



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

**Tuesday, January 20, 2015**

5:15 p.m. - Study Session  
7:00 p.m. - General Session

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*Marty Simonoff, Mayor*

*Christine Marick, Mayor Pro Tem*

*Cecilia Hupp, Council Member*

*Glenn Parker, Council Member*

*Steven Vargas, Council Member*

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

## **Procedures for Addressing the Council**

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

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

## **Special Accommodations**

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

## **Important Notice**

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

**STUDY SESSION**

5:15 p.m. - Executive Conference Room  
Level Three

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

1. Public comment
2. Clarify regular meeting topics

**DISCUSSION ITEMS**

3. Envision Brea 2035
4. Code of Conduct for City Council revisions

[Code of Conduct](#)

**REPORTS**

5. Oversight Board update
6. Council Member reports

**GENERAL SESSION**

7:00 p.m. - Council Chamber  
Plaza Level

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**CITY COUNCIL - NEXT ORDINANCE NO. 1178 NEXT RESOLUTION NO. 2015-001**

**CITY / SUCCESSOR AGENCY - NEXT RESOLUTION NO. SA 2015-01**

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

7. Pledge of Allegiance: Girl Scout Troops 164 and 1104
8. Invocation: Pastor Rick Darden
9. Presentation: Visiting Students from Brea Sister City Anseong, Korea
10. Presentation: Visiting Students from Brea Sister City Hanno, Japan
11. Presentation: Orange County Human Relations Council - Annual Report

[Annual Report](#)

12. Presentation: International Institute of Municipal Clerks
13. Report - Prior Study Session

14. **Community announcements**
15. **Matters from the audience**
16. **Response to public inquiries - Mayor/City Manager**

**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. **Fiscal Year 2015-16 County of Orange Community Development Block Grant Program applications for \$200,000 and \$111,600 for low-income Single Family Housing Rehabilitation loans and Public Facilities Improvements at Brea Senior Center, respectively - Voluntary inkind match of \$9,300 from Successor Agency Housing Agency Fund - Adopt resolution**

[Staff Report](#)

[Resolution](#)

**ADMINISTRATIVE ITEMS** - *This agenda category is for consideration of a wide variety of topics related to the City's operations. Public comments regarding items in this section should be presented during "Matters from the Audience."*

18. **Professional Services Agreement with MIG, Inc. not-to-exceed \$200,000 from General Plan Maintenance Fund, Fund 560, and General Fund to prepare vision and strategic plan to identify implementation actions for Envision Brea 2035 Project**

[Staff Report](#)

[Exhibit A](#)

[Exhibit B](#)

[Exhibit C](#)

[Exhibit D](#)

**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**

19. **December 16, 2014 CC SA BAC Regular and Special Meeting Minutes**

[12-16-14 CC SA BAC Minutes](#)

20. **July 8, 2014, Cultural Arts Commission Meeting Minutes - Receive and file**

[07-08-14 CAC Minutes](#)

21. **October 14, 2014, Planning Commission Meeting Minutes - Receive and file**

[10-14-14 PC Minutes](#)

**22. December 2014 Wire Transfer Log and December 19 and 26, 2014 and January 9 and 16, 2015 City Warrant Registers**

[December CC Wire Transfer Log](#)

[12-19-14 CC Warrant Register](#)

[12-26-14 CC Warrant Register](#)

[01-09-15 CC Warrant Register](#)

[01-16-15 CC Warrant Register](#)

**23. Treasurer's Report for the City of Brea for period ended December 31, 2014 - Receive and file**

[Staff Report](#)

[Attachment A](#)

[Attachment B](#)

**24. Amend classification plan for City employees to include classification and salary range for Emergency Medical Services Manager position - Adopt Resolution**

[Staff Report](#)

[Resolution](#)

[Exhibit A](#)

[Exhibit B](#)

**25. Adopt Ordinance No. 1177 entitled "An Ordinance of the City Council of the City of Brea Amending Restrictions for Vehicles Exceeding a Specified Weight Limit on Designated Streets, and Amending Title 10 of the Brea City Code" - No General Fund impact (Intro. 12/16/14)**

[Ordinance](#)

[Exhibit A](#)

**26. Professional Services Agreement with Townsend Public Affairs, Inc., not-to-exceed \$62,000 annually from Management Services budget for State and Federal Advocacy Services through January 31, 2017 and authorize City Manager to execute necessary documents**

[Staff Report](#)

[Agreement](#)

27. **Annual Maintenance Assessments for Landscape and Lighting Districts Nos. 1 through 7 - Prepare engineering reports detailing proposed improvements and budgets - Adopt resolutions - No General Fund impact**

[Staff Report](#)

[Resolution MD 1](#)

[Resolution MD 2](#)

[Resolution MD 3](#)

[Resolution MD 4](#)

[Resolution MD 5](#)

[Resolution MD 6](#)

[Resolution MD 7](#)

#### **CITY / SUCCESSOR AGENCY - CONSENT**

28. **December 26, 2014 Successor Agency Warrant Register**

[12-26-14 SA Warrant Register](#)

29. **Treasurer's Report for the Successor Agency to the Brea Redevelopment Agency for period ended December 31, 2014 - Receive and file**

[Staff Report](#)

[Attachment A](#)

#### **ADMINISTRATIVE ANNOUNCEMENTS**

30. **City Manager**

31. **City Attorney**

#### **COUNCIL ANNOUNCEMENTS**

#### **ADJOURNMENT**

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

# City of Brea

## CODE OF CONDUCT FOR CITY COUNCIL



November 2014

## Table of Contents

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Introduction	1
Overview of Roles and Responsibilities	
Mayor	1
Mayor Pro Tem	2
All Council Members	2
Meeting Chair	3
Policies and Protocol Related to Conduct	
Agenda Items	3
Ceremonial Events	3
Endorsement of Candidates	3
Legislative Process	3
Public Comment on Agenda and Non-Agenda Items	4
Public Inquiries	4
Public Hearing Meeting Protocol	4
Council Conduct with One Another	
In Public Meetings	5
In Private Encounters	6
Council Conduct with City Staff	6
Council Conduct with the Public	
In Public Meetings	9
In Unofficial Settings	10
Council Conduct with Other Public Agencies	11
Council Conduct with Commissions, Committees and Boards	11
Council Conduct with the Media	12
Sanctions	
Public Disruption	15
Inappropriate Staff Behavior	15
Council Members Behavior and Conduct	15
Principles of Proper Conduct	
Proper Conduct IS	16
Proper Conduct is NOT	16
It All Comes Down to Respect	16
Checklist for Monitoring Conduct	18
Glossary of Terms	19

# CODE OF CONDUCT FOR CITY COUNCIL

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*"Always do right. This will gratify some people and astonish the rest."  
-Mark Twain*

## INTRODUCTION

This Code of Conduct is designed to describe the manner in which Council Members should treat one another. City staff, constituents, and others they come into contact with in representing the City of Brea. As elected representatives of the citizens of the City of Brea, it is essential that each Council Member's behavior be consistent with the level of responsibilities and duties of governance entrusted to them by the people of the City of Brea.

The constant and consistent theme throughout of the Code of Conduct is "respect." Council Members experience tremendous stress in making decisions that could impact thousands of lives. Despite these pressures, elected officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is the touchstone that can help guide Council Members to do the right thing in even the most difficult situations. Such respect is the cornerstone of civility.

The overall principles and guidelines contained in this Code of Conduct also describe the manner in which the City Treasurer, City Clerk, Commissioners, Committee members and Board members are expected to treat one another, City staff, and all others they come into contact with in representing the City of Brea.

## OVERVIEW OF ROLES AND RESPONSIBILITIES

### MAYOR

- Serves at the pleasure of the City Council
- Acts as the official head of the City for all ceremonial purposes
- Chairs City Council meetings and as otherwise authorized by the Council
- Calls for special meetings
- Recognized as spokesperson for the City Council
- Selects substitute for City representation when Mayor cannot attend
- Makes Council Member assignments to Council subcommittees and regional boards and committees through consultation with other members
- Makes judgment calls on which proclamations to give



- Leads the Council into an effective, cohesive working team
- Signs documents on behalf of the City of Brea
- Serves as official delegate of the City to the Leagues of California Cities, National League of cities and other events and conferences

### **MAYOR PRO TEM**

- Serves at the pleasure of the City Council
- Performs the duties of the Mayor if the Mayor is absent or disabled
- Chairs City Council meetings in the absence of the Mayor
- Represents the City at ceremonial functions at the request of the Mayor

### **ALL COUNCIL MEMBERS**

All members of the City Council, including those serving as Mayor and Mayor Pro Tern, have equal votes. No Council Member has more power than any other Council Member and all should be treated and treat each other with civility and respect.

All Council Members shall:

- Demonstrate honesty, integrity, and civility in every action and statement
- Fully participate in City Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others
- Prepare in advance of Council meetings and be familiar with issues on the agenda. Make a reasonable effort to meet with staff before meetings to receive answers to questions regarding the agenda
- Represent the City at ceremonial functions at the request of the Mayor
- Place activities and events on the Council's weekly activities calendar that invite official participation of all Council Members
- Be respectful of other people's time. Stay focused and act efficiently during public meetings
- Serve as a model of leadership and civility to the community
- Inspire public confidence in Brea City government
- Provide contact information to the City Manager's Executive Assistant in case an emergency or urgent situation arises while the Council Member is out of town
- Participate in scheduled activities to increase team effectiveness

## **MEETING CHAIR**

The Mayor will chair official meetings of the City Council, unless the Mayor Pro Tem or another Council Member is designated as Chair of a specific meeting. The Chair of meetings:

- Maintains order, decorum, and the fair and equitable treatment of all speakers
- Keeps discussion and questions focused on the specific agenda Item under consideration
- Makes parliamentary rulings with advice, if requested, from the City Attorney who acts as an advisory parliamentarian. Chair rulings may be overturned if a Council Member makes a motion as an individual and the majority of Council votes to overrule the Chair.

## **POLICIES AND PROTOCOL RELATED TO CONDUCT**

### **AGENDA ITEMS**

The Mayor and Mayor Pro Tem, in consultation with the City Manager, shall determine agenda items for the City Council meeting. Individual Council Members should submit requests, preferably written, for agenda Items to the Mayor for consideration. In the case of a dispute a Council Member may, at a public meeting, request the support of the majority of the Council to place an item on the agenda.

### **CEREMONIAL EVENTS**

City staff will handle requests for a City representative at ceremonial events. The Mayor will serve as the designated City representative. If the Mayor is unavailable, then City staff will determine if event organizers would like another representative from the Council. If yes, then the Mayor Pro Tem will be asked to serve as a substitute; if the Mayor Pro Tem is unavailable, the request will go to another member of the Council. Invitations received at City Hall are presumed to be for official City representation. Invitations addressed to individual Council Members at their homes are presumed to be for unofficial, personal consideration, unless otherwise indicated, and the individual is expected to represent the City of Brea in a formal capacity.

### **ENDORSEMENT OF CANDIDATES**

Council Members have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention endorsements during Council meeting or other official City meetings.

### **LEGISLATIVE PROCESS**

The City follows parliamentary procedure for the management of meetings using guidelines adopted by Resolution No. 2014-065 on October 7, 2014.

## **PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS**

During a designated period of the agenda, the public may comment on any item of interest that is within the subject matter jurisdiction of the Council. As a general rule, a speaker will be limited to five minutes.

The City Manager will respond, as deemed appropriate, to comments related to items on the meeting's agenda. In compliance with the Brown Act, the City Council may not take action or discuss any item that does not appear on the Council meeting agenda.

## **PUBLIC INQUIRIES**

City staff will prepare official letters in response to public inquires and concerns, as appropriate. These letters will carry the signature of the Mayor unless the Mayor requests that another Council Member or City staff sign them. If correspondence is addressed only to one Council Member that Council Member should generally check with staff on the best way to respond to the sender. In the event a Council Member, as an elected representative, feels compelled to express an opinion a matter, it shall be with the express understanding and stated as such, that it is their personal opinion and does not many way represent that of the City Council. Nor, under any circumstances, should a Council Member state or attempt to represent the opinion of the City Council or of another Council Member.

Council Members may receive public inquires via email and may choose to respond directly via email. All such correspondence is considered a public record and should be treated as such. As with official letter responses to public inquires, to a Council Member feels compelled to express an opinion on a matter, it shall be with the express understanding, and stated as such, that it is a personal opinion and does not m any way represent that of the City Council.

## **PUBLIC HEARING MEETING PROTOCOL**

The applicant or appellant shall have the right to speak first after staff presentation regarding the item being appealed. The Chair will determine the length of time allowed for this presentation. Speakers representing either pro or con points of view will be allowed to follow. The Chair will determine and announce limits on speakers at the start of the public hearing process. Generally, each speaker will be allocated five minutes with applicants and appellants, or their designed representatives, allowed more time. If many speakers are anticipated, the Chair may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers. No speaker will be turned away unless he/she exhibits inappropriate behavior. Each speaker may only speak once during the public hearing unless the Council requests additional clarification later in the process. After the close of the public hearing, no more public testimony will be accepted unless the Chair reopens the public hearing for a limited and specific purpose.

The applicant or appellant will be allowed to make closing comments. The Chair has the responsibility to run an efficient public meeting and has the discretion to modify the public hearing process in order to make the meeting run smoothly and/or accommodate extenuating circumstances.

Established protocol dictates that Council Members do not express opinions during the public hearing portion of the meeting except to ask pertinent questions of the speaker or staff. "I think" and "I feel" comments by Council Members are not appropriate until after the close of the public hearing. To maintain proper public decorum it is important that Council Members refrain from arguing or debating with the public during a public hearing and always show respect for different points of view.

Main motions may be followed by amendments, followed by substitute motions. Any Council Member can call for a point of order. Only Council Members who voted on the prevailing side may make motions to reconsider. Council Members who desire to make the first motion on issues that they feel strongly about should discuss their intention with the Chair in advance of the Council meeting.

## **COUNCIL CONDUCT WITH ONE ANOTHER**

Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal respectfully acknowledge this potential diversity of opinion and viewpoint even as Council may "agree to disagree" on contentious issues.

### **IN PUBLIC MEETINGS**

- Use of formal titles

The Council should generally refer to one another formally during public meetings as Mayor, Mayor Pro Tem or Council Member followed by the individual's last name

- Practice civility and decorum in discussions and debate

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not, however, grant the right for Council Members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening and otherwise disruptive can be tolerated. Disruptive behavior, at the direction of the Council, can result in expulsion from the proceedings.

- Honor the role of the Chair in maintaining order

It is the responsibility of the Chair to keep the comments of Council Members on track during public meetings. Council Members should honor efforts by the Chair to focus discussion on current agenda items. If there is a disagreement about the agenda or the Chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedures adopted on October 7, 2014. Differences of opinion of what constitutes appropriate versus inappropriate shall be resolved by consensus of the full Council at an appropriate time.

- Avoid personal comments that may offend other Council Members

If a Council Member is personally offended by the remarks of another Council Member, the offended Council Member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other Council Member to justify or apologize for the language used. The Chair will maintain control of the discussion.

- Demonstrate effective problem-solving approaches

Council Members have a public stage to show how individuals with different points of view can find common ground and seek a compromise that benefits the community as a whole.

### **IN PRIVATE ENCOUNTERS**

- Continue respectful behavior in private

The same level of respect and consideration in differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

Be aware that the insecurity of written notes, voicemail messages, and email technology allows words written or said without much forethought to be distributed wide and far. It could create unpleasant consequences and cause embarrassment. Written notes, voicemail messages and email should be treated as potentially "public" communication and part of the public record.

- Even private conversations can have a public presence

Elected officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted. Council Members must behave at all times in a manner reflective of the trust placed in them by the public.

### **COUNCIL CONDUCT WITH CITY STAFF**

Every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community. The City of Brea is a general law city governed by the council/manager form of government. The City Council, with the assistance of its advisory commissions and boards, makes policies and fundamental governmental decisions; the City Manager is charged with implementing those policies and decisions and administering the day-to-day affairs of the City with the assistance of his/her staff. The City Council has direct authority over the City Manager and the City Attorney; all other employees of the City are under the direct authority of the City Manager. Following this hierarchy is important to the success of the basic structure and to maintaining positive and effective working relationships between the City Council and employees, and will prevent any confusion and/or inefficiency associated with potentially contradictory direction.

- Treat all staff as professionals

Clear, honest communication that respects the abilities, experience and dignity of each individual is expected. Poor behavior toward staff is improper, disrespectful and, as such, inappropriate and unacceptable.

- Limit contact to specific City staff

Questions of City staff and/or requests for additional information or services should be directed only to the City Manager. If, in the opinion of the City Manager the request makes sense and requires little staff time and/or resources, the City Manager can direct the appropriate department to fulfill the request.

- Do not disrupt City staff from their Jobs

To maintain efficiency in daily activities, it is important that Council Members not disrupt City staff while they are in meetings, on the telephone, or engrossed in performing their job functions in order to have their individual needs met.

- Respect City staffs time

Given ongoing fiscal constraints and limited staff and Council time, individual Council Members should minimize memos and maximize face-to-face interaction with other Council Members or staff.

In this respect, individual Council Members should schedule meeting with their counterparts, the City Manager, or department directors, depending on the issue to be discussed. As a matter of courtesy and mutual respect, Council Members and staff should keep their scheduled meetings or call in advance to cancel or reschedule.

- Requests for information

All Council Members will receive the same material and information to make legislative and other policy decisions and all requests for information should be made to the City Manager to ensure consistency.

If a Council Member requests research on an issue, staff shall provide such research if it does not require extensive time to research the issue. The City Manager shall determine if the research is "extensive" or not. If the issue is complex and requires extensive staff time, the request must be approved by the City Council.

If a Council Member needs to review a document maintained in the City's records system, upon request to the City Manager, staff will retrieve the requested document. The City Manager is legally responsible for the management and retention of City records, and only staff is authorized to retrieve information from the records system.

Because of the associated costs, individual Council Members shall not make direct contact to City or Agency consultants or outside legal counsel requesting information, research or service. Any request should be directed to the City Manager for compliance.

Confidential private financial statements are not provided to individual Council Members or the Council as a whole without the concurrence of the City Attorney.

- Never publicly criticize an individual employee

Council should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the City Manager through private correspondence or conversation.

- Do not get involved in administrative functions

To prevent raising concerns of misdeeds, or questionable motives, Council Members must not attempt to influence City staff on the making of appointments, awarding of contracts, selection of consultants, processing of development applications, or granting of City licenses and permits.

- Check with City staff on correspondence before taking action

To prevent conflicting statements or duplications, before sending correspondence, Council Members shall check with City staff to see if an official City response has already been sent or is in progress. Typically the Mayor, through consultation with staff, should respond to communications addressed to the entire Council. When it is unclear whether a correspondence is to an individual Council Member or the City Council as a whole, Council Members should consult with the Mayor or staff to determine the appropriate response.

- Council Members are discouraged from attending public meetings with City staff unless requested by staff

Council Members correctly feel their presence at public meetings demonstrates an interest in the issue, however, it can also leave the public with an impression of the Council Member's position on the issue that may or may not be correct. Even if the Council Member does not say anything, the Council Member's presence can impact the meeting by implying support, showing partiality, intimidating staff, and hampering staff's ability to do their job objectively. This should be avoided because when the item does come before the City Council, Council Members' deliberative process may have produced a different outcome, which may be viewed as the Council Member misleading the public.

Staff will always provide the public with this explanation of why the City Council is not present at the meeting.

- Requests for additional staff support

Requests for additional staff support, even in high priority or emergency situations, should be made to the City Manager or Assistant City Manager, or designated representative who is responsible for allocating City resources in order to maintain a professional, well-run City government.

- Do not solicit political support from staff

Council Members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support lists, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates, but all such activities must be conducted away from the workplace.

## **COUNCIL CONDUCT WITH THE PUBLIC**

### **IN PUBLIC MEETINGS**

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual Council Members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- Be welcoming to speakers and treat them with care and respect

Remember that most people who address the Council are not professional speakers and are not accustomed to speaking in public, and even those that are may be intimidated by the situation.

- Be fair and equitable in allocating public hearing time to individual speakers

Public hearings provide the opportunity for the public to provide comment and feedback to the Council on issues that are of importance to them, and sometimes these comments can cause the meeting to go much longer than anticipated. However, each member of the public who wishes to speak should be given equal consideration and attention, and not rushed. But each speaker is expected to stay within the allocated time.

- Actively listen

Listening is a critically important skill. In the interest of courtesy and decorum, Council Members should listen patiently to various opinions from all quarters. It can be disconcerting to speakers to have Council Members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time, or gazing around the room gives the appearance of disinterest and may unintentionally offend the speaker. As public official it's important to be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger or boredom.

- Ask for clarification, but it's important to avoid debate and argument with the public

Only the Chair – not individual Council Members – can interrupt a speaker during a presentation. However, a can ask the Chair for a point of order if the speaker is off the topic or exhibiting behavior language the Council Member finds disturbing .



If speakers become flustered or defensive by Council questions, it is the responsibility of the Chair to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by Council Members to members of the public testifying should seek to clarify or expand information. It is never appropriate for elected officials to belligerently challenge or belittle a speaker. Council Members personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.

- No personal attacks of any kind, are appropriate under any Circumstance

Council Members should be aware that their body language and tone of voice may appear to be intimidating or aggressive to some speakers.

- Follow adopted parliamentary procedure in conducting public meetings

The City Attorney serves as advisory parliamentarian for the City and is available to answer questions or interpret situations according to parliamentary procedures. Final rulings on parliamentary procedure are made by the Chair, subject to an appeal by the full Council.

### **IN UNOFFICIAL SETTINGS**

- Make no promises on behalf of the Council

No individual Council Member has the authority to represent or make commitments on behalf of the City Council. Council Members will frequently be asked to explain a Council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of City policy and to refer to City staff for further information. It is inappropriate to overtly or implicitly promise Council action, or to promise City staff will do something specific (fix a pothole, remove a street tree, plant new flowers in the median, etc.).

- Make no personal comments about other Council Members

It is acceptable to publicly disagree about an Issue, but it is unacceptable to make derogatory comments about other Council Members, their opinions and actions. Doing so may undermine confidence in and respect for the City Council as a body.

Remember that Brea is a small town at heart. Council Members are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper deportment in the City. Honesty and respect for the dignity of each individual should be reflected in the words and actions taken by Council Members. It is a serious and continuous responsibility.

## **COUNCIL CONDUCT WITH OTHER PUBLIC AGENCIES**

- Be clear about representing the City or personal interests

If a Council Member appears before another governmental agency or organization to give a statement on an Issue, the Council Member must clearly state if his/her statement reflects personal opinion or is the official stance of the City and whether this is the majority or minority opinion of the Council. If the Council Member is representing the City, the Council Member must support and advocate the official City position on an Issue, not a personal viewpoint. If the Council Member is representing another organization whose position is different from the City, the Council Member should withdraw from voting on the Issue if it significantly impacts or is detrimental to the City's interests.

Council Members should be clear about which organizations they represent and inform the Mayor and Council of their involvement.

- Correspondence also should be equally clear about representation

City letterhead may be used when the Council Member is representing the City and the City's official position. A copy of the official correspondence should be given to the City Manager's Executive Assistant to be filed in the Council Office as part of the permanent public record.

It is best that City letterhead not be used for correspondence of Council Members representing a personal point of view, or a dissenting point of view from an official Council position. However, should a Council Member use City letterhead to express a personal opinion, it must be clear to the reader that this is not the official City position.

## **COUNCIL CONDUCT WITH COMMISSIONS, COMMITTEES AND BOARDS**

The City has established commissions, committees and boards as a means of gathering more community input. Citizens who serve as such become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

- If attending a commission, committee or board meeting, be careful to only express individual personal opinions

Council Members may attend any commission, committee, or board meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation, especially if it is on behalf of an individual, business or developer, could be viewed as unfairly affecting the process. Any public comments by a Council Member at a commission, committee or board meeting should be clearly made as individual opinion and not a representation of the feelings of the entire City Council.

- Limit contact with commission, committee, or board members to questions of clarification

It is Inappropriate for a Council Member to contact a commission, committee, or board member to lobby on behalf of an individual, business, or developer. It is acceptable for Council Members to contact commission, committee, or board members in order to clarify a position taken by the commission, committee, or board.

- Remember that commissions, committees, and boards serve the community, not individual Council Members

The City Council appoints individuals to serve on commissions, committees, and boards and it is the responsibility of these groups to follow policy established by the Council. But commission, committee and board members do not report to individual Council Members, nor should Council Members feel they have the power or right to threaten members with removal if they disagree with them about an issue. Appointment and reappointment to a commission, committee, or board should be based on such criteria as expertise, ability to work with staff and the public, commitment to the community and to fulfilling official duties.

- Be respectful of diverse opinions

A primary role of commissions, committees, and boards is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Council Members may have a closer working relationship with some individual serving on commissions, committees and boards, but must be fair and respectful of all citizens serving on commissions, committees and boards.

