelines were evaluated for consistency with the updated GIS with edits made to the model pipelines as needed.

The updated computer model contains approximately 2,500 pipe segments ranging in size from 3-inch to 96-inch in diameter, representing the pipelines throughout the City's distribution system and pipelines belonging to MWD, CDWC and La Habra that connect to the City's distribution system. Junction nodes are placed in the model where two or more pipelines connect, at locations where a change in diameter occurs, and where water enters or exits the system, at a minimum. In addition to these minimum node locations, there are other nodes or junctions within the model that represent key locations. Elevations for existing junctions were maintained and were originally based on topography maps provided by the City. The elevations for new junctions imported into the model from GIS were determined based on plans provided by the City. The updated GIS does not contain elevation data of pipelines, structures, or existing grade.

### 5.3 Water Model Update

#### 5.3.1 Existing Storage Facilities

The model includes the City's seven existing storage tanks as shown in Table 5-1. The two tanks located at Carbon Canyon Road are represented in the model as a single tank with

an equivalent diameter of the two tanks. The Tonner Hills Reservoir is a new storage facility that was added to the model as part of this update.

**Table 5-1: Storage Reservoir Model Data**

Reservoir	Pressure Zone	Model ID	Diameter (ft)	Base Elevation (ft)	Maximum Level (ft)	Initial Level (ft)
Berry Street	515 & 790	R-1	508	360	22.5	22
Westside	750	R-2	252	710	40.0	27
Eastside	750B	R-3	208	710	40.0	27
Tonner Hills	830	R-9	118	800	31	20
Valencia	790	R-4	200	750	40.0	27
Carbon Canyon Road*	1,400	R-5	125	1,362	37.0	25

\* Note: This location is representative of 2 separate reservoir tanks

## 5.3.2 Booster Pump Stations

The model includes the City's five booster pump stations as shown in Table 5-2. Berry Street includes pumps that boost to two different pressure zones, the 515 pressure zone and the 790 pressure zone. The Tonner Booster Pump Station is a new facility added to the model as part of this WMP. The pump hydraulic data in the model was updated based on SCE efficiency tests conducted in 2017 that were provided by the City. The Puente Street Booster Pump Station is still included in the model but is no longer in use.

**Table 5-2: Booster Pump Station Model Data**

Name	Model ID	Model Type	Ground Elevation (ft)	Pump Head (ft)	Pump Flow Rate (gpm)
Berry Street 515 Pressure Zone	BP-01	Multiple Point Curve	375	160	1,500
	BP-02	Multiple Point Curve		162	1,500
	BP-03	Multiple Point Curve		167	500
Berry Street 790 Pressure Zone	BP-04	Multiple Point Curve	375	410	2,000
	BP-05	Multiple Point Curve		410	2,000
	BP-06	Design Point		414	3,050
Puente Street	BP-08	Design Point	539	123	911
	BP-09	Design Point		119	811
Carbon Canyon Booster Pump Station No. 2	BP-11	Multiple Point Curve	502	319	672
	BP-12	Multiple Point Curve		326	668
Carbon Canyon Booster Pump Station No. 3	BP-21	Design Point	730	333	626
	BP-22	Design Point		344	598
Tonner	U7000	Multiple Point Curve	661	110	900
	U7002	Multiple Point Curve		110	900
	U7004	Design Point		121	300

## Pumps Operated per Scenario

There are four scenarios that were created for under the WMP update: ADD, MDD, MDD+FF, and PHD. Table 5-3 contains a summary of each pump's status and its corresponding controls under each corresponding modeling scenario. The Berry Street 515 Pressure Zone (Berry Street Lower Zone) pumps are operated by VFD but the model was programmed without VFD controls since the calibration efforts only included steady state scenarios, not extended period simulations.

**Table 5-3: Booster Pump Operated**

Name	Model ID	ADD	MDD/PHD	MDD+FF
Berry Street 515 Pressure Zone	BP-01	ON	ON	ON
	BP-02	OFF	ON	ON
	BP-03	OFF	ON	ON
Berry Street 790 Pressure Zone	BP-04	ON	ON	ON
	BP-05	OFF	ON	ON
	BP-06	OFF	ON	ON
Puente Street	BP-08	OFF	OFF	OFF
	BP-09	OFF	OFF	OFF
Carbon Canyon Booster Pump Station No. 2	BP-11	ON	ON	ON
	BP-12	ON	ON	ON
Carbon Canyon Booster Pump Station No. 3	BP-21	ON	ON	ON
	BP-22	OFF	OFF	OFF
Tonner	U7000	ON	ON	ON
	U7002	OFF	ON	ON
	U7004	OFF	OFF	OFF

### 5.3.3 Pressure Reducing Stations

There are 95 pressure reducing stations throughout the City water system. Most pressure reducing stations are equipped with a small (2 to 4-inch) and a large (4 to 8-inch) PRV running in parallel, and a pressure relief valve connected to the downstream piping. Both the small and large PRVs at each station have been included in the model, however, only one valve is modeled as active because operating parallel valves in a hydraulic model can lead to system imbalance errors. The pressure reducing station's large valve is assumed active for most simulations due to the typically more conservative (lower) pressure setting. The smaller valve within the pressure reducing station is for low demands and the model scenarios are not set to run under low demands. In addition, the large valve acts as a primary source of supply once pressure does drop below the valve pressure setting. The pressure relief valves were not included in the model as they do not impact the hydraulic analysis of the system.

City staff provided pressure settings for the PRVs throughout the system which were input into the model. New PRVs were added to the model based on the updated GIS and the data provided by City staff. The valve data raised questions regarding the setup of the pressure zones within the system. Numerous discussions with City staff helped to clarify the zone breaks and develop an accurate representation of the City's current system. The data provided by the City, and utilized in the model, is presented in Table 5-4. Changes to the upstream and downstream pressure zones are highlighted in Table 5-4.

**Table 5-4: Existing Valve Settings**

PRS ID	Location	Upstream Pressure Zone (1)	Downstream Pressure Zone (1)	Large Valve setting	Small Valve Setting	Valve Sizes
124-1	1670 Sandalwood Drive	750	650	45psi		8"
124-2	Puente and Northwood Streets	750	650	50psi	58psi	8", 3"
125-1	1199 Woodcrest Avenue	750	650	38psi	47psi	8", 3"
125-2	1322 Wardman Drive	750	625	48psi	53psi	4", 3"
125-3	1012 Ethelinda Way	750	625	45psi	43psi	4", 3"
125-4	Steele Drive south of Wardman Drive	625	605	72psi	80psi	8", 4"
126-1	Berry and Northwood Streets S/E corner	790	750	72psi	80psi	8", 3"
126-2	Berry Street north of Stonebridge Drive	750	700		116psi	12"
224-1	1207 Havenhurst Drive	650	575	38psi	42psi	4", 3"
224-2	1209 Puente Street	650	575	49psi	44psi	8", 4"
225-1	900 Wardman Drive	625	575	40psi	60psi	4", 3"
225-2	1280 Fawnridge Drive	750	625	46psi	54psi	4", 3"
225-3	1271 Beechwood Drive	750	625	57psi	50psi	8", 3"
225-4	Berry Street and Stonebridge Drive	750	605A	40psi	47psi	4", 3"
226-1	Site Drive north of Glenoaks Street	750	635	71psi		8"
226-2	388 Glenoaks Street	750	605A	55psi	60psi	8", 4"
226-3	1200 Tamarack Avenue	750	605A	42psi	46psi	4", 3"
226-4	Site Drive and Tamarack Village	750	605A	63psi	69psi	4", 2"
226-5	Site Drive north of Central Avenue	750	605	68psi	75psi	8", 4"
227-1	1240 Ponderosa Avenue	750	605A	57psi	63psi	4", 3"
227-2	Canyon Country and Niguel Canyon Way	635	605A	50psi	55psi	8", 3"
228-1	Canyon Country north of Stone Canyon Way	700	635	48psi	53psi	8", 3"
228-2	824 Driftwood Avenue	790	700	85psi	92psi	8", 3"
239-1	Carbon Canyon Booster Pump Station No. 3	1400	1000	Before Pump 150psi	After Pump 300psi	6", 6"
324-1	Central Avenue and Roscoe Street	575	515	59psi	65psi	8", 4"
324-2	660 Puente Street	605A	515	61psi	66psi	8", 3"
325-2	610 Neptune Avenue	605	515	60psi	67psi	8", 3"
326-2	Berry Street and Central Avenue	790	605A	63psi	70psi	8", 4"
326-3	581 Tamarack Avenue	605	515	62psi	66psi	8", 3"
327-1	720 North Brea Boulevard	605	515	65psi		4"

PRS ID	Location	Upstream Pressure Zone (1)	Downstream Pressure Zone (1)	Large Valve setting	Small Valve Setting	Valve Sizes
327-2	215 Blossom Place	605	530	76psi		8"
327-3	798 Brea Boulevard	605	515	73psi	68psi	8",3"
327-4	298 Buttonwood Drive	635	530	60psi		3"
327-5	SW corner of State College Boulevard and Live Oak Street	635	560	50psi	55psi	8",3"
328-1	893 Kings Canyon Road	790	635	37psi	41psi	8",3"
328-2	585 Bonita Canyon Way	790	635	20psi	23psi	4",3"
328-3	814 Forbes Drive	790	635	40psi	43psi	6",3"
328-4	Carmichael Drive and Cameron Court	790	725	51psi	54psi	6",3"
328-5	Carmichael Drive south of Davidson Court	725	635	43psi	48psi	6",3"
328-6	563 Cliffwood Avenue	635	515	50psi		6"
328-7	Balsa Avenue south of State College Boulevard	635	515	40psi		6"
328-8	NE corner of State College Boulevard and Citrus Place	790	635	77psi	84psi	4",3"
329-1	Pointe Drive (Olen Property Upper)	790	700	61psi	66psi	8",4"
329-2	Pointe Drive (Olen Property Lower)	790	700	87psi	84psi	8",4"
329-3	60 Pointe Drive and Wildcat Way	790	700	52psi	63psi	8",4"
329-4	10 Pointe Drive and Wildcat Way	790	700	77psi	82psi	8",4"
337-1	Carbon Canyon Road and Ruby Street	1000	925	35psi	40psi	6",2"
425-1	SE corner of Puente Street and Lambert Road	790	515	85psi	80psi	8",3"
425-2	NW corner of Imperial Highway and Berry Street	790	515	80psi	85psi	8",3"
425-3	Arovista Park Phase One	WELL	515	75psi		4"
425-4	Arovista Park Phase Two	WELL	515	85psi		3"
427-1	330 East Lambert Road	790	560	84psi	90psi	8",3"
427-3	835 East Birch Street	650	515	67psi	71psi	8",4"
428-1	190 South State College Boulevard	790	515	56psi	63psi	8",3"
429-2	Associated Road south of Cloverdale Drive	605	515	63psi	70psi	8",3"
429-3	Associated Road south of Meadow Creek Road	605	515	55psi	62psi	6",3"

PRS ID	Location	Upstream Pressure Zone (1)	Downstream Pressure Zone (1)	Large Valve setting	Small Valve Setting	Valve Sizes
430-1	Lambert Road 50 feet east of Sommerset Drive	790	700	72psi	77psi	8",3"
430-2	Lambert Road 100 feet east of Sunrise Road	790	700	68psi	72psi	8",3"
430-3	Lambert Road and Kraemer Boulevard SW corner	750	605	45psi	52psi	8",4"
430-4	Edgemont Lane west of Kraemer Boulevard	750	605	55psi	62psi	4",2"
430-5	Country Hills Road west of Kraemer Boulevard	750	605	72psi	77psi	8",3"
430-6	Birch Street west of north Associated Road	650	515	53psi	57psi	8",3"
430-7	Birch Street west of Associated Road	650	605	53psi	57psi	8",3"
430-8	Birch Street west of Kraemer Boulevard	750	650	75psi	82psi	8",4"
431-1	Lambert Road and Walden	750	605	50psi	55psi	8",4"
431-2	Lambert Road and Sunflower Street	750	605	58psi	61psi	8",3"
431-3	Country Hills Road east of Kraemer Boulevard	750	605	72psi	78psi	8",4"
431-4	East side of Kraemer Boulevard north of Birch Street	790	750	125psi	132psi	8",4"
431-5	Birch Street east of Kraemer Boulevard	790	605	74psi	80psi	8",3"
431-6	Kraemer Boulevard west side, north of Birch Street	750	605	62psi	67psi	8",6"
431-7	NW corner of Santa Fe and Lambert Roads	790	750	97psi		12"
431-8	Tonner Ridge Drive north of Santa Fe Road	830	790	75psi	87psi	6",4"
432-1	NW corner of Birch Street and Valencia Avenue	790	605	62psi	68psi	8",4"
432-2	Sports Park on Birch Street	790	605	70psi		4"
432-3	Sports Park on Birch Street	790	605	70psi		3"
434-1	Carbon Canyon Regional Park	790	685	78psi	71psi	4",2"
435-1	Santa Fe Road and Condor Avenue	790	750	50psi	55psi	8",4"

PRS ID	Location	Upstream Pressure Zone (1)	Downstream Pressure Zone (1)	Large Valve setting	Small Valve Setting	Valve Sizes
435-2	Santa Fe Road and Cardinal Street	790	750	55psi	60psi	8",4"
435-3	Valley Crossing and Santa Fe Roads	790	750	43psi	49psi	8",4"
435-4	Railway Avenue and Santa Fe Road	790	750	41psi	47psi	8",4"
435-5	4091 Cedarwood Court	790	750	60psi	65psi	8",4"
435-6	474 Orange Grove Lane	790	750	38psi	44psi	8",4"
435-7	NE corner of Carbon Canyon Road and Brea Hills Avenue	790	750	70psi	78psi	8",4"
436-2	Valencia Reservoir	830	790	If needed 60psi		8"
436-3	Carbon Canyon Road east of Valencia Avenue west of Santa Fe Road	790	685	80psi		4"
436-4	4449 Carbon Canyon Road	790	685	76psi		6"
436-5	Olinda Drive / Gate	1400	1000	11psi	12psi	8",4"
436-6	7351 Carbon Canyon Road	1000	Hills of Hope Water Tank on Property		120psi	2"
436-7	Carbon Canyon Booster Pump Station No. 2	790	1000	Before Pump 135psi	After Pump 250psi	6"
529-1	Amberwick Circle	605	515	76psi	81psi	4",2"
530-1	Imperial Highway east of Placentia Avenue	540	515	83psi	78psi	8",4"
531-1	Kraemer Boulevard north of Imperial Highway	605	540	68psi	72psi	8",4"
627-1	NW corner of Elm Street and State College Boulevard	650	515	80psi	85psi	8",3"
632-1	Valencia Avenue and Imperial Highway NE corner	605	540	63psi	67psi	8",3"
632-2	3570 East Elm Street	605	540	85psi	62psi	3"

(1) Highlighted pressure zones have been adjusted in the model based on connecting pipelines and discussion with City staff.

## 5.3.4 Import Water Connections

There are six imported water connections from which the City may receive water from CDWC and MWD. All six connections are included in the hydraulic model. The City's primary source of supply is from CDWC through the I-line that feeds directly into the Berry Street Reservoir. The remaining connections include two connections to CDWC's Lift 2 system and three connections to MWD. These are secondary sources that are rarely, if at all, utilized. Table 5-5 provides a listing of the imported water connections in the model.



**Table 5-5: Import Water Connections**

Connection	Location	Model ID
<b>CDWC Connections</b>		
I-Line	Berry Street Reservoir	CD-01
2 <sup>nd</sup> Lift	Puente and Midbury Streets	CD-02
2 <sup>nd</sup> Lift	Puente and Northwood Streets	CD-03
<b>MWD Connections</b>		
OC-6	Lambert Road and State College Boulevard	OC-6
OC-29 (Vault 436-1)	Valencia Avenue south of Birch Street	OC-29
OC-62 (Vault 427-3)	Birch Street north of Civic Center Circle	OC-62

### 5.3.5 Emergency Interconnections

The City has five emergency interconnections with adjacent agencies. One emergency interconnection is with the City of La Habra and is located near the intersection of Central Avenue and Puente Street. The interconnection is a pressure reducing station and is modeled as such. The remaining emergency interconnections were modeled as a single PRV. Since these stations are used only in cases of an emergency, the valves were closed for most simulations.

Following the model update, the water system model was thoroughly checked and verified to assure all pipes are connected properly and the model produces results within a range of reasonableness.

### 5.3.6 Demand Allocation for Simulation

Demand allocation is a crucial portion within a hydraulic water model. Determining accurate consumption data and the spatial distribution of that consumption throughout a water system is a key element of water distribution modeling.

For the WMP, billing records from January 2015 through December 2019 were used as consumption data. The billing records provided an account number, customer number, service address, service type, account status, water rate type, and the demands produced each month during a fiscal year time frame in units of hundred cubic feet.

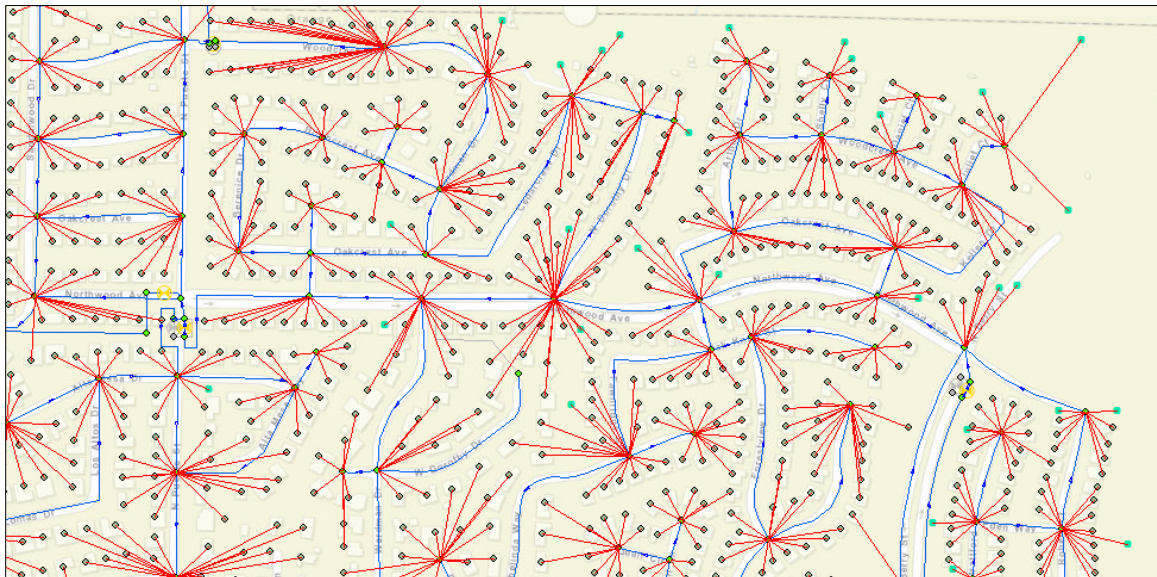
The City was able to provide a spreadsheet containing the account numbers, service addresses and usage of each corresponding account, but no meter information. To create a meter database, an imported geodatabase containing polygons of the parcels within the City's boundaries that were provided from the City's GIS department was used to create meters based on the centroid coordinates of each individual parcels.

When the meter geodatabase was created, which contained APN numbers, parcel areas, site addresses, and zoning classifications, the billing data was able to be geospatially merged to its site address. By merging those two geodatabases, all the billing data for the year 2019 was imported based on site address. Once this procedure was completed, the compiled billing meter/consumption data was exported into a shapefile for the demand allocation per location.

InfoWater contains a master planning tool called “Demand Allocator”. This tool provides the flexibility to calculate, distribute and manage consumption data into a hydraulic model. It fully automates the geographical allocation of junction node demands to ensure the development and simulation of credible hydraulic models. The billing meter/consumption data shapefile was imported into this tool and allocated to the water model junctions using the “Closest Junction” method. This method allocated the demands provided by the billing meter within the consumption data to the nearest junction node in the water model as shown in Figure 5-1. The allocation of the demands to the junctions were manually reviewed for accuracy. Demands were manually allocated to different junctions in a few areas to create a more accurate representation of the City’s water distribution system, mainly near pressure zone boundaries.

Once complete, the consumption data was summarized per pressure zone and junction databases were created for average day, max day, and peak hour. Steady state model scenarios were developed for ADD, MDD, PHD, and MDD+FF demands.

**Figure 5-1: Demand Allocation Using “Closest Junction” Method**



## 5.3.7 Model Calibration

The MDD steady state scenario was utilized when the model was updated and calibrated. The scenario was programmed to contain a data set which was based on 2019 billing data. First, the top users mentioned in Section 0 we inputted into the model based on its approximate meter location. Second, the remaining billing data was allocated based on their meter location. Once all the billing data was programmed, the demand set was increased by a factor of 2% to account for water losses throughout the system.

Model calibration is the process of fine tuning the model to achieve model predictions in agreement with real world observations for a given set of conditions. Field flow tests record both static pressure prior to flowing a hydrant and the residual pressure resulting from a measured flow rate. Calibration of the flow test data generally consists of adjusting pipe friction factors to simulate observed residual pressures. Other conditions that have a direct bearing on static pressure may also be adjusted, including reservoir levels, pump

operation, and valve settings; particularly if these conditions are unknown during the test period. More complex models are likely to produce a greater differential between predictions and observations. One of the likely reasons for this is the size of the system and the number of pressure regulating valves and pressure zones being investigated concurrently. In a model of the complexity of the City's water system, pressure predictions with an average deviation of no more than 10% are expected. The existing model, prepared prior to this WMP, was calibrated to flow tests conducted at nine locations. At that time, there was no data available on pipeline age and material to base variations in pipeline roughness. The updated GIS now includes this data, and it was utilized in the updated calibration process.

The City keeps flow test data for one year for all flow tests that they observe. There were four flow tests conducted within the past year that were provided by City staff. One of the flow tests was performed for a private on-site system and was therefore not used in the calibration. Two of the flow tests were in the largest 515 pressure zone. Another flow test was in the 575 pressure zone, one that is a small pressure zone but contains some of the oldest pipelines throughout the zone making it useful for calibrating pipeline roughness.

There was extensive flow testing conducted as part of the original model calibration in the 2002 Master Plan. The pipeline infrastructure in most of the flow test areas has not changed significantly since these field tests were conducted, other than system ageing. This is particularly the case in the largest 515 pressure zone. This historical field data was revisited to update the model calibration, this time using pipeline age to adjust pipeline roughness factors. The previous calibration was achieved by adjusting valve and booster pump station operation with pipeline roughness maintained at a consistent Hazen-Williams coefficient of 130 throughout the model. The flow tests in areas where new infrastructure and/or new PRVs have been installed were not included in the calibration. Six of the nine flow test locations were utilized including four flow tests in the 515 pressure zone.

In calibrating the pipeline roughness, the pipelines were grouped into four age categories shown in Table 5-6. Matching the static pressure was not a priority when calibrating to historical flow test data as the pressure settings at the PRVs have changed since the flow tests were conducted. In general, the PRVs have been set to lower pressures when compared to the previous master plan. The pipeline roughness by age category was adjusted to calibrate to the residual pressures and the change in pressure caused by a stress on the system from the added flow during the flow test. The drop in pressure is attributed to friction loss, i.e., pipeline roughness. The roughness of each age category was manipulated until a good match to flow test data was achieved. The calibrated Hazen-Williams coefficient by pipeline age is summarized in Table 5-6. These calibrated roughness factors were applied throughout the model.

**Table 5-6: Pipeline Roughness Calibration Data**

Pipeline Age Category	Hazen-Williams Coefficient
1948 to 1960	80 to 90
1960 to 1975	100
1975 to 1990	110
1990 to 2020	130

A summary of the calibration results is shown in Table 5-7. This table lists the location and results of each field test and the corresponding computer model results. Model pressures are within 9% and 7 psi of the field measurements and are considered acceptable. As discussed, these results include calibration to field tests that were conducted as part of the original model development. The percent deviation from the field tests were much greater during that initial calibration, up to 40%, as there were no adjustments made to pipeline roughness based on age. When calibrating to historic field test data, the modeled pressures are lower to be conservative and account for the ageing of the system. The model is felt to be adequately and conservatively calibrated for planning purposes. It is recommended that the City keep a copy of all flow tests conducted in their service area going forward, so it is available for future use in model calibration. The hydraulic model is a working tool with periodic updates recommended as additional data becomes available.

**Table 5-7: Flow Test Calibration Data**

Location	Pressure Zone	FH #	Flow (gpm)	Field Pressure (psi)		Model Pressure (psi)		% Difference	
				Static	Residual	Static	Residual	Static	Residual
2020 Flow Test Data									
Puente Street and Central Avenue	575	575-48	1,547	65	48	70	52	8%	8%
Imperial Highway and Flower Avenue	515	515-288	1,087	66	61	67	64	2%	5%
Imperial Highway and Brea Boulevard	515	515-531	1,163	78	73	75	71	-4%	-3%
2002 Master Plan Flow Test Data									
Skywood Street and Lotus Place	515	515-4	2,505	78	36	74	35	-5%	-3%
Puente Street and Linden Way	515	515-82	2,275	90	46	84	42	-7%	-9%
Brea Boulevard and Juniper Street	515	515-520	4,020	90	77	85	70	-6%	-9%
Aurora Avenue and Hillhaven Drive	515	N/A	3,635	80	64	78	60	-3%	-6%
Orbiter and Saturn Streets	605	605-234	4,190	95	75	88	70	-7%	-7%
Evergreen Drive and Nutwood Street	750	750-69	3,080	75	50	73	46	-3%	-8%

## Chapter 6 - Existing System Analysis

### 6.1 General Description

The 2021 Water Master Plan has updated the analysis of the system infrastructure using the updated demands and water model to analyze the system.

### 6.2 Maximum Day Simulation

This analysis investigates the distribution system's capability to provide satisfactory supply for the entire system on the day of the year with the highest demand, as identified in Section 4.3. In this scenario, pipeline velocities are expected to be higher during average day demand, and the system should still maintain at least 40 psi throughout the service area, even if system pressures are typically lower than the average day scenario.

The total system demand for the maximum day simulation was calculated in the model as 8,615 gpm (12.4 MGD). The results from this simulation are approximately 1/3 less than the demand from the 2009 WMPU of 12,903 gpm (18.6 MGD). The water demands under the maximum day simulation utilized an increased system-wide peaking factor of 1.59.

#### 6.2.1 Results

System pressures and pipeline velocities did not vary much from the previous 2009 WMPU modeling results.

A new zone, the 830 pressure zone, has been established to serve the Olinda Ranch development, located above Carbon Canyon Road and east of Valencia Avenue. This new pressure zone is served by the Tonner Hills Reservoir and Tonner Booster Pump Station. Along the transmission line traveling north of Shepherd Lane running east towards the Eastside Reservoir. This pipeline is a transmission main and does not directly serve any customer. Although the design criteria establishes a minimum pressure of 40 psi, transmission mains are not tied to this criteria as evidenced by mains that are connected in the vicinity of gravity reservoirs. The high elevations (approximately 750 feet ASML) in this area fall below 40 psi and range between 14 psi to 39 psi.

Aside from these areas, the model indicates that the existing system meets or exceeds the minimum criteria established for pressures and velocities during maximum day demand.

### 6.3 Peak Hour Simulation

During a peak hour scenario, the analysis investigates the distribution system's capability to provide satisfactory supply for the entire system during the one hour in the maximum day with the highest demand.

#### 6.3.1 Pressure

The total system demand for the peak hour simulation was calculated in the model as 16,254 gpm. Results from this simulation is approximately 16% less than the 2009 WMPU of 19,347 gpm. A peaking factor of 3.0 was used compared to the 2009 WMPU of 2.75. Due to a lack of hourly consumption data, a peaking factor of 3.0 was utilized. California Code of Regulations Section 64554 allows for a PHD peaking factor a minimum of 1.5



times the MDD peaking factor. The peaking factor of 3.0 allows the City to stay conservative for future analysis.

The system pressures and pipeline velocities are within requirements for most of the areas. Similar to the maximum day scenario, the high elevations (approximately 750 feet ASML) in the newly added 830 pressure zone fall below 40 psi and range between 14 psi to 39 psi along the transmission line traveling north of Shepherd Lane running east towards the Eastside Reservoir.

### 6.3.2 Velocity

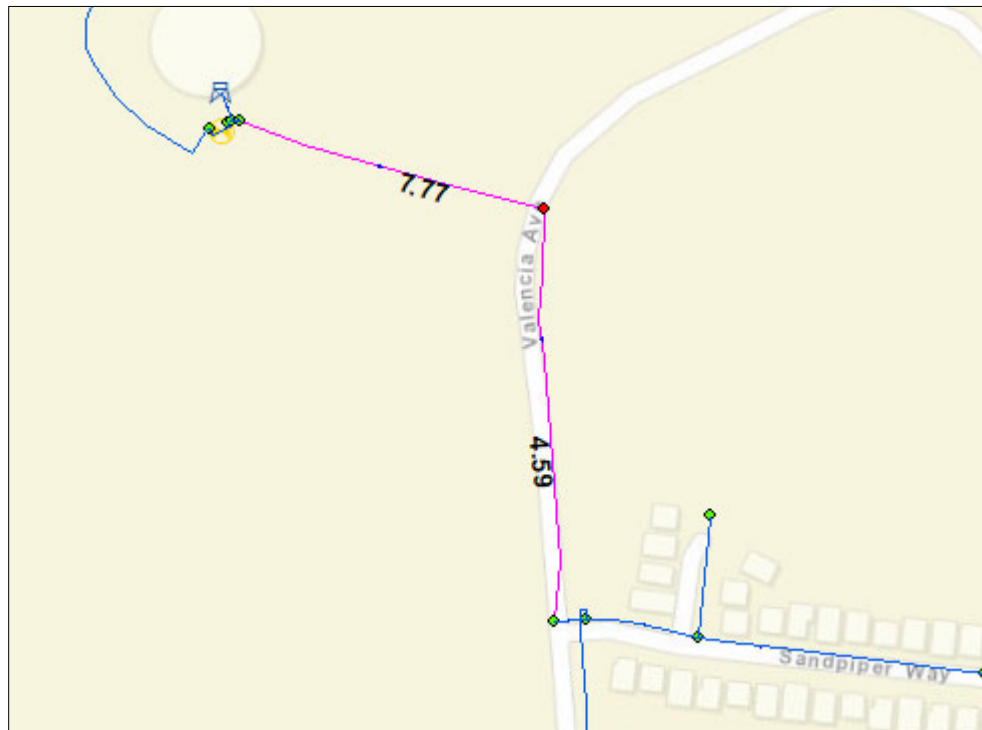
The velocity analysis evaluates the ability of the system to provide water while maintaining velocity under a specific maximum limit. Under the PHD scenario, velocities cannot be more than 7 fps.

#### Valencia Avenue Inlet/Outlet

The inlet/outlet line from Valencia Reservoir, along Valencia Avenue from the reservoir to Sandpiper Way, is a 12-inch pipeline. Velocities in this segment are approximately 8 fps. This exceeds the criteria of 7 fps under the PHD scenario. Upsizing this pipeline from 12-inch to 24-inch will reduce the velocity going through the pipelines to under 7 fps.

In addition, the same inlet/outlet pipeline has insufficient capacity to meet the velocity requirements during both fill cycles to the reservoir and during the MDD+FF scenario, when the Berry Street Reservoir pumps are off. The upsizing to 24-inch will reduce the velocity to acceptable levels and allow for more flow to and from the reservoir. Section 6.14.1 of the recommended projects adds more detail for this improvement. Figure 6-1 shows the existing velocities under PHD.

**Figure 6-1: Existing Velocities Valencia Avenue Inlet/Outlet**



## 6.4 Fire Flow Analysis

The fire flow analysis evaluates the ability of the water system to serve the minimum fire flow requirements throughout the service areas while also meeting MDD. The required flow rate for each pressure zone is established by using the City zoning and land usage information. The fire flow requirements per land usage are shown in Table 4-15. Since pressure zones are made up of multiple land usages, the highest fire flow within the pressure zone is used for the analysis for that respective zone.

### 6.4.1 Fire Flow Results

The fire flow requirements for the City are met in most areas. Notable deficiencies occur in the Olinda Village area and Brea Corsican Villas.

#### **Olinda Village**

The Olinda Village area is served from the 1000-ft and 1400-feet pressure zone in the Carbon Canyon area. The highest elevation on Copa de Oro Drive is unable to meet fire flow requirements. The City has placed special requirements for the landowners at higher elevation to mitigate pressure issues. Before construction is approved, the City requires the development to include a booster pump, storage tank, and sprinkler system for the proposed buildings. These facilities must be capable of supplying adequate pressure and flow to the sprinkler system.

The areas of Olinda Village not meeting the required available flow requirements of 1,500 gpm are shown on Figure 6-2. Upsizing the pipeline in Lilac Lane to 12-inch would allow all of the hydrants in the area to meet requirements except for the highest elevations along Copa de Oro Drive and Olinda Drive. Figure 6-3 shows the improved fire flows potentially achieved by upsizing the Lilac Lane pipeline to a 12-inch pipeline.



Figure 6-2: Existing Fire Flows - Olinda Village

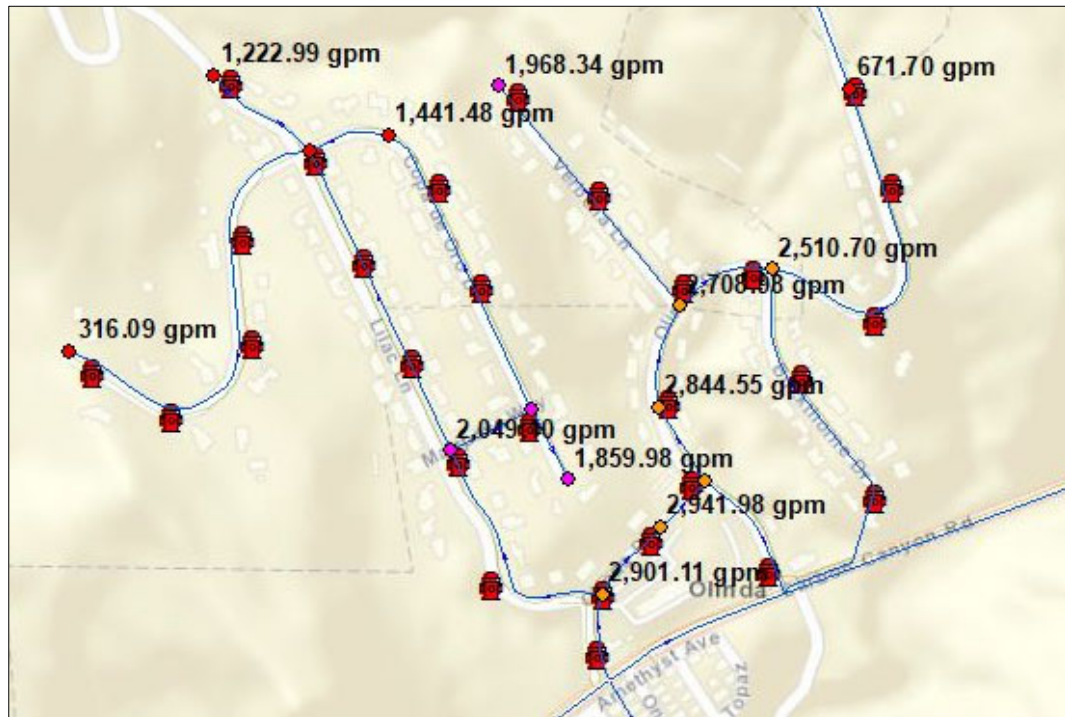
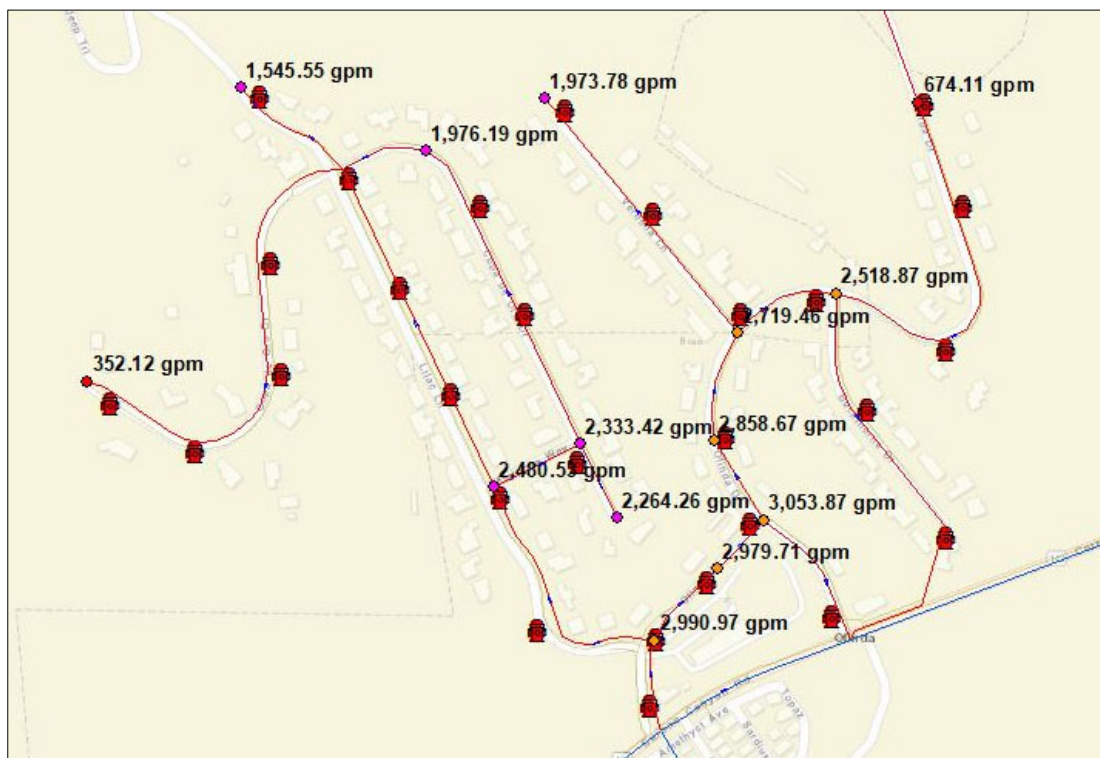


Figure 6-3: Fire Flows with Improvements - Olinda Village



## Brea Corsican Villas

The Brea Corsican Villas, in the 515 pressure zone, are currently not meeting the available flow requirement of 4,000 gpm (High Density Residential land use). This fire flow requirement is an estimation based on the land use. The existing fire flows can be seen in Figure 6-4 below. Although the fire flow requirement is above the current available fire flow range of 3,271 gpm to 3,819 gpm when hydrants are flowed individually, they do meet the requirement when two or more hydrants flow simultaneously. To add redundancy to the system and for each individual hydrant to meet the fire flow requirement of 4,000 gpm, the backbone 8-inch loop could be upsized to 12-inches.

Figure 6-4: Existing Fire Flows - Brea Corsican Villas



## 6.4.2 Velocity Analysis

Under the MDD+FF scenario, the velocities cannot exceed 15 fps, excluding dead-end locations. There are two areas where pipeline velocities are greater than 15 fps where fire flow requirements are 4,000 gpm.

### Lotus Place, East of Vallejo Street

Using a fire flow requirement of 4,000 gpm, the pipeline on Lotus Place between Vallejo Street and Sonora Street has a velocity of 23 fps. Upsizing the 6-inch line to an 8-inch would decrease the velocity from 23 fps to 12 fps. Section 6.14.5 of the recommended projects includes more discussion for this improvement.

### Roscoe Street

Similarly, the pipeline on Roscoe Street has a velocity reaching 26 fps. Upsizing the 8-inch line to a 12-inch will decrease the velocity from 26 fps to 11 fps. Section 6.14.7 of the recommended projects includes more discussion for this improvement.

## 6.5 Supply

Water supply analysis reviews the combined capacity of all the water supply sources when the largest single source of supply is out of service. The City water supply portfolio includes imported water from both the CDWC and MWD.

### 6.5.1 Primary Supply Criteria

The total water production capacity from non-emergency sources of water supply must be capable of collectively meeting the system MDD when the largest single source is out of service. This level of redundancy will allow the City to maintain normal deliveries regardless of a temporary loss of supply source due to an unforeseen emergency.

The total imported supply capacity for the City is 23,697 gpm from the four connections listed under Table 2-7 in Chapter 2. With the largest single source out of service, the capacity would decrease to 15,708 gpm. The system MDD is 8,615 gpm, which would leave a surplus of approximately 7,093 gpm. These results are shown in Table 6-1 below.

**Table 6-1: Supply Analysis – Largest Source Off**

Capacity (gpm)	MDD (gpm)	Surplus Capacity (gpm)
15,708	8,615	7,093

Although there is four active imported connection available for supply, there are two inactive connections the City could use in the event of an emergency. The 2009 WMPU cited the two-2nd lift CDWC connections would add an additional capacity of approximately 3.34cfs (1,499 gpm). These connections are located at Puente Street and Midbury Street and the other is location near Puente Street and Northwood Street. For the primary supply criteria, only the four active connections listed under Table 2-7 in Chapter 2 were used to determine the total supply capacity.

## 6.5.2 Secondary Supply Criteria

A depletion of emergency and fire storage creates temporary vulnerability in subsequent emergency events. This vulnerability can be minimized by the system's ability to rapidly replenish storage within 48 hours.

The required emergency replenishment of 12.41 MG (4,309 gpm for 48-hours) and fire storage of 0.96 MG (requirement of 4,000 gpm for 4 hours) requires a minimum flow rate of 333 gpm over 48 hours.

Combined with an MDD of 8,615 gpm, the sources of supply must be capable of delivering 13,256 gpm for at least a 48-hour period. The system's capacity of 23,697 gpm leaves a surplus capacity of 10,441 gpm. Table 6-2 below shows the system's capability to replenish storage within 48 hours.

**Table 6-2: Supply Analysis – 48 Hour Supply**

Capacity (gpm)	Fire Storage (MG)	Emergency Storage (MG)	Refill Rate (gpm)	MDD (gpm)	Total Requirement (gpm)	Surplus Capacity (gpm)
23,697	0.96	12.41	4,641	8,615	13,256	10,441

## 6.6 Storage Capacity

Storage analysis compares the storage capacity to the storage requirements in each pressure zone that is served via gravity storage. Storage requirements are based on demand and fire flow requirements.

The principal functions of storage are:

1. To equalize fluctuations in instantaneous demand so that extreme and rapid variations in demand are not imposed on the sources of supply;
2. To provide water for firefighting; and
3. To meet demand during an emergency such as disruption of the major source of supply, a power outage, a pipe break, or another unforeseen emergency or maintenance issue.

### 6.6.1 Operational Storage

Operational storage describes the volume needed to equalize the cumulative difference between supply and demand over the course of a day. Maximum operational storage would typically occur under MDD conditions. The operational storage requirement is driven by system functionality. The volume of operational storage, as an industry standard, averages between 20% to 30% of MDD. For consistency with the 2009 WMPU, the operational storage for the City is considered 30% of the MDD.

### 6.6.2 Fire Storage

The water system must be capable of meeting MDD and firefighting requirements simultaneously. The fire storage requirement is driven by the OCFA and is based upon the



highest fire flow requirement and duration in each pressure zone. The fire storage requirements are driven by emergency preparedness.

### 6.6.3 Emergency Storage

Emergency storage is required to meet demands during times of planned and unplanned equipment outages such as pump breakdown, power failure, pipeline rupture, etc. The reservoir should have sufficient capacity to supply 48 hours of ADD. The emergency storage requirement is driven by emergency preparedness.

### 6.6.4 Storage Design Criteria

Storage analysis compares the storage capacity to the storage requirements in each pressure zone that is served via gravity storage, as shown in Table 6-3.

**Table 6-3: Storage Analysis**

Pressure Zone Name	Volume (MG)	ADD (MGD)	MDD (MGD)	Fire Storage			Operational (30% of MDD) (MG)	Emergency (2 x ADD) (MG)	Total (MG)	Surplus Capacity (MG)
				(gpm)	(hrs)	(MG)				
1400	2.50	0.12	0.20	2,500	2	0.30	0.06	0.25	0.61	1.89
830	2.00	0.23	0.36	2,500	2	0.30	0.11	0.46	0.87	1.13
790	10.00	1.18	1.88	4,000	4	0.96	0.56	2.37	3.89	6.11
750	25.00	6.27	9.96	4,000	4	0.96	2.99	12.53	16.48	8.52
Total	39.50	7.80	12.41			2.52	3.72	15.60	21.84	17.66

As shown in Table 6-3, there is a surplus of storage in all levels of the system. The City requires 21.84 MG of overall water storage capacity but has 39.50 MG of capacity available, leaving a surplus capacity of 17.66 MG. There is storage directly serving pressure zones 1400, 830, 790, and 750. The remaining pressure zones do not have direct gravity storage but receive water from higher zones with storage via PRVs. Thus, the demands of the 515 to 750 pressure zones are included in the storage requirement of pressure zone 750, and pressure zones 925 and 1000 are included with pressure zone 1400. While the Berry Street Reservoir provides 30 MG of storage, it does not provide gravity storage to a zone and is not considered available storage under the cited criteria.

### 6.6.5 Secondary Storage Criteria

If the City continues to be dependent on an imported source of supply, an accommodation should be provided for the supplier to take the sources offline temporarily for purposes of routine maintenance, inspection, retrofit, etc. Wholesalers try to schedule such routine events during low demand periods to minimize impact. The regional wholesaler MWD and the 2009 WMPU recommend storage equivalent to the volume of water needed to supply seven days under average demand.

**Table 6-4: Recommended Storage Capacity**

Existing Total Storage (MG)	Existing Total ADD (MG)	ADD x7 (MG)	Surplus Capacity (MG)
69.50	7.80	54.61	14.89

Per Table 6-4, the recommended storage capacity of seven average days is met with a surplus of 14.89 MG. The existing total storage includes the combined capacity of all the reservoirs in the system, including Berry Street Reservoir. While the Berry Street Reservoir does not serve a pressure zone via gravity, it still provides storage for the system and is therefore considered in the total storage under these criteria.

## 6.7 Booster Pumps

### 6.7.1 Booster Pumping Efficiency

Maintaining high overall pumping plant efficiency is essential for minimizing energy costs. It is recommended for all pumps to be tested periodically for efficiency at least once a year. Any time a booster pump falls below 65% efficiency, maintenance or replacement should be considered to increase efficiency.

**Table 6-5: Booster Pump Stations**

Pump	Q (gpm)	SCE %
Carbon Canyon No. 2 Pump 1	443	59.2%
Carbon Canyon No. 2 Pump 2	539	64.6%
Carbon Canyon No. 3 Pump 1	414	52.0%
Carbon Canyon No. 3 Pump 2	422	52.2%
Berry Street Pump 1	1,325	53.3%
Berry Street Pump 2	1,331	57.0%
Berry Street Pump 3	685	61.4%
Tonner Pump 2	1,054	63.4%
Puente Pump 1	NA	NA
Puente Pump 2	NA	NA

The frequency of use and typical operation of a booster pump will also play a critical role in recommended improvements based on efficiency. Pumps that are used often or continuously have a higher priority than pumps that are rarely used or not needed for normal operations. The City has its pumps tested periodically by SCE to confirm wire-to-water efficiency.

Per Table 6-5, all pumps are below 65% efficiency and would typically be recommended for replacement. After discussions with City staff, both the Carbon Canyon Booster Pump Stations No.2 and No.3 are currently being replaced. The Berry Street Pump Station pumps will be replaced under Capital Improvement Plan (CIP) named “Berry Street High Pressure Pump” as discussed under Section 6.14.1. The Tonner Hills Pump 2 is performing just under the threshold requirement of 65% and being fairly new, it is not recommended to be replaced at the moment but should be monitored in the near term. The Puente Pumps have been out of service since 2012. Due to its inactive status, there are no efficiency tests for them.

### 6.7.2 Primary Booster Pump Design Criteria

The primary booster pumping stations specific to each zone must satisfy these design criteria:

- All zones must have sufficient capacity to meet their zones MDD plus the MDD of dependent zones with the largest unit out of service.

- Terminal zones (i.e. zones that do not provide flow to other zones) must have sufficient capacity to meet MDD with the largest unit out of service.

Booster pumping stations should be sized to supply dependent MDD, with the largest pump out of service. A dependent MDD is the total of the zone's MDD and the subzones that rely on the higher zone for water.

**Table 6-6: Primary Booster Pump Analysis**

Pressure Zone	Initial Capacity (gpm)	Existing Dependent MDD (gpm)	Surplus Capacity (gpm)
1400	598	1	597
1000	668	117	551
830	1,200	389	811
790	4,000	5,191	(1,191)
515*	2,000	3,424	(1,424)
* Terminal pressure zone			

Table 6-6 represents the capacities of each booster pumping station with its largest pump out of service. The booster pumping stations have sufficient capacity to satisfy the design criteria with the exception of the Berry Street Booster Pump Station that serves the 790 and 515 pressure zones.

The high-pressure pumps at the Berry Street Booster Pump Station do not meet the design criteria. In order to meet the dependent MDD in the 790 pressure zone, all pumps must be active. Booster pump stations should be designed to meet the dependent MDD with the largest pump out of service, to provide redundancy in the event of a pump failure. If pump failure occurs during high demand periods, the pump station would not be able to meet system demand. An additional pump should be added to this station with a minimum capacity of 1,191 gpm to address this deficiency.

The 515 pressure zone is a terminal zone in the water system. From Table 6-6, the low pressure pumps at the Berry Street Booster Pump Station are incapable of supplying its MDD with the largest unit out of service. In order to meet the dependent MDD in the 515 pressure zone with the low pressure pumps, all pumps must be active. An additional pump should be added to this station with a minimum capacity of 1,424 gpm to address this deficiency.

### 6.7.3 Secondary Booster Pump Design Criteria

The secondary booster pumping stations specific to each zone must have sufficient capacity to meet their own MDD, plus the MDD of all dependent zones, plus the refill rate of depleted fire and emergency storage within two days. Refill Rate is the required flowrate to provide the fire storage and emergency storage in 48 hours. Dependent MDD and refill rate are combined to provide the total requirement for the pressure zone.



**Table 6-7: Secondary Booster Pump Analysis**

Pressure Zone	Capacity (gpm)	Fire Storage (MG)	Emergency Storage (MG)	Refill Rate (gpm)	Dependent MDD (gpm)	Total Requirement (gpm)	Surplus Capacity (gpm)
1400	1,224	0.24	0.00	83	1	84	1,140
1000	1,340	0.30	0.20	174	117	291	1,049
830	2,100	0.30	0.46	264	389	653	1,447
790	7,000	0.96	2.36	1,153	5,191	6,344	656

Table 6-7 shows the capacities of each booster pumping station per pressure zone. All booster pump stations provide sufficient capacity to meet this design criteria.

## 6.8 Pressure Reducing Stations

For pressure zones supplied exclusively by pressure reducing stations, the combined capacity of all pressure reducing valves must provide dependent MDD plus fire flow at the net intermittent flow rating of the valves.

**Table 6-8: MDD+FF Capacity of PRV**

Pressure-Zone	# of PRV's Serving PZ	Intermittent Capacity (gpm)	MDD (gpm)	FF (gpm)	MDD+FF (gpm)	Surplus Capacity (gpm)
925	1	2,250	19	1,500	1,519	731
750B	1	3,900	42	2,500	2,542	1,358
750	7	27,300	656	2,500	3,156	24,144
725	1	2,250	19	1,500	1,519	731
700C	1	3,900	40	1,500	1,540	2,360
700B	2	7,800	30	2,500	2,530	5,270
700	4	15,600	67	4,000	4,067	11,533
650	2	7,800	137	1,500	1,637	6,163
635	6	14,280	204	1,500	1,704	12,576
625	4	6,870	106	1,500	1,606	5,264
605C	7	28,870	904	4,000	4,904	23,966
605B	4	12,690	323	4,000	4,323	8,367
605A	9	27,360	424	4,000	4,424	22,936
575	3	5,880	180	2,500	2,680	3,200
560	2	7,800	134	2,500	2,634	5,166
540	3	8,380	208	4,000	4,208	4,172
530	2	4,480	12	1,500	1,512	2,968

Per Table 6-8, the pressure reducing stations for the listed pressure zones are capable of supplying MDD+FF. This intermittent capacity was developed by using the manufacturer's maximum intermittent flow from their engineering data sheet for the City's valves.

While the 700 pressure zone does not contain a 700B and 700C subset, for the sake of the PRV analysis, it is separated due to distance between PRVs. The 700 pressure zone separation is located north of Lambert Road and west of Pointe Drive. The 700B separation is located north of Lambert Road, encompassing Skyline Drive to Somerset

Drive, and the pipelines in between. The 700C separation is located along Canyon County Road to Stone Canyon Way, and pipeline in between.

The valves must also be capable of meeting MDD at the net continuous flow rating of the valves. Per Table 6-9, the pressure reducing stations for the listed pressure zones are capable of supplying MDD at continuous capacity.

**Table 6-9: MDD Capacity of PRV**

Pressure-Zone	# of PRV's Serving PZ	Combined Capacity (gpm)	MDD (gpm)	Surplus Capacity (gpm)
925	1	210	19	191
750B	1	800	42	758
750	7	5,600	656	4,944
725	1	460	19	440
700C	1	460	40	420
700B	2	920	30	890
700	4	3,200	67	3,133
650	2	920	137	782
635	6	2,760	204	2,556
625	4	1,840	106	1,734
605C	7	5,920	904	5,016
605B	4	1,930	323	1,607
605A	9	4,910	424	4,486
575	3	1,720	180	1,540
560	2	920	134	785
540	3	1,720	208	1,511
530	2	3,560	12	3,548

## 6.9 Operation Issues

### 6.9.1 Filling Valencia Reservoir

Both the 2002 WMP and 2009 WMPU noted that it is difficult to fill the Valencia Reservoir during the peak demand months. The 2002 Water Master Plan recommended adding additional pumps to fill the Valencia Reservoir in conjunction with pumps that would be necessary to fill a new reservoir at a 900-foot elevation base as part of the proposed Valencia 790/900 Booster Pump Station<sup>2</sup>:

*“In order to meet projected water demands and to mitigate existing system deficiencies when filling Valencia Reservoir during summer demand periods, a small booster pumping station is proposed that will provide additional lift to Valencia Reservoir during those periods that it cannot be readily filled by gravity. These pumps will be located at the proposed Valencia 790/900 BPS.”*

The 2009 WMPU also addressed this issue, with the following summary<sup>3</sup>:

<sup>2</sup> 2002 Water Master Plan Update, City of Brea, page 8-11

<sup>3</sup> 2009 Water Master Plan Update, City of Brea, page 7-10

*“The City's water system was clearly designed to operate most efficiently with water supplied from both MWD and CDWC. During times when the City finds it desirable or necessary to operate using only CDWC supplies, filling Valencia Reservoir will continue to be difficult and care must be taken not to over pressure the 790 Zone. Replacement of the existing 12-inch diameter reservoir pipeline with a 24-inch pipeline will greatly facilitate filling of Valencia Reservoir during all conditions. Future improvements, as described in the 2002 WMPU include a supplemental pump located near Valencia Reservoir to facilitate filling this facility.”*

As stated in the 2009 WMPU, the system was designed for Valencia Reservoir to be filled by the MWD connection, which is on the east side of the system near Valencia Reservoir. Since the City has transitioned to primarily receiving supply from CDWC, which is on the west side of the system, water now must be pumped from Berry Street Booster Pump Station across the system to the Valencia Reservoir. A pipeline improvement project on Valencia Avenue (as identified in Section 6.14.2) has been recommended to improve flow to the reservoir. Modeling shows that the pipeline improvements would increase the flow to the reservoir by approximately 450 gpm. Additional booster pump capacity was also recommended to address the issue. The 2002 and 2009 water master plans recommend a booster station on site at the Valencia Reservoir as the area is developed, which would assist in addressing the issue.

However, increasing the discharge pressure at Berry Street Booster Pump Station may be a better solution than adding a pump station at Valencia Reservoir if the areas downstream of the pump station can handle the increased pressure. Additional pumping capacity at the Berry Street Booster Pump Station has already been identified as a recommended project, so the costs would be lower than a new pump station. A pump station at Valencia Reservoir could also reduce pressure in the transmission main and potentially reduce the system's capacity to fill the Eastside Reservoir. It is recommended that an extended period simulation (EPS) study be conducted on the pump station to review the appropriate pumping capacity and Total Dynamic Head (TDH) of the high-pressure pumps. If the pump station is unable to maintain pressure to the Valencia Reservoir under current conditions, increasing the discharge pressure at the pump station would provide additional head to overcome the pressure loss to the Valencia Reservoir. The study should also ensure that the high-pressure pumps would have the flow capacity to address the pumping deficiency that was identified in Section 6.7.2, along with providing an increase in head of the pump station.

## 6.10 Pipeline Life Expectancy Analysis

Pipeline life expectancy varies depending on the material of the pipe. DIP have an approximate life expectancy of 100 years, CML have 70 years, and CI pipelines have 50-60 years on average. Once pipelines meet their life expectancy, they can begin to fail and have excessive leaks. Table 6-10 below shows a comparison of material by age within the City.

**Table 6-10: Pipe Summary – Age and Material**

Decade	AC (LF)	CI (LF)	CML (LF)	CU (LF)	DIP (LF)	PVC (LF)	STEEL (LF)	Unknown (LF)	Total (LF)
Unknown	-	45,864	15,074	-	3,414	-	-	16,840	81,192
1940-1949	-	928	-	-	1,972	-	-	-	2,900
1950-1959	-	14,441	-	-	3,570	-	-	13,594	31,605
1960-1969	-	101,362	5,434	-	22,101	-	50	18,075	147,022
1970-1979	373	115,923	26,174	-	105,730	-	7,948	2,465	258,613
1980-1989	-	51,253	6,906	-	143,693	135	-	10,903	212,890
1990-1999	-	36,364	1,017	-	118,492	11,965	-	3,390	171,228
2000-2009	-	2,878	219	-	73,088	398	7,172	-	83,755
2010-2020	-	3,470	-	47	104,038	29,401	337	-	137,293
<b>Total</b>	373	372,483	54,824	47	576,098	41,899	15,507	65,267	1,126,498

Reviewing the City's pipeline infrastructure, cast-iron pipelines that are older than 1970 have exceeded their life expectancy and should be considered for replacement. This includes approximately 162,000 LF of pipeline within the City.

## 6.11 Build-out Analysis

Proposed demands of pending developments as identified in Chapter 4 and the probable location of their zones have been evaluated. The proposed MDD for each development has been added into the pressure zones as incremental increases, as shown in Table 6-11.

**Table 6-11: Incremental Increases to Pressure Zones in Build-out Phase**

Pressure Zone	Incremental Increase in MDD (gpm)
1000	29
750	2
605	553
540	3
515	26
<b>Total</b>	613

Using the increased demand, the supply, storage, booster pump stations, and pressure reducing stations were analyzed to determine if additional capacity will be necessary.

The City has surplus capacity to meet the incremental increases in demand for supply (Table 6-2 and 6-3), storage (Table 6-3 and Table 6-4), and pressure reducing stations (Table 6-8 and Table 6-9).

The total imported supply capacity for the City is 23,697 gpm from the four connections listed under Table 2-7 in Chapter 2. With the largest single source out of service, the capacity would decrease to 15,708 gpm. The new system MDD is 9,228 gpm, which would leave a surplus of approximately 6,480 gpm. These results are shown in Table 6-12 below.

**Table 6-12: New Supply Analysis – Largest Source Off**

Capacity (gpm)	MDD (gpm)	Surplus Capacity (gpm)
15,708	9,228	6,480

The new required emergency storage of 13.29 MG (4,615 gpm for 48-hours) and fire storage of 0.96 MG (requirement of 4,000 gpm for 4 hours) requires a minimum flow rate of 333 gpm over 48 hours.

Combined with a new MDD of 9,228 gpm, the sources of supply must be capable of delivering 14,176 gpm for at least a 48-hour period. The system's capacity of 23,697 gpm leaves a surplus capacity of 9,521 gpm. Table 6-13 below shows the system's capability to replenish storage within 48 hours.

**Table 6-13: New Supply Analysis – 48 Hour Supply**

Capacity (gpm)	Fire Storage (MG)	Emergency Storage (MG)	Refill Rate (gpm)	MDD (gpm)	Total Requirement (gpm)	Surplus Capacity (gpm)
23,697	0.96	13.29	4,948	9,228	14,176	9,521

As shown in Table 6-14, there is a surplus of storage in all levels of the system. The City would require a new total of 23.21 MG of overall water storage capacity but has 39.50 MG of storage available, leaving a surplus storage of 16.29 MG.

**Table 6-14: Proposed Build-out Demand Storage Analysis**

Pressure Zone Name	Volume (MG)	ADD (MGD)	MDD (MGD)	Fire Storage			Operational (30% of MDD) (MG)	Emergency (2 x ADD) (MG)	Total (MG)	Surplus Capacity (MG)
				(gpm)	(hrs)	(MG)				
1400	2.50	0.15	0.24	2,500	2	0.30	0.07	0.30	0.67	1.83
830	2.00	0.23	0.36	2,500	2	0.30	0.11	0.46	0.87	1.13
790	10.00	1.18	1.88	4,000	4	0.96	0.56	2.37	3.89	6.11
750	25.00	6.79	10.80	4,000	4	0.96	3.24	13.59	17.79	7.21
Total	39.50	8.36	13.28			2.52	3.98	16.71	23.21	16.29

Per Table 6-15, the recommended storage of seven average days is met with a surplus of 11.01 MG. The existing total storage includes the combined capacity of all the reservoirs in the system, including Berry Street Reservoir.

**Table 6-15: Proposed Build-out Demand Secondary Storage Capacity**

Existing Total Storage (MG)	New Total ADD (MG)	ADD x7 (MG)	Surplus Capacity (MG)
69.50	8.36	58.49	11.01

Table 6-16 shows the capacities of each booster pumping station per pressure zone. All booster pump stations provide sufficient capacity to meet this design criteria under the new dependent MDD.

**Table 6-16: Proposed Build-out Demand Secondary Booster Pump Analysis**

Pressure Zone	Capacity (gpm)	Fire Storage (MG)	Emergency Storage (MG)	Refill Rate (gpm)	Dependent MDD (gpm)	Total Requirement (gpm)	Surplus Capacity (gpm)
1400	1,224	0.24	0.00	83	1	84	1,140
1000	1,340	0.30	0.26	194	145	339	1,001
830	2,100	0.30	0.46	264	417	681	1,419
790	7,000	0.96	2.36	1,153	5,778	6,931	69

The increased demand has exacerbated the deficit of the Berry Street pump station. The primary booster pump station analysis has been updated with the increased demand and is shown below in Table 6-17.

**Table 6-17: New Primary Booster Pump Analysis**

Pressure Zone	Capacity (gpm)	Existing Dependent MDD (gpm)	New Dependent MDD (gpm)	Surplus Capacity (gpm)
1400	598	1	1	597
1000	668	117	145	523
830	1,200	388	417	783
790	4,000	5,177	5,778	(1,778)
515	2,000	3,415	3,450	(1,450)

## 6.11.1 Build-out – Brea 265 (AERA Energy)

While most of the proposed developments are small in size and have a relatively small demand, the proposed Brea 265 (AERA Energy) development covers a large area of approximately 265 acres with 325 gpm in ADD. This project will likely be in the 605 pressure zone and needs to be supplied by the Valencia Reservoir through a new PRV. It will exacerbate the pumping deficiency in the 790 pressure zone, requiring an increase in capacity at the Berry Street Booster Pump Station (preferred) or a new pump station at the Valencia Reservoir (see Section 6.9.1 for further analysis). In addition, it is recommended that the new 24-inch pipeline in Valencia Avenue be constructed to increase the system's capacity to fill Valencia Reservoir, as described in Section 6.14.1.

There is currently a PRV that supplies the 605 zone on Birch Street, just east of Valencia Avenue. In order to serve the Brea 265 area with an acceptable water pressure, it is likely that this PRV will have to be moved to Valencia Avenue near Lambert Road to locate it as close as possible to the development. The existing 12-inch in Valencia Avenue is still in good condition, it could be repurposed as a 605 zone distribution pipeline for the development and could connect the new PRV with the existing 605 zone distribution pipeline in Birch Street.



## 6.12 2002 WMP Capital Improvement Program Review

The 2002 WMP concluded with a list of recommended projects. The projects were split into two groupings related to existing deficiencies and build-out conditions.

### 6.12.1 Recommended Improvements to Meet Existing Deficiencies

The existing deficiencies identifies projects to be implemented immediately. This improvement to the existing system was needed to meet reliability concerns at the Berry Street Booster Pump Station.

- 1) **Improvements at Berry Street Booster Pump Station** – The 2002 WMPU recommended that Berry Street BPS be expanded to take advantage of the capacity of the CDWC supply capacity. Since 2002, the City has expanded the CDWC connection and the Berry Street pumps beyond the recommendations of this plan in order to shift the majority of their supply through this connection.

### 6.12.2 Recommended Improvements to Meet Build-Out Demands

The 2002 WMP identified backbone infrastructure that would be necessary to provide water to undeveloped areas in the City at that time. A portion of the undeveloped areas identified in the 2002 WMP have been developed, so the City requested to review the list of projects identified under the section *Summary of Proposed Distribution System Improvements to Meet Build-out Demands, Table 9-2<sup>4</sup>* and identify which projects are no longer required due to developments constructed after 2002. The projects listed in Table 6-20 of this WMP are the remaining projects that have not been constructed and are still relevant to the City. These projects are categorized as “Recommended project for Potential Developments” in Appendix D.

The four projects listed below are projects that were part of the 2002 WMP build-out recommendations but have either been modified due to partial completion or no longer required.

- 1) **12-inch Pipe in Sunflower Street, Flower Hill Street to Lambert Road Pressure Reducing Station** – This project was a 470-foot pipe replacement to address fire flow deficiencies south of Lambert Road. This area has been improved and there are no fire flow issues anymore. This project is no longer necessary.
- 2) **Expand 790 Pressure Zone Transmission/Distribution Piping** – This project would expand the 790 pressure zone north, which would serve the undeveloped areas north of the City and provide a looped system on both sides of Highway 57. The lower portion of the 12-inch pipeline has been partially constructed in the area that is now the new 830 zone. The 16-inch and 24-inch pipelines that would serve the northern areas have yet to be constructed. These pipelines would still need to be constructed to serve undeveloped areas north of the City.
- 3) **Valencia 790/900 Booster Pumping Station** – This project is designated for housing two pressure zone booster pump stations, the 790 and 900. The 790

<sup>4</sup> Page 9-4, Table 9-2, of the 2002 Water Master Plan dated December 2002 performed by Daniel Boyle Engineering.



Booster Pump Station has been partially constructed as what is now called the Tonner Booster Pump Station. The 900 booster pump station has yet to be built. It would pump water to the new Eastside 900 Reservoir.

- 4) Eastside 900 Pressure Zone – 6.0 MG Reservoir** – This project has been partially completed with the 2.0 MG Tonner Hills Reservoir serving the 830 pressure zone. The 6.0 MG reservoir was planned to serve approximately 1 square mile of a new 900 zone. The 2.0 MG Tonner Hills Reservoir serves approximately 0.25 square miles of the area's lower elevations. The new reservoir would still be necessary to serve the upper areas of the development, but it can be reduced by 25% due to the construction of the Tonner Hills Reservoir. The future Eastside 900 Pressure Zone Reservoir should now be approximately 4.5 MG. The development of the 2.0 MG Tonner Hills Reservoir decreased the storage required for the proposed Eastside 900 pressure zone resulting in the improvements categorized as projects 2A through 2F to still be part of the recommended improvements to meet build-out demands.

### 6.13 2009 WMPU Capital Improvement Program Review

The 2009 WMPU contained a list of CIP projects. A review of these projects allow for a better understanding of what recommendations should be done, which have been completed, and which are in the progress of completion.

- 1) **New 650 Zone Pressure Reducing Station in La Canada Drive** – This project included a 6-inch PRV in La Canada Drive to meet pressure and fire flow deficiencies in the northwest corner of the City. Several pipe replacement projects and PRV modifications have been done in this zone since 2009 that have resolved these issues. Current modeling does not show any pressure or fireflow issues in this area, therefore this project is no longer necessary.
- 2) **New Remote Valve in Lambert Road** – This project suggested adding a remote valve in Lambert Road between Sunflower Street and Valencia Avenue to allow the 12-inch pipeline in Lambert to flow water to Valencia reservoir when Berry Street BPS was on, then close and prevent backflow from Valencia Reservoir to Eastside Reservoir when the pumps were off.
- 3) **Valencia Reservoir Inlet/Outlet Trans. Main** – This project recommended replacing approximately 1,300 LF of existing 12-inch diameter pipeline from the terminus of the 24-inch diameter transmission main in Valencia Avenue, near the intersection of Sandpiper Way to Valencia Reservoir, with a new 24-inch diameter main. This project was also identified in this report and is listed in Section 6.14.2 as a recommended project.
- 4) **Berry Street Reservoir By-Pass** – This project recommended adding a bypass from the CDWC feed directly to the Berry Street BPS, thus bypassing the reservoir. The previous WMPU recommended additional study to determine the feasibility, size, and cost of this project. This is a recommended project to be implemented after potential study has been reviewed by the City.
- 5) **Carbon Canyon Reservoirs** – This project recommended adding an automated disinfection system, either dedicated on-site or portable, for the Carbon Canyon Reservoirs due to their distance from the water supply and water age. There are currently no water quality issues with the Carbon Canyon Reservoir, so this project does not appear to be necessary at this time. However, if water quality issues occur, this project should be considered for implementation.
- 6) **Puente Street Booster Pump Station** – This project recommended adding a VFD to allow the BPS to improve operation. Based on discussions with the City staff, it is recommended that the Puente Street Booster Pump Station be deactivated, and the budget be used to provide additional redundancy at the Berry Street Booster Pump Station.
- 7) **Carbon Canyon Booster Pump Station No. 2** – This project recommended the construction of a masonry block building around the pumps. The #2 pump station is currently under design and is budgeted for construction.
- 8) **Carbon Canyon Booster Pump Station No. 3** – This project recommended the construction of a masonry block building and replacement of the two 75 hp

pumps. The #3 pump station is currently under design and is budgeted for construction.

- 9) **Carbon Canyon Road Waterline Upgrade** – This project recommended the addition of line valves along Carbon Canyon Road and replacement of 300 LF of 10-inch waterline crossing Carbon Canyon Creek. This project has been completed.

## 6.14 Project Descriptions for Capital Improvement Projects - Recommended Projects to Meet Existing Deficiencies

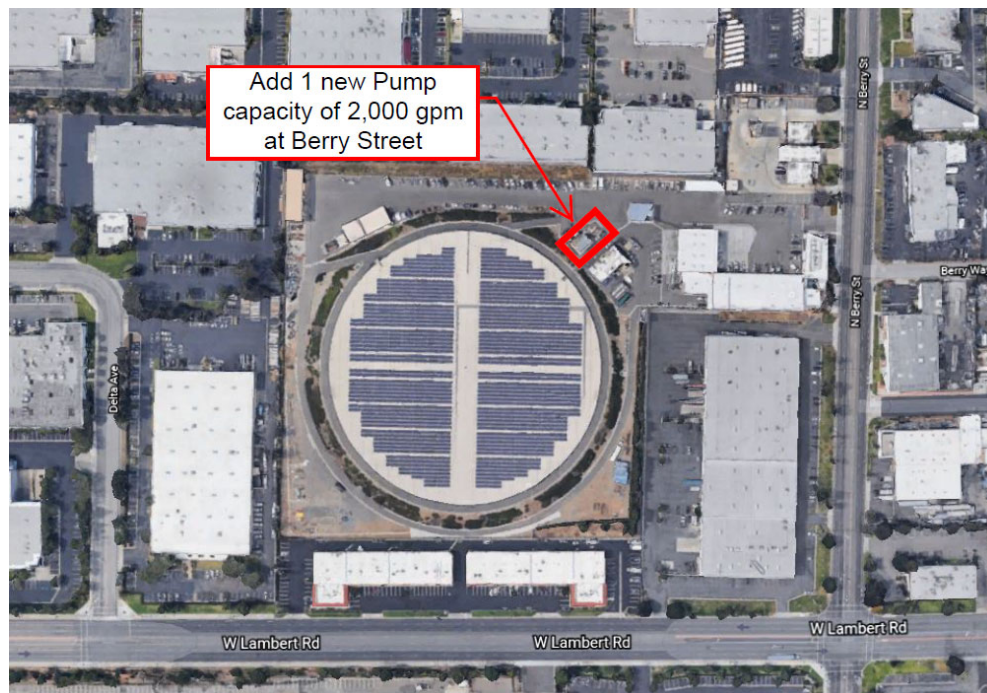
CIP projects have been identified to meet existing deficiencies in the City's water system. The cost estimates provided to construct each recommended project are rounded up to the nearest thousand. Cost estimates were estimated to include construction cost by incorporating proposed pipe diameter width, proposed trench width and approximate linear footage of pipeline improvements while incorporating industry-standard cost of approximate cost for trenching, pipe, fittings, labor/equipment cost, demolition cost and an additional 10% markup for contingency, 10% in administration and inspection, and 10% markup for design and engineering. These projects are categorized as "Recommended projects to Meet Existing Deficiencies" in Appendix D and their corresponding cost breakdown is summarized in Table 6-18.

### 6.14.1 Berry Street High Pressure Pump

#### Description

Add 1 new pump with a capacity of 2,000 gpm at Berry Street Pump Station.

Figure 6-5: Berry Street Pump Site



#### Justification

Pumps do not meet the Primary Booster design criteria. All pumps must be active to meet the dependent MDD, which does not allow for redundancy. Additionally, it is recommended to perform an EPS study to evaluate the capacity and TDH required of the high pressure pump station to overcome the pressure loss from the increased flow to the Valencia Reservoirs.

#### Estimate

The cost to construct this project is estimated to be \$350,000.



### 6.14.2 Valencia Avenue Transmission Improvement

#### Description

Replace approximately 2,059 feet of existing 12-inch DIP with new 24-inch DIP along Valencia Avenue, between Lambert Road and Birch Street. Replace approximately 550 feet of existing 12-inch cast iron pipe with new 24-inch CML pipe connecting the Valencia Reservoir to Valencia Avenue, and replace approximately 716 feet of 12-inch DIP with new 24-inch CML pipe from that connection point to Sandpiper Way.

Figure 6-6: Proposed Valencia Avenue Improvements



#### Justification

The existing pipeline on Valencia Avenue between Lambert Road and Birch Street is of insufficient size to provide flow to the Valencia Reservoir. The pipelines on both sides of this section are 24-inch. It is recommended that this pipeline be upsized to provide a consistent 24-inch transmission line to the reservoir.

The existing pipeline between the Valencia Reservoir and Sandpiper Way is currently not meeting the PHD design criteria of being under 7 fps. Current velocities range between 8 fps and 13 fps. These pipeline improvements would decrease the velocities to 4 fps to 6 fps.

#### Estimate

The cost to construct this project is estimated to be \$2,162,000.

### 6.14.3 Puente Street, Site Drive, and State College Boulevard Replacements

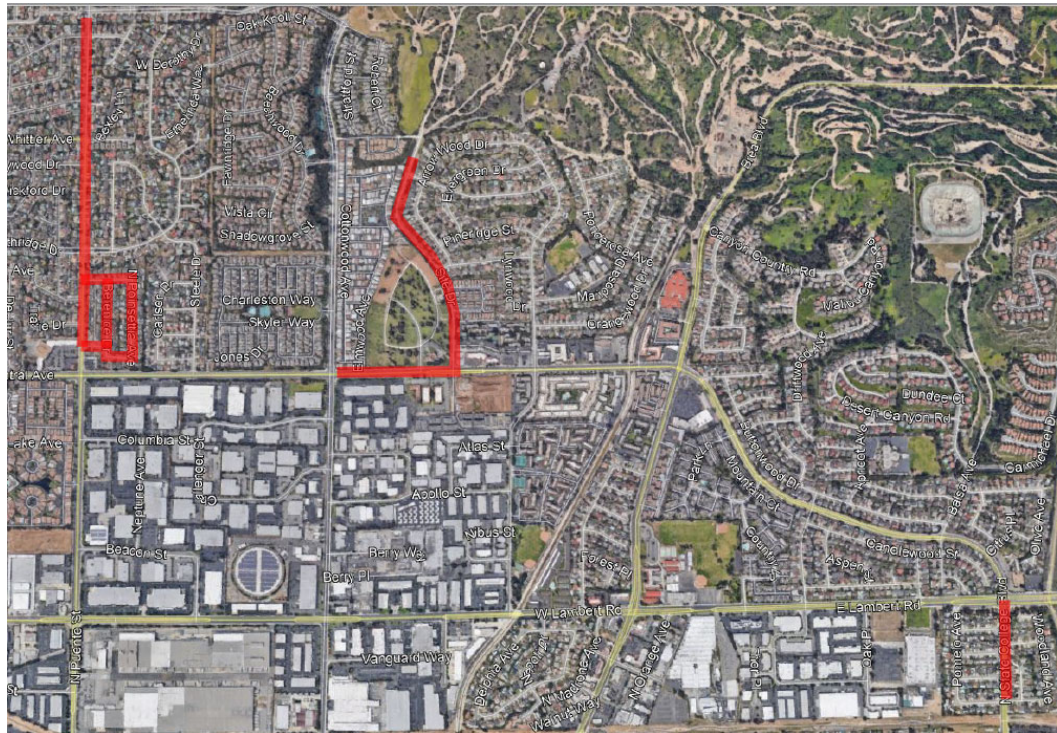
#### Description

Replace 12-inch pipeline on Puente Street from Northwood Street to Joyce Drive. In addition, replace 8-inch pipeline on Walling Ave and Joyce Drive from Puente Street to Poinsettia Avenue. Lastly, replace 8-inch pipeline from Poinsettia Avenue and Berenice Drive from Walling Avenue to Joyce Drive. These areas total approximately 2,860 feet of 8-inch pipeline and 3,815 feet of 12-inch pipeline and should be replaced with 12-inch DIP or C900 PVC and 8-inch DIP or C900 PVC respectability.

Replace 12-inch pipeline on Site Drive, from Central Avenue to approximately 100 feet north of Nutwood Street. In addition, replace 12-inch pipeline on Central Avenue from Berry Street to Site Drive. These areas total approximately 4,285 feet and should be replaced with 12-inch DIP or C900 PVC.

Replace 12-inch pipeline crossing north State College Boulevard from Avocado Street to East Lambert Road for approximately 1,253 feet and should be replaced with 12-inch DIP or C900 PVC.

**Figure 6-7: Proposed Puente Street, Site Drive, and State College Boulevard Pipeline Replacement**



#### Justification

CI have a service life of 50 to 65 years. Pipelines that are older than 1970 are reaching their service life and should be replaced.

#### Estimate

The cost to construct this project is estimated to be \$4,738,000.



#### 6.14.4 Valencia Pipeline Replacement

##### Description

Replace pipeline along Elm Street and Date Street, east of Valencia Avenue. Replace pipeline along South Oakhaven Avenue in between Date Street and Elm Street. Replace pipeline on Elm Street and Green Leaf Drive, north of Elm Street. Additionally, the pipeline along Tolbert Street should be replaced starting south of Vesuvius Drive. The pipeline east of Tolbert Street, along Mujica Place, and Vesuvius Drive from Tolbert Street to North Rose Drive should be replaced. Lastly, Spurr Circle, east of Vesuvius Drive, should have its pipeline replaced. These areas total approximately 9,560 feet and should be replaced with 8-inch DIP or C900 PVC.

**Figure 6-8: Proposed Valencia Pipeline Replacement**



##### Justification

CI have a service life of 50 to 65 years. Pipelines that are older than 1970 are reaching their service life and should be replaced with DIP or C900 PVC pipe.

##### Estimate

The cost to construct this project is estimated to be \$4,111,000.



#### 6.14.5 Decommission Puente Pump Station

##### Description

Decommission the Puente Pump Station.

Figure 6-9: Puente Pump Site



##### Justification

The pump has not been functional for several years and does not provide an essential function to the system.

##### Estimate

The cost to construct this project is estimated to be \$200,000.

### 6.14.6 Lotus Place Pipe Improvements

#### Description

The following pipeline should be replaced with new 8-inch DIP or C900 PVC. Replace pipeline along Lotus Place, between Vallejo Street and Sonora Street. Replace the pipeline on Blossom Place from Vallejo Street to Sonora Street. The Skywood Street pipeline should be replaced from Vallejo Street to S. Palm Street. In addition, replace the pipeline on Sonora Street from Blossom Place to Skywood Street. Pipeline along S Palm Street from La Habra Boulevard to Skywood Street should also be replaced. Similarly, replace pipeline on Vallejo St from La Habra Boulevard to Skywood St. Lastly, the pipeline on La Habra Boulevard from Vallejo Street to Roscoe Street should be upsized with 12-inch DIP or C900 PVC. These pipeline improvements total to approximately 6,970 feet.

**Figure 6-10: Proposed Lotus Place Improvements Layout**



#### Justification

Velocity in the Lotus Place segment is currently not meeting the MDD+FF design criteria of under 15 fps. Current velocities approximate around 23 fps. This pipeline improvement would decrease the velocities to 13 fps. Pipeline in the surrounding areas should be replaced due to old age.

#### Estimate

The cost to construct this project is estimated to be \$2,947,000.

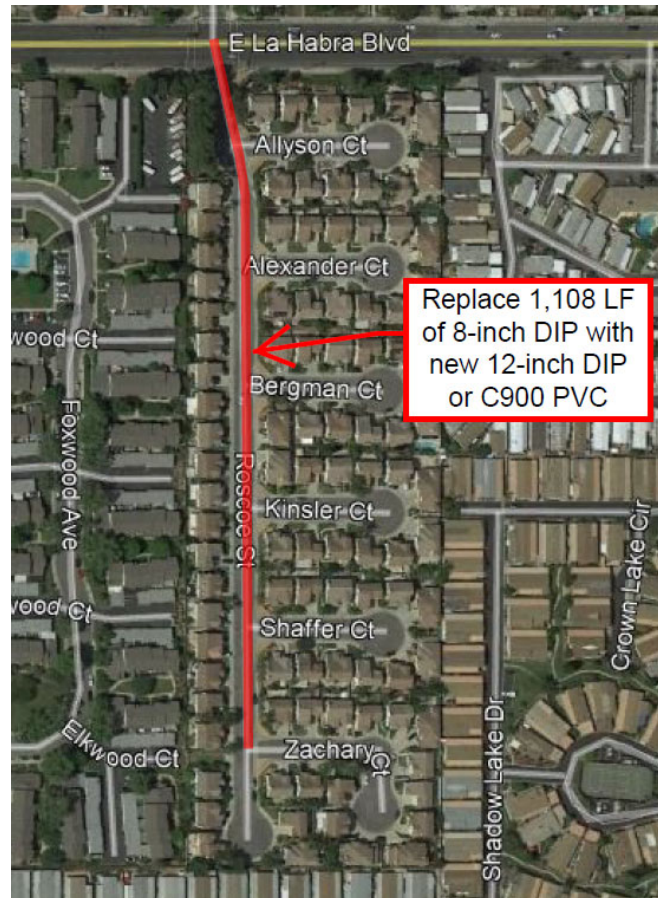


### 6.14.7 Roscoe Street Pipe Improvements

#### Description

Replace approximately 1,108 feet of existing 8-inch DIP with new 12-inch DIP or C900 PVC pipe in Roscoe Street, in between La Habra Boulevard and Zachary Court.

**Figure 6-11: Proposed Roscoe Street Improvements Layout**



#### Justification

Velocity in these segments are currently not meeting the MDD+FF design criteria of under 15 fps. Current velocities approximate around 26 fps. This pipeline improvement would decrease the velocities to 11 fps.

#### Estimate

The cost to construct this project is estimated to be \$416,000.

#### 6.14.8 Brea Corsican Villas Improvements

##### Description

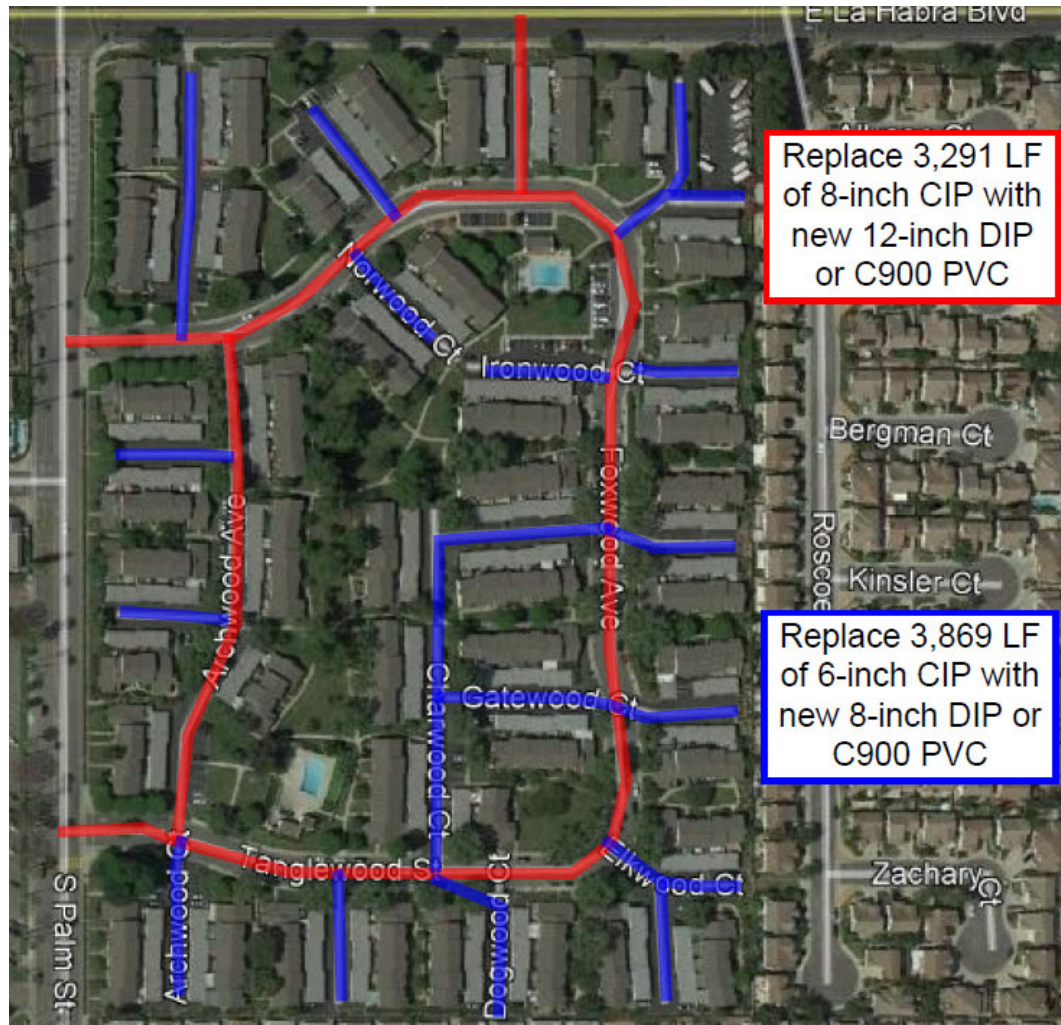
Replace the existing 8-inch cast iron pipe with new 12-inch DIP or C900 PVC pipe along the following streets for a total of approximately 3,291 feet.

- Kerrwood Street, in between South Palm Street and Foxwood Avenue
- Foxwood Avenue, in between Kerrwood Street and Tanglewood Street
- Lakewood Court, in between La Habra Boulevard and Kerrwood Street
- Tanglewood Street, in between South Palm Street and Foxwood Avenue

Replace the existing 6-inch cast iron pipe with new 8-inch DIP along the following dead-end streets for a total of approximately 3,869 feet.

- Archwood Avenue, Merrywood Court, Leafwood Court, and Jaywood Court, all north of Kerrwood street
- Norwood Court, south of Kerrwood Street
- Ironwood Court, Foxwood Charwood Court, and Gatewood Court, along both sides (east and west) of Foxwood Avenue
- Elkwood Court, Dogwood Court, Breezewood Court, and Archwood Court, all south of Tanglewood Street
- Charwood Court, north of Tanglewood Street

Figure 6-12: Proposed Brea Corsican Villa Improvements Layout



### Justification

Fire flows within the Brea Corsican Villas in the 515 pressure zone are currently not meeting the required available flow of 4,000 gpm. Current Available Fire Flow ranges between 3,271 gpm to 3,819 gpm, at 20 residual pressure. These pipeline improvements would increase the available fire flow capacities of the fire hydrants to meet OCFA requirements.

### Estimate

The cost to construct this project is estimated to be \$2,867,000.



### 6.14.9 Olinda Village Improvements

#### Description

Replace approximately 2,388 feet of existing 8-inch with new 12-inch DIP or C900 PVC pipe along Lilac Lane and Mariposa Way.

Figure 6-13: Proposed Olinda Village Improvements Layout



#### Justification

Fire flows within this Village are currently not meeting the required available flow of 1,500 gpm. Current Available Fire Flow ranges between 316 gpm to 2,941 gpm at 20 psi residual pressure. These pipeline improvements would increase the available fire flow capacities of most of the fire hydrants to meet OCFA requirements. The highest elevation hydrants on Copa de Oro Drive and Verbena Lane will be unable to meet the requirement unless a new reservoir is constructed to serve the area.

#### Estimate

The cost to construct this project is estimated to be \$1,027,000.

## 6.15 Project Descriptions for Capital Improvement Projects - Recommended Projects for System Reliability

Based on all of the analysis from the chapter, the following CIP that do not address a deficiency, but will improve the system, reduce operations costs, or provide other system benefits. These projects are categorized as “Recommended projects to Improve System Reliability” in Appendix D and their corresponding cost breakdown is summarized in Table 6-19.

### 6.15.1 SR#1 - Carbon Canyon Reservoir Disinfection Description

#### Description

Add a disinfection system at the Carbon Canyon Reservoir or install a chloramination station at Berry Street.

#### Justification

The Carbon Canyon Reservoirs are remote reservoirs at the end of the system. To ensure there are no water quality issues at the reservoir, a disinfection system could be installed to monitor chlorine residuals and add inject chlorine as needed. Alternatively, the City could invest in transitioning the entire system to chloramine disinfection.

#### Estimate

The cost to construct this project is estimated to be \$350,000.

### 6.15.2 SR#2 - Replace Generator at Berry Street Pump Station

#### Description

Install a new generator with the capacity to operate three high pressure pumps.

#### Justification

The existing generator should be upsized to provide the capacity to operate multiple pumps during a power outage.

#### Estimate

The cost to construct this project is estimated to be \$300,000.

### 6.15.3 SR#3 - Berry Street Low Pressure Pump

#### Description

Add 1 new pump with a capacity of 1,500 gpm.

#### Justification

Pumps do not meet the Primary Booster design criteria. All pumps must be active to meet the dependent MDD, which does not allow for redundancy.

#### Estimate

The cost to construct this project is estimated to be \$350,000.

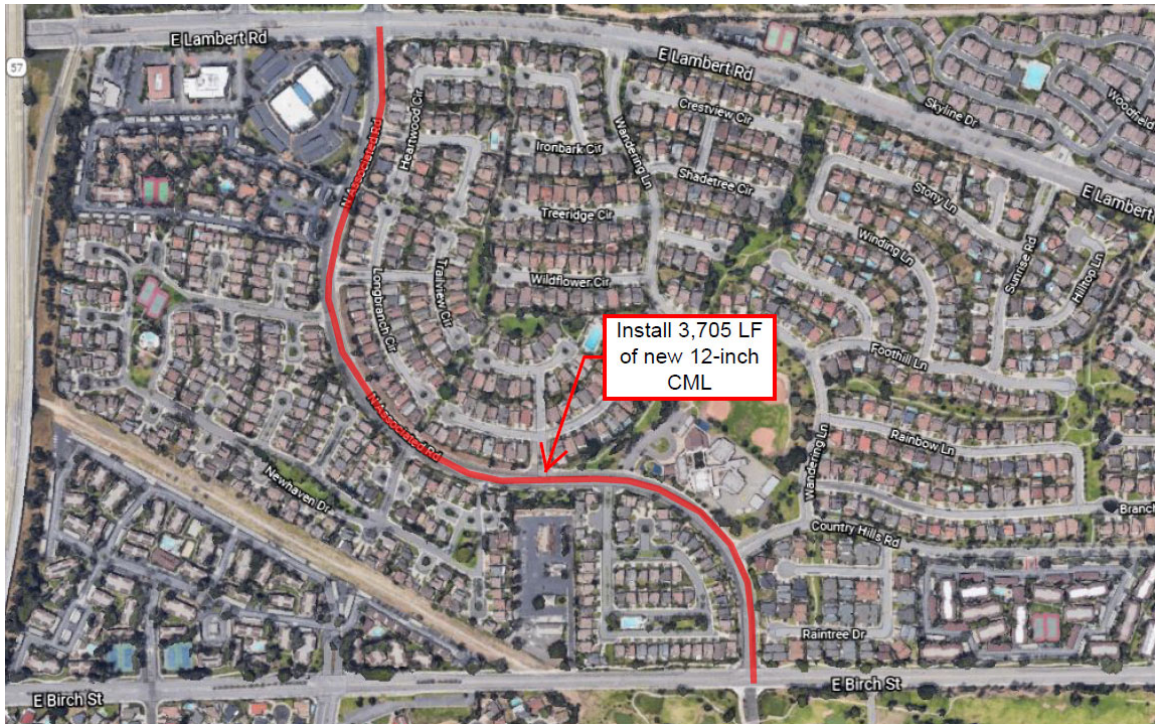


#### 6.15.4 SR#4 - 790 Zone Loop Completion

##### Description

Install new 12-inch CML pipeline that would run along N. Associated Road from Birch Street up to Lambert Road approximately 3,705 feet. This line would connect to the northern most water line in Lambert Road, as well as the 2<sup>nd</sup> most northern waterline in Birch Street to create complete the hydraulic loop for the high-pressure zone, 790 zone as shown in Figure 6-14.

Figure 6-14: 790 Zone Loop along N. Associated Road



##### Justification

The City's Water Division would want to create a hydraulic loop for the high-pressure water line (790 zone) between Birch Street and Lambert Road. By doing so, the pipeline will ensure water to the northern area of Lambert Road. Although there is an existing valve that is accessible from the 700 zone, that would provide water at an approximate 30 to 40 psi (or 70 to 92 hydraulic feet) lower than the 790 zone, creating this loop would ensure there would be no eruptions in the system. Additionally, opening the existing valve has proven to be a challenging task for the maintenance group due to the location of the valve at the intersection of Lambert & Associated Road and Wildcat Way.

##### Estimate

The cost to construct this project is estimated to be \$1,668,000.

## 6.16 Recommended Projects

Based on all of the analysis performed in the chapter, a list of recommended projects have been identified. The recommended projects are broken down into three categories: *Existing Deficiencies*, *System Reliability*, and *Build-out Demand*.

*Recommended Projects to Meet Existing Deficiencies* are projects that address current issues in the system and are recommended to be completed when funding is available. This is shown in Table 6-18. The total estimate for *Recommended Projects to Meet Existing Deficiencies* is estimated at \$18,818,000 in 2020 dollars.

*Recommended Projects for System Reliability* are optional projects that do not address a deficiency, but will improve the system, reduce operations costs, or provide other system benefits. This is shown in Table 6-19. The total estimate for *Recommended Projects to System Reliability* is estimated at \$2,688,000 in 2020 dollars.

*Recommended Projects for Potential Development* are projects that will be necessary to provide water to undeveloped areas of the City. These projects should be implemented as the areas are developed. This is shown in Table 6-20. The total estimate for *Recommended Projects for Potential Development* is estimated at \$103,833,000 in 2020 dollars.

**Table 6-18: Recommended Projects to Meet Existing Deficiencies**

Priority	Project #	Recommended Improvement	Quantity	Unit Cost	Cost
High	1	Berry Street High Pressure Pump	1 EA	\$350,000/EA	\$ 350,000
Medium	2	Valencia Ave Transmission Improvement	3,325 LF	\$650/LF for 24-inch	\$ 2,162,000
Medium	3	Puente Street, Site Drive, and State College Boulevard Replacements	12,212 LF	\$430/LF for 8-inch and \$375/LF for 12-inch	\$ 4,738,000
Medium	4	Valencia Pipeline Replacement	9,560 LF	\$430/LF for 8-inch	\$ 4,111,000
Medium	5	Decommission Puente Pump Station	1 EA	\$200,000/EA	\$ 200,000
Low	6	Lotus Place Pipe Improvements	6,970 LF	\$430/LF for 8-inch and \$375/LF for 12-inch	\$ 2,947,000
Low	7	Roscoe St Pipe Improvements	1,108 LF	\$375/LF for 12-inch	\$ 416,000
Low	8	Brea Corsica Villas Improvement	7,160 LF	\$375/LF for 8-inch and \$430/LF for 12-inch	\$ 2,867,000
Low	9	Olinda Village Pipe Improvements	2,388 LF	\$430/LF for 12-inch	\$ 1,027,000
<b>TOTAL COST FOR RECOMMENDED PROJECTS TO MEET EXISTING DEFICIENCIES</b>					<b>\$18,818,000</b>

**Table 6-19: Recommended Projects to Improve System Reliability**

Project #	Recommended Improvement	Quantity	Unit Cost	Cost
SR #1	Carbon Canyon Reservoir Disinfection System	1 LF	\$350,000/EA	\$ 350,000
SR #2	Replace Generator at Berry Street Booster Pump Station	1 EA	\$300,000/EA	\$ 300,000
SR #3	Berry Street Low Pressure Pump	1 EA	\$350,000/EA	\$ 350,000
SR #4	790 Zone Loop Completion	3,750 LF	\$450/LF for 12-inch	\$ 1,688,000
<b>TOTAL COST FOR RECOMMENDED PROJECTS TO IMPROVE SYSTEM RELIABILITY</b>				<b>\$ 2,688,000</b>

**Table 6-20: Recommended Projects For Potential Developments**

Project #	Recommended Improvement	Quantity	Unit Cost	Cost
1A	Expand 790 Zone Transmission/ Distribution Piping	26,285 LF of 16-inch and 1,010 LF of 24-inch	\$550/LF for 16-inch and \$600/LF for 24-inch	\$ 15,114,000
1B		1 Imported Water Connection Valve	\$200,000/Emergency Conn.	\$ 200,000
1C		1 Pump Station (2 pumps)	\$850,000/pump	\$ 1,700,000
2A	Eastside 900 Zone Transmission Pipelines	13,982 LF of 12-inch and 24,655 LF of 16-inch	\$375/LF for 12-inch and \$550/LF for 16-inch	\$ 18,804,000
2B		2 Pumps	\$650,000/pump	\$ 1,300,000
2C		1 Pump Station (2 pumps)	\$650,000/pump	\$ 1,300,000
2D		4.0 MG	\$1.5M/MG	\$ 6,000,000
2E		4.5 MG	\$1.5M/MG	\$ 6,750,000
2F		1 PRS and 1 Emergency Connection	\$200,000/Emergency Conn and \$200,000/PRS	\$ 400,000
3A	1050 Zone Improvements	3,687 LF	\$375/LF for 12-inch	\$ 1,383,000
3B		1 Pump Station (3 pumps)	\$1.7M/pump	\$ 5,100,000
4A	Expansion of CC 1000 Zone System	557 LF of 8-inch and 18,858 LF of 12-inch	\$430/LF for 8-inch and \$375/LF for 12-inch	\$ 7,312,000
4B		1 Pump Station (3 pumps)	\$850,000/pump	\$ 2,550,000
4C		7.5 MG	\$150,000/MG	\$ 11,250,000
5A	CC 1200 Zone Improvements	2,200 LF	\$375/LF for 12-inch	\$ 825,000
5B		1 Pump Station (2 pumps)	\$750,000/pump	\$ 1,500,000
6A	CC 1400 Zone Improvements	23,720 LF	\$375/LF for 12-inch	\$ 8,895,000
6B		1 Pump Station (3 pumps)	\$150,000/pump	\$ 450,000
6C		2 Pumps	\$750,000/pump	\$ 1,500,000
6D		9.3 MG	\$150,000/MG	\$ 10,700,000
6E		4 PRS	\$200,000/PRS	\$ 800,000
TOTAL COST FOR RECOMMENDED PROJECTS TO MEET BUILD-OUT DEMAND				\$103,833,000

## **Appendix A - Existing System Exhibit**



Legend

Tank

Pump

Pipe

Reservoir

Valve

Brea City Boundary

Active

Active

Active



PZ 1400



PZ 750B



PZ 635



PZ 560



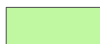
PZ 1000



PZ 750C



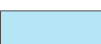
PZ 625



PZ 540



PZ 925



PZ 725



PZ 605A



PZ 530



PZ 830



PZ 700



PZ 605B



PZ 515



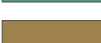
PZ 790



PZ 685



PZ 605C



PZ 750

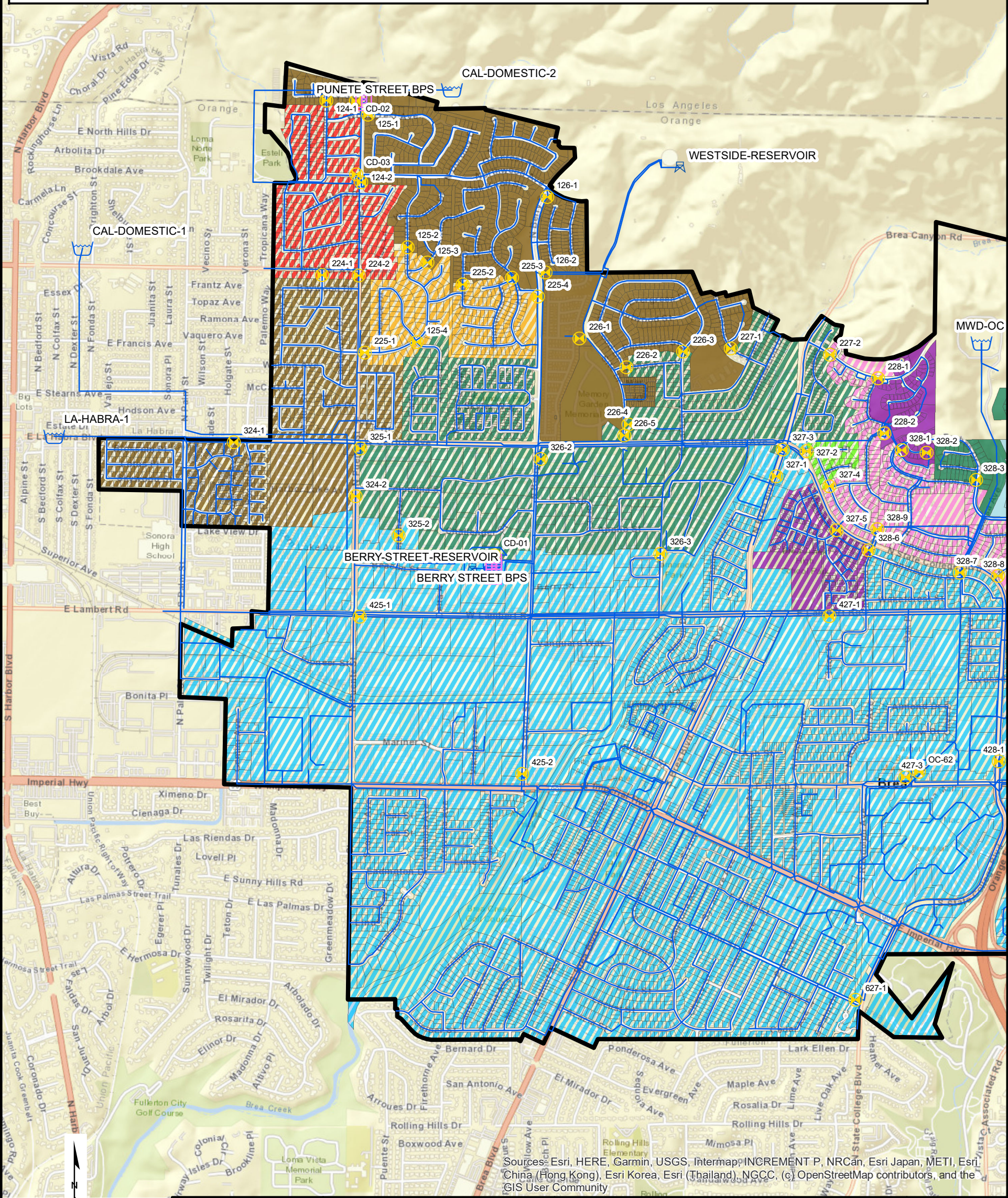


PZ 650



PZ 575

**NOTE:** ABC Zones have the same HGL but are not interconnected. These zones reside in different parts of the water system.



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

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Fax: 626.303.7957  
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CITY OF BREA  
2021 WATER MASTER PLAN  
EXISTING SYSTEM EXHIBIT  
SHEET 1 OF 3

APPENDIX  
A



Legend

Tank



Active

Pump



Active

Pipe



Active

Reservoir



Active

Valve



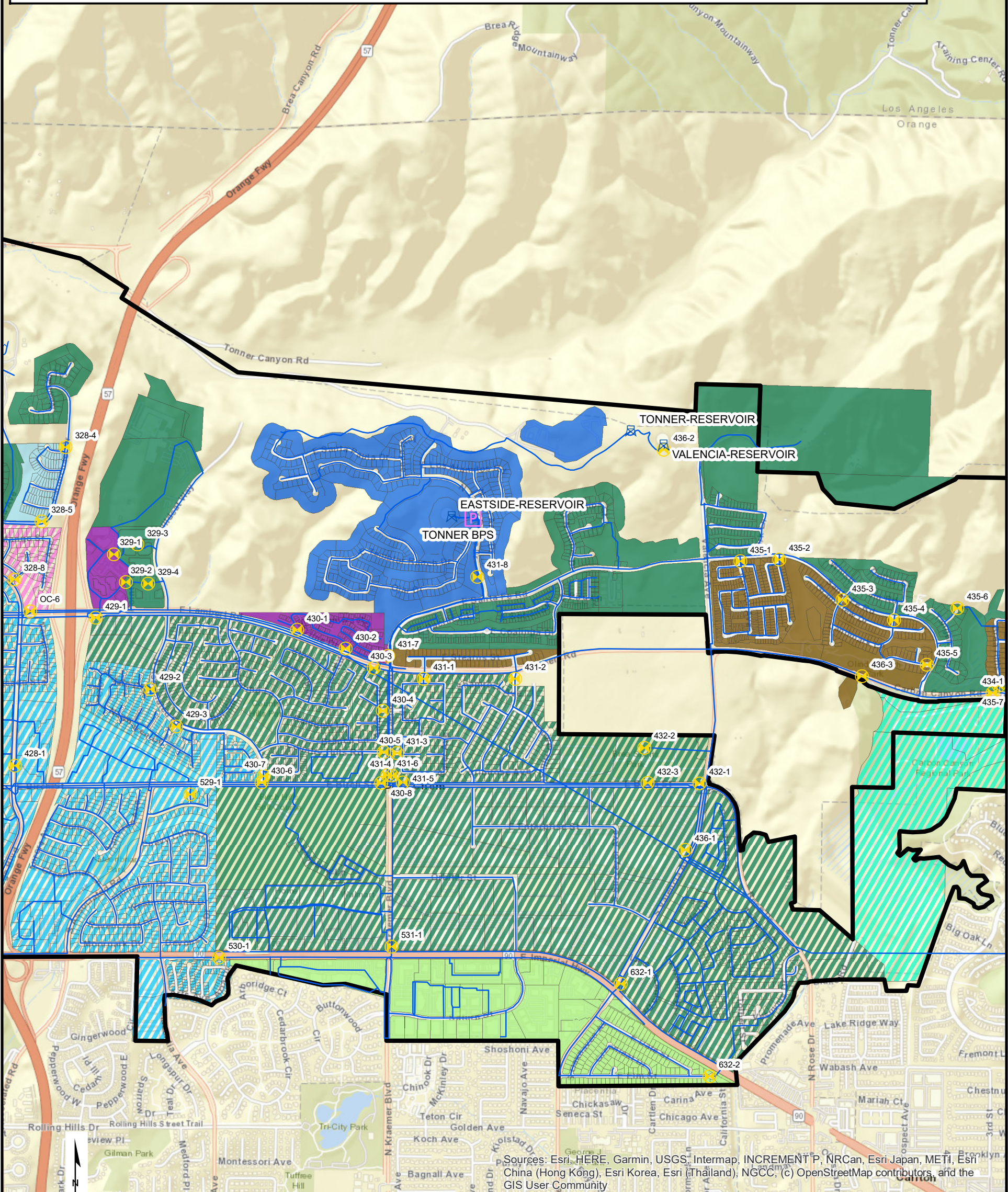
Active



Brea City Boundary

**NOTE:** ABC Zones have the same HGL but are not interconnected. These zones reside in different parts of the water system.

PZ 1400	PZ 750B	PZ 635	PZ 560
PZ 1000	PZ 750C	PZ 625	PZ 540
PZ 925	PZ 725	PZ 605A	PZ 530
PZ 830	PZ 700	PZ 605B	PZ 515
PZ 790	PZ 685	PZ 605C	
PZ 750	PZ 650	PZ 575	



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community



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Monrovia, CA 91016  
Phone: 626.357.0588  
Fax: 626.303.7957  
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2021 WATER MASTER PLAN  
EXISTING SYSTEM EXHIBIT  
SHEET 2 OF 3

APPENDIX  
A



Tank

Active

Pump

Active

Pipe

Active

Reservoir

Active

Valve

Active

Brea City Boundary

PZ 1400

PZ 750B

PZ 635

PZ 560

PZ 1000

PZ 750C

PZ 625

PZ 540

PZ 925

PZ 725

PZ 605A

PZ 530

PZ 830

PZ 700

PZ 605B

PZ 515

PZ 790

PZ 685

PZ 605C

PZ 750

PZ 650

PZ 575

NOTE: ABC Zones have the same HGL but are not interconnected. These zones reside in different parts of the water system.

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

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Miles

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2021 WATER MASTER PLAN

EXISTING SYSTEM EXHIBIT

SHEET 3 OF 3

APPENDIX

A

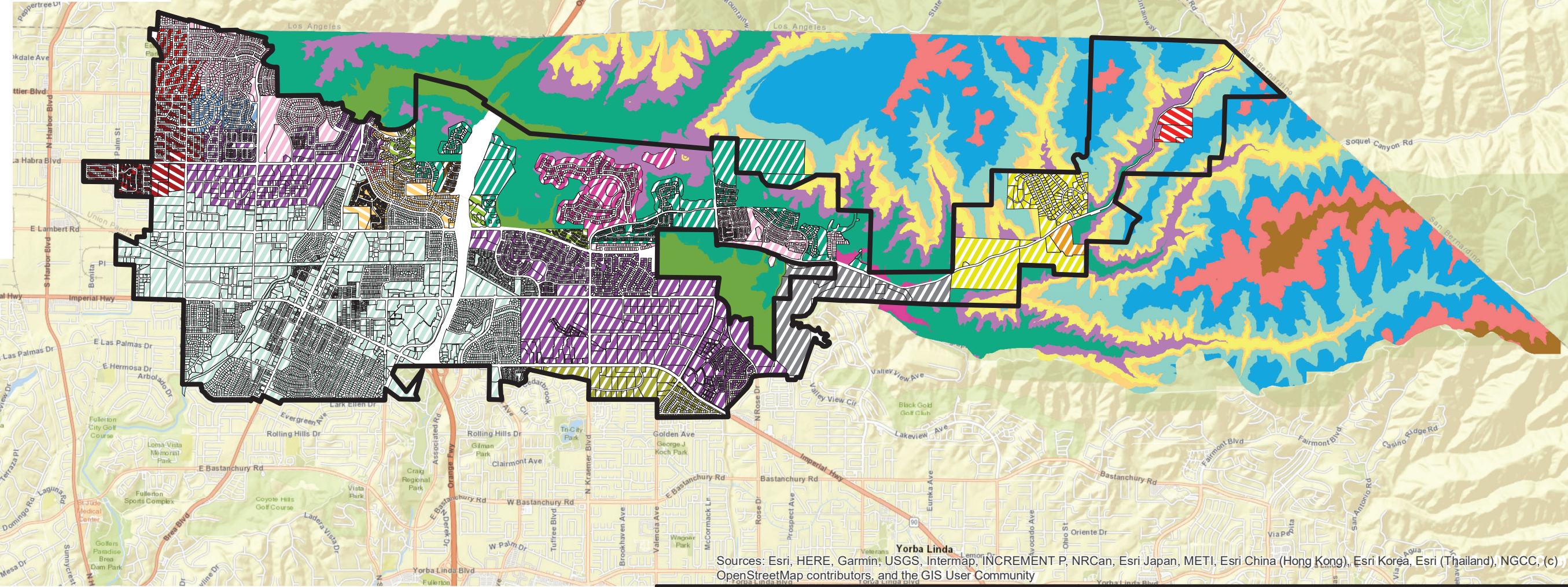
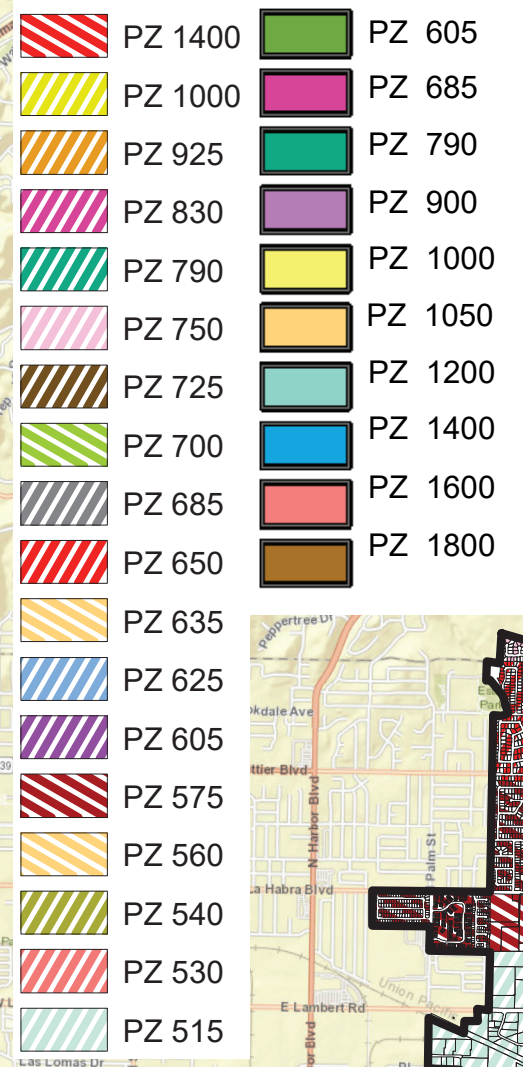
P:\X\2020\2020118\_00-Brea-2020 Water Master Plan Update\GIS\ArcGISBase\Exhibit A.mxd 4/19/2021



## **Appendix B - Proposed System Pressure Zones**



Existing PZ Potential PZ



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community



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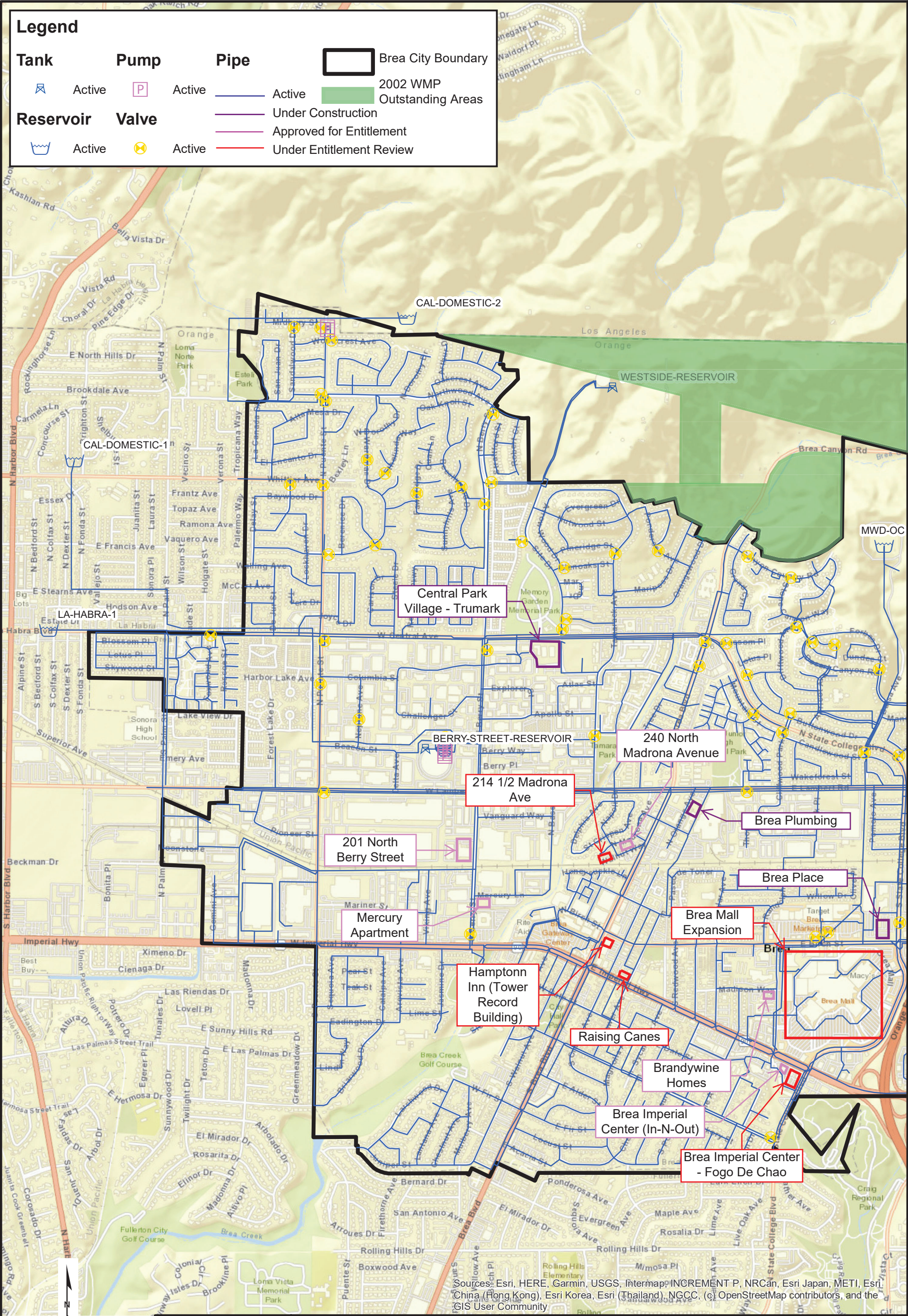
CITY OF BREA  
2021 WATER MASTER PLAN  
Proposed System Pressure Zones  
For City of Brea

APPENDIX  
**B**



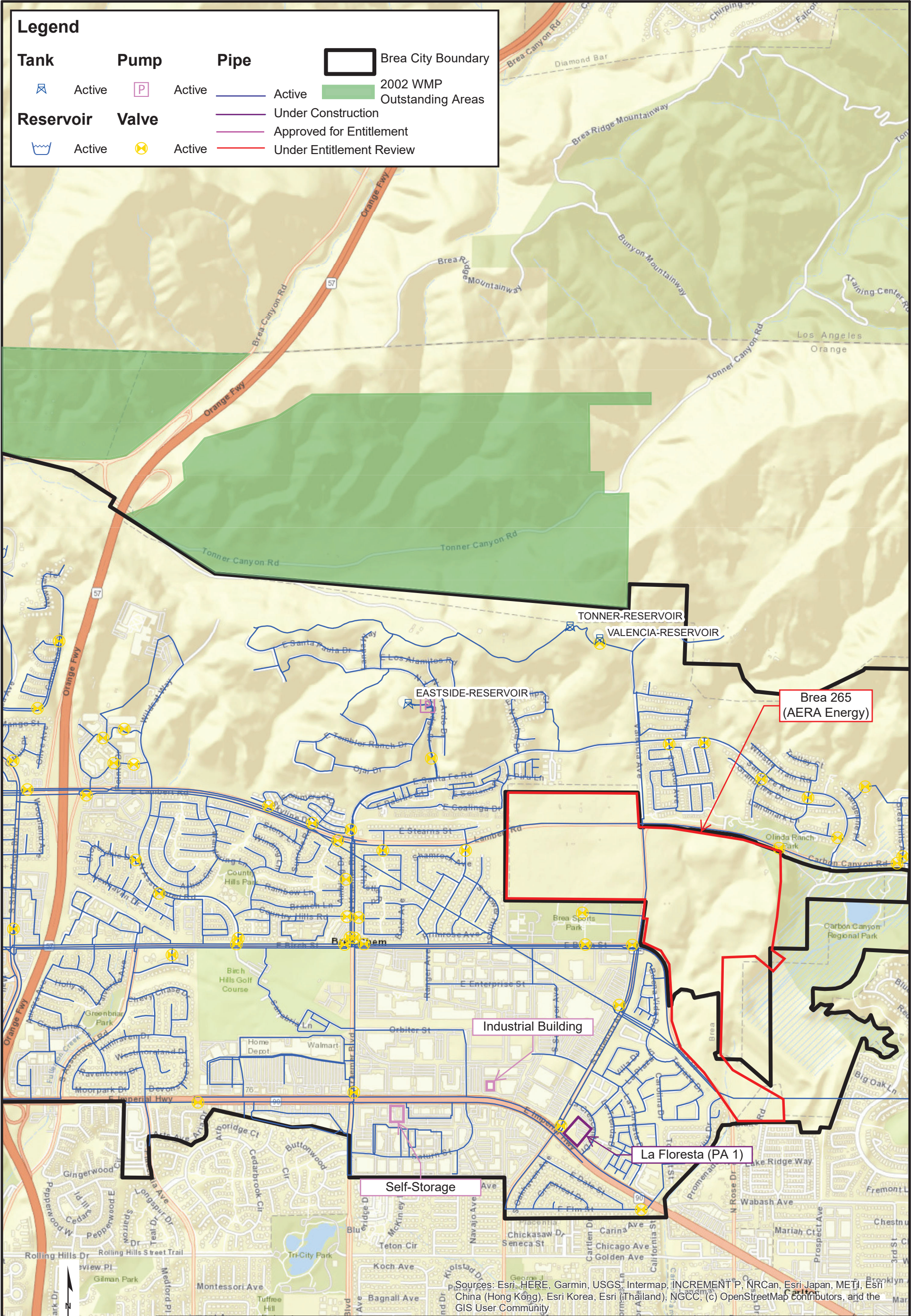
## **Appendix C – Proposed Development Areas**



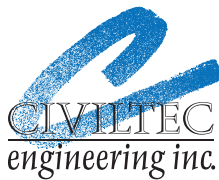


Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community





Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community




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Monrovia, CA 91016  
Phone: 626.357.0588  
Fax: 626.303.7957  
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CITY OF BREA  
2021 WATER MASTER PLAN  
PROPOSED DEVELOPMENT AREAS  
SHEET 2 OF 3

APPENDIX  
C




Tank




Active

Pump




Active

Reservoir




Active


Pipe




Active



Under Construction




Approved for Entitlement




Under Entitlement Review


Brea City Boundary



2002 WMP Outstanding Areas

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community





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CITY OF BREA

2021 WATER MASTER PLAN

PROPOSED DEVELOPMENT AREAS

SHEET 3 OF 3

APPENDIX

C

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## Appendix D – Proposed Recommended Improvements




Legend


Tank

 Active


Pump

 Pumps

Reservoir

 Active

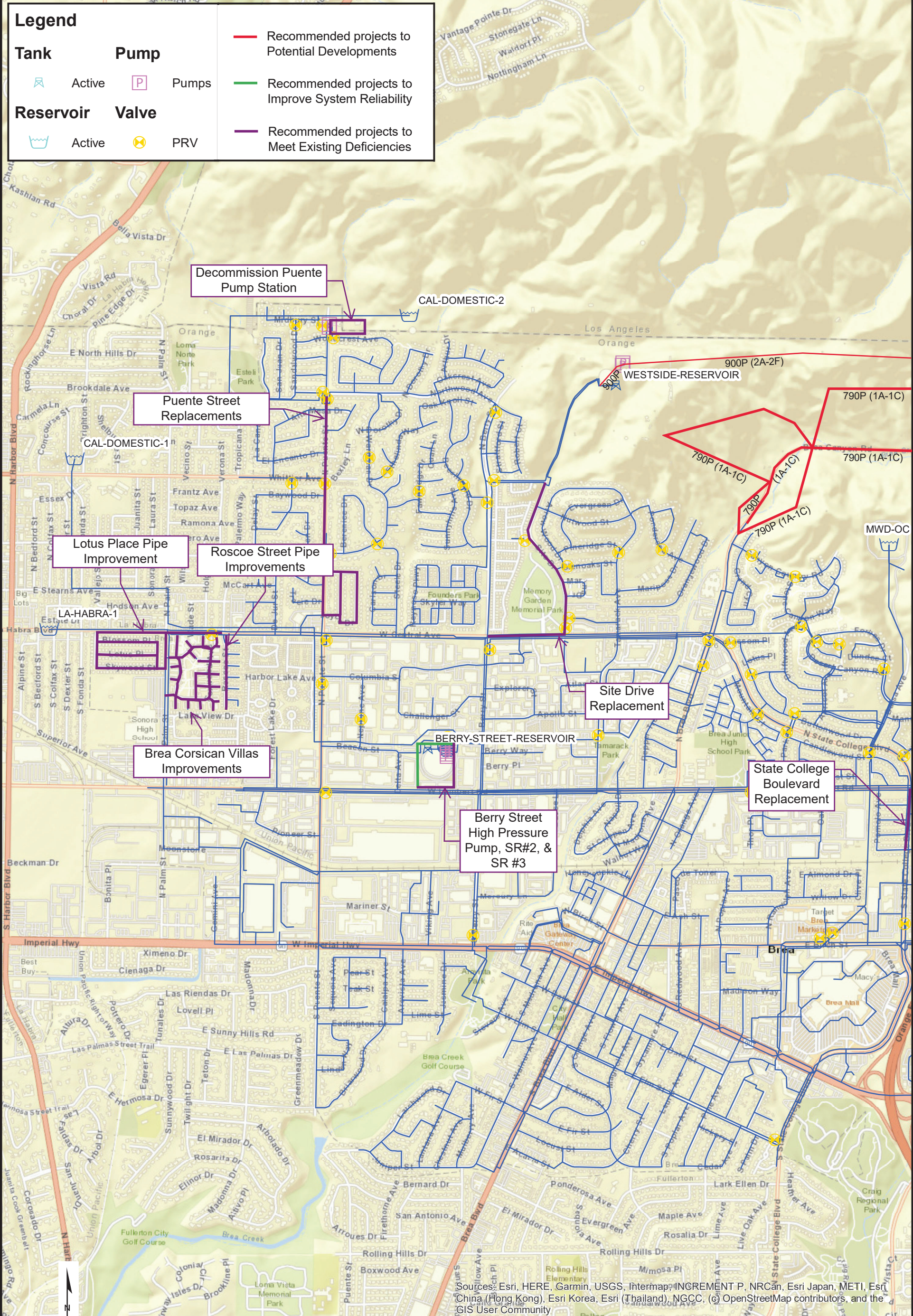
Valve

 PRV

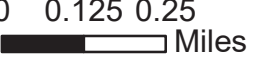
Recommended projects to Potential Developments

Recommended projects to Improve System Reliability


Recommended projects to Meet Existing Deficiencies




Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community



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2021 WATER MASTER PLAN

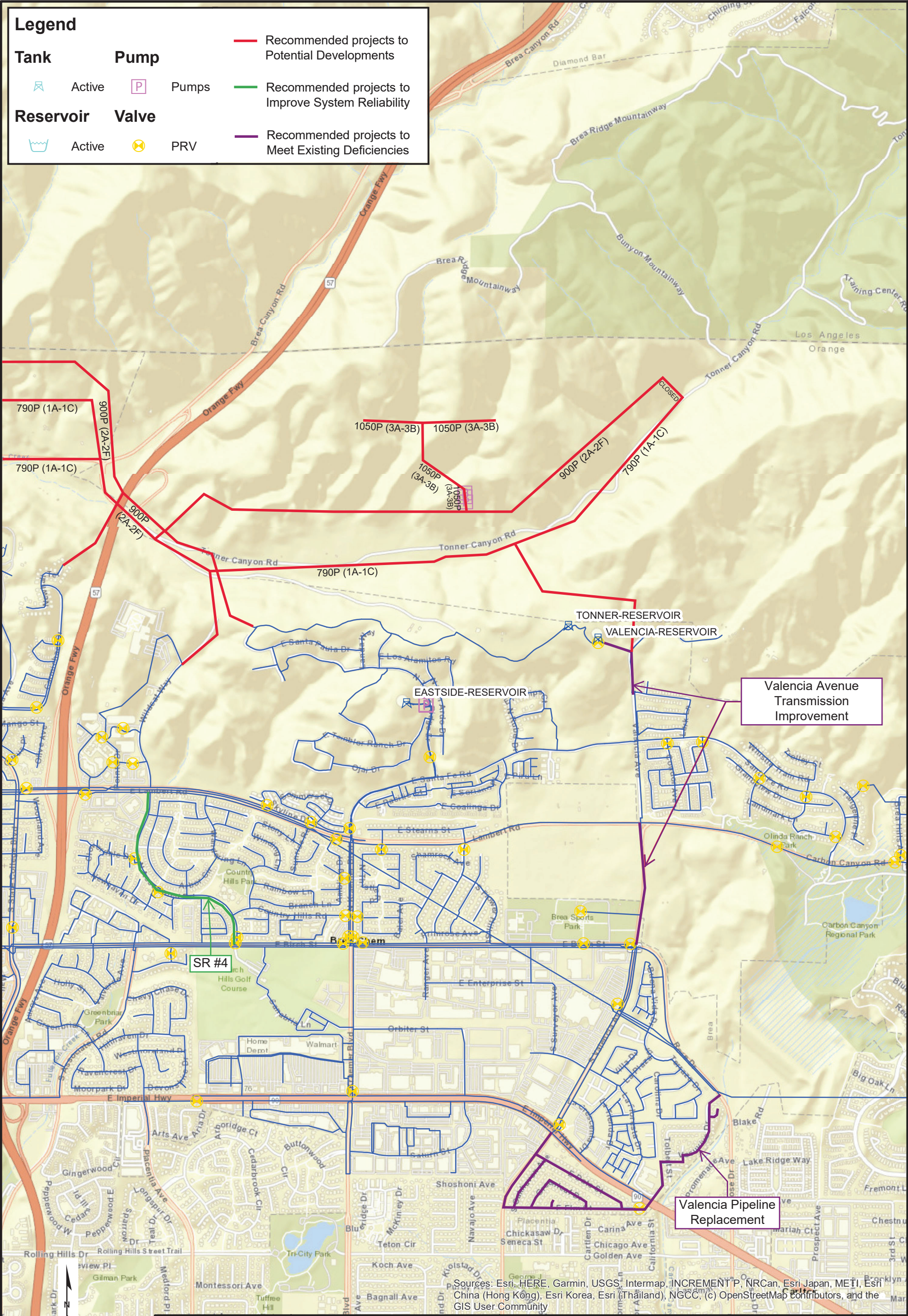
PROPOSED RECOMMENDED IMPROVEMENTS

SHEET 1 OF 3

APPENDIX  
**D**

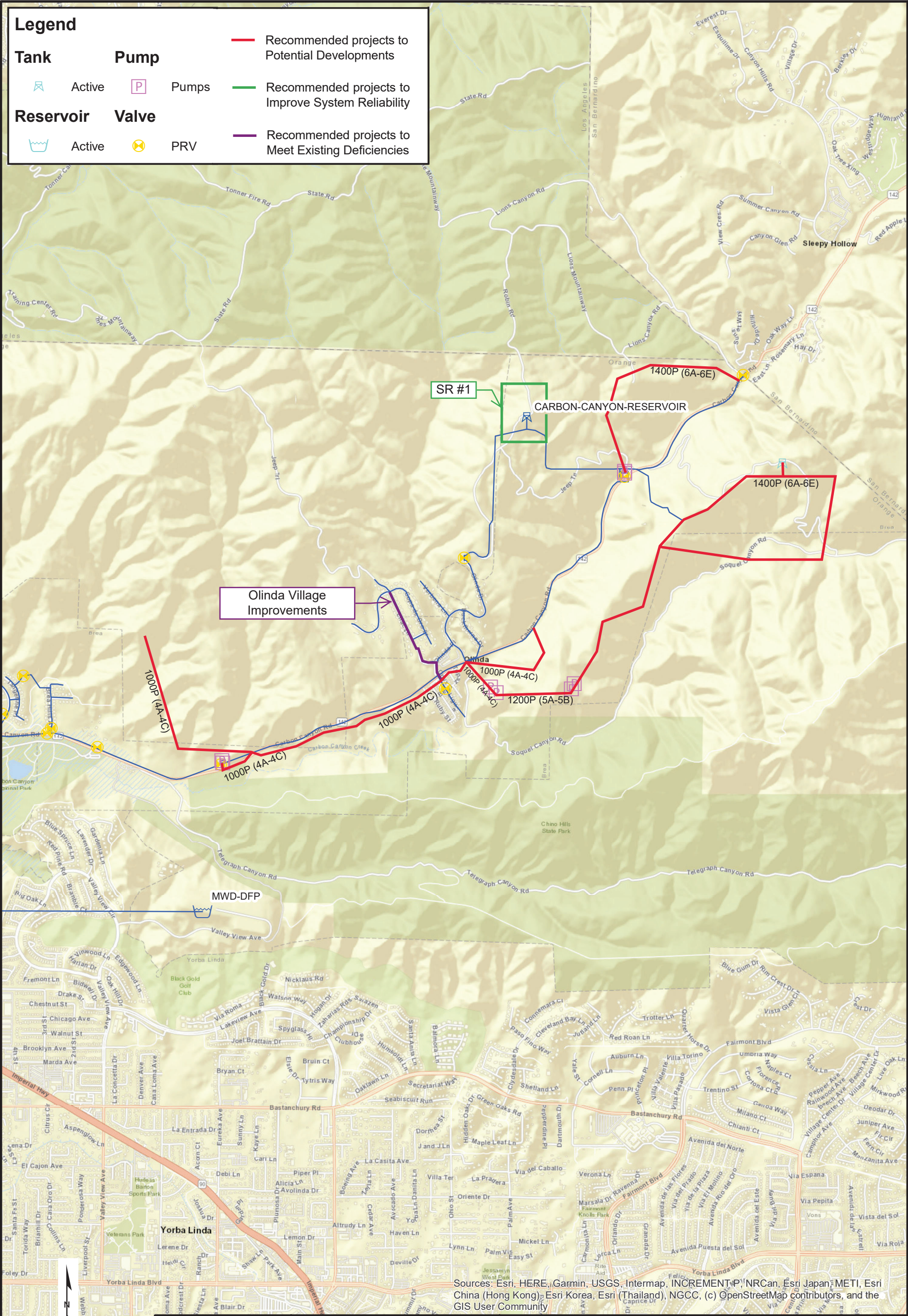
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Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community





Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

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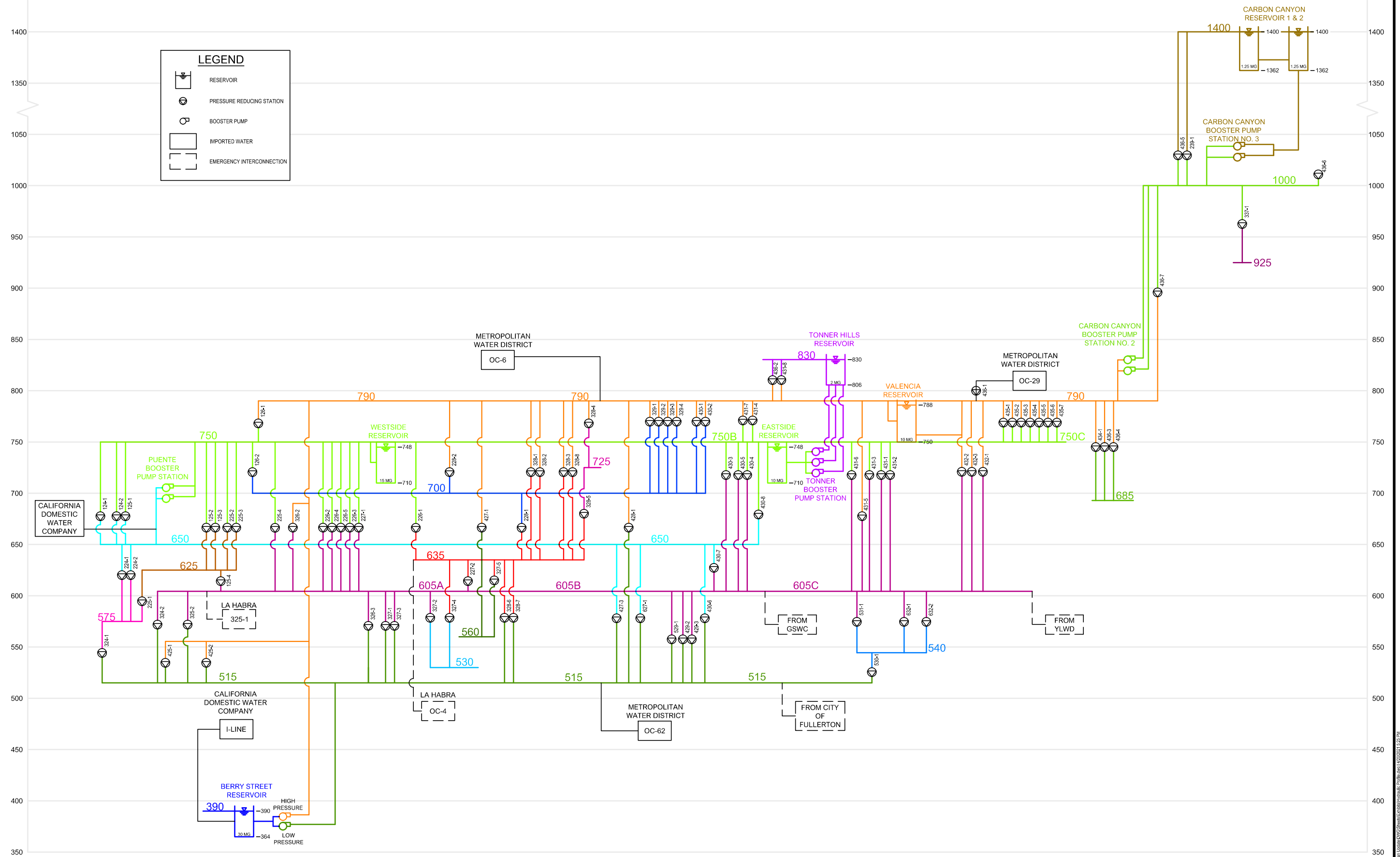
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2021 WATER MASTER PLAN  
PROPOSED RECOMMENDED IMPROVEMENTS  
SHEET 3 OF 3

APPENDIX  
D



## **Appendix E – Existing Hydraulic Profile**



City of Brea

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**COUNCIL COMMUNICATION**

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

**FROM:** Bill Gallardo, City Manager

**DATE:** 07/20/2021

**SUBJECT:** Approval of Fiscal Year 2021-22 Property Tax Rate to Fund the City's Paramedic Program

---

**BACKGROUND/DISCUSSION**

At the March 7, 1978, general municipal election, the qualified electors of the City, by and through the City Council, approved the levy of an annual property tax rate to fund the City's Paramedic Program. This annual property tax was not to exceed \$0.20 per \$100 of Assessed Value (25% of market value) per year. Beginning in 1981, the County of Orange implemented a policy change concerning Assessed Value. The tax roll is now reported at "Full Taxable Value" rather than Assessed Value.