- Keep political support away from public forums

Commission, committee and board members may offer political support to a Council Member, but not in a public forum while conducting official duties. Conversely, Council Members may support commission, committee or board members who are running for office, but not in an official forum in their capacity as a Council Member.

- Inappropriate behavior can lead to removal

Inappropriate behavior by a commission, committee or board member should be noted to the Mayor, and the Mayor should counsel the offending member. If inappropriate behavior continues, the Mayor should bring the situation to the attention of the Council and the individual may be subject to removal from the commission, committee or board.

## **COUNCIL CONDUCT WITH THE MEDIA**

Council Members are frequently contacted by the media for background and quotes.

- The Mayor and the City Manager shall determine the official spokesperson for the City's position on high-profile Issues

If an individual Council Member is contacted by the media, the Council Member should refer the media to the Mayor or the City Manager and refrain from making statements that would give the appearance of representing the City's position.

- The City Manager or his/her designee shall be the City's spokesperson on routine media inquires

- Remember who you are

A Council Member must always be aware of his/her role as a policy maker in the organization, and the deference that is afforded you by the public because of your office. Consequently, it is very important to remember not to speculate or venture outside your area of expertise. The public will rely on what they are told by an elected official.

- The best advice for dealing with the media is to never go "off the record"

Most members of the media represent the highest levels of journalistic integrity and ethics, and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.

- Never say "no comment"

This statement can easily be misconstrued. If a Council Member does not have the information available, it is best to say so and let the media know when the information will be available and then make certain to follow through.

- Do not be afraid to say "I don't know"

If a Council Member does not know the answer to a question, it is best to just say so, then find out. It is helpful to ask the media for their deadline and then get back to them on time.

- Don't speculate; avoid hypothetical questions

A Council Member may choose to raise a case study hypothesis to illustrate a process, but should not be lured into speculating about what has not occurred.

- Be positive, not defensive

- Choose words carefully and cautiously

Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

- Avoid "never" and "always"

Opinions may change as additional information is revealed. Absolutes can come home to haunt!

- Do not fill in the silences

Silences can be a tool used by the media to keep a Council Member talking in hopes of obtaining more information. The only thing that should be said to fill in a silence is the Council Member's own prepared key messages.

- Do not lose your composure

A Council Member may win the battle, but will always lose the war.

- Do not argue with the media

Arguing with the media is a no-win situation. A Council Member who is calm and in good temper will also look like a sensible adult. That is a good image to convey. Keep in mind that editing has final control and an argument may be the only thing shown on the evening news.

- Never lie

It is better not to express an opinion than to fabricate a response that may not be entirely factual, and would tend to mislead the press.

## **SANCTIONS**

### **PUBLIC DISRUPTION**

Members of the public who do not follow proper conduct after a warning in a public hearing may be barred from further testimony at that meeting or removed from the Council Chambers.

### **INAPPROPRIATE STAFF BEHAVIOR**

City staff members who do not follow proper conduct in their dealings with Council Members, other City staff, or the public will be referred to the City Manager. These employees may be disciplined by the City Manager in accordance with City policies and procedures.

### **COUNCIL MEMBERS BEHAVIOR AND CONDUCT**

City Council Members who are alleged to be in violation of State or Fair Political Practices laws or guidelines should be referred to the appropriate agencies.

City Council Members who intentionally and repeatedly do not follow proper conduct as outlined in this Code of Conduct may be reprimanded or formally censured by the Council, lose seniority or committee assignments (both within the City or with intergovernmental agencies) or have official travel restricted. Serious infractions of the City's Code of Ethics or Code of Conduct could lead to other sanctions as deemed appropriate by Council.

It is the responsibility of the individual Council Member to initiate action if a Council Member's behavior may warrant sanction. The alleged violation(s) can be presented to the full Council in a public meeting. If violation of the Code of Ethics or Code of Conduct is outside of the behaviors observed by the Council, then subsequent investigation and potential sanctions should be reviewed and approved by the Council.

## **PRINCIPLES OF PROPER CONDUCT**

### **PROPER CONDUCT IS...**

- Keeping promises
- Being dependable
- Building a solid reputation
- Participating and being available
- Demonstrating patience
- Showing empathy
- Holding onto ethical principles under stress
- Listening attentively
- Studying thoroughly
- Keeping integrity intact
- Overcoming discouragement
- Going above and beyond, time and time again
- Modeling a professional manner

### **PROPER CONDUCT IS NOT**

- Showing antagonism or hostility
- Deliberately lying or misleading
- Speaking recklessly
- Spreading rumors
- Stirring up bad feelings, divisiveness
- Acting in a self-righteous manner

## **IT ALL COMES DOWN TO RESPECT**

- Respect for one another as individuals
- Respect for the validity of different opinions
- Respect for the democratic process
- Respect for the community that we serve



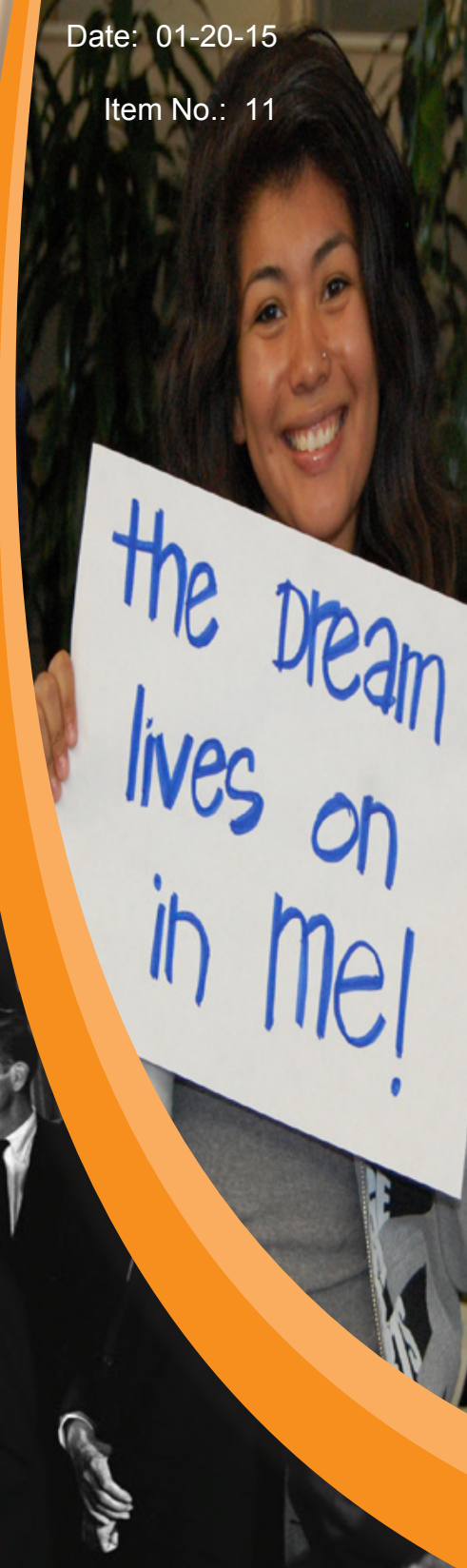
## CHECKLIST FOR MONITORING CONDUCT

- Will my decision/statement/action violate the trust, rights or good will of others?
- What are my interior motives and the spirit behind my actions?
- If I have to justify my conduct in public tomorrow, will I do so with pride or shame?
- How would my conduct be evaluated by people whose integrity and character I respect?
- Even if my conduct is not illegal or unethical, is it done at someone else's painful expense?
- Will it destroy their trust in me?
- Will it harm their reputation?
- Is my conduct fair? Just? Morally right?
- If I were on the receiving end of my conduct, would I approve and agree, or would I take offense?
- Does my conduct give others reason to trust or distrust me?
- Am I willing to take an ethical stand when it is called for?
- Am I willing to make my ethical beliefs public in a way that makes it clear what I stand for?
- Do I exhibit the same conduct in my private life as I do in my public life?
- Can I take legitimate pride in the way I conduct myself and the example I set?
- Do I listen and understand the views of others?
- Do I question and confront different points of view in a constructive manner?
- Do I work to resolve differences and come to mutual agreement?
- Do I support others and show respect for their ideas?
- Will my conduct cause public embarrassment to someone else?

## GLOSSARY OF TERMS

Attitude	The manner in which one shows one's dispositions, opinions, and feelings
Behavior	External appearance or action; manner of behaving; carriage of oneself
Civility	Politeness, consideration, courtesy
Conduct	The way one acts; personal behavior politeness connected with kindness
Courtesy	Suitable; proper; good taste in behavior
Decorum	A way of acting; a style, method, or form; the way in which things are done
Manners	An interruption of a meeting to question whether rules or bylaws are being broken, such as the speaker has strayed from the motion currently under consideration
Point of order	A challenge to a speaker to defend or apologize for comments that a fellow
Point of personal privilege	Council Member considers offensive
Propriety	Conforming to acceptable standards of behavior
Protocol	The courtesies that are established as proper and correct

# Annual Report 2013-14



## OC Human Relations

*Building community by fostering respect, resolving conflict and pursuing equality*





# OC Human Relations

Building community by fostering respect, resolving conflict and pursuing equality

## Board of Directors

Jim McQueen, *President*  
Attorney, McQueen & Ashman  
LLP

Susan Reese, *Vice-President*  
Business Owner, Susan Reese  
Design

Lin Fujitsubo, *Secretary*  
Development Consultant,  
Community Enhancement Services

Veronica Nguyen, *Treasurer*  
Founder, BeSmartee.com

Rusty Kennedy, *CEO*  
OC Human Relations

Gurpreet Singh Ahuja, M.D.  
Surgeon, Children's Hospital  
Orange County

Julio Badin  
Director of Operations,  
Disneyland Park

Becky Esparza  
Community Leader

Marcus Gonzalez  
Graphic Design Manager,  
Walt Disney Parks & Resorts

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Director, Public Affairs &  
Publications, Rancho Santiago  
Community College District

Kenneth K. Inouye  
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Student

Minzah Malik  
Manager, Hoag Hospital  
Community Health

Frank Marmolejo  
Historian

Leticia Mata  
Assistant Vice-President,  
OC Credit Union

Dr. ChorSwang Ngin, Ph.D.  
Professor, CSULA

Sean Thomas,  
President, TLIS

Carol Turpen  
Senior Manager  
Communications, Ingram Micro

Bill Wood  
Retired, PacifiCare Health System

## Message from the Chair

*Bigotry, prejudice, and discrimination have no place in our schools or communities. As we mark the 50th year anniversary of the signing of the US Civil Rights Act, pictured on our cover, OC Human Relations has been very busy spreading this still relevant message and empowering residents to make it a reality.*

*We are so proud to work with Orange County's young student leaders in middle and high schools who speak up and take a stand when they witness injustice or bullying.*

*And, we can't help but feel optimistic when we see once disenfranchised low-income, immigrant residents consulted by city staff when prioritizing street and sidewalk improvements to better their neighborhoods.*

*We know that we are making important progress every day when we mediate conflict in courts and in the community, making sure that each disputant is heard and treated with respect.*

*This has been an exciting year for OC Human Relations! We welcomed new programs, staff, and volunteers to our organization, and increased our ability to create an Orange County where ALL people can live free from discrimination, harassment and violence.*

*We thank each of you who have contributed to our successes through donations, time, and your tireless commitment to treating others with respect and dignity every day.*

*With thanks and gratitude,*

Leticia Mata  
Board Chair, 2014-15

## Who We Are

OC Human Relations is a non-profit, charitable 501(c)(3) organization with a mission to foster mutual understanding among residents and eliminate prejudice, intolerance and discrimination in order to make Orange County a better place for ALL people to live work and do business.

The organization was first created in 1971 by the Board of Supervisors and the League of Cities to address issues of prejudice and discrimination in Orange County. In 1991 OC Human Relations was founded as a private, non-profit organization that serves all of Orange County.

We provide quality programs in schools, communities and courts to build safe and strong schools, empower active and engaged residents, find innovative ways to resolve conflict, and take a stand against hate and discrimination.



# Program Outcomes

## BRIDGES SAFE AND RESPECTFUL SCHOOLS PROGRAM

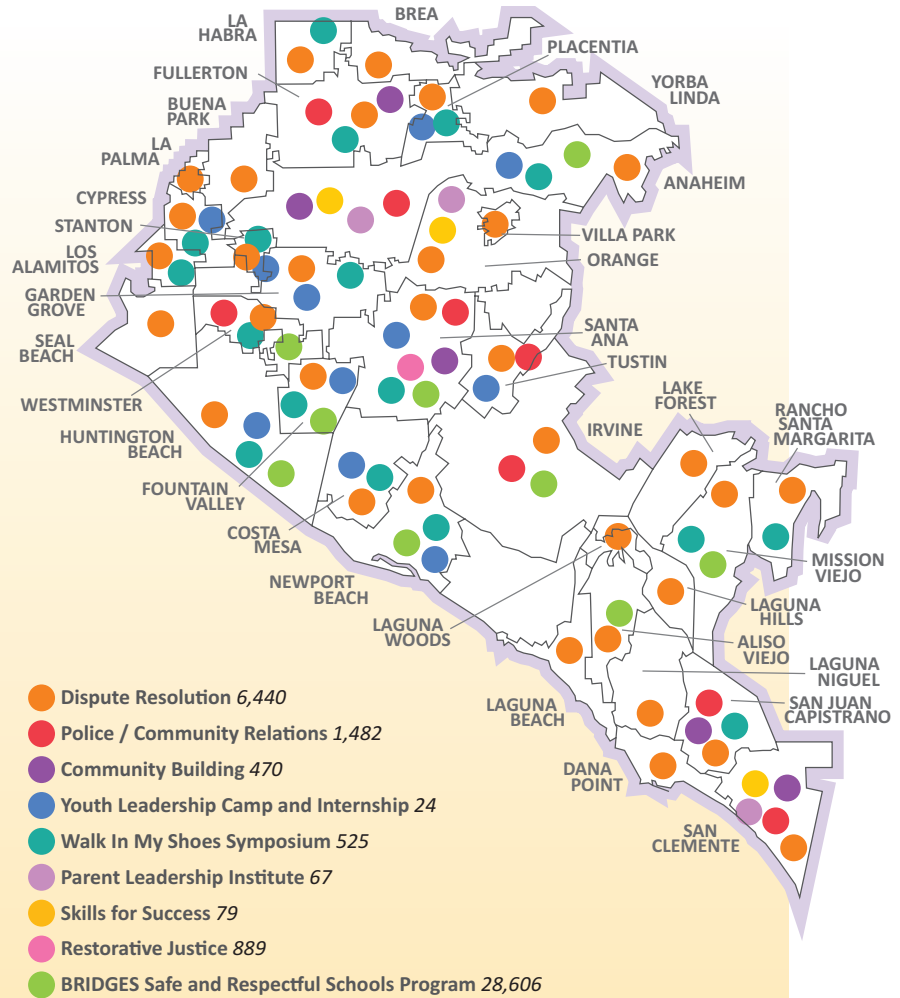
- **28,606 Students, Teachers, Staff and Parents** were impacted by the BRIDGES Program
- **525 Students and Teachers** attended the Walk in My Shoes Youth Conference
- **22 Youth Leaders** graduated from the BRIDGES Summer Leadership Camp
- **67 Language-Minority Parents** graduated from the Parent Leadership Institute
- **79 Academically At-Risk Students** completed the Skills for Success Program
- **24 BRIDGES Youth Leaders** completed the year-long OC Youth Organizers Internship Program

## COMMUNITY BUILDING

- **60+ Elected Officials and Police Chiefs** attended a presentation on Managing Hate Speech at Public Meetings
- **200+ People** attended two openings of the OC Civil Rights exhibit in Santa Ana
- **49 Hate Crimes** were tracked and documented in our annual Hate Crime Report
- **30 Police Complaints** were handled through mediation or referrals to our Police Community Reconciliation Program

## DISPUTE RESOLUTION

- **68 People** completed four Basic Mediation Certification Trainings and one Basic Divorce Mediation Training
- **1,197 Mediators** participated in 29 Advanced Mediation Workshops
- **6,440 People** received Mediation Services through our Dispute Resolution Program
- **2,959 Mediations** were conducted with a 71% Success Rate
- **13,154 Hours of Service** were provided by Volunteers



*“Partnering with Orange County Human Relations is one of the best things you can do for a school. It brings great training and development for student leaders and staff. I have been able to rely on them to address crucial issues on our campus and in our community. The three Orange County high schools I have worked in that partnered with OC Human Relations all saw measurable improvement in their campus culture.”*

—Robert Cunard,  
Principal, Magnolia High School,  
Anaheim Union High School District

## BRIDGES SAFE AND RESPECTFUL SCHOOLS PROGRAM



**BRIDGES Summer Camp:** an intense, week-long camp that brings together youth from diverse backgrounds to develop their human relations knowledge and leadership, facilitation and youth organizing skills.

- 22 Students
- 10 Cities
- 13 Schools

**OC Youth Organizers:** a year-long internship designed to provide advanced training and skills to a cross section of youth leaders from the BRIDGES Program.

- 24 Graduates
- 11 Cities
- 9 Schools

**Walk in My Shoes Youth Conference:** a day-long youth conference that brings together students and educators to learn strategies for creating safe, respectful and inclusive school climates.

- 525 Participants
- 18 Cities
- 24 Schools

### BRIDGES STATISTICS Total Participants— 28,606

- 26,248 Students
- 1,452 Teachers
- 332 School Staff
- 235 Administrators
- 257 Parents
- 82 Community Members
- 9 Cities
- 15 Schools

### Participating Schools

- Anaheim Community Day
- Fountain Valley High School
- Huntington Beach High School
- Loara High School
- Magnolia High School
- Mission Viejo High School
- Newport Harbor High School
- Savanna High School
- Servite High School
- Spring View Middle School
- Sycamore Junior High
- Valley High School
- Western High School
- Westminster High School

**Restorative Justice (RJ):** RJ has recently breathed new life into school discipline policies and practices nation-wide. Last year, we started a local partnership with Santa Ana Valley High School to determine if RJ can be part of the school's plan to reduce suspensions and expulsions in order to help prevent young people from dropping out or being pushed out of school. We are still in the beginning phases of implementation, but we are encouraged by the student and staff leaders on campus who have embraced the transformation.



*BRIDGES is a multi-year program that improves school climate by partnering with schools and communities to create, advocate for and sustain a safe, inclusive and equitable campus. BRIDGES empowers members of the campus community to identify and address the human relations needs on their campus via trainings and dialogues. They acquire the skills to work with diverse groups while improving school climate.*

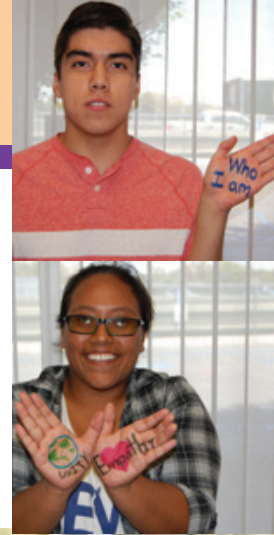
[www.ochumanrelations.org/programs/bridges](http://www.ochumanrelations.org/programs/bridges)

**Parent Leadership Institute:** a six-session training program that develops language-minority parents into leaders who participate in the decision-making processes of their children's schools.

- 67 Parents
- 3 Cities
- 3 Schools

**Skills for Success:** a 12-week program to help students who are performing below expectation, assisting them in goal setting, self-esteem, developing communication skills, decision-making, and academic planning.

- 79 Students
- 3 Cities
- 3 Schools



## Program Support

### Complete Audit

The private non-profit 501(c)(3) OC Human Relations Council's independent audit was conducted by the firm Paul Shishima & Company, CPAs. The auditors issued an unqualified opinion for the fiscal year ending June 30, 2014, concluding that OC Human Relations' finances were in compliance with standard accounting principles.

OC Human Relations' Fiscal Year 2013-14 total cash expenses were \$1,376,962 and income was \$1,271,469. In-kind contributions were valued at \$88,990. The audit reported Assets of \$1,651,741, with Liabilities of \$231,608, Equity of \$1,420,133, for a year-end Total Liabilities and Equity of \$1,651,741.

### Staffing

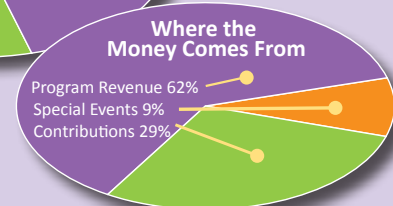
The full-time permanent staff changed to 17 during the fiscal year, augmented by 15,974 hours from volunteers who serve as mediators, Board members, Commissioners, Community Partners, and interns, as well as individuals who donated their professional services.

### Sources of Funds:

Generous donations from individuals, businesses and foundations totaling about \$473,103 were facilitated by the investment of time, energy and resources by our Community Partners and Board of Directors. Court filing fees funded a \$330,000 Dispute Resolution Program grant; the County of Orange granted \$252,000 for support of the public OC Human Relations Commission; fees for services brought in \$119,752 of income; 20 cities paid \$92,060 in dues; and interest accounted for \$9,554 of income. These funds supported the non-profit charitable programming expenses of \$1,376,962 in FY 2013-14.

### Staff

- Jim Armendaris
- Sara Babadi
- Seema Bhakta
- Alfonso Clarke
- Nabil Dajani
- Alison Edwards
- Peko Gomis
- Don Han
- Barbara Hunt
- Jennifer Jones
- Rusty Kennedy
- Adriana Cortes Luna
- Edgar Medina
- Melissa Morgan
- Joyce Sanchez
- Kathy Shimizu
- Crystal Sicairos
- Juan Villavicencio
- Sheri Wingate



## DEVELOPING DIVERSE LEADERS AND STRONG COMMUNITIES



### 2014 Legacy Awards Sponsored by Wells Fargo

#### Recipients:

- Dorothy Mulkey and Robert A. Johnson
- Jean and Frank Forbath
- Amin David
- The Estrada, Guzman, Mendez, Palomino, and Ramirez Families
- Pastor Mark Whitlock
- Tina Correa
- Mary Anne Foo
- Annan Aboul-Nasr
- Jennifer Rojas
- Rabbi Stephen J. Einstein

### Celebrating the Icons and the Torch

**Bearers:** In light of the 50<sup>th</sup> anniversary of the Civil Rights Act, in 2014 we took a detour from our annual AWARDS Gala format to honor local civil rights icons and those who carry the torch of those struggles to the next generation. The 2014 AWARDS gala, entitled *The Legacy Awards*, was a fitting tribute to the local contributions that Orange County has made to the national civil rights landscape.

- 16 Legacy Awards Recipients
- 500 Attendees



*“The time has come for us to finish the dream of equality for all. If we do as such, we will set off a chain reaction of action. We can... we must... we will make the dream of eliminating inequality, prejudice, intolerance, and discrimination of the Civil Rights Movement and Civil Rights Act... a reality.”*

— Andres Guerrero, 2014 YouthSpeak Speech Contest Winner



Learn about the 2014 honorees and gala at [www.ochumanrelations.org/awardsgala](http://www.ochumanrelations.org/awardsgala)



**Orange County Can Be Proud of Its Civil Rights Legacy— here are some notable dates from our OC Civil Rights Exhibit**

**Resident Voices Make the Difference:** OC Human Relations has been facilitating place-based community building with low-income immigrant residents in San Clemente for over seven years. In that time, residents have learned how to navigate city government, and the city has learned how to engage these residents in their decision-making processes. This dynamic continued this year when city staff reached out to residents to determine city street and sidewalk improvement priorities. Not only did these residents attend the public comment session to advocate for improvements in their neighborhood, but they were virtually the only people who attended the meeting. Consequently, the Las Palmas neighborhood improvements were moved up the list and this pedestrian-heavy neighborhood will soon be getting wider sidewalks.



- 1892 Lynching in Santa Ana
- 1906 Chinatown Burned
- 1936 Citrus Workers Win Fair Wages
- 1930s-40s Public Segregation Overthrown
- 1944 Masuda Family Wins Right to Bury War Hero
- 1946 Five Latino Families Desegregate OC Schools
- 1958 John Birch Society Takes Hold in OC
- 1963 Mulkeys Sue for Rental Bias in Housing
- 1971 OC Human Relations Commission Created
- 1978 Police Brutality Sparks Changes in Anaheim
- 1978 Effort to Ban Gay Teachers Defeated
- 1989 BRIDGES Youth Program Begins in Schools
- 1991 Hate Crime Network Established
- 1992 Listening Sessions Conducted
- 1999 Gay-Straight Alliance Wins Permissions
- 2002 Living Room Dialogues Launched
- 2008 Police Community Reconciliation Program Created
- 2011 Homeless Issues Highlighted with Kelly Thomas Killing



**Celebrating the Civil Rights Act of 1964:** 2014 marked the 50<sup>th</sup> Anniversary of the passage of the Civil Rights Act. To recognize this historic legislation, we looked back at our local history to honor the extraordinary contributions of our civil rights leaders and highlight our local history via the creation of our Orange County Civil Rights History Exhibit. This traveling exhibit highlights Orange County’s civil rights history and our contributions to the nation’s struggle toward equality. It is our sincere hope that this look back will empower us, as members of the Orange County family, to own our past and use it as a source of inspiration to continue the struggle to make this a county where ALL people live free from violence and discrimination.

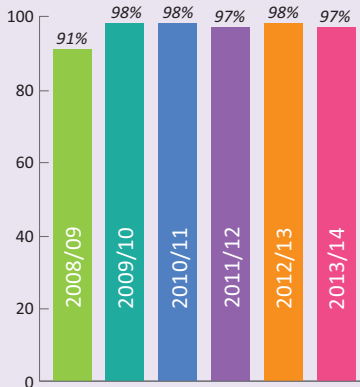


**To host the exhibit, or view it virtually, visit [www.ochumanrelations.org/civilrightshistoryexhibit](http://www.ochumanrelations.org/civilrightshistoryexhibit)**

## BRINGING PEOPLE TOGETHER AND MEDIATING CONFLICT



### Satisfaction Survey



Our Dispute Resolution Program asks each client to rate our services. Over the last 6 years the program has boasted these stellar results.



### Diverse Volunteers and Interns Represented in Mediation Program:

Volunteers came from the community, colleges and universities, including: Cal State University at Dominguez Hills, Fullerton and Long Beach, Chapman University, Irvine Valley College, Loyola Law School, Pepperdine University, Trinity Law School, University of California at Irvine, and Whittier Law School.

■ **160 Volunteer Mediators** served in our Dispute Resolution Program

### OC Mediation Conference:

Notable appearances at the UC Irvine University Club included the presentation of OC Board resolutions celebrating Mediation Week by Karen Roper, OCCS Director and Supervisor Todd Spitzer, welcome remarks by J. Michael Chennault, UCI Ombudsman, and OC Superior Court updates by Commissioner Carmen Luege and Judge Kirk Nakamura with keynote presentations by A. Marco Turk and Bill Eddy.

■ **150 People** attended the conference

### Dispute Resolution

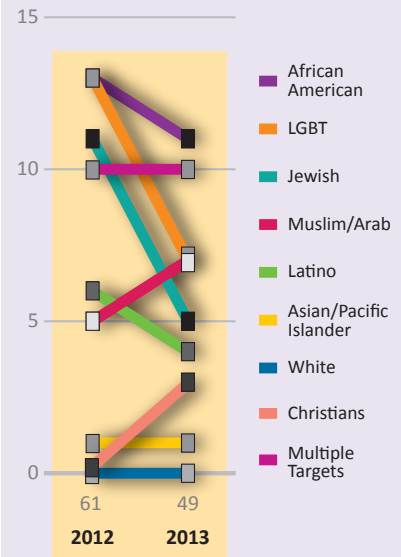
- **13,154 hours** of volunteer service were donated
- **68 People** completed four Basic Mediation Certification Trainings and one Basic Divorce Mediation Training
- **1,197 Mediators** participated in 29 Advanced Mediation Workshops
- **6,440 People** received Mediation Services
- **2,959 Mediations** were conducted with a 71% Success Rate
- **427 Family Mediations** were conducted
- **9,051 Residents** heard 469 Dispute Resolution Program Presentations

*“I would like to thank [OC] Human Relations and whoever helped make sure we had these classes. I liked knowing that we have rights and that we have to be treated with respect, especially the children. And that we can sit down and talk to solve problems. Thank you very much for your attention. Excellent!”*

—Parent Leadership Institute Graduate, Fairhaven Elementary

Find our annual Mediation Training calendar at [www.ochumanrelations.org/training](http://www.ochumanrelations.org/training)

## Overall Hate Crime Numbers Fell While Violence Against People Increased



### Uptick in Violent Hate Crimes\* in 2013:

The Commission supported victims, educated the public about this reality for many people in our community, and trained law enforcement in building relations with diverse communities as a step in the fight against hate crime.

- Overall hate crime (including vandalism) fell by 20% in 2013 to 49
- Violent hate crimes against people actually increased from 24 in 2012 to 28 in 2013



### Police and Community Relations Matter:

When an African-American resident of Orange County felt that her son was being unduly hassled by the police, she called us. When a motorist felt that she was treated rudely by an officer when she was cited for a traffic violation, she called us. When a cyclist felt that an officer was careless, driving too close to him, he called us. These are all cases that came to our Police-Community Reconciliation Program (PCRP). This program helps residents and members of law enforcement come together to resolve these complaints in a safe environment. The program is voluntary for all parties.

- 30 Police complaints came to the Commission for help and reconciliation
- 15 more conflicts were referred by law enforcement for resolution
- 87% Success rate for those who participated
- 100 Outreach presentations were made to the public and police about the program



### Free Speech vs. Hate Speech:

Where do we draw the line? Sparked by an Anaheim man's controversial public comments, the Commission partnered with Board of Supervisors Chair Shawn Nelson and the Association of California Cities, OC to host a panel presentation about how to manage hate speech in public meetings.

- 60+ People attended, including local elected officials, City Managers, and Police Chiefs
- Result: Guidelines published by the OC Human Relations Commission to help those leading public meetings when they are faced with hateful or inappropriate speech



\*See full hate crime report at [www.ochumanrelations.org/hatecrime](http://www.ochumanrelations.org/hatecrime)

# Thank You to the People Who Make Our Work

## Community Partners Advisory Board

Dr. Jerry Hunter, *President*  
Professor, California State  
University, Fullerton,  
College of Education  
Jack Toan, *Vice-President*  
Vice President, Wells Fargo  
Foundation  
Ralph Bauer  
Retired Mayor, Huntington  
Beach  
Olivia Campos-Bergeron  
Director Public Affairs,  
CBS 2/KCAL9  
Kay Carpenter  
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Carol Chaney  
Community Relations,  
Schools First Credit Union  
Donnie Crevier  
CEO, Crevier Classic Cars  
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Southern California Edison  
Neena Master  
Director Community  
Relations, Southern  
California Gas Company  
Dr. Greg McQuater  
Retired, Taco Bell Corp  
Jim McQueen  
Partner, McQueen & Ashman  
LLP

Ron Minekime  
Retired, City National Bank  
Terry Mullin  
President, ViridiSTOR  
Susan Reese  
Principal, Susan S. Reese  
Design  
Keith Swayne  
Founder, Swayne Family  
Foundation  
Bill Witte  
President, Related California

To learn more about Community Partners, visit [www.ochumanrelations.org/communitypartners](http://www.ochumanrelations.org/communitypartners)



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OC Department of Education  
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Ralph Bauer

Southern California Mediation  
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better place.

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hands to make  
a difference.

—Nelson Mandela



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**COUNCIL COMMUNICATION**

**Date:** January 20, 2015

To: Honorable Mayor and City Council

From: City Manager

Subject: **APPROVAL OF THE 41ST YEAR APPLICATION FOR PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) FISCAL YEAR 2015-16**

**RECOMMENDATION**

After a public hearing, adopt the Resolution approving the Fiscal Year 2015-16 application to the County of Orange for Community Development Block Grant (CDBG) funding.

**BACKGROUND**

The Federal Housing and Community Development Block Grant Program (CDBG) was established under legislation passed by Congress in 1974 to provide housing and other assistance for low-income persons. It is funded by the Federal Department of Housing and Urban Development (HUD) and administered by the County of Orange.

The City has been very successful in receiving CDBG grants to implement the Single Family Rehabilitation program, alley improvements identified in the Neighborhood Enhancement Plan, and capital improvements to Pioneer Hall and the Senior Center. Project eligibility is limited as the County only funds what is deemed “high priority

**APPROVAL OF THE 41ST YEAR APPLICATION FOR PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) FISCAL YEAR 2015-16**

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projects” including addressing homelessness, housing rehabilitation, alley improvements and senior centers.

The City has received CDBG funding each year for the past 40 years for housing rehabilitation of single family homes owned by low-income residents. Qualified homeowners must meet federally prescribed requirements to participate in the program. Each year, 15 to 20 homes are improved, thus over 700 homes have been improved over the years and many neighborhoods in Brea have been enhanced. The historic building used for the Brea Senior Center has also been improved many times with CDBG funding including updating restrooms, adding a covered patio, and the project underway this fiscal year is improving parking and sidewalk accessibility to the center.

**DISCUSSION**

The County released the Fiscal Year 2015-16 CDBG application package on December 11, 2014 and required that completed applications be submitted by January 7, 2015. This timeframe did not allow the opportunity to bring the applications to Council prior to submittal. However, Council may at this time withdraw or modify the application.

The Public Hearing is being conducted to conform to HUD and County requirements to give the public an opportunity to participate in the application process. At the conclusion of the Public Hearing, the Council is asked to approve by resolution the City’s participation in the Fiscal Year 2015-16 CDBG grant program. Details on the proposed use of the funds follow:



**APPROVAL OF THE 41ST YEAR APPLICATION FOR PARTICIPATION IN THE  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) FISCAL YEAR  
2015-16**

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***Single Family Rehabilitation Loans***

The rehabilitation loans would be used to correct serious health, safety and building code violations. The majority of the funds received will be utilized in the Focus Neighborhoods for single family homes and grants for mobile home repairs. The recipients of the loans and grants must be low-income households which is defined as earning 80% or less of County median income. The requested grant amount is \$200,000.

***Public Facilities Improvements***

The Brea Senior Center would see improvements benefiting senior mobility, accessibility and safety. This includes replacing approximately 8,000 square feet of carpet with vinyl plank flooring, which will aid mobility-impaired seniors utilizing assistive devices (walkers, wheelchairs, etc.). Proposed improvements also include replacing 11 warped and difficult to operate exterior doors, one of which will be replaced with an automatic push button door. The requested grant amount for these improvements is \$111,600.

**FISCAL IMPACT**

There is no negative fiscal impact to the General Fund associated with CDBG housing rehabilitation as no grant match is required and the staff implementing the program is paid from the City as Successor Housing Agency Fund, rather than the General Fund.

**APPROVAL OF THE 41ST YEAR APPLICATION FOR PARTICIPATION IN THE  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) FISCAL YEAR  
2015-16**

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To increase the likelihood of receiving funding for the Senior Center project, the application included a voluntary match of approximately \$9,300 of “soft costs”, such as city staff time for project management, inspection and quality control.

**SUMMARY**

The City of Brea applies annually to the County of Orange for federal Community Development Block Grant (CDBG) funding in order to provide low-income single family rehabilitation loans and grants to qualified Brea homeowners. Additionally, the City typically applies for competitive funding in the Public Facilities Improvements component of the CDBG program. Eligible use of this funding includes alley improvements in low-income census tracts and improvements to the Senior Center. This year staff has prepared an application to improve flooring and exterior doors at the Senior Center, which will improve accessibility for seniors.

The CDBG applications for Fiscal Year 2015-16 are requesting \$200,000 for the single family housing rehabilitation program and \$111,600 for improvements at the Senior Center. No match is required and the application proposes “soft” costs” of budgeted staff time to implement the Senior Center project. Thus, there is no negative impact to the General Fund. Staff recommends adoption of the attached Resolution approving the applications.


**APPROVAL OF THE 41ST YEAR APPLICATION FOR PARTICIPATION IN THE  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) FISCAL YEAR  
2015-16**

---

Respectfully submitted,


  
Tim O'Donnell, City Manager

Prepared by:

  
Susan Lee  
Housing Rehabilitation Specialist

  
Amber Ahlo  
Senior Management Analyst

Concurrence:

  
Kathie DeRobbio  
Economic Development Manager

  
Carrie Hernandez  
Community Services Manager

  
David Crabtree  
Community Development Director

  
Chris Emeterio  
Community Services Director

Attachment: Council Resolution

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BREA TO APPROVE THE CITY'S PARTICIPATION IN THE FISCAL YEAR 2015-2016 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) WITH THE COUNTY OF ORANGE**

**A. RECITALS:**

(i) It is the intent of the City of Brea to participate in the filing of an application with the County of Orange for a grant authorized under the Housing and Community Development Act of 1974, and the Cranston/Gonzales National Affordable Housing Act of 1990, as amended.

(ii) The Housing and Community Development Act of 1974, as amended, authorizes cities under 50,000 in population to enter into cooperation agreements with the County in which they are located for the purpose of undertaking essential housing and community development activities.

(iii) The federal government requires participating cities to provide certifications that the funds will be obtained and utilized pursuant to Federal law and policy.

(iv) It is necessary that the City adopt certain projects as described in the project summary section of the application before filing the application with the County of Orange for funding authorized under the Community Development Act of 1974 as amended.

**B. RESOLUTION:**

**NOW, THEREFORE, BE IT FOUND, DETERMINED AND RESOLVED** by the City Council of the City of Brea that participation in the Fiscal Year 2015 – 16 CDBG

funded Housing Rehabilitation and Public Facilities and Improvements Programs is approved.

**APPROVED AND ADOPTED** this 20th day of January 2015.

\_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
City Clerk

I, Cheryl Balz, City Clerk of the City of Brea, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Council of the City of Brea, held on the 20th day of January 2015 by the following vote:

AYES:                    COUNCIL MEMBERS:

NOES:                    COUNCIL MEMBERS:

ABSENT:                COUNCIL MEMBERS:

ABSTAINED:           COUNCIL MEMBERS:

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

\_\_\_\_\_  
City Clerk

**City of Brea**

**Agenda Item: 18**

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**COUNCIL COMMUNICATION**

**Date: January 20, 2014**

**To:** Honorable Mayor and City Council

**From:** City Manager

**Subject: PROFESSIONAL SERVICES AGREEMENT (PSA) WITH MIG, INC. NOT-TO-EXCEED \$200,000 FOR ENVISION BREA 2035 PROJECT, VISION, AND STRATEGIC PLAN**

**RECOMMENDATION**

Approve Professional Services Agreement with MIG, Inc.

**BACKGROUND**

Brea has a long history of reaching out to its residents and business community to help shape the City's future. Examples of this include The Brea Project from the 1980's, Downtown Charrette, Shaping the Downtown Idea Fair, the Brea Sports Park Plan, the General Plan Update, the Brea Community Center Project, the Skate Park design, and the Brea War Memorial. These collaborations and community outreach efforts have realized some of Brea's most notable places and spaces. Importantly, Brea wouldn't be the City it is today without these types of outreach efforts and the foresight of the City Council and Community.

A timely convergence of several important issues have arisen over the past few years, and were identified in various study session discussions with the City Council. Further Council discussion directed embarking on next generation outreach and long-range planning efforts. The Envision Brea 2035 project was conceived as a comprehensive community outreach program resulting in a strategic plan identifying near term and long

**PROFESSIONAL SERVICES AGREEMENT (PSA) WITH MIG, INC. NOT-TO-EXCEED \$200,000 FOR ENVISION BREA 2035 PROJECT, VISION, AND STRATEGIC PLAN**

term tasks necessary to achieve vision statements expressed by the community for a 20-year horizon (see attached Exhibit A, Briefing Paper, for additional background information). Importantly, the program also recognizes the need to bring in specialized consultant resources available to assist the City in making its best decisions for its future.

In 2013, the City Council approved funding, an amount not to exceed \$200,000, for community engagement and preparation of a strategic plan to identify implementation actions. This was also carried over into the 2014-2015 adopted budget. (For context, the expenditures for The Brea Project in 1988 were \$108,225; or \$217,212.06 in today's dollars.) Subsequently, a selection committee was put together which included key staff and a City Council representative. Request for proposals (RFP) were solicited for consultant selection in the Fall of 2013 (see attached Exhibit B). Staff received six proposals to the RFP and screening discussions narrowed the field to three proposals. The three finalists were asked to provide written responses to supplementary questions and were then invited for interviews with the committee. The conclusion of the interview process resulted in the selection committee singling out MIG, Inc. to refine its proposal further for presentation to the City Council.

**DISCUSSION**

***Key features of MIG proposal*** – MIG's proposed approach to the Envision Brea project resonated with the selection committee in several critical areas. The approach as a "high tech/high touch" was felt to be most important in order to capture Brea's community input from all sectors of the community, including those who are not typically

inclined and/or are intimidated to participate in such efforts. Specifically, the committee felt that, while a core audience of Brea's population respond well to workshops and visioning meetings, a key demographic of our City (and State and Country) continues to evolve and respond more readily to advancements in technology and non-traditional forms of public outreach communication. The goal is to hear from a broad and diverse segment of the population in order to get the most accurate understanding of the community's interests. The MIG proposal provides an important balance of each of these needs—high tech and high touch—reaching critical populations “live” as well as through alternate communication strategies.

The MIG proposal also places importance upon education as a component of public outreach. Simply, our residents need to be educated on a variety of issues if we are to expect meaningful input to help shape the City's future. For example, changing demographic trends such as an aging population will have importance for what types of recreational programs the community may envision for the future. Or, understanding how the long term fiscal impact of maintaining specific community resources may affect the viability of achieving them. These are but two simple examples to illustrate a host of issues that will be explored within a public education component of Envision Brea.

Also, the built-in “check point” system and flexibility of MIG's approach is a feature meriting mention. Envision Brea 2035 may naturally require “mid-course corrections” as the process moves ahead—things we see and hear in our outreach may refine or further dictate next logical steps. The MIG proposal was found very responsive to this need, highlighting logical check points for Council and community updates and “next



**PROFESSIONAL SERVICES AGREEMENT (PSA) WITH MIG, INC. NOT-TO-EXCEED \$200,000 FOR ENVISION BREA 2035 PROJECT, VISION, AND STRATEGIC PLAN**

step” program task considerations, which also provide further budget review and modification—a key consideration too for staff’s recommendation to position the PSA in a “not to exceed” budget rather than a set fee.

***Scope and budget*** – As depicted within the RFP, each consultant was asked to respond with three distinct tiers of scope and budget, with increasing levels of education and outreach and features and sophistication to provide for a more comprehensive program. MIG’s highest tier of programming stayed within Council budget goals of \$200,000 and with its built-in “check-in” features has the ability to be modified mid-project to further modify the overall budget exposure. As such, the selection committee is recommending to proceed in a “not to exceed” PSA for \$200,000 (see Exhibit D – Professional Services Agreement).

A complete copy of the MIG proposal, its three tier tasks, together with budget considerations for tasks is attached to this report as Exhibit C. Moreover, staff and MIG will provide a comprehensive presentation of the proposed project approach and tasks and budget at the Council study session of January 20.

**OPTIONS CONSIDERED**

The selection committee considered six proposals from consultants and narrowed the proposals to three. Three consultants were interviewed and submitted a supplemental written set of questions. The selection committee then chose MIG, Inc. to recommend to the City Council for a PSA.

PROFESSIONAL SERVICES AGREEMENT (PSA) WITH MIG, INC. NOT-TO-EXCEED \$200,000 FOR ENVISION BREA 2035 PROJECT, VISION, AND STRATEGIC PLAN

**FISCAL IMPACT**

As part of the adopted budget for 2013-14 and carried over to the 2014-15 budget, the City Council approved funding, not to exceed \$200,000. These funds are available in the General Plan Maintenance Fund (15%), Fund 560 (25%), and General Fund (60%).

**SUMMARY**

Approval of the Professional Services Agreement for MIG, Inc. for a not to exceed amount of \$200,000, would allow Staff to proceed and commence the Envision Brea 2035 Project, Vision, and Strategic Plan.

Respectfully submitted,



Tim O'Donnell, City Manager

Prepared by:



Maribeth Tinio  
Acting Senior Planner

Concurrence:



David Crabtree  
Community Development Director

**Attachments**

1. Exhibit A – Briefing Paper
2. Exhibit B – Request for Proposals for Envision Brea 2035
3. Exhibit C – MIG Scope of Work & Proposal
4. Exhibit D – Professional Services Agreement

# City Council BRIEFING



**DATE:** December 2014  
**SUBJECT:** Envision Brea 2035  
**CONTACT:** David Crabtree, Community Development Director 714.990.7146

## DESCRIPTION

Brea has a long history of reaching out to its residents and business community to help shape the City's future. A notable example includes *The Brea Project* from the 1980s which resulted in the redevelopment direction for Brea Downtown. The Envision Brea 2035 project was conceived as a comprehensive community outreach program which will result in a strategic plan identifying tasks necessary to complete to achieve vision statements expressed for the City on a 20-year horizon. One of the primary goals of the Envision Brea is to engage *all* segments of the community. It's anticipated that the outreach will be a contemporary version of *The Brea Project* using multiple engagement methods from traditional town hall-style meetings, to social media, as well as new techniques that the latest in technology allow. Potential follow-up tasks are likely to include focused amendments to the City General Plan, realizing a new PRHS Master Plan, setting the framework for the first Cultural Arts Master Plan, and other tasks needed to achieve expressed vision for the City's future. These subsequent efforts will then be prioritized and factored in to follow up work programs and the City budget for the City Council's consideration.

## CURRENT STATUS

The Envision Brea 2035 project will be a labor intensive effort benefiting from consultant resource expertise and assistance. A consultant proposal has been identified by the Staff/Council selection committee for further consideration by the entire City Council. This item is tentatively set for discussion and action by the City Council at its meeting of January 20, 2015.

## BACKGROUND

- 2014/15 Budget allocated \$200,000 for Envision Brea 2035. Council direction included funding from General Plan Maintenance Fee account as well as Fund 560 as well as identification and pursuit of possible grant funding. [For context the expenditures for Brea Project in 1988 were \$108,225; or \$217, 212.06 in today's dollars.]
- RFP developed and proposals solicited in fall 2013 and consultant selection committee formed to review and recommend. Committee included key staff and City Council representative, Mayor Pro-Tem Marick.
- Selection Committee recommended working further with MIG Associates to refine scope of work and present to City Council for consideration of PSA.
- Scope refined during 2014 and project timing coordinated with seating of new City Council.
- Key features of MIG proposal include "high touch, high tech" balanced approach to provide all the best aspects of "hands on" outreach with community (e.g. workshops) with web-based and other state of the art technology approaches to reach a further depth of our community.
- Envision work program will last approximately 10 months, commencing in February 2015, culminating in a final presentation and adoption of the Work Program to the City Council anticipated in the fall of 2015.
- The proposed PSA with MIG Associates would be for a not to exceed of \$200,000, featuring milestone check in points with the City Council to help refine any program task considerations as may be found necessary.
- A City Council presentation from staff and MIG and consideration of the PSA is tentatively scheduled for the January 20, 2015 Council meeting.

# City Council BRIEFING



## APPENDICIES (Attached)

- MIG Proposal
- Decision Package (Spring 2013)- *Note, budget numbers shown in the attached were modified by City Council to a “not to exceed” \$200,000--\$30,000 from GP Maintenance Fund, \$50,000 from Fund 560, and \$170,000 from General Fund reserves—with direction to seek supplementary grant funding where available.*

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## **DECISION PACKAGE**

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**Department:** Management Services  
**Division:** City Manager’s Office  
**Request:** *Envision Brea 2030*—Community Engagement Outreach and Strategic Plan (Phase I)

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In early 1988, Mayor Norma Hicks and the Brea City Council invested resources for a community involvement and planning project named *The Brea Project—Building Our Commonwealth*. *The Brea Project* looked to develop a common vision for the future of Brea; define values for successful leadership; and balance the economic needs of the City with the community’s desired qualities of life. Participants were asked to help the City Council develop a vision for Brea through 2008. The final report was adopted in March 1989 and included recommendations regarding Communication, Development, Redevelopment, Traffic/Transportation and City Maintenance. *Brea Project* recommendations successfully guided the City for over two decades creating a legacy that we still enjoy today. Its success launched a tradition of community outreach and long-range planning in Brea that is an integral part of our culture.

Inspiration from *The Brea Project* led to other community engagement efforts such as the Downtown Charette, Shaping the Downtown Idea Fair, the Brea Sports Park plan, the General Plan Update, the Parks, Recreation, Human Services Master Plan Update, the Brea Community Center project, the Skate Park design and the Brea War Memorial. Each of these efforts successfully integrated community participation resulting in useful planning documents and successful projects.

It’s safe to say Brea wouldn’t be the City it is today without the foresight of the City Council and the Community in the late 1980’s. A timely convergence of several important issues has convinced staff that it’s time to “go back to the future” and embark on a next generation outreach and long-range planning effort. This contemporary version of *The Brea Project* will envision Brea through 2030.

The goals of *Envision Brea 2030* are to engage and educate the community about our evolution as a community during the past 20 years; identify a community vision and strategic plan that will guide decisions and budgeting choices for the next two decades; as well as provide for a mid-term update of the General Plan; update the Parks, Recreation and Human Services Master Plan, as well as develop a new Cultural Arts Plan. Additionally, and related to these strategic objectives, the project will prioritize community “wants and needs” which could be accomplished with funding from the landfill mitigation fund scheduled commence in 2014.