For Fiscal Year 1981-82, the property valuation was increased to Full Taxable Value for property tax purposes. Therefore, the tax rate needed to be decreased in order for the actual amount of taxes paid by the property owner to remain unchanged. According to Resolution 81-72, a tax rate of \$0.045 per \$100 of Full Taxable Value is equivalent to a tax rate of \$0.18 per \$100.00 of Assessed Value based on the previous method.

State law prohibits the City Council from increasing the paramedic levy above the voter-authorized level. The tax rate of \$0.045 per \$100 of Full Taxable Value is less than the voter-authorized maximum tax rate. Additionally, it is noted that the passage of Proposition 218 by the voters in November 1996 had no impact on the City's ability to levy the annual Paramedic Tax, as the tax was voter-approved in 1978.

Each fiscal year the City Council adopts a resolution approving the rate of tax upon taxable property within the City of Brea. This tax rate is required to be approved by City Council and submitted to the Orange County Auditor-Controller's Office no later than August 10, 2021 allowing the County to apply the rate of taxation to the City's property tax roll to maintain the Paramedic Program.

Since its inception in 1979, the Brea Fire Services Department Paramedic Program has grown considerably from the days when the paramedics responded to calls in an old red van. Currently, the paramedics utilize a modern paramedic engine company configuration. The original program that began in Fiscal Year 1978-79 had a budget of \$200,000 and was fully funded by revenues generated from the paramedic tax. While the actual tax rate has remained constant over the past 42 years, additional revenue has been generated from increases in the property values. Meanwhile, direct expenditures have increased as the program has been greatly enhanced, as outlined below, and as the City's population and service demands have increased.



### About the Paramedic Program

A "Paramedic Engine Company" providing Emergency Medical Service (EMS) delivery is currently the most common staffing configuration in operation locally and regionally. This configuration provides for Advanced Life Support capability within its fire-fighting and emergency response resources without compromising either service. The City's paramedic units, Brea Engine Company #1, Truck Company #2 and Engine Company #3, are complete units that respond to both fires and medical emergencies. In addition, resources necessary to provide functional support, such as extrication of patients and fire protection during traffic emergencies, are available at the scene with the paramedic unit.

The program started in Fiscal Year 1978-79 with seven certified paramedics. The Brea Fire Services Department currently carries a complement of 21 certified paramedics and one Emergency Medical Services Manager. This allocation level meets the staffing requirement of the Orange County EMS Agency while providing for uninterrupted deployment of paramedics during leave, training and emergency conditions. Just as the nature of emergencies has changed, so has the required paramedic skill level. Paramedics are being delegated greater responsibility in the field as emergency room medicine is continually being evaluated and streamlined. Paramedic staff receive continuous in-service training on a myriad of topics, including: trauma medicine; air and blood-borne pathogens; environmental emergencies; pediatric medicine, including sudden death syndrome; swift water rescue and mass casualty management.

Field techniques have improved greatly since the program began with treatment advances in the areas of Adult and Pediatric Intubation (airway management requiring insertion of appliances into the trachea), cervical-spine treatments and neurological protection, improved treatment for burn victims and the AED program (cardiac defibrillation), which is in service on all responding Brea units.

### **Paramedic Response History**

<b>Calendar Year</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Total Emergency Medical Calls (1)	4,218	4,265	3,948	3,832	3,660
Total Calls for Service from Fire Dept. (Including false alarm responses) (1)	5,413	5,373	4,917	4,893	4,823
Percent of Total	77.92%	79.38%	80.29%	78.3%	75.9%
(1) Data updated to include all call data reported from the Metro Cities Fire Authority Metro Net Communications Report					

### **COMMISSION/COMMITTEE RECOMMENDATION**

The Finance Committee reviewed this staff report at its regular meeting held on July 13, 2021, and recommended the resolution be forwarded to Council for approval.

### **FISCAL IMPACT/SUMMARY**

Paramedic tax revenue is accounted for in the Paramedic Services Fund (Fund 174) separate from the City's General Fund. This fund was established to account for revenues generated from the paramedic tax and other revenues, as well as costs associated with the Brea Paramedic Program. This includes personnel costs for 21 full-time paramedic positions, one EMS Manager position and related costs to operate the program.

The proposed paramedic tax rate is \$0.045 per \$100 of Full Taxable Valuation. Based on an estimated Full Taxable Valuation (secured and unsecured value) of \$11.698 billion, the estimated tax levy is \$5.264 million. The total annual levy also includes a levy on supplemental, public utility and other property values that occur annually which is projected to bring the total levy to \$5.672 million.

The former Brea Redevelopment Agency (RDA), which was established in 1971, impacts the flow of paramedic tax revenues to the City. Property owners within the RDA project area pay the same property rate as if they were outside the RDA project area (non-RDA area properties). Paramedic tax for properties outside the RDA project area are remitted to the County and flow directly back to the City. However, under state law, property tax revenue (including the Paramedic Tax) remitted by property owners within the Redevelopment Project Areas to the county was allocated annually first to the Redevelopment Agency.

In 2012, Redevelopment Agencies were dissolved and Successor Agencies were established to pay off the remaining obligations for the former redevelopment agencies. As in all California cities, Brea's property taxes (including Paramedic Tax) remitted from properties in the project areas, are now allocated to Redevelopment Property Tax Trust Fund (RPTTF) and the portion needed to pay off the obligations for that fiscal year is forwarded to the Successor Agency. The remaining portion of the Paramedic Tax revenues allocated to the RPTTF is passed back to the City.

As the Successor Agency pays down the obligations of the former Redevelopment Agency, the Paramedic Tax revenues that were previously directed to the RDA and now the Successor Agency are slowly, but surely, coming back to the City for paramedic service sooner than they otherwise would have been. For FY 2021-22, it is estimated that 64.2% of paramedic tax revenues (\$1.597 million) allocated to the RPTTF will be passed back to the City.

The following is a summary of the estimated levy; the amount to be allocated to the Successor Agency and the amount to be passed back to the City:

Property Description	Estimated Levy	Amount to Successor Agency	Amount to City	% to the City
Non-Redevelopment Area Properties	\$3.186		\$3.186	100.0%
Redevelopment Area Properties	\$2.486	(\$0.889)	\$1.597	64.2%
Totals	\$5.672	(\$0.889)	\$4.783	

The estimated paramedic tax levy, net of the amount retained by the Successor Agency is projected to generate \$4,783,000 to the City of Brea in Fiscal Year 2021-22. The revenue collected will cover approximately 76.3% of the \$6,271,744 of estimated program costs. The difference is to be funded from the City's General Fund in the amount of \$1,154,830 and other revenues sources in the amount of \$333,914. Other revenue sources include pass-thru revenue received for Advanced Life Support (ALS) ambulance transport services, as well as revenue received from the City of Fullerton for Fire Command Staff Sharing of the EMS Manager position. The City of Fullerton reimburses the City of Brea for 59% of the position.

**RESPECTFULLY SUBMITTED:**

William Gallardo, City Manager

Prepared by: Ana Conrique, Senior Accountant

Concurrence: Cindy Russell, Administrative Services Director

---

**Attachments**

FY21-22 Paramedic Resolution

---

## **RESOLUTION NO. 2021-047**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BREA FIXING THE RATE OF TAX UPON THE TAXABLE PROPERTY WITHIN THE CITY OF BREA FOR THE FISCAL YEAR 2021-22 NECESSARY TO MAINTAIN A MOBILE INTENSIVE CARE PROGRAM KNOWN AS PARAMEDICS WITHIN THE AREA OF THE CITY OF BREA AND CERTIFYING SAID RATE OF TAXATION TO THE ORANGE COUNTY AUDITOR-CONTROLLER**

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

(i) During the General Municipal Election held March 7, 1978, the qualified electors of the City of Brea authorized the City, by and through the Council, to levy a property tax rate not exceed \$0.20 per \$100 of Assessed Valuation in addition to its maximum property tax rate established pursuant to Division 1, Part 4, Chapter 2 of the California Revenue and Taxation Code for the specific purpose of establishing and maintaining a mobile intensive care program known as Paramedics within the area of the City of Brea (said "Paramedic Program" hereafter).

(ii) In Fiscal Year 1981-82, the County of Orange implemented a policy concerning Assessed Value. The tax roll is now reported at "Full Taxable Value" rather than Assessed Value. This change resulted in \$0.045 per \$100 Full Taxable Value as the tax levy for the Paramedic Program in years 1981-82 through 2018-19.

(iii) Information and evidence presented to this Council indicated that it would be necessary to expend a sum of approximately \$6,271,744 during the Fiscal Year 2021-22 in order to maintain the Paramedic Program within the area of the City of Brea.

(iv) The revenue to be generated for Fiscal Year 2021-22 based on the tax levy of \$0.045 per \$100 of Full Taxable Value of the property within the City of Brea, exclusive

**Reso. No. 2021-047**  
July 20, 2021

of the revenue generated from the valuation within the Brea Community Redevelopment Project areas and required to be allocated to the Successor Agency has been estimated to be \$4,783,000.

(v) All legal prerequisites of 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. In all respects as set forth in the Recitals, Part A of this Resolution.
2. There is hereby fixed and levied that the total rate of taxation of \$0.045 per \$100 of Full Taxable Value of all taxable property within the City of Brea, said taxation to be utilized to maintain a mobile intensive program known as the Paramedic Program within the area of Brea for the Fiscal Year 2021-22 and this Council hereby certifies said rate of taxation for that specified purpose to the Auditor-Controller of the County of Orange.
3. The City Clerk shall certify to the adoption of this Resolution and file with the Orange County Auditor-Controller, a certified copy hereof, on or before August 10, 2021.

**APPROVED AND ADOPTED** on this 20<sup>th</sup> day of July, 2021.

\_\_\_\_\_  
Steven Vargas, Mayor

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

**Reso. No. 2021-047**  
July 20, 2021



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 20<sup>th</sup> day of July, 2021 by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

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

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

**Reso. No. 2021-047**  
July 20, 2021

City of Brea

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**COUNCIL COMMUNICATION**

**TO:** Honorable Mayor and City Council Members  
**FROM:** Bill Gallardo, City Manager  
**DATE:** 07/20/2021  
**SUBJECT:** Appropriation Request for General Plan Amendment/Zone Change

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**RECOMMENDATION**

Staff recommends that the City Council appropriate \$100,000 from the General Plan Maintenance Fund (Fund 120) for the purpose of conducting General Plan amendments/Zone changes as it pertains to the adoption of the 6th Cycle General Plan Housing Element (2021-2029).

**BACKGROUND/DISCUSSION**

It is anticipated that the City of Brea will adopt and submit the 6th Cycle General Plan Housing Element (2021-2029) to the California Department of Housing and Community Development (HCD) by the October 15, 2021 deadline. The adoption would result in a requirement for the City to initiate General Plan amendments/Zone changes to accommodate the Regional Housing Needs Assessment (RHNA) as it relates to the opportunity sites identified in the Housing Element. The RHNA is mandated by State Housing Law and quantifies the need for housing within each jurisdiction during specified planning periods.

These General Plan amendments/Zone changes would require an analysis under the California Environmental Quality Act (CEQA). An Environmental consultant would be required to conduct these analyses. The City is undergoing a Request for Qualifications (RFQ) and a consultant has not yet been selected. Once this process is complete, staff will return to the City Council with an agreement for approval.

It is anticipated that staff time will be used to initiate the process and conduct site analyses. The appropriation request will be used to cover both consultant time and staff time needed for these analyses.

**COMMISSION/COMMITTEE RECOMMENDATION**

The Finance Committee approved this item at its meeting on July 13, 2021.

**FISCAL IMPACT/SUMMARY**

There is no fiscal impact to the General Fund. This appropriation request impacts the General Plan Maintenance Fund (Fund 120), which currently has a balance of \$1.5 million. If approved, this item will be included in the next quarterly budget adjustment.

**RESPECTFULLY SUBMITTED:**

William Gallardo, City Manager

Prepared by: Jason Killebrew, City Planner

Concurrence: Tracy Steinkruger, Community Development Director

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City of Brea

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**COUNCIL COMMUNICATION**

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

**FROM:** Bill Gallardo, City Manager

**DATE:** 07/20/2021

**SUBJECT:** Resolution No. 2021-2021-048 Adopting an Amended and Restated Sidewalk Vending Policy

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**RECOMMENDATION**

Adopt Resolution No. 2021-2021-048, adopting an amended and restated Sidewalk Vending Policy.

**BACKGROUND/DISCUSSION**

On September 17, 2018, former Governor Jerry Brown signed SB 946, informally known as the Safe Sidewalk Vending Act (SSVA), into law. The intent of the law was to “promote entrepreneurship and support immigrant and low-income communities.” The SSVA aims to protect entrepreneurs, many of which are immigrants, from criminalization and possible deportation, as well as establish parameters for sidewalk vendor regulations that are not overly restrictive in nature. The areas that cities and counties are permitted to regulate pertain to time, place and manner of sidewalk vending, provided they relate to objective health, safety, or welfare concerns. If a municipality’s existing sidewalk vending program “substantially complied” with the SSVA, it was not required to adopt a new sidewalk vending program.

Brea’s municipal code prohibited sidewalk vendors from operating in the public right of way prior to SB 946 and had to be amended to be in compliance with State law. In September 2019, Council adopted Resolution No. 2019-055 to establish a Sidewalk Vending Policy. In October 2019, Council adopted Ordinance No. 1210 to establish a permit requirement for sidewalk vendors and require compliance with the Sidewalk Vending Policy. The Sidewalk Vending Policy and Ordinance No. 1210 became effective in November 2019.

Based on the City’s experiences administering the Sidewalk Vending Policy over the past 21 months, staff is recommending that the policy be amended and restated to more fully carry out the intent of SB 946 and to more fully protect the public health, safety, and welfare. Per attached Resolution No. 2021-XXXX, the following are the major changes proposed as a result of staff’s recent review:

- **Definitions:** Definitions of “Sidewalk,” “Sidewalk Vending Cart,” and “Sidewalk Vending Stand” have been added for additional clarification.
- **Permit Application Review:** A statement that additional departmental review may be required for a permit for a sidewalk vending stand has been added for further transparency.

- **Permit Renewals:** A statement that permit renewal applications will be processed in the same manner as an initial application, and will be subject to a nonrefundable processing fee, has been added for further transparency.
- **Operating Requirements:**
  - Location restrictions have been expanded to better protect pedestrian and motorist safety, and to avoid interference with driveways, alleys, government buildings, public safety facilities, schools, public art, and business signage.
  - The prohibition against operating on private property without express written consent of the property owner and compliance with the zoning ordinance has been restated for further transparency.
  - A more detailed definition of “clear width” for sidewalks is included (4 feet being the standard, but a minimum of 3 feet, contingent on the other conditions).
  - The prohibition against operating in a landscaped area has been clarified to indicate that an area can be deemed “landscaped” regardless of the state of vegetation present or not present at a given time.
  - Line of sight, visibility and clearances for pedestrian and traffic safety near an intersection are more clearly defined.
  - Size restrictions have been established for sidewalk vending stands to limit the operation area to 4 feet high by 4 feet wide by 6 feet long. Only an umbrella or other shade device, up to 9 feet high, is permitted to exceed these restrictions and no advertising or food/merchandise may be displayed from such shade device.
  - A time restriction is added to prohibit sidewalk vending carts and sidewalk vending stands from being left unattended more than 10 minutes.
  - A restriction as to the maximum size of sign allowable for a vendor to display has been added, limited to two square feet.

It is the collective intent of these proposed changes to better regulate the time, place and manner of sidewalk vending to address health, safety, and welfare concerns. The specific changes proposed by staff aim to better balance the ability of sidewalk vendors to operate with the health, safety and welfare of Brea residents and other visitors to the City.

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

There is no fiscal impact associated with the adoption of the proposed resolution and changes to the Sidewalk Vending Policy.

#### **RESPECTFULLY SUBMITTED:**

William Gallardo, City Manager

Prepared by: Gillian Lobo, Senior Management Analyst

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

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#### **Attachments**

Resolution

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## **RESOLUTION NO. 2021-048**

### **A RESOLUTION OF THE BREA CITY COUNCIL ADOPTING AN AMENDED AND RESTATED SIDEWALK VENDING POLICY**

#### **A. Recitals.**

(i) Senate Bill (SB) 946 was signed into law on September 17, 2018, and became effective January 1, 2019.

(ii) SB 946 limits the authority of cities and counties to regulate sidewalk vendors, except in accordance with Government Code Sections 51038 and 51039.

(iii) Based on express, written findings set forth therein, the City Council has adopted the Sidewalk Vending Ordinance (codified in Brea City Code, Chapter 5.244) to regulate and provide for the safe and lawful operations of sidewalk vendors, consistent with SB 946.

(iv) The Sidewalk Vending Ordinance requires all persons engaged in sidewalk vending to possess a sidewalk vending permit and comply with a Sidewalk Vending Policy adopted by City Council resolution.

(v) On September 17, 2019, the City Council passed Resolution No. 2019-055 adopting a Sidewalk Vending Policy. Based on the City's experiences administering such policy, the City Council has determined that amendment and restatement of the policy is necessary to more fully carry out the intent of SB 946 and to more fully protect the public health, safety, and welfare.

(vi) All legal prerequisites to the adoption of this Resolution have occurred.

#### **B. Resolution.**

**NOW THEREFORE**, the City Council hereby finds and resolves as follows:

**Reso. No. 2021-048**  
July 20, 2021

**Section 1.** The City Council finds the facts set forth in the Recitals, Part A of this Resolution, are true and correct.

**Section 2.** The City Council hereby approves and adopts the “Sidewalk Vending Policy” attached hereto as Exhibit A, and incorporated by reference herein.

**Section 3.** If any section, subsection, sentence, clause, or phrase of this Resolution or the attached Sidewalk Vending Policy is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution or Sidewalk Vending Policy. The City Council hereby declares that it would have adopted this Resolution and the attached Sidewalk Vending Policy, and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of this Resolution or the attached Sidewalk Vending Policy would be subsequently declared invalid or unconstitutional.

**Section 4. Penalties for Violation of Policy for Sidewalk Vendors.** Any violation of the Sidewalk Vending Policy set forth in the attached Exhibit A constitutes a violation of the Sidewalk Vending Ordinance and is punishable by administrative citation as provided therein.

**Section 5.** This Resolution shall be effective on August 19, 2021. On such date, the Sidewalk Vending Policy adopted by Resolution No. 2019-055 shall be of no further force or effect.

**Section 6.** The City Clerk shall certify to the adoption of this Resolution.

**Reso. No. 2021-048**  
July 20, 2021

**APPROVED AND ADOPTED** this 20th day of July, 2021.

\_\_\_\_\_  
Steven Vargas, 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 20th day of July, 2021, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

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

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

**Reso. No. 2021-048**  
July 20, 2021

**EXHIBIT A**  
**SIDEWALK VENDING POLICY**  
**[Current as of July 20, 2021]**

**Section 1. Applicability.** This Sidewalk Vending Policy applies to sidewalk vending conducted on City sidewalks. This Policy does not apply to sidewalk vending conducted on private property. Any such operations require compliance with the Zoning Code including obtaining any permits or other authorizations required to conduct commercial sales activities in a particular zone. It is unlawful for sidewalk vending to be conducted on private property without written approval of the property owner or lessee, and possession of all applicable Zoning Code permits or other authorizations.

**Section 2. Definitions.** The definitions set forth in Brea City Code Section 1.00.050 and Chapter 5.244 shall apply to this Policy. Additionally, whenever used in this Policy, the following words and phrases shall have the meanings set forth below:

**“Certified farmers’ market”** means a location operated in accordance with Chapter 10.5 of Division 17 of the Food and Agricultural Code and any regulations adopted pursuant to that chapter.

**“Director”** means the Director of Administrative Services of the City of Brea or such person’s designee.

**“Policy”** means this Sidewalk Vending Policy.

**“Roaming sidewalk vendor”** means a sidewalk vendor who moves from place to place on a sidewalk and stops only to complete a transaction.

**“Shade device”** means an umbrella or other device used to provide shade at a sidewalk vending stand. “Shade device” does not include food or merchandise being sold at a sidewalk vending stand.

**“Sidewalk”** means that portion of a public highway, other than the roadway, set apart by curbs, barriers, markings or other delineation for pedestrian travel. “Sidewalk” also means any publicly owned pathway designed and designated for pedestrian travel.

**“Sidewalk Vending Cart”** means any mobile, wheeled facility, contrivance, cart, pushcart, or other wheeled apparatus used by a roaming sidewalk vendor to vend from place to place.

**“Sidewalk Vending Ordinance”** means Brea City Code Chapter 5.244.

**“Sidewalk vending permit” or “permit”** means a sidewalk vending permit issued to an individual for his or her use, or to an individual, company, partnership, corporation, or other entity as principal for two or more sidewalk vendors.

**“Sidewalk Vending Stand”** means any facility, contrivance, stand, or apparatus used by a stationary sidewalk vendor to vend from a fixed location.

**“Stationary sidewalk vendor”** means a sidewalk vendor who vends from a fixed location on a sidewalk.

**“Swap meet”** means a location operated in accordance with Business and Professions Code Section 21660 et seq. and any regulations adopted pursuant thereto.

**“Temporary special permit”** means a permit issued by the City for the temporary use of, or encroachment on, the sidewalk or any other public area. “Temporary special permit” includes an encroachment permit, special event permit, or temporary event or use permit for purposes such as filming, parades, or outdoor concerts.

### **Section 3. Permit Application.**

- A. To apply for a sidewalk vending permit, a person must file an application with the Director, accompanied by a nonrefundable processing fee in an amount established by City Council resolution. A sidewalk vending permit is not required for any stand, display, cart or other non-motorized conveyance used for vending, for which an encroachment permit or similar license has been issued by the City. The application shall be in a form prescribed by the Director and shall contain, at a minimum, the following:
1. The legal name and current address and telephone number of the applicant;
  2. If the applicant is an agent of an individual, company, partnership, corporation, or other entity, the name and business address of the principal, and how many individual vendors will operate under the principal’s permit;
  3. A description of the food or merchandise offered for sale;
  4. Whether the applicant intends to operate as a stationary sidewalk vendor or as a roaming sidewalk vendor. Applications for a sidewalk vending stand must identify the proposed location of the intended operation.
  5. A copy of a valid business license issued pursuant to Section 5.24.100.B of the Brea City Code;
  6. A California seller’s permit pursuant to Section 6067 of the Revenue and Taxation Code, if required by law;
  7. Certification by the applicant that the information contained in the application is true to his or her knowledge and belief;
  8. If a vendor of food or food products, proof of completion of a food handler course and proof of all required approvals from the County of Orange, Department of Public Health;



9. The applicant's agreement to indemnify, defend, and hold the City and its elected officials, officers, employees, agents, and volunteers harmless with respect to any and all claims and liabilities arising out of issuance of the sidewalk vending permit and/or injuries or damages of any kind caused by or resulting from acts or activities of any vendor operating pursuant to such permit;
  10. If the application is for three or more sidewalk vendors to operate under a principal's permit, the applicant must provide satisfactory evidence of having procured commercial general liability insurance for the term of the permit, with limits not less than \$1,000,000 per occurrence, and in such form as required by the Director, covering the activities of such individuals while engaged in vending activities pursuant to such permit; and
  11. Any other information reasonably required regarding the time, place, and manner of the proposed sidewalk vending.
- B. It is applicant's responsibility to seek clarification about landscaped areas at a proposed location for a sidewalk vending stand. Areas may be deemed to be "landscaped" regardless of whether or not there are existing trees, plants, or other similar foliage on site.

#### **Section 4. Criteria for Approval or Denial of Permit.**

- A. Applications for a sidewalk vending stand shall be subject to preliminary review by the Administrative Services Department and may be forwarded to other City departments for their review prior to final review and approval.
- B. The Director shall issue a sidewalk vending permit unless there are grounds for denial. A sidewalk vending permit shall be denied if the Director determines one or more of the following:
1. The application is for a sidewalk vending stand and has not received approval by a City department due to noncompliance with this Policy.
  2. Information contained in the application, or supplemental information requested from the applicant, is false in any material detail.
  3. The applicant has failed to provide a complete application, after having been notified of the requirement to produce additional information or documents.
  4. The applicant has failed to pay any previous administrative fines, complete any community service, and/or complete any other alternative disposition associated with a previous violation of the Sidewalk Vending Ordinance or this Policy.
- C. If the permit is denied, written notice of such denial and the reasons therefor shall be provided to the applicant.

**Section 5. Permit Expiration and Renewal.** A sidewalk vending permit shall be valid from the date of issue until December 31st of each calendar year. A person may apply for

**RESO NO. 2021-XXX**

July 20, 2021

a permit renewal on a form provided by the City prior to the expiration of his or her active sidewalk vending permit. Renewal applications shall be processed in the same manner as an initial application and shall be subject to a nonrefundable processing fee.

**Section 6. Permit Revocation.** The Director may revoke a sidewalk vending permit for a fourth violation or subsequent violation of the Sidewalk Vending Ordinance or this Policy within one year of the first violation. A sidewalk vendor whose permit is revoked may apply for a new sidewalk vending permit on the first City business day of the following calendar year. Any and all acts of a sidewalk vendor, including violations of this Policy, shall be deemed to be the acts of the holder of the permit under which the sidewalk vendor is vending.

**Section 7. Appeals.** Any person aggrieved by the decision of the Director to issue, deny issuance, or revoke a sidewalk vending permit may appeal the decision to the City Manager. The appeal shall be filed with the City Clerk within 15 days following the date of the Director's decision. The City Manager, or a designee, shall issue a written decision on the appeal and such decision shall be final.

**Section 8. Permits Nontransferable.** No permit granted pursuant to this Policy shall be transferable.

**Section 9. Operating Requirements.** Sidewalk vendors shall comply with the following:

A. Sidewalk vending shall not be conducted in the following locations:

1. Within 100 feet of any street intersection or as required by paragraph (C) below, whichever distance is greater.
2. Within 50 feet of any alley measured from the intersection of the outer edge of the alley with the sidewalk.
3. Within 10 feet of any fire hydrant, fire call box, or other emergency facility.
4. Within 10 feet of any public or private driveway or driveway apron measured from the intersection of the outer edge of the driveway with the sidewalk.
5. Within 25 feet of trash or recycling receptacles, bike racks, benches, bus stops or similar public use facility.
6. Within 25 feet of any public art object.
7. Within 50 feet of any sidewalk vending stand.
8. Within 50 feet of any business signage.
9. Within 200 feet of any government building, public safety facility including police stations and fire stations, or any school.

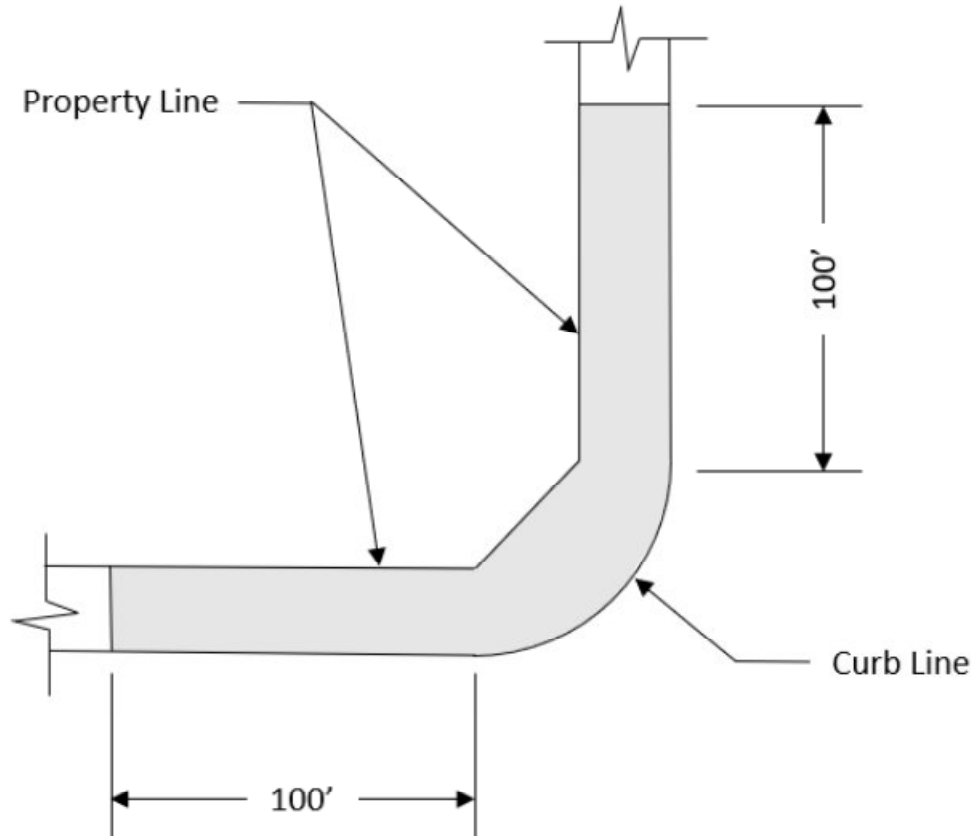
10. Within 500 feet of a permitted certified farmers' market, a swap meet, or an area designated for a temporary special permit or City-sponsored event. This prohibition shall be limited to the operating hours of the farmers' market or swap meet, or the limited duration of the temporary special permit or event.
  11. Upon or within any roadway, median strip, or dividing section.
  12. In any City parking lot or City parking structure.
  13. Within or upon any landscaped area.
  14. On any private property without the express written consent of the owner or lessee of the property, and all applicable zoning approvals or permits.
- B. Sidewalk vending shall not be conducted in a manner that blocks or obstructs the free movement of pedestrians or vehicles. In accordance with California Building Code Chapter 11B, Section 403.5.1, or any successor provision thereto, the "clear width" for sidewalks and walks shall be 48 inches minimum. When, because of right-of-way restrictions, natural barriers or other existing conditions, the City determines that compliance with the 48-inch clear sidewalk width would create an unreasonable hardship, the clear width may be reduced to 36 inches. Sidewalk vendors must at all times provide a clearance of not less than forty-eight inches (or such greater clearance as may be required by applicable state or federal accessibility standards) on all sidewalks so as to enable persons to freely pass while walking, running, or using mobility assistance devices.
- C. Sidewalk vending shall not be conducted in a manner that results in visual obstructions at an intersection of streets within the restricted area depicted in Attachment 1.
- D. Sidewalk vending is permitted between the hours of 8:00 a.m. and 10:00 p.m., daily, except as follows:
1. In areas zoned exclusively as 'residential', sidewalk vending is permitted between the hours of 8:00 a.m. and sunset.
  2. In nonresidential areas, sidewalk vending is permitted consistent with the hours of operation of other businesses or uses on the same street.
  3. In any City park, sidewalk vending is permitted only during the open hours of the park.
- E. Stationary sidewalk vendors shall not vend in areas that are zoned residential.
- F. Stationary sidewalk vendors shall not vend within any park where the City has awarded an exclusive concession agreement for the sale of food or merchandise.

- G. A sidewalk vendor shall conspicuously display his or her sidewalk vending permit, or a full, true and correct copy of the principal's permit, if applicable, at all times while engaged in sidewalk vending. Such permit shall be displayed on the sidewalk vending cart or sidewalk vending stand utilized by the sidewalk vendor. It is a violation of this Policy for any sidewalk vendor to display: (i) a sidewalk vending permit not issued to that sidewalk vendor; or (ii) a principal's sidewalk vending permit unless the sidewalk vendor has been authorized in writing to vend under authority of that principal's permit.
- H. Sidewalk vendors of food or food products shall possess and display in plain view on the sidewalk vending cart or sidewalk vending stand a valid permit from the County of Orange, Department of Public Health, or equivalent City permit. No sidewalk vendor shall utilize or maintain any open flame in connection with sidewalk vending.
- I. Sidewalk vendors shall provide a trash receptacle for customers and ensure proper disposal of customer trash. Prior to leaving any vending location, the sidewalk vendor shall pick up, remove, and dispose of all trash generated by, or reasonably attributable to, the vending operations, within a 15 foot radius of the vending location.
- J. Sidewalk vendors shall comply with all applicable laws including: state food preparation, handling, and labeling requirements; fire codes and regulations; noise standards; and the Americans with Disabilities Act of 1990 and other disability access standards (both state and federal).
- K. Except as provided in paragraph (L) below, a sidewalk vending stand (including any and all attachments, accessories, trash receptacles, signs, displays, and/or other appurtenances) at its greatest dimensions shall occupy a space that shall not exceed the following: (i) a total height of four feet measured from the ground; (ii) a total width of four feet (i.e., measured perpendicular to the sidewalk direction); and (iii) a total length of six feet (i.e., measured parallel to the sidewalk direction).
- L. If a sidewalk vending stand is equipped with a shade device, then such shade device shall: (i) be supported by a single pole; (ii) provide a minimum of seven feet of underneath clearance to allow for pedestrian passage; (iii) have a maximum width or diameter of nine feet measured parallel to the ground; (iv) have a maximum height of nine feet; and (v) have its support pole located at all times within the 4' by 4' by 6' maximum dimensions specified in paragraph (K) above.
- M. No advertising, merchandise, or text shall be displayed on or hung from a shade device used at a sidewalk vending stand.
- N. No sidewalk vendor shall utilize any freestanding sign while vending.
- O. No sidewalk vending stand shall be motorized or utilize a generator.
- P. No sidewalk vending cart shall be permanently attached to any structure or real property, or left overnight, on public property.

- Q. Sidewalk vending carts and sidewalk vending stands shall not be left unattended for more than 10 minutes. The sidewalk vendor assumes all risk of damage to or theft from an unattended sidewalk vending cart or sidewalk vending stand, and is responsible for all claims arising from an unattended sidewalk vending cart or sidewalk vending stand.
- R. Merchandise offered for sale by a stationary sidewalk vendor shall be stored within or upon, and shall be sold from, such vendor's sidewalk vending stand. No merchandise shall be stored, displayed, or otherwise placed on the sidewalk or on any adjacent property.
- S. All sidewalk vendors operating under a principal's permit for which insurance is required, must carry proof of such insurance while vending.
- T. The maximum size sign that may be displayed by a sidewalk vendor is two square feet.



**ATTACHMENT 1**  
**INTERSECTION RESTRICTED AREA**



**Legend:**

 Restricted Area

City of Brea

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**COUNCIL COMMUNICATION**

**TO:** Honorable Mayor and City Council Members  
**FROM:** Bill Gallardo, City Manager  
**DATE:** 07/20/2021  
**SUBJECT:** Local Emergency Termination

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**RECOMMENDATION**

Adopt Resolution No. 2021-049, terminating the existence of a local emergency.

**BACKGROUND/DISCUSSION**

On March 4, 2020, Governor Gavin Newsom declared a State of Emergency as part of the State of California's (State's) response to the developing COVID-19 crisis to help preserve available medical resources and prevent the catastrophic failure of the hospital system due to an anticipated surge in COVID-19 cases. On March 16, 2020, the City Manager, as the Director of Emergency Services, issued a Proclamation of Local Emergency in response to guidance from the State about controlling the spread of the coronavirus. City Council ratified the Proclamation on March 19, 2020. City Council's action authorized the City's Director of Emergency Services (City Manager) to take certain actions to protect the health and safety of the community and stated that the local emergency would remain in effect until terminated by City Council proclamation.

In early April 2021, Governor Newsom announced the State's intention to move beyond its Blueprint for a Safer Economy and fully reopen the California economy on June 15, 2021, provided that California has a sufficient vaccine supply for all Californians aged 16 years and older who desire immunization, and the State's hospitalization rate remains stable and low. As of June 15, 2021, the State has met those conditions and all sectors, except mega events (defined as having 5,000 indoor or 10,000 outdoor attendees) have permission to return to normal business operations with no capacity limits nor social distancing required.

California law states that a legislative body should terminate all states of emergency at the "earliest possible date" (California Government Code Section 8629). Therefore, staff has prepared the attached resolution, which would terminate the March 19, 2020 local emergency effective July 20, 2021. Repeal of the current local order would still leave the City in compliance with Governor's State of Emergency and would not impact staff nor our partner agencies' continued coordination in the pandemic and vaccination response.

**RESPECTFULLY SUBMITTED:**

William Gallardo, City Manager  
Prepared by: Melissa Davis, Management Analyst  
Concurrence: Adam Loeser, Fire Chief

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**Attachments**

Resolution

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## **RESOLUTION NO. 2021-049**

### **A RESOLUTION OF THE BREA CITY COUNCIL TERMINATING THE LOCAL EMERGENCY PROCLAIMED AS A RESULT OF THE COVID-19 PANDEMIC**

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

(i) Brea City Code Chapter 8.00 empowers the City Manager / Director of Emergency Services to proclaim the existence of a local emergency when the City Council is not in session, subject to ratification by the City Council within seven days.

(ii) In December 2019, an outbreak of respiratory illness due to a novel coronavirus (a disease now known as COVID-19) was first identified in Wuhan City, Hubei Province, China, and then spread to countries across the world including the United States.

(iii) On March 4, 2020, Gavin Newsom, Governor of the State of California, proclaimed a state of emergency to exist in California due to the spread of COVID-19.

(iv) The City Manager / Director of Emergency Services did proclaim the existence of a local emergency within the City of Brea due to COVID-19 on March 16, 2020.

(v) The City Council ratified the proclamation of a COVID-19 local emergency by adoption of Resolution No. 2020-019 on March 19, 2020

(vi) All legal prerequisites to the adoption of this Resolution have occurred.

#### **B. RESOLUTION:**

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

1. The facts as set forth in the Recitals are true and correct.
2. The COVID-19 local emergency, as declared by proclamation of the City Manager / Director of Emergency Services and ratified by the City Council, is hereby terminated.
3. The City Clerk shall certify to the passage and adoption of this Resolution.

**Reso. No. 2021-049**  
July 20, 2021

**APPROVED AND ADOPTED** this 20<sup>th</sup> day of July, 2021.

\_\_\_\_\_  
Steven Vargas, 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 meeting of the City Council of the City of Brea held on the 20<sup>th</sup> day of July, 2021, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

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

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

**Reso. No. 2021-049**  
July 20, 2021



City of Brea

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**COUNCIL COMMUNICATION**

**TO:** Honorable Mayor and City Council Members  
**FROM:** Bill Gallardo, City Manager  
**DATE:** 07/20/2021  
**SUBJECT:** Purchase of Panasonic CF-33 Toughbook Tablets for Police Department

---

**RECOMMENDATION**

Approve the purchase of ten Panasonic CF-33 ToughBook tablets from CDCE, Inc. for \$45,217.50.

**BACKGROUND/DISCUSSION**

The Police Department issues and uses Panasonic CF-33 (ToughBook) tablets for field operations. In preparation for the FY 2021-22 budget, the Police Department submitted a Decision Package to purchase ten new ToughBooks. The Decision Package was approved as part of budget adoption.

The Police Department purchased its current ToughBooks from CDCE in Yorba Linda. CDCE provided a quote for the purchase of the ten new tablets (attached). Including tax and freight, each tablet will cost \$4,521.75; ten tablets will cost \$45,217.50.

CDCE's quote conforms to a NAPSO Valuepoint California Contract Master Agreement, so this purchase is exempt from normal bidding process and policies. Purchasing Code 3.24 allows the City to make purchases based on other contracts. The NASPO cooperative agreement was competitively bid on a national level, which offers the City better pricing based on higher bid volumes than the City could realize on its own.

**COMMISSION/COMMITTEE RECOMMENDATION**

This Staff Report was reviewed by the Finance Committee on 7/13/2021 and recommended for approval.

**FISCAL IMPACT/SUMMARY**

During budget preparations, the Revenue & Budget Division allocated \$44,306 for this purchase in account 231-21-2141-4639.

**RESPECTFULLY SUBMITTED:**

William Gallardo, City Manager  
Prepared by:  
Concurrence:

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**Attachments**

Decision Package  
Quote from CDCE

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## ***FY 2021-22 DECISION PACKAGE***

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**Department:** Police Services  
**Division:** Uniform/Patrol  
**Request:** Purchase of Ten Toughbook Tablets

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The Police Department issues Panasonic Toughbook tablets to each Officer, Detective, Detective Supervisor, and Police Services Officer. The tablets replaced permanently installed Mobile Data Computers (MDCs) inside patrol cars and have replaced personal computers in report writing areas. The Police Department purchased and issued these tablets in FY 2019-20. Tablets allow access to City networks like any other City-owned PC, but also gives access to Police Department systems. The tablets are able to be removed from the police cars, allowing them to be used in field situations. Police officers can also use the tablets in place of digital cameras.

At the time of the original purchase, in order to save money, the department chose to have the patrol supervisors share three tablets that were assigned to the three supervisor cars. The department also chose to purchase only two spare tablets. Because of overlapping shifts, there have been a number of occasions where supervisors have had to drive a regular patrol car (rather than a supervisor car) and because they were not issued a tablet, had to operate without a computer. In the current technological age, not having access to a computer hampers the supervisor's effectiveness. Being used in field settings, the tablets occasionally encounter issues that require repair. When this occurs overnight or on a weekend, the affected officer is issued a spare tablet. Having only two spare tablets, the spares are almost perpetually being used by an officer with a computer that is out for repair.

The department proposes purchasing ten (10) additional tablets at a cost of \$4,430.63 per tablet (including taxes and four-year warranty). The ten tablets will be dispersed as follows:

- There are currently eight patrol supervisors – three lieutenants and five sergeants. Five of the tablets will be used (in combination with the three pre-existing supervisor tablets) to issue a tablet to each supervisor – rather than having them assigned to the supervisor cars;
- One tablet will be issued to the Professional Standards Lieutenant;
- One tablet will be issued to the Detective Lieutenant (a position is anticipated to be created and staffed early in FY 2021-22);
- One tablet will be issued and shared between the two Jailers. Jailers work at night, transporting prisoners and doing parking enforcement and use vehicles that have computer docks, but no computers; and
- Two tablets will be added to the supply of spare tablets.

The department received a bid from CDCE Inc. who is the same vendor that provided the original supply of tablets. The proposed additional tablets will be configured and outfitted identically to the tablets purchased in FY 2019-20. The department also consulted with the Information Technology Division on this purchase and they advised that they would be able to maintain these computers without any additional staff or funding needs.

This request is recommended to be funded by the Narcotics Enforcement Asset Seizure Fund (231) which is restricted for use for police services. There is no General Fund impact.

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## ***FY 2021-22 DECISION PACKAGE***

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### **Fiscal Impact**

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	<u>Fund/Dept/Program No</u>	<u>FY 2021-22</u>	<u>Ongoing</u>
Salary/Benefits		\$ 0	\$ 0
Services/Supplies		0	0
Capital Outlay	231 21 2141 4639	<u>44,306</u>	<u>0</u>
Subtotal		\$ 44,306	\$ 0
Offset		<u>0</u>	<u>0</u>
Total		\$ 44,306	\$ 0

CDCE Inc.  
22641 Old Canal Road  
Yorba Linda, CA 92887



# Sales Quote

**Telephone:** 714-282-8881

<b>Sales Quote No.</b>	117378
<b>Customer No.</b>	CIBREA

Bill To	Ship To
City of Brea Attn: AP Vendor# 19356 1 Civic Center Circle Brea, CA 92821-5732	City of Brea - Level P2 Receiving PO# 1 Civic Center Circle Brea, CA 92821-5732
<b>Contact:</b> Cliff Flaughter <b>Telephone:</b> 714-671-4490 <b>Email:</b> accountspayable@ci.brea.ca.us	<b>Contact:</b> Cliff Flaughter <b>Telephone:</b> 714-671-4490 <b>Email:</b> cliff@ci.brea.ca.us

Quote Date		Ship Via	F.O.B.	Customer PO Number	
06/30/21		Drop Ship	Destination		
Entered By		Salesperson		Order By	Payment Method
Tim Hunt		THUNT		Cliff Flaughter	Net 30
Line Item	Order Qty	Part #	Description	Unit Price	Extended Price
1	10	33-LE-08VM	Public Sector Specific - Elite 1, Win10 Pro, Intel Core i5-7300U 2.60GHz, vPro, 12.0" QHD Gloved Multi Touch+Digitizer, 16GB, 512GB SSD, Intel WiFi a/b/g/n/ac, TPM 2.0, Bluetooth, Dual Pass (Upper:WWAN/Lower:WWAN-GPS), 4G LTE Multi Carrier (EM7455), Infrared Webcam, 8MP Cam, Contactless SmartCard, 2D Bar Laser (N6603), Toughbook Preferred, 3 Year ProService Premier Deployment Service, TabletPC ProPlus Warranty, 512 SSD no return service, and Custom BIOS	3,295.00	32,950.00
2	10	FEE-100001	Recycle Fee for Monitors 4"-15"	4.00	40.00
3	10	NA-210048	Premium Keyboard for CF-33, Emissive Red Backlit (4 levels). Handle/kickstand - display can be opened to any angle. Compatible with Tablet, 33 Laptop Vehicle Dock, and 33 Desktop Dock. Ethernet, SDXC (full-size), HDMI, VGA, USB 2.0, USB 3.0 (2), Serial (USB)	535.00	5,350.00
4	10	WR-104009	PANASONIC : 4th year Public Safety Service Bundle Add on (Year 4 only). Must be purchased in conjunction with PS bundle base unit. Includes Premier, Protection Plus, Customer Portal, Disk Image Management,.	297.00	2,970.00
5	10	NA-720065	Rotating Hand Strap for CF-33 Not compatible with CF-33 Vehicle Tablet Dock when using CF-33 with both Long Life Battery and Rotating Hand Strap. Includes stylus pen holder and kickstand.	70.00	700.00
This Quote and the items listed conforms to the NASPO Valuepoint California Contract Master Agreement: MNWNC-124, California Participating Addendum 7-15-70-34-023 Expiration Date: 07/31/2021.  Due to worldwide shortages in microprocessors, Estimated Delivery Date: 20 weeks ARO.  Panasonic Warranty Contact:					

<b>Print Date</b>	06/30/21
<b>Print Time</b>	08:41:11 AM

<b>SubTotal</b>	42,010.00
<b>Freight</b>	185.00
<b>7.750% Sales Tax</b>	3,022.50
<b>Order Total</b>	45,217.50



CDCE Inc.  
22641 Old Canal Road  
Yorba Linda, CA 92887



# Sales Quote

**Telephone:** 714-282-8881

<b>Sales Quote No.</b>	117378
<b>Customer No.</b>	CIBREA

Bill To				Ship To				
City of Brea Attn: AP Vendor# 19356 1 Civic Center Circle Brea, CA 92821-5732				City of Brea - Level P2 Receiving PO# 1 Civic Center Circle Brea, CA 92821-5732				
Contact: Cliff Flaughner Telephone: 714-671-4490 Email: accountspayable@ci.brea.ca.us				Contact: Cliff Flaughner Telephone: 714-671-4490 Email: cliff@ci.brea.ca.us				
Quote Date		Ship Via		F.O.B.		Customer PO Number		
06/30/21		Drop Ship		Destination				
Entered By		Salesperson		Order By		Payment Method		
Tim Hunt		THUNT		Cliff Flaughner		Net 30		
Line Item	Order Qty	Part #	Description				Unit Price	Extended Price
		Cliff Flaughner cliff@ci.brea.ca.us 714-671-4490						

<b>Print Date</b>	06/30/21
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<b>Order Total</b>	45,217.50

City of Brea

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**COUNCIL COMMUNICATION**

**TO:** Honorable Mayor and City Council Members  
**FROM:** Bill Gallardo, City Manager  
**DATE:** 07/20/2021  
**SUBJECT:** Annual Vehicle and Equipment Purchase Plan for Fiscal Year 2021-22

---

**RECOMMENDATION**

Authorize Purchasing Agent to issue purchase orders in an amount not-to-exceed \$707,000 for various City vehicles and equipment described in the Annual Vehicle Replacement Plan for Fiscal Year 2021-22.

**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, service life expectancy, maintenance cost history, safety and environmental impacts. The attached equipment list indicates the replacements or additions that were approved by the City Council as part of the FY 2021-22 operating 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, utilize competitively bid national cooperative agreements, or piggyback contracts to obtain the best available pricing.

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 for the following main reasons:

- Ensure the needed equipment is replaced in a timely fashion and without interruption in service
- Meet manufacturer production cutoff dates
- Take advantage of incentives and discounts
- 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 City 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.

**COMMISSION/COMMITTEE RECOMMENDATION**

The Finance Committee reviewed staff's recommendation at their July 13, 2021 meeting and recommended approval.

**FISCAL IMPACT/SUMMARY**

The adopted Fiscal Year 2021-22 Budget has sufficient funding available for the requested not-to-exceed amount for these purchases in the Public Works Equipment Maintenance Division expenditure accounts: Mobile Equipment (480-51-5161-4641), Fire Equipment (542-22-2221), and Field & Shop Equipment (480-51-5161-4621).

**RESPECTFULLY SUBMITTED:**

William Gallardo, City Manager

Prepared by: Rudy Correa, Superintendent - Fleet/Water/Equipment

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

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**Attachments**

Annual Vehicle Equipment Replacement Plan F.Y 2021-22

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**VEHICLE & EQUIPMENT REPLACEMENT SCHEDULE**  
**Fiscal Year 2021-22**

DEPARTMENT	UNIT #	REPLACEMENT	BUDGET	ACCESSORIES
<b>POLICE</b>				
PARKING CONTROL PICKUP	29034	1/2 Ton Pickup	\$ 30,000	\$ 5,000
BMW MOTORCYCLE	1129	BMW MOTOR	\$ 31,000	\$ 1,000
DETECTIVE	1519	SUV/Sedan	\$ 33,000	\$ 4,000
DETECTIVE	1602	SUV/Sedan	\$ 33,000	\$ 4,000
CROWN VIC SEDAN – PATROL K9	1221	Ford SUV / K9	\$ 43,000	\$ 12,000
COMMAND TAHOE	1510	Ford SUV	\$ 43,000	\$ 12,000
UV INTERCEPTOR -PATROL	1608	Ford SUV	\$ 43,000	\$ 12,000
UV INTERCEPTOR -PATROL	1609	Ford SUV	\$ 43,000	\$ 12,000
UV INTERCEPTOR -PATROL	1630	Ford SUV	\$ 43,000	\$ 12,000
<b>PUBLIC WORKS</b>				
3/4 TON PICKUP- EQUIPMENT	24002	1 TON UTILITY	\$ 50,000	\$ 10,000
<b>480-5161-4641</b>		<b>Total</b>	<b>\$ 392,000</b>	<b>\$ 84,000</b>
<b>PUBLIC WORKS</b>				
AERATOR - PARKS	28031	SAME	\$ 30,000	0
BALLFIELD MACHINE -SPORTS PARK	28012	SAME	\$ 26,000	0
<b>480-5161-4621</b>			<b>\$ 56,000</b>	<b>0</b>
<b>FIRE DEPARTMENT</b>				
COMMAND VEHICLE	N/A	NEW	\$ 175,000	0
<b>542-22-2221</b>			<b>\$ 175,000</b>	<b>0</b>
<b>Grand Total</b>				<b>\$ 707,000</b>

City of Brea

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**COUNCIL COMMUNICATION**

**TO:** Honorable Mayor and City Council Members  
**FROM:** Bill Gallardo, City Manager  
**DATE:** 07/20/2021  
**SUBJECT:** Award of Contract for Electoral Districting Services

---

**RECOMMENDATION**

Approve the Professional Services Agreement with National Demographics Corporation for Electoral Districting Services in the amount not-to-exceed \$48,500 plus up to a 10% contingency; and Authorize the City Manager to execute the Agreement and issue any amendments for required changes within the above not-to-exceed total.

**BACKGROUND/DISCUSSION**

The City of Brea currently uses an at-large election system, in which all voters in the City have the opportunity to vote for candidates for all five (5) seats on the City Council. City Council candidates may reside anywhere in the City, and they each provide citywide representation. Brea's General Municipal Elections are consolidated with the Orange County Registrar of Voters Statewide Elections and are held on the first Tuesday of November of even number years. A district-based election system is one in which a city is geographically divided into separate districts, each with one (1) council member who resides in the district and is chosen by the electors residing in that particular district.

On May 6, 2019, the City of Brea received a notice letter from Shenkman & Hughes, P.C. ("S&H") alleging that the City's at-large election system violates the California Voting Rights Act ("CVRA"). The City and S&H subsequently executed an Extension Agreement in which S&H agreed to refrain from filing a CVRA action as long as the City took specified steps to transition to district-based elections. In accordance with the Extension Agreement, on June 20, 2019, the City Council adopted Resolution No. 2019-049, declaring its intent to transition from at-large elections to district-based elections for City Council.

Pursuant to Resolution No. 2019-049, the City Council intends to consider adoption of an ordinance to transition to district-based elections in accordance with applicable laws including Government Code Section 34886 and Elections Code Section 10010. The resolution directed staff to work with the City Clerk, City Attorney, a demographer and other appropriate consultants as needed, to provide a detailed analysis of the City's current demographics and any other information or data necessary to prepare a draft map that divides the City into voting districts in a manner consistent with the intent and purpose of the CVRA and the Federal Voting Rights Act ("FVRA") within 90 days of receipt of the 2020 Census results.

On April 6, 2021, the City of Brea issued a Request for Proposals ("RFP") to qualified firms for Electoral Districting Services. The RFP solicited proposals from qualified firms to provide a



comprehensive review of all relative data; propose recommendations that will meet all applicable legal requirements pertaining to electoral districts; coordinate with staff in conducting public outreach and education; and prepare preliminary and final districting plans to ensure full-legal compliance. The RFP was posted on the City's purchasing webpage, and notifications were issued nationwide through Public Purchase. On April 27, 2021, the City received one (1) proposal from National Demographics Corporation ("NDC") in response to the RFP.

The responsive proposal met general criteria outlined in the RFP to provide the City with Electoral Districting Services in relation to the preparation of draft, recommended and final districting plans for establishing electoral districts; as well as the coordination of public outreach and education; analysis of Census data and demographics; and to obtain compliance with the FVRA and CVRA, and all other applicable laws. At this time, staff is recommending the contract be awarded to NDC, a nationally-recognized pioneer in districting services for local governments across California. NDC's proposal includes a comprehensive scope of work to address all legal requirements associated with the transition to district-based elections.

The detailed scope of work is provided in Attachment 1 to this report. In addition to the scope of work, NDC has proposed a project timeline in order to satisfy each step of the transition process by the mandated deadline of April 17, 2022. A brief summary of each stage in an estimated timeline is provided below. Each stage is required in order for the City to fulfill its legal obligations in transitioning to district-based elections.

### **July – August: Project Planning and Initial Outreach**

- Prepare a detailed project timeline of expected districting outreach efforts, formal hearings, draft map dates and final map adoption dates.
- Work with staff to prepare a project outreach plan covering target audiences, contact lists, social media efforts, any potential postcard mailings, utility bill inserts, etc. to engage the public in providing feedback in the City's transition to district-based elections.

### **August – September: Initial Data Analysis and Initial Hearings**

- Prepare a report regarding demographics of the jurisdiction, including maps of "protected class" population considerations and other socio-economic data often referenced in districting.
- Present overview of districting laws and criteria, jurisdiction demographics and opportunities for public input at public hearings.

### **October – December: Draft Mapping Time**

- Continue collection of public feedback and draft map submissions.
- Process all public draft map submissions and summarize all input, including maps, related demographics and summaries provided in web-friendly formats.
- Public hearing to review the draft maps, narrow down the draft maps, and provide direction on any new or revised maps.

### **January – April: Map Adoption**

- Outreach continues to inform the public of the progress of the project, opportunities for future participation, and, ultimately, which map is adopted.
- Final plan revisions are made and adopted by way of ordinance.
- Coordinate map implementation with the County Registrar, informing staff of the progress, any issues, and ultimate completion of that work.

The timeline provided is subject to change based on ongoing fluctuations in the date when official population data will be available as well as possible modifications in state deadlines.

**COMMISSION/COMMITTEE RECOMMENDATION**

The Finance Committee reviewed this item at its meeting on July 13, 2021 and recommended approval.

**FISCAL IMPACT/SUMMARY**

The total cost for the full scope of work as outlined in Attachment 1, which includes all basic project elements, as well as the consultant’s attendance at in-person hearings and public outreach tools, amounts to \$48,500. A total project budget of \$125,000 was approved as part of the FY 2020-21 3rd Quarter budget adjustments in anticipation of transitioning from at-large to district-based elections. Finance Committee is requested to recommend that the Professional Services Agreement with National Demographics Corporation be awarded in the amount not-to-exceed \$48,500 plus up to a 10% contingency, should additional public outreach or services be needed.

**RESPECTFULLY SUBMITTED:**

William Gallardo, City Manager  
Prepared by: Victoria Popescu, Deputy City Clerk  
Concurrence: Lillian Harris-Neal, City Clerk

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**Attachments**

Attachment 1 - NDC Proposal  
Attachment 2 - Professional Services Agreement

---



A Proposal for Brea  
In Response To  
Request for Proposals  
No. 2021.04.01.001  
for Electoral Districting Services

By National Demographics Corporation  
Douglas Johnson, President

April 25, 2021

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**B.iii. Letter of Transmittal**

April 25, 2021

Thank you for the opportunity to provide this proposal to Brea. NDC has more than 40 years of experience districting and redistricting hundreds of cities, school districts and other local jurisdictions across California, similar work for Anaheim, Fullerton, Placentia, Orange, Westminster, Buena Park, Stanton, Los Alamitos, Lake Forest, Dana Point, La Mirada, Corona, Eastvale, Jurupa Valley, Rancho Santiago Community College District, numerous school districts across Orange County (a full client list is available at [www.ndcresearch.com/clients/](http://www.ndcresearch.com/clients/)). We welcome the opportunity to bring the firm's expertise and skills to assist the City.

For each project, there are certain required basic elements, and there are several options that the City can include or leave out at its option. NDC carefully tailors each project to the needs and goals of the individual client partner. NDC also welcomes the opportunity to work with our clients to encourage public participation in this process, as we offer several tools developed specifically for public engagement in districting and redistricting.

This firm and irrevocable offer consists of a brief introduction; specific proposed project elements and options; timeline and cost information; conclusion; and signature section. NDC looks forward to working with you on this effort. Please call or email anytime if you have any questions, concerns, or requests regarding this proposal.

Sincerely,

A handwritten signature in black ink that reads "Douglas Johnson". The signature is fluid and cursive, with the first name and last name clearly distinguishable.

Douglas Johnson  
President





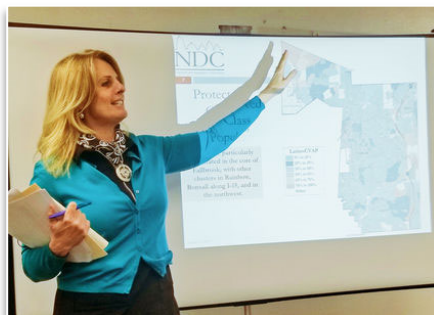
## C.i. Background and C.ii. Experience and C.iii. Qualifications

### Brief History of National Demographics Corporation

NDC has served hundreds of local governments since our founding in 1979. While most of NDC's work is in California and Arizona, the firm has performed projects in all regions of the country, serving clients as varied as the States of Mississippi, Arizona, Florida and Illinois; Clark County (Nevada); the California counties of Merced, San Bernardino, and San Diego; the San Diego Unified School District; the City of Oakland; Yuma County (Arizona); the Arizona cities of Glendale, Mesa, Peoria, Phoenix, and Surprise; and relatively smaller jurisdictions such as the City of Bradbury and Clay Elementary School District.

The company is especially well known for its districting and redistricting work with local governments. NDC has established a reputation as the leading demographic expert on the California Voting Rights Act (CVRA), having performed demographic assessments of potential CVRA liability and/or moves to by-district elections for over 350 jurisdictions. No company has been responsible for addressing the electoral demographic needs of more local governments, as NDC has districted and/or redistricted more than 250 counties, school districts, cities, water districts, and other local jurisdictions.

Nationally recognized as a pioneer in good government districting and redistricting, NDC has unmatched expertise in the issues, questions, and decisions jurisdictions face in any discussion regarding districting, redistricting, the California and Federal Voting Rights Act and related election system choices.



## Company Philosophy

### Professionalism

NDC's personnel are nationally recognized as leaders in the districting field and are responsible for numerous books and articles on the subject. NDC possesses all the hardware and software necessary to meet the districting and redistricting needs of any jurisdiction, and its personnel have unmatched experience in the line-drawing side of this work, as well as in developing the databases used for these purposes. But more important are the firm's interpersonal skills and the team's understanding of the perspective of all parties in this process.

### Partnership

In recognition of the vital role these groups play in informing and assisting their members, NDC is a sponsor of the California League of Cities, the California Special Districts Association, and we are currently finalizing our sponsorship of the California School Boards Association and the California Association of Counties.

For years, NDC has frequently appeared on panels organized by these organizations to share information with their members about the California Voting Rights Act, the Census, and the districting and redistricting rules and process.

NDC also assists the League of Cities and CSBA with negotiations and suggested language for legislation on districting/redistricting and the California Voting Rights Act.

### Local Leadership and NDC's Non-Partisan Approach

NDC is an advisor and technical resource. The firm's role is to assist our clients in implementing our clients' goals and directions within the complicated demographic and legal constraints of the project. NDC shares its experience and expertise, but the final plan is selected by the jurisdiction's elected leaders, not NDC. The firm is sometimes criticized, usually by people from outside of the client jurisdiction, for not acting as an advocate or proselytizer for what these outsiders think is "right" for the client. But NDC team members are expert advisors, not proselytizers. NDC guides our clients through the process to a map that meets all legal requirements and the goals of our client – not the goals of outside critics. NDC welcomes the chance to assist each client through this process following the direction of the jurisdiction's elected leadership, key staff members, and the entire community.



## National Demographics Corporation

A common question in many redistricting projects is whether there is any influence of any improper political bias on the process. NDC's four decades of success working for jurisdictions with all-Democratic leadership, jurisdictions with all-Republican leadership, and every possible combination in between, reflects our steadfast dedication to non-partisan service. At work, each of us puts our personal political feelings aside and focuses on implementing the policy goals and directions of our clients using NDC's non-partisan, professional and expert guidance regarding the requirements and options facing each client. We believe most of our clients would be hard-pressed to guess which NDC team members are registered as independents or with any political party, and we are proud to have satisfied customers and clients whose partisan leanings (even in their non-partisan local government offices) similarly cross the entire partisan spectrum.

### **Openness**

Any change in election systems can have momentous implications for the distribution of political power in a jurisdiction and for access by groups and individuals to the governance process. Not surprisingly, such changes often attract considerable public attention, sometimes generate intense controversy, and may draw charges of manipulation and abuse of power. It is crucial, therefore, that the jurisdiction establish, at the beginning, a process that is not only fair, but that is seen to be fair, to all contending groups and individuals.

### **Public Engagement**

NDC pioneered the "transparent districting" approach that involves the public at every stage of the process and the company invented the "public participation kit" back in 1990. But NDC's most valuable service is the firm's experience transforming often contentious and passionate debates into thoughtful, constructive discussions focused on the options and outcomes rather than individual personalities. NDC also has considerable experience working with translators in public forums and providing materials in English and Spanish.

NDC's approach has been widely praised in the media, and NDC has worked extensively with all types of press including radio, television, newspaper, and new media.

## Project Software

NDC uses Caliper Corporation's Maptitude for Redistricting software for processing public map submissions and drawing NDC's draft maps and Board-directed revisions. Maptitude for Redistricting can open and use the standard "Shapefile" and "File Geodatabase" GIS data formats, and Maptitude for Redistricting can export all files to "Shapefile" and "File Geodatabase" formats.

NDC uses ESRI's ArcGIS Online to present those maps for Board, Staff and Public review in an easy-to-use, interactive format. NDC also uses ArcGIS Pro for some specialized Geographic Information System (GIS) analysis; for opening and reviewing data received from clients or from other jurisdictions; and when needed for final map post-adoption processing for delivery to the jurisdiction and to the County Registrar. Microsoft PowerPoint is also used for many presentations, though NDC is currently experimenting with a possible move to ESRI's "Story Maps" for some presentations.

## NDC Approach to Public Engagement

### The Three E's of Public Participation: Engage, Educate, and Empower

NDC's "Three E's" approach recognizes the complex and daunting nature of districting and redistricting projects, while emphasizing the importance of public participation in such projects.

Given the complexity of the issue, the public cannot be expected to jump in with constructive ideas and input without encouragement. So NDC's approach begins with the first "E": **Engage**. NDC works with our clients to get the word out about why the project matters – and how input from residents can be a decisive element of the project.

Once their interest is engaged, the second "E" is **Educate**. Most media coverage of this topic focuses on congressional gerrymandering, giving the entire field a tainted and hopeless feel. NDC works with our clients to explain how local districting and redistricting is based on neighborhoods and communities – not national politics. We educate the public on the data, requirements and goals of redistricting, and on the many options residents have to formulate and share their own maps or other constructive input.

The third "E" is **Empower**. For those projects where the level of public interest and engagement justify the expense, NDC offers an unmatched array of paper, Excel-based, and online mapping tools that residents can use to draw detailed, population-balanced maps for consideration by the jurisdiction.

When included in a project, NDC has seen considerable public interest in these optional public participation tools. Often five, ten or even twenty or thirty draft maps are proposed by community residents. And NDC developed a highly refined and proven methodology for efficiently guiding our clients through selecting and refining a map, even when starting from 10, 20, 30 or more initial draft maps.

For those jurisdictions where the expense of the optional mapping tools is too high, NDC always welcomes any letters, comments, or hand-drawn maps that residents wish to submit during the districting or redistricting process.

For every project, at no extra expense, NDC includes an online “interactive review map” that allows residents to analyze draft maps zooming in and out, searching for specific addresses, and by changing between street maps, satellite images, and other underlying base maps.

Samples of these tools are shown on the following pages, and additional details on each of them appears later in this proposal.

## Sample Public Participation Mapping Tool

### Public Participation Kit

Each number indicates the total population of that "population unit" area. Each district must have essentially equal population.

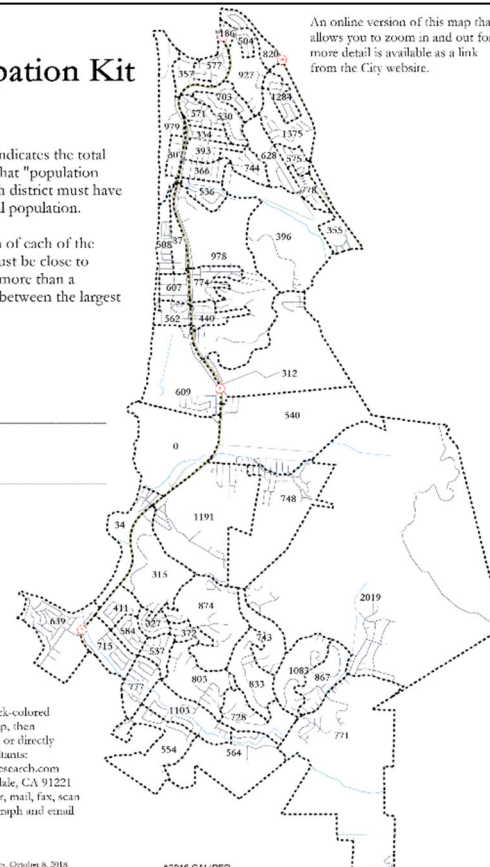
The population of each of the five districts must be close to 7,447, with no more than a 745 difference between the largest and smallest.

Name: \_\_\_\_\_

Phone or email: \_\_\_\_\_

Please use a thick dark-colored pen to draw your map, then submit it at City Hall or directly to our project consultants:  
 Submission@NDCresearch.com  
 P.O. Box 5271, Glendale, CA 91221  
 You can hand-deliver, mail, fax, scan and email, or photograph and email your map.

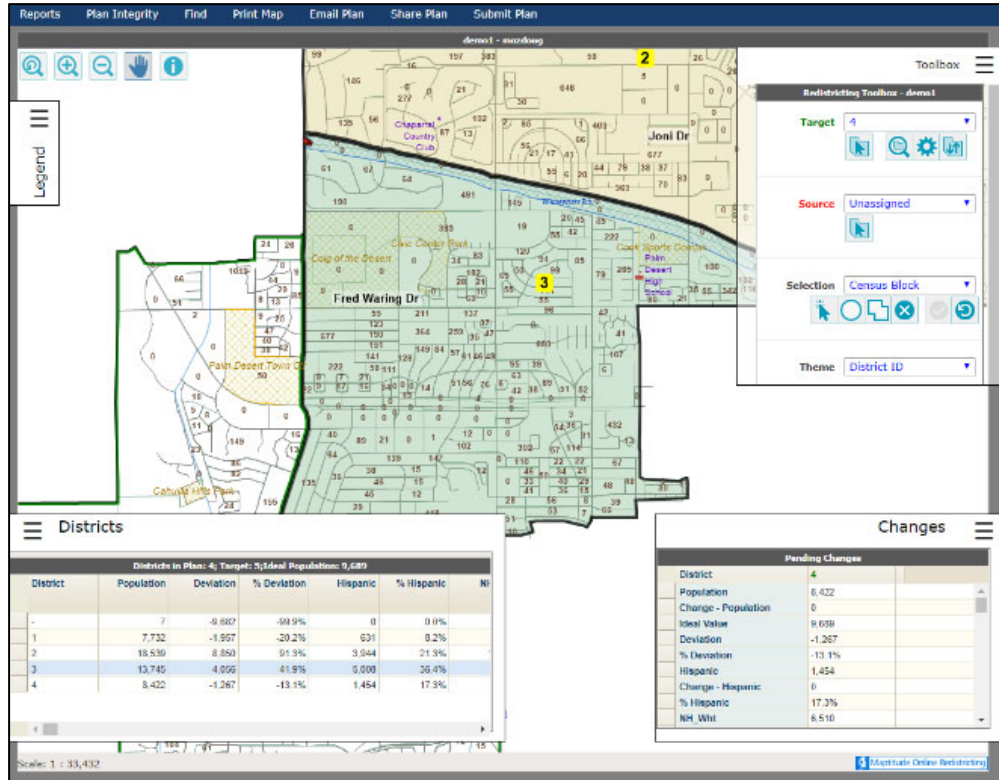
National Demographics, October 8, 2018 #2016 CALIPER



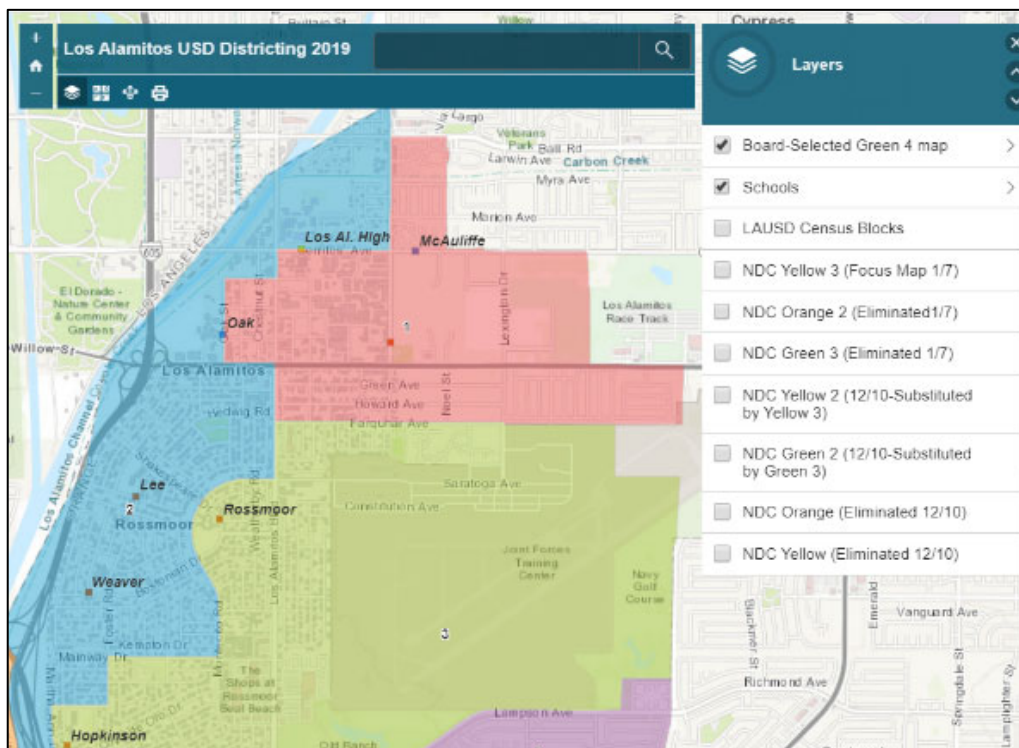
An online version of this map that allows you to zoom in and out for more detail is available as a link from the City website.



## Sample Online Mapping Tool



## Sample NDC “Interactive Review Map” (used to view and evaluate, not to draw, maps)



## The NDC Team

NDC's 40 years of service to local governments is grounded in our academic founding and decades of professional relationships with all forms of local governments. Each NDC team member has been extensively trained in the legal requirements, demographic details, and complicated personal and community interests involved in every districting and redistricting project. And every NDC team member has been briefed on the wide range of unusual and bizarre challenges NDC has encountered over our more than 250 successfully completed local government projects. Whatever question or situation arises, your NDC team can handle it.

NDC President Dr. Douglas Johnson leads all team training and closely monitors the progress of every client project. NDC President Dr. Johnson and Vice President Dr. Levitt are always available to all clients, and typically are personally involved whenever particularly unusual or complex situations arise. And each NDC project has an NDC Consultant or Senior Consultant as a primary point of contact to ensure seamless information flows and continuity. All NDC project leaders are a fully trained Consultants or Senior Consultants with years of experience working with local government elected leadership and top staff members. Each NDC team leader brings their personal expertise in demographics, city governance, school district governance and/or special district management to every project. And each team leader has particular expertise and focus in specific geographic areas. All team members resumes are available on [www.ndcresearch.com/about-us/](http://www.ndcresearch.com/about-us/).

### NDC Current Organization Chart

<b>NDC President</b>	Douglas Johnson, Ph.D.
<b>NDC Vice President</b>	Justin Levitt, Ph.D.
<b>Senior Consultants</b>	Shalice Tilton Robert McEntire, Ed.D. Jeff Tilton, Ed.D.
<b>Consultants</b>	Kristen Parks Daniel Phillips, Ph.D. Shannon Kelly Jeff Simonetti Todd Tatum Ivy Beller Sakansky Douglas Yoakam
<b>Records Manager</b>	Michele Lewis

## Recognition of NDC's Expertise

Both national and local organizations have recognized NDC's unmatched experience and expertise in the Census, districting, and redistricting.

### National Recognition

Nationally, the National Conference of State Legislatures hosted NDC as a panelist at five different forums held for state legislators and legislative staff from across the country. NDC President Douglas Johnson addressed these forums on the following topics:

1. *Citizen Voting Age Data from a line-drawer's viewpoint*
2. *Communities of Interest in Redistricting: A key to drawing 2011 plans (and for their defense)*
3. *The Key to Successful Redistricting*
4. *Communities of Interest In Redistricting: A Practical Guide*
5. *The Arizona Independent Redistricting Commissions' experiences with the first-ever independent redistricting*

In addition:

- The National League of Women Voters hosted NDC President Douglas Johnson at a 2006 conference on "Building a National Redistricting Reform Movement,"
- Texas Tech University hosted Dr. Johnson as a panelist at its "Symposium on Redistricting;"
- The Arizona League of Cities and Towns hosted Dr. Johnson as a panelist on "Redistricting Law and the Voting Rights Act: What It Means for Your City or Town in 2011" and
- The Arizona Bar Association hosted Dr. Johnson as a panelist on "Communities of interest and technology in redistricting."

### California League of Cities Recognition

The California League of Cities hosted NDC as panelists over a dozen times to date:

General Meeting panel: 2006 and 2015

Executive Forum panel: 2018 and 2020

City Clerk Department panel: 2014, 2017, 2018, twice in 2019, and 2020

City Manager Department panel: 2015 and 2019

City Attorney Department panel: 2018

Inland Empire Chapter presentation: 2016

South Bay Chapter presentation: 2020 and 2021

## Recognition by Additional California Organizations

Other California organizations and conferences since 2011 recognizing NDC's expertise in this field include:

2020	California County Counsel Assoc.	2021 Redistricting - What Local Government Attorneys Need to Know
2020	"Voice of San Diego" Politifest	Redistricting--What it means for our community
2020	County Committee Secretaries Annual Summit	The California Voting Rights Act
2020	Rose Institute of State and Local Government	2021 Redistricting: New Rules for California Local Governments
2020	California Special Districts Association	California Voting Rights Act Challenge Factors
2020	Associated Cities of California – Orange County	2021 Redistricting: The Rules have Changed
2020	California Municipal Law Conference	Municipal Redistricting in 2021: New Rules of the Road
2019	California Association of School Business Officials	Transitioning to By-Trustee-Areas Elections
2019	USC City/County Fellowship Program	The Challenges of Municipal Election Districts
2019	California Special Districts Association	District Elections and the California Voting Rights Act
2018	California Special Districts Association	Converting From At-Large to By-District Elections Under the California Voting Rights Act
2018	Riverside County Bar Assoc.	Redistricting and the California Voting Rights Act
2018	California School Board Assoc.	Voter Districts: The Link Between Strong Community Engagement and a Successful Process

2017	California School Board Assoc.	15 Years with the California Voting Rights Act: Lessons Learned and Challenges Ahead
2017	UC's National Public Service Law Conference	Moderator, "Voting Rights 101"
2016	Los Angeles County School Business Officials	CVRA: What CBO's Need to Know
2016	Los Angeles County School Trustees Assoc.	The CVRA: What School Board Members Need to Know
2015	Associated Cities of California – Orange County	The California Voting Rights Act
2015	California School Board Assoc.	The California Voting Rights Act: What Board Members Must Know
2015	Los Angeles County School Boards Assoc.	CVRA & Districting: The Demographer's Perspective
2011	Channel Cities Club	Lunch Keynote: "California's next experiment: independent, public redistricting"

### Advisor to Charter Review Commissions on Redistricting Provisions

NDC advised the following groups on the redistricting and voting rights provisions of their charter revisions and ordinances:

2016	City of El Cajon charter revision and public education outreach
2015/16	Castaic Lake Water Agency and Newhall County Water District merger
2015/16	City of Corona Charter Revision
2011/12	Pasadena Unified advisor to Charter Revision Commission creating a redistricting commission and moving District to by-district elections
2009/10	City of Menifee advisor to by-district-elections ordinance language committee
2006-08	City of Modesto advisor to Charter Revision Commission creating an independent redistricting commission and public education outreach
2003	City of Goleta ordinance writing and public education outreach





## National Demographics Corporation

### Expert Witness and Litigation Consultant

NDC President Douglas Johnson served as an expert witness in the following election and redistricting law cases:

2020	Chestnut v Merrill (Alabama)
2019	City of Redondo Beach vs State of California
2019	Ruiz-Lozito vs West Contra Costa Unified School District
2019	Common Cause v Lewis (North Carolina)
2018	Phillip Randolph Institute v Smith (Ohio)
2018	League et al. v. Johnson (Michigan)
2017	Luna v County of Kern
2018	Covington v State of North Carolina
2016	Garrett v City of Highland
2015	Jamarillo v City of Fullerton
2015	Harris vs Arizona Independent Redistricting Commission
2015	Solis v Santa Clarita Community College District
2015	Jauregui et al vs City of Palmdale
2014	Diego v City of Whittier

NDC Staff also served as litigation consultants for jurisdictions in the following California Voting Rights Act cases:

1. Anaheim
2. Carson
3. Compton
4. Escondido
5. Modesto
6. Poway
7. Santa Clarita
8. Whittier
9. Santa Clarita Community College District
10. Tulare Health Care District

### Trusted Advisor to Local Government and Redistricting Reform Groups

NDC acted as an informal advisor to the California League of Cities and the California School Board Association during the debate over the AB849 “FAIR MAPS Act” in 2019.

NDC acted as an informal advisor to the California League of Cities during the debate over AB1276 (revising the FAIR MAPS Act provisions) in 2020.

NDC provided ideas, advice, maps and research to the 2008 Common Cause-led coalition that drafted and successfully advocated for Proposition 11, which created California’s State-level Independent Redistricting Commission.

NDC President Douglas Johnson at Governor Schwarzenegger's press conference in support of redistricting reform.



(Left to right: Assembly Democratic Legislator John Laird, USC Senior Fellow Dan Schnur, Greenlining Institute representative (name unknown), AARP President Jeannine English, NDC President Douglas Johnson, Governor Arnold Schwarzenegger, League of Women Voters Senior Director Trudy Schafer, State Senate Republican Bill Leonard, League of Women Voters President Jacqueline Jacobberger, and three unidentified men).

## NDC Testimonials

Here is a sampling of what people have to say about NDC:

*“Our decision to work with National Demographics came out of our extraordinary city-wide success in 2015 with their work designing the original districts. I think anyone who participated in that process realized that the technical solutions they created opened access to literally dozens of people creating their own maps and it created a vibrant process.”*

Santa Barbara City Attorney Ariel Calonne

*“Here's a great expert. . . . today you bring him in for what sounds like good information, very smart man up here.”*

United States Fourth District Court Judge James A Wynn, Covington v North Carolina, United States District Court for the Middle District of North Carolina, Case No. 1:15CV399

*"I have worked on Congressional, Legislative, Los Angeles County and Los Angeles City redistricting maps on behalf of the Latino Caucus and grassroots Latino organizations for over 30 years. Douglas Johnson is one of the top redistricting experts in California, and he is who I would pick to draw a map for me anywhere in the state."*

Alan Clayton, retired Executive Director of the Los Angeles County Chicano Employees Association

*"The excel spreadsheet is a fantastic tool. Just plug in the letter by district and on the tab see a running total of population by assigned district. It's cool."*

Modesto resident's comment, June 16, 2008

*"One of the first, and in retrospect one of the best, decisions made by our commission was to hire Douglas Johnson and his colleagues at National Demographics Corporation as our primary consultants. I have never had the opportunity to work with a more highly qualified, hard-working, dedicated, professional and classy individual or group than Mr. Johnson and his associates at NDC."*

Jim Huntwork, Arizona Independent Redistricting Commissioner (Republican)

*"In addition to his technical expertise, Doug had a keen sense of how to help us navigate the complexities of the process. He understands redistricting better than any person I know. He has a unique ability to synthesize that which is very complicated and make it very understandable for the public. He frequently would present various options, without representing any position, clearly delineating differences and challenges of each option in a clear and succinct manner."*

Josh Hall, Arizona Independent Redistricting Commissioner (Democrat)

*"It was a great pleasure to work with Doug Johnson and NDC during the first Independent redistricting effort in Arizona. Doug and his staff were professional, efficient, responsive, and even-handed. They listened very carefully to the instructions given by the commission and performed each mapping task without bias of any kind. I would highly recommend NDC to any jurisdiction, or commission, wishing to have a successful redistricting process."*

Steven W. Lynn, Chair, Arizona Independent Redistricting Commission (Independent)



## National Demographics Corporation

*“Thank you for all of your hard work, assistance, and patience with me during this year of CVRA conversion to by-area trustee elections. Your continual reassurance and support in dealing with all of the details was sincerely appreciated. We all have jobs to do, but when working with all of you I felt that you always went the extra mile to support our District with excellent customer service. The multiple revisions, extra conference calls, and follow up suggestions made a difference to Scott, Linda, and me. I personally enjoyed joking around with each of you while remaining professional in all presentations. It was a pleasure working with all of you. “*

Jennifer Williams, Ed. D., Fullerton Joint Union High School District,  
Executive Director Administrative Services

*“Thank you for taking time out of your busy schedule to participate in the City Official Roundtable I hosted on the 2020 U.S. Census at the Redondo Beach Performing Arts Center. I appreciate that you shared your expertise on the Census to the government officials who were present. It is critical that we work together to ensure that everyone is counted in the upcoming Census.”*

Ted W. Lieu, Member of Congress, California 33<sup>rd</sup> District.

## Impeccable References

All of NDC's former clients – without exception – can be contacted for references. The following is only a sample of references:

Mr. Graham Mitchell. City Manager. City of El Cajon. 200 Civic Center Way. El Cajon. CA 92020. (619) 441-1716. [GMitchell@cityofelcajon.us](mailto:GMitchell@cityofelcajon.us).

Mr. Jason Stilwell. City Manager. City of Santa Maria. 110 E. Cook Street. Santa Maria. CA 93454-5190. (805) 925-0951 ext. 2200. [jstilwell@cityofsantamaria.org](mailto:jstilwell@cityofsantamaria.org).

Mr. Marcus Walton. Communications Director. West Contra Costa Unified. 1108 Bissell Ave., Room 211-215. Richmond, CA 94801. 510-205-3092. [mwalton@wccusd.net](mailto:mwalton@wccusd.net).

Mr. Jonathan Vasquez. Superintendent. Los Nietos School District. 8324 S. Westman Ave., Whittier, CA 90606. (562) 692-0271 Ext. 3212 [jonathan\\_vasquez@lnsd.net](mailto:jonathan_vasquez@lnsd.net).

Ms. Jennifer Fitzgerald, Mayor, City of Fullerton. 303 W. Commonwealth Avenue. Fullerton, CA 92832. (714) 402-3106. [jennifer@curtpringle.com](mailto:jennifer@curtpringle.com).

Mr. James Atencio. Assistant City Attorney. City of Richmond. 450 Civic Center Plaza. Richmond, CA 94804. 510-620-6509. [James\\_Atencio@ci.richmond.ca.us](mailto:James_Atencio@ci.richmond.ca.us).

Ms. Isabel Montenegro. Administrative Assistant. Inglewood Unified. 401 South Inglewood Avenue, Inglewood, CA 90301. 310-419-2799. [imontenegro@inglewood.k12.ca.us](mailto:imontenegro@inglewood.k12.ca.us).

Ms. Pam Abel. Superintendent. Modesto City Schools. 426 Locust Street. Modesto. CA 95351-2631. (209) 574-1616. [able.p@mcs4kids.com](mailto:able.p@mcs4kids.com).

Mr. Darrell Talbert. City Manager. City of Corona. 400 S Vicentia Avenue. Corona. CA 92882-2187. 951.279.3670. [Darrell.Talbert@ci.corona.ca.us](mailto:Darrell.Talbert@ci.corona.ca.us).

Mr. David Silberman. Deputy County Counsel. San Mateo County. 400 County Center. 6th Floor. Redwood City. CA 94063. 650-363-4749 [dsilberman@smcgov.org](mailto:dsilberman@smcgov.org).

Judge Hugh Rose (retired). Chairman. City of Modesto Districting Commission. 508 King Richard Lane. Modesto. CA 95350. Phone (209) 522-0719. Email: [hhrose@hotmail.com](mailto:hhrose@hotmail.com).

Ms. Lucinda Aja. City Clerk, City of Buckeye, Arizona. 100 N Apache Rd, Suite A, Buckeye, AZ 85326. Phone (623) 349-6007. Email: [laja@buckeyeaz.gov](mailto:laja@buckeyeaz.gov).



## Summary Scope of Work

NDC tailors each project to the needs and goals of each jurisdictions. Below is a typical NDC-suggested timeline and description of project elements.

The dates provided below are general guidelines and will vary according to the goals, project choices, and deadlines of each jurisdiction.

**This timeline is subject to change based on ongoing changes in the date when official population data will be available and possible changes in state deadlines.**

April – May	Project Planning and decisions on public mapping tools, whether to use a commission, and other project options. Begin project communications and outreach.
May – September	Any mapping tools prepared with preliminary population data; initial pre-draft-map hearing(s) held.
October – January	Census data received and processed; draft maps prepared, considered, and revised (in hearings and, if desired, less formal public workshops)
January – April	Final plan revisions made and plan adopted and implemented.

## Detailed Project Scope of Work

### April – May, 2021: Project Planning and Initial Outreach

- NDC works with the jurisdiction to prepare a detailed project timeline of expected outreach efforts, public forums, formal hearings, draft map dates, and final map adoption dates.
- NDC works with the jurisdiction staff (or contract specialized outreach staff – see notes below about that option if interested) to prepare a project outreach plan for all steps of the process covering target audiences, contact lists, social media efforts, any potential postcard mailings, utility bill inserts, flyers for distribution at schools, media briefings, and community group contacts.
- Decide what public mapping tool(s) to provide, if any.
- Decide whether to use a commission.

- e. Create the project website: NDC will provide advice and text for the jurisdiction's website, or as an optional project element NDC will build a project website that the jurisdiction can simply link to from the jurisdiction site.
- f. NDC will work with jurisdiction and County Registrar staff to confirm GIS boundaries and to identify and include in our redistricting database any available GIS data that NDC and the jurisdiction identify are likely to be useful as mapping references for NDC, the public, and for the jurisdiction.
- g. Project outreach begins with initial alerts and 'invitations to participate' sent out to the general public, to overlapping jurisdictions, and to community organizations.

**May – September, 2021: Initial Data Analysis and Initial Hearings / Forums**

- h. NDC prepares total population estimates for use in initial hearings and any public mapping tools.
- i. NDC adds socio-economic data from the Census Bureau's American Community Survey to the state demographic data.
- j. NDC prepares a report regarding the demographics of the jurisdiction, including maps of "protected class" population concentrations and other socio-economic data often referenced in redistricting (such as income, education levels, children at home, language spoken at home, renters / homeowners, and single-family / multi-family residences).
- k. NDC report is circulated to the jurisdiction and into the project outreach messaging.
- l. Hearings / Forums: NDC presents an overview of the redistricting laws and criteria, jurisdiction demographics and opportunities for public input.
- m. The project timeline and outreach plan are presented to the public for comments and feedback, along with a request to the public to provide guidance on what residents consider key neighborhoods, communities of interest, and other project-related regions in the jurisdiction.
- n. If the optional public mapping tools and/or Public Participation Kit are included in the project, their use is demonstrated to the public.

- o. If the optional public mapping tools and/or Public Participation Kit are included in the project, NDC provides email and phone support for any residents with questions regarding their use.
- p. If the optional public mapping tools and/or Public Participation Kit are included in the project, at the jurisdiction's option additional public forums on the use of those tools can be provided.
- q. Outreach efforts continue with messaging to the public, with special focus on community groups with an interest in the redistricting.

**October – January, 2021: Draft Mapping Time**

- r. 2020 Census total population counts released and California Statewide Database completes "prison adjustments" of the data. Total population counts in outreach materials and mapping tools are updated with the official Census data.
- s. Outreach efforts continue with messaging reminding the public of the opportunity to provide written or mapped input on how the maps should be drawn and welcoming any maps residents wish to submit.
- t. The public deadline for submitting any initial draft maps will be approximately seven days prior to the official deadline to post all draft maps online (to provide NDC time to process any draft maps received, and for NDC to develop our own two to four initial draft maps).
- u. All outreach channels are used to inform the public about the opportunity to submit draft maps and to encourage participation in the review of the upcoming draft maps.
- v. NDC processes all public draft map submissions, drafts NDC's draft maps, summarizes all of the draft maps. The maps, related demographics, and summaries are provided by NDC in web-friendly formats. These process maps are posted on the project website and on the NDC-provided interactive review map.
- w. At the jurisdiction's option, one or more informal workshops or public forums are held to gather residents' reactions to and preferences among the draft maps.
- x. The jurisdiction holds a hearing to review the draft maps, narrow down the list of initial draft maps, and provide direction on any desired new or revised maps.

- y. Time provided for the public to submit any new maps and for NDC to provide maps based on the direction at the hearing. During this time, additional outreach is conducted to inform interested residents and community groups of the selected 'focus maps' and the remaining opportunities to participate in the process.

**January – April, 2022: Map Adoption**

- z. Any new or revised maps, related demographics, and summaries are posted on the project website.
- aa. At the jurisdiction's option, one or more informal workshops or public forums are held to gather residents' reactions to and preferences among the remaining maps.
- bb. One or more hearings are held to continue the review and refinement of the focus maps and, ultimately, adopt the final map.
- cc. Outreach continues to inform residents and community groups of the progress of the project, opportunities for future participation, and, ultimately, which map is adopted.
- dd. Following map adoption, NDC coordinates map implementation with the County Registrar, informing the jurisdiction staff of the progress, any issues, and ultimate completion of that work.
- ee. NDC works with the jurisdiction staff to ensure preservation of all project data and records, including GIS-format versions of the adopted map.

## Details of Optional Project Elements

### **Advisory or Independent Redistricting Commissions**

NDC anticipates that many California jurisdictions will create advisory or independent commissions to manage the redistricting process. NDC welcomes the use of such commissions, and our pricing does not change for jurisdictions creating commissions. But the creation, training, operation and reporting of such commissions often leads to more meetings (and a resulting increase in the “per meeting” project expenses) than a traditional redistricting process conducted primarily by the jurisdiction’s elected leadership.

### **Outreach Assistance**

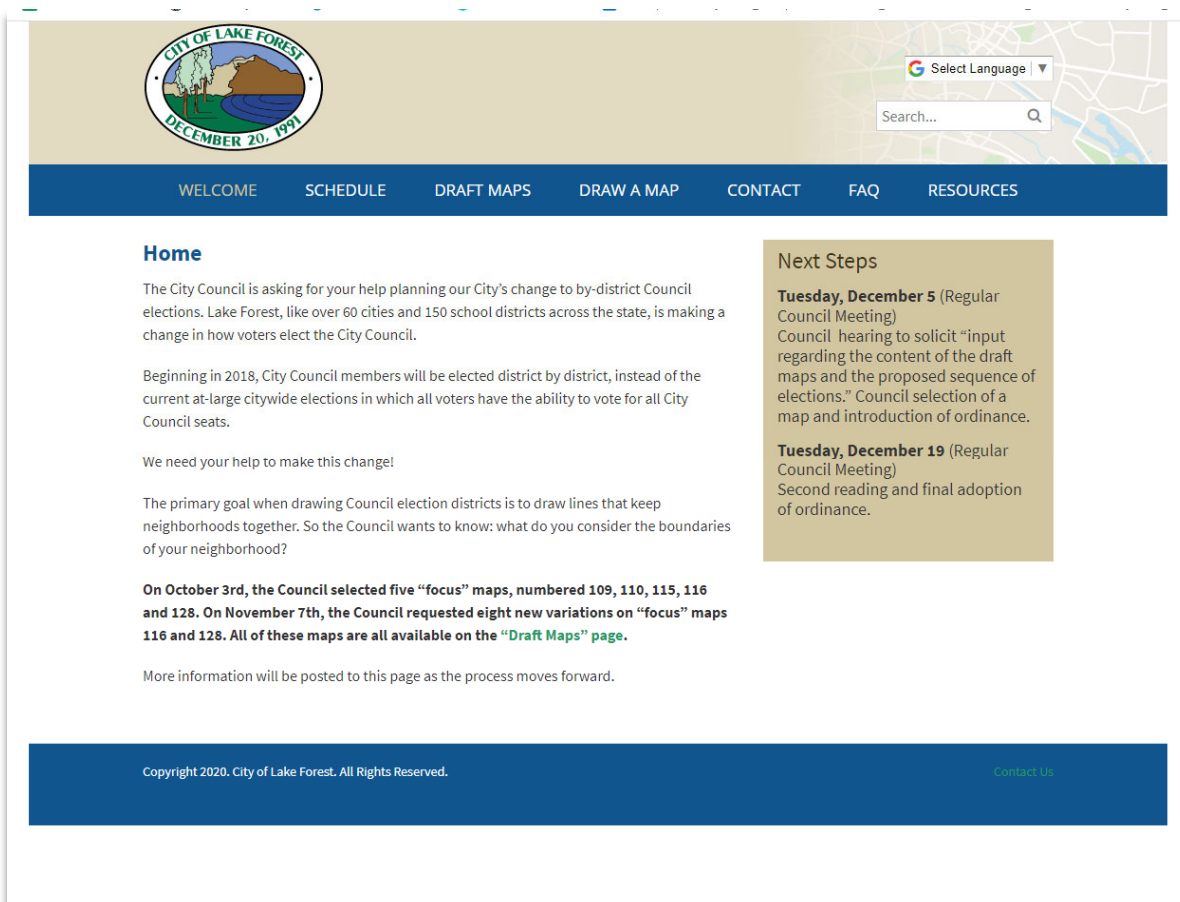
NDC brings topical expertise to your jurisdiction’s outreach efforts, and NDC makes available to all clients our library of sample outreach materials including op-ed articles, postcards, utility bill inserts, flyers, and social media messages. NDC provides all of these materials along with our advice and input on outreach strategy and materials to any interested jurisdiction, but we do not have graphic artists to customize or design such materials in-house.

For larger-scale outreach efforts, especially where jurisdictions wish to send representatives out to regular meetings of existing community organizations, NDC typically works together with a jurisdiction’s in-house communications staff and/or with one or more outreach organizations. We often work with, and highly recommend, Tripepi-Smith, and some information on the services they offer is included at the end of this proposal. And we would be happy to work with any in-house team at the jurisdiction or with any firm or organization the jurisdiction selects. Many projects can be handled by a jurisdiction’s in-house or regular outreach and communications teams (with samples and topic expertise provided by NDC), but a number of jurisdictions seek supplemental outside communications assistance.

### **Project Website**

NDC provides all project materials in website-friendly formats for posting on the jurisdiction’s website. At no cost, NDC will provide project website samples and website language for use on the jurisdiction’s project website. But for jurisdictions that prefer not to take on the challenge of creating and managing a rapidly-changing project website, NDC will create, host, and update project website (visit to see one such site – though note that site was created prior to passage of the new AB849 requirements).



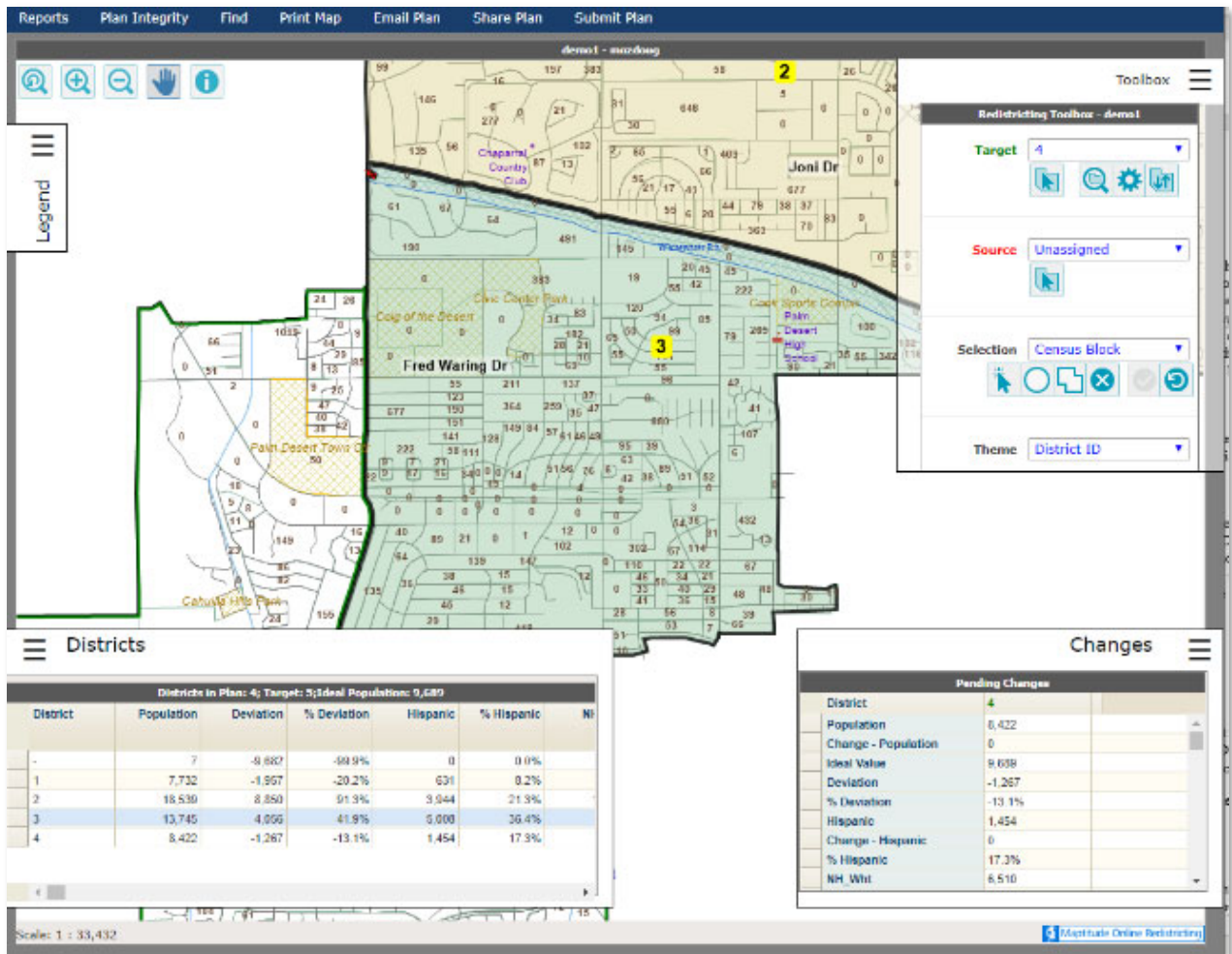


## Background on Online Mapping Tool Options

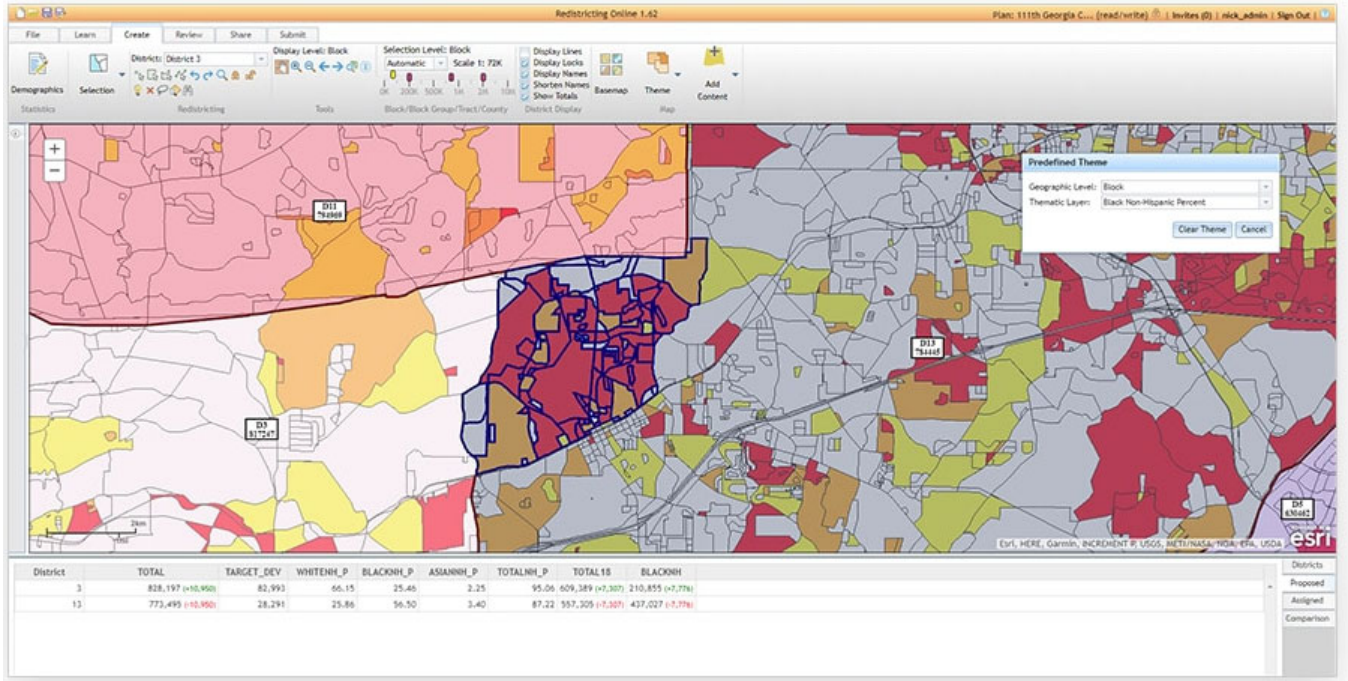
NDC is the unmatched leader in redistricting tools that empower residents to review draft maps and to develop and submit their own map proposals. NDC is the only firm that has used the online mapping solutions from both ESRI and Caliper Corporation in major redistricting projects.

Only NDC has repeatedly trained members of the public, processed public map submissions, and presented the public map proposals to public hearings and commission meetings. NDC's online mapping tool options provide user support, hosting, managing, and processing submitted plans for an online interactive system that allows public to draw and submit proposed maps through a standard web browser.

In the more than 200 California local districting projects between 2012 and 2020, NDC is the only consultant providing clients access to Caliper Corporation's "Maptitude Online Redistricting" tool. Even with the technical challenges arising from such tools' power and flexibility, NDC's training and encouragement frequently results in 10, 20, 30 or more different maps drawn by residents of the school district or city providing that tool to its residents.



The other primary public mapping tool currently on the market is ESRI's online districting tool. While easy to use, the ESRI product costs significantly more. As a result, traditionally only the largest jurisdictions have been able to afford it.



When it is time to start the project, NDC will work with each interested client to determine which, if any, online mapping tool best meets the goals and budget of the jurisdiction.

## Paper- and Excel-based Public Mapping Tools

While online mapping tools are very popular, NDC never forgets those residents who do not have internet access or who simply prefer to not drawing maps online.

At no cost with every online mapping tool, and as a separate option for jurisdictions that for budget or other reasons do not include an online mapping tool, NDC offers our “Public Participation Kit.” Each “Kit” includes two formats.

The first, and most simple, Kit is a one-page map showing streets, city borders, and population counts for NDC-created “Population Unit” geographic areas. Residents draw the map they wish to propose and add up the population counts by hand until they get the right population count in each district. All of the directions needed are right on the single-page form. Examples of these tools, from our work for the City of Lake Forest, are available here: <https://drawlf.org/draw-a-map/>.

The second form of offline mapping tool is for those residents who do not want to deal with an online mapping tool, but who are already comfortable with Microsoft Excel. NDC provides a similar simple one-page map of those same “Population Units,” but this time the map shows the Unit ID number rather than the population count in that Unit. Residents then enter their preferred district assignment for each Population Unit into the pre-formatted Excel spreadsheet (also available on the Lake Forest website), and Excel calculates the total population and demographics of each District. When the resident has the map the way they like it, they simple email in the Excel file.

### Public Participation Kit

Each number indicates the total population of that "population unit" area. Each district must have essentially equal population.

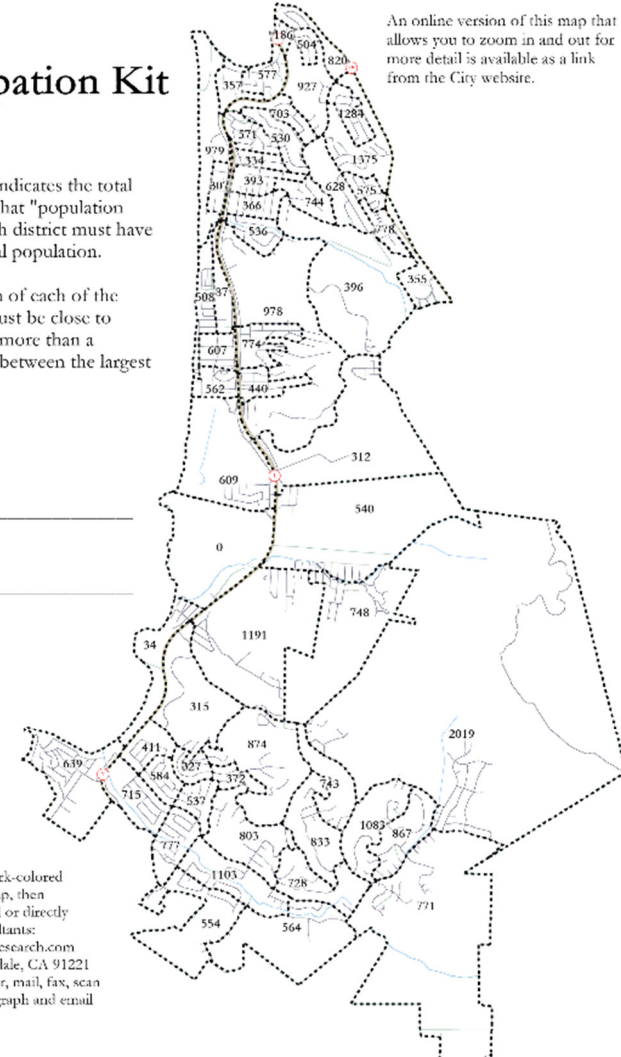
The population of each of the five districts must be close to 7,447, with no more than a 745 difference between the largest and smallest.

Name: \_\_\_\_\_

Phone or email: \_\_\_\_\_

Please use a thick dark-colored pen to draw your map, then submit it at City Hall or directly to our project consultants:  
 Submission@NDCresearch.com  
 PO Box 5271, Glendale, CA 91221  
 You can hand-deliver, mail, fax, scan and email, or photograph and email your map.

National Demographics, October 8, 2018 #2016 CALIPER





## Project Pricing

1. **Basic Project Elements** (covers everything except for per-meeting and optional expenses):..... \$ 23,500

2. **Per-Meeting expense:**

- In-person attendance, per meeting ..... \$ 2,750
- Virtual (telephonic, Zoom, etc.) attendance, per meeting..... \$ 1,250

For each meeting, NDC will prepare meeting materials, including presentation materials and maps; present and explain key concepts, including mandatory and traditional redistricting criteria and “communities of interest”; facilitate conversations; answer questions; and gather feedback on proposed boundaries.

Per-meeting prices include all travel and other anticipated meeting-related expenses. Telephone calls to answer questions, discuss project status, and other standard project management tasks do not count as meetings and do not result in any charge.

3. **Optional Project Elements:**

a) Project website ..... \$ 4,500

b) Public mapping tool options:

- ESRI Redistricting ..... \*
- Caliper-centered system including all elements below ..... \$ 14,000
  - “Maptitude Online Redistricting” (MOR)
  - Tuft University’s “DistrictR” (a simple neighborhood mapping tool)
  - Public Participation Kit paper- and Excel-based mapping tool

c) DistrictR without MOR or ESRI ..... \$ 6,500

d) Public Participation Kit mapping tool without MOR or ESRI..... \$ 3,500

e) Working with independent or advisory redistricting commission ..... no additional charge

f) Additional outreach assistance.....separately contracted

\* ESRI prices its software on a jurisdiction-by-jurisdiction basis. The lowest prices we have seen are \$80,000 and up. If that is an option the jurisdiction would like to pursue, NDC will request a specific price for your jurisdiction from ESRI.





### Other Potential Project-Related Expenses:

The most common additional project expenses would be any site or staff costs for conducting the community forums and the cost of printing or copying paper copies of the “Public Participation Kit.” In NDC’s experience, most participants will download and print the Kits in their own homes or offices.

### Additional Analysis

NDC is happy to assist with any additional analysis that the client requests at our standard hourly rates:

Principal (Dr. Douglas Johnson).....	\$300 per hour
Vice President (Justin Levitt) .....	\$250 per hour
Senior Consultant .....	\$200 per hour
Consultant.....	\$150 per hour
Analyst / Clerical .....	\$50 per hour

Dr. Johnson is also available for deposition and/or testimony work if needed, at \$350 per hour.

### Requested Payment terms:

NDC requests that one-half of the “Basic Project Elements” be paid at the start of the project and any “optional project element” costs be paid at the time those tools are launched; and the balance of the project costs be paid at the conclusion of the project.

## Conclusion

Since its founding NDC has been the nation's preeminent company devoted to local election systems. To summarize:

- NDC has more experience in the field of municipal political election systems than any other company.
- NDC's experience and expertise has been recognized by our hundreds of clients, the California League of Cities, the California School Board Association, the California Special District Association, and the National Conference of State Legislatures.
- NDC, founded in 1979, has a demonstrated record of financial solvency.
- NDC's hardware and software resources were specially designed and acquired for districting and redistricting purposes.
- NDC's highly respected personnel have impeccable credentials in each aspect of the districting and redistricting processes.
- NDC's suggested approach has been tested in many jurisdictions.
- Any NDC client can be contacted for testimonials and reference.
- NDC has demonstrated experience over many years in working with the press and media on local election system issues.
- Neither the Justice Department nor any Court has ever rejected any of over 350 local government maps adopted through NDC-managed districting and redistricting projects.

NDC takes pride in tailoring each project to the needs and goals of each individual client. NDC is open to any feedback, concerns, requests, or changes regarding this proposal.

NDC looks forward to the opportunity to work with you on this project.



**Proposal Acceptance**

The terms of this proposal are available for 90 calendar days from its delivery to you. In most situations, NDC is open to extending that period of time to meet any particular needs of your jurisdiction.

If your jurisdiction has specific contract and/or letter of agreement language you prefer to use, please provide it and ignore the signature block below. If you prefer, simply sign two copies of this proposal in the signature block below and return them to NDC. Once signed by NDC, one copy will be returned to you.

Thank you.

For National Demographics Corporation

For Brea

\_\_\_\_\_  
Douglas Johnson, President

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Appendix

Resumes of NDC President Dr. Douglas Johnson and Vice President Dr. Justin Levitt are attached.

A client list and resumes of all NDC team members are available at [www.ndcresearch.com/about-us/](http://www.ndcresearch.com/about-us/).

# Douglas Mark Johnson

P.O. Box 5271  
Glendale, CA 91221  
djohnson@NDCresearch.com

mobile: (310) 200-2058  
office: (909) 624-1442  
fax: (818) 254-1221

## Employment

President, National Demographics Corporation, 2006 – present.  
Senior Analyst, National Demographics Corporation, 2001 – 2006.  
Fellow, Rose Institute of State and Local Government, 2001 – present.  
Project Manager and Senior Manager at three internet startup companies, 1999 - 2001.  
U.S. Representative Stephen Horn, Legislative Director and System Manager. 1993 – 1997.  
Coro Foundation, Fellowship in Public Affairs. 1992 – 1993.  
Rose Institute for State and Local Government, Student Manager. 1989 – 1992.

## Education

Claremont Graduate University, Ph.D. in Political Science, 2015. Dissertation: “Independent Redistricting Commissions: Hopes and Lessons Learned.”  
UCLA Anderson Graduate School of Management, MBA, 1999.  
Claremont McKenna College, BA in Government (Political Science), 1992.

## Academic Honors

Graduated Cum Laude from Claremont McKenna College.  
Phi Beta Kappa. Philip Roland Prize for Excellence in Public Policy.

## Publications and Articles

Christian Science Monitor “Let the public help draw voting districts,” October 25, 2013.  
New York Times, “The Case for Open Primaries,” February 19, 2009.  
Los Angeles Times Opinion Articles:  
    “A neighbor’s help on redistricting” June 24, 2007.  
    “A Trojan horse primary for the GOP” February 25, 2007.  
    “Where a porn palace stood” (article on redevelopment), July 30, 2006.  
Fresno Bee Opinion Article: “The Poison Handshake” June 15, 2004.  
Redistricting in America. Rose Institute of State and Local Government, 2010.  
Restoring the Competitive Edge: California's Need for Redistricting Reform and the Likely Impact of Proposition 77. Rose Institute of State and Local Government, 2005.  
“Competitive Districts in California” Rose Institute of State and Local Government, 2005.  
Latinos and Redistricting: “Californios For Fair Representation” and California Redistricting in the 1980s. Rose Institute of State and Local Government, 1991.

## Speaker or Panelist

California School Board Association Annual Education Conference panelist: “The California Voting Rights Act: What Board Members Must Know.” December 4, 2015.  
Associated Cities of California – Orange County, Keynote Speaker, Newly Elected Officials’ Reception and Dinner, “The California Voting Rights Act,” January 29, 2015.  
California League of Cities, City Manager Department, 2015 Department Meeting: “Opportunity to Engage Residents: The California Voting Rights Act.” January 29, 2015.  
California League of Cities, City Clerk Department, 2014 Annual Meeting: “Whose Line Is It Anyway: Making the transition from at-large to by-district elections.” September 3, 2014.  
National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2007 Spring Forum, “The Arizona Independent Redistricting Commissions' experiences with the first-ever independent redistricting.”  
National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2008 Spring Forum, “Communities of Interest In Redistricting: A Practical Guide.”



## Douglas Mark Johnson

National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2009 Fall Forum, "The Key to Successful Redistricting."

National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2010 Spring Forum, "Communities of Interest in Redistricting: A key to drawing 2011 plans (and for their defense)."

National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2011 Winter Forum, "Citizen Voting Age Data from a line-drawer's viewpoint."

Luncheon Keynote Speaker, Santa Barbara's Channel Cities Club, "California's next experiment: independent, public redistricting," January 18, 2011.

Annual Conference, Arizona League of Cities and Towns, Presenter at "Redistricting Law and the Voting Rights Act: What It Means for Your City or Town in 2011," August 25, 2010.

Redistricting, The 2010 Census, and Your Budget, Sponsored by the Rose Institute of State and Local Government, California League of Cities, October 15, 2009.

Arizona Election Law 2010 Continuing Legal Education Conference, "Communities of interest and technology in redistricting," sponsored by the Arizona State Bar Association, March 2010

California's New Independent Redistricting Commission, sponsored by the Irvine Foundation and the California Redistricting Collaborative, December 15, 2009

Tribal Association of Sovereign Indian Nations (TASIN) Legislative Day 2009, "The 2010 Census and 2011 Redistricting in California," December 2, 2009.

California School Board Association, "Litigation Issues and the California Voting Rights Act," December 4, 2009.

California Latino School Boards Association, "Introduction to the California Voting Rights Act," August 20, 2009.

Building a National Reform Movement, Salt Lake City, Utah, 2006, conference on redistricting reform hosted by the League of Women Voters, Campaign Legal Center, and The Council for Excellence in Government

Texas Tech University, "A Symposium on Redistricting," May, 2006

California League of Cities, "Introduction to the California Voting Rights Act."

Voices of Reform, a project of the Commonwealth Club of San Francisco: multiple forums on redistricting and / or term limits, 2006 – 2007

Classroom speaker at Pepperdine University, the University of La Verne, Pomona College and Claremont McKenna College

# Justin Mark Levitt

P.O. Box 5271  
Glendale, CA 91221  
jlevitt@NDCresearch.com

mobile: (480) 390-7480  
office: (818) 254-1221  
fax: (818) 254-1221

## Employment

Vice-President, National Demographics Corporation, 2012 – present.  
Senior Analyst, National Demographics Corporation, 2003 – 2011.  
Instructor in Political Science, University of California, San Diego, 2012 – present.  
Graduate Research Fellow, Center for US-Mexico Studies, 2010 – present.  
Graduate Research Fellow, University of California, San Diego, 2008 – 2010 and 2013 – 2014.  
Jesse M. Unruh California Assembly Fellow. 2006 – 2007.  
Rose Institute for State and Local Government, Student Manager. 2005 – 2006.

## Education

University of California, San Diego, Ph.D. Political Science, 2016. Dissertation title: “The Impact of Geographic Patterns on Tradeoffs in Redistricting.”  
Claremont McKenna College, BA in Philosophy, Politics and Economics (PPE), 2006.

## Academic Honors

California Studies Fellow, University of California, San Diego, 2007 – 2009  
Graduated Cum Laude from Claremont McKenna College.

## Publications and Conference Presentations

Settle, Jamie, Robert Bond, and Justin Levitt. 2011. “The Social Origins of Adult Political Behavior.” *American Politics Research*. 39 (2). 239-263

Miller, Kenneth and Justin Levitt. 2007. “The San Joaquin Valley.” In The New Political Geography of California. Eds. Frederick Douzet, Thad Kousser, and Kenneth Miller. Berkeley: Institute of Government Studies.

“The Political Geography of Tradeoffs in Redistricting” Paper presented at the State Politics and Policy Conference, Iowa City, IA, 2013

*Getting What You Want: A Bargaining Approach to Fair Division in Redistricting*. Paper presented at the “Challenging Urban Borders : the geopolitics of immigration and segregation” workshop, Berkeley, CA, 2013 and the State Politics and Policy Conference, Houston, TX, 2012

“An Atlas of Public Health in Mexico” (with Alberto Diaz Cayeros). Paper presented at the Hewlett Foundation Conference on Public Health, Mexico City, DF. 2012

“Remoteness and the Territoriality of Public Health” (with Alberto Diaz Cayeros). Paper presented at the American Political Science Association conference, Seattle, WA. 2011

“Initiatives as revealed preferences” Paper presented at the American Political Science Association conference, Seattle, WA. 2011

“No Se Puede: Latino Political Incorporation in Phoenix.”. Paper Presented at the New Political Geography of California conference, Berkeley, CA., 2009

# Justin Mark Levitt

*“Political Change in the Central Valley”*. Paper Presented at the Western Political Science Association conference, Las Vegas, NV.,2007

## Working Papers

Hill, Seth, Thad Kousser, Alex Hughes, and Justin Levitt. ND. *“How Competitiveness Shapes Infrequent Primary Voters Response to Receiving a GOTV Mailer.”*

Diaz-Cayeros, Alberto and Justin Levitt. ND. *“Remoteness and the Territoriality of Public Health.”*

Levitt, Justin. ND. *“Getting What You Want: A Bargaining Approach to Fair Division in Commission-led Redistricting.”*

## Teaching Experience

### California State University, Long Beach, Department of Political Science

Adjunct Professor—POSC 327 (Urban Politics)	Spring 2016-Present
Adjunct Professor—POSC 229 (Cases in Policy Analysis)	Present
Adjunct Professor—POSC 412 (Law and Social Change)	Spring 2016-Present
Adjunct Professor—POSC 399 (California Politics Short Course)	Present

### University of California, San Diego, Department of Political Science

Co-Instructor—UPS 170 (Regional Governance Reconsidered)	Spring 2015
Instructor—Poli 100A (The Presidency)	Fall 2014
Instructor—Poli 160AA (Introduction to Public Policy Analysis)	Fall 2013
Instructor—Poli 10 (Introduction to American Politics)	Summer 2013



## Redistricting with Tripepi Smith

By-district elections are becoming increasingly common in local government agencies throughout California. The California Voting Rights Act, passed in 2001, was the impetus for much of this change. Today, more than 300 local government agencies have districts of some form, and the number continues to rise as local government agencies are compelled to settle lawsuits or avoid legal battles.

### About Tripepi Smith and Our Redistricting Team

Tripepi Smith is a team of 23 communications experts—robust enough to offer experienced and effective professionals for the job, yet small enough to be nimble and responsive. Tripepi Smith offers a spectrum of skills that allows us to match the appropriate resource to the task at hand, letting us execute faster and reduce engagement costs. These resources vary by both years of experience and core hard skills (public policy versus graphic design versus videography versus writing versus social media, for example).

Tripepi Smith is experienced in helping local governments execute community education and outreach initiatives for district formation and redistricting processes. We have worked extensively with agencies on their district public forums, created districting information portals and organized a [conference on local redistricting](#) for nearly 200 local government practitioners.

The combined talent of our policy experts, in-house design team and videographers delivers professional communications that make our clients proud and better inform the public about this complex process. Tripepi Smith has the skills and experience to help local governments implement successful outreach strategies for district formation and redistricting outreach. The team's skills and certifications range from excellent written communication skills to Tableau for data analytics to Google Ads to event planning and project management.

### Tripepi Smith Redistricting Services

California State law has identified outreach as a core component of the redistricting process. The Tripepi Smith team can provide jurisdictions with some or all of the following services:

### **Project Management**

Tripepi Smith can facilitate all project calls for this engagement and create a living agenda to manage the efforts and timing between the demographer, legal counsel, City and Tripepi Smith from the beginning of the outreach process to the map adoption.

### **In-Person Meetings**

If possible with COVID-19 limitations, Tripepi Smith can coordinate with City staff to identify venues and dates to host in-person workshops and meetings to seek public feedback on new district lines and provide information on map-drawing tools. Tripepi Smith can devise an agenda, facilitate discussions, document community feedback and promote positive engagement around the process. Additionally, Tripepi Smith can provide graphic design services to create bilingual PowerPoint decks for the presentations and flyers for attendees. We can coordinate simultaneous translation with local partners.

Tripepi Smith can also facilitate recording the meetings and provide videos, with any relevant slides interspersed and closed captions. These videos would likely fulfill the requirement to post a summary of the meeting.

### **Virtual Meetings**

Tripepi Smith can also coordinate and facilitate virtual meetings and workshops to seek public feedback and educate residents on map-drawing tools. Tripepi Smith can also work with City staff to promote the meetings and to leverage our identified outreach and advertising work to promote meeting participation. Our videographers can process recordings of the meetings to fulfill posting requirements.

### **Press Release/News Article for Website**

Tripepi Smith can draft press releases on the jurisdiction's redistricting efforts and manage media relations to promote each step in the redistricting process reaches local and broad-reaching media.

### **Creation and Updates to Bilingual Redistricting Website**

Tripepi Smith can create and maintain a bilingual redistricting website or subpages in coordination with the demographer. The website/pages would include resources for the community, including all required information about meetings and draft maps.

### **Social Media Support**

Tripepi Smith can create bilingual copy and graphics for social media posts about the redistricting process, as well as boost posts (paid advertising) on Facebook and Instagram to help spread the word about meetings and solicit public commentary.

Get in touch with Tripepi Smith President Ryder Todd Smith  
(626.536.2173 | [Ryder@TripepiSmith.com](mailto:Ryder@TripepiSmith.com)) to start planning.



REQUEST FOR PROPOSALS # 2021.04.01.001  
for Electoral Districting Services

STANDARD FORM A  
NON-COLLUSION AFFIDAVIT FORM

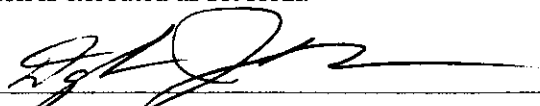
Note: To be executed by Offeror and submitted with Offer.

State of California  
(the State of the place of business)  
County of Los Angeles  
(the County of the place of business)  
Douglas Johnson, being first duly sworn, deposes and  
(name of the person signing this form)  
says that he/she is President of  
(title of the person signing this form)  
National Demographics, Inc., the party making the foregoing offer  
(name of offering company)

that the offer is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the offer is genuine and not collusive or sham; that the OFFEROR has not directly or indirectly induced or solicited any other offeror to put in a false or sham offer; that the OFFEROR has not directly or indirectly colluded, conspired, connived, or agreed with any offeror or anyone else to put in a sham offer, or to refrain from offering; that the OFFEROR has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the offer price of the OFFEROR or any other offeror, or to fix any overhead, profit, or cost element of the offer price, or of that of any other offeror; that all statements contained in the offer are true; and, the OFFEROR has not, directly or indirectly, submitted his or her offer price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, depository, or to any member or agent thereof, to effectuate a collusive or sham offer, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of an OFFEROR that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that they have full power to execute, and does execute, this declaration on behalf of the OFFEROR.

I declare under penalty of perjury under the Laws of the State of California that the foregoing is true and correct and that this declaration is executed as set forth.

Signature:   
Name/Title Douglas Johnson, President  
Date: April 25, 2021

Notary is not required for this offer.

**REQUEST FOR PROPOSALS # 2021.04.01.001**  
**for Electoral Districting Services**

**STANDARD FORM B**  
**REFERENCES FORM**

National Demographics, Inc.  
(Offeror's Company Name)

Provide current business references for whom your company has provided similar services. Provide very brief description of the Project services your company provided to the reference. **Any unsatisfactory references or past unsatisfactory work performance with City may result in Offeror being deemed non-responsive and non-responsible, and may eliminate Offeror from further consideration (Brea Municipal Codes 3.24.020)**

1. Company Name	City of Corona
Address, City, State, Zip	400 S Vicentia Avenue. Corona. CA 92882-2187
Contact's Name & Title	Darrell Talbert, City Manager
Contact's Phone #	951.279.3670
Contact's Email	Darrell.Talbert@ci.corona.ca.us
Project	Council districting
Completion Date & Value	2016, \$64,000
2. Company Name	San Mateo County
Address, City, State, Zip	400 County Center. 6th Floor. Redwood City. CA 94063
Contact's Name & Title	David Silberman. Deputy County Counsel
Contact's Phone #	650-363-4749
Contact's Email	dsilberman@smcgov.org
Project	Supervisory redistricting
Completion Date & Value	2013, \$63,000 (also hired for 2021 redistricting)
3. Company Name	Los Nietos School District
Address, City, State, Zip	8324 S. Westman Ave., Whittier, CA 90606
Contact's Name & Title	Jonathan Vasquez, Superintendent
Contact's Phone #	(562) 692-0271
Contact's Email	jonathan_vasquez@lnsd.net
Project	School board move to by-trustee-area elections
Completion Date & Value	2020, \$29,000
4. Company Name	City of Placentia
Address, City, State, Zip	401 E Chapman Avenue, Placentia, CA 92870
Contact's Name & Title	Damien Arrula, City Administrator
Contact's Phone #	(714) 993-8117
Contact's Email	darrula@placentia.org
Project	<b>City Council districting</b>
Completion Date & Value	2018-2020, \$51,000

**REQUEST FOR PROPOSALS # 2021.04.01.001**  
**for Electoral Districting Services**

**STANDARD FORM C**  
**SUBCONTRACTORS LIST-STANDARD FORM**

National Demographics, Inc.

(Offeror's Company Name)

Provide the information requested below. Duplicate this form as necessary to complete list.

☒ Check this box, if no subcontractors are to be used for any of the proposed work.

1. Company Name	
Address, City, State, Zip	
Contact's Name & Title	
Contact's Phone #	
Contact's Email	
Proposed work & amounts	
License #s & Class	
DIR # & Exp Date	
2. Company	
Address, City, State, Zip	
Contact's Name & Title	
Contact's Phone #	
Contact's Email	
Proposed work & amounts	
License #s & Class	
DIR # & Exp Date	
3. Company	
Address, City, State, Zip	
Contact's Name & Title	
Contact's Phone #	
Contact's Email	
Proposed work & amounts	
License #s & Class	
DIR # & Exp Date	

REQUEST FOR PROPOSALS # 2021.04.01.001  
for Electoral Districting Services

STANDARD FORM D  
STATEMENT OF COMPLIANCE OR EXCEPTIONS FORM

Each Offer must be accompanied by this form. Failure to provide this form will cause the Offer to be deemed non-responsive and that Offer will not be considered for further evaluation.

National Demographics, Inc.  
(Offeror's Company Name)

**Select one:**

**X No Exceptions**

By checking the above box, Offeror declares its Offer was prepared in strict compliance with the instructions, conditions, and terms of the Solicitation, Scope of Work, and Agreement.

**With Exceptions**

By checking the above box, Offeror declares its Offer was prepared in consideration of but with exceptions to one or more of the instructions, conditions, and terms of the Solicitation, Scope of Work, and Agreement, in which case **Offeror must provide a detailed list for all such exceptions in the following format.**

Section Page #	Term, Condition, Specification	Exception & Benefit to City	City A or D
-------------------	--------------------------------	-----------------------------	----------------

Offeror acknowledges that City may accept or reject any or all of Offeror's listed exceptions or reject the Offeror's entire Offer that contain any exceptions.

Signature: \_\_\_\_\_

Name/Title Douglas Johnson, President

Date: April 25, 2021

REQUEST FOR PROPOSALS # 2021.04.01.001  
for Electoral Districting Services

STANDARD FORM E  
STATUS OF PAST AND PRESENT CONTRACTS FORM

Each Offer must be accompanied by this form. Failure to provide this form will cause the Offer to be deemed non-responsive and that Offer will not be considered for further evaluation.

National Demographics, Inc.  
(Offeror's Company Name)

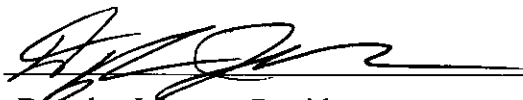
**X No Contract Terminations, Settlements, or Legal Actions**

By checking the above box, Offeror declares that the Offeror has not had any Contract Terminations, Settlements, or Legal Actions within the past five years of the date signed hereunder and currently does not have any pending Contract Terminations, Settlements, or Legal Actions.

**One or More Contract Terminations, Settlements, or Legal Actions**

By checking the above box, Offeror declares that the Offeror has had either one or more Contract Terminations, Settlements, or Legal Actions within the past five years of the date signed hereunder in which case, **Offeror must provide a list for all such contracts** and include: Contract Title, Contract Value, Termination Date, Company Name, Contact Name, Phone Number, and Reason for the Terminations, Settlements, or Legal Actions.

The Offeror acknowledges that City may: reject any declarations that are not accompanied with the required documentation as described above; or reject any Offers wherein Offeror has had any Terminations, Settlements, or Legal Actions that City in its sole discretion deems unacceptable.

Signature:   
Name/Title Douglas Johnson, President  
Date: April 25, 2021



REQUEST FOR PROPOSALS # 2021.04.01.001  
for Electoral Districting Services

STANDARD FORM F  
INSURANCE COMMITMENT FORM

Each Offer must be accompanied by this form. Failure to provide this form will cause the Offer to be deemed non-responsive and that Offer will not be considered for further evaluation.

National Demographics, Inc

(Offeror's Company Name)

***Offeror acknowledges that:***

City reserves the right to modify the insurance requirements as set for in the Insurance Requirements section of the Agreement including limits, based on nature of the risk, prior experience, insurer, coverage, or other special circumstances.

City's acceptance and/or approval of Offeror's insurance documents does not and shall not be construed to relieve Offeror of any obligations, responsibilities or liabilities under any resultant Contract.

Offeror's failure to comply with the required insurance as set forth in the Insurance Requirements of the Agreement is a breach of contract, which may result in one or more of the following: suspension of work, suspension or termination of contract, remuneration of procurement costs for obtaining a replacement contractor, and suspension from submitting future offers based on Offeror's default.

***Offeror, at Offeror's sole cost and expense, hereby promises and agrees to:***

Acquire required insurance set forth in the Insurance Requirements of the Agreement.

Provide policies of insurance from a company or companies having a current A.M. Best's rating of no less than A:VII and admitted and authorized to transact the business of insurance in the State of California prior to commencing any work and allowing any subcontractor to commence work on any subcontract until it has secured all required insurance unless otherwise permitted or waived in writing by City's Risk Manager.

Maintain in force at all times during the contract term insurance policies as set forth in the Insurance Requirements of the Agreement; replace any policies whose carrier's rating falls below A VII with policies that meet or better the required A VII rating no later than the renewal date of the policy; amend, supplement, or endorse existing insurance policies that do not meet the insurance requirements set forth in the Insurance Requirements.

Offeror certifies, represents, and commits to all the Insurance Requirements of the Agreement.

Signature: \_\_\_\_\_

Name/Title Douglas Johnson, President

Date: April 25, 2021

**REQUEST FOR PROPOSALS # 2021.04.01.001  
for Electoral Districting Services**

**STANDARD FORM G  
OFFEROR QUALIFICATIONS RESPONSE FORM**

National Demographics, Inc

(Offeror's Company Name)

Offerors must have demonstrated trustworthiness, as well as the necessary quality, fitness, capacity, and experience to satisfactorily provide the requirements specified in this Solicitation based on prior experience with city, references, and other available information.

Provide the information requested below. Do not omit or renumber any sections. Refer to attached documents sparingly and only as necessary; and ensure that any documents referred to are numbered according to the outline below.

**1. Background.**

Please provide the following information about your company:

- A. Your company's full legal name, address, phone, fax, email, website.

National Demographics, Inc

PO Box 5271, Glendale, CA 91221

1520 N Pacific Ave, Glendale, CA 91202

Phone: 818-254-1221

Fax: 818-254-1221

Email: [info@NDCresearch.com](mailto:info@NDCresearch.com)

Website: [www.NDCresearch.com](http://www.NDCresearch.com)

- B. Prior company names (if any) and years in business; mergers, buyouts, etc.

No prior company name. In business since 1979. No mergers or buyouts.

- C. Organizational structure (i.e. corp., LLC, sole proprietorship, etc.).

Corporation

- D. Names and titles of the principal owner(s).

Douglas Johnson

- E. Person(s) authorized to make commitments for your company.

**REQUEST FOR PROPOSALS # 2021.04.01.001**  
**for Electoral Districting Services**

**2. Douglas Johnson**

A. Special recognition or awards.

See “Recognition of NDC’s Expertise” section of the main body of NDC’s proposal.

**3. Experience.**

Provide the following information relative to required services:

A. Summary of Experience with similar kinds of work.

42 years of experience in local government redistricting, with 368 completed districting and redistricting projects since 2001. Districted Anaheim, Fullerton, Placentia, Orange, Westminster, Buena Park, Stanton, Los Alamitos, Lake Forest, Dana Point, La Mirada, Corona, Eastvale, Jurupa Valley, Rancho Santiago Community College District, numerous school districts across Orange County, and hundreds of cities, school districts and special districts across the state. More details of NDC’s experience are in the main body of the proposal.

B. Familiarity with state and federal procedures.

NDC advised the California League of Cities, the California School Board Association, and the California Special Districts Association during the legislature’s consideration of AB854 and AB1276 – the two bills establishing the “FAIR MAPS Act” with California’s new redistricting and districting criteria for cities and counties. NDC has already completed numerous districting projects under these new laws, and NDC staff have spoken on these new rules to the various League of Cities and regional Council of Governments and similar organizations. More details are in the main body of the proposal.

C. Experience working with public agencies.

NDC has 42 years of experience in local government redistricting, with 368 completed county, city, school district and special district districting and redistricting projects since 2001.

D. Narrative of the working relationship with current business references for information not already included in the References Form.

NDC already has scores of local jurisdictions that have hired us for post-2020 Census redistricting work. More details in the main body of the proposal..

**REQUEST FOR PROPOSALS # 2021.04.01.001**  
**for Electoral Districting Services**

**4. Qualifications.**

Provide the following information relative to required services:

**A. Financial responsibility.**

42 continuous business since 1979. Zero debt.

**B. Demonstrated Technical Ability.**

368 completed local government districting and redistricting projects without a single project missing a deadline or being overturned by any Judge or the U.S. Department of Justice. In just the last three years, 38 NDC projects used public online mapping tools, receiving hundreds of neighborhood and full-district maps. Many more details are in the main body of the proposal.

**C. Capability of developing innovative or advanced techniques.**

NDC was using public mapping tools in 1991. In 2001 we worked with community activists to generate scores of public map proposals for our clients. In 2011 NDC made widespread use of public mapping tools. In our 200+ projects since 2011, NDC integrated public mapping tools into nearly every project, and we are using ultra-simple online mapping tools to make online review of maps, complete with zooming in and out, search by address, and overlay of different maps and additional layers of data, as easy as using Google Maps.

**D. Special qualifications, training, credentials.**

NDC President Douglas Johnson, NDC Vice President Justin Levitt, and NDC Consultant Daniel Phillips all have Ph.D.'s and wrote dissertations on redistricting. NDC Senior Consultant Shalice Tilton was City Clerk of Buena Park for 20 years and is a certified Master Clerk and Trainer for the California Association of City Clerks.

**E. Staff names, titles, role, qualifications, and experience assigned to this Project.**

Vice President Justin Levitt will lead this project. President Douglas Johnson, Consultant Kristen Park, and Consultant Todd Tatum will all support Dr. Levitt's work.

**F. Designated project manager assigned to this Project.**

Vice President Justin Levitt

**5. Understanding.**

Provide the following information relative to required services:

**REQUEST FOR PROPOSALS # 2021.04.01.001**  
**for Electoral Districting Services**

- A. Understanding of the work to be done based on this Solicitation.

Full details in NDC's proposal, with month by month scope of work. Basically, extensive public outreach, extensive public participation and empowerment tools, at least two hearings prior to the release of draft maps, at least two hearings to evaluate draft maps prior to the public hearing at which the final map is adopted, and coordinating with the County Registrar to ensure accurate implementation of the adopted map.

- B. Include issues that you believe will require special consideration for this Project.

This is always a complicated topic and often a controversial topic, but NDC's experience enables us to clearly explain the very complex issues involved, and to assist our clients in keeping projects focused on constructive progress toward the final objective. More details in the full proposal.

- C. Identify unique approaches or strengths your company has relative to required services.

Unmatched experience; unmatched public empowerment tools; unmatched skill and methods for presenting, reviewing, modifying and finalizing plans, including the efficient presentation of even dozens of public map submissions for Council review and narrowing down to a handful of "focus map". Many more details in the full proposal.

**6. Approach.**

Provide the following information relative to required services:

- A. Understanding of the work to be done.

See above and the full text of the proposal.

- B. Adequacy of labor and resources to satisfactorily perform the requested services and meet the City's needs.

NDC has a team of 12 trained topic experts ready to assist all our clients in this busy time.

- C. Names and titles of key management personnel.

President Douglas Johnson and Vice President Justin Levitt

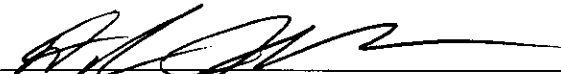
- D. Team to be assigned for these services.

As noted above, Vice President Justin Levitt will lead this project. President Douglas Johnson, Consultant Kristen Park, and Consultant Todd Tatum will all support Dr. Levitt's work



REQUEST FOR PROPOSALS # 2021.04.01.001  
for Electoral Districting Services

Submitted by:

Signature: 

Name/Title Douglas Johnson, President

Date: April 25, 2021

REQUEST FOR PROPOSALS # 2021.04.01.001  
for Electoral Districting Services

STANDARD FORM H  
FIRM OFFER FORM

National Demographics, Inc

(Offeror's Company Name)

**FIRM OFFER made by Consultant to the City of Brea:**

I, the undersigned, hereby represent and warrant that I am authorized to submit this Offer on behalf of and to bind the principals who I represent to all the requirements of the City of Brea's Terms & Conditions, Specifications, Scope or Work, any attachments, exhibits, amendments; and I offer and agree to those requirements at the prices set forth in the Offer Form. Further, I understand that no contract exists unless City accepts this Offer by executing the attached Agreement.

Business Name: National Demographics, Inc.

Business Address: PO Box 5271, Glendale, CA 91221

Federal ID#: 95-3388237

If any Work is a Public Works

Business Type  
(Consultant enter a number)

Contractor Lic#:

3

1. Individual/Sole Proprietor or Single-Member LLC; 2. C Corporation;  
3. S Corporation; 4. Partnership; 5. Trust/Estate; 6. Limited Liability Co.

DIR#:

By:

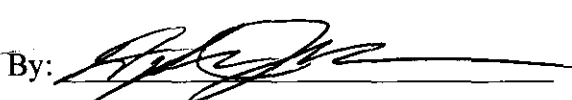


Name: Douglas Johnson

Title: President

Email: djohnson@NDCresearch.com

By:



Name: Douglas Johnson

Title: Secretary/Treasurer

Email: djohnson@NDCresearch.com

Date Signed: 4/25/2021

CORPs: Chairperson, President, Vice President;  
LLCs: Manager

Date Signed: 4/25/2021

CORPs: Secretary, Assist. Secretary, Chief Finance  
Officer, Assist. Treasurer  
LLCs: Manager

[Pursuant to California Corporations Code Section 313, both signature lines must be executed unless the signatory holds at least one of the offices designated on each line.]

[Pursuant to California Corporations Code Section 17703.01(d), both signature lines must be executed unless the articles of incorporation state that the firm is managed by only one manager.]

**REQUEST FOR PROPOSALS # 2021.04.01.001**  
**for Electoral Districting Services**

**PRICE FORM**

National Demographics, Inc

(Offeror's Company Name)

Separate and describe your tasks, and associated costs, for the Scope of Services requirements. Attach additional pages if necessary.

<b>Tasks</b>	<b>Description</b>	<b>Rate</b>
1	Basic project elements including all required demographic tasks and map processing and presentations	\$23,500
2	Flat-rate pricing, <b>per meeting</b> for each virtual meeting	\$1,250
3	Flat-rate pricing, <b>per meeting</b> for each in-person meeting	\$2,750
4	(Optional) Caliper MOR, DistrictR, and Public Participation Kit full public mapping tools package	\$14,000
5	(Optional) DistrictR simple neighborhood/district mapping tool	\$6,500
6	(Optional) Paper/Excel Public Participation Kit	\$3,500
7	(Optional) NDC-Built project website	\$4,500
8		\$
9		\$
10	_ * _ Total Cost assumes four virtual meetings and two in-person meetings with no optional project elements	\$
	Project Total Costs (add above lines)	\$34,000*

**Contract # 2021.04.01.001**  
**PROFESSIONAL SERVICES AGREEMENT**

This Professional Services Agreement (“Agreement”) is dated **July 20, 2021** for reference purposes and is executed by the City of Brea, a California municipal corporation (“City”), and **National Demographics Corporation a California S-Corporation** (“Consultant”).

**RECITALS**

- A. City desires to retain Consultant as an independent contractor to provide the following professional services: **Electoral Districting Services**.
- B. Consultant represents that it is duly licensed, fully authorized by law, and has the necessary experience and qualifications, to provide such services.

**NOW, THEREFORE**, the parties agree as follows:

**AGREEMENT**

**1. Scope of Services.**

Consultant shall perform the services referenced in the Recitals and more specifically described in the Scope of Services set forth in the attached Exhibit A, and as otherwise required by this Agreement, all to City’s satisfaction (collectively, “Services”).

**2. Compensation.**

A. City shall pay for the Services satisfactorily performed, in accordance with the Fee Schedule set forth in the attached **Attachment 1 to Exhibit A**.

B. In no event shall the total amount paid for the Services exceed the all-inclusive sum of **\$48,500.00** (“Contract Amount”). This amount covers and is inclusive of all labor, materials, and any and all other costs incurred by Consultant in performing the Services. Consultant shall be deemed to have made all inquiries and site inspections deemed necessary by Consultant prior to execution of this Agreement.

C. Unless the Fee Schedule calls for payment of a one-time flat fee, periodic payments for undisputed work shall be made within 30 days of receipt of an invoice which includes a detailed description of the work performed. Consultant’s invoices shall indicate the amount of time spent on each task and the applicable rate.

D. Unless the Fee Schedule calls for payment on a different schedule, Consultant shall invoice City on a monthly basis.

**3. Contingency Work.**

The parties may agree on contingency work to be provided as part of the Services. A written amendment to this Agreement shall be executed for contingency work that increases the Contract Amount by more than **10%** percent. The **City Manager, or designee**, is authorized to approve, in writing, contingency work that is below the foregoing limit. Consultant’s monthly invoice shall include a detailed description of any approved, contingency work. Any work performed by

**Contract # 2021.04.01.001**  
**PROFESSIONAL SERVICES AGREEMENT**

Consultant without a written amendment or approval of the **City Manager, or designee**, shall be deemed to be work included within the Services.

**4. Term.**

The term of this Agreement shall commence within ten business days after receipt of Notice to Proceed (“Effective Date”). Unless extended or earlier terminated as provided herein, this Agreement shall expire upon satisfactory completion of the Services.

**5. Time of Performance.**

A. Consultant shall complete the Services within the term of this Agreement, and shall meet any other established and agreed upon schedules and deadlines agreed upon in writing. Consultant shall commence performance within two business days of receiving City’s written notice to proceed.

B. Force Majeure. Neither party shall be considered in default of this Agreement for delays in performance caused by a force majeure event. As used in this Agreement, the term “force majeure event” means circumstances beyond the reasonable control of the non-performing party and includes the following: abnormal weather conditions; floods; earthquakes; fire; epidemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; or judicial restraint. Consultant’s lack of financial capability, shall not constitute a force majeure event unless directly attributable to any of the foregoing events.

C. Should a force majeure event occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

**6. Maintenance of Records.**

Books, documents, papers, accounting records, and other evidence pertaining to the Services, including costs incurred, shall be maintained by Consultant and made available for review by City at all reasonable times during the term of this Agreement and for four (4) years from the date of final payment by City.

**7. Standard of Care.**

Consultant’s Services shall be performed in accordance with the generally accepted professional standards of practice and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently performing similar services under similar conditions. Consultant shall maintain all professional licenses and certifications required to lawfully perform the Services.

**8. Compliance with Law.**

A. Consultant shall comply with all applicable laws including Cal/OSHA requirements.



**Contract # 2021.04.01.001**  
**PROFESSIONAL SERVICES AGREEMENT**

B. Consultant shall obtain a City of Brea business license.

**9. Assignment and Subcontracting.**

A. Consultant shall not assign or transfer this Agreement or any rights or obligations under, or any interest in this Agreement, or subcontract any required performance hereunder, without the prior written consent of City, which may be withheld for any reason. City shall be deemed to have approved Consultant's utilization of subcontractors identified in Consultant's proposal for the Services.

B. Any attempt to so assign, transfer, or subcontract without City's prior written consent shall be void and shall constitute grounds for City's termination of this Agreement. Authorized subcontracts shall contain a provision making the subcontractor subject to all requirements of this Agreement.

C. If use of a subcontractor is approved, then City may withhold 5% of each monthly payment to Consultant. Such retention shall be released upon City's receipt of an unconditional release of all claims signed by any such subcontractor, as to work performed to date.

**10. Independent Contractor.**

A. Consultant is retained as an independent contractor and is not an employee of City. No employee or agent of Consultant is or shall become an employee of City.

B. Consultant will determine the means, methods, and details by which Consultant's personnel will perform the Services. Consultant shall be solely responsible for the satisfactory work performance of all personnel engaged in performing the Services and compliance with the customary professional standards.

C. Consultant's personnel shall not wear or display any City uniform, badge, identification number, or other information identifying such individual as an employee of City. Consultant's personnel shall not use any City e-mail address or City telephone number in the performance of the Services. Consultant shall acquire and maintain at its sole cost and expense such vehicles, equipment and supplies as Consultant's personnel require to perform the Services. Consultant shall perform the Services off of City premises at locations of Consultant's choice, except as otherwise may from time to time be necessary in order for Consultant's personnel to receive projects from City, review plans on file at City, pick up or deliver any work product, or as may be necessary to inspect or visit City locations. City may make a computer available to Consultant from time to time for Consultant's personnel to obtain information about or to check on the status of projects pertaining to the Services.

D. Consultant shall be responsible for and pay all wages, salaries, benefits and other amounts due to Consultant's personnel in connection with the Services. Consultant shall be responsible for all reports and obligations respecting such additional personnel, including Social Security taxes, other retirement or pension benefits, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance. Consultant and its officers, employees, agents, and subcontractors shall not become entitled to, and hereby waive any claims to, any wages, salaries, compensation, benefit or any incident of employment by City, including

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**PROFESSIONAL SERVICES AGREEMENT**

eligibility to enroll in, or reinstate to membership in, the California Public Employees Retirement System ("PERS") or any other retirement program, as an employee of City, and entitlement to any contribution to be paid by City for employer contributions or employee contributions for PERS benefits or any other retirement benefits.

**11. PERS Compliance.**

The parties acknowledge that City is a local agency member of PERS, and as such has certain pension reporting and contribution obligations to PERS on behalf of qualifying employees. Consultant agrees that, in providing its employees and any other personnel to City to perform the Services, Consultant shall assure compliance with the Public Employees' Retirement Law (Government Code Section 20000 et seq.), the regulations of PERS, and the Public Employees' Pension Reform Act of 2013 (Government Code Section 7522 et seq.). Without limitation to the foregoing, Consultant shall assure compliance with regard to personnel who have active or inactive membership in PERS and to those who are retired annuitants and in performing this Agreement shall not assign or utilize any of its personnel in a manner that will cause City to be in violation of the applicable retirement laws and regulations.

**12. Insurance.**

Unless otherwise permitted or waived in writing by City's Risk Manager, Consultant shall not commence work until it has secured all insurance required under this section and provided evidence thereof that is acceptable to City. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.

**A. Commercial General Liability**

i. Consultant shall take out and maintain, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to City.

ii. Coverage for Commercial General Liability insurance shall be at least as broad as the following:

a. Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.

iii. Commercial General Liability Insurance must include coverage for the following:

a. Bodily Injury and Property Damage

b. Personal Injury/Advertising Injury

c. Premises/Operations Liability

d. Products/Completed Operations Liability

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**PROFESSIONAL SERVICES AGREEMENT**

- e. Aggregate Limits that Apply per Project
- f. Contractual Liability with respect to this Agreement
- g. Broad Form Property Damage
- h. Independent Consultants Coverage

iv. The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to this Agreement.

v. The policy shall be endorsed to name City, its officials, officers, employees, agents, servants, designated volunteers and agents serving as independent contractors in the role of City officials, as additional insureds using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

vi. The general liability coverage may utilize deductibles or provide coverage excess of a self-insured retention, only if approved by City's Risk Manager in writing, and further provided that such deductibles shall not apply to coverage of the additional insureds.

**B. Automobile Liability**

i. Consultant shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to City.

ii. Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).

iii. The policy shall be endorsed to name City, its officials, officers, employees, agents, servants, designated volunteers and agents serving as independent contractors in the role of City officials, as additional insureds.

iv. Subject to City's written approval, the automobile liability coverage may utilize deductibles or provide coverage excess of a self-insured retention, provided that such deductibles shall not apply to coverage of the additional insureds.

**C. Workers' Compensation/Employer's Liability**

i. Consultant certifies that Consultant is aware of the provisions of Labor Code Section 3700 which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she/it will comply with such provisions before commencing work under this Agreement.

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**PROFESSIONAL SERVICES AGREEMENT**

ii. Consultant shall maintain full compensation insurance for its employees in accordance with the Workers' Compensation and Insurance Act (Labor Code Section 3200 et seq.) and Employer's Liability Coverage in amounts indicated herein. Consultant shall require all subcontractors to obtain and maintain workers' compensation coverage of the same type and limits as specified in this section.

**D. Professional Liability (Errors and Omissions)**

Consultant shall maintain professional liability or errors and omissions insurance appropriate to its profession, in a form and with insurance companies acceptable to City and with the limits required herein. This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy coverage form specifically designed to protect against acts, errors or omissions of Consultant in the performance of professional services. "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend.

**E. Cyber Liability**

If Cyber Liability is included in the Minimum Policy Limits Required below, then Consultant shall maintain cyber liability insurance providing protection against claims and liabilities arising from: (i) errors and omissions in connection with maintaining security of City Data (as defined below); (ii) data breach including theft, destruction, and/or unauthorized use of City Data; (iii) identity theft including bank charges assessed; and (iv) violation of privacy rights due to a breach of City Data.

**F. Minimum Policy Limits Required**

**i. A.M. Best's Rating**

Each policy of insurance required herein shall be from a company or companies having a current A.M. Best's rating of no less than A:VII and admitted and authorized to transact the business of insurance in the State of California.

**ii. The following insurance limits are required for this Agreement:**

<b>If <input checked="" type="checkbox"/>, then required</b>	<b><u>Combined Single Limit</u></b>
<input checked="" type="checkbox"/> Commercial General Liability	\$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury, and property damage
<input checked="" type="checkbox"/> Automobile Liability	\$2,000,000 per occurrence (any auto) for bodily injury and property damage
<input checked="" type="checkbox"/> Workers' Compensation	In the amount required by California law
<input checked="" type="checkbox"/> Employer's Liability	\$1,000,000 per occurrence

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**PROFESSIONAL SERVICES AGREEMENT**

- ☒ Professional Liability                      \$2,000,000 per claim and aggregate (errors and omissions)
- ☐ Cyber Liability                                \$2,000,000 per occurrence

iii. Defense costs shall be payable in addition to the limits.

iv. Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as additional insured pursuant to this Agreement.

**G. Proof of Insurance**

Within five days of execution of this Agreement, but prior to commencement of the Services, Consultant shall file with City evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with required endorsements. All evidence of insurance shall be signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

**H. Policy Provisions Required**

i. Consultant shall provide City at least 30 days prior written notice of cancellation of any policy required by this Agreement, except that Consultant shall provide at least 10 days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term of this Agreement, Consultant shall deliver renewal certificate(s) including the required additional insured endorsement to City at least 10 days prior to the effective date of cancellation or expiration.

ii. The Commercial General Liability Policy and Automobile Liability Policy shall each contain a provision stating that Consultant's policy is primary insurance and that any insurance, self-insurance or other coverage maintained by City or any additional insureds shall not be called upon to contribute to any loss.

iii. The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. If a "claims-made" professional liability policy is provided, it shall include an extended reporting period of not less than three years.

iv. All required insurance coverages, except for the professional and cyber liability coverage, shall contain or be endorsed to provide a waiver of subrogation in favor of City, its officials, officers, employees, agents, servants, designated volunteers and agents serving as independent contractors in the role of City officials, or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subcontractors.



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**PROFESSIONAL SERVICES AGREEMENT**

v. The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve Consultant from liability in excess of such coverage, nor shall it limit Consultant's indemnification obligations to City or preclude City from taking such other actions available to City under other provisions of this Agreement or law.

**I. Additional Insurance Provisions**

i. The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of such insurance by City, are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by Consultant pursuant to this Agreement, including the provisions concerning indemnification.

ii. If at any time during the term of this Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may terminate this Agreement for cause.

iii. City may require Consultant to provide for inspection by City, complete copies of all insurance policies in effect for the duration of the Agreement.

iv. No City official, officer, employee, agent or volunteer shall be personally responsible for any liability arising under or by virtue of this Agreement.

v. The insurance obligations under this Agreement shall be: (1) all the insurance coverage and/or limits carried by or available to Consultant; or (2) the minimum insurance coverage requirements and/or limits shown in this Agreement; whichever is greater. Any insurance proceeds in excess of or broader than the minimum required coverage and/or minimum required limits, which are applicable to a given loss, shall be available to City. No representation is made that the minimum insurance requirements of this Agreement are sufficient to cover the obligations of Consultant under this Agreement.

**J. Subcontractor Insurance Requirements**

Consultant shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to City that it has secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors shall be endorsed to name City, its officials, officers, employees, agents, servants, designated volunteers and agents serving as independent contractors in the role of City officials as additional insureds, using ISO form CG 20 38 04 13 or an endorsement providing the same coverage. If requested by Consultant, City may approve different scopes or minimum limits of insurance for particular subcontractors.

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**PROFESSIONAL SERVICES AGREEMENT**

**13. Indemnification.**

A. Other than in the performance of professional services, and to the fullest extent permitted by law, Consultant shall defend (with counsel reasonably approved by City), indemnify and hold City, its officials, officers, attorneys, agents, employees, servants, designated volunteers, successors, assigns and those City agents serving as independent contractors in the role of City officials (collectively "Indemnitees") free and harmless with respect to any and all claims, demands, causes of action, costs, expenses, liabilities, losses, damages, stop notices and/or injury of any kind, in law or equity, to property or persons, including bodily injury, wrongful death, personal injury and property damage, and destruction, or unauthorized access to, use, and/or theft of City Data (collectively, "Claims") in any manner and to the extent arising out of, pertaining to, or incidental to any act, error, omission, or willful misconduct of Consultant, its owners, officials, officers, employees, servants, subcontractors, consultants or agents (and/or any entity or individual for whom Consultant shall bear legal liability) in connection with the performance of the Services including the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses actually incurred in connection with such defense. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Consultant, or by City or any of the other Indemnitees. Consultant shall have no liability hereunder for claims and liabilities arising out of the sole, active negligence of any of the Indemnitees.

B. Professional Services. To the fullest extent permitted by law, Consultant shall, at its sole cost and expense, protect, defend, hold harmless and indemnify the Indemnitees, from and against any and all Claims, whether actual, alleged or threatened, to the extent arising out of, pertaining to, or relating to, in whole or in part, the negligence, recklessness or willful misconduct of Consultant, and/or its officers, agents, servants, employees, subcontractors, contractors or their officers, agents, servants or employees (and/or any entity or individual for whom Consultant shall bear legal liability) in the performance of professional services under this Agreement. Consultant shall defend the Indemnitees in any action or actions filed in connection with any Claims with counsel of the Indemnitees' choice, and shall pay all costs and expenses, including all attorneys' fees and experts' costs, actually incurred in connection with such defense.

C. Consultant's obligations under this Section shall survive the expiration or termination of this Agreement.

**14. Laws and Venue.**

This Agreement shall be interpreted in accordance with the laws of the State of California without regard for change of venue laws. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of Orange, State of California. Consultant must comply with the claim procedures set forth in the Government Claims act (Government Code Section 810 et seq.) prior to filing any lawsuit against City.

**15. Termination.**

A. City may terminate any portion or all of the Services or this Agreement with or without cause by giving 10 days' written notice to Consultant. In such event, City shall be

**Contract # 2021.04.01.001**  
**PROFESSIONAL SERVICES AGREEMENT**

immediately given title to and possession of all Work Product (as defined) below and original field notes, drawings and specifications, written reports and all other documents produced or developed pursuant to this Agreement. Provided Consultant is not then in breach, City shall pay Consultant for any portion of the Services satisfactorily completed prior to termination. If termination occurs prior to completion of any specific task for which a payment request has not been received, the charge for Services performed shall be the reasonable value of such Services, based on an amount agreed to by the parties. City shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed Services, and shall not be entitled to damages or compensation resulting from such termination.

B. Consultant may terminate this Agreement only for cause and by serving written notice of termination to City, provided Consultant has first served City with a written notice of default and demand to cure, and City has failed to cure such default within 30 days of receipt of such notice.

**16. Ownership of Work Product.**

A. All draft and final reports, documents, and other written material, and any and all images, ideas, concepts, designs including website designs, sourcecode, object code, electronic data and files, and/or other media whatsoever created or developed by Consultant in the performance of this Agreement (collectively, "Work Product") shall be considered to be "works made for hire" for the benefit of City. All Work Product and any and all intellectual property rights arising from their creation, including all copyrights and other proprietary rights, shall be and remain the property of City without restriction or limitation upon their use, duplication or dissemination by City upon final payment being made, provided that any such use shall be at City's sole risk. Consultant shall not obtain or attempt to obtain copyright protection as to any of the Work Product. Consultant agrees that the compensation set forth in Section 2 of this Agreement includes conveyance to City of ownership of all Work Product, including intellectual property rights, as provided in this Section 16.

B. Consultant hereby assigns to City all rights of ownership to the Work Product, including any and all related intellectual property and proprietary rights, that are not otherwise vested in City pursuant to subsection A above.

C. Consultant warrants and represents that it has secured all necessary licenses, consents or approvals necessary to the production of the Work Product, and that upon final payment or Consultant's default, City shall have full legal title to the Work Product, and full legal authority and the right to use and reproduce the Work Product for any purpose. Consultant shall defend, indemnify and hold City, and the other Indemnitees harmless from any and all losses, claims or liabilities in any way related to a claim that City's use of any of the Work Product violates federal, state or local laws, or any contractual provisions, or any rights or laws relating to trade names, licenses, franchises, copyrights, patents or other means of protecting intellectual property rights and/or interests in products, ideas or inventions. Consultant shall bear all costs arising from the use of patented, copyrighted, trade secret or trademarked documents, materials, equipment, devices or processes in connection with its provision of the Work Product produced under this Agreement. In the event the use of any of the Work Product or other deliverables hereunder by City is held to constitute an infringement and the use of any of the same is enjoined, Consultant, at its

**Contract # 2021.04.01.001**  
**PROFESSIONAL SERVICES AGREEMENT**

expense, shall: (a) secure for City the right to continue using the Work Product and other deliverables by suspension of any injunction, or by procuring a license or licenses for City; or (b) modify the Work Product and other deliverables so that they become non-infringing while remaining in compliance with the requirements of this Agreement. Consultant's obligations under this Section shall survive the expiration or termination of this Agreement.

**17. Data Security.**

A. As used in this Agreement, "City Data" means any and all information and data provided or made accessible, directly or indirectly, to Consultant by City, or otherwise acquired from City, in connection with Consultant's performance of the Services. Except where subject to a third party's intellectual property rights, any and all City Data is solely owned by City. Consultant is granted a limited, non-exclusive, and revocable license to use City Data solely as necessary to perform the Services. At no time shall Consultant use City Data for its own purposes, or sell, disclose or disseminate City Data, except as required by law or to provide the Services. At all times herein, Consultant shall protect and maintain the security of City Data using methods providing not less than the level of security Consultant uses for its own confidential data, and that otherwise comply with recognized industry data security standards applicable to similar kinds of governmental data and information.

B. To the extent any City Data consists of personal information as defined in Consumer Privacy Act (Civil Code Section 1798.100 et seq.), Consultant shall comply with that statute and with Civil Code Section 1798.82 including providing the required notifications in the event of any unauthorized access of personal information stored, maintained, accessed, used or transmitted by Consultant in connection with this Agreement. Notwithstanding the foregoing, Consultant shall within 24 hours notify the City Representative by telephone and in writing of any unauthorized access of City Data. Thereafter, Consultant shall render any assistance to City and law enforcement as necessary to ascertain the nature and extent of such unauthorized access.

C. Consultant shall not store City Data using cloud-based storage without City's prior, written consent, unless the use of such storage is clearly described in the Scope of Services. Where permitted herein, any and all cloud based storage shall be on servers and other hardware located within the continental United States, and shall be in compliance with ISO/IEC 27001 - 27018, as applicable, unless otherwise agreed to in writing by the City Representative.

**18. Party Representatives.**

A. Consultant hereby designates **Douglas Johnson**, or such person's designee, as Consultant's Representative for this Agreement, unless and until written notice of a new representative acceptable to City is provided to City.

B. City hereby designates **Victoria Popescu** or such person's designee, as the City Representative for this Agreement.

C. The foregoing representatives shall be authorized to provide consent where required herein, and to make other administrative decisions that will be binding on their respective party, except as otherwise specifically required herein.

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**19. Notices.**

Any notices, invoices, or other documents related to this Agreement shall be deemed received on: (a) the day of delivery, if delivered by hand during the receiving party's regular business hours or by e-mail before or during the receiving party's regular business hours; (b) the business day after delivery, if delivered by e-mail after the receiving party's regular business hours; or (c) on the second business day following deposit in the United States mail, certified mail with return receipt requested and postage prepaid, to the addresses listed below, or to such other addresses as the parties may, from time to time, designate in writing.

**City**

**City of Brea**

**1 Civic Center Circle**

**Brea, CA 92821**

**United States**

**Victoria Popescu**

**victoriap@cityofbrea.net**

**(714) 990-7756**

**Consultant**

**National Demographics Corporation**

**P.O. Box 5271**

**Glendale, CA 91221**

**United States**

**Douglas Johnson**

**djohnson@NDCresearch.com**

**(818) 254-1221**

**20. Third Party Rights.**

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than City and Consultant.

**21. Conflicts of Interest.**

A. Consultant covenants that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the Services. Consultant certifies that no one who has or will have any financial interest under this Agreement is an officer or employee of City.

B. Consultant further covenants that, in the performance of this Agreement, no subcontractor or person having any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the Services shall be employed. Consultant has provided City with a list of all City-approved subcontractors and the key personnel for such subcontractors that are retained or to be retained by Consultant in connection with the performance of the Services, to assist City in affirming compliance with this Section.

C. Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting



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from the award or making of this Agreement. If required, Consultant further agrees to file, or shall cause its employees or subcontractors to file, a Statement of Economic Interest with the City Clerk as required under state law in the performance of the Services. For breach or violation of this warranty, City shall have the right to terminate this Agreement without liability. No director, official, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

**22. Severability.**

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the provisions unenforceable, invalid or illegal.

**23. Successors and Assigns.**

This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of the parties.

**24. Non-Waiver.**

None of the provisions of this Agreement shall be considered waived by either party, unless such waiver is specified in writing, and any such waiver shall be limited to that set of circumstances and not to any future circumstances unless another written waiver is executed.

**25. Time of Essence.**

Time is of the essence in each and every provision of this Agreement.

**26. City's Right to Employ Other Consultants.**

City reserves its right to employ other consultants to provide the Services or similar services.

**27. Exhibits.**

The attached **Exhibit A** is incorporated herein by reference. In the event of any conflict or inconsistency between the provisions of this Agreement and any Exhibit, the provisions of this Agreement shall govern. In the event of any conflict or inconsistency between the provisions of this Scope of Services and Specifications Requirements and the Consultant's Proposal set forth in the attached **Exhibit A**, the provisions of the Scope of Services and Specifications Requirements shall govern.

**28. Entire Agreement.**

This Agreement (including the attached Exhibits) represents the entire understanding of the parties as to the Services, and supersedes and cancels any prior or contemporaneous oral or written understanding, promises or representations with respect to those matters. Each party acknowledges that no representations, inducements, promises or agreements have been made by

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any person which are not incorporated herein, and that any other agreements shall be void. This Agreement may not be modified or altered except in writing signed by both parties. This is an integrated Agreement.

**[SIGNATURES ON FOLLOWING PAGE]**

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**TO EXECUTE THIS AGREEMENT**, the Parties have caused their authorized representatives to sign below. Digital Signatures are acceptable if they conform to all requirements of California Government Code Section 16.5.

**National Demographics Corporation**

By: \_\_\_\_\_  
**Douglas Johnson**  
**President**  
**djohnson@NDCresearch.com**

By: Not Required.

Date Signed: \_\_\_\_\_  
CORPs: Chairperson, President, Vice President;  
LLCs: Manager

Date Signed: \_\_\_\_\_  
CORPs: Secretary, Asst. Secretary, Chief Finance  
Officer, Asst. Treasurer  
LLCs: Manager

[Pursuant to California Corporations Code Section 313, both signature lines must be executed unless the signatory holds at least one of the offices designated on each line.]

[Pursuant to California Corporations Code Section 17703.01(d), both signature lines must be executed unless the articles of incorporation state that the firm is managed by only one manager.]

**City of Brea**

Attest (if over \$25,000)

By: \_\_\_\_\_  
**William Gallardo**  
**City Manager**  
**billga@cityofbrea.net**

By: \_\_\_\_\_  
**Lillian Harris-Neal**  
**City Clerk**  
**lillianhn@cityofbrea.net**

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

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**EXHIBIT A**  
**Scope of Services and Specifications Requirements**

**1. Introduction.**

A. **Location, Size, Population.** The City of Brea is located about thirty miles from Los Angeles in northeast Orange County and is at the juncture of three of California's most populous counties: Los Angeles, Riverside and San Bernardino. Within its twelve square miles, Brea's residential population is nearly 45,000 while its daytime population increases to about 120,000 as an employment, shopping, and entertainment hub.

B. **Electoral Districting Services.** The City of Brea seeks written proposals from interested and qualified individuals, teams and firms with expertise in local jurisdiction electoral districting, public outreach and communications, the federal Voting Rights Act ("FVRA"), the California Voting Rights Act ("CVRA"), mapping electoral districts and analyzing statistical and Census data and demographics, to assist the City in preparing its Draft, Recommended, and Final Districting Plans for establishing electoral districts. The scope of services includes: coordination with City staff in conducting public outreach and education; analyzing Census data and demographics; complying with the FVRA, the CVRA, and other applicable laws; and preparing all necessary districting maps depicting electoral district lines.

C. **General Information.** On May 6, 2019, the City of Brea received a notice letter from Shenkman & Hughes, P.C. ("S&H") alleging that the City's at-large election system violates the CVRA. The City and S&H subsequently executed an Extension Agreement in which S&H agreed to refrain from filing a CVRA action as long as the City took specified steps to transition to district-based elections. In accordance with the Extension Agreement, on June 20, 2019, the City Council adopted Resolution No. 2019-049, declaring its intent to transition from at-large elections for City Council to district-based elections for City Council. Pursuant to that resolution, the City Council intends to consider, within 90 days of receipt of the 2020 Census results, adoption of an ordinance to transition to district-based elections in accordance with applicable laws including Government Code Section 34886 and Elections Code Section 10010. That resolution directed staff to work with the City Clerk, City Attorney, a demographer and other appropriate consultants as needed, to provide a detailed analysis of the City's current demographics and any other information or data necessary to prepare a draft map that divides the City into voting districts in a manner consistent with the intent and purpose of the CVRA and the FVRA. Accordingly, the City seeks a consultant to assist City staff in this undertaking.

**2. Objectives.**

The City desires to obtain services from a well-qualified firm to provide **Electoral Districting Services** as detailed in the Scope of Services section below.

i. **Comprehensive Review.** To obtain a comprehensive review and analysis of all relative 2020 Census data and demographics pertaining to establishing electoral districts according to all applicable current legal requirements.

ii. **Proposed Recommendations.** To obtain proposed recommendations that will meet all applicable current legal requirements pertaining to electoral districts.

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iii. **Coordinate with City Staff.** To coordinate with City staff in conducting public outreach and education.

iv. **Districting Plans.** To obtain preliminary and final districting plans to ensure full-compliance with all applicable legal requirements.

**3. Scope of Services.**

A. Required Services will include, but are not limited to, the following (some services may be on an “as needed” basis):

i. Work closely with City staff to meet the all current CVRA and FVRA requirements to establish Council districts, within the established timeframe;

ii. Attend City Council meetings as necessary and to assist in establishing a work plan and timeline for establishing Council Districts within 90 days of receipt of 2020 Census data;

iii. Work with City staff in developing and implementing a multilingual public outreach and education strategy, to solicit and incorporate public input;

iv. Attend all public outreach meetings in various areas of the City;

v. Assist City staff in implementing an open and transparent process that enables public consideration of, and comment on, the drawing of districting lines;

vi. Utilize mapping software and geographic information systems to draw districting lines and all necessary maps;

vii. Analyze Census data, statistics and demographics;

viii. Assist City staff in preparing the Draft Districting Plan and a Recommended Districting Plan, including a report to the City Council regarding the Recommended Districting Plan; and the implementation of the Final Districting Plan;

ix. Assure that the process, Draft Districting Plan, Recommended Districting Plan and Final Districting Plan are in compliance with the FVRA, the CVRA and all other applicable federal, state and local laws; and

x. Assist City staff as may be required in all facets of developing and implementing the Final Districting Plan

**B. Meet and Confer and Presentation Requirements**

i. **Meet and Confer.** Meet and confer with staff, leadership, City Council, and public as needed. In accordance with California Elections Code Section 10010, Brea estimates that several meetings will be required with City Council, staff and the public, at minimum: one (1) public hearing before the maps are drawn; two (2) public hearings after the



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maps are drawn; one (1) public hearing/workshop held on Saturday/Sunday or after 6 p.m. on a weekday; and one (1) meeting (evening) with the City Council to introduce the ordinance. Some of these meetings may be done remotely while others may require in-person meetings.

ii. **Presentations.** Make presentations to staff, leadership, City Council, and public, as needed. Include audio and visual presentations along with oral narratives. Update presentations as needed based on input received from staff.

**C. Anticipated Schedule.**

i. **Work Schedule.** City has proposed the following post award schedule, which is based on the number of weeks after contract award, is subject to change as mutually agreed-upon:

One week      Start of Contract

Eight weeks      Preliminary Electoral Districting Plan Due

Twelve weeks      Final Electoral Districting Plan Due

As-needed      Ongoing Services

ii. **Payment Schedule.** Payments will be made based on completion of the above milestones. Consultant may submit monthly progress payments for tangible work.

**4. Additional Qualifications Requirements**

A. It is anticipated that the Consultant will be able to demonstrate significant experience and expertise in the following areas: public outreach and education regarding electoral districting; the most current and up-to-date provisions of the FVRA, the CVRA, and other relevant federal, state and local laws; drawing electoral districts, including utilization of mapping software; understanding and analyzing Census data, statistics and demographic information, and using it in the districting process; and working with local governmental agencies.

B. Criteria by which the Districting Plan will be evaluated included United States Constitution, California statute and binding court precedent, including precedent of the United States Supreme Court.

End of this Exhibit

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**Exhibit A**  
**CONSULTANT'S PROPOSAL AND FEE SCHEDULE**  
(attached)



A Proposal for Brea  
In Response To  
Request for Proposals  
No. 2021.04.01.001  
for Electoral Districting Services

By National Demographics Corporation  
Douglas Johnson, President

April 25, 2021

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**B.iii. Letter of Transmittal**

April 25, 2021

Thank you for the opportunity to provide this proposal to Brea. NDC has more than 40 years of experience districting and redistricting hundreds of cities, school districts and other local jurisdictions across California, similar work for Anaheim, Fullerton, Placentia, Orange, Westminster, Buena Park, Stanton, Los Alamitos, Lake Forest, Dana Point, La Mirada, Corona, Eastvale, Jurupa Valley, Rancho Santiago Community College District, numerous school districts across Orange County (a full client list is available at [www.ndcresearch.com/clients/](http://www.ndcresearch.com/clients/)). We welcome the opportunity to bring the firm's expertise and skills to assist the City.

For each project, there are certain required basic elements, and there are several options that the City can include or leave out at its option. NDC carefully tailors each project to the needs and goals of the individual client partner. NDC also welcomes the opportunity to work with our clients to encourage public participation in this process, as we offer several tools developed specifically for public engagement in districting and redistricting.

This firm and irrevocable offer consists of a brief introduction; specific proposed project elements and options; timeline and cost information; conclusion; and signature section. NDC looks forward to working with you on this effort. Please call or email anytime if you have any questions, concerns, or requests regarding this proposal.

Sincerely,

Douglas Johnson  
President



## C.i. Background and C.ii. Experience and C.iii. Qualifications

### Brief History of National Demographics Corporation

NDC has served hundreds of local governments since our founding in 1979. While most of NDC's work is in California and Arizona, the firm has performed projects in all regions of the country, serving clients as varied as the States of Mississippi, Arizona, Florida and Illinois; Clark County (Nevada); the California counties of Merced, San Bernardino, and San Diego; the San Diego Unified School District; the City of Oakland; Yuma County (Arizona); the Arizona cities of Glendale, Mesa, Peoria, Phoenix, and Surprise; and relatively smaller jurisdictions such as the City of Bradbury and Clay Elementary School District.

The company is especially well known for its districting and redistricting work with local governments. NDC has established a reputation as the leading demographic expert on the California Voting Rights Act (CVRA), having performed demographic assessments of potential CVRA liability and/or moves to by-district elections for over 350 jurisdictions. No company has been responsible for addressing the electoral demographic needs of more local governments, as NDC has districted and/or redistricted more than 250 counties, school districts, cities, water districts, and other local jurisdictions.

Nationally recognized as a pioneer in good government districting and redistricting, NDC has unmatched expertise in the issues, questions, and decisions jurisdictions face in any discussion regarding districting, redistricting, the California and Federal Voting Rights Act and related election system choices.





## Company Philosophy

### Professionalism

NDC's personnel are nationally recognized as leaders in the districting field and are responsible for numerous books and articles on the subject. NDC possesses all the hardware and software necessary to meet the districting and redistricting needs of any jurisdiction, and its personnel have unmatched experience in the line-drawing side of this work, as well as in developing the databases used for these purposes. But more important are the firm's interpersonal skills and the team's understanding of the perspective of all parties in this process.

### Partnership

In recognition of the vital role these groups play in informing and assisting their members, NDC is a sponsor of the California League of Cities, the California Special Districts Association, and we are currently finalizing our sponsorship of the California School Boards Association and the California Association of Counties.

For years, NDC has frequently appeared on panels organized by these organizations to share information with their members about the California Voting Rights Act, the Census, and the districting and redistricting rules and process.

NDC also assists the League of Cities and CSBA with negotiations and suggested language for legislation on districting/redistricting and the California Voting Rights Act.

### Local Leadership and NDC's Non-Partisan Approach

NDC is an advisor and technical resource. The firm's role is to assist our clients in implementing our clients' goals and directions within the complicated demographic and legal constraints of the project. NDC shares its experience and expertise, but the final plan is selected by the jurisdiction's elected leaders, not NDC. The firm is sometimes criticized, usually by people from outside of the client jurisdiction, for not acting as an advocate or proselytizer for what these outsiders think is "right" for the client. But NDC team members are expert advisors, not proselytizers. NDC guides our clients through the process to a map that meets all legal requirements and the goals of our client – not the goals of outside critics. NDC welcomes the chance to assist each client through this process following the direction of the jurisdiction's elected leadership, key staff members, and the entire community.



## National Demographics Corporation

A common question in many redistricting projects is whether there is any influence of any improper political bias on the process. NDC's four decades of success working for jurisdictions with all-Democratic leadership, jurisdictions with all-Republican leadership, and every possible combination in between, reflects our steadfast dedication to non-partisan service. At work, each of us puts our personal political feelings aside and focuses on implementing the policy goals and directions of our clients using NDC's non-partisan, professional and expert guidance regarding the requirements and options facing each client. We believe most of our clients would be hard-pressed to guess which NDC team members are registered as independents or with any political party, and we are proud to have satisfied customers and clients whose partisan leanings (even in their non-partisan local government offices) similarly cross the entire partisan spectrum.

### **Openness**

Any change in election systems can have momentous implications for the distribution of political power in a jurisdiction and for access by groups and individuals to the governance process. Not surprisingly, such changes often attract considerable public attention, sometimes generate intense controversy, and may draw charges of manipulation and abuse of power. It is crucial, therefore, that the jurisdiction establish, at the beginning, a process that is not only fair, but that is seen to be fair, to all contending groups and individuals.

### **Public Engagement**

NDC pioneered the "transparent districting" approach that involves the public at every stage of the process and the company invented the "public participation kit" back in 1990. But NDC's most valuable service is the firm's experience transforming often contentious and passionate debates into thoughtful, constructive discussions focused on the options and outcomes rather than individual personalities. NDC also has considerable experience working with translators in public forums and providing materials in English and Spanish.

NDC's approach has been widely praised in the media, and NDC has worked extensively with all types of press including radio, television, newspaper, and new media.

## Project Software

NDC uses Caliper Corporation's Maptitude for Redistricting software for processing public map submissions and drawing NDC's draft maps and Board-directed revisions. Maptitude for Redistricting can open and use the standard "Shapefile" and "File Geodatabase" GIS data formats, and Maptitude for Redistricting can export all files to "Shapefile" and "File Geodatabase" formats.

NDC uses ESRI's ArcGIS Online to present those maps for Board, Staff and Public review in an easy-to-use, interactive format. NDC also uses ArcGIS Pro for some specialized Geographic Information System (GIS) analysis; for opening and reviewing data received from clients or from other jurisdictions; and when needed for final map post-adoption processing for delivery to the jurisdiction and to the County Registrar. Microsoft PowerPoint is also used for many presentations, though NDC is currently experimenting with a possible move to ESRI's "Story Maps" for some presentations.

## NDC Approach to Public Engagement

### The Three E's of Public Participation: Engage, Educate, and Empower

NDC's "Three E's" approach recognizes the complex and daunting nature of districting and redistricting projects, while emphasizing the importance of public participation in such projects.

Given the complexity of the issue, the public cannot be expected to jump in with constructive ideas and input without encouragement. So NDC's approach begins with the first "E": **Engage**. NDC works with our clients to get the word out about why the project matters – and how input from residents can be a decisive element of the project.

Once their interest is engaged, the second "E" is **Educate**. Most media coverage of this topic focuses on congressional gerrymandering, giving the entire field a tainted and hopeless feel. NDC works with our clients to explain how local districting and redistricting is based on neighborhoods and communities – not national politics. We educate the public on the data, requirements and goals of redistricting, and on the many options residents have to formulate and share their own maps or other constructive input.

The third "E" is **Empower**. For those projects where the level of public interest and engagement justify the expense, NDC offers an unmatched array of paper, Excel-based, and online mapping tools that residents can use to draw detailed, population-balanced maps for consideration by the jurisdiction.

When included in a project, NDC has seen considerable public interest in these optional public participation tools. Often five, ten or even twenty or thirty draft maps are proposed by community residents. And NDC developed a highly refined and proven methodology for efficiently guiding our clients through selecting and refining a map, even when starting from 10, 20, 30 or more initial draft maps.

For those jurisdictions where the expense of the optional mapping tools is too high, NDC always welcomes any letters, comments, or hand-drawn maps that residents wish to submit during the districting or redistricting process.

For every project, at no extra expense, NDC includes an online “interactive review map” that allows residents to analyze draft maps zooming in and out, searching for specific addresses, and by changing between street maps, satellite images, and other underlying base maps.

Samples of these tools are shown on the following pages, and additional details on each of them appears later in this proposal.

## Sample Public Participation Mapping Tool

### Public Participation Kit

Each number indicates the total population of that "population unit" area. Each district must have essentially equal population.

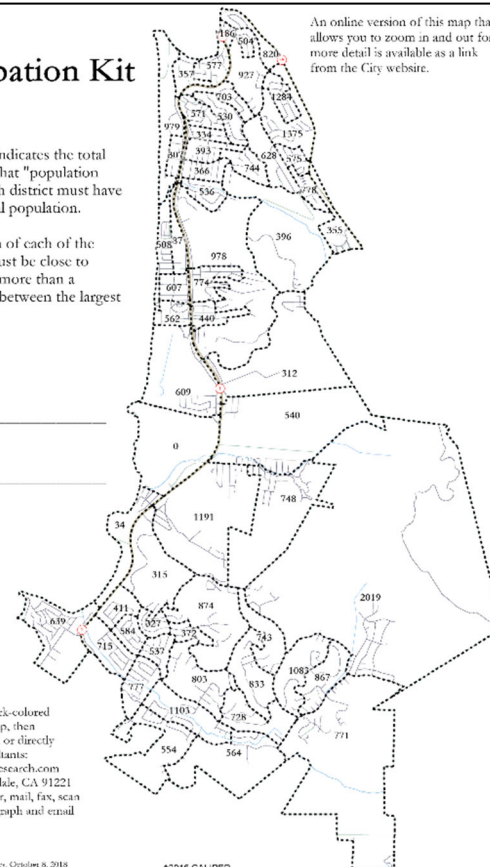
The population of each of the five districts must be close to 7,447, with no more than a 745 difference between the largest and smallest.

Name: \_\_\_\_\_

Phone or email: \_\_\_\_\_

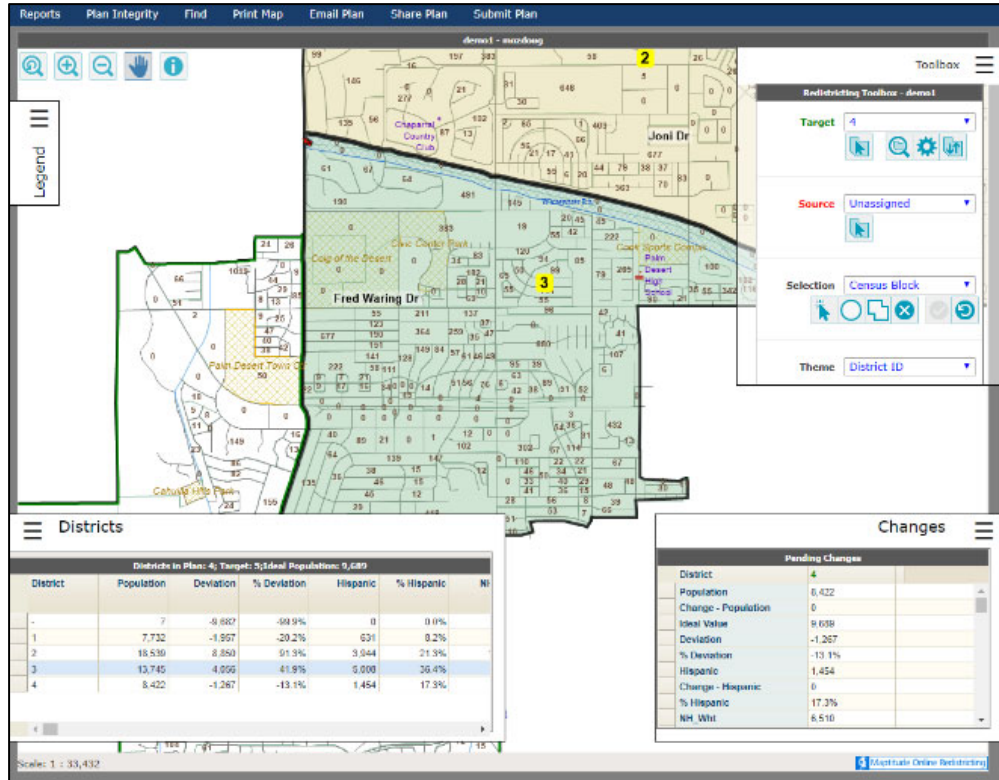
Please use a thick dark-colored pen to draw your map, then submit it at City Hall or directly to our project consultants:  
 Submission@NDCresearch.com  
 P.O. Box 5271, Glendale, CA 91221  
 You can hand-deliver, mail, fax, scan and email, or photograph and email your map.

National Demographics, October 8, 2018 #2016 CALIPER

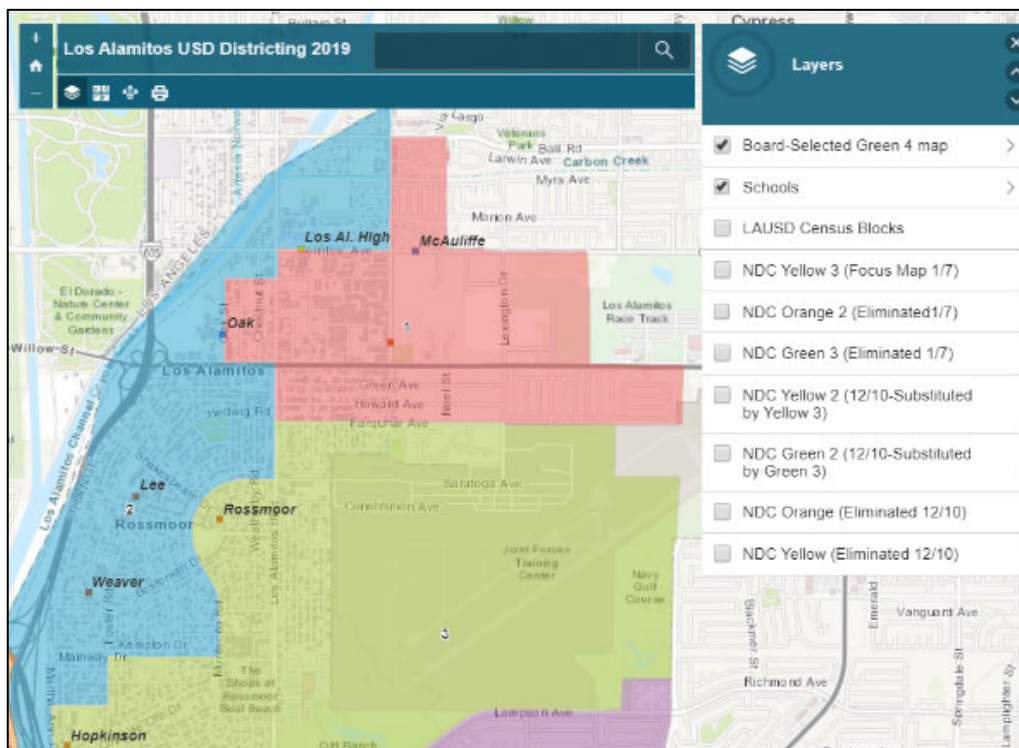


An online version of this map that allows you to zoom in and out for more detail is available as a link from the City website.

## Sample Online Mapping Tool



## Sample NDC “Interactive Review Map” (used to view and evaluate, not to draw, maps)





## The NDC Team

NDC's 40 years of service to local governments is grounded in our academic founding and decades of professional relationships with all forms of local governments. Each NDC team member has been extensively trained in the legal requirements, demographic details, and complicated personal and community interests involved in every districting and redistricting project. And every NDC team member has been briefed on the wide range of unusual and bizarre challenges NDC has encountered over our more than 250 successfully completed local government projects. Whatever question or situation arises, your NDC team can handle it.

NDC President Dr. Douglas Johnson leads all team training and closely monitors the progress of every client project. NDC President Dr. Johnson and Vice President Dr. Levitt are always available to all clients, and typically are personally involved whenever particularly unusual or complex situations arise. And each NDC project has an NDC Consultant or Senior Consultant as a primary point of contact to ensure seamless information flows and continuity. All NDC project leaders are a fully trained Consultants or Senior Consultants with years of experience working with local government elected leadership and top staff members. Each NDC team leader brings their personal expertise in demographics, city governance, school district governance and/or special district management to every project. And each team leader has particular expertise and focus in specific geographic areas. All team members resumes are available on [www.ndcresearch.com/about-us/](http://www.ndcresearch.com/about-us/).

## NDC Current Organization Chart

<b>NDC President</b>	Douglas Johnson, Ph.D.
<b>NDC Vice President</b>	Justin Levitt, Ph.D.
<b>Senior Consultants</b>	Shalice Tilton Robert McEntire, Ed.D. Jeff Tilton, Ed.D.
<b>Consultants</b>	Kristen Parks Daniel Phillips, Ph.D. Shannon Kelly Jeff Simonetti Todd Tatum Ivy Beller Sakansky Douglas Yoakam
<b>Records Manager</b>	Michele Lewis



## Recognition of NDC's Expertise

Both national and local organizations have recognized NDC's unmatched experience and expertise in the Census, districting, and redistricting.

### National Recognition

Nationally, the National Conference of State Legislatures hosted NDC as a panelist at five different forums held for state legislators and legislative staff from across the country. NDC President Douglas Johnson addressed these forums on the following topics:

1. *Citizen Voting Age Data from a line-drawer's viewpoint*
2. *Communities of Interest in Redistricting: A key to drawing 2011 plans (and for their defense)*
3. *The Key to Successful Redistricting*
4. *Communities of Interest In Redistricting: A Practical Guide*
5. *The Arizona Independent Redistricting Commissions' experiences with the first-ever independent redistricting*

In addition:

- The National League of Women Voters hosted NDC President Douglas Johnson at a 2006 conference on "Building a National Redistricting Reform Movement,"
- Texas Tech University hosted Dr. Johnson as a panelist at its "Symposium on Redistricting;"
- The Arizona League of Cities and Towns hosted Dr. Johnson as a panelist on "Redistricting Law and the Voting Rights Act: What It Means for Your City or Town in 2011" and
- The Arizona Bar Association hosted Dr. Johnson as a panelist on "Communities of interest and technology in redistricting."

### California League of Cities Recognition

The California League of Cities hosted NDC as panelists over a dozen times to date:

General Meeting panel: 2006 and 2015

Executive Forum panel: 2018 and 2020

City Clerk Department panel: 2014, 2017, 2018, twice in 2019, and 2020

City Manager Department panel: 2015 and 2019

City Attorney Department panel: 2018

Inland Empire Chapter presentation: 2016  
South Bay Chapter presentation: 2020 and 2021

### Recognition by Additional California Organizations

Other California organizations and conferences since 2011 recognizing NDC's expertise in this field include:

2020	California County Counsel Assoc.	2021 Redistricting - What Local Government Attorneys Need to Know
2020	"Voice of San Diego" Politifest	Redistricting--What it means for our community
2020	County Committee Secretaries Annual Summit	The California Voting Rights Act
2020	Rose Institute of State and Local Government	2021 Redistricting: New Rules for California Local Governments
2020	California Special Districts Association	California Voting Rights Act Challenge Factors
2020	Associated Cities of California – Orange County	2021 Redistricting: The Rules have Changed
2020	California Municipal Law Conference	Municipal Redistricting in 2021: New Rules of the Road
2019	California Association of School Business Officials	Transitioning to By-Trustee-Areas Elections
2019	USC City/County Fellowship Program	The Challenges of Municipal Election Districts
2019	California Special Districts Association	District Elections and the California Voting Rights Act
2018	California Special Districts Association	Converting From At-Large to By-District Elections Under the California Voting Rights Act
2018	Riverside County Bar Assoc.	Redistricting and the California Voting Rights Act
2018	California School Board Assoc.	Voter Districts: The Link Between Strong Community Engagement and a Successful Process

2017	California School Board Assoc.	15 Years with the California Voting Rights Act: Lessons Learned and Challenges Ahead
2017	UC's National Public Service Law Conference	Moderator, "Voting Rights 101"
2016	Los Angeles County School Business Officials	CVRA: What CBO's Need to Know
2016	Los Angeles County School Trustees Assoc.	The CVRA: What School Board Members Need to Know
2015	Associated Cities of California – Orange County	The California Voting Rights Act
2015	California School Board Assoc.	The California Voting Rights Act: What Board Members Must Know
2015	Los Angeles County School Boards Assoc.	CVRA & Districting: The Demographer's Perspective
2011	Channel Cities Club	Lunch Keynote: "California's next experiment: independent, public redistricting"

### Advisor to Charter Review Commissions on Redistricting Provisions

NDC advised the following groups on the redistricting and voting rights provisions of their charter revisions and ordinances:

2016	City of El Cajon charter revision and public education outreach
2015/16	Castaic Lake Water Agency and Newhall County Water District merger
2015/16	City of Corona Charter Revision
2011/12	Pasadena Unified advisor to Charter Revision Commission creating a redistricting commission and moving District to by-district elections
2009/10	City of Menifee advisor to by-district-elections ordinance language committee
2006-08	City of Modesto advisor to Charter Revision Commission creating an independent redistricting commission and public education outreach
2003	City of Goleta ordinance writing and public education outreach



## National Demographics Corporation

### Expert Witness and Litigation Consultant

NDC President Douglas Johnson served as an expert witness in the following election and redistricting law cases:

2020	Chestnut v Merrill (Alabama)
2019	City of Redondo Beach vs State of California
2019	Ruiz-Lozito vs West Contra Costa Unified School District
2019	Common Cause v Lewis (North Carolina)
2018	Phillip Randolph Institute v Smith (Ohio)
2018	League et al. v. Johnson (Michigan)
2017	Luna v County of Kern
2018	Covington v State of North Carolina
2016	Garrett v City of Highland
2015	Jamarillo v City of Fullerton
2015	Harris vs Arizona Independent Redistricting Commission
2015	Solis v Santa Clarita Community College District
2015	Jauregui et al vs City of Palmdale
2014	Diego v City of Whittier

NDC Staff also served as litigation consultants for jurisdictions in the following California Voting Rights Act cases:

1. Anaheim
2. Carson
3. Compton
4. Escondido
5. Modesto
6. Poway
7. Santa Clarita
8. Whittier
9. Santa Clarita Community College District
10. Tulare Health Care District

### Trusted Advisor to Local Government and Redistricting Reform Groups

NDC acted as an informal advisor to the California League of Cities and the California School Board Association during the debate over the AB849 “FAIR MAPS Act” in 2019.

NDC acted as an informal advisor to the California League of Cities during the debate over AB1276 (revising the FAIR MAPS Act provisions) in 2020.

NDC provided ideas, advice, maps and research to the 2008 Common Cause-led coalition that drafted and successfully advocated for Proposition 11, which created California’s State-level Independent Redistricting Commission.

NDC President Douglas Johnson at Governor Schwarzenegger's press conference in support of redistricting reform.



(Left to right: Assembly Democratic Legislator John Laird, USC Senior Fellow Dan Schnur, Greenlining Institute representative (name unknown), AARP President Jeannine English, NDC President Douglas Johnson, Governor Arnold Schwarzenegger, League of Women Voters Senior Director Trudy Schafer, State Senate Republican Bill Leonard, League of Women Voters President Jacqueline Jacobberger, and three unidentified men).

## NDC Testimonials

Here is a sampling of what people have to say about NDC:

*"Our decision to work with National Demographics came out of our extraordinary city-wide success in 2015 with their work designing the original districts. I think anyone who participated in that process realized that the technical solutions they created opened access to literally dozens of people creating their own maps and it created a vibrant process."*

Santa Barbara City Attorney Ariel Calonne

*"Here's a great expert. . . . today you bring him in for what sounds like good information, very smart man up here."*

United States Fourth District Court Judge James A Wynn, Covington v North Carolina, United States District Court for the Middle District of North Carolina, Case No. 1:15CV399

## National Demographics Corporation

*"I have worked on Congressional, Legislative, Los Angeles County and Los Angeles City redistricting maps on behalf of the Latino Caucus and grassroots Latino organizations for over 30 years. Douglas Johnson is one of the top redistricting experts in California, and he is who I would pick to draw a map for me anywhere in the state."*

Alan Clayton, retired Executive Director of the Los Angeles County Chicano Employees Association

*"The excel spreadsheet is a fantastic tool. Just plug in the letter by district and on the tab see a running total of population by assigned district. It's cool."*

Modesto resident's comment, June 16, 2008

*"One of the first, and in retrospect one of the best, decisions made by our commission was to hire Douglas Johnson and his colleagues at National Demographics Corporation as our primary consultants. I have never had the opportunity to work with a more highly qualified, hard-working, dedicated, professional and classy individual or group than Mr. Johnson and his associates at NDC."*

Jim Huntwork, Arizona Independent Redistricting Commissioner (Republican)

*"In addition to his technical expertise, Doug had a keen sense of how to help us navigate the complexities of the process. He understands redistricting better than any person I know. He has a unique ability to synthesize that which is very complicated and make it very understandable for the public. He frequently would present various options, without representing any position, clearly delineating differences and challenges of each option in a clear and succinct manner."*

Josh Hall, Arizona Independent Redistricting Commissioner (Democrat)

*"It was a great pleasure to work with Doug Johnson and NDC during the first Independent redistricting effort in Arizona. Doug and his staff were professional, efficient, responsive, and even-handed. They listened very carefully to the instructions given by the commission and performed each mapping task without bias of any kind. I would highly recommend NDC to any jurisdiction, or commission, wishing to have a successful redistricting process."*

Steven W. Lynn, Chair, Arizona Independent Redistricting Commission (Independent)





## National Demographics Corporation

*“Thank you for all of your hard work, assistance, and patience with me during this year of CVRA conversion to by-area trustee elections. Your continual reassurance and support in dealing with all of the details was sincerely appreciated. We all have jobs to do, but when working with all of you I felt that you always went the extra mile to support our District with excellent customer service. The multiple revisions, extra conference calls, and follow up suggestions made a difference to Scott, Linda, and me. I personally enjoyed joking around with each of you while remaining professional in all presentations. It was a pleasure working with all of you. “*

Jennifer Williams, Ed. D., Fullerton Joint Union High School District,  
Executive Director Administrative Services

*“Thank you for taking time out of your busy schedule to participate in the City Official Roundtable I hosted on the 2020 U.S. Census at the Redondo Beach Performing Arts Center. I appreciate that you shared your expertise on the Census to the government officials who were present. It is critical that we work together to ensure that everyone is counted in the upcoming Census.”*

Ted W. Lieu, Member of Congress, California 33<sup>rd</sup> District.

## Impeccable References

All of NDC's former clients – without exception – can be contacted for references. The following is only a sample of references:

Mr. Graham Mitchell. City Manager. City of El Cajon. 200 Civic Center Way. El Cajon. CA 92020. (619) 441-1716. [GMitchell@cityofelcajon.us](mailto:GMitchell@cityofelcajon.us).

Mr. Jason Stilwell. City Manager. City of Santa Maria. 110 E. Cook Street. Santa Maria. CA 93454-5190. (805) 925-0951 ext. 2200. [jstilwell@cityofsantamaria.org](mailto:jstilwell@cityofsantamaria.org).

Mr. Marcus Walton. Communications Director. West Contra Costa Unified. 1108 Bissell Ave., Room 211-215. Richmond, CA 94801. 510-205-3092. [mwalton@wccusd.net](mailto:mwalton@wccusd.net).

Mr. Jonathan Vasquez. Superintendent. Los Nietos School District. 8324 S. Westman Ave., Whittier, CA 90606. (562) 692-0271 Ext. 3212 [jonathan\\_vasquez@lnsd.net](mailto:jonathan_vasquez@lnsd.net).

Ms. Jennifer Fitzgerald, Mayor, City of Fullerton. 303 W. Commonwealth Avenue. Fullerton, CA 92832. (714) 402-3106. [jennifer@curtpringle.com](mailto:jennifer@curtpringle.com).

Mr. James Atencio. Assistant City Attorney. City of Richmond. 450 Civic Center Plaza. Richmond, CA 94804. 510-620-6509. [James\\_Atencio@ci.richmond.ca.us](mailto:James_Atencio@ci.richmond.ca.us).

Ms. Isabel Montenegro. Administrative Assistant. Inglewood Unified. 401 South Inglewood Avenue, Inglewood, CA 90301. 310-419-2799. [imontenegro@inglewood.k12.ca.us](mailto:imontenegro@inglewood.k12.ca.us).

Ms. Pam Abel. Superintendent. Modesto City Schools. 426 Locust Street. Modesto. CA 95351-2631. (209) 574-1616. [able.p@mcs4kids.com](mailto:able.p@mcs4kids.com).

Mr. Darrell Talbert. City Manager. City of Corona. 400 S Vicentia Avenue. Corona. CA 92882-2187. 951.279.3670. [Darrell.Talbert@ci.corona.ca.us](mailto:Darrell.Talbert@ci.corona.ca.us).

Mr. David Silberman. Deputy County Counsel. San Mateo County. 400 County Center. 6th Floor. Redwood City. CA 94063. 650-363-4749 [dsilberman@smcgov.org](mailto:dsilberman@smcgov.org).

Judge Hugh Rose (retired). Chairman. City of Modesto Districting Commission. 508 King Richard Lane. Modesto. CA 95350. Phone (209) 522-0719. Email: [hhrose@hotmail.com](mailto:hhrose@hotmail.com).

Ms. Lucinda Aja. City Clerk, City of Buckeye, Arizona. 100 N Apache Rd, Suite A, Buckeye, AZ 85326. Phone (623) 349-6007. Email: [laja@buckeyeaz.gov](mailto:laja@buckeyeaz.gov).

## Summary Scope of Work

NDC tailors each project to the needs and goals of each jurisdictions. Below is a typical NDC-suggested timeline and description of project elements.

The dates provided below are general guidelines and will vary according to the goals, project choices, and deadlines of each jurisdiction.

**This timeline is subject to change based on ongoing changes in the date when official population data will be available and possible changes in state deadlines.**

April – May	Project Planning and decisions on public mapping tools, whether to use a commission, and other project options. Begin project communications and outreach.
May – September	Any mapping tools prepared with preliminary population data; initial pre-draft-map hearing(s) held.
October – January	Census data received and processed; draft maps prepared, considered, and revised (in hearings and, if desired, less formal public workshops)
January – April	Final plan revisions made and plan adopted and implemented.

## Detailed Project Scope of Work

### April – May, 2021: Project Planning and Initial Outreach

- NDC works with the jurisdiction to prepare a detailed project timeline of expected outreach efforts, public forums, formal hearings, draft map dates, and final map adoption dates.
- NDC works with the jurisdiction staff (or contract specialized outreach staff – see notes below about that option if interested) to prepare a project outreach plan for all steps of the process covering target audiences, contact lists, social media efforts, any potential postcard mailings, utility bill inserts, flyers for distribution at schools, media briefings, and community group contacts.
- Decide what public mapping tool(s) to provide, if any.
- Decide whether to use a commission.

- e. Create the project website: NDC will provide advice and text for the jurisdiction's website, or as an optional project element NDC will build a project website that the jurisdiction can simply link to from the jurisdiction site.
- f. NDC will work with jurisdiction and County Registrar staff to confirm GIS boundaries and to identify and include in our redistricting database any available GIS data that NDC and the jurisdiction identify are likely to be useful as mapping references for NDC, the public, and for the jurisdiction.
- g. Project outreach begins with initial alerts and 'invitations to participate' sent out to the general public, to overlapping jurisdictions, and to community organizations.

**May – September, 2021: Initial Data Analysis and Initial Hearings / Forums**

- h. NDC prepares total population estimates for use in initial hearings and any public mapping tools.
- i. NDC adds socio-economic data from the Census Bureau's American Community Survey to the state demographic data.
- j. NDC prepares a report regarding the demographics of the jurisdiction, including maps of "protected class" population concentrations and other socio-economic data often referenced in redistricting (such as income, education levels, children at home, language spoken at home, renters / homeowners, and single-family / multi-family residences).
- k. NDC report is circulated to the jurisdiction and into the project outreach messaging.
- l. Hearings / Forums: NDC presents an overview of the redistricting laws and criteria, jurisdiction demographics and opportunities for public input.
- m. The project timeline and outreach plan are presented to the public for comments and feedback, along with a request to the public to provide guidance on what residents consider key neighborhoods, communities of interest, and other project-related regions in the jurisdiction.
- n. If the optional public mapping tools and/or Public Participation Kit are included in the project, their use is demonstrated to the public.

- o. If the optional public mapping tools and/or Public Participation Kit are included in the project, NDC provides email and phone support for any residents with questions regarding their use.
- p. If the optional public mapping tools and/or Public Participation Kit are included in the project, at the jurisdiction's option additional public forums on the use of those tools can be provided.
- q. Outreach efforts continue with messaging to the public, with special focus on community groups with an interest in the redistricting.

**October – January, 2021: Draft Mapping Time**

- r. 2020 Census total population counts released and California Statewide Database completes "prison adjustments" of the data. Total population counts in outreach materials and mapping tools are updated with the official Census data.
- s. Outreach efforts continue with messaging reminding the public of the opportunity to provide written or mapped input on how the maps should be drawn and welcoming any maps residents wish to submit.
- t. The public deadline for submitting any initial draft maps will be approximately seven days prior to the official deadline to post all draft maps online (to provide NDC time to process any draft maps received, and for NDC to develop our own two to four initial draft maps).
- u. All outreach channels are used to inform the public about the opportunity to submit draft maps and to encourage participation in the review of the upcoming draft maps.
- v. NDC processes all public draft map submissions, drafts NDC's draft maps, summarizes all of the draft maps. The maps, related demographics, and summaries are provided by NDC in web-friendly formats. These process maps are posted on the project website and on the NDC-provided interactive review map.
- w. At the jurisdiction's option, one or more informal workshops or public forums are held to gather residents' reactions to and preferences among the draft maps.
- x. The jurisdiction holds a hearing to review the draft maps, narrow down the list of initial draft maps, and provide direction on any desired new or revised maps.

- y. Time provided for the public to submit any new maps and for NDC to provide maps based on the direction at the hearing. During this time, additional outreach is conducted to inform interested residents and community groups of the selected 'focus maps' and the remaining opportunities to participate in the process.

**January – April, 2022: Map Adoption**

- z. Any new or revised maps, related demographics, and summaries are posted on the project website.
- aa. At the jurisdiction's option, one or more informal workshops or public forums are held to gather residents' reactions to and preferences among the remaining maps.
- bb. One or more hearings are held to continue the review and refinement of the focus maps and, ultimately, adopt the final map.
- cc. Outreach continues to inform residents and community groups of the progress of the project, opportunities for future participation, and, ultimately, which map is adopted.
- dd. Following map adoption, NDC coordinates map implementation with the County Registrar, informing the jurisdiction staff of the progress, any issues, and ultimate completion of that work.
- ee. NDC works with the jurisdiction staff to ensure preservation of all project data and records, including GIS-format versions of the adopted map.



## Details of Optional Project Elements

### **Advisory or Independent Redistricting Commissions**

NDC anticipates that many California jurisdictions will create advisory or independent commissions to manage the redistricting process. NDC welcomes the use of such commissions, and our pricing does not change for jurisdictions creating commissions. But the creation, training, operation and reporting of such commissions often leads to more meetings (and a resulting increase in the “per meeting” project expenses) than a traditional redistricting process conducted primarily by the jurisdiction’s elected leadership.

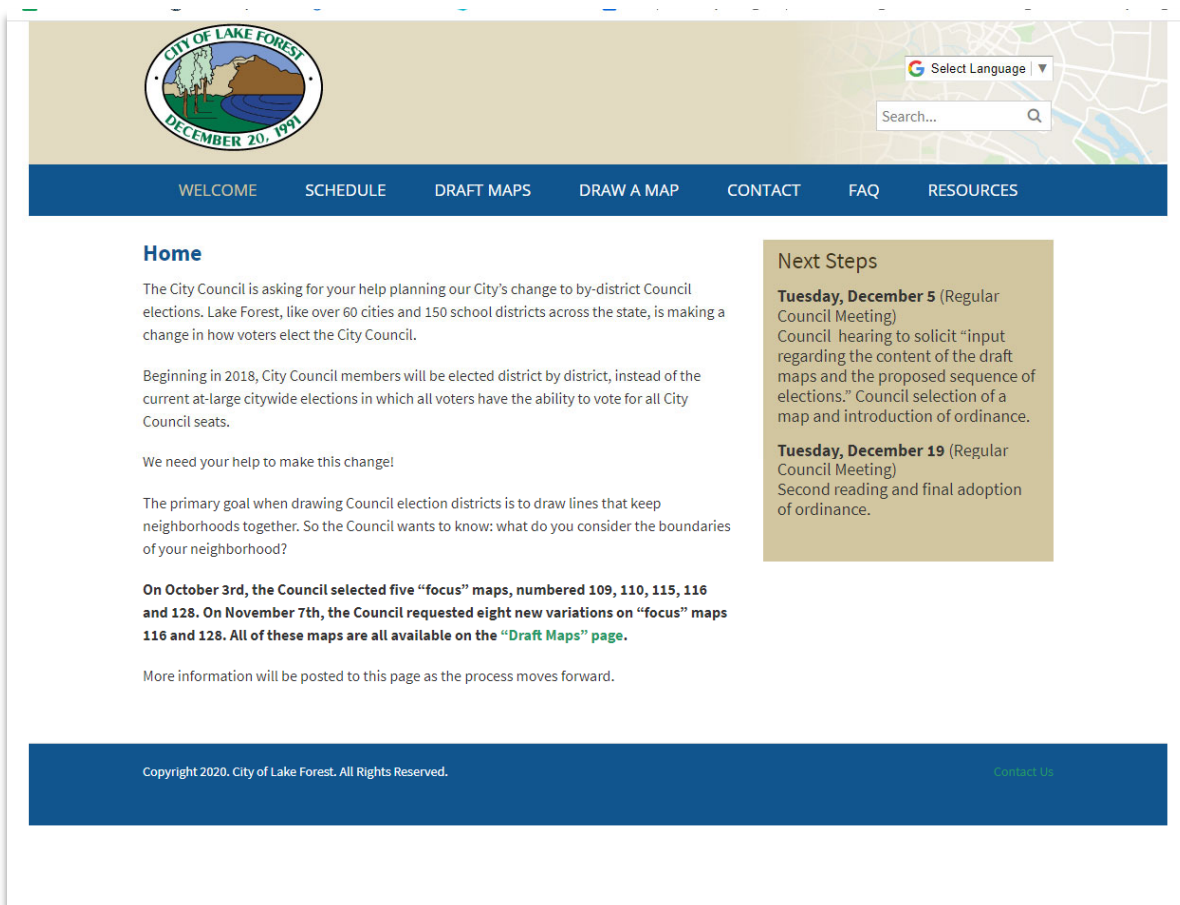
### **Outreach Assistance**

NDC brings topical expertise to your jurisdiction’s outreach efforts, and NDC makes available to all clients our library of sample outreach materials including op-ed articles, postcards, utility bill inserts, flyers, and social media messages. NDC provides all of these materials along with our advice and input on outreach strategy and materials to any interested jurisdiction, but we do not have graphic artists to customize or design such materials in-house.

For larger-scale outreach efforts, especially where jurisdictions wish to send representatives out to regular meetings of existing community organizations, NDC typically works together with a jurisdiction’s in-house communications staff and/or with one or more outreach organizations. We often work with, and highly recommend, Tripepi-Smith, and some information on the services they offer is included at the end of this proposal. And we would be happy to work with any in-house team at the jurisdiction or with any firm or organization the jurisdiction selects. Many projects can be handled by a jurisdiction’s in-house or regular outreach and communications teams (with samples and topic expertise provided by NDC), but a number of jurisdictions seek supplemental outside communications assistance.

### **Project Website**

NDC provides all project materials in website-friendly formats for posting on the jurisdiction’s website. At no cost, NDC will provide project website samples and website language for use on the jurisdiction’s project website. But for jurisdictions that prefer not to take on the challenge of creating and managing a rapidly-changing project website, NDC will create, host, and update project website (visit to see one such site – though note that site was created prior to passage of the new AB849 requirements).

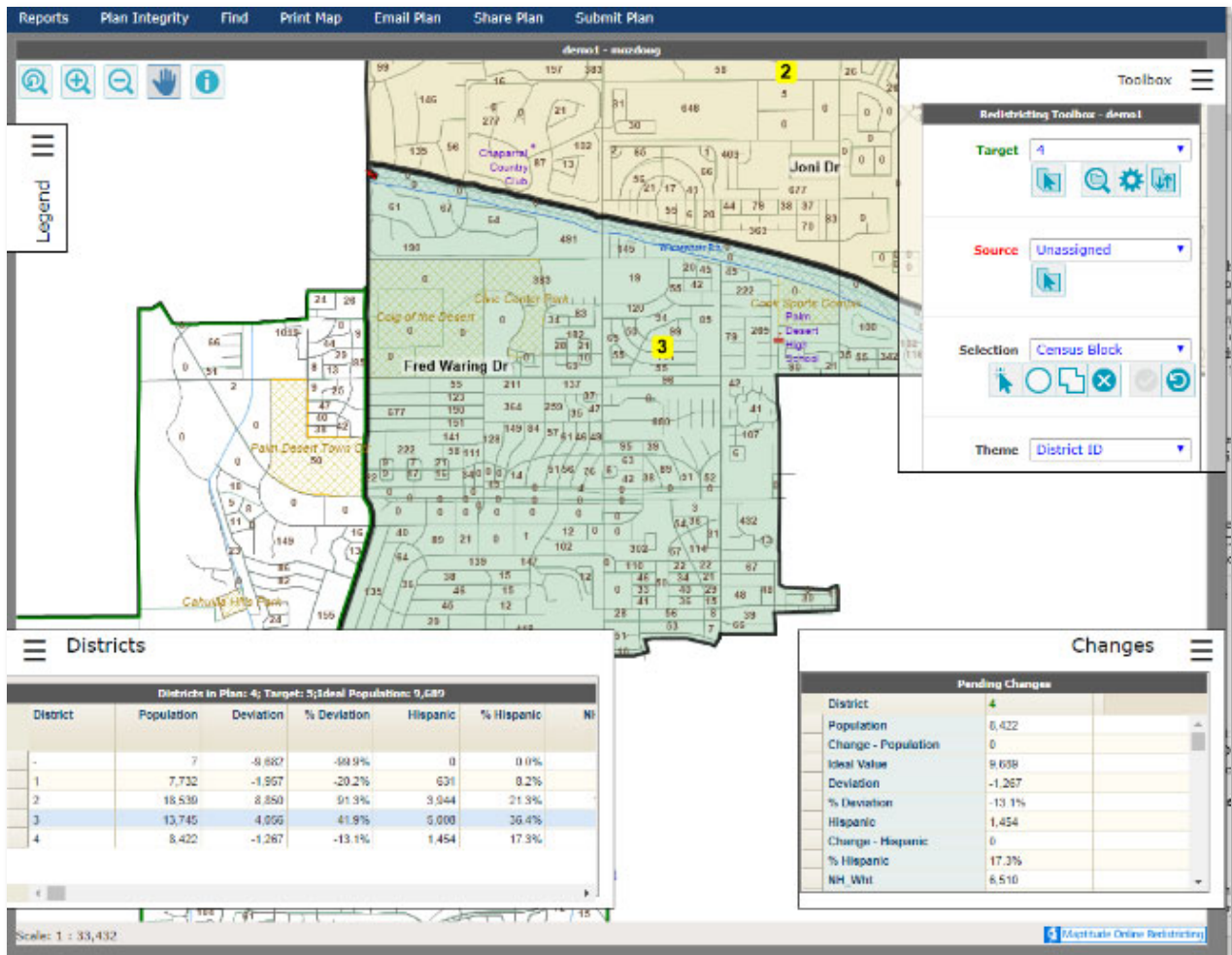


## Background on Online Mapping Tool Options

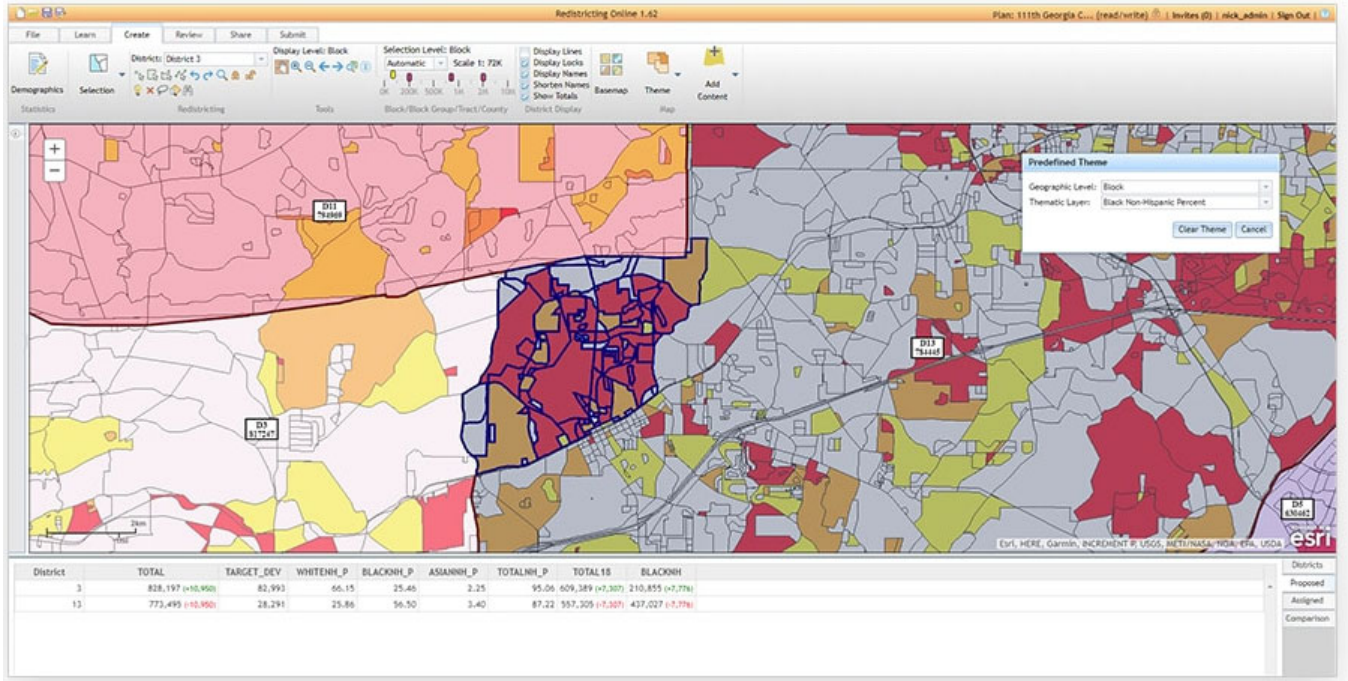
NDC is the unmatched leader in redistricting tools that empower residents to review draft maps and to develop and submit their own map proposals. NDC is the only firm that has used the online mapping solutions from both ESRI and Caliper Corporation in major redistricting projects.

Only NDC has repeatedly trained members of the public, processed public map submissions, and presented the public map proposals to public hearings and commission meetings. NDC's online mapping tool options provide user support, hosting, managing, and processing submitted plans for an online interactive system that allows public to draw and submit proposed maps through a standard web browser.

In the more than 200 California local districting projects between 2012 and 2020, NDC is the only consultant providing clients access to Caliper Corporation's "Maptitude Online Redistricting" tool. Even with the technical challenges arising from such tools' power and flexibility, NDC's training and encouragement frequently results in 10, 20, 30 or more different maps drawn by residents of the school district or city providing that tool to its residents.



The other primary public mapping tool currently on the market is ESRI's online districting tool. While easy to use, the ESRI product costs significantly more. As a result, traditionally only the largest jurisdictions have been able to afford it.



When it is time to start the project, NDC will work with each interested client to determine which, if any, online mapping tool best meets the goals and budget of the jurisdiction.



## Paper- and Excel-based Public Mapping Tools

While online mapping tools are very popular, NDC never forgets those residents who do not have internet access or who simply prefer to not drawing maps online.

At no cost with every online mapping tool, and as a separate option for jurisdictions that for budget or other reasons do not include an online mapping tool, NDC offers our “Public Participation Kit.” Each “Kit” includes two formats.

The first, and most simple, Kit is a one-page map showing streets, city borders, and population counts for NDC-created “Population Unit” geographic areas. Residents draw the map they wish to propose and add up the population counts by hand until they get the right population count in each district. All of the directions needed are right on the single-page form. Examples of these tools, from our work for the City of Lake Forest, are available here: <https://drawlf.org/draw-a-map/>.

The second form of offline mapping tool is for those residents who do not want to deal with an online mapping tool, but who are already comfortable with Microsoft Excel. NDC provides a similar simple one-page map of those same “Population Units,” but this time the map shows the Unit ID number rather than the population count in that Unit. Residents then enter their preferred district assignment for each Population Unit into the pre-formatted Excel spreadsheet (also available on the Lake Forest website), and Excel calculates the total population and demographics of each District. When the resident has the map the way they like it, they simple email in the Excel file.

### Public Participation Kit

Each number indicates the total population of that "population unit" area. Each district must have essentially equal population.

The population of each of the five districts must be close to 7,447, with no more than a 745 difference between the largest and smallest.

Name: \_\_\_\_\_

Phone or email: \_\_\_\_\_

Please use a thick dark-colored pen to draw your map, then submit it at City Hall or directly to our project consultants:  
 Submission@NDCresearch.com  
 PO Box 5271, Glendale, CA 91221  
 You can hand-deliver, mail, fax, scan and email, or photograph and email your map.

National Demographics, October 8, 2018 #2016 CALIPER

## Project Pricing

1. **Basic Project Elements** (covers everything except for per-meeting and optional expenses):..... \$ 23,500

2. **Per-Meeting expense:**

- In-person attendance, per meeting ..... \$ 2,750
- Virtual (telephonic, Zoom, etc.) attendance, per meeting..... \$ 1,250

For each meeting, NDC will prepare meeting materials, including presentation materials and maps; present and explain key concepts, including mandatory and traditional redistricting criteria and “communities of interest”; facilitate conversations; answer questions; and gather feedback on proposed boundaries.

Per-meeting prices include all travel and other anticipated meeting-related expenses. Telephone calls to answer questions, discuss project status, and other standard project management tasks do not count as meetings and do not result in any charge.

3. **Optional Project Elements:**

a) Project website ..... \$ 4,500

b) Public mapping tool options:

- ESRI Redistricting ..... \*
- Caliper-centered system including all elements below ..... \$ 14,000
  - “Maptitude Online Redistricting” (MOR)
  - Tuft University’s “DistrictR” (a simple neighborhood mapping tool)
  - Public Participation Kit paper- and Excel-based mapping tool

c) DistrictR without MOR or ESRI ..... \$ 6,500

d) Public Participation Kit mapping tool without MOR or ESRI..... \$ 3,500

e) Working with independent or advisory redistricting commission ..... no additional charge

f) Additional outreach assistance.....separately contracted

\* ESRI prices its software on a jurisdiction-by-jurisdiction basis. The lowest prices we have seen are \$80,000 and up. If that is an option the jurisdiction would like to pursue, NDC will request a specific price for your jurisdiction from ESRI.





### Other Potential Project-Related Expenses:

The most common additional project expenses would be any site or staff costs for conducting the community forums and the cost of printing or copying paper copies of the “Public Participation Kit.” In NDC’s experience, most participants will download and print the Kits in their own homes or offices.

### Additional Analysis

NDC is happy to assist with any additional analysis that the client requests at our standard hourly rates:

Principal (Dr. Douglas Johnson).....	\$300 per hour
Vice President (Justin Levitt) .....	\$250 per hour
Senior Consultant .....	\$200 per hour
Consultant.....	\$150 per hour
Analyst / Clerical .....	\$50 per hour

Dr. Johnson is also available for deposition and/or testimony work if needed, at \$350 per hour.

### Requested Payment terms:

NDC requests that one-half of the “Basic Project Elements” be paid at the start of the project and any “optional project element” costs be paid at the time those tools are launched; and the balance of the project costs be paid at the conclusion of the project.

## Conclusion

Since its founding NDC has been the nation's preeminent company devoted to local election systems. To summarize:

- NDC has more experience in the field of municipal political election systems than any other company.
- NDC's experience and expertise has been recognized by our hundreds of clients, the California League of Cities, the California School Board Association, the California Special District Association, and the National Conference of State Legislatures.
- NDC, founded in 1979, has a demonstrated record of financial solvency.
- NDC's hardware and software resources were specially designed and acquired for districting and redistricting purposes.
- NDC's highly respected personnel have impeccable credentials in each aspect of the districting and redistricting processes.
- NDC's suggested approach has been tested in many jurisdictions.
- Any NDC client can be contacted for testimonials and reference.
- NDC has demonstrated experience over many years in working with the press and media on local election system issues.
- Neither the Justice Department nor any Court has ever rejected any of over 350 local government maps adopted through NDC-managed districting and redistricting projects.

NDC takes pride in tailoring each project to the needs and goals of each individual client. NDC is open to any feedback, concerns, requests, or changes regarding this proposal.

NDC looks forward to the opportunity to work with you on this project.



**Proposal Acceptance**

The terms of this proposal are available for 90 calendar days from its delivery to you. In most situations, NDC is open to extending that period of time to meet any particular needs of your jurisdiction.

If your jurisdiction has specific contract and/or letter of agreement language you prefer to use, please provide it and ignore the signature block below. If you prefer, simply sign two copies of this proposal in the signature block below and return them to NDC. Once signed by NDC, one copy will be returned to you.

Thank you.

For National Demographics Corporation

For Brea

\_\_\_\_\_  
Douglas Johnson, President

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Appendix

Resumes of NDC President Dr. Douglas Johnson and Vice President Dr. Justin Levitt are attached.

A client list and resumes of all NDC team members are available at [www.ndcresearch.com/about-us/](http://www.ndcresearch.com/about-us/).

# Douglas Mark Johnson

P.O. Box 5271  
Glendale, CA 91221  
djohnson@NDCresearch.com

mobile: (310) 200-2058  
office: (909) 624-1442  
fax: (818) 254-1221

## Employment

President, National Demographics Corporation, 2006 – present.  
Senior Analyst, National Demographics Corporation, 2001 – 2006.  
Fellow, Rose Institute of State and Local Government, 2001 – present.  
Project Manager and Senior Manager at three internet startup companies, 1999 - 2001.  
U.S. Representative Stephen Horn, Legislative Director and System Manager. 1993 – 1997.  
Coro Foundation, Fellowship in Public Affairs. 1992 – 1993.  
Rose Institute for State and Local Government, Student Manager. 1989 – 1992.

## Education

Claremont Graduate University, Ph.D. in Political Science, 2015. Dissertation: “Independent Redistricting Commissions: Hopes and Lessons Learned.”  
UCLA Anderson Graduate School of Management, MBA, 1999.  
Claremont McKenna College, BA in Government (Political Science), 1992.

## Academic Honors

Graduated Cum Laude from Claremont McKenna College.  
Phi Beta Kappa. Philip Roland Prize for Excellence in Public Policy.

## Publications and Articles

Christian Science Monitor “Let the public help draw voting districts,” October 25, 2013.  
New York Times, "The Case for Open Primaries," February 19, 2009.  
Los Angeles Times Opinion Articles:  
    “A neighbor’s help on redistricting” June 24, 2007.  
    “A Trojan horse primary for the GOP” February 25, 2007.  
    “Where a porn palace stood” (article on redevelopment), July 30, 2006.  
Fresno Bee Opinion Article: “The Poison Handshake” June 15, 2004.  
Redistricting in America. Rose Institute of State and Local Government, 2010.  
Restoring the Competitive Edge: California's Need for Redistricting Reform and the Likely Impact of Proposition 77. Rose Institute of State and Local Government, 2005.  
"Competitive Districts in California" Rose Institute of State and Local Government, 2005.  
Latinos and Redistricting: “Californios For Fair Representation” and California Redistricting in the 1980s. Rose Institute of State and Local Government, 1991.

## Speaker or Panelist

California School Board Association Annual Education Conference panelist: “The California Voting Rights Act: What Board Members Must Know.” December 4, 2015.  
Associated Cities of California – Orange County, Keynote Speaker, Newly Elected Officials’ Reception and Dinner, “The California Voting Rights Act,” January 29, 2015.  
California League of Cities, City Manager Department, 2015 Department Meeting: “Opportunity to Engage Residents: The California Voting Rights Act.” January 29, 2015.  
California League of Cities, City Clerk Department, 2014 Annual Meeting: “Whose Line Is It Anyway: Making the transition from at-large to by-district elections.” September 3, 2014.  
National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2007 Spring Forum, "The Arizona Independent Redistricting Commissions' experiences with the first-ever independent redistricting."  
National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2008 Spring Forum, "Communities of Interest In Redistricting: A Practical Guide."

## Douglas Mark Johnson

National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2009 Fall Forum, "The Key to Successful Redistricting."

National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2010 Spring Forum, "Communities of Interest in Redistricting: A key to drawing 2011 plans (and for their defense)."

National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2011 Winter Forum, "Citizen Voting Age Data from a line-drawer's viewpoint."

Luncheon Keynote Speaker, Santa Barbara's Channel Cities Club, "California's next experiment: independent, public redistricting," January 18, 2011.

Annual Conference, Arizona League of Cities and Towns, Presenter at "Redistricting Law and the Voting Rights Act: What It Means for Your City or Town in 2011," August 25, 2010.

Redistricting, The 2010 Census, and Your Budget, Sponsored by the Rose Institute of State and Local Government, California League of Cities, October 15, 2009.

Arizona Election Law 2010 Continuing Legal Education Conference, "Communities of interest and technology in redistricting," sponsored by the Arizona State Bar Association, March 2010

California's New Independent Redistricting Commission, sponsored by the Irvine Foundation and the California Redistricting Collaborative, December 15, 2009

Tribal Association of Sovereign Indian Nations (TASIN) Legislative Day 2009, "The 2010 Census and 2011 Redistricting in California," December 2, 2009.

California School Board Association, "Litigation Issues and the California Voting Rights Act," December 4, 2009.

California Latino School Boards Association, "Introduction to the California Voting Rights Act," August 20, 2009.

Building a National Reform Movement, Salt Lake City, Utah, 2006, conference on redistricting reform hosted by the League of Women Voters, Campaign Legal Center, and The Council for Excellence in Government

Texas Tech University, "A Symposium on Redistricting," May, 2006

California League of Cities, "Introduction to the California Voting Rights Act."

Voices of Reform, a project of the Commonwealth Club of San Francisco: multiple forums on redistricting and / or term limits, 2006 – 2007

Classroom speaker at Pepperdine University, the University of La Verne, Pomona College and Claremont McKenna College



# Justin Mark Levitt

P.O. Box 5271  
Glendale, CA 91221  
jlevitt@NDCresearch.com

mobile: (480) 390-7480  
office: (818) 254-1221  
fax: (818) 254-1221

## Employment

Vice-President, National Demographics Corporation, 2012 – present.  
Senior Analyst, National Demographics Corporation, 2003 – 2011.  
Instructor in Political Science, University of California, San Diego, 2012 – present.  
Graduate Research Fellow, Center for US-Mexico Studies, 2010 – present.  
Graduate Research Fellow, University of California, San Diego, 2008 – 2010 and 2013 – 2014.  
Jesse M. Unruh California Assembly Fellow. 2006 – 2007.  
Rose Institute for State and Local Government, Student Manager. 2005 – 2006.

## Education

University of California, San Diego, Ph.D. Political Science, 2016. Dissertation title: “The Impact of Geographic Patterns on Tradeoffs in Redistricting.”  
Claremont McKenna College, BA in Philosophy, Politics and Economics (PPE), 2006.

## Academic Honors

California Studies Fellow, University of California, San Diego, 2007 – 2009  
Graduated Cum Laude from Claremont McKenna College.

## Publications and Conference Presentations

Settle, Jamie, Robert Bond, and Justin Levitt. 2011. “The Social Origins of Adult Political Behavior.” *American Politics Research*. 39 (2). 239-263

Miller, Kenneth and Justin Levitt. 2007. “The San Joaquin Valley.” In The New Political Geography of California. Eds. Frederick Douzet, Thad Kousser, and Kenneth Miller. Berkeley: Institute of Government Studies.

“The Political Geography of Tradeoffs in Redistricting” Paper presented at the State Politics and Policy Conference, Iowa City, IA, 2013

*Getting What You Want: A Bargaining Approach to Fair Division in Redistricting*. Paper presented at the “Challenging Urban Borders : the geopolitics of immigration and segregation” workshop, Berkeley, CA, 2013 and the State Politics and Policy Conference, Houston, TX, 2012

“An Atlas of Public Health in Mexico” (with Alberto Diaz Cayeros). Paper presented at the Hewlett Foundation Conference on Public Health, Mexico City, DF. 2012

“Remoteness and the Territoriality of Public Health” (with Alberto Diaz Cayeros). Paper presented at the American Political Science Association conference, Seattle, WA. 2011

“Initiatives as revealed preferences” Paper presented at the American Political Science Association conference, Seattle, WA. 2011

“No Se Puede: Latino Political Incorporation in Phoenix.”. Paper Presented at the New Political Geography of California conference, Berkeley, CA., 2009

# Justin Mark Levitt

*“Political Change in the Central Valley”*. Paper Presented at the Western Political Science Association conference, Las Vegas, NV.,2007

## Working Papers

Hill, Seth, Thad Kousser, Alex Hughes, and Justin Levitt. ND. *“How Competitiveness Shapes Infrequent Primary Voters Response to Receiving a GOTV Mailer.”*

Diaz-Cayeros, Alberto and Justin Levitt. ND. *“Remoteness and the Territoriality of Public Health.”*

Levitt, Justin. ND. *“Getting What You Want: A Bargaining Approach to Fair Division in Commission-led Redistricting.”*

## Teaching Experience

### California State University, Long Beach, Department of Political Science

Adjunct Professor—POSC 327 (Urban Politics)	Spring 2016-Present
Adjunct Professor—POSC 229 (Cases in Policy Analysis)	Present
Adjunct Professor—POSC 412 (Law and Social Change)	Spring 2016-Present
Adjunct Professor—POSC 399 (California Politics Short Course)	Present

### University of California, San Diego, Department of Political Science

Co-Instructor—UPS 170 (Regional Governance Reconsidered)	Spring 2015
Instructor—Poli 100A (The Presidency)	Fall 2014
Instructor—Poli 160AA (Introduction to Public Policy Analysis)	Fall 2013
Instructor—Poli 10 (Introduction to American Politics)	Summer 2013



## Redistricting with Tripepi Smith

By-district elections are becoming increasingly common in local government agencies throughout California. The California Voting Rights Act, passed in 2001, was the impetus for much of this change. Today, more than 300 local government agencies have districts of some form, and the number continues to rise as local government agencies are compelled to settle lawsuits or avoid legal battles.

### About Tripepi Smith and Our Redistricting Team

Tripepi Smith is a team of 23 communications experts—robust enough to offer experienced and effective professionals for the job, yet small enough to be nimble and responsive. Tripepi Smith offers a spectrum of skills that allows us to match the appropriate resource to the task at hand, letting us execute faster and reduce engagement costs. These resources vary by both years of experience and core hard skills (public policy versus graphic design versus videography versus writing versus social media, for example).

Tripepi Smith is experienced in helping local governments execute community education and outreach initiatives for district formation and redistricting processes. We have worked extensively with agencies on their district public forums, created districting information portals and organized a [conference on local redistricting](#) for nearly 200 local government practitioners.

The combined talent of our policy experts, in-house design team and videographers delivers professional communications that make our clients proud and better inform the public about this complex process. Tripepi Smith has the skills and experience to help local governments implement successful outreach strategies for district formation and redistricting outreach. The team's skills and certifications range from excellent written communication skills to Tableau for data analytics to Google Ads to event planning and project management.

### Tripepi Smith Redistricting Services

California State law has identified outreach as a core component of the redistricting process. The Tripepi Smith team can provide jurisdictions with some or all of the following services:

### **Project Management**

Tripepi Smith can facilitate all project calls for this engagement and create a living agenda to manage the efforts and timing between the demographer, legal counsel, City and Tripepi Smith from the beginning of the outreach process to the map adoption.

### **In-Person Meetings**

If possible with COVID-19 limitations, Tripepi Smith can coordinate with City staff to identify venues and dates to host in-person workshops and meetings to seek public feedback on new district lines and provide information on map-drawing tools. Tripepi Smith can devise an agenda, facilitate discussions, document community feedback and promote positive engagement around the process. Additionally, Tripepi Smith can provide graphic design services to create bilingual PowerPoint decks for the presentations and flyers for attendees. We can coordinate simultaneous translation with local partners.

Tripepi Smith can also facilitate recording the meetings and provide videos, with any relevant slides interspersed and closed captions. These videos would likely fulfill the requirement to post a summary of the meeting.

### **Virtual Meetings**

Tripepi Smith can also coordinate and facilitate virtual meetings and workshops to seek public feedback and educate residents on map-drawing tools. Tripepi Smith can also work with City staff to promote the meetings and to leverage our identified outreach and advertising work to promote meeting participation. Our videographers can process recordings of the meetings to fulfill posting requirements.

### **Press Release/News Article for Website**

Tripepi Smith can draft press releases on the jurisdiction's redistricting efforts and manage media relations to promote each step in the redistricting process reaches local and broad-reaching media.

### **Creation and Updates to Bilingual Redistricting Website**

Tripepi Smith can create and maintain a bilingual redistricting website or subpages in coordination with the demographer. The website/pages would include resources for the community, including all required information about meetings and draft maps.

### **Social Media Support**

Tripepi Smith can create bilingual copy and graphics for social media posts about the redistricting process, as well as boost posts (paid advertising) on Facebook and Instagram to help spread the word about meetings and solicit public commentary.

Get in touch with Tripepi Smith President Ryder Todd Smith  
(626.536.2173 | [Ryder@TripepiSmith.com](mailto:Ryder@TripepiSmith.com)) to start planning.

**REQUEST FOR PROPOSALS # 2021.04.01.001**  
**for Electoral Districting Services**

**STANDARD FORM A**  
**NON-COLLUSION AFFIDAVIT FORM**

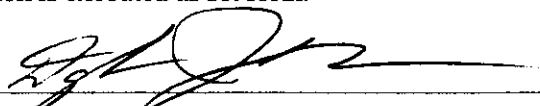
Note: To be executed by Offeror and submitted with Offer.

State of California  
(the State of the place of business)  
County of Los Angeles  
(the County of the place of business)  
Douglas Johnson, being first duly sworn, deposes and  
(name of the person signing this form)  
says that he/she is President of  
(title of the person signing this form)  
National Demographics, Inc., the party making the foregoing offer  
(name of offering company)

that the offer is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the offer is genuine and not collusive or sham; that the OFFEROR has not directly or indirectly induced or solicited any other offeror to put in a false or sham offer; that the OFFEROR has not directly or indirectly colluded, conspired, connived, or agreed with any offeror or anyone else to put in a sham offer, or to refrain from offering; that the OFFEROR has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the offer price of the OFFEROR or any other offeror, or to fix any overhead, profit, or cost element of the offer price, or of that of any other offeror; that all statements contained in the offer are true; and, the OFFEROR has not, directly or indirectly, submitted his or her offer price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, depository, or to any member or agent thereof, to effectuate a collusive or sham offer, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of an OFFEROR that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that they have full power to execute, and does execute, this declaration on behalf of the OFFEROR.

I declare under penalty of perjury under the Laws of the State of California that the foregoing is true and correct and that this declaration is executed as set forth.

Signature:   
Name/Title Douglas Johnson, President  
Date: April 25, 2021

Notary is not required for this offer.

**REQUEST FOR PROPOSALS # 2021.04.01.001**  
**for Electoral Districting Services**

**STANDARD FORM B**  
**REFERENCES FORM**

National Demographics, Inc.  
(Offeror's Company Name)

Provide current business references for whom your company has provided similar services. Provide very brief description of the Project services your company provided to the reference. **Any unsatisfactory references or past unsatisfactory work performance with City may result in Offeror being deemed non-responsive and non-responsible, and may eliminate Offeror from further consideration (Brea Municipal Codes 3.24.020)**

1. Company Name	City of Corona
Address, City, State, Zip	400 S Vicentia Avenue. Corona. CA 92882-2187
Contact's Name & Title	Darrell Talbert, City Manager
Contact's Phone #	951.279.3670
Contact's Email	Darrell.Talbert@ci.corona.ca.us
Project	Council districting
Completion Date & Value	2016, \$64,000
2. Company Name	San Mateo County
Address, City, State, Zip	400 County Center. 6th Floor. Redwood City. CA 94063
Contact's Name & Title	David Silberman. Deputy County Counsel
Contact's Phone #	650-363-4749
Contact's Email	dsilberman@smcgov.org
Project	Supervisory redistricting
Completion Date & Value	2013, \$63,000 (also hired for 2021 redistricting)
3. Company Name	Los Nietos School District
Address, City, State, Zip	8324 S. Westman Ave., Whittier, CA 90606
Contact's Name & Title	Jonathan Vasquez, Superintendent
Contact's Phone #	(562) 692-0271
Contact's Email	jonathan_vasquez@lnsd.net
Project	School board move to by-trustee-area elections
Completion Date & Value	2020, \$29,000
4. Company Name	City of Placentia
Address, City, State, Zip	401 E Chapman Avenue, Placentia, CA 92870
Contact's Name & Title	Damien Arrula, City Administrator
Contact's Phone #	(714) 993-8117
Contact's Email	darrula@placentia.org
Project	<b>City Council districting</b>
Completion Date & Value	2018-2020, \$51,000



**REQUEST FOR PROPOSALS # 2021.04.01.001**  
**for Electoral Districting Services**

**STANDARD FORM C**  
**SUBCONTRACTORS LIST-STANDARD FORM**

National Demographics, Inc.

(Offeror's Company Name)

Provide the information requested below. Duplicate this form as necessary to complete list.

☒ Check this box, if no subcontractors are to be used for any of the proposed work.

1. Company Name	
Address, City, State, Zip	
Contact's Name & Title	
Contact's Phone #	
Contact's Email	
Proposed work & amounts	
License #s & Class	
DIR # & Exp Date	
2. Company	
Address, City, State, Zip	
Contact's Name & Title	
Contact's Phone #	
Contact's Email	
Proposed work & amounts	
License #s & Class	
DIR # & Exp Date	
3. Company	
Address, City, State, Zip	
Contact's Name & Title	
Contact's Phone #	
Contact's Email	
Proposed work & amounts	
License #s & Class	
DIR # & Exp Date	

REQUEST FOR PROPOSALS # 2021.04.01.001  
for Electoral Districting Services

STANDARD FORM D  
STATEMENT OF COMPLIANCE OR EXCEPTIONS FORM

Each Offer must be accompanied by this form. Failure to provide this form will cause the Offer to be deemed non-responsive and that Offer will not be considered for further evaluation.

National Demographics, Inc.  
(Offeror's Company Name)

**Select one:**

**X No Exceptions**

By checking the above box, Offeror declares its Offer was prepared in strict compliance with the instructions, conditions, and terms of the Solicitation, Scope of Work, and Agreement.

**With Exceptions**

By checking the above box, Offeror declares its Offer was prepared in consideration of but with exceptions to one or more of the instructions, conditions, and terms of the Solicitation, Scope of Work, and Agreement, in which case **Offeror must provide a detailed list for all such exceptions in the following format.**

Section Page #	Term, Condition, Specification	Exception & Benefit to City	City A or D
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Offeror acknowledges that City may accept or reject any or all of Offeror's listed exceptions or reject the Offeror's entire Offer that contain any exceptions.

Signature: \_\_\_\_\_

Name/Title Douglas Johnson, President

Date: April 25, 2021

REQUEST FOR PROPOSALS # 2021.04.01.001  
for Electoral Districting Services

STANDARD FORM E  
STATUS OF PAST AND PRESENT CONTRACTS FORM

Each Offer must be accompanied by this form. Failure to provide this form will cause the Offer to be deemed non-responsive and that Offer will not be considered for further evaluation.

National Demographics, Inc.  
(Offeror's Company Name)

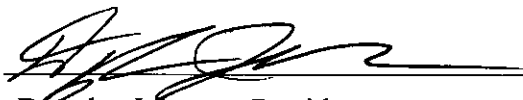
**X No Contract Terminations, Settlements, or Legal Actions**

By checking the above box, Offeror declares that the Offeror has not had any Contract Terminations, Settlements, or Legal Actions within the past five years of the date signed hereunder and currently does not have any pending Contract Terminations, Settlements, or Legal Actions.

**One or More Contract Terminations, Settlements, or Legal Actions**

By checking the above box, Offeror declares that the Offeror has had either one or more Contract Terminations, Settlements, or Legal Actions within the past five years of the date signed hereunder in which case, **Offeror must provide a list for all such contracts** and include: Contract Title, Contract Value, Termination Date, Company Name, Contact Name, Phone Number, and Reason for the Terminations, Settlements, or Legal Actions.

The Offeror acknowledges that City may: reject any declarations that are not accompanied with the required documentation as described above; or reject any Offers wherein Offeror has had any Terminations, Settlements, or Legal Actions that City in its sole discretion deems unacceptable.

Signature:   
Name/Title Douglas Johnson, President  
Date: April 25, 2021

REQUEST FOR PROPOSALS # 2021.04.01.001  
for Electoral Districting Services

STANDARD FORM F  
INSURANCE COMMITMENT FORM

Each Offer must be accompanied by this form. Failure to provide this form will cause the Offer to be deemed non-responsive and that Offer will not be considered for further evaluation.

National Demographics, Inc

(Offeror's Company Name)

***Offeror acknowledges that:***

City reserves the right to modify the insurance requirements as set for in the Insurance Requirements section of the Agreement including limits, based on nature of the risk, prior experience, insurer, coverage, or other special circumstances.

City's acceptance and/or approval of Offeror's insurance documents does not and shall not be construed to relieve Offeror of any obligations, responsibilities or liabilities under any resultant Contract.

Offeror's failure to comply with the required insurance as set forth in the Insurance Requirements of the Agreement is a breach of contract, which may result in one or more of the following: suspension of work, suspension or termination of contract, remuneration of procurement costs for obtaining a replacement contractor, and suspension from submitting future offers based on Offeror's default.

***Offeror, at Offeror's sole cost and expense, hereby promises and agrees to:***

Acquire required insurance set forth in the Insurance Requirements of the Agreement.

Provide policies of insurance from a company or companies having a current A.M. Best's rating of no less than A:VII and admitted and authorized to transact the business of insurance in the State of California prior to commencing any work and allowing any subcontractor to commence work on any subcontract until it has secured all required insurance unless otherwise permitted or waived in writing by City's Risk Manager.

Maintain in force at all times during the contract term insurance policies as set forth in the Insurance Requirements of the Agreement; replace any policies whose carrier's rating falls below A VII with policies that meet or better the required A VII rating no later than the renewal date of the policy; amend, supplement, or endorse existing insurance policies that do not meet the insurance requirements set forth in the Insurance Requirements.

Offeror certifies, represents, and commits to all the Insurance Requirements of the Agreement.

Signature: \_\_\_\_\_

Name/Title Douglas Johnson, President

Date: April 25, 2021

**REQUEST FOR PROPOSALS # 2021.04.01.001  
for Electoral Districting Services**

**STANDARD FORM G  
OFFEROR QUALIFICATIONS RESPONSE FORM**

National Demographics, Inc

(Offeror's Company Name)

Offerors must have demonstrated trustworthiness, as well as the necessary quality, fitness, capacity, and experience to satisfactorily provide the requirements specified in this Solicitation based on prior experience with city, references, and other available information.

Provide the information requested below. Do not omit or renumber any sections. Refer to attached documents sparingly and only as necessary; and ensure that any documents referred to are numbered according to the outline below.

**1. Background.**

Please provide the following information about your company:

- A. Your company's full legal name, address, phone, fax, email, website.

National Demographics, Inc

PO Box 5271, Glendale, CA 91221

1520 N Pacific Ave, Glendale, CA 91202

Phone: 818-254-1221

Fax: 818-254-1221

Email: [info@NDCresearch.com](mailto:info@NDCresearch.com)

Website: [www.NDCresearch.com](http://www.NDCresearch.com)

- B. Prior company names (if any) and years in business; mergers, buyouts, etc.

No prior company name. In business since 1979. No mergers or buyouts.

- C. Organizational structure (i.e. corp., LLC, sole proprietorship, etc.).

Corporation

- D. Names and titles of the principal owner(s).

Douglas Johnson

- E. Person(s) authorized to make commitments for your company.

**REQUEST FOR PROPOSALS # 2021.04.01.001**  
**for Electoral Districting Services**

**2. Douglas Johnson**

A. Special recognition or awards.

See “Recognition of NDC’s Expertise” section of the main body of NDC’s proposal.

**3. Experience.**

Provide the following information relative to required services:

A. Summary of Experience with similar kinds of work.

42 years of experience in local government redistricting, with 368 completed districting and redistricting projects since 2001. Districted Anaheim, Fullerton, Placentia, Orange, Westminster, Buena Park, Stanton, Los Alamitos, Lake Forest, Dana Point, La Mirada, Corona, Eastvale, Jurupa Valley, Rancho Santiago Community College District, numerous school districts across Orange County, and hundreds of cities, school districts and special districts across the state. More details of NDC’s experience are in the main body of the proposal.

B. Familiarity with state and federal procedures.

NDC advised the California League of Cities, the California School Board Association, and the California Special Districts Association during the legislature’s consideration of AB854 and AB1276 – the two bills establishing the “FAIR MAPS Act” with California’s new redistricting and districting criteria for cities and counties. NDC has already completed numerous districting projects under these new laws, and NDC staff have spoken on these new rules to the various League of Cities and regional Council of Governments and similar organizations. More details are in the main body of the proposal.

C. Experience working with public agencies.

NDC has 42 years of experience in local government redistricting, with 368 completed county, city, school district and special district districting and redistricting projects since 2001.

D. Narrative of the working relationship with current business references for information not already included in the References Form.

NDC already has scores of local jurisdictions that have hired us for post-2020 Census redistricting work. More details in the main body of the proposal..



**REQUEST FOR PROPOSALS # 2021.04.01.001  
for Electoral Districting Services**

**4. Qualifications.**

Provide the following information relative to required services:

**A. Financial responsibility.**

42 continuous business since 1979. Zero debt.

**B. Demonstrated Technical Ability.**

368 completed local government districting and redistricting projects without a single project missing a deadline or being overturned by any Judge or the U.S. Department of Justice. In just the last three years, 38 NDC projects used public online mapping tools, receiving hundreds of neighborhood and full-district maps. Many more details are in the main body of the proposal.

**C. Capability of developing innovative or advanced techniques.**

NDC was using public mapping tools in 1991. In 2001 we worked with community activists to generate scores of public map proposals for our clients. In 2011 NDC made widespread use of public mapping tools. In our 200+ projects since 2011, NDC integrated public mapping tools into nearly every project, and we are using ultra-simple online mapping tools to make online review of maps, complete with zooming in and out, search by address, and overlay of different maps and additional layers of data, as easy as using Google Maps.

**D. Special qualifications, training, credentials.**

NDC President Douglas Johnson, NDC Vice President Justin Levitt, and NDC Consultant Daniel Phillips all have Ph.D.'s and wrote dissertations on redistricting. NDC Senior Consultant Shalice Tilton was City Clerk of Buena Park for 20 years and is a certified Master Clerk and Trainer for the California Association of City Clerks.

**E. Staff names, titles, role, qualifications, and experience assigned to this Project.**

Vice President Justin Levitt will lead this project. President Douglas Johnson, Consultant Kristen Park, and Consultant Todd Tatum will all support Dr. Levitt's work.

**F. Designated project manager assigned to this Project.**

Vice President Justin Levitt

**5. Understanding.**

Provide the following information relative to required services:

**REQUEST FOR PROPOSALS # 2021.04.01.001  
for Electoral Districting Services**

- A. Understanding of the work to be done based on this Solicitation.

Full details in NDC's proposal, with month by month scope of work. Basically, extensive public outreach, extensive public participation and empowerment tools, at least two hearings prior to the release of draft maps, at least two hearings to evaluate draft maps prior to the public hearing at which the final map is adopted, and coordinating with the County Registrar to ensure accurate implementation of the adopted map.

- B. Include issues that you believe will require special consideration for this Project.

This is always a complicated topic and often a controversial topic, but NDC's experience enables us to clearly explain the very complex issues involved, and to assist our clients in keeping projects focused on constructive progress toward the final objective. More details in the full proposal.

- C. Identify unique approaches or strengths your company has relative to required services.

Unmatched experience; unmatched public empowerment tools; unmatched skill and methods for presenting, reviewing, modifying and finalizing plans, including the efficient presentation of even dozens of public map submissions for Council review and narrowing down to a handful of "focus map". Many more details in the full proposal.

**6. Approach.**

Provide the following information relative to required services:

- A. Understanding of the work to be done.

See above and the full text of the proposal.

- B. Adequacy of labor and resources to satisfactorily perform the requested services and meet the City's needs.

NDC has a team of 12 trained topic experts ready to assist all our clients in this busy time.

- C. Names and titles of key management personnel.

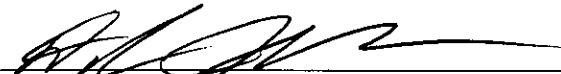
President Douglas Johnson and Vice President Justin Levitt

- D. Team to be assigned for these services.

As noted above, Vice President Justin Levitt will lead this project. President Douglas Johnson, Consultant Kristen Park, and Consultant Todd Tatum will all support Dr. Levitt's work

REQUEST FOR PROPOSALS # 2021.04.01.001  
for Electoral Districting Services

Submitted by:

Signature: 

Name/Title Douglas Johnson, President

Date: April 25, 2021

REQUEST FOR PROPOSALS # 2021.04.01.001  
for Electoral Districting Services

STANDARD FORM H  
FIRM OFFER FORM

National Demographics, Inc

(Offeror's Company Name)

**FIRM OFFER made by Consultant to the City of Brea:**

I, the undersigned, hereby represent and warrant that I am authorized to submit this Offer on behalf of and to bind the principals who I represent to all the requirements of the City of Brea's Terms & Conditions, Specifications, Scope or Work, any attachments, exhibits, amendments; and I offer and agree to those requirements at the prices set forth in the Offer Form. Further, I understand that no contract exists unless City accepts this Offer by executing the attached Agreement.

Business Name: National Demographics, Inc.

Business Address: PO Box 5271, Glendale, CA 91221

Federal ID#: 95-3388237

If any Work is a Public Works

Business Type  
(Consultant enter a number)


Contractor Lic#:

3

1. Individual/Sole Proprietor or Single-Member LLC; 2. C Corporation;  
3. S Corporation; 4. Partnership; 5. Trust/Estate; 6. Limited Liability Co.

DIR#:

By:

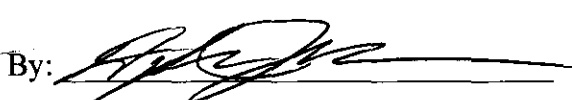


Name: Douglas Johnson

Title: President

Email: djohnson@NDCresearch.com

By:



Name: Douglas Johnson

Title: Secretary/Treasurer

Email: djohnson@NDCresearch.com

Date Signed: 4/25/2021

CORPs: Chairperson, President, Vice President;  
LLCs: Manager

Date Signed: 4/25/2021

CORPs: Secretary, Assist. Secretary, Chief Finance  
Officer, Assist. Treasurer  
LLCs: Manager

[Pursuant to California Corporations Code Section 313, both signature lines must be executed unless the signatory holds at least one of the offices designated on each line.]

[Pursuant to California Corporations Code Section 17703.01(d), both signature lines must be executed unless the articles of incorporation state that the firm is managed by only one manager.]

**REQUEST FOR PROPOSALS # 2021.04.01.001**  
**for Electoral Districting Services**

**PRICE FORM**

National Demographics, Inc

(Offeror's Company Name)

Separate and describe your tasks, and associated costs, for the Scope of Services requirements. Attach additional pages if necessary.

<b>Tasks</b>	<b>Description</b>	<b>Rate</b>
1	Basic project elements including all required demographic tasks and map processing and presentations	\$23,500
2	Flat-rate pricing, <b>per meeting</b> for each virtual meeting	\$1,250
3	Flat-rate pricing, <b>per meeting</b> for each in-person meeting	\$2,750
4	(Optional) Caliper MOR, DistrictR, and Public Participation Kit full public mapping tools package	\$14,000
5	(Optional) DistrictR simple neighborhood/district mapping tool	\$6,500
6	(Optional) Paper/Excel Public Participation Kit	\$3,500
7	(Optional) NDC-Built project website	\$4,500
8		\$
9		\$
10	_ * _ Total Cost assumes four virtual meetings and two in-person meetings with no optional project elements	\$
	Project Total Costs (add above lines)	\$34,000*

City of Brea

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**COUNCIL COMMUNICATION**

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

**FROM:** Bill Gallardo, City Manager

**DATE:** 07/20/2021

**SUBJECT:** Non-Professional Services Agreement with All City Management Services to Provide Crossing Guard Services

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**RECOMMENDATION**

1. Award contract to All City Management Services in an amount not-to-exceed \$55,193.00 for as-needed Crossing Guard Services;
2. Authorize the City Manager to execute the agreement; and,
3. Authorize the City Manager to approve contract extensions.

**BACKGROUND/DISCUSSION**

From September 1998 to July 2021, the City of Brea contracted with All City Management Services, Inc. (All City) to provide crossing guard services at various school crossing locations throughout the City. All City was required to recruit, train, and manage employees, which included background checks, drug screenings, providing equipment and furnishing regular reports to the Brea Police Department. The contract provided for up to 3,150 hours of crossing guard services each year, and the City paid only for hours used. Throughout the life of the agreement, the service hours had grown from 1,710 to 3,150 per year, and the cost from \$17,793 to \$67,189.50 (\$21.33 per hour) due to the increase in hours and increases in wages. Because of these significant increases, and after reviewing the existing contract's service requirements, at the time of contract renewal in 2020, the Police Department determined it prudent to solicit additional qualified vendors through a request for proposals (RFP) process. Due to the impact of COVID-19 on school operations for the 2020-21 school year, it was determined that a postponement was necessary and a term date of July 31, 2021 was negotiated with All City so that the RFP process could be completed prior to the start of the 2021-2022 school year. On June 10, 2021, staff issued an RFP for crossing guard services. The City received three proposals from the following firms: All City Management Services American Guard Services Cross Safe The proposals were reviewed and rated based on the firms' relevant qualifications, responsiveness and thoroughness of their proposal, training programs, implementation plan, experience of key personnel, experience working with other public agencies, references, and proposed pricing. All City Management Services submitted the most responsive, comprehensive and cost-effective proposal and was determined to be the most qualified based on the above criteria. From September 1998 to July 2021, the City of Brea contracted with All City Management Services, Inc. (All City) to provide crossing guard services at various school crossing locations throughout the City. All City was required to recruit, train, and manage employees, which included background checks, drug screenings, providing equipment and furnishing regular reports to the Brea Police Department. The contract provided for up to 3,150 hours of crossing guard services each year, and the City paid only for hours used. Throughout



the life of the agreement, the service hours had grown from 1,710 to 3,150 per year, and the cost from \$17,793 to \$67,189.50 (\$21.33 per hour) due to the increase in hours and increases in wages. Because of these significant increases, and after reviewing the existing contract's service requirements, at the time of contract renewal in 2020, the Police Department determined it prudent to solicit additional qualified vendors through a request for proposals (RFP) process. Due to the impact of COVID-19 on school operations for the 2020-21 school year, it was determined that a postponement was necessary and a term date of July 31, 2021 was negotiated with All City so that the RFP process could be completed prior to the start of the 2021-2022 school year. On June 10, 2021, staff issued an RFP for crossing guard services. The City received three proposals from the following firms: All City Management Services American Guard Services Cross Safe The proposals were reviewed and rated based on the firms' relevant qualifications, responsiveness and thoroughness of their proposal, training programs, implementation plan, experience of key personnel, experience working with other public agencies, references, and proposed pricing. All City Management Services submitted the most responsive, comprehensive and cost-effective proposal and was determined to be the most qualified based on the above criteria.

### **COMMISSION/COMMITTEE RECOMMENDATION**

The Finance Committee reviewed this item at their July 13, 2021 meeting and recommended it for City Council approval.

### **FISCAL IMPACT/SUMMARY**

The proposed not-to-exceed cost for crossing guard services is \$55,193.00 for the 2021-22 school year, which represents a decrease to All City's 2020-21 school year rate (\$67,189.50) of approximately 19.6%. There are four possible one-year extensions, with the following proposed annual costs: 2022-23, \$57,983.00 2023-24, \$61,763.00 2024-25, \$61,763.00 2025-26, \$66,353.00 The Fiscal Year 2021-22 budget has sufficient funding available in the Police Department's Traffic account (110-21-2132-4249) for crossing guard services.

### **RESPECTFULLY SUBMITTED:**

William Gallardo, City Manager  
Prepared by:  
Concurrence:

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### **Attachments**

Agreement

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**Contract No. 2021.06.10.001  
for Crossing Guard Services**

This Non-Professional Services Agreement ("Agreement") is dated **August 1, 2021** for reference purposes and is executed by the City of Brea, a California municipal corporation ("City"), and **All City Management Services, Inc.** an **S Corporation** ("Service Provider").

**RECITALS**

A. City desires to retain Service Provider as an independent contractor to provide the following professional services: **Crossing Guard Services**.

B. Service Provider represents that it is duly licensed, fully authorized by law, and has the necessary experience and qualifications, to provide such services.

**NOW, THEREFORE**, the parties agree as follows:

**AGREEMENT**

**1. Scope of Services.**

Service Provider shall perform the services referenced in the Recitals and more specifically described in the Scope of Services set forth in the attached Exhibit A, and as otherwise required by this Agreement, all to City's satisfaction (collectively, "Services").

**2. Compensation.**

A. City shall pay for the Services satisfactorily performed, in accordance with the Fee Schedule set forth in the attached **Attachment 1 to Exhibit A**.

B. In no event shall the total amount paid for the Services exceed the all-inclusive, annual sums set forth below:

**Year 1 = \$55,192.50**  
**Year 2 = \$57,982.50**  
**Year 3 = \$61,762.50**  
**Year 4 = \$61,762.50**  
**Year 5 = \$66,352.50**  
**Five-year total = \$303,052.50**

These annual amounts cover and are inclusive of all labor, materials, and any and all other costs incurred by Service Provider in performing the Services. Service Provider shall be deemed to have made all inquiries and site inspections deemed necessary by Service Provider prior to execution of this Agreement.

C. Unless the Fee Schedule calls for payment of a one-time flat fee, periodic payments for undisputed work shall be made within 30 days of receipt of an invoice which includes a detailed description of the work performed. Service Provider's invoices shall indicate the amount of time spent on each task and the applicable rate.

D. Unless the Fee Schedule calls for payment on a different schedule, Service Provider shall invoice City on a monthly basis.

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**3. Contingency Work.**

This Agreement does not include any contingency or additional work. Any additional work performed by Service Provider without a written amendment or approval of the City shall be deemed to be work included within the Services.

**4. Term.**

The term of this Agreement shall commence on **August 1, 2021** ("Effective Date"). Unless extended or earlier terminated as provided herein, this Agreement shall expire on **July 30, 2022** or upon satisfactory completion of the Services, whichever occurs first.

In the sole discretion of the **City Manager or designee**, City may extend the term of this Agreement for **four** additional one-year terms by giving written notice to Contractor within **60** days prior to the then-scheduled expiration date. If City and Service Provider agree in writing within **60** days prior to the last renewal term date.

**5. Time of Performance.**

A. Service Provider shall complete the Services within the term of this Agreement, and shall meet any other established and agreed upon schedules and deadlines agreed upon in writing. Service Provider shall commence performance within two business days of receiving City's written notice to proceed.

B. Force Majeure. Neither party shall be considered in default of this Agreement for delays in performance caused by a force majeure event. As used in this Agreement, the term "force majeure event" means circumstances beyond the reasonable control of the non-performing party and includes the following: abnormal weather conditions; floods; earthquakes; fire; epidemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; or judicial restraint. Service Provider's lack of financial capability, shall not constitute a force majeure event unless directly attributable to any of the foregoing events.

C. Should a force majeure event occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

**6. Maintenance of Records.**

Books, documents, papers, accounting records, and other evidence pertaining to the Services, including costs incurred, shall be maintained by Service Provider and made available for review by City at all reasonable times during the term of this Agreement and for four (4) years from the date of final payment by City.

**7. Standard of Care.**

Service Provider's Services shall be performed in accordance with the generally accepted professional standards of practice and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently performing similar services

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for Crossing Guard Services**

under similar conditions. Service Provider shall maintain all licenses and certifications required to lawfully perform the Services.

**8. Compliance with Law.**

A. Service Provider shall comply with all applicable laws including Cal/OSHA requirements.

B. Service Provider shall obtain a City of Brea business license.

C. Service Provider shall comply with all applicable provisions included in the attached Special Provisions Section.

**9. Assignment and Subcontracting.**

A. Service Provider shall not assign or transfer this Agreement or any rights or obligations under, or any interest in this Agreement, or subcontract any required performance hereunder, without the prior written consent of City, which may be withheld for any reason. City shall be deemed to have approved Service Provider's utilization of subcontractors identified in Service Provider's proposal for the Services.

B. Any attempt to so assign, transfer, or subcontract without City's prior written consent shall be void and shall constitute grounds for City's termination of this Agreement. Authorized subcontracts shall contain a provision making the subcontractor subject to all requirements of this Agreement.

C. If use of a subcontractor is approved, then City may withhold 5% of each monthly payment to Service Provider. Such retention shall be released upon City's receipt of an unconditional release of all claims signed by any such subcontractor, as to work performed to date.

**10. Independent Contractor.**

A. Service Provider is retained as an independent contractor and is not an employee of City. No employee or agent of Service Provider is or shall become an employee of City.

B. Service Provider will determine the means, methods, and details by which Service Provider's personnel will perform the Services. Service Provider shall be solely responsible for the satisfactory work performance of all personnel engaged in performing the Services and compliance with the customary professional standards.

C. Service Provider's personnel shall not wear or display any City uniform, badge, identification number, or other information identifying such individual as an employee of City. Service Provider's personnel shall not use any City e-mail address or City telephone number in the performance of the Services. Service Provider shall acquire and maintain at its sole cost and expense such vehicles, equipment and supplies as Service Provider's personnel require to perform the Services. Service Provider shall perform the Services off of City premises at locations of Service Provider's choice, except as otherwise may from time to time be necessary in order for Service Provider's personnel to receive projects from City, review plans on file at

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City, pick up or deliver any work product, or as may be necessary to inspect or visit City locations. City may make a computer available to Service Provider from time to time for Service Provider's personnel to obtain information about or to check on the status of projects pertaining to the Services.

D. Service Provider shall be responsible for and pay all wages, salaries, benefits and other amounts due to Service Provider's personnel in connection with the Services. Service Provider shall be responsible for all reports and obligations respecting such additional personnel, including Social Security taxes, other retirement or pension benefits, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance. Service Provider and its officers, employees, agents, and subcontractors shall not become entitled to, and hereby waive any claims to, any wages, salaries, compensation, benefit or any incident of employment by City, including eligibility to enroll in, or reinstate to membership in, the California Public Employees Retirement System ("PERS") or any other retirement program, as an employee of City, and entitlement to any contribution to be paid by City for employer contributions or employee contributions for PERS benefits or any other retirement benefits.

**11. PERS Compliance.**

The parties acknowledge that City is a local agency member of PERS, and as such has certain pension reporting and contribution obligations to PERS on behalf of qualifying employees. Service Provider agrees that, in providing its employees and any other personnel to City to perform the Services, Service Provider shall assure compliance with the Public Employees' Retirement Law (Government Code Section 20000 et seq.), the regulations of PERS, and the Public Employees' Pension Reform Act of 2013 (Government Code Section 7522 et seq.). Without limitation to the foregoing, Service Provider shall assure compliance with regard to personnel who have active or inactive membership in PERS and to those who are retired annuitants and in performing this Agreement shall not assign or utilize any of its personnel in a manner that will cause City to be in violation of the applicable retirement laws and regulations.

**12. Insurance.**

Unless otherwise permitted or waived in writing by City's Risk Manager, Service Provider shall not commence work until it has secured all insurance required under this section and provided evidence thereof that is acceptable to City. In addition, Service Provider shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.

**A. Commercial General Liability**

i. Service Provider shall take out and maintain, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to City.

ii. Coverage for Commercial General Liability insurance shall be at least as broad as the following:

a. Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.

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iii. Commercial General Liability Insurance must include coverage for the following:

- a. Bodily Injury and Property Damage
- b. Personal Injury/Advertising Injury
- c. Premises/Operations Liability
- d. Products/Completed Operations Liability
- e. Aggregate Limits that Apply per Project
- f. Contractual Liability with respect to this Agreement
- g. Broad Form Property Damage
- h. Independent Contractors Coverage

iv. The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to this Agreement.

v. The policy shall be endorsed to name City, its officials, officers, employees, agents, servants, designated volunteers and agents serving as independent contractors in the role of City officials, as additional insureds using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

vi. The general liability coverage may utilize deductibles or provide coverage excess of a self-insured retention, only if approved by City's Risk Manager in writing, and further provided that such deductibles shall not apply to coverage of the additional insureds.

**B. Automobile Liability**

i. Service Provider shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to City.

ii. Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).

iii. The policy shall be endorsed to name City, its officials, officers, employees, agents, servants, designated volunteers and agents serving as independent contractors in the role of City officials, as additional insureds.

iv. Subject to City's written approval, the automobile liability coverage may utilize deductibles or provide coverage excess of a self-insured retention, provided that such deductibles shall not apply to coverage of the additional insureds.



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C. Workers' Compensation/Employer's Liability

Workers' Compensation and Employer's Liability Insurance is required for this Agreement as follows: i. Service Provider certifies that Service Provider is aware of the provisions of Labor Code Section 3700 which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she/it will comply with such provisions before commencing work under this Agreement. ii. Service Provider shall maintain full compensation insurance for its employees in accordance with the Workers' Compensation and Insurance Act (Labor Code Section 3200 et seq.) and Employer's Liability Coverage in amounts indicated herein. Service Provider shall require all subcontractors to obtain and maintain workers' compensation coverage of the same type and limits as specified in this section.

D. Professional Liability (Errors and Omissions)

**Professional Liability or Errors and Omissions is not required for this Agreement.**

E. Cyber Liability

**Cyber Liability Insurance is not required for this Agreement.**

F. Minimum Policy Limits Required

i. A.M. Best's Rating

Each policy of insurance required herein shall be from a company or companies having a current A.M. Best's rating of no less than A:VII and admitted and authorized to transact the business of insurance in the State of California.

ii. The following insurance limits are required for this Agreement:

a. Commercial General Liability

**Commercial General Liability - \$2,000,000 per occurrence/  
\$4,000,000 aggregate for bodily injury, personal injury, and  
property damage**

b. Automobile Liability

**Automobile Liability is not required for this Agreement**

c. Workers' Compensation and Employer's Liability

**In the amount required by California law.**

**Employer's Liability - \$1,000,000 per occurrence**

d. Professional Liability

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**Professional Liability or Errors and Omissions is not required  
for this Agreement.**

- e. Cyber Liability

**Cyber Liability Insurance is not required for this Agreement.**

- iii. Defense costs shall be payable in addition to the limits.

iv. Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as additional insured pursuant to this Agreement.