### **Why Now?**

1. By 2030, major usable land areas in Brea will be developed. In essence, Brea will likely be built out with the exception of infill development —a pivotal time in a city’s evolution. This likely means that further development activity will be greatly reduced until residential, commercial and industrial

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## DECISION PACKAGE

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property is in need of complete rehabilitation or evolves into an obsolete land-use. Infill projects will continue, but even then we will be challenged on how we define infill in a built-out environment. *Envisioning Brea* at this point in our development cycle may be as important as it was when the city was first founded.

2. Updated in 2003, the General Plan is in now in need of a mid-term technical review. Priorities like sustainability and healthy communities have emerged since 2003. Additionally, it's time to reevaluate community needs as they relate to housing. The General Plan Housing Element is currently under review, as required, and modifications may result in changes to the Land-Use Plan. By doing a mini-update at the 10-year mark, we can avoid an estimated \$1 million investment for a comprehensive update in as little as five years.
3. Last updated in 1997, the Parks, Recreation and Human Services Master Plan is due for a complete review.
4. A long-overdue Cultural Arts-focused Master Plan is needed to set priorities for programs, services, and public art and to help establish Brea as an art district.
5. Balancing ever-increasing demands for services with budget realities requires a thorough community needs assessment and prioritization of potential projects and interests. With limited resources and funding, understanding community values will help guide future budgeting practices and decisions.
6. Mitigation money from the Olinda Alpha Landfill extension approved in 2007 will be available beginning next year and through the remaining life of the landfill, amounts to approximately \$20 million. Stewardship of these funds is both a tremendous opportunity and a serious responsibility. *Envision Brea 2030* will ensure that the Brea community is part of determining how to best invest in our future.

The 20-year scope of *The Brea Project* is completed. Students, who were kindergarteners when their parents worked on *The Brea Project*, are now in their thirties. Growing up, they lived in a town of approximately 32,000 people. Gasoline was 99 cents a gallon. The median home price was \$206,000. The Internet, smart phones or social media had not yet been invented.

In 2030, *today's* kindergartners will be in their early twenties—ready to start a career and a family. Projections suggest Brea's population will be close to 50,000. With the median home price now at \$513,000, will these Generation Z's be able to afford to live in their hometown? If so, will Brea be able to meet their service demands and those of their future children? How will people communicate and engage in their community? Will their parents and grandparents have the services they want and need? How will we know which services they'll need? Can we partner with other agencies to provide more efficient services, while retaining local control? What are trends telling us about actions we should be taking now to prepare our City for new technological must haves?

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## DECISION PACKAGE

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It's easy to see how these critical issues overlap and how they can individually and collectively benefit from an all-encompassing outreach and planning effort. It's time to once again envision the Brea of the future via a comprehensive community outreach and analysis.

Looking back to *The Brea Project*, we have an incredible story to tell about our tradition of community outreach and forward thinking. Today, we can chronicle a long list of projects that honor those leaders of the past who thoughtfully predicted *and* inspired a successful course for Brea. Now, we have an opportunity (and obligation) to "pay it forward" for future generations of Breans.

In 1989, Brea Project participants didn't have the benefit of the Internet, social media, smart phones and other technology advancements like we have today. *Envision Brea 2030* will take full advantage of these contemporary tools throughout all phases of the project. In addition, the new website content management system offers a specialized community engagement module.

*Envision Brea 2030* like *The Brea Project* is a large undertaking that will cross over several phases. The requested funds will primarily focus on *Phase I* providing the initial footing to dive into the community engagement and education process to deliver a comprehensive strategic plan. The plan will identify a renewed community vision with specific task items and deliverables to move into the implementation stage (*Phase II*). Based upon the guidance and direction identified in *Phase I*, *Phase II* will see the completion of the General Plan mid-term update; the Parks, Recreation and Human Services Master Plan update and development of a Cultural Arts Plan. Funding for *Phase II* is unknown and will become clearer following the completion of *Phase I*.

Staff is currently seeking quotes from qualified firms and anticipates *Phase I* to take approximately one year from planning to community engagement and finalizing the strategic plan. Through this process, it is important to keep in mind that with any open-ended community engagement process, it is likely that additional group-initiated processes will be added that can't be predicted at this time. Costs will include one or more professional services contracts; additional staff salaries, such as overtime or contract hours; supplies to support events and task force meetings.

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### FY 2013-14 Fiscal Impact

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	<u>Fund/Dept/Program No</u>	<u>1X</u>	<u>Ongoing</u>	<u>Total</u>
Salary/Benefits	560 11 1151 41XX	\$ 25,000	\$ 0	\$ 25,000
Services/Supplies	560 11 1151 4249	300,000	0	300,000
Capital Outlay		0	0	0
<b>Subtotal</b>		\$ 325,000	\$ 0	\$ 325,000
Offset	Fund 120 Offset	50,000	0	50,000
<b>Total</b>		\$ 275,000	\$ 0	\$ 275,000

**\*\*NOTE - The City Council made reductions to the outlined funding with final budget adoption.**



***City of Brea***  
**Envision Brea 2035**

**Community Engagement and  
 Strategic Plan**

**Request for Proposals**

**I. Objective**

The City of Brea is requesting proposals from firms experienced in interactive, comprehensive Community Engagement programs; and development of Public Policy reports. The purpose of this project is to *engage* the Brea community—residents, as well as business representatives, elected officials, appointed officials, and other stakeholders—regarding their vision for what Brea will be in the future. With an influx of new residents and an established population that is aging, Brea is undergoing significant demographic changes and at the same time facing the realities of a new fiscal climate being shaped by the termination of redevelopment, an increased emphasis on accountability and transparency in the expenditure of tax funds and cynicism about government provided services – these and many other factors will shape the dialog with the community. Outcomes of Envision Brea 2035 will be community driven and include dialogue to identify values, together with idea development resulting in a Strategic Plan and implementation actions which will help guide the City Council and staff for the next 20+ years.

**II. Project Background**

History – Incorporated in 1917, the City of Brea is located in North Orange County and encompasses 12 square miles of land. From its beginnings as a small oil boomtown of 752 people, Brea has become a regional destination for shopping and entertainment, as well as a prime business location. The City is home to the regional Brea Mall, the second largest grossing retail sales center in Orange County, and the redeveloped Downtown, a 60-acre mixed use project that has won numerous awards for innovative design, architecture and planning. The City also is home to the corporate headquarters of many nationally-known businesses, such as Avery Dennison and Beckman Coulter. With a residential population of almost 41,000; Brea’s population increases to more than 100,000 as those coming to work and shop in the city swell its daytime numbers. Brea is a prime residential location and has a range of housing from 1920’s bungalows, to traditional ranch-style homes, to newly-built neo-traditional neighborhoods. The City has a strong commitment to providing affordable housing, mixed use development, live/work lofts and has a tradition of public art, innovative programs and community outreach.

Relevant Planning Context – In the late 1980’s, the City embarked on its first major community engagement - the Brea Project - which helped guide the city for over 20 years. The Brea Project process provides a context for many Brea’s regarding expectations for community engagement—a context that will be important to recognize and acknowledge within the Envision Brea 2035 effort.



Since then, the City has engaged the public on numerous occasions resulting in a citizenry that expects to take part in future planning. In 1997 the City completed a Parks, Recreation, and Human Services Master Plan which was incorporated into our General Plan. In 2003 the City completed a comprehensive update to our General Plan and is currently working to achieve adoption of a new Housing Element to the plan anticipated in the fall of 2013. In 2012 the City Council adopted a Sustainability Plan containing a community wide green house gas inventory and goals, policies and implementation measures to help reduce green house gas emissions for the future. We have also embraced Healthy Communities initiatives within our Community Services programming and internal operations. A regional landfill for Orange County operates on unincorporated land accessed through Brea and as the result of an agreement to extend the operational life of the landfill Brea received approximately \$10.5 million in funds for defined capital projects and will realize additional annual revenues for the period 2014-2021.

The Assignment and Goal – The City Council desires to engage the community in a comprehensive, multi-layered effort to ascertain the community needs and wishes for the next 20+ years. A strategic work plan for implementing the vision is the primary deliverable anticipated to result from this assignment. This Vision Document and Work Plan will be the foundation for a series of policy and planning tools which may include a “mid-term” General Plan update, a Parks, Recreation and Human Services Master Plan, a Cultural Arts Plan, and other products as they may emerge through the process. While the Vision and Work Plan are not expected to include task level work assignments, they may well incorporate very specific Next Steps and Fundamental Expectations for the plans and policies to follow so the community vision is captured in these specific documents.

### **III. Scope Of Work**

The City is seeking to embark upon a Community Engagement process that uses creative techniques, and innovative public input strategies, including the use of social media and other technology in order to reach the maximum number of participants. The direct input through a large community group process, resulting Vision Document and Work Plan, and any work products through the process, should be readily accessible to the public through conventional distribution methods as well as the latest digital distribution methods. Like most cities, the City of Brea is limited by budgetary constraints and, as such, is requesting that the consultant proposal minimally include three optional levels of work effort to accomplish the Community Engagement. Staff is committed to developing as comprehensive a program as possible and to help identify cost versus scope options the proposal should provide several alternative designs and approaches for the City’s consideration. Please provide optional approaches to the project which offer the City clear budget choices to factor into its decision on how to best move forward. The information reviewed by the City Council regarding this project is attached to help assist you with additional background on scoping and budget considerations.

#### **A. Work Program**

A detailed, phased, approach should be specifically outlined within the proposal. Consulting staff team members and tasks should be defined. The program should necessarily include an initial phase for the consultant team to receive additional contextual background information from the City team. Critically, we also view true Community Engagement to be more than the harvesting of raw infor-

mation and seek proposals which address processes to receive *informed* input from the community. And, Community Engagement techniques which appropriately challenge and provocatively question community assumptions and create thinking opportunities for stakeholders will be an important aspect of the selected proposal.

## **B. Deliverables**

Current expectation for a final deliverable is a Community Engagement process resulting in a “Vision Document and Work Plan” detailing and summarizing key findings and providing an Implementation Guide for next steps to move forward (e.g. General Plan focused update, PRHS Master Plan update, Cultural Arts Plan, etc.)

## **C. Project Management**

Under the coordination and supervision of City staff, the selected consultant shall identify a Project Liaison to be responsible for the management and supervision of the consultant team, including monitoring the project budget and ensuring that the project moves forward according to the project schedule. The consultant assigned to the role of Project Liaison will be a crucial component to the success of the project and, as such, this person should have a proven track record of successful completion of Community Engagement processes and exhibit a high level of commitment to the project. The proposal must identify the Project Liaison and include a resume/bio for the individual.

## **IV. Insurance Requirements**

The Consultant shall provide the City with Certificates of Insurance evidencing minimum coverage of \$2,000,000 for General Liability and Automobile Liability coverage. Consultant’s insurance carrier must be admitted and licensed to do business in the State of California and have a rating of B+VII or better. City shall be named as additionally insured on all certificates.

## **V. Professional Services Agreement**

Attached for the consultant’s review is a generic copy of the City’s standard form of Professional Services Agreement. Any proposed variations to the Agreement’s text are to be specifically noted in the proposal for consideration by the City Attorney and Risk Manager; however, no guarantee of the acceptability of any proposed changes is made or implied.

## **VI. Discretion And Liability Waiver**

All costs incurred by consultants relative to qualifications submittal or proposal preparation are their sole responsibility. The City reserves the right to reject all proposals or to request and obtain, from one or more of the consulting firms submitting proposals, supplementary information as may be necessary for City staff to analyze the proposals pursuant to the consultant selection criteria outlined above.

The City may require consultants to participate in additional rounds of refined submittals prior to the ultimate selection. These rounds could encompass revisions of the submittal criteria in response to the nature and scope of the initial proposals.

The consultant submitting a response to this RFP waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP. Although it is the City's intent to choose only a small number of consulting firms that appear will best fit the assignment to interview, the City reserves the right to choose any number of qualified finalists.

## VII. RFQ/RFP Format and Content

Please submit ten (10) copies of your firm's qualifications detailing your experience with Community Engagement and Outreach together with your proposal to provide this work effort for Brea. The deadline for submitting your firm's proposal is **November 8, 2013 at 4:00 p.m.**

Submittals need to include the following minimum information:

1. A cover letter of introduction which includes name, address, and phone number of the person(s) to contact who will be authorized to represent and bind your firm to all comments made in the proposal.
2. An item by item response identifying:
  - a) Your firm's role and experience in completing Community Engagement and Outreach. The proposal should be responsive to the project description.
  - b) The names, address, and telephone number of at least three clients for whom you have completed relevant work.
  - c) A listing of insurance carried by your firm showing type and amount of coverage.
  - d) The City encourages the use of subconsultants in order to form project teams for specialized areas of expertise. List any subcontractors you will retain to carry out this project and provide a detailed description of their experience relating specifically to this effort.
  - e) Provide resumes for the key personnel who will be assigned to this contract and the single point person/Project Liaison.
  - f) Provide a detailed description of the intended methodology to be utilized in addressing the Scope of Work and specific work tasks.
3. Cost Proposal. Please refer to Section VIII. – Cost Proposal for more detailed information.

### Description of Issues

The proposal shall include a summary of the firm's understanding of the issues confronting the City, including potential issues which may arise, based upon the consultant's work and experience in other jurisdictions.

### Methodology

The proposal shall specifically indicate what procedures and methodologies the consultant intends to utilize in undertaking each phase of work. The descriptions shall be insufficient detail to permit evaluation of the relative merits of the analysis and procedures.

### Deliverables

The proposal shall indicate the minimum number of products, with a description of form of reproduction capabilities (e.g. printing, electronic transmittals, etc.). The final Vision Document and Work Plan production should assume the need to circulate a “screen check” level document for staff input, revision and circulation of a final screen check for staff review, and the printing of a “draft” document for presentation to City Commissions and final adoption by the City Council.

### Project Schedule

The proposal shall indicate a logical breakdown of project tasks and completion deadlines. It should be designed to provide time for staff meetings, discussion and input. The schedule shall indicate all milestones and the critical path necessary for the project.

## **VIII. Cost Proposal**

The cost for services should be provided on both a not-to-exceed amount and a by-task amount for each of the optional project design approaches. A current rate sheet indicating the hourly rate of all participating personnel for all required services also should be included. Indicate the fee schedule for basic services and reimbursable costs. Identify the percent of participation for this contract for each job classification and indicate the number of staff hours required, by job description or title, for each task of the Scope of Work. The cost proposal should be structured to respond to three work levels with a separate cost for each work level and an attendant description of the tasks that will be performed. The fee proposal shall be signed by an official authorized to bind the firm and shall contain a statement to the effect that the fee proposed is valid for at least ninety (90) calendar days.

## **IX. Consultant Selection**

The City of Brea will appoint a Selection Committee to evaluate all eligible responses in accordance with the criteria listed below. Upon completion of the evaluation phase, the committee will select those consultants for interviews whose qualifications most closely match the requirements of this Request for Proposals. Based upon the results of these interviews the Selection Committee may make recommendations for collaboration among responding participants to create a team of resource experts to best address the City’s needs. Responders are encouraged to proactively consider such collaborative proposals for initial submittal. The Selection Committee will make a recommendation to the City Council for final consultant selection.

Proposals will be judged on evaluation factors which include:

1. Demonstrated ability to successfully manage a multi-faceted, local government based, Community Engagement program.
2. Familiarity and prior experience with similar projects.
3. Level of creativity in designing the Engagement program.

4. Ability to work with the public and build consensus.
5. Fee proposal.

The firm should have experience in working with the public and elected/appointed officials in the facilitation of the community engagement and input process.

It should be noted that proposals will not be judged exclusively on any one of the above criteria. The consultant selection for the project will be based on both your proposal and an interview with City staff and selection committee, as well as final approval by the City Council. Only those judged most qualified based on their proposal will be invited to participate in the interview process.

## **X. Consultant Retention**

Upon review of proposals by the City and selection of a consultant, a Professional Services Agreement incorporating the work items included herein and in the consultant's proposal will be submitted to the chosen consultant for signature. As discussed in Section V, a sample of this agreement is attached. Upon receipt of the fully-executed agreement, it will be submitted to the City Council for approval. Work may not begin until the consultant has complied with the insurance requirements of the agreement.

## **XI. Project Schedule**

Proposals shall provide an outlined schedule, broken down by proposed tasks, to achieve a final Strategic Plan. Generally, the City's expectation is that this will be achieved within a 9 to 12 month timeframe, dependent upon approach, tasks, and level of program finally selected by the City.

## **XII. Submittal Deadline**

**All qualifications and proposal submittals shall be received by 4:00 p.m. on November 8, 2013.** Submittals will not be accepted after this deadline. Facsimiles and emailed submittals will not be accepted. Hand deliver or send proposals to:

David Crabtree, AICP  
Community Development Deputy Director/City Planner  
City of Brea  
1 Civic Center Circle  
Brea, CA 92821-5732

Any questions related to this RFP should be directed to David Crabtree at (714) 990-7674.

Attachments: City Council Budget Decision Package information  
Sample Professional Services Agreement

## ENVISION BREA 2035, COMMUNITY ENGAGEMENT AND STRATEGIC PLAN

### Scope of Work and Deliverables

December 16, 2014

#### INTRODUCTION

The Scope of Work for the Envision Brea 2035, Community Engagement and Strategic Plan process includes two sections, an Executive Summary and a Scope of Work. The Scope of Work has been refined to respond to comments and questions presented by city staff regarding the approach originally proposed by MIG. It describes tasks and deliverables while the Executive Summary outlines the phased approach. The Executive Summary was crafted to provide a framework that the project management team can use to guide the process and provide flexibility to make adjustments to the scope of work at key “check-ins” that respond to any changes within the community environment.

#### EXECUTIVE SUMMARY

To create a Vision and Strategic Plan that represents the City’s unique social, recreational, educational, artistic, and cultural dynamics, the process will involve a wide range of stakeholders including residents, businesses, youth, senior citizens, and others who may not normally engage in civic initiatives. This involvement will result in a plan that reflects the vision of all community members.

Engaging a wide range of stakeholders requires employing a variety of proven outreach tools, each with their own purpose and target audiences. To this end, MIG will deploy a “high touch, high tech” approach tailored to the City’s demographics that reaches community members on their terms. For example, busy working families will be easier to reach through community events linked to other family-oriented activities, or through multi-media channels that facilitate remote participation. Also, community leaders who have close ties to community networks and their “finger on the pulse” can be highly valuable partners in extending outreach efforts. They warrant close one-on-one or small group engagement at times and locations that fit their schedule. Tech-savvy youth and young adults may be inclined to participate through social media-based activities linked to their existing networks that encourage “tweets” and posts as input to the vision. Senior citizens and other community members will be more inclined to participate in traditional outreach activities such as community workshops and open houses, or through presentations to their neighborhood or community-based organizations.

As such the visioning process will provide all community members with opportunities both to learn about the process and to provide input. This comprehensive program will provide:

- A wide variety of ways for community members to get involved and receive information;
- Meaningful opportunities throughout the process to engage with updated, relevant information;
- Thorough outreach to accurately assess community values, needs, opportunities and priorities;
- Excellent documentation of the process and outcomes at every step; and.
- A shared vision and strategic plan that provides City leaders with clear direction.

A phased approach will build from the City’s existing values, confirm a shared vision through a common understanding of the issues, and capitalize on opportunities to develop an implementable strategic plan that is supported by the community. Specifically, the phased approach is structured as follows:

- Phase 1: Values, Needs and Opportunities. The City and MIG will initiate the project through outreach to City and community leaders, followed by a broader public launch of the project through a major community festival and a multi-media outreach campaign, all of which will develop an understanding of the community’s shared values, needs and opportunities.

Phase 2: Strategic Framework and Priorities. Community discussions through meetings with City and community leaders, neighborhood “chats” in-person and through social media, and questionnaires will contribute to building a strategic framework for building the Strategic Plan around community priorities for the future.

Phase 3: Vision and Strategic Plan. The draft and final Vision and Strategic Plan will be shared community-wide before review with City Commissions and final adoption by the City Council.

To achieve the goals of Envision Brea 2035, MIG will design and launch an outreach and education campaign to provide education about the city’s evolution over the last 20 years, generate excitement about the future vision, and engage the community to actively participating in the process. Regular engagement of and updates to the City Council from staff will also be important to tracking the emerging visions and priorities from the community and maintaining momentum.

## PHASE 1: VALUES, NEEDS AND OPPORTUNITIES

### Task 1.1: Project Initiation Meeting and Ongoing Coordination

After finalizing the contract, MIG will meet with City staff during a three-hour kick-off meeting to discuss desired project outcomes; refine the work program, schedule and deliverables; and identify project management protocols. The project team will establish a schedule for regular communication such as team meetings and conference calls. Key project management staff from the City and MIG teams will also be determined. The meeting will also address the public participation approach including identifying key stakeholders, identifying key topics for public education, refining the tools and methods for communicating with and involving the community, and the scheduling of activities. Immediately following the kick-off meeting, MIG and City staff will tour key areas of the city to begin an interactive discussion about preliminary assets, opportunities and vision.

MIG will finalize the project work program, schedule and public participation approach to reflect the outcomes of the kick-off meeting and other input from City staff. The MIG Project Manager will maintain regular contact with City staff and the project team through email communications and regularly scheduled conference calls. At key points in the process, the MIG Project Manager and other select team members will meet with City staff, and other consultants to discuss the project status, upcoming and ongoing activities, and deliverables. This task assumes four in-person meetings at the City's offices. MIG will develop an agenda and meeting recap memo for each meeting.

#### Deliverables:

- Kick off Meeting

- Final Work Program, Project Schedule, Public Outreach and Project Management Plan and Protocols

- Four project team meetings

- Meeting agendas

- Meeting recap memo

### Task 1.2: All Hands City Leadership Workshop

MIG and City staff will identify a list of individuals and group representatives to participate in the two-hour workshop. This leadership group will serve as an ad hoc steering committee in an advisory capacity and provide feedback to the project team at key points in process. Participants will include City department heads and other executive staff, but could also include key community partners who may have a role in implementing the plan in future months and years. The purpose of the workshop will be to review the visioning and planning process, discuss desired outcomes, and begin the community conversation about values, needs and opportunities. Participants will also discuss their understanding and experience in building public awareness about City functions and future planning, and where there may be gaps. MIG will facilitate the workshop, and record the discussion using "facilitation graphics" on a large wallgraphic. MIG will summarize the workshop findings in a concise memorandum, including a photo-reduction image of the wallgraphic.

#### Deliverables:

- Workshop agenda

- Workshop summary memorandum

- Wallgraphic photo-reduction

### Task 1.3: Stakeholder Interviews and Community Leader Conversations and Intercepts

MIG will conduct a series of conversations with key stakeholders and community leaders through twenty-four (24) sessions that could include: one-on-one interviews, mini-focus groups, and discussions with community groups. MIG will work with City staff to develop the list of stakeholders to engage, and their respective issue areas and education needs. Specific stakeholders include City Commissions, education, sister city groups,



employers, youth leadership, faith-based leaders, service and civic groups, and others. MIG will work with city staff to determine the exact number of each type of session that will be required.

The sessions will include a brief overview of the Envision Brea 2035 process and a discussion regarding community values, needs, and opportunities, as well as desired outcomes from the visioning process. The sessions will also focus on how to engage other community leaders in the process, and integrate visioning and planning in other civic initiatives and the community fabric. Additionally, stakeholders will recommend specific organizations and individuals in the project areas to engage during the process. The outcomes of these sessions will inform the approach for the community Festival and provide the project team with a clearer understanding of community education opportunities.

Each interview and community group discussion will be between 30-60 minutes, and each mini-focus group will be between 60-90 minutes. The sessions will be scheduled to be conducted over 2-3 day blocks of time and should be scheduled consecutively at central locations in the city. City staff will coordinate the venues and schedule the sessions. MIG will provide City staff with an electronic copy of a summary of key findings from all of the sessions and will incorporate the findings into the Community Values, Needs and Opportunities Summary Report (task 1.7).

Deliverables:

- Twenty-four sessions (24)

- Key findings summary

#### Task 1.4: Project Branding and Collaterals

MIG will develop a branding campaign for the project that communicates the project's focus as a citywide effort focused on understanding community priorities for the future. The branding will provide a cohesive, unifying identity for the program for use in a variety of outreach media. MIG will develop two (2) initial logo concepts for review by City staff. The preferred logo will be further refined to a final version, to also include guidelines to ensure that the brand is effectively implemented across all channels (web, print, etc.).

Collateral materials will present information about topics relevant to the Envision Brea 2035 process, emerging themes and other data that can inform decision-making. Materials could include fact sheets, e-newsletters, graphically depicted flow charts, media releases and similar items. Materials will be designed to include clear information that sets the context for the purpose and importance of the planning and community engagement efforts. Additionally, materials will be designed to maximize their flexibility for distribution through multiple channels. MIG will design, produce and distribute a set of collateral/outreach materials designed to build project awareness and encourage engagement in the visioning process through multi-media channels and public events. An initial set of materials will be developed following the stakeholder interviews and community leader conversations and intercepts and before the public launch of the Envision Brea 2035 process. These will provide an introduction to the process and highlight topics, themes and issues identified through the initial interviews.

Deliverables:

- Draft logo concepts (2)

- Final logo design

- Brand guidelines

- Initial collateral materials

#### Task 1.5: Project Website

A project website will serve as the "portal" and hub for all communications and data to be accessed by stakeholders, the media, the general public, and the project team. MIG will design, launch, host and maintain an interactive project website that allows for users to sign-up for automatic email notifications when new project information is posted on the website, review the latest information, download public documents

related to the project, and provide project input. MIG's suite of web tools incorporated into our unique Townsquare™ technology also provides easy-to-update features and news items, an interactive calendar, online survey and polling, discussions, and press room and automatic email notification of events and postings. This multi-layered website can also support other extended outreach activities, as well as expand collaboration among the project staff, data sharing and online analysis. Additionally, if needed, staff and consultants will have authenticated, password-protected access to specific portions of the website that will allow for specialized communications and document access. Select City staff and technical team members will have "administrator" access to manage content, if desired. MIG will also link the project website to the multi-media channels outlined in Task 1.6. MIG will update the content for the website on an approximately weekly basis as needed to include postings of event notifications, materials, and summary reports; and other information provided by the City related to the project. Upon project completion, MIG will provide the City with all graphics and content from the website,

Deliverables:

Design, launch, host, and manage content of project website

Graphics and content from the website

Task 1.6: Envision Brea 2035 Launch - Multi-Media Campaign #1 and Festival

MIG will develop a multi-media input campaign for the visioning process that will provide community members with regular project updates and opportunities for participating through multiple media channels, all of which will build towards the Envision Brea 2035 Festival. The campaign will include use of multiple channels such as Facebook and Twitter feeds, QR codes, and a Virtual "Photo Booth." These multi-media channels will use existing City resources (i.e., City website, social media feeds, etc.), and project-specific feeds can be created through the project website. These campaign elements and participants' input will also feed into the Festival.

Envision Brea Virtual "Photo Booth" is an activity that will draw a cross section of the community and will especially be attractive for Brea youth. MIG will work with the City's project team to develop a set of compelling questions that will prompt community members to share their ideas through photo imagery. Community members will have an opportunity to share photos from Brea and other communities that highlight their visions, values and opportunities for the future. Participants will upload photos or other images from smart phones, tablets, and computers through the various media channels. MIG will coordinate the results to ensure they appear on the City's preferred website platform. Imagery from this activity will be shared at the Envision Brea 2030 Festival. The multi-media campaign and "Photo Booth" activity will include elements to engage youth.

MIG will design and co-facilitate with the city the Envision Brea 2035 Festival. The purpose of this half-day event is to engage a wide range of community members in a fun, festive event that facilitates their input about community values, needs and opportunities for the future. A series of activities or games will be created for all ages that inform about the process and state of the city, inspire creative and hands-on involvement, and capture participants' input in meaningful ways. MIG will design the festival and components, and will work with the City on locating the event, coordinating logistics, and securing City staff and volunteers to assist at the event. MIG will design a flyer with information about the festival. Outreach and public noticing will occur through distribution of the flyer, the multi-media campaign, and through City-coordinated media outreach. MIG will produce the materials for the activities/games, will provide three (3) staff at the festival, and will be responsible for summarizing public input in a memorandum, and as part of the Community Values, Needs and Opportunities Summary Report (Task 1.7). While the City will be the account holder of the multi-media channels, management of these channels during the project will be shared by the City and MIG at the City's discretion.

Deliverables:

Content development for all channels: project website, social media feeds, and public access station

Summary of multi-media analytics

Envision Brea 2035 "Photo Booth" prompts

Catalog of photos and images

Festival flyer

Festival outreach materials

Festival facilitation with three (3) MIG staff

Festival summary memorandum

#### Task 1.7: Community Values, Needs and Opportunities Summary Report

MIG will prepare a Community Values, Needs and Opportunities Summary Report that summarizes the findings of Phase I activities. The report will include an overall summary of the findings from the stakeholder interviews, City Leadership Convenings, multi-media campaign, "Photo Booth", and Festival. MIG will provide a draft of the report for City review, who will provide MIG with one set of consolidated revisions. MIG will provide the final draft in electronic format (PDF and native format).

Deliverable:

Draft and Final Community Values, Needs and Opportunities Summary Report

### PHASE 2: STRATEGIC FRAMEWORK AND PRIORITIES

#### Task 2.1: City Leadership Convening

MIG and City staff will convene the leadership group in a 2-hour session to review the key findings from the Community Values, Needs and Opportunities Report. The group will focus on identifying additional information needs from the community to better define the vision and key priorities for the future, particularly as they relate to potential updates of the General Plan; Parks, Recreation and Human Services Master Plan; and the development of a Cultural Arts Plan. This will initiate a framework for developing an action plan to implement initiatives at a department level. The group will also review and advise on targeted outreach efforts to key stakeholders, and where City staff can best support outreach efforts. MIG will be responsible for facilitate and graphically record the session. MIG will summarize the workshop findings in a concise memorandum, including a photo-reduction image of the wallgraphic.

Deliverables:

Meeting agenda

Meeting summary memorandum

Wallgraphic photo-reduction

#### Task 2.2: Neighborhood Chats and Roadshow

Based on the findings of the Community Values, Needs and Opportunities Report, MIG will develop a set of questions to be used during a series of neighborhood "chats" which will be focused on refining community priorities for the future. The purpose for these chats is to broaden the reach of community participation while creating greater opportunities for implementing "high touch" activities. This will be a great alternative to involve individuals who don't have time to attend meetings and/or reluctant to participate through the various media channels. The chats will be designed for deployment by City staff and key stakeholders to collect more specific information from community members about their needs and opportunities as they relate to an emerging framework and focus areas of the Strategic Plan. The questions can be structured in a manner that will provide more specific inputs on topics related the General Plan; Parks, Recreation and Human Services Master Plan; and the development of a Cultural Arts Plan. While the input will be largely qualitative in nature, some patterns organized by stakeholder groups, neighborhoods, or other factors will emerge to provide the project team with initial indicators for priority strategies.

The format will be structured as a concise set of open-ended questions that could be completed by an individual or used as a tool to conduct "chats" with one or a few family members, friends or neighbors. MIG will design the input form tool and a method to summarize the resulting data and key findings. MIG will adapt the neighborhood chat input forms for youth representatives to engage other youth.

The "Roadshow" will be a campaign led by city staff. The Roadshow will be comprised of a tool kit of collaterals and other relevant Brea 2035 presentation materials that city staff can use to take "on the road." City staff will use these materials to make presentations about the Envision Brea 2035 to community groups, agency partners, commissions and other community advisory groups. City staff can also use the input form developed for the "neighborhood chats" to solicit feedback from these groups.

MIG will provide two training sessions: 1) The first is for community stakeholders, including youth and will focus on how to gather input through chats. City staff will collect and send completed forms send the resulting data to MIG. 2) The second training session will be targeted to city staff. During this session MIG will provide staff with project collaterals and other materials and review options for different types of presentations. Both training sessions will be conducted over one day.

Deliverables:

- Design of "chat" input form
- Project presentation materials
- Compilation of input and summary of key findings
- Training session with City staff and community stakeholders

Deliverables:

- Weekly posts
- Key themes summary

### Task 2.3: Community Survey

MIG will develop a questionnaire or survey to gather input on community priorities and potential strategies for the Strategic Plan. The questionnaire or survey will be designed in a format that collects the richest and most informative data while enabling the most efficient and effective data collection and tabulation methods. Options could include a paper-based questionnaire completed and tabulated by City staff and/or community volunteers; a web-based questionnaire promoted through the project website and social media channels; and/or a statistically valid phone survey of 600 residents. MIG will coordinate with City staff to select, design and deploy the questionnaire/survey to build on the outcomes of the process to date, and inform recommendations and priorities for moving forward. City staff will review one draft of the questionnaire/survey instrument and will provide MIG with one collective set of revisions. MIG will summarize the resulting data and key findings.

Deliverables (options):

- Paper-based and/or web-based questionnaire
- Statistically valid phone survey of 600 residents

### Task 2.4: Envision Brea 2035 Prioritization - Multi-Media Input Campaign #2 and Workshop

As with the first multi-media campaign, MIG will initiate the multi-media campaign#2 to lead up to the prioritization Workshop. The multi-media campaign will include updates and progress of the Neighborhood Chats and Road show. The campaign will also be used to promote and create energy about the workshop.

At the Prioritization Workshop, community members will review information that recaps the visioning process and inputs received to date, reflecting on the breadth of visions and opportunities defined by the community, as well as the emerging priorities identified through recent activities. The workshop approach and format will focus participants on narrowing their priorities while considering implementation timeframes and resource needs for each strategy. In consultation with the City, MIG will design and conduct one (1) three-hour prioritization workshop focused on defining community priorities for Strategic Plan strategies. MIG will provide electronic visual keypad polling surveys and related equipment for up to 150 meeting participants, which would assist in facilitating large and/or small group discussions about priorities. MIG will prepare and produce all necessary materials for the workshops, to include the workshop flyer, agenda, comment cards, small group activity materials, and slideshow graphics. During the workshop, MIG and/or City staff will conduct live "tweeting" and/or Facebook updates during the workshop. MIG will facilitate and graphically record the workshop, and coordinate with the City's video production unit to conduct a live webcast that facilitates remote participation in the priority setting exercises.

MIG will facilitate and graphically record the workshop and develop workshop materials including agenda, displays, and workshop flyer to notice the workshop. MIG will provide two (2) staff members at the workshop. City staff will be responsible for securing the workshop location. MIG will summarize the workshop findings in a concise memorandum, including a photo-reduction image of the wallgraphic.

Deliverables:

- Workshop flyer, agenda, handouts, display materials and summary memorandum
- Workshop agenda
- Workshop summary memorandum
- Workshop facilitation with two (2) MIG staff
- Live Coordinate social media, interactive polling, and webcast
- Coordinate interactive web poll tool

Task 2.5: Emerging Vision and Key Priorities

Using information gathered during Phase I, MIG will prepare a draft version of the Emerging Vision and Strategic Framework. The Strategic Framework defines the City's Values, Vision, and Strategic Goals, and constitutes the core guiding elements of the Vision and Strategic Plan. MIG will work closely with City staff to ensure that the language used to define the framework accurately reflects the thinking and direction that emerges from the visioning process. The Emerging Vision and Strategic Framework will be graphically designed to provide a one-page overview within Strategic Plan document (to be developed in Phase 3) and will be used as a stand-alone product.

Deliverable:

- Emerging Vision and Strategic Framework document

Task 2.6: City Leadership Convening

MIG and City staff will convene the leadership group in a 2-hour session to review the key findings from the Prioritization Workshop. The group will focus on refining strategies and implementation steps for the Strategic Plan, including identifying lead responsibilities, timeline and resource needs. MIG will facilitate and graphically record the meeting. MIG will develop a meeting agenda, summary of findings, and a photo-reduction of the wallgraphic.

Deliverables:

- Agenda
- Key findings summary

Wallgraphic photo-reduction

### PHASE 3: VISION AND STRATEGIC PLAN

#### Task 3.1: Draft Vision and Strategic Plan

MIG will write the Draft Vision and Strategic Plan through an iterative process with City staff. MIG will work collaboratively with city staff to develop: (a.) annotated outline, (b.) first text draft, and (c.) final text draft. MIG will format the approved final draft text into a graphically designed document. City staff will provide MIG with one consolidated set of revisions to each of the drafts. MIG will provide City staff with electronic files in print-ready .PDF format and native format.

The Draft Vision and Strategic Plan will include the following:

- Background and summary of the process

- 2035 Vision Statement

- Core Community Values

- Strategic Priorities

- Strategic Plan including measurable outcomes, near-, mid-, and long-term actions, implementation timeline, key partners, and Phase II recommendations

Deliverable:

- Annotated outline

- First text draft

- Final text draft

- Graphically designed Draft Vision Strategic Plan

#### Task 3.2: Draft Vision and Strategic Plan Community Reveal

MIG will design and conduct a Community Reveal period for public review and input on the Draft Vision and Strategic Plan. In coordination with the City, MIG will publicly notice the availability of the Draft Vision and Strategic Plan and the interactive meeting through announcements on the project website, the social media channels, and local media outlets. Community members may review the Plan through the project website, and provide input through a web-based form. The 3-hour interactive meeting will include a structured format to provide input. MIG will compile all input in a summary memorandum, including recommendations for final revisions to the Draft Vision and Strategic Plan for City staff.

Deliverables:

- Summary memorandum of compiled input and recommendations for final revisions

- Notice

- Methodology and coordination for posting on social media

- Agenda, interactive displays, and topics specific comment tools

#### Task 3.3: Presentation to City Commissions

MIG will present the Draft Vision and Strategic Plan to the Planning Commission; Parks, Recreation and Human Services Commission; Art in Public Places Advisory Committee; and Cultural Arts Commission in coordination with City staff.

Deliverable:

Presentation to four (4) commissions

#### Task 3.4: Final Vision and Strategic Plan

MIG will revise the Draft Vision and Work Plan to create the Final Vision and Strategic Plan. MIG will incorporate the feedback from the Community Reveal and any feedback from the city commissions. MIG will provide City staff with electronic files in print-ready .PDF format and native format.

Deliverable:

Final Vision and Strategic Plan (print-ready and native files)

#### Task 3.5: Presentation to the City Council

MIG will present the Final Vision and Strategic Plan to the City Council in coordination with City staff.

Deliverable:

Presentation to City Council

# EXHIBIT C



ENVISION BREA 2035

# community engagement and strategic plan



169 North Marengo Avenue, Pasadena, CA 91101  
1-626-744-9872 | [www.migcom.com](http://www.migcom.com)

*In association with*  
True North Research | PLACE IT! | Stone Paper Scissors





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 Pasadena, CA 91101  
 Phone: (626) 744-9872  
 Fax: (626) 744-9873  
 www.migcom.com

**CALIFORNIA**

BERKELEY, DAVIS,  
 RIVERSIDE, FULLERTON  
 PASADENA, SAN DIEGO  
 AND SONOMA

**COLORADO**

BOULDER

**NEW YORK**

NEW YORK

**NORTH CAROLINA**

RALEIGH

**OREGON**

EUGENE & PORTLAND

**TEXAS**

SAN ANTONIO

November 8, 2013

David Crabtree, AICP  
 Community Development Deputy Director/City Planner  
 City of Brea  
 1 Civic Center Circle  
 Brea, California 92821

*Re: Envision Brea 2035, Community Engagement and Strategic Plan*

Dear Mr. Crabtree and Selection Committee Members:

**MIG, Inc.** is pleased to submit our proposal to provide the City of Brea with community engagement, visioning and planning services as part of the Envision Brea 2035 project. Our team of outreach, facilitation and planning experts offers the City with a **creative, fresh and customized approach with innovative and proven methods to visioning, policy and work plan development.**

In addition to the internal MIG Team who know Brea well from our prior work in the community, we are joined by a **hand-picked team of professionals** who have niche expertise and work with us often to conduct visioning, engagement and planning projects throughout Southern California:

- **True North Research** brings to the team outstanding capabilities to conduct customized community surveys, as well as prior experience working with Brea.
- **PLACE IT!** and **James Rojas** are known for their highly engaging and creative visioning tools for all ages.
- **Stone Paper Scissors** provides cultural arts planning.

In addition to offering a participatory approach to planning and design that is foundational to our work, MIG offers a **unique and valuable depth of understanding about Brea's physical, economic and social aspects through our previous work with the City,** and in many similar communities throughout Southern California and beyond. More specifically, the MIG Team will bring the following strengths to this community-building program:

- **Nationally recognized, community-based approach to visioning and planning.** Renowned for our community-based and context-sensitive approach, MIG specializes in integrated community engagement programs with complex, multi-layered projects, including the 2003 City of Brea General Plan update. We have extensive experience building stakeholders' understanding, mitigating their concerns, and securing commitment to project outcomes through meaningful, informed engagement opportunities.

- **Multi-layered, interactive, and innovative tools.** MIG develops customized and integrated tools for achieving visioning and planning objectives that are accessible to all community members and deliver results. Our “high tech” tools leverage the latest in web-based, social media, visualization, GIS data and other technologies to bring hard-to-reach community members into the process in new ways. We continue to innovate with our traditional “high touch” tools, connecting people to the process and people-to-people through engaging community festivals, workshops and one-on-one discussions. We facilitate authentic engagement with the right tools that help community members build relationships, shared understanding and inspiration for action.
- **Versatile and seasoned project management.** MIG regularly leads and collaborates with teams of consultants in our visioning and planning work. Our project management personnel are long-term professionals who connect the dots and leverage in-house teams, partner consultants and City staff to create top-quality products that are completed on budget and on time.
- **Available, accessible staff members.** Through direct experience with the City’s General Plan program and recent Reimagine Brea in-house workshop, the City has been exposed to the commitment and quality orientation of staff from our Southern California offices who are dedicated to meeting your needs during this intensive, fast-moving project.

In this proposal and per the City’s request, we present several work scope options to provide the City with choices for crafting the most suitable program, given the resources available. Please consider these choices as a menu from which the City can select and combine activities and deliverables.

As an MIG Principal, I am authorized to represent and bind MIG to all comments made in this proposal. You may contact me directly as follows:

169 N. Marengo Avenue, Pasadena, CA, 91101  
626.744.9872 | [lstetson@migcom.com](mailto:lstetson@migcom.com)

Alternatively, you may also contact Project Manager Esmeralda García at the same phone number or [esmeraldag@migcom.com](mailto:esmeraldag@migcom.com).

Thank you for your consideration of our proposal for this important effort. We look forward to the opportunity to share more about our approach and process.

Regards,

Laura Stetson, AICP  
Principal

# Table of Contents

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Cover Letter

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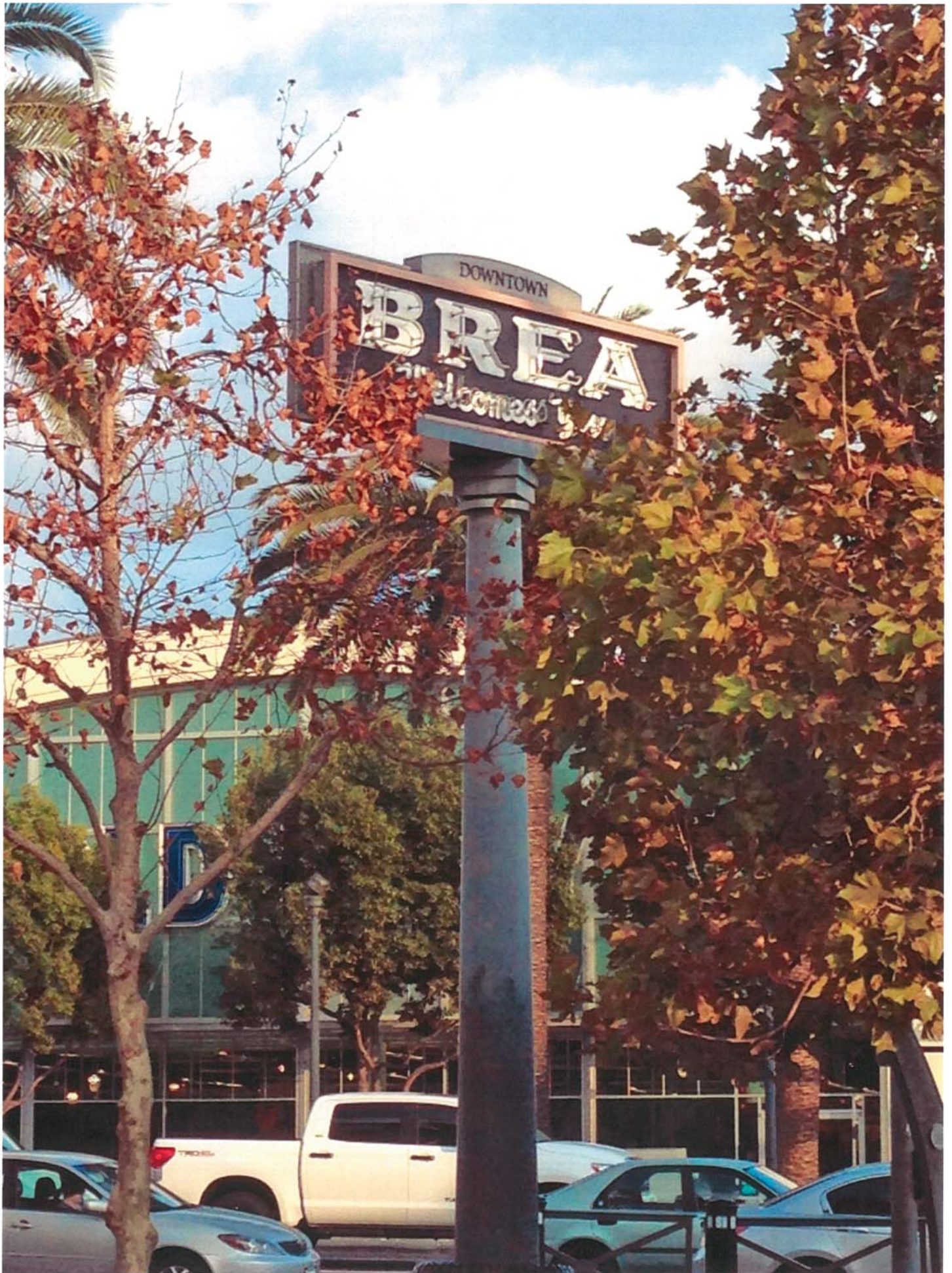
Statement of Qualifications	Section 1
mig capabilities and experience	1.1
key references	1.11
insurance coverage	1.13
subconsultants	1.15
key personnel	1.21

---

Technical Proposal	Section 2
understanding	2.1
approach and methodology	2.5
scope of work and deliverables	2.6
project schedule	2.14

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Cost Proposal	Section 3
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SECTION ONE

# Statement of Qualifications



## MIG Capabilities

**MIG, Inc.** is a multidisciplinary firm that specializes in visioning, strategic planning, inter-departmental collaboration, organizational development, and group process facilitation. Since it was founded in 1982, MIG has designed and implemented strategic and organizational planning programs for a variety of clients, including cities, counties, organizations, federal agencies, and public and private sector clients throughout the country.

MIG provides a sophisticated, integrated approach to strategic planning that combines elements of planning, operations, stakeholder participation, and organizational development. Tailored to the distinctive conditions of each organization, our methods evoke creative solutions that lead to dynamic plans.

### AREAS OF EXPERTISE

#### Community Relations and Public Outreach

MIG designs and implements multi-levelled, well-documented community relations programs aimed at increasing public confidence in decision-making. MIG uses proven facilitation techniques and succinct, easily understood information to ensure that the community and stakeholders understand pertinent issues and that agencies receive meaningful community input. Our outreach approach enables the community to contribute ideas, solutions and strategies for addressing issues, which results in supported and successful projects.

MIG is experienced at identifying stakeholders and conducting assessments to identify perceptions, concerns, and potential project impacts, as viewed by a broad range of audiences. MIG utilizes techniques including individual interviews, focus groups, and statistically valid surveys to conduct research in the early stages of project development. This research also enables us to test and craft key messages and information.

Using illustrative graphic recording, interactive exercises, comment cards, and notation, MIG documents input and methodically analyzes results to ensure a responsive and complete process.



#### Visioning and Community-Based Planning

MIG brings a strong, multidisciplinary approach to assisting communities to develop and define a common vision for strategic action, with success measured by high levels of consensus and implementation. We use the community's vision as an inspirational expression of future possibilities regarding the function and character of the area. This vision, with associated goals and principles, serves as the overarching framework for implementation through a prioritized set of actions.

#### Strategic Planning and Organizational Development

MIG has worked closely with clients in assessing organizational structure and operations, and developing strategic action plans for change and improvement. MIG develops and implements processes based on a thorough exploration of lessons learned, existing conditions, and future opportunities and trends. MIG emphasizes collaborative thinking and problem solving; linking resource allocation to organizational values, goals, and objectives; and developing effective performance and progress measures. Working with all levels of management and staff, MIG strives to ensure that everyone in the organization understands the how's and why's of organizational change and strategic planning. Finally, MIG approaches each project as an opportunity to build agency capacity.

#### Policy Planning

MIG brings together content experts, decision-makers and stakeholders to develop policy solutions that are technically sound and politically viable. MIG's policy development process leads planners through a logical sequence of

steps: analyzing the issues, clarifying desired outcomes, developing principles, assessing interests and implementation factors, developing policy language, and creating monitoring and update mechanisms. MIG provides a blend of facilitation, mediation and conflict resolutions skills, ensuring that decisions and policies are implemented in fair and equitable ways.