**G. Proof of Insurance**

Within five days of execution of this Agreement, but prior to commencement of the Services, Service Provider shall file with City evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with required endorsements. All evidence of insurance shall be signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

**H. Policy Provisions Required**

i. Service Provider shall provide City at least 30 days prior written notice of cancellation of any policy required by this Agreement, except that Service Provider shall provide at least 10 days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term of this Agreement, Service Provider shall deliver renewal certificate(s) including the required additional insured endorsement to City at least 10 days prior to the effective date of cancellation or expiration.

ii. The Commercial General Liability Policy and Automobile Liability Policy shall each contain a provision stating that Service Provider's policy is primary insurance and that any insurance, self-insurance or other coverage maintained by City or any additional insureds shall not be called upon to contribute to any loss.

iii. The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. If a "claims-made" professional liability policy is provided, it shall include an extended reporting period of not less than three years.

iv. All required insurance coverages, except for the professional and cyber liability coverage, shall contain or be endorsed to provide a waiver of subrogation in favor of City, its officials, officers, employees, agents, servants, designated volunteers and agents serving as independent contractors in the role of City officials, or shall specifically allow Service Provider or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Service Provider hereby waives its own right of

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recovery against City, and shall require similar written express waivers and insurance clauses from each of its subcontractors.

v. The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve Service Provider from liability in excess of such coverage, nor shall it limit Service Provider's indemnification obligations to City or preclude City from taking such other actions available to City under other provisions of this Agreement or law.

**I. Additional Insurance Provisions**

i. The foregoing requirements as to the types and limits of insurance coverage to be maintained by Service Provider, and any approval of such insurance by City, are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by Service Provider pursuant to this Agreement, including the provisions concerning indemnification.

ii. If at any time during the term of this Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Service Provider or City will withhold amounts sufficient to pay premium from Service Provider payments. In the alternative, City may terminate this Agreement for cause.

iii. City may require Service Provider to provide for inspection by City, complete copies of all insurance policies in effect for the duration of the Agreement.

iv. No City official, officer, employee, agent or volunteer shall be personally responsible for any liability arising under or by virtue of this Agreement.

v. The insurance obligations under this Agreement shall be: (1) all the insurance coverage and/or limits carried by or available to Service Provider; or (2) the minimum insurance coverage requirements and/or limits shown in this Agreement; whichever is greater. Any insurance proceeds in excess of or broader than the minimum required coverage and/or minimum required limits, which are applicable to a given loss, shall be available to City. No representation is made that the minimum insurance requirements of this Agreement are sufficient to cover the obligations of Service Provider under this Agreement.

**J. Subcontractor Insurance Requirements**

Service Provider shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to City that it has secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors shall be endorsed to name City, its officials, officers, employees, agents, servants, designated volunteers and agents serving as independent contractors in the role of City officials as additional insureds, using ISO form CG 20 38 04 13 or an endorsement providing the same coverage. If requested by Service Provider, City may approve different scopes or minimum limits of insurance for particular subcontractors.

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**13. Indemnification.**

A. To the fullest extent permitted by law, Service Provider shall defend (with counsel reasonably approved by City), indemnify and hold City, its officials, officers, attorneys, agents, employees, servants, designated volunteers, successors, assigns and those City agents serving as independent contractors in the role of City officials (collectively "Indemnitees") free and harmless with respect to any and all claims, demands, causes of action, costs, expenses, liabilities, losses, damages, stop notices and/or injury of any kind, in law or equity, to property or persons, including bodily injury, wrongful death, personal injury and property damage, and destruction, or unauthorized access to, use, and/or theft of City Data in any manner (each a "Loss") and to the extent arising out of, pertaining to, or incidental to any act, error, omission, or willful misconduct of Service Provider, its owners, officials, officers, employees, servants, subcontractors, contractors or agents (and/or any entity or individual for whom Service Provider shall bear legal liability) in connection with the performance of the Services including the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses actually incurred in connection with such defense. Service Provider's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Service Provider, or by City or any of the other Indemnitees. Service Provider shall have no liability hereunder for claims and liabilities arising out of the sole, active negligence of any of the Indemnitees. For the avoidance of doubt, in the event that a court or jury determines that liability with respect to any Loss was caused or contributed to by the negligent act or omission or the willful misconduct of Indemnitees, liability will be apportioned between Service Provider and City with regard to such a Loss based upon the parties' respective degrees of culpability, as determined by the court or jury, and Service Provider's duty to indemnify the Indemnitees will be limited accordingly.

B. Service Provider's obligations under this Section shall survive the expiration or termination of this Agreement.

**14. Laws and Venue.**

This Agreement shall be interpreted in accordance with the laws of the State of California without regard for change of venue laws. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of Orange, State of California. Service Provider must comply with the claim procedures set forth in the Government Claims act (Government Code Section 810 et seq.) prior to filing any lawsuit against City.

**15. Termination.**

A. City may terminate any portion or all of the Services or this Agreement with or without cause by giving 30 days' written notice to Service Provider. In such event, City shall be immediately given title to and possession of all Work Product (as defined) below and original field notes, drawings and specifications, written reports and all other documents produced or developed pursuant to this Agreement. Provided Service Provider is not then in breach, City shall pay Service Provider for any portion of the Services satisfactorily completed prior to termination. If termination occurs prior to completion of any specific task for which a payment request has not been received, the charge for Services performed shall be the reasonable value of such Services, based on an amount agreed to by the parties. City shall not be liable for any costs other than the charges or portions thereof which are specified herein. Service Provider shall not be entitled to payment for unperformed Services, and shall not be entitled to damages or compensation resulting from such termination.

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B. Service Provider may terminate this Agreement only for cause and by serving written notice of termination to City, provided Service Provider has first served City with a written notice of default and demand to cure, and City has failed to cure such default within 30 days of receipt of such notice.

**16. Ownership of Work Product.**

**Ownership of Work Product requirement is not required for this Agreement.**

**17. Data Security.**

**Data Security requirement is not required for this Agreement.**

**18. Party Representatives.**

A. Service Provider hereby designates **Patricia Pohl**, or such person's designee, as Service Provider's Representative for this Agreement, unless and until written notice of a new representative acceptable to City is provided to City.

B. City hereby designates **Adam Hawley** or such person's designee, as the City Representative for this Agreement.

C. The foregoing representatives shall be authorized to provide consent where required herein, and to make other administrative decisions that will be binding on their respective party, except as otherwise specifically required herein.

**19. Notices.**

Any notices, invoices, or other documents related to this Agreement shall be deemed received on: (a) the day of delivery, if delivered by hand during the receiving party's regular business hours or by e-mail before or during the receiving party's regular business hours; (b) the business day after delivery, if delivered by e-mail after the receiving party's regular business hours; or (c) on the second business day following deposit in the United States mail, certified mail with return receipt requested and postage prepaid, to the addresses listed below, or to such other addresses as the parties may, from time to time, designate in writing.

**City**

**City of Brea**

**1 Civic Center Circle**

**Brea, CA 92821**

**Service Provider**

**All City Management Services, Inc.**

**10440 Pioneer Blvd., Suite 5**

**Santa Fe Springs, CA 90670**

**Jamie McDonald**

**JamieM@CityofBrea.net**

**714.990.7749**

**Stephanie Suh**

**Stephanie@thecrossingguardcompany.com**

**714.471.8612**

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**20. Third Party Rights.**

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than City and Service Provider.

**21. Conflicts of Interest.**

A. Service Provider covenants that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the Services. Service Provider certifies that no one who has or will have any financial interest under this Agreement is an officer or employee of City.

B. Service Provider further covenants that, in the performance of this Agreement, no subcontractor or person having any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the Services shall be employed. Service Provider has provided City with a list of all City-approved subcontractors and the key personnel for such subcontractors that are retained or to be retained by Service Provider in connection with the performance of the Services, to assist City in affirming compliance with this Section.

C. Service Provider maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Service Provider, to solicit or secure this Agreement. Further, Service Provider warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Service Provider, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. If required, Service Provider further agrees to file, or shall cause its employees or subcontractors to file, a Statement of Economic Interest with the City Clerk as required under state law in the performance of the Services. For breach or violation of this warranty, City shall have the right to terminate this Agreement without liability. No director, official, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

**22. Severability.**

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the provisions unenforceable, invalid or illegal.

**23. Successors and Assigns.**

This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of the parties.

**24. Non-Waiver.**

None of the provisions of this Agreement shall be considered waived by either party, unless such waiver is specified in writing, and any such waiver shall be limited to that set of circumstances and not to any future circumstances unless another written waiver is executed.



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**25. Time of Essence.**

Time is of the essence in each and every provision of this Agreement.

**26. City's Right to Employ Other Contractors.**

City reserves its right to employ other contractors to provide the Services or similar services.

**27. Exhibits.**

The attached **Exhibit A** is incorporated herein by reference. In the event of any conflict or inconsistency between the provisions of this Agreement and any Exhibit, the provisions of this Agreement shall govern. In the event of any conflict or inconsistency between the provisions of this Scope of Services and Specifications Requirements and the Service Provider's Proposal set forth in the attached **Attachment 1 to Exhibit A**, the provisions of the Scope of Services and Specifications Requirements shall govern.

**28. Entire Agreement.**

This Agreement (including the attached Exhibits) represents the entire understanding of the parties as to the Services, and supersedes and cancels any prior or contemporaneous oral or written understanding, promises or representations with respect to those matters. Each party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. This Agreement may not be modified or altered except in writing signed by both parties. This is an integrated Agreement.

**[SIGNATURES ON FOLLOWING PAGE]**

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**TO EXECUTE THIS AGREEMENT**, the Parties have caused their authorized representatives to sign below. Digital Signatures are acceptable if they conform to all requirements of California Government Code Section 16.5.

**All City Management Services, Inc.**

By:   
**Baron Farwell**  
**General Manager/Owner**  
**baron@thecrossingguardcompany.com**

Date Signed: **07/14/21**  
CORPs: Chairperson, President, Vice  
President;  
LLCs: Manager

[Pursuant to California Corporations Code Section 313, both signature lines must be executed unless the signatory holds at least one of the offices designated on each line.]

[Pursuant to California Corporations Code Section 17703.01(d), both signature lines must be executed unless the articles of incorporation state that the firm is managed by only one manager.]

**City of Brea**

By: \_\_\_\_\_  
**Bill Gallardo**  
**City Manager**

Date Signed: \_\_\_\_\_

**Attest (if over \$25,000)**

By: \_\_\_\_\_  
**Harris-Neal, Lillian**  
**City Clerk**  
**lillianhn@ci.brea.ca.us**

Date Signed: \_\_\_\_\_

**Contract No. 2021.06.10.001  
for Crossing Guard Services**

**SPECIAL PROVISIONS**

Service Provider must meet or better all applicable promulgated California Manual on Uniform Traffic Control Devices per Part 7 Traffic Control for School Areas.

**Contract No. 2021.06.10.001  
for Crossing Guard Services**

**EXHIBIT A  
Scope of Services and Specifications Requirements**

**1. Scope of Services**

A. Provide one supervisor and five crossing guards at the locations and at the times listed below.

B. Ensure that all crossing guards and supervisor are qualified, fully trained, and equipped.

Location/Intersection	From	To	Hrs/Day
<b>Arovista Elementary School</b> 900 Eadington Dr. Arovista Ave. and Eadington Dr.	7:30 AM 1:55 PM	8:15 AM 2:40 PM	0.75 0.75
<b>Country Hills Elementary School</b> 150 N Associated Rd. N. Associated Rd. and Sleepy Hollow Ln.	8:00 AM 2:25 PM	8:45 AM 3:10 PM	0.75 0.75
<b>Falcon Academy of Science &amp; Technology</b> 650 N Apricot Ave. Cliffwood Ave. and St. College Blvd.	8:10 AM 2:40 PM	8:55 AM 3:25 PM	0.75 0.75
<b>Laurel Elementary School</b> 200 S Flower Ave. Birch St. and Flower Ave.	7:30 AM 1:55 PM	8:15 AM 2:40 PM	0.75 0.75
<b>Laurel Elementary School</b> 200 S Flower Ave. Brea Blvd. and Imperial Hwy.	7:15 AM 1:55 PM	8:00 AM 2:40 PM	0.75 0.75

C. Have an adequate number of reserve personnel to ensure all designated locations are covered in the event regular personnel are absent.

D. Provide the City with a monthly schedule, in advance, of the locations to be serviced, the personnel deployed at those locations, and the start and end times of each shift at each location.

E. Accommodate changes in crossing guard locations per the needs of the City. Provide crossing guard(s) for any new location(s) within 4 weeks of the City's request. Remove crossing guard(s) for any deleted location(s) within 2 weeks of the City's notification.

F. Provide supervisors to ensure that all posts are covered, crossing guards are in proper attire, have the necessary equipment to perform their jobs, and are complying with all safety procedures. Such inspections must be conducted at the time of new assignments and at least once a month for established assignments.

**29. Qualifications, Training, and Equipment**

A. Ensure that all crossing guard personnel are qualified, trained, and equipped in accordance with Chapters 7D.03 Qualifications of Adult Crossing Guards, 7D.04 Uniform of Adult Crossing Guards and 7D.05 Operating Procedures for Adult Crossing Guards, of the California Manual on Uniform Traffic Control Devices (CAMUTCD).

**Contract No. 2021.06.10.001  
for Crossing Guard Services**

B. Ensure that all crossing guard personnel are trained and certified in delivery of first aid and CPR. Maintain copies of such certifications for each crossing guard and provide copies of such certifications as requested by City.

C. Do not permit crossing guard personnel to perform services for the City if they have ever been convicted of any sex, weapons, or violent crime(s) including but not limited to homicide or attempted homicide, rape, child abuse or molestation, extortion, terrorism or terrorist threats, kidnapping, human trafficking, pimping or pandering, assault, battery, and/or any felony involving harm or a threat to harm another person or person(s).

D. Do not permit crossing guard personnel to perform services for the City if they are a registered narcotics offender (H&SC s11590) or a registered sex offender (Penal Code s290).

E. Provide a qualified and fully trained program manager/supervisor to:

i. Coordinate crossing guard services with the City Representative.

ii. Ensure that crossing guard personnel are properly trained, guard activities are taking place at the required locations and agreed upon times, and that guards are complying with all proper safety procedures.

iii. Conduct an orientation meeting of a minimum of two (2) hours for all newly hired school crossing guards prior to post assignments. Coordinate such meetings with the City Representative so that City may have a traffic officer or authorized designee present to assist in the training to comply with laws and codes of the State of California pertaining to general pedestrian safety and school crossing areas.

F. Ensure that all school crossing guards present a professional appearance, are neat, clean, well-groomed, courteous, properly uniformed, conduct themselves in a respectable manner. Employees found not meeting this standard must be replaced by the next shift and may not return to work under this agreement until such time as these standards can be met.

G. Provide updated training materials to all crossing guards and to the City Representative.

### **30. Employee Screening**

A. Implement a pre-employment screening program at the firm's expense that shall, at minimum, include:

i. Perform employment reference check(s).

ii. Obtain criminal background check/fingerprint submission to the California Department of Justice and the Federal Bureau of Investigation through the Department of Justice Live Scan system, dated within the twelve months preceding appointment. Live Scans for all personnel must provide subsequent arrest alerts to the firm, or, fingerprints are to be submitted on an annual basis.

iii. Social security verification.

**Contract No. 2021.06.10.001  
for Crossing Guard Services**

- B. Conduct additional periodic screenings as required by law.

**31. Employee Provisions**

- A. Provide all crossing guard personnel with the following at the firm's expense:
  - i. Identification badges.
  - ii. Standardized uniforms, to be approved by the City.
  - iii. Safety-reflectorized vests.
  - iv. Handheld stop signs.
  - v. Lanyard whistle.
  - vi. Proper inclement weather apparel and gear, including a rain jacket, umbrella, and rain boots.
  - vii. A notebook and pen in the event that any traffic or safety incident must be documented.

**2. Meetings**

- B. Meet with City Representative and school officials on an as-needed for evaluation and comments, and City staff to assess and discuss existing problems that may have occurred.
- C. Make required changes to address and solve any issues.

**3. Reports**

- D. Provide monthly written reports of crossing guard services activities including: new employees, removed employees, training, inspections, hours worked, splits paid with the invoice to City Representative.
- E. Investigate any and all public complaints concerning crossing guard services. Submit a copy of all complaint reports to the City Representative within 24 hours to advise the status of remedy/resolution of said complaint.
- F. Provide a master crossing guard list of all school crossing guards and their assigned posts, back-up school crossing guards, and supervisors. Provide this report at commencement of each school year and updated periodically as changes occur. Submit this report by email to the City Representative.
- G. Provide as-need additional reports and records for audit purposes up to 3 years after end of agreement.

End of this Exhibit



**Contract No. 2021.06.10.001  
for Crossing Guard Services**

**Contract No. 2021.06.10.001  
for Crossing Guard Services**

**ATTACHMENT 1 TO EXHIBIT A  
Service Provider's Proposal and Fee Schedule**

(attached)

**RFP No. 2021.06.10.001  
for Crossing Guard Services**

**Price Form**

**All City Management Services, Inc.**

(Offeror's Company Name)

Enter your fully-loaded rates to provide the Services as required in the Scope of Services requirements. Include applicable minimum wage rates and applicable split shift premiums.

Year	Qty*	Description	Rate	Total
1	2250	Crossing Guard Services	\$24.53	\$55,193
2	2250	Crossing Guard Services	\$25.77	\$57,983
3	2250	Crossing Guard Services	\$27.45	\$61,763
4	2250	Crossing Guard Services	\$27.45	\$61,763
5	2250	Crossing Guard Services	\$29.49	\$66,353
<b>All</b>		<b>Total (all years)</b>		<b>\$303,055</b>

\*Qty = Number of hours are based on 1.50 hours of service hours and 1.00 hour for split shift premiums multiplied by five days per week and five locations over an estimated 180 school days per year. Only the actual number of hours worked and the actual split shift premiums paid are eligible for billing. Evidence of hours worked and split shift premiums paid must be submitted with each invoice.

**Schedule for California Minimum Wage Rate Table\*\***

<https://dir.ca.gov/DIRNews/2020/2020-110.html>

Date	Minimum Wage for Employers with 25 Employees or Less	Minimum Wage for Employers with 26 Employees or More
January 1, 2021	\$13.00/hour	\$14.00/hour
January 1, 2022	\$14.00/hour	\$15.00/hour
January 1, 2023	\$15.00/hour	\$15.00/hour
January 1, 2024	TBD***	TBD***
January 1, 2025	TBD***	TBD***
January 1, 2026	TBD***	TBD***

\*\* If the State of California changes the minimum wages in 2024 through 2026, then only those employees who are being paid less than the then enacted minimum wage will be eligible for the mandated increase. In such cases, City will apply the difference to the rate being charged to the City.

\*\*\* TBD = to be determined

**Guard Wages**

2021/2022 School Year	\$14.00 through December 31, 2021; \$15.00 effective January 1, 2022
2022/2023 School Year	\$15.00
2023/2024 School Year	\$16.00 *
2024/2025 School Year	\$16.00*
2025/2026 School Year	\$17.00*

\*As we are unable to forecast any minimum wage increase and job market conditions for years 2024-2026, we have included wage increases for guards in 2024 and 2026.

## City of Brea

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### **COUNCIL COMMUNICATION**

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

**FROM:** Mario Maldonado, Assistant to the City Manager

**DATE:** 07/20/2021

**SUBJECT:** Approval of Memorandums of Understanding between the City of Brea and: 1) the Brea Management Association; 2) the Brea City Employees' Association; 3) the Administrative And Professional Employees' Association.

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### **RECOMMENDATION**

Adopt resolution approving Memorandums of Understanding (MOUs) with the Brea Management Association (BMA), the Brea City Employees' Association (BCEA), and the Administrative and Professional Employees' Association (APEA)

### **BACKGROUND/DISCUSSION**

The economic and social disruption caused by the COVID-19 global pandemic has been devastating and impacted city operations including labor relations. All our labor contracts expired in June 2020 and due to the pandemic, we worked with the majority of labor association to delay contract negotiations for one year. As the public health orders started to allow for more in person meetings, the City's negotiation team began to meet with various employee associations to try and reach agreement on terms and conditions of employment for new labor contracts (Memorandums of Understanding or MOUs). Considerable progress has been made rather quickly, and successor MOUs with the Brea Management Association, the Brea City Employees' Association, and the Administrative and Professional Employees' Association are now ready for City Council consideration. The terms reached in the attached agreements are consistent with the maximum financial authority provided to the City's bargaining team by the City Council.

Over the last few years contracts with employee associations have reflected modest changes to the terms of employment, reflecting the City's concerns for maintaining a balanced budget with an eye to sustaining healthy reserves. In all three of these proposed contracts, salaries have been maintained in the first year, and instead, a one-time non-CalPERS lump sum in the amount of \$2,400 per employee is offered. In the second and third year of the contracts, a three percent (3%) cost of living increase in salaries is scheduled for each of the contracts.

In additions, the MOUs also include an update to MOU language on how employees are able to use their maximum annual sick leave accruals of personal sick leave per fiscal year to deal with medical and/or dental needs of immediately family members. We are also proposing to modify MOU language to provide that paid leave shall be regarded as hours works for purposes of calculating federally mandated overtime payments. These two items will help us remain competitive in the labor market as these benefits are standard in comparable jurisdictions.

### **FISCAL IMPACT/SUMMARY**

The City has been working with labor groups to prudently “hold the line” on personnel costs for several years now. However, these contract adjustments are needed for the City to stay competitive in the current labor market if Brea is going to continue to attract and maintain quality employees. The City’s bargaining team has been meeting in good faith with BMA, BCEA, and APEA and have now reached tentative agreements with these employee associations. This action authorizes the City to enter into new MOUs (labor agreements) with 3 associations through June 30, 2023. The estimated net financial impact of entering into the agreements with these associations for FY 20-21 through FY 22-23 are as follows:

BMA - \$216,186  
BCEA - \$508,580  
APEA - \$781,010

The net financial impact is \$888,378 to the General Fund and \$617,398 to the Non-General Funds for a total of \$1,505,776. The projected budget for FY 21-22 and FY 22-23 already includes \$446,626 and \$310,393, for the General Fund and Non-General Funds, respectively for a total of \$757,019. The remainder of \$748,757 will be included in the FY 21-22 First Quarter Budget Adjustments and programmed in the FY 22-23 budget as applicable. There are sufficient revenues over expenditures projected to cover these costs.

**RESPECTFULLY SUBMITTED:**

William Gallardo, City Manager  
Prepared by: Mario E. Maldonado, Human Resources Manager  
Concurrence: Cindy Russell, Administrative Services Director

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**Attachments**

Resolution Labor Agreements  
BMA MOU  
APEA MOU  
BCEA MOU

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## **RESOLUTION NO. 2021-050**

### **A RESOLUTION OF THE COUNCIL OF THE CITY OF BREA APPROVING MEMORANDUMS OF UNDERSTANDING WITH: 1) THE BREA MANAGEMENT ASSOCIATION; 2) THE BREA CITY EMPLOYEES' ASSOCIATION; AND 3) THE ADMINISTRATIVE AND PROFESSIONAL EMPLOYEES' ASSOCIATION.**

#### **A. Recitals**

(i) Chapter 10, Division 4, Title 1, of the Government Code of the State of California was amended effective January 1, 1969, for the purpose of promoting improved employer-employee relations between public employers and their employees by establishing uniform and orderly methods of communication between employees and the public agencies by which they are employed;

(ii) Government Code Section 3507 empowers a City to adopt reasonable rules and regulations after consultation in good faith with representatives of its employee organizations for the administration of employer-employee relations;

(iii) Pursuant to the provisions of the Employer-Employee Relations Resolution No. 06-62 of the City of Brea, the City of Brea has recognized the Brea Management Association (Non-Safety) as the majority representative of employees in the management bargaining unit; the Brea City Employees' Association as the majority representative of employees in the general employees bargaining unit, and the Administrative and Professional Employees Association as the majority representative of employees in the supervisory and professional employees bargaining, for the purpose of meeting its obligations under this Agreement, the Meyers-Milias-Brown Act,

**Reso. No. 2021-050**  
July 20, 2021



Government Code Section 3500, et seq., when City Rules, Regulations or laws affecting wages, hours and/or other terms and conditions of employment are amended or changed.

(iv) The duly authorized representatives of the City and the Brea Management Association, the City and the Brea City Employees' Association, and the City and the Administrative and Professional Employees' Association have met and conferred in good faith and have reached agreement on changes in wages, hours and terms and conditions of employment.

(v) The Brea Management Association membership, the Brea City Employees' Association membership, and the Administrative and Professional Employees' Association membership have ratified their respective agreements.

B. Resolution

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

The Memorandums of Understanding representing agreements to changes in wages, hours, and terms and conditions of employment for the term of July 1, 2020, through June 30, 2023, by the City and 1) the Brea Management Association (Exhibit A); 2) the Brea City Employees' Association (Exhibit B); and 3) the Administrative and Professional Employees' Association (Exhibit C), is approved.

**APPROVED and ADOPTED** this 20th day of July, 2021.

\_\_\_\_\_  
Steven Vargas, 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 introduced at a regular meeting of the City Council of the City of Brea, held on the 20th of July 2021, and was finally passed at a regular meeting of the City Council of the City of Brea, on the 20th of July 2021, by the following votes:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAINED: COUNCILMEMBERS:

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

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

**Reso. No. 2021-050**  
July 20, 2021

# EXHIBIT A

# **EXHIBIT B**

# EXHIBIT C

# **Memorandum of Understanding**

**BETWEEN**

**THE CITY OF BREA**

**AND**

**THE BREA MANAGEMENT  
ASSOCIATION**

**JULY 1, 2020 THROUGH JUNE 30, 2023**



**Brea Civic & Cultural Center  
Human Resources Division  
1 Civic Center Circle  
Brea, CA 92821  
[www.cityofbrea.net](http://www.cityofbrea.net)**



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**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE CITY OF BREA  
AND  
THE BREA MANAGEMENT ASSOCIATION**

**July 1, 2020 through June 30, 2023**

*This Memorandum of Understanding (MOU) is made and entered into by and between the duly authorized representatives of the City and the Brea Management Association.*

**A. Recitals**

(i) *The parties hereto have met and conferred in good faith pursuant to the Meyers-Milias-Brown Act, Government Code Section 3500, et seq., and have reached agreement on changes in wages, hours and terms and conditions of employment.*

(ii) *The parties hereto have agreed upon the wages, hours, and terms and conditions of employment as set forth herein in order to encourage effective recruitment and retention of well-qualified employees and to foster and reward employees' potential, performance, professional attitude, morale and pride in work. The Brea Management Association employees hereby acknowledge these expectations.*

**B. Agreement**

*Now, therefore, the parties hereto agree as follows:*

**ARTICLE I – RECOGNITION**

Pursuant to the provisions of City of Brea Employer - Employee Relations Resolution No. 06-62, the City of Brea (hereinafter called the "City") has recognized the Brea Management Association (hereinafter called the "Association") as the majority representative of employees in the bargaining unit, which includes full-time employees in the classifications listed in Exhibit A. The parties agree to discuss unit modification opportunities during the term of this agreement.

**ARTICLE II – NONDISCRIMINATION**

The City and the Association agree that they shall not discriminate against any employee because of race, color, gender, age, national origin, marital status, sexual preference, political or religious affiliations, disability, except as may be required for compliance with

Federal or State law, or exercise of rights under the Meyers-Milias-Brown Act. The City and the Association shall re-open any provision of this Agreement for the purpose of complying with any final order of a Federal or State agency or court of competent jurisdiction requiring a modification or change in any provision or provisions of this Agreement in compliance with Federal or State anti-discrimination laws.

### **Americans with Disabilities Act**

- A. Because the Americans with Disabilities Act (ADA) requires accommodations for individuals protected under the Act, and because these accommodations must be determined on an individual, case-by-case basis, the parties agree that the provisions of this Agreement may be disregarded in order for the City to avoid discrimination relative to hiring, promotion, granting permanency, transfer, layoff, reassignment, termination, rehire, rates of pay, job and duty classification, seniority, leaves, fringe benefits, training opportunities, hours of work or other terms and privileges of employment only to the extent necessary to reasonably accommodate an individual covered by the Act, who meets the minimum requirements (as defined under ADA) for the position, and who has notified the employer of his/her disability.
- B. The Association recognizes that the City has the legal obligation to meet with the individual employee to be accommodated before any adjustment is made in working conditions. Prior to disregarding any provision of the Agreement in order to undertake required accommodations for an individual protected by the Act, the City will provide the Association with written notice of its intent to disregard the provision, and will allow the Association the opportunity to meet and confer over modifications of the Agreement on a case-by-case basis. Failure to reach agreement shall not preclude the City from implementation.
- C. Any accommodation provided to an individual protected by the ADA shall not establish a past practice, nor shall it be cited or used as evidence of a past practice in the grievance/arbitration procedure.

## **ARTICLE III – SCHEDULING/HOURS OF WORK AND ASSIGNMENTS**

**Work Schedule** Department Directors shall designate work schedules. The Department Director may alter the work schedule of an employee subsequent to the consideration of departmental workload, operational efficiency, and staffing considerations. The Department Director shall report any work schedule change in writing to the City Manager, where such change impacts a significant number of employees.

**9/80 Work Schedule** The City has implemented a structured, synchronized 9/80 work schedule. The structured, synchronized 9/80 work schedule shall consist of two (2) consecutive work periods containing the equivalent of nine (9) work days instead of ten (10) in a two (2) week period. Employees will work eight (8) days for nine (9) hours a day, and one (1) day for eight (8) hours, for a total of eighty (80) hours in two (2) consecutive work

periods.

Consistent with the City Rights Article, it shall be understood that the continuation of the structured, synchronized 9/80 work schedule shall be the sole responsibility of the City, consistent with the needs of the community. Concurrent with its obligations under the Meyers-Milias-Brown Act, the City and the Association will meet and confer at any time prior to any change, revision, or elimination of the structured, synchronized 9/80 work schedule. Failure to reach agreement on any change, revision or elimination of the structured synchronized 9/80 work schedule shall not preclude the City from implementation during the term of this Memorandum of Understanding.

## **ARTICLE IV – SALARY AND WAGE PLAN**

### **Salaries**

Salaries effective during the term of this MOU, are listed in Exhibit B, Exhibit C, and Exhibit D, attached hereto and made a part thereof.

The City will credit each Brea Management Association member in paid status the first full pay period after the City Council adopts the MOU a one-time non-PERSable lump sum in the amount of \$2,400.

Effective the first full payroll period commencing on or after July 1, 2021, the “base salary” of each classification shall be increased by three percent (3%).

Effective the first full payroll period commencing on or after July 1, 2022, the “base salary” of each classification shall be increased by three percent (3%).

Employees who have not reached the top step of the assigned salary range for their classification shall be eligible for an annual merit increase.

## **SPECIAL PAYS**

### **Vehicle Allowance**

Employees who are not provided a City vehicle shall receive a vehicle allowance in the amount of \$400 per month for job-related usage of their personal vehicles except as noted below.

Employees appointed to the Emergency Medical Services Manager classification will be provided the use of a City vehicle and will not receive a monthly vehicle allowance.

**Uniform Allowance**

The City shall provide an annual lump-sum uniform allowance of \$700 to employees in the following classification:

- Emergency Medical Services Manager

Uniform allowance shall be paid directly to the employee on a regularly scheduled pay day in July of each year. In order to comply with CalPERS reporting requirements for uniform allowance for Classic employees, the allowance will be reported as earned on July 1. Earned period shall be defined to mean employed with the City on July 1. Payment for the uniform allowance will be paid in the pay period which includes July 1.

**New Employees** – Newly appointed employees shall receive an initial uniform allowance of \$500, and shall thereafter receive the annual allowance as described above. Those hired between January and June shall have the initial \$500 prorated according to the number of months prior to July (i.e., \$500 in January or before, \$417 in February, etc., rounded to the nearest whole dollar). The amount of the allowance will be reported on the employee's first payroll for income tax purposes as required by the Internal Revenue Service.

Upon separation from City employment, employees shall be required to turn-in the uniforms to the Fire Department for reuse/reissue.

**Management Incentive Pay**

A division manager who is formally assigned additional management responsibilities as Deputy Director of a department will be compensated with management incentive pay, within a range of five percent (5%) to ten percent (10%), at the discretion of the Department Director and with the approval of the City Manager. The total compensation for a Deputy Director assignment, i.e., the manager's base salary plus this assignment pay, shall not exceed 95% of the applicable Department Director's salary. The duties of an assigned Deputy Director shall be determined by the Department Director.

**ARTICLE V – LEAVES****Vacation Accruals**

Employees shall earn and accrue vacation leave time at the following rates:

<u>Following</u>	<u>Vacation Accrual</u>
Initial Hire	80 hours/year (Approx. 3.08 hours/payroll period)
Completion of 3 Years	120 hours/year (Approx. 4.62 hours/payroll period)
Completion of 7 Years	140 hours/year (Approx. 5.38 hours/payroll period)
Completion of 13 Years	160 hours/year (Approx. 6.16 hours/payroll period)

Completion of 16 Years	175 hours/year (Approx. 6.73 hours/payroll period)
Completion of 19 Years	200 hours/year (Approx. 7.69 hours/payroll period)

In addition to the accrual rates specified above for regular full-time service, Regular Part-time service with the City of Brea, contiguous to and preceding current full-time appointment, will also be used to calculate vacation accrual rates. For each twelve (12) months of Regular Part-time service, one half (.5) year of service will be added to determine the employee's accrual rate (i.e., qualified Regular Part-time service will be credited at 50%).

Part-time service that ended with a break in continuous service, followed by a new appointment, shall not be included.

### **Maximum Accrual of Vacation Leave**

Employees shall be entitled to accrue a maximum of 400 hours of vacation time.

### **Buy-Back of Vacation Leave Hours**

Upon an employee's written request, the City will buy-back unused vacation hours subject to the following provisions:

- A. An employee must have used fifty-six (56) vacation hours within one (1) year prior to the date the employee is requesting a vacation buy-back.
- B. The minimum amount of each buy-back shall be forty (40) hours.
- C. An employee must maintain a minimum balance of eighty (80) hours in his/her vacation leave bank.

## **HOLIDAYS**

The City designates twelve holidays per year as follows:

New Year's Day, January 1  
Martin Luther King's Birthday, 3<sup>rd</sup> Monday in January  
Presidents' Day, 3<sup>rd</sup> Monday in February  
Memorial Day, last Monday in May  
Independence Day, July 4  
Labor Day, 1<sup>st</sup> Monday in September  
Thanksgiving Day, 4<sup>th</sup> Thursday in November  
Friday after Thanksgiving  
Christmas Eve, December 24  
Christmas, December 25  
New Year's Eve, December 31  
Floating Holiday



A holiday is considered a maximum of nine (9) hours regardless of the employee's work schedule (such as 4-10, 6-12+8, etc.). An employee who works an alternate schedule (i.e. 4-10) will need to supplement his or her holiday with another leave bank (floating, vacation or administrative leave).

Except on those years when Christmas, Christmas Eve, New Year's and/or New Year's Eve fall on a Saturday or Sunday, where it will be more efficient to use the Holiday time to "pay" for the Holiday Closure, if a holiday falls on a Sunday, the Monday following is observed. If a holiday falls on a Saturday the proceeding Friday is observed.

If a holiday falls on a day that an employee is not scheduled to work he or she will receive the equivalent hours (maximum nine (9) hours) in his/her holiday bank. If an employee works on a holiday they will be compensated at his/her regular hourly rate of pay for hours worked. If they work fewer than nine (9) hours his/her time shall be augmented by holiday time up to nine (9) hours and they shall accrue the balance of their nine (9) hours of holiday time. Example #1: An employee works five (5) hours on a holiday. They are paid for five (5) hours of regular time, four (4) of holiday time and they accrue five (5) hours of holiday time. Example #2: An employee works nine (9) hours on a holiday. They are paid for nine (9) hours of regular time and accrue nine (9) hours of holiday time.

Employees shall be in a paid status the day prior to and immediately following the holiday in order to receive holiday pay

Time off taken during any part of the Christmas/New Year's Closure (Holiday Closure) period, as designated each year, shall be accounted for by using Holiday Bank hours to the extent that Holiday Bank hours are available in the employee's Holiday Bank. Vacation and or Administrative leave time may only be used to "pay" for days within the period designated as the Holiday Closure after the employee's Holiday Bank is exhausted.

Floating Holiday. Each employee shall be granted nine (9) hours of floating holiday leave time on July 1 of each fiscal year. This time shall not be carried over from one fiscal year to the next. Newly hired employees shall be granted nine (9) hours of floating holiday leave time if hired between July 1 and December 31 of each year and four and one half (4.5) hours of floating holiday leave time if hired between January 1 and June 30 of each year.

Holiday leave shall not be carried over from one fiscal year to the next, nor may employees convert unused holiday leave to cash except upon termination of employment.

## **DONATION OF LEAVE TIME**

Employees may donate, on an hour-for-hour basis, vacation leave time to other City employees, with a major medical condition, who have exhausted all available accrued leave time due to their major medical condition.

## **ADMINISTRATIVE LEAVE**

Each employee shall be granted fifty-six (56) hours of administrative leave on July 1 of each fiscal year. Administrative leave is in recognition that Brea Management Association employees who, being exempt under the FLSA, are expected to work hours in excess of their normal work schedule. Administrative leave shall not be carried over from one (1) fiscal year to the next, nor may employees convert unused administrative leave to cash. Employees who are promoted, reassigned, or are new hires to the Brea Management Association, shall be granted administrative leave on a prorated basis for the remainder of the fiscal year. The City Manager may authorize additional compensatory leave at his/her discretion. Administrative leave may only be taken subject to the prior approval of the Department Director.

## **SICK LEAVE AND BEREAVEMENT LEAVE**

### **Sick Leave**

Employees shall earn eight (8) hours of sick leave per month. Sick leave shall be earned, commencing on the first day of employment, and shall accrue on a bi-weekly basis.

### **Personal Medical and Dental Appointments**

Subject to the approval of the Department Director and/or his/her designee employees may utilize sick leave for personal medical and/or dental appointments.

### **Sick Leave Authorization Due to Death or Illness in the Immediate Family**

An employee shall be allowed to use up to a maximum of ninety-six (96) hours of sick leave per calendar year due to death or serious illness in the immediate family. Immediate family as used in this Section is limited to: the employee's parents and grandparents (natural, adoptive, foster, by marriage or legal guardians), current spouse, registered domestic partner, children and grandchildren (natural, adoptive, foster, or by marriage or domestic partnership), parents-in-law (or by domestic partnership), siblings, and siblings-in-law (or by domestic partnership). In the event of death in the immediate family, a death certificate or other acceptable evidence may be required by the Department Director before the sick leave is allowed. In the event of a serious illness in the immediate family, a medical certificate from an acceptable medical authority regarding such illness and an explanation of the need for the employee's absence may be required by the Department Director. Such leave may take travel time into consideration. The amount of sick leave used in either of these two (2) circumstances shall be reported on the appropriate leave request form.

### **Notification to Supervisor**

Any employee needing to be absent because of sickness or other physical disability shall notify the Department Director or immediate Supervisor at least one day prior to such

absence if circumstances permit, or as soon thereafter as possible. Any employee falsifying a reason for sick leave shall be subject to discipline, up to and including termination.

### **Bereavement Leave**

An employee shall be allowed three (3) days of bereavement leave for each incident of a death of an immediate family member as defined above. This three (3) days of bereavement leave is in addition to the annual sick leave which an employee may use for death in the immediate family.

### **Sick Leave Conversion**

Upon an employee's written request, the City will convert twenty (20) hours of his/her accrued sick leave to administrative leave subject to the approval of the Human Resources Manager and the following provisions:

- A. The employee must have accrued a minimum balance of 875 hours of sick leave in his/her sick leave bank at the time of the request.
- B. The conversion of sick leave hours to administrative leave time may occur only one (1) time per fiscal year per employee.
- C. The use of sick leave hours converted to administrative leave shall be subject to the Administrative Leave provisions of this Agreement.

## **OTHER LEAVES**

### **Leave of Absence Without Pay**

The Department Head or designee may grant leaves of absence without pay for a maximum of ninety (90) working days to an employee if the circumstances of the particular case warrant such leave. An employee, not under suspension, may make application for leave without pay after all available leave benefits, including vacation, administrative leave, holiday leave time, Family Care Leave, and sick leave (subject to eligibility to use sick leave) and any other leave benefits have been completely used. No employment or fringe benefits such as sick leave, vacation, retirement, or any other benefits shall accrue to any employee on leave of absence without pay; except however, the City will continue to pay the employee's medical insurance up to the current maximum allowable under the current Flexible Benefit Plan for a maximum of three (3) months during any one leave in any twelve (12) month period while an employee is on authorized leave.

Prior to the end of a leave of absence without pay, if the employee desires additional leave, written application must be made to the City Manager stating the reasons why the additional leave is required and why it would be in the best interest of the City to grant such additional leave of absence. If, in the City Manager's opinion, such additional leave is merited and

would still preserve the best interests of the City, he/she may approve such extensions of leave of absence for a period not to exceed an additional ninety (90) working days. If the employee does not return to work prior to or at the end of such leave of absence or extension of leave of absence, the City shall consider that the employee has terminated his/her employment with the City.

An employee on leave of absence must give the City at least a seven (7)-day written notice of the employee's intent to return to work.

Any employee who engages in outside employment during said leave of absence without prior notification and approval of his/her Department Director shall be subject to discipline. Any employee who falsifies the reason for the request for said leave of absence may be subject to disciplinary action.

## **ARTICLE VI – FRINGE BENEFITS**

### **Flexible Benefit Plan**

The City's Flexible Benefit Plan shall include for the employee and eligible dependents, City sponsored health insurance plans including medical insurance, dental insurance, and optical insurance. The Flexible Benefit Plan shall also include, for employees only, education reimbursement as permitted under federal tax law, short-term disability insurance, optional life insurance, and deferred compensation.

Effective the first full pay period on or after January 1, 2020, the maximum monthly Flexible Benefit contribution for employees enrolled in a City sponsored CalPERS medical plan shall be:

Single employee	\$800 per month
Employee plus 1 dependent	\$1,225 per month
Employee plus 2 or more dependents	\$1,550 per month

If, during the term of this contract, another bargaining unit negotiates a more favorable agreement in the areas of Flex Benefit Plan contributions and/or one-time lump sum payments, then the Association should be offered the same terms.

Effective January 1, 2020, any employee hired prior to January 1, 2016, in the following classifications who have elected coverage in the employee plus 1 dependent level, the City shall contribute \$100 additional dollars per month towards their Flexible Benefit Plan coverage:

Maintenance Services Superintendent.

Any changes to the Flexible Benefit Plan status of the above mentioned classifications shall result in the forfeiture of the additional \$100 monthly contribution offset.

Effective January 1, 2020, for employees hired prior to January 1, 2016, in the following classifications who have elected coverage in the employee only level, the City shall contribute \$50 additional dollars per month towards their Flexible Benefit Plan coverage:

**Community Services Manager**

Any changes to the Flexible Benefit Plan status of an employee in the above mentioned classification shall result in the forfeiture of the additional \$50 monthly contribution offset.

Employees hired to full-time benefited positions with Brea on/or after April 1, 2006, who have opt out of a medical plan shall receive a \$325 contribution per month.

Employees who do not use the full amount of the Flexible Benefit contribution for optional benefits provided herein may elect to receive the remaining amount as taxable cash in the regular payroll, or to deposit the amount in a deferred compensation (457) plan.

Should the total cost of premiums for benefits selected under the Flexible Benefit Plan exceed the City's monthly contribution, the overage will be paid by the employee via payroll deductions. The City will continue to pay the one-half percent (1/2%) administrative fee for the CalPERS Health Insurance Program medical insurance plan. If the administrative fee increases, the City shall meet and confer on the increase.

**Retiree Medical Benefit**

Within the monthly contribution amounts listed above, \$335 is considered to be the City's contribution toward the CalPERS Health Insurance Program for medical insurance and shall be reported to CalPERS as such. This \$335 shall be the City's contribution toward retiree medical insurance coverage. There is no opt out value for retiree medical. The parties intend that the entitlement to receive a retiree medical benefit of \$335 per month is a vested benefit for all employees hired by the City on or before June 30, 2017. The inclusion of this vesting language is to comply with the Supreme Court's decision in *M&G Polymers v. Thackett*, 135 S.Ct. 935 (2015), requiring that the intent to vest a benefit be explicitly set forth.

Effective June 30, 2017, for all new employees hired and subsequently retired from the City, the City's medical contribution towards retiree health insurance shall be the CalPERS Public Employees' Medical and Hospital Care Program (PEMHCA) minimum (as determined by CalPERS on an annual basis), not to exceed the actual cost of the plan selected. (PEMHCA minimum will be \$142 in calendar year 2021).

While participating in the CalPERS Health Plans during the term of this Agreement, should CalPERS or legislative acts redefine the designated contributions for retirees to include Flexible Benefit Plan contributions, the parties will meet and confer on an alternative method of funding active employee benefits.

### **Life Insurance**

The City shall provide each employee with a term life insurance policy with a benefit equal to one times the individual employee's annual salary. An employee may purchase additional (optional) life insurance coverage at his/her own expense.

### **Long-Term Disability Insurance Plan (LTD)**

The City shall provide Long-Term Disability Insurance benefits for all employees who have completed an initial probationary period and during the term of this Memorandum of Understanding.

Effective for qualifying illnesses or injuries occurring after November 1, 2008, Long-Term Disability (LTD) benefits shall equal 66-2/3% of the employee's basic monthly earnings, reduced by any deductible benefits as described in the Plan Document. For the purposes of this benefit, "basic monthly earnings" means the regular salary range step amount applicable to the affected employee (which includes certification pay and/or Bilingual compensation, if applicable), exclusive of overtime or intermittent additional compensation that may be paid in any pay period. No benefits shall be payable for the first sixty (60) calendar days of each period of total disability, or the end of the period of accumulated paid sick leave to which the employee is entitled under the City's sick leave program, whichever is longer. After LTD benefits commence, the employee may elect to use any remaining paid leave (vacation or other accumulated leave) to supplement such benefits during the term of illness or injury leave. The amount of supplementation, in conjunction with the LTD benefit payment, shall not exceed the employee's normal payroll for the period.

### **Section 125 Program**

The City has implemented an Internal Revenue Section 125 program which allows employees to allocate specified amounts of monthly pre-tax salary or wages for the reimbursement of health care expenses or dependent care expenses, or both. Employees who choose to participate in the program shall pay all program administration costs and/or fees.

### **Deferred Compensation**

Employees may defer wages under the City-sponsored deferred compensation program.

### **Retirement Health Savings Plan (RHSP)**

Contributions to an RHSP must comply with the mandatory contribution provisions provided under IRS regulations. City and Association may create or amend contribution provisions prospectively to comply.

A member of the Association who retires under CalPERS from the City of Brea with (a) ten or more years of service in Brea and (b) an accumulated vacation leave balance, at the time



of separation, greater than 100 hours, shall have 100% of the accumulated vacation converted to an employer contribution to the RHSP. The amount of contribution shall be the employee's hourly rate of pay multiplied by the number of vacation hours eligible under this provision.

Employees in the following categories will contribute to their own RHSP account the amounts described below by payroll deduction:

- A. Members of the Association with less than fourteen (14) years of service to Brea shall contribute \$50 per month to the RHSP effective July 1, 2009.
- B. Members of the Association with fifteen (15) to twenty-six (26) years of service to Brea shall contribute \$100 per month to the RHSP effective May 1, 2019.
- C. Members of the Association with twenty-seven (27) or more years of service to Brea shall contribute \$150 per month to the RHSP effective July 1, 2009.

## **RETIREMENT**

### **Public Employees' Retirement System (CalPERS)**

All employees covered under this Memorandum of Understanding shall be members of the State of California Public Employees' Retirement System (CalPERS) and are subject to all applicable provisions of the City's contract with CalPERS, as amended.

Classic Employees - The CalPERS plan in effect for non-safety "Classic" members is known as the 2% @ 55 formula for Local Miscellaneous Members based on the three highest consecutive years.

Effective the first full payroll period beginning on or after July 1, 2016, employees hired as "Classic" Miscellaneous employees under the CalPERS definition shall pay the entire 7% CalPERS-mandated employee retirement contribution. Effective the first full payroll period beginning on or after July 1, 2017 Classic employees shall pay an additional 1% cost sharing contribution pursuant to Government Code Section 20516 for a total CalPERS employee contribution of 8%. This cost sharing contribution shall be treated as normal member CalPERS contributions to the extent provided by statute.

New Employees or New Members - Pursuant to California Public Employees' Pension Reform Act of 2013 (PEPRA), "new employees" and/or "new members" as those terms are defined in Government Code Section 7522.04 hired on or after January 1, 2013, are enrolled in the 2% at 62 retirement formula for Local Miscellaneous Members (Government Code Section 7522.20) based on the three highest consecutive years.

Pursuant to PEPRA, new employees or new members hired on or after January 1, 2013, shall pay at least 50% of the total normal cost of pension as is determined each year by

CalPERS to be the employee contribution rate. Effective the first full payroll period beginning on or after July 1, 2017 new employees or new members shall pay an additional 1% contribution pursuant to Government Code Section 20516. This cost sharing contribution shall be treated as normal member CalPERS contributions to the extent provided by statute. (PEPRA normal cost rate for FY 2018/2019 is 5.75% resulting in a total CalPERS contribution of 6.75% and PEPRA normal cost rate for FY 2019/2020 is 6.25% resulting in a total CalPERS contribution of 7.25%).

Implementation of the above funding of the employee CalPERS contributions shall be accomplished by means of each affected employee incurring a payroll deduction each payroll period in the above amounts. Said payroll deductions shall be on a pre-tax basis pursuant to IRS Code Section 414 (h) (2).

1959 Survivors Benefit. The CalPERS Retirement Plan has been amended to include the Fourth Level 1959 Survivors Benefit. The employee shall pay 100% of all monthly costs of this benefit, in addition to the \$2.00 monthly cost for the basic level 1959 Survivor Benefit.

City has amended its contract with CalPERS to provide Government Code Section 21024, Military Service Credit.

### **Social Security**

In the event the City and its employees are required to participate in the Federal Social Security Program, the contributions designated by law to be the responsibility of the employee shall be paid in full by the employee and the City shall not be obligated to pay or "pick up" any portion thereof.

## **WELLNESS PROGRAM**

The City shall contribute a maximum of \$500 per fiscal year for each employee towards wellness and fitness programs for the employee, including any combination as provided hereinafter. Wellness expenses that are not pre-approved prior to incurring the expense may not be reimbursed. Pre-approval is not required for Body Scans and Chiropractic or Medical Care when all other requirements are met. For ongoing Cardiovascular & Strength Training programs, only one pre-approval is required per program, you do not have to be pre-approved each year.

- A. Fitness Training or Membership Programs Reimbursable. Expenses must be pre-approved by the Human Resources Manager prior to incurring the expense. Requests for reimbursement will be paid for the fiscal year in which they are received and approved. All requests for reimbursement must be accompanied by an itemized receipt for expenses incurred showing the employee member's name and dates of the covered enrollment period. Reimbursement will be made for the current program year only. If the employee pays for more than one program year, they will receive

reimbursement for the second program year twelve (12) months after the first reimbursement.

- B. Preventive or Diagnostic Heart, Stroke and Body Scanning. The City contribution shall be available for reimbursement for the costs of preventive and diagnostic medical evaluations involving scientific scanning processes and similar non-invasive techniques, which are not reimbursable under the employee's medical insurance plan. Employees must provide an itemized receipt for expenses incurred and the "Explanation of Benefits" (EOB) statement from his/her medical insurance carrier (i.e., denial of benefits).
- C. Voluntary Annual Medical Examination. The contribution shall be available to pay for medical insurance deductibles or other non-reimbursed medical expenses for a voluntary annual medical examination. The medical examination shall be conducted by a physician in active practice licensed by California State Law and within the scope of his/her practice as defined by California State Law. Employees are required to submit the cost of the medical examination through their medical insurance carrier prior to submitting a request for reimbursement from the City. An employee's request for reimbursement must be submitted to the Human Resources Manager, and must be accompanied by an itemized receipt for expenses incurred and the "Explanation of Benefits" (EOB) statement from his/her medical insurance carrier.
- D. Unreimbursed Medical Expenses. Employees may receive reimbursement for expenses, not including insurance premiums, related to other medical care or procedures which are not covered by medical, dental, or vision care insurance, or which exceed the limits of coverage in any year, subject to evidence that the expenses were not reimbursed or covered by insurance.
- E. Weight Reduction. The City contribution shall be available for reimbursement of registration and meeting expenses for weight reduction programs. All subsequent requests for reimbursement submitted to the Human Resources Manager must be accompanied by an itemized receipt for expenses incurred, as well as verification of continued participation/attendance. Employees will not be reimbursed for the cost of food or dietary supplements included in a weight reduction program.
- F. Fitness, Cardiovascular, and Strength Training Equipment. Employees may be reimbursed for pre-approved equipment purchases by submitting proof of purchase and a signed statement that the equipment will be used by the employee for his/her personal fitness program.

Following are some examples of items that would and would not qualify for Cardiovascular & Strength Training Programs & Equipment:

**Cardio/Strength Training Program Examples:**

Qualified expenses

- Gym membership
- Martial arts classes
- Personal trainer
- Yoga classes

Non-qualified expenses

- Dance classes
- Pool memberships
- Sports leagues(hockey, football, etc.)
- Wii Fit

**Cardio/Strength Training Equipment Examples**

Qualified expenses

- Exercise machines (treadmill, elliptical, stationary bike, etc)
- Weights, weight Benches
- Punching bags

Non-qualified expenses

- Bicycles
- Equipment floor mats
- Yoga Mats
- Gym clothes and shoes
- Pedometer
- Equipment warranties
- Exercise DVDs

The Wellness Program does not reimburse for examinations or procedures for cosmetic or non-medically necessary services.

## **PERFORMANCE AWARD PROGRAM**

### **Purpose and Eligibility Criteria**

The City and Association have agreed to implement a Performance Award Program for qualified Association employees at top step of their salary range.

The Performance Award Program for Association employees recognizes outstanding work on a project by one or more employees, which goes beyond normal expectations of excellent job performance. The program contains various levels of recognition depending on the scope and impact of the project on the City or department.

Performance Awards should be indicative of extraordinary job performance in an employee's assigned area of responsibility or excellence in an area that is outside of the employee's normal job duties.

Eligible employees are those who are in leadership positions and who manage other employees or programs and have significant influence on the achievement of organizational objectives and City Council priorities.

The City will consider the following factors in establishing and maintaining a Performance Award Program:

1. The program gives the City the flexibility to reward exceptional managers at top step above the median of the labor market.
2. The City wants to encourage and reward exceptional performance.

3. The program is cost effective in that the Performance Award Program is not built into the base salary of the Association employee for future years and is not subject of CalPERS contributions.
4. The program improves the City's ability to recruit and retain quality Brea Management Association employees.

The goal of the Performance Award Program is to reward exceptional performance by employees in the Association. The program connects individual achievement to organizational and/or department goals and provides incentives for performance. Department Directors will consider one or more of the following traits when reviewing awards:

- Highly innovative employees
- Entrepreneurial approach to management
- Integrated into the City of Brea Community
- Ability to work across City departments (working groups)
- Demonstrates the collaborative model within their work practices
- Strong interpersonal relationships with colleagues
- Highly self-motivated and strong leadership skills
- Demonstrates creativity in management of programs

The Performance Award Program shall not change in anyway an employee's ability to meet the core expectations of their job. The program is intended to reward performance that goes far beyond what is normally expected from each employee.

### **Compensation**

The City of Brea agrees to compensate exceptional performers in the Association up to five percent (5%) [starting at 1% minimum and increasing in increments of half a percent (0.5%) thereafter, up to a maximum of 5%] of base salary. Such compensation shall be considered a one-time bonus lump sum payment(non-PERSable) and shall occur at the end of the fiscal year. Only those employees that have reached the top step in their salary range shall be eligible for a performance award program payment provided that the employee has worked at least six (6) months at top step of the salary range.

In July, the Department Director and Manager shall meet to put together a listing of goals in memo format for the following year. The final list should be established no later than July 31 each year. The City and Association will meet no later than August 1, 2021, to determine the format to be used. The final list should be established no later than July 31 each year.

The City and Association will meet no later than February 1 of each year to make a preliminary determination of the availability of funds for the program. If it is anticipated that funding will be available, an evaluation of each Association employee shall occur no later than May 1 of each year and so on from here based on the schedule described below.

When a Department Director evaluates an employee, he/she shall obtain a self-review evaluation from the employee prior to submitting consideration for Performance Award Program recognition. An evaluation of each Association employee shall occur no later than May 31<sup>st</sup> of the following year. Once the evaluation is conducted, the Department Director of each eligible Brea Management Association employee shall notify him/her of the status of their performance award and have the Department Coordinator process a Personnel Action Form (PAF), if applicable, by June 15<sup>th</sup> of each year. A copy of the Performance Award Program evaluation shall be provided to each employee by the Department Director. Payment of the one-time performance award, if applicable, shall occur during the first full pay period on or after June 15<sup>th</sup> of each year. The performance award is subject to customary withholdings, and will be paid during a normal pay cycle. This payment shall not be subject to CalPERS contributions.

### **Evaluation**

The Performance Award Program review cycle is aligned with the fiscal year. It shall consist of an annual performance review conducted by the Department Director in collaboration with the City Manager. The director shall evaluate each member of the Brea Management Association in their department each year in May.

A Brea Management Association Performance Award Program evaluation shall be completed for each eligible Manager by the respective Department Director and submitted to the City Manager for final review and approval. If necessary, the City Manager may decide to include other Department Directors in the evaluation process.

There shall be no limit to the number of awards given out, nor to the amount of each of the awards given up to a maximum of five percent (5%). Performance measures will be evaluated by category as follows:

1. Employee demonstrates exceptional individual performance on a project. The employee receiving this award is one who has used strong leadership skills in carrying out a major project over an extended period of time. The project had a significant impact on the City.
2. Employee demonstrates excellent individual performance on a project. The person receiving this award is one who has used strong leadership skills in carrying out a major project over an extended period of time. The project had a significant impact on the majority of City departments or the City.



3. The award recognizes the achievements of one or more individuals who have worked together to carry out a major project over an extended period of time. The project generally had a significant impact on multiple departments and often impacted the City.
4. Recognition of a larger group effort where each individual had a part in completing a major project task over an extended period of time. The project impacted the employee's department significantly and often had an impact on the City.
5. The overall performance of the employee significantly exceeded or consistently met the standards and expectations outlined by their supervisor.

## **ARTICLE VII - PROFESSIONAL DEVELOPMENT AND TECHNOLOGY REIMBURSEMENT**

In addition to training provided by the City, each employee shall be eligible for reimbursement for college level coursework and the purchase of technology (computer-related hardware or software) compatible with City systems. Education reimbursement monies shall only be applied to the verified cost of tuition, registration, course-related books, parking and laboratory fees for the approved education program. In order to be eligible for education reimbursement for college coursework as described herein employees must have attended a college or university accredited by the Western Association of Schools and Colleges (WASC) or an equivalent accrediting organization. Tuition shall not be granted for on-line attendance or other attendances at what are referred to as "degree mills." For purposes of this MOU only, a "degree mill" is an organization that awards academic degrees and diplomas with substandard or no academic study and without recognition by official educational accrediting bodies. These degrees are often awarded based on vaguely construed life experience. Some such organizations claim accreditation by non-recognized/unapproved accrediting bodies set up for the purposes of providing a veneer of authenticity.

Employees shall submit a request for Education Reimbursement to Human Resources a minimum of ten (10) days prior to the scheduled program start date and obtain written approval from Human Resources prior to enrolling for the desired course(s) or program. Proof of completion of the approved education program or college course work shall consist of a certificate of completion, or other verification of participation, or a college transcript showing a letter grade of "C" or better, or in cases where no letter grade is given, a certificate of completion or written proof that the college course work was completed in a satisfactory manner. Upon completion of the approved program, requests for reimbursement must be submitted to Human Resources and must be accompanied by a receipt for all eligible expenses incurred.

### **Reimbursements from Other Sources**

If an employee receives tuition payments or refunds for college-level course work from other sources, the City will contribute the difference between the amount the employee receives from the other source and the authorized costs incurred by the employee to the maximum amount cited below.

### **Reimbursement Schedule**

The amount of education reimbursement available annually to each employee shall be \$3,000 for the twelve (12) month period from September 1 through August 31. Up to 20% of the annual amount (i.e., \$500) may be used for non-college education, training and professional development programs. Up to \$250 of the \$500 allotted for annual professional development amount may be used for technology reimbursement. Requests for reimbursement for completed education programs will be paid for the twelve (12) month period (September 1 through August 31) in which the requests receive final approval by the Human Resources Manager.

If the amount incurred *and* submitted for reimbursement for eligible college coursework in any year exceeds the \$3,000 annual maximum, the employee may elect to carry-over the excess amount to be reimbursed in the next eligible year and paid as part of that succeeding year's annual maximum reimbursement of \$3,000.

Each employee shall also be eligible to participate in an intensive or condensed degree program on a one-time basis in lieu of the annual course reimbursement described above. Such program, which is designed to achieve approximately two years of classroom education within a one-year time frame, may result in expenses exceeding the annual reimbursement amount. An approved course of study in an intensive or condensed semester or degree-achievement format shall be eligible for reimbursement up to the annual maximum \$3,000, paid over a four-year period to a maximum of the actual eligible costs, or \$12,000, whichever is less. The employee must submit proof of successful course completion, and proof of payment of tuition and costs, to be eligible for reimbursement under this provision before the annual reimbursement payments will be made.

Association members currently in progress of obtaining a degree under the terms and conditions of the 2017-2018 MOU shall be grandfathered in and continue with the reimbursement provisions contained in the above mentioned reimbursement schedule.

**Successor Tuition Reimbursement Program.** Effective July 1, 2019 the maximum lifetime amount of education reimbursement available to each non-grandfathered employee shall be \$12,000 for a bachelor's degree and \$12,000 for master's degree (or a total of \$24,000) obtainable on a reimbursable basis with proof of completion of the degree(s) and eligible expenses. An eligible employee who had previously obtained a bachelor's degree prior to being employed with the City, shall be allowed to access the lifetime maximum of \$24,000 for use in obtaining a master's degree.

An employee may submit for a partial payment in January after the completion of 50% of the units required for the bachelor's or master's degree or with the attainment of an associate of arts or associate of science degree. The maximum available for the partial payment shall be no more than \$5,000 based on reimbursement of eligible expenses. In January after completion of the bachelors' degree or master's degree, an employee may submit for reimbursement of eligible expenses for an additional \$5,000. The employee may request reimbursement of the remaining \$2,000 for eligible expenses in the month of January a minimum of one (1) year after completion of degree. If the request for reimbursement of the remaining amount exceeds \$5,000 for a master's degree under the lifetime maximum provision, then the final amount will be reimbursed at an amount not to exceed \$5,000 per year.

Any Association employee who voluntarily elects to separate from the City shall be required to reimburse the City for all tuition reimbursements received in the 24 months preceding such separation, at the rate of 1/24<sup>th</sup> for each full month he/she separates prior to 24 months.

Up to \$750 per academic year (September 1 through August 31) of the total eligible tuition reimbursement amount may be used towards certification non-college education, training and professional development. Up to \$250 of the \$750 allotted per academic year for professional development may be used for technology reimbursement.

### **Professional Membership**

The City may allow for the payment of membership dues in professional organizations when such membership is of mutual benefit to the employee and the City.

## **ARTICLE VIII – OTHER PROVISIONS**

### **Substance Abuse Policy**

It is the responsibility of all affected employees to cooperate to protect the lives, personal safety and property of co-workers and fellow citizens. The parties hereto and all affected employees shall take all reasonable steps to accomplish these goals and to minimize potential dangers.

It is in the best interest of the City, the Association, employees and the public to ensure that employees do not appear for work under the influence of drugs or alcohol, or possess illegal substances or alcohol while at work, because such conduct is likely to result in reduced productivity, an unsafe working environment, poor morale and increased potential liability to the City. "Under the influence of drugs" means the knowing use of any illegal substances or knowing misuse of a prescribed drug in a manner and to a degree that substantially impairs the employee's work performance or the ability to use City property or equipment safely.

The City pays for a counseling service for employees who have problems with drugs and/or alcohol. The City and the Association agree that every effort shall be made by the City to refer employees who have such problems to this counseling service for assistance.

The City shall, upon showing of reasonable suspicion that this policy is being violated, compel an employee who appears to be unable to perform any portion of his/her job to submit to a medical examination on City time and at the City's expense, which includes drug or alcohol screening. Refusal to submit to the test may be deemed insubordination and may subject the employee to discipline, up to and including termination. Nothing contained herein shall limit the City's right to discipline or discharge any employee.

The City shall provide training to employees and supervisors to assist them in detecting employees with possible drug or alcohol problems.

### **Emergency Medical Services Manager City Designation**

It is understood that the classification of Emergency Medical Services Manager will be a Brea City employee but will coordinate Emergency Medical Services for both the City of Brea and the City of Fullerton.

## **ARTICLE IX – LABOR MANAGEMENT RELATIONSHIP**

The City agrees to work with the Association to establish a labor management committee to discuss issues of mutual concern as needed.

## **ARTICLE X – MOU CONTRACT PROVISIONS**

### **ENTIRE MEMORANDUM OF UNDERSTANDING**

It is the intent of the parties hereto that the provisions of this Memorandum of Understanding shall supersede all prior agreements and memoranda of agreement, or memoranda of understanding, or contrary salary and/or personnel resolutions or Administrative Codes, provisions of the City, oral or written, expressed or implied, between the parties, and shall govern the entire relationship, and shall be the sole source of any and all rights which may be asserted hereunder. This Memorandum of Understanding is not intended to conflict with Federal or State Law.

### **FISCAL CRISIS PROVISION**

The City and the Association will each have the right to request to reopen negotiations regarding wages, hours, and terms and conditions of employment and modifications that may be necessary to offset budget revenue shortfalls or increased expenditures, and each party agrees to meet and confer in good faith prior to any modifications that impact the standing provisions of this MOU. The City reserves the right to determine if, when

and where layoffs may occur, but will meet and confer regarding the impact of such layoffs and bargaining unit members.

### **SEVERABILITY**

Should any provision of this Memorandum of Understanding be found to be inoperative, void or invalid by a court of competent jurisdiction, all other provisions of this Memorandum of Understanding shall remain in full force and effect for the duration of this Memorandum of Understanding.

### **TERM OF MEMORANDUM OF UNDERSTANDING**

This agreement shall become effective July 1, 2020, and shall remain in full force and effect through June 30, 2023.

### **RATIFICATION AND EXECUTION**

The City and the Association acknowledge that this Amended Memorandum of Understanding shall not be in full force and effect until adopted by the City Council of the City of Brea. Subject to the foregoing, this Memorandum of Understanding is hereby executed by the authorized representatives of the City and the Association and entered into on this 20th day of July 2021.

#### **CITY OF BREA**

#### **BREA MANAGEMENT ASSOCIATION**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Gabriel Linares, Representative

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

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

\_\_\_\_\_  
Attest: City Clerk

  
Sean Matlock, Representative

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

Dated: 7/14/2021

# **EXHIBIT A**

## List of Represented Classifications



## **EXHIBIT A**

### **Brea Management Association**

#### **List of Represented Classifications**

Building and Safety Manager

City Clerk

City Engineer

City Planner

Communications and Marketing Manager

Community Services Manager

Economic Development Manager

Emergency Medical Services Manager

Financial Services Manager

Human Resources Manager

Information Technology Manager

Maintenance Services Superintendent

Purchasing Agent

Revenue and Budget Manager

Water Distribution Superintendent

# **EXHIBIT B**

Salary Tables  
Effective July 13, 2019 – July 9, 2021

## EXHIBIT B

### Salary Tables Effective 07/13/2019 – 07/09/2021

<u>JOB CLASS TITLE</u>	<u>(MONTHLY)</u>	
	<u>MINIMUM</u>	<u>MAXIMUM</u>
BUILDING & SAFETY MANAGER	\$10,927.51	\$13,989.89
CITY CLERK	\$8,935.32	\$11,439.41
CITY ENGINEER	\$10,447.77	\$13,375.71
CITY PLANNER	\$10,896.22	\$13,949.85
COMMUNICATIONS & MARKETING MANAGER	\$9,139.79	\$11,701.18
COMMUNITY SERVICES MANAGER	\$8,569.22	\$10,970.71
ECONOMIC DEVELOPMENT MANAGER	\$9,684.44	\$12,398.47
EMERGENCY MEDICAL SERVICES MANAGER	\$7,649.15	\$9,792.79
FINANCIAL SERVICES MANAGER	\$9,107.44	\$11,659.77
HUMAN RESOURCES MANAGER	\$10,545.51	\$13,500.85
INFORMATION TECHNOLOGY MANAGER	\$10,552.65	\$13,509.99
MAINTENANCE SERVICES SUPERINTENDENT	\$8,308.06	\$10,636.36
PURCHASING AGENT	\$8,569.22	\$10,970.71
REVENUE & BUDGET MANAGER	\$8,569.22	\$10,970.71
WATER DISTRIBUTION SUPERINTENDENT	\$9,138.12	\$11,699.04

# **EXHIBIT C**

Salary Tables  
Effective July 10, 2021 – July 8, 2022

## EXHIBIT C

### Salary Tables Effective 07/10/2021 – 07/08/2022

<b><u>JOB CLASS TITLE</u></b>	<b>(MONTHLY)</b>	
	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>
BUILDING & SAFETY MANAGER	\$11,255.33	\$14,409.59
CITY CLERK	\$9,203.38	\$11,782.59
CITY ENGINEER	\$10,761.20	\$13,776.99
CITY PLANNER	\$11,223.11	\$14,368.34
COMMUNICATIONS & MARKETING MANAGER	\$9,413.99	\$12,052.22
COMMUNITY SERVICES MANAGER	\$8,826.30	\$11,299.83
ECONOMIC DEVELOPMENT MANAGER	\$9,974.98	\$12,770.42
EMERGENCY MEDICAL SERVICES MANAGER	\$7,878.62	\$10,086.57
FINANCIAL SERVICES MANAGER	\$9,380.67	\$12,009.56
HUMAN RESOURCES MANAGER	\$10,861.88	\$13,905.88
INFORMATION TECHNOLOGY MANAGER	\$10,869.23	\$13,915.29
MAINTENANCE SERVICES SUPERINTENDENT	\$8,557.30	\$10,955.45
PURCHASING AGENT	\$8,826.30	\$11,299.83
REVENUE & BUDGET MANAGER	\$8,826.30	\$11,299.83
WATER DISTRIBUTION SUPERINTENDENT	\$9,412.26	\$12,050.01

# **EXHIBIT D**

Salary Tables  
Effective July 9, 2022 – June 30, 2023



## EXHIBIT D

### Salary Tables Effective 07/09/2022 – 06/30/2023

<u>JOB CLASS TITLE</u>	<u>(MONTHLY)</u>	
	<u>MINIMUM</u>	<u>MAXIMUM</u>
BUILDING & SAFETY MANAGER	\$11,592.99	\$14,841.88
CITY CLERK	\$9,479.48	\$12,136.07
CITY ENGINEER	\$11,084.04	\$14,190.29
CITY PLANNER	\$11,559.80	\$14,799.39
COMMUNICATIONS & MARKETING MANAGER	\$9,696.41	\$12,413.79
COMMUNITY SERVICES MANAGER	\$9,091.09	\$11,638.83
ECONOMIC DEVELOPMENT MANAGER	\$10,274.22	\$13,153.53
EMERGENCY MEDICAL SERVICES MANAGER	\$8,114.98	\$10,389.17
FINANCIAL SERVICES MANAGER	\$9,662.09	\$12,369.85
HUMAN RESOURCES MANAGER	\$11,187.74	\$14,323.05
INFORMATION TECHNOLOGY MANAGER	\$11,195.31	\$14,332.75
MAINTENANCE SERVICES SUPERINTENDENT	\$8,814.02	\$11,284.11
PURCHASING AGENT	\$9,091.09	\$11,638.83
REVENUE & BUDGET MANAGER	\$9,091.09	\$11,638.83
WATER DISTRIBUTION SUPERINTENDENT	\$9,694.63	\$12,411.51

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# **Memorandum of Understanding**

**BETWEEN**

**THE CITY OF BREA**

**AND**

**THE ADMINISTRATIVE AND  
PROFESSIONAL  
EMPLOYEES'  
ASSOCIATION**

**JULY 1, 2020 THROUGH JUNE 30, 2023**



**Brea Civic & Cultural Center  
Human Resources Division  
1 Civic Center Circle  
Brea, CA 92821  
[www.cityofbrea.net](http://www.cityofbrea.net)**

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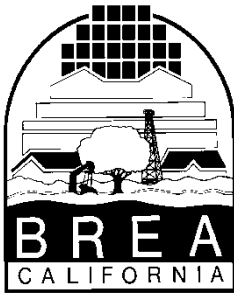
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EXHIBIT A – LIST OF REPRESENTED CLASSIFICATIONS

EXHIBIT B – SALARY TABLES Effective July 13, 2019 – July 9, 2021

EXHIBIT C – SALARY TABLES Effective July 10, 2021 – July 8, 2022

EXHIBIT D – SALARY TABLES Effective July 9, 2022 – June 30, 2023



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE CITY OF BREA  
AND  
THE ADMINISTRATIVE AND PROFESSIONAL  
EMPLOYEES' ASSOCIATION**

**July 1, 2020 THROUGH June 30, 2023**

*This Memorandum of Understanding (MOU) is made and entered into by and between the duly authorized representatives of the City and the Administrative and Professional Employees' Association.*

**A. Recitals**

*(i) The parties hereto have met and conferred in good faith pursuant to the Meyers-Milias-Brown Act, Government Code Section 3500, et seq., and have reached agreement on changes in wages, hours, and terms and conditions of employment.*

*(ii) The parties hereto have agreed upon the wages, hours, and terms and conditions of employment as set forth herein in order to encourage effective recruitment and retention of well-qualified employees and to foster and reward employees' potential, performance, professional attitude, morale and pride in work. The Administrative and Professional Employees' Association employees hereby acknowledge these expectations.*

**B. Agreement**

*Now, therefore, the parties hereto agree as follows:*

**ARTICLE I – RECOGNITION**

Pursuant to the provisions of City of Brea Employer-Employee Relations Resolution No. 06-62, the City of Brea (hereinafter called the "City") has recognized the Administrative and Professional Employees' Association (hereinafter called the "Association") as the majority representative of employees in the bargaining unit, which includes the full-time employees in the classifications listed in Exhibit "A," for the purpose of meeting its obligations under this Agreement, the Meyers-Milias-Brown Act, Government Code Section 3500, et seq., when City Rules, Regulations or laws affecting wages, hours and/or other terms and conditions of employment are amended or changed.



## **ARTICLE II – NONDISCRIMINATION**

The City and the Association agree that they shall not discriminate against any employee because of race, color, gender, age, national origin, marital status, sexual preference, genetic information, political or religious affiliations, disability, and/or exercise of rights under the Meyers-Milias-Brown Act, except as may be required for compliance with Federal or State law. The City and the Association shall re-open any provision of this Agreement for the purpose of complying with any final order of a Federal or State agency or court of competent jurisdiction requiring a modification or change in any provision or provisions of this Agreement in compliance with Federal or State anti-discrimination laws.

### **Disability Discrimination Laws**

Because the Americans with Disabilities Act (ADA) requires accommodations for individuals protected under the Act, and because these accommodations must be determined on an individual, case-by-case basis, the parties agree that the provisions of this Agreement may be disregarded in order for the City to avoid discrimination relative to hiring, promotion, granting permanency, transfer, layoff, reassignment, termination, rehire, rates of pay, job and duty classification, seniority, leaves, fringe benefits, training opportunities, hours of work or other terms and privileges of employment only to the extent necessary to reasonably accommodate an individual covered by the Act, who meets the minimum requirements (as defined under ADA) for the position, and who has notified the employer of his/her disability.

The Association recognizes that the City has the legal obligation to meet with the individual employee to be accommodated before any adjustment is made in working conditions. Prior to disregarding any provision of the Agreement in order to undertake required accommodations for an individual protected by the law, the City will provide the Association with written notice of its intent to disregard the provision, and will allow the Association the opportunity to meet and confer over modifications of the Agreement on a case-by-case basis. Failure to reach agreement shall not preclude the City from implementation during the term of the Agreement. Any accommodation provided to an individual protected by the ADA shall not establish a past practice, nor shall it be cited or used as evidence of a past practice in the grievance/arbitration procedure.

## **ARTICLE III – SCHEDULING/HOURS OF WORK AND ASSIGNMENTS**

### **Work Schedules**

The structured, synchronized 9/80 work schedule shall consist of two (2) consecutive work periods containing the equivalent of nine (9) work days instead of ten (10) in a two (2) week period. Employees will work eight (8) days for nine (9) hours a day, and one (1) day for eight (8) hours, for a total of eighty (80) hours in two (2) consecutive work periods.

Employees authorized to work a 4/10 schedule shall work four (4) days in each seven-day work period, with each working day consisting of ten (10) hours.

Consistent with the City Rights Article, it shall be understood that the continuation of the structured, synchronized 9/80 work schedule or any authorized 4/10 schedule shall be the sole responsibility of the City, consistent with the needs of the community. Concurrent with its obligations under the Meyers-Milias-Brown Act, the City and the Association will meet and confer at any time prior to any change, revision, or elimination of the structured, synchronized 9/80 work schedule. Failure to reach agreement on any change, revision or elimination of the structured synchronized 9/80 work schedule shall not preclude the City from implementation during the term of this Memorandum of Understanding. Continuation of the 4/10 work schedule shall be the sole discretion of the Department Director, who shall provide a minimum 14 calendar day notice before changing such assignments.

Department Directors shall designate work schedules. The Department Director may alter the work schedule of an employee subsequent to the consideration of departmental workload, operational efficiency, and staffing considerations. The Department Director shall report any work schedule change in writing to the City Manager, where such change impacts a significant number of employees.

### **Paid Lunch Break**

The City agrees to reopen negotiations on paid lunch breaks if subordinate employees to the Police Records Supervisor or Maintenance Services Supervisor receive paid lunch breaks.

## **ARTICLE IV – SALARY AND WAGE PLAN**

### **Salaries**

Salaries effective during the term of this MOU, are listed in Exhibit "B", Exhibit "C", and Exhibit "D", attached hereto and made a part thereof.

The City will credit each bargaining unit member in paid status the first full pay period after the City Council adopts the MOU a one-time non-CalPERS reportable lump sum in the amount of \$2,400.

Effective the first full payroll period commencing on or after July 1, 2021, the "base salary" of each classification shall be increased by three percent (3%).

Effective the first full payroll period commencing on or after July 1, 2022, the "base salary" of each classification shall be increased by three percent (3%).

### **Merit Increases**

Employees who have not reached the top step of the assigned salary range for their classification shall be eligible for an annual merit increase on their respective evaluation date.

### **Call-Back Pay**

- A. Any overtime-exempt employee called back to work during off-duty periods (days off, weekends, or after completing his/her normal work shift and having left City premises and/or his/her work location) shall be eligible for compensation under the following conditions and circumstances:
1. If the employee is called back to work during an off-duty period, and has to physically respond to the City work location, he/she shall receive a minimum of two (2) hours compensation, regardless of whether the employee actually works less than two (2) hours, and actual time worked if the time spent exceeds two (2) hours.
  2. If the employee is able to respond to the matter by telephone or internet access, and does not physically respond to a City work location, he/she shall receive the minimum two (2) hours compensation for the first call in any 12-hour off-duty period, and only actual time incurred for subsequent calls after the first two hours and within that same 12-hour off-duty period.
  3. In either event described above, a second or subsequent call-back occurring within the first two (2) hours shall be considered part of the continuous working time included in the minimum two (2) hours.
  4. It is the employee's responsibility to log or document the time spent on such calls to prove eligibility for call-back pay.
  5. This provision shall not apply to non-exempt employees, nor to an exempt employee whose normal work shift has been extended prior to leaving his/her normal work location, nor to an employee who is been called to report to work within one (1) hour earlier than the employee's normal work shift would begin.
- B. Any non-exempt employee called back to work during off-duty periods (days off, weekends, or after completing his/her normal work shift and having left City premises and/or his/her work location) shall be eligible for compensation under the following conditions and circumstances:
1. If the employee is called back to work during an off-duty period, and has to physically respond to the City work location, he/she shall receive a minimum of two (2) hours compensation at one-and-one-half times his/her regular rate

of pay, regardless of whether the employee actually works less than two (2) hours, and for actual time worked if the time spent exceeds two (2) hours.

2. If the employee is able to respond to the matter by telephone or internet access, and does not physically respond to a City work location, he/she shall receive the minimum two (2) hours overtime compensation for the first call in any 12-hour off-duty period, and only actual time incurred for subsequent calls after the first two hours and within that same 12-hour off-duty period.
  3. In either event described above, a second or subsequent call-back occurring within the first two (2) hours shall be considered part of the continuous working time included in the minimum two (2) hours.
  4. It is the employee's responsibility to log or document the time spent on such calls to prove eligibility for call-back pay.
- C. Any employee responding to call-back situations shall be eligible for mileage reimbursement for the use of his/her personal vehicle only if the employee is required to report to a work location outside of the Brea city limits, and then such reimbursement shall be limited to the mileage incurred between the Brea Civic and Cultural Center and the response location.

### **On-Call Pay**

The City and APEA agree to discuss the development of a one year trial On-Call Program which must be authorized by the City Council. The goal of the trial program will be to establish a system where designated Information Technology employees will be available to respond for service during most non-traditional work schedules, and to fairly compensate the employees for their services. The City and APEA will meet within one year of the plan's implementation to discuss and determine if the goals and requirements of the On-Call program have been achieved to a degree worthy of: 1) continuing the program, 2) modifying the program, or 3) eliminating it altogether.

## **OVERTIME AND COMPENSATORY TIME**

### **Overtime**

#### **A. Non-Exempt Employees**

1. Subject to the approval of the Department Director, or designee, non-exempt employees may be authorized to work reasonable periods of overtime to meet operational needs and shall be paid at the rate of one-and-one-half (1½) times the employee's regular hourly rate for all hours worked in excess of forty (40) in the employee's regular work period. Nothing herein is intended to limit or

restrict the authority of the Department Director, or designee, to require any employee to perform overtime work.

2. The overtime rate will be calculated according to FLSA guidelines.
3. Paid leave time (e.g., vacation, sick leave, holidays, compensatory time, etc.) shall be counted as hours worked for the purposes of determining eligibility for overtime pay within a work period.
4. Employees, who work overtime without the express permission of the Department Director, or designee, may be subject to disciplinary action.
5. Hours worked in excess of forty (40) hours per work period not otherwise paid at time-and-one-half pursuant to FLSA shall be paid at the employee's straight-time rate.

**B. Exempt Employees**

1. Subject to the approval of the Department Director, or designee, exempt employees may be authorized to work reasonable periods of overtime to meet operational needs and shall be paid at the employees' regular hourly rate of pay (straight-time) for all hours worked in excess of forty (40) in the employee's regular work period. Nothing herein is intended to limit or restrict the authority of the Department Director, or designee, to require any employee to perform overtime work.
2. Paid leave time (e.g., vacation, sick leave, holidays, compensatory time, etc.) shall be counted as hours worked for the purposes of determining eligibility for straight-time overtime pay within a work period.
3. Employees, who work overtime without the express permission of the Department Director, or designee, may be subject to disciplinary action.

**Compensatory Time Off in Lieu of Overtime**

**A. Non-Exempt Employees**

1. Subject to the approval of the Department Director, or designee, a non-exempt employee may elect to take compensatory time off in lieu of receiving overtime pay for hours worked in excess of forty (40) in the employee's regular work period. A non-exempt employee who requests and is approved for compensatory time off in lieu of overtime is entitled to one-and-one-half (1½) hours of compensatory time off for each hour for which he/she would otherwise be entitled to overtime pay.

2. Subject to approval of the Department Director, or designee, non-exempt employees may request to “bank” up to a maximum of ninety (90) hours of compensatory time (representing 60 hours of overtime worked) in lieu of receiving overtime pay. The use of banked compensatory time shall be subject to the approval of the Department Director, or designee.

**B. Exempt Employees**

1. Subject to the approval of the Department Director, or designee, an exempt employee may elect to take compensatory time off in lieu of receiving straight-time overtime pay for hours worked in excess of forty (40) in the employee's regular work period. An employee who requests and is approved for compensatory time off in lieu of straight-time overtime is entitled to one (1) hour of compensatory time off for each hour for which he/she would otherwise be entitled to straight-time overtime pay.
2. Subject to approval of the Department Director, or designee, exempt employees may request to “bank” up to a maximum of sixty (60) hours of compensatory time in lieu of receiving straight-time overtime pay. The use of banked compensatory time shall be subject to the approval of the Department Director, or designee.

## **SPECIAL PAYS**

### **Bilingual Pay**

An employee required to speak in Spanish, or other eligible languages in addition to English, as part of the regular duties of his/her position, shall be compensated at the rate of \$100 per month in addition to the employee's regular rate of pay. Employees qualified and assigned for bilingual skills may be required to provide services to other departments/divisions in order to assist in customer service.

The Human Resources Manager shall designate which languages shall be eligible for bilingual pay based on community needs.

The Human Resources Manager shall administer the taking of competency tests to certify the employee as eligible for bilingual pay based on the employee's proficiency in speaking Spanish or other eligible languages. Such certification shall be a condition prior to qualifying for bilingual pay.

The Human Resources Manager, upon request from operating departments, shall determine when and where, as well as which bilingual skills are needed and will determine which qualifying employees will be assigned to receive pay under this Article. The total number of eligible employees will be based on City needs, not the number of employees



who have qualified by competency testing. When there are multiple employees in a single department with the same language skill, the assignment for pay purposes may be rotated among those employees on an annual basis.

An employee must be recertified immediately prior to each anniversary date of his/her certification to continue to be eligible for bilingual pay. If the employee fails to reapply or to become recertified (if required), the bilingual pay shall cease at the beginning of the payroll period immediately following the employee's certification anniversary date. The employee is responsible to initiate the request for eligibility or recertification.

An employee unable to demonstrate proficiency in an initial or recertification bilingual test may request a second test at their own expense to be administered not more than 30 days from the initial failed test. If the employee does not pass on the second attempt they will not be eligible to test again for one year after the initial failed attempt. However, if in the meanwhile the City determines there are a sufficient number of qualified bilingual employees when the one year has passed and has no immediate need for additional bilingual employees, the employee will have their name placed on a waiting list.

After two (2) consecutive years of successful recertification, the employee shall only be required to participate in the recertification process every four (4) years.

### **Uniform Allowance**

The City shall provide an annual lump-sum uniform allowance of the greater of \$700 or the amount their subordinates receive to employees in the following classifications:

- A. Fire Protection Analyst
- B. Police Records Supervisor

In order to comply with CalPERS reporting requirements for uniform allowance for Classic employees, allowance will be reported as earned on July 1. Earned period shall be defined to mean employed with the City on July 1. Payment for the uniform allowance will be paid in the pay period which includes July 1.

Newly appointed employees in the classifications listed above shall be provided the necessary uniform(s) as determined by their respective departments, and shall thereafter receive the annual allowance, as described above. Those hired between January and June shall have the initial \$700 prorated according to the number of months prior to July (i.e., \$700 in January or before, \$583 in February, etc., rounded to the nearest whole dollar). The amount of the allowance will be reported on the employee's first payroll for income tax purposes as required by the Internal Revenue Service.

### **Work Shoe Reimbursement**

The City shall provide an annual work shoe allowance equal to that of their subordinates or \$250 per fiscal year, whichever is greater to employees in the following classifications:

- A. Building & Facilities Administrator
- B. Fleet Supervisor
- C. Maintenance Services Supervisor
- D. Water Distribution Supervisor

Payment shall be made in July of each fiscal year.

## **SPECIAL ASSIGNMENTS AND COMPENSATION**

### **Certification Pay**

Employees in the following classifications, who have obtained the indicated professional or State-required certification and who are so assigned, shall receive the greater of a flat fee of \$200 per month or the same rate BCEA employees receive while so assigned and certified:

- A. Maintenance Services Supervisor, with a California certification as a Qualified Pesticide Applicator (QAC, or Qualified Applicator Certification).
- B. Fleet Supervisor, with a California certification as an Underground Storage Tank Operator.
- C. Building & Facilities Administrator, with a California General Building Contractor License (B)

Employees in the following classification, who have obtained the indicated professional or State-required certification, shall receive an additional five percent (5%) of base hourly wages while so assigned and certified:

- A. Water Distribution Supervisor, with a Grade D5 Water Distribution Operator certificate issued by the State of California Department of Health Services.

### **Working out of Classification**

The City shall determine the necessity for working employees out of classification. The Department Director or City Manager may appoint an employee to an assignment which causes the employee to work in a higher classification. The Department Director or City Manager will determine the starting and ending dates for such assignments. The employee shall receive prior written notice of the working out of classification assignment. Once an

employee is assigned to working out of classification, he/she shall remain in the assignment until the need for said assignment, in the opinion of the Department Director or City Manager, has been eliminated.

The City may work employees out of classification for up to fifteen (15) consecutive calendar days without additional compensation. Employees who are assigned to work on a temporary basis in a higher classification for a period of fifteen (15) days or longer within twenty-five (25) calendar days, as specifically assigned by the Department Director or the City Manager, shall receive the first pay step of the higher classification or 5% in addition to the employee's regular rate of pay, whichever is greater. The additional pay rate shall commence on the sixteenth (16th) day of working within the assignment.

## **ARTICLE V – LEAVES**

### **VACATION**

#### **Vacation Accruals**

Effective with anniversary dates occurring on or after November 1, 2005, employees shall earn and accrue vacation leave time at the following rates:

<u>Following</u>	<u>Vacation Accrual</u>
Initial Hire	80 hours/year (Approx. 3.08 hours/payroll period)
Completion of 3 Years	120 hours/year (Approx. 4.62 hours/payroll period)
Completion of 7 Years	140 hours/year (Approx. 5.38 hours/payroll period)
Completion of 13 Years	160 hours/year (Approx. 6.16 hours/payroll period)
Completion of 16 years	175 hours/year (Approx. 6.73 hours/payroll period)
Completion of 19 Years	200 hours/year (Approx. 7.69 hours/payroll period)

In addition to the accrual rates specified above for regular full-time service, regular part-time service with the City of Brea, contiguous to and preceding current full-time appointment, will also be used to calculate vacation accrual rates. For each twelve (12) months of regular part-time service, one half (.5) year of service will be added to determine the employee's accrual rate (i.e., qualified regular part-time service will be credited at 50%). Part-time service that ended with a break in continuous service, followed by a new appointment, shall not be included.

Additional service credit for regular part-time service is only for the purpose of vacation accruals, and shall not be considered additional service for seniority, retirement, or any other purpose.

### **Maximum Accrual of Vacation Leave**

Employees shall be entitled to accrue a maximum of four hundred (400) hours of vacation leave.

### **Buy-Back of Vacation Leave Hours**

Upon an employee's written request, the City will buy-back unused vacation hours subject to the following provisions: (a) an employee must have used one workweek (i.e., 36, 40, or 44 hours consecutively) of vacation leave, within one (1) year prior to the date the employee is requesting a vacation buy-back; (b) the minimum amount of each buy-back shall be forty (40) hours; (c) an employee must maintain a minimum balance of eighty (80) hours in his/her vacation leave bank. Only consecutive vacation days off qualify for the buy-back provision. Holidays and other types of "days off" will not be counted for qualifying purposes.

## **HOLIDAYS**

The City designates twelve (12) holidays per year as follows:

- New Year's Day, January 1
- Martin Luther King Jr. Day, third Monday in January
- President's Day
- Memorial Day, last Monday in May
- Independence Day, July 4
- Labor Day, first Monday in September
- Thanksgiving Day
- The day following Thanksgiving Day
- Christmas Eve, December 24
- Christmas Day, December 25
- New Year's Eve, December 31
- Floating Holiday

A holiday is considered a maximum of nine (9) hours regardless of the employee's work schedule (such as 4/10, etc.). An employee who works an alternate schedule (i.e. 4/10) will need to supplement his or her holiday with another leave bank (floating, vacation or comp time).

Except on those years when Christmas, Christmas Eve, New Year's and/or New Year's Eve fall on a Saturday or Sunday, where it will be more efficient to use the Holiday time to "pay" for the Holiday Closure, if a holiday falls on a Sunday, the Monday following is observed. If a holiday falls on a Saturday the preceding Friday is observed.

If a holiday falls on a day that an employee is not scheduled to work he or she will receive the equivalent hours (maximum nine (9) hours) in his/her holiday bank. If an employee

works on a holiday they will be compensated at his/her regular hourly rate of pay for hours worked. If they work fewer than nine (9) hours his/her time shall be augmented by holiday time up to nine (9) hours and they shall accrue the balance of their nine (9) hours of holiday time. Example #1: An employee works five (5) hours on a holiday. They are paid for five (5) hours of regular time, four (4) of holiday time and they accrue five (5) hours of holiday time. Example #2: An employee works nine (9) hours on a holiday. They are paid for nine (9) hours of regular time and accrue nine (9) hours of holiday time. If a holiday falls on an 8-hour work day (non-9/80 Friday) the employee shall receive eight (8) hours pay for the day and one (1) hour of holiday time in their accrual bank. Employees are guaranteed 108 hours of holiday pay per each full year worked. Employees shall be in a paid status the day prior to and immediately following the holiday in order to receive holiday pay.

Time off taken during any part of the Christmas/New Year's Closure (Holiday Closure) period, as designated each year, shall be accounted for by using Holiday Bank hours to the extent that Holiday Bank hours are available in the employee's Holiday Bank. Vacation and or compensatory bank time may only be used to "pay" for days within the period designated as the Holiday Closure after the employee's Holiday Bank is exhausted.

### **Floating Holiday**

Nine (9) hours of floating holiday leave time shall be granted to each employee on July 1 of each fiscal year. This time shall not be carried over from one fiscal year to the next. Newly hired employees shall be granted nine (9) hours of floating holiday leave time if hired between July 1 and December 31 of each year and four and one half (4.5) hours of floating holiday leave time if hired between January 1 and June 30 of each year.

Holiday leave shall not be carried over from one fiscal year to the next, nor may employees convert unused holiday leave to cash except upon termination of employment. Department Directors may approve carrying over holiday leave banks past June 30<sup>th</sup> when extenuating circumstances occur.

## **DONATION OF LEAVE TIME**

Employees may donate, on an hour-for-hour basis, vacation, and/or compensatory leave time to City employees who have exhausted all available accrued leave time due to a major medical condition.

All donations of paid leave time must be approved by the Human Resources Manager.

## **SICK LEAVE AND BEREAVEMENT LEAVE**

### **Sick Leave**

Employees shall earn eight (8) hours of sick leave per month. Sick leave shall be earned, commencing on the first day of employment, and shall accrue on a bi-weekly basis.

### **Personal Medical and Dental Appointments**

Subject to the approval of the Department Director and/or his/her designee employees may utilize sick leave for personal medical and/or dental appointments.

### **Sick Leave Authorization for Immediate Family Members**

An employee shall be allowed to use up to a maximum of ninety-six (96) hours of personal sick leave per fiscal year for medical and/or dental appointments for immediate family members, and/or illness or death of an immediate family member. Immediate family is defined as, and limited to: the employee's parents and grandparents (natural, adoptive, foster, by marriage or legal guardians), current spouse, registered domestic partner, children and grandchildren (natural, adoptive, foster, or by marriage or domestic partnership), parents-in-law (or by domestic partnership), siblings, and siblings-in-law (or by domestic partnership). In the event of death in the immediate family, a death certificate or other acceptable evidence may be required by the Department Director before the sick leave is allowed. In the event of an illness in the immediate family, a medical certificate from an acceptable medical authority for the employee's absence may be required by the Department Director. Such leave may take travel time into consideration. The amount of sick leave used in either of these two circumstances shall be reported on the appropriate leave request form.

### **Notification to Supervisor**

Any employee needing to be absent because of sickness or other physical disability shall notify the appropriate Department Director or immediate supervisor at least one day prior to such absence if circumstances permit, or as soon thereafter as possible. Any employee falsifying a reason for sick leave shall be subject to discipline, up to and including termination.

### **Bereavement Leave**

An employee shall be allowed twenty-seven (27) hours of bereavement leave for each incident of a death of an immediate family member (as defined in the Sick Leave Authorization for Immediate Family Members section above in this Article). This twenty-seven (27) hours of bereavement leave is in addition to the annual sick leave which an employee may use for death in the immediate family.



## **OTHER LEAVES**

The City Manager or designee may grant leaves of absence for a maximum of ninety (90) working days without pay to any employee if the circumstances of the particular case warrant and if the Department Director so recommends such leave of absence in writing. An employee, not under suspension, may make application for leave without pay after all available leave benefits, including vacation, compensatory time, holiday leave time, Family Care Leave, sick leave (subject to eligibility to use sick leave) and any other leave benefits have been completely used. No employment or fringe benefits such as sick leave, vacation, retirement, or any other benefits shall accrue to any employee on leave of absence without pay; except however, the City will continue to pay the employee's medical insurance up to the current maximum allowable under the current Flexible Benefit Plan for a maximum of three (3) months during any one leave in any twelve (12) month period while an employee is on authorized leave.

Prior to the end of a leave of absence without pay, if the employee desires additional leave, written application must be made to the City Manager stating the reasons why the additional leave is required and why it would be in the best interest of the City to grant such leave of absence. If, in the Department Director's opinion, such additional leave is merited and would still preserve the best interests of the City, he/she may approve such extensions of leave of absence for a period not to exceed an additional ninety (90) working days. If the employee does not return to work prior to or at the end of such leave of absence or extension of leave of absence, the City shall consider that the employee has terminated his/her employment with the City.

An employee on leave of absence must give the City at least a seven (7) day written notice of the employee's intent to return to work.

Any employee who engages in outside employment during said leave of absence without prior notification and approval of the City Manager and Department Director shall be subject to discipline. Any employee, who falsifies the reason for the request for said leave of absence, or extension thereof, may be subject to discipline.

## **ARTICLE VI – FRINGE BENEFITS**

### **Administration**

The City reserves the right to select the insurance carrier, or to administer any fringe benefit programs that now exist or may exist in the future during the term of this Memorandum of Understanding.

### **Selection and Funding**

In the administration of the fringe benefit programs, the City shall have the right to select any insurance carrier or other method of providing coverage to fund the benefits included under the terms of this Memorandum of Understanding, provided that the benefits of the employees shall be no less than to those in existence as of implementation of this Agreement.

### **Changes**

If, during the term of this Memorandum of Understanding, any change of insurance carrier or method of funding for any benefit provided hereunder occurs, the City shall meet with the Association prior to any change of insurance carrier or method of funding the coverage.

## **HEALTH AND WELFARE BENEFITS**

### **Flexible Benefit Plan**

The City's Flexible Benefit Plan shall include, for the employee and eligible dependents, City sponsored: health insurance plans including medical insurance, dental insurance, and optical insurance. The Flexible Benefit Plan shall also include, for employees only, short-term disability, optional life insurance, deferred compensation, and tuition reimbursement for undergraduate college-level courses only.

Effective the first full pay period on or after January 1, 2020, the maximum Flexible Benefit contribution for employees enrolled in a City sponsored CalPERS medical plan shall be:

Single employee	\$800 per month
Employee plus 1 dependent	\$1175 per month
Employee plus 2 or more dependents	\$1550 per month

In the event that another bargaining unit negotiates a more favorable agreement in the areas of Flex Benefit Plan contributions and/or one-time lump sum payments, then the Association should be offered the same terms.

### **Retiree Medical Benefit**

Within the City's Flexible Benefit Plan monthly contribution amounts, \$335 is considered to be the City's contribution toward the CalPERS Health Insurance Program for medical insurance and shall be reported to CalPERS as such. This \$335 shall be the City's contribution toward retiree medical insurance coverage. There is no opt out value for retiree medical coverage. The parties intend that the entitlement to receive a retiree medical benefit of \$335 per month is a vested benefit for all employees hired by the City on or before June

30, 2017. The inclusion of this vesting language is to comply with the Supreme Court's decision in M&G Polymers v. Thackett, 135 S.Ct. 935 (2015), requiring that the intent to vest a benefit be explicitly set forth.

Employees newly hired by the City and placed into this Association after June 30, 2017, shall, upon retirement from the City receive the CalPERS Public Employees' Medical and Hospital Care Program (PEMHCA) minimum (as determined by CalPERS on an annual basis), not to exceed the actual cost of the plan selected. (PEMHCA minimum is \$142 for calendar year 2021).

Employees hired to a full-time (flex benefit eligible) position with the City prior to April 1, 2006, who have opted out will continue to receive a \$650 contribution. Employees hired on/after April 1, 2006, shall receive the amount shown for the plan level in which they have enrolled. Those hired on/after April 1, 2006, who opt-out of all the City health plans will receive \$325 per month.

Employees who do not use the full amount of the Flexible Benefit contribution for optional benefits provided herein may elect to receive the remaining amount as taxable cash in the bi-weekly payroll, or to deposit the amount in a deferred compensation (457) plan.

Should the total cost of premiums for benefits selected under the Flexible Benefit Plan exceed the City's monthly contribution, the overage will be paid by the employee via pretax payroll deductions. The City will continue to pay the one-half percent (1/2%) administrative fee for the PERS Health Insurance Program medical insurance plan. If the administrative fee increases, the City shall meet and confer on the increase.

While participating in the PERS Health Plans during the term of this Agreement, should CalPERS or legislative acts redefine the designated contributions for retirees to include Flexible Benefit Plan contributions; the parties will meet and confer on an alternative method of funding active employee benefits.

### **Life Insurance**

Based on the life insurance policy limitations, on and after January 1, 2002, the City shall provide each employee with a maximum of a \$50,000 term life insurance policy. An employee may purchase additional (optional) life insurance coverage either through the Flexible Benefit Plan or at his/her own expense.

### **Long-Term Disability Insurance Plan (LTD)**

During the term of this Memorandum of Understanding, the City shall provide Long-Term Disability Insurance benefits for all employees who have successfully completed their initial probationary period, as provided for in the City's LTD Plan document except as provided below in this section of this Article and who have not yet reached the age of 68.

Effective for qualifying illnesses or injuries occurring after November 1, 2008, Long-Term Disability (LTD) benefits shall equal 66-2/3% of the first \$6500 of the employee's basic monthly earnings, reduced by any deductible benefits as described in the Plan Document. For the purposes of this benefit, "basic monthly earnings" means the regular salary range step amount applicable to the affected employee (which includes certification pay and/or Bilingual compensation, if applicable), exclusive of overtime or intermittent additional compensation that may be paid in any pay period. No benefits shall be payable for the first sixty (60) calendar days of each period of total disability, or the end of the period of accumulated paid sick leave to which the employee is entitled under the City's sick leave program, whichever is longer. After LTD benefits commence, the employee may elect to use any remaining paid leave (vacation or other accumulated leave) to supplement such benefits during the term of illness or injury leave. The amount of supplementation, in conjunction with the LTD benefit payment, shall not exceed the employee's normal payroll for the period.

### **Section 125 Program**

The City has implemented an Internal Revenue Section 125 program which allows employees to allocate specified amounts of monthly pre-tax salary or wages for the reimbursement of health care expenses or dependent care expenses, or both. Employees who choose to participate in the program shall pay all program administration costs and/or fees.

### **Retirement Health Savings Plan**

Contributions to an RHSP for APEA must comply with the mandatory contribution provisions provided under IRS regulations. City and APEA may create or amend contribution provisions prospectively to comply.

Employees in the following category will each contribute \$25 per month to the individual employee's Retirement Health Savings Plan:

- A. APEA employees at or over the age of thirty (30) years

The City will reopen negotiations at the Association's request at any time during the term of this agreement to discuss proposed changes to the employee contribution rates.

## **RETIREMENT**

### **Public Employees' Retirement System (PERS)**

All employees covered under this Agreement shall be members of the State of California Public Employees' Retirement System and are subject to all applicable provisions of the City's contract with PERS, as amended.

“Classic” or “Non-new” employees employed by the City before July 1, 2011, shall individually pay the CalPERS Local Miscellaneous Member Contribution totaling 7% of pensionable compensation.

“Classic” or “Non-new” employees Hired On and After July 1, 2011

Unit employees employed by the City on and after July 1, 2011, shall upon hire individually pay 100% of the Local Miscellaneous Member Normal Contribution to CalPERS (presently 7% of compensation).

“Classic” or “Non-new” employees CalPERS Plan Formula.

The PERS plan in effect for all classic members is the 2% @ 55 formula based on the three highest consecutive years, except for those employees subject to the 2% @ 55 formula based on “One-Year Final Compensation” as noted below.

“New Employees” or “New Members” Hired On and After January 1, 2013.

Pursuant to California Public Employees’ Pension Reform Act of 2013 (PEPRA), “new employees” and/or “new members” as those terms are defined in Government Code section 7522.04 hired on or after January 1, 2013, shall pay at least 50% of normal cost of pension as is determined each year by CalPERS to be the employee contribution rate.

“New Employees” CalPERS Plan Formula

Pursuant to California Public Employees’ Pension Reform Act of 2013 (PEPRA), “new employees” and/or “new members” as those terms are defined in Government Code Section 7522.04 hired on or after January 1, 2013, are enrolled in the 2% at 62 retirement formula for Local Miscellaneous Members (Government Code Section 7522.20) based on the three highest consecutive years.

Pursuant to PEPRA, new employees or new members hired on or after January 1, 2013, shall pay at least 50% of the total normal cost of pension as is determined each year by CalPERS to be the employee contribution rate. (PEPRA normal cost rate for FY 2018/2019 is 5.75% and PEPRA normal cost rate for FY 2019/2020 is 6.25%).

Implementation of the above funding of the employee CalPERS contributions shall be accomplished by means of each affected employee incurring a payroll deduction each payroll period in the above amounts. Said payroll deductions shall be on a pre-tax basis pursuant to IRS Code Section 414 (h) (2).

1959 Survivor Benefits

The PERS Retirement Plan has been amended to include the Fourth Level 1959 Survivor Benefit. The employee shall pay 100% of all monthly costs for this benefit, in addition to the \$2.00 monthly cost for the basic level 1959 Survivor Benefit.

One-Year Final Compensation

The CalPERS Retirement Plan has been amended to include One-Year Final Compensation for unit employees hired on or before September 17, 1999. The one-year final compensation shall not apply to unit employees hired on or after September 18, 1999.

Military Service Credit

City has amended its contract with PERS to provide Government Code Section 21024, Military Service Credit.

Retirement Amendments

Should the City and any other Miscellaneous bargaining unit(s) reach agreement during the term of this MOU, or the City has a reason to continue discussions regarding modification of the PERS retirement benefit formula, the City and APEA agree to reopen discussion at that time.

**Social Security**

In the event the City and its employees are required to participate in the Federal Social Security Program, the contributions designated by law to be the responsibility of the employee shall be paid in full by the employee and the City shall not be obligated to pay or "pick up" any portion thereof.

## **WELLNESS PROGRAM**

The City shall contribute a maximum of \$450 per fiscal year for each employee towards wellness and fitness programs for the employee, including any combination as provided hereinafter. Wellness expenses that are **not pre-approved** prior to incurring the expense may not be reimbursed. Pre-approval is not required for Body Scans and Chiropractic or Medical Care when all other requirements are met. For ongoing Cardiovascular & Strength Training programs, only one pre-approval is required per program, employees will not need to be pre-approved each year.

Preventive or Diagnostic Heart, Stroke, and Body Scanning- The City contribution shall be available for reimbursement for the costs of preventive and diagnostic medical evaluations involving scientific scanning processes and similar non-invasive techniques, which are not reimbursable under the employee's medical insurance plan. Employees must provide an itemized receipt for expenses incurred and the "Explanation of Benefits" (EOB) statement from his/her medical insurance carrier (i.e., denial of benefits).

Voluntary Medical Examinations and Chiropractic Care- For each employee, the contribution shall be available to pay for medical insurance deductibles or other non-reimbursed medical expenses for voluntary medical examinations or for treatment by a chiropractor which is not covered by the employee's medical insurance plan. The medical examination shall be conducted by a physician in active practice licensed by California State



Law and within the scope of his/her practice as defined by California State Law. Employees are required to submit the cost of the medical examination through their medical insurance carrier prior to submitting a request for reimbursement from the City. An employee's request for reimbursement must be submitted to the Human Resources Officer, and must be accompanied by an itemized receipt for expenses incurred and the "Explanation of Benefits" (EOB) statement from his/her medical insurance carrier.

Weight Reduction- The City contribution shall be available for reimbursement of registration and meeting expenses for weight reduction programs. All subsequent requests for reimbursement submitted to the Human Resources Officer must be accompanied by an itemized receipt for expenses incurred, as well as verification of continued participation/attendance. Employees will not be reimbursed for the cost of food or dietary supplements included in a weight reduction program.

Cardiovascular and Strength Training Programs- Employees shall be entitled to reimbursement for cardiovascular and weight training programs. Reimbursable expenses must be pre-approved by the Human Resources Manager prior to incurring the expense. All employee requests for reimbursement must be accompanied by an itemized receipt for expenses incurred showing the employee member's name and dates of the covered enrollment period. Reimbursement will be made for the current program year only. If the employee pays for more than one program year, they will receive reimbursement for the second program year after the start of the next fiscal year.

Fitness, Cardiovascular and Strength Training Equipment- Employees may be reimbursed for pre-approved equipment purchases by submitting proof of purchase and a signed statement that the equipment will be used by the employee for his/her personal fitness program.

Following are some examples of items that would and would not qualify for Cardiovascular & Strength Training Programs & Equipment. A more comprehensive list is available in Human Resources:

**Cardio/Strength Training Program Examples:**

Qualified expenses

- Gym membership
- Martial arts classes
- Personal trainer
- Yoga classes

Non-qualified expenses

- Dance classes
- Pool memberships
- Sports leagues (Hockey, football, etc.)
- Wii Fit

**Cardio/Strength Training Equipment Examples**

Qualified expenses

- Exercise machines (treadmill, elliptical, stationary bike, etc)
- Weights, weight benches
- Punching bags
- Pedometer/Fitbit

Non-qualified expenses

- Bicycles
- Equipment floor mats
- Yoga Mats
- Gym clothes and shoes
- Equipment warranties
- Exercise DVDs

The Wellness Program does not reimburse for examinations or procedures for cosmetic or non-medically necessary services.

## **ARTICLE VII – PROFESSIONAL DEVELOPMENT**

The Tuition Reimbursement program is designed to encourage employees to continue their self-development by enrolling in approved coursework towards an Associates, Bachelors, Masters or Ph.D. program that will educate them in new concepts and methods in their occupational field and prepare them to meet the changing demands of their job and/or help prepare them for advancement to positions of greater responsibility with the City.

### **Eligibility**

Courses must be: 1) related to the employee's current occupation; 2) related to a City classification to which the employee may reasonably expect promotion or 3) required for the completion of the pre-approved job-related major.

Education reimbursement monies shall only be applied to the verified cost of tuition, registration, course-related books, parking and laboratory fees for the approved education program.

Coursework as described herein must be completed at a college or university accredited by the Western Association of Schools and Colleges (WASC) or one of the equivalent Regional Accrediting Organizations, which include:

1. Middle States Association of Colleges and Schools (MSACS)
2. New England Association of Schools and Colleges Commission on Institutions of Higher Education (NEASC-CIHE)
3. Northwest Commission on Colleges and Universities (NWCCU)
4. North Central Association of Colleges and Schools Higher Learning Commission (NCACS-HLC)
5. Southern Association of Colleges and Schools Commission on Colleges (SACS)

Tuition shall not be granted for on-line attendance or other attendances at what are referred to as "degree mills." For purposes of this MOU only, a "degree mill" is an organization that awards academic degrees and diplomas with substandard or no academic study and without recognition by official educational accrediting bodies. These degrees are often awarded based on vaguely construed life experience. Some such organizations claim accreditation by non-recognized/unapproved accrediting bodies set up for the purposes of providing a veneer of authenticity.

### **Reimbursement**

Employees shall submit a request for Education Reimbursement to the Human Resources Department a minimum of ten (10) days prior to the scheduled program start date and obtain written approval from the Human Resources Department prior to enrolling for the desired course(s). The City will deny professional development and college course work that is

deemed not to be job related. Proof of completion of the approved education program or college course work shall consist of a certificate of completion, or other verification of participation, or a college transcript showing a letter grade of "C" or better, or in cases where no letter grade is given, a certificate of completion or written proof that the college course work was completed in a satisfactory manner. Upon completion of the approved program, requests for reimbursement may be submitted to the Human Resources Manager and must be accompanied by a receipt for all eligible expenses incurred.

### **Reimbursements from Other Sources**

If an employee receives tuition payments or refunds for college-level course work from other sources, the City will contribute the difference between the amount the employee receives from the other source and the authorized costs incurred by the employee to the maximum amount cited in the Reimbursement Schedule below.

### **Reimbursement Schedule**

Association members currently in progress of obtaining a degree under the terms and conditions of the 2016-2017 MOU shall be grandfathered in and continue with the reimbursement provisions contained in that MOU.

The maximum lifetime amount of education reimbursement available to each non-grandfathered employee shall be \$12,000 for a bachelor's degree and \$12,000 for master's degree (or a total of \$24,000) obtainable on a reimbursable basis with proof of completion of the degree(s) and eligible expenses. If an employee has previously obtained a bachelor's degree prior to employment with the City, then they shall be eligible to receive the lifetime maximum of \$24,000 for a master's degree.

An employee may submit for a partial payment in January after the completion of 50% of the units required for the bachelor's or master's degree or with the attainment of an associates of arts degree. The maximum available for the partial payment shall be no more than \$5,000 based on reimbursement of eligible expenses. In January after completion of the bachelors' degree or master's degree, an employee may submit for reimbursement of eligible expenses for an additional \$5,000. The employee may request reimbursement of the remaining \$2,000 for eligible expenses in the month of January a minimum of one year after completion of degree. If the request for reimbursement of the remaining amount exceeds \$5,000 for a master's degree under the lifetime maximum provision, then the final amount will be reimbursed at an amount not to exceed \$5,000 per year.

The amount of tuition reimbursement available annually for pre-approved professional development and certification courses to each employee shall be \$750 for the twelve (12) month period September 1, through August 31, in which the course(s) are completed and requests receive final approval by the Human Resources Manager. Money used for

professional development and certification courses will be deducted from the employee's total annual tuition reimbursement allocation.

Any Association employee who voluntarily elects to separate from the City shall be required to reimburse the City for all tuition reimbursements received in the 24 months preceding such separation, at the rate of 1/24<sup>th</sup> for each full month he/she separates prior to 24 months.

## **ARTICLE VIII – OTHER PROVISIONS**

### **Substance Abuse Policy**

It is the responsibility of all affected employees to cooperate to protect the lives, personal safety and property of co-workers and fellow citizens. The parties hereto and all affected employees shall take all reasonable steps to accomplish these goals and to minimize potential dangers.

It is in the best interest of the City, the Association, employees and the public to ensure that employees do not appear for work under the influence of drugs or alcohol, or possess illegal substances or alcohol while at work, because such conduct is likely to result in reduced productivity, an unsafe working environment, poor morale and increased potential liability to the City. "Under the influence of drugs" means the knowing use of any illegal substances or knowing misuse of a prescribed, or other intoxicating drug in a manner and to a degree that substantially impairs the employee's work performance or the ability to use City property or equipment safely.

The City pays for an Employee Assistance Program for employees who may have problems with drugs and/or alcohol. The City and the Association agree that every effort shall be made by the City to refer employees who have such problems to this counseling service for assistance.

The City may, upon showing of reasonable suspicion that this policy is being violated, compel an employee who appears to be unable to perform any portion of his/her job to submit to a medical examination on City time and at the City's expense, which includes drug or alcohol screening. Refusal to submit to the test may be deemed insubordination and may subject the employee to discipline, up to and including termination. Nothing contained herein shall limit the City's right to discipline or discharge any employee.

### **Federal/State Mandated Programs**

In the event the City and its employees are required to participate in Federal or State mandated programs, the contribution designated by law to be the responsibility of the employee shall be paid in full by the employee and the City shall not be obligated to pay or "pick up" any portion thereof.

### **Reemployment Lists**

The names of employees who have been laid off due to reduction in force shall be placed on a lay-off reemployment list for the classification the employee held at the time of the layoff. Each employee on a lay-off reemployment list shall remain on that list for twelve (12) months.

### **Written Response to Performance Evaluations**

An employee may submit a written response to his/her performance evaluation if the employee disagrees with all or part of the performance evaluation. The written response shall be attached to the performance evaluation and shall be included as part of the employee's permanent personnel record.

## **ARTICLE IX – LABOR MANAGEMENT RELATIONSHIP**

### **CITY RIGHTS**

The City reserves, retains, and is vested with, solely and exclusively, all rights of Management which have not been expressly abridged by specific provisions of this Memorandum of Understanding or by law to manage the City, as such rights existed prior to the execution of this Memorandum of Understanding. The sole and exclusive rights of Management, as they are not abridged by this Agreement or by law, shall include, but not be limited to, the following rights:

- A. To manage the City generally and to determine the issues of policy.
- B. To determine the existence or non-existence of facts which are the basis of the Management decision.
- C. To determine the necessity and organization of any service or activity conducted by the City and expand or diminish services.
- D. To determine the nature, manner, means, and technology, and extent of services to be provided to the public.
- E. To determine methods of financing.
- F. To determine the types of equipment or technology to be used.
- G. To determine and/or change the facilities, methods, technology, means, and size of the work force by which the City operations are to be conducted.

- H. To determine and change the number of locations, relocations, and types of operations, processes, and materials to be used in carrying out all City functions including, but not limited to, the right to contract for or subcontract any work or operation.
- I. To assign work to and schedule employees in accordance with requirements as determined by the City, and to establish and change work schedules and assignments.
- J. To relieve employees from duties for lack of work or similar non-disciplinary reasons.
- K. To establish and modify productivity and performance programs and standards.
- L. To discharge, suspend, demote, or otherwise discipline employees for proper cause in accordance with the provisions and procedures set forth in departmental disciplinary procedure.
- M. To determine job classifications and to reclassify employees.
- N. To hire, transfer, promote, and demote employees for non-disciplinary reasons in accordance with this Memorandum of Understanding.
- O. To determine policies, procedures, and standards for selection, training, and promotion of employees.
- P. To establish employee performance standards including, but not limited to, quality and quantity standards; and to require compliance therewith.
- Q. To maintain order and efficiency in its facilities and operations.
- R. To establish and promulgate and/or modify rules and regulations and to maintain order and safety in the City which are not in contravention with this Agreement.
- S. To take any and all necessary action to carry out the mission of the City in emergencies.

Except in emergencies, or where the City is required to make changes in its operations because of the requirements of law, whenever the exercise of Management's rights impact employees represented by the Association, the City agrees to meet and confer in good faith with representatives of the Association regarding the impact of the exercise of such rights, unless the matter of the exercise of such rights is provided for in this Memorandum of Understanding, or in the City's Human Resources Rules and Regulations, and/or Salary Resolutions, and/or Administrative Codes, which are incorporated in this Agreement. By agreeing to meet and confer with the Association as to the impact and the exercise of any

of the foregoing City Rights, Management's discretion in the exercise of these rights shall not be diminished.

## **EMPLOYEE ORGANIZATIONAL RIGHTS AND RESPONSIBILITIES**

### **Dues and Association-Sponsored Insurance Premium Deductions**

The City shall deduct from each Association member's paycheck regular and periodic Association dues and Association-sponsored insurance program premiums. Such deductions shall be made upon receipt by the City of a signed authorization card from the Association member. Deduction authorization cards shall be furnished by the Association.

### **Indemnification**

The Association agrees to hold the City harmless and indemnify the City against any claims, causes of actions, or lawsuits arising out of the deduction or transmittal of funds to the Association; except upon the intentional failure of the City to transmit to the Association funds deducted from the employees pursuant to this Article.

### **Use of City Facilities**

The Association may distribute pamphlets, brochures, and membership cards on City premises only during non-working hours.

### **Association Meetings**

The Association may, with the approval of the City Manager, hold meetings with its members on City property during non-working hours, provided:

- A. Request is made to the City Manager as to the specific location and dates of the meeting prior to such meeting. Requests shall state the purpose of the meeting and be accompanied by copies of the agenda, notices to members and any other written communications regarding such meeting.
- B. Such meetings shall not involve political campaigns or fund-raising events.
- C. The City may charge a reasonable fee to offset the cost for the use of City facilities.

### **Bulletin Boards**

Space shall be made available to the Association on departmental bulletin boards provided such use does not interfere with the needs of the Department(s). The Association may use bulletin boards only for the following purposes:



- A. Notice of recreational, social, or other related events.
- B. Scheduling Association meetings.
- C. Information concerning Association elections and the results thereof.
- D. Reports of official Association business, including Association newsletters, reports of committees, and the Board of Directors of the Association.
- E. Any other written material which first has been approved and initialed by the Human Resources Officer, or designee. The Human Resources Officer, or designee, must either approve or disapprove a request for posting within twenty-four (24) hours, excluding Saturday, Sunday and legal holidays, from the receipt of the material and the request to post it. The Human Resources Officer, or designee, shall not unreasonably withhold permission to post.

### **Labor Management Committee**

The City agrees to work with the Association to establish a labor management committee to discuss issues of mutual concern as needed.

## **NO STRIKE - NO LOCKOUT**

### **Prohibited Conduct**

The Association, its officers, agents, representatives and/or members agree that during the term of this Agreement, they will not cause or condone any strike, walkout, slowdown, sick-out, or any other job action by withholding or refusing to perform services.

The City agrees that it shall not lockout its employees during the term of this Agreement. The term "lockout" is hereby defined so as not to include discharge, suspension, termination, layoff, failure to recall, or failure to return to work of employees of the City in the exercise of its rights as set forth in any of the provisions of this Agreement or applicable ordinance of law.

Any employee who participates in any conduct prohibited in this section may be subject to disciplinary action up to and including termination.

In addition to any other lawful remedies or disciplinary actions available to the City, if the Association fails, in good faith, to perform all responsibilities listed below in the "Association Responsibility" section of this Article, the City may suspend any and all of the rights and privileges accorded to the Association under the Employee Relations Resolution and this Memorandum of Understanding, including, but not limited to: suspension of recognition of

the Association, grievance procedures, right of access, check off, and the use of the City's bulletin boards and facilities.

### **Association Responsibility**

In the event that the Association, its officers, agents, representatives, or members engage in any of the conduct prohibited in the above "Prohibited Conduct" section of this Article, the Association or its duly authorized representatives shall immediately instruct any employees engaging in such conduct that their conduct is in violation of this Memorandum of Understanding and is unlawful, and they should immediately cease engaging in the prohibited conduct and return to work.

If the Association performs all of the responsibilities set forth in the paragraph immediately above of this Article, its officers, agents and representatives shall not be liable for damages for prohibited conduct performed by employees who are covered by this Agreement.

## **ARTICLE X – MOU CONTRACT PROVISIONS**

### **ENTIRE MEMORANDUM OF UNDERSTANDING**

It is the intent of the parties hereto that the provisions of this Memorandum of Understanding shall supersede all prior agreements and memoranda of agreement, or memoranda of understanding, or contrary salary and/or personnel resolutions or administrative codes, or other provisions of the City, including oral or written, expressed or implied, between the parties. This Memorandum of Understanding shall govern the entire relationship, and shall be the sole source of any and all rights which may be asserted hereunder. This Memorandum of Understanding is not intended to conflict with Federal or State law.

### **FISCAL CRISIS PROVISION**

The City and the bargaining unit will each have the right to request to reopen negotiations regarding other compensation and benefit modifications that may be necessary to offset budget revenue shortfalls or increased expenditures, and each party agrees to meet and confer in good faith prior to any modifications that impact the standing provisions of this MOU. The City reserves the right to determine if, when and where layoffs may occur, but will meet and confer regarding the impact of such layoffs on bargaining unit members.

### **EMERGENCY WAIVER PROVISION**

In the event of circumstances beyond the control of the City, such as acts of God, fire, flood, insurrection, civil disorder or national emergency, or similar circumstances, the provisions of this Memorandum of Understanding or the City's Human Resources Rules and

Regulations, which restrict the City's ability to respond to these emergencies, shall be suspended for the duration of such emergency. After the emergency is over, the Association shall have the right to meet and confer with the City regarding the impact on employees of the suspension of these provisions in the Memorandum of Understanding and any City Human Resources Rules and Policies.

## **SEVERABILITY**

Should any provision of this Memorandum of Understanding be found to be inoperative, void or invalid by a court of competent jurisdiction, all other provisions of this Memorandum of Understanding shall remain in full force and effect for the duration of this Memorandum of Understanding.

## **TERM OF MEMORANDUM OF UNDERSTANDING**

The term of this Memorandum of Understanding shall commence on July 1, 2020, and shall continue in full force and effect through June 30, 2023, after which date this agreement shall remain in full force and effect unless either party requests in writing to meet and confer in order to amend or modify this Agreement.

## **RATIFICATION AND EXECUTION**

The City and the Association acknowledge that this Memorandum of Understanding shall not be in full force and effect until adopted by the City Council of the City of Brea. Subject to the foregoing, this Memorandum of Understanding is hereby executed by the authorized representatives of the City and the Association and entered into this 20th day of July, 2021.

### **CITY OF BREA**

\_\_\_\_\_  
Mayor

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

\_\_\_\_\_  
Attest: City Clerk

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

### **ADMINISTRATIVE & PROFESSIONAL EMPLOYEES' ASSOCIATION**

By: \_\_\_\_\_  
Anthony Sanchez, APEA President

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

By: \_\_\_\_\_  
Kristin Steyerman, APEA Vice President

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

# **EXHIBIT A**

## List of Represented Classifications

## **Exhibit A – List of Represented Classifications**

### **Represented Classifications and FLSA Status**

Accountant II (NE)	Human Resources Technician (NE)
Assistant City Engineer (Ex)	IT Enterprise Account Administrator (Ex)
Ass't. to the City Manager (Confidential-Ex)	Information Technology Specialist I/II (NE)
Associate Engineer (Ex)	Information Technology Supervisor (Ex)
Associate Planner (Ex)	Maintenance Services Supervisor (Ex)
Building & Facilities Administrator (Ex)	Management Analyst I (NE)
Buyer II (NE)	Management Analyst II (Ex)
City Clerk/Records Supervisor (NE)	Media Services Specialist II (NE)
Communications/Marketing Analyst (Ex)	Plan Checker (NE)
Community Services Specialist I/II (Ex)	Police Records Supervisor (NE)
Community Services Supervisor (Ex)	Police Training Coordinator (NE)
Deputy City Clerk/Records Supv (NE)	Principal Civil Engineer (Ex)
Economic Development Analyst II (Ex)	Procurement and Contracts Admin. (Ex)
Emergency Preparedness Coordinator (Ex)	Radio Frequency Specialist (NE)
Environmental Services Coordinator (Ex)	Redevelopment Project Manager (Ex)
Executive Assistant (NE)	Senior Accountant (Ex)
Fire Protection Analyst (NE)	Senior Building Inspector (NE)
Fiscal Specialist (NE)	Senior Community Services Supervisor (Ex)
Fleet Supervisor (Ex)	Senior Exec. Asst/City Mgr/Office Mgr (NE)
GIS Analyst (NE)	Senior Fiscal Analyst (Ex)
Human Resources Analyst I (NE)	Senior GIS Analyst (Ex)
Human Resources Analyst II (Ex)	Senior Human Resources Analyst (Ex)

Senior IT Specialist (Ex)

Senior Planner (Ex)

Senior Management Analyst (Ex)

Software Developer I/II (NE)

Senior Media Svs Specialist – A/V (NE)

Water Distribution Supervisor (Ex)



# **EXHIBIT B**

Salary Tables  
Effective July 13, 2019 - July 9, 2021

## EXHIBIT B

### Salary Tables Effective 07/13/2019 – 07/09/2021

<u>JOB CLASS TITLE</u>	(MONTHLY)	
	<u>MINIMUM</u>	<u>MAXIMUM</u>
Accountant II	\$5,820.13	\$7,451.20
Assistant City Engineer	\$9,167.81	\$11,737.05
Assistant to the City Manager	\$7,925.81	\$10,146.98
Associate Engineer	\$7,087.09	\$9,073.22
Associate Planner	\$6,025.63	\$7,714.29
Building & Facilities Administrator	\$6,814.77	\$8,724.58
Buyer II	\$5,231.17	\$6,697.19
Communications & Marketing Analyst	\$6,892.35	\$8,823.90
Community Services Specialist I	\$4,184.55	\$5,357.26
Community Services Specialist II	\$4,724.78	\$6,048.88
Community Services Supervisor	\$6,277.34	\$8,036.54
Deputy City Clerk/Records Supervisor	\$5,981.96	\$7,658.38
Economic Development Analyst II	\$6,146.34	\$7,868.83
Emergency Preparedness Coordinator	\$6,891.48	\$8,822.79
Environmental Services Coordinator	\$7,110.35	\$9,103.00
Executive Assistant	\$4,544.37	\$5,817.91
Fire Protection Analyst	\$6,157.34	\$7,882.90
Fiscal Specialist	\$4,952.15	\$6,339.97
Fleet Supervisor	\$6,432.62	\$8,235.33
GIS Analyst	\$6,587.75	\$8,433.94
Human Resources Analyst I	\$6,521.13	\$8,348.65

<b><u>JOB CLASS TITLE</u></b>	<b>(MONTHLY)</b>	
	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>
Human Resources Analyst II	\$7,169.78	\$9,179.09
Human Resources Technician	\$5,255.66	\$6,728.53
Info Tech Enterprise Acct Admin	\$7,840.05	\$10,037.19
Information Technology Specialist I	\$5,955.08	\$7,623.96
Information Technology Specialist II	\$6,494.06	\$8,314.00
Information Technology Supervisor	\$7,559.17	\$9,677.59
Maintenance Services Supervisor	\$6,141.12	\$7,862.14
Management Analyst I	\$5,566.29	\$7,126.22
Management Analyst II	\$6,263.56	\$8,018.90
Media Services Specialist II	\$5,135.92	\$6,575.24
Plan Checker	\$6,466.58	\$8,278.81
Police Records Supervisor	\$6,220.99	\$7,964.39
Police Training Coordinator	\$4,879.75	\$6,247.28
Principal Civil Engineer	\$8,528.18	\$10,918.17
Procurement and Contracts Admin	\$6,277.60	\$8,036.87
Radio Frequency Specialist	\$7,141.36	\$9,142.69
Redevelopment Project Manager	\$6,921.13	\$8,860.75
Senior Accountant	\$6,516.55	\$8,342.79
Senior Building Inspector	\$6,020.29	\$7,707.45
Senior Community Services Supervisor	\$7,217.36	\$9,240.00
Senior Exec Asst to the CM/OM	\$5,896.97	\$7,549.58
Senior Fiscal Analyst	\$7,580.63	\$9,705.07
Senior GIS Analyst	\$7,247.01	\$9,277.96

<b><u>JOB CLASS TITLE</u></b>	<b>(MONTHLY)</b>	
	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>
Senior Human Resources Analyst	\$7,887.06	\$10,097.38
Senior IT Specialist	\$6,819.38	\$8,730.48
Senior Management Analyst	\$6,891.48	\$8,822.79
Senior Media Services Specialist - AV	\$6,408.50	\$8,204.46
Senior Planner	\$7,202.22	\$9,220.61
Software Developer I	\$5,904.12	\$7,558.72
Software Developer II	\$6,494.06	\$8,314.00
Water Distribution Supervisor	\$6,755.40	\$8,648.58

# **EXHIBIT C**

Salary Tables  
Effective July 10, 2021 – July 8, 2022

## EXHIBIT C

### Salary Tables Effective 07/10/2021 – 07/08/2022

<b><u>JOB CLASS TITLE</u></b>	<b>(MONTHLY)</b>	
	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>
Accountant II	\$5,994.73	\$7,674.73
Assistant City Engineer	\$9,442.85	\$12,089.16
Assistant to the City Manager	\$8,163.58	\$10,451.39
Associate Engineer	\$7,299.70	\$9,345.42
Associate Planner	\$6,206.40	\$7,945.72
Building & Facilities Administrator	\$7,019.21	\$8,986.31
Buyer II	\$5,388.11	\$6,898.10
Communications & Marketing Analyst	\$7,099.12	\$9,088.62
Community Services Specialist I	\$4,310.09	\$5,517.98
Community Services Specialist II	\$4,866.52	\$6,230.34
Community Services Supervisor	\$6,465.66	\$8,277.63
Deputy City Clerk/Records Supervisor	\$6,161.42	\$7,888.13
Economic Development Analyst II	\$6,330.73	\$8,104.89
Emergency Preparedness Coordinator	\$7,098.22	\$9,087.47
Environmental Services Coordinator	\$7,323.66	\$9,376.09
Executive Assistant	\$4,680.70	\$5,992.45
Fire Protection Analyst	\$6,342.06	\$8,119.39
Fiscal Specialist	\$5,100.71	\$6,530.17
Fleet Supervisor	\$6,625.60	\$8,482.39
GIS Analyst	\$6,785.38	\$8,686.96
Human Resources Analyst I	\$6,716.76	\$8,599.11

<b><u>JOB CLASS TITLE</u></b>	<b>(MONTHLY)</b>	
	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>
Human Resources Analyst II	\$7,384.88	\$9,454.46
Human Resources Technician	\$5,413.33	\$6,930.39
Info Tech Enterprise Acct Admin	\$8,075.25	\$10,338.30
Information Technology Specialist I	\$6,133.73	\$7,852.68
Information Technology Specialist II	\$6,688.88	\$8,563.42
Information Technology Supervisor	\$7,785.94	\$9,967.92
Maintenance Services Supervisor	\$6,325.35	\$8,098.01
Management Analyst I	\$5,733.28	\$7,340.00
Management Analyst II	\$6,451.47	\$8,259.47
Media Services Specialist II	\$5,290.00	\$6,772.50
Plan Checker	\$6,660.58	\$8,527.18
Police Records Supervisor	\$6,407.62	\$8,203.33
Police Training Coordinator	\$5,026.14	\$6,434.70
Principal Civil Engineer	\$8,784.03	\$11,245.72
Procurement and Contracts Admin	\$6,465.93	\$8,277.98
Radio Frequency Specialist	\$7,355.60	\$9,416.97
Redevelopment Project Manager	\$7,128.76	\$9,126.57
Senior Accountant	\$6,712.05	\$8,593.07
Senior Building Inspector	\$6,200.90	\$7,938.68
Senior Community Servs Supervisor	\$7,433.88	\$9,517.20
Senior Exec Asst to the CM/OM	\$6,073.88	\$7,776.06
Senior Fiscal Analyst	\$7,808.05	\$9,996.22
Senior GIS Analyst	\$7,464.42	\$9,556.30



<b><u>JOB CLASS TITLE</u></b>	<b>(MONTHLY)</b>	
	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>
Senior Human Resources Analyst	\$8,123.67	\$10,400.30
Senior IT Specialist	\$7,023.96	\$8,992.40
Senior Management Analyst	\$7,098.22	\$9,087.47
Senior Media Servs Specialist - AV	\$6,600.76	\$8,450.59
Senior Planner	\$7,418.28	\$9,497.23
Software Developer I	\$6,081.24	\$7,785.49
Software Developer II	\$6,688.88	\$8,563.42
Water Distribution Supervisor	\$6,958.07	\$8,908.04

# **EXHIBIT D**

Salary Tables  
Effective July 9, 2022 – June 30, 2023

## EXHIBIT D

### Salary Tables Effective 07/09/2022 – 06/30/2023

<b><u>JOB CLASS TITLE</u></b>	<b>(MONTHLY)</b>	
	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>
Accountant II	\$6,174.58	\$7,904.97
Assistant City Engineer	\$9,726.13	\$12,451.83
Assistant to the City Manager	\$8,408.49	\$10,764.93
Associate Engineer	\$7,518.70	\$9,625.78
Associate Planner	\$6,392.59	\$8,184.09
Building & Facilities Administrator	\$7,229.79	\$9,255.90
Buyer II	\$5,549.75	\$7,105.05
Communications & Marketing Analyst	\$7,312.09	\$9,361.28
Community Services Specialist I	\$4,439.39	\$5,683.51
Community Services Specialist II	\$5,012.52	\$6,417.25
Community Services Supervisor	\$6,659.63	\$8,525.96
Deputy City Clerk/Records Supervisor	\$6,346.26	\$8,124.77
Economic Development Analyst II	\$6,520.65	\$8,348.04
Emergency Preparedness Coordinator	\$7,311.17	\$9,360.09
Environmental Services Coordinator	\$7,543.37	\$9,657.37
Executive Assistant	\$4,821.12	\$6,172.22
Fire Protection Analyst	\$6,532.32	\$8,362.97
Fiscal Specialist	\$5,253.74	\$6,726.07
Fleet Supervisor	\$6,824.36	\$8,736.86
GIS Analyst	\$6,988.94	\$8,947.57
Human Resources Analyst I	\$6,918.27	\$8,857.08

<b><u>JOB CLASS TITLE</u></b>	<b>(MONTHLY)</b>	
	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>
Human Resources Analyst II	\$7,606.42	\$9,738.09
Human Resources Technician	\$5,575.72	\$7,138.30
Info Tech Enterprise Acct Admin	\$8,317.51	\$10,648.45
Information Technology Specialist I	\$6,317.74	\$8,088.26
Information Technology Specialist II	\$6,889.55	\$8,820.32
Information Technology Supervisor	\$8,019.52	\$10,266.96
Maintenance Services Supervisor	\$6,515.12	\$8,340.95
Management Analyst I	\$5,905.28	\$7,560.20
Management Analyst II	\$6,645.02	\$8,507.25
Media Services Specialist II	\$5,448.70	\$6,975.67
Plan Checker	\$6,860.40	\$8,782.99
Police Records Supervisor	\$6,599.85	\$8,449.43
Police Training Coordinator	\$5,176.93	\$6,627.74
Principal Civil Engineer	\$9,047.55	\$11,583.09
Procurement and Contracts Admin	\$6,659.91	\$8,526.32
Radio Frequency Specialist	\$7,576.27	\$9,699.48
Redevelopment Project Manager	\$7,342.63	\$9,400.37
Senior Accountant	\$6,913.41	\$8,850.86
Senior Building Inspector	\$6,386.93	\$8,176.84
Senior Community Servs Supervisor	\$7,656.90	\$9,802.71
Senior Exec Asst to the CM/OM	\$6,256.10	\$8,009.34
Senior Fiscal Analyst	\$8,042.29	\$10,296.10
Senior GIS Analyst	\$7,688.36	\$9,842.99

<b><u>JOB CLASS TITLE</u></b>	<b>(MONTHLY)</b>	
	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>
Senior Human Resources Analyst	\$8,367.38	\$10,712.31
Senior IT Specialist	\$7,234.68	\$9,262.17
Senior Management Analyst	\$7,311.17	\$9,360.09
Senior Media Servs Specialist - AV	\$6,798.78	\$8,704.11
Senior Planner	\$7,640.83	\$9,782.14
Software Developer I	\$6,263.68	\$8,019.05
Software Developer II	\$6,889.55	\$8,820.32
Water Distribution Supervisor	\$7,166.81	\$9,175.28

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# **Memorandum of Understanding**

**BETWEEN**

**THE CITY OF BREA**

**AND**

**THE BREA CITY  
EMPLOYEES'  
ASSOCIATION**

**JULY 1, 2020 THROUGH JUNE 30, 2023**



**Brea Civic & Cultural Center  
Human Resources Division  
1 Civic Center Circle  
Brea, CA 92821**

**[www.cityofbrea.net](http://www.cityofbrea.net)**

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EXHIBIT D – SALARY TABLES Effective July 9, 2022 – June 30, 2023



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE CITY OF BREA  
AND  
THE BREA CITY EMPLOYEES' ASSOCIATION**

**July 1, 2020 through June 30, 2023**

*This Memorandum of Understanding (MOU) is made and entered into by and between the duly authorized representatives of the City and the Brea City Employees' Association.*

**A. Recitals**

*(i) The parties hereto have met and conferred in good faith pursuant to the Meyers-Milias-Brown Act, Government Code Section 3500, et seq., and have reached agreement on changes in wages, hours, and terms and conditions of employment.*

*(ii) The parties hereto have agreed upon the wages, hours, and terms and conditions of employment as set forth herein in order to encourage effective recruitment and retention of well-qualified employees and to foster and reward employees' potential, performance, professional attitude, morale and pride in work. The Brea City Employees' Association employees hereby acknowledge these expectations.*

**B. Agreement**

*Now, therefore, the parties hereto agree as follows:*

**ARTICLE I - RECOGNITION**

Pursuant to the provisions of City of Brea Employer-Employee Relations Resolution No.06-62, the City of Brea (hereinafter called the "City") has recognized the Brea City Employees' Association (hereinafter called the "Association") as the majority representative of employees in the bargaining unit, which includes the full-time employees in the classifications listed in Exhibit "A," for the purpose of meeting its obligations under this Agreement, the Meyers-Milias-Brown Act, Government Code Section 3500, et seq., when City Rules, Regulations or laws affecting wages, hours and/or other terms and conditions of employment are amended or changed.

**ARTICLE II - NONDISCRIMINATION**

The City and the Association agree that they shall not discriminate against any employee because of race, color, gender, age, national origin, marital status, sexual preference, genetic information, political or religious affiliations, disability, and/or exercise of rights under the Meyers-Milias-Brown Act, except as may be required for compliance with Federal or

State law. The City and the Association shall re-open any provision of this Agreement for the purpose of complying with any final order of a Federal or State agency or court of competent jurisdiction requiring a modification or change in any provision or provisions of this Agreement in compliance with Federal or State anti-discrimination laws.

### **Americans with Disabilities Act**

- A. Because the Americans with Disabilities Act (ADA) requires accommodations for individuals protected under the Act, and because these accommodations must be determined on an individual, case-by-case basis, the parties agree that the provisions of this Agreement may be disregarded in order for the City to avoid discrimination relative to hiring, promotion, granting permanency, transfer, layoff, reassignment, termination, rehire, rates of pay, job and duty classification, seniority, leaves, fringe benefits, training opportunities, hours of work or other terms and privileges of employment only to the extent necessary to reasonably accommodate an individual covered by the Act, who meets the minimum requirements (as defined under ADA) for the position, and who has notified the employer of his/her disability.
- B. The Association recognizes that the City has the legal obligation to meet with the individual employee to be accommodated before any adjustment is made in working conditions. Prior to disregarding any provision of the Agreement in order to undertake required accommodations for an individual protected by the Act, the City will provide the Association with written notice of its intent to disregard the provision, and will allow the Association the opportunity to meet and confer over modifications of the Agreement on a case-by-case basis. Failure to reach agreement shall not preclude the City from implementation.

Any accommodation provided to an individual protected by the ADA shall not establish a past practice, nor shall it be cited or used as evidence of a past practice in the grievance/arbitration procedure.

## **ARTICLE III – SCHEDULING/HOURS OF WORK AND ASSIGNMENTS**

### **Work Schedule**

Department Directors shall designate work schedules. The Department Director may alter the work schedule of an employee subsequent to the consideration of departmental workload, operational efficiency, and staffing considerations. The Department Director shall report any work schedule change in writing to the City Manager, where such change impacts a significant number of employees.

The provisions of this Article shall not guarantee any employee any number of hours per day, per week, per month, or per year.

### **9/80 Work Schedule**

The City has implemented a structured, synchronized 9/80 work schedule. The structured, synchronized 9/80 work schedule shall consist of two (2) consecutive work periods containing the equivalent of nine (9) work days instead of ten (10) in a two (2) week period. Employees will work eight (8) days for nine (9) hours a day, and one (1) day for eight (8) hours, for a total of eighty (80) hours in two (2) consecutive work periods.

### **4/10 Work Schedule**

The work schedule for assigned personnel in Public Works and Police Records Division shall be four (4) shifts of ten (10) hours in a consecutive seven (7) day period, totaling forty (40) hours per week.

### **City Rights**

Consistent with the City Rights Article, it is understood that the continuation of the structured, synchronized 9/80 work schedule and the 4/10 work schedule shall be the sole responsibility of the City, consistent with the needs of the community. Concurrent with its obligations under the Meyers-Milias-Brown Act, the City and the Association will meet and confer at any time prior to any change, revision, or elimination of the structured, synchronized 9/80 work schedule and/or the 4/10 work schedule. Failure to reach agreement on any change, revision or elimination of the structured synchronized 9/80 work schedule and/or 4/10 work schedule shall not preclude the City from implementation during the term of this Memorandum of Understanding.

The City will provide a minimum 14-day notice to an employee of a permanent, non-emergent schedule change. Temporary schedule changes or those due to an emergency will be given as much notice as is practical under the circumstances.

### **Shift Differential**

Employees regularly assigned to shifts in which the majority of scheduled work hours fall between 6:00 p.m. and 6:00 a.m. shall receive an additional five percent (5%) of pay for all hours on the qualifying shift.

### **Paid Lunch Break**

Employees regularly assigned to work at the Civic and Cultural Center, shall receive a thirty (30) minute paid lunch included in a regular assigned shift when the majority of their shift falls between 6 p.m. and 6 a.m.

### **Rest Breaks**

Department management is authorized to approve and schedule break periods of up to fifteen (15) minutes in each half of an employee's scheduled work day, according to the operational needs of the affected department. One of those break periods, not to exceed

fifteen (15) minutes, may be taken in conjunction with the employee's meal period. Management shall make every effort to ensure that all unit employees routinely receive both rest periods, or one rest break and the added fifteen minutes to the meal period, during each shift. Rest break periods missed due to occasional workload, project deadline, or other operational needs shall not be accumulated, and no alternate compensation shall be provided to affected employees.

## **ARTICLE IV - SALARY AND WAGE PLAN**

### **Salaries**

Salaries effective during the term of this MOU, are listed in Exhibit "B", Exhibit "C", and Exhibit "D", attached hereto and made a part thereof.

The City will credit each BCEA member in paid status the first full pay period after the City Council adopts the MOU a one-time non-CalPERS reportable lump sum in the amount of \$2,400.

Effective the first full payroll period commencing on or after July 1, 2021, the "base salary" of each classification shall be increased by three percent (3%).

Effective the first full payroll period commencing on or after July 1, 2022, the "base salary" of each classification shall be increased by three percent (3%).

### **Merit Increase Date**

Employees who have not reached the top step of the assigned salary range for their classification shall be eligible for an annual merit increase.

## **OVERTIME AND COMPENSATORY TIME OFF**

Subject to the approval of the Department Director, or designee, employees may be authorized to work reasonable periods of overtime to meet operational needs and shall be compensated as follows:

- A. An employee's work period for the calculation of overtime pay shall be a seven (7) day period, beginning at 12:01 p.m. Friday, and ending at 12:00 noon the following Friday. An employee shall be paid at the rate of one-and-one-half (1½) times the employee's hourly rate for all hours worked in excess of forty (40) in the seven (7) day work period. These hours shall be referred to as "overtime" hours.
- B. The overtime rate will be calculated according to FLSA guidelines.
- C. Paid leave time (e.g., vacation, sick leave, holidays, compensatory time, etc.) shall be counted as hours worked for the purposes of determining eligibility for overtime

pay within a work period.

- D. Employees who work overtime without the express permission of the Department Director, or designee, may be subject to disciplinary action.
- E. Hours worked in excess of forty (40) hours per week not otherwise paid at time-and-one-half pursuant to FLSA shall be paid at the employee's straight-time rate.

The parties have agreed to changes to certain rules and regulations or policies in the Public Works Department as described below. The City will make such changes and submit the revised Department rules to the Association for confirmation of the agreements therein.

- A. City will provide reasonable advance notice to employees regarding pre-scheduled overtime, and to accommodate requests regarding shift extension overtime if other employees are available and volunteer to take the assignment.
- B. City will provide fifteen (15) minute work breaks during extended overtime assignments of three hours or more, but such break time may not be combined with meal periods.
- C. City will provide up to \$15 for reimbursement or provision of meal expenses at the worksite during extended overtime assignments as described in the department rules.

Nothing herein is intended to limit or restrict the authority of the Department Director, or designee, to require any employee to perform overtime work.

### **Compensatory Time Off in Lieu of Overtime**

In lieu of overtime pay for hours worked in excess of forty (40) in a work period, employees may "bank" compensatory time, at the rate of one-and-one-half (1½) hours of compensatory time for each hour for which he/she would otherwise be entitled to overtime pay, up to a maximum of ninety (90) hours (representing 60 hours of overtime worked at time-and-one-half). The use of compensatory time off (leave time) shall be contingent on staffing and scheduling, in the same manner as vacation leave requests.

**Payoff of Accrued Compensatory Time.** All compensatory time accumulated and not used shall be paid to the employee upon separation or upon promotion.

### **Call-Back Pay**

An employee called back to work during off-duty periods (days off, weekends, or after completing his/her normal work shift and having left City premises) shall be eligible for overtime compensation at time-and-one-half under the following conditions and circumstances, even though the employee may not have actually worked forty (40) hours during the work period:



- A. If the employee is called back to work during an off-duty period, and has to physically respond to the City work location, he/she shall receive a minimum of two (2) hours overtime compensation, regardless of whether the employee actually works less than two (2) hours, and actual overtime worked if the time spent exceeds two (2) hours.
- B. If the employee is able to respond to the matter by telephone or internet access, and does not physically respond to a City work location, he/she shall receive the minimum two (2) hours overtime compensation for the first call in any 12-hour off-duty period, and only actual overtime incurred for subsequent calls after the first two hours and within that same 12-hour off-duty period.
- C. In either event described in (A) or (B) above, a second or subsequent call-back occurring within the first two (2) hours shall be considered part of the continuous working time included in the minimum two (2) hours.
- D. It is the employee's responsibility to log or document the time spent on such calls to prove eligibility for call-back pay.
- E. This provision shall not apply to an employee whose normal work shift has been extended prior to leaving his/her normal work location.
- F. An employee who is called to report to work because of an emergency (i.e., call back circumstances) within one (1) hour prior to the start of the employee's normal work shift, will be paid at time-and-one-half for such time.

An employee responding to call-back situations shall be eligible for mileage reimbursement if: a) the employee is required to report to a work location outside of the Brea city limits in his/her personal vehicle, and then such reimbursement shall be limited to the mileage incurred between the Brea Civic and Cultural Center and the response location; or b) the employee responds from a location other than his/her home, outside Brea City limits, and then such reimbursement shall be limited to the one-way travel from the location to the location of his/her City vehicle to be used in the response. The employee shall be responsible for providing evidence of the travel distance in order to receive mileage reimbursement.

### **On-Call Assignment**

Designated qualified employees who are assigned to respond during non-scheduled work hours (primarily evenings, weekends, and holidays) at times of emergency shall be subject to on-call pay. The conditions and compensation regarding the assignment of employees to be available on-call are as follows. Consistent with the voluntary opt-in provision listed below, a list of employees assigned to be available and ready to respond to an emergency will be established and updated as needed by the Public Works Department. The Department will consider the following factors in establishing and maintaining on-call duty lists:

1. Probationary status. Employees must have completed an initial probationary period in a public works classification.
2. Special qualifications, such as skills or certifications required.
3. Past performance and/or reliability during previous on-call assignments and in performing their regular work.
4. Employees who have volunteered to be placed on-call.

Voluntary Opt-In - Public Works Divisions shall allow employees to voluntarily opt-in on a quarterly basis. Each quarter, the Division and those who opt-in shall arrange for a fair process acceptable to all parties as to how and when employees will select assignments for that quarter. During this process, which shall occur at least one (1) month in advance of that quarter, selection of a particular week for on-call is at the employee's discretion (subject to availability).

Forced Assignments - Should the Department have difficulty filling on-call slots using the above criteria, the Department will assign individual employees based on anticipated staffing needs required to ensure adequate emergency responses while taking "reverse seniority" into consideration whenever possible before mandating an assignment. Specifically, for any weeks left vacant (i.e. no volunteers), the Public Work Division shall proceed with a forced assignment in reverse seniority order (from the whole Division, not just those who opt in). Unless there are extenuating circumstances, once an employee has served a forced assignment, they are exempt from future forced assignments until all employees in the Division have served a forced assignment. Once the forced assignment list is exhausted, future forced assignments shall begin again with the entire Division list starting in an inverse seniority order. Employees with previously scheduled vacations are exempt from forced assignment for that week but shall remain on the forced assignment list until they've served a forced assignment. Street Sweepers are not eligible to volunteer for on-call assignments given their work schedule and will not be placed on the forced assignment list. Employees must receive supervisory approval before switching their on-call assignment with another employee.

On-Call Week - On-call duty assignments will begin each Wednesday at 5:00 pm and end at 6:30 am the following Wednesday. Employees placed on-call will be compensated at a rate of \$300 per week. Furthermore, on-call employees will be compensated an additional \$30 per day for each City holiday and for each day of the "Holiday Closure." When a holiday falls on a Wednesday, the telephone exchange shall occur the work day immediately prior (for that holiday week only) and revert back to Wednesday the following week. On-call employees who drive during the Holiday Closure to switch phones shall receive one (1) hour of straight time compensation to allow for the exchange.

Failure to complete the entire scheduled on-call period by either not responding in a timely manner to a contact for service or by being unavailable to respond during the scheduled period of on-call time may result in the employee not being compensated for any of the on-call time served and may result in disciplinary action. However, the Department may

take extenuating circumstances into consideration and prorate compensation on an hourly basis. When an employee becomes sick or has an emergency that prevents him/her from completing the on-call assignment, they shall contact their supervisor immediately to notify them of their inability to complete their assigned on-call duty due to illness or emergency. The supervisor may require documentary proof depending on the circumstances. When an employee complies with this requirement, they shall be paid for their on-call duty on a pro-rated basis. Employees who fill-in for those unavailable for their scheduled on-call duty will be paid on a prorated basis.

Employees assigned to the on-call list are required to:

Carry a City provided cell phone.

1. Answer the phone immediately or return the call within ten (10) minutes of a voice message or text being left for the employee.
2. Be prepared to respond immediately to the emergency which includes refraining from any activities that might delay a timely response and must have access to transportation at all times. Live no more than thirty (30) driving miles from the Public Works Yard in order to respond timely. This distance will be determined using a reputable Internet mapping site (e.g., Google Maps, Yahoo, MapQuest) to determine the driving distance the employee's residence is from Public Works Yard.
3. Employees shall not consume, be impaired by or have in their biological system alcohol or drugs while performing on-call duty. All of the provisions of the City of Brea Alcohol and Drug Use Policy shall apply to employee's participation in on-call duty. Employees shall remain within a thirty (30) mile driving distance at all times while on-call duty.
4. Follow all City and Public Works policies and procedures while on-call.

Employees will not be eligible to take on-call duty if the employee is on vacation or sick leave.

On-call compensation is not pay for time worked and is not considered pensionable compensation for CalPERS reporting (non-PERSable) purposes. On-call compensation is not counted towards computing FLSA overtime, but is in addition to any actual time served in responding to a contact for service that is otherwise compensated as outlined in the Emergency Call-Back Pay provisions of this MOU.

The on-call Pay Program does not modify or eliminate the Public Works Department's expectation that any and all Department employees may be called in or expected to respond in some manner in times of emergency or business necessity as determined by the Public Works Director or his/her designee.

Meetings - The City and the Association shall meet to review and discuss operational and programmatic issues that may arise from time to time involving the implementation of the

on-call program.

## **SPECIAL PAYS**

### **Bilingual Pay**

An employee required to speak in Spanish, or other eligible languages in addition to English, as part of the regular duties of his/her position, shall be compensated at the rate of \$100 per month in addition to the employee's regular rate of pay.

The Human Resources Manager shall designate which languages shall be eligible for bilingual pay based on community needs.

The Human Resources Manager shall administer the taking of competency tests to certify the employee as eligible for bilingual pay based on the employee's proficiency in speaking Spanish or other eligible languages. Such certification shall be a condition prior to qualifying for bilingual pay.

The City will authorize up to ten (10) Association bilingual assignments for which employees will receive bilingual pay at any one time, in addition to such number of bilingual assignment positions as the Police Chief determines necessary in the Records Bureau. The total number of assignment positions may be reduced based upon department need, as those positions become vacant due to loss of eligibility, resignation, retirement, or change of job class, department or bargaining unit.

An employee may become eligible for bilingual pay at any time. An employee must be recertified immediately prior to each anniversary date of being bilingual certified to continue to be eligible for bilingual pay. If the employee fails to reapply or to become recertified, the bilingual pay shall cease at the beginning of the payroll period immediately following the employee's anniversary date of being certified as eligible for bilingual pay. The employee is responsible to initiate the request for eligibility or recertification.

After two (2) consecutive years of successful recertification, the employee shall only be required to participate in the recertification process every four (4) years.

### **Special Assignment Compensation**

The Accounting Technician II assigned to Payroll shall receive special assignment pay of eight percent (8%) in addition to his/her regular rate of pay.

The City will provide a \$200 per month pay differential for up to two (2) employees in the classifications of Maintenance Service Worker I/II or Water Distribution Operator I/II who are pre-approved by the Department Director and who obtain and maintain state required chemical/pesticide applicator license/certification. Eligible employees will receive the additional compensation effective with the pay period in which he/she submits proof of certification. This additional pay is based on the employee taking full personal responsibility and liability for his/her own safety and the safety and health of those employees who may

be assigned to apply pesticides and herbicides under his/her oversight.

The City will meet on or after July 1, 2022 to discuss the need for special pays such as for holding the Certified Municipal Clerk certificate or for unusually hazardous work assignments.

### **Working out of Classification**

The City shall determine the necessity for working employees out of classification. The Department Director or City Manager may appoint an employee to an assignment which causes the employee to work in a higher classification. The Department Director or City Manager will determine the starting and ending dates for such assignments. The employee shall receive prior written notice of the working out of classification assignment. Once an employee is assigned to working out of classification, he/she shall remain in the assignment until the need for said assignment, in the opinion of the Department Director or City Manager, has been eliminated.

The City may work employees out of classification for up to twenty (20) days in a fiscal year without additional compensation. Employees who are assigned to work on a temporary basis in a higher classification for a total of twenty-one (21) days or more in a fiscal year, as specifically assigned by the Department Director or the City Manager, shall receive the first pay step of the higher classification or five percent (5%) in addition to the employee's regular rate of pay, whichever is greater. The additional pay rate shall commence on the twenty-first (21st) day of working within the assignment.

The City will meet on or after July 1, 2022 to discuss the need for a class study/job audit to determine whether Association job classifications are still accurate and whether existing employees are working within their classification or outside of it.

### **Temporary Assignments**

From time to time the City may determine the need to work employees out of classification as a Street Sweeper Operator or in an Accounting Technician II/Payroll assignment for a few days at a time. These temporary assignments are not subject to the twenty (20) day waiting period for additional compensation as outlined above, and shall be made after the completion of an initial training period, under the following conditions:

- A. A subsequent annual training period may be required by the Department Director, or designee.
- B. Assignments may be made through payroll time sheets instead of through personnel action forms.
- C. Prior written notice of the assignment to the employee is not required.
- D. An employee temporarily assigned as a Street Sweeper shall receive five percent (5%) in addition to the employee's regular rate of pay.

- E. An Accounting Technician II temporarily assigned to payroll shall receive special assignment pay of eight percent (8%) in addition to his/her regular rate of pay, while so assigned.

The City shall grandfather the currently qualified City employees receiving compensation either at the top step of the Street Sweeper Operator classification or five percent (5%) above their current compensation, whichever is greater.

If an employee is asked to temporarily perform a job and possesses a certificate or other qualification which would entitle them to receive a Special Pay if they were to permanently hold the position in question, the employee shall receive that Special Pay for the duration of the temporary assignment, provided they maintain the certificate/qualification in question. (Ex: an employee who possesses an Underground Storage Tank certificate would be paid for that certificate if s/he were a member of the APEA group. Should that employee be asked to temporarily fill in for an APEA member who would have been eligible for special pay for holding the Underground Storage Tank certificate, that employee would receive the APEA cert pay for the length of time that s/he is filling in for the APEA member.)

### **Uniform Allowance**

The City shall provide a lump sum uniform allowance of \$700 to employees in the following classifications:

Fire Prevention Specialist I/II  
Police Records Clerk  
Police Records Technician  
Senior Fire Prevention Specialist  
Senior Police Records Technician  
Administrative Clerk I/II (only when appointed to a position which requires a uniform [e.g., Police Records, Property/Evidence])

Uniform allowance shall be paid directly to the employee on a regularly scheduled pay day in July of each year. In order to comply with CalPERS reporting requirements for uniform allowance for Classic employees, allowance will be reported as earned on July 1. Earned period shall be defined to mean employed with the City on July 1. Payment for the uniform allowance will be paid in the pay period which includes July 1.

Newly appointed employees in the classifications listed above shall be provided the necessary uniform(s) as determined by their respective departments, and shall thereafter receive the annual allowance, as described above or receive a voucher for an initial uniform allowance of \$500, and shall thereafter receive the annual allowance as described above. Employees hired between January and June shall have the initial \$500 prorated according to the number of months prior to July (i.e., \$500 in January or before, \$417 in February, etc., rounded to the nearest whole dollar). The amount of the voucher will be reported on the employee's first payroll for income tax purposes as required by the Internal Revenue Service.

## **Work Shoe Reimbursement**

The City shall provide an annual work shoe allowance to field maintenance services employees, building inspectors, and public works inspectors in the classifications listed below for the cost of safety/work shoes/boots in the amount of \$250 per fiscal year in an allowance check in July of each fiscal year, and the employees will be solely responsible for all expenses related to the maintenance and repair of appropriate safety footwear. Classifications eligible for work shoe reimbursement are as follows:

- Building Inspector
- Building Maintenance Technician
- Code Enforcement Officer
- Environmental Services Inspector
- Fire Prevention Specialists I/II
- Heavy Equipment Mechanic I/II
- Landscape Maintenance Contract Administrator
- Maintenance Workers I/II
- Maintenance Services Crew Leader
- Public Works Inspectors I/II
- Senior Fire Prevention Specialist
- Street Sweeper Operator
- Water Distribution Operators I/II
- Water Distribution Crew Leader

Work shoe reimbursement will be extended to any other positions which may be created in addition to the above list which would require the use of field work boots.

Employees shall obtain and maintain appropriate safety footwear for their assigned duties.

## **ARTICLE V - LEAVES**

### **VACATION**

#### **Vacation Accruals**

Employees shall earn and accrue vacation leave time at the following rates:

Initial Hire	80 hours/yr	(approx. 3.08 hours per pay period)
Completion of 3-6 years	120 hours	(approx. 4.61 hours per pay period)
Completion of 7-12 years	140 hours	(approx. 5.38 hours per pay period)
Completion of 13-15 years	160 hours	(approx. 6.15 hours per pay period)
Completion of 16-18 years	185 hours	(approx. 7.11 hours per pay period)
Completion of 19 years +	200 hours	(approx. 7.69 hours per pay period)

In addition to the accrual rates specified above for regular full-time service, effective November 1, 2004, part-time regular service with the City of Brea, contiguous to and preceding current full-time appointment, will also be used to calculate vacation accrual rates.



For each twelve (12) months of regular part-time service, one half (.5) year of service will be added to determine the employee's accrual rate.

Part-time service that ended with a break in continuous service, followed by a new appointment, shall not be included.

Additional service credit for part-time regular service is only for the purpose of vacation accruals, and shall not be considered additional service for seniority, retirement or any other purpose.

### **Use of Vacation Leave**

Employees are encouraged to use at least forty (40) hours of vacation leave each fiscal year. Vacation leave time shall not be approved until such time as it has been earned. The time at which an employee shall take vacation leave shall be requested by the employee prior to the start of the vacation leave period. Such vacation leave to be taken shall be subject to the prior approval of the Department Director, or designee, subsequent to consideration of the departmental workload and other staffing considerations, such as but not limited to, the previously approved vacation schedule of other employees, sick leave and position vacancies.

### **Maximum Accrual of Vacation Leave**

Employees shall be entitled to accrue a maximum of four hundred (400) hours of vacation leave.

An employee who has maxed out her/his leave bank and whose timely request to use forty (40) hours or more of vacation is denied in writing by a supervisor shall be allowed to continue accruing for the next two (2) consecutive pay periods the value of vacation hours they would have otherwise accrued but for the City's refusal of his/her leave request. Within said two (2) consecutive pay periods the employee must be allowed to schedule at least forty (40) hours of vacation.

### **Buy-Back of Vacation Leave Hours**

Upon an employee's written request, the City will buy-back unused vacation hours subject to the following provisions:

- A. An employee must have used consecutive vacation leave time equivalent to one work week (e.g., 36, 40 or 44 consecutive hours) within one (1) year prior to the date of the request for vacation buy-back.
- B. The minimum amount of each buy-back shall be forty (40) hours.
- C. An employee must maintain a minimum balance of eighty (80) hours in his/her vacation leave bank.

- D. If the employee has been absent from work for an extensive time in the preceding year due to illness or injury and, therefore, unable to take the minimum required vacation leave, he/she may be authorized a buy-back if necessary to reduce the likelihood of reaching/exceeding maximum accumulation before he/she would be able to return to work. In the absence of a specific request from the employee, the City may initiate the buy-back in an amount sufficient to reduce and keep the balance below the maximum accumulation.

### **Vacation Payoff Upon Separation**

Upon separation from service, an employee shall be compensated at his/her current regular rate of pay for any vacation accrued but not taken.

## **HOLIDAYS**

City Recognized Holidays:

The City designates twelve (12) holidays per year as follows:

New Year's Day, January 1  
Martin Luther King's Birthday, third Monday in January  
Presidents' Day, third Monday in February  
Memorial Day, last Monday in May  
Independence Day, July 4  
Labor Day, first Monday in September  
Thanksgiving Day, fourth Thursday in November  
Friday after Thanksgiving  
Christmas Eve, December 24  
Christmas, December 25  
New Year's Eve, December 31  
Floating Holiday

A holiday is considered a maximum of nine (9) hours regardless of the employee's work schedule (such as 4/10, etc.). An employee who works an alternate schedule (i.e. 4/10) will need to supplement his or her holiday with another leave bank (floating, vacation or comp time).

Except on those years when Christmas, Christmas Eve, New Year's and/or New Year's Eve fall on a Saturday or Sunday, where it will be more efficient to use the Holiday time to "pay" for the Holiday Closure, if a holiday falls on a Sunday, the Monday following is observed. If a holiday falls on a Saturday the preceding Friday is observed.

If a holiday falls on a day that an employee is not scheduled to work he or she will receive the equivalent hours (maximum nine (9) hours) in his/her holiday bank. If an employee works on a holiday they will be compensated at his/her regular hourly rate of pay for hours worked. If they work fewer than nine (9) hours his/her time shall be augmented by holiday

time up to nine (9) hours and they shall accrue the balance of their nine (9) hours of holiday time. Example #1: An employee works five (5) hours on a holiday. They are paid for five (5) hours of regular time, four (4) of holiday time and they accrue five (5) hours of holiday time. Example #2: An employee works nine (9) hours on a holiday. They are paid for nine (9) hours of regular time and accrue nine (9) hours of holiday time. If a holiday falls on an 8-hour work day (non-9/80 Friday) the employee shall receive eight (8) hours pay for the day and one (1) hour of holiday time in their accrual bank. Employees are guaranteed 108 hours of holiday pay per each full year worked. Employees shall be in a paid status the day prior to and immediately following the holiday in order to receive holiday pay.

Time off taken during any part of the Christmas/New Year's Closure (Holiday Closure) period, as designated each year, shall be accounted for by using Holiday Bank hours to the extent that Holiday Bank hours are available in the employee's Holiday Bank. Vacation and or compensatory bank time may only be used to "pay" for days within the period designated as the Holiday Closure after the employee's Holiday Bank is exhausted.

Floating Holiday - Nine (9) hours of floating holiday leave time shall be granted to each employee on July 1 of each fiscal year. This time shall not be carried over from one fiscal year to the next. Newly hired employees shall be granted nine (9) hours of floating holiday leave time if hired between July 1 and December 31 of each year and four and one half (4.5) hours of floating holiday leave time if hired between January 1 and June 30 of each year.

#### **Employees Working on Designated Holidays:**

As City services must also be provided on certain holidays, it is not always possible to allow all employees the designated time off. For example, the City has responsibilities during some Fourth of July events, and street sweeping during the holiday periods. Those employees on the 9/80 or 4/10 work schedules who work on those holidays, whether by volunteering or being ordered, are not necessarily entitled to overtime (time-and-one-half) because paid leave time is not counted as time worked. To minimize the impact, the City and employees should have some alternatives. Depending on the specific need for coverage in a holiday situation, the following options may be utilized.

Voluntary schedule change for Holidays - When a designated holiday falls on employees' normally scheduled working day, and the program or function of that position is needed to provide services to the public on that day, the department will first seek qualified employees as volunteers to work on the holiday. This offer will be made, whenever possible, at least fourteen (14) calendar days prior to the holiday, except in emergencies as defined below, and employees volunteering to work will be committed to that schedule.

Voluntary schedule change for Special Events - When a designated special event falls on an employees' normally scheduled day off, and the program or function of that position is needed to provide services to the public on that day, the department will first seek qualified employees as volunteers to work at the special event. This offer will be made, whenever possible, at least fourteen (14) calendar days prior to the event, except in

emergencies as defined below, and employees volunteering to work will be committed to that schedule. Employees not pre-scheduled to work at such events will be placed on a rotating on-call list to replace employees who are unable to work as scheduled.

Alternative service providers - To minimize the impact on employees, or in the absence of qualified full-time employee volunteers, departments may schedule part-time employees or, when necessary and appropriate in the judgment of the City, utilize temporary or contract services.

Required to Work - If the voluntary or alternative methods do not provide the needed number and type of employees for work on the designated holiday, employees may be ordered to work, and such orders will be conveyed as far in advance as possible.

Emergency Situations - If an agreed holiday schedule must be altered within the two weeks preceding the holiday, due to unforeseen illness, injury or other circumstances beyond the City's control, volunteers will again be solicited and other alternatives will be considered. In the absence of qualified employees or alternatives, employees may be required to work.

If an employee is contacted and required to work on short notice (i.e., less than 24 hours preceding the holiday, or during the holiday), the provisions for emergency call-back shall apply in addition to pay for the holiday.

Unused Holiday leave time will be banked for future use. Therefore, full-time Employees working on a designated holiday (other than an emergency call back) will bank unused holiday hours as provided above to be taken at a later date of the employee's choosing, subject to Department approval, or to be paid off in March.

Employees working on a holiday, where the hours actually worked in that week exceed forty (40) hours, shall be paid overtime for the hours in excess of forty (40) hours.

Time off using Banked hours under this section shall be scheduled in the same manner as vacation or other prescheduled leave time.

Certain Police Department employees assigned to work on Memorial Day Holiday shall be allowed to bank and carry over into the following fiscal year a maximum of 9 hours in recognition that they may not be able to schedule time off prior to the end of the current fiscal year. The following classifications are subject to this provision: Police Records Clerk, Police Records Technician, and Senior Police Records Technician.

## **DONATION OF LEAVE TIME**

Employees may donate, on an hour-for-hour basis, vacation, holiday leave time, and/or compensatory leave time, to City employees who have exhausted all available accrued leave time due to a major medical condition.

All donations of paid leave time must be approved by the Human Resources Manager.

## **SICK LEAVE AND BEREAVEMENT LEAVE**

### **Sick Leave**

Employees shall earn eight (8) hours of sick leave per month. Sick leave shall be earned, commencing on the first day of employment, and shall accrue on a bi-weekly basis.

### **Personal Medical and Dental Appointments**

Subject to the approval of the Department Director and/or his/her designee, employees may utilize sick leave for personal medical and/or dental appointments.

### **Sick Leave Authorization for Immediate Family Members**

An employee shall be allowed to use up to a maximum ninety-six (96) hours of personal sick leave per fiscal year for medical and/or dental appointments for immediate family members, and/or illness or death of an immediate family member. Immediate family member as used in this Section is limited to the employee's parents and grandparents (natural, adoptive, foster, by marriage or legal guardians), current spouse, registered domestic partner, children and grandchildren (natural, adoptive, foster, or by marriage or domestic partnership), parents-in-law (or by domestic partnership), siblings, and siblings-in-law (or by domestic partnership). In the event of death in the immediate family, a death certificate or other acceptable evidence may be required by the Department Director before the sick leave is allowed. In the event of a serious illness in the immediate family, a medical certificate from an acceptable medical authority or a personal statement of such illness and an explanation of the need for the employee's absence, may be required by the Department Director. Such leave may take travel time into consideration. The amount of sick leave used in either of these two circumstances shall be reported on the appropriate leave request form.

### **Notification to Supervisor**

Any employee needing to be absent because of sickness or other physical disability shall notify the appropriate Department Director or immediate supervisor at least one day prior to such absence if circumstances permit, or as soon thereafter as possible. Any employee falsifying a reason for sick leave shall be subject to discipline, up to and including termination.

### **Bereavement Leave**

An employee shall be allowed up to twenty-seven (27) hours of bereavement leave for each incident of a death of an immediate family member (as defined above). This twenty-seven (27) hours of bereavement leave is in addition to the sick leave which an employee may use for death in the immediate family.

## **OTHER LEAVES**

### **Leave of Absence Without Pay**

The Department Director or designee may grant leaves of absence for a maximum of ninety (90) working days without pay to any employee if the circumstances of the particular case warrant and if the Department Director so recommends such leave of absence in writing. In the event the Department Director does not approve an employee's request for a leave of absence without pay, the request shall be forwarded to the Human Resources Manager, or his/her designee, for further review.

An employee, not under suspension, may make application for leave without pay after all available leave benefits, including vacation, compensatory time, holiday leave time, Family Care Leave, sick leave (subject to eligibility to use sick leave) and any other leave benefits have been completely used. No employment or fringe benefits such as sick leave, vacation, retirement, or any other benefits shall accrue to any employee on leave of absence without pay; except however, the City will continue to pay the employee's medical insurance up to the current maximum allowable under the current Flexible Benefit Plan program for a maximum of three (3) months during any one leave in any twelve (12) month period while an employee is on authorized leave.

Prior to the end of a leave of absence without pay, if the employee desires additional leave, written application must be made to the Department Director stating the reasons why the additional leave is required and why it would be in the best interest of the City to grant such leave of absence. If, in the Department Director's opinion, such additional leave is merited and would still preserve the best interests of the City, he/she may approve such extensions of leave of absence for a period not to exceed an additional ninety (90) working days. If the employee does not return to work prior to or at the end of such leave of absence or extension of leave of absence, the City shall consider that the employee has terminated his/her employment with the City.

An employee on leave of absence must give the City at least a seven (7) day written notice of the employee's intent to return to work.

Any employee who engages in outside employment during said leave of absence without prior notification and approval of the City Manager and Department Director shall be subject to termination. Any employee who falsified the reason for the request for said leave of absence or extension thereof may be terminated.

### **Employee Association Leave**

A reasonable number of the Executive Board of the Employee Organization recognized by the City Council shall be authorized leave of absence with pay according to the following provisions and within administrative directives:

A. To meet and confer as requested by the Human Resources Manager.

- B. To perform necessary representational functions at times prearranged and approved by the Department Director.
- C. For other matters that formal written approval may be granted by the Human Resources Manager.

## **ARTICLE VI - FRINGE BENEFITS**

### **Administration**

The City reserves the right to select the insurance carrier, or to administer any fringe benefit programs that now exist or may exist in the future during the term of this Memorandum of Understanding.

### **Selection and Funding**

In the administration of the fringe benefit programs, the City shall have the right to select any insurance carrier or other method of providing coverage to fund the benefits included under the terms of this Memorandum of Understanding, provided that the benefits of the employees shall be no less than those in existence as of implementation of this Agreement.

### **Changes**

If, during the term of this Memorandum of Understanding, any change of insurance carrier or method of funding for any benefit provided hereunder occurs, the City shall meet with the Association prior to any change of insurance carrier or method of funding the coverage.

### **Flexible Benefit Plan**

The City's Flexible Benefit Plan shall include, for the employee and eligible dependents, City sponsored: health insurance plans including medical, dental, and optical insurance. The Flexible Benefit Plan shall also include, for employees only, short-term disability, optional life insurance, deferred compensation, and tuition reimbursement as permitted under federal tax law for undergraduate college-level courses only.

Any additional contribution necessary to maintain medical, dental, vision, optional life insurance and/or short-term disability plans under the terms of this Agreement in excess of the specified amounts set forth in this Article shall be borne solely by the employee.

Effective the first full pay period on or after January 1, 2020 the Flexible Benefit contribution for employees enrolled in a City sponsored CalPERS medical plan shall be:

Single employee	\$800 per month
Employee plus 1 dependent	\$1,175 per month
Employee plus 2 or more dependents	\$1,550 per month



In the event that another bargaining unit negotiates a more favorable agreement in the areas of Flex Benefit Plan contributions and/or one-time lump sum payments, then the Association should be offered the same terms.

Employees hired prior to April 1, 2006, who have either opted out or enrolled in a health plan with a premium less than \$650 will continue to receive a \$650 contribution. Employees hired on/after April 1, 2006, shall receive the amount shown for the plan level in which they have enrolled. Those hired on/after April 1, 2006, who opt-out of a City medical plan will receive \$325 per month.

Employees who do not use the full amount of the Flexible Benefit contribution for optional benefits provided herein may elect to receive the remaining amount as taxable cash in the bi-weekly payroll, or to deposit the amount in a deferred compensation (457) plan.

Should the total cost of premiums for benefits selected under the Flexible Benefit Plan exceed the City's monthly contribution, the overage will be paid by the employee via pretax payroll deductions. The City will continue to pay the one-half percent (1/2%) administrative fee for the CalPERS Health Insurance Program medical insurance plan. If the administrative fee increases, the City and the Association shall meet and confer on the increase.

### **Retiree Medical Benefit**

Of the monthly amounts shown above, \$335 is considered to be the City's contribution toward the CalPERS Health Insurance Program for medical insurance and shall be reported to CalPERS as such. This \$335 shall be the City's contribution toward retiree medical insurance coverage. There is no opt out value for retiree medical coverage.

The parties intend that the entitlement to receive a retiree medical benefit of \$335 per month is a vested benefit for all employees hired by the City on or before June 30, 2017. The inclusion of this vesting language is to comply with the Supreme Court's decision in M&G Polymers v. Thackett, 135 S.Ct. 935 (2015), requiring that the intent to vest a benefit be explicitly set forth.

Effective June 30, 2017, for all new employees hired and subsequently retired from the City, the City's medical contribution towards retiree health insurance shall be the CalPERS Public Employees' Medical and Hospital Care Program (PEMHCA) minimum (as determined by CalPERS on an annual basis), not to exceed the actual cost of the plan selected. (PEMHCA minimum will be \$142 in calendar year 2021.)

### **Life Insurance**

The City shall provide each employee with a maximum of a \$50,000 term life insurance policy. An employee may purchase additional (optional) life insurance coverage either through the Flexible Benefit Plan or at his/her own expense.

### **Long-Term Disability Insurance Plan (LTD)**

The City shall provide Long-Term Disability Insurance benefits for all employees who have passed their initial probationary period during the term of this Agreement as provided for in the City's LTD Plan document except as provided for below.

Effective for qualifying illnesses or injuries occurring after March 1, 2008, Long-Term Disability (LTD) benefits shall equal 66-2/3% of the first \$6,500 of the employee's basic monthly earnings, reduced by any deductible benefits as described in the Plan Document. For the purposes of this benefit, "basic monthly earnings" means the regular salary range step amount applicable to the affected employee, exclusive of overtime or intermittent additional compensation that may be paid in any pay period. No benefits shall be payable for the first sixty (60) calendar days of each period of total disability, or the end of the period of accumulated paid sick leave to which the employee is entitled under the City's sick leave program, whichever is longer. After LTD benefits commence, the employee may elect to use any remaining paid leave (vacation or other accumulated leave) to supplement such benefits during the term of illness or injury leave. The amount of supplementation, in conjunction with the LTD benefit payment, shall not exceed the employee's normal payroll for the period.

### **Section 125 Program**

The City has implemented an Internal Revenue Section 125 program which allows employees to allocate specified amounts of monthly pre-tax salary or wages for the reimbursement of medical care expenses or dependent care expenses, or both. Employees who choose to participate in the program shall pay all program administration costs and/or fees.

### **Retirement Health Savings Plan (RHSP)**

Effective on and after the adoption of this MOU, contributions to an RHSP for Association employees must comply with the mandatory contribution provisions provided under IRS regulations. The City and the Association may create or amend contribution provisions prospectively to comply.

All full-time non-probationary employees will each contribute \$25 per month to the individual employee's Retirement Health Savings Plan. Future employees, will begin such contributions effective with the payroll period in which the employee is passed from probationary to regular (permanent) status.

The City agrees to meet at any convenient time during the term of this agreement to change or eliminate employee contributions at the Association's option and pursuant to IRS code.

## **RETIREMENT**

### **Public Employees' Retirement System (CalPERS)**

All employees covered under this Memorandum of Understanding shall be members of the State of California Public Employees' Retirement System (CalPERS) and are subject to all applicable provisions of the City's contract with CalPERS, as amended.

Classic Employees - The CalPERS plan in effect for "Classic" members is known as the 2% @ 55 formula for Local Miscellaneous Members based on the three highest consecutive years.

Effective the first full payroll period beginning on or after July 1, 2016, employees hired as "Classic" Miscellaneous employees under the CalPERS definition shall pay the entire seven percent (7%) CalPERS-mandated employee retirement contribution. Effective the first full payroll period beginning on or after July 1, 2017 Classic employees shall pay an additional one percent (1%) cost sharing contribution pursuant to Government Code Section 20516 for a total CalPERS employee contribution of eight percent (8%). This cost sharing contribution shall be treated as normal member CalPERS contributions to the extent provided by statute.

New Employees or New Members - Pursuant to California Public Employees' Pension Reform Act of 2013 (PEPRA), "new employees" and/or "new members" as those terms are defined in Government Code Section 7522.04 hired on or after January 1, 2013, are enrolled in the 2% at 62 retirement formula for Local Miscellaneous Members (Government Code Section 7522.20) based on the three highest consecutive years.

Pursuant to PEPRA, new employees or new members hired on or after January 1, 2013, shall pay at least 50% of the normal cost of pension as is determined each year by CalPERS to be the employee contribution rate.

Implementation of the above funding of the employee CalPERS contributions shall be accomplished by means of each affected employee incurring a payroll deduction each payroll period in the above amounts. Said payroll deductions shall be on a pre-tax basis pursuant to IRS Code Section 414 (h) (2).

### 1959 Survivor Benefit

The CalPERS Retirement Plan has been amended to include the Fourth Level 1959 Survivor Benefit. The employee shall pay 100% of all monthly costs for this benefit, in addition to the \$2.00 monthly cost for the basic level 1959 Survivor Benefit.

### Military Service Credit

The City has amended its contract with CalPERS to enact Government Code Section 21024, Military Service Credit.

### Retirement Amendments

Should the City enter negotiations with any other Miscellaneous bargaining unit to amend

the CalPERS contract, the City and Association agree to meet and confer at that time.

The Association agrees that the City may request to reopen discussions regarding employee payment of the employee CalPERS contribution at any time during the term of this MOU.

### **Social Security**

In the event the City and its employees are required to participate in the Federal Social Security Program, the contributions designated by law to be the responsibility of the employee shall be paid in full by the employee and the City shall not be obligated to pay or "pick up" any portion thereof.

## **WELLNESS PROGRAM**

Effective July 1, 2017 the City shall contribute a maximum of \$450 per fiscal year for each employee towards wellness and fitness programs for the employee, including any combination as provided hereinafter. Wellness expenses that are **not pre-approved** prior to incurring the expense may not be reimbursed. Pre-approval is not required for Body Scans and Chiropractic or Medical Care when all other requirements are met. For ongoing Cardiovascular & Strength Training programs, only one pre-approval is required per program, employees will not need to be pre-approved each year.

Preventive or Diagnostic Heart, Stroke, and Body Scanning - The City contribution shall be available for reimbursement for the costs of preventive and diagnostic medical evaluations involving scientific scanning processes and similar non-invasive techniques, which are not reimbursable under the employee's medical insurance plan. Employees must provide an itemized receipt for expenses incurred and the "Explanation of Benefits" (EOB) statement from his/her medical insurance carrier (i.e., denial of benefits).

Voluntary Medical Examinations and Chiropractic Care - For each employee, the contribution shall be available to pay for medical insurance deductibles or other non-reimbursed medical expenses for voluntary medical examinations or for treatment by a chiropractor which is not covered by the employee's medical insurance plan. The medical examination shall be conducted by a physician in active practice licensed by California State Law and within the scope of his/her practice as defined by California State Law. Employees are required to submit the cost of the medical examination through their medical insurance carrier prior to submitting a request for reimbursement from the City. An employee's request for reimbursement must be submitted to the Human Resources Officer, and must be accompanied by an itemized receipt for expenses incurred and the "Explanation of Benefits" (EOB) statement from his/her medical insurance carrier.

Weight Reduction - The City contribution shall be available for reimbursement of registration and meeting expenses for weight reduction programs. All subsequent requests for reimbursement submitted to the Human Resources Officer must be accompanied by an itemized receipt for expenses incurred, as well as verification of continued

participation/attendance. Employees will not be reimbursed for the cost of food or dietary supplements included in a weight reduction program.

Fitness, Cardiovascular and Strength Training Programs - Employees shall be entitled to reimbursement for cardiovascular and weight training programs. Reimbursable expenses must be pre-approved by the Human Resources Manager prior to incurring the expense. All employee requests for reimbursement must be accompanied by an itemized receipt for expenses incurred showing the employee member's name and dates of the covered enrollment period. Reimbursement will be made for the current program year only. If the employee pays for more than one program year, they will receive reimbursement for the second program year after the start of the next fiscal year.

Fitness, Cardiovascular and Strength Training Equipment - Employees may be reimbursed for pre-approved equipment purchases by submitting proof of purchase and a signed statement that the equipment will be used by the employee for his/her personal fitness program.

Following are some examples of items that would, and would not, qualify for Cardiovascular & Strength Training Programs & Equipment. A more comprehensive list is available in Human Resources:

**Cardio/Strength Training Program Examples:**

Qualified expenses

- Gym membership
- Martial arts classes
- Personal trainer
- Yoga classes

Non-qualified expenses

- Dance classes
- Pool memberships
- Sports leagues (Hockey, football, etc.)
- Wii Fit

**Cardio/Strength Training Equipment Examples**

Qualified expenses

- Exercise machines (treadmill, elliptical, stationary bike, etc)
- Weights, weight benches
- Punching bags
- Pedometer/Fitbit

Non-qualified expenses

- Bicycles
- Equipment floor mats
- Yoga Mats
- Gym clothes and shoes
- Equipment warranties
- Exercise DVDs

The Wellness Program does not reimburse for examinations or procedures for cosmetic or non-medically necessary services.

## **SERVICE CONNECTED INJURY OR ILLNESS**

### **Industrial Leave**

An employee of the City who sustains illness or injury arising out of his/her employment or in the course of his/her employment shall receive compensation, hospitalization benefits, surgical and/or medical attention, and if necessary, industrial injury leave in accordance with the provisions of the State of California Workers' Compensation Insurance and Safety Act, and the applicable provisions of Resolution No. 1462, adopted by the City Council on August 26, 1968.

Should it be determined that an employee's illness or injury did not arise out of his/her employment or in the course of his/her employment with the City, the employee's accrued, or if insufficient, future, sick leave shall be charged to reimburse the City for any payments made to the employee for industrial leave.

No employee may use accrued sick leave while on industrial leave.

Vacation and sick leave shall accrue for an employee receiving full salary continuance while on industrial leave.

**Expiration of Industrial Leave** Industrial leave shall expire when the first one of the following conditions occurs:

- A. The employee is able to return to a modified duty assignment and the City has such an assignment available.
- B. The employee is able to return to work to his/her regular position.
- C. The employee is able to return to work to another position designated by the City.
- D. The day before the employee is retired or separated due to disability; retirement eligibility and retirement date shall be determined by the Public Employees' Retirement System.

**Return to Work After Service Connected Illness or Injury** An employee claiming a service-connected injury or illness pursuant to the Labor Code of the State of California, as amended, or sick leave pursuant to regulations contained herein, may be required by the Human Resources Manager to submit a medical certificate signed by a duly-licensed physician, surgeon, or psychiatrist stating that the employee is capable of performing his/her duties or such of his/her duties as are enumerated in the certificate. The Human Resources Manager may require the employee to take an examination by a City designated physician, surgeon, or psychiatrist who shall make a report to the City as to the employee's ability to fully perform the duties and responsibilities of his/her position. In the event the certificate and reports enumerate less than all of the duties to which the employee may be assigned, the City may assign the employee duties and responsibilities which the City believes the employee is capable of performing. In cases of disabling illness or injury, the Human Resources Manager, or Department Director, shall assess the City's ability to provide reasonable accommodation.

## **ARTICLE VII - PROFESSIONAL DEVELOPMENT**

The Tuition Reimbursement program is designed to encourage employees to continue their self-development by enrolling in approved coursework towards an Associates, Bachelors, or Master's program that will educate them in new concepts and methods in their occupational field and prepare them to meet the changing demands of their job and/or help prepare them for advancement to positions of greater responsibility with the City. In addition,

Tuition Reimbursement is provided for professional development and certification programs.

### **Eligibility**

Eligibility for Reimbursement for Associate, Bachelor, Master or Doctorate Programs must meet the following requirements.

Courses must be: 1) related to the employee's current occupation; 2) related to a City classification to which the employee may reasonably expect promotion or 3) required for the completion of the pre-approved job-related major.

Education reimbursement monies shall only be applied to the verified cost of tuition, registration, course-related books, parking and laboratory fees for the approved education program.

Coursework as described herein must be completed at a college or university accredited by the Western Association of Schools and Colleges (WASC) or one of the equivalent Regional Accrediting Organizations, which include:

1. Middle States Association of Colleges and Schools (MSACS)
2. New England Association of Schools and Colleges Commission on Institutions of Higher Education (NEASC-CIHE)
3. Northwest Commission on Colleges and Universities (NWCCU)
4. North Central Association of Colleges and Schools Higher Learning Commission (NCACS-HLC)
5. Southern Association of Colleges and Schools Commission on Colleges (SACS)

Tuition shall not be granted for on-line attendance or other attendances at what are referred to as "degree mills." For purposes of this MOU only, a "degree mill" is an organization that awards academic degrees and diplomas with substandard or no academic study and without recognition by official educational accrediting bodies. These degrees are often awarded based on vaguely construed life experience. Some such organizations claim accreditation by non-recognized/unapproved accrediting bodies set up for the purposes of providing a veneer of authenticity.

### **Reimbursement**

Employees shall submit a request for Tuition Reimbursement to the Human Resources Department a minimum of ten (10) days prior to the scheduled program start date and obtain written approval from the Human Resources Department prior to enrolling for the desired course(s). The City will deny professional development and degree course work that is deemed not to be job related. Proof of completion of the approved college/university education program or professional development work shall consist of a certificate of



completion, or other verification of participation, or a college transcript showing a letter grade of "C" or better, or in cases where no letter grade is given, a certificate of completion or written proof that the college course work was completed in a satisfactory manner. Upon completion of the approved program, requests for reimbursement may be submitted to the Human Resources Manager and must be accompanied by a receipt for all eligible expenses paid.

### **Reimbursements from Other Sources**

If an employee receives tuition payments or refunds for professional development or degree coursework from other sources, the City will contribute the difference between the amount the employee receives from the other source and the authorized costs incurred by the employee to the maximum amount cited in the Reimbursement Schedule below.

### **Reimbursement Schedule**

Association members currently in progress of obtaining a degree under the terms and conditions of the 2017-2018 MOU shall be grandfathered in and continue with the reimbursement provisions contained in that MOU.

The maximum lifetime amount of education reimbursement available to each non-grandfathered employee shall be \$12,000 for a bachelor's degree and \$12,000 for master's degree (or a total of \$24,000) obtainable on a reimbursable basis with proof of completion of the degree(s) and eligible expenses. If an employee has previously obtained a bachelor's degree prior to employment with the City, then they shall be eligible to receive the lifetime maximum of \$24,000 for a master's degree.

An employee may submit for a partial payment in January after the completion of 50% of the units required for the bachelor's or master's degree or with the attainment of an associates of arts degree. The maximum available for the partial payment shall be no more than \$5,000 based on reimbursement of eligible expenses. In January after completion of the bachelors' degree or master's degree, an employee may submit for reimbursement of eligible expenses for an additional \$5,000. The employee may request reimbursement of the remaining \$2,000 for eligible expenses in the month of January a minimum of one (1) year after completion of degree. If the request for reimbursement of the remaining amount exceeds \$5,000 for a master's degree under the lifetime maximum provision, then the final amount will be reimbursed at an amount not to exceed \$5,000 per year.

The amount of tuition reimbursement available annually for pre-approved professional development and certification courses to each employee shall be \$750 for the twelve (12) month period September 1, through August 31, in which the course(s) are completed and requests receive final approval by the Human Resources Manager. Money used for professional development and certification courses will be deducted from the employee's total annual tuition reimbursement allocation.

Any Association employee who voluntarily elects to separate from the City shall be

required to reimburse the City for all tuition reimbursements received in the 24 months preceding such separation, at the rate of 1/24<sup>th</sup> for each full month he/she separates prior to 24 months.

## **ARTICLE VIII – OTHER PROVISIONS**

### **Health and Safety**

The City and the employees of the City agree to comply with all applicable Federal and State laws which relate to health and safety.

Each employee acknowledges his/her responsibility to obey City and Department safety rules and State and Federal safety regulations and to notify his/her supervisor promptly of unsafe working conditions, equipment and/or acts. The City acknowledges its responsibility to abate safety and health hazards, to the best of its ability.

### **Substance Abuse Policy**

It is the responsibility of all affected employees to cooperate to protect the lives, personal safety and property of co-workers and fellow citizens. The parties hereto and all affected employees shall take all reasonable steps to accomplish these goals and to minimize potential dangers.

It is in the best interest of the City, the Association, employees and the public to ensure that employees do not appear for work under the influence of drugs or alcohol, or possess illegal substances or alcohol while at work, because such conduct is likely to result in reduced productivity, an unsafe working environment, poor morale and increased potential liability to the City. "Under the influence of drugs" means the knowing use of any illegal substances or knowing misuse of a prescribed, or other intoxicating drug in a manner and to a degree that substantially impairs the employee's work performance or the ability to use City property or equipment safely.

The City pays for an Employee Assistance Program for employees who have problems with drugs and/or alcohol. The City and the Association agree that every effort shall be made by the City to refer employees who have such problems to this counseling service for assistance.

The City may, upon showing of reasonable suspicion that this policy is being violated, compel an employee who appears to be unable to perform any portion of his/her job to submit to a medical examination on City time and at the City's expense, which includes drug or alcohol screening. Refusal to submit to the test may be deemed insubordination and may subject the employee to discipline, up to and including termination. Nothing contained herein shall limit the City's right to discipline or discharge any employee.

### **Federal/State Mandated Programs**

In the event the City and its employees are required to participate in Federal or State mandated programs, the contribution designated by law to be the responsibility of the employee shall be paid in full by the employee and the City shall not be obligated to pay or "pick up" any portion thereof.

### **Reemployment Lists**

The names of employees who have been laid off due to reduction in force shall be placed on a layoff reemployment list for the classification the employee held at the time of the layoff. Each employee on a layoff reemployment list shall remain on that list for eighteen (18) months.

### **Written Response to Performance Evaluations**

An employee may submit a written response to his/her performance evaluation if the employee disagrees with all or part of the performance evaluation. The written response shall be attached to the performance evaluation and shall be included as part of the employee's permanent personnel record.

### **Review of Written Reprimand**

When a written reprimand is issued to an employee by other than the employee's department head, and the employee desires to dispute all or part of the reprimand, the employee may request and will be granted a meeting to discuss the issue with their department director alone. Any decision by a department director on the merits of a reprimand shall be final.

### **Use of City Cell Phones**

The City has adopted a cell-phone policy that establishes the conditions under which employees may be assigned and provided City cell-phones for business use. Such policy allows for limited (incidental) personal use at the employee's expense, either by direct reimbursement of actual costs as determined by the City, or by payroll deduction of a monthly fee. City employees required to have an assigned cell-phone for business-related purposes may choose a 'personal use' payment method, or may carry a separate personal cell-phone. This policy or provision shall not be interpreted to imply or authorize extensive personal calls on City time, or extensive personal use of a City cell-phone.

## **ARTICLE IX – LABOR MANAGEMENT RELATIONSHIP**

### **CITY RIGHTS**

The City reserves, retains, and is vested with, solely and exclusively, all rights of Management which have not been expressly abridged by specific provisions of this

Memorandum of Understanding or by law to manage the City, as such rights existed prior to the execution of this Memorandum of Understanding. The sole and exclusive rights of Management, as they are not abridged by this Agreement or by law, shall include, but not be limited to, the following rights:

- A. To manage the City generally and to determine the issues of policy.
- B. To determine the existence or non-existence of facts which are the basis of the Management decision.
- C. To determine the necessity and organization of any service or activity conducted by the City and expand or diminish services.
- D. To determine the nature, manner, means, and technology, and extent of services to be provided to the public.
- E. To determine methods of financing.
- F. To determine the types of equipment or technology to be used.
- G. To determine and/or change the facilities, methods, technology, means, and size of the work force by which the City operations are to be conducted.
- H. To determine and change the number of locations, relocations, and types of operations, processes, and materials to be used in carrying out all City functions including, but not limited to, the right to contract for or subcontract any work or operation.
- I. To assign work to and schedule employees in accordance with requirements as determined by the City, and to establish and change work schedules and assignments.
- J. To relieve employees from duties for lack of work or similar non-disciplinary reasons.
- K. To establish and modify productivity and performance programs and standards.
- L. To discharge, suspend, demote, or otherwise discipline employees for proper cause in accordance with the provisions and procedures set forth in departmental disciplinary procedure.
- M. To determine job classifications and to reclassify employees.
- N. To hire, transfer, promote, and demote employees for non-disciplinary reasons in accordance with this Memorandum of Understanding.
- O. To determine policies, procedures, and standards for selection, training, and promotion of employees.

- P. To establish employee performance standards including, but not limited to, quality and quantity standards; and to require compliance therewith.
- Q. To maintain order and efficiency in its facilities and operations.
- R. To establish and promulgate and/or modify rules and regulations and to maintain order and safety in the City which are not in contravention with this Agreement.
- S. To take any and all necessary action to carry out the mission of the City in emergencies.

Except in emergencies, or where the City is required to make changes in its operations because of the requirements of law, whenever the exercise of Management's rights impact employees represented by the Association, the City agrees to meet and confer in good faith with representatives of the Association regarding the impact of the exercise of such rights, unless the matter of the exercise of such rights is provided for in this Memorandum of Understanding, or in the City's Personnel Rules and Regulations, and/or Salary Resolutions, and/or Administrative Codes, which are incorporated in this Agreement. By agreeing to meet and confer with the Association as to the impact and the exercise of any of the foregoing City Rights, Management's discretion in the exercise of these rights shall not be diminished.

## **EMPLOYEE ORGANIZATIONAL RIGHTS AND RESPONSIBILITIES**

### **Dues and Association-Sponsored Insurance Premium Deductions**

The City shall deduct from each Association member's paycheck regular and periodic Association dues and Association-sponsored insurance program premiums. Such deductions shall be made upon receipt by the City of a signed authorization card from the Association member. Deduction authorization cards shall be furnished by the Association.

### **Maintenance of Membership**

Any employee in this unit who has authorized Association dues deductions shall continue to have such dues deductions made by the City during the term of this MOU; provided however, that any employee in the unit may terminate such Association dues during the period of February 1 through February 14 of each year of the MOU by notifying the Association in writing of his/her termination of Association dues deduction. Such notification shall be delivered in person or by U.S. mail and should be in the form of a letter. The Association will provide the City's Human Resources written notification that is certified by an authorized representative of the Association to the City of the dues cancellations within ten (10) business days after the close of the withdrawal period. The City shall process the changes the next full pay period following receipt by the City of the termination notice from the Union.

### **Indemnification**

The Association agrees to hold the City harmless and indemnify the City against any claims, causes of actions, or lawsuits arising out of the deduction or transmittal of funds to the Association; except upon the intentional failure of the City to transmit to the Association funds deducted from the employees pursuant to this Article.

### **Use of City Facilities**

- A. The Association may distribute pamphlets, brochures, and membership cards on City premises only during non-working hours.
- B. The Association may, with the approval of the City Manager, hold meetings with its members on City property during non-working hours, provided:
  - 1. Request is made to the City Manager as to the specific location and dates of the meeting prior to such meeting. Requests shall state the purpose of the meeting and be accompanied by copies of the agenda, notices to members and any other written communications regarding such meeting.
  - 2. Such meetings shall not involve political campaigns or fund-raising events.
  - 3. The City may charge a reasonable fee to offset the cost for the use of City facilities.

### **Bulletin Boards**

Space shall be made available to the Association on departmental bulletin boards provided such use does not interfere with the needs of the Department(s). The Association may use bulletin boards only for the following purposes:

- A. Notice of recreational, social, or other related events.
- B. Scheduling Association meetings.
- C. Information concerning Association elections and the results thereof.
- D. Reports of official Association business, including Association newsletters, reports of committees, and the Board of Directors of the Association.
- E. Any other written material which first has been approved and initialed by the Human Resources Manager, or designee. The Human Resources Manager, or designee, must either approve or disapprove a request for posting within twenty-four (24) hours, excluding Saturday, Sunday and legal holidays, from the receipt of the material and the request to post it. The Human Resources Manager, or designee, shall not unreasonably withhold permission to post.

### **Labor Management Committee**

The City agrees to work with the Association to establish a labor management committee to discuss issues of mutual concern as needed.

## **NO STRIKE - NO LOCKOUT**

### **Prohibited Conduct**

The Association, its officers, agents, representatives and/or members agree that they will not cause or condone any strike, walkout, slowdown, sick-out, or any other job action by withholding or refusing to perform services.

The City agrees that it shall not lockout its employees during the term of this Agreement. The term "lockout" is hereby defined so as not to include discharge, suspension, termination, layoff, failure to recall, or failure to return to work of employees of the City in the exercise of its rights as set forth in any of the provisions of this Agreement or applicable ordinance of law.

Any employee who participates in any conduct prohibited above may be subject to disciplinary action up to and including termination.

In addition to any other lawful remedies or disciplinary actions available to the City, if the Association fails, in good faith, to perform all responsibilities listed in the "Association Responsibility" section of this article below, the City may suspend any and all of the rights and privileges, accorded to the Association under the Employee Relations Resolution and this Memorandum of Understanding, including, but not limited to: suspension of recognition of the Association, grievance procedures, right of access, check-off, and the use of the City's bulletin boards and facilities.

### **Association Responsibility**

In the event that the Association, its officers, agents, representatives, or members engage in any of the conduct prohibited above, the Association or its duly authorized representatives shall immediately instruct any employees engaging in such conduct that their conduct is in violation of this Memorandum of Understanding and is unlawful, and they should immediately cease engaging in the prohibited conduct and return to work.

If the Association performs all of the responsibilities set forth above, its officers, agents and representatives shall not be liable for damages for prohibited conduct performed by employees who are covered by this Agreement.



## **ARTICLE X – MOU CONTRACT PROVISIONS**

### **ENTIRE MEMORANDUM OF UNDERSTANDING**

It is the intent of the parties hereto that the provisions of this Memorandum of Understanding shall supersede all prior agreements and memoranda of agreement, or memoranda of understanding, or contrary salary and/or personnel resolutions or Administrative Codes, or other provisions of the City, including oral or written, expressed or implied, between the parties. This Memorandum of Understanding shall govern the entire relationship, and shall be the sole source of any and all rights which may be asserted hereunder. This Memorandum of Understanding is not intended to conflict with Federal or State law.

Notwithstanding the provisions above, there exists within the City certain Human Resources Rules and Regulations, departmental rules and regulations and other items and conditions of employment. To the extent that this Agreement does not specifically contradict these Human Resources Rules and Regulations, departmental rules and regulations, and/or other items and conditions of employment, they shall continue subject to being changed by the City in accordance with the exercise of City rights under this Agreement and applicable State Law.

Except as specifically provided herein, no employee in the bargaining unit shall suffer any reduction in salary or economic benefits, such as health insurance and life insurance, sick leave or vacation, as a result of entering into this Agreement.

### **EMERGENCY WAIVER PROVISION**

In the event of circumstances beyond the control of the City, such as acts of God, fire, flood, insurrection, civil disorder or national emergency, or similar circumstances, the provisions of this Memorandum of Understanding or the City's Human Resources Rules and Regulations, which restrict the City's ability to respond to these emergencies, shall be suspended for the duration of such emergency. After the emergency is over, the Association shall have the right to meet and confer with the City regarding the impact on employees of the suspension of these provisions in the Memorandum of Understanding and any City Human Resources Rules and policies.

### **SEVERABILITY**

Should any provision of this Memorandum of Understanding be found to be inoperative, void, or invalid by a court of competent jurisdiction, all other provisions of this Memorandum of Understanding shall remain in full force and effect for the duration of this Memorandum of Understanding.

## TERM OF MEMORANDUM OF UNDERSTANDING

The term of this Memorandum of Understanding shall commence on July 1, 2020, and shall continue in full force and effect through June 30, 2023.

## RATIFICATION AND EXECUTION

The City and the Association acknowledge that this Memorandum of Understanding shall not be in full force and effect until adopted by the City Council of the City of Brea. Subject to the foregoing, this Memorandum of Understanding is hereby executed by the authorized representatives of the City and the Association and entered into this 20th day of July, 2021.

### CITY OF BREA

\_\_\_\_\_  
Mayor

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

\_\_\_\_\_  
Attest: City Clerk

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

### BREA CITY EMPLOYEES' ASSOCIATION

By: 

Dated: 7-14-21

By: \_\_\_\_\_

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

# **EXHIBIT A**

## List of Represented Classifications

# EXHIBIT A

## **Brea City Employees' Association**

### **List of Represented Classifications**

Accountant I  
Accounting Technician I  
Accounting Technician II  
Administrative Clerk I  
Administrative Clerk II  
Assistant Engineer  
Assistant Planner  
Assistant to the City Clerk  
Building Inspector  
Building Maintenance Technician  
Business Outreach Specialist  
City Clerk Specialist  
Code Enforcement Officer  
Community Development Specialist  
Duplicating Technician I  
Duplicating Technician II  
Economic Development Analyst I  
Engineering Technician I  
Engineering Technician II  
Environmental Services Inspector  
Fire Prevention Specialist I  
Fire Prevention Specialist II  
Heavy Equipment Mechanic I  
Heavy Equipment Mechanic II  
Help Desk Technician  
Housing Rehabilitation Specialist  
Landscape Maintenance Contract Administrator  
Maintenance Services Crew Leader

Maintenance Services Worker I  
Maintenance Services Worker II  
Media Services Specialist I  
Permit Technician  
Planning Technician  
Police Community Outreach Coordinator  
Police Records Clerk  
Police Records Technician  
Public Works Inspector I  
Public Works Inspector II  
Reprographic Specialist  
Secretary  
Senior City Clerk Specialist  
Senior Fire Prevention Specialist  
Senior Police Records Technician  
Street Sweeper Operator  
Water Distribution Crew Leader  
Water Distribution Operator I  
Water Distribution Operator II

# **EXHIBIT B**

Salary Tables  
Effective July 13, 2019 – July 9, 2021

## EXHIBIT B

### Salary Tables Effective 07/13/2019- 07/09/2021

<u>JOB CLASS TITLE</u>	<u>(MONTHLY)</u>	
	<u>MINIMUM</u>	<u>MAXIMUM</u>
Accountant I	\$5,581.09	\$7,145.16
Accounting Technician I	\$3,468.00	\$4,439.89
Accounting Technician II	\$3,814.96	\$4,884.09
Administrative Clerk I	\$3,142.41	\$4,023.06
Administrative Clerk II	\$3,455.33	\$4,423.68
Assistant Engineer	\$5,997.08	\$7,677.74
Assistant Planner	\$5,247.66	\$6,718.29
Assistant to the City Clerk	\$3,878.14	\$4,964.97
Building Inspector	\$5,273.17	\$6,750.96
Building Maintenance Technician	\$4,557.73	\$5,835.01
Business Outreach Specialist	\$4,119.94	\$5,274.54
City Clerk Specialist	\$3,455.33	\$4,423.68
Code Enforcement Officer	\$5,273.17	\$6,750.96
Community Development Specialist	\$4,012.19	\$5,136.59
Duplicating Technician I	\$3,177.40	\$4,067.85
Duplicating Technician II	\$3,969.89	\$5,082.43
Economic Development Analyst I	\$5,542.56	\$7,095.84
Engineering Technician I	\$3,960.45	\$5,070.35
Engineering Technician II	\$4,754.00	\$6,086.29
Environmental Services Inspector	\$5,404.89	\$6,919.59
Fire Prevention Specialist I	\$4,617.57	\$5,911.62
Fire Prevention Specialist II	\$5,249.77	\$6,720.99



<b><u>JOB CLASS TITLE</u></b>	<b>(MONTHLY)</b>	
	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>
Heavy Equipment Mechanic I	\$4,221.38	\$5,404.40
Heavy Equipment Mechanic II	\$4,644.27	\$5,945.81
Help Desk Technician	\$4,530.09	\$5,799.63
Housing Rehabilitation Specialist	\$5,017.39	\$6,423.49
Landscape Maintenance Contract Administrator	\$5,025.51	\$6,433.88
Maintenance Services Crew Leader	\$4,785.32	\$6,126.38
Maintenance Services Worker I	\$3,836.69	\$4,911.90
Maintenance Services Worker II	\$4,028.70	\$5,157.72
Media Services Specialist I	\$4,579.08	\$5,862.35
Permit Technician	\$4,016.96	\$5,142.70
Planning Technician	\$4,051.53	\$5,186.96
Police Community Outreach Coordinator	\$4,693.56	\$6,008.92
Police Records Clerk	\$3,692.88	\$4,727.79
Police Records Technician	\$3,878.14	\$4,964.97
Public Works Inspector I	\$4,475.68	\$5,729.97
Public Works Inspector II	\$5,273.17	\$6,750.96
Reprographics Specialist	\$4,754.00	\$6,086.29
Secretary	\$3,820.51	\$4,891.19
Senior City Clerk Specialist	\$3,878.14	\$4,964.97
Senior Fire Prevention Specialist	\$5,774.74	\$7,393.09
Senior Police Records Technician	\$4,264.54	\$5,459.66
Street Sweeper Operator	\$4,321.31	\$5,532.33
Water Distribution Crew Leader	\$5,595.64	\$7,163.79
Water Distribution Operator I	\$4,230.32	\$5,415.85
Water Distribution Operator II	\$4,512.59	\$5,777.23

# **EXHIBIT C**

Salary Tables  
Effective July 10, 2021 – July 8, 2022

## EXHIBIT C

### Salary Tables Effective 07/10/2021- 07/08/2022

<u>JOB CLASS TITLE</u>	(MONTHLY)	
	<u>MINIMUM</u>	<u>MAXIMUM</u>
Accountant I	\$5,748.52	\$7,359.52
Accounting Technician I	\$3,572.04	\$4,573.08
Accounting Technician II	\$3,929.41	\$5,030.61
Administrative Clerk I	\$3,236.69	\$4,143.75
Administrative Clerk II	\$3,558.99	\$4,556.39
Assistant Engineer	\$6,177.00	\$7,908.07
Assistant Planner	\$5,405.09	\$6,919.84
Assistant to the City Clerk	\$3,994.48	\$5,113.92
Building Inspector	\$5,431.37	\$6,953.48
Building Maintenance Technician	\$4,694.46	\$6,010.06
Business Outreach Specialist	\$4,243.54	\$5,432.77
City Clerk Specialist	\$3,558.99	\$4,556.39
Code Enforcement Officer	\$5,431.37	\$6,953.48
Community Development Specialist	\$4,132.56	\$5,290.69
Duplicating Technician I	\$3,272.72	\$4,189.88
Duplicating Technician II	\$4,088.99	\$5,234.91
Economic Development Analyst I	\$5,708.83	\$7,308.71
Engineering Technician I	\$4,079.27	\$5,222.46
Engineering Technician II	\$4,896.62	\$6,268.88
Environmental Services Inspector	\$5,567.04	\$7,127.17
Fire Prevention Specialist I	\$4,756.09	\$6,088.97
Fire Prevention Specialist II	\$5,407.26	\$6,922.62

<b><u>JOB CLASS TITLE</u></b>	<b>(MONTHLY)</b>	
	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>
Heavy Equipment Mechanic I	\$4,348.02	\$5,566.53
Heavy Equipment Mechanic II	\$4,783.60	\$6,124.18
Help Desk Technician	\$4,665.99	\$5,973.62
Housing Rehabilitation Specialist	\$5,167.91	\$6,616.20
Landscape Maintenance Contract Administrator	\$5,176.27	\$6,626.90
Maintenance Services Crew Leader	\$4,928.88	\$6,310.18
Maintenance Services Worker I	\$3,951.79	\$5,059.26
Maintenance Services Worker II	\$4,149.56	\$5,312.45
Media Services Specialist I	\$4,716.45	\$6,038.22
Permit Technician	\$4,137.47	\$5,296.98
Planning Technician	\$4,173.08	\$5,342.57
Police Community Outreach Coordinator	\$4,834.37	\$6,189.18
Police Records Clerk	\$3,803.67	\$4,869.63
Police Records Technician	\$3,994.48	\$5,113.92
Public Works Inspector I	\$4,609.95	\$5,901.87
Public Works Inspector II	\$5,431.37	\$6,953.48
Reprographics Specialist	\$4,896.62	\$6,268.88
Secretary	\$3,935.13	\$5,037.93
Senior City Clerk Specialist	\$3,994.48	\$5,113.92
Senior Fire Prevention Specialist	\$5,947.99	\$7,614.89
Senior Police Records Technician	\$4,392.48	\$5,623.45
Street Sweeper Operator	\$4,450.94	\$5,698.30
Water Distribution Crew Leader	\$5,763.50	\$7,378.70
Water Distribution Operator I	\$4,357.23	\$5,578.33
Water Distribution Operator II	\$4,647.97	\$5,950.54

# **EXHIBIT D**

Salary Tables  
Effective July 9, 2022 – June 30, 2023

## EXHIBIT D

### Salary Tables Effective 07/09/2022- 06/30/2023

<u>JOB CLASS TITLE</u>	(MONTHLY)	
	<u>MINIMUM</u>	<u>MAXIMUM</u>
Accountant I	\$5,920.97	\$7,580.30
Accounting Technician I	\$3,679.20	\$4,710.28
Accounting Technician II	\$4,047.30	\$5,181.53
Administrative Clerk I	\$3,333.79	\$4,268.07
Administrative Clerk II	\$3,665.76	\$4,693.08
Assistant Engineer	\$6,362.31	\$8,145.32
Assistant Planner	\$5,567.24	\$7,127.44
Assistant to the City Clerk	\$4,114.31	\$5,267.33
Building Inspector	\$5,594.31	\$7,162.09
Building Maintenance Technician	\$4,835.29	\$6,190.36
Business Outreach Specialist	\$4,370.85	\$5,595.76
City Clerk Specialist	\$3,665.76	\$4,693.08
Code Enforcement Officer	\$5,594.31	\$7,162.09
Community Development Specialist	\$4,256.54	\$5,449.41
Duplicating Technician I	\$3,370.90	\$4,315.58
Duplicating Technician II	\$4,211.66	\$5,391.96
Economic Development Analyst I	\$5,880.10	\$7,527.97
Engineering Technician I	\$4,201.64	\$5,379.14
Engineering Technician II	\$5,043.52	\$6,456.95
Environmental Services Inspector	\$5,734.05	\$7,340.99
Fire Prevention Specialist I	\$4,898.78	\$6,271.64
Fire Prevention Specialist II	\$5,569.48	\$7,130.30

<b><u>JOB CLASS TITLE</u></b>	<b>(MONTHLY)</b>	
	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>
Heavy Equipment Mechanic I	\$4,478.46	\$5,733.53
Heavy Equipment Mechanic II	\$4,927.11	\$6,307.91
Help Desk Technician	\$4,805.97	\$6,152.82
Housing Rehabilitation Specialist	\$5,322.95	\$6,814.68
Landscape Maintenance Contract Administrator	\$5,331.56	\$6,825.71
Maintenance Services Crew Leader	\$5,076.74	\$6,499.48
Maintenance Services Worker I	\$4,070.34	\$5,211.04
Maintenance Services Worker II	\$4,274.04	\$5,471.83
Media Services Specialist I	\$4,857.95	\$6,219.36
Permit Technician	\$4,261.59	\$5,455.89
Planning Technician	\$4,298.27	\$5,502.85
Police Community Outreach Coordinator	\$4,979.40	\$6,374.86
Police Records Clerk	\$3,917.78	\$5,015.72
Police Records Technician	\$4,114.31	\$5,267.33
Public Works Inspector I	\$4,748.25	\$6,078.93
Public Works Inspector II	\$5,594.31	\$7,162.09
Reprographics Specialist	\$5,043.52	\$6,456.95
Secretary	\$4,053.18	\$5,189.07
Senior City Clerk Specialist	\$4,114.31	\$5,267.33
Senior Fire Prevention Specialist	\$6,126.43	\$7,843.33
Senior Police Records Technician	\$4,524.25	\$5,792.16
Street Sweeper Operator	\$4,584.47	\$5,869.25
Water Distribution Crew Leader	\$5,936.41	\$7,600.06
Water Distribution Operator I	\$4,487.95	\$5,745.68
Water Distribution Operator II	\$4,787.41	\$6,129.06



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City of Brea

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**COUNCIL COMMUNICATION**

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

**FROM:** Bill Gallardo, City Manager

**DATE:** 07/20/2021

**SUBJECT:** Outgoing Payment Log and June 18, 25 and July 2, 9 and 16, 2021 City Check Disbursements

---

**RECOMMENDATION**

Receive and file.

**RESPECTFULLY SUBMITTED:**

William Gallardo, City Manager

Prepared by: Alicia Brenner, Senior Fiscal Analyst

Concurrence: Cindy Russell, Administrative Services Director

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**Attachments**

Outgoing Payment Log

06-18-2021 Disbursement Register

06-25-2021 Disbursement Register

06-30-2021 Disbursement Register

07-09-2021 Disbursement Register

07-16-2021 Disbursement Register

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**City of Brea**  
**Outgoing Payment Log**  
**June 2021**

Effective Date	Vendor	Description	Amount
<b><u>General Account Electronic payments</u></b>			
6/2/2021	Elavon	Credit card processing fees	9,037.90
6/3/2021	AP Neon One	Theatre processing fees	24.00
6/3/2021	CA Dept of Tax	Sales tax	982.32
6/3/2021	Citizens Business Bank	Credit card processing fees	2,963.05
6/3/2021	Paypal	Paypal processing fees	108.05
6/4/2021	ADP	ILJAOE Payroll service fee	126.45
6/4/2021	Brea Payroll	Brea staff payroll	823,778.42
6/4/2021	Brea Payroll	Employee deductions	95,579.40
6/4/2021	EDD	Payroll State taxes	52,613.10
6/4/2021	CA SDU	Child support payments	771.57
6/4/2021	IRS	Payroll Federal taxes	164,289.39
6/7/2021	CALPERS	Medical payment	382,931.43
6/7/2021	CALPERS	Member retirement	214,734.94
6/10/2021	AP Neon One	Theatre processing fees	46.50
6/16/2021	Brea Payroll	Brea staff payroll	217.90
6/18/2021	Brea Payroll	Brea staff payroll	835,349.41
6/18/2021	Brea Payroll	Employee deductions	96,805.77
6/18/2021	EDD	Payroll State taxes	54,826.96
6/18/2021	CA SDU	Child support payments	737.20
6/18/2021	IRS	Payroll Federal taxes	170,793.23
6/18/2021	CALPERS	Member retirement	215,569.38
6/21/2021	Elavon	Credit card processing fees	179.50
6/22/2021	Citizens Business Bank	Monthly banking service fee	1,661.02
6/22/2021	Telecheck	Telecheck processing fees	153.73
6/25/2021	Paymentus	Monthly service fee	8,095.38
6/29/2021	ILJAOE Payroll	ILJAOE staff salary & payroll taxes	12,999.74
			<u>3,145,375.74</u>
<b><u>Imprest Accounts</u></b>			
	Various	Workers Compensation Claims	76,159.41
	Various	General Liability Claims	28,816.60
		Subtotal	<u>104,976.01</u>
			<u><u>\$ 3,250,351.75</u></u>

# City Disbursement Register

Between Jun 14, 2021 12:00 AM and Jun 18, 2021 11:59 PM

Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
187856	ALL AMERICAN ASPHALT	06/18/2021	1571	510707320	RETENTION:ALLEY REHAB	\$7,152.98
<b>ALL AMERICAN ASPHALT</b>					<b>Total Check Amount:</b>	<b>\$7,152.98</b>
187857	ATLAS TECHNICAL CONSULTANTS, LLC	06/18/2021	30469	510707464	ENGG SVCS DEC20/JAN21	\$150.00
		06/18/2021	30469	510707311	ENGG SVCS DEC20/JAN21	\$150.00
		06/18/2021	30469	510707453	ENGG SVCS DEC20/JAN21	\$87.50
<b>ATLAS TECHNICAL CONSULTANTS, LLC</b>					<b>Total Check Amount:</b>	<b>\$387.50</b>
187858	AVENU INSIGHTS & ANALYTICS, LLC	06/18/2021	29396	110141424	PROP LINK 2021 Q2	\$1,750.00
<b>AVENU INSIGHTS &amp; ANALYTICS, LLC</b>					<b>Total Check Amount:</b>	<b>\$1,750.00</b>
187859	BREA INDUSTRIAL II, LLC	06/18/2021	25714	840000000	DEVELOPER FEE REFUND	\$12,649.32
<b>BREA INDUSTRIAL II, LLC</b>					<b>Total Check Amount:</b>	<b>\$12,649.32</b>
187860	BREA INDUSTRIAL II, LLC	06/18/2021	25714	840000000	DEVELOPER FEE REFUND	\$3,983.08
<b>BREA INDUSTRIAL II, LLC</b>					<b>Total Check Amount:</b>	<b>\$3,983.08</b>
187861	BREA ROTARY CLUB	06/18/2021	1338	110212111	QTRLY DUES JAN-MAR21	\$124.00
<b>BREA ROTARY CLUB</b>					<b>Total Check Amount:</b>	<b>\$124.00</b>
187862	CALIF BUILDING STANDARDS COMMISSION	06/18/2021	20578	110	GRNBLDG FEES 20/21 Q3	\$1,108.60
		06/18/2021	20578	110000000	10%AGNCY GBF 20/21 Q3	(\$110.86)
<b>CALIF BUILDING STANDARDS COMMISSION</b>					<b>Total Check Amount:</b>	<b>\$997.74</b>
187863	ATIYA CHAUDRY	06/18/2021	15105	110	CREDIT BALANCE REFUND	\$28.59
<b>ATIYA CHAUDRY</b>					<b>Total Check Amount:</b>	<b>\$28.59</b>
187864	CITY OF SANTA ANA	06/18/2021	13773	110212111	DT/ACT INSTRUCTOR UPD	\$225.00
<b>CITY OF SANTA ANA</b>					<b>Total Check Amount:</b>	<b>\$225.00</b>

# City Disbursement Register

Between Jun 14, 2021 12:00 AM and Jun 18, 2021 11:59 PM

Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
187865	COAST RECREATION, INC.	06/18/2021	17790	110515141	SEESAW PARTS	\$719.28
<b>COAST RECREATION, INC.</b>					<b>Total Check Amount:</b>	<b>\$719.28</b>
187866	COUNTRY REGISTER	06/18/2021	13346	110404421	BACKYARD BOUTIQUE AD	\$249.00
<b>COUNTRY REGISTER</b>					<b>Total Check Amount:</b>	<b>\$249.00</b>
187867	COUNTY OF LOS ANGELES	06/18/2021	18192	110212132	WEIGHT SCALES INSP	\$100.00
<b>COUNTY OF LOS ANGELES</b>					<b>Total Check Amount:</b>	<b>\$100.00</b>
187868	COUNTY OF ORANGE	06/18/2021	4799	110212122	FINGERPRINT ID JUN21	\$2,005.00
<b>COUNTY OF ORANGE</b>					<b>Total Check Amount:</b>	<b>\$2,005.00</b>
187869	COUNTY OF ORANGE	06/18/2021	4799	110212111	PRE-BOOKING FORMS	\$135.20
<b>COUNTY OF ORANGE</b>					<b>Total Check Amount:</b>	<b>\$135.20</b>
187870	COUNTY OF ORANGE	06/18/2021	4799	110212122	CLETS SUPPORT MAY21	\$1,104.51
<b>COUNTY OF ORANGE</b>					<b>Total Check Amount:</b>	<b>\$1,104.51</b>
187871	DEPARTMENT OF CONSERVATION	06/18/2021	2278	110	STRONG MOTION FEES Q3	\$4,663.35
		06/18/2021	2278	110000000	5% 20/21 Q3 SM FEES	(\$233.17)
<b>DEPARTMENT OF CONSERVATION</b>					<b>Total Check Amount:</b>	<b>\$4,430.18</b>
187872	DESTINY SOFTWARE, INC.	06/18/2021	26623	475141471	REINSTALL AGENDAQUICK	\$750.00
<b>DESTINY SOFTWARE, INC.</b>					<b>Total Check Amount:</b>	<b>\$750.00</b>
187873	DOUG MARTIN CONTRACTING INC	06/18/2021	4512	420000000	CLOSED WATER ACCOUNT	\$2,285.77
<b>DOUG MARTIN CONTRACTING INC</b>					<b>Total Check Amount:</b>	<b>\$2,285.77</b>
187874	SOUTHERN CALIFORNIA EDISON	06/18/2021	3343	880515113	ELECTRICITY MAY 2021	\$14.34
		06/18/2021	3343	110515143	ELECTRICITY MAY 2021	\$47.31
		06/18/2021	3343	343515112	ELECTRICITY MAY 2021	\$155.18
		06/18/2021	3343	420515131	ELECTRICITY MAY 2021	\$4,620.50
		06/18/2021	3343	490515151	ELECTRICITY MAY 2021	\$20,108.87
		06/18/2021	3343	341515112	ELECTRICITY MAY 2021	\$108.72
		06/18/2021	3343	345515112	ELECTRICITY MAY 2021	\$56.73
		06/18/2021	3343	346515112	ELECTRICITY MAY 2021	\$215.55
		06/18/2021	3343	361515148	ELECTRICITY MAY 2021	\$15.12
		06/18/2021	3343	110515121	ELECTRICITY MAY 2021	\$3,137.46
		06/18/2021	3343	430515123	ELECTRICITY MAY 2021	\$69.30
<b>SOUTHERN CALIFORNIA EDISON</b>					<b>Total Check Amount:</b>	<b>\$28,549.08</b>
187875	EIDE BAILLY LLP	06/18/2021	29040	110141431	AGREED UPON FY18-FY20	\$20,000.00
<b>EIDE BAILLY LLP</b>					<b>Total Check Amount:</b>	<b>\$20,000.00</b>
187876	ENTERPRISE SECURITY, INC.	06/18/2021	18042	181404250	BCC CARD ACCESS	\$1,575.34
<b>ENTERPRISE SECURITY, INC.</b>					<b>Total Check Amount:</b>	<b>\$1,575.34</b>
187877	FACILITY PROCESS SOLUTIONS	06/18/2021	28887	430515123	LFSWRLFTSTN MNT MAY21	\$3,195.00
<b>FACILITY PROCESS SOLUTIONS</b>					<b>Total Check Amount:</b>	<b>\$3,195.00</b>
187878	FRONTIER COMMUNICATIONS	06/18/2021	26183	420515131	5621821023 6/7-7/6	\$62.92

# City Disbursement Register

Between Jun 14, 2021 12:00 AM and Jun 18, 2021 11:59 PM

Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
<b>FRONTIER COMMUNICATIONS</b>						<b>Total Check Amount: \$62.92</b>
187879	GALVEZ QUALITY AUTO GLASS	06/18/2021	27010	480515161	1301 WINDSHIELD INST	\$265.00
<b>GALVEZ QUALITY AUTO GLASS</b>						<b>Total Check Amount: \$265.00</b>
187880	THE GAS COMPANY	06/18/2021	3749	420515131	GAS 5/1-6/1/2021	\$15.29
<b>THE GAS COMPANY</b>						<b>Total Check Amount: \$15.29</b>
187881	MELISSA GUTIERREZ	06/18/2021	29952	110	SUMMER DAYCAMP REFUND	\$150.00
<b>MELISSA GUTIERREZ</b>						<b>Total Check Amount: \$150.00</b>
187882	INTIME SOLUTIONS INC.	06/18/2021	20876	950000000	ILJAOC ISE TEXT APR21	\$4,980.16
		06/18/2021	20876	950000000	ILJAOC ISE TEXT MAY21	\$4,871.92
<b>INTIME SOLUTIONS INC.</b>						<b>Total Check Amount: \$9,852.08</b>
187883	KAREN WARNER ASSOCIATES, INC.	06/18/2021	19143	110323231	21-29 HSG ELEM MAR21	\$12,552.50
<b>KAREN WARNER ASSOCIATES, INC.</b>						<b>Total Check Amount: \$12,552.50</b>
187884	KAREN WARNER ASSOCIATES, INC.	06/18/2021	19143	110323231	21-29 HSG ELEM APR21	\$19,120.75
<b>KAREN WARNER ASSOCIATES, INC.</b>						<b>Total Check Amount: \$19,120.75</b>
187885	JUNG EUN KIM	06/18/2021	30517	110	SUMMER DAYCAMP REFUND	\$150.00
<b>JUNG EUN KIM</b>						<b>Total Check Amount: \$150.00</b>
187886	LANGUAGE LINE SERVICES	06/18/2021	19704	110212133	OTP INTERPRETATION	\$31.02
<b>LANGUAGE LINE SERVICES</b>						<b>Total Check Amount: \$31.02</b>
187887	LEON'S TRANSMISSION SERVICE, INC.	06/18/2021	12835	480515161	1414 REBUILD TRANSM	\$3,067.64
<b>LEON'S TRANSMISSION SERVICE, INC.</b>						<b>Total Check Amount: \$3,067.64</b>
187888	LYNN MICKADEIT	06/18/2021	29687	110	REFUND DUE TO COVID19	\$56.00
<b>LYNN MICKADEIT</b>						<b>Total Check Amount: \$56.00</b>
187889	MINNESOTA LIFE INSURANCE COMPANY	06/18/2021	30640	110	34730 LIFE INS JUN21	\$6,162.00
<b>MINNESOTA LIFE INSURANCE COMPANY</b>						<b>Total Check Amount: \$6,162.00</b>
187890	NESBIT PARTNERS BREA VENTURE LTD	06/18/2021	30232	840000000	DEVELOPER FEE REFUND	\$1,243.10
<b>NESBIT PARTNERS BREA VENTURE LTD</b>						<b>Total Check Amount: \$1,243.10</b>
187891	OFFICE DEPOT, INC	06/18/2021	4743	110404311	TONER	\$58.72
		06/18/2021	4743	110404311	OFFICE SUPPLIES	\$49.68
		06/18/2021	4743	110141441	CREDIT:170966533001	(\$14.76)
		06/18/2021	4743	110141441	OFFICE SUPPLIES	\$121.78
		06/18/2021	4743	110212111	OFFICE SUPPLIES	\$11.52
		06/18/2021	4743	110212122	OFFICE SUPPLIES	\$71.30
		06/18/2021	4743	110404311	TONERS (5)	\$300.86
<b>OFFICE DEPOT, INC</b>						<b>Total Check Amount: \$599.10</b>
187892	ORCHESTRA COLLECTIVE OF ORANGE CTY	06/18/2021	27575	110	SUMMER SERENADE 6/5	\$145.80



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ORCHESTRA COLLECTIVE OF ORANGE CTY					Total Check Amount:	\$145.80
187893	PACIFIC PLASTICS	06/18/2021	23296	840000000	DEVELOPER FEE REFUND	\$2,145.66
PACIFIC PLASTICS					Total Check Amount:	\$2,145.66
187894	PUENTE HILLS FORD	06/18/2021	25742	480515161	954 ENGINE REPAIR	\$1,866.73
PUENTE HILLS FORD					Total Check Amount:	\$1,866.73
187895	RENNE SLOAN HOTLZMAN SAKAI, LLP	06/18/2021	27580	110141481	2021 COMP SURVEY	\$1,450.00
		06/18/2021	27580	110141481	PROF LEGAL SVCS MAY21	\$170.00
RENNE SLOAN HOTLZMAN SAKAI, LLP					Total Check Amount:	\$1,620.00
187896	S.C. YAMAMOTO, INC.	06/18/2021	22021	346515112	MD#6 LANDSCAPE MAY21	\$5,000.00
		06/18/2021	22021	347515112	MD#7 LANDSCAPE MAY21	\$840.00
		06/18/2021	22021	110515141	PARKS LANDSCAPE MAY21	\$5,390.00
		06/18/2021	22021	360515145	PARKS LANDSCAPE MAY21	\$280.00
		06/18/2021	22021	110515143	CITY LANDSCAPE MAY21	\$10,936.67
		06/18/2021	22021	343515112	MD#3 LANDSCAPE MAY21	\$1,760.00
		06/18/2021	22021	361515143	CITY LANDSCAPE MAY21	\$693.33
		06/18/2021	22021	341515112	MD#1 LANDSCAPE MAY21	\$1,040.00
		06/18/2021	22021	345515112	REPAIR RAIL POLE	\$295.00
S.C. YAMAMOTO, INC.					Total Check Amount:	\$26,235.00
187897	SOUTH COAST AQMD	06/18/2021	10871	510707471	AQMD PERMIT-6301 CCYN	\$924.15
SOUTH COAST AQMD					Total Check Amount:	\$924.15
187898	SOUTH COAST AQMD	06/18/2021	10871	510707471	AQMD PERMIT-4091 CCYN	\$924.15
SOUTH COAST AQMD					Total Check Amount:	\$924.15
187899	SOUTHERN CALIFORNIA NEWS GROUP	06/18/2021	26287	110141424	0011462930 LGL NOTICE	\$900.00
SOUTHERN CALIFORNIA NEWS GROUP					Total Check Amount:	\$900.00
187900	SPARKLETTS	06/18/2021	3001	110111161	CCC FOUNTN WTR APR21	\$4.99
		06/18/2021	3001	110111161	COUNCIL MTG WTR APR21	\$20.96
SPARKLETTS					Total Check Amount:	\$25.95
187901	STEPHEN DORECK EQUIPMENT	06/18/2021	20478	510707464	PP8 PUENTE ST DEC-MAR	\$74,040.98
		06/18/2021	20478	510707311	PP8 PUENTE ST DEC-MAR	\$232,465.83
		06/18/2021	20478	510707453	PP8 PUENTE ST DEC-MAR	\$40,678.11
STEPHEN DORECK EQUIPMENT					Total Check Amount:	\$347,184.92
187902	STEVE A. FILARSKY	06/18/2021	31186	470141483	PROF LEGAL SVCS MAY21	\$5,307.21
STEVE A. FILARSKY					Total Check Amount:	\$5,307.21
187903	TIME WARNER CABLE	06/18/2021	19304	110111143	CABLE CHGS JUNE 2021	\$29.71
		06/18/2021	19304	110111151	CABLE CHGS JUNE 2021	\$59.38
		06/18/2021	19304	110111161	CABLE CHGS JUNE 2021	\$19.67
		06/18/2021	19304	110404311	CABLE CHGS JUNE 2021	\$19.67
		06/18/2021	19304	110404521	CABLE CHGS JUNE 2021	\$33.93

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187903	TIME WARNER CABLE	06/18/2021	19304	110212111	CABLE CHGS JUNE 2021	\$374.73
		06/18/2021	19304	110141481	CABLE CHGS JUNE 2021	\$19.67
		06/18/2021	19304	110404211	CABLE CHGS JUNE 2021	\$133.74
		06/18/2021	19304	110222211	CABLE CHGS JUNE 2021	\$78.69
		06/18/2021	19304	110323212	CABLE CHGS JUNE 2021	\$79.05
		06/18/2021	19304	420515131	CABLE CHGS JUNE 2021	\$252.73
		06/18/2021	19304	490515151	CABLE CHGS JUNE 2021	\$19.67
<b>TIME WARNER CABLE</b>					<b>Total Check Amount:</b>	<b>\$1,120.64</b>
187904	TREECO ARBORIST, INC.	06/18/2021	3838	110515143	MULCH	\$60.62
		06/18/2021	3838	110515144	TOP SOIL	\$1,948.50
<b>TREECO ARBORIST, INC.</b>					<b>Total Check Amount:</b>	<b>\$2,009.12</b>
187905	UNION BANK OF CALIFORNIA	06/18/2021	10475	840000000	DEVELOPER FEE REFUND	\$415.50
<b>UNION BANK OF CALIFORNIA</b>					<b>Total Check Amount:</b>	<b>\$415.50</b>
187906	CF UNITED LLC	06/18/2021	30700	480515161	PD CARWASHES (73)	\$408.80
<b>CF UNITED LLC</b>					<b>Total Check Amount:</b>	<b>\$408.80</b>
187907	VERIZON CONNECT NWF, INC.	06/18/2021	25293	480515161	PW GPS FEES MAY 2021	\$893.00
<b>VERIZON CONNECT NWF, INC.</b>					<b>Total Check Amount:</b>	<b>\$893.00</b>
187908	VERIZON WIRELESS	06/18/2021	21122	110212121	9881131868 5/4-6/3	\$51.04
<b>VERIZON WIRELESS</b>					<b>Total Check Amount:</b>	<b>\$51.04</b>
187909	VERIZON WIRELESS	06/18/2021	21122	420515131	9880670336 4/27-5/26	\$38.01
<b>VERIZON WIRELESS</b>					<b>Total Check Amount:</b>	<b>\$38.01</b>
187910	VETERINARY PET INS. CO.	06/18/2021	20975	110	PET INS MAY 2021	\$971.00
<b>VETERINARY PET INS. CO.</b>					<b>Total Check Amount:</b>	<b>\$971.00</b>
187911	WESTERN REALCO	06/18/2021	27284	840000000	DEVELOPER FEE REFUND	\$7,669.05
<b>WESTERN REALCO</b>					<b>Total Check Amount:</b>	<b>\$7,669.05</b>
187912	WESTERN REALCO	06/18/2021	27284	840000000	DEVELOPER FEE REFUND	\$1,000.00
<b>WESTERN REALCO</b>					<b>Total Check Amount:</b>	<b>\$1,000.00</b>
187913	XEROX CORPORATION	06/18/2021	3349	110141441	HI PERF COLOR CPR	\$202.24
		06/18/2021	3349	110141441	HISPEED PRNTR/CPR MAY	\$717.42
		06/18/2021	3349	110141441	BLACK CPR/PRNTR MAY21	\$468.65
		06/18/2021	3349	110141441	EQ PROTECTION MAY21	\$24.89
		06/18/2021	3349	110141441	EQ PROTECTION MAY21	\$18.03
		06/18/2021	3349	110141441	TRMR/FOLDR SW MNT MAY	\$116.00
		06/18/2021	3349	110141441	UDIRECTS MNT MAY21	\$119.07
<b>XEROX CORPORATION</b>					<b>Total Check Amount:</b>	<b>\$1,666.30</b>
<b>Check Subtotal</b>						<b>\$549,246.00</b>
V44777	ABBA TERMITE & PEST CONTROL	06/18/2021	15614	110515141	BEE HIVE REMOVAL	\$245.00

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<b>ABBA TERMITE &amp; PEST CONTROL</b>						<b>Total Check Amount:</b>
						<b>\$245.00</b>
V44778	THE ADVANTAGE GROUP	06/18/2021	24539	110141481	FLEX PROC/ADMIN MAY21	\$446.00
<b>THE ADVANTAGE GROUP</b>						<b>Total Check Amount:</b>
						<b>\$446.00</b>
V44779	AFLAC-ACCOUNT #EZA73	06/18/2021	22923	110	ACC/CANCER INS MAY21	\$1,654.06
<b>AFLAC-ACCOUNT #EZA73</b>						<b>Total Check Amount:</b>
						<b>\$1,654.06</b>
V44780	ALL CITY MANAGEMENT SERVICES INC	06/18/2021	6604	110212132	CRSSNG GRDS 5/16-5/29	\$3,732.75
<b>ALL CITY MANAGEMENT SERVICES INC</b>						<b>Total Check Amount:</b>
						<b>\$3,732.75</b>
V44781	ALLSTAR FIRE EQUIPMENT	06/18/2021	8353	110222221	BOOTS	\$156.41
		06/18/2021	8353	110222221	WILDLAND EQUIPMENT	\$862.65
		06/18/2021	8353	110222221	WILDLAND EQUIPMENT	\$2,171.40
<b>ALLSTAR FIRE EQUIPMENT</b>						<b>Total Check Amount:</b>
						<b>\$3,190.46</b>
V44782	ARC DOCUMENT SOLUTIONS	06/18/2021	23645	510707958	PLAN COPIES	\$143.79
<b>ARC DOCUMENT SOLUTIONS</b>						<b>Total Check Amount:</b>
						<b>\$143.79</b>
V44783	AVCOGAS PROPANE SALES & SERVICES	06/18/2021	22047	480515161	PROPANE 865.4 GALS	\$1,897.55
<b>AVCOGAS PROPANE SALES &amp; SERVICES</b>						<b>Total Check Amount:</b>
						<b>\$1,897.55</b>
V44784	BAB STEERING HYDRAULICS INC.	06/18/2021	18365	480515161	TROLLEY REAR AIR BAGS	\$759.59
<b>BAB STEERING HYDRAULICS INC.</b>						<b>Total Check Amount:</b>
						<b>\$759.59</b>
V44785	BEST LAWN MOWER SERVICE	06/18/2021	16230	480515161	CARB ASSY/AIR CLEANER	\$75.75
		06/18/2021	16230	480515161	FILTER/SPRING/TUBE	\$18.37
<b>BEST LAWN MOWER SERVICE</b>						<b>Total Check Amount:</b>
						<b>\$94.12</b>
V44786	BIG BEN INC.	06/18/2021	29358	420000000	CLOSED WATER ACCOUNT	\$2,157.69
		06/18/2021	29358	510707431	NORTHWOOD MAR/APR21	\$59,149.13
		06/18/2021	29358	510707459	N.HLLS WEST MAR/APR21	\$15,134.27
		06/18/2021	29358	510707460	N.HLLS EAST MAR/APR21	\$209,710.50
<b>BIG BEN INC.</b>						<b>Total Check Amount:</b>
						<b>\$286,151.59</b>
V44787	BREA DISPOSAL, INC	06/18/2021	3330	440515122	REFUSE COLLECTN MAY21	\$166,440.77
<b>BREA DISPOSAL, INC</b>						<b>Total Check Amount:</b>
						<b>\$166,440.77</b>
V44788	BRUCE CAMPBELL SAND AND GRAVEL	06/18/2021	21898	110515144	TOP DRESSING	\$754.25
<b>BRUCE CAMPBELL SAND AND GRAVEL</b>						<b>Total Check Amount:</b>
						<b>\$754.25</b>
V44789	BUCKNAM INFRASTRUCTURE GROUP, INC	06/18/2021	23775	260515121	PMP UPDATE	\$5,247.50
<b>BUCKNAM INFRASTRUCTURE GROUP, INC</b>						<b>Total Check Amount:</b>
						<b>\$5,247.50</b>
V44790	CALIFORNIA FORENSIC PHLEBOTOMY INC.	06/18/2021	4488	110212131	PHLEBOTOMY SVCS MAY21	\$1,284.00
<b>CALIFORNIA FORENSIC PHLEBOTOMY INC.</b>						<b>Total Check Amount:</b>
						<b>\$1,284.00</b>
V44791	CALIFORNIA HEALTH & SAFETY INC.	06/18/2021	15491	110222221	REGULATOR GASKET	\$176.94
		06/18/2021	15491	110222221	COMPRESSOR REPAIR	\$1,089.80
<b>CALIFORNIA HEALTH &amp; SAFETY INC.</b>						<b>Total Check Amount:</b>
						<b>\$1,266.74</b>
V44792	CALIFORNIA RETROFIT, INC	06/18/2021	4447	360515145	LAMPS/BALLASTS	\$109.15

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<b>CALIFORNIA RETROFIT, INC</b>					<b>Total Check Amount:</b>	<b>\$109.15</b>
V44793	CANON SOLUTIONS AMERICA, INC	06/18/2021	15260	110141441	3110 PD REC 1 JUN21	\$77.30
		06/18/2021	15260	110141441	5154 FIRE DEPT JUN21	\$85.61
		06/18/2021	15260	110141441	PRINT CHARGES:JUN21	\$449.42
		06/18/2021	15260	110141441	3035 PD DISP JUN21	\$85.19
		06/18/2021	15260	110141441	3047 SR CTR JUN21	\$77.30
		06/18/2021	15260	110141441	3054 PW JUN21	\$87.17
		06/18/2021	15260	110141441	5327 FIRE ADM JUN21	\$85.61
		06/18/2021	15260	110141441	2714 PAC RM JUN21	\$101.34
		06/18/2021	15260	110141441	3056 BCC JUN21	\$87.17
		06/18/2021	15260	110141441	3124 PD INV JUN21	\$77.30
		06/18/2021	15260	110141441	3142 MGMT SVCS JUN21	\$87.17
		06/18/2021	15260	110141441	6569 COMM DEV JUN21	\$143.66
		06/18/2021	15260	110141441	3118 PD REC 2 JUN21	\$77.30
<b>CANON SOLUTIONS AMERICA, INC</b>					<b>Total Check Amount:</b>	<b>\$1,521.54</b>
V44794	COMLOCK SECURITY-GROUP	06/18/2021	13625	490515151	KEYS	\$17.28
<b>COMLOCK SECURITY-GROUP</b>					<b>Total Check Amount:</b>	<b>\$17.28</b>
V44795	CORE & MAIN LP	06/18/2021	27049	420515131	WATER METERS+ENCODERS	\$6,078.52
		06/18/2021	27049	420515131	WATER METER ENCODERS	\$5,376.74
<b>CORE &amp; MAIN LP</b>					<b>Total Check Amount:</b>	<b>\$11,455.26</b>
V44796	ECONOLITE SYSTEMS, INC.	06/18/2021	27147	110515121	E/O SIGNAL MNT MAY21	\$4,421.46
		06/18/2021	27147	110515121	MO. SIGNAL MNT MAY21	\$3,116.25
<b>ECONOLITE SYSTEMS, INC.</b>					<b>Total Check Amount:</b>	<b>\$7,537.71</b>
V44797	ENTENMANN ROVIN COMPANY	06/18/2021	3457	110222221	BADGE	\$134.14
		06/18/2021	3457	110212111	BADGE REPLATINUM	\$83.50
<b>ENTENMANN ROVIN COMPANY</b>					<b>Total Check Amount:</b>	<b>\$217.64</b>
V44798	EQUIPMENT DIRECT INC	06/18/2021	4522	110515141	SAFETY GEAR	\$458.53
		06/18/2021	4522	360515145	SAFETY GEAR	\$85.60
<b>EQUIPMENT DIRECT INC</b>					<b>Total Check Amount:</b>	<b>\$544.13</b>
V44799	GALE SUPPLY COMPANY	06/18/2021	21090	110515148	TRASH LINERS/SOAP	\$431.17
<b>GALE SUPPLY COMPANY</b>					<b>Total Check Amount:</b>	<b>\$431.17</b>
V44800	GUARANTEED JANITORIAL SERVICES, INC	06/18/2021	28695	490515151	BACKYARD BTQ PORTER	\$160.00
<b>GUARANTEED JANITORIAL SERVICES, INC</b>					<b>Total Check Amount:</b>	<b>\$160.00</b>
V44801	HAAKER EQUIPMENT CO.	06/18/2021	4297	480515161	22001VACTOR TRANS RPR	\$1,517.42
<b>HAAKER EQUIPMENT CO.</b>					<b>Total Check Amount:</b>	<b>\$1,517.42</b>
V44802	HI SIGN	06/18/2021	4693	490515151	P-2 PARKING SIGNS	\$134.69
<b>HI SIGN</b>					<b>Total Check Amount:</b>	<b>\$134.69</b>

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V44803	IMPERIAL SPRINKLER SUPPLY	06/18/2021	24260	343515112	IRRIGATION CONTROLLERS	\$12,166.06
IMPERIAL SPRINKLER SUPPLY					Total Check Amount:	\$12,166.06
V44804	INK LINK INC	06/18/2021	22423	110404211	ART GARDEN SIGNS	\$484.88
INK LINK INC					Total Check Amount:	\$484.88
V44805	KEENAN & ASSOCIATES	06/18/2021	22439	470141483	2021 WORKERS' COMP #7	\$9,839.33
KEENAN & ASSOCIATES					Total Check Amount:	\$9,839.33
V44806	KRONOS INCORPORATED	06/18/2021	22688	110222223	IVR SVC APR 2021	\$30.63
KRONOS INCORPORATED					Total Check Amount:	\$30.63
V44807	JULIE H. LEE	06/18/2021	29028	110404523	COUNSELING SVCS MAY21	\$4,050.00
JULIE H. LEE					Total Check Amount:	\$4,050.00
V44808	LEHR	06/18/2021	26035	480515161	1701 REPL SIREN SWTCH	\$380.00
		06/18/2021	26035	480515161	2037 PD INTERIOR EQPT	\$3,542.97
LEHR					Total Check Amount:	\$3,922.97
V44809	LIFE-ASSIST, INC.	06/18/2021	10530	174222222	PM SUPPLIES FS #3	\$2,104.74
		06/18/2021	10530	174222222	PM SUPPLIES FS #2	\$358.83
LIFE-ASSIST, INC.					Total Check Amount:	\$2,463.57
V44810	LINEGEAR	06/18/2021	23894	110222221	WILDLAND EQUIPMENT	\$3,241.77
		06/18/2021	23894	110222221	BOOTS	\$354.50
		06/18/2021	23894	110222221	UNIFORM REPAIR	\$30.17
LINEGEAR					Total Check Amount:	\$3,626.44
V44811	MARGARITO DAVID MENDEZ	06/18/2021	26196	110212111	1ST AID/CPR/AED INSTR	\$48.00
MARGARITO DAVID MENDEZ					Total Check Amount:	\$48.00
V44812	MES-CALIFORNIA (2013)	06/18/2021	23518	172222221	21 CYLNDER/VALVE ASSY	\$24,029.05
MES-CALIFORNIA (2013)					Total Check Amount:	\$24,029.05
V44813	MINER, LTD	06/18/2021	27173	490515151	SR CTR DOOR REPAIR	\$556.50
MINER, LTD					Total Check Amount:	\$556.50
V44814	MYERS AND SONS	06/18/2021	21624	480515161	TRUCK MOUNTD ARROWBOX	\$6,281.34
MYERS AND SONS					Total Check Amount:	\$6,281.34
V44816	ONWARD ENGINEERING	06/18/2021	22106	110515171	INSP SVCS MAR 2021	\$1,430.00
		06/18/2021	22106	110000000	INSP SVCS MAR 2021	(\$1,068.00)
		06/18/2021	22106	840515171	INSP SVCS MAR 2021	\$5,963.00
		06/18/2021	22106	510707299	INSP SVCS MAR 2021	\$110.00
ONWARD ENGINEERING					Total Check Amount:	\$6,435.00
V44817	PLUMBING WHOLESALE OUTLET, INC.	06/18/2021	18392	110515141	BALL VALVE	\$29.27
		06/18/2021	18392	110515141	DRAIN CLEANER	\$19.10
PLUMBING WHOLESALE OUTLET, INC.					Total Check Amount:	\$48.37
V44818	ROLLINS, INC DBA ORKIN, LLC.	06/18/2021	30616	490515151	PEST CONTROL MAY 2021	\$1,235.00
		06/18/2021	30616	110515141	PEST CONTROL MAY 2021	\$240.00

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V44818	ROLLINS, INC DBA ORKIN, LLC.	06/18/2021	30616	110515125	PEST CONTROL MAY 2021	\$345.00
		06/18/2021	30616	420515131	PEST CONTROL MAY 2021	\$175.00
<b>ROLLINS, INC DBA ORKIN, LLC.</b>					<b>Total Check Amount:</b>	<b>\$1,995.00</b>
V44819	RPW SERVICES, INC.	06/18/2021	3791	110515143	SPRAY PLANTS FOR BUGS	\$300.00
<b>RPW SERVICES, INC.</b>					<b>Total Check Amount:</b>	<b>\$300.00</b>
V44820	SERGIO SARMIENTO	06/18/2021	31076	110404145	JUNIOR GOLF	\$500.00
<b>SERGIO SARMIENTO</b>					<b>Total Check Amount:</b>	<b>\$500.00</b>
V44821	SC FUELS	06/18/2021	16654	480515161	UNL ETH 4271.1 GALS	\$15,148.49
<b>SC FUELS</b>					<b>Total Check Amount:</b>	<b>\$15,148.49</b>
V44822	SIGNARAMA OF ANAHEIM	06/18/2021	12440	110515141	SIGNS	\$95.21
<b>SIGNARAMA OF ANAHEIM</b>					<b>Total Check Amount:</b>	<b>\$95.21</b>
V44823	SITEONE LANDSCAPE SUPPLY, LLC	06/18/2021	25942	110515141	IRRIGATION PARTS	\$161.97
<b>SITEONE LANDSCAPE SUPPLY, LLC</b>					<b>Total Check Amount:</b>	<b>\$161.97</b>
V44824	SKYHAWKS SPORTS ACADEMY, INC.	06/18/2021	18097	110404145	SKYHAWKS SPORTS	\$955.62
<b>SKYHAWKS SPORTS ACADEMY, INC.</b>					<b>Total Check Amount:</b>	<b>\$955.62</b>
V44825	SOUTH COAST EMERGENCY VEHICLE SVC	06/18/2021	18619	480515161	FIRE DRAIN VALVE/TAG	\$176.83
<b>SOUTH COAST EMERGENCY VEHICLE SVC</b>					<b>Total Check Amount:</b>	<b>\$176.83</b>
V44826	STAPLES TECHNOLOGY SOLUTIONS	06/18/2021	22888	110212111	TONERS (2)	\$446.39
<b>STAPLES TECHNOLOGY SOLUTIONS</b>					<b>Total Check Amount:</b>	<b>\$446.39</b>
V44827	STOVER SEED COMPANY	06/18/2021	15803	110515144	GRASS SEED	\$1,680.90
<b>STOVER SEED COMPANY</b>					<b>Total Check Amount:</b>	<b>\$1,680.90</b>
V44828	TECHNICOLOR PRINTING	06/18/2021	24354	110404424	STAFF SHIRTS - SPORTS	\$430.52
<b>TECHNICOLOR PRINTING</b>					<b>Total Check Amount:</b>	<b>\$430.52</b>
V44829	THOMSON REUTERS - WEST	06/18/2021	22020	110212121	WEST INFO CHGS MAY21	\$455.35
<b>THOMSON REUTERS - WEST</b>					<b>Total Check Amount:</b>	<b>\$455.35</b>
V44830	TOWNSEND PUBLIC AFFAIRS, INC.	06/18/2021	18881	410111145	COUNSELING SVCS JUN21	\$1,250.00
		06/18/2021	18881	420111145	COUNSELING SVCS JUN21	\$1,250.00
		06/18/2021	18881	110111145	COUNSELING SVCS JUN21	\$1,250.00
		06/18/2021	18881	430111145	COUNSELING SVCS JUN21	\$1,250.00
<b>TOWNSEND PUBLIC AFFAIRS, INC.</b>					<b>Total Check Amount:</b>	<b>\$5,000.00</b>
V44831	TROPICAL PLAZA NURSERY, INC	06/18/2021	2062	110515141	PARK MAINT APR21	\$534.25
		06/18/2021	2062	345515112	IRRIGATION REPAIR	\$382.41
		06/18/2021	2062	345515112	MD#5 LANDSCAPE MAY21	\$2,597.00
		06/18/2021	2062	420515131	CITY RESERVOIRS MAY21	\$1,583.00
		06/18/2021	2062	880515113	IRRIGATION REPAIR	\$297.08
<b>TROPICAL PLAZA NURSERY, INC</b>					<b>Total Check Amount:</b>	<b>\$5,393.74</b>
V44832	UNDERGROUND SERVICE ALERT/SC	06/18/2021	4537	420515131	UGTICKETS SEWER MAY21	\$323.50
		06/18/2021	4537	420515131	DSB FEE 6/1/2021	\$70.95

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Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
V44832	UNDERGROUND SERVICE ALERT/SC	06/18/2021	4537	420515131	UGTICKETS WATER MAY21	\$166.75
<b>UNDERGROUND SERVICE ALERT/SC</b>					<b>Total Check Amount:</b>	<b>\$561.20</b>
V44833	US BANK XX0338 CITY MGR	06/18/2021	24704	110141481	CALCARD MS-CMO 052421	\$600.00
		06/18/2021	24704	110	CALCARD MS-CMO 052421	\$294.60
		06/18/2021	24704	110111143	CALCARD MS-CMO 052421	\$875.53
		06/18/2021	24704	480515161	CALCARD MS-CMO 052421	\$13.00
		06/18/2021	24704	110111151	CALCARD MS-CMO 052421	\$275.00
<b>US BANK XX0338 CITY MGR</b>					<b>Total Check Amount:</b>	<b>\$2,058.13</b>
V44834	US BANK XX0312 HR	06/18/2021	24776	110141481	CALCARD HR 052421	\$655.66
<b>US BANK XX0312 HR</b>					<b>Total Check Amount:</b>	<b>\$655.66</b>
V44836	US BANK XX0593 COMM SVC	06/18/2021	24777	110404215	CALCARD-AC-052421	\$1,261.65
		06/18/2021	24777	110404429	CALCARD-MM-052421	\$9.70
		06/18/2021	24777	110404429	CALCARD-VU-052421	\$838.40
		06/18/2021	24777	110404541	CALCARD-HB-052421	\$393.53
		06/18/2021	24777	110111143	CALCARD-CH-052421	\$100.00
		06/18/2021	24777	110404217	CALCARD-VU-052421	\$13.99
		06/18/2021	24777	110	CALCARD CS ST 052421	(\$7.21)
		06/18/2021	24777	110404311	CALCARD-RH-052421	\$268.13
		06/18/2021	24777	110404425	CALCARD-MM-052421	\$168.88
		06/18/2021	24777	110404521	CALCARD-TT-052421	\$536.07
		06/18/2021	24777	110404311	CALCARD-JM-052421	\$72.12
		06/18/2021	24777	110404311	CALCARD-LT-052421	\$24.50
		06/18/2021	24777	110404422	CALCARD-GA-052421	\$2,250.00
		06/18/2021	24777	110404425	CALCARD-SS-052421	\$44.39
		06/18/2021	24777	110404428	CALCARD-MM-052421	\$108.25
		06/18/2021	24777	110404521	CALCARD-FL-052421	\$567.92
		06/18/2021	24777	110404523	CALCARD-CP-052421	\$106.88
		06/18/2021	24777	110404542	CALCARD-EF-052421	\$602.01
		06/18/2021	24777	110404542	CALCARD-NY-052421	\$489.44
		06/18/2021	24777	110	CALCARD-AF-052421	(\$250.00)
		06/18/2021	24777	110	CALCARD-CP-052421	\$247.26
		06/18/2021	24777	110141481	CALCARD-MM-052421	\$45.27
		06/18/2021	24777	110404211	CALCARD-NA-052421	\$470.00
		06/18/2021	24777	110404215	CALCARD-DA-052421	\$1,590.06
		06/18/2021	24777	110404215	CALCARD-TN-052421	\$303.60
		06/18/2021	24777	110404421	CALCARD-KK-052421	\$84.37
		06/18/2021	24777	110404421	CALCARD-KS-052421	\$1,045.26



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Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
V44836	US BANK XX0593 COMM SVC	06/18/2021	24777	110404542	CALCARD-KK-052421	\$2,226.30
<b>US BANK XX0593 COMM SVC</b>					<b>Total Check Amount:</b>	<b>\$13,610.77</b>
V44837	US BANK XX0502 COMM & MKTG	06/18/2021	24778	110111153	CALCARD CMKT 052421	\$2,260.83
		06/18/2021	24778	110111152	CALCARD CMKT 052421	\$57.72
		06/18/2021	24778	110111151	CALCARD CMKT 052421	\$58.22
<b>US BANK XX0502 COMM &amp; MKTG</b>					<b>Total Check Amount:</b>	<b>\$2,376.77</b>
V44838	US BANK XX0353 COMM DEV	06/18/2021	24779	110141481	CALCARD CD 052421	\$33.11
		06/18/2021	24779	110323231	CALCARD CD 052421	\$79.51
		06/18/2021	24779	110323241	CALCARD CD 052421	\$522.81
		06/18/2021	24779	110323212	CALCARD CD 052421	\$68.74
		06/18/2021	24779	110323242	CALCARD CD 052421	\$8.97
<b>US BANK XX0353 COMM DEV</b>					<b>Total Check Amount:</b>	<b>\$713.14</b>
V44839	US BANK XX0270 ADMIN SVCS	06/18/2021	24781	490515151	CALCARD ASFIN 052421	\$3,218.93
		06/18/2021	24781	110111161	CALCARD CCLK 052421	\$2,796.87
		06/18/2021	24781	110141411	CALCARD ASFIN 052421	\$38.23
		06/18/2021	24781	110141441	CALCARD ASFIN 052421	\$506.40
		06/18/2021	24781	420141421	CALCARD ASFIN 052421	\$23.69
<b>US BANK XX0270 ADMIN SVCS</b>					<b>Total Check Amount:</b>	<b>\$6,584.12</b>
V44840	US BANK XX0650 FIRE	06/18/2021	24782	110111143	CALCARD FIRE 052421	\$115.00
		06/18/2021	24782	174	CALCARD FIRE 052421	\$1,750.00
		06/18/2021	24782	480515161	CALCARD FIRE 052421	\$326.73
		06/18/2021	24782	110222223	CALCARD FIRE 052421	\$462.73
		06/18/2021	24782	110222231	CALCARD FIRE 052421	\$10.00
		06/18/2021	24782	110222211	CALCARD FIRE 052421	\$1,163.02
		06/18/2021	24782	110222221	CALCARD FIRE 052421	\$298.73
<b>US BANK XX0650 FIRE</b>					<b>Total Check Amount:</b>	<b>\$4,126.21</b>
V44841	US BANK XX0346 IT	06/18/2021	24783	110404154	CALCARD IT 052421	\$38.82
		06/18/2021	24783	110515125	CALCARD IT 052421	\$286.11
		06/18/2021	24783	280323215	CALCARD IT 052421	\$25.00
		06/18/2021	24783	475141471	CALCARD IT 052421	\$229.15
		06/18/2021	24783	460141474	CALCARD IT 052421	\$874.08
		06/18/2021	24783	110111153	CALCARD IT 052421	\$2,493.00
		06/18/2021	24783	110212111	CALCARD IT 052421	\$145.88
		06/18/2021	24783	911141471	CALCARD IT 052421	\$563.95
<b>US BANK XX0346 IT</b>					<b>Total Check Amount:</b>	<b>\$4,655.99</b>
V44843	US BANK XX0221 PW	06/18/2021	24784	110515121	CALCARD PW 052421	\$1,025.24
		06/18/2021	24784	110515141	CALCARD PW 052421	\$7,757.51
		06/18/2021	24784	110515143	CALCARD PW 052421	\$2,183.73

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V44843	US BANK XX0221 PW	06/18/2021	24784	110515148	CALCARD PW 052421	\$34.89
		06/18/2021	24784	465515149	CALCARD PW 052421	\$42.56
		06/18/2021	24784	480515161	CALCARD PW 052421	\$3,723.98
		06/18/2021	24784	510707958	CALCARD PW 052421	\$30.00
		06/18/2021	24784	911515151	CALCARD PW 052421	\$24.23
		06/18/2021	24784	110	CALCARD PW ST 052421	(\$492.15)
		06/18/2021	24784	343515112	CALCARD PW 052421	\$169.65
		06/18/2021	24784	430515123	CALCARD PW 052421	\$377.15
		06/18/2021	24784	480	CALCARD PW ST 052421	(\$74.25)
		06/18/2021	24784	490515151	CALCARD PW 052421	\$3,958.26
<b>US BANK XX0221 PW</b>					<b>Total Check Amount:</b>	<b>\$18,760.80</b>
V44845	US BANK XX0544 POLICE	06/18/2021	24785	110	CALCARD PD ST 052421	(\$241.20)
		06/18/2021	24785	110212121	CALCARD PD 052421	\$4,108.21
		06/18/2021	24785	110212131	CALCARD PD 052421	\$11,033.02
		06/18/2021	24785	480515161	CALCARD PD 052421	\$934.27
		06/18/2021	24785	110212111	CALCARD PD 052421	\$2,560.29
		06/18/2021	24785	110212122	CALCARD PD 052421	\$136.96
		06/18/2021	24785	110212133	CALCARD PD 052421	\$59.95
		06/18/2021	24785	110212134	CALCARD PD 052421	\$3,195.40
<b>US BANK XX0544 POLICE</b>					<b>Total Check Amount:</b>	<b>\$21,786.90</b>
V44846	US BANK XX3401 PW- ADMIN	06/18/2021	24786	110515111	CALCARD PWA 052421	\$978.47
		06/18/2021	24786	420515131	CALCARD PWA 052421	\$95.28
<b>US BANK XX3401 PW- ADMIN</b>					<b>Total Check Amount:</b>	<b>\$1,073.75</b>
V44848	VIRTUAL PROJECT MANAGER	06/18/2021	23508	510707278	CIP SW BCKUP/ST MAY21	\$45.00
		06/18/2021	23508	510707311	CIP SW BCKUP/ST APR21	\$45.00
		06/18/2021	23508	510707323	CIP SW BCKUP/ST MAY21	\$45.00
		06/18/2021	23508	510707430	CIP SW BCKUP/ST MAY21	\$45.00
		06/18/2021	23508	510707453	CIP SW BCKUP/ST MAY21	\$45.00
		06/18/2021	23508	510707457	CIP SW BCKUP/ST MAY21	\$45.00
		06/18/2021	23508	510707458	CIP SW BCKUP/ST MAY21	\$45.00
		06/18/2021	23508	510707459	CIP SW BCKUP/ST APR21	\$45.00
		06/18/2021	23508	510707251	CIP SW BCKUP/ST APR21	\$50.00
		06/18/2021	23508	510707278	CIP SW BCKUP/ST APR21	\$45.00
		06/18/2021	23508	510707311	CIP SW BCKUP/ST MAY21	\$45.00
		06/18/2021	23508	510707460	CIP SW BCKUP/ST APR21	\$45.00
		06/18/2021	23508	510707323	CIP SW BCKUP/ST APR21	\$45.00
		06/18/2021	23508	510707430	CIP SW BCKUP/ST APR21	\$45.00

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Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
V44848	VIRTUAL PROJECT MANAGER	06/18/2021	23508	510707458	CIP SW BCKUP/ST APR21	\$45.00
		06/18/2021	23508	510707459	CIP SW BCKUP/ST MAY21	\$45.00
		06/18/2021	23508	510707464	CIP SW BCKUP/ST APR21	\$45.00
		06/18/2021	23508	510707464	CIP SW BCKUP/ST MAY21	\$45.00
		06/18/2021	23508	510707251	CIP SW BCKUP/ST MAY21	\$50.00
		06/18/2021	23508	510707453	CIP SW BCKUP/ST APR21	\$45.00
		06/18/2021	23508	510707457	CIP SW BCKUP/ST APR21	\$45.00
		06/18/2021	23508	510707460	CIP SW BCKUP/ST MAY21	\$45.00
<b>VIRTUAL PROJECT MANAGER</b>					<b>Total Check Amount:</b>	<b>\$1,000.00</b>
V44849	WEST COAST ARBORISTS, INC.	06/18/2021	1556	110515142	TREE REMOVAL 5/1-5/15	\$3,602.24
		06/18/2021	1556	341515112	TREE TRMMNG 4/16-4/30	\$441.30
		06/18/2021	1556	343515112	TREE TRMMNG 4/16-4/30	\$1,985.85
		06/18/2021	1556	345515112	TREE TRMMNG 4/16-4/30	\$992.93
		06/18/2021	1556	110515125	STUMPREMOVAL5/16-5/31	\$81.64
		06/18/2021	1556	346515112	TREE TRMMNG 4/16-4/30	\$1,985.85
		06/18/2021	1556	345515112	TREE TRMMNG 2/16-2/28	\$13,239.00
		06/18/2021	1556	345515112	TREE REMOVAL 4/1-4/15	\$2,942.00
		06/18/2021	1556	345515112	TREE TRIMMNG 2/1-2/15	\$9,561.50
		06/18/2021	1556	347515112	TREE REMOVAL 5/1-5/15	\$1,103.25
<b>WEST COAST ARBORISTS, INC.</b>					<b>Total Check Amount:</b>	<b>\$35,935.56</b>
V44850	WEST-LITE SUPPLY CO., INC.	06/18/2021	5192	490515151	LIGHTING	\$440.40
		06/18/2021	5192	490515152	LED FLAT PANEL LIGHTING	\$1,099.05
<b>WEST-LITE SUPPLY CO., INC.</b>					<b>Total Check Amount:</b>	<b>\$1,539.45</b>
V44851	WILLDAN ENGINEERING	06/18/2021	12445	84051517P	PLAN CHECK SVCS JAN21	\$2,808.50
		06/18/2021	12445	110000000	PLAN CHECK SVCS APR21	\$84.00
		06/18/2021	12445	110000000	PLAN CHECK SVCS JAN21	\$246.00
		06/18/2021	12445	84051517P	PLAN CHECK SVCS APR21	\$959.00
<b>WILLDAN ENGINEERING</b>					<b>Total Check Amount:</b>	<b>\$4,097.50</b>
V44852	WILLDAN FINANCIAL SERVICES	06/18/2021	23058	875141431	CFD 1997-1 DISCLOSURE	\$1,350.00
		06/18/2021	23058	880141431	CFD 1996-1 DISCLOSURE	\$1,350.00
		06/18/2021	23058	890141431	CFD 2008-2 DISCLOSURE	\$1,350.00
<b>WILLDAN FINANCIAL SERVICES</b>					<b>Total Check Amount:</b>	<b>\$4,050.00</b>
V44853	CHRISTOPHER MICHAEL FRANCIS WINGER	06/18/2021	26711	110212111	1ST AID/CPR/AED INSTR	\$48.00
<b>CHRISTOPHER MICHAEL FRANCIS WINGER</b>					<b>Total Check Amount:</b>	<b>\$48.00</b>
<b>Voucher Subtotal</b>						<b>\$727,310.27</b>

**TOTAL \$1,276,556.27**

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Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
187914	AGA ENGINEERS, INC	06/25/2021	30567	510707709	BIRCH ST TSSP MAY21	\$2,920.00
<b>AGA ENGINEERS, INC</b>					<b>Total Check Amount:</b>	<b>\$2,920.00</b>
187915	ALL CITIES ENGINEERING, INC.	06/25/2021	30729	510707453	PP1 STEELE WTRMN REPL	\$96,425.00
		06/25/2021	30729	510707453	PP2 STEELE WTRMN REPL	\$614,412.50
<b>ALL CITIES ENGINEERING, INC.</b>					<b>Total Check Amount:</b>	<b>\$710,837.50</b>
187916	ASBURY ENVIRONMENTAL SERVICES	06/25/2021	9144	480515161	FS3 OILY WTR REMOVAL	\$295.27
<b>ASBURY ENVIRONMENTAL SERVICES</b>					<b>Total Check Amount:</b>	<b>\$295.27</b>
187917	BANDERA ESTATES PARTNERSHIP	06/25/2021	29390	270323218	SENIOR SUBSIDY JUL21	\$508.00
<b>BANDERA ESTATES PARTNERSHIP</b>					<b>Total Check Amount:</b>	<b>\$508.00</b>
187918	AMEERA BASMADJI	06/25/2021	30063	110	SUMMER DAYCAMP REFUND	\$615.00
<b>AMEERA BASMADJI</b>					<b>Total Check Amount:</b>	<b>\$615.00</b>
187919	SHELLIE BEAN	06/25/2021	31185	110	BCC CREDIT BAL REFUND	\$14.22
<b>SHELLIE BEAN</b>					<b>Total Check Amount:</b>	<b>\$14.22</b>
187920	NICK BEAUDOIN	06/25/2021	31173	830	FORFEITURE FEE REFUND	\$50.00
<b>NICK BEAUDOIN</b>					<b>Total Check Amount:</b>	<b>\$50.00</b>
187921	CRISTIAN BELTEU	06/25/2021	31194	110	REFUND DUE TO COVID19	\$40.00
<b>CRISTIAN BELTEU</b>					<b>Total Check Amount:</b>	<b>\$40.00</b>
187922	BREA ROTARY CLUB	06/25/2021	1338	110212111	QTRLY DUES APR-JUN21	\$124.00
<b>BREA ROTARY CLUB</b>					<b>Total Check Amount:</b>	<b>\$124.00</b>
187923	BREA ROTARY CLUB	06/25/2021	1338	110222211	QTRLY DUES APR-JUN21	\$124.00
<b>BREA ROTARY CLUB</b>					<b>Total Check Amount:</b>	<b>\$124.00</b>
187924	CARLOTA CASTRO	06/25/2021	31195	110	REFUND DUE TO COVID19	\$57.20
<b>CARLOTA CASTRO</b>					<b>Total Check Amount:</b>	<b>\$57.20</b>
187925	CELLO CHANG	06/25/2021	31174	110	SUMMER DAYCAMP REFUND	\$150.00
<b>CELLO CHANG</b>					<b>Total Check Amount:</b>	<b>\$150.00</b>
187926	CHARLES TAN & ASSOCIATES, INC.	06/25/2021	26706	110000000	PLAN REVIEW THRU 5/19	(\$36.00)
		06/25/2021	26706	84032324P	PLAN REVIEW THRU 5/19	\$936.00
		06/25/2021	26706	84032324P	PLAN REVIEW THRU 6/17	\$450.00
<b>CHARLES TAN &amp; ASSOCIATES, INC.</b>					<b>Total Check Amount:</b>	<b>\$1,350.00</b>
187927	CITY OF REDLANDS	06/25/2021	31182	110212111	MOTORCYCLE TRNG MAY21	\$800.00
<b>CITY OF REDLANDS</b>					<b>Total Check Amount:</b>	<b>\$800.00</b>
187928	CIVILTEC ENGINEERING INC.	06/25/2021	2581	510707473	PROF SVCS THRU 5/31	\$930.00
<b>CIVILTEC ENGINEERING INC.</b>					<b>Total Check Amount:</b>	<b>\$930.00</b>
187929	COMMERCIAL AQUATIC SERVICES, INC.	06/25/2021	25513	110404422	CHEMICALS	\$767.88
<b>COMMERCIAL AQUATIC SERVICES, INC.</b>					<b>Total Check Amount:</b>	<b>\$767.88</b>
187930	THE COUNSELING TEAM INTERNATIONAL	06/25/2021	13933	110222221	EMPL SUPP SVCS MAY21	\$330.00