### **Facilitation and Consensus Building**

MIG has expertise in promoting collaboration and facilitating consensus. MIG is internationally recognized for its facilitation expertise, developing and using innovative techniques to create an open atmosphere in which different viewpoints can be heard, acknowledged, addressed, and reconciled. We have helped diverse groups of public and private sector clients to resolve conflicts and work toward common goals. We have facilitated literally thousands of meetings, including citizens advisory groups, board sessions, focus groups, management workshops, and strategic planning retreats.

### **Public Involvement and Community Outreach**

MIG has extensive experience designing public outreach and involvement programs that educate the community, encourage participation, engage stakeholders in evaluating alternatives, and provide agency staff with meaningful community input. MIG provides a multi-leveled, well-documented involvement process aimed at increasing public confidence in decision-making. Our public outreach process focuses on developing common objectives and providing a full range of successful strategies for achieving those objectives.

### **Process Documentation**

For a strategic planning process to be successful and effective, a careful record must be kept of stakeholder concerns and issues. The purpose of documenting the plan process is to provide an ongoing record of participants' comments and concerns to easily convey findings to the Board members, staff, and decisionmakers in a comprehensive, yet easy-to-read manner. Participants will have visible proof that their opinions were heard and considered. The summary documents will also be valuable in future efforts, providing a foundation for organizational cooperation and joint decision making on planning issues.

### **Strategic Communications and Graphic Design**

MIG provides high-quality, written and graphic materials to document planning and design processes, create multimedia outreach and informational materials, and develop training and implementation tools. We produce attractive and easy-to-understand and use materials to help communicate complex concepts and issues to a wide range of audiences. Our experience includes brochures, news releases, display boards, PowerPoint presentations, streaming video and audio, interactive CDs, clickable PDF files, HTML newsletters, and sophisticated flash products. Our media and communications work crosses all media: print, Internet, video, and multimedia.

### **Web Design**

MIG works interactively with clients to create web environments that engage, inform, and stimulate the visitor, and reflect our client's goals in a creative way. We have extensive experience in all aspects of web design including: site architecture; navigation design; user profiling; low-income, low-education and disabled accessibility; and interactive design and web animation.

### **Language Capabilities**

MIG has in-house oral and written capability in Spanish, Mandarin, Hindi and Bengali. We also have oral capability in French, German, Japanese, Korean, Punjabi, and Russian. In addition, we have access to translation services for numerous other languages including Filipino, Tagalog, Armenian, Cantonese, and Vietnamese.

## **MIG Experience**

MIG has provided multidisciplinary professional services for numerous projects in California in the areas of visioning, strategic planning, public involvement, and outreach and communications. As one of the premier community planning and design firms in the country, MIG offers a depth of project experience that reflects the size, scope and character of the Envision Brea 2035 Community Engagement and Strategic Plan.

The projects on the following pages illustrate the range of MIG's experience and demonstrate our capabilities and expertise.



## Brea Vision Plan and General Plan

BREA, CALIFORNIA



MIG was an integral partner of the award-winning Brea General Plan update team, directing all community outreach and engagement activities. Principal Laura Stetson, while with another firm and now with MIG, managed the General Plan program. Esmeralda Garcia co-managed the outreach component. The community outreach program included several innovative and engaging public workshops focused on establishing a new vision and policies for the City's northwest and southwest neighborhoods, Brea Boulevard, the greater Civic Center area and linkages to Downtown, Carbon Canyon, Tonner Canyon, and the Hartley Research Center area. The first workshop consisted of a virtual tour of Brea, with the community center great room set up to allow participants to "visit" these focus areas and discuss constraints and opportunities. Later in the program, once land use alternatives had been developed, the MIG team organized a mobile workshop. Participants could either ride a bus or drive themselves to stations located throughout the City and comment on proposed alternatives.

Through these hands-on events and other outreach activities, Brea residents and the business community were able to truly visualize change and provide insight and input into the General Plan policies that have shaped Brea since 2003. The extensive community engagement meant that policy makers were able to adopt forward-looking programs that had broad community support, and that the City has been able to fund and implement over the past decade.

# Westlake Village Visioning

WESTLAKE VILLAGE, CALIFORNIA


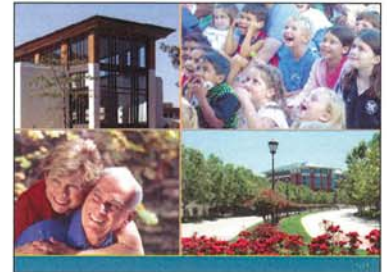
## 2015 VISIONING PROCESS

A unique challenge for any community is creating a vision of the future. The Westlake Village 2015 Committee's visioning process began with a comprehensive discussion of what strategic planning consultants term a "SWOT" analysis. This involves identifying the "strengths," "weaknesses," "opportunities" and "threats" associated with the City.

The results of this exercise helped the 2015 Committee begin to focus on a proposed vision of the City, as well as to identify core values important to the community. Here's a sampling of what was identified by the Committee during this "SWOT" analysis.

**Westlake Village is unique because...**  
*Several of the characteristic phrases identified by the 2015 Committee which distinguish Westlake Village included:*

- ★ "city in the country"
- ★ great place to raise a family
- ★ wonderful balance between the residential, commercial and business sectors
- ★ beautiful physical amenities like wide boulevards, richly landscaped parkways and medians
- ★ top-notch schools
- ★ quality living
- ★ neighborliness
- ★ safe, quiet neighborhoods
- ★ "small town charm"
- ★ community's geographical setting/natural boundaries located in the beautiful Russell and Conejo Valleys

## GOAL 01

**Goal 01: Sense Of Community**

**Primary Goal:** Preserve And Maintain The "City In The Country" Sense Of Community

**Objective:** Create a sense of community through the City's programs and services.

**Proposed Programs/Initiatives:**

- ★ The City's "Community" plan will be updated and revised regularly to ensure it remains relevant to the City in the future.
- ★ Increase the neighborhood visibility and use of the City Center as a central gathering place for the community.
- ★ Continue to focus on commercial development, which benefits the entire community, through the City's Strategic Plan, including the City's efforts to attract new businesses, create jobs, and increase the City's tax base.

**Team:** City Council, Community Services Department, Cultural Services Department, Planning Department, and Public Works Department.



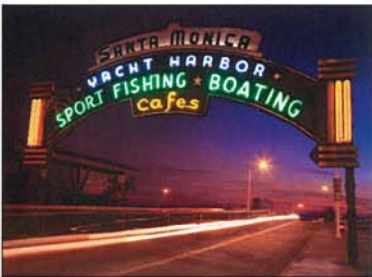
The City of Westlake Village was incorporated in 1981 and straddles the Los Angeles-Ventura County line. While the city is well-functioning and well-funded, the City Council expressed interest in acting to preserve and enhance the city's unique qualities by developing a ten-year vision (Vision 2015). The Vision 2015 was viewed as a cooperative Council-citizen process.

MIG worked hand-in-hand with a survey research firm (True North Associates) to assist the 2015 Committee and Council in combining qualitative and quantitative methods into a city assessment and visioning process. The vision will be used by the City Council and City staff to inform future plans and programs, including the budgeting process, expenditure and use of city reserves, and facilities planning.

MIG was engaged by the City of Westlake Village to work with a joint Council-citizen Vision 2015 Committee in crafting a vision and long-term strategy for the City. MIG worked with a Management Team comprised of the City Manager, Deputy City Manager, Mayor, and a Councilmember to develop a process to facilitate and engage a ten-person Vision 2015 Committee in development of a vision for this 23-year old master planned community.

# Santa Monica Pier Visioning

SANTA MONICA, CALIFORNIA



The Santa Monica Pier is over 100 years old and a much beloved asset and symbol of the Santa Monica and Southern California Community. MIG developed a community and stakeholder engagement process that resulted in a set of recommendations for near- and mid-term improvements to the public spaces and accessibility. The public participation program included training a team of Santa Monica City staff who worked with MIG to conduct an interactive community workshop on the pier itself. The workshop included exercises to consider the best ways to enhance the Pier's accessibility and visitor experience to the public, both for the local community and visitors the while maintaining and honoring its unique and historic character, ensuring its continued relevance and vitality to present and future generations.

# Envision Jefferson Avenue

TEMECULA, CALIFORNIA



Prior to and since the City’s incorporation in 1989, the Jefferson Avenue study area has developed with a mix of light industrial, office and retail uses, and both local and corporate owners and tenants. These businesses provide needed jobs, services and products that support the City’s and region’s quality of life. To preserve and enhance the study area’s assets and economic vitality, the City engaged MIG through the SCAG Compass Blueprint planning grant program to develop a vision and direction for a specific plan for the study area’s through community-supported policies that promote strategic economic development, enhance property values, and contribute to the long term health of the local economy and community.

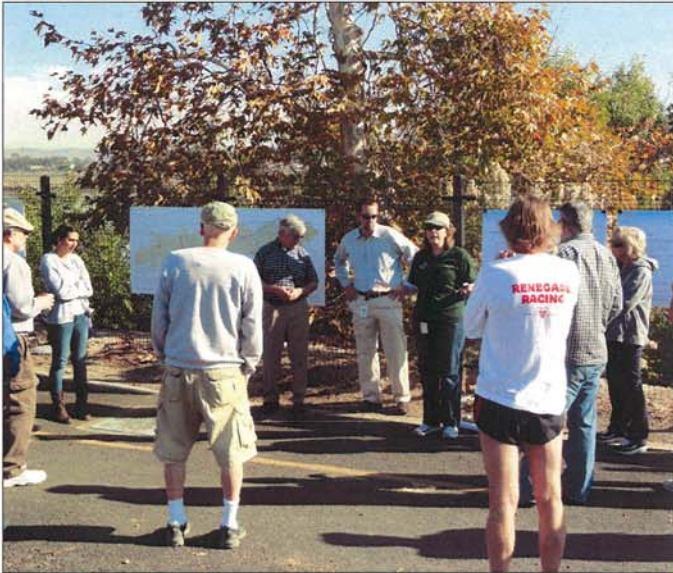
MIG assisted the City in customizing a visioning process focused on a series of six workshops that addressed a range of topics including economic development, urban design, mobility, streets, and parks and recreation. Each workshop was designed to educate participants on the topics, while also facilitating their engagement in the subject matter. MIG employed a range of hands-on, interactive techniques throughout the workshops including large and small group facilitation, graphic recording, and interactive polling technology.

To complement and support the workshops, MIG assisted City staff in engaging key community stakeholders early in the process through one-on-one interviews to understand the key issues and opportunities for the study area. MIG also assisted City staff in designing outreach and communication materials including press releases, mailers, and e-flyers, as well as designing, hosting and maintaining a project website with MIG’s Townsquare technology. MIG designed a final report (see MIG work samples) for the process that summarized the community vision, policy directions and development focus areas in the form of a poster brochure, which the City Council approved unanimously as part of their authorization for initiating a specific plan process for the study area.

The project was recently recognized with an American Planning Association (APA) Inland Empire Section 2013 Education Award and a Southern California Association of Governments (SCAG) 2013 Compass Blueprint Recognition Award - Honorable Mention.

## Anaheim Platinum Triangle/Urban Greening

ANAHEIM, CALIFORNIA



MIG led the Anaheim Urban Greening project, which focuses on creating complete streets, including bike lanes and hiking trails, throughout the entire City of Anaheim. The project is a city-wide undertaking that is evaluating non-motorized connections throughout the city, but especially between the Platinum Triangle, Downtown Anaheim and the Anaheim Resort. The ultimate goal of the Urban Greening Plan is to identify projects that will create a minimum of 100 acres of new green space throughout the city, while at the same time reducing GHG emissions consistent with the California Global Warming Act of 2006. By providing more desirable walkways that encourage alternative modes of transportation, GHG emissions associated with automobiles will be reduced.

In addition to increasing green space throughout the City, the Urban Greening Plan focuses on developing a system of green corridors connecting residents, visitors, and employees to both existing and planned high-density urban areas. The Plan identifies projects that emphasize shade trees, pocket parks and open spaces, multi-modal non-motorized trails and pathways, demonstration gardens,

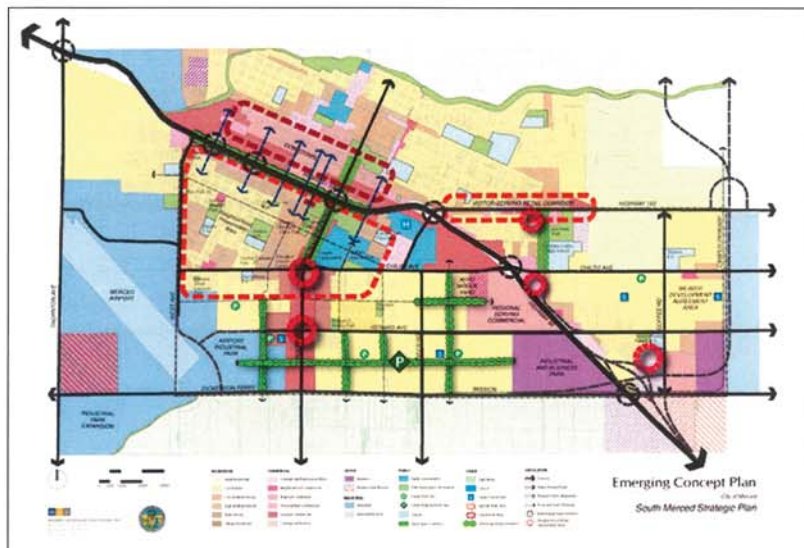
wildlife corridors, bioswales, and other storm water filtration and collections systems, and city-wide plant palette.

The Anaheim Urban Greening project included a robust city and community engagement process over the duration of the project. In addition to recurrent coordination meetings with City of Anaheim department directors, an extensive Task Force committee was established to provide strategic overview of the Urban Greening Plan key points. Key Task Force members included Southern California Edison, Orange County Parks, Disney, UDOT and adjacent cities. In addition, community workshops were held at major milestones and included diverse locations and times such as City Hall, Pearson Park and Anaheim Coves, a recently-constructed MIG trails project. The website created for the community engagement program was recognized by the California Park & Recreation Society (CPRS) with a 2012 Award of Excellence for Marketing and Communications – Digital Media-Web/Social Media.

Go to [www.anaheimoutdoors.net](http://www.anaheimoutdoors.net) for more information.

# South Merced Strategic Plan

MERCED, CALIFORNIA



Preliminary Concept Plan

Strategic Action	Goal	Time Frame	Lead Responsibility
<b>ENHANCE PARKS, OPEN SPACES &amp; COMMUNITY FACILITIES</b>	<b>goal 1</b>	Short	City of Merced
<b>IMPROVE CIRCULATION &amp; TRANSPORTATION</b>	<b>goal 2</b>	Long	City of Merced, Transportation Management (Public Works)
<b>BUILD IDENTITY, CHARACTER &amp; COMMUNITY DESIGN</b>	<b>goal 3</b>	Long	City of Merced
<b>STRENGTHEN ECONOMIC DEVELOPMENT</b>	<b>goal 4</b>	Medium	City of Merced, Economic Development
<b>ALTER REGULATORY FRAMEWORK TO FACILITATE DEVELOPMENT</b>	<b>goal 5</b>	Short	City of Merced
<b>REVITALIZE AND PRESERVE NEIGHBORHOODS &amp; HOUSING</b>	<b>goal 6</b>	On going	Community Development, Housing Dept.
<b>IMPROVE INFRASTRUCTURE &amp; PUBLIC SERVICES</b>	<b>goal 7</b>	Long	City of Merced, Public Services
<b>IMPROVE COMMUNITY PROGRAMS &amp; ORGANIZATION</b>	<b>goal 8</b>	Short	Community Development, Housing Dept., City of Merced, City of Brea

Strategic Framework for Plan

Merced is one of the “Valley Urban Centers” located along Highway 99 in Merced County. With a new University of California campus locating in the City, planned airport expansion, and convenient access to Yosemite, the city is experiencing growth pressures for various types of land uses in the South Merced Area.

The South Merced area includes a mix of residential, industrial parks, heavy strip commercial and agricultural uses, with many vacant and undeveloped lots, as well as some public uses and small commercial pockets. The area is ethnically diverse and the population has the lowest average family income in the community. As part of the Merced’s 2015 General Plan, South Merced was identified as an area in need of strategic direction.

In coordination with City Staff, local residents, merchants, property owners and other key stakeholders, MIG assisted in the development of a Strategic Plan for South Merced that provides a framework for future development. Through a series of Community, staff and stakeholder meetings, MIG engaged a broad and diverse community in the strategic planning process.

Participants worked to develop a Plan that provides long-term direction for improving neighborhood conditions and character, revitalizing housing, enhancing parks and open space, improving circulation and transportation, strengthening economic development, improving infrastructure and public services, and enhancing community programs. The Plan also provides strategic direction on how to develop more detailed Specific Plans anticipated for the area to guide annexation processes, land use and transportation relationships, and public improvements.

## Southwest Chula Vista Community Strengthening Strategies

CHULA VISTA, CALIFORNIA



The Southwest Community of the City of Chula Vista is one of the oldest sections of the city, and significant portions of its infrastructure require updating. More importantly, from a social perspective, many Southwest community members feel under-represented.

MIG is supporting the City in facilitating new levels of collaboration in the Southwest Community through a community-driven, asset-based process that will identify new solutions and partnerships to address a wide range of challenges in the community. Additionally, the City is striving to provide new opportunities for the community to have a stronger voice in local civic life in ways that are relevant and culturally-sensitive to the Southwest Community. The process aims to identify those opportunities, as well as the community's priorities for improvement initiatives and the appropriate stakeholders from all sectors of the community.

To accomplish this, MIG is designing and implementing a multi-faceted process that includes:

- “Embajadores,” or Ambassadors, who are community members equipped with a bilingual outreach toolkit that brings the process to the neighborhoods and homes of community members who may not normally participate in the process; and
- Community conventions for all community members to engage in the process, contribute their visions for the community's future, and identify opportunities for improvements.
- A community-based advisory committee to support process design and implementation;

- **Multi-layered, interactive, and innovative tools.** MIG develops customized and integrated tools for achieving visioning and planning objectives that are accessible to all community members and deliver results. Our “high tech” tools leverage the latest in web-based, social media, visualization, GIS data and other technologies to bring hard-to-reach community members into the process in new ways. We continue to innovate with our traditional “high touch” tools, connecting people to the process and people-to-people through engaging community festivals, workshops and one-on-one discussions. We facilitate authentic engagement with the right tools that help community members build relationships, shared understanding and inspiration for action.
- **Versatile and seasoned project management.** MIG regularly leads and collaborates with teams of consultants in our visioning and planning work. Our project management personnel are long-term professionals who connect the dots and leverage in-house teams, partner consultants and City staff to create top-quality products that are completed on budget and on time.
- **Available, accessible staff members.** Through direct experience with the City’s General Plan program and recent Reimagine Brea in-house workshop, the City has been exposed to the commitment and quality orientation of staff from our Southern California offices who are dedicated to meeting your needs during this intensive, fast-moving project.

In this proposal and per the City’s request, we present several work scope options to provide the City with choices for crafting the most suitable program, given the resources available. Please consider these choices as a menu from which the City can select and combine activities and deliverables.

As an MIG Principal, I am authorized to represent and bind MIG to all comments made in this proposal. You may contact me directly as follows:

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Alternatively, you may also contact Project Manager Esmeralda García at the same phone number or [esmeraldag@migcom.com](mailto:esmeraldag@migcom.com).

Thank you for your consideration of our proposal for this important effort. We look forward to the opportunity to share more about our approach and process.

Regards,

Laura Stetson, AICP  
Principal







steps: analyzing the issues, clarifying desired outcomes, developing principles, assessing interests and implementation factors, developing policy language, and creating monitoring and update mechanisms. MIG provides a blend of facilitation, mediation and conflict resolutions skills, ensuring that decisions and policies are implemented in fair and equitable ways.

### **Facilitation and Consensus Building**

MIG has expertise in promoting collaboration and facilitating consensus. MIG is internationally recognized for its facilitation expertise, developing and using innovative techniques to create an open atmosphere in which different viewpoints can be heard, acknowledged, addressed, and reconciled. We have helped diverse groups of public and private sector clients to resolve conflicts and work toward common goals. We have facilitated literally thousands of meetings, including citizens advisory groups, board sessions, focus groups, management workshops, and strategic planning retreats.

### **Public Involvement and Community Outreach**

MIG has extensive experience designing public outreach and involvement programs that educate the community, encourage participation, engage stakeholders in evaluating alternatives, and provide agency staff with meaningful community input. MIG provides a multi-leveled, well-documented involvement process aimed at increasing public confidence in decision-making. Our public outreach process focuses on developing common objectives and providing a full range of successful strategies for achieving those objectives.

### **Process Documentation**

For a strategic planning process to be successful and effective, a careful record must be kept of stakeholder concerns and issues. The purpose of documenting the plan process is to provide an ongoing record of participants' comments and concerns to easily convey findings to the Board members, staff, and decisionmakers in a comprehensive, yet easy-to-read manner. Participants will have visible proof that their opinions were heard and considered. The summary documents will also be valuable in future efforts, providing a foundation for organizational cooperation and joint decision making on planning issues.

### **Strategic Communications and Graphic Design**

MIG provides high-quality, written and graphic materials to document planning and design processes, create multimedia outreach and informational materials, and develop training and implementation tools. We produce attractive and easy-to-understand and use materials to help communicate complex concepts and issues to a wide range of audiences. Our experience includes brochures, news releases, display boards, PowerPoint presentations, streaming video and audio, interactive CDs, clickable PDF files, HTML newsletters, and sophisticated flash products. Our media and communications work crosses all media: print, Internet, video, and multimedia.

### **Web Design**

MIG works interactively with clients to create web environments that engage, inform, and stimulate the visitor, and reflect our client's goals in a creative way. We have extensive experience in all aspects of web design including: site architecture; navigation design; user profiling; low-income, low-education and disabled accessibility; and interactive design and web animation.

### **Language Capabilities**

MIG has in-house oral and written capability in Spanish, Mandarin, Hindi and Bengali. We also have oral capability in French, German, Japanese, Korean, Punjabi, and Russian. In addition, we have access to translation services for numerous other languages including Filipino, Tagalog, Armenian, Cantonese, and Vietnamese.

## **MIG Experience**

MIG has provided multidisciplinary professional services for numerous projects in California in the areas of visioning, strategic planning, public involvement, and outreach and communications. As one of the premier community planning and design firms in the country, MIG offers a depth of project experience that reflects the size, scope and character of the Envision Brea 2035 Community Engagement and Strategic Plan.

The projects on the following pages illustrate the range of MIG's experience and demonstrate our capabilities and expertise.

# Westlake Village Visioning

WESTLAKE VILLAGE, CALIFORNIA


## 2015 VISIONING PROCESS

A unique challenge for any community is creating a vision of the future. The Westlake Village 2015 Committee's visioning process began with a comprehensive discussion of what strategic planning consultants term a "SWOT" analysis. This involves identifying the "strengths," "weaknesses," "opportunities" and "threats" associated with the City.

The results of this exercise helped the 2015 Committee begin to focus on a proposed vision of the City, as well as to identify core values important to the community. Here's a sampling of what was identified by the Committee during this "SWOT" analysis.

**Westlake Village is unique because...**  
*Several of the characteristic phrases identified by the 2015 Committee which distinguish Westlake Village included:*

- ★ "city in the country"
- ★ great place to raise a family
- ★ wonderful balance between the residential, commercial and business sectors
- ★ beautiful physical amenities like wide boulevards, richly landscaped parkways and medians
- ★ top-notch schools
- ★ quality living
- ★ neighborliness
- ★ safe, quiet neighborhoods
- ★ "small town charm"
- ★ community's geographical setting/natural boundaries located in the beautiful Russell and Conejo Valleys




## GOAL 01

**Primary Goal: Preserve And Maintain The "City In The Country" Sense Of Community**

*Objective: Create a sense of genuine local identity.*

**Proposed Programs/Initiatives:**

- ★ The City "reconnects" with each its local parks and green spaces that are unique assets for its community by the City of the future.
- ★ Increase the neighborhood visibility and use of the City Center as a local gathering place for the community.
- ★ Local land use commercial development, when feasible, to preserve the historic character of the City, including historic buildings and neighborhoods, featuring the historic architecture, historic, cultural, educational, water features, and other amenities.

*Objective: Connect the community through new City projects.*

**Proposed Programs/Initiatives:**

- ★ By the year 2020, the City will have a plan for sustainable community development.
- ★ Add or create City parks and amenities that increase the quality of life for the community.
- ★ City Collaboration and Support for 2020 vision, creating new sense of community identity.

**Team: City Council, Community Services Department, Cultural Services Department**  
**Responsible: Westlake Village community**



The City of Westlake Village was incorporated in 1981 and straddles the Los Angeles-Ventura County line. While the city is well-functioning and well-funded, the City Council expressed interest in acting to preserve and enhance the city's unique qualities by developing a ten-year vision (Vision 2015). The Vision 2015 was viewed as a cooperative Council-citizen process.

MIG was engaged by the City of Westlake Village to work with a joint Council-citizen Vision 2015 Committee in crafting a vision and long-term strategy for the City. MIG worked with a Management Team comprised of the City Manager, Deputy City Manager, Mayor, and a Councilmember to develop a process to facilitate and engage a ten-person Vision 2015 Committee in development of a vision for this 23-year old master planned community.

MIG worked hand-in-hand with a survey research firm (True North Associates) to assist the 2015 Committee and Council in combining qualitative and quantitative methods into a city assessment and visioning process. The vision will be used by the City Council and City staff to inform future plans and programs, including the budgeting process, expenditure and use of city reserves, and facilities planning.

# Envision Jefferson Avenue

TEMECULA, CALIFORNIA



Prior to and since the City’s incorporation in 1989, the Jefferson Avenue study area has developed with a mix of light industrial, office and retail uses, and both local and corporate owners and tenants. These businesses provide needed jobs, services and products that support the City’s and region’s quality of life. To preserve and enhance the study area’s assets and economic vitality, the City engaged MIG through the SCAG Compass Blueprint planning grant program to develop a vision and direction for a specific plan for the study area’s through community-supported policies that promote strategic economic development, enhance property values, and contribute to the long term health of the local economy and community.

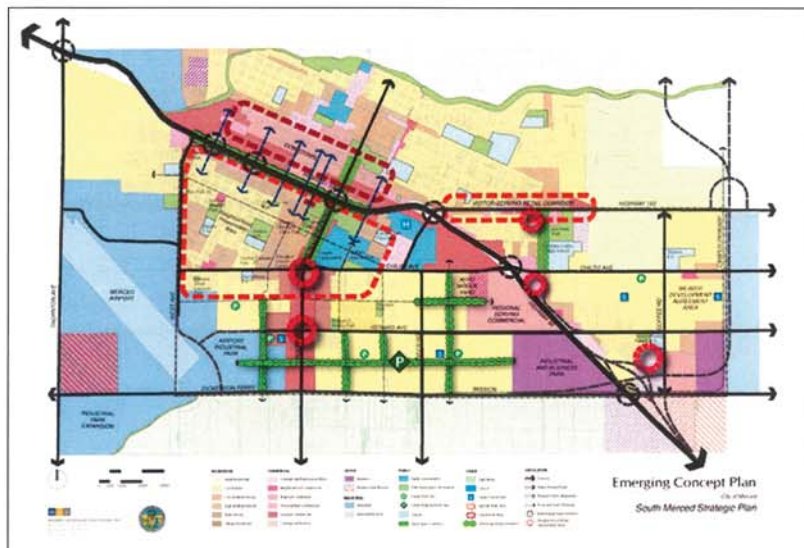
MIG assisted the City in customizing a visioning process focused on a series of six workshops that addressed a range of topics including economic development, urban design, mobility, streets, and parks and recreation. Each workshop was designed to educate participants on the topics, while also facilitating their engagement in the subject matter. MIG employed a range of hands-on, interactive techniques throughout the workshops including large and small group facilitation, graphic recording, and interactive polling technology.

To complement and support the workshops, MIG assisted City staff in engaging key community stakeholders early in the process through one-on-one interviews to understand the key issues and opportunities for the study area. MIG also assisted City staff in designing outreach and communication materials including press releases, mailers, and e-flyers, as well as designing, hosting and maintaining a project website with MIG’s Townsquare technology. MIG designed a final report (see MIG work samples) for the process that summarized the community vision, policy directions and development focus areas in the form of a poster brochure, which the City Council approved unanimously as part of their authorization for initiating a specific plan process for the study area.

The project was recently recognized with an American Planning Association (APA) Inland Empire Section 2013 Education Award and a Southern California Association of Governments (SCAG) 2013 Compass Blueprint Recognition Award - Honorable Mention.

# South Merced Strategic Plan

MERCED, CALIFORNIA



Preliminary Concept Plan

Strategic Action	Goal	Time Frame	Lead Responsibility
<b>ENHANCE PARKS, OPEN SPACES &amp; COMMUNITY FACILITIES</b>	<b>goal 1</b>	Short	City of Merced
<b>IMPROVE CIRCULATION &amp; TRANSPORTATION</b>	<b>goal 2</b>	Long	City of Merced
<b>BUILD IDENTITY, CHARACTER &amp; COMMUNITY DESIGN</b>	<b>goal 3</b>	Long	City of Merced
<b>STRENGTHEN ECONOMIC DEVELOPMENT</b>	<b>goal 4</b>	Medium	City of Merced
<b>ALTER REGULATORY FRAMEWORK TO FACILITATE DEVELOPMENT</b>	<b>goal 5</b>	Short	City of Merced
<b>REVITALIZE AND PRESERVE NEIGHBORHOODS &amp; HOUSING</b>	<b>goal 6</b>	Long	City of Merced
<b>IMPROVE INFRASTRUCTURE &amp; PUBLIC SERVICES</b>	<b>goal 7</b>	Long	City of Merced
<b>IMPROVE COMMUNITY PROGRAMS &amp; ORGANIZATION</b>	<b>goal 8</b>	Short	City of Merced

Strategic Framework for Plan

Merced is one of the “Valley Urban Centers” located along Highway 99 in Merced County. With a new University of California campus locating in the City, planned airport expansion, and convenient access to Yosemite, the city is experiencing growth pressures for various types of land uses in the South Merced Area.

The South Merced area includes a mix of residential, industrial parks, heavy strip commercial and agricultural uses, with many vacant and undeveloped lots, as well as some public uses and small commercial pockets. The area is ethnically diverse and the population has the lowest average family income in the community. As part of the Merced’s 2015 General Plan, South Merced was identified as an area in need of strategic direction.

In coordination with City Staff, local residents, merchants, property owners and other key stakeholders, MIG assisted in the development of a Strategic Plan for South Merced that provides a framework for future development. Through a series of Community, staff and stakeholder meetings, MIG engaged a broad and diverse community in the strategic planning process.

Participants worked to develop a Plan that provides long-term direction for improving neighborhood conditions and character, revitalizing housing, enhancing parks and open space, improving circulation and transportation, strengthening economic development, improving infrastructure and public services, and enhancing community programs. The Plan also provides strategic direction on how to develop more detailed Specific Plans anticipated for the area to guide annexation processes, land use and transportation relationships, and public improvements.



## Key References

### **AUDREY SCHMITZ**

Assistant City Manager  
 City of Westlake Village  
 31200 Oak Crest Drive  
 Westlake Village, CA 91361  
 (818) 706-1613

#### *WESTLAKE VILLAGE VISIONING*

### **ROD MERL**

Pier Manager  
 City of Santa Monica  
 1685 Main St., Room #209  
 Santa Monica, CA 90401  
 (310) 458-8221

#### *SANTA MONICA PIER VISIONING*

### **KATIE INNES**

Associate Planner  
 City of Temecula  
 P.O. Box 9033  
 Temecula, CA 92589-9033  
 (951) 694-6480

#### *ENVISION JEFFERSON AVENUE*

### **PAM GALERA**

Principal Project Planner/Landscape Architect  
 City of Anaheim  
 955 Melrose Street, Suite 433  
 Anaheim, CA 92805  
 (714) 765-4465

#### *ANAHEIM PLATINUM TRIANGLE/URBAN GREENING*

### **NANCY MADDOX LYTL**

(Formerly City of Chula Vista, now with Civic San Diego)  
 City of Chula Vista  
 276 Fourth Ave.  
 Chula Vista, CA 91910  
 (619) 235-2200

#### *SOUTHWEST CHULA VISTA COMMUNITY STRENGTHENING STRATEGY*

### **ALEX HAMILTON**

Acting Director of Development Services  
 City of Commerce  
 2535 Commerce Way  
 Commerce, CA 90040  
 (323) 722-4805

#### *CITY OF COMMERCE PLANNING OUTREACH PROJECTS*





## Insurance Coverage

MIG currently maintains the following levels of insurance coverage:

*General Liability:*

\$1,000,000 per occurrence, \$2,000,000 aggregate and \$3,000,000 umbrella

*Professional Liability:*

\$2,000,000 per claim and \$2,000,000 aggregate

*Automobile Liability:*

\$1,000,000 per accident

*Worker's Compensation:*

\$1,000,000 per accident

Sustainable Vision for  
Phoenix's Central City South



- QLP Vision
- PCA - Don Keith
  - The Don Partnership - Don Klocke
  - Board - Tilde (Tristany, L...
  - Faith
  - Business
  - Strategy Steward
  - BSAI Moving Communities
  - HOPE U - Andre Dwan
  - Wesley Community/Schools
  - Congressman Ed Pastor
  - Greater Phoenix Urban League
  - Valle del Sol (Scott Hayden)
  - Downtown Ideas Coalition
  - Mary Jane Wallace
  - Paul Espinosa (Friendly Park)
  - Mariposa Integrated Health
  - Reinvest Phoenix
  - St. Luke's Health Initiative
- Agenda
- Cree
  - Cony Neece
  - Cassandra Valenzuela
  - Mayr Stanton
  - Adri
  - AC
  - Kar

## Subconsultant Firm Profiles

### TRUE NORTH RESEARCH

Founded in 2002, **True North Research, Inc. (True North)** is a full-service survey research firm that is dedicated to providing public agencies with a clear understanding of the values, priorities and opinions of their residents and customers. Through designing and implementing scientific surveys, focus groups and one-on-one interviews, as well as expert interpretation of the findings, True North helps its clients to move with confidence when making strategic decisions in a variety of areas including planning, community needs assessments, program and policy evaluation, performance management, and developing effective public outreach campaigns.

During his career, Dr. Timothy McLarney (President of True North and Project Manager for the proposed survey) has personally designed and managed over 800 survey research studies for public agencies, including more than 300 studies for California cities and municipal agencies.

### PLACE IT!

**PLACE IT!** is a design-based urban planning initiative developed by urban planner James Rojas that uses model-building workshops and on-site interactive models to help engage the public in the planning and design process. Participants are able to translate conceptual planning ideas into physical forms, and learn about the value of planning and design in shaping how we live.

PLACE IT! has become a national leader in integrating the power of art, creativity, and imagination to increase public participation in shaping the city, particularly among historically underrepresented communities. Through out the US and Canada, PLACE IT! has collaborated with artists, municipal agencies, educators, community advocates and others to explore the city.

### STONE PAPER SCISSORS

**Stone Paper Scissors** integrates community voice and vision into the cultural and physical landscape through public art and education. Known for award winning San Diego public art projects, Stone Paper Scissors and its owner, artist and arts educator Lynn Susholtz, have been major participants in the transformation of the North Park neighborhood, as well as several other communities in San Diego County. Working with communities, public agencies and schools to develop educational, social, and environmental resources for youth and families, Stone Paper Scissors is an advocate for increased access to arts and culture.

## Relevant Experience

Relevant project experience for our highly qualified subconsultants is provided as follows.

### TRUE NORTH RESEARCH

#### **City of Brea Resident Surveys, Brea, California**

True North has been the City of Brea's trusted survey research consultant since 2006. To date, True North has designed and conducted four surveys for the City of Brea, including a survey to gauge community sentiment regarding the proposed extension of the Olinda Alpha Landfill, two resident satisfaction surveys, and a survey to gauge the feasibility of a general sales tax measure on the November 2008 Ballot.

The resident satisfaction surveys focused on profiling community needs and priorities as they relate to municipal services, gauged residents' opinions of the City's performance in providing services, and gathered additional performance and policy-related information. The surveys were conducted using a mixed-method of telephone recruiting with telephone and online data collection, with a sample of 400 residents yielding a statistical margin of error due to sampling of less than +/- 5% at the 95% level of confidence.

**City of Westlake Village Visioning and Planning Study,**  
*Westlake Village, California*

Teaming with MIG, True North designed and conducted a survey of 400 Westlake Village residents to assist the City in developing its Vision and Strategic Plan for 2015. The survey, which was conducted via telephone, Internet and mail, addressed many key topics of interest and is being used to guide Council's current and future policy decisions. In 2009, True North also conducted a more traditional community needs assessment and performance measurement survey for the City.

**PLACE IT!**

**City as Play,** *Los Angeles, California*

City as Play is a short, six-step, instructional video of Place It!'s 60-minute participatory community engagement process to help people understand and facilitate a workshop. The video captures the energy, spirit, and festive feeling of the experience to inform the audience and get them into the party spirit. This video has become a handy tool for people working across the globe especially in developing countries, or devastated places. In a North Japan hotel lobby after the Tsunami, planners facilitated the workshop with youth, who lost everything but not their imagination. In Port-a-Prince informal settlements, planners have used this method at charrettes using cardboard bits, old cereal boxes, etc.

Go to <http://vimeo.com/11583278> to see video.



*Sustainable Vision for Phoenix's Central City South*

**A Sustainable Vision for Phoenix's Central City South,**  
*Phoenix, Arizona*

In collaboration with the non-profit Phoenix Revitalization Corp and others, PLACE IT! helped visualize Phoenix's Central City South Quality of Life Plan by facilitating a series of workshops that ultimately lead to the creation of the Phoenix Central City South Model. PLACE IT! facilitated three community visioning workshops to help the residents articulate and share their ideas on how to improve the built environment with each other by building it with found objects. In imaginative ways, residents built markets, dance halls, trolleys, bike paths, shaded areas, wooden benches and much more. A 3-dimensional model was created to enhance the positive cultural, geographical, social and visual elements to create an aspirational vision of the community. The team created a beautiful visionary sustainable model of Phoenix's Central City South, which the residents use to encourage public and private investment to create a healthy, prosperous, and sustainable community.

Go to <http://www.youtube.com/watch?v=mJCHFGMBm14> to see video.

**Re-Imagine Raleigh,** *Raleigh, North Carolina*

In collaboration with the Raleigh Urban Design Center, Downtown Raleigh Alliance, and the SPARKcon festival, PLACE IT! facilitated interactive planning activities to engage the public to raise awareness of the upcoming downtown plan update, called the Livable Streets Plan.



*Re-Imagine Raleigh*

The team crafted the event Re-Imagine Raleigh and invited the public to reflect upon, explore, participate in, and craft the look and feel of downtown Raleigh. The project engaged the public in the urban planning process through an interactive model of the downtown and two workshops. An interactive model of Raleigh was created on-site that captured the city's urban form. It was placed on the street during SPARKcon so hundreds of people could access it and engage with it. Over the course of four days, the UDC documented the results of the workshops and interactive model building into a video synopsis that they will use for the Livable Street Plan.

Go to <http://www.youtube.com/watch?v=BJwbKzyNOLM> to see video.

**How would you improve transportation in LA?** *Los Angeles, California*

In collaboration with Toyota, SiteLA Cothing, and local artists, PLACE IT! facilitated a workshop where forty participants were asked to re imagine transportation in Los Angeles. The only guideline was that it had to be public, sustainable and be render in a 3-d model. The participants imagined a future with a transit system, walkable and bikeable streets, dense development and lots of public space. Some of the ideas should be studied today, such as a ferry system connecting beach areas and ocean adjacent cities. Others, such as a kite system to fly people from building to building, probably need more work before they

can be applied. After presenting their views they tried to unify their vision with those sitting nearest them. Participants discovered that their visions fit together in creating a cohesive plan that was quite different than the region's current transportation system.

Go to <http://www.youtube.com/watch?v=8yyf8QnQUKU> to see video.

**Re-Imagine Chinatown,** *Los Angeles, California*

In collaboration with Fifth Floor Store and Art Gallery, PLACE IT! created a hands-on interactive model of Chinatown enabling participants dream about its future. The economic, social, and built environment of Chinatown is rapidly changing and the model captured that energy through an interactive public participation process. The model included the Cornfields and portions of the LA River and highlighted the area's topography, streets, and historic blocks. The model was designed to inspire the participants through its grand interventions, vivid use of materials, colors, textures and by allowing the public to touch and imprint their vision on it. The Art Gallery became an impromptu urban planner's "store" with shelves lining the wall that hosted an array of small, colorful buildings. Visitors took these buildings off the shelves and place them on the model located in the middle of the gallery to create their ideal urban form. The model constantly changed as the work built upon the contributions of others. This technique facilitated public participation in the urban planning



How would you improve transportation in LA?



Re-Imagine Chinatown

process by using art as an interactive, creative medium to help people think about their community. The evolving exhibition mimicked the dynamic and collective nature of life in Chinatown. These activities reflect how varied groups of players—strangers, neighbors, friends—interact to create a sense of place in Chinatown.

Go to <http://www.youtube.com/watch?v=13wYT53NHEo> to see video.

### STONE PAPER SCISSORS

#### **Art Produce Gallery and Garden, San Diego, California**

The award-winning Art Produce is a public art /performance space/cultural center focused on aesthetic, educational and sustainable/green practices. As a storefront exhibition space, the gallery is entirely visible from the sidewalk and was designed to accommodate sculptural installations, cross-disciplinary works, digital media, and performance events. The space allows for unconventional presentation opportunities for artists and unexpected art encounters for viewers. A neighborhood redevelopment initiative intended to enliven the experience of the pedestrian, it is an experiment in public art that is accessible to everyone - an attempt to render visibility and transparency into the art process itself. Committed to bringing cultural activities to the neighborhood, designed for folks that rarely go to museums or galleries, is visually accessible 24/7.

Art Produce Garden is a model project of the North Park Sustainable Neighborhoods Initiative. As an example of business and public culture creating a synergistic combination for the health and vitality of the neighborhood, the Garden space includes outdoor community engagement cultural programming in an edible garden. A public art/performance space/cultural center focused on aesthetic, educational and sustainable/green practices, it was transformed from an asphalt parking lot into an organic edible garden and urban orchard. It accommodates film screenings, performances, art installations and community events. It incorporates an outdoor classroom and workspace into an urban farm that includes a rainwater catchment system and a PV solar energy system.



Art Produce Gallery Exhibition



Art Produce Garden Exhibition Space



Mapping the Hood Exhibition

**MAPPING THE HOOD- Exhibition and Workshops,**  
*San Diego, California*

An interactive community engagement project and multi-media gallery installation. A collaboration of, Art @ the Core: Stone Paper Scissors, Eveoke Dance Theatre, TranscenDance, North Park Main Street, and Cultural Worker, a community engagement project in City Heights and North Park with a goal to increase access, engagement, and participation in the civic process through community cultural development. 2009 Funded by ArtWorks for San Diego, San Diego Foundation

Stone Paper Scissors, Eveoke Dance Theatre, TranscenDance Youth Arts Project, North Park Main Street and the Cultural Worker joined forces to develop a neighborhood initiative called ART @ the Core: Building Community. Art @ the Core uses art as a catalyzing force for positive change. Our goal is to increase access, engagement, and participation in the civic process through cultural development. We seek to identify and utilize community resources to build sustainable, representative, inclusive processes that support and expand constituencies that enhance the cultural and economic vitality of the community.

The gallery installation, Voices: Mapping the Hood, is intended to reflect the many rich layers of community and neighborhood history of North Park and City Heights. Envisioned as an interactive collage, it is a giant pop-up book that tells a story you can walk through and contribute to. The idea was to physically, metaphorically, and cognitively "Map the Hood" with all our various collaborating partners, architecture students, professional artists, children, teens, and community members.

**North Park Community Park General Development Plan, Elementary School, and Playground,**  
*San Diego, California*

Stone Paper Scissors was contracted by the City of San Diego as the prime consultant to update the 11-acre North Park Community Park General Development Plan and design the first phases of capital improvements. The site is the only open space park and playground in a highly impacted, densely populated older urban neighborhood of 46,000 residents and included playgrounds, open park area, ball fields, tennis courts, a senior center, a multi-age recreation center, and an elementary school. A collaboration with landscape architects, young artists from after school art classes, the Recreation Council, and the local community, the first phase capital improvements were completed Fall 2003 and includes an 8,000 sq. ft. tot-lot/playground which integrates multi-sensory artist designed play structures, interactive visual, tactile and audio learning experiences, an interactive water feature, with more traditional playground amenities.

**Pershing Pedestrian Portal,**  
*San Diego, California*

Pershing Portal is a traffic calming, pedestrian plaza and historic district marker project which serves as a gateway into one of San Diego's oldest neighborhoods. The project was initiated by a concern regarding high-speed vehicle traffic in a neighborhood that was designed before most residents owned cars. The area has historic designation for its many examples of California Craftsman and Spanish Mission architecture. Pershing Portal was a collaboration with community members and RJC Architects and was completed in 2003.



Mapping the Hood Exhibition



North Park Community Park



Pershing Pedestrian Portal





CITY OF TEMECULA  
JEFFERSON AVENUE  
STUDY AREA  
**ENVISION**  
jefferson  
avenue

VISIONING WORKSHOP #2  
DECEMBER 6, 2011

QUESTIONS

- WHAT DO WE WANT TO EMULATE?
    - COLOMBO BUID
    - MIX OF USES
    - STRONG BIE
    - TRANSPORT
  - HOW DO WE ACCOMMODATE WORKING NEEDS?
    - VARIES BY DEVELOPMENT APPROACH
    - PUBLIC & PRIVATE STRATEGIES
  - REDEVELOPMENT AREAS?
    - PENDING STATE LAW
    - MANY LOCAL EXAMPLES
- Other notes on the flipchart include: 'AVOID THE BLD', 'COUNTRY CLUB P', 'KANSAS CITY', 'CELOS SOLANA', 'WILL IT SUPPORT DEPT', 'MAJOR PRIORITY', 'MAY CREATE A HYBRID STRUCTURE', 'LEARN FROM THE SUCCESS AS', 'HI-TECH & CONNECTIVITY', 'FOCUS ON BRINGING PEOPLE', 'DESIGN INTEGRITY', 'WILL IT SUPPORT DEPT', 'MAJOR PRIORITY', 'MAY CREATE A HYBRID STRUCTURE'.

## Key Personnel

We have assembled an experienced team of well-qualified MIG staff and subconsultant team members to address all aspects of the Envision Brea 2035 Community Engagement and Strategic Plan.

**Laura Stetson, AICP** will serve as Principal-in-Charge. Ms. Stetson has led numerous comprehensive planning projects, both as lead consultant with MIG and at prior firms, Hogle-Ireland and Cotton Bridges Associates (CBA). While at CBA, she led the consultant team that prepared Brea's last General Plan Update. She provides in-depth knowledge and understanding of Brea's land use planning and will provide invaluable expertise and guidance in crafting a new vision for Brea's long range development.

Ms. Stetson is joined by **Esmeralda García**, who will direct the work of the team and serve as project manager. She has managed and facilitated complex small- and large-scale planning projects involving diverse stakeholders and public and private agency representatives. Ms. García is also well-experienced working with the City having served as co-manager for the outreach component of Brea's General Plan Update.

Also providing in-depth understanding and working knowledge of Brea, **Daniel Iacofano, Ph.D, FAICP, FASLA** will serve as Consulting Principal. Mr. Iacofano led the City's last Vision Plan and was actively engaged in the General Plan Update's outreach program. As a strategic advisor to Ms. Stetson and Ms. García, he will be engaged throughout the visioning process and specifically at key points in the work program.

Ms. Stetson and Ms. García will be directly supported by Deputy Project Manager **Andy Pendoley** with the management of key tasks and deliverables. Mr. Pendoley combines his project management skills with a background in communication and experience in strategic planning, community involvement, consensus-building, meeting facilitation, and graphic recording. Our project management will be supported by experienced MIG planners, facilitators, process and meeting strategists, designers, and researchers.

Additionally, our team is supplemented by a few key subconsultants that provide great added value to our proposed scope of work. **Timothy McLarney** of **True North Research** brings to the team outstanding capabilities to conduct customized community surveys, as well as prior experience working with Brea. **James Rojas** of **PLACE IT!** is known in the community planning field for his highly engaging and creative visioning tools for all ages. **Lynn Susholtz** of **Stone Paper Scissors** is an award-winning artist and arts educator selected to provide cultural arts planning.

### PROJECT LIASON

Project Manager Esmeralda García will serve as the Project Liason and City's single point of contact. She can be contacted at:

169 N. Marengo Avenue, Pasadena, CA, 91101  
626.744.9872  
esmeraldag@migcom.com

### RESUMES

Resumes for all key personnel are provided on the following pages.



## Laura R. Stetson, AICP

PRINCIPAL-IN-CHARGE

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### AREAS OF EXPERTISE

General Plans / Land Use Planning / Zoning Codes  
Specific Plans / Meeting Facilitation

### EDUCATION

Laura Stetson is an MIG Principal with over 28 years experience in the area of general plans, zoning codes, specific plans, and special planning studies for diverse cities throughout California. Ms. Stetson has worked with advisory committees, commissions, and councils to develop long-range goals, policies, and programs, and to craft the regulatory tools to implement those programs. She has conducted background research for planning, written plan elements, coordinated preparation of plans and related environmental documentation, and presented recommendations to decision-making bodies. She also directs preparation of CEQA documents, either as part of planning programs or to address development projects.

Ms. Stetson led a team of specialists to prepare the City of Riverside's key land use regulatory tools: the General Plan, the zoning ordinance, the subdivision ordinance, and citywide Design Guidelines, as well as a Program EIR. The program involved working with many community groups to affirm direction defined through a prior visioning process and economic strategy study.