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THE COUNSELING TEAM INTERNATIONAL					Total Check Amount:	\$330.00
187931	COUNTY OF ORANGE	06/25/2021	4799	110212122	PRKNG CITATIONS MAY21	\$1,056.00
COUNTY OF ORANGE					Total Check Amount:	\$1,056.00
187932	DEBBIE CRABBE	06/25/2021	31184	110	BCC CREDIT BAL REFUND	\$104.00
DEBBIE CRABBE					Total Check Amount:	\$104.00
187933	CT&T CONCRETE PAVING, INC.	06/25/2021	28593	510707958	CONCRETE:BHGC BR DECK	\$45,150.00
CT&T CONCRETE PAVING, INC.					Total Check Amount:	\$45,150.00
187934	DEPARTMENT OF JUSTICE	06/25/2021	13406	110141481	FINGERPRNT APPS MAY21	\$1,324.00
DEPARTMENT OF JUSTICE					Total Check Amount:	\$1,324.00
187935	DEPARTMENT OF TRANSPORTATION	06/25/2021	13722	110515121	SGNL/LGHTNG JAN-MAR21	\$6,972.44
DEPARTMENT OF TRANSPORTATION					Total Check Amount:	\$6,972.44
187936	DOWNTOWN FORD SALES	06/25/2021	18138	480515161	'21 POLICE INTRCPTORS	\$80,338.72
DOWNTOWN FORD SALES					Total Check Amount:	\$80,338.72
187937	ANDREA DURAN	06/25/2021	31190	110	YOUTH BASEBALL REFUND	\$90.00
ANDREA DURAN					Total Check Amount:	\$90.00
187938	DESIREE DUSKIN	06/25/2021	31193	110	REFUND DUE TO COVID19	\$57.20
DESIREE DUSKIN					Total Check Amount:	\$57.20
187939	SOUTHERN CALIFORNIA EDISON	06/25/2021	3343	361515148	ELECTRICITY MAY-JUN21	\$15.48
		06/25/2021	3343	110515141	ELECTRICITY MAY-JUN21	\$1,908.87
		06/25/2021	3343	110515148	ELECTRICITY MAY-JUN21	\$42.55
		06/25/2021	3343	110515143	ELECTRICITY MAY-JUN21	\$691.99
		06/25/2021	3343	360515145	ELECTRICITY MAY-JUN21	\$633.50
		06/25/2021	3343	110515121	ELECTRICITY MAY-JUN21	\$5,930.81
		06/25/2021	3343	110515144	ELECTRICITY MAY-JUN21	\$1,824.38
		06/25/2021	3343	490515151	ELECTRICITY MAY-JUN21	\$7,748.72
SOUTHERN CALIFORNIA EDISON					Total Check Amount:	\$18,796.30
187940	LORRIE EMIS	06/25/2021	24617	110	REFUND DUE TO COVID19	\$40.00
LORRIE EMIS					Total Check Amount:	\$40.00
187941	FRANCHISE TAX BOARD/ST OF CALIF	06/25/2021	12043	110	571810253 061821 PR	\$125.00
FRANCHISE TAX BOARD/ST OF CALIF					Total Check Amount:	\$125.00
187942	THE GAS COMPANY	06/25/2021	3749	490515151	GAS MAY-JUNE2021	\$4,198.78
THE GAS COMPANY					Total Check Amount:	\$4,198.78
187943	GOLDEN BELL PRODUCTS, INC.	06/25/2021	1411	410515124	SWR/STORMDRN DEGREASR	\$1,108.75
GOLDEN BELL PRODUCTS, INC.					Total Check Amount:	\$1,108.75
187944	GOLFBOX	06/25/2021	31201	110323231	STAFF APPAREL	\$300.62
		06/25/2021	31201	110323242	STAFF APPAREL	\$126.68
		06/25/2021	31201	110323212	STAFF APPAREL	\$54.80
GOLFBOX					Total Check Amount:	\$482.10

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187945	CHRISTINE GOTTS	06/25/2021	31192	110	REFUND DUE TO COVID19	\$2,207.00
CHRISTINE GOTTS					Total Check Amount:	\$2,207.00
187946	HAWK LIGHTING	06/25/2021	31164	490515151	LED LIGHTING @ FS3	\$2,483.64
HAWK LIGHTING					Total Check Amount:	\$2,483.64
187947	HERITAGE PLAZA	06/25/2021	29392	270323218	SENIOR SUBSIDY JUL21	\$254.00
HERITAGE PLAZA					Total Check Amount:	\$254.00
187948	HF&H CONSULTANTS, LLC	06/25/2021	27542	440515122	SB 1383 CONT ASST MAY	\$639.75
HF&H CONSULTANTS, LLC					Total Check Amount:	\$639.75
187949	TIM HOGAN	06/25/2021	21553	420515131	2021 WTR QUALITY RPT	\$6,938.68
TIM HOGAN					Total Check Amount:	\$6,938.68
187950	HOLLYDALE MOBILE ESTATES	06/25/2021	29393	270323218	SENIOR SUBSIDY JUL21	\$254.00
HOLLYDALE MOBILE ESTATES					Total Check Amount:	\$254.00
187951	IMPERIAL CAR WASH	06/25/2021	30976	480515161	PD CARWASHES (13)	\$181.87
IMPERIAL CAR WASH					Total Check Amount:	\$181.87
187952	ANTHONY ISLAS	06/25/2021	30202	110	FORFEITURE FEES	\$50.00
ANTHONY ISLAS					Total Check Amount:	\$50.00
187953	JART DIRECT MAIL SERVICES	06/25/2021	8634	110404542	MICA/CONCERTS MAILER	\$1,520.00
JART DIRECT MAIL SERVICES					Total Check Amount:	\$1,520.00
187954	JOHN KIM	06/25/2021	31178	840000000	DEVELOPER FEE REFUND	\$1,764.75
JOHN KIM					Total Check Amount:	\$1,764.75
187955	ERIC AND/OR JENNIFER KRAUS	06/25/2021	27721	420000000	CLOSED WATER ACCOUNT	\$70.46
ERIC AND/OR JENNIFER KRAUS					Total Check Amount:	\$70.46
187956	LAKE PARK BREA LP	06/25/2021	5289	270323218	SENIOR SUBSIDY JUL21	\$1,270.00
LAKE PARK BREA LP					Total Check Amount:	\$1,270.00
187957	CHARLES LAROSA	06/25/2021	28906	110	SUMMER DAYCAMP REFUND	\$150.00
CHARLES LAROSA					Total Check Amount:	\$150.00
187958	LAW OFFICES OF JONES & MAYER	06/25/2021	12144	110111112	LEGAL-CODE ENF APR20	\$2,311.93
		06/25/2021	12144	110212111	LEGAL SVCS:PD MAY21	\$35.26
		06/25/2021	12144	110111112	LEGAL-CODE ENF MAR21	\$1,234.04
		06/25/2021	12144	110111112	LEGAL-CODE ENF MAY21	\$1,621.88
LAW OFFICES OF JONES & MAYER					Total Check Amount:	\$5,203.11
187959	JIN LEE	06/25/2021	31167	420000000	CLOSED WATER ACCOUNT	\$113.94
JIN LEE					Total Check Amount:	\$113.94
187960	LOUISE MACKIE	06/25/2021	31166	420000000	CLOSED WATER ACCOUNT	\$60.39
LOUISE MACKIE					Total Check Amount:	\$60.39
187961	MUNICIPAL DENTAL POOL	06/25/2021	30638	110	DELTA DENTAL JUN 2021	\$16,889.57
MUNICIPAL DENTAL POOL					Total Check Amount:	\$16,889.57
187962	ELIZABETH MUNZON	06/25/2021	31189	110404541	STAFF PICK 36TH MICA	\$100.00

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<b>ELIZABETH MUNZON</b>						<b>Total Check Amount: \$100.00</b>
187963	MVP SECURITY SYSTEMS, INC	06/25/2021	29420	490515151	FIBER CONN RPR CCCFL3	\$625.00
<b>MVP SECURITY SYSTEMS, INC</b>						<b>Total Check Amount: \$625.00</b>
187964	NV5 INC	06/25/2021	29891	510707475	DESIGN SVCS BP3 MAR21	\$36,843.00
		06/25/2021	29891	510707475	PROJ MGMT APR21	\$872.00
<b>NV5 INC</b>						<b>Total Check Amount: \$37,715.00</b>
187965	OC BUILDERS GROUP	06/25/2021	31177	840000000	DEVELOPER FEE REFUND	\$622.00
<b>OC BUILDERS GROUP</b>						<b>Total Check Amount: \$622.00</b>
187966	ONYX PAVING COMPANY, INC.	06/25/2021	30667	510707325	ADA UPGRADES FEB 2021	\$94,050.00
<b>ONYX PAVING COMPANY, INC.</b>						<b>Total Check Amount: \$94,050.00</b>
187967	ORANGE COUNTY STRIPING SERVICE	06/25/2021	10223	110515121	SLURRY SEAL STRIPING	\$8,455.80
<b>ORANGE COUNTY STRIPING SERVICE</b>						<b>Total Check Amount: \$8,455.80</b>
187968	ORANGE VILLA SENIOR APARTMENTS	06/25/2021	29394	270323218	SENIOR SUBSIDY JUL21	\$254.00
<b>ORANGE VILLA SENIOR APARTMENTS</b>						<b>Total Check Amount: \$254.00</b>
187969	PERFORMANCE TRUCK REPAIR, INC.	06/25/2021	29371	480515161	1101 ENGINE REPAIR	\$885.14
<b>PERFORMANCE TRUCK REPAIR, INC.</b>						<b>Total Check Amount: \$885.14</b>
187970	PETTY CASH CUSTODIAN	06/25/2021	23851	110	PCF REPL 6-15-2021	\$139.55
<b>PETTY CASH CUSTODIAN</b>						<b>Total Check Amount: \$139.55</b>
187971	PROACTIVE CONSULTING GROUP, LLC	06/25/2021	31123	510707471	AQMD PERMIT:4091 CCYN	\$4,900.00
<b>PROACTIVE CONSULTING GROUP, LLC</b>						<b>Total Check Amount: \$4,900.00</b>
187972	REASONABLE ROOFING & REPAIRS	06/25/2021	31188	840000000	DEVELOPER FEE REFUND	\$702.00
<b>REASONABLE ROOFING &amp; REPAIRS</b>						<b>Total Check Amount: \$702.00</b>
187973	RENNE SLOAN HOTLZMAN SAKAI, LLP	06/25/2021	27580	110141481	2021 COMP SURVEY	\$4,269.00
<b>RENNE SLOAN HOTLZMAN SAKAI, LLP</b>						<b>Total Check Amount: \$4,269.00</b>
187974	ROBERTSON'S	06/25/2021	3464	510707442	SLURRY	\$638.01
<b>ROBERTSON'S</b>						<b>Total Check Amount: \$638.01</b>
187975	JOSHUA SANTILLAN	06/25/2021	30937	110	REFUND DUE TO COVID19	\$150.00
<b>JOSHUA SANTILLAN</b>						<b>Total Check Amount: \$150.00</b>
187976	DAWN SARKISIAN	06/25/2021	24613	110	REFUND DUE TO COVID19	\$30.00
<b>DAWN SARKISIAN</b>						<b>Total Check Amount: \$30.00</b>
187977	DANIEL SILVA	06/25/2021	31196	830	FORFEITURE FEE REFUND	\$30.00
<b>DANIEL SILVA</b>						<b>Total Check Amount: \$30.00</b>
187978	RUTH SMITH	06/25/2021	31199	110	YOUTH BASEBALL REFUND	\$90.00
<b>RUTH SMITH</b>						<b>Total Check Amount: \$90.00</b>
187979	ISAAC SONG	06/25/2021	31197	830	FORFEITURE FEE REFUND	\$50.00
<b>ISAAC SONG</b>						<b>Total Check Amount: \$50.00</b>
187980	PATRICK SONG	06/25/2021	31198	830	FORFEITURE FEE REFUND	\$50.00
<b>PATRICK SONG</b>						<b>Total Check Amount: \$50.00</b>
187981	DANIEL SUH	06/25/2021	31181	830	FORFEITURE FEE REFUND	\$50.00



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<b>DANIEL SUH</b>						<b>Total Check Amount: \$50.00</b>
187982	SUNQUEST GENERAL ENGINEERING INC	06/25/2021	30945	510707958	BHGC BRIDGE WORK	\$2,000.00
		06/25/2021	30945	510707958	BRIDGE PLATES	\$500.00
<b>SUNQUEST GENERAL ENGINEERING INC</b>						<b>Total Check Amount: \$2,500.00</b>
187983	BRYANT TAM	06/25/2021	31200	830	FORFEITURE FEE REFUND	\$50.00
<b>BRYANT TAM</b>						<b>Total Check Amount: \$50.00</b>
187984	DOAN THAI	06/25/2021	30823	110	BCC CREDIT REFUND	\$41.50
<b>DOAN THAI</b>						<b>Total Check Amount: \$41.50</b>
187985	UNITED PARCEL SERVICE	06/25/2021	3174	110141441	SHIPPING CHGS DEC/JAN	\$97.63
<b>UNITED PARCEL SERVICE</b>						<b>Total Check Amount: \$97.63</b>
187986	UNITED PARCEL SERVICE	06/25/2021	3174	110141441	SHIPPING CHGS APR/MAY	\$161.79
<b>UNITED PARCEL SERVICE</b>						<b>Total Check Amount: \$161.79</b>
187987	UNITED PARCEL SERVICE	06/25/2021	3174	110141441	SHIPPING CHGS MAY/JUN	\$110.61
<b>UNITED PARCEL SERVICE</b>						<b>Total Check Amount: \$110.61</b>
187988	MICHAEL VALOV	06/25/2021	31191	830	FORFEITURE FEE REFUND	\$30.00
<b>MICHAEL VALOV</b>						<b>Total Check Amount: \$30.00</b>
187989	CONOR VASILADIS	06/25/2021	31183	110	BCC GIFTCARD REFUND	\$147.00
<b>CONOR VASILADIS</b>						<b>Total Check Amount: \$147.00</b>
187991	VERIZON WIRELESS	06/25/2021	21122	110111151	9880328673 4/23-5/22	\$103.52
		06/25/2021	21122	110111161	9880328673 4/23-5/22	\$51.76
		06/25/2021	21122	110141424	9880328673 4/23-5/22	\$51.76
		06/25/2021	21122	110141441	9880328673 4/23-5/22	\$51.76
		06/25/2021	21122	110222223	9880328673 4/23-5/22	\$1,727.24
		06/25/2021	21122	110323241	9880328673 4/23-5/22	\$72.77
		06/25/2021	21122	430515123	9880328673 4/23-5/22	\$698.09
		06/25/2021	21122	110111111	9880328673 4/23-5/22	\$51.76
		06/25/2021	21122	110111143	9880328673 4/23-5/22	\$132.89
		06/25/2021	21122	110141411	9880328673 4/23-5/22	\$30.02
		06/25/2021	21122	110212121	9880328673 4/23-5/22	\$4,497.49
		06/25/2021	21122	110323212	9880328673 4/23-5/22	\$51.76
		06/25/2021	21122	110323231	9880328673 4/23-5/22	\$51.76
		06/25/2021	21122	110515171	9880328673 4/23-5/22	\$217.66
		06/25/2021	21122	460141474	9880328673 4/23-5/22	\$237.78
		06/25/2021	21122	110141481	9880328673 4/23-5/22	\$51.76
		06/25/2021	21122	110323243	9880328673 4/23-5/22	\$51.76
		06/25/2021	21122	174222222	9880328673 4/23-5/22	\$561.91
		06/25/2021	21122	420141421	9880328673 4/23-5/22	\$114.03
		06/25/2021	21122	420515131	9880328673 4/23-5/22	\$867.51

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187991	VERIZON WIRELESS	06/25/2021	21122	475141471	9880328673 4/23-5/22	\$551.72
		06/25/2021	21122	110323242	9880328673 4/23-5/22	\$51.76
		06/25/2021	21122	110404311	9880328673 4/23-5/22	\$539.19
		06/25/2021	21122	110404525	9880328673 4/23-5/22	\$103.52
		06/25/2021	21122	410515124	9880328673 4/23-5/22	\$30.02
		06/25/2021	21122	440515122	9880328673 4/23-5/22	\$51.76
<b>VERIZON WIRELESS</b>					<b>Total Check Amount:</b>	<b>\$11,002.96</b>
187992	ALAN VILA	06/25/2021	31170	830	FORFEITURE FEE REFUND	\$50.00
<b>ALAN VILA</b>					<b>Total Check Amount:</b>	<b>\$50.00</b>
187993	KELLY WALKER	06/25/2021	19627	110000000	S/U:RWB CELEB 7/3/21	\$500.00
<b>KELLY WALKER</b>					<b>Total Check Amount:</b>	<b>\$500.00</b>
187994	WESTRUX INTERNATIONAL	06/25/2021	25302	480515161	SUN VISOR CLIPS	\$48.70
<b>WESTRUX INTERNATIONAL</b>					<b>Total Check Amount:</b>	<b>\$48.70</b>
187995	KEVIN WILLIAMS	06/25/2021	31172	830	FORFEITURE FEE REFUND	\$40.00
<b>KEVIN WILLIAMS</b>					<b>Total Check Amount:</b>	<b>\$40.00</b>
187996	JENIFER WINFREY	06/25/2021	31168	420000000	CLOSED WATER ACCOUNT	\$19.75
<b>JENIFER WINFREY</b>					<b>Total Check Amount:</b>	<b>\$19.75</b>
187997	XEROX CORPORATION	06/25/2021	3349	110141441	EQ PROT V180P MAY21	\$21.40
		06/25/2021	3349	110141441	PROD CLRCPR/PRNTR MAY	\$546.38
		06/25/2021	3349	110141441	PRINT CHARGES:MAY21	\$2,096.11
<b>XEROX CORPORATION</b>					<b>Total Check Amount:</b>	<b>\$2,663.89</b>
187998	DANIEL YU	06/25/2021	31171	830	FORFEITURE FEE REFUND	\$30.00
<b>DANIEL YU</b>					<b>Total Check Amount:</b>	<b>\$30.00</b>
<b>Check Subtotal</b>						<b>\$1,091,106.85</b>
V44854	ABF PRINTING & MARKETING, INC.	06/25/2021	26673	110111151	SPECIAL PROG SUPPLIES	\$727.37
<b>ABF PRINTING &amp; MARKETING, INC.</b>					<b>Total Check Amount:</b>	<b>\$727.37</b>
V44855	ADAMSON POLICE PRODUCTS	06/25/2021	4023	110212131	ARMOR	\$651.89
<b>ADAMSON POLICE PRODUCTS</b>					<b>Total Check Amount:</b>	<b>\$651.89</b>
V44856	ADMINISTRATIVE & PROF	06/25/2021	3344	110	DED:4010 APEA MEMBR	\$504.00
<b>ADMINISTRATIVE &amp; PROF</b>					<b>Total Check Amount:</b>	<b>\$504.00</b>
V44857	THE ADVANTAGE GROUP	06/25/2021	24539	110	DED:808B FSA DEPCAR	\$1,787.23
		06/25/2021	24539	110	DED:808C FSA UR MED	\$5,877.79
<b>THE ADVANTAGE GROUP</b>					<b>Total Check Amount:</b>	<b>\$7,665.02</b>
V44858	ROGER AIELLI	06/25/2021	31021	110404424	SOFTBALL UMPIRE FEES	\$408.00
<b>ROGER AIELLI</b>					<b>Total Check Amount:</b>	<b>\$408.00</b>
V44859	ALLSTAR FIRE EQUIPMENT	06/25/2021	8353	110222221	GLOVES	\$2,238.98
<b>ALLSTAR FIRE EQUIPMENT</b>					<b>Total Check Amount:</b>	<b>\$2,238.98</b>
V44860	BAB STEERING HYDRAULICS INC.	06/25/2021	18365	480515161	FRONT AIR BAGS REPL	\$962.40

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BAB STEERING HYDRAULICS INC.					Total Check Amount:	\$962.40
V44861	BEST LAWN MOWER SERVICE	06/25/2021	16230	480515161	SEALS/RODS/CAM	\$91.69
BEST LAWN MOWER SERVICE					Total Check Amount:	\$91.69
V44862	BPSEA MEMORIAL FOUNDATION	06/25/2021	14990	110	DED:4050 MEMORIAL	\$177.00
BPSEA MEMORIAL FOUNDATION					Total Check Amount:	\$177.00
V44863	BREA CITY EMPLOYEES ASSOCIATION	06/25/2021	3236	110	DED:4005 BCEA MEMBR	\$540.00
BREA CITY EMPLOYEES ASSOCIATION					Total Check Amount:	\$540.00
V44864	BREA DISPOSAL, INC	06/25/2021	3330	440515122	MAY 2021 RES TONNAGE	\$65,981.66
BREA DISPOSAL, INC					Total Check Amount:	\$65,981.66
V44865	BREA FIREFIGHTERS ASSOCIATION	06/25/2021	3237	110	DED:4016 ASSOC MEMB	\$2,669.50
BREA FIREFIGHTERS ASSOCIATION					Total Check Amount:	\$2,669.50
V44866	BREA POLICE ASSOCIATION	06/25/2021	3769	110	DED:4030 BPA REG	\$3,400.00
BREA POLICE ASSOCIATION					Total Check Amount:	\$3,400.00
V44867	BREA POLICE ATHLETIC LEAGUE	06/25/2021	1068	110	DED:5010 B.P.A.L.	\$137.50
BREA POLICE ATHLETIC LEAGUE					Total Check Amount:	\$137.50
V44868	BREA POLICE MANAGEMENT ASSOCIATION	06/25/2021	21189	110	DED:4020 PMA MEMBRS	\$195.00
		06/25/2021	21189	110	DED:4019 LDF MEMBRS	\$9.50
BREA POLICE MANAGEMENT ASSOCIATION					Total Check Amount:	\$204.50
V44869	C. WELLS PIPELINE MATERIALS INC	06/25/2021	13055	510707442	METER BOXES	\$1,217.04
C. WELLS PIPELINE MATERIALS INC					Total Check Amount:	\$1,217.04
V44870	CANNINGS ACE HARDWARE	06/25/2021	15828	480515161	NUTS+BOLTS	\$5.63
		06/25/2021	15828	110515125	STENCILS	\$30.25
		06/25/2021	15828	110515125	CLEANING MATL FOR DT	\$17.30
CANNINGS ACE HARDWARE					Total Check Amount:	\$53.18
V44871	CLINICAL LABORATORY OF	06/25/2021	3390	420515131	WATER QLTY TEST MAY21	\$1,062.00
CLINICAL LABORATORY OF					Total Check Amount:	\$1,062.00
V44872	COMLOCK SECURITY-GROUP	06/25/2021	13625	110515121	MASTER LOCKS	\$119.71
COMLOCK SECURITY-GROUP					Total Check Amount:	\$119.71
V44873	CORE & MAIN LP	06/25/2021	27049	420515131	HYDRANT METERS (4)	\$2,909.25
		06/25/2021	27049	510707459	PLUMBING SUPPLIES	\$1,051.56
		06/25/2021	27049	420515131	WATER METERS+ENCODERS	\$6,078.52
		06/25/2021	27049	510707459	METER BOXES	\$685.20
		06/25/2021	27049	420515131	WATER METER ENCODERS	\$8,570.79
		06/25/2021	27049	420515131	WATER METER+ENCODER	\$1,693.94
CORE & MAIN LP					Total Check Amount:	\$20,989.26
V44874	ECONOLITE SYSTEMS, INC.	06/25/2021	27147	840141412	DAMAGED SGNLCABLE RPR	\$7,710.33
ECONOLITE SYSTEMS, INC.					Total Check Amount:	\$7,710.33

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V44875	EMERSON BRAN MANAGEMENT	06/25/2021	25725	110404542	EVENING OF LATIN JAZZ	\$3,500.00
<b>EMERSON BRAN MANAGEMENT</b>					<b>Total Check Amount:</b>	<b>\$3,500.00</b>
V44876	FRANK ENRIQUEZ	06/25/2021	19807	460141474	MAY 2021 MILEAGE	\$35.84
		06/25/2021	19807	460141474	APRIL 2021 MILEAGE	\$89.60
		06/25/2021	19807	460141474	JUNE 2021 MILEAGE	\$53.76
<b>FRANK ENRIQUEZ</b>					<b>Total Check Amount:</b>	<b>\$179.20</b>
V44877	EQUIPMENT DIRECT INC	06/25/2021	4522	110515121	SAFETY GLOVES + VEST	\$173.38
		06/25/2021	4522	480515161	FIRST AID KIT	\$20.31
		06/25/2021	4522	420515131	SAFETY CONES	\$1,786.50
<b>EQUIPMENT DIRECT INC</b>					<b>Total Check Amount:</b>	<b>\$1,980.19</b>
V44878	FLEET SERVICES	06/25/2021	5658	480515161	MALE SWVL ELBW/FITNG	\$17.66
<b>FLEET SERVICES</b>					<b>Total Check Amount:</b>	<b>\$17.66</b>
V44879	FUSCOE ENGINEERING, INC.	06/25/2021	18052	410515132	NPDES S/W SVCS MAY21	\$11,993.50
<b>FUSCOE ENGINEERING, INC.</b>					<b>Total Check Amount:</b>	<b>\$11,993.50</b>
V44880	DON GOLDEN	06/25/2021	10729	110000000	INSP SVCS 6/3-6/16	(\$5,258.25)
		06/25/2021	10729	840323241	INSP SVCS 6/3-6/16	\$14,877.00
<b>DON GOLDEN</b>					<b>Total Check Amount:</b>	<b>\$9,618.75</b>
V44881	RAY GONZALEZ	06/25/2021	31019	110404424	UMPIRE FEES 6/14/21	\$102.00
<b>RAY GONZALEZ</b>					<b>Total Check Amount:</b>	<b>\$102.00</b>
V44882	GUARANTEED JANITORIAL SERVICES, INC	06/25/2021	28695	110515125	DT DAYPORTERS:6/29-30	\$400.00
<b>GUARANTEED JANITORIAL SERVICES, INC</b>					<b>Total Check Amount:</b>	<b>\$400.00</b>
V44883	GABRIEL HANNAH	06/25/2021	17533	110404424	UMPIRE FEES 6/14/21	\$102.00
<b>GABRIEL HANNAH</b>					<b>Total Check Amount:</b>	<b>\$102.00</b>
V44884	HCI SYSTEMS INC	06/25/2021	25112	490515151	BCC FIRE SPRNKL R INSP	\$846.25
		06/25/2021	25112	110515125	OS&Y VALVE RPR @ PS3	\$708.22
		06/25/2021	25112	490515151	CCC FIRE SPRNKL R INSP	\$846.25
<b>HCI SYSTEMS INC</b>					<b>Total Check Amount:</b>	<b>\$2,400.72</b>
V44885	HDL SOFTWARE, LLC	06/25/2021	10601	475141471	19/20 CODE ENF SFTWRE	\$2,764.75
		06/25/2021	10601	475141471	19/20 PERMIT TRACKING	\$8,689.24
<b>HDL SOFTWARE, LLC</b>					<b>Total Check Amount:</b>	<b>\$11,453.99</b>
V44886	HITECH SOFTWARE INC	06/25/2021	19937	110515125	CARCOUNT SYST MNT JUN	\$1,345.00
		06/25/2021	19937	110515125	CARCOUNT SYST MNT MAY	\$1,345.00
		06/25/2021	19937	110515125	CARCOUNT SYST MNT JUL	\$1,345.00
		06/25/2021	19937	110515125	JUL20 CARCOUNT TO PO	(\$1,345.00)
<b>HITECH SOFTWARE INC</b>					<b>Total Check Amount:</b>	<b>\$2,690.00</b>
V44887	IDEAL STRIPING	06/25/2021	18839	510707961	BCC STRIPING	\$2,943.00
<b>IDEAL STRIPING</b>					<b>Total Check Amount:</b>	<b>\$2,943.00</b>
V44888	INFOSEND, INC.	06/25/2021	19016	110404521	SENIOR VAN SERVICE	\$52.53

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V44888	INFOSEND, INC.	06/25/2021	19016	110404542	SUMMER SERENADE	\$52.53
		06/25/2021	19016	420141421	WATER:MAY21 POSTAGE	\$4,229.91
		06/25/2021	19016	420141421	WATER:MAY21 PRNT/MAIL	\$1,454.48
		06/25/2021	19016	110404311	SUMMER SWIM PROGRAM	\$52.53
		06/25/2021	19016	440141421	REFUSE RATE ADJUSTMNT	\$52.53
<b>INFOSEND, INC.</b>					<b>Total Check Amount:</b>	<b>\$5,894.51</b>
V44890	INTERWEST CONSULTING GROUP, INC.	06/25/2021	28473	510707278	CIP CONST MGMT OCT20	\$1,200.00
		06/25/2021	28473	510707454	CIP CONST MGMT JAN21	\$112.50
		06/25/2021	28473	510707454	CIP CONST MGMT OCT20	\$375.00
		06/25/2021	28473	510707457	CIP/PROJ MGMT NOV20	\$1,912.50
		06/25/2021	28473	510707458	CIP/PROJ MGMT NOV20	\$600.00
		06/25/2021	28473	510707466	CIP/PROJ MGMT DEC20	\$337.50
		06/25/2021	28473	510707626	CIP/PROJ MGMT DEC20	\$337.50
		06/25/2021	28473	510707251	CONST MGMT SVCS MAR21	\$7,650.00
		06/25/2021	28473	510707453	CIP/PROJ MGMT NOV20	\$1,725.00
		06/25/2021	28473	510707454	CIP/PROJ MGMT DEC20	\$412.50
		06/25/2021	28473	510707466	CIP CONST MGMT JAN21	\$112.50
		06/25/2021	28473	510707626	CIP CONST MGMT FEB21	\$75.00
		06/25/2021	28473	510707626	CIP CONST MGMT OCT20	\$262.50
		06/25/2021	28473	510707278	CIP/PROJ MGMT NOV20	\$2,400.00
		06/25/2021	28473	510707453	CIP/PROJ MGMT DEC20	\$712.50
		06/25/2021	28473	510707454	CIP/PROJ MGMT NOV20	\$75.00
		06/25/2021	28473	510707457	CIP CONST MGMT OCT20	\$1,162.50
		06/25/2021	28473	510707457	CIP/PROJ MGMT DEC20	\$937.50
		06/25/2021	28473	510707458	CIP CONST MGMT OCT20	\$1,800.00
		06/25/2021	28473	510707466	CIP/PROJ MGMT NOV20	\$75.00
		06/25/2021	28473	510707626	CIP CONST MGMT JAN21	\$225.00
		06/25/2021	28473	510707923	CIP CONST MGMT JAN21	\$75.00
		06/25/2021	28473	510707278	CIP CONST MGMT JAN21	\$1,837.50
		06/25/2021	28473	510707278	CIP/PROJ MGMT DEC20	\$2,137.50
		06/25/2021	28473	510707453	CIP CONST MGMT JAN21	\$300.00
		06/25/2021	28473	510707453	CIP CONST MGMT OCT20	\$787.50
		06/25/2021	28473	510707454	CIP CONST MGMT FEB21	\$75.00
		06/25/2021	28473	510707458	CIP/PROJ MGMT DEC20	\$487.50
		06/25/2021	28473	510707466	CIP CONST MGMT OCT20	\$262.50
		06/25/2021	28473	510707626	CIP/PROJ MGMT NOV20	\$75.00
		06/25/2021	28473	510707923	CIP CONST MGMT FEB21	\$225.00

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V44890	INTERWEST CONSULTING GROUP, INC.	06/25/2021	28473	510707923	CIP CONST MGMT OCT20	\$150.00
INTERWEST CONSULTING GROUP, INC.					Total Check Amount:	\$28,912.50
V44891	IPARQ	06/25/2021	21583	110323241	PERMIT FEES APR 2021	\$301.06
IPARQ					Total Check Amount:	\$301.06
V44892	JAMISON ENGINEERING CONTRACTORS,INC	06/25/2021	15812	430515123	INST BREA CRK WETWELL	\$4,950.00
JAMISON ENGINEERING CONTRACTORS,INC					Total Check Amount:	\$4,950.00
V44893	KELLY PAPER	06/25/2021	7039	110141441	SUPPLIES:REPROGRAPHCS	\$56.84
KELLY PAPER					Total Check Amount:	\$56.84
V44894	FRANCESCO LA TORRE	06/25/2021	24398	110404521	MAY 2021 MILEAGE	\$8.96
FRANCESCO LA TORRE					Total Check Amount:	\$8.96
V44895	LEHR	06/25/2021	26035	480515161	#2104 INTERIOR EQPT	\$4,724.79
		06/25/2021	26035	480515161	MAGNETIC MIC KIT	\$150.63
LEHR					Total Check Amount:	\$4,875.42
V44896	LINCOLN AQUATICS	06/25/2021	17902	420515131	CHLORINE	\$462.97
		06/25/2021	17902	110404422	CHEMICALS	\$185.19
LINCOLN AQUATICS					Total Check Amount:	\$648.16
V44897	LINEGEAR	06/25/2021	23894	110222221	HELMETS	\$1,129.22
		06/25/2021	23894	110222221	HAZ MAT ITEMS	\$1,850.07
LINEGEAR					Total Check Amount:	\$2,979.29
V44898	LOS ANGELES TRUCK CENTERS, LLC	06/25/2021	7300	480515161	SEAT SIDE COVER	\$76.64
LOS ANGELES TRUCK CENTERS, LLC					Total Check Amount:	\$76.64
V44899	LORI MAIER	06/25/2021	31187	110404215	ZUMBA MAY 2021	\$280.00
LORI MAIER					Total Check Amount:	\$280.00
V44900	MINER, LTD	06/25/2021	27173	490515151	BCC DOOR REPAIR	\$556.50
MINER, LTD					Total Check Amount:	\$556.50
V44901	CAITLIN MOHNEY	06/25/2021	29108	110404521	SR CTR YOGA MAY21	\$120.00
CAITLIN MOHNEY					Total Check Amount:	\$120.00
V44902	MYERS AND SONS	06/25/2021	21624	110515121	LAMBERT RD SIGNS	\$364.28
MYERS AND SONS					Total Check Amount:	\$364.28
V44903	ORANGE COUNTY SANITATION DIST.	06/25/2021	14689	110000000	5% COLL:RES SF MAY21	(\$1,586.40)
		06/25/2021	14689	110	RES SEWER FEES MAY21	\$31,728.00
ORANGE COUNTY SANITATION DIST.					Total Check Amount:	\$30,141.60
V44904	PLUMBERS DEPOT INC.	06/25/2021	14542	430515123	END CABLE REPAIR	\$883.97
		06/25/2021	14542	430515123	MICROPROCESSOR REPAIR	\$1,356.77
PLUMBERS DEPOT INC.					Total Check Amount:	\$2,240.74
V44905	PLUMBING WHOLESALE OUTLET, INC.	06/25/2021	18392	490515151	SR CTR SUPPLY LINES	\$27.87
PLUMBING WHOLESALE OUTLET, INC.					Total Check Amount:	\$27.87

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V44906	PRIME SYSTEMS INDUSTRIAL AUTOMATION	06/25/2021	27059	420515131	SCADA MAINT MAY 2021	\$3,100.97
<b>PRIME SYSTEMS INDUSTRIAL AUTOMATION</b>						<b>Total Check Amount: \$3,100.97</b>
V44907	QUARTECH CORRECTIONS LLC	06/25/2021	29933	950000000	ILJAOC SW SUPP MAY21	\$1,500.00
		06/25/2021	29933	950000000	ILJAOC BAILMOTN MAY21	\$7,800.00
		06/25/2021	29933	950000000	ILJAOC DEC ENH MAY21	\$675.00
<b>QUARTECH CORRECTIONS LLC</b>						<b>Total Check Amount: \$9,975.00</b>
V44908	RICHARDS, WATSON & GERSHON	06/25/2021	8978	420141421	0182 WTR RATES APR21	\$747.29
		06/25/2021	8978	840141412	0116 REIMB WORK APR21	\$2,322.00
		06/25/2021	8978	510707929	189 LUCAS BLDRS APR21	\$1,024.00
		06/25/2021	8978	510707251	0145 57/LAMBERT APR21	\$69.00
		06/25/2021	8978	840141412	195 SAFER AVENUES APR	\$19,833.60
		06/25/2021	8978	110404311	193 WVRO PETITION APR	\$24.00
<b>RICHARDS, WATSON &amp; GERSHON</b>						<b>Total Check Amount: \$24,019.89</b>
V44909	MARY M. SAMBRANO	06/25/2021	28001	110404521	ZUMBA GOLD APR/MAY21	\$90.00
<b>MARY M. SAMBRANO</b>						<b>Total Check Amount: \$90.00</b>
V44910	DAVID SAMS	06/25/2021	29931	465515149	GOLF RFP CONSULTING	\$2,080.00
<b>DAVID SAMS</b>						<b>Total Check Amount: \$2,080.00</b>
V44911	SIGNARAMA OF ANAHEIM	06/25/2021	12440	465515149	GOLFCOURSE HOLE SIGNS	\$872.78
<b>SIGNARAMA OF ANAHEIM</b>						<b>Total Check Amount: \$872.78</b>
V44912	SOUTH COAST EMERGENCY VEHICLE SVC	06/25/2021	18619	480515161	1201 RELIEF VALVE RPR	\$517.41
		06/25/2021	18619	480515161	FIRE WHEEL COVER	\$137.03
<b>SOUTH COAST EMERGENCY VEHICLE SVC</b>						<b>Total Check Amount: \$654.44</b>
V44913	STAGELIGHT FAMILY PRODUCTIONS	06/25/2021	7825	110404542	WIZARD OF OZ 2021 #1	\$15,862.50
<b>STAGELIGHT FAMILY PRODUCTIONS</b>						<b>Total Check Amount: \$15,862.50</b>
V44914	STAPLES TECHNOLOGY SOLUTIONS	06/25/2021	22888	110323212	TONER	\$203.59
<b>STAPLES TECHNOLOGY SOLUTIONS</b>						<b>Total Check Amount: \$203.59</b>
V44915	STOTZ EQUIPMENT	06/25/2021	24388	480515161	V-BELTS	\$59.98
<b>STOTZ EQUIPMENT</b>						<b>Total Check Amount: \$59.98</b>
V44916	KRISTEN TAYLOR	06/25/2021	31077	110404541	ARTGALLERY CONS SALES	\$47.17
<b>KRISTEN TAYLOR</b>						<b>Total Check Amount: \$47.17</b>
V44917	TECHNICOLOR PRINTING	06/25/2021	24354	110404428	DAYCAMP STAFF SHIRTS	\$507.50
<b>TECHNICOLOR PRINTING</b>						<b>Total Check Amount: \$507.50</b>
V44918	TRANS UNION LLC	06/25/2021	8371	110141481	HR SVCS 4/26-5/25	\$14.22
<b>TRANS UNION LLC</b>						<b>Total Check Amount: \$14.22</b>
V44919	TROPICAL PLAZA NURSERY, INC	06/25/2021	2062	345515112	GATEWAY CTR MAY 2021	\$1,370.00
<b>TROPICAL PLAZA NURSERY, INC</b>						<b>Total Check Amount: \$1,370.00</b>
V44920	UNICORN METALS	06/25/2021	17181	420515131	METAL	\$51.96
<b>UNICORN METALS</b>						<b>Total Check Amount: \$51.96</b>



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V44921	VINTAGE CANYON SENIOR APARTMENTS	06/25/2021	29395	270323218	SENIOR SUBSIDY JUL21	\$762.00
<b>VINTAGE CANYON SENIOR APARTMENTS</b>					<b>Total Check Amount:</b>	<b>\$762.00</b>
V44922	VISTA PAINT CORPORATION	06/25/2021	4573	110515121	TFC/USA MARKING PAINT	\$127.96
<b>VISTA PAINT CORPORATION</b>					<b>Total Check Amount:</b>	<b>\$127.96</b>
V44923	WILLDAN ENGINEERING	06/25/2021	12445	110000000	INSP SVCS THRU 10/2	(\$1,071.00)
		06/25/2021	12445	510707460	CM+INSP SVCS THRU4/30	\$22,563.23
		06/25/2021	12445	84051517P	PLAN CHECK SVCS 1/1	\$2,123.50
		06/25/2021	12445	110000000	PLAN CHECK SVCS 1/1	\$186.00
		06/25/2021	12445	110000000	PLAN CHECK SVCS 3/1	\$156.00
		06/25/2021	12445	510707459	CM+INSP SVCS THRU 4/2	\$4,256.79
		06/25/2021	12445	510707458	PLAN CHECK SVCS 3/1	\$223.50
		06/25/2021	12445	84051517I	INSP SVCS THRU 10/2	\$7,973.00
		06/25/2021	12445	84051517P	PLAN CHECK SVCS 3/1	\$1,781.00
		06/25/2021	12445	11051517I	INSP SVCS THRU 10/2	\$290.00
		06/25/2021	12445	510707459	CM+INSP SVCS THRU4/30	\$4,735.02
		06/25/2021	12445	510707460	CM+INSP SVCS THRU 4/2	\$23,662.21
<b>WILLDAN ENGINEERING</b>					<b>Total Check Amount:</b>	<b>\$66,879.25</b>
V44924	ZUMAR INDUSTRIES, INC.	06/25/2021	3802	110515121	NEW STREET NAME SIGN	\$301.36
<b>ZUMAR INDUSTRIES, INC.</b>					<b>Total Check Amount:</b>	<b>\$301.36</b>
<b>Voucher Subtotal</b>						<b>\$374,306.98</b>
W21026	THE BANK OF NEW YORK MELLON	06/21/2021	16062	420	2020 WTR BOND DEBT PAYMNT	\$567,380.00
<b>THE BANK OF NEW YORK MELLON</b>					<b>Total Check Amount:</b>	<b>\$567,380.00</b>
W21027	THE BANK OF NEW YORK MELLON	06/21/2021	16062	420	2014 WTR BOND DEBT PAYMNT	\$424,349.86
<b>THE BANK OF NEW YORK MELLON</b>					<b>Total Check Amount:</b>	<b>\$424,349.86</b>
W21028	THE BANK OF NEW YORK MELLON	06/21/2021	16062	420	2019 WTR BOND DEBT PAYMNT	\$1,275,046.32
<b>THE BANK OF NEW YORK MELLON</b>					<b>Total Check Amount:</b>	<b>\$1,275,046.32</b>
<b>Wire Subtotal</b>						<b>\$2,266,776.18</b>
<b>TOTAL</b>						<b>\$3,732,190.01</b>

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Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
187999	AKM CONSULTING ENGINEERS	06/30/2021	10006	510707609	SWR MSTRPLN UPD APR21	\$51,255.50
<b>AKM CONSULTING ENGINEERS</b>					<b>Total Check Amount:</b>	<b>\$51,255.50</b>
188000	AT&T	06/30/2021	22050	475141471	1483342605 6-11-2021	\$1,302.40
		06/30/2021	22050	475141471	3711392609 6-11-2021	\$1,846.90
<b>AT&amp;T</b>					<b>Total Check Amount:</b>	<b>\$3,149.30</b>
188001	AT&T LONG DISTANCE	06/30/2021	1737	475141471	807752441 6/4/21	\$34.41
<b>AT&amp;T LONG DISTANCE</b>					<b>Total Check Amount:</b>	<b>\$34.41</b>
188002	AGNIESZKA BORZUCHOWSKI	06/30/2021	31169	110	SUMMER SERENADE 6/5	\$262.44
<b>AGNIESZKA BORZUCHOWSKI</b>					<b>Total Check Amount:</b>	<b>\$262.44</b>
188003	BREA LIONS SCOUT CENTER FOUNDATION	06/30/2021	14911	110404421	2021 COUNTRY FAIR RR	\$275.00
<b>BREA LIONS SCOUT CENTER FOUNDATION</b>					<b>Total Check Amount:</b>	<b>\$275.00</b>
188004	CABCO YELLOW, INC.	06/30/2021	24712	110404525	SR CTR TAXI RIDES MAY	\$186.00
<b>CABCO YELLOW, INC.</b>					<b>Total Check Amount:</b>	<b>\$186.00</b>
188005	WAN-CHIN CHANG	06/30/2021	31176	110	SUMMER SERENADE 6/5	\$262.44
<b>WAN-CHIN CHANG</b>					<b>Total Check Amount:</b>	<b>\$262.44</b>
188006	CIVILTEC ENGINEERING INC.	06/30/2021	2581	510707626	PLAN CHECK SVCS APR21	\$1,160.00
		06/30/2021	2581	510707454	PLAN CHECK SVCS APR21	\$1,160.00
		06/30/2021	2581	510707460	WTR MN N HLLS E JAN21	\$1,390.00
		06/30/2021	2581	510707442	WTR MSTRPLN UPD FEB21	\$8,412.50
		06/30/2021	2581	510707453	WTR MN STEELE JAN21	\$1,495.00
		06/30/2021	2581	510707457	WTR MN PL HILLS JAN21	\$1,679.75
		06/30/2021	2581	510707459	WTR MN NHILLS W JAN21	\$1,376.25
		06/30/2021	2581	510707466	PLAN CHECK SVCS APR21	\$1,160.00
<b>CIVILTEC ENGINEERING INC.</b>					<b>Total Check Amount:</b>	<b>\$17,833.50</b>
188007	COMMUNITY VETERINARY HOSPITAL INC.	06/30/2021	30473	110212131	K-9 PRE-SVC EVAL	\$1,073.50
<b>COMMUNITY VETERINARY HOSPITAL INC.</b>					<b>Total Check Amount:</b>	<b>\$1,073.50</b>
188008	COUNTY OF ORANGE	06/30/2021	4799	110212131	ANIMALSHLTR APR-JUN21	\$10,514.68
<b>COUNTY OF ORANGE</b>					<b>Total Check Amount:</b>	<b>\$10,514.68</b>
188009	COUNTY OF ORANGE	06/30/2021	4799	110212122	CLETS SUPPORT JUN21	\$1,104.51
<b>COUNTY OF ORANGE</b>					<b>Total Check Amount:</b>	<b>\$1,104.51</b>
188010	CPAC INC.	06/30/2021	30943	951000000	ILJAOC BACKUP/LIC/MNT	\$1,856.00
<b>CPAC INC.</b>					<b>Total Check Amount:</b>	<b>\$1,856.00</b>
188011	ED GRUSH GENERAL CONSTRUCTION	06/30/2021	28141	420000000	CLOSED WATER ACCOUNT	\$2,399.53
<b>ED GRUSH GENERAL CONSTRUCTION</b>					<b>Total Check Amount:</b>	<b>\$2,399.53</b>
188012	SOUTHERN CALIFORNIA EDISON	06/30/2021	3343	110515121	ELECTRICITY MAY-JUN21	\$446.91
		06/30/2021	3343	110515148	ELECTRICITY MAY-JUN21	\$39.10
		06/30/2021	3343	110515143	ELECTRICITY MAY-JUN21	\$15.18

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<b>SOUTHERN CALIFORNIA EDISON</b>					<b>Total Check Amount:</b>	<b>\$501.19</b>
188013	ENTERPRISE SECURITY, INC.	06/30/2021	18042	181404250	BCC SECURITY ACCESS	\$4,363.25
<b>ENTERPRISE SECURITY, INC.</b>					<b>Total Check Amount:</b>	<b>\$4,363.25</b>
188014	EXPRESS AIR TESTING, INC.	06/30/2021	29369	510707923	ASBESTOS/LEAD @ FS1	\$1,204.00
<b>EXPRESS AIR TESTING, INC.</b>					<b>Total Check Amount:</b>	<b>\$1,204.00</b>
188015	THE GAS COMPANY	06/30/2021	3749	490515151	GAS MAY-JUNE2021	\$168.44
<b>THE GAS COMPANY</b>					<b>Total Check Amount:</b>	<b>\$168.44</b>
188016	HARRINGTON GEOTECHNICAL ENG.INC.	06/30/2021	15251	510707278	TESTING APR 2021	\$6,890.50
<b>HARRINGTON GEOTECHNICAL ENG.INC.</b>					<b>Total Check Amount:</b>	<b>\$6,890.50</b>
188017	CHRIS HORNUNG	06/30/2021	31175	110	SUMMER SERENADE 6/5	\$262.44
<b>CHRIS HORNUNG</b>					<b>Total Check Amount:</b>	<b>\$262.44</b>
188018	INTERACT EVENTS	06/30/2021	26742	110404421	CNTRY FAIR TABLES/CH	\$1,590.00
<b>INTERACT EVENTS</b>					<b>Total Check Amount:</b>	<b>\$1,590.00</b>
188019	INTERACT EVENTS	06/30/2021	26742	110404421	COUNTRY FAIR SOUND	\$1,250.00
<b>INTERACT EVENTS</b>					<b>Total Check Amount:</b>	<b>\$1,250.00</b>
188020	CHAD JACKSON	06/30/2021	31180	110	SUMMER SERENADE 6/5	\$262.44
<b>CHAD JACKSON</b>					<b>Total Check Amount:</b>	<b>\$262.44</b>
188021	KREEPY KREATURES REPTILE SHOWS	06/30/2021	26913	110404421	KK-COUNTRY FAIR 7/3	\$778.00
<b>KREEPY KREATURES REPTILE SHOWS</b>					<b>Total Check Amount:</b>	<b>\$778.00</b>
188022	SUZANNE LA ROQUE	06/30/2021	31179	110	SUMMER SERENADE 6/5	\$262.44
<b>SUZANNE LA ROQUE</b>					<b>Total Check Amount:</b>	<b>\$262.44</b>
188023	LU'S LIGHTHOUSE, INC.	06/30/2021	28330	480515161	HEADLIGHTS	\$710.51
<b>LU'S LIGHTHOUSE, INC.</b>					<b>Total Check Amount:</b>	<b>\$710.51</b>
188024	M. ARTHUR GENSLE, JR. & ASSOCIATES	06/30/2021	28450	110323231	PROF SVCS THRU 2/27	\$8,525.00
<b>M. ARTHUR GENSLE, JR. &amp; ASSOCIATES</b>					<b>Total Check Amount:</b>	<b>\$8,525.00</b>
188025	MORNINGSTAR INSURANCE BROKERS, INC.	06/30/2021	18078	110404421	7/3/21 CF PONIES INS	\$250.00
<b>MORNINGSTAR INSURANCE BROKERS, INC.</b>					<b>Total Check Amount:</b>	<b>\$250.00</b>
188026	SUSAN NEWCOMB	06/30/2021	24991	110	SUMMER DAYCAMP REFUND	\$150.00
<b>SUSAN NEWCOMB</b>					<b>Total Check Amount:</b>	<b>\$150.00</b>
188027	OFFICE DEPOT, INC	06/30/2021	4743	110404311	TONERS	\$284.72
<b>OFFICE DEPOT, INC</b>					<b>Total Check Amount:</b>	<b>\$284.72</b>
188028	MICHAEL D. PALOMBO	06/30/2021	31202	110404421	COUNTRY FAIR BAND 7/3	\$500.00
<b>MICHAEL D. PALOMBO</b>					<b>Total Check Amount:</b>	<b>\$500.00</b>
188029	KYUNGHOO PARK	06/30/2021	24355	420000000	CLOSED WATER ACCOUNT	\$70.46
<b>KYUNGHOO PARK</b>					<b>Total Check Amount:</b>	<b>\$70.46</b>
188030	PERFORMANCE TRUCK REPAIR, INC.	06/30/2021	29371	480515161	ENGINE INJECTORS	\$4,964.08
<b>PERFORMANCE TRUCK REPAIR, INC.</b>					<b>Total Check Amount:</b>	<b>\$4,964.08</b>

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188031	PLACEWORKS, INC.	06/30/2021	26720	840141412	BREA PLZ EIR MAY21	\$593.11
		06/30/2021	26720	84032323E	BREA PLZ EIR MAY21	\$30,359.38
		06/30/2021	26720	840141412	BREA MALL CEQA MAY21	\$16.93
		06/30/2021	26720	84032323E	ACOUSTICAL ANALYSIS	\$1,845.00
		06/30/2021	26720	840141412	ACOUSTICAL ANALYSIS	\$36.90
		06/30/2021	26720	84032323E	BREA MALL CEQA MAY21	\$7,432.23
<b>PLACEWORKS, INC.</b>					<b>Total Check Amount:</b>	<b>\$40,283.55</b>
188032	PUENTE HILLS FORD	06/30/2021	25742	480515161	#2104 SPARE KIT/PROGRAM	\$202.02
<b>PUENTE HILLS FORD</b>					<b>Total Check Amount:</b>	<b>\$202.02</b>
188033	SAN DIEGO POLICE EQUIPMENT CO.	06/30/2021	5049	110212131	CARTRIDGES	\$3,363.91
<b>SAN DIEGO POLICE EQUIPMENT CO.</b>					<b>Total Check Amount:</b>	<b>\$3,363.91</b>
188034	SOUTH COAST AQMD	06/30/2021	10871	480515161	FAC#6714 RENEWAL FEES	\$2,901.12
		06/30/2021	10871	480515161	FAC6714 EMISSIONS FEE	\$142.59
<b>SOUTH COAST AQMD</b>					<b>Total Check Amount:</b>	<b>\$3,043.71</b>
188035	STEVE SWARTOUT	06/30/2021	26767	110404421	COUNTRY FAIR HAYRIDE	\$500.00
<b>STEVE SWARTOUT</b>					<b>Total Check Amount:</b>	<b>\$500.00</b>
188036	TURNOUT MAINTENANCE COMPANY, LLC	06/30/2021	19898	110222221	BRUSHCOAT REPAIRS	\$54.83
		06/30/2021	19898	110222221	TURNOUT REPAIRS	\$932.83
<b>TURNOUT MAINTENANCE COMPANY, LLC</b>					<b>Total Check Amount:</b>	<b>\$987.66</b>
188037	UNIFIRST CORPORATION	06/30/2021	27988	110212131	PD LAUNDRY SVCS 6/21	\$23.05
		06/30/2021	27988	110212131	PD LAUNDRY SVCS 6/14	\$24.88
<b>UNIFIRST CORPORATION</b>					<b>Total Check Amount:</b>	<b>\$47.93</b>
188038	UNITED RENTALS NORTHWEST, INC.	06/30/2021	7051	510707923	PORTABLE RR/SINK @FS1	\$449.31
<b>UNITED RENTALS NORTHWEST, INC.</b>					<b>Total Check Amount:</b>	<b>\$449.31</b>
188039	URBAN GRAFFITI ENTERPRISES INC.	06/30/2021	4352	110515121	GRAFFITIREMOVAL MAY21	\$2,450.00
<b>URBAN GRAFFITI ENTERPRISES INC.</b>					<b>Total Check Amount:</b>	<b>\$2,450.00</b>
188040	WALTERS WHOLESALE ELECTRIC	06/30/2021	1667	490515151	ELECTRIC PARTS	\$635.19
<b>WALTERS WHOLESALE ELECTRIC</b>					<b>Total Check Amount:</b>	<b>\$635.19</b>
<b>Check Subtotal</b>						<b>\$175,157.56</b>
V44925	ALLSTAR FIRE EQUIPMENT	06/30/2021	8353	110222221	HELMETS	\$970.51
<b>ALLSTAR FIRE EQUIPMENT</b>					<b>Total Check Amount:</b>	<b>\$970.51</b>
V44926	CONNOR MICHAEL CHRISTNER	06/30/2021	29083	110212111	TRAINING EXPENSES	\$27.76
<b>CONNOR MICHAEL CHRISTNER</b>					<b>Total Check Amount:</b>	<b>\$27.76</b>
V44927	DEVICES FOR LIFE, LLC	06/30/2021	20410	172212141	AED COMPLIANCE	\$2,500.00
<b>DEVICES FOR LIFE, LLC</b>					<b>Total Check Amount:</b>	<b>\$2,500.00</b>
V44928	ECONOLITE SYSTEMS, INC.	06/30/2021	27147	110212132	INST REDLGHT ENFORCER	\$1,033.41
<b>ECONOLITE SYSTEMS, INC.</b>					<b>Total Check Amount:</b>	<b>\$1,033.41</b>
V44929	RAY GONZALEZ	06/30/2021	31019	110404424	UMPIRE FEES 6/21/21	\$102.00

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RAY GONZALEZ					Total Check Amount:	\$102.00
V44930	GRAINGER	06/30/2021	13634	110222211	BATTERIES	\$140.75
GRAINGER					Total Check Amount:	\$140.75
V44931	GUARANTEED JANITORIAL SERVICES, INC	06/30/2021	28695	110515125	CAR SHOW PORTER SVC	\$240.00
GUARANTEED JANITORIAL SERVICES, INC					Total Check Amount:	\$240.00
V44932	GABRIEL HANNAH	06/30/2021	17533	110404424	UMPIRE FEES 6/21/21	\$102.00
GABRIEL HANNAH					Total Check Amount:	\$102.00
V44933	HCI SYSTEMS INC	06/30/2021	25112	490515151	BCC ALARM INSPECTION	\$489.00
HCI SYSTEMS INC					Total Check Amount:	\$489.00
V44934	WESLEY HUANG	06/30/2021	26144	110212111	TRAINING MILEAGE	\$7.90
WESLEY HUANG					Total Check Amount:	\$7.90
V44935	SYLVIA SIN JUNG HUBER	06/30/2021	28504	110	SUMMER DAYCAMP REFUND	\$460.00
SYLVIA SIN JUNG HUBER					Total Check Amount:	\$460.00
V44936	INTERWEST CONSULTING GROUP, INC.	06/30/2021	28473	510707458	CIP CONST MGMT MAY21	\$31,312.50
		06/30/2021	28473	510707626	CIP CONST MGMT MAY21	\$187.50
		06/30/2021	28473	510707923	CIP CONST MGMT MAY21	\$450.00
		06/30/2021	28473	510707251	CIP CONST MGMT MAY21	\$5,737.50
		06/30/2021	28473	510707278	CIP CONST MGMT MAY21	\$18,975.00
		06/30/2021	28473	510707466	CIP CONST MGMT MAY21	\$337.50
		06/30/2021	28473	510707454	CIP CONST MGMT MAY21	\$150.00
		INTERWEST CONSULTING GROUP, INC.				
V44937	LEHR	06/30/2021	26035	480515161	LIGHT BEZELS	\$10.78
		06/30/2021	26035	480515161	#2104 CHANGE-OVER	\$4,950.00
LEHR					Total Check Amount:	\$4,960.78
V44938	LIFE-ASSIST, INC.	06/30/2021	10530	174222222	PM SUPPLIES FS2	\$68.64
		06/30/2021	10530	174222222	PM SUPPLIES FS3	\$808.21
LIFE-ASSIST, INC.					Total Check Amount:	\$876.85
V44939	LM PAINTING & CONST/LEO'S A/C	06/30/2021	19676	490515151	PAINT SR CTR DININGRM	\$4,300.00
LM PAINTING & CONST/LEO'S A/C					Total Check Amount:	\$4,300.00
V44940	LONG BEACH BMW	06/30/2021	18120	480515161	BMW MOTORCYCLE TIRES	\$1,452.24
LONG BEACH BMW					Total Check Amount:	\$1,452.24
V44941	MAD SCIENCE	06/30/2021	5399	110404145	ROBOTIC LABWORKS	\$1,925.00
MAD SCIENCE					Total Check Amount:	\$1,925.00
V44942	MADISON RAE MAHER	06/30/2021	30612	110212111	EVOC TRAINING	\$142.00
MADISON RAE MAHER					Total Check Amount:	\$142.00
V44943	MUNICIPAL WATER DISTRICT	06/30/2021	3784	420515131	WATER DELIVERY MAY21	\$15,078.35
MUNICIPAL WATER DISTRICT					Total Check Amount:	\$15,078.35

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V44944	PLAY-WELL TEKNOLOGIES	06/30/2021	20917	110404145	LEGO:MINECRFT/POKEMON	\$2,925.00
<b>PLAY-WELL TEKNOLOGIES</b>					<b>Total Check Amount:</b>	<b>\$2,925.00</b>
V44945	RAY-LITE INDUSTRIES, INC.	06/30/2021	19800	490515151	LED LIGHTNG:PLAZA LVL	\$712.39
<b>RAY-LITE INDUSTRIES, INC.</b>					<b>Total Check Amount:</b>	<b>\$712.39</b>
V44946	SC FUELS	06/30/2021	16654	480515161	REG ETH 4736.1 GALS	\$13,693.27
		06/30/2021	16654	480515161	REG ETH 4376.1 GALS	\$2,062.35
<b>SC FUELS</b>					<b>Total Check Amount:</b>	<b>\$15,755.62</b>
V44947	SHRED-IT USA	06/30/2021	7438	470141483	DOC SHRED APR/MAY21	\$10.66
		06/30/2021	7438	110111161	DOC SHRED MAY/JUN21	\$10.66
		06/30/2021	7438	110212122	DOC SHRED APR/MAY21	\$138.68
		06/30/2021	7438	470141483	DOC SHRED MAY/JUN21	\$10.66
		06/30/2021	7438	110111161	DOC SHRED APR/MAY21	\$10.66
		06/30/2021	7438	110212122	DOC SHRED MAY/JUN21	\$138.68
<b>SHRED-IT USA</b>					<b>Total Check Amount:</b>	<b>\$320.00</b>
V44948	SKATEDOGS	06/30/2021	22488	110404145	SKATEBOARDING CAMP	\$1,810.90
<b>SKATEDOGS</b>					<b>Total Check Amount:</b>	<b>\$1,810.90</b>
V44949	SPECTRUM GAS PRODUCTS, INC.	06/30/2021	16060	174222222	OXYGEN	\$88.00
<b>SPECTRUM GAS PRODUCTS, INC.</b>					<b>Total Check Amount:</b>	<b>\$88.00</b>
V44950	STAPLES TECHNOLOGY SOLUTIONS	06/30/2021	22888	110212111	TONERS (3)	\$529.23
<b>STAPLES TECHNOLOGY SOLUTIONS</b>					<b>Total Check Amount:</b>	<b>\$529.23</b>
V44951	STATE INDUSTRIAL PRODUCTS	06/30/2021	8572	490515151	NDC CLEANER	\$224.98
<b>STATE INDUSTRIAL PRODUCTS</b>					<b>Total Check Amount:</b>	<b>\$224.98</b>
V44952	STEAMX LLC	06/30/2021	24072	480515161	DIESEL GAUGE	\$36.74
<b>STEAMX LLC</b>					<b>Total Check Amount:</b>	<b>\$36.74</b>
V44953	TENNIS ANYONE ACADEMY	06/30/2021	12688	110404145	TENNIS LESSONS	\$2,388.00
<b>TENNIS ANYONE ACADEMY</b>					<b>Total Check Amount:</b>	<b>\$2,388.00</b>
V44954	AJA TOKUGAWA	06/30/2021	22121	110212111	TRAINING EXPENSES	\$218.00
<b>AJA TOKUGAWA</b>					<b>Total Check Amount:</b>	<b>\$218.00</b>
V44955	TRUE TINT WINDOW TINTING	06/30/2021	28281	110404215	TINT BCC GROUP X ROOM	\$912.00
<b>TRUE TINT WINDOW TINTING</b>					<b>Total Check Amount:</b>	<b>\$912.00</b>
V44956	UNITED ROTARY BRUSH CORPORATION	06/30/2021	16649	480515161	SWEEPER/GUTTER BROOMS	\$296.60
<b>UNITED ROTARY BRUSH CORPORATION</b>					<b>Total Check Amount:</b>	<b>\$296.60</b>
V44957	WALTERS WHOLESALE ELECTRIC	06/30/2021	1667	490515151	ELECTRIC PARTS	\$94.54
<b>WALTERS WHOLESALE ELECTRIC</b>					<b>Total Check Amount:</b>	<b>\$94.54</b>
V44958	SARA L. WOODWARD	06/30/2021	26083	110212122	MAY 2021 MILEAGE	\$78.06
<b>SARA L. WOODWARD</b>					<b>Total Check Amount:</b>	<b>\$78.06</b>
V44959	STEVEN R WULFF	06/30/2021	30415	110212111	TRAINING EXPENSES	\$27.76
<b>STEVEN R WULFF</b>					<b>Total Check Amount:</b>	<b>\$27.76</b>

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V44960	ZOLL MEDICAL CORPORATION	06/30/2021	23538	174222222	PM SUPPLIES FS1	\$79.20
ZOLL MEDICAL CORPORATION					Total Check Amount:	\$79.20
Voucher Subtotal						\$118,455.57
TOTAL						\$293,613.13



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188041	ADR SERVICES, INC.	07/09/2021	31274	510707929	MEDIATION FEES - RWG	\$5,500.00
ADR SERVICES, INC.					Total Check Amount:	\$5,500.00
188042	AFSS - SOUTHERN DIVISION	07/09/2021	11391	110222211	FY 21/22 MEMB RENEWAL	\$60.00
AFSS - SOUTHERN DIVISION					Total Check Amount:	\$60.00
188043	PAUL ARAGON	07/09/2021	31209	110	CS-BCC REFUND COVID19	\$10.00
PAUL ARAGON					Total Check Amount:	\$10.00
188044	ISHA ASIJA	07/09/2021	31210	110	CS-BCC REFUND COVID19	\$10.00
ISHA ASIJA					Total Check Amount:	\$10.00
188045	AT&T CALNET	07/09/2021	20391	360515145	CALNET MAY/JUN 2021	\$45.65
		07/09/2021	20391	360515147	CALNET MAY/JUN 2021	\$24.57
		07/09/2021	20391	361515142	CALNET MAY/JUN 2021	\$112.28
		07/09/2021	20391	420515131	CALNET MAY/JUN 2021	\$276.62
		07/09/2021	20391	475141471	CALNET MAY/JUN 2021	\$7,278.28
AT&T CALNET					Total Check Amount:	\$7,737.40
188046	JAANA ESGUERRA BAKER	07/09/2021	31061	110404541	ARTGALLERY CONS SALES	\$52.50
JAANA ESGUERRA BAKER					Total Check Amount:	\$52.50
188047	ASHLEY ALOMA KRUYTHOFF BARGIEL	07/09/2021	31264	110	ART GALLERY EXH SALES	\$84.00
ASHLEY ALOMA KRUYTHOFF BARGIEL					Total Check Amount:	\$84.00
188048	KIMBERLY BENARAW	07/09/2021	31228	110	DAYCAMP WEEK-7 REFUND	\$330.00
		07/09/2021	31228	110	DAYCAMP WEEK-9 REFUND	\$330.00
KIMBERLY BENARAW					Total Check Amount:	\$660.00
188049	SARAH BORAH	07/09/2021	31254	110	CS-BCC REFUND COVID19	\$10.00
SARAH BORAH					Total Check Amount:	\$10.00
188050	MARIA BROWNING	07/09/2021	31242	110	CS-BCC REFUND COVID19	\$10.00
MARIA BROWNING					Total Check Amount:	\$10.00
188052	BUSINESS CARD	07/09/2021	18749	110212111	BSCARD PD 062321	\$2,099.73
		07/09/2021	18749	110212111	BSCARD PD TRNG 062321	\$621.95
		07/09/2021	18749	110212121	BSCARD PD 062321	\$259.00
		07/09/2021	18749	110212131	BSCARD PD 062321	\$4,598.66
		07/09/2021	18749	110222223	BSCARD FIRE 062321	\$870.39
		07/09/2021	18749	110222231	BSCARD FIRE 062321	\$390.00
		07/09/2021	18749	110404425	BSCARD CS 062321	\$830.73
		07/09/2021	18749	110404428	BSCARD CS 062321	\$2,092.81
		07/09/2021	18749	110404429	BSCARD CS 062321	\$5.00
		07/09/2021	18749	174222222	BSCARD FIRE 062321	\$1,990.85
		07/09/2021	18749	181404250	BSCARD CS II 062321	\$365.33
		07/09/2021	18749	420515131	BSCARD WATER 062321	\$202.87
		07/09/2021	18749	950	ILJAO BSCARD JM 0621	(\$6.50)

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188052	BUSINESS CARD	07/09/2021	18749	950000000	ILJAOC BSCARD JM 0621	\$90.49
		07/09/2021	18749	950000000	ILJAOC BSCARD MJ 0621	\$22.81
<b>BUSINESS CARD</b>					<b>Total Check Amount:</b>	<b>\$14,434.12</b>
188053	CECILIA CASTILLO	07/09/2021	31215	110	CS-BCC REFUND COVID19	\$10.00
<b>CECILIA CASTILLO</b>					<b>Total Check Amount:</b>	<b>\$10.00</b>
188054	ELISA CHAN	07/09/2021	31223	420000000	CLOSED WATER ACCOUNT	\$54.86
<b>ELISA CHAN</b>					<b>Total Check Amount:</b>	<b>\$54.86</b>
188055	ANGELITA CHANDRA	07/09/2021	31234	110	CS-BCC REFUND COVID19	\$20.00
<b>ANGELITA CHANDRA</b>					<b>Total Check Amount:</b>	<b>\$20.00</b>
188056	YOM CHOU	07/09/2021	31247	110	CS-BCC REFUND COVID19	\$30.00
<b>YOM CHOU</b>					<b>Total Check Amount:</b>	<b>\$30.00</b>
188057	DEBU CHOWDHURY	07/09/2021	31245	110	CS-BCC REFUND COVID19	\$10.00
<b>DEBU CHOWDHURY</b>					<b>Total Check Amount:</b>	<b>\$10.00</b>
188058	CITY OF BREA - WATER DEPT	07/09/2021	2039	341515112	WATER 5/6-6/7/21	\$1,820.29
		07/09/2021	2039	343515112	WATER 5/6-6/7/21	\$3,316.64
		07/09/2021	2039	345515112	WATER 5/6-6/7/21	\$3,463.91
		07/09/2021	2039	346515112	WATER 5/6-6/7/21	\$6,181.30
		07/09/2021	2039	347515112	WATER 5/6-6/7/21	\$566.32
		07/09/2021	2039	465515149	WATER 5/6-6/7/21	\$40,656.29
		07/09/2021	2039	510707609	WATER 5/6-6/7/21	\$8.36
		07/09/2021	2039	880515113	WATER 5/6-6/7/21	\$20.11
<b>CITY OF BREA - WATER DEPT</b>					<b>Total Check Amount:</b>	<b>\$56,033.22</b>
188059	CIVILTEC ENGINEERING INC.	07/09/2021	2581	510707473	VALNCIA RES REH JAN21	\$6,146.00
<b>CIVILTEC ENGINEERING INC.</b>					<b>Total Check Amount:</b>	<b>\$6,146.00</b>
188060	COMMERCIAL AQUATIC SERVICES, INC.	07/09/2021	25513	110404422	BULK ACID	\$618.96
<b>COMMERCIAL AQUATIC SERVICES, INC.</b>					<b>Total Check Amount:</b>	<b>\$618.96</b>
188061	CPCA	07/09/2021	15065	110212111	FY21-22 MEMB RENEWAL	\$1,852.00
<b>CPCA</b>					<b>Total Check Amount:</b>	<b>\$1,852.00</b>
188062	DELTA DENTAL INSURANCE COMPANY	07/09/2021	26074	110	05-79395 DNTL HMO JUL	\$2,209.12
<b>DELTA DENTAL INSURANCE COMPANY</b>					<b>Total Check Amount:</b>	<b>\$2,209.12</b>
188063	JOHN DEUTSCH	07/09/2021	31249	110	BCC MEMBERSHIP REFUND	\$40.11
<b>JOHN DEUTSCH</b>					<b>Total Check Amount:</b>	<b>\$40.11</b>
188064	DMV RENEWAL	07/09/2021	3545	480515161	21/22 RENEWAL:7MPB420	\$260.00
<b>DMV RENEWAL</b>					<b>Total Check Amount:</b>	<b>\$260.00</b>
188065	DMV RENEWAL	07/09/2021	3545	480515161	DMV RENEWAL:7MPB421	\$260.00
<b>DMV RENEWAL</b>					<b>Total Check Amount:</b>	<b>\$260.00</b>
188066	DMV RENEWAL	07/09/2021	3545	480515161	21/22 RENEWAL:8ETY578	\$447.00
<b>DMV RENEWAL</b>					<b>Total Check Amount:</b>	<b>\$447.00</b>

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188067	PETER DROOG	07/09/2021	31208	110	CS-BCC REFUND COVID19	\$20.00
<b>PETER DROOG</b>					<b>Total Check Amount:</b>	<b>\$20.00</b>
188068	SOUTHERN CALIFORNIA EDISON	07/09/2021	3343	110515121	ELECTRICITY JUN 2021	\$1,205.86
		07/09/2021	3343	420515131	ELECTRICITY JUN 2021	\$45,009.74
		07/09/2021	3343	430515123	ELECTRICITY JUN 2021	\$614.04
<b>SOUTHERN CALIFORNIA EDISON</b>					<b>Total Check Amount:</b>	<b>\$46,829.64</b>
188069	EMANUEL LUTHERAN CHURCH	07/09/2021	31225	420000000	CLOSED WATER ACCOUNT	\$64.03
<b>EMANUEL LUTHERAN CHURCH</b>					<b>Total Check Amount:</b>	<b>\$64.03</b>
188070	ERIN HUPP CERAMICS LLC	07/09/2021	31265	110	ART GALLERY EXH SALES	\$283.50
<b>ERIN HUPP CERAMICS LLC</b>					<b>Total Check Amount:</b>	<b>\$283.50</b>
188071	JESSE FARMERIE	07/09/2021	31252	420000000	CLOSED WATER ACCOUNT	\$66.91
<b>JESSE FARMERIE</b>					<b>Total Check Amount:</b>	<b>\$66.91</b>
188072	DEVYN FAVELA	07/09/2021	31206	110	CS-BCC REFUND COVID19	\$10.00
<b>DEVYN FAVELA</b>					<b>Total Check Amount:</b>	<b>\$10.00</b>
188073	FRANCHISE TAX BOARD/ST OF CALIF	07/09/2021	12043	110	571810253 070921 PR	\$125.00
<b>FRANCHISE TAX BOARD/ST OF CALIF</b>					<b>Total Check Amount:</b>	<b>\$125.00</b>
188074	DANIEL FRIEDMAN	07/09/2021	31251	420000000	CLOSED WATER ACCOUNT	\$68.58
<b>DANIEL FRIEDMAN</b>					<b>Total Check Amount:</b>	<b>\$68.58</b>
188075	GMS ELEVATOR SERVICES, INC.	07/09/2021	29109	490515151	FREIGHT ELEV SVC 6/25	\$4,264.00
<b>GMS ELEVATOR SERVICES, INC.</b>					<b>Total Check Amount:</b>	<b>\$4,264.00</b>
188076	MARISA GONZALEZ	07/09/2021	31219	110	CS-BCC REFUND COVID19	\$10.00
<b>MARISA GONZALEZ</b>					<b>Total Check Amount:</b>	<b>\$10.00</b>
188077	ALISSA GRINENKO	07/09/2021	31207	110	CS-BCC REFUND COVID19	\$10.00
<b>ALISSA GRINENKO</b>					<b>Total Check Amount:</b>	<b>\$10.00</b>
188078	YANA GRISHCHUK	07/09/2021	31263	110	ART GALLERY EXH SALES	\$245.00
<b>YANA GRISHCHUK</b>					<b>Total Check Amount:</b>	<b>\$245.00</b>
188079	STEVE HALL	07/09/2021	31243	110	CS-BCC REFUND COVID19	\$10.00
<b>STEVE HALL</b>					<b>Total Check Amount:</b>	<b>\$10.00</b>
188080	HARDY & HARPER, INC	07/09/2021	30669	420000000	CLOSED WATER ACCOUNT	\$2,326.06
<b>HARDY &amp; HARPER, INC</b>					<b>Total Check Amount:</b>	<b>\$2,326.06</b>
188081	HERRON, BRANDEN	07/09/2021	28434	110404542	CONCERTS 2021 7/7/21	\$500.00
<b>HERRON, BRANDEN</b>					<b>Total Check Amount:</b>	<b>\$500.00</b>
188082	AMBER HOSKINS	07/09/2021	31227	110	CS-BCC REFUND COVID19	\$10.00
<b>AMBER HOSKINS</b>					<b>Total Check Amount:</b>	<b>\$10.00</b>
188083	SHAZIA HUSSAINISHAH	07/09/2021	31255	110	CS-BCC REFUND COVID19	\$10.00
<b>SHAZIA HUSSAINISHAH</b>					<b>Total Check Amount:</b>	<b>\$10.00</b>
188084	INTL ASSOCIATION OF FIRE CHIEFS	07/09/2021	21651	110222211	FY 21/22 MEMBERSHIP	\$260.00
<b>INTL ASSOCIATION OF FIRE CHIEFS</b>					<b>Total Check Amount:</b>	<b>\$260.00</b>

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188085	ICMA MEMBERSHIP RENEWALS	07/09/2021	3015	110111143	FY 21/22 MEMB RENEWAL	\$1,400.00
<b>ICMA MEMBERSHIP RENEWALS</b>					<b>Total Check Amount:</b>	<b>\$1,400.00</b>
188086	INTELLI-TECH	07/09/2021	8774	110212131	2 TOWER WORKSTNS-PD	\$6,665.95
<b>INTELLI-TECH</b>					<b>Total Check Amount:</b>	<b>\$6,665.95</b>
188087	KAYAMANAN NG LAHI PHIL FOLK ARTS	07/09/2021	31261	110404541	6/12/21 PERFORMANCE	\$300.00
<b>KAYAMANAN NG LAHI PHIL FOLK ARTS</b>					<b>Total Check Amount:</b>	<b>\$300.00</b>
188088	CHOO KYE	07/09/2021	31244	110	CS-BCC REFUND COVID19	\$10.00
<b>CHOO KYE</b>					<b>Total Check Amount:</b>	<b>\$10.00</b>
188089	JOSEPH LEE &/OR BRIAN PHETMEUANGMA	07/09/2021	31224	420000000	CLOSED WATER ACCOUNT	\$100.18
<b>JOSEPH LEE &amp;/OR BRIAN PHETMEUANGMA</b>					<b>Total Check Amount:</b>	<b>\$100.18</b>
188090	YOON KYUNG "ELLEN" LEE	07/09/2021	31233	110	CS-BCC REFUND COVID19	\$20.00
<b>YOON KYUNG "ELLEN" LEE</b>					<b>Total Check Amount:</b>	<b>\$20.00</b>
188091	CHRIS MATHEWS	07/09/2021	31268	110404421	COUNTRY FAIR DJ 7/3	\$550.00
<b>CHRIS MATHEWS</b>					<b>Total Check Amount:</b>	<b>\$550.00</b>
188092	EILEEN MEINHARDT	07/09/2021	31218	110	CS-BCC REFUND COVID19	\$20.00
<b>EILEEN MEINHARDT</b>					<b>Total Check Amount:</b>	<b>\$20.00</b>
188093	JAY MILLER	07/09/2021	31269	110404421	COUNTRY FAIR BAND 7/3	\$500.00
<b>JAY MILLER</b>					<b>Total Check Amount:</b>	<b>\$500.00</b>
188094	HELEN AND/OR JOHNSON MOON	07/09/2021	31250	420000000	CLOSED WATER ACCOUNT	\$154.95
<b>HELEN AND/OR JOHNSON MOON</b>					<b>Total Check Amount:</b>	<b>\$154.95</b>
188095	CARL ERIC NELSON	07/09/2021	26862	110404542	CONCERTS 2021 7/14/21	\$2,300.00
<b>CARL ERIC NELSON</b>					<b>Total Check Amount:</b>	<b>\$2,300.00</b>
188096	SHERRY NETHERY	07/09/2021	31230	420000000	WTR ACCT OVERPAYMENT	\$1,000.00
<b>SHERRY NETHERY</b>					<b>Total Check Amount:</b>	<b>\$1,000.00</b>
188097	NETMOTION SOFTWARE INC.	07/09/2021	14613	475141471	21/22 NM MOBILITY MNT	\$10,399.40
<b>NETMOTION SOFTWARE INC.</b>					<b>Total Check Amount:</b>	<b>\$10,399.40</b>
188098	OCFCA	07/09/2021	1168	110222211	FY 21/22 MEMB RENEWAL	\$330.00
<b>OCFCA</b>					<b>Total Check Amount:</b>	<b>\$330.00</b>
188099	OFFICE DEPOT, INC	07/09/2021	4743	110212111	OFFICE SUPPLIES	\$6.56
<b>OFFICE DEPOT, INC</b>					<b>Total Check Amount:</b>	<b>\$6.56</b>
188100	OLEN POINTE BREA CORP	07/09/2021	10954	510707251	1ST AM:STIP 555 PT DR	\$13,000.00
<b>OLEN POINTE BREA CORP</b>					<b>Total Check Amount:</b>	<b>\$13,000.00</b>
188101	PAWEL OSIAL	07/09/2021	31241	110	CS-BCC REFUND COVID19	\$10.00
<b>PAWEL OSIAL</b>					<b>Total Check Amount:</b>	<b>\$10.00</b>
188102	JACKIE OUTHIER	07/09/2021	31238	110	CS-BCC REFUND COVID19	\$20.00
<b>JACKIE OUTHIER</b>					<b>Total Check Amount:</b>	<b>\$20.00</b>
188103	ROBIN PENDERGRAFT	07/09/2021	31266	110000000	GALLERY OVERPAYMENT	\$27.00
<b>ROBIN PENDERGRAFT</b>					<b>Total Check Amount:</b>	<b>\$27.00</b>

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188104	ELISHA PERALTO	07/09/2021	31205	110	CS-BCC REFUND COVID19	\$10.00
<b>ELISHA PERALTO</b>					<b>Total Check Amount:</b>	<b>\$10.00</b>
188105	PETTY CASH CUSTODIAN	07/09/2021	12373	110	PCF REPL 6-24-2021	\$190.49
<b>PETTY CASH CUSTODIAN</b>					<b>Total Check Amount:</b>	<b>\$190.49</b>
188106	KARTHI PONNUCHAMY	07/09/2021	31232	110	CS-BCC REFUND COVID19	\$10.00
<b>KARTHI PONNUCHAMY</b>					<b>Total Check Amount:</b>	<b>\$10.00</b>
188107	CLAIRE PUPO	07/09/2021	31262	110404541	STAFF PICK 36TH MICA	\$100.00
<b>CLAIRE PUPO</b>					<b>Total Check Amount:</b>	<b>\$100.00</b>
188108	LIN-YI ESTHER RECINOS	07/09/2021	31248	110	CS-BCC REFUND COVID19	\$137.86
<b>LIN-YI ESTHER RECINOS</b>					<b>Total Check Amount:</b>	<b>\$137.86</b>
188109	HAZEL ROJAS	07/09/2021	31237	110	CS-BCC REFUND COVID19	\$20.00
<b>HAZEL ROJAS</b>					<b>Total Check Amount:</b>	<b>\$20.00</b>
188110	CHAWNIE RUEFF	07/09/2021	31212	110	CS-BCC REFUND COVID19	\$10.00
<b>CHAWNIE RUEFF</b>					<b>Total Check Amount:</b>	<b>\$10.00</b>
188111	SCOTT SAMAHA	07/09/2021	31256	110	CS-BCC REFUND COVID19	\$10.00
<b>SCOTT SAMAHA</b>					<b>Total Check Amount:</b>	<b>\$10.00</b>
188112	RAKHI SAXENA	07/09/2021	31213	110	CS-BCC REFUND COVID19	\$10.00
<b>RAKHI SAXENA</b>					<b>Total Check Amount:</b>	<b>\$10.00</b>
188113	SESAC	07/09/2021	22950	110404311	21/22 MUSIC PERF LIC	\$965.00
<b>SESAC</b>					<b>Total Check Amount:</b>	<b>\$965.00</b>
188114	STEVEN SHIH	07/09/2021	31226	110	CS-BCC REFUND COVID19	\$30.00
<b>STEVEN SHIH</b>					<b>Total Check Amount:</b>	<b>\$30.00</b>
188115	MARY SIGNER	07/09/2021	31239	110	CS-BCC REFUND COVID19	\$20.00
<b>MARY SIGNER</b>					<b>Total Check Amount:</b>	<b>\$20.00</b>
188116	RATAN SIRAM	07/09/2021	31236	110	CS-BCC REFUND COVID19	\$10.00
<b>RATAN SIRAM</b>					<b>Total Check Amount:</b>	<b>\$10.00</b>
188117	JACKIE SMITHEE	07/09/2021	31235	110	CS-BCC REFUND COVID19	\$10.00
<b>JACKIE SMITHEE</b>					<b>Total Check Amount:</b>	<b>\$10.00</b>
188118	SO CALIF PUBLIC SAFETY DISPATCHERS	07/09/2021	14086	110212133	FY 21-22 DUES	\$50.00
<b>SO CALIF PUBLIC SAFETY DISPATCHERS</b>					<b>Total Check Amount:</b>	<b>\$50.00</b>
188119	LORA SOTELO	07/09/2021	31220	110	CS-BCC REFUND COVID19	\$20.00
<b>LORA SOTELO</b>					<b>Total Check Amount:</b>	<b>\$20.00</b>
188120	SPARKLETTS	07/09/2021	3001	110141441	WTR DISP+BOTTLs MAY21	\$576.29
<b>SPARKLETTS</b>					<b>Total Check Amount:</b>	<b>\$576.29</b>
188121	SUSAN STRAND	07/09/2021	31214	110	CS-BCC REFUND COVID19	\$10.00
<b>SUSAN STRAND</b>					<b>Total Check Amount:</b>	<b>\$10.00</b>
188122	TNHC REALTY	07/09/2021	31222	420000000	CLOSED WATER ACCOUNT	\$1,326.11
<b>TNHC REALTY</b>					<b>Total Check Amount:</b>	<b>\$1,326.11</b>

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188123	DEBRA TORRES	07/09/2021	31240	110	CS-BCC REFUND COVID19	\$50.00
DEBRA TORRES					Total Check Amount:	\$50.00
188124	CAITLIN TOUGAS	07/09/2021	31246	110	CS-BCC REFUND COVID19	\$10.00
CAITLIN TOUGAS					Total Check Amount:	\$10.00
188125	TRAINING INNOVATIONS, INC.	07/09/2021	12123	110212111	21/22 TMS SW SUPP	\$750.00
TRAINING INNOVATIONS, INC.					Total Check Amount:	\$750.00
188126	TRUENORTH STEEL	07/09/2021	30679	510707958	BHGC CART BRIDGE	\$45,181.46
TRUENORTH STEEL					Total Check Amount:	\$45,181.46
188127	SUE VANDERWALL	07/09/2021	31257	110	CS-BCC REFUND COVID19	\$10.00
SUE VANDERWALL					Total Check Amount:	\$10.00
188128	ANGELA VETTEL	07/09/2021	31211	110	CS-BCC REFUND COVID19	\$10.00
ANGELA VETTEL					Total Check Amount:	\$10.00
188129	MENGQI WANG	07/09/2021	31231	110	CS-BCC REFUND COVID19	\$20.00
MENGQI WANG					Total Check Amount:	\$20.00
188130	YUYUN WANG	07/09/2021	31229	110	CS-BCC REFUND COVID19	\$10.00
YUYUN WANG					Total Check Amount:	\$10.00
188131	WESTERN AUDIO VISUAL	07/09/2021	24433	181404250	BCC A/V EQPT REPL #3	\$16,933.97
WESTERN AUDIO VISUAL					Total Check Amount:	\$16,933.97
188132	AHMAD ZOUA	07/09/2021	31221	420000000	CLOSED WATER ACCOUNT	\$67.46
AHMAD ZOUA					Total Check Amount:	\$67.46
Check Subtotal						\$255,044.69
V44961	ACADEMY 831, LLC	07/09/2021	28694	110404145	DANCE CLASSES	\$240.00
ACADEMY 831, LLC					Total Check Amount:	\$240.00
V44962	ADMINISTRATIVE & PROF	07/09/2021	3344	110	DED:4010 APEA MEMBR	\$504.00
ADMINISTRATIVE & PROF					Total Check Amount:	\$504.00
V44963	THE ADVANTAGE GROUP	07/09/2021	24539	110	DED:808B FSA DEPCAR	\$1,787.23
		07/09/2021	24539	110	DED:808C FSA UR MED	\$5,877.79
THE ADVANTAGE GROUP					Total Check Amount:	\$7,665.02
V44964	AFLAC-ACCOUNT #EZA73	07/09/2021	22923	110	ACC/CANCER INS JUN21	\$1,654.06
AFLAC-ACCOUNT #EZA73					Total Check Amount:	\$1,654.06
V44965	ALLIANT INSURANCES SVCS	07/09/2021	13785	950000000	21/22 ACIP CRIME INS	\$1,323.00
ALLIANT INSURANCES SVCS					Total Check Amount:	\$1,323.00
V44966	ALLSTAR FIRE EQUIPMENT	07/09/2021	8353	110222221	TOOLS	\$1,109.17
ALLSTAR FIRE EQUIPMENT					Total Check Amount:	\$1,109.17
V44967	AVCOGAS PROPANE SALES & SERVICES	07/09/2021	22047	480515161	PROPANE 424.10 GALS	\$987.29
AVCOGAS PROPANE SALES & SERVICES					Total Check Amount:	\$987.29
V44968	THE BANK OF NEW YORK MELLON	07/09/2021	16062	930141424	CONTRL ACCT JAN-MAR21	\$2,752.60

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THE BANK OF NEW YORK MELLON					Total Check Amount:	\$2,752.60
V44969	CHRISTINE BOATNER	07/09/2021	18460	110404215	B.PUMP/LOW IMP/S.SNKS	\$840.00
CHRISTINE BOATNER					Total Check Amount:	\$840.00
V44970	BPSEA MEMORIAL FOUNDATION	07/09/2021	14990	110	DED:4050 MEMORIAL	\$177.00
BPSEA MEMORIAL FOUNDATION					Total Check Amount:	\$177.00
V44971	BREA CITY EMPLOYEES ASSOCIATION	07/09/2021	3236	110	DED:4005 BCEA MEMBR	\$530.00
BREA CITY EMPLOYEES ASSOCIATION					Total Check Amount:	\$530.00
V44972	BREA FIREFIGHTERS ASSOCIATION	07/09/2021	3237	110	DED:4016 ASSOC MEMBR	\$2,669.50
BREA FIREFIGHTERS ASSOCIATION					Total Check Amount:	\$2,669.50
V44973	BREA POLICE ASSOCIATION	07/09/2021	3769	110	DED:4030 BPA REG	\$3,450.00
BREA POLICE ASSOCIATION					Total Check Amount:	\$3,450.00
V44974	BREA POLICE ATHLETIC LEAGUE	07/09/2021	1068	110	DED: 5010 B.P.A.L.	\$137.50
BREA POLICE ATHLETIC LEAGUE					Total Check Amount:	\$137.50
V44975	BREA POLICE MANAGEMENT ASSOCIATION	07/09/2021	21189	110	DED:4019 LDF MEMBRS	\$9.50
		07/09/2021	21189	110	DED:4020 PMA MEMBRS	\$195.00
BREA POLICE MANAGEMENT ASSOCIATION					Total Check Amount:	\$204.50
V44976	KATHY A BREAUX	07/09/2021	5320	110404145	MASTERPIECES P/P	\$280.50
KATHY A BREAUX					Total Check Amount:	\$280.50
V44977	SHANNON E. BUCKELS	07/09/2021	12046	110212111	S. ASSAULT TRAINING	\$218.00
SHANNON E. BUCKELS					Total Check Amount:	\$218.00
V44978	BUTLER CHEMICALS, INC.	07/09/2021	6515	490515151	SR CTR D/W SVC JUN21	\$175.63
BUTLER CHEMICALS, INC.					Total Check Amount:	\$175.63
V44979	ARLINDA CANTU	07/09/2021	26312	110404215	PSNL TRAINR BCC JUN21	\$1,327.80
ARLINDA CANTU					Total Check Amount:	\$1,327.80
V44980	CHANDLER ASSET MANAGEMENT, INC.	07/09/2021	4375	110000000	INV MGMT SVCS JUN21	\$17.64
		07/09/2021	4375	875000000	INV MGMT SVCS JUN21	\$46.00
		07/09/2021	4375	930000000	INV MGMT SVCS JUN21	\$6,305.08
CHANDLER ASSET MANAGEMENT, INC.					Total Check Amount:	\$6,368.72
V44981	CIGNA BEHAVIORAL HEALTH, INC.	07/09/2021	26628	110141481	EAP SVCS JULY 2021	\$987.07
CIGNA BEHAVIORAL HEALTH, INC.					Total Check Amount:	\$987.07
V44982	CITYGATE ASSOCIATES, LLC	07/09/2021	23178	110222211	PROF SVCS 5/3/21	\$1,875.56
		07/09/2021	23178	110222211	PROF SVCS 5/31/21	\$1,353.19
CITYGATE ASSOCIATES, LLC					Total Check Amount:	\$3,228.75
V44983	COMLOCK SECURITY-GROUP	07/09/2021	13625	510707923	INST COMBO LOCK, FS1	\$1,259.65
COMLOCK SECURITY-GROUP					Total Check Amount:	\$1,259.65
V44984	COMPUTER PROTECTION TECHNOLOGY	07/09/2021	17263	475141471	UPS MAINTENANCE	\$2,487.00
COMPUTER PROTECTION TECHNOLOGY					Total Check Amount:	\$2,487.00
V44985	DESTINATION SCIENCE	07/09/2021	31217	110404145	MEGABOT/MOVIE MAKERS	\$1,398.60



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V44985	DESTINATION SCIENCE	07/09/2021	31217	110404145	STEAM COASTERS CAMP	\$1,864.80
DESTINATION SCIENCE					Total Check Amount:	\$3,263.40
V44986	MYRA DUVALL	07/09/2021	18083	110404215	YOGA JUNE 2021	\$476.00
MYRA DUVALL					Total Check Amount:	\$476.00
V44987	EAN SERVICES, LLC	07/09/2021	26450	110222221	CAR RENTAL 6/19-6/29	\$688.74
EAN SERVICES, LLC					Total Check Amount:	\$688.74
V44988	ENTENMANN ROVIN COMPANY	07/09/2021	3457	110212111	BADGES	\$2,656.65
ENTENMANN ROVIN COMPANY					Total Check Amount:	\$2,656.65
V44989	FIDELITY SECURITY LIFE INSURANCE	07/09/2021	23035	110	9827288 VISION JUL21	\$3,206.56
FIDELITY SECURITY LIFE INSURANCE					Total Check Amount:	\$3,206.56
V44990	FUSCOE ENGINEERING, INC.	07/09/2021	18052	410515132	NPDES S/W SVCS JUN21	\$2,692.00
		07/09/2021	18052	840141412	PLAN CHK SVCS APR21	\$1,476.00
		07/09/2021	18052	840141412	PLAN CHK SVCS JAN21	\$66.00
		07/09/2021	18052	840141412	PLAN CHK SVCS MAR21	\$1,557.00
		07/09/2021	18052	840141412	PLAN CHK SVCS MAY21	\$1,965.00
FUSCOE ENGINEERING, INC.					Total Check Amount:	\$7,756.00
V44991	JESSE GARDUNA	07/09/2021	16006	110212111	TRAINING MILEAGE	\$78.96
JESSE GARDUNA					Total Check Amount:	\$78.96
V44992	MELISSA GIFFORD	07/09/2021	10645	110404215	B.PUMP/CIRCUIT JUN21	\$168.00
MELISSA GIFFORD					Total Check Amount:	\$168.00
V44993	DON GOLDEN	07/09/2021	10729	110000000	INSP SVCS 6/17-6/30	(\$5,139.35)
		07/09/2021	10729	840323241	INSP SVCS 6/17-6/30	\$14,540.60
DON GOLDEN					Total Check Amount:	\$9,401.25
V44994	RAY GONZALEZ	07/09/2021	31019	110404424	UMPIRE FEES 6/28/21	\$102.00
RAY GONZALEZ					Total Check Amount:	\$102.00
V44995	GUARANTEED JANITORIAL SERVICES, INC	07/09/2021	28695	110515125	JUN21 JAN SVCS:DT	\$2,560.39
		07/09/2021	28695	490515151	DAY PORTERS BCC JUN21	\$4,482.83
		07/09/2021	28695	490515151	DAY PORTERS CCC JUN21	\$4,482.84
		07/09/2021	28695	490515151	JUN21 JAN SVCS:BCC	\$4,112.14
		07/09/2021	28695	490515151	JUN21 JAN SVCS:CCC	\$10,019.14
		07/09/2021	28695	490515151	JUN21 JAN SVCS:SR CTR	\$2,436.25
		07/09/2021	28695	490515151	JUN21 JAN SVCS:YARD	\$1,153.47
		07/09/2021	28695	490515151	MIN WAGE INC JUN21	\$2,312.00
GUARANTEED JANITORIAL SERVICES, INC					Total Check Amount:	\$31,559.06
V44996	GABRIEL HANNAH	07/09/2021	17533	110404424	UMPIRE FEES 6/28/21	\$102.00
GABRIEL HANNAH					Total Check Amount:	\$102.00
V44997	HCI SYSTEMS INC	07/09/2021	25112	490515151	FS2 ALARM SERVICE	\$489.00
		07/09/2021	25112	490515151	FS2 ALARM SYST REPAIR	\$2,450.00

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HCI SYSTEMS INC					Total Check Amount:	\$2,939.00
V44998	INTELESYSONE, INC.	07/09/2021	28212	475141471	MITEL ANNUAL SUPPORT	\$18,769.00
INTELESYSONE, INC.					Total Check Amount:	\$18,769.00
V44999	JANE JAMES	07/09/2021	31161	110404215	YOGA JUNE 2021	\$112.00
JANE JAMES					Total Check Amount:	\$112.00
V45000	MICHAEL JAMES	07/09/2021	24674	950000000	ILJAOC MJ MLG JAN-JUN	\$241.92
MICHAEL JAMES					Total Check Amount:	\$241.92
V45001	PAMELA JOHNSTON	07/09/2021	28025	110404215	ZUMBA JUNE 2021	\$360.00
PAMELA JOHNSTON					Total Check Amount:	\$360.00
V45002	KEYSER MARSTON ASSOCIATES, INC.	07/09/2021	25482	280323215	TRUMARK AFF HSG MAY21	\$6,013.13
KEYSER MARSTON ASSOCIATES, INC.					Total Check Amount:	\$6,013.13
V45003	MAHNAZ KOHSARI	07/09/2021	12368	475141471	JUNE 2021 MILEAGE	\$2.91
MAHNAZ KOHSARI					Total Check Amount:	\$2.91
V45004	DOLLY LAI	07/09/2021	18084	110404215	YOGA JUNE 2021	\$270.00
DOLLY LAI					Total Check Amount:	\$270.00
V45005	BERRY LIANG	07/09/2021	25640	110404215	CYCLE/BREA MOVMT JUN	\$1,575.70
		07/09/2021	25640	110404215	PSNL TRAINR BCC JUN21	\$558.78
BERRY LIANG					Total Check Amount:	\$2,134.48
V45006	LIFE-ASSIST, INC.	07/09/2021	10530	174222222	PM SUPPLIES FS1	\$1,212.06
		07/09/2021	10530	174222222	PM SUPPLIES FS2	\$2,378.46
LIFE-ASSIST, INC.					Total Check Amount:	\$3,590.52
V45007	TANYA LOSCUTOFF	07/09/2021	22092	110404215	SUPER SCULPT JUN21	\$140.00
TANYA LOSCUTOFF					Total Check Amount:	\$140.00
V45008	MAD SCIENCE	07/09/2021	5399	110404145	SCIENCE CONCOCTIONS	\$2,062.50
MAD SCIENCE					Total Check Amount:	\$2,062.50
V45009	LORI MAIER	07/09/2021	31187	110404215	ZUMBA JUNE 2021	\$336.00
LORI MAIER					Total Check Amount:	\$336.00
V45010	JENNIFER MANZELLA	07/09/2021	23036	950000000	ILJAOC JM MLG JAN-JUN	\$23.41
JENNIFER MANZELLA					Total Check Amount:	\$23.41
V45011	ANDREA MCGRANAHAN	07/09/2021	26046	110404215	BARRE/CYCL/LI/TRX JUN	\$758.00
		07/09/2021	26046	110404215	PSNL TRAINR BCC JUN21	\$100.44
ANDREA MCGRANAHAN					Total Check Amount:	\$858.44
V45012	METRO CITIES FIRE AUTHORITY	07/09/2021	23145	110222211	DSR REPORTS BFD SHARE	\$2,666.00
METRO CITIES FIRE AUTHORITY					Total Check Amount:	\$2,666.00
V45013	JENNIFER MONZON-SCROFINI	07/09/2021	20158	110404215	BARRE/CYCL/B.PUMP	\$392.00
JENNIFER MONZON-SCROFINI					Total Check Amount:	\$392.00
V45014	NATASHA MOORE	07/09/2021	10711	110404215	BODY PUMP JUNE 2021	\$56.00
NATASHA MOORE					Total Check Amount:	\$56.00

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Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
V45015	ANTHONY NGUYEN	07/09/2021	25978	110212111	TRAINING EXPENSES	\$76.12
ANTHONY NGUYEN					Total Check Amount:	\$76.12
V45016	ORANGE COUNTY KARATE CENTER LLC	07/09/2021	31160	110404145	KARATE	\$380.00
ORANGE COUNTY KARATE CENTER LLC					Total Check Amount:	\$380.00
V45017	OZUNA ELECTRIC CO.INC.	07/09/2021	18504	510707459	RECONNECT POWER @LC	\$14,210.00
OZUNA ELECTRIC CO.INC.					Total Check Amount:	\$14,210.00
V45018	NICOLE MARIE PESQUEIRA	07/09/2021	27557	110222231	OC FPO INSTALLATION	\$10.00
NICOLE MARIE PESQUEIRA					Total Check Amount:	\$10.00
V45019	PLUMBERS DEPOT INC.	07/09/2021	14542	430515123	CCTV TRK FBRGLS POLES	\$1,161.85
PLUMBERS DEPOT INC.					Total Check Amount:	\$1,161.85
V45020	PLUMBING WHOLESALE OUTLET, INC.	07/09/2021	18392	490515151	SLOAN PARTS @ FS3	\$91.92
PLUMBING WHOLESALE OUTLET, INC.					Total Check Amount:	\$91.92
V45021	KAYLA RABJOHNS	07/09/2021	28472	110404215	CIRCUIT TRNG JUNE21	\$52.00
KAYLA RABJOHNS					Total Check Amount:	\$52.00
V45022	READWRITE EDUCATIONAL, INC.	07/09/2021	3444	110404145	READWRITE SUMMERCAMP	\$225.00
READWRITE EDUCATIONAL, INC.					Total Check Amount:	\$225.00
V45023	RICHARDS, WATSON & GERSHON	07/09/2021	8978	110111112	0001 GEN LGL SVCS APR	\$6,559.17
		07/09/2021	8978	110111112	9999 GEN LGL SVCS APR	\$5,157.00
		07/09/2021	8978	260515171	0001 GEN LGL SVCS APR	\$190.00
		07/09/2021	8978	280323215	0001 GEN LGL SVCS APR	\$1,121.00
		07/09/2021	8978	280323215	9999 GEN LGL SVCS APR	\$713.00
		07/09/2021	8978	420515131	0001 GEN LGL SVCS APR	\$3,686.00
		07/09/2021	8978	420515131	9999 GEN LGL SVCS APR	\$3,813.00
		07/09/2021	8978	840141412	9999 GEN LGL SVCS APR	\$616.00
RICHARDS, WATSON & GERSHON					Total Check Amount:	\$21,855.17
V45024	SC FUELS	07/09/2021	16654	480515161	CLR DIESEL 1400 GALS	\$4,861.29
SC FUELS					Total Check Amount:	\$4,861.29
V45025	ISMAEL O SILVA	07/09/2021	24370	110404215	ZUMBA JUNE 2021	\$240.00
ISMAEL O SILVA					Total Check Amount:	\$240.00
V45026	SITEONE LANDSCAPE SUPPLY, LLC	07/09/2021	25942	110515125	IRRIGATION PARTS	\$203.53
SITEONE LANDSCAPE SUPPLY, LLC					Total Check Amount:	\$203.53
V45027	STATE INDUSTRIAL PRODUCTS	07/09/2021	8572	490515151	NDC CLEANER	\$224.98
STATE INDUSTRIAL PRODUCTS					Total Check Amount:	\$224.98
V45028	SULLY-MILLER CONTRACTING CO.	07/09/2021	18176	510707458	NAPOLI WTR IMP PP#3	\$299,634.10
SULLY-MILLER CONTRACTING CO.					Total Check Amount:	\$299,634.10
V45029	SWAGIT PRODUCTIONS LLC	07/09/2021	24078	475141471	21/22 VIDEO STREAMING	\$11,400.00
		07/09/2021	24078	475141471	AGENDAQUICK LIC/MAINT	\$5,800.00
SWAGIT PRODUCTIONS LLC					Total Check Amount:	\$17,200.00

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V45030	TARGETSOLUTIONS LEARNING, LLC	07/09/2021	25777	110222221	VECTOR LMS SW/MNT	\$4,473.50
<b>TARGETSOLUTIONS LEARNING, LLC</b>					<b>Total Check Amount:</b>	<b>\$4,473.50</b>
V45031	EDEN TURNER	07/09/2021	21951	110404215	BODY PUMP JUNE 2021	\$168.00
<b>EDEN TURNER</b>					<b>Total Check Amount:</b>	<b>\$168.00</b>
V45032	JUANA VENTURA	07/09/2021	17752	110404215	CYCLE JUNE 2021	\$196.00
<b>JUANA VENTURA</b>					<b>Total Check Amount:</b>	<b>\$196.00</b>
V45033	VISTA PAINT CORPORATION	07/09/2021	4573	110515125	GREEN CURB PAINT:DT	\$130.09
<b>VISTA PAINT CORPORATION</b>					<b>Total Check Amount:</b>	<b>\$130.09</b>
V45034	ZOLL MEDICAL CORPORATION	07/09/2021	23538	174222222	PM SUPPLIES FS1	\$1,341.17
<b>ZOLL MEDICAL CORPORATION</b>					<b>Total Check Amount:</b>	<b>\$1,341.17</b>
V45035	ZUMAR INDUSTRIES, INC.	07/09/2021	3802	110515121	DOVER ST NAME SIGN	\$311.05
<b>ZUMAR INDUSTRIES, INC.</b>					<b>Total Check Amount:</b>	<b>\$311.05</b>
<b>Voucher Subtotal</b>						<b>\$508,048.46</b>

**TOTAL \$763,093.15**

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Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
188133	AGA ENGINEERS, INC	07/16/2021	30567	510707251	LMBRT F/O COMM MAY21	\$740.00
AGA ENGINEERS, INC					Total Check Amount:	\$740.00
188134	ANAHEIM REG MED CENTER AHMC	07/16/2021	21180	110212121	SART EXAM 5/25/21	\$850.00
ANAHEIM REG MED CENTER AHMC					Total Check Amount:	\$850.00
188135	CARNEY MEHR	07/16/2021	28329	950000000	ILJAO LGL SVCS MAY21	\$1,032.00
CARNEY MEHR					Total Check Amount:	\$1,032.00
188136	CHICAGO TITLE COMPANY	07/16/2021	24835	290323215	HSG REH:470 DEVONSHRE	\$100.00
CHICAGO TITLE COMPANY					Total Check Amount:	\$100.00
188137	CITY OF ANAHEIM	07/16/2021	4908	110222211	METRO CITIES 21/22 Q1	\$116,174.14
CITY OF ANAHEIM					Total Check Amount:	\$116,174.14
188138	CLA-VAL CO.	07/16/2021	15266	420515131	CLA-VALVE REBUILD/MNT	\$2,807.89
		07/16/2021	15266	420515131	PUMP #4 CLA-VALVE MNT	\$2,900.54
CLA-VAL CO.					Total Check Amount:	\$5,708.43
188139	CODE 5 GROUP LLC	07/16/2021	30828	110212121	21/22 CELLULAR TRACKI	\$4,800.00
CODE 5 GROUP LLC					Total Check Amount:	\$4,800.00
188140	COMMERCIAL AQUATIC SERVICES, INC.	07/16/2021	25513	110404422	CHLORINE	\$305.70
COMMERCIAL AQUATIC SERVICES, INC.					Total Check Amount:	\$305.70
188141	THE COUNSELING TEAM INTERNATIONAL	07/16/2021	13933	110222221	EMPL SUPP SVCS JUN21	\$550.00
THE COUNSELING TEAM INTERNATIONAL					Total Check Amount:	\$550.00
188142	COUNTY OF ORANGE	07/16/2021	4799	110323231	LAFCO COST FY 2021/22	\$6,822.81
COUNTY OF ORANGE					Total Check Amount:	\$6,822.81
188143	CPSI - PROPERTY SPECIALISTS, INC.	07/16/2021	26951	510707626	PROF SVCS APR 2021	\$880.00
		07/16/2021	26951	510707454	PROF SVCS APR 2021	\$880.00
		07/16/2021	26951	510707466	PROF SVCS APR 2021	\$880.00
CPSI - PROPERTY SPECIALISTS, INC.					Total Check Amount:	\$2,640.00
188144	PIOTR CZARNECKI AND/OR HANCHING CHU	07/16/2021	27773	420000000	CLOSED WATER ACCOUNT	\$103.22
PIOTR CZARNECKI AND/OR HANCHING CHU					Total Check Amount:	\$103.22
188145	DEPARTMENT OF JUSTICE	07/16/2021	13406	110141481	FINGERPRNT APPS JUN21	\$388.00
DEPARTMENT OF JUSTICE					Total Check Amount:	\$388.00
188146	DEPARTMENT OF TRANSPORTATION	07/16/2021	13722	510707251	HWY CONST MGMT MAR21	\$74,947.77
DEPARTMENT OF TRANSPORTATION					Total Check Amount:	\$74,947.77
188147	DEPARTMENT OF TRANSPORTATION	07/16/2021	13722	510707251	HWY CONST MGMT APR21	\$89,245.43
DEPARTMENT OF TRANSPORTATION					Total Check Amount:	\$89,245.43
188148	SOUTHERN CALIFORNIA EDISON	07/16/2021	3343	346515112	ELECTRICITY JUNE 2021	\$220.95
		07/16/2021	3343	420515131	ELECTRICITY JUNE 2021	\$7,232.18
		07/16/2021	3343	880515113	ELECTRICITY JUNE 2021	\$13.82
		07/16/2021	3343	110515121	ELECTRICITY JUNE 2021	\$17,852.99

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188148	SOUTHERN CALIFORNIA EDISON	07/16/2021	3343	490515151	ELECTRICITY JUNE 2021	\$3,837.84
		07/16/2021	3343	110515141	ELECTRICITY JUNE 2021	\$104.10
		07/16/2021	3343	341515112	ELECTRICITY JUNE 2021	\$103.00
		07/16/2021	3343	345515112	ELECTRICITY JUNE 2021	\$54.63
		07/16/2021	3343	110515125	ELECTRICITY JUNE 2021	\$12,141.84
		07/16/2021	3343	343515112	ELECTRICITY JUNE 2021	\$145.67
		07/16/2021	3343	430515123	ELECTRICITY JUNE 2021	\$41.75
<b>SOUTHERN CALIFORNIA EDISON</b>					<b>Total Check Amount:</b>	<b>\$41,748.77</b>
188149	ENCHANTED CHARACTERS	07/16/2021	28626	110404421	CNTRY FAIR CHARACTERS	\$1,600.00
<b>ENCHANTED CHARACTERS</b>					<b>Total Check Amount:</b>	<b>\$1,600.00</b>
188150	ERIC W. GRUVER PHD	07/16/2021	7856	110141481	PRE-EMPL EVAL 6/24/21	\$850.00
<b>ERIC W. GRUVER PHD</b>					<b>Total Check Amount:</b>	<b>\$850.00</b>
188151	FACILITY PROCESS SOLUTIONS	07/16/2021	28887	430515123	LFSWRLFTSTN MNT JUN21	\$3,471.00
<b>FACILITY PROCESS SOLUTIONS</b>					<b>Total Check Amount:</b>	<b>\$3,471.00</b>
188152	FRONTIER COMMUNICATIONS	07/16/2021	26183	475141471	5621820146 0616-0715	\$45.15
<b>FRONTIER COMMUNICATIONS</b>					<b>Total Check Amount:</b>	<b>\$45.15</b>
188153	FRONTIER COMMUNICATIONS	07/16/2021	26183	420515131	5622821220 6/28-7/27	\$190.73
<b>FRONTIER COMMUNICATIONS</b>					<b>Total Check Amount:</b>	<b>\$190.73</b>
188154	THE GAS COMPANY	07/16/2021	3749	420515131	GAS JUNE 2021	\$14.79
<b>THE GAS COMPANY</b>					<b>Total Check Amount:</b>	<b>\$14.79</b>
188155	GATEWAY MEDICAL CENTER	07/16/2021	30789	110141481	PHYSICAL EXAM 6/7/21	\$230.00
<b>GATEWAY MEDICAL CENTER</b>					<b>Total Check Amount:</b>	<b>\$230.00</b>
188156	GLASS EYE PRODUCTIONS, INC.	07/16/2021	19538	110111151	CITY MKTG/BRANDING	\$3,245.00
<b>GLASS EYE PRODUCTIONS, INC.</b>					<b>Total Check Amount:</b>	<b>\$3,245.00</b>
188157	GREENFIELDS OUTDOOR FITNESS, INC.	07/16/2021	31165	110515148	EXERCISE BENCH SEAT	\$231.66
<b>GREENFIELDS OUTDOOR FITNESS, INC.</b>					<b>Total Check Amount:</b>	<b>\$231.66</b>
188158	BROOKE ASTON HARPER	07/16/2021	27864	110404542	20/21 CONCERT 7/21	\$1,200.00
<b>BROOKE ASTON HARPER</b>					<b>Total Check Amount:</b>	<b>\$1,200.00</b>
188159	IMPERIAL BUILDING MATERIALS	07/16/2021	18557	510707958	GRAVEL	\$502.28
<b>IMPERIAL BUILDING MATERIALS</b>					<b>Total Check Amount:</b>	<b>\$502.28</b>
188160	INTELLI-TECH	07/16/2021	8774	110404311	HP LED MONITOR (1)	\$250.67
		07/16/2021	8774	475141471	MINIDP CABLE	\$15.09
		07/16/2021	8774	475141471	HP LED MONITORS (7)	\$1,754.69
<b>INTELLI-TECH</b>					<b>Total Check Amount:</b>	<b>\$2,020.45</b>
188161	LINSCOTT, LAW & GREENSPAN ENGINEERS	07/16/2021	29408	110515171	TFC ENGG SVCS MAY21	\$11,149.05
		07/16/2021	29408	510515171	TFC ENGG SVCS MAR21	\$1,785.55
		07/16/2021	29408	510707276	TFC ENGG SVCS MAR21	\$1,550.00
		07/16/2021	29408	510707959	TFC ENGG SVCS APR21	\$220.00

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188161	LINSCOTT, LAW & GREENSPAN ENGINEERS	07/16/2021	29408	110515171	TFC ENGG SVCS MAR21	\$11,949.45
		07/16/2021	29408	510707251	TFC ENGG SVCS APR21	\$2,810.00
		07/16/2021	29408	840141412	TFC ENGG SVCS MAR21	\$440.00
		07/16/2021	29408	510515171	TFC ENGG SVCS APR21	\$1,427.40
		07/16/2021	29408	510515171	TFC ENGG SVCS MAY21	\$1,665.95
		07/16/2021	29408	510515171	TFC ENGG SVCS OCT20	\$1,980.00
		07/16/2021	29408	510707219	TFC ENGG SVCS APR21	\$7,399.25
		07/16/2021	29408	110515171	TFC ENGG SVCS APR21	\$9,552.60
		07/16/2021	29408	510707299	TFC ENGG SVCS MAR21	\$2,045.00
		07/16/2021	29408	840141412	TFC ENGG SVCS APR21	\$3,900.00
		07/16/2021	29408	840141412	TFC ENGG SVCS MAY21	\$2,580.00
<b>LINSCOTT, LAW &amp; GREENSPAN ENGINEERS Total Check Amount:</b>						<b>\$60,454.25</b>
188162	LISA HALL & ASSOCIATES INC	07/16/2021	24913	110111161	TRANSLATION SVCS 6/7	\$275.00
<b>LISA HALL &amp; ASSOCIATES INC Total Check Amount:</b>						<b>\$275.00</b>
188163	M. ARTHUR GENSLE, JR. & ASSOCIATES	07/16/2021	28450	110323231	DESIGN SVCS THRU 3/27	\$13,675.00
<b>M. ARTHUR GENSLE, JR. &amp; ASSOCIATES Total Check Amount:</b>						<b>\$13,675.00</b>
188164	MEDPOST URGENT CARE - BREA	07/16/2021	27547	110141481	HR MED SVCS MAY 2021	\$1,170.00
<b>MEDPOST URGENT CARE - BREA Total Check Amount:</b>						<b>\$1,170.00</b>
188165	MINNESOTA LIFE INSURANCE COMPANY	07/16/2021	30640	110	34730 LIFE INS JUL21	\$6,211.55
<b>MINNESOTA LIFE INSURANCE COMPANY Total Check Amount:</b>						<b>\$6,211.55</b>
188166	MOBILE HOME IMPROVEMENT	07/16/2021	19526	290323215	CDBG:1342 SUMMER LAKE	\$9,415.00
<b>MOBILE HOME IMPROVEMENT Total Check Amount:</b>						<b>\$9,415.00</b>
188167	NV5 INC	07/16/2021	29891	510707475	BP#2 PROF SVCS MAY21	\$872.00
<b>NV5 INC Total Check Amount:</b>						<b>\$872.00</b>
188168	PERFORMANCE TRUCK REPAIR, INC.	07/16/2021	29371	480515161	27008 TRUCK REPAIR	\$2,389.65
		07/16/2021	29371	480515161	1102 ENGINE REPAIR	\$3,419.91
		07/16/2021	29371	480515161	TRUCK REPAIR	\$1,480.16
<b>PERFORMANCE TRUCK REPAIR, INC. Total Check Amount:</b>						<b>\$7,289.72</b>
188169	PLAYPOWER LT FARMINGTON, INC.	07/16/2021	19510	110515141	SWING LATCHES	\$93.27
<b>PLAYPOWER LT FARMINGTON, INC. Total Check Amount:</b>						<b>\$93.27</b>
188170	PUENTE HILLS FORD	07/16/2021	25742	480515161	REGULATOR/WEATHRSTRIP	\$233.40
<b>PUENTE HILLS FORD Total Check Amount:</b>						<b>\$233.40</b>
188171	S.C. YAMAMOTO, INC.	07/16/2021	22021	346515112	IRRIGATION REPAIR	\$350.00
<b>S.C. YAMAMOTO, INC. Total Check Amount:</b>						<b>\$350.00</b>
188172	SASE COMPANY, INC.	07/16/2021	15500	480515161	TOOTH BLADES	\$428.23
<b>SASE COMPANY, INC. Total Check Amount:</b>						<b>\$428.23</b>
188173	SC 1295 LAMBERT, LP	07/16/2021	31203	840000000	DEVFEE REFUND	\$14,579.72



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SC 1295 LAMBERT, LP					Total Check Amount:	\$14,579.72
188174	WALTER EDWARD SIMONSEN	07/16/2021	31260	110404542	20/21 CONCERTS 7/28	\$1,500.00
WALTER EDWARD SIMONSEN					Total Check Amount:	\$1,500.00
188175	SOUTHERN CALIFORNIA EDISON	07/16/2021	21891	510707475	SCE FEES BOOSTERPUMP2	\$4,859.89
SOUTHERN CALIFORNIA EDISON					Total Check Amount:	\$4,859.89
188176	SOUTHERN CALIFORNIA EDISON	07/16/2021	21891	510707471	SCE FEES-BOOSTERPUMP3	\$2,892.50
SOUTHERN CALIFORNIA EDISON					Total Check Amount:	\$2,892.50
188177	STANDARD PACIFIC HOMES	07/16/2021	23020	840000000	DVFEE REFUND	\$13,894.73
		07/16/2021	23020	840000000	DEVFEE REFUND	\$11,836.68
STANDARD PACIFIC HOMES					Total Check Amount:	\$25,731.41
188178	STEPHEN DORECK EQUIPMENT	07/16/2021	20478	510707430	MOORPRK WTR IMP MAR21	\$269,814.25
STEPHEN DORECK EQUIPMENT					Total Check Amount:	\$269,814.25
188179	SUNNY SLOPE TREES	07/16/2021	23820	110515125	TREE FOR DOWNTOWN	\$188.57
SUNNY SLOPE TREES					Total Check Amount:	\$188.57
188180	TIME WARNER CABLE	07/16/2021	19304	110212111	CABLE CHGS JUL 2021	\$374.73
		07/16/2021	19304	110141481	CABLE CHGS JUL 2021	\$19.67
		07/16/2021	19304	110323212	CABLE CHGS JUL 2021	\$79.05
		07/16/2021	19304	110404211	CABLE CHGS JUL 2021	\$133.74
		07/16/2021	19304	110111143	CABLE CHGS JUL 2021	\$29.71
		07/16/2021	19304	110111151	CABLE CHGS JUL 2021	\$59.38
		07/16/2021	19304	110111161	CABLE CHGS JUL 2021	\$19.67
		07/16/2021	19304	110404311	CABLE CHGS JUL 2021	\$19.67
		07/16/2021	19304	110404521	CABLE CHGS JUL 2021	\$33.93
		07/16/2021	19304	110222211	CABLE CHGS JUL 2021	\$78.69
		07/16/2021	19304	420515131	CABLE CHGS JUL 2021	\$252.73
		07/16/2021	19304	490515151	CABLE CHGS JUL 2021	\$19.67
TIME WARNER CABLE					Total Check Amount:	\$1,120.64
188181	TREECO ARBORIST, INC.	07/16/2021	3838	510707958	MULCH	\$303.10
TREECO ARBORIST, INC.					Total Check Amount:	\$303.10
188182	U.S. BANK NATIONAL ASSOCIATION	07/16/2021	4050	510707458	ESCROW #224178000 #3	\$15,770.22
U.S. BANK NATIONAL ASSOCIATION					Total Check Amount:	\$15,770.22
188183	UNIFIRST CORPORATION	07/16/2021	27988	110515144	UNIFORM SVCS JUN 2021	\$34.00
		07/16/2021	27988	361515148	UNIFORM SVCS JUN 2021	\$4.72
		07/16/2021	27988	110515121	UNIFORM SVCS JUN 2021	\$41.80
		07/16/2021	27988	110515141	UNIFORM SVCS JUN 2021	\$88.68
		07/16/2021	27988	110515148	UNIFORM SVCS JUN 2021	\$4.72
		07/16/2021	27988	420515131	UNIFORM SVCS JUN 2021	\$103.80
		07/16/2021	27988	490515151	UNIFORM SVCS JUN 2021	\$229.09

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188183	UNIFIRST CORPORATION	07/16/2021	27988	430515123	UNIFORM SVCS JUN 2021	\$41.16
		07/16/2021	27988	110515125	UNIFORM SVCS JUN 2021	\$24.60
		07/16/2021	27988	360515145	UNIFORM SVCS JUN 2021	\$41.80
		07/16/2021	27988	440515126	UNIFORM SVCS JUN 2021	\$10.68
		07/16/2021	27988	110515143	UNIFORM SVCS JUN 2021	\$20.04
		07/16/2021	27988	480515161	UNIFORM SVCS JUN 2021	\$142.98
<b>UNIFIRST CORPORATION</b>					<b>Total Check Amount:</b>	<b>\$788.07</b>
188184	VERIZON WIRELESS	07/16/2021	21122	420515131	9882820655 5/27-6/26	\$38.01
<b>VERIZON WIRELESS</b>					<b>Total Check Amount:</b>	<b>\$38.01</b>
188185	VETERINARY PET INS. CO.	07/16/2021	20975	110	PET INS JUN 2021	\$971.00
<b>VETERINARY PET INS. CO.</b>					<b>Total Check Amount:</b>	<b>\$971.00</b>
188186	VENTURE SYSTEM GROUP INC	07/16/2021	29477	510707923	WO21-05001 FS1 PP#1	\$9,120.00
<b>VENTURE SYSTEM GROUP INC</b>					<b>Total Check Amount:</b>	<b>\$9,120.00</b>
188187	WESTRUX INTERNATIONAL	07/16/2021	25302	480515161	1520 ENGINE REPAIR	\$1,252.33
<b>WESTRUX INTERNATIONAL</b>					<b>Total Check Amount:</b>	<b>\$1,252.33</b>
188188	WESTSTAR LOAN SERVICING, INC	07/16/2021	25507	280323215	AUG20-JUN21 MNT FEE	\$97.00
<b>WESTSTAR LOAN SERVICING, INC</b>					<b>Total Check Amount:</b>	<b>\$97.00</b>
188189	DR. ROBERT L. WILKINSON	07/16/2021	19024	110141481	DOT PHYSICALS JUN21	\$205.00
<b>DR. ROBERT L. WILKINSON</b>					<b>Total Check Amount:</b>	<b>\$205.00</b>
<b>Check Subtotal</b>						<b>\$809,456.46</b>
V45036	ABF PRINTING & MARKETING, INC.	07/16/2021	26673	110111151	PROMOTIONAL HEMS	\$609.19
<b>ABF PRINTING &amp; MARKETING, INC.</b>					<b>Total Check Amount:</b>	<b>\$609.19</b>
V45037	DAVID J. AGUIRRE	07/16/2021	12388	110212111	FTO UPDATE 7/20-7/22	\$24.00
<b>DAVID J. AGUIRRE</b>					<b>Total Check Amount:</b>	<b>\$24.00</b>
V45038	BEST LAWN MOWER SERVICE	07/16/2021	16230	480515161	HEDGE TRIMMER PARTS	\$642.88
		07/16/2021	16230	480515161	SYN OIL 5GAL JUG	\$270.63
<b>BEST LAWN MOWER SERVICE</b>					<b>Total Check Amount:</b>	<b>\$913.51</b>
V45039	BILL'S AUTO UPHOLSTERY	07/16/2021	10510	480515161	SEAT REPAIR	\$500.00
<b>BILL'S AUTO UPHOLSTERY</b>					<b>Total Check Amount:</b>	<b>\$500.00</b>
V45040	BREA DISPOSAL, INC	07/16/2021	3330	440515122	REFUSE COLLECTN JUN21	\$167,239.15
<b>BREA DISPOSAL, INC</b>					<b>Total Check Amount:</b>	<b>\$167,239.15</b>
V45041	CALIFORNIA DOMESTIC WATER CO	07/16/2021	3388	420515131	WTR CONSUMPTION JUN21	\$4,104,075.04
<b>CALIFORNIA DOMESTIC WATER CO</b>					<b>Total Check Amount:</b>	<b>\$4,104,075.04</b>
V45042	CALIFORNIA FORENSIC PHLEBOTOMY INC.	07/16/2021	4488	110212131	PHLEBOTOMY JUNE 2021	\$1,177.00
<b>CALIFORNIA FORENSIC PHLEBOTOMY INC.</b>					<b>Total Check Amount:</b>	<b>\$1,177.00</b>
V45043	CALIFORNIA HEALTH & SAFETY INC.	07/16/2021	15491	110222221	COMPRESSOR REPAIR	\$475.00
<b>CALIFORNIA HEALTH &amp; SAFETY INC.</b>					<b>Total Check Amount:</b>	<b>\$475.00</b>

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V45044	CALIFORNIA RETROFIT, INC	07/16/2021	4447	110515141	LAMPS/BALLAST	\$53.34
<b>CALIFORNIA RETROFIT, INC</b>						<b>Total Check Amount: \$53.34</b>
V45045	ANDREW P CATOR	07/16/2021	6646	460141474	JUNE 2021 MILEAGE	\$159.60
<b>ANDREW P CATOR</b>						<b>Total Check Amount: \$159.60</b>
V45046	BRANDON CHUNG	07/16/2021	18773	460141474	MAY 2021 MILEAGE	\$147.84
		07/16/2021	18773	460141474	JUNE 2021 MILEAGE	\$166.32
<b>BRANDON CHUNG</b>						<b>Total Check Amount: \$314.16</b>
V45047	CITYGATE ASSOCIATES, LLC	07/16/2021	23178	110222211	PROF SVCS JUNE 2021	\$6,218.63
<b>CITYGATE ASSOCIATES, LLC</b>						<b>Total Check Amount: \$6,218.63</b>
V45048	CIVICPLUS	07/16/2021	23925	110111151	CITY MKTG/BRANDING	\$1,550.00
<b>CIVICPLUS</b>						<b>Total Check Amount: \$1,550.00</b>
V45049	COLONIAL LIFE PROCESSING CENTER	07/16/2021	26071	110	LIFE INS JUN21	\$589.68
		07/16/2021	26071	110	CRIT ILL INS JUN21	\$997.44
		07/16/2021	26071	110	ACCIDENT INS JUN21	\$2,971.36
		07/16/2021	26071	110	CANCER INS JUN21	\$2,345.80
		07/16/2021	26071	110	ST DISAB INS JUN21	\$4,612.04
<b>COLONIAL LIFE PROCESSING CENTER</b>						<b>Total Check Amount: \$11,516.32</b>
V45050	CORE & MAIN LP	07/16/2021	27049	420515131	WATER METER ENCODERS	\$15,171.77
		07/16/2021	27049	420515131	WATER METER ENCODERS.	\$2,957.20
		07/16/2021	27049	420515131	WATER METERS+ENCODERS	\$2,594.97
<b>CORE &amp; MAIN LP</b>						<b>Total Check Amount: \$20,723.94</b>
V45051	CORELOGIC	07/16/2021	25542	280323215	R/E LISTING JUN 2021	\$185.00
<b>CORELOGIC</b>						<b>Total Check Amount: \$185.00</b>
V45052	CPS HR CONSULTING	07/16/2021	2971	110141481	RECRUITMNT SVCS JUN21	\$447.50
<b>CPS HR CONSULTING</b>						<b>Total Check Amount: \$447.50</b>
V45053	DANIELS TIRE SERVICE	07/16/2021	3133	480515161	TIRES	\$535.23
<b>DANIELS TIRE SERVICE</b>						<b>Total Check Amount: \$535.23</b>
V45054	BACKDRAFT OPCO LLC	07/16/2021	28692	110222223	21/22 FIRE PKG SUBSCR	\$7,339.37
		07/16/2021	28692	110222223	TFR CHGS TO PO-221006	(\$7,125.60)
		07/16/2021	28692	110222223	20/21 FIRE PKG SUBSCR	\$7,125.60
<b>BACKDRAFT OPCO LLC</b>						<b>Total Check Amount: \$7,339.37</b>
V45055	EWING IRRIGATION PRODUCTS, INC.	07/16/2021	5807	110515141	FERTILIZER	\$382.49
		07/16/2021	5807	110515141	IRRIGATION PARTS	\$40.37
<b>EWING IRRIGATION PRODUCTS, INC.</b>						<b>Total Check Amount: \$422.86</b>
V45056	HI SIGN	07/16/2021	4693	490515151	SIGNS	\$269.38
		07/16/2021	4693	110222231	SIGNS - FIREWORKS	\$4,503.95
<b>HI SIGN</b>						<b>Total Check Amount: \$4,773.33</b>
V45057	HOUSING PROGRAMS	07/16/2021	26542	290323215	HSG REHAB JUNE 2021	\$1,600.00

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HOUSING PROGRAMS					Total Check Amount:	\$1,600.00
V45058	IDEAL STRIPING	07/16/2021	18839	510707961	STRIPING @ BCC	\$1,050.00
IDEAL STRIPING					Total Check Amount:	\$1,050.00
V45059	IPARQ	07/16/2021	21583	110323241	PERMIT FEES MAY 2021	\$265.44
IPARQ					Total Check Amount:	\$265.44
V45060	JACKSON'S AUTO SUPPLY	07/16/2021	1143	480515161	AUTO SUPPLIES JUN21	\$7,309.34
JACKSON'S AUTO SUPPLY					Total Check Amount:	\$7,309.34
V45061	KEENAN & ASSOCIATES	07/16/2021	22439	470141483	2021 WORKERS' COMP #8	\$9,839.33
KEENAN & ASSOCIATES					Total Check Amount:	\$9,839.33
V45062	KEYSER MARSTON ASSOCIATES, INC.	07/16/2021	25482	280323215	PROFSVCS:TRUMARK JUN	\$742.50
KEYSER MARSTON ASSOCIATES, INC.					Total Check Amount:	\$742.50
V45063	RYAN JOSEPH KLUG	07/16/2021	29363	110212111	TRAINING EXPENSES	\$72.00
RYAN JOSEPH KLUG					Total Check Amount:	\$72.00
V45064	LAND CONCERN, LTD	07/16/2021	22942	510707936	ASSOC RD MEDIAN FEB21	\$485.00
		07/16/2021	22942	510707936	ASSOC RD MEDIAN MAY21	\$210.00
		07/16/2021	22942	510707936	ASSOC RD MEDIAN-ADDL	\$660.00
LAND CONCERN, LTD					Total Check Amount:	\$1,355.00
V45065	LEHR	07/16/2021	26035	480515161	958 EMERGENCY EQPT	\$3,727.86
		07/16/2021	26035	480515161	958 REMOVE EQUIPMENT	\$570.00
		07/16/2021	26035	480515161	POLICE TRUCK BUILD	\$4,622.36
LEHR					Total Check Amount:	\$8,920.22
V45066	LIEBERT CASSIDY WHITMORE	07/16/2021	2489	470141483	PROF SVCS 00022 MAY21	\$1,444.00
		07/16/2021	2489	470141483	PROF SVCS 00021 MAY21	\$282.00
LIEBERT CASSIDY WHITMORE					Total Check Amount:	\$1,726.00
V45067	LINCOLN AQUATICS	07/16/2021	17902	110404422	BULK ACID	\$523.55
		07/16/2021	17902	110404422	DUPL PAYT:EW078731	(\$350.00)
		07/16/2021	17902	490515151	POLY TUBING	\$280.63
LINCOLN AQUATICS					Total Check Amount:	\$454.18
V45068	LINEGEAR	07/16/2021	23894	110222221	HELMETS	\$708.53
LINEGEAR					Total Check Amount:	\$708.53
V45069	MS CONSTRUCTION	07/16/2021	27543	290323215	HSGREH:1414CENTRAL#62	\$19,265.00
MS CONSTRUCTION					Total Check Amount:	\$19,265.00
V45070	MYERS AND SONS	07/16/2021	21624	110515121	GUARDRAIL RPR-VALNCIA	\$8,323.88
		07/16/2021	21624	110515121	SIGNS-COUNTRY FAIR	\$109.91
MYERS AND SONS					Total Check Amount:	\$8,433.79
V45071	NTH GENERATION COMPUTING, INC.	07/16/2021	21379	475141471	CLOUD BCKUP JUL-SEP21	\$3,061.49
NTH GENERATION COMPUTING, INC.					Total Check Amount:	\$3,061.49
V45072	PACIFIC TELEMAGEMENT SERVICES	07/16/2021	19696	475141471	7147920398 JULY 2021	\$75.00

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PACIFIC TELEMAGEMENT SERVICES					Total Check Amount:	\$75.00
V45073	PARKHOUSE TIRE, INC.	07/16/2021	22120	480515161	TRUCK TIRES	\$1,463.78
PARKHOUSE TIRE, INC.					Total Check Amount:	\$1,463.78
V45074	PLUMBING WHOLESALE OUTLET, INC.	07/16/2021	18392	490515151	PLUMBING PARTS	\$232.08
PLUMBING WHOLESALE OUTLET, INC.					Total Check Amount:	\$232.08
V45075	RAY-LITE INDUSTRIES, INC.	07/16/2021	19800	110515121	PHOTOCELLS FOR ST LTS	\$311.40
RAY-LITE INDUSTRIES, INC.					Total Check Amount:	\$311.40
V45076	RICHARDS, WATSON & GERSHON	07/16/2021	8978	110111112	0196 BOATRIGTH MAY21	\$6,252.00
		07/16/2021	8978	110515171	189 LUCAS BLDRS MAY21	\$456.00
		07/16/2021	8978	420141421	182 WATER RATES MAY21	\$801.01
RICHARDS, WATSON & GERSHON					Total Check Amount:	\$7,509.01
V45077	RPW SERVICES, INC.	07/16/2021	3791	360515147	FLEAS /TICKS SPRAY	\$180.00
		07/16/2021	3791	110515144	SPRAY TURF FOR WEEDS	\$1,800.00
RPW SERVICES, INC.					Total Check Amount:	\$1,980.00
V45078	SIGNARAMA OF ANAHEIM	07/16/2021	12440	343515112	EAGLE SIGN	\$36.84
SIGNARAMA OF ANAHEIM					Total Check Amount:	\$36.84
V45079	SITEONE LANDSCAPE SUPPLY, LLC	07/16/2021	25942	110515141	TOOLS	\$43.49
		07/16/2021	25942	110515141	IRRIGATION PARTS	\$87.77
SITEONE LANDSCAPE SUPPLY, LLC					Total Check Amount:	\$131.26
V45080	SOUTH COAST EMERGENCY VEHICLE SVC	07/16/2021	18619	480515161	1915 PUMP REPAIR / LIGHTS	\$4,726.53
SOUTH COAST EMERGENCY VEHICLE SVC					Total Check Amount:	\$4,726.53
V45081	STANTEC CONSULTING SERVICES, INC.	07/16/2021	26045	510707914	SKATEPARK ENGG MAY21	\$5,573.00
STANTEC CONSULTING SERVICES, INC.					Total Check Amount:	\$5,573.00
V45082	STATE INDUSTRIAL PRODUCTS	07/16/2021	8572	490515151	TRUCK WASH	\$137.70
STATE INDUSTRIAL PRODUCTS					Total Check Amount:	\$137.70
V45083	STEVE A. FILARSKY	07/16/2021	31186	110141481	PROF LEGAL SVCS JUN2	\$620.00
STEVE A. FILARSKY					Total Check Amount:	\$620.00
V45084	TRINITY SOUND COMPANY	07/16/2021	11364	110404542	20/21 CONCERTS 7/7	\$925.00
		07/16/2021	11364	110404542	20/21 CONCERTS 7/14	\$925.00
TRINITY SOUND COMPANY					Total Check Amount:	\$1,850.00
V45085	TROPICAL PLAZA NURSERY, INC	07/16/2021	2062	880515113	IRRIGATION REPAIR	\$206.67
		07/16/2021	2062	345515112	IRRIGATION REPAIR	\$333.04
TROPICAL PLAZA NURSERY, INC					Total Check Amount:	\$539.71
V45086	TROY SHEET METAL WORKS INC.	07/16/2021	15153	480515161	PD REAR STORAGE BOXES	\$1,891.01
TROY SHEET METAL WORKS INC.					Total Check Amount:	\$1,891.01
V45087	UNDERGROUND SERVICE ALERT/SC	07/16/2021	4537	420515131	UGTICKETS WATER JUN21	\$181.60
		07/16/2021	4537	420515131	UGTICKETS SEWER JUN21	\$353.20

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V45087	UNDERGROUND SERVICE ALERT/SC	07/16/2021	4537	420515131	DSB FEE 7/1/2021	\$70.95
<b>UNDERGROUND SERVICE ALERT/SC Total Check Amount:</b>						<b>\$605.75</b>
V45088	UNITED ROTARY BRUSH CORPORATION	07/16/2021	16649	480515161	SWEEPER BROOMS (2)	\$593.20
<b>UNITED ROTARY BRUSH CORPORATION Total Check Amount:</b>						<b>\$593.20</b>
V45089	US BANK XX0338 CITY MGR	07/16/2021	24704	110111143	CALCARD MS-CMO 062221	\$641.84
		07/16/2021	24704	110111111	CALCARD MS-CMO 062221	\$1,700.43
<b>US BANK XX0338 CITY MGR Total Check Amount:</b>						<b>\$2,342.27</b>
V45090	US BANK XX0312 HR	07/16/2021	24776	110141481	CALCARD HR 062221	\$91.11
		07/16/2021	24776	470141483	CALCARD HR 062221	\$98.45
<b>US BANK XX0312 HR Total Check Amount:</b>						<b>\$189.56</b>
V45092	US BANK XX0593 COMM SVC	07/16/2021	24777	110	CALCARD CS 062221	(\$178.43)
		07/16/2021	24777	110404211	CAL CARD-NA-062221	\$253.81
		07/16/2021	24777	110404311	CAL CARD-JM-062221	\$1,130.48
		07/16/2021	24777	110404421	CAL CARD-KS-062221	\$1,017.47
		07/16/2021	24777	110404422	CAL CARD-JC-062221	\$11.84
		07/16/2021	24777	110404425	CAL CARD-MM-062221	\$488.23
		07/16/2021	24777	110404429	CAL CARD-SS-062221	\$800.00
		07/16/2021	24777	110404521	CAL CARD-TT-062221	\$21.95
		07/16/2021	24777	110	CAL CARD-CP-062221	\$20.46
		07/16/2021	24777	110404211	CAL CARD-AC-062221	\$69.44
		07/16/2021	24777	110404424	CAL CARD-BH-062221	\$404.59
		07/16/2021	24777	110404429	CAL CARD-VU-062221	\$353.45
		07/16/2021	24777	110404521	CAL CARD-FT-062221	\$707.22
		07/16/2021	24777	110404541	CAL CARD-KC-062221	\$5.37
		07/16/2021	24777	110404542	CAL CARD-KK-062221	\$2,138.83
		07/16/2021	24777	110404542	CAL CARD-NY-062221	\$327.76
		07/16/2021	24777	110404215	CAL CARD-DA-062221	\$1,475.49
		07/16/2021	24777	110404217	CAL CARD-MM-062221	\$80.70
		07/16/2021	24777	110404217	CAL CARD-VU-062221	\$895.64
		07/16/2021	24777	110404311	CAL CARD-RH-062221	\$335.20
		07/16/2021	24777	110404425	CAL CARD-SS-062221	\$926.00
		07/16/2021	24777	110404428	CAL CARD-VU-062221	\$580.96
		07/16/2021	24777	110404542	CAL CARD-EF-062221	\$462.77
		07/16/2021	24777	110404211	CAL CARD-TN-062221	\$119.40
		07/16/2021	24777	110404422	CAL CARD-GA-062221	\$913.40
		07/16/2021	24777	110404521	CAL CARD-NG-062221	\$48.00
		07/16/2021	24777	110404541	CAL CARD-HB-062221	\$423.93

# City Disbursement Register

Between Jul 12, 2021 12:00 AM and Jul 16, 2021 11:59 PM

Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
<b>US BANK XX0593 COMM SVC</b>						<b>Total Check Amount: \$13,833.96</b>
V45093	US BANK XX0502 COMM & MKTG	07/16/2021	24778	110	CALCARD CMKT 062221	\$17.86
		07/16/2021	24778	110111151	CALCARD CMKT 062221	\$10.00
		07/16/2021	24778	110111152	CALCARD CMKT 062221	\$1,128.64
<b>US BANK XX0502 COMM &amp; MKTG</b>						<b>Total Check Amount: \$1,156.50</b>
V45094	US BANK XX0353 COMM DEV	07/16/2021	24779	110141481	CALCARD CD 062221	\$88.82
		07/16/2021	24779	110323212	CALCARD CD 062221	\$8.62
		07/16/2021	24779	110323241	CALCARD CD 062221	\$84.95
		07/16/2021	24779	110323243	CALCARD CD 062221	\$113.96
		07/16/2021	24779	110323231	CALCARD CD 062221	\$281.84
<b>US BANK XX0353 COMM DEV</b>						<b>Total Check Amount: \$578.19</b>
V45095	US BANK XX0270 ADMIN SVCS	07/16/2021	24781	110141414	CALCARD ASFIN 062221	\$152.01
		07/16/2021	24781	110141411	CALCARD ASFIN 062221	\$175.74
		07/16/2021	24781	110141431	CALCARD ASFIN 062221	\$8.76
		07/16/2021	24781	110141441	CALCARD ASFIN 062221	\$111.68
		07/16/2021	24781	110404421	CALCARD ASFIN 062221	\$182.39
		07/16/2021	24781	110111161	CALCARD CCLK 062221	\$892.72
		07/16/2021	24781	490515151	CALCARD ASFIN 062221	\$3,162.10
<b>US BANK XX0270 ADMIN SVCS</b>						<b>Total Check Amount: \$4,685.40</b>
V45096	US BANK XX0650 FIRE	07/16/2021	24782	110222231	CALCARD FIRE 062221	\$200.00
		07/16/2021	24782	174222222	CALCARD FIRE 062221	\$1,286.21
		07/16/2021	24782	480515161	CALCARD FIRE 062221	\$485.94
		07/16/2021	24782	110222211	CALCARD FIRE 062221	\$897.07
		07/16/2021	24782	110222221	CALCARD FIRE 062221	\$2,062.22
		07/16/2021	24782	110222223	CALCARD FIRE 062221	\$228.81
<b>US BANK XX0650 FIRE</b>						<b>Total Check Amount: \$5,160.25</b>
V45097	US BANK XX0346 IT	07/16/2021	24783	110515125	CALCARD IT 062221	\$95.37
		07/16/2021	24783	280323215	CALCARD IT 062221	\$25.00
		07/16/2021	24783	460141474	CALCARD IT 062221	\$737.24
		07/16/2021	24783	475141471	CALCARD IT 062221	\$1,412.95
		07/16/2021	24783	110404154	CALCARD IT 062221	\$38.82
		07/16/2021	24783	110212111	CALCARD IT 062221	\$359.56
<b>US BANK XX0346 IT</b>						<b>Total Check Amount: \$2,668.94</b>
V45099	US BANK XX0221 PW	07/16/2021	24784	110515141	CALCARD PW 062221	\$509.94
		07/16/2021	24784	110515144	CALCARD PW 062221	\$109.60
		07/16/2021	24784	110404422	CALCARD PW 062221	\$201.58
		07/16/2021	24784	510707958	CALCARD PW 062221	\$158.50
		07/16/2021	24784	410515124	CALCARD PW 062221	\$42.23



# City Disbursement Register

Between Jul 12, 2021 12:00 AM and Jul 16, 2021 11:59 PM

Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
V45099	US BANK XX0221 PW	07/16/2021	24784	420	CALCARD PW 062221	\$75.49
		07/16/2021	24784	480515161	CALCARD PW 062221	\$3,205.17
		07/16/2021	24784	110222221	CALCARD PW 062221	\$21.89
		07/16/2021	24784	110515143	CALCARD PW 062221	\$82.73
		07/16/2021	24784	110515125	CALCARD PW 062221	\$766.33
		07/16/2021	24784	343515112	CALCARD PW 062221	\$21.38
		07/16/2021	24784	420515131	CALCARD PW 062221	(\$430.19)
		07/16/2021	24784	490515151	CALCARD PW 062221	\$1,825.66
<b>US BANK XX0221 PW</b>					<b>Total Check Amount:</b>	<b>\$6,590.31</b>
V45101	US BANK XX0544 POLICE	07/16/2021	24785	110212133	CALCARD PD 062221	\$2,067.66
		07/16/2021	24785	110212122	CALCARD PD 062221	\$763.42
		07/16/2021	24785	110212131	CALCARD PD 062221	\$4,038.05
		07/16/2021	24785	480515161	CALCARD PD 062221	\$693.59
		07/16/2021	24785	110212111	CALCARD PD 062221	\$4,692.66
		07/16/2021	24785	911212131	CALCARD PD 062221	\$19.38
		07/16/2021	24785	110	CALCARD PD 062221	\$211.98
		07/16/2021	24785	110212121	CALCARD PD 062221	\$2,297.60
		07/16/2021	24785	110212132	CALCARD PD 062221	\$16.99
		07/16/2021	24785	110212134	CALCARD PD 062221	\$1,870.00
		07/16/2021	24785	110212142	CALCARD PD 062221	\$639.70
<b>US BANK XX0544 POLICE</b>					<b>Total Check Amount:</b>	<b>\$17,311.03</b>
V45102	US BANK XX3401 PW- ADMIN	07/16/2021	24786	110515171	CALCARD PWA 062221	\$149.57
		07/16/2021	24786	410515132	CALCARD PWA 062221	\$95.00
		07/16/2021	24786	420515131	CALCARD PWA 062221	\$130.00
		07/16/2021	24786	110515111	CALCARD PWA 062221	\$33.40
<b>US BANK XX3401 PW- ADMIN</b>					<b>Total Check Amount:</b>	<b>\$407.97</b>
V45103	VIGILANT SOLUTIONS, LLC	07/16/2021	22949	231212141	21/22 ALPR MNT	\$9,100.00
		07/16/2021	22949	231212141	21/22 ALPR MNT (PO)	\$9,100.00
		07/16/2021	22949	231212141	21/22 ALPR MNT NPO	(\$9,100.00)
<b>VIGILANT SOLUTIONS, LLC</b>					<b>Total Check Amount:</b>	<b>\$9,100.00</b>
V45104	WALTERS WHOLESALE ELECTRIC	07/16/2021	1667	510707958	CONCRETE BOX/LID	\$656.02
<b>WALTERS WHOLESALE ELECTRIC</b>					<b>Total Check Amount:</b>	<b>\$656.02</b>
V45105	TERRI WESTERGREN	07/16/2021	25602	110404521	ZUMBA GOLD APR 2021	\$160.00
		07/16/2021	25602	110404521	ZUMBA GOLD MAR-21	\$200.00
		07/16/2021	25602	110404521	ZUMBA GOLD MAY 2021	\$160.00
<b>TERRI WESTERGREN</b>					<b>Total Check Amount:</b>	<b>\$520.00</b>
V45106	WESTERN GOLF PROPERTIES, LLC	07/16/2021	29071	465000000	BIRCH HLLS S/TX JUN21	\$4,747.75
		07/16/2021	29071	465515149	BIRCH HLLS MGMT JUN21	\$142,875.00

# City Disbursement Register

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Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
V45106	WESTERN GOLF PROPERTIES, LLC	07/16/2021	29071	465515149	BREA CREEK CGS JUN21	\$8,397.00
		07/16/2021	29071	465515149	BIRCH HILLS CGS JUN21	\$21,834.08
		07/16/2021	29071	465000000	BIRCH HILLS TIPS JUN21	\$7,604.27
		07/16/2021	29071	465000000	BREA CREEK S/TX JUN21	\$1,343.38
		07/16/2021	29071	465515149	BREA CREEK MGMT JUN21	\$58,909.00
		07/16/2021	29071	465515149	MEMB REWARDS BHGC	\$99.00
<b>WESTERN GOLF PROPERTIES, LLC</b>					<b>Total Check Amount:</b>	<b>\$245,809.48</b>
V45107	STEVEN R WULFF	07/16/2021	30415	110212111	TRAINING EXPENSES	\$124.92
<b>STEVEN R WULFF</b>					<b>Total Check Amount:</b>	<b>\$124.92</b>
V45108	ZERO WASTE USA INC/MUTT MITT	07/16/2021	22125	110515144	TRASH LINERS	\$171.78
		07/16/2021	22125	110515148	TRASH LINERS	\$171.78
		07/16/2021	22125	360515145	TRASH LINERS	\$171.77
		07/16/2021	22125	360515147	TRASH LINERS	\$171.77
<b>ZERO WASTE USA INC/MUTT MITT</b>					<b>Total Check Amount:</b>	<b>\$687.10</b>
<b>Voucher Subtotal</b>						<b>\$4,734,153.16</b>

**TOTAL \$5,543,609.62**

City of Brea

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**COUNCIL COMMUNICATION**

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

**FROM:** Bill Gallardo, City Manager

**DATE:** 07/20/2021

**SUBJECT:** Monthly Report of Cash Investments for the City of Brea for Period Ending May 31, 2021

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**RECOMMENDATION**

Receive and file.

**BACKGROUND/DISCUSSION**

The Monthly Report of Cash and Investments is in accordance with Government Code Sections (GCS) 41004 and 53607 and contains information on the cash and investment activities for the month of May 2021. 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 (Chandler). Together, the short and long-term investment accounts represent the City's investment portfolio.

Attachment A includes a Cash and Investment Information Summary and Monthly Account Statement prepared by Chandler for invested funds. The book value is the cost plus or minus amortization/accretion. As of May 31, 2021, the total market value of the managed investment portfolio, including accrued interest, was \$94,041,781.82 as compared to \$93,836,127.12 at April 30, 2021. The weighted average investment yield for May 31, 2021 was 1.56%, which was slightly less than the prior month. The City's Local Agency Investment Fund (LAIF) had a total market value, including accrued interest of \$17,092,114.52 at May 31, 2021. This brings the total value of the City's investment portfolio as of May 31, 2021 to \$111,133,896.34 as compared to \$108,424,301.33 at April 30, 2021.

The City has restricted cash and investments held in the post-employment benefits trust account administered by PARS (PARS account), which are managed by HighMark Capital (HighMark) and the City's various bond reserve accounts which are managed by Chandler. Attachment A includes a monthly statement from US Bank for the PARS account as well as a portfolio report from Chandler for each bond reserve account that is invested. As of May 31, 2021, the market value of the PARS account, including short-term cash and accrued interest was \$10,888,174.09 compared to \$10,806,319.01 from the prior month. All other restricted cash investments (bond reserve accounts), including short-term cash and accrued interest, was \$1,134,368.65 in comparison to \$1,133,108.55 from the prior month.

Pursuant to the City's investment policy, all City investments, with the exception of LAIF, direct

time certificates of deposits and money market mutual funds are held by third-party custodians, The Bank of New York Mellon Trust Company, N.A. (BNY) for accounts managed by Chandler and US Bank for the PARS account managed by HighMark which act as agents of the City. These financial institutions are not a counter party to the investment transaction and all securities are held in the name of the City of Brea. The custodial accounts have been reconciled to the par value of the applicable portfolio report 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 May, the total value of the City's investment portfolio increased by \$2,709,595.01. The increase was primarily due to property taxes received during the month. The City's PARS account increased by \$81,855.08 and the City's bond reserve accounts increased by \$1,260.10; both due to market rate adjustments.

### **RESPECTFULLY SUBMITTED:**

William Gallardo, City Manager

Prepared by: Alicia Brenner, Senior Fiscal Analyst

Concurrence: Cindy Russell, Administrative Services Director

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### **Attachments**

Attachment A

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**City of Brea**  
**Cash and Investment Information**  
**May 31, 2021**

		<b>Book Value</b>	<b>Market Value*</b>
<b>Demand and Interest-Bearing Checking Accounts</b>	Citizen's Bank	\$ 3,467,252.57	\$ 3,467,252.57
<b>Local Agency Investment Fund</b>	LAIF	\$ 17,084,265.99	\$ 17,092,114.52
<b>Managed Investment Portfolio - CHANDLER</b>	Chandler/BNY	\$ 91,551,146.21	\$ 94,041,781.82
<b>PARS Post-Employment Benefits Trust**</b>	Highmark/US Bank	\$ 8,736,665.21	\$ 10,888,174.09
<b><u>Fiscal Agent Cash &amp; Investments**</u></b>			
2010 Lease Revenue Bonds	Chandler/BNY	\$ 257,888.80	\$ 262,697.17
2014 Downtown Brea Public Improvements CFD Bonds (CFD 1996-1)	Chandler/BNY	\$ 163,004.31	\$ 163,004.31
2014 Water Revenue Bonds	Chandler/BNY	\$ 0.14	\$ 0.14
2017 Brea Plaza Public Improvements CFD Bonds (CFD 2008-2)	Chandler/BNY	\$ 672,335.24	\$ 690,072.34
2019 Olinda Ranch Public Improvements CFD Bonds (CFD 1997-1)	Chandler/BNY	\$ 18.15	\$ 18.15
2019 Water Revenue Bonds	Chandler/BNY	\$ 3.68	\$ 3.68
2020 Water Revenue Refunding Bonds	Chandler/BNY	\$ 18,572.86	\$ 18,572.86
<b>Sub-total - Fiscal Agent Cash &amp; Investments</b>		<b>\$ 1,111,823.18</b>	<b>\$ 1,134,368.65</b>
<b>Report Grand Total</b>		<b>\$ 121,951,153.16</b>	<b>\$ 126,623,691.65</b>

\* Includes accrued interest on invested funds

\*\* Reserve Fund

**City of Brea**  
**Cash and Investment Information**  
 May 31, 2021

<b>Fiscal Agent Cash &amp; Investments Detail</b>		<b>Book Value</b>	<b>Market Value</b>
10129	2010 Lease Revenue Bonds - <b>CHANDLER</b>	\$ 257,888.28	\$ 262,696.65
	Short-Term Treasury Funds - <b>BNY</b>	\$ 0.52	\$ 0.52
	<b>Sub-total</b>	<b>\$ 257,888.80</b>	<b>\$ 262,697.17</b>
	2014 Downtown Brea Public Improvements CFD Bonds - <b>CHANDLER</b>	\$ -	\$ -
	Short-Term Treasury Funds - <b>BNY</b>	\$ 163,004.31	\$ 163,004.31
	<b>Sub-total</b>	<b>\$ 163,004.31</b>	<b>\$ 163,004.31</b>
	2014 Water Revenue Bonds - <b>CHANDLER</b>	\$ -	\$ -
	Short-Term Treasury Funds - <b>BNY</b>	\$ 0.14	\$ 0.14
	<b>Sub-total</b>	<b>\$ 0.14</b>	<b>\$ 0.14</b>
10600	2017 Brea Plaza Public Improvements CFD Bonds (CFD 2008-2) - <b>CHANDLER</b>	\$ 668,108.56	\$ 685,845.66
	Short-Term Treasury Funds - <b>BNY</b>	\$ 4,226.68	\$ 4,226.68
	<b>Sub-total</b>	<b>\$ 672,335.24</b>	<b>\$ 690,072.34</b>
	2019 Olinda Ranch Public Improvements Bonds (CFD 1997-1) - <b>CHANDLER</b>	\$ -	\$ -
	Short-Term Treasury Funds - <b>BNY</b>	\$ 18.15	\$ 18.15
	<b>Sub-total</b>	<b>\$ 18.15</b>	<b>\$ 18.15</b>
	2019 Water Revenue Bonds - <b>CHANDLER</b>	\$ -	\$ -
	Short-Term Treasury Funds - <b>BNY</b>	\$ 3.68	\$ 3.68
	<b>Sub-total</b>	<b>\$ 3.68</b>	<b>\$ 3.68</b>
	2020 Water Revenue Refunding Bonds - <b>CHANDLER</b>	\$ -	\$ -
	Short-Term Treasury Funds - <b>BNY</b>	\$ 18,572.86	\$ 18,572.86
	<b>Sub-total</b>	<b>\$ 18,572.86</b>	<b>\$ 18,572.86</b>
<b>Report Grand Total</b>		<b>\$ 1,111,823.18</b>	<b>\$ 1,134,368.65</b>

**City of Brea**  
**Accounting of Cash Receipts, Disbursements and Balances**  
**For the Month of May 2021**

<b>Fund</b>	<b>Fund Name</b>	<b>Cash Balance 04/30/21 <sup>1</sup></b>	<b>Cash Receipts <sup>2</sup></b>	<b>Cash Disbursements <sup>2</sup></b>	<b>Cash Balance 05/31/2021 <sup>1</sup></b>
110	GENERAL FUND	15,673,246.80	7,521,575.04	(4,564,883.23)	18,629,938.61
120	GENERAL MAINTENANCE PLAN	1,346,678.09	1,227.17	-	1,347,905.26
130	BREA WAR MEMORIAL	11,364.33	-	-	11,364.33
140	CBED FUND	4,586,068.74	320,751.56	(24,850.97)	4,881,969.33
150	OPEB FUND	112,481.81	75,116.64	(81,960.11)	105,638.34
172	PUBLIC SAFETY AUG-PROP172	501,068.07	60,937.32	(158,464.51)	403,540.88
173	SUPPL LAW ENF SVC - COPS	90,381.43	281.43	(8,333.00)	82,329.86
174	PARAMEDIC SERVICES	300,302.40	390,667.47	(458,554.53)	232,415.34
181	EQUIP REPL FUND-BCC	904,397.95	13,917.00	(9,671.64)	908,643.31
182	FIXED ASSET REPL FUND	5,881,395.75	50,000.00	(42,243.89)	5,889,151.86
220	GAS TAX	1,432,166.73	-	(37,500.00)	1,394,666.73
221	ROAD MAINTENANCE & REPAIR	1,833,180.76	69,388.04	(20,640.24)	1,881,928.56
230	NARC ENF ASSET SEIZ - FED	(0.01)	-	-	(0.01)
231	NARC ENF ASSET SEIZ-TREAS	316,679.24	698.25	-	317,377.49
240	AIR QUALITY IMPROV FEES	404,186.43	-	-	404,186.43
250	PARK DEVELOPMENT	2,451,619.39	-	-	2,451,619.39
260	MEASURE M TRANSPORT TAX	1,689,041.88	169,422.02	(104,775.39)	1,753,688.51
270	AFFORDABLE HOUSING TRUST	3,220,642.94	-	(3,302.00)	3,217,340.94
280	HOUSING PROGRAMS & SERVIC	5,523,875.91	10,974.88	(16,102.05)	5,518,748.74
290	COMM DEV BLK GRANT (CDBG)	(59,103.62)	-	(9,320.00)	(68,423.62)
341	LNDSP & LGT MAINT DIST #1	18,983.84	1,190.53	(4,378.27)	15,796.10
342	LIGHTING MAINT DIST #2	39,122.17	84.23	(385.31)	38,821.09
343	LNDSP & LTG MAINT DIST #3	163,540.44	1,732.84	(5,767.76)	159,505.52
344	LIGHTING MAINT DIST #4	19,737.43	48.00	(129.54)	19,655.89
345	LNDSP & LTG MAINT DIST #5	126,648.02	1,472.07	(6,729.01)	121,391.08
346	LNDSP & LTG MAINT DIST #6	132,467.34	1,599.95	(24,388.60)	109,678.69
347	LNDSP & LTG MAINT DIST #7	13,685.64	459.32	(1,958.57)	12,186.39
360	CFD-BLACKSTONE (2008-1)	2,161,490.09	16,963.39	(71,296.70)	2,107,156.78
361	CFD-LA FLORESTA (2011-1)	408,578.24	4,004.24	(29,280.84)	383,301.64
362	CFD-TAYLOR MORR (2013-1)	142,780.16	1,340.12	(3,053.38)	141,066.90
363	CFD-CENTRAL PARK VILLAGE	133,603.29	565.76	(4,180.29)	129,988.76
410	URBAN RUNOFF FUND	777,050.19	38,102.59	(86,817.63)	728,335.15
420	WATER UTILITY	24,132,858.19	1,777,982.71	(1,557,489.79)	24,353,351.11
430	SEWER UTILITY	4,655,392.38	215,681.48	(160,423.99)	4,710,649.87
440	SANITATION & ST SWEEPING	(260,034.25)	319,977.80	(322,958.68)	(263,015.13)
460	IT EXTERNAL SERVICES	350,254.09	54,821.24	(66,371.58)	338,703.75
465	GOLF COURSE	1,251,691.29	456,841.11	(266,563.67)	1,441,968.73
470	RISK MANAGEMENT	4,598,328.05	117,356.45	(114,126.27)	4,601,558.23
475	INFORMATION TECHNOLOGY	964,835.19	204,667.60	(141,489.27)	1,028,013.52
480	EQUIP & VEHICLE MAINT	1,567,331.11	264,257.19	(180,934.31)	1,650,653.99
490	BUILDING OCCUPANCY	1,308,707.94	241,939.45	(184,524.73)	1,366,122.66
510	CAPITAL IMPROVEMENT	4,706,911.98	1,266,894.09	(1,258,441.83)	4,715,364.24
540	IMPACT FEES - TRAFFIC	4,905,696.92	-	(306,024.78)	4,599,672.14
541	IMPACT FEES - WATER	1,097,939.81	-	-	1,097,939.81
542	IMPACT FEES - FIRE	714,811.01	-	(8,748.88)	706,062.13
543	IMPACT FEES - DISPATCH	18,122.02	-	-	18,122.02
550	STORM DRAIN CONSTRUCTION	344,057.42	-	-	344,057.42
560	CAPITAL & MITIGATION IMPR	4,298,701.85	-	-	4,298,701.85
630	REDEV SUPPORT AREA AB	(9,420.28)	1,459.63	(1,721.73)	(9,682.38)
810	PARS POST EMPLOY BENEFIT	-	-	-	-
830	SPEC DEPOSITS-REFUNDABLE	242,364.91	10,750.00	(2,200.00)	250,914.91
840	DEVELOPMENT	1,513,229.89	141,238.00	(134,056.40)	1,520,411.49
845	MIDBURY ASSESSMENT AUTHOR	1,751.94	-	-	1,751.94
865	HILLSIDE OPEN SPACE ED C	570,900.93	-	-	570,900.93
875	COMM FAC DISTRICT 08-2	164,133.69	270,737.20	(1,350.67)	433,520.22



880	COMM FAC DISTRICT 96-1	51,178.33	3,390.05	(2,562.47)	52,005.91
890	COMM FAC DISTRICT 97-1	369,146.62	5,626.45	(2,126.31)	372,646.76
910	GENERAL FIXED ASSETS	-	-	-	-
911	DISASTER RECOVERY FUND	68,682.48	-	(1,874.18)	66,808.30
920	GEN LONG-TERM DEBT - CITY	-	-	-	-
924	GEN LONG-TERM DEBT - BPFA	-	-	-	-
940	GASB34 CONVERSION	-	-	-	-
944	GASB34 BREA PUBLIC FINANC	-	-	-	-
950	ILJAOC - OPERATING	(84,054.02)	162,754.32	(26,924.29)	51,776.01
951	ILJAOC - REPLACEMENT	139,720.83	-	(23,754.32)	115,966.51
952	ILJAOC - GRANTS	-	-	-	-
<b>Subtotal of Cash and Investments Held in City Funds</b>		108,040,602.19	14,268,894.63	(10,543,635.61)	111,765,861.21

**DEDUCT**

930	CASH HELD AS INVESTMENTS	(105,790,972.84)	146.02	(2,507,781.82)	(108,298,608.64)
			14,269,040.65	(13,051,417.43)	

2,249,629.35

**Cash Balance per General Ledger as of 03/31/2021 \$ 3,467,252.57**

<b>Reconciliation of Cash Held As Investments in Fund 930</b>		<b>Balance 4/30/2021</b>
Investments Held in LAIF		17,084,265.99
Investments Held (at Par) - Chandler		91,259,310.22
Unallocated Interest Earnings		(336,803.56)
Investment Premiums / Discounts		291,835.99
<b>Investment Balances held in Fund 930</b>		<b>\$ 108,298,608.64</b>

<sup>1</sup> Cash balances between funds are subject to change due to 1. Interest Allocation 2. Subsequent Journal Entries.

<sup>2</sup> Cash receipts and disbursements may include accounting entries between funds.



## PORTFOLIO CHARACTERISTICS

Average Modified Duration	0.00
Average Coupon	0.30%
Average Purchase YTM	0.30%
Average Market YTM	0.30%
Average S&P/Moody Rating	NR/NR
Average Final Maturity	0.00 yrs
Average Life	0.00 yrs

## ACCOUNT SUMMARY

	Beg. Values as of 4/30/21	End Values as of 5/31/21
Market Value	14,584,266	17,084,266
Accrued Interest	3,908	7,849
Total Market Value	<b>14,588,174</b>	<b>17,092,115</b>
Income Earned	5,361	3,940
Cont/WD		2,500,000
Par	14,584,266	17,084,266
Book Value	14,584,266	17,084,266
Cost Value	14,584,266	17,084,266

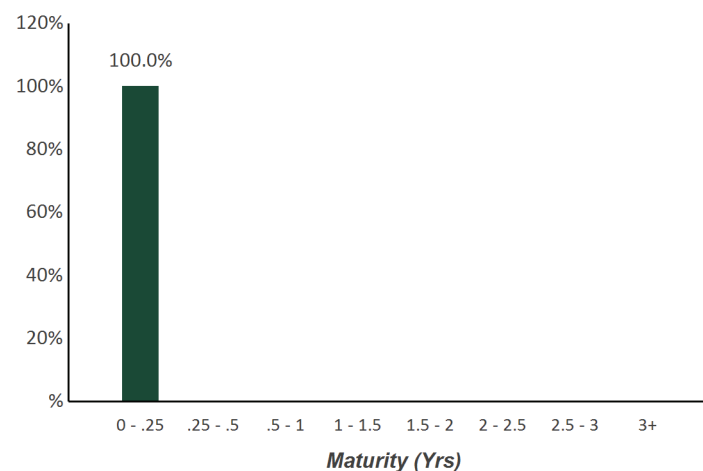
## TOP ISSUERS

Local Agency Investment Fund	100.0%
<b>Total</b>	<b>100.0%</b>

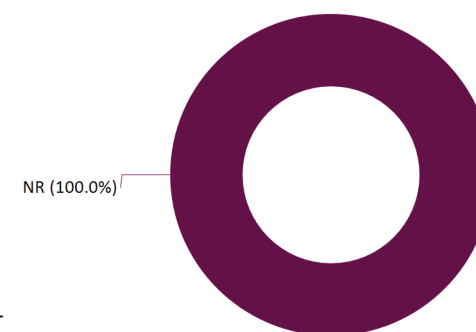
## SECTOR ALLOCATION



## MATURITY DISTRIBUTION



## CREDIT QUALITY (S&amp;P)



## PERFORMANCE REVIEW

TOTAL RATE OF RETURN	1M	3M	YTD	1YR	Annualized				
					2YRS	3YRS	5YRS	10YRS	2/28/2012
City of Brea Laif	0.03%	0.10%	0.18%	0.70%	1.44%	1.76%	1.44%	N/A	N/A

Holdings Report

As of May 31, 2021



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	17,084,265.99	Various 0.30%	17,084,265.99 17,084,265.99	1.00 0.30%	17,084,265.99 7,848.53	100.00% 0.00	NR / NR NR	0.00 0.00
Total LAIF		17,084,265.99	0.30%	17,084,265.99	0.30%	17,084,265.99 7,848.53	100.00% 0.00	NR / NR NR	0.00 0.00
TOTAL PORTFOLIO		17,084,265.99	0.30%	17,084,265.99	0.30%	17,084,265.99 7,848.53	100.00% 0.00	NR / NR NR	0.00 0.00
TOTAL MARKET VALUE PLUS ACCRUED						17,092,114.52			

Transaction Ledger

As of May 31, 2021



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Security Contribution	05/31/2021	90LAIF\$00	2,500,000.00	Local Agency Investment Fund State Pool	1.000		2,500,000.00	0.00	2,500,000.00	0.00
Subtotal			2,500,000.00				2,500,000.00	0.00	2,500,000.00	0.00
TOTAL ACQUISITIONS			2,500,000.00				2,500,000.00	0.00	2,500,000.00	0.00

Income Earned

As of May 31, 2021



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
LOCAL AGENCY INVESTMENT FUND						
90LAIF\$00	Local Agency Investment Fund State Pool	Various	14,584,265.99	3,908.22	0.00	3,940.31
		Various	2,500,000.00	0.00	0.00	
		17,084,265.99	0.00	7,848.53	0.00	
			17,084,265.99	3,940.31	3,940.31	
			14,584,265.99	3,908.22	0.00	
			2,500,000.00	0.00	0.00	
			0.00	7,848.53	0.00	
Total Local Agency Investment Fund		17,084,265.99	17,084,265.99	3,940.31	3,940.31	3,940.31
			14,584,265.99	3,908.22	0.00	
			2,500,000.00	0.00	0.00	
			0.00	7,848.53	0.00	
TOTAL PORTFOLIO		17,084,265.99	17,084,265.99	3,940.31	3,940.31	3,940.31

Cash Flow Report

As of May 31, 2021



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
07/15/2021	Dividend	90LAIF\$00	859,425,530.99	Local Agency Investment Fund State Pool	0.00	7,706.49	7,706.49
JUL 2021					0.00	7,706.49	7,706.49
TOTAL					0.00	7,706.49	7,706.49



Chandler Asset Management, Inc. ("Chandler") is an SEC registered investment adviser. For additional information about our firm, please see our current disclosures (Form ADV). To obtain a copy of our current disclosures, you may contact your client service representative by calling the number on the front of this statement or you may visit our website at [www.chandlerasset.com](http://www.chandlerasset.com).

Information contained in this monthly statement is confidential and is provided for informational purposes only and should not be construed as specific investment or legal advice. The information contained herein was obtained from sources believed to be reliable as of the date of this statement, but may become outdated or superseded at any time without notice.

**Custody:** Your qualified custodian bank maintains control of all assets reflected in this statement and we urge you to compare this statement to the one you receive from your qualified custodian. Chandler does not have any authority to withdraw or deposit funds from/to the custodian account.

**Valuation:** Prices are provided by IDC, an independent pricing source. In the event IDC does not provide a price or if the price provided is not reflective of fair market value, Chandler will obtain pricing from an alternative approved third party pricing source in accordance with our written valuation policy and procedures. Our valuation procedures are also disclosed in Item 5 of our Form ADV Part 2A.

**Performance:** Performance results are presented gross-of-advisory fees and represent the client's Total Return. The deduction of advisory fees lowers performance results. These results include the reinvestment of dividends and other earnings. Past performance may not be indicative of future results. Therefore, clients should not assume that future performance of any specific investment or investment strategy will be profitable or equal to past performance levels. All investment strategies have the potential for profit or loss. Economic factors, market conditions or changes in investment strategies, contributions or withdrawals may materially alter the performance and results of your portfolio.

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Index returns assume reinvestment of all distributions. Historical performance results for investment indexes generally do not reflect the deduction of transaction and/or custodial charges or the deduction of an investment management fee, the incurrence of which would have the effect of decreasing historical performance results. It is not possible to invest directly in an index.

**Ratings:** Ratings information have been provided by Moody's, S&P and Fitch through data feeds we believe to be reliable as of the date of this statement, however we cannot guarantee its accuracy.

Security level ratings for U.S. Agency issued mortgage-backed securities ("MBS") reflect the issuer rating because the securities themselves are not rated. The issuing U.S. Agency guarantees the full and timely payment of both principal and interest and carries a AA+/Aaa/AAA by S&P, Moody's and Fitch respectively.





## PORTFOLIO CHARACTERISTICS

Average Modified Duration	2.57
Average Coupon	1.68%
Average Purchase YTM	1.56%
Average Market YTM	0.37%
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	2.83 yrs
Average Life	2.63 yrs

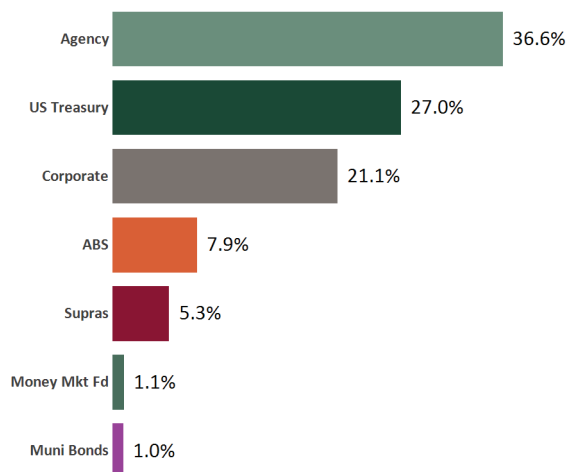
## ACCOUNT SUMMARY

	Beg. Values as of 4/30/21	End Values as of 5/31/21
Market Value	93,497,509	93,666,279
Accrued Interest	338,618	375,503
Total Market Value	<b>93,836,127</b>	<b>94,041,782</b>
Income Earned	121,205	121,004
Cont/WD		0
Par	91,167,056	91,259,310
Book Value	91,460,800	91,551,146
Cost Value	91,565,174	91,685,842

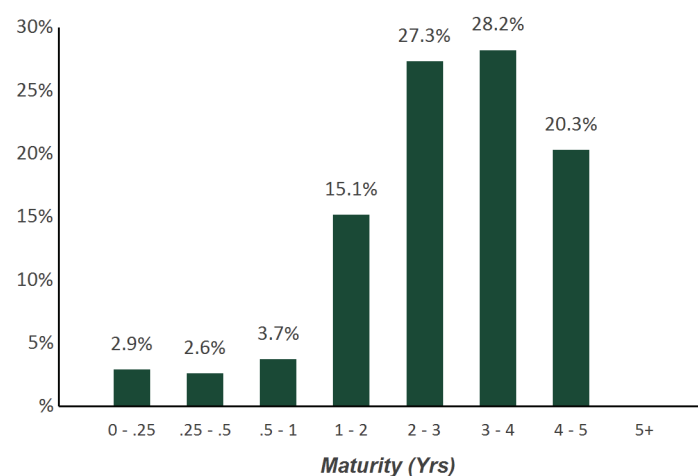
## TOP ISSUERS

Government of United States	27.0%
Federal National Mortgage Assoc	15.5%
Federal Home Loan Bank	10.9%
Federal Home Loan Mortgage Corp	10.1%
Inter-American Dev Bank	4.3%
Honda ABS	1.7%
Amazon.com Inc	1.5%
John Deere ABS	1.4%
<b>Total</b>	<b>72.6%</b>

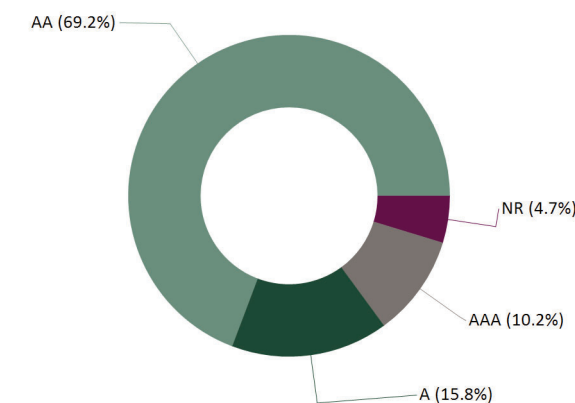
## SECTOR ALLOCATION



## MATURITY DISTRIBUTION



## CREDIT QUALITY (S&amp;P)



## PERFORMANCE REVIEW

TOTAL RATE OF RETURN	1M	3M	YTD	1YR	Annualized				
					2YRS	3YRS	5YRS	10YRS	4/30/1996
City of Brea	0.22%	0.30%	-0.10%	0.72%	3.23%	3.54%	2.27%	1.90%	3.79%
ICE BAML 1-5 Yr US Treasury/Agency Index*	0.17%	0.23%	-0.19%	0.03%	2.89%	3.32%	2.00%	1.62%	3.43%
ICE BAML 1-5 Yr US Issuers Corp/Govt Rtd AAA-A Idx	0.18%	0.26%	-0.16%	0.25%	3.04%	3.44%	2.13%	1.76%	N/A

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

# Statement of Compliance

As of May 31, 2021

Attachment A



## City of Brea

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

Category	Standard	Comment
U.S Treasuries	No limitations; Bills, Notes, and Bonds	Complies
Federal Agencies	25% max per issuer; 5% max in callables bonds issued by Agencies; U.S. Government Agency securities and instrumentality of government-sponsored corporations	Complies
Supranational Obligations	"AA" rated or higher by a NRSRO; 15% maximum; 5% max per issuer	Complies
Municipal Securities	5% max issuer; Other investments that are legal investments through the State of California Government Code	Complies
Corporate 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" rated or higher by a NRSRO; 20% maximum (combined), 10% maximum (ABS); 5% max per issuer	Complies
Negotiable Certificates of Deposit (NCD)	30% maximum; 5% max per issuer	Complies
Certificates of Deposit (CDs)/ Time Deposits (TDs)	5% max issuer; FDIC Insured and/or Collateralized	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
Money Market Funds	Highest rating by two NRSROs; 20% maximum; 5% max per fund	Complies
Local Agency Investment Fund (LAIF)	40%;<60%, with OCIP	Complies
OCIP/ County Pool	40%;<60%, with LAIF	Complies
Repurchase Agreements	5% max issuer; 1 year max maturity	Complies
Prohibited	Derivatives, inverse floaters, range notes, or interest-only strips derived from a pool of mortgages; any security that could result in a zero interest accrual if held to maturity	Complies
Downgrade	If a security owned by the City is downgraded to a level below the requirements of the policy, making the security ineligible for additional purchases, the following steps will be taken: -Any actions taken related to the downgrade by the investment manager will be communicated to the City Treasurer and the Administrative Services Director within two (2) business days; -If a decision is made to retain the security, the credit situation will be monitored and reported to the City Council.	Complies
Max Per Issuer	5% max per issuer, with the exception of U.S. Treasuries, U.S. Federal Government Agency obligations, Approved State and County investment pools	Complies
Maximum Maturity	5 years	Complies

## Reconciliation Summary

As of May 31, 2021



BOOK VALUE RECONCILIATION		
<b>BEGINNING BOOK VALUE</b>		<b>\$91,460,799.66</b>
<b><u>Acquisition</u></b>		
+ Security Purchases	\$1,772,361.36	
+ Money Market Fund Purchases	\$2,545,609.69	
+ Money Market Contributions	\$103,820.92	
+ Security Contributions	\$0.00	
+ Security Transfers	\$0.00	
<b>Total Acquisitions</b>		<b>\$4,421,791.97</b>
<b><u>Dispositions</u></b>		
- Security Sales	\$929,934.84	
- Money Market Fund Sales	\$1,772,939.05	
- MMF Withdrawals	\$103,820.92	
- Security Withdrawals	\$0.00	
- Security Transfers	\$0.00	
- Other Dispositions	\$0.00	
- Maturities	\$1,350,000.00	
- Calls	\$0.00	
- Principal Paydowns	\$172,416.38	
<b>Total Dispositions</b>		<b>\$4,329,111.19</b>
<b><u>Amortization/Accretion</u></b>		
+/- Net Accretion	(\$8,562.77)	
		(\$8,562.77)
<b><u>Gain/Loss on Dispositions</u></b>		
+/- Realized Gain/Loss	\$6,228.54	
		\$6,228.54
<b>ENDING BOOK VALUE</b>		<b>\$91,551,146.21</b>

CASH TRANSACTION SUMMARY		
<b>BEGINNING BALANCE</b>		<b>\$242,717.56</b>
<b><u>Acquisition</u></b>		
Contributions	\$103,820.92	
Security Sale Proceeds	\$929,934.84	
Accrued Interest Received	\$1,914.64	
Interest Received	\$91,338.66	
Dividend Received	\$5.17	
Principal on Maturities	\$1,350,000.00	
Interest on Maturities	\$0.00	
Calls/Redemption (Principal)	\$0.00	
Interest from Calls/Redemption	\$0.00	
Principal Paydown	\$172,416.38	
<b>Total Acquisitions</b>	<b>\$2,649,430.61</b>	
<b><u>Dispositions</u></b>		
Withdrawals	\$103,820.92	
Security Purchase	\$1,772,361.36	
Accrued Interest Paid	\$577.69	
<b>Total Dispositions</b>	<b>\$1,876,759.97</b>	
<b>ENDING BOOK VALUE</b>		<b>\$1,015,388.20</b>

## Holdings Report

As of May 31, 2021



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>									
43815HAC1	Honda Auto Receivables Trust 2018-3 A3 2.95% Due 8/22/2022	102,672.52	08/21/2018 2.98%	102,658.44 102,668.19	100.61 0.23%	103,297.39 84.13	0.11% 629.20	Aaa / NR AAA	1.23 0.23
89238TAD5	Toyota Auto Receivables Trust 2018-B A3 2.96% Due 9/15/2022	140,451.88	07/25/2019 2.31%	141,938.69 141,064.02	100.51 0.16%	141,164.40 184.77	0.15% 100.38	Aaa / AAA NR	1.29 0.18
47788EAC2	John Deere Owner Trust 2018-B A3 3.08% Due 11/15/2022	83,909.88	07/18/2018 3.10%	83,903.52 83,907.73	100.64 0.31%	84,449.92 114.86	0.09% 542.19	Aaa / NR AAA	1.46 0.23
47789JAD8	John Deere Owner Trust 2019-A A3 2.91% Due 7/17/2023	346,368.81	06/24/2020 0.83%	355,474.52 351,505.36	101.29 0.29%	350,840.43 447.97	0.37% (664.93)	Aaa / NR AAA	2.13 0.49
43815NAC8	Honda Auto Receivables Trust 2019-3 A3 1.78% Due 8/15/2023	545,000.00	08/20/2019 1.79%	544,995.48 544,998.09	101.00 0.21%	550,448.37 431.16	0.59% 5,450.28	Aaa / AAA NR	2.21 0.64
58769EAC2	Mercedes-Benz Auto Lease Trust 2020- B A3 0.4% Due 11/15/2023	280,000.00	09/15/2020 0.40%	279,985.80 279,990.02	100.23 0.21%	280,642.60 49.78	0.30% 652.58	NR / AAA AAA	2.46 1.23
477870AC3	John Deere Owner Trust 2019-B A3 2.21% Due 12/15/2023	209,518.93	07/16/2019 2.23%	209,474.45 209,493.24	101.42 0.22%	212,499.97 205.79	0.23% 3,006.73	Aaa / NR AAA	2.54 0.71
92348AAA3	Verizon Owner Trust 2019-C A1A 1.94% Due 4/22/2024	370,000.00	10/01/2019 1.95%	369,971.47 369,981.83	101.61 0.14%	375,958.85 219.33	0.40% 5,977.02	NR / AAA AAA	2.90 0.89
65479JAD5	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 7/15/2024	980,000.00	Various 1.71%	984,828.76 983,565.35	101.55 0.15%	995,220.38 840.62	1.06% 11,655.03	Aaa / AAA NR	3.13 0.87
43813DAC2	Honda Auto Receivables 2020-2 A3 0.82% Due 7/15/2024	280,000.00	05/18/2020 0.83%	279,977.96 279,983.36	100.74 0.23%	282,073.96 102.04	0.30% 2,090.60	Aaa / AAA NR	3.13 1.24
47789KAC7	John Deere Owner Trust 2020-A A3 1.1% Due 8/15/2024	460,000.00	03/04/2020 1.11%	459,971.89 459,979.66	100.87 0.30%	464,019.94 224.89	0.49% 4,040.28	Aaa / NR AAA	3.21 1.09
43813KAC6	Honda Auto Receivables Trust 2020-3 A3 0.37% Due 10/18/2024	465,000.00	09/22/2020 0.38%	464,931.69 464,946.31	100.28 0.19%	466,279.22 62.13	0.50% 1,332.91	NR / AAA AAA	3.39 1.53
47787NAC3	John Deere Owner Trust 2020-B A3 0.51% Due 11/15/2024	215,000.00	07/14/2020 0.52%	214,967.23 214,975.32	100.34 0.23%	215,720.25 48.73	0.23% 744.93	Aaa / NR AAA	3.46 1.20
89236XAC0	Toyota Auto Receivables 2020-D A3 0.35% Due 1/15/2025	370,000.00	10/06/2020 0.36%	369,931.07 369,941.31	100.14 0.25%	370,511.34 57.56	0.39% 570.03	NR / AAA AAA	3.63 1.41

## Holdings Report

As of May 31, 2021



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>									
92290BAA9	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	650,000.00	08/04/2020 0.48%	649,863.50 649,887.70	100.40 0.23%	652,582.45 93.35	0.69% 2,694.75	Aaa / NR AAA	3.73 1.66
43813GAC5	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	230,000.00	02/17/2021 0.27%	229,995.79 229,996.15	100.05 0.24%	230,117.30 17.25	0.24% 121.15	Aaa / NR AAA	3.89 1.61
44891RAC4	Hyundai Auto Receivables Trust 2020-C A3 0.38% Due 5/15/2025	470,000.00	10/20/2020 0.39%	469,891.76 469,911.16	100.24 0.26%	471,108.26 79.38	0.50% 1,197.10	NR / AAA AAA	3.96 1.89
89240BAC2	Toyota Auto Receivables Owners 2021- A A3 0.26% Due 5/15/2025	810,000.00	02/02/2021 0.27%	809,849.66 809,864.68	100.02 0.25%	810,125.55 93.60	0.86% 260.87	Aaa / NR AAA	3.96 1.26
44933LAC7	Hyundai Auto Receivables Trust 2021-A A3 0.38% Due 9/15/2025	400,000.00	04/20/2021 0.38%	399,957.92 399,959.21	100.15 0.31%	400,584.00 67.56	0.43% 624.79	NR / AAA AAA	4.30 2.19
<b>Total ABS</b>		<b>7,407,922.02</b>	<b>0.97%</b>	<b>7,422,569.60</b> <b>7,416,618.69</b>	<b>0.23%</b>	<b>7,457,644.58</b> <b>3,424.90</b>	<b>7.93%</b> <b>41,025.89</b>	<b>Aaa / AAA</b> <b>AAA</b>	<b>3.22</b> <b>1.19</b>
<b>AGENCY</b>									
3130A8QS5	FHLB Note 1.125% Due 7/14/2021	1,085,000.00	10/04/2016 1.33%	1,074,974.60 1,084,752.53	100.13 0.07%	1,086,367.10 4,645.16	1.16% 1,614.57	Aaa / AA+ AAA	0.12 0.12
3130AF5B9	FHLB Note 3% Due 10/12/2021	1,350,000.00	11/29/2018 2.91%	1,353,402.00 1,350,432.15	101.07 0.05%	1,364,484.15 5,512.50	1.46% 14,052.00	Aaa / AA+ NR	0.37 0.36
3130A3KM5	FHLB Note 2.5% Due 12/9/2022	775,000.00	08/28/2018 2.83%	764,808.75 771,374.71	103.59 0.14%	802,847.30 9,256.94	0.86% 31,472.59	Aaa / AA+ NR	1.53 1.49
3135G0T94	FNMA Note 2.375% Due 1/19/2023	625,000.00	03/14/2018 2.73%	615,087.50 621,656.63	103.67 0.12%	647,953.13 5,442.71	0.69% 26,296.50	Aaa / AA+ AAA	1.64 1.60
3137EAER6	FHLMC Note 0.375% Due 5/5/2023	1,660,000.00	05/05/2020 0.39%	1,659,302.80 1,659,551.57	100.41 0.16%	1,666,739.60 449.58	1.77% 7,188.03	Aaa / AA+ AAA	1.93 1.92
3137EAEN5	FHLMC Note 2.75% Due 6/19/2023	1,200,000.00	07/20/2018 2.86%	1,193,976.00 1,197,485.52	105.26 0.18%	1,263,074.40 14,850.00	1.36% 65,588.88	Aaa / AA+ AAA	2.05 1.98
3137EAEV7	FHLMC Note 0.25% Due 8/24/2023	1,025,000.00	08/19/2020 0.28%	1,023,954.50 1,024,224.92	100.05 0.23%	1,025,520.70 690.45	1.09% 1,295.78	Aaa / AA+ AAA	2.23 2.22
313383YJ4	FHLB Note 3.375% Due 9/8/2023	1,200,000.00	10/29/2018 3.08%	1,215,756.00 1,207,367.02	107.05 0.26%	1,284,656.40 9,337.50	1.38% 77,289.38	Aaa / AA+ NR	2.27 2.19

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<b>AGENCY</b>									
3135G0U43	FNMA Note 2.875% Due 9/12/2023	1,500,000.00	06/21/2019 1.89%	1,559,805.00 1,532,328.08	106.02 0.23%	1,590,316.50 9,463.54	1.70% 57,988.42	Aaa / AA+ AAA	2.28 2.21
3135G06H1	FNMA Note 0.25% Due 11/27/2023	1,610,000.00	11/23/2020 0.29%	1,608,164.60 1,608,479.14	100.11 0.21%	1,611,769.39 44.72	1.71% 3,290.25	Aaa / AA+ AAA	2.49 2.48
3130A0F70	FHLB Note 3.375% Due 12/8/2023	1,075,000.00	Various 2.74%	1,106,057.50 1,090,967.93	107.86 0.24%	1,159,525.10 17,435.16	1.25% 68,557.17	Aaa / AA+ AAA	2.52 2.40
3130AB3H7	FHLB Note 2.375% Due 3/8/2024	1,500,000.00	04/29/2019 2.37%	1,500,105.00 1,500,059.84	105.95 0.22%	1,589,227.50 8,213.54	1.70% 89,167.66	Aaa / AA+ NR	2.77 2.68
3130A1XJ2	FHLB Note 2.875% Due 6/14/2024	1,500,000.00	06/18/2019 1.96%	1,564,890.20 1,539,496.83	107.64 0.34%	1,614,640.51 20,005.21	1.74% 75,143.68	Aaa / AA+ NR	3.04 2.89
3130A2UW4	FHLB Note 2.875% Due 9/13/2024	1,200,000.00	09/13/2019 1.79%	1,262,028.00 1,240,807.89	108.07 0.40%	1,296,792.00 7,475.00	1.39% 55,984.11	Aaa / AA+ AAA	3.29 3.14
3135G0W66	FNMA Note 1.625% Due 10/15/2024	1,755,000.00	Various 1.49%	1,765,434.95 1,762,629.21	104.11 0.40%	1,827,158.58 3,644.07	1.95% 64,529.37	Aaa / AA+ AAA	3.38 3.28
3135G0X24	FNMA Note 1.625% Due 1/7/2025	1,875,000.00	Various 1.47%	1,888,349.75 1,884,922.38	104.18 0.45%	1,953,337.50 12,187.50	2.09% 68,415.12	Aaa / AA+ AAA	3.61 3.48
3137EAEPO	FHLMC Note 1.5% Due 2/12/2025	1,920,000.00	02/13/2020 1.52%	1,918,521.60 1,918,904.77	103.68 0.49%	1,990,709.76 8,720.00	2.13% 71,804.99	Aaa / AA+ AAA	3.71 3.59
3135G03U5	FNMA Note 0.625% Due 4/22/2025	1,510,000.00	04/22/2020 0.67%	1,506,889.40 1,507,576.67	100.33 0.54%	1,514,946.76 1,022.40	1.61% 7,370.09	Aaa / AA+ AAA	3.90 3.84
3135G04Z3	FNMA Note 0.5% Due 6/17/2025	1,800,000.00	Various 0.46%	1,802,513.00 1,802,535.01	99.68 0.58%	1,794,288.60 4,100.00	1.91% (8,246.41)	Aaa / AA+ AAA	4.05 3.99
3137EAEU9	FHLMC Note 0.375% Due 7/21/2025	1,800,000.00	Various 0.45%	1,793,673.60 1,794,638.87	99.01 0.62%	1,782,131.41 2,437.50	1.90% (12,507.46)	Aaa / AA+ AAA	4.14 4.09
3135G05X7	FNMA Note 0.375% Due 8/25/2025	1,800,000.00	Various 0.45%	1,793,460.00 1,794,047.79	98.87 0.65%	1,779,652.80 1,800.00	1.89% (14,394.99)	Aaa / AA+ AAA	4.24 4.19
3137EAEEX3	FHLMC Note 0.375% Due 9/23/2025	1,805,000.00	Various 0.44%	1,799,651.55 1,800,297.82	98.85 0.65%	1,784,199.18 1,278.55	1.90% (16,098.64)	Aaa / AA+ AAA	4.32 4.26
3135G06G3	FNMA Note 0.5% Due 11/7/2025	1,825,000.00	Various 0.57%	1,819,098.50 1,819,747.31	99.12 0.70%	1,808,978.33 608.34	1.92% (10,768.98)	Aaa / AA+ AAA	4.44 4.37
<b>Total Agency</b>		<b>33,395,000.00</b>	<b>1.37%</b>	<b>33,589,904.80</b> <b>33,514,284.59</b>	<b>0.38%</b>	<b>34,239,316.70</b> <b>148,620.37</b>	<b>36.57%</b> <b>725,032.11</b>	<b>Aaa / AA+</b> <b>AAA</b>	<b>2.99</b> <b>2.92</b>

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<b>CORPORATE</b>									
594918BP8	Microsoft Callable Note Cont 7/8/2021 1.55% Due 8/8/2021	590,000.00	Various 1.57%	589,298.90 589,973.89	100.14 0.18%	590,828.95 2,870.52	0.63% 855.06	Aaa / AAA AAA	0.19 0.11
89236TDP7	Toyota Motor Credit Corp Note 2.6% Due 1/11/2022	750,000.00	Various 3.16%	736,272.75 747,584.38	101.46 0.20%	760,972.50 7,583.33	0.82% 13,388.12	A1 / A+ A+	0.62 0.60
69353RFE3	PNC Bank Callable Note Cont 6/28/2022 2.45% Due 7/28/2022	890,000.00	07/25/2017 2.45%	889,919.90 889,981.49	102.43 0.19%	911,618.99 7,450.04	0.98% 21,637.50	A2 / A A+	1.16 1.06
48128BAB7	JP Morgan Chase & Co Callable Note 1X 1/15/2022 2.972% Due 1/15/2023	850,000.00	Various 3.11%	844,672.80 848,220.51	101.67 0.29%	864,162.70 9,543.42	0.93% 15,942.19	A2 / A- AA-	1.63 0.61
808513AT2	Charles Schwab Corp Callable Note Cont 12/25/2022 2.65% Due 1/25/2023	750,000.00	05/20/2019 2.73%	748,027.50 749,115.02	103.71 0.28%	777,806.25 6,956.25	0.83% 28,691.23	A2 / A A	1.65 1.53
24422ETG4	John Deere Capital Corp Note 2.8% Due 3/6/2023	650,000.00	Various 3.23%	637,699.50 645,432.97	104.60 0.19%	679,916.90 4,297.22	0.73% 34,483.93	A2 / A A	1.76 1.72
89236TJD8	Toyota Motor Credit Corp Note 0.4% Due 4/6/2023	275,000.00	04/06/2021 0.44%	274,777.25 274,793.49	100.25 0.27%	275,675.40 158.89	0.29% 881.91	A1 / A+ A+	1.85 1.84
06406RAG2	Bank of NY Mellon Corp Note 3.5% Due 4/28/2023	800,000.00	05/16/2019 2.78%	821,248.00 810,277.00	106.37 0.15%	850,975.20 2,566.67	0.91% 40,698.20	A1 / A AA-	1.91 1.86
037833AK6	Apple Inc Note 2.4% Due 5/3/2023	900,000.00	Various 3.18%	871,569.25 887,493.44	103.99 0.31%	935,937.00 1,680.00	1.00% 48,443.56	Aa1 / AA+ NR	1.92 1.88
931142EK5	Wal-Mart Stores Callable Note Cont 5/26/2023 3.4% Due 6/26/2023	904,000.00	04/26/2019 2.68%	928,769.60 916,059.98	106.15 0.29%	959,596.00 13,233.56	1.03% 43,536.02	Aa2 / AA AA	2.07 1.91
02665WCJ8	American Honda Finance Note 3.45% Due 7/14/2023	225,000.00	07/11/2018 3.49%	224,610.75 224,835.04	106.56 0.34%	239,758.88 2,954.06	0.26% 14,923.84	A3 / A- NR	2.12 2.04
69371RP59	Paccar Financial Corp Note 3.4% Due 8/9/2023	760,000.00	Various 3.28%	763,588.40 761,877.86	106.53 0.40%	809,613.56 8,039.12	0.87% 47,735.70	A1 / A+ NR	2.19 2.11
06406RAJ6	Bank of NY Mellon Corp Note 3.45% Due 8/11/2023	250,000.00	05/16/2019 2.79%	256,575.00 253,410.99	107.01 0.24%	267,536.25 2,635.42	0.29% 14,125.26	A1 / A AA-	2.20 2.11
02665WCQ2	American Honda Finance Note 3.625% Due 10/10/2023	750,000.00	Various 3.38%	757,259.00 753,928.52	107.75 0.33%	808,092.00 3,851.56	0.86% 54,163.48	A3 / A- NR	2.36 2.27
24422EVN6	John Deere Capital Corp Note 0.45% Due 1/17/2024	640,000.00	03/01/2021 0.47%	639,545.60 639,584.15	100.11 0.41%	640,712.32 696.00	0.68% 1,128.17	A2 / A A	2.63 2.61



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<b>CORPORATE</b>									
06051GHF9	Bank of America Corp Callable Note 1X 3/5/2023 3.55% Due 3/5/2024	1,100,000.00	Various 2.74%	1,114,320.00 1,109,023.75	105.48 0.42%	1,160,305.30 9,328.61	1.24% 51,281.55	A2 / A- A+	2.76 1.71
89114QCB2	Toronto Dominion Bank Note 3.25% Due 3/11/2024	1,100,000.00	Various 2.79%	1,121,362.00 1,112,956.98	107.70 0.46%	1,184,738.50 7,944.44	1.27% 71,781.52	Aa3 / A AA-	2.78 2.66
808513BN4	Charles Schwab Corp Callable Note Cont 2/18/2024 0.75% Due 3/18/2024	530,000.00	03/16/2021 0.77%	529,735.00 529,753.13	100.77 0.46%	534,088.42 806.04	0.57% 4,335.29	A2 / A A	2.80 2.68
404280BS7	HSBC Holdings PLC Callable Note 1X 5/18/2023 3.95% Due 5/18/2024	1,100,000.00	Various 2.13%	1,156,826.00 1,136,362.73	106.75 0.49%	1,174,261.00 1,569.03	1.25% 37,898.27	A2 / A- A+	2.97 1.91
69371RQ25	Paccar Financial Corp Note 2.15% Due 8/15/2024	195,000.00	08/08/2019 2.20%	194,569.05 194,723.79	105.75 0.34%	206,212.50 1,234.46	0.22% 11,488.71	A1 / A+ NR	3.21 3.09
78015K7C2	Royal Bank of Canada Note 2.25% Due 11/1/2024	1,100,000.00	Various 2.21%	1,102,086.00 1,101,509.73	105.32 0.67%	1,158,571.70 2,062.50	1.23% 57,061.97	A2 / A AA	3.42 3.29
14913Q3B3	Caterpillar Finl Service Note 2.15% Due 11/8/2024	1,100,000.00	01/28/2020 1.91%	1,111,770.00 1,108,476.56	105.35 0.58%	1,158,801.60 1,510.97	1.23% 50,325.04	A2 / A A	3.44 3.32
90331HPL1	US Bank NA Callable Note Cont 12/21/2024 2.05% Due 1/21/2025	955,000.00	01/16/2020 2.10%	952,965.85 953,519.20	104.76 0.69%	1,000,435.08 7,069.65	1.07% 46,915.88	A1 / AA- AA-	3.65 3.42
46647PBK1	JP Morgan Chase & Co Callable Note Cont 4/22/2025 2.083% Due 4/22/2026	312,000.00	05/20/2021 1.11%	323,646.96 323,581.76	103.92 1.05%	324,223.85 704.05	0.35% 642.09	A2 / A- AA-	4.90 3.74
023135BX3	Amazon.com Inc Callable Note Cont 5/12/2026 1% Due 5/12/2026	1,455,000.00	05/10/2021 1.09%	1,448,714.40 1,448,783.25	100.06 0.99%	1,455,941.39 767.92	1.55% 7,158.14	A1 / AA- A+	4.95 4.74
<b>Total Corporate</b>		<b>18,931,000.00</b>	<b>2.35%</b>	<b>19,039,829.46</b> <b>19,011,259.61</b>	<b>0.44%</b>	<b>19,730,782.24</b> <b>107,513.73</b>	<b>21.10%</b> <b>719,522.63</b>	<b>A1 / A+ A+</b>	<b>2.56</b> <b>2.28</b>

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<b>MONEY MARKET FUND</b>									
316175884	Fidelity Institutional Money Market Fund 696	1,015,388.20	Various 0.01%	1,015,388.20 1,015,388.20	1.00 0.01%	1,015,388.20 0.00	1.08% 0.00	Aaa / AAA NR	0.00 0.00
<b>Total Money Market Fund</b>		<b>1,015,388.20</b>	<b>0.01%</b>	<b>1,015,388.20</b> <b>1,015,388.20</b>	<b>0.01%</b>	<b>1,015,388.20</b> <b>0.00</b>	<b>1.08%</b> <b>0.00</b>	<b>Aaa / AAA</b> <b>NR</b>	<b>0.00</b> <b>0.00</b>
<b>MUNICIPAL BONDS</b>									
13063DRK6	California State Taxable GO 2.4% Due 10/1/2024	900,000.00	10/16/2019 1.91%	920,673.00 913,957.71	106.38 0.47%	957,402.00 3,600.00	1.02% 43,444.29	Aa2 / AA- AA	3.34 3.21
<b>Total Municipal Bonds</b>		<b>900,000.00</b>	<b>1.91%</b>	<b>920,673.00</b> <b>913,957.71</b>	<b>0.47%</b>	<b>957,402.00</b> <b>3,600.00</b>	<b>1.02%</b> <b>43,444.29</b>	<b>Aa2 / AA-</b> <b>AA</b>	<b>3.34</b> <b>3.21</b>
<b>SUPRANATIONAL</b>									
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 1,274,801.61	101.22 0.19%	1,290,556.28 10,009.64	1.38% 15,754.67	Aaa / NR AAA	0.64 0.62
4581X0CZ9	Inter-American Dev Bank Note 1.75% Due 9/14/2022	800,000.00	Various 2.40%	777,732.00 793,728.36	102.05 0.16%	816,384.00 2,994.44	0.87% 22,655.64	Aaa / AAA AAA	1.29 1.27
459058JL8	Intl. Bank Recon & Development Note 0.5% Due 10/28/2025	945,000.00	Various 0.54%	943,389.35 943,538.90	98.99 0.73%	935,491.41 433.13	1.00% (8,047.49)	Aaa / AAA AAA	4.41 4.35
4581X0DV7	Inter-American Dev Bank Note 0.875% Due 4/20/2026	1,915,000.00	04/13/2021 0.97%	1,906,229.30 1,906,431.04	100.31 0.81%	1,921,001.61 1,908.35	2.04% 14,570.57	Aaa / AAA AAA	4.89 4.77
<b>Total Supranational</b>		<b>4,935,000.00</b>	<b>1.42%</b>	<b>4,900,782.40</b> <b>4,918,499.91</b>	<b>0.52%</b>	<b>4,963,433.30</b> <b>15,345.56</b>	<b>5.29%</b> <b>44,933.39</b>	<b>Aaa / AAA</b> <b>AAA</b>	<b>3.10</b> <b>3.03</b>
<b>US TREASURY</b>									
912828F96	US Treasury Note 2% Due 10/31/2021	1,025,000.00	01/27/2017 1.94%	1,027,686.05 1,025,235.32	100.80 0.06%	1,033,248.18 1,782.61	1.10% 8,012.86	Aaa / AA+ AAA	0.42 0.42
912828J43	US Treasury Note 1.75% Due 2/28/2022	1,360,000.00	03/13/2017 2.14%	1,335,407.68 1,356,306.40	101.26 0.07%	1,377,159.12 6,014.67	1.47% 20,852.72	Aaa / AA+ AAA	0.75 0.75

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<b>US TREASURY</b>									
912828XG0	US Treasury Note 2.125% Due 6/30/2022	1,100,000.00	08/15/2017 1.82%	1,115,601.34	102.20	1,124,148.30	1.21%	Aaa / AA+ AAA	1.08
				1,103,457.21	0.10%	9,814.92	20,691.09		1.07
912828L24	US Treasury Note 1.875% Due 8/31/2022	1,000,000.00	09/26/2017 1.87%	1,000,433.04	102.21	1,022,070.00	1.09%	Aaa / AA+ AAA	1.25
				1,000,109.76	0.11%	4,738.45	21,960.24		1.24
912828L57	US Treasury Note 1.75% Due 9/30/2022	1,240,000.00	10/17/2017 1.99%	1,226,243.75	102.19	1,267,125.00	1.35%	Aaa / AA+ AAA	1.33
				1,236,302.25	0.11%	3,675.96	30,822.75		1.32
912828N30	US Treasury Note 2.125% Due 12/31/2022	1,150,000.00	01/25/2018 2.46%	1,132,121.09	103.15	1,186,251.45	1.27%	Aaa / AA+ AAA	1.59
				1,144,258.88	0.13%	10,261.05	41,992.57		1.55
912828T91	US Treasury Note 1.625% Due 10/31/2023	1,500,000.00	05/29/2019 2.05%	1,472,988.28	103.43	1,551,387.00	1.65%	Aaa / AA+ AAA	2.42
				1,485,248.09	0.20%	2,119.57	66,138.91		2.37
912828V23	US Treasury Note 2.25% Due 12/31/2023	1,250,000.00	06/21/2019 1.80%	1,274,560.55	105.20	1,314,990.00	1.41%	Aaa / AA+ AAA	2.59
				1,264,028.22	0.23%	11,809.39	50,961.78		2.50
912828B66	US Treasury Note 2.75% Due 2/15/2024	1,500,000.00	04/29/2019 2.31%	1,529,648.44	106.75	1,601,250.00	1.72%	Aaa / AA+ AAA	2.71
				1,516,736.48	0.25%	12,078.73	84,513.52		2.61
91282CBR1	US Treasury Note 0.25% Due 3/15/2024	950,000.00	03/30/2021 0.33%	947,699.22	99.99	949,925.90	1.01%	Aaa / AA+ AAA	2.79
				947,831.30	0.25%	503.40	2,094.60		2.78
912828X70	US Treasury Note 2% Due 4/30/2024	1,000,000.00	06/10/2019 1.92%	1,003,515.63	104.95	1,049,531.00	1.12%	Aaa / AA+ AAA	2.92
				1,002,095.59	0.29%	1,739.13	47,435.41		2.84
912828XX3	US Treasury Note 2% Due 6/30/2024	1,450,000.00	12/12/2019 1.74%	1,466,595.70	105.12	1,524,199.40	1.63%	Aaa / AA+ AAA	3.08
				1,461,240.31	0.33%	12,176.80	62,959.09		2.98
912828D56	US Treasury Note 2.375% Due 8/15/2024	1,500,000.00	03/05/2020 0.68%	1,611,093.75	106.44	1,596,562.50	1.71%	Aaa / AA+ AAA	3.21
				1,580,154.52	0.36%	10,431.63	16,407.98		3.09
912828D0	US Treasury Note 2.25% Due 10/31/2024	1,500,000.00	11/07/2019 1.77%	1,533,925.78	106.23	1,593,457.50	1.70%	Aaa / AA+ AAA	3.42
				1,523,276.18	0.41%	2,934.78	70,181.32		3.30
912828ZC7	US Treasury Note 1.125% Due 2/28/2025	2,000,000.00	03/18/2020 0.81%	2,030,859.38	102.32	2,046,406.00	2.18%	Aaa / AA+ AAA	3.75
				2,023,362.28	0.50%	5,686.14	23,043.72		3.66
91282CAM3	US Treasury Note 0.25% Due 9/30/2025	1,900,000.00	02/19/2021 0.51%	1,877,363.28	98.32	1,868,085.70	1.99%	Aaa / AA+ AAA	4.34
				1,878,696.44	0.64%	804.64	(10,610.74)		4.30
91282CAT8	US Treasury Note 0.25% Due 10/31/2025	1,900,000.00	02/11/2021 0.42%	1,885,156.25	98.18	1,865,340.20	1.98%	Aaa / AA+ AAA	4.42
				1,886,095.84	0.67%	413.04	(20,755.64)		4.38

## Holdings Report

As of May 31, 2021



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>									
91282CAZ4	US Treasury Note 0.375% Due 11/30/2025	1,350,000.00	03/26/2021 0.77%	1,325,794.92 1,326,702.43	98.61 0.69%	1,331,174.25 13.83	1.42% 4,471.82	Aaa / AA+ AAA	4.50 4.45
<b>Total US Treasury</b>		<b>24,675,000.00</b>	<b>1.45%</b>	<b>24,796,694.13</b> <b>24,761,137.50</b>	<b>0.33%</b>	<b>25,302,311.50</b> <b>96,998.74</b>	<b>27.01%</b> <b>541,174.00</b>	<b>Aaa / AA+</b> <b>AAA</b>	<b>2.77</b> <b>2.71</b>
				<b>91,685,841.59</b>		<b>93,666,278.52</b>	<b>100.00%</b>	<b>Aa1 / AA</b>	<b>2.83</b>
<b>TOTAL PORTFOLIO</b>		<b>91,259,310.22</b>	<b>1.56%</b>	<b>91,551,146.21</b>	<b>0.37%</b>	<b>375,503.30</b>	<b>2,115,132.31</b>	<b>AAA</b>	<b>2.57</b>
<b>TOTAL MARKET VALUE PLUS ACCRUED</b>						<b>94,041,781.82</b>			

## Transaction Ledger

As of May 31, 2021



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>ACQUISITIONS</b>										
Purchase	05/01/2021	316175884	12,375.00	Fidelity Institutional Money Market Fund 696	1.000	0.01%	12,375.00	0.00	12,375.00	0.00
Purchase	05/03/2021	316175884	10,800.00	Fidelity Institutional Money Market Fund 696	1.000	0.01%	10,800.00	0.00	10,800.00	0.00
Purchase	05/04/2021	316175884	5.17	Fidelity Institutional Money Market Fund 696	1.000	0.01%	5.17	0.00	5.17	0.00
Purchase	05/05/2021	316175884	3,112.50	Fidelity Institutional Money Market Fund 696	1.000	0.01%	3,112.50	0.00	3,112.50	0.00
Purchase	05/07/2021	316175884	4,435.77	Fidelity Institutional Money Market Fund 696	1.000	0.01%	4,435.77	0.00	4,435.77	0.00
Purchase	05/08/2021	316175884	11,825.00	Fidelity Institutional Money Market Fund 696	1.000	0.01%	11,825.00	0.00	11,825.00	0.00
Purchase	05/11/2021	316175884	410,000.00	Fidelity Institutional Money Market Fund 696	1.000	0.01%	410,000.00	0.00	410,000.00	0.00
Purchase	05/11/2021	316175884	6,150.00	Fidelity Institutional Money Market Fund 696	1.000	0.01%	6,150.00	0.00	6,150.00	0.00
Purchase	05/12/2021	023135BX3	1,455,000.00	Amazon.com Inc Callable Note Cont 5/12/2026 1% Due 5/12/2026	99.568	1.09%	1,448,714.40	0.00	1,448,714.40	0.00
Purchase	05/12/2021	316175884	854,749.68	Fidelity Institutional Money Market Fund 696	1.000	0.01%	854,749.68	0.00	854,749.68	0.00
Purchase	05/17/2021	316175884	91.38	Fidelity Institutional Money Market Fund 696	1.000	0.01%	91.38	0.00	91.38	0.00
Purchase	05/17/2021	316175884	421.67	Fidelity Institutional Money Market Fund 696	1.000	0.01%	421.67	0.00	421.67	0.00
Purchase	05/17/2021	316175884	93.33	Fidelity Institutional Money Market Fund 696	1.000	0.01%	93.33	0.00	93.33	0.00
Purchase	05/17/2021	316175884	1,576.17	Fidelity Institutional Money Market Fund 696	1.000	0.01%	1,576.17	0.00	1,576.17	0.00
Purchase	05/17/2021	316175884	107.92	Fidelity Institutional Money Market Fund 696	1.000	0.01%	107.92	0.00	107.92	0.00
Purchase	05/17/2021	316175884	71.78	Fidelity Institutional Money Market Fund 696	1.000	0.01%	71.78	0.00	71.78	0.00

## Transaction Ledger

As of May 31, 2021



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>ACQUISITIONS</b>										
Purchase	05/17/2021	316175884	148.83	Fidelity Institutional Money Market Fund 696	1.000	0.01%	148.83	0.00	148.83	0.00
Purchase	05/17/2021	316175884	808.42	Fidelity Institutional Money Market Fund 696	1.000	0.01%	808.42	0.00	808.42	0.00
Purchase	05/17/2021	316175884	191.33	Fidelity Institutional Money Market Fund 696	1.000	0.01%	191.33	0.00	191.33	0.00
Purchase	05/17/2021	316175884	175.50	Fidelity Institutional Money Market Fund 696	1.000	0.01%	175.50	0.00	175.50	0.00
Purchase	05/17/2021	316175884	27,386.49	Fidelity Institutional Money Market Fund 696	1.000	0.01%	27,386.49	0.00	27,386.49	0.00
Purchase	05/17/2021	316175884	39,035.70	Fidelity Institutional Money Market Fund 696	1.000	0.01%	39,035.70	0.00	39,035.70	0.00
Purchase	05/17/2021	316175884	50,931.59	Fidelity Institutional Money Market Fund 696	1.000	0.01%	50,931.59	0.00	50,931.59	0.00
Purchase	05/17/2021	316175884	35,265.09	Fidelity Institutional Money Market Fund 696	1.000	0.01%	35,265.09	0.00	35,265.09	0.00
Purchase	05/18/2021	316175884	21,725.00	Fidelity Institutional Money Market Fund 696	1.000	0.01%	21,725.00	0.00	21,725.00	0.00
Purchase	05/18/2021	316175884	143.37	Fidelity Institutional Money Market Fund 696	1.000	0.01%	143.37	0.00	143.37	0.00
Purchase	05/19/2021	316175884	940,000.00	Fidelity Institutional Money Market Fund 696	1.000	0.01%	940,000.00	0.00	940,000.00	0.00
Purchase	05/19/2021	316175884	9,165.00	Fidelity Institutional Money Market Fund 696	1.000	0.01%	9,165.00	0.00	9,165.00	0.00
Purchase	05/20/2021	316175884	254.58	Fidelity Institutional Money Market Fund 696	1.000	0.01%	254.58	0.00	254.58	0.00
Purchase	05/20/2021	316175884	598.17	Fidelity Institutional Money Market Fund 696	1.000	0.01%	598.17	0.00	598.17	0.00
Purchase	05/21/2021	316175884	51.75	Fidelity Institutional Money Market Fund 696	1.000	0.01%	51.75	0.00	51.75	0.00
Purchase	05/21/2021	316175884	22,247.59	Fidelity Institutional Money Market Fund 696	1.000	0.01%	22,247.59	0.00	22,247.59	0.00

## Transaction Ledger

As of May 31, 2021



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>ACQUISITIONS</b>										
Purchase	05/24/2021	46647PBK1	312,000.00	JP Morgan Chase & Co Callable Note Cont 4/22/2025 2.083% Due 4/22/2026	103.733	1.11%	323,646.96	577.69	324,224.65	0.00
Purchase	05/27/2021	316175884	77,099.80	Fidelity Institutional Money Market Fund 696	1.000	0.01%	77,099.80	0.00	77,099.80	0.00
Purchase	05/27/2021	316175884	2,034.86	Fidelity Institutional Money Market Fund 696	1.000	0.01%	2,034.86	0.00	2,034.86	0.00
Purchase	05/31/2021	316175884	2,531.25	Fidelity Institutional Money Market Fund 696	1.000	0.01%	2,531.25	0.00	2,531.25	0.00
<b>Subtotal</b>			<b>4,312,609.69</b>				<b>4,317,971.05</b>	<b>577.69</b>	<b>4,318,548.74</b>	<b>0.00</b>
Security Contribution	05/12/2021	316175884	103,820.92	Fidelity Institutional Money Market Fund 696	1.000		103,820.92	0.00	103,820.92	0.00
<b>Subtotal</b>			<b>103,820.92</b>				<b>103,820.92</b>	<b>0.00</b>	<b>103,820.92</b>	<b>0.00</b>
Short Sale	05/12/2021	316175884	-1,448,714.40	Fidelity Institutional Money Market Fund 696	1.000		-1,448,714.40	0.00	-1,448,714.40	0.00
<b>Subtotal</b>			<b>-1,448,714.40</b>				<b>-1,448,714.40</b>	<b>0.00</b>	<b>-1,448,714.40</b>	<b>0.00</b>
<b>TOTAL ACQUISITIONS</b>			<b>2,967,716.21</b>				<b>2,973,077.57</b>	<b>577.69</b>	<b>2,973,655.26</b>	<b>0.00</b>
<b>DISPOSITIONS</b>										
Closing Purchase	05/12/2021	316175884	-1,448,714.40	Fidelity Institutional Money Market Fund 696	1.000		-1,448,714.40	0.00	-1,448,714.40	0.00
<b>Subtotal</b>			<b>-1,448,714.40</b>				<b>-1,448,714.40</b>	<b>0.00</b>	<b>-1,448,714.40</b>	<b>0.00</b>
Sale	05/12/2021	316175884	1,448,714.40	Fidelity Institutional Money Market Fund 696	1.000	0.01%	1,448,714.40	0.00	1,448,714.40	0.00
Sale	05/12/2021	912828T34	850,000.00	US Treasury Note 1.125% Due 9/30/2021	100.430	1.48%	853,652.34	1,097.34	854,749.68	4,787.77
Sale	05/24/2021	316175884	324,224.65	Fidelity Institutional Money Market Fund 696	1.000	0.01%	324,224.65	0.00	324,224.65	0.00



## Transaction Ledger

As of May 31, 2021



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>DISPOSITIONS</b>										
Sale	05/27/2021	48128BAB7	75,000.00	JP Morgan Chase & Co Callable Note 1X 1/15/2022 2.972% Due 1/15/2023	101.710	3.06%	76,282.50	817.30	77,099.80	1,440.77
<b>Subtotal</b>			<b>2,697,939.05</b>				<b>2,702,873.89</b>	<b>1,914.64</b>	<b>2,704,788.53</b>	<b>6,228.54</b>
Paydown	05/17/2021	43813DAC2	0.00	Honda Auto Receivables 2020-2 A3 0.82% Due 7/15/2024	100.000		0.00	191.33	191.33	0.00
Paydown	05/17/2021	43815NAC8	0.00	Honda Auto Receivables Trust 2019-3 A3 1.78% Due 8/15/2023	100.000		0.00	808.42	808.42	0.00
Paydown	05/17/2021	44891RAC4	0.00	Hyundai Auto Receivables Trust 2020-C A3 0.38% Due 5/15/2025	100.000		0.00	148.83	148.83	0.00
Paydown	05/17/2021	44933LAC7	0.00	Hyundai Auto Receivables Trust 2021-A A3 0.38% Due 9/15/2025	100.000		0.00	71.78	71.78	0.00
Paydown	05/17/2021	477870AC3	26,950.99	John Deere Owner Trust 2019-B A3 2.21% Due 12/15/2023	100.000		26,950.99	435.50	27,386.49	0.00
Paydown	05/17/2021	47787NAC3	0.00	John Deere Owner Trust 2020-B A3 0.51% Due 11/15/2024	100.000		0.00	91.38	91.38	0.00
Paydown	05/17/2021	47788EAC2	38,720.95	John Deere Owner Trust 2018-B A3 3.08% Due 11/15/2022	100.000		38,720.95	314.75	39,035.70	0.00
Paydown	05/17/2021	47789JAD8	49,970.47	John Deere Owner Trust 2019-A A3 2.91% Due 7/17/2023	100.000		49,970.47	961.12	50,931.59	0.00
Paydown	05/17/2021	47789KAC7	0.00	John Deere Owner Trust 2020-A A3 1.1% Due 8/15/2024	100.000		0.00	421.67	421.67	0.00
Paydown	05/17/2021	58769EAC2	0.00	Mercedes-Benz Auto Lease Trust 2020- B A3 0.4% Due 11/15/2023	100.000		0.00	93.33	93.33	0.00
Paydown	05/17/2021	65479JAD5	0.00	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 7/15/2024	100.000		0.00	1,576.17	1,576.17	0.00

## Transaction Ledger

As of May 31, 2021



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>DISPOSITIONS</b>										
Paydown	05/17/2021	89236XAC0	0.00	Toyota Auto Receivables 2020-D A3 0.35% Due 1/15/2025	100.000		0.00	107.92	107.92	0.00
Paydown	05/17/2021	89238TAD5	34,832.72	Toyota Auto Receivables Trust 2018-B A3 2.96% Due 9/15/2022	100.000		34,832.72	432.37	35,265.09	0.00
Paydown	05/17/2021	89240BAC2	0.00	Toyota Auto Receivables Owners 2021-A A3 0.26% Due 5/15/2025	100.000		0.00	175.50	175.50	0.00
Paydown	05/18/2021	43813KAC6	0.00	Honda Auto Receivables Trust 2020-3 A3 0.37% Due 10/18/2024	100.000		0.00	143.37	143.37	0.00
Paydown	05/20/2021	92290BAA9	0.00	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	100.000		0.00	254.58	254.58	0.00
Paydown	05/20/2021	92348AAA3	0.00	Verizon Owner Trust 2019-C A1A 1.94% Due 4/22/2024	100.000		0.00	598.17	598.17	0.00
Paydown	05/21/2021	43813GAC5	0.00	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	100.000		0.00	51.75	51.75	0.00
Paydown	05/21/2021	43815HAC1	21,941.25	Honda Auto Receivables Trust 2018-3 A3 2.95% Due 8/22/2022	100.000		21,941.25	306.34	22,247.59	0.00
<b>Subtotal</b>			<b>172,416.38</b>				<b>172,416.38</b>	<b>7,184.28</b>	<b>179,600.66</b>	<b>0.00</b>
Maturity	05/11/2021	369550BE7	410,000.00	General Dynamics Corp Note 3% Due 5/11/2021	100.000		410,000.00	0.00	410,000.00	0.00
Maturity	05/19/2021	857477AV5	940,000.00	State Street Bank Note 1.95% Due 5/19/2021	100.000		940,000.00	0.00	940,000.00	0.00
<b>Subtotal</b>			<b>1,350,000.00</b>				<b>1,350,000.00</b>	<b>0.00</b>	<b>1,350,000.00</b>	<b>0.00</b>
Security Withdrawal	05/12/2021	316175884	103,820.92	Fidelity Institutional Money Market Fund 696	1.000		103,820.92	0.00	103,820.92	0.00
<b>Subtotal</b>			<b>103,820.92</b>				<b>103,820.92</b>	<b>0.00</b>	<b>103,820.92</b>	<b>0.00</b>
<b>TOTAL DISPOSITIONS</b>			<b>2,875,461.95</b>				<b>2,880,396.79</b>	<b>9,098.92</b>	<b>2,889,495.71</b>	<b>6,228.54</b>

## Transaction Ledger

As of May 31, 2021



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>OTHER TRANSACTIONS</b>										
Interest	05/01/2021	78015K7C2	1,100,000.00	Royal Bank of Canada Note 2.25% Due 11/1/2024	0.000		12,375.00	0.00	12,375.00	0.00
Interest	05/03/2021	037833AK6	900,000.00	Apple Inc Note 2.4% Due 5/3/2023	0.000		10,800.00	0.00	10,800.00	0.00
Interest	05/05/2021	3137EAER6	1,660,000.00	FHLMC Note 0.375% Due 5/5/2023	0.000		3,112.50	0.00	3,112.50	0.00
Interest	05/07/2021	3135G06G3	1,825,000.00	FNMA Note 0.5% Due 11/7/2025	0.000		4,435.77	0.00	4,435.77	0.00
Interest	05/08/2021	14913Q3B3	1,100,000.00	Caterpillar Finl Service Note 2.15% Due 11/8/2024	0.000		11,825.00	0.00	11,825.00	0.00
Interest	05/11/2021	369550BE7	410,000.00	General Dynamics Corp Note 3% Due 5/11/2021	0.000		6,150.00	0.00	6,150.00	0.00
Interest	05/18/2021	404280BS7	1,100,000.00	HSBC Holdings PLC Callable Note 1X 5/18/2023 3.95% Due 5/18/2024	0.000		21,725.00	0.00	21,725.00	0.00
Interest	05/19/2021	857477AV5	940,000.00	State Street Bank Note 1.95% Due 5/19/2021	0.000		9,165.00	0.00	9,165.00	0.00
Interest	05/27/2021	3135G06H1	1,610,000.00	FNMA Note 0.25% Due 11/27/2023	0.000		2,034.86	0.00	2,034.86	0.00
Interest	05/31/2021	91282CAZ4	1,350,000.00	US Treasury Note 0.375% Due 11/30/2025	0.000		2,531.25	0.00	2,531.25	0.00
<b>Subtotal</b>			<b>11,995,000.00</b>				<b>84,154.38</b>	<b>0.00</b>	<b>84,154.38</b>	<b>0.00</b>
Dividend	05/04/2021	316175884	265,892.56	Fidelity Institutional Money Market Fund 696	0.000		5.17	0.00	5.17	0.00
<b>Subtotal</b>			<b>265,892.56</b>				<b>5.17</b>	<b>0.00</b>	<b>5.17</b>	<b>0.00</b>
<b>TOTAL OTHER TRANSACTIONS</b>			<b>12,260,892.56</b>				<b>84,159.55</b>	<b>0.00</b>	<b>84,159.55</b>	<b>0.00</b>

## Income Earned

As of May 31, 2021



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
<b>FIXED INCOME</b>						
023135BX3	Amazon.com Inc Callable Note Cont 5/12/2026 1% Due 05/12/2026	05/10/2021 05/12/2021 1,455,000.00	0.00 1,448,714.40 0.00 1,448,783.25	0.00 0.00 767.92 767.92	68.85 0.00 68.85 836.77	836.77
02665WCJ8	American Honda Finance Note 3.45% Due 07/14/2023	07/11/2018 07/16/2018 225,000.00	224,828.42 0.00 0.00 224,835.04	2,307.19 0.00 2,954.06 646.87	6.62 0.00 6.62 653.49	653.49
02665WCQ2	American Honda Finance Note 3.625% Due 10/10/2023	Various Various 750,000.00	754,069.97 0.00 0.00 753,928.52	1,585.94 0.00 3,851.56 2,265.62	7.65 149.10 (141.45) 2,124.17	2,124.17
037833AK6	Apple Inc Note 2.4% Due 05/03/2023	Various Various 900,000.00	886,940.38 0.00 0.00 887,493.44	10,680.00 10,800.00 1,680.00 1,800.00	553.06 0.00 553.06 2,353.06	2,353.06
06051GHF9	Bank of America Corp Callable Note 1X 3/5/2023 3.55% Due 03/05/2024	Various Various 1,100,000.00	1,109,301.27 0.00 0.00 1,109,023.75	6,074.44 0.00 9,328.61 3,254.17	0.00 277.52 (277.52) 2,976.65	2,976.65
06406RAG2	Bank of NY Mellon Corp Note 3.5% Due 04/28/2023	05/16/2019 05/20/2019 800,000.00	810,734.74 0.00 0.00 810,277.00	233.33 0.00 2,566.67 2,333.34	0.00 457.74 (457.74) 1,875.60	1,875.60
06406RAJ6	Bank of NY Mellon Corp Note 3.45% Due 08/11/2023	05/16/2019 05/20/2019 250,000.00	253,543.01 0.00 0.00 253,410.99	1,916.67 0.00 2,635.42 718.75	0.00 132.02 (132.02) 586.73	586.73
13063DRK6	California State Taxable GO 2.4% Due 10/01/2024	10/16/2019 10/24/2019 900,000.00	914,312.96 0.00 0.00 913,957.71	1,800.00 0.00 3,600.00 1,800.00	0.00 355.25 (355.25) 1,444.75	1,444.75
14913Q3B3	Caterpillar Finl Service Note 2.15% Due 11/08/2024	01/28/2020 01/30/2020 1,100,000.00	1,108,685.77 0.00 0.00 1,108,476.56	11,365.14 11,825.00 1,510.97 1,970.83	0.00 209.21 (209.21) 1,761.62	1,761.62

## Income Earned

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CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
24422ETG4	John Deere Capital Corp Note 2.8% Due 03/06/2023	Various Various 650,000.00	645,212.79 0.00 0.00 645,432.97	2,780.56 0.00 4,297.22 1,516.66	224.89 4.71 220.18 1,736.84	1,736.84
24422EVN6	John Deere Capital Corp Note 0.45% Due 01/17/2024	03/01/2021 03/04/2021 640,000.00	639,570.72 0.00 0.00 639,584.15	456.00 0.00 696.00 240.00	13.43 0.00 13.43 253.43	253.43
3130A0F70	FHLB Note 3.375% Due 12/08/2023	Various Various 1,075,000.00	1,091,505.98 0.00 0.00 1,090,967.93	14,411.72 0.00 17,435.16 3,023.44	0.00 538.05 (538.05) 2,485.39	2,485.39
3130A1XJ2	FHLB Note 2.875% Due 06/14/2024	06/18/2019 06/19/2019 1,500,000.00	1,540,600.89 0.00 0.00 1,539,496.83	16,411.46 0.00 20,005.21 3,593.75	0.00 1,104.06 (1,104.06) 2,489.69	2,489.69
3130A2UW4	FHLB Note 2.875% Due 09/13/2024	09/13/2019 09/16/2019 1,200,000.00	1,241,862.10 0.00 0.00 1,240,807.89	4,600.00 0.00 7,475.00 2,875.00	0.00 1,054.21 (1,054.21) 1,820.79	1,820.79
3130A3KM5	FHLB Note 2.5% Due 12/09/2022	08/28/2018 08/29/2018 775,000.00	771,172.58 0.00 0.00 771,374.71	7,642.36 0.00 9,256.94 1,614.58	202.13 0.00 202.13 1,816.71	1,816.71
3130A8QS5	FHLB Note 1.125% Due 07/14/2021	10/04/2016 10/06/2016 1,085,000.00	1,084,574.12 0.00 0.00 1,084,752.53	3,627.97 0.00 4,645.16 1,017.19	178.41 0.00 178.41 1,195.60	1,195.60
3130AB3H7	FHLB Note 2.375% Due 03/08/2024	04/29/2019 04/30/2019 1,500,000.00	1,500,061.67 0.00 0.00 1,500,059.84	5,244.79 0.00 8,213.54 2,968.75	0.00 1.83 (1.83) 2,966.92	2,966.92
3130AF5B9	FHLB Note 3% Due 10/12/2021	11/29/2018 11/30/2018 1,350,000.00	1,350,532.88 0.00 0.00 1,350,432.15	2,137.50 0.00 5,512.50 3,375.00	0.00 100.73 (100.73) 3,274.27	3,274.27

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CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
313383YJ4	FHLB Note 3.375% Due 09/08/2023	10/29/2018 10/31/2018 1,200,000.00	1,207,642.50 0.00 0.00 1,207,367.02	5,962.50 0.00 9,337.50 3,375.00	0.00 275.48 (275.48) 3,099.52	3,099.52
3135G03U5	FNMA Note 0.625% Due 04/22/2025	04/22/2020 04/24/2020 1,510,000.00	1,507,523.80 0.00 0.00 1,507,576.67	235.94 0.00 1,022.40 786.46	52.87 0.00 52.87 839.33	839.33
3135G04Z3	FNMA Note 0.5% Due 06/17/2025	Various Various 1,800,000.00	1,802,588.22 0.00 0.00 1,802,535.01	3,350.00 0.00 4,100.00 750.00	33.42 86.63 (53.21) 696.79	696.79
3135G05X7	FNMA Note 0.375% Due 08/25/2025	Various Various 1,800,000.00	1,793,928.44 0.00 0.00 1,794,047.79	1,237.51 0.00 1,800.00 562.49	119.35 0.00 119.35 681.84	681.84
3135G06G3	FNMA Note 0.5% Due 11/07/2025	Various Various 1,825,000.00	1,819,646.79 0.00 0.00 1,819,747.31	4,283.68 4,435.77 608.34 760.43	100.52 0.00 100.52 860.95	860.95
3135G06H1	FNMA Note 0.25% Due 11/27/2023	11/23/2020 11/25/2020 1,610,000.00	1,608,427.28 0.00 0.00 1,608,479.14	1,744.17 2,034.86 44.72 335.41	51.86 0.00 51.86 387.27	387.27
3135G0T94	FNMA Note 2.375% Due 01/19/2023	03/14/2018 03/16/2018 625,000.00	621,483.02 0.00 0.00 621,656.63	4,205.73 0.00 5,442.71 1,236.98	173.61 0.00 173.61 1,410.59	1,410.59
3135G0U43	FNMA Note 2.875% Due 09/12/2023	06/21/2019 06/24/2019 1,500,000.00	1,533,531.16 0.00 0.00 1,532,328.08	5,869.79 0.00 9,463.54 3,593.75	0.00 1,203.08 (1,203.08) 2,390.67	2,390.67
3135G0W66	FNMA Note 1.625% Due 10/15/2024	Various Various 1,755,000.00	1,762,821.17 0.00 0.00 1,762,629.21	1,267.49 0.00 3,644.07 2,376.58	16.13 208.09 (191.96) 2,184.62	2,184.62

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3135G0X24	FNMA Note 1.625% Due 01/07/2025	Various Various 1,875,000.00	1,885,156.12 0.00 0.00 1,884,922.38	9,648.43 0.00 12,187.50 2,539.07	31.17 264.91 (233.74) 2,305.33	2,305.33
3137EAEN5	FHLMC Note 2.75% Due 06/19/2023	07/20/2018 07/23/2018 1,200,000.00	1,197,381.31 0.00 0.00 1,197,485.52	12,100.00 0.00 14,850.00 2,750.00	104.21 0.00 104.21 2,854.21	2,854.21
3137EAEP0	FHLMC Note 1.5% Due 02/12/2025	02/13/2020 02/14/2020 1,920,000.00	1,918,879.66 0.00 0.00 1,918,904.77	6,320.00 0.00 8,720.00 2,400.00	25.11 0.00 25.11 2,425.11	2,425.11
3137EAER6	FHLMC Note 0.375% Due 05/05/2023	05/05/2020 05/07/2020 1,660,000.00	1,659,531.80 0.00 0.00 1,659,551.57	3,043.33 3,112.50 449.58 518.75	19.77 0.00 19.77 538.52	538.52
3137EAEU9	FHLMC Note 0.375% Due 07/21/2025	Various Various 1,800,000.00	1,794,528.88 0.00 0.00 1,794,638.87	1,875.00 0.00 2,437.50 562.50	109.99 0.00 109.99 672.49	672.49
3137EAEV7	FHLMC Note 0.25% Due 08/24/2023	08/19/2020 08/21/2020 1,025,000.00	1,024,195.40 0.00 0.00 1,024,224.92	476.91 0.00 690.45 213.54	29.52 0.00 29.52 243.06	243.06
3137EAEX3	FHLMC Note 0.375% Due 09/23/2025	Various Various 1,805,000.00	1,800,205.26 0.00 0.00 1,800,297.82	714.48 0.00 1,278.55 564.07	92.56 0.00 92.56 656.63	656.63
369550BE7	General Dynamics Corp Note Due 05/11/2021	05/08/2018 05/11/2018 0.00	409,974.00 0.00 410,000.00 0.00	5,808.33 6,150.00 0.00 341.67	26.00 0.00 26.00 367.67	367.67
404280BS7	HSBC Holdings PLC Callable Note 1X 5/18/2023 3.95% Due 05/18/2024	Various Various 1,100,000.00	1,137,404.55 0.00 0.00 1,136,362.73	19,673.19 21,725.00 1,569.03 3,620.84	0.00 1,041.82 (1,041.82) 2,579.02	2,579.02



## Income Earned

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43813DAC2	Honda Auto Receivables 2020-2 A3 0.82% Due 07/15/2024	05/18/2020 05/27/2020 280,000.00	279,982.91 0.00 0.00 279,983.36	102.04 191.33 102.04 191.33	0.45 0.00 0.45 191.78	191.78
43813GAC5	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 04/21/2025	02/17/2021 02/24/2021 230,000.00	229,996.04 0.00 0.00 229,996.15	17.25 51.75 17.25 51.75	0.11 0.00 0.11 51.86	51.86
43813KAC6	Honda Auto Receivables Trust 2020-3 A3 0.37% Due 10/18/2024	09/22/2020 09/29/2020 465,000.00	464,944.46 0.00 0.00 464,946.31	62.13 143.37 62.13 143.37	1.85 0.00 1.85 145.22	145.22
43815HAC1	Honda Auto Receivables Trust 2018-3 A3 2.95% Due 08/22/2022	08/21/2018 08/28/2018 102,672.52	124,608.16 0.00 21,941.25 102,668.19	102.11 306.34 84.13 288.36	1.28 0.00 1.28 289.64	289.64
43815NAC8	Honda Auto Receivables Trust 2019-3 A3 1.78% Due 08/15/2023	08/20/2019 08/27/2019 545,000.00	544,997.96 0.00 0.00 544,998.09	431.16 808.42 431.16 808.42	0.13 0.00 0.13 808.55	808.55
44891RAC4	Hyundai Auto Receivables Trust 2020-C A3 0.38% Due 05/15/2025	10/20/2020 10/28/2020 470,000.00	469,908.38 0.00 0.00 469,911.16	79.38 148.83 79.38 148.83	2.78 0.00 2.78 151.61	151.61
44933LAC7	Hyundai Auto Receivables Trust 2021-A A3 0.38% Due 09/15/2025	04/20/2021 04/28/2021 400,000.00	399,958.03 0.00 0.00 399,959.21	12.67 71.78 67.56 126.67	1.18 0.00 1.18 127.85	127.85
4581X0CW6	Inter-American Dev Bank Note 2.125% Due 01/18/2022	01/10/2017 01/18/2017 1,275,000.00	1,274,774.98 0.00 0.00 1,274,801.61	7,751.82 0.00 10,009.64 2,257.82	26.63 0.00 26.63 2,284.45	2,284.45
4581X0CZ9	Inter-American Dev Bank Note 1.75% Due 09/14/2022	Various Various 800,000.00	793,314.70 0.00 0.00 793,728.36	1,827.78 0.00 2,994.44 1,166.66	413.66 0.00 413.66 1,580.32	1,580.32

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4581X0DV7	Inter-American Dev Bank Note 0.875% Due 04/20/2026	04/13/2021 04/20/2021 1,915,000.00	1,906,282.14 0.00 0.00 1,906,431.04	512.00 0.00 1,908.35 1,396.35	148.90 0.00 148.90 1,545.25	1,545.25
459058JL8	Intl. Bank Recon & Development Note 0.5% Due 10/28/2025	Various Various 945,000.00	943,510.76 0.00 0.00 943,538.90	39.37 0.00 433.13 393.76	28.14 0.00 28.14 421.90	421.90
46647PBK1	JP Morgan Chase & Co Callable Note Cont 4/22/2025 2.083% Due 04/22/2026	05/20/2021 05/24/2021 312,000.00	0.00 323,646.96 0.00 323,581.76	0.00 (577.69) 704.05 126.36	0.00 65.20 (65.20) 61.16	61.16
477870AC3	John Deere Owner Trust 2019-B A3 2.21% Due 12/15/2023	07/16/2019 07/24/2019 209,518.93	236,439.96 0.00 26,950.99 209,493.24	232.27 435.50 205.79 409.02	4.27 0.00 4.27 413.29	413.29
47787NAC3	John Deere Owner Trust 2020-B A3 0.51% Due 11/15/2024	07/14/2020 07/22/2020 215,000.00	214,974.52 0.00 0.00 214,975.32	48.73 91.38 48.73 91.38	0.80 0.00 0.80 92.18	92.18
47788EAC2	John Deere Owner Trust 2018-B A3 3.08% Due 11/15/2022	07/18/2018 07/25/2018 83,909.88	122,627.51 0.00 38,720.95 83,907.73	167.87 314.75 114.86 261.74	1.17 0.00 1.17 262.91	262.91
47789JAD8	John Deere Owner Trust 2019-A A3 2.91% Due 07/17/2023	06/24/2020 06/26/2020 346,368.81	402,630.99 0.00 49,970.47 351,505.36	512.60 961.12 447.97 896.49	0.00 1,155.16 (1,155.16) (258.67)	(258.67)
47789KAC7	John Deere Owner Trust 2020-A A3 1.1% Due 08/15/2024	03/04/2020 03/11/2020 460,000.00	459,979.12 0.00 0.00 459,979.66	224.89 421.67 224.89 421.67	0.54 0.00 0.54 422.21	422.21
48128BAB7	JP Morgan Chase & Co Callable Note 1X 1/15/2022 2.972% Due 01/15/2023	Various Various 850,000.00	922,966.77 0.00 74,841.73 848,220.51	8,094.58 817.30 9,543.42 2,266.14	102.68 7.21 95.47 2,361.61	2,361.61

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58769EAC2	Mercedes-Benz Auto Lease Trust 2020-B A3 0.4% Due 11/15/2023	09/15/2020 09/23/2020 280,000.00	279,989.50 0.00 0.00 279,990.02	49.78 93.33 49.78 93.33	0.52 0.00 0.52 93.85	93.85
594918BP8	Microsoft Callable Note Cont 7/8/2021 1.55% Due 08/08/2021	Various 08/08/2016 590,000.00	589,961.99 0.00 0.00 589,973.89	2,108.43 0.00 2,870.52 762.09	11.90 0.00 11.90 773.99	773.99
65479JAD5	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 07/15/2024	Various Various 980,000.00	983,662.30 0.00 0.00 983,565.35	840.62 1,576.17 840.62 1,576.17	0.55 97.50 (96.95) 1,479.22	1,479.22
69353RFE3	PNC Bank Callable Note Cont 6/28/2022 2.45% Due 07/28/2022	07/25/2017 07/28/2017 890,000.00	889,980.13 0.00 0.00 889,981.49	5,632.96 0.00 7,450.04 1,817.08	1.36 0.00 1.36 1,818.44	1,818.44
69371RP59	Paccar Financial Corp Note 3.4% Due 08/09/2023	Various Various 760,000.00	761,950.72 0.00 0.00 761,877.86	5,885.78 0.00 8,039.12 2,153.34	3.89 76.75 (72.86) 2,080.48	2,080.48
69371RQ25	Paccar Financial Corp Note 2.15% Due 08/15/2024	08/08/2019 08/15/2019 195,000.00	194,716.47 0.00 0.00 194,723.79	885.08 0.00 1,234.46 349.38	7.32 0.00 7.32 356.70	356.70
78015K7C2	Royal Bank of Canada Note 2.25% Due 11/01/2024	Various Various 1,100,000.00	1,101,547.20 0.00 0.00 1,101,509.73	12,375.00 12,375.00 2,062.50 2,062.50	8.11 45.58 (37.47) 2,025.03	2,025.03
808513AT2	Charles Schwab Corp Callable Note Cont 12/25/2022 2.65% Due 01/25/2023	05/20/2019 05/22/2019 750,000.00	749,069.52 0.00 0.00 749,115.02	5,300.00 0.00 6,956.25 1,656.25	45.50 0.00 45.50 1,701.75	1,701.75
808513BN4	Charles Schwab Corp Callable Note Cont 2/18/2024 0.75% Due 03/18/2024	03/16/2021 03/18/2021 530,000.00	529,745.64 0.00 0.00 529,753.13	474.79 0.00 806.04 331.25	7.49 0.00 7.49 338.74	338.74

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857477AV5	State Street Bank Note Due 05/19/2021	Various Various 0.00	939,834.10 0.00 940,000.00 0.00	8,248.50 9,165.00 0.00 916.50	165.90 0.00 165.90 1,082.40	1,082.40
89114QCB2	Toronto Dominion Bank Note 3.25% Due 03/11/2024	Various Various 1,100,000.00	1,113,353.10 0.00 0.00 1,112,956.98	4,965.28 0.00 7,944.44 2,979.16	0.00 396.12 (396.12) 2,583.04	2,583.04
89236TDP7	Toyota Motor Credit Corp Note 2.6% Due 01/11/2022	Various Various 750,000.00	747,250.08 0.00 0.00 747,584.38	5,958.33 0.00 7,583.33 1,625.00	334.30 0.00 334.30 1,959.30	1,959.30
89236TJD8	Toyota Motor Credit Corp Note 0.4% Due 04/06/2023	04/06/2021 04/09/2021 275,000.00	274,783.99 0.00 0.00 274,793.49	67.22 0.00 158.89 91.67	9.50 0.00 9.50 101.17	101.17
89236XAC0	Toyota Auto Receivables 2020-D A3 0.35% Due 01/15/2025	10/06/2020 10/13/2020 370,000.00	369,939.94 0.00 0.00 369,941.31	57.56 107.92 57.56 107.92	1.37 0.00 1.37 109.29	109.29
89238TAD5	Toyota Auto Receivables Trust 2018-B A3 2.96% Due 09/15/2022	07/25/2019 07/29/2019 140,451.88	176,098.84 0.00 34,832.72 141,064.02	230.60 432.37 184.77 386.54	0.00 202.10 (202.10) 184.44	184.44
89240BAC2	Toyota Auto Receivables Owners 2021-A A3 0.26% Due 05/15/2025	02/02/2021 02/08/2021 810,000.00	809,860.56 0.00 0.00 809,864.68	93.60 175.50 93.60 175.50	4.12 0.00 4.12 179.62	179.62
90331HPL1	US Bank NA Callable Note Cont 12/21/2024 2.05% Due 01/21/2025	01/16/2020 01/21/2020 955,000.00	953,484.69 0.00 0.00 953,519.20	5,438.19 0.00 7,069.65 1,631.46	34.51 0.00 34.51 1,665.97	1,665.97
9128283D0	US Treasury Note 2.25% Due 10/31/2024	11/07/2019 11/08/2019 1,500,000.00	1,523,854.36 0.00 0.00 1,523,276.18	91.71 0.00 2,934.78 2,843.07	0.00 578.18 (578.18) 2,264.89	2,264.89

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912828B66	US Treasury Note 2.75% Due 02/15/2024	04/29/2019 04/30/2019 1,500,000.00	1,517,261.08 0.00 0.00 1,516,736.48	8,546.27 0.00 12,078.73 3,532.46	0.00 524.60 (524.60) 3,007.86	3,007.86
912828D56	US Treasury Note 2.375% Due 08/15/2024	03/05/2020 03/06/2020 1,500,000.00	1,582,276.46 0.00 0.00 1,580,154.52	7,380.87 0.00 10,431.63 3,050.76	0.00 2,121.94 (2,121.94) 928.82	928.82
912828F96	US Treasury Note 2% Due 10/31/2021	01/27/2017 01/30/2017 1,025,000.00	1,025,283.31 0.00 0.00 1,025,235.32	55.71 0.00 1,782.61 1,726.90	0.00 47.99 (47.99) 1,678.91	1,678.91
912828J43	US Treasury Note 1.75% Due 02/28/2022	03/13/2017 03/15/2017 1,360,000.00	1,355,885.44 0.00 0.00 1,356,306.40	4,009.78 0.00 6,014.67 2,004.89	420.96 0.00 420.96 2,425.85	2,425.85
912828L24	US Treasury Note 1.875% Due 08/31/2022	09/26/2017 09/27/2017 1,000,000.00	1,000,117.23 0.00 0.00 1,000,109.76	3,158.97 0.00 4,738.45 1,579.48	0.00 7.47 (7.47) 1,572.01	1,572.01
912828L57	US Treasury Note 1.75% Due 09/30/2022	10/17/2017 10/18/2017 1,240,000.00	1,236,066.38 0.00 0.00 1,236,302.25	1,837.98 0.00 3,675.96 1,837.98	235.87 0.00 235.87 2,073.85	2,073.85
912828N30	US Treasury Note 2.125% Due 12/31/2022	01/25/2018 01/26/2018 1,150,000.00	1,143,950.97 0.00 0.00 1,144,258.88	8,168.34 0.00 10,261.05 2,092.71	307.91 0.00 307.91 2,400.62	2,400.62
912828T34	US Treasury Note Due 09/30/2021	11/09/2016 11/10/2016 0.00	848,775.99 0.00 848,864.57 0.00	809.94 1,097.34 0.00 287.40	88.58 0.00 88.58 375.98	375.98
912828T91	US Treasury Note 1.625% Due 10/31/2023	05/29/2019 05/30/2019 1,500,000.00	1,484,729.60 0.00 0.00 1,485,248.09	66.24 0.00 2,119.57 2,053.33	518.49 0.00 518.49 2,571.82	2,571.82

## Income Earned

As of May 31, 2021



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
912828V23	US Treasury Note 2.25% Due 12/31/2023	06/21/2019 06/24/2019 1,250,000.00	1,264,489.39 0.00 0.00 1,264,028.22	9,400.90 0.00 11,809.39 2,408.49	0.00 461.17 (461.17) 1,947.32	1,947.32
912828X70	US Treasury Note 2% Due 04/30/2024	06/10/2019 06/11/2019 1,000,000.00	1,002,156.65 0.00 0.00 1,002,095.59	54.35 0.00 1,739.13 1,684.78	0.00 61.06 (61.06) 1,623.72	1,623.72
912828XG0	US Treasury Note 2.125% Due 06/30/2022	08/15/2017 08/17/2017 1,100,000.00	1,103,729.23 0.00 0.00 1,103,457.21	7,813.19 0.00 9,814.92 2,001.73	0.00 272.02 (272.02) 1,729.71	1,729.71
912828XX3	US Treasury Note 2% Due 06/30/2024	12/12/2019 12/13/2019 1,450,000.00	1,461,550.05 0.00 0.00 1,461,240.31	9,693.37 0.00 12,176.80 2,483.43	0.00 309.74 (309.74) 2,173.69	2,173.69
912828ZC7	US Treasury Note 1.125% Due 02/28/2025	03/18/2020 03/19/2020 2,000,000.00	2,023,891.68 0.00 0.00 2,023,362.28	3,790.76 0.00 5,686.14 1,895.38	0.00 529.40 (529.40) 1,365.98	1,365.98
91282CAM3	US Treasury Note 0.25% Due 09/30/2025	02/19/2021 02/22/2021 1,900,000.00	1,878,278.98 0.00 0.00 1,878,696.44	402.32 0.00 804.64 402.32	417.46 0.00 417.46 819.78	819.78
91282CAT8	US Treasury Note 0.25% Due 10/31/2025	02/11/2021 02/12/2021 1,900,000.00	1,885,828.61 0.00 0.00 1,886,095.84	12.91 0.00 413.04 400.13	267.23 0.00 267.23 667.36	667.36
91282CAZ4	US Treasury Note 0.375% Due 11/30/2025	03/26/2021 03/29/2021 1,350,000.00	1,326,262.86 0.00 0.00 1,326,702.43	2,114.01 2,531.25 13.83 431.07	439.57 0.00 439.57 870.64	870.64
91282CBR1	US Treasury Note 0.25% Due 03/15/2024	03/30/2021 03/31/2021 950,000.00	947,765.26 0.00 0.00 947,831.30	303.33 0.00 503.40 200.07	66.04 0.00 66.04 266.11	266.11

## Income Earned

As of May 31, 2021



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
92290BAA9	Verizon Owner Trust 2020-B A 0.47% Due 02/20/2025	08/04/2020 08/12/2020 650,000.00	649,885.14 0.00 0.00 649,887.70	93.35 254.58 93.35 254.58	2.56 0.00 2.56 257.14	257.14
92348AAA3	Verizon Owner Trust 2019-C A1A 1.94% Due 04/22/2024	10/01/2019 10/08/2019 370,000.00	369,981.30 0.00 0.00 369,981.83	219.33 598.17 219.33 598.17	0.53 0.00 0.53 598.70	598.70
931142EK5	Wal-Mart Stores Callable Note Cont 5/26/2023 3.4% Due 06/26/2023	04/26/2019 04/30/2019 904,000.00	916,576.36 0.00 0.00 916,059.98	10,672.22 0.00 13,233.56 2,561.34	0.00 516.38 (516.38) 2,044.96	2,044.96
			<b>91,218,082.10</b>	<b>338,617.77</b>	<b>6,377.24</b>	
			<b>1,772,361.36</b>	<b>92,675.61</b>	<b>14,940.01</b>	
			<b>2,446,122.68</b>	<b>375,503.30</b>	<b>(8,562.77)</b>	
<b>Total Fixed Income</b>		<b>90,243,922.02</b>	<b>90,535,758.01</b>	<b>129,561.14</b>	<b>120,998.37</b>	<b>120,998.37</b>
<b>CASH &amp; EQUIVALENT</b>						
316175884	Fidelity Institutional Money Market Fund 696	Various Various 1,015,388.20	242,717.56 1,200,716.21 428,045.57 1,015,388.20	0.00 5.17 0.00 5.17	0.00 0.00 0.00 5.17	5.17
			<b>242,717.56</b>	<b>0.00</b>	<b>0.00</b>	
			<b>1,200,716.21</b>	<b>5.17</b>	<b>0.00</b>	
			<b>428,045.57</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Cash &amp; Equivalent</b>		<b>1,015,388.20</b>	<b>1,015,388.20</b>	<b>5.17</b>	<b>5.17</b>	<b>5.17</b>
			<b>91,460,799.66</b>	<b>338,617.77</b>	<b>6,377.24</b>	
			<b>2,973,077.57</b>	<b>92,680.78</b>	<b>14,940.01</b>	
			<b>2,874,168.25</b>	<b>375,503.30</b>	<b>(8,562.77)</b>	
<b>TOTAL PORTFOLIO</b>		<b>91,259,310.22</b>	<b>91,551,146.21</b>	<b>129,566.31</b>	<b>121,003.54</b>	<b>121,003.54</b>



## Cash Flow Report

As of May 31, 2021



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
06/01/2021	Purchase	46647PCH7	985,000.00	JP Morgan Chase & Co Callable Note Cont 6/1/2024 0.824% Due 6/1/2025	-986,279.75	0.00	-986,279.75
06/01/2021	Short Sale	316175884	-986,279.75	Fidelity Institutional Money Market Fund 696	986,279.75	0.00	986,279.75
06/08/2021	Interest	3130A0F70	1,075,000.00	FHLB Note 3.375% Due 12/8/2023	0.00	18,140.63	18,140.63
06/09/2021	Interest	3130A3KM5	775,000.00	FHLB Note 2.5% Due 12/9/2022	0.00	9,687.50	9,687.50
06/14/2021	Interest	3130A1XJ2	1,500,000.00	FHLB Note 2.875% Due 6/14/2024	0.00	21,562.51	21,562.51
06/15/2021	Paydown	47787NAC3	215,000.00	John Deere Owner Trust 2020-B A3 0.51% Due 11/15/2024	0.00	91.38	91.38
06/15/2021	Paydown	65479JAD5	980,000.00	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 7/15/2024	24,731.67	1,576.16	26,307.83
06/15/2021	Paydown	89238TAD5	140,451.88	Toyota Auto Receivables Trust 2018-B A3 2.96% Due 9/15/2022	8,464.38	346.45	8,810.83
06/15/2021	Paydown	89240BAC2	810,000.00	Toyota Auto Receivables Owners 2021-A A3 0.26% Due 5/15/2025	0.00	175.50	175.50
06/15/2021	Paydown	43815NAC8	545,000.00	Honda Auto Receivables Trust 2019-3 A3 1.78% Due 8/15/2023	45,104.84	808.42	45,913.26
06/15/2021	Paydown	44933LAC7	400,000.00	Hyundai Auto Receivables Trust 2021-A A3 0.38% Due 9/15/2025	0.00	126.67	126.67
06/15/2021	Paydown	47789JAD8	346,368.81	John Deere Owner Trust 2019-A A3 2.91% Due 7/17/2023	22,711.12	839.94	23,551.06
06/15/2021	Paydown	477870AC3	209,518.93	John Deere Owner Trust 2019-B A3 2.21% Due 12/15/2023	6,549.81	385.86	6,935.67
06/15/2021	Paydown	58769EAC2	280,000.00	Mercedes-Benz Auto Lease Trust 2020-B A3 0.4% Due 11/15/2023	0.00	93.33	93.33
06/15/2021	Paydown	43813DAC2	280,000.00	Honda Auto Receivables 2020-2 A3 0.82% Due 7/15/2024	7,275.69	191.33	7,467.02
06/15/2021	Paydown	44891RAC4	470,000.00	Hyundai Auto Receivables Trust 2020-C A3 0.38% Due 5/15/2025	0.00	148.83	148.83
06/15/2021	Paydown	47788EAC2	83,909.88	John Deere Owner Trust 2018-B A3 3.08% Due 11/15/2022	4,473.07	215.37	4,688.44

## Cash Flow Report

As of May 31, 2021



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
06/15/2021	Paydown	47789KAC7	460,000.00	John Deere Owner Trust 2020-A A3 1.1% Due 8/15/2024	11,189.87	421.67	11,611.54
06/15/2021	Paydown	89236XAC0	370,000.00	Toyota Auto Receivables 2020-D A3 0.35% Due 1/15/2025	8,973.16	107.92	9,081.08
06/17/2021	Interest	3135G04Z3	1,800,000.00	FNMA Note 0.5% Due 6/17/2025	0.00	4,500.00	4,500.00
06/18/2021	Paydown	43813KAC6	465,000.00	Honda Auto Receivables Trust 2020-3 A3 0.37% Due 10/18/2024	0.00	143.38	143.38
06/19/2021	Interest	3137EAEN5	1,200,000.00	FHLMC Note 2.75% Due 6/19/2023	0.00	16,500.00	16,500.00
06/20/2021	Paydown	92290BAA9	650,000.00	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	14,320.36	254.58	14,574.94
06/20/2021	Paydown	92348AAA3	370,000.00	Verizon Owner Trust 2019-C A1A 1.94% Due 4/22/2024	9,878.70	598.17	10,476.87
06/21/2021	Paydown	43813GAC5	230,000.00	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	0.00	51.75	51.75
06/21/2021	Paydown	43815HAC1	102,672.52	Honda Auto Receivables Trust 2018-3 A3 2.95% Due 8/22/2022	102,672.52	252.40	102,924.92
06/26/2021	Interest	931142EK5	904,000.00	Wal-Mart Stores Callable Note Cont 5/26/2023 3.4% Due 6/26/2023	0.00	15,368.00	15,368.00
06/30/2021	Interest	912828N30	1,150,000.00	US Treasury Note 2.125% Due 12/31/2022	0.00	12,218.75	12,218.75
06/30/2021	Interest	912828XX3	1,450,000.00	US Treasury Note 2% Due 6/30/2024	0.00	14,500.00	14,500.00
06/30/2021	Interest	912828V23	1,250,000.00	US Treasury Note 2.25% Due 12/31/2023	0.00	14,062.50	14,062.50
06/30/2021	Interest	912828XG0	1,100,000.00	US Treasury Note 2.125% Due 6/30/2022	0.00	11,687.50	11,687.50
<b>JUN 2021</b>					<b>266,345.19</b>	<b>145,056.50</b>	<b>411,401.69</b>
07/07/2021	Interest	3135G0X24	1,875,000.00	FNMA Note 1.625% Due 1/7/2025	0.00	15,234.38	15,234.38
07/11/2021	Interest	89236TDP7	750,000.00	Toyota Motor Credit Corp Note 2.6% Due 1/11/2022	0.00	9,750.00	9,750.00

## Cash Flow Report

As of May 31, 2021



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
07/14/2021	Interest	02665WCJ8	225,000.00	American Honda Finance Note 3.45% Due 7/14/2023	0.00	3,881.25	3,881.25
07/14/2021	Maturity	3130A8QS5	1,085,000.00	FHLB Note 1.125% Due 7/14/2021	1,085,000.00	6,103.13	1,091,103.13
07/15/2021	Interest	48128BAB7	850,000.00	JP Morgan Chase & Co Callable Note 1X 1/15/2022 2.972% Due 1/15/2023	0.00	12,631.00	12,631.00
07/15/2021	Paydown	89238TAD5	140,451.88	Toyota Auto Receivables Trust 2018-B A3 2.96% Due 9/15/2022	8,505.29	325.57	8,830.86
07/15/2021	Paydown	89240BAC2	810,000.00	Toyota Auto Receivables Owners 2021-A A3 0.26% Due 5/15/2025	0.00	175.50	175.50
07/15/2021	Paydown	43815NAC8	545,000.00	Honda Auto Receivables Trust 2019-3 A3 1.78% Due 8/15/2023	43,649.10	741.51	44,390.61
07/15/2021	Paydown	47787NAC3	215,000.00	John Deere Owner Trust 2020-B A3 0.51% Due 11/15/2024	0.00	91.38	91.38
07/15/2021	Paydown	43813DAC2	280,000.00	Honda Auto Receivables 2020-2 A3 0.82% Due 7/15/2024	7,280.66	186.36	7,467.02
07/15/2021	Paydown	44933LAC7	400,000.00	Hyundai Auto Receivables Trust 2021-A A3 0.38% Due 9/15/2025	0.00	126.67	126.67
07/15/2021	Paydown	47789KAC7	460,000.00	John Deere Owner Trust 2020-A A3 1.1% Due 8/15/2024	11,220.64	411.41	11,632.05
07/15/2021	Paydown	65479JAD5	980,000.00	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 7/15/2024	24,787.31	1,536.39	26,323.70
07/15/2021	Paydown	89236XAC0	370,000.00	Toyota Auto Receivables 2020-D A3 0.35% Due 1/15/2025	8,950.73	105.30	9,056.03
07/15/2021	Paydown	477870AC3	209,518.93	John Deere Owner Trust 2019-B A3 2.21% Due 12/15/2023	6,563.46	373.80	6,937.26
07/15/2021	Paydown	47789JAD8	346,368.81	John Deere Owner Trust 2019-A A3 2.91% Due 7/17/2023	22,764.87	784.87	23,549.74
07/15/2021	Paydown	58769EAC2	280,000.00	Mercedes-Benz Auto Lease Trust 2020-B A3 0.4% Due 11/15/2023	0.00	93.33	93.33
07/15/2021	Paydown	44891RAC4	470,000.00	Hyundai Auto Receivables Trust 2020-C A3 0.38% Due 5/15/2025	0.00	148.83	148.83
07/15/2021	Paydown	47788EAC2	83,909.88	John Deere Owner Trust 2018-B A3 3.08% Due 11/15/2022	4,494.68	203.89	4,698.57

## Cash Flow Report

As of May 31, 2021



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
07/17/2021	Interest	24422EVN6	640,000.00	John Deere Capital Corp Note 0.45% Due 1/17/2024	0.00	1,064.00	1,064.00
07/18/2021	Interest	4581X0CW6	1,275,000.00	Inter-American Dev Bank Note 2.125% Due 1/18/2022	0.00	13,546.88	13,546.88
07/18/2021	Paydown	43813KAC6	465,000.00	Honda Auto Receivables Trust 2020-3 A3 0.37% Due 10/18/2024	0.00	143.38	143.38
07/19/2021	Interest	3135G0T94	625,000.00	FNMA Note 2.375% Due 1/19/2023	0.00	7,421.88	7,421.88
07/20/2021	Paydown	92348AAA3	370,000.00	Verizon Owner Trust 2019-C A1A 1.94% Due 4/22/2024	9,900.92	582.20	10,483.12
07/20/2021	Paydown	92290BAA9	650,000.00	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	14,325.97	248.97	14,574.94
07/21/2021	Interest	3137EAEU9	1,800,000.00	FHLMC Note 0.375% Due 7/21/2025	0.00	3,375.01	3,375.01
07/21/2021	Interest	90331HPL1	955,000.00	US Bank NA Callable Note Cont 12/21/2024 2.05% Due 1/21/2025	0.00	9,788.75	9,788.75
07/21/2021	Paydown	43813GAC5	230,000.00	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	0.00	51.75	51.75
07/25/2021	Interest	808513AT2	750,000.00	Charles Schwab Corp Callable Note Cont 12/25/2022 2.65% Due 1/25/2023	0.00	9,937.50	9,937.50
07/28/2021	Interest	69353RFE3	890,000.00	PNC Bank Callable Note Cont 6/28/2022 2.45% Due 7/28/2022	0.00	10,902.50	10,902.50
<b>JUL 2021</b>					<b>1,247,443.63</b>	<b>109,967.39</b>	<b>1,357,411.02</b>
08/08/2021	Maturity	594918BP8	590,000.00	Microsoft Callable Note Cont 7/8/2021 1.55% Due 8/8/2021	590,000.00	4,572.50	594,572.50
08/09/2021	Interest	69371RP59	760,000.00	Paccar Financial Corp Note 3.4% Due 8/9/2023	0.00	12,920.00	12,920.00
08/11/2021	Interest	06406RAJ6	250,000.00	Bank of NY Mellon Corp Note 3.45% Due 8/11/2023	0.00	4,312.50	4,312.50
08/12/2021	Interest	3137EAEPO	1,920,000.00	FHLMC Note 1.5% Due 2/12/2025	0.00	14,400.00	14,400.00
08/15/2021	Interest	912828B66	1,500,000.00	US Treasury Note 2.75% Due 2/15/2024	0.00	20,625.00	20,625.00

## Cash Flow Report

As of May 31, 2021



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
08/15/2021	Interest	69371RQ25	195,000.00	Paccar Financial Corp Note 2.15% Due 8/15/2024	0.00	2,096.25	2,096.25
08/15/2021	Interest	912828D56	1,500,000.00	US Treasury Note 2.375% Due 8/15/2024	0.00	17,812.50	17,812.50
08/15/2021	Paydown	65479JAD5	980,000.00	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 7/15/2024	24,843.08	1,496.53	26,339.61
08/15/2021	Paydown	44891RAC4	470,000.00	Hyundai Auto Receivables Trust 2020-C A3 0.38% Due 5/15/2025	0.00	148.83	148.83
08/15/2021	Paydown	47789JAD8	346,368.81	John Deere Owner Trust 2019-A A3 2.91% Due 7/17/2023	22,818.74	729.67	23,548.41
08/15/2021	Paydown	58769EAC2	280,000.00	Mercedes-Benz Auto Lease Trust 2020-B A3 0.4% Due 11/15/2023	0.00	93.33	93.33
08/15/2021	Paydown	89236XAC0	370,000.00	Toyota Auto Receivables 2020-D A3 0.35% Due 1/15/2025	8,928.04	102.69	9,030.73
08/15/2021	Paydown	43813DAC2	280,000.00	Honda Auto Receivables 2020-2 A3 0.82% Due 7/15/2024	7,285.63	181.39	7,467.02
08/15/2021	Paydown	43815NAC8	545,000.00	Honda Auto Receivables Trust 2019-3 A3 1.78% Due 8/15/2023	42,189.84	676.76	42,866.60
08/15/2021	Paydown	44933LAC7	400,000.00	Hyundai Auto Receivables Trust 2021-A A3 0.38% Due 9/15/2025	0.00	126.67	126.67
08/15/2021	Paydown	47788EAC2	83,909.88	John Deere Owner Trust 2018-B A3 3.08% Due 11/15/2022	4,516.41	192.35	4,708.76
08/15/2021	Paydown	47789KAC7	460,000.00	John Deere Owner Trust 2020-A A3 1.1% Due 8/15/2024	11,251.50	401.12	11,652.62
08/15/2021	Paydown	477870AC3	209,518.93	John Deere Owner Trust 2019-B A3 2.21% Due 12/15/2023	6,577.13	361.71	6,938.84
08/15/2021	Paydown	47787NAC3	215,000.00	John Deere Owner Trust 2020-B A3 0.51% Due 11/15/2024	0.00	91.38	91.38
08/15/2021	Paydown	89238TAD5	140,451.88	Toyota Auto Receivables Trust 2018-B A3 2.96% Due 9/15/2022	8,546.40	304.59	8,850.99
08/15/2021	Paydown	89240BAC2	810,000.00	Toyota Auto Receivables Owners 2021-A A3 0.26% Due 5/15/2025	0.00	175.50	175.50
08/18/2021	Paydown	43813KAC6	465,000.00	Honda Auto Receivables Trust 2020-3 A3 0.37% Due 10/18/2024	0.00	143.38	143.38

## Cash Flow Report

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
08/20/2021	Paydown	92290BAA9	650,000.00	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	14,331.58	243.36	14,574.94
08/20/2021	Paydown	92348AAA3	370,000.00	Verizon Owner Trust 2019-C A1A 1.94% Due 4/22/2024	9,923.20	566.19	10,489.39
08/21/2021	Paydown	43813GAC5	230,000.00	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	0.00	51.75	51.75
08/24/2021	Interest	3137EAEV7	1,025,000.00	FHLMC Note 0.25% Due 8/24/2023	0.00	1,281.25	1,281.25
08/25/2021	Interest	3135G05X7	1,800,000.00	FNMA Note 0.375% Due 8/25/2025	0.00	3,375.00	3,375.00
08/31/2021	Interest	912828J43	1,360,000.00	US Treasury Note 1.75% Due 2/28/2022	0.00	11,900.00	11,900.00
08/31/2021	Interest	912828ZC7	2,000,000.00	US Treasury Note 1.125% Due 2/28/2025	0.00	11,250.00	11,250.00
08/31/2021	Interest	912828L24	1,000,000.00	US Treasury Note 1.875% Due 8/31/2022	0.00	9,375.00	9,375.00
<b>AUG 2021</b>					<b>751,211.55</b>	<b>120,007.20</b>	<b>871,218.75</b>
09/05/2021	Interest	06051GHF9	1,100,000.00	Bank of America Corp Callable Note 1X 3/5/2023 3.55% Due 3/5/2024	0.00	19,525.00	19,525.00
09/06/2021	Interest	24422ETG4	650,000.00	John Deere Capital Corp Note 2.8% Due 3/6/2023	0.00	9,100.00	9,100.00
09/08/2021	Interest	3130AB3H7	1,500,000.00	FHLB Note 2.375% Due 3/8/2024	0.00	17,812.50	17,812.50
09/08/2021	Interest	313383YJ4	1,200,000.00	FHLB Note 3.375% Due 9/8/2023	0.00	20,250.00	20,250.00
09/11/2021	Interest	89114QCB2	1,100,000.00	Toronto Dominion Bank Note 3.25% Due 3/11/2024	0.00	17,875.00	17,875.00
09/12/2021	Interest	3135G0U43	1,500,000.00	FNMA Note 2.875% Due 9/12/2023	0.00	21,562.50	21,562.50
09/13/2021	Interest	3130A2UW4	1,200,000.00	FHLB Note 2.875% Due 9/13/2024	0.00	17,250.00	17,250.00
09/14/2021	Interest	4581X0CZ9	800,000.00	Inter-American Dev Bank Note 1.75% Due 9/14/2022	0.00	7,000.00	7,000.00

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
09/15/2021	Interest	91282CBR1	950,000.00	US Treasury Note 0.25% Due 3/15/2024	0.00	1,187.50	1,187.50
09/15/2021	Paydown	43813DAC2	280,000.00	Honda Auto Receivables 2020-2 A3 0.82% Due 7/15/2024	7,290.61	176.41	7,467.02
09/15/2021	Paydown	477870AC3	209,518.93	John Deere Owner Trust 2019-B A3 2.21% Due 12/15/2023	6,590.83	349.60	6,940.43
09/15/2021	Paydown	47789KAC7	460,000.00	John Deere Owner Trust 2020-A A3 1.1% Due 8/15/2024	11,282.44	390.81	11,673.25
09/15/2021	Paydown	89236XAC0	370,000.00	Toyota Auto Receivables 2020-D A3 0.35% Due 1/15/2025	8,905.11	100.08	9,005.19
09/15/2021	Paydown	89240BAC2	810,000.00	Toyota Auto Receivables Owners 2021-A A3 0.26% Due 5/15/2025	0.00	175.50	175.50
09/15/2021	Paydown	43815NAC8	545,000.00	Honda Auto Receivables Trust 2019-3 A3 1.78% Due 8/15/2023	40,727.03	614.18	41,341.21
09/15/2021	Paydown	47788EAC2	83,909.88	John Deere Owner Trust 2018-B A3 3.08% Due 11/15/2022	4,538.24	180.76	4,719.00
09/15/2021	Paydown	44933LAC7	400,000.00	Hyundai Auto Receivables Trust 2021-A A3 0.38% Due 9/15/2025	0.00	126.67	126.67
09/15/2021	Paydown	47789JAD8	346,368.81	John Deere Owner Trust 2019-A A3 2.91% Due 7/17/2023	22,872.75	674.33	23,547.08
09/15/2021	Paydown	58769EAC2	280,000.00	Mercedes-Benz Auto Lease Trust 2020-B A3 0.4% Due 11/15/2023	0.00	93.33	93.33
09/15/2021	Paydown	65479JAD5	980,000.00	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 7/15/2024	24,898.98	1,456.57	26,355.55
09/15/2021	Paydown	44891RAC4	470,000.00	Hyundai Auto Receivables Trust 2020-C A3 0.38% Due 5/15/2025	0.00	148.83	148.83
09/15/2021	Paydown	47787NAC3	215,000.00	John Deere Owner Trust 2020-B A3 0.51% Due 11/15/2024	0.00	91.38	91.38
09/15/2021	Paydown	89238TAD5	140,451.88	Toyota Auto Receivables Trust 2018-B A3 2.96% Due 9/15/2022	8,587.70	283.51	8,871.21
09/18/2021	Interest	808513BN4	530,000.00	Charles Schwab Corp Callable Note Cont 2/18/2024 0.75% Due 3/18/2024	0.00	1,987.50	1,987.50
09/18/2021	Paydown	43813KAC6	465,000.00	Honda Auto Receivables Trust 2020-3 A3 0.37% Due 10/18/2024	0.00	143.38	143.38



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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
09/20/2021	Paydown	92348AAA3	370,000.00	Verizon Owner Trust 2019-C A1A 1.94% Due 4/22/2024	9,945.53	550.15	10,495.68
09/20/2021	Paydown	92290BAA9	650,000.00	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	14,337.19	237.75	14,574.94
09/21/2021	Paydown	43813GAC5	230,000.00	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	0.00	51.75	51.75
09/23/2021	Interest	3137EAEX3	1,805,000.00	FHLMC Note 0.375% Due 9/23/2025	0.00	3,384.38	3,384.38
09/30/2021	Interest	91282CAM3	1,900,000.00	US Treasury Note 0.25% Due 9/30/2025	0.00	2,375.00	2,375.00
09/30/2021	Interest	912828L57	1,240,000.00	US Treasury Note 1.75% Due 9/30/2022	0.00	10,850.00	10,850.00
<b>SEP 2021</b>					<b>159,976.41</b>	<b>156,004.37</b>	<b>315,980.78</b>
10/01/2021	Interest	13063DRK6	900,000.00	California State Taxable GO 2.4% Due 10/1/2024	0.00	10,800.00	10,800.00
10/06/2021	Interest	89236TJD8	275,000.00	Toyota Motor Credit Corp Note 0.4% Due 4/6/2023	0.00	540.83	540.83
10/10/2021	Interest	02665WCQ2	750,000.00	American Honda Finance Note 3.625% Due 10/10/2023	0.00	13,593.75	13,593.75
10/12/2021	Maturity	3130AF5B9	1,350,000.00	FHLB Note 3% Due 10/12/2021	1,350,000.00	20,250.00	1,370,250.00
10/15/2021	Interest	3135G0W66	1,755,000.00	FNMA Note 1.625% Due 10/15/2024	0.00	14,259.38	14,259.38
10/15/2021	Paydown	47787NAC3	215,000.00	John Deere Owner Trust 2020-B A3 0.51% Due 11/15/2024	0.00	91.38	91.38
10/15/2021	Paydown	65479JAD5	980,000.00	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 7/15/2024	24,955.01	1,416.52	26,371.53
10/15/2021	Paydown	89238TAD5	140,451.88	Toyota Auto Receivables Trust 2018-B A3 2.96% Due 9/15/2022	8,629.21	262.33	8,891.54
10/15/2021	Paydown	89240BAC2	810,000.00	Toyota Auto Receivables Owners 2021-A A3 0.26% Due 5/15/2025	0.00	175.50	175.50
10/15/2021	Paydown	43815NAC8	545,000.00	Honda Auto Receivables Trust 2019-3 A3 1.78% Due 8/15/2023	39,260.69	553.77	39,814.46

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
10/15/2021	Paydown	44933LAC7	400,000.00	Hyundai Auto Receivables Trust 2021-A A3 0.38% Due 9/15/2025	0.00	126.67	126.67
10/15/2021	Paydown	47789JAD8	346,368.81	John Deere Owner Trust 2019-A A3 2.91% Due 7/17/2023	22,926.89	618.86	23,545.75
10/15/2021	Paydown	58769EAC2	280,000.00	Mercedes-Benz Auto Lease Trust 2020-B A3 0.4% Due 11/15/2023	0.00	93.33	93.33
10/15/2021	Paydown	43813DAC2	280,000.00	Honda Auto Receivables 2020-2 A3 0.82% Due 7/15/2024	7,295.59	171.43	7,467.02
10/15/2021	Paydown	44891RAC4	470,000.00	Hyundai Auto Receivables Trust 2020-C A3 0.38% Due 5/15/2025	0.00	148.83	148.83
10/15/2021	Paydown	47788EAC2	83,909.88	John Deere Owner Trust 2018-B A3 3.08% Due 11/15/2022	4,560.18	169.11	4,729.29
10/15/2021	Paydown	47789KAC7	460,000.00	John Deere Owner Trust 2020-A A3 1.1% Due 8/15/2024	11,313.47	380.47	11,693.94
10/15/2021	Paydown	89236XAC0	370,000.00	Toyota Auto Receivables 2020-D A3 0.35% Due 1/15/2025	8,881.91	97.49	8,979.40
10/15/2021	Paydown	477870AC3	209,518.93	John Deere Owner Trust 2019-B A3 2.21% Due 12/15/2023	6,604.57	337.46	6,942.03
10/18/2021	Paydown	43813KAC6	465,000.00	Honda Auto Receivables Trust 2020-3 A3 0.37% Due 10/18/2024	0.00	143.38	143.38
10/20/2021	Interest	4581X0DV7	1,915,000.00	Inter-American Dev Bank Note 0.875% Due 4/20/2026	0.00	8,378.13	8,378.13
10/20/2021	Paydown	92290BAA9	650,000.00	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	14,342.81	232.13	14,574.94
10/20/2021	Paydown	92348AAA3	370,000.00	Verizon Owner Trust 2019-C A1A 1.94% Due 4/22/2024	9,967.91	534.07	10,501.98
10/21/2021	Paydown	43813GAC5	230,000.00	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	0.00	51.75	51.75
10/22/2021	Interest	3135G03U5	1,510,000.00	FNMA Note 0.625% Due 4/22/2025	0.00	4,718.75	4,718.75
10/22/2021	Interest	46647PBK1	312,000.00	JP Morgan Chase & Co Callable Note Cont 4/22/2025 2.083% Due 4/22/2026	0.00	3,249.48	3,249.48
10/28/2021	Interest	459058JL8	945,000.00	Intl. Bank Recon & Development Note 0.5% Due 10/28/2025	0.00	2,362.50	2,362.50

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
10/28/2021	Interest	06406RAG2	800,000.00	Bank of NY Mellon Corp Note 3.5% Due 4/28/2023	0.00	14,000.00	14,000.00
10/31/2021	Interest	912828T91	1,500,000.00	US Treasury Note 1.625% Due 10/31/2023	0.00	12,187.50	12,187.50
10/31/2021	Interest	912828X70	1,000,000.00	US Treasury Note 2% Due 4/30/2024	0.00	10,000.00	10,000.00
10/31/2021	Interest	91282CAT8	1,900,000.00	US Treasury Note 0.25% Due 10/31/2025	0.00	2,375.00	2,375.00
10/31/2021	Interest	9128283D0	1,500,000.00	US Treasury Note 2.25% Due 10/31/2024	0.00	16,875.00	16,875.00
10/31/2021	Maturity	912828F96	1,025,000.00	US Treasury Note 2% Due 10/31/2021	1,025,000.00	10,250.00	1,035,250.00
<b>OCT 2021</b>					<b>2,533,738.24</b>	<b>149,444.80</b>	<b>2,683,183.04</b>
11/01/2021	Interest	78015K7C2	1,100,000.00	Royal Bank of Canada Note 2.25% Due 11/1/2024	0.00	12,375.00	12,375.00
11/03/2021	Interest	037833AK6	900,000.00	Apple Inc Note 2.4% Due 5/3/2023	0.00	10,800.00	10,800.00
11/05/2021	Interest	3137EAER6	1,660,000.00	FHLMC Note 0.375% Due 5/5/2023	0.00	3,112.50	3,112.50
11/07/2021	Interest	3135G06G3	1,825,000.00	FNMA Note 0.5% Due 11/7/2025	0.00	4,562.50	4,562.50
11/08/2021	Interest	14913Q3B3	1,100,000.00	Caterpillar Finl Service Note 2.15% Due 11/8/2024	0.00	11,825.00	11,825.00
11/12/2021	Interest	023135BX3	1,455,000.00	Amazon.com Inc Callable Note Cont 5/12/2026 1% Due 5/12/2026	0.00	7,275.00	7,275.00
11/15/2021	Paydown	43815NAC8	545,000.00	Honda Auto Receivables Trust 2019-3 A3 1.78% Due 8/15/2023	37,790.80	495.53	38,286.33
11/15/2021	Paydown	47787NAC3	215,000.00	John Deere Owner Trust 2020-B A3 0.51% Due 11/15/2024	0.00	91.38	91.38
11/15/2021	Paydown	89238TAD5	140,451.88	Toyota Auto Receivables Trust 2018-B A3 2.96% Due 9/15/2022	8,670.92	241.04	8,911.96
11/15/2021	Paydown	43813DAC2	280,000.00	Honda Auto Receivables 2020-2 A3 0.82% Due 7/15/2024	7,300.58	166.44	7,467.02

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
11/15/2021	Paydown	44933LAC7	400,000.00	Hyundai Auto Receivables Trust 2021-A A3 0.38% Due 9/15/2025	0.00	126.67	126.67
11/15/2021	Paydown	47789KAC7	460,000.00	John Deere Owner Trust 2020-A A3 1.1% Due 8/15/2024	11,344.58	370.10	11,714.68
11/15/2021	Paydown	65479JAD5	980,000.00	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 7/15/2024	25,011.14	1,376.39	26,387.53
11/15/2021	Paydown	89236XAC0	370,000.00	Toyota Auto Receivables 2020-D A3 0.35% Due 1/15/2025	8,858.46	94.90	8,953.36
11/15/2021	Paydown	89240BAC2	810,000.00	Toyota Auto Receivables Owners 2021-A A3 0.26% Due 5/15/2025	0.00	175.50	175.50
11/15/2021	Paydown	477870AC3	209,518.93	John Deere Owner Trust 2019-B A3 2.21% Due 12/15/2023	6,618.32	325.30	6,943.62
11/15/2021	Paydown	47789JAD8	346,368.81	John Deere Owner Trust 2019-A A3 2.91% Due 7/17/2023	22,981.14	563.27	23,544.41
11/15/2021	Paydown	58769EAC2	280,000.00	Mercedes-Benz Auto Lease Trust 2020-B A3 0.4% Due 11/15/2023	0.00	93.33	93.33
11/15/2021	Paydown	44891RAC4	470,000.00	Hyundai Auto Receivables Trust 2020-C A3 0.38% Due 5/15/2025	0.00	148.83	148.83
11/15/2021	Paydown	47788EAC2	83,909.88	John Deere Owner Trust 2018-B A3 3.08% Due 11/15/2022	4,582.21	157.41	4,739.62
11/18/2021	Interest	404280BS7	1,100,000.00	HSBC Holdings PLC Callable Note 1X 5/18/2023 3.95% Due 5/18/2024	0.00	21,725.00	21,725.00
11/18/2021	Paydown	43813KAC6	465,000.00	Honda Auto Receivables Trust 2020-3 A3 0.37% Due 10/18/2024	0.00	143.38	143.38
11/20/2021	Paydown	92348AAA3	370,000.00	Verizon Owner Trust 2019-C A1A 1.94% Due 4/22/2024	9,990.34	517.95	10,508.29
11/20/2021	Paydown	92290BAA9	650,000.00	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	14,348.42	226.52	14,574.94
11/21/2021	Paydown	43813GAC5	230,000.00	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	0.00	51.75	51.75
11/27/2021	Interest	3135G06H1	1,610,000.00	FNMA Note 0.25% Due 11/27/2023	0.00	2,012.50	2,012.50
11/30/2021	Interest	91282CAZ4	1,350,000.00	US Treasury Note 0.375% Due 11/30/2025	0.00	2,531.25	2,531.25

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
<b>NOV 2021</b>					<b>157,496.91</b>	<b>81,584.44</b>	<b>239,081.35</b>
12/01/2021	Interest	46647PCH7	985,000.00	JP Morgan Chase & Co Callable Note Cont 6/1/2024 0.824% Due 6/1/2025	0.00	4,058.20	4,058.20
12/08/2021	Interest	3130A0F70	1,075,000.00	FHLB Note 3.375% Due 12/8/2023	0.00	18,140.63	18,140.63
12/09/2021	Interest	3130A3KM5	775,000.00	FHLB Note 2.5% Due 12/9/2022	0.00	9,687.50	9,687.50
12/14/2021	Interest	3130A1XJ2	1,500,000.00	FHLB Note 2.875% Due 6/14/2024	0.00	21,562.51	21,562.51
12/15/2021	Paydown	477870AC3	209,518.93	John Deere Owner Trust 2019-B A3 2.21% Due 12/15/2023	6,632.11	313.11	6,945.22
12/15/2021	Paydown	47787NAC3	215,000.00	John Deere Owner Trust 2020-B A3 0.51% Due 11/15/2024	0.00	91.38	91.38
12/15/2021	Paydown	89238TAD5	140,451.88	Toyota Auto Receivables Trust 2018-B A3 2.96% Due 9/15/2022	8,712.83	219.65	8,932.48
12/15/2021	Paydown	89240BAC2	810,000.00	Toyota Auto Receivables Owners 2021-A A3 0.26% Due 5/15/2025	0.00	175.50	175.50
12/15/2021	Paydown	43813DAC2	280,000.00	Honda Auto Receivables 2020-2 A3 0.82% Due 7/15/2024	7,305.57	161.45	7,467.02
12/15/2021	Paydown	43815NAC8	545,000.00	Honda Auto Receivables Trust 2019-3 A3 1.78% Due 8/15/2023	36,317.34	439.48	36,756.82
12/15/2021	Paydown	44933LAC7	400,000.00	Hyundai Auto Receivables Trust 2021-A A3 0.38% Due 9/15/2025	0.00	126.67	126.67
12/15/2021	Paydown	47788EAC2	83,909.88	John Deere Owner Trust 2018-B A3 3.08% Due 11/15/2022	4,604.36	145.65	4,750.01
12/15/2021	Paydown	47789KAC7	460,000.00	John Deere Owner Trust 2020-A A3 1.1% Due 8/15/2024	11,375.78	359.70	11,735.48
12/15/2021	Paydown	89236XAC0	370,000.00	Toyota Auto Receivables 2020-D A3 0.35% Due 1/15/2025	8,834.76	92.31	8,927.07
12/15/2021	Paydown	65479JAD5	980,000.00	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 7/15/2024	25,067.42	1,336.16	26,403.58
12/15/2021	Paydown	44891RAC4	470,000.00	Hyundai Auto Receivables Trust 2020-C A3 0.38% Due 5/15/2025	0.00	148.83	148.83

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
12/15/2021	Paydown	47789JAD8	346,368.81	John Deere Owner Trust 2019-A A3 2.91% Due 7/17/2023	23,035.53	507.54	23,543.07
12/15/2021	Paydown	58769EAC2	280,000.00	Mercedes-Benz Auto Lease Trust 2020-B A3 0.4% Due 11/15/2023	0.00	93.33	93.33
12/17/2021	Interest	3135G04Z3	1,800,000.00	FNMA Note 0.5% Due 6/17/2025	0.00	4,500.00	4,500.00
12/18/2021	Paydown	43813KAC6	465,000.00	Honda Auto Receivables Trust 2020-3 A3 0.37% Due 10/18/2024	0.00	143.38	143.38
12/19/2021	Interest	3137EAEN5	1,200,000.00	FHLMC Note 2.75% Due 6/19/2023	0.00	16,500.00	16,500.00
12/20/2021	Paydown	92348AAA3	370,000.00	Verizon Owner Trust 2019-C A1A 1.94% Due 4/22/2024	10,012.82	501.80	10,514.62
12/20/2021	Paydown	92290BAA9	650,000.00	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	14,354.04	220.90	14,574.94
12/21/2021	Paydown	43813GAC5	230,000.00	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	0.00	51.75	51.75
12/26/2021	Interest	931142EK5	904,000.00	Wal-Mart Stores Callable Note Cont 5/26/2023 3.4% Due 6/26/2023	0.00	15,368.00	15,368.00
12/31/2021	Interest	912828V23	1,250,000.00	US Treasury Note 2.25% Due 12/31/2023	0.00	14,062.50	14,062.50
12/31/2021	Interest	912828N30	1,150,000.00	US Treasury Note 2.125% Due 12/31/2022	0.00	12,218.75	12,218.75
12/31/2021	Interest	912828XX3	1,450,000.00	US Treasury Note 2% Due 6/30/2024	0.00	14,500.00	14,500.00
12/31/2021	Interest	912828XG0	1,100,000.00	US Treasury Note 2.125% Due 6/30/2022	0.00	11,687.50	11,687.50
<b>DEC 2021</b>					<b>156,252.56</b>	<b>147,414.18</b>	<b>303,666.74</b>
01/07/2022	Interest	3135G0X24	1,875,000.00	FNMA Note 1.625% Due 1/7/2025	0.00	15,234.38	15,234.38
01/11/2022	Maturity	89236TDP7	750,000.00	Toyota Motor Credit Corp Note 2.6% Due 1/11/2022	750,000.00	9,750.00	759,750.00
01/14/2022	Interest	02665WCJ8	225,000.00	American Honda Finance Note 3.45% Due 7/14/2023	0.00	3,881.25	3,881.25

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
01/15/2022	Call	48128BAB7	275,675.68	JP Morgan Chase & Co Callable Note 1X 1/15/2022 2.972% Due 1/15/2023	275,675.68	4,096.54	279,772.22
01/15/2022	Interest	48128BAB7	574,324.32	JP Morgan Chase & Co Callable Note 1X 1/15/2022 2.972% Due 1/15/2023	0.00	8,534.46	8,534.46
01/15/2022	Paydown	89240BAC2	810,000.00	Toyota Auto Receivables Owners 2021-A A3 0.26% Due 5/15/2025	0.00	175.50	175.50
01/15/2022	Paydown	44891RAC4	470,000.00	Hyundai Auto Receivables Trust 2020-C A3 0.38% Due 5/15/2025	0.00	148.83	148.83
01/15/2022	Paydown	44933LAC7	400,000.00	Hyundai Auto Receivables Trust 2021-A A3 0.38% Due 9/15/2025	0.00	126.67	126.67
01/15/2022	Paydown	47788EAC2	83,909.88	John Deere Owner Trust 2018-B A3 3.08% Due 11/15/2022	4,626.62	133.83	4,760.45
01/15/2022	Paydown	43813DAC2	280,000.00	Honda Auto Receivables 2020-2 A3 0.82% Due 7/15/2024	7,310.56	156.46	7,467.02
01/15/2022	Paydown	43815NAC8	545,000.00	Honda Auto Receivables Trust 2019-3 A3 1.78% Due 8/15/2023	34,840.33	385.61	35,225.94
01/15/2022	Paydown	47789KAC7	460,000.00	John Deere Owner Trust 2020-A A3 1.1% Due 8/15/2024	11,407.06	349.27	11,756.33
01/15/2022	Paydown	65479JAD5	980,000.00	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 7/15/2024	25,123.82	1,295.85	26,419.67
01/15/2022	Paydown	89236XAC0	370,000.00	Toyota Auto Receivables 2020-D A3 0.35% Due 1/15/2025	8,810.78	89.74	8,900.52
01/15/2022	Paydown	477870AC3	209,518.93	John Deere Owner Trust 2019-B A3 2.21% Due 12/15/2023	6,645.92	300.90	6,946.82
01/15/2022	Paydown	47789JAD8	346,368.81	John Deere Owner Trust 2019-A A3 2.91% Due 7/17/2023	23,090.04	451.68	23,541.72
01/15/2022	Paydown	58769EAC2	280,000.00	Mercedes-Benz Auto Lease Trust 2020-B A3 0.4% Due 11/15/2023	0.00	93.33	93.33
01/15/2022	Paydown	89238TAD5	140,451.88	Toyota Auto Receivables Trust 2018-B A3 2.96% Due 9/15/2022	8,754.94	198.16	8,953.10
01/15/2022	Paydown	47787NAC3	215,000.00	John Deere Owner Trust 2020-B A3 0.51% Due 11/15/2024	0.00	91.38	91.38
01/17/2022	Interest	24422EVN6	640,000.00	John Deere Capital Corp Note 0.45% Due 1/17/2024	0.00	1,440.00	1,440.00



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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
01/18/2022	Maturity	4581X0CW6	1,275,000.00	Inter-American Dev Bank Note 2.125% Due 1/18/2022	1,275,000.00	13,546.88	1,288,546.88
01/18/2022	Paydown	43813KAC6	465,000.00	Honda Auto Receivables Trust 2020-3 A3 0.37% Due 10/18/2024	0.00	143.38	143.38
01/19/2022	Interest	3135G0T94	625,000.00	FNMA Note 2.375% Due 1/19/2023	0.00	7,421.88	7,421.88
01/20/2022	Paydown	92348AAA3	370,000.00	Verizon Owner Trust 2019-C A1A 1.94% Due 4/22/2024	10,035.34	485.62	10,520.96
01/20/2022	Paydown	92290BAA9	650,000.00	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	14,359.66	215.28	14,574.94
01/21/2022	Interest	90331HPL1	955,000.00	US Bank NA Callable Note Cont 12/21/2024 2.05% Due 1/21/2025	0.00	9,788.75	9,788.75
01/21/2022	Interest	3137EAEU9	1,800,000.00	FHLMC Note 0.375% Due 7/21/2025	0.00	3,375.01	3,375.01
01/21/2022	Paydown	43813GAC5	230,000.00	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	0.00	51.75	51.75
01/25/2022	Interest	808513AT2	750,000.00	Charles Schwab Corp Callable Note Cont 12/25/2022 2.65% Due 1/25/2023	0.00	9,937.50	9,937.50
01/28/2022	Interest	69353RFE3	890,000.00	PNC Bank Callable Note Cont 6/28/2022 2.45% Due 7/28/2022	0.00	10,902.50	10,902.50
<b>JAN 2022</b>					<b>2,455,680.75</b>	<b>102,802.39</b>	<b>2,558,483.14</b>
02/09/2022	Interest	69371RP59	760,000.00	Paccar Financial Corp Note 3.4% Due 8/9/2023	0.00	12,920.00	12,920.00
02/11/2022	Interest	06406RAJ6	250,000.00	Bank of NY Mellon Corp Note 3.45% Due 8/11/2023	0.00	4,312.50	4,312.50
02/12/2022	Interest	3137EAEPO	1,920,000.00	FHLMC Note 1.5% Due 2/12/2025	0.00	14,400.00	14,400.00
02/15/2022	Interest	912828B66	1,500,000.00	US Treasury Note 2.75% Due 2/15/2024	0.00	20,625.00	20,625.00
02/15/2022	Interest	69371RQ25	195,000.00	Paccar Financial Corp Note 2.15% Due 8/15/2024	0.00	2,096.25	2,096.25
02/15/2022	Interest	912828D56	1,500,000.00	US Treasury Note 2.375% Due 8/15/2024	0.00	17,812.50	17,812.50

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
02/15/2022	Paydown	89236XAC0	370,000.00	Toyota Auto Receivables 2020-D A3 0.35% Due 1/15/2025	8,786.55	87.17	8,873.72
02/15/2022	Paydown	44891RAC4	470,000.00	Hyundai Auto Receivables Trust 2020-C A3 0.38% Due 5/15/2025	0.00	148.83	148.83
02/15/2022	Paydown	47789JAD8	346,368.81	John Deere Owner Trust 2019-A A3 2.91% Due 7/17/2023	23,144.70	395.68	23,540.38
02/15/2022	Paydown	58769EAC2	280,000.00	Mercedes-Benz Auto Lease Trust 2020-B A3 0.4% Due 11/15/2023	24,495.80	93.33	24,589.13
02/15/2022	Paydown	89238TAD5	140,451.88	Toyota Auto Receivables Trust 2018-B A3 2.96% Due 9/15/2022	8,797.26	176.56	8,973.82
02/15/2022	Paydown	477870AC3	209,518.93	John Deere Owner Trust 2019-B A3 2.21% Due 12/15/2023	6,659.77	288.66	6,948.43
02/15/2022	Paydown	47787NAC3	215,000.00	John Deere Owner Trust 2020-B A3 0.51% Due 11/15/2024	0.00	91.38	91.38
02/15/2022	Paydown	89240BAC2	810,000.00	Toyota Auto Receivables Owners 2021-A A3 0.26% Due 5/15/2025	0.00	175.50	175.50
02/15/2022	Paydown	43813DAC2	280,000.00	Honda Auto Receivables 2020-2 A3 0.82% Due 7/15/2024	7,315.56	151.46	7,467.02
02/15/2022	Paydown	47788EAC2	83,909.88	John Deere Owner Trust 2018-B A3 3.08% Due 11/15/2022	4,648.98	121.95	4,770.93
02/15/2022	Paydown	47789KAC7	460,000.00	John Deere Owner Trust 2020-A A3 1.1% Due 8/15/2024	11,438.43	338.81	11,777.24
02/15/2022	Paydown	43815NAC8	545,000.00	Honda Auto Receivables Trust 2019-3 A3 1.78% Due 8/15/2023	33,359.74	333.93	33,693.67
02/15/2022	Paydown	44933LAC7	400,000.00	Hyundai Auto Receivables Trust 2021-A A3 0.38% Due 9/15/2025	0.00	126.67	126.67
02/15/2022	Paydown	65479JAD5	980,000.00	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 7/15/2024	25,180.36	1,255.43	26,435.79
02/18/2022	Paydown	43813KAC6	465,000.00	Honda Auto Receivables Trust 2020-3 A3 0.37% Due 10/18/2024	0.00	143.38	143.38
02/20/2022	Paydown	92348AAA3	370,000.00	Verizon Owner Trust 2019-C A1A 1.94% Due 4/22/2024	10,057.92	469.39	10,527.31
02/20/2022	Paydown	92290BAA9	650,000.00	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	14,365.29	209.65	14,574.94

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
02/21/2022	Paydown	43813GAC5	230,000.00	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	0.00	51.75	51.75
02/24/2022	Interest	3137EAEV7	1,025,000.00	FHLMC Note 0.25% Due 8/24/2023	0.00	1,281.25	1,281.25
02/25/2022	Interest	3135G05X7	1,800,000.00	FNMA Note 0.375% Due 8/25/2025	0.00	3,375.00	3,375.00
02/28/2022	Interest	912828L24	1,000,000.00	US Treasury Note 1.875% Due 8/31/2022	0.00	9,375.00	9,375.00
02/28/2022	Interest	912828ZC7	2,000,000.00	US Treasury Note 1.125% Due 2/28/2025	0.00	11,250.00	11,250.00
02/28/2022	Maturity	912828J43	1,360,000.00	US Treasury Note 1.75% Due 2/28/2022	1,360,000.00	11,900.00	1,371,900.00
<b>FEB 2022</b>					<b>1,538,250.36</b>	<b>114,007.03</b>	<b>1,652,257.39</b>
03/05/2022	Interest	06051GHF9	1,100,000.00	Bank of America Corp Callable Note 1X 3/5/2023 3.55% Due 3/5/2024	0.00	19,525.00	19,525.00
03/06/2022	Interest	24422ETG4	650,000.00	John Deere Capital Corp Note 2.8% Due 3/6/2023	0.00	9,100.00	9,100.00
03/08/2022	Interest	3130AB3H7	1,500,000.00	FHLB Note 2.375% Due 3/8/2024	0.00	17,812.50	17,812.50
03/08/2022	Interest	313383YJ4	1,200,000.00	FHLB Note 3.375% Due 9/8/2023	0.00	20,250.00	20,250.00
03/11/2022	Interest	89114QCB2	1,100,000.00	Toronto Dominion Bank Note 3.25% Due 3/11/2024	0.00	17,875.00	17,875.00
03/12/2022	Interest	3135G0U43	1,500,000.00	FNMA Note 2.875% Due 9/12/2023	0.00	21,562.50	21,562.50
03/13/2022	Interest	3130A2UW4	1,200,000.00	FHLB Note 2.875% Due 9/13/2024	0.00	17,250.00	17,250.00
03/14/2022	Interest	4581X0CZ9	800,000.00	Inter-American Dev Bank Note 1.75% Due 9/14/2022	0.00	7,000.00	7,000.00
03/15/2022	Interest	91282CBR1	950,000.00	US Treasury Note 0.25% Due 3/15/2024	0.00	1,187.50	1,187.50
03/15/2022	Paydown	43813DAC2	280,000.00	Honda Auto Receivables 2020-2 A3 0.82% Due 7/15/2024	7,320.55	146.47	7,467.02

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
03/15/2022	Paydown	477870AC3	209,518.93	John Deere Owner Trust 2019-B A3 2.21% Due 12/15/2023	6,673.65	276.39	6,950.04
03/15/2022	Paydown	47789KAC7	460,000.00	John Deere Owner Trust 2020-A A3 1.1% Due 8/15/2024	11,469.88	328.33	11,798.21
03/15/2022	Paydown	89236XAC0	370,000.00	Toyota Auto Receivables 2020-D A3 0.35% Due 1/15/2025	8,762.06	84.60	8,846.66
03/15/2022	Paydown	89240BAC2	810,000.00	Toyota Auto Receivables Owners 2021-A A3 0.26% Due 5/15/2025	0.00	175.50	175.50
03/15/2022	Paydown	43815NAC8	545,000.00	Honda Auto Receivables Trust 2019-3 A3 1.78% Due 8/15/2023	31,875.59	284.44	32,160.03
03/15/2022	Paydown	47789JAD8	346,368.81	John Deere Owner Trust 2019-A A3 2.91% Due 7/17/2023	23,199.47	339.56	23,539.03
03/15/2022	Paydown	58769EAC2	280,000.00	Mercedes-Benz Auto Lease Trust 2020-B A3 0.4% Due 11/15/2023	24,284.79	85.17	24,369.96
03/15/2022	Paydown	65479JAD5	980,000.00	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 7/15/2024	25,237.02	1,214.93	26,451.95
03/15/2022	Paydown	89238TAD5	140,451.88	Toyota Auto Receivables Trust 2018-B A3 2.96% Due 9/15/2022	8,839.78	154.86	8,994.64
03/15/2022	Paydown	44891RAC4	470,000.00	Hyundai Auto Receivables Trust 2020-C A3 0.38% Due 5/15/2025	0.00	148.83	148.83
03/15/2022	Paydown	44933LAC7	400,000.00	Hyundai Auto Receivables Trust 2021-A A3 0.38% Due 9/15/2025	0.00	126.67	126.67
03/15/2022	Paydown	47787NAC3	215,000.00	John Deere Owner Trust 2020-B A3 0.51% Due 11/15/2024	9,307.61	91.38	9,398.99
03/15/2022	Paydown	47788EAC2	83,909.88	John Deere Owner Trust 2018-B A3 3.08% Due 11/15/2022	4,671.45	110.02	4,781.47
03/18/2022	Interest	808513BN4	530,000.00	Charles Schwab Corp Callable Note Cont 2/18/2024 0.75% Due 3/18/2024	0.00	1,987.50	1,987.50
03/18/2022	Paydown	43813KAC6	465,000.00	Honda Auto Receivables Trust 2020-3 A3 0.37% Due 10/18/2024	22,074.66	143.38	22,218.04
03/20/2022	Paydown	92348AAA3	370,000.00	Verizon Owner Trust 2019-C A1A 1.94% Due 4/22/2024	10,080.55	453.13	10,533.68
03/20/2022	Paydown	92290BAA9	650,000.00	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	14,370.92	204.02	14,574.94

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
03/21/2022	Paydown	43813GAC5	230,000.00	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	0.00	51.75	51.75
03/23/2022	Interest	3137EAEX3	1,805,000.00	FHLMC Note 0.375% Due 9/23/2025	0.00	3,384.38	3,384.38
03/31/2022	Interest	91282CAM3	1,900,000.00	US Treasury Note 0.25% Due 9/30/2025	0.00	2,375.00	2,375.00
03/31/2022	Interest	912828L57	1,240,000.00	US Treasury Note 1.75% Due 9/30/2022	0.00	10,850.00	10,850.00
<b>MAR 2022</b>					<b>208,167.98</b>	<b>154,578.81</b>	<b>362,746.79</b>
04/01/2022	Interest	13063DRK6	900,000.00	California State Taxable GO 2.4% Due 10/1/2024	0.00	10,800.00	10,800.00
04/06/2022	Interest	89236TJD8	275,000.00	Toyota Motor Credit Corp Note 0.4% Due 4/6/2023	0.00	550.00	550.00
04/10/2022	Interest	02665WCQ2	750,000.00	American Honda Finance Note 3.625% Due 10/10/2023	0.00	13,593.75	13,593.75
04/15/2022	Interest	3135G0W66	1,755,000.00	FNMA Note 1.625% Due 10/15/2024	0.00	14,259.38	14,259.38
04/15/2022	Paydown	43815NAC8	545,000.00	Honda Auto Receivables Trust 2019-3 A3 1.78% Due 8/15/2023	30,387.84	237.16	30,625.00
04/15/2022	Paydown	44933LAC7	400,000.00	Hyundai Auto Receivables Trust 2021-A A3 0.38% Due 9/15/2025	0.00	126.67	126.67
04/15/2022	Paydown	47787NAC3	215,000.00	John Deere Owner Trust 2020-B A3 0.51% Due 11/15/2024	9,311.26	87.42	9,398.68
04/15/2022	Paydown	65479JAD5	980,000.00	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 7/15/2024	25,293.79	1,174.35	26,468.14
04/15/2022	Paydown	89240BAC2	810,000.00	Toyota Auto Receivables Owners 2021-A A3 0.26% Due 5/15/2025	0.00	175.50	175.50
04/15/2022	Paydown	477870AC3	209,518.93	John Deere Owner Trust 2019-B A3 2.21% Due 12/15/2023	6,687.55	264.10	6,951.65
04/15/2022	Paydown	43813DAC2	280,000.00	Honda Auto Receivables 2020-2 A3 0.82% Due 7/15/2024	7,325.56	141.46	7,467.02
04/15/2022	Paydown	47789JAD8	346,368.81	John Deere Owner Trust 2019-A A3 2.91% Due 7/17/2023	23,254.37	283.30	23,537.67

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
04/15/2022	Paydown	58769EAC2	280,000.00	Mercedes-Benz Auto Lease Trust 2020-B A3 0.4% Due 11/15/2023	24,073.69	77.07	24,150.76
04/15/2022	Paydown	89238TAD5	140,451.88	Toyota Auto Receivables Trust 2018-B A3 2.96% Due 9/15/2022	8,882.50	133.06	9,015.56
04/15/2022	Paydown	44891RAC4	470,000.00	Hyundai Auto Receivables Trust 2020-C A3 0.38% Due 5/15/2025	0.00	148.83	148.83
04/15/2022	Paydown	47788EAC2	83,909.88	John Deere Owner Trust 2018-B A3 3.08% Due 11/15/2022	4,694.03	98.03	4,792.06
04/15/2022	Paydown	47789KAC7	460,000.00	John Deere Owner Trust 2020-A A3 1.1% Due 8/15/2024	11,501.43	317.81	11,819.24
04/15/2022	Paydown	89236XAC0	370,000.00	Toyota Auto Receivables 2020-D A3 0.35% Due 1/15/2025	8,737.30	82.05	8,819.35
04/18/2022	Paydown	43813KAC6	465,000.00	Honda Auto Receivables Trust 2020-3 A3 0.37% Due 10/18/2024	22,081.47	136.57	22,218.04
04/20/2022	Interest	4581X0DV7	1,915,000.00	Inter-American Dev Bank Note 0.875% Due 4/20/2026	0.00	8,378.13	8,378.13
04/20/2022	Paydown	92348AAA3	370,000.00	Verizon Owner Trust 2019-C A1A 1.94% Due 4/22/2024	10,103.24	436.83	10,540.07
04/20/2022	Paydown	92290BAA9	650,000.00	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	14,376.54	198.40	14,574.94
04/21/2022	Paydown	43813GAC5	230,000.00	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	0.00	51.75	51.75
04/22/2022	Interest	3135G03U5	1,510,000.00	FNMA Note 0.625% Due 4/22/2025	0.00	4,718.75	4,718.75
04/22/2022	Interest	46647PBK1	312,000.00	JP Morgan Chase & Co Callable Note Cont 4/22/2025 2.083% Due 4/22/2026	0.00	3,249.48	3,249.48
04/28/2022	Interest	459058JL8	945,000.00	Intl. Bank Recon & Development Note 0.5% Due 10/28/2025	0.00	2,362.50	2,362.50
04/28/2022	Interest	06406RAG2	800,000.00	Bank of NY Mellon Corp Note 3.5% Due 4/28/2023	0.00	14,000.00	14,000.00
04/30/2022	Interest	9128283D0	1,500,000.00	US Treasury Note 2.25% Due 10/31/2024	0.00	16,875.00	16,875.00
04/30/2022	Interest	912828T91	1,500,000.00	US Treasury Note 1.625% Due 10/31/2023	0.00	12,187.50	12,187.50

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
04/30/2022	Interest	912828X70	1,000,000.00	US Treasury Note 2% Due 4/30/2024	0.00	10,000.00	10,000.00
04/30/2022	Interest	91282CAT8	1,900,000.00	US Treasury Note 0.25% Due 10/31/2025	0.00	2,375.00	2,375.00
<b>APR 2022</b>					<b>206,710.57</b>	<b>117,519.85</b>	<b>324,230.42</b>
05/01/2022	Interest	78015K7C2	1,100,000.00	Royal Bank of Canada Note 2.25% Due 11/1/2024	0.00	12,375.00	12,375.00
05/03/2022	Interest	037833AK6	900,000.00	Apple Inc Note 2.4% Due 5/3/2023	0.00	10,800.00	10,800.00
05/05/2022	Interest	3137EAER6	1,660,000.00	FHLMC Note 0.375% Due 5/5/2023	0.00	3,112.50	3,112.50
05/07/2022	Interest	3135G06G3	1,825,000.00	FNMA Note 0.5% Due 11/7/2025	0.00	4,562.50	4,562.50
05/08/2022	Interest	14913Q3B3	1,100,000.00	Caterpillar Finl Service Note 2.15% Due 11/8/2024	0.00	11,825.00	11,825.00
05/12/2022	Interest	023135BX3	1,455,000.00	Amazon.com Inc Callable Note Cont 5/12/2026 1% Due 5/12/2026	0.00	7,275.00	7,275.00
05/15/2022	Paydown	43813DAC2	280,000.00	Honda Auto Receivables 2020-2 A3 0.82% Due 7/15/2024	7,330.56	136.46	7,467.02
05/15/2022	Paydown	43815NAC8	545,000.00	Honda Auto Receivables Trust 2019-3 A3 1.78% Due 8/15/2023	28,896.49	192.09	29,088.58
05/15/2022	Paydown	47787NAC3	215,000.00	John Deere Owner Trust 2020-B A3 0.51% Due 11/15/2024	9,314.91	83.46	9,398.37
05/15/2022	Paydown	47789KAC7	460,000.00	John Deere Owner Trust 2020-A A3 1.1% Due 8/15/2024	11,533.06	307.27	11,840.33
05/15/2022	Paydown	65479JAD5	980,000.00	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 7/15/2024	25,350.71	1,133.67	26,484.38
05/15/2022	Paydown	89236XAC0	370,000.00	Toyota Auto Receivables 2020-D A3 0.35% Due 1/15/2025	8,712.27	79.50	8,791.77
05/15/2022	Paydown	89240BAC2	810,000.00	Toyota Auto Receivables Owners 2021-A A3 0.26% Due 5/15/2025	0.00	175.50	175.50
05/15/2022	Paydown	477870AC3	209,518.93	John Deere Owner Trust 2019-B A3 2.21% Due 12/15/2023	6,701.49	251.78	6,953.27



## Cash Flow Report

As of May 31, 2021



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
05/15/2022	Paydown	47789JAD8	346,368.81	John Deere Owner Trust 2019-A A3 2.91% Due 7/17/2023	23,309.41	226.91	23,536.32
05/15/2022	Paydown	58769EAC2	280,000.00	Mercedes-Benz Auto Lease Trust 2020-B A3 0.4% Due 11/15/2023	23,862.47	69.05	23,931.52
05/15/2022	Paydown	89238TAD5	140,451.88	Toyota Auto Receivables Trust 2018-B A3 2.96% Due 9/15/2022	8,925.44	111.15	9,036.59
05/15/2022	Paydown	44891RAC4	470,000.00	Hyundai Auto Receivables Trust 2020-C A3 0.38% Due 5/15/2025	0.00	148.83	148.83
05/15/2022	Paydown	44933LAC7	400,000.00	Hyundai Auto Receivables Trust 2021-A A3 0.38% Due 9/15/2025	0.00	126.67	126.67
05/15/2022	Paydown	47788EAC2	83,909.88	John Deere Owner Trust 2018-B A3 3.08% Due 11/15/2022	4,716.72	85.98	4,802.70
05/18/2022	Interest	404280BS7	1,100,000.00	HSBC Holdings PLC Callable Note 1X 5/18/2023 3.95% Due 5/18/2024	0.00	21,725.00	21,725.00
05/18/2022	Paydown	43813KAC6	465,000.00	Honda Auto Receivables Trust 2020-3 A3 0.37% Due 10/18/2024	22,088.28	129.76	22,218.04
05/20/2022	Paydown	92290BAA9	650,000.00	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	14,382.17	192.77	14,574.94
05/20/2022	Paydown	92348AAA3	370,000.00	Verizon Owner Trust 2019-C A1A 1.94% Due 4/22/2024	10,125.97	420.50	10,546.47
05/21/2022	Paydown	43813GAC5	230,000.00	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	0.00	51.75	51.75
05/27/2022	Interest	3135G06H1	1,610,000.00	FNMA Note 0.25% Due 11/27/2023	0.00	2,012.50	2,012.50
05/31/2022	Interest	91282CAZ4	1,350,000.00	US Treasury Note 0.375% Due 11/30/2025	0.00	2,531.25	2,531.25
<b>MAY 2022</b>					<b>205,249.95</b>	<b>80,141.85</b>	<b>285,391.80</b>
<b>TOTAL</b>					<b>9,886,524.10</b>	<b>1,478,528.81</b>	<b>11,365,052.91</b>

## Book Value Report

As of May 31, 2021



MIG	Book Value	12 Months or Less	13 to 24 Months	25 to 60 Months	Total Holdings
ABS	\$7,416,618.69	\$1,224,143.39	\$5,562,519.94	\$629,955.36	\$7,416,618.69
Agency	\$33,514,284.59	\$2,435,184.68	\$3,052,582.91	\$28,026,517.00	\$33,514,284.59
Corporate	\$19,011,259.61	\$2,185,778.78	\$7,418,539.87	\$9,406,940.96	\$19,011,259.61
Money Market Fund	\$1,015,388.20	\$1,015,388.20	\$0.00	\$0.00	\$1,015,388.20
Municipal Bonds	\$913,957.71	\$0.00	\$0.00	\$913,957.71	\$913,957.71
Supranational	\$4,918,499.91	\$1,274,801.61	\$793,728.36	\$2,849,969.94	\$4,918,499.91
US Treasury	\$24,761,137.50	\$2,381,541.72	\$4,484,128.10	\$17,895,467.68	\$24,761,137.50
<b>TOTAL</b>	<b>\$91,551,146.21</b>	<b>\$10,516,838.38</b>	<b>\$21,311,499.18</b>	<b>\$59,722,808.65</b>	<b>\$91,551,146.21</b>



Chandler Asset Management, Inc. ("Chandler") is an SEC registered investment adviser. For additional information about our firm, please see our current disclosures (Form ADV). To obtain a copy of our current disclosures, you may contact your client service representative by calling the number on the front of this statement or you may visit our website at [www.chandlerasset.com](http://www.chandlerasset.com).

Information contained in this monthly statement is confidential and is provided for informational purposes only and should not be construed as specific investment or legal advice. The information contained herein was obtained from sources believed to be reliable as of the date of this statement, but may become outdated or superseded at any time without notice.

**Custody:** Your qualified custodian bank maintains control of all assets reflected in this statement and we urge you to compare this statement to the one you receive from your qualified custodian. Chandler does not have any authority to withdraw or deposit funds from/to the custodian account.

**Valuation:** Prices are provided by IDC, an independent pricing source. In the event IDC does not provide a price or if the price provided is not reflective of fair market value, Chandler will obtain pricing from an alternative approved third party pricing source in accordance with our written valuation policy and procedures. Our valuation procedures are also disclosed in Item 5 of our Form ADV Part 2A.

**Performance:** Performance results are presented gross-of-advisory fees and represent the client's Total Return. The deduction of advisory fees lowers performance results. These results include the reinvestment of dividends and other earnings. Past performance may not be indicative of future results. Therefore, clients should not assume that future performance of any specific investment or investment strategy will be profitable or equal to past performance levels. All investment strategies have the potential for profit or loss. Economic factors, market conditions or changes in investment strategies, contributions or withdrawals may materially alter the performance and results of your portfolio.

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Index returns assume reinvestment of all distributions. Historical performance results for investment indexes generally do not reflect the deduction of transaction and/or custodial charges or the deduction of an investment management fee, the incurrence of which would have the effect of decreasing historical performance results. It is not possible to invest directly in an index.

**Ratings:** Ratings information have been provided by Moody's, S&P and Fitch through data feeds we believe to be reliable as of the date of this statement, however we cannot guarantee its accuracy.

Security level ratings for U.S. Agency issued mortgage-backed securities ("MBS") reflect the issuer rating because the securities themselves are not rated. The issuing U.S. Agency guarantees the full and timely payment of both principal and interest and carries a AA+/Aaa/AAA by S&P, Moody's and Fitch respectively.



Benchmark Index	Disclosure
ICE BAML 1-5 Yr US Treasury/Agency Index*	<p>The ICE BAML 1-5 Year US Treasury &amp; Agency Index tracks the performance of US dollar denominated US Treasury and nonsubordinated US agency debt issued in the US domestic market. Qualifying securities must have an investment grade rating (based on an average of Moody's, S&amp;P and Fitch). Qualifying securities must have at least one year remaining term to final maturity and less than five years remaining term to final maturity, at least 18 months to maturity at time of issuance, a fixed coupon schedule and a minimum amount outstanding of \$1 billion for sovereigns and \$250 million for agencies. (Index: GVA0. Please visit <a href="http://www.mlindex.ml.com">www.mlindex.ml.com</a> for more information)</p> <p>The ICE BAML US 1-Year Treasury Bill Index is comprised of a single issue purchased at the beginning of the month and held for a full month. At the end of the month that issue is sold and rolled into a newly selected issue. The issue selected at each month-end rebalancing is the outstanding Treasury Bill that matures closest to, but not beyond, three months from the rebalancing date. (Index: GOO3. Please visit <a href="http://www.mlindex.ml.com">www.mlindex.ml.com</a> for more information)</p>
ICE BAML 1-5 Yr US Issuers Corp/Govt Rtd AAA-A Idx	<p>The ICE BAML US Issuers 1-5 Year AAA-A US Corporate &amp; Government Index tracks the performance of US dollar denominated investment grade debt publicly issued in the US domestic market, including US Treasury, US agency, foreign government, supranational and corporate securities. Qualifying securities must issued from US issuers and be rated AAA through A3 (based on an average of Moody's, S&amp;P and Fitch). In addition, qualifying securities must have at least one year remaining term to final maturity and less than five years remaining term to final maturity, at least 18 months to final maturity at point of issuance, a fixed coupon schedule and a minimum amount outstanding of \$1 billion for US Treasuries and \$250 million for all other securities. (Index: GU10. Please visit <a href="http://www.mlindex.ml.com">www.mlindex.ml.com</a> for more information)</p>

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## MARKET AND COST RECONCILIATION

	05/31/2021 MARKET	05/31/2021 BOOK VALUE
<b>Beginning Market And Cost</b>	<b>10,806,319.01</b>	<b>8,750,839.46</b>
<b>Investment Activity</b>		
Interest	9,935.25	9,935.25
Dividends	1,969.63	1,969.63
Realized Gain/Loss	- 1,307.00	- 1,307.00
Change In Unrealized Gain/Loss	79,265.56	.00
Net Accrued Income (Current-Prior)	- 3,178.10	- 3,178.10
<b>Total Investment Activity</b>	<b>86,685.34</b>	<b>7,419.78</b>
<b>Plan Expenses</b>		
Trust Fees	- 2,612.54	- 2,612.54
<b>Total Plan Expenses</b>	<b>- 2,612.54</b>	<b>- 2,612.54</b>
<b>Other Activity</b>		
Transfers Out	- 2,217.72	- 2,217.72
<b>Total Other Activity</b>	<b>- 2,217.72</b>	<b>- 2,217.72</b>
<b>Net Change In Market And Cost</b>	<b>81,855.08</b>	<b>2,589.52</b>
<b>Ending Market And Cost</b>	<b>10,888,174.09</b>	<b>8,753,428.98</b>

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## CASH RECONCILIATION

<b>Beginning Cash</b>		<b>1,708.59</b>
<b>Investment Activity</b>		
Interest		9,935.25
Dividends		1,969.63
Cash Equivalent Purchases		- 392,738.34
Cash Equivalent Sales		4,830.26
Corporate Issues Sales		381,094.50
<b>Total Investment Activity</b>		<b>5,091.30</b>
<b>Plan Expenses</b>		
Trust Fees		- 2,612.54
<b>Total Plan Expenses</b>		<b>- 2,612.54</b>
<b>Other Activity</b>		
Transfers Out		- 2,217.72
<b>Total Other Activity</b>		<b>- 2,217.72</b>
<b>Net Change In Cash</b>		<b>261.04</b>
<b>Ending Cash</b>		<b>1,969.63</b>



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Attachment A



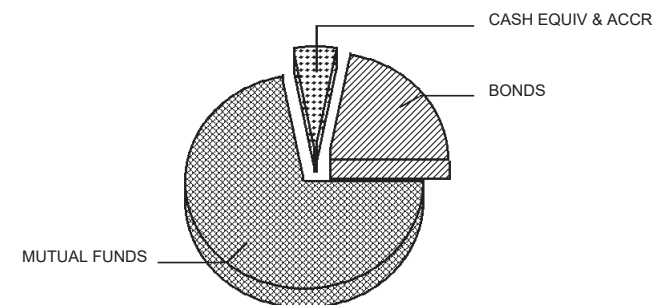
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## ASSET SUMMARY

ASSETS	05/31/2021 MARKET	05/31/2021 BOOK VALUE	% OF MARKET
Cash And Equivalents	499,307.05	499,307.05	4.59
Corporate Issues	2,239,997.50	2,185,891.00	20.57
Foreign Issues	208,263.00	215,911.00	1.91
Mutual Funds-Equity	6,922,271.15	4,855,198.80	63.58
Mutual Funds-Fixed Income	1,001,571.62	980,357.36	9.20
<b>Total Assets</b>	<b>10,871,410.32</b>	<b>8,736,665.21</b>	<b>99.85</b>
Accrued Income	16,763.77	16,763.77	0.15
<b>Grand Total</b>	<b>10,888,174.09</b>	<b>8,753,428.98</b>	<b>100.00</b>

Estimated Annual Income                      171,353.33



## ASSET SUMMARY MESSAGES

Estimated Annual Income is an estimate provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.

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## 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	497,337.420	497,337.42 1.0000	497,337.42	.00 .00	5.79	0.02
<b>Total Money Markets</b>	<b>497,337.420</b>	<b>497,337.42</b>	<b>497,337.42</b>	<b>.00 .00</b>	<b>5.79</b>	<b>0.02</b>
<b>Cash</b>						
Cash		1,969.63	1,969.63			
<b>Total Cash</b>	<b>.000</b>	<b>1,969.63</b>	<b>1,969.63</b>	<b>.00 .00</b>	<b>.00</b>	<b>0.00</b>
<b>Total Cash And Equivalents</b>	<b>497,337.420</b>	<b>499,307.05</b>	<b>499,307.05</b>	<b>.00 .00</b>	<b>5.79</b>	<b>0.01</b>
<b>Corporate Issues</b>						
At T Inc 4.250% 3/01/27 Standard & Poors Rating: BBB Moodys Rating: Baa2 00206RDQ2 Asset Minor Code 28	150,000.000	170,580.00 113.7200	165,376.50	5,203.50 813.00	1,593.75	3.74
Apple Inc 2.850% 2/23/23 Standard & Poors Rating: AA+ Moodys Rating: Aa1 037833BU3 Asset Minor Code 28	150,000.000	156,106.50 104.0710	158,403.00	- 2,296.50 - 331.50	1,163.75	2.74

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**ASSET DETAIL (continued)**

DESCRIPTION	SHARES/ FACE AMOUNT	MARKET PRICE/UNIT	BOOK VALUE	UNREALIZED GAIN (LOSS) SINCE INCEPTION/ CURRENT PERIOD	ENDING ACCRUAL	YIELD ON MARKET
Bank Of America Mtn 3.194% 7/23/30 Standard & Poors Rating: A- Moodys Rating: A2 06051GHV4 Asset Minor Code 28	100,000.000	106,410.00 106.4100	110,797.00	- 4,387.00 438.00	1,135.64	3.00
Capital One 3.800% 1/31/28 Standard & Poors Rating: BBB Moodys Rating: Baa1 14040HBW4 Asset Minor Code 28	200,000.000	224,276.00 112.1380	228,776.00	- 4,500.00 1,862.00	2,554.44	3.39
Coca Cola Co The 2.250% 9/01/26 Standard & Poors Rating: N/R Moodys Rating: WR 191216BZ2 Asset Minor Code 28	.000	.00 106.1180	.00	.00 - 7,335.00	.00	0.00
Exxon Mobil Corp 2.709% 3/06/25 Standard & Poors Rating: AA- Moodys Rating: Aa2 30231GAF9 Asset Minor Code 28	100,000.000	107,075.00 107.0750	102,857.00	4,218.00 445.00	639.63	2.53
Huntington 2.625% 8/06/24 Standard & Poors Rating: BBB+ Moodys Rating: Baa1 446150AQ7 Asset Minor Code 28	50,000.000	52,982.00 105.9640	50,542.50	2,439.50 121.50	419.27	2.48
Intercontinental 3.750% 12/01/25 Standard & Poors Rating: BBB+ Moodys Rating: A3 45866FAD6 Asset Minor Code 28	100,000.000	111,264.00 111.2640	104,231.00	7,033.00 322.00	1,875.00	3.37
Jp Morgan Chase Co 2.700% 5/18/23 Standard & Poors Rating: A- Moodys Rating: A2 46625HRL6 Asset Minor Code 28	75,000.000	78,263.25 104.3510	74,970.75	3,292.50 17.25	73.13	2.59

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## ASSET DETAIL (continued)

DESCRIPTION	SHARES/ FACE AMOUNT	MARKET PRICE/UNIT	BOOK VALUE	UNREALIZED GAIN (LOSS) SINCE INCEPTION/ CURRENT PERIOD	ENDING ACCRUAL	YIELD ON MARKET
Keycorp Mtn 2.250% 4/06/27 Standard & Poors Rating: BBB+ Moodys Rating: Baa1 49326EEK5 Asset Minor Code 28	150,000.000	156,049.50 104.0330	159,477.00	- 3,427.50 486.00	515.63	2.16
Kimberly Clark Corp 2.750% 2/15/26 Standard & Poors Rating: A Moodys Rating: A2 494368BU6 Asset Minor Code 28	100,000.000	108,111.00 108.1110	103,111.00	5,000.00 502.00	809.72	2.54
Mondelez 3.625% 2/13/26 Standard & Poors Rating: BBB Moodys Rating: Baa1 609207AR6 Asset Minor Code 28	75,000.000	83,252.25 111.0030	80,224.50	3,027.75 613.50	815.63	3.27
Nike Inc 2.375% 11/01/26 Standard & Poors Rating: AA- Moodys Rating: A1 654106AF0 Asset Minor Code 28	150,000.000	159,793.50 106.5290	144,841.00	14,952.50 - 133.50	296.88	2.23
Pnc Financial 3.500% 1/23/24 Standard & Poors Rating: A- Moodys Rating: A3 693475AV7 Asset Minor Code 28	100,000.000	107,775.00 107.7750	105,422.00	2,353.00 40.00	1,244.44	3.25
Pepsico Inc 2.750% 4/30/25 Standard & Poors Rating: A+ Moodys Rating: A1 713448CT3 Asset Minor Code 28	75,000.000	80,638.50 107.5180	73,932.75	6,705.75 53.25	177.60	2.56
Stryker Corp 3.375% 11/01/25 Standard & Poors Rating: A- Moodys Rating: Baa1 863667AH4 Asset Minor Code 28	100,000.000	109,574.00 109.5740	100,401.00	9,173.00 340.00	281.25	3.08

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## ASSET DETAIL (continued)

DESCRIPTION	SHARES/ FACE AMOUNT	MARKET PRICE/UNIT	BOOK VALUE	UNREALIZED GAIN (LOSS) SINCE INCEPTION/ CURRENT PERIOD	ENDING ACCRUAL	YIELD ON MARKET
Suntrust Banks Inc 2.700% 1/27/22 Standard & Poors Rating: A- Moodys Rating: A3 867914BM4 Asset Minor Code 28	100,000.000	101,445.00 101.4450	100,346.00	1,099.00 - 141.00	930.00	2.66
Verizon 5.150% 9/15/23 Standard & Poors Rating: BBB+ Moodys Rating: WR 92343VBR4 Asset Minor Code 28	.000	.00 110.2010	.00	.00 8,606.00	.00	0.00
Wells Fargo Mtn 3.300% 9/09/24 Standard & Poors Rating: BBB+ Moodys Rating: A2 94974BGA2 Asset Minor Code 28	100,000.000	108,434.00 108.4340	103,890.00	4,544.00 174.00	751.67	3.04
Zimmer Holdings Inc 3.550% 4/01/25 Standard & Poors Rating: BBB Moodys Rating: Baa3 98956PAF9 Asset Minor Code 28	200,000.000	217,968.00 108.9840	218,292.00	- 324.00 18.00	1,183.33	3.26
<b>Total Corporate Issues</b>	<b>2,075,000.000</b>	<b>2,239,997.50</b>	<b>2,185,891.00</b>	<b>54,106.50 6,910.50</b>	<b>16,460.76</b>	<b>2.93</b>
<b>Foreign Issues</b>						
Enbridge Inc 3.125% 11/15/29 Standard & Poors Rating: BBB+ Moodys Rating: Baa1 29250NAZ8 Asset Minor Code 35	100,000.000	105,637.00 105.6370	109,497.00	- 3,860.00 763.00	138.89	2.96
Shell International 2.375% 11/07/29 Standard & Poors Rating: A+ Moodys Rating: Aa2 822582CD2 Asset Minor Code 35	100,000.000	102,626.00 102.6260	106,414.00	- 3,788.00 679.00	158.33	2.31

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## ASSET DETAIL (continued)

DESCRIPTION	SHARES/ FACE AMOUNT	MARKET PRICE/UNIT	BOOK VALUE	UNREALIZED GAIN (LOSS) SINCE INCEPTION/ CURRENT PERIOD	ENDING ACCRUAL	YIELD ON MARKET
Total Foreign Issues	200,000.000	208,263.00	215,911.00	- 7,648.00 1,442.00	297.22	2.64

## Mutual Funds

### Mutual Funds-Equity

Columbia Contrarian Core Fund 19766M709 Asset Minor Code 98	21,438.620	760,856.62 35.4900	509,645.56	251,211.06 7,717.90	.00	0.77
Dfa Large Cap Intl Port. 233203868 Asset Minor Code 98	12,559.266	350,780.30 27.9300	259,343.54	91,436.76 13,312.82	.00	1.46
Dodge & Cox International Stock Fund 256206103 Asset Minor Code 98	4,452.819	221,794.91 49.8100	159,342.19	62,452.72 9,306.39	.00	1.63
Dodge & Cox Stock Fund 256219106 Asset Minor Code 98	2,385.563	574,300.44 240.7400	407,228.23	167,072.21 18,845.95	.00	1.74
Harbor Capital Appreciaton CI R 411512528 Asset Minor Code 98	3,805.912	403,046.08 105.9000	280,936.17	122,109.91 - 9,667.02	.00	0.00
Hartford Schroders Emerging Markets 41665X859 Asset Minor Code 98	27,748.622	597,705.32 21.5400	415,596.87	182,108.45 8,879.56	.00	0.88
Ishares S P 500 Value Etf 464287408 Asset Minor Code 94	1,509.000	226,138.74 149.8600	188,363.72	37,775.02 5,236.23	.00	1.93
Ishares Russell Mid Cap Etf 464287499 Asset Minor Code 94	6,460.000	506,011.80 78.3300	313,433.90	192,577.90 4,069.80	.00	1.02

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**ASSET DETAIL (continued)**

DESCRIPTION	SHARES/ FACE AMOUNT	MARKET PRICE/UNIT	BOOK VALUE	UNREALIZED GAIN (LOSS) SINCE INCEPTION/ CURRENT PERIOD	ENDING ACCRUAL	YIELD ON MARKET
Mfs International Growth R6 552746356 Asset Minor Code 98	4,928.672	226,916.06 46.0400	143,907.33	83,008.73 8,033.74	.00	0.74
Price T Rowe Growth Stk Fd Inc 741479406 Asset Minor Code 98	3,825.791	400,942.90 104.8000	245,017.39	155,925.51 - 6,044.75	.00	0.66
Undiscovered Mgrs Behavioral Value 904504479 Asset Minor Code 98	5,829.626	490,912.81 84.2100	347,711.61	143,201.20 15,273.62	.00	0.76
Vanguard Growth & Income Adm Shs#593 921913208 Asset Minor Code 98	13,764.727	1,464,842.25 106.4200	984,345.88	480,496.37 13,489.44	.00	1.28
Vanguard Real Estate Etf 922908553 Asset Minor Code 94	2,333.000	233,020.04 99.8800	193,949.76	39,070.28 1,866.40	.00	3.22
Victory Rs Small Cap Growth Fund 92647Q363 Asset Minor Code 98	4,649.099	465,002.88 100.0200	406,376.65	58,626.23 - 21,339.37	.00	0.00
<b>Total Mutual Funds-Equity</b>	<b>115,690.717</b>	<b>6,922,271.15</b>	<b>4,855,198.80</b>	<b>2,067,072.35 68,980.71</b>	<b>.00</b>	<b>1.06</b>
<b>Mutual Funds-Fixed Income</b>						
P I M C O High Yield Fund Instl 693390841 Asset Minor Code 99	20,153.478	181,985.91 9.0300	181,871.25	114.66 - 201.53	.00	4.42
Pgim Total Return Bond Cl R6 74440B884 Asset Minor Code 99	14,753.710	214,518.94 14.5400	213,928.82	590.12 1,032.76	.00	2.96
Vanguard Short Term Invt Grade #539 922031836 Asset Minor Code 99	55,056.121	605,066.77 10.9900	584,557.29	20,509.48 1,101.12	.00	2.07



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## ASSET DETAIL (continued)

DESCRIPTION	SHARES/ FACE AMOUNT	MARKET PRICE/UNIT	BOOK VALUE	UNREALIZED GAIN (LOSS) SINCE INCEPTION/ CURRENT PERIOD	ENDING ACCRUAL	YIELD ON MARKET
Total Mutual Funds-Fixed Income	89,963.309	1,001,571.62	980,357.36	21,214.26 1,932.35	.00	2.69
Total Mutual Funds	205,654.026	7,923,842.77	5,835,556.16	2,088,286.61 70,913.06	.00	1.26
Total Assets	2,977,991.446	10,871,410.32	8,736,665.21	2,134,745.11 79,265.56	16,763.77	1.58
Accrued Income	.000	16,763.77	16,763.77			
Grand Total	2,977,991.446	10,888,174.09	8,753,428.98			

## 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.

Yield on Market and Accrued Income are estimates provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.

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## INCOME ACCRUAL DETAIL

SHARES/ FACE AMOUNT	DESCRIPTION	EX DATE	PAY DATE	ANN RATE	BEGINNING ACCRUAL	INCOME EARNED	INCOME RECEIVED	ENDING ACCRUAL
<b>Cash And Equivalents</b>								
497,337.420	First Am Govt Ob Fd CI Z 31846V567		06/01/21		6.02	5.79	6.02	5.79
<b>Total Cash And Equivalents</b>					<b>6.02</b>	<b>5.79</b>	<b>6.02</b>	<b>5.79</b>
<b>Corporate Issues</b>								
150,000.000	At T Inc 00206RDQ2	4.250%	3/01/27		1,062.50	531.25	.00	1,593.75
150,000.000	Apple Inc 037833BU3	2.850%	2/23/23		807.50	356.25	.00	1,163.75
100,000.000	Bank Of America Mtn 06051GHV4	3.194%	7/23/30		869.48	266.16	.00	1,135.64
200,000.000	Capital One 14040HBW4	3.800%	1/31/28		1,921.11	633.33	.00	2,554.44
.000	Coca Cola Co The 191216BZ2	2.250%	9/01/26		562.50	46.88	609.38	.00
100,000.000	Exxon Mobil Corp 30231GAF9	2.709%	3/06/25		413.88	225.75	.00	639.63
50,000.000	Huntington 446150AQ7	2.625%	8/06/24		309.90	109.37	.00	419.27
100,000.000	Intercontinental 45866FAD6	3.750%	12/01/25		1,562.50	312.50	.00	1,875.00
75,000.000	Jp Morgan Chase Co 46625HRL6	2.700%	5/18/23		916.88	168.75	1,012.50	73.13
150,000.000	Keycorp Mtn 49326EEK5	2.250%	4/06/27		234.38	281.25	.00	515.63
100,000.000	Kimberly Clark Corp 494368BU6	2.750%	2/15/26		580.56	229.16	.00	809.72

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# INCOME ACCRUAL DETAIL (continued)

SHARES/ FACE AMOUNT	DESCRIPTION	EX DATE	PAY DATE	ANN RATE	BEGINNING ACCRUAL	INCOME EARNED	INCOME RECEIVED	ENDING ACCRUAL
75,000.000	Mondelez 609207AR6	3.625%	2/13/26		589.06	226.57	.00	815.63
150,000.000	Nike Inc 654106AF0	2.375%	11/01/26		1,781.25	296.88	1,781.25	296.88
100,000.000	Pnc Financial 693475AV7	3.500%	1/23/24		952.78	291.66	.00	1,244.44
75,000.000	Pepsico Inc 713448CT3	2.750%	4/30/25		5.73	171.87	.00	177.60
100,000.000	Stryker Corp 863667AH4	3.375%	11/01/25		1,687.50	281.25	1,687.50	281.25
100,000.000	Suntrust Banks Inc 867914BM4	2.700%	1/27/22		705.00	225.00	.00	930.00
.000	Verizon 92343VBR4	5.150%	9/15/23		1,316.11	772.49	2,088.60	.00
100,000.000	Wells Fargo Mtn 94974BGA2	3.300%	9/09/24		476.67	275.00	.00	751.67
200,000.000	Zimmer Holdings Inc 98956PAF9	3.550%	4/01/25		591.67	591.66	.00	1,183.33
<b>Total Corporate Issues</b>					<b>17,346.96</b>	<b>6,293.03</b>	<b>7,179.23</b>	<b>16,460.76</b>
<b>Foreign Issues</b>								
100,000.000	Enbridge Inc 29250NAZ8	3.125%	11/15/29		1,440.97	260.42	1,562.50	138.89
100,000.000	Shell International 822582CD2	2.375%	11/07/29		1,147.92	197.91	1,187.50	158.33
<b>Total Foreign Issues</b>					<b>2,588.89</b>	<b>458.33</b>	<b>2,750.00</b>	<b>297.22</b>
<b>Mutual Funds-Fixed Income</b>								

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**INCOME ACCRUAL DETAIL (continued)**

SHARES/ FACE AMOUNT	DESCRIPTION	EX DATE	PAY DATE	ANN RATE	BEGINNING ACCRUAL	INCOME EARNED	INCOME RECEIVED	ENDING ACCRUAL
20,153.478	P I M C O High Yield Fund Instl 693390841		05/28/21	0.40	.00	640.71	640.71	.00
14,753.710	Pgim Total Return Bond CI R6 74440B884	12/23/19	05/28/21	0.43	.00	508.04	508.04	.00
55,056.121	Vanguard Short Term Invt Grade #539 922031836	03/31/21	05/28/21	0.23	.00	820.88	820.88	.00
<b>Total Mutual Funds-Fixed Income</b>					<b>.00</b>	<b>1,969.63</b>	<b>1,969.63</b>	<b>.00</b>
<b>Grand Total</b>					<b>19,941.87</b>	<b>8,726.78</b>	<b>11,904.88</b>	<b>16,763.77</b>

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## INVESTMENT ACTIVITY

DATE	DESCRIPTION	CASH
<b>Interest</b>		
<b>Coca Cola Co The 2.250% 9/01/26</b>		
<b>191216Bz2</b>		
05/06/2021	Coca Cola Co The 2.250% 9/01/26 \$4.0625 Per \$1000 Accd Int (66 Days)	609.38
<b>Enbridge Inc 3.125% 11/15/29</b>		
<b>29250Naz8</b>		
05/17/2021	Enbridge Inc 3.125% 11/15/29 0.015625 USD/\$1 Pv On 100,000 Par Value Due 5/15/21	1,562.50
<b>First Am Govt Ob Fd Cl Z</b>		
<b>31846V567</b>		
05/03/2021	Interest From 4/1/21 To 4/30/21	6.02
<b>Jp Morgan Chase Co 2.700% 5/18/23</b>		
<b>46625Hrl6</b>		
05/18/2021	Jp Morgan Chase Co 2.700% 5/18/23 0.0135 USD/\$1 Pv On 75,000 Par Value Due 5/18/21	1,012.50
<b>Nike Inc 2.375% 11/01/26</b>		
<b>654106Af0</b>		
05/03/2021	Nike Inc 2.375% 11/01/26 0.011875 USD/\$1 Pv On 150,000 Par Value Due 5/1/21	1,781.25
<b>Shell International 2.375% 11/07/29</b>		
<b>822582CD2</b>		
05/07/2021	Shell International 2.375% 11/07/29 0.011875 USD/\$1 Pv On 100,000 Par Value Due 5/7/21	1,187.50
<b>Stryker Corp 3.375% 11/01/25</b>		
<b>863667Ah4</b>		
05/03/2021	Stryker Corp 3.375% 11/01/25 0.016875 USD/\$1 Pv On 100,000 Par Value Due 5/1/21	1,687.50

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**INVESTMENT ACTIVITY (continued)**

DATE	DESCRIPTION	CASH
<b>Verizon 92343Vbr4</b>		
<b>5.150% 9/15/23</b>		
05/28/2021	Full Call 200,000 Shares/Par Value Of Verizon 5.150% 9/15/23 Payable At 0.0104 USD Due 05/28/21 Total Income 2,088.60 USD	2,088.60
<b>Total Interest</b>		<b>9,935.25</b>
<b>Dividends</b>		
<b>P I M C O High Yield Fund Instl 693390841</b>		
05/31/2021	Dividend From 5/1/21 To 5/31/21	640.71
<b>Pgim Total Return Bond CI R6 74440B884</b>		
05/31/2021	Dividend From 5/01/21 To 5/31/21	508.04
<b>Vanguard Short Term Invst Grade #539 922031836</b>		
05/31/2021	Dividend	820.88
<b>Total Dividends</b>		<b>1,969.63</b>

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## PLAN EXPENSES

DATE	DESCRIPTION	CASH
<b>Trust Fees</b>		
<b>Trust Fees</b>		
05/26/2021	Collected Charged For Period 04/01/2021 Thru 04/30/2021	- 2,612.54
<b>Total Trust Fees</b>		<b>- 2,612.54</b>
<b>Total Trust Fees</b>		<b>- 2,612.54</b>
<b>Total Plan Expenses</b>		<b>- 2,612.54</b>



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## OTHER ACTIVITY

DATE	DESCRIPTION	CASH
<b>Transfers Out</b>		
<b>Transfer To Another Account</b>		
05/27/2021	Paid To # 6746050100 Per Directive Dated 05/26/2021	- 2,217.72
<b>Total Transfer To Another Account</b>		<b>- 2,217.72</b>
<b>Total Transfers Out</b>		<b>- 2,217.72</b>
<b>Total Other Activity</b>		<b>- 2,217.72</b>

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## PURCHASES

DATE	DESCRIPTION	SHARES/ FACE AMOUNT	COMMISSION	CASH	BOOK VALUE
<b>Cash And Equivalents</b>					
05/03/2021	Purchased 3,468.75 Units Of First Am Govt Ob Fd CI Z Trade Date 5/3/21 31846V567	3,468.750	.00	- 3,468.75	3,468.75
05/04/2021	Purchased 1,714.61 Units Of First Am Govt Ob Fd CI Z Trade Date 5/4/21 31846V567	1,714.610	.00	- 1,714.61	1,714.61
05/06/2021	Purchased 161,071.88 Units Of First Am Govt Ob Fd CI Z Trade Date 5/6/21 31846V567	161,071.880	.00	- 161,071.88	161,071.88
05/07/2021	Purchased 1,187.5 Units Of First Am Govt Ob Fd CI Z Trade Date 5/7/21 31846V567	1,187.500	.00	- 1,187.50	1,187.50
05/17/2021	Purchased 1,562.5 Units Of First Am Govt Ob Fd CI Z Trade Date 5/17/21 31846V567	1,562.500	.00	- 1,562.50	1,562.50
05/18/2021	Purchased 1,012.5 Units Of First Am Govt Ob Fd CI Z Trade Date 5/18/21 31846V567	1,012.500	.00	- 1,012.50	1,012.50
05/28/2021	Purchased 222,720.6 Units Of First Am Govt Ob Fd CI Z Trade Date 5/28/21 31846V567	222,720.600	.00	- 222,720.60	222,720.60

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**PURCHASES (continued)**

DATE	DESCRIPTION	SHARES/ FACE AMOUNT	COMMISSION	CASH	BOOK VALUE
<b>Total First Am Govt Ob Fd Cl Z</b>		<b>392,738.340</b>	<b>.00</b>	<b>- 392,738.34</b>	<b>392,738.34</b>
<b>Total Cash And Equivalents</b>		<b>392,738.340</b>	<b>.00</b>	<b>- 392,738.34</b>	<b>392,738.34</b>
<b>Total Purchases</b>		<b>392,738.340</b>	<b>.00</b>	<b>- 392,738.34</b>	<b>392,738.34</b>

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## SALES AND MATURITIES

DATE	DESCRIPTION	SHARES/ FACE AMOUNT	COMMISSION	TRANSACTION PROCEEDS	BOOK VALUE	REALIZED GAIN/LOSS
<b>Cash And Equivalents</b>						
05/26/2021	Sold 2,612.54 Units Of First Am Govt Ob Fd CI Z Trade Date 5/26/21 31846V567	- 2,612.540	.00	2,612.54	- 2,612.54	.00
05/27/2021	Sold 2,217.72 Units Of First Am Govt Ob Fd CI Z Trade Date 5/27/21 31846V567	- 2,217.720	.00	2,217.72	- 2,217.72	.00
<b>Total First Am Govt Ob Fd CI Z</b>		<b>- 4,830.260</b>	<b>.00</b>	<b>4,830.26</b>	<b>- 4,830.26</b>	<b>.00</b>
<b>Total Cash And Equivalents</b>		<b>- 4,830.260</b>	<b>.00</b>	<b>4,830.26</b>	<b>- 4,830.26</b>	<b>.00</b>
<b>Corporate Issues</b>						
05/05/2021	Sold 150,000 Par Value Of Coca Cola Co The 2.250% 9/01/26 Trade Date 5/5/21 Sold Through Tender/Purchase Offer Tender Offer Paid At \$1069.75 Per \$1000 191216BZ2	- 150,000.000	.00	160,462.50	- 152,353.50	8,109.00
<b>Total Coca Cola Co The 2.250% 9/01/26</b>		<b>- 150,000.000</b>	<b>.00</b>	<b>160,462.50</b>	<b>- 152,353.50</b>	<b>8,109.00</b>
05/28/2021	Full Call 200,000 \$1 Pv Verizon 5.150% 9/15/23 On 05/28/21 At 1.10316 USD Lt Capital Loss Of 9,416.00- USD On Federal Cost Federal Tax Cost 230,048.00 USD Corporate Action Id: 505654 92343VBR4	- 200,000.000	.00	220,632.00	- 230,048.00	- 9,416.00
<b>Total Verizon 5.150% 9/15/23</b>		<b>- 200,000.000</b>	<b>.00</b>	<b>220,632.00</b>	<b>- 230,048.00</b>	<b>- 9,416.00</b>

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### SALES AND MATURITIES (continued)

DATE	DESCRIPTION	SHARES/ FACE AMOUNT	COMMISSION	TRANSACTION PROCEEDS	BOOK VALUE	REALIZED GAIN/LOSS
Total Corporate Issues		- 350,000.000	.00	381,094.50	- 382,401.50	- 1,307.00
Total Sales And Maturities		- 354,830.260	.00	385,924.76	- 387,231.76	- 1,307.00

### SALES AND MATURITIES MESSAGES

Realized gain/loss should not be used for tax purposes.

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## BOND SUMMARY

	PAR VALUE	MARKET VALUE	PERCENTAGE OF CATEGORY
<b>MATURITY SUMMARY</b>			
2021	.00	.00	0.00
2022	100,000.00	101,445.00	4.15
2023	225,000.00	234,369.75	9.58
2024	250,000.00	269,191.00	11.00
2025	575,000.00	626,519.50	25.59
2026	325,000.00	351,156.75	14.34
2027	300,000.00	326,629.50	13.34
2028	200,000.00	224,276.00	9.16
2029	200,000.00	208,263.00	8.50
2030	100,000.00	106,410.00	4.34
<b>Total</b>	<b>2,275,000.00</b>	<b>2,448,260.50</b>	<b>100.00</b>
<b>MOODY'S RATING</b>			
Aa1	150,000.00	156,106.50	6.37
Aa2	200,000.00	209,701.00	8.57
A1	225,000.00	240,432.00	9.82
A2	375,000.00	401,218.25	16.39
A3	300,000.00	320,484.00	13.09
Baa1	675,000.00	731,770.75	29.89
Baa2	150,000.00	170,580.00	6.97
Baa3	200,000.00	217,968.00	8.90
<b>Total</b>	<b>2,275,000.00</b>	<b>2,448,260.50</b>	<b>100.00</b>
<b>S&amp;P RATING</b>			
AA+	150,000.00	156,106.50	6.38
AA-	250,000.00	266,868.50	10.90
A+	175,000.00	183,264.50	7.49
A	100,000.00	108,111.00	4.41
A-	475,000.00	503,467.25	20.56
BBB+	500,000.00	534,366.50	21.83
BBB	625,000.00	696,076.25	28.43
<b>Total</b>	<b>2,275,000.00</b>	<b>2,448,260.50</b>	<b>100.00</b>

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## BOND QUALITY SCHEDULE

### MOODY'S RATING

ASSET NAME	SHARES/ PAR VALUE	PRICE	MARKET	BOOK VALUE	UNREALIZED GAIN/LOSS	YIELD TO CALL/ MATURITY
<b>Aa1 Bonds</b>						
Apple Inc 2.850% 2/23/23 037833BU3 Standard & Poors Rating: AA+	150,000.000	104.0710	156,106.50	158,403.00	- 2,296.50	0.48
<b>Aa2 Bonds</b>						
Exxon Mobil Corp 2.709% 3/06/25 Next Call Date 12/06/2024 30231GAF9 Standard & Poors Rating: AA-	100,000.000	107.0750	107,075.00	102,857.00	4,218.00	0.80
Shell International 2.375% 11/07/29 Next Call Date 08/07/2029 822582CD2 Standard & Poors Rating: A+	100,000.000	102.6260	102,626.00	106,414.00	- 3,788.00	2.03
<b>Total Aa2 Bonds</b>			<b>209,701.00</b>	<b>209,271.00</b>	<b>430.00</b>	
<b>A1 Bonds</b>						
Nike Inc 2.375% 11/01/26 Next Call Date 09/01/2026 654106AF0 Standard & Poors Rating: AA-	150,000.000	106.5290	159,793.50	144,841.00	14,952.50	1.13
Pepsico Inc 2.750% 4/30/25 Next Call Date 01/30/2025 713448CT3 Standard & Poors Rating: A+	75,000.000	107.5180	80,638.50	73,932.75	6,705.75	0.80
<b>Total A1 Bonds</b>			<b>240,432.00</b>	<b>218,773.75</b>	<b>21,658.25</b>	
<b>A2 Bonds</b>						



02295604  
25- -01-B -62 -155-04  
0102 -19-02877-04



PARS/CITY OF BREA 115P PEN  
ACCOUNT 6746050800

## BOND QUALITY SCHEDULE (continued)

### MOODY'S RATING

ASSET NAME	SHARES/ PAR VALUE	PRICE	MARKET	BOOK VALUE	UNREALIZED GAIN/LOSS	YIELD TO CALL/ MATURITY
Bank Of America Mtn 3.194% 7/23/30 Next Call Date 07/23/2029 06051GHV4 Standard & Poors Rating: A-	100,000.000	106.4100	106,410.00	110,797.00	- 4,387.00	2.41
Jp Morgan Chase Co 2.700% 5/18/23 Next Call Date 03/18/2023 46625HRL6 Standard & Poors Rating: A-	75,000.000	104.3510	78,263.25	74,970.75	3,292.50	0.47
Kimberly Clark Corp 2.750% 2/15/26 494368BU6 Standard & Poors Rating: A	100,000.000	108.1110	108,111.00	103,111.00	5,000.00	0.98
Wells Fargo Mtn 3.300% 9/09/24 94974BGA2 Standard & Poors Rating: BBB+	100,000.000	108.4340	108,434.00	103,890.00	4,544.00	0.69
<b>Total A2 Bonds</b>			<b>401,218.25</b>	<b>392,768.75</b>	<b>8,449.50</b>	
<b>A3 Bonds</b>						
Intercontinental 3.750% 12/01/25 Next Call Date 09/01/2025 45866FAD6 Standard & Poors Rating: BBB+	100,000.000	111.2640	111,264.00	104,231.00	7,033.00	1.17
Pnc Financial 3.500% 1/23/24 Next Call Date 12/23/2023 693475AV7 Standard & Poors Rating: A-	100,000.000	107.7750	107,775.00	105,422.00	2,353.00	0.54
Suntrust Banks Inc 2.700% 1/27/22 Next Call Date 12/27/2021 867914BM4 Standard & Poors Rating: A-	100,000.000	101.4450	101,445.00	100,346.00	1,099.00	0.49
<b>Total A3 Bonds</b>			<b>320,484.00</b>	<b>309,999.00</b>	<b>10,485.00</b>	

02295604  
25- -01-B -62 -155-04  
0102 -19-02877-04



PARS/CITY OF BREA 115P PEN  
ACCOUNT 6746050800

## BOND QUALITY SCHEDULE (continued)

### MOODYS RATING

ASSET NAME	SHARES/ PAR VALUE	PRICE	MARKET	BOOK VALUE	UNREALIZED GAIN/LOSS	YIELD TO CALL/ MATURITY
<b>Baa1 Bonds</b>						
Capital One 3.800% 1/31/28 Next Call Date 12/31/2027 14040HBW4 Standard & Poors Rating: BBB	200,000.000	112.1380	224,276.00	228,776.00	- 4,500.00	1.86
Enbridge Inc 3.125% 11/15/29 Next Call Date 08/15/2029 29250NAZ8 Standard & Poors Rating: BBB+	100,000.000	105.6370	105,637.00	109,497.00	- 3,860.00	2.39
Huntington 2.625% 8/06/24 Next Call Date 07/06/2024 446150AQ7 Standard & Poors Rating: BBB+	50,000.000	105.9640	52,982.00	50,542.50	2,439.50	0.72
Keycorp Mtn 2.250% 4/06/27 49326EEK5 Standard & Poors Rating: BBB+	150,000.000	104.0330	156,049.50	159,477.00	- 3,427.50	1.53
Mondelez 3.625% 2/13/26 Next Call Date 12/13/2025 609207AR6 Standard & Poors Rating: BBB	75,000.000	111.0030	83,252.25	80,224.50	3,027.75	1.21
Stryker Corp 3.375% 11/01/25 Next Call Date 08/01/2025 863667AH4 Standard & Poors Rating: A-	100,000.000	109.5740	109,574.00	100,401.00	9,173.00	1.15
<b>Total Baa1 Bonds</b>			<b>731,770.75</b>	<b>728,918.00</b>	<b>2,852.75</b>	
<b>Baa2 Bonds</b>						
At T Inc 4.250% 3/01/27 Next Call Date 12/01/2026 00206RDQ2 Standard & Poors Rating: BBB	150,000.000	113.7200	170,580.00	165,376.50	5,203.50	1.73

02295604  
25- -01-B -62 -155-04  
0102 -19-02877-04

Attachment A



PARS/CITY OF BREA 115P PEN  
ACCOUNT 6746050800

Page 28 of 28  
Period from May 1, 2021 to May 31, 2021

## BOND QUALITY SCHEDULE (continued)

### MOODYS RATING

ASSET NAME	SHARES/ PAR VALUE	PRICE	MARKET	BOOK VALUE	UNREALIZED GAIN/LOSS	YIELD TO CALL/ MATURITY
<b>Baa3 Bonds</b>						
Zimmer Holdings Inc 3.550% 4/01/25 Next Call Date 01/01/2025 98956PAF9 Standard & Poors Rating: BBB	200,000.000	108.9840	217,968.00	218,292.00	- 324.00	1.15
<b>GRAND TOTAL</b>			<b>2,448,260.50</b>	<b>2,401,802.00</b>	<b>46,458.50</b>	

## Glossary

**Accretion** - The accumulation of the value of a discounted bond until maturity.

**Adjusted Prior Market Realized Gain/Loss** - The difference between the proceeds and the Prior Market Value of the transaction.

**Adjusted Prior Market Unrealized Gain/Loss** - The difference between the Market Value and the Adjusted Prior Market Value.

**Adjusted Prior Market Value** - A figure calculated using the beginning Market Value for the fiscal year, adjusted for all asset related transactions during the period, employing an average cost methodology.

**Amortization** - The decrease in value of a premium bond until maturity.

**Asset** - Anything owned that has commercial exchange value. Assets may consist of specific property or of claims against others, in contrast to obligations due to others (liabilities).

**Bond Rating** - A measurement of a bond's quality based upon the issuer's financial condition. Ratings are assigned by independent rating services, such as Moody's, or S&P, and reflect their opinion of the issuer's ability to meet the scheduled interest and principal repayments for the bond.

**Cash** - Cash activity that includes both income and principal cash categories.

**Change in Unrealized Gain/Loss** - Also reported as Gain/Loss in Period in the Asset Detail section. This figure shows the market appreciation (depreciation) for the current period.

**Cost Basis (Book Value)** - The original price of an asset, normally the purchase price or appraised value at the time of acquisition. Book Value method maintains an average cost for each asset.

**Cost Basis (Tax Basis)** - The original price of an asset, normally the purchase price or appraised value at the time of acquisition. Tax Basis uses client determined methods such as Last-In-First-Out (LIFO), First-In-First-Out (FIFO), Average, Minimum Gain, and Maximum Gain.

**Ending Accrual** - (Also reported as Accrued Income) Income earned but not yet received, or expenses incurred but not yet paid, as of the end of the reporting period.

**Estimated Annual Income** - The amount of income a particular asset is anticipated to earn over the next year. The shares multiplied by annual income rate.

**Estimated Current Yield** - The annual rate of return on an investment expressed as a percentage. For stocks, yield is calculated by taking the annual dividend payments divided by the stock's current share price. For bonds, yield is calculated by the coupon rate divided by the bond's market price.

**Ex-Dividend Date** - (Also reported as Ex-Date) For stock trades, the person who owns the security on the ex-dividend date will earn the dividend, regardless of who currently owns the stock.

**Income Cash** - A category of cash comprised of ordinary earnings derived from investments, usually dividends and interest.

**Market Value** - The price per unit multiplied by the number of units.

**Maturity Date** - The date on which an obligation or note matures.

**Payable Date** - The date on which a dividend, mutual fund distribution, or interest on a bond will be made.

**Principal Cash** - A category of cash comprised of cash, deposits, cash withdrawals and the cash flows generated from purchases or sales of investments.

**Realized Gain/Loss Calculation** - The Proceeds less the Cost Basis of a transaction.

**Settlement Date** - The date on which a trade settles and cash or securities are credited or debited to the account.

**Trade Date** - The date a trade is legally entered into.

**Unrealized Gain/Loss** - The difference between the Market Value and Cost Basis at the end of the current period.

**Yield on/at Market** - The annual rate of return on an investment expressed as a percentage. For stocks, yield is calculated by the annual dividend payments divided by the stock's current share price. For bonds, yield is calculated by the coupon rate divided by the bond's market price.

The terms defined in this glossary are only for use when reviewing your account statement. Please contact your Relationship Manager with any questions.



## PORTFOLIO CHARACTERISTICS

Average Modified Duration	2.28
Average Coupon	1.37%
Average Purchase YTM	1.39%
Average Market YTM	0.29%
Average S&P/Moody Rating	AA+/Aaa
Average Final Maturity	2.32 yrs
Average Life	2.32 yrs

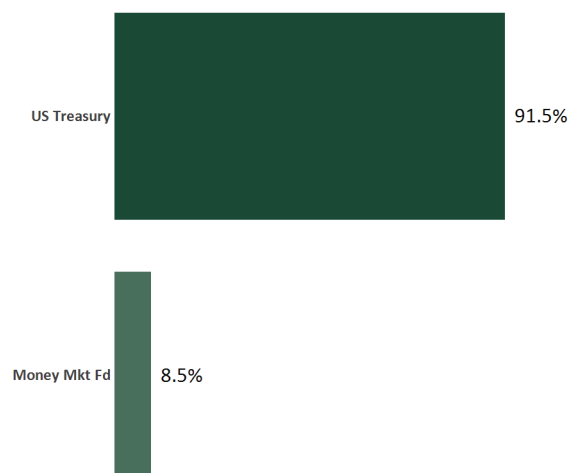
## ACCOUNT SUMMARY

	Beg. Values as of 4/30/21	End Values as of 5/31/21
Market Value	261,377	261,973
Accrued Interest	886	724
Total Market Value	262,262	262,697
Income Earned	312	321
Cont/WD		0
Par	257,874	258,369
Book Value	257,405	257,888
Cost Value	258,645	258,203

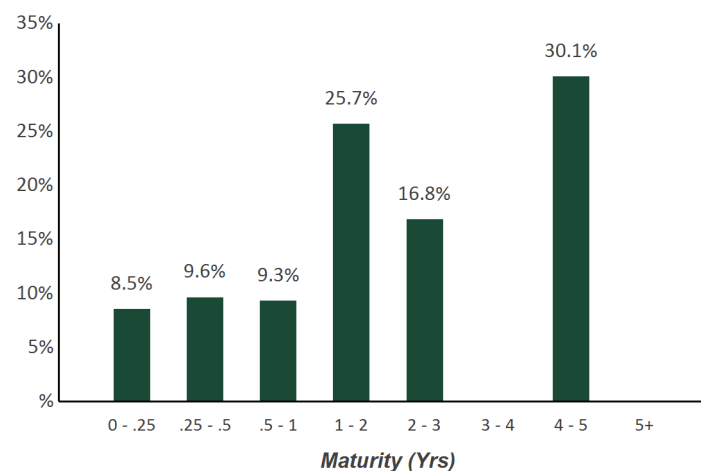
## TOP ISSUERS

Government of United States	91.5%
Invesco Treasury Portfolio MMF	8.5%
<b>Total</b>	<b>100.0%</b>

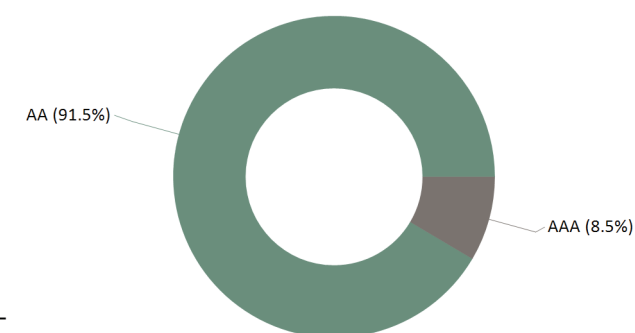
## SECTOR ALLOCATION



## MATURITY DISTRIBUTION



## CREDIT QUALITY (S&amp;P)



## PERFORMANCE REVIEW

TOTAL RATE OF RETURN	1M	3M	YTD	1YR	Annualized				
					2YRS	3YRS	5YRS	10YRS	5/31/2010
Brea Lease Revenue Bonds, Reserve Account	0.17%	0.19%	-0.23%	-0.04%	2.43%	2.95%	1.66%	1.81%	2.08%
ICE BAML 3-Month US Treasury Bill Index	0.00%	0.01%	0.03%	0.11%	0.97%	1.40%	1.18%	0.63%	0.59%



BOOK VALUE RECONCILIATION		
BEGINNING BOOK VALUE		\$257,405.37
<b><u>Acquisition</u></b>		
+ Security Purchases	\$0.00	
+ Money Market Fund Purchases	\$20,495.00	
+ Money Market Contributions	\$0.00	
+ Security Contributions	\$0.00	
+ Security Transfers	\$0.00	
<b>Total Acquisitions</b>		<b>\$20,495.00</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	\$20,000.00	
- Calls	\$0.00	
- Principal Paydowns	\$0.00	
<b>Total Dispositions</b>		<b>\$20,000.00</b>
<b><u>Amortization/Accretion</u></b>		
+/- Net Accretion	(\$12.09)	
		(\$12.09)
<b><u>Gain/Loss on Dispositions</u></b>		
+/- Realized Gain/Loss	\$0.00	
		\$0.00
ENDING BOOK VALUE		\$257,888.28

CASH TRANSACTION SUMMARY		
BEGINNING BALANCE		\$1,873.67
<b><u>Acquisition</u></b>		
Contributions	\$0.00	
Security Sale Proceeds	\$0.00	
Accrued Interest Received	\$0.00	
Interest Received	\$495.00	
Dividend Received	\$0.00	
Principal on Maturities	\$20,000.00	
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>\$20,495.00</b>	
<b><u>Dispositions</u></b>		
Withdrawals	\$0.00	
Security Purchase	\$0.00	
Accrued Interest Paid	\$0.00	
<b>Total Dispositions</b>	<b>\$0.00</b>	
ENDING BOOK VALUE		\$22,368.67





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</b>									
825252109	Invesco Treasury MMFD Private Class	22,368.67	Various 0.01%	22,368.67 22,368.67	1.00 0.01%	22,368.67 0.00	8.52% 0.00	Aaa / AAA AAA	0.00 0.00
<b>Total Money Market Fund</b>		<b>22,368.67</b>	<b>0.01%</b>	<b>22,368.67</b> <b>22,368.67</b>	<b>0.01%</b>	<b>22,368.67</b> <b>0.00</b>	<b>8.52%</b> <b>0.00</b>	<b>Aaa / AAA</b> <b>AAA</b>	<b>0.00</b> <b>0.00</b>
<b>US TREASURY</b>									
912828F21	US Treasury Note 2.125% Due 9/30/2021	25,000.00	10/27/2016 1.38%	25,879.97 25,059.22	100.69 0.05%	25,172.88 89.99	9.62% 113.66	Aaa / AA+ AAA	0.33 0.33
912828J43	US Treasury Note 1.75% Due 2/28/2022	24,000.00	04/24/2017 1.84%	23,905.39 23,985.45	101.26 0.07%	24,302.81 106.14	9.29% 317.36	Aaa / AA+ AAA	0.75 0.75
912828L24	US Treasury Note 1.875% Due 8/31/2022	23,000.00	09/18/2017 1.84%	23,039.61 23,010.00	102.21 0.11%	23,507.61 108.98	8.99% 497.61	Aaa / AA+ AAA	1.25 1.24
912828N30	US Treasury Note 2.125% Due 12/31/2022	20,000.00	01/09/2018 2.31%	19,825.00 19,944.30	103.15 0.13%	20,630.46 178.45	7.92% 686.16	Aaa / AA+ AAA	1.59 1.55
9128284D9	US Treasury Note 2.5% Due 3/31/2023	22,000.00	06/13/2018 2.84%	21,669.14 21,873.78	104.31 0.14%	22,948.75 93.17	8.77% 1,074.97	Aaa / AA+ AAA	1.83 1.80
912828T91	US Treasury Note 1.625% Due 10/31/2023	20,000.00	02/21/2019 2.52%	19,214.84 19,595.50	103.43 0.20%	20,685.16 28.26	7.88% 1,089.66	Aaa / AA+ AAA	2.42 2.37
912828WJ5	US Treasury Note 2.5% Due 5/15/2024	22,000.00	06/18/2019 1.84%	22,676.33 22,407.23	106.50 0.29%	23,430.86 25.41	8.93% 1,023.63	Aaa / AA+ AAA	2.96 2.86
912828ZT0	US Treasury Note 0.25% Due 5/31/2025	16,000.00	12/30/2020 0.31%	15,955.63 15,959.81	98.76 0.56%	15,801.25 0.11	6.02% (158.56)	Aaa / AA+ AAA	4.00 3.97
91282CBC4	US Treasury Note 0.375% Due 12/31/2025	40,000.00	12/30/2020 0.38%	39,995.31 39,995.70	98.50 0.71%	39,400.00 62.98	15.02% (595.70)	Aaa / AA+ AAA	4.59 4.52
91282CBQ3	US Treasury Note 0.5% Due 2/28/2026	24,000.00	03/04/2021 0.78%	23,672.81 23,688.62	98.85 0.75%	23,724.38 30.33	9.04% 35.76	Aaa / AA+ AAA	4.75 4.68
<b>Total US Treasury</b>		<b>236,000.00</b>	<b>1.52%</b>	<b>235,834.03</b> <b>235,519.61</b>	<b>0.32%</b>	<b>239,604.16</b> <b>723.82</b>	<b>91.48%</b> <b>4,084.55</b>	<b>Aaa / AA+</b> <b>AAA</b>	<b>2.53</b> <b>2.49</b>
<b>TOTAL PORTFOLIO</b>		<b>258,368.67</b>	<b>1.39%</b>	<b>258,202.70</b> <b>257,888.28</b>	<b>0.29%</b>	<b>261,972.83</b> <b>723.82</b>	<b>100.00%</b> <b>4,084.55</b>	<b>Aaa / AA+</b> <b>AAA</b>	<b>2.32</b> <b>2.28</b>
<b>TOTAL MARKET VALUE PLUS ACCRUED</b>						<b>262,696.65</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	05/15/2021	825252109	275.00	Invesco Treasury MMFD Private Class	1.000	0.01%	275.00	0.00	275.00	0.00
Purchase	05/31/2021	825252109	220.00	Invesco Treasury MMFD Private Class	1.000	0.01%	220.00	0.00	220.00	0.00
Purchase	05/31/2021	825252109	20,000.00	Invesco Treasury MMFD Private Class	1.000	0.01%	20,000.00	0.00	20,000.00	0.00
<b>Subtotal</b>			<b>20,495.00</b>				<b>20,495.00</b>	<b>0.00</b>	<b>20,495.00</b>	<b>0.00</b>
<b>TOTAL ACQUISITIONS</b>			<b>20,495.00</b>				<b>20,495.00</b>	<b>0.00</b>	<b>20,495.00</b>	<b>0.00</b>
<b>DISPOSITIONS</b>										
Maturity	05/31/2021	912828WN6	20,000.00	US Treasury Note 2% Due 5/31/2021	100.000		20,000.00	0.00	20,000.00	0.00
<b>Subtotal</b>			<b>20,000.00</b>				<b>20,000.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>0.00</b>
<b>TOTAL DISPOSITIONS</b>			<b>20,000.00</b>				<b>20,000.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>0.00</b>
<b>OTHER TRANSACTIONS</b>										
Interest	05/15/2021	912828WJ5	22,000.00	US Treasury Note 2.5% Due 5/15/2024	0.000		275.00	0.00	275.00	0.00
Interest	05/31/2021	912828WN6	20,000.00	US Treasury Note 2% Due 5/31/2021	0.000		200.00	0.00	200.00	0.00
Interest	05/31/2021	912828ZT0	16,000.00	US Treasury Note 0.25% Due 5/31/2025	0.000		20.00	0.00	20.00	0.00
<b>Subtotal</b>			<b>58,000.00</b>				<b>495.00</b>	<b>0.00</b>	<b>495.00</b>	<b>0.00</b>
<b>TOTAL OTHER TRANSACTIONS</b>			<b>58,000.00</b>				<b>495.00</b>	<b>0.00</b>	<b>495.00</b>	<b>0.00</b>





CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
<b>FIXED INCOME</b>						
9128284D9	US Treasury Note 2.5% Due 03/31/2023	06/13/2018 06/14/2018 22,000.00	21,867.92 0.00 0.00 21,873.78	46.58 0.00 93.17 46.59	5.86 0.00 5.86 52.45	52.45
912828F21	US Treasury Note 2.125% Due 09/30/2021	10/27/2016 10/28/2016 25,000.00	25,074.39 0.00 0.00 25,059.22	45.00 0.00 89.99 44.99	0.00 15.17 (15.17) 29.82	29.82
912828J43	US Treasury Note 1.75% Due 02/28/2022	04/24/2017 04/26/2017 24,000.00	23,983.79 0.00 0.00 23,985.45	70.76 0.00 106.14 35.38	1.66 0.00 1.66 37.04	37.04
912828L24	US Treasury Note 1.875% Due 08/31/2022	09/18/2017 09/19/2017 23,000.00	23,010.68 0.00 0.00 23,010.00	72.66 0.00 108.98 36.32	0.00 0.68 (0.68) 35.64	35.64
912828N30	US Treasury Note 2.125% Due 12/31/2022	01/09/2018 01/10/2018 20,000.00	19,941.31 0.00 0.00 19,944.30	142.06 0.00 178.45 36.39	2.99 0.00 2.99 39.38	39.38
912828T91	US Treasury Note 1.625% Due 10/31/2023	02/21/2019 02/22/2019 20,000.00	19,581.28 0.00 0.00 19,595.50	0.88 0.00 28.26 27.38	14.22 0.00 14.22 41.60	41.60
912828WJ5	US Treasury Note 2.5% Due 05/15/2024	06/18/2019 06/19/2019 22,000.00	22,418.93 0.00 0.00 22,407.23	253.73 275.00 25.41 46.68	0.00 11.70 (11.70) 34.98	34.98
912828WN6	US Treasury Note Due 05/31/2021	07/11/2016 07/12/2016 0.00	20,015.77 0.00 20,000.00 0.00	167.03 200.00 0.00 32.97	0.00 15.77 (15.77) 17.20	17.20
912828ZT0	US Treasury Note 0.25% Due 05/31/2025	12/30/2020 12/31/2020 16,000.00	15,958.96 0.00 0.00 15,959.81	16.70 20.00 0.11 3.41	0.85 0.00 0.85 4.26	4.26



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
91282CBC4	US Treasury Note 0.375% Due 12/31/2025	12/30/2020 12/31/2020 40,000.00	39,995.62 0.00 0.00 39,995.70	50.14 0.00 62.98 12.84	0.08 0.00 0.08 12.92	12.92
91282CBQ3	US Treasury Note 0.5% Due 02/28/2026	03/04/2021 03/05/2021 24,000.00	23,683.05 0.00 0.00 23,688.62	20.22 0.00 30.33 10.11	5.57 0.00 5.57 15.68	15.68
			255,531.70 0.00 20,000.00 235,519.61	885.76 495.00 723.82 333.06	31.23 43.32 (12.09) 320.97	
<b>Total Fixed Income</b>		<b>236,000.00</b>				<b>320.97</b>
<b>CASH &amp; EQUIVALENT</b>						
825252109	Invesco Treasury MMFD Private Class	Various Various 22,368.67	1,873.67 20,495.00 0.00 22,368.67	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00
			1,873.67 20,495.00 0.00 22,368.67	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	
<b>Total Cash &amp; Equivalent</b>		<b>22,368.67</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
			257,405.37 20,495.00 20,000.00 257,888.28	885.76 495.00 723.82 333.06	31.23 43.32 (12.09) 320.97	
<b>TOTAL PORTFOLIO</b>		<b>258,368.67</b>				<b>320.97</b>

## Cash Flow Report

As of May 31, 2021



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
06/30/2021	Interest	912828N30	20,000.00	US Treasury Note 2.125% Due 12/31/2022	0.00	212.50	212.50
06/30/2021	Interest	91282CBC4	40,000.00	US Treasury Note 0.375% Due 12/31/2025	0.00	75.00	75.00
<b>JUN 2021</b>					<b>0.00</b>	<b>287.50</b>	<b>287.50</b>
08/31/2021	Interest	912828J43	24,000.00	US Treasury Note 1.75% Due 2/28/2022	0.00	210.00	210.00
08/31/2021	Interest	912828L24	23,000.00	US Treasury Note 1.875% Due 8/31/2022	0.00	215.63	215.63
08/31/2021	Interest	91282CBQ3	24,000.00	US Treasury Note 0.5% Due 2/28/2026	0.00	60.00	60.00
<b>AUG 2021</b>					<b>0.00</b>	<b>485.63</b>	<b>485.63</b>
09/30/2021	Interest	9128284D9	22,000.00	US Treasury Note 2.5% Due 3/31/2023	0.00	275.00	275.00
09/30/2021	Maturity	912828F21	25,000.00	US Treasury Note 2.125% Due 9/30/2021	25,000.00	265.63	25,265.63
<b>SEP 2021</b>					<b>25,000.00</b>	<b>540.63</b>	<b>25,540.63</b>
10/31/2021	Interest	912828T91	20,000.00	US Treasury Note 1.625% Due 10/31/2023	0.00	162.50	162.50
<b>OCT 2021</b>					<b>0.00</b>	<b>162.50</b>	<b>162.50</b>
11/15/2021	Interest	912828WJ5	22,000.00	US Treasury Note 2.5% Due 5/15/2024	0.00	275.00	275.00
11/30/2021	Interest	912828ZT0	16,000.00	US Treasury Note 0.25% Due 5/31/2025	0.00	20.00	20.00
<b>NOV 2021</b>					<b>0.00</b>	<b>295.00</b>	<b>295.00</b>
12/31/2021	Interest	912828N30	20,000.00	US Treasury Note 2.125% Due 12/31/2022	0.00	212.50	212.50
12/31/2021	Interest	91282CBC4	40,000.00	US Treasury Note 0.375% Due 12/31/2025	0.00	75.00	75.00
<b>DEC 2021</b>					<b>0.00</b>	<b>287.50</b>	<b>287.50</b>
02/28/2022	Interest	912828L24	23,000.00	US Treasury Note 1.875% Due 8/31/2022	0.00	215.63	215.63

## Cash Flow Report

As of May 31, 2021



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
02/28/2022	Interest	91282CBQ3	24,000.00	US Treasury Note 0.5% Due 2/28/2026	0.00	60.00	60.00
02/28/2022	Maturity	912828J43	24,000.00	US Treasury Note 1.75% Due 2/28/2022	24,000.00	210.00	24,210.00
<b>FEB 2022</b>					<b>24,000.00</b>	<b>485.63</b>	<b>24,485.63</b>
03/31/2022	Interest	9128284D9	22,000.00	US Treasury Note 2.5% Due 3/31/2023	0.00	275.00	275.00
<b>MAR 2022</b>					<b>0.00</b>	<b>275.00</b>	<b>275.00</b>
04/30/2022	Interest	912828T91	20,000.00	US Treasury Note 1.625% Due 10/31/2023	0.00	162.50	162.50
<b>APR 2022</b>					<b>0.00</b>	<b>162.50</b>	<b>162.50</b>
05/15/2022	Interest	912828WJ5	22,000.00	US Treasury Note 2.5% Due 5/15/2024	0.00	275.00	275.00
05/31/2022	Interest	912828ZT0	16,000.00	US Treasury Note 0.25% Due 5/31/2025	0.00	20.00	20.00
<b>MAY 2022</b>					<b>0.00</b>	<b>295.00</b>	<b>295.00</b>
<b>TOTAL</b>					<b>49,000.00</b>	<b>3,276.89</b>	<b>52,276.89</b>



Account #10129

Chandler Asset Management, Inc. ("Chandler") is an SEC registered investment adviser. For additional information about our firm, please see our current disclosures (Form ADV). To obtain a copy of our current disclosures, you may contact your client service representative by calling the number on the front of this statement or you may visit our website at [www.chandlerasset.com](http://www.chandlerasset.com).

Information contained in this monthly statement is confidential and is provided for informational purposes only and should not be construed as specific investment or legal advice. The information contained herein was obtained from sources believed to be reliable as of the date of this statement, but may become outdated or superseded at any time without notice.

**Custody:** Your qualified custodian bank maintains control of all assets reflected in this statement and we urge you to compare this statement to the one you receive from your qualified custodian. Chandler does not have any authority to withdraw or deposit funds from/to the custodian account.

**Valuation:** Prices are provided by IDC, an independent pricing source. In the event IDC does not provide a price or if the price provided is not reflective of fair market value, Chandler will obtain pricing from an alternative approved third party pricing source in accordance with our written valuation policy and procedures. Our valuation procedures are also disclosed in Item 5 of our Form ADV Part 2A.

**Performance:** Performance results are presented gross-of-advisory fees and represent the client's Total Return. The deduction of advisory fees lowers performance results. These results include the reinvestment of dividends and other earnings. Past performance may not be indicative of future results. Therefore, clients should not assume that future performance of any specific investment or investment strategy will be profitable or equal to past performance levels. All investment strategies have the potential for profit or loss. Economic factors, market conditions or changes in investment strategies, contributions or withdrawals may materially alter the performance and results of your portfolio.

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**Ratings:** Ratings information have been provided by Moody's, S&P and Fitch through data feeds we believe to be reliable as of the date of this statement, however we cannot guarantee its accuracy.

Security level ratings for U.S. Agency issued mortgage-backed securities ("MBS") reflect the issuer rating because the securities themselves are not rated. The issuing U.S. Agency guarantees the full and timely payment of both principal and interest and carries a AA+/Aaa/AAA by S&P, Moody's and Fitch respectively.



Account #10129

Benchmark Index	Disclosure
ICE BAML 3-Month US Treasury Bill Index	The ICE BAML US 3-Month Treasury Bill Index is comprised of a single issue purchased at the beginning of the month and held for a full month. At the end of the month that issue is sold and rolled into a newly selected issue. The issue selected at each month-end rebalancing is the outstanding Treasury Bill that matures closest to, but not beyond, three months from the rebalancing date. (Index: GOO1. Please visit <a href="http://www.mlindex.ml.com">www.mlindex.ml.com</a> for more information)

## Portfolio Summary

As of May 31, 2021



## PORTFOLIO CHARACTERISTICS

Average Modified Duration	1.92
Average Coupon	1.83%
Average Purchase YTM	2.19%
Average Market YTM	0.23%
Average S&P/Moody Rating	AA+/Aaa
Average Final Maturity	1.96 yrs
Average Life	1.96 yrs

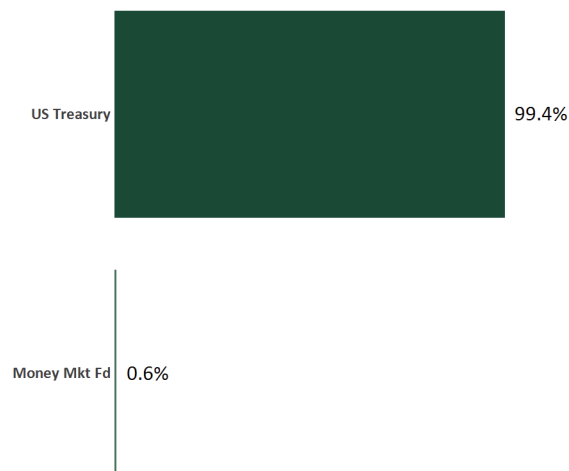
## ACCOUNT SUMMARY

	Beg. Values as of 4/30/21	End Values as of 5/31/21
Market Value	682,506	683,668
Accrued Interest	2,516	2,178
Total Market Value	<b>685,021</b>	<b>685,846</b>
Income Earned	1,191	1,229
Cont/WD		0
Par	667,544	668,919
Book Value	666,542	668,109
Cost Value	659,375	660,750

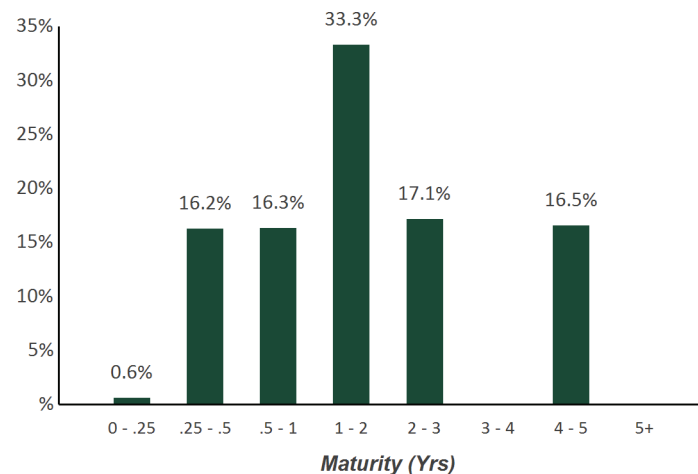
## TOP ISSUERS

Government of United States	99.4%
Invesco Treasury Portfolio MMF	0.6%
<b>Total</b>	<b>100.0%</b>

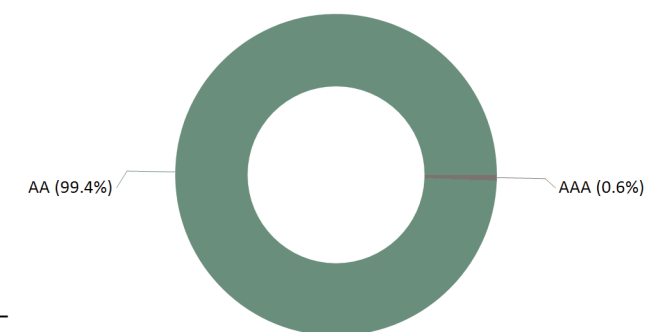
## SECTOR ALLOCATION



## MATURITY DISTRIBUTION



## CREDIT QUALITY (S&amp;P)



## PERFORMANCE REVIEW

TOTAL RATE OF RETURN	1M	3M	YTD	1YR	Annualized				
					2YRS	3YRS	5YRS	10YRS	6/30/2018
Brea CFD 2008 2 17 Reserve Fund	0.12%	0.15%	-0.22%	-0.02%	2.72%	N/A	N/A	N/A	3.30%
ICE BAML 3-5 Yr US Treasury/Agency Index	0.32%	0.39%	-0.60%	-0.33%	3.68%	N/A	N/A	N/A	4.38%



BOOK VALUE RECONCILIATION		
<b>BEGINNING BOOK VALUE</b>		<b>\$666,542.08</b>
<b><u>Acquisition</u></b>		
+ Security Purchases	\$0.00	
+ Money Market Fund Purchases	\$1,375.00	
+ Money Market Contributions	\$0.00	
+ Security Contributions	\$0.00	
+ Security Transfers	\$0.00	
<b>Total Acquisitions</b>		<b>\$1,375.00</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	\$191.48	
		\$191.48
<b><u>Gain/Loss on Dispositions</u></b>		
+/- Realized Gain/Loss	\$0.00	
		\$0.00
<b>ENDING BOOK VALUE</b>		<b>\$668,108.56</b>

CASH TRANSACTION SUMMARY		
<b>BEGINNING BALANCE</b>		<b>\$2,543.75</b>
<b><u>Acquisition</u></b>		
Contributions	\$0.00	
Security Sale Proceeds	\$0.00	
Accrued Interest Received	\$0.00	
Interest Received	\$1,375.00	
Dividend Received	\$0.00	
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>\$1,375.00</b>	
<b><u>Dispositions</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>\$3,918.75</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</b>									
825252109	Invesco Treasury MMFD Private Class	3,918.75	Various 0.01%	3,918.75 3,918.75	1.00 0.01%	3,918.75 0.00	0.57% 0.00	Aaa / AAA AAA	0.00 0.00
<b>Total Money Market Fund</b>		<b>3,918.75</b>	<b>0.01%</b>	<b>3,918.75</b> <b>3,918.75</b>	<b>0.01%</b>	<b>3,918.75</b> <b>0.00</b>	<b>0.57%</b> <b>0.00</b>	<b>Aaa / AAA</b> <b>AAA</b>	<b>0.00</b> <b>0.00</b>
<b>US TREASURY</b>									
912828F21	US Treasury Note 2.125% Due 9/30/2021	110,000.00	06/28/2018 2.64%	108,242.58 109,821.15	100.69 0.05%	110,760.65 395.97	16.21% 939.50	Aaa / AA+ AAA	0.33 0.33
912828J43	US Treasury Note 1.75% Due 2/28/2022	110,000.00	06/13/2018 2.79%	105,986.72 109,194.38	101.26 0.07%	111,387.87 486.48	16.31% 2,193.49	Aaa / AA+ AAA	0.75 0.75
912828L24	US Treasury Note 1.875% Due 8/31/2022	110,000.00	06/13/2018 2.82%	105,887.89 108,781.60	102.21 0.11%	112,427.70 521.23	16.47% 3,646.10	Aaa / AA+ AAA	1.25 1.24
9128284D9	US Treasury Note 2.5% Due 3/31/2023	110,000.00	06/13/2018 2.84%	108,345.70 109,368.89	104.31 0.14%	114,743.75 465.85	16.80% 5,374.86	Aaa / AA+ AAA	1.83 1.80
912828WJ5	US Treasury Note 2.5% Due 5/15/2024	110,000.00	06/18/2019 1.84%	113,381.64 112,036.15	106.50 0.29%	117,154.29 127.04	17.10% 5,118.14	Aaa / AA+ AAA	2.96 2.86
91282CBC4	US Treasury Note 0.375% Due 12/31/2025	115,000.00	12/30/2020 0.38%	114,986.52 114,987.64	98.50 0.71%	113,275.00 181.08	16.54% (1,712.64)	Aaa / AA+ AAA	4.59 4.52
<b>Total US Treasury</b>		<b>665,000.00</b>	<b>2.20%</b>	<b>656,831.05</b> <b>664,189.81</b>	<b>0.23%</b>	<b>679,749.26</b> <b>2,177.65</b>	<b>99.43%</b> <b>15,559.45</b>	<b>Aaa / AA+</b> <b>AAA</b>	<b>1.97</b> <b>1.93</b>
<b>TOTAL PORTFOLIO</b>		<b>668,918.75</b>	<b>2.19%</b>	<b>660,749.80</b> <b>668,108.56</b>	<b>0.23%</b>	<b>683,668.01</b> <b>2,177.65</b>	<b>100.00%</b> <b>15,559.45</b>	<b>Aaa / AA+</b> <b>AAA</b>	<b>1.96</b> <b>1.92</b>
<b>TOTAL MARKET VALUE PLUS ACCRUED</b>						<b>685,845.66</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	05/15/2021	825252109	1,375.00	Invesco Treasury MMFD Private Class	1.000	0.01%	1,375.00	0.00	1,375.00	0.00
<b>Subtotal</b>			<b>1,375.00</b>				<b>1,375.00</b>	<b>0.00</b>	<b>1,375.00</b>	<b>0.00</b>
<b>TOTAL ACQUISITIONS</b>			<b>1,375.00</b>				<b>1,375.00</b>	<b>0.00</b>	<b>1,375.00</b>	<b>0.00</b>
<b>OTHER TRANSACTIONS</b>										
Interest	05/15/2021	912828WJ5	110,000.00	US Treasury Note 2.5% Due 5/15/2024	0.000		1,375.00	0.00	1,375.00	0.00
<b>Subtotal</b>			<b>110,000.00</b>				<b>1,375.00</b>	<b>0.00</b>	<b>1,375.00</b>	<b>0.00</b>
<b>TOTAL OTHER TRANSACTIONS</b>			<b>110,000.00</b>				<b>1,375.00</b>	<b>0.00</b>	<b>1,375.00</b>	<b>0.00</b>

## Income Earned

As of May 31, 2021



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
<b>FIXED INCOME</b>						
9128284D9	US Treasury Note 2.5% Due 03/31/2023	06/13/2018 06/14/2018 110,000.00	109,339.60 0.00 0.00 109,368.89	232.92 0.00 465.85 232.93	29.29 0.00 29.29 262.22	262.22
912828F21	US Treasury Note 2.125% Due 09/30/2021	06/28/2018 06/29/2018 110,000.00	109,775.33 0.00 0.00 109,821.15	197.98 0.00 395.97 197.99	45.82 0.00 45.82 243.81	243.81
912828J43	US Treasury Note 1.75% Due 02/28/2022	06/13/2018 06/14/2018 110,000.00	109,102.57 0.00 0.00 109,194.38	324.32 0.00 486.48 162.16	91.81 0.00 91.81 253.97	253.97
912828L24	US Treasury Note 1.875% Due 08/31/2022	06/13/2018 06/14/2018 110,000.00	108,698.77 0.00 0.00 108,781.60	347.49 0.00 521.23 173.74	82.83 0.00 82.83 256.57	256.57
912828WJ5	US Treasury Note 2.5% Due 05/15/2024	06/18/2019 06/19/2019 110,000.00	112,094.65 0.00 0.00 112,036.15	1,268.65 1,375.00 127.04 233.39	0.00 58.50 (58.50) 174.89	174.89
91282CBC4	US Treasury Note 0.375% Due 12/31/2025	12/30/2020 12/31/2020 115,000.00	114,987.41 0.00 0.00 114,987.64	144.15 0.00 181.08 36.93	0.23 0.00 0.23 37.16	37.16
			663,998.33 0.00 0.00	2,515.51 1,375.00 2,177.65	249.98 58.50 191.48	
<b>Total Fixed Income</b>		<b>665,000.00</b>	<b>664,189.81</b>	<b>1,037.14</b>	<b>1,228.62</b>	<b>1,228.62</b>

## Income Earned

As of May 31, 2021



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
<b>CASH &amp; EQUIVALENT</b>						
825252109	Invesco	Various	2,543.75	0.00	0.00	0.00
	Treasury MMFD Private Class	Various	1,375.00	0.00	0.00	
		3,918.75	0.00	0.00	0.00	
			3,918.75	0.00	0.00	
			<b>2,543.75</b>	<b>0.00</b>	<b>0.00</b>	
			<b>1,375.00</b>	<b>0.00</b>	<b>0.00</b>	
			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Cash &amp; Equivalent</b>		<b>3,918.75</b>	<b>3,918.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
			666,542.08	2,515.51	249.98	
			1,375.00	1,375.00	58.50	
			0.00	2,177.65	191.48	
<b>TOTAL PORTFOLIO</b>		<b>668,918.75</b>	<b>668,108.56</b>	<b>1,037.14</b>	<b>1,228.62</b>	<b>1,228.62</b>

## Cash Flow Report

As of May 31, 2021



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
06/30/2021	Interest	91282CBC4	115,000.00	US Treasury Note 0.375% Due 12/31/2025	0.00	215.63	215.63
<b>JUN 2021</b>					<b>0.00</b>	<b>215.63</b>	<b>215.63</b>
08/31/2021	Interest	912828L24	110,000.00	US Treasury Note 1.875% Due 8/31/2022	0.00	1,031.25	1,031.25
08/31/2021	Interest	912828J43	110,000.00	US Treasury Note 1.75% Due 2/28/2022	0.00	962.50	962.50
<b>AUG 2021</b>					<b>0.00</b>	<b>1,993.75</b>	<b>1,993.75</b>
09/30/2021	Interest	9128284D9	110,000.00	US Treasury Note 2.5% Due 3/31/2023	0.00	1,375.00	1,375.00
09/30/2021	Maturity	912828F21	110,000.00	US Treasury Note 2.125% Due 9/30/2021	110,000.00	1,168.75	111,168.75
<b>SEP 2021</b>					<b>110,000.00</b>	<b>2,543.75</b>	<b>112,543.75</b>
11/15/2021	Interest	912828WJ5	110,000.00	US Treasury Note 2.5% Due 5/15/2024	0.00	1,375.00	1,375.00
<b>NOV 2021</b>					<b>0.00</b>	<b>1,375.00</b>	<b>1,375.00</b>
12/31/2021	Interest	91282CBC4	115,000.00	US Treasury Note 0.375% Due 12/31/2025	0.00	215.63	215.63
<b>DEC 2021</b>					<b>0.00</b>	<b>215.63</b>	<b>215.63</b>
02/28/2022	Interest	912828L24	110,000.00	US Treasury Note 1.875% Due 8/31/2022	0.00	1,031.25	1,031.25
02/28/2022	Maturity	912828J43	110,000.00	US Treasury Note 1.75% Due 2/28/2022	110,000.00	962.50	110,962.50
<b>FEB 2022</b>					<b>110,000.00</b>	<b>1,993.75</b>	<b>111,993.75</b>
03/31/2022	Interest	9128284D9	110,000.00	US Treasury Note 2.5% Due 3/31/2023	0.00	1,375.00	1,375.00
<b>MAR 2022</b>					<b>0.00</b>	<b>1,375.00</b>	<b>1,375.00</b>
05/15/2022	Interest	912828WJ5	110,000.00	US Treasury Note 2.5% Due 5/15/2024	0.00	1,375.00	1,375.00
<b>MAY 2022</b>					<b>0.00</b>	<b>1,375.00</b>	<b>1,375.00</b>
<b>TOTAL</b>					<b>220,000.00</b>	<b>11,087.51</b>	<b>231,087.51</b>



Account #10600

Chandler Asset Management, Inc. ("Chandler") is an SEC registered investment adviser. For additional information about our firm, please see our current disclosures (Form ADV). To obtain a copy of our current disclosures, you may contact your client service representative by calling the number on the front of this statement or you may visit our website at [www.chandlerasset.com](http://www.chandlerasset.com).

Information contained in this monthly statement is confidential and is provided for informational purposes only and should not be construed as specific investment or legal advice. The information contained herein was obtained from sources believed to be reliable as of the date of this statement, but may become outdated or superseded at any time without notice.

**Custody:** Your qualified custodian bank maintains control of all assets reflected in this statement and we urge you to compare this statement to the one you receive from your qualified custodian. Chandler does not have any authority to withdraw or deposit funds from/to the custodian account.

**Valuation:** Prices are provided by IDC, an independent pricing source. In the event IDC does not provide a price or if the price provided is not reflective of fair market value, Chandler will obtain pricing from an alternative approved third party pricing source in accordance with our written valuation policy and procedures. Our valuation procedures are also disclosed in Item 5 of our Form ADV Part 2A.

**Performance:** Performance results are presented gross-of-advisory fees and represent the client's Total Return. The deduction of advisory fees lowers performance results. These results include the reinvestment of dividends and other earnings. Past performance may not be indicative of future results. Therefore, clients should not assume that future performance of any specific investment or investment strategy will be profitable or equal to past performance levels. All investment strategies have the potential for profit or loss. Economic factors, market conditions or changes in investment strategies, contributions or withdrawals may materially alter the performance and results of your portfolio.

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Index returns assume reinvestment of all distributions. Historical performance results for investment indexes generally do not reflect the deduction of transaction and/or custodial charges or the deduction of an investment management fee, the incurrence of which would have the effect of decreasing historical performance results. It is not possible to invest directly in an index.

**Ratings:** Ratings information have been provided by Moody's, S&P and Fitch through data feeds we believe to be reliable as of the date of this statement, however we cannot guarantee its accuracy.

Security level ratings for U.S. Agency issued mortgage-backed securities ("MBS") reflect the issuer rating because the securities themselves are not rated. The issuing U.S. Agency guarantees the full and timely payment of both principal and interest and carries a AA+/Aaa/AAA by S&P, Moody's and Fitch respectively.



Account #10600

Benchmark Index	Disclosure
ICE BAML 3-5 Yr US Treasury/Agency Index	The ICE BAML 3-5 Year US Treasury & Agency Index tracks the performance of US dollar denominated US Treasury and nonsubordinated US agency debt issued in the US domestic market. Qualifying securities must have an investment grade rating (based on an average of Moody’s, S&P and Fitch). Qualifying securities must have at least three years remaining term to final maturity and less than five years remaining term to final maturity, at least three years to maturity at time of issuance, a fixed coupon schedule and a minimum amount outstanding of \$1 billion for sovereigns and \$250 million for agencies. (Index: G2A0. Please visit <a href="http://www.mlindex.ml.com">www.mlindex.ml.com</a> for more information)

City of Brea

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**COUNCIL COMMUNICATION**

**TO:** Honorable Mayor and City Council Members  
**FROM:** Bill Gallardo, City Manager  
**DATE:** 07/20/2021  
**SUBJECT:** Successor Agency Disbursement Registers for June 25 and 30, 2021

---

**RECOMMENDATION**

Receive and file.

**RESPECTFULLY SUBMITTED:**

William Gallardo, City Manager  
Prepared by: Ana Conrique, Senior Accountant  
Concurrence: Cindy Russell, Administrative Services Director

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**Attachments**

06-25-2021 Successor Agency Disbursement Register  
06-30-2021 Successor Agency Disbursement Register

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## Successor Agency Disbursement Register

*Between Jun 21, 2021 12:00 AM and Jun 25, 2021 11:59 PM*

Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
2822	CITY OF BREA	06/25/2021	1003	511	REIMB COST 20/21 MAY	\$1,457.59
CITY OF BREA					Total Check Amount:	\$1,457.59

**Overall - Total    \$1,457.59**

## Successor Agency Disbursement Register

Between Jun 28, 2021 12:00 AM and Jun 30, 2021 11:59 PM

Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
SAW21006	SIMON PROPERTY GROUP, INC.	06/28/2021	4077	731000000	BREA BALL OPA PAYMENT	\$1,720,395.00
<b>SIMON PROPERTY GROUP, INC.</b>					<b>Total Check Amount:</b>	<b>\$1,720,395.00</b>

**Overall - Total    \$1,720,395.00**

City of Brea

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**COUNCIL COMMUNICATION**

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

**FROM:** Bill Gallardo, City Manager

**DATE:** 07/20/2021

**SUBJECT:** Monthly Report of Cash Investments for the Successor Agency to the Brea Redevelopment Agency for Period Ending May 31, 2021

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**RECOMMENDATION**

Receive and file.

**BACKGROUND/DISCUSSION**

The Monthly Report of Cash and Investments is in accordance with Government Code Sections (GCS) 41004 and 53607 and contains information on the Successor Agency's cash and investment activities for the month of May. Funds received by the Successor Agency are typically spent within three to six 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 Cash and Investment Information Summary and a Monthly Account Statement prepared by Chandler Asset Management (Chandler) for the funds invested on behalf of the Successor Agency. As of May 31, 2021, the market value, including accrued interest on the Successor Agency's Local Agency Investment Fund (LAIF), was \$18,964.79 in comparison to \$18,959.69 at April 30, 2021. 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 and held the Agency's third-party custodian, The Bank of New York Mellon Trust Company, N.A. (BNY) as required. BNY acts as an agent of the Successor Agency and is not a counter party to the investment transaction and all securities are held in the name of the Successor Agency. The custodial accounts have been reconciled to the par value of the applicable portfolio report for the month. Attachment A includes a portfolio report from Chandler for each bond reserve account that is invested. As of May 31, 2021, the market value of these funds, including short-term cash and accrued interest was \$13,263,727.68 as compared to \$13,263,616.34 as of April 30, 2021.

**FISCAL IMPACT/SUMMARY**

During the month of May, the total value of the Successor Agency to the Brea Redevelopment Agency's investment portfolio increased by \$5.10 and the total value of the restricted cash and investments increased by \$111.34; both due to market rate adjustments.

**RESPECTFULLY SUBMITTED:**

William Gallardo, City Manager

Prepared by: Alicia Brenner, Senior Fiscal Analyst

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**  
May 31, 2021

			<b>Book Value</b>	<b>Market Value*</b>
<b>Demand and Interest-Bearing Checking Accounts</b>		Citizen's Bank	<b>\$ 1,886,411.70</b>	<b>\$ 1,886,411.70</b>
<b>Local Agency Investment Fund</b>		LAIF	<b>\$ 18,953.75</b>	<b>\$ 18,964.79</b>
<b><u>Fiscal Agent Cash &amp; Investments</u></b>				
2004	Brea Public Financing Authority Lease Revenue Bond	Chandler/BNY	\$ 352,340.84	\$ 352,340.84
2010	Brea Public Financing Authority Lease Revenue Bond	Chandler/BNY	\$ 1,035,327.86	\$ 1,035,327.86
2013	Tax Allocation Bonds	Chandler/BNY	\$ 9,477,268.93	\$ 9,477,268.93
2016	Tax Allocation Refunding Bonds, Series A & B	Chandler/BNY	\$ 1,346,377.08	\$ 1,346,377.08
2017	Tax Allocation Refunding Bonds, Series A & B	Chandler/BNY	\$ 1,052,412.97	\$ 1,052,412.97
<b>Sub-total - Fiscal Agent Cash &amp; Investments</b>			<b>\$ 13,263,727.68</b>	<b>\$ 13,263,727.68</b>
<b>Grand Total</b>			<b>\$ 15,169,093.13</b>	<b>\$ 15,169,104.17</b>

\* Includes accrued interest on invested funds

**Successor Agency to the Brea Redevelopment Agency**  
**Cash and Investment Information**  
May 31, 2021

<b>Fiscal Agent Cash &amp; Investments Detail</b>	<b>Book Value</b>	<b>Market Value</b>
2004 Brea Public Financing Authority Lease Revenue Bond - <b>CHANDLER</b>	\$ -	\$ -
Short-Term Treasury Funds - <b>BNY</b>	\$ 352,340.84	\$ 352,340.84
<b>Sub-total</b>	<b>\$ 352,340.84</b>	<b>\$ 352,340.84</b>
2010 Brea Public Financing Authority Lease Revenue Bond - <b>CHANDLER</b>	\$ -	\$ -
Short-Term Treasury Funds - <b>BNY</b>	\$ 1,035,327.86	\$ 1,035,327.86
<b>Sub-total</b>	<b>\$ 1,035,327.86</b>	<b>\$ 1,035,327.86</b>
2013 Tax Allocation Bonds - <b>CHANDLER</b>	\$ -	\$ -
Short-Term Treasury Funds - <b>BNY</b>	\$ 9,477,268.93	\$ 9,477,268.93
<b>Sub-total</b>	<b>\$ 9,477,268.93</b>	<b>\$ 9,477,268.93</b>
2016 Tax Allocation Refunding Bonds, Series A & B - <b>CHANDLER</b>	\$ -	\$ -
Short-Term Treasury Funds - <b>BNY</b>	\$ 1,346,377.08	\$ 1,346,377.08
<b>Sub-total</b>	<b>\$ 1,346,377.08</b>	<b>\$ 1,346,377.08</b>
2017 Tax Allocation Refunding Bonds, Series A & B - <b>CHANDLER</b>	\$ -	\$ -
Short-Term Treasury Funds - <b>BNY</b>	\$ 1,052,412.97	\$ 1,052,412.97
<b>Sub-total</b>	<b>\$ 1,052,412.97</b>	<b>\$ 1,052,412.97</b>
<b>Report Grand Total</b>	<b>\$ 13,263,727.68</b>	<b>\$ 13,263,727.68</b>



PORTFOLIO CHARACTERISTICS

Average Modified Duration	0.00
Average Coupon	0.30%
Average Purchase YTM	0.30%
Average Market YTM	0.30%
Average S&P/Moody Rating	NR/NR
Average Final Maturity	0.00 yrs
Average Life	0.00 yrs

ACCOUNT SUMMARY

	Beg. Values as of 4/30/21	End Values as of 5/31/21
Market Value	18,954	18,954
Accrued Interest	6	11
Total Market Value	18,960	18,965
Income Earned	7	5
Cont/WD		0
Par	18,954	18,954
Book Value	18,954	18,954
Cost Value	18,954	18,954

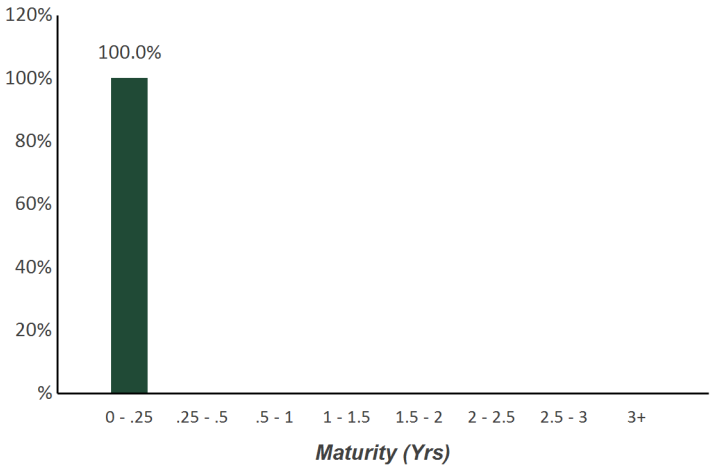
TOP ISSUERS

Local Agency Investment Fund	100.0%
Total	100.0%

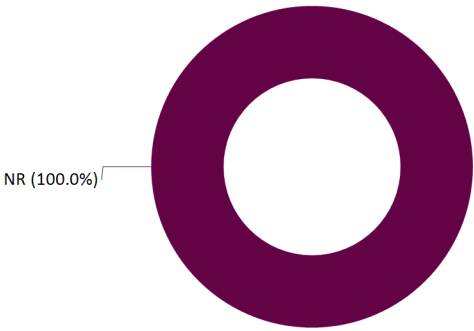
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



Holdings Report

As of May 31, 2021



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	18,953.75	Various 0.30%	18,953.75 18,953.75	1.00 0.30%	18,953.75 11.04	100.00% 0.00	NR / NR NR	0.00 0.00
Total LAIF		18,953.75	0.30%	18,953.75	0.30%	18,953.75 11.04	100.00% 0.00	NR / NR NR	0.00 0.00
TOTAL PORTFOLIO		18,953.75	0.30%	18,953.75	0.30%	18,953.75 11.04	100.00% 0.00	NR / NR NR	0.00 0.00
TOTAL MARKET VALUE PLUS ACCRUED						18,964.79			



Income Earned

As of May 31, 2021



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
LOCAL AGENCY INVESTMENT FUND						
90LAIF\$00	Local Agency Investment Fund State Pool	Various	18,953.75	5.94	0.00	5.10
		Various	0.00	0.00	0.00	
		18,953.75	0.00	11.04	0.00	
			18,953.75	5.10	5.10	
			18,953.75	5.94	0.00	
			0.00	0.00	0.00	
			0.00	11.04	0.00	
Total Local Agency Investment Fund		18,953.75	18,953.75	5.10	5.10	5.10
			18,953.75	5.94	0.00	
			0.00	0.00	0.00	
			0.00	11.04	0.00	
TOTAL PORTFOLIO		18,953.75	18,953.75	5.10	5.10	5.10

Cash Flow Report  
As of May 31, 2021



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
07/15/2021	Dividend	90LAIF\$00	1,155,868.55	Local Agency Investment Fund State Pool	0.00	10.41	10.41
JUL 2021					0.00	10.41	10.41
TOTAL					0.00	10.41	10.41



Account #10166

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Security level ratings for U.S. Agency issued mortgage-backed securities ("MBS") reflect the issuer rating because the securities themselves are not rated. The issuing U.S. Agency guarantees the full and timely payment of both principal and interest and carries a AA+/Aaa/AAA by S&P, Moody's and Fitch respectively.