As part of crafting a vision for the City of Claremont that was to be integrated into the General Plan, Ms. Stetson led a multi-layered public involvement program, including working with a 100 plus member General Plan Committee with topic-oriented subcommittees.

### PROFESSIONAL AFFILIATIONS

- American Institute of Certified Planners
- American Planning Association
- California Planning Roundtable

### EDUCATION

- Bachelor of Science, Stanford University
- Graduate Coursework in Public Administration, American University

### RELEVANT EXPERIENCE

- Brea General Plan, *Brea, California*
- Redwood City General Plan Update, *Redwood City, California*
- Rancho Cucamonga General Plan Update, *Rancho Cucamonga, California*
- Torrance General Plan Update, *Torrance, California*
- Long Beach General Plan Land Use Element, *Long Beach, California*
- Long Beach Comprehensive Zoning Code Update, *Long Beach, California*
- Manhattan Beach General Plan, *Manhattan Beach, California*
- Rialto General Plan, *Rialto, California*
- Riverside General Plan, *Riverside, California*
- Pasadena Land Use and Mobility Element, *Pasadena, California*
- Rosedale Planned Community EIR, *Azusa, California*
- Del Mar Station Mixed Use EIR, *Del Mar, California*
- La Mirada Zoning Code, *La Mirada, California*

### PROJECT AWARDS

- **Brea General Plan**  
American Planning Association Award, California Chapter
- **Redwood City General Plan**  
American Planning Association, California Chapter, Outstanding Achievement for Small Jurisdiction Planning Effort
- **Riverside General Plan**  
American Planning Association Award, California Chapter
- **Claremont General Plan**  
American Planning Association Award, California Chapter

# Esmeralda Garcia

PROJECT MANAGER

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## AREAS OF EXPERTISE

Community Outreach / Facilitation / Visioning  
Community Planning / Stakeholder Involvement

## QUALIFICATIONS

Esmeralda García is the Director for Pasadena Office Operations and has been a Senior Project Manager with MIG for over ten years. Ms. García has a broad background that combines community planning, urban design and community outreach. She has led numerous neighborhood-based and regional planning efforts for both public and private sector clients, working closely with community stakeholders and city leaders to develop neighborhood improvement plans, community plans, downtown strategic plans and transportation plans.

From visioning and strategic planning to comprehensive general planning, Ms. García has extensive experience developing interactive program methodology to identify the needs of ethnically diverse communities. Fluent in both Spanish and English, she has facilitated bilingual community meetings, workshops and focus groups to determine community challenges, issues and opportunities.

As an expert facilitator, Ms. García has assisted a variety of groups and organizations in consensus-building for controversial projects, including cities, counties, regional agencies, environmental groups, residents' associations and development agencies.

## PROFESSIONAL AFFILIATIONS

- American Planning Association
- Transportation Research Board - Environmental Justice Committee Member

## EDUCATION

- Bachelor of Arts, Art History, California State University, Los Angeles

## RELEVANT EXPERIENCE

- Brea General Plan, *Brea, California*
- City of Westlake Village Visioning, *Westlake Village, California*
- City of Commerce Planning Outreach Projects, *Commerce, California*
- Santa Monica Pier Visioning, *Santa Monica, California*
- City of Upland Vision and Development Plan, *Upland, California*
- Rialto Downtown Vision and Strategic Plan, *Rialto, California*
- Riverside Vision and General Plan Update, *Riverside, California*
- West Hollywood Vision and Strategic Plan, *West Hollywood, California*
- Long Beach General Plan Update, *Long Beach, California*
- Palm Springs General Plan Update, *Palm Springs, California*
- Pasadena General Plan Update Public Outreach and Community Participation Program, *Pasadena, California*
- Ventura General Plan Advisory Committee, *Ventura, California*
- Los Angeles Goldline Extension/Boyle Heights Transit-Oriented Urban Design Study, *Los Angeles, California*
- Barrio Logan Community Plan Update, *San Diego, California*
- Ventura Creative Cities Charrette, *Ventura, California*
- Azusa General Plan Update Visioning and Public Outreach Program, *Azusa, California*



## Daniel Iacofano, Ph.D / FAICP / FASLA

CONSULTING PRINCIPAL

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### AREAS OF EXPERTISE

Facilitation / Public Outreach / Visioning  
Land Use Planning

### QUALIFICATIONS

Daniel Iacofano is a founding principal of MIG with over 30 years of experience in urban design, community planning and facilitation. He has managed and facilitated a wide range of planning studies, addressing issues related to land use, growth strategies, and urban development and revitalization. He is an expert in managing multidisciplinary projects, developing and implementing community development strategies, and building consensus among multiple interests. Mr. Iacofano has combined his planning expertise with public involvement and facilitation techniques to assist numerous communities and developers in articulating goals, visions, and strategies for future planning.

Mr. Iacofano has been a visiting lecturer at Stanford University, the University of California at Berkeley and the University of California at Davis, teaching courses in urban planning, urban and environmental conflict management, group process management, and advanced communications. He is author of *Public Involvement as an Organizational Development Process* (Garland Publishing, 1990) and *Meeting of the Minds: A Guide to Successful Meeting Facilitation* (MIG Communications, 2002), and the *The Inclusive City*, a collection of project studies highlighting the best of universal, inclusive design for buildings, neighborhoods and urban spaces.

Mr. Iacofano's projects have won awards from the National League of Cities, the International Downtown Association, the American Planning Association, and the American Society of Landscape Architects.

### PROFESSIONAL AFFILIATIONS

- American Institute of Certified Planners, Fellow
- American Planning Association
- American Society of Landscape Architects, Fellow
- International Association for the Study of People and Their Physical Surroundings (IAPS)

### EDUCATION

- PhD, Environmental Planning, University of California, Berkeley
- Masters of Science, Environmental Psychology, University of Surrey, England
- Bachelor of Urban Planning, Summa Cum Laude, University of Cincinnati

### RELEVANT EXPERIENCE

- Brea Vision Plan and General Plan, *Brea, California*
- Santa Monica Pier Visioning, *Santa Monica, California*
- Los Angeles Downtown Development Strategy, *Los Angeles, California*
- San Clemente Downtown Visioning, *San Clemente, California*
- Long Beach Citywide Visioning and Strategic Planning Process, *Long Beach, California*
- Downtown Phoenix Strategic Visioning Program, *Phoenix, Arizona*
- Downtown Denver Area Plan, *Denver, Colorado*
- Brentwood General Plan, *Brentwood, California*
- Pasadena General Plan Update, *Pasadena, California*
- Laguna Beach Visioning Process and Strategic Plan, *Laguna Beach, California*

# Andy Pendoley

DEPUTY PROJECT MANAGER

## AREAS OF EXPERTISE

Strategic Planning / Visioning / Land Use Planning  
Facilitation / Community Outreach

## QUALIFICATIONS

Andy Pendoley has a background in public participation, strategic planning and organizational development. He has worked in the area of public communications and community development at both the local and regional level, on projects in the San Francisco Bay Area, Sacramento, and San Diego regions.

Mr. Pendoley combines his project management skills with a background in communication and experience in community involvement, consensus-building, and marketing. He has served as a meeting facilitator and graphic recorder for several community participation programs, working with a wide range of public sector clients and community-based and non-profit organizations. He has competencies in conducting existing conditions research and using qualitative and quantitative research methods including surveys, focus groups, and key informant interviews.

During his time with MIG, Andy Pendoley has managed and supported a variety of public participation processes including facilitation, graphic recording, arranging meeting logistics, conducting media outreach, writing workshop summary reports and minutes, and preparing final reports. For the TCRP's Communities of Excellence health assessment, Mr. Pendoley designed health assessment tools and an interagency strategic planning process that he managed and facilitated among 20 nonprofit community health organizations.

## PROFESSIONAL AFFILIATIONS

- American Planning Association
- Former Board President of WalkSanDiego

## EDUCATION

- Master of Arts, Communication, San Diego State University
- Bachelor of Arts, Sociology/Organizational Studies, University of California at Davis

## RELEVANT EXPERIENCE

- Envision Jefferson Avenue, *Temecula, California*
- Barrio Logan Community Plan Update, *San Diego, California*
- San Jose Parks, Community Facilities and Programs Strategic Plan, *San Jose, California*
- "Let's Imagine..." Regional Visioning, *San Diego, California*
- Orange County Harbors, Beaches and Parks Strategic Plan, *Orange County, California*
- Envision San Diego, *San Diego, California*
- Temecula Youth Master Plan, *Temecula, California*

## AWARDS\*

- **Envision Jefferson Avenue**, City of Temecula, 2013 Compass Blueprint Recognition Award – Honorable Mention, Southern California Association of Governments and the 2013 Education Project Award, Inland Empire Section of the American Planning Association
- **Highway 395 Corridor Study for Southwest Riverside County**, 2013 Compass Blueprint Recognition Award, Southern California Association of Governments
- **North Park Mini-Park and Associated Streetscape Improvements Project**, 2013 Outstanding Planning Award, Neighborhood Planning Category, San Diego Section of the American Planning Association



# Noemi Bass

PROJECT ASSOCIATE

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## AREAS OF EXPERTISE

Community Outreach / Facilitation  
Stakeholder Involvement / Community Planning

## QUALIFICATIONS

Noemi Bass is a Project Associate in MIG's Pasadena office. She has been an integral part on numerous planning and public involvement efforts, and recently developed public outreach material for the Housing Element update for the City of West Hollywood.

She is currently involved in developing and implementing a community engagement plan for the Mojave Integrated Regional Water Management Plan for the Mojave Water Agency. Her role on MIG's planning projects is to craft and carry out community workshops, as she has recently successfully accomplished for housing element updates in Azusa and Baldwin Park. Ms. Bass is fluent in Spanish, and has translated public outreach materials, and presented information to better reach non-English speaking communities. She has experience working with the public on various planning projects and also brings with her extensive research skills.

Ms. Bass has professional experience on a variety of private and public planning assignments. She has a thorough understanding of current and advanced land use planning practices. In addition, she is experienced in working with public agencies in outreach programs to gain community support for proposed projects. Ms. Bass has coordinated, presented, and translated in Spanish at community meetings for both government agencies and private developers.

## PROFESSIONAL AFFILIATION

- American Planning Association

## EDUCATION

- Bachelor of Arts, Environmental Analysis and Design, University of California, Irvine

## RELEVANT EXPERIENCE

- Mojave Integrated Regional Water Management Plan, *Mojave, California*
- West Hollywood Housing Element Update, *West Hollywood, California*
- Joshua Tree Downtown Design Guidelines, *Joshua Tree, California*
- Grand Terrace Business Corridor Specific Plan, *Grand Terrace, California*
- Consolidated Plan, *National City, California*
- Consolidated Plan, *Garden Grove, California*
- Azusa Housing Element Update, *Azusa, California*
- Azusa SB 244 Code Amendment, *Azusa, California*
- Baldwin Park Sustainability Element, *Baldwin Park, California*
- Baldwin Park Housing Element Update, *Baldwin Park, California*



# Lisa Tyler

SENIOR WEB AND GRAPHIC DESIGNER

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## AREAS OF EXPERTISE

Website Development / Graphic Design  
Branding and Identity

## QUALIFICATIONS

Lisa Tyler is an Associate Art Director with over 12 years of experience. Since joining MIG in 2001, Ms. Tyler has contributed her skills and expertise to a multitude of projects for a range of public and private sector clients. Ms. Tyler has been responsible for all stages of the design process from initial concept through implementation across all media, including: branding, collateral, signage, advertisements, and websites. Ms. Tyler works closely with the art director, and directly with clients, to execute designs that resonate with targeted audiences.

Prior to joining MIG, Ms. Tyler worked for The Industry Standard. She has been a volunteer with the San Francisco Museum of Modern Art since 1997.

## EDUCATION

- Graphic Design I, Package Design I, Art Center At Night, Pasadena, California
- Graphic Design Studio I, Graphic Design I, Desktop Publishing, University of California, Berkeley Extension
- Bachelor of Arts, International Relations  
University of California, Davis

## RELEVANT EXPERIENCE

- Seattle City Center Vision Brochure, Seattle, Washington
- River District Vision Brochure, Sacramento, California
- *Barrio Logan Community Plan Update*, San Diego, California
- *Manteca Neighborhood Action Planning*, Manteca, California
- *Sonoma Boulevard Corridor Design Plan*, Vallejo, California
- *North Fair Oaks Community Plan Update*, North Fair Oaks, California
- *Anaheim Canyon Specific Plan*, Anaheim, California
- *North Park Mini Park & Associated Streetscapes*, San Diego, California
- Sonoma County Agriculture Preservation and Open Space District Strategic Plan Brochure and Corporate Website, Sonoma, California
- Renovo Communities Corporate Branding: Logo and Identity System and Corporate Website, San Francisco, California
- Village on the Delta (A Renovo Community) Logo and Website, San Francisco, California





## Philip Myrick, AICP

PLACEMAKING EXPERT

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### AREAS OF EXPERTISE

Public Space Planning / Land Use Planning /  
Transportation Planning / Livable Street Design  
Public Engagement and Facilitation

### QUALIFICATIONS

Philip Myrick, AICP, is a certified planner whose expertise encompasses public space planning, downtown revitalization, transportation and land use planning, livable street design, and facilitation. Mr. Myrick recently joined MIG after 18 years with Project for Public Spaces, renowned placemaking experts. He has extensive expertise in development, design and delivery of major projects, building and challenging teams of designers and planners, and presenting work to clients around the world.

Mr. Myrick is currently working on programming and concept planning for Hemisfair Park, the largest investment in downtown San Antonio since 1968 when this site was developed as a World's Fair. He has worked with many communities and agencies over the years to improve the connection between transportation and land use. In scores of projects, including main streets, he has led communities and agencies through the visioning process with an outcome that both created a better built environment and worked functionally for transportation. Mr. Myrick led the PPS team throughout their two year training course in Context Sensitive Solutions for the NH Department of Transportation; he has also taught the NTI/NHI Transportation and Land Use course with Gary Toth since 2008.

### AFFILIATIONS

- American Institute of Certified Planners
- American Planning Association
- Urban Land Institute

### EDUCATION

- Master of Urban Planning, Hunter College, City University of New York
- Bachelor of Arts, Grinnell College, Grinnell, Iowa

### RELEVANT EXPERIENCE

- Hemisfair Civic Park Master Plan, *San Antonio, Texas*
- Metropolitan Park (2011 Pan-American Games Site), *Guadalajara, Mexico*
- Houston Discovery Green Park Master Plan Framework, *Houston, Texas*
- New York City Streets Renaissance Plans: Columbus Avenue, 9th Avenue, Myrtle Avenue, *New York, New York*
- Pittsburgh Market Square, *Pittsburgh, Pennsylvania*
- Marina District Precinct Plan, *Saadiyat Island, Abu Dhabi*
- Downtown Urban Open Space Plan, *Tempe, Arizona*
- Allston New Campus Design at Harvard University, *Cambridge, Massachusetts*
- Mississauga Downtown Civic Spaces Plan, *Mississauga, Ontario, Canada*
- Transportation and Land Use for the National Highway Institute (NHI) Training Course
- US 3/NH 25 Improvements: Transportation Planning Study, *Meredith, New Hampshire*

## Timothy McLarney, Ph.D.

STATISTICAL SURVEY MANAGER

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### AREAS OF EXPERTISE

Surveys / Qualitative and Quantitative Research

### QUALIFICATIONS

As President of True North, Dr. McLarney is directly responsible for the design, management and analysis of True North's qualitative and quantitative research projects, including those that address community needs assessments, general and strategic planning, program evaluation, performance management, and public outreach issues. Dr. McLarney's work to date has provided California cities, counties, special jurisdictions, transportation planning agencies, councils of government, school districts, corporations, and political campaigns with research to address their often complex marketing, planning and/or policy needs.

During his career, Dr. McLarney has occupied a key role in over 800 research studies for public agencies, including more than 300 studies for California cities. Dr. McLarney's research for California cities has included more than a dozen surveys as part of community visioning/planning exercises and public outreach for General Plan updates, including studies for Claremont, Hemet, Manhattan Beach, Upland, Rancho Cucamonga, West Hollywood, and Westlake Village. Dr. McLarney has also been the lead on all prior surveys conducted by the City of Brea, including resident surveys in 2006, 2008 and 2011.

Dr. McLarney is a nationally recognized expert in survey research methodology, sampling theory, weighting and the use of statistical methods to generalize survey results. His research has been recognized at national and state conferences, has been published in academic journals, and has earned him honors including the title of Visiting Scholar at the Institute of Governmental Studies at UC Berkeley. He has also served as an independent expert witness in survey research methodology for California legal cases.

### EDUCATION

- Doctor of Philosophy, Government, Cornell University
- Master of Arts, Government, Cornell University
- Bachelor of Arts, Politics, University of California, Santa Cruz

### RELEVANT EXPERIENCE

- City of Brea Resident Surveys, *Brea, California*
- City of Westlake Village Visioning and Planning Survey, *Westlake Village, California*
- 800 survey research studies for public agencies, including more than 300 studies for California cities and municipal agencies. Cities in Orange County where studies have been conducted include:
  - Aliso Viejo
  - Anaheim
  - Brea
  - Costa Mesa
  - Dana Point
  - Huntington Beach
  - Irvine
  - Laguna Beach
  - Laguna Niguel
  - Lake Forest
  - Mission Viejo
  - Placentia
  - Rancho Santa Margarita
  - San Clemente
  - Yorba Linda

# PLACE IT!

## James Rojas

COMMUNITY ENGAGEMENT SPECIALIST

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### AREAS OF EXPERTISE

Community Outreach / Facilitation  
Stakeholder Involvement / Community Planning

### QUALIFICATIONS

James Rojas, owner and founder of PLACE IT!, is a national leader in integrating the power of art, creativity, and imagination to increase public participation in shaping the city, particularly among historically underrepresented communities. Through his years of expertise in community planning and public engagement, he has developed a method to engage the community in the urban planning process through creative thinking.

Mr. Rojas has conducted over two hundred and fifty workshops on various land use and transportation projects for museums, universities, schools, community based organizations, and municipalities. Throughout the US and Canada, he has collaborated with artists, municipal agencies, educators, community advocates and others to explore the city.

### PROFESSIONAL AFFILIATIONS

- Latino Urban Forum
- American Planning Association

### AWARDS

- North East Los Angeles (NELA) Social Justice Award
- California Community Foundations Emerging Artist Award, 2012
- American Planning Association Los Angeles Educational Project Award, 2009

### EDUCATION

- Masters of City Planning (MCP) & Masters of Science in Architecture Studies (SMarchs), Massachusetts Institute of Technology, Cambridge, Massachusetts
- Bachelor of Science in Interior Design, Woodbury University, Burbank, California

### RELEVANT EXPERIENCE

- City as Play, *Los Angeles, California*
- How would you improve transportation in LA? Community Workshop, *Los Angeles, California*
- Re-Imagine Chinatown, *Los Angeles, California*
- A Sustainable Vision for Phoenix's Central City South, *Phoenix, Arizona*
- Re-Imagine Raleigh, *Raleigh, North Carolina*
- Hollywood Urban Planning Pop-Up Shop, Woodbury Gallery, *Hollywood, California*
- Imagine a Sustainable LA, Tree People's Green City Fair, *Los Angeles, California*
- Mobility Los Angeles, City of Los Angeles Planning Department Workshops, *Los Angeles, California*
- Reimagine Lake Avenue, Hugely Tiny Festival, *Pasadena, California*
- Sustainable Monterey Park, Earth Day Festival, *Monterey Park, California*
- Create a Sustainable San Diego, *San Diego, California*



## Lynn Susholtz

CULTURAL ARTS EXPERT

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### AREAS OF EXPERTISE

Cultural Arts / Arts Education / Public Art  
Community Outreach / Facilitation

### QUALIFICATIONS

Working with communities, public agencies and schools to develop educational, social, and environmental resources for youth and families, Lynn Susholtz is an advocate for increased access to arts and culture. She owns the public art and education company, Stone Paper Scissors, known for award winning public art projects including the Vermont Street Pedestrian Bridge and the North Park Community Park Playground in San Diego. She is also the owner/director of Art Produce, which includes a storefront gallery and exhibition space and garden, culturally programmed for outdoor community engagement in an edible garden. Art Produce is a direct result of her work to transform the North Park neighborhood in San Diego, as well as several other communities in San Diego County.

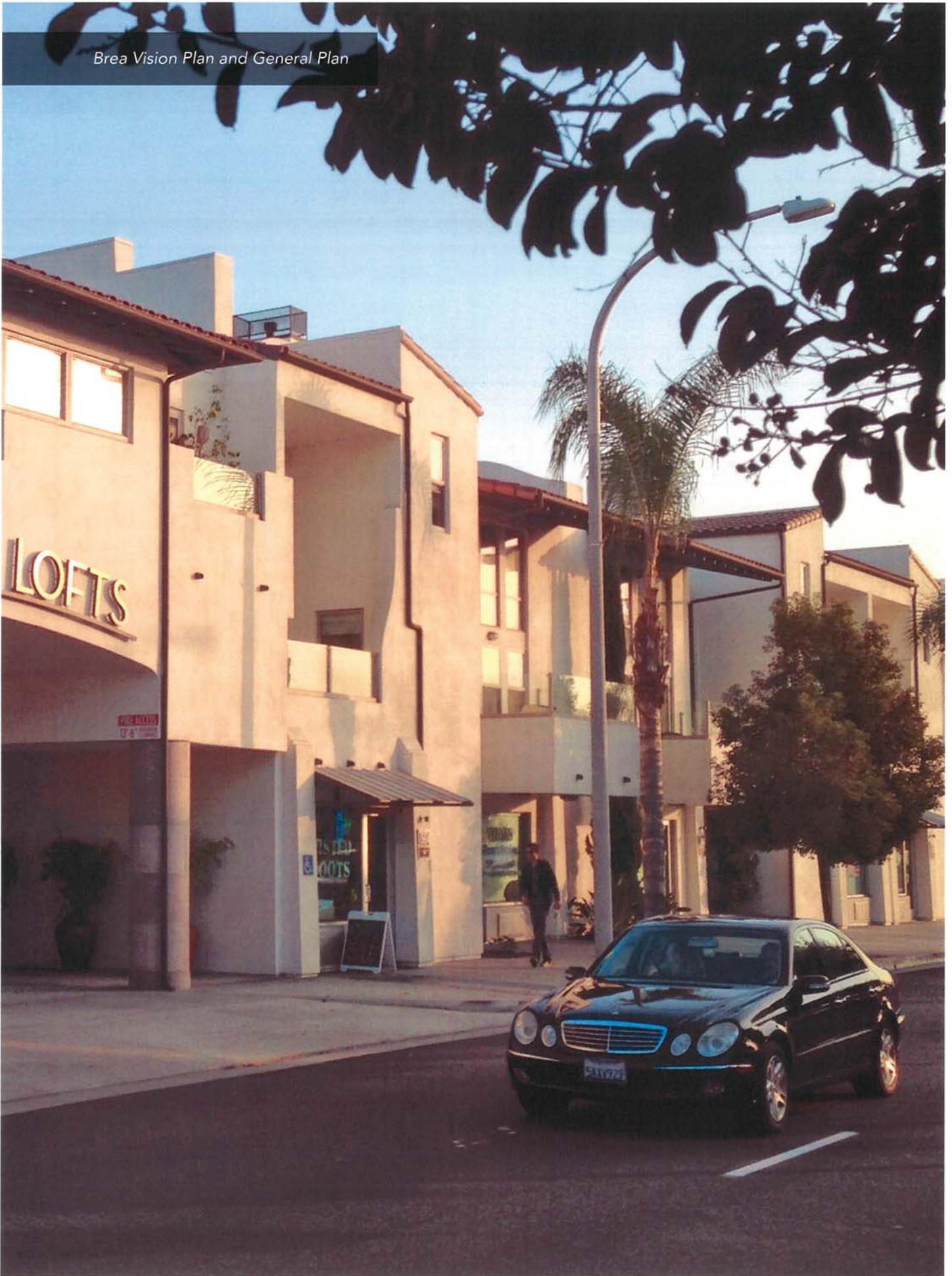
As an arts educator, Ms. Susholtz teaches classes and workshops throughout the county in schools, cultural centers and at her Stone Paper Scissors studio. She has been a California Arts Council, Artist in Residence, and is an arts education consultant for UCSD's Education Studies Department and the San Diego Unified School District. Ms. Susholtz has been living and working in North Park for 20 years as a community based artist advocating for increased access to educational, cultural and environmental resources. She co-authored the book, "Object Lessons, Teaching Math Through Visual Art" a resource for K-6 teachers and parents.

### EDUCATION

- Bachelor of Arts, Antioch College
- California Education Certification, United States International University

### RELEVANT EXPERIENCE

- Art Produce Gallery and Garden Exhibition Spaces and Arts Education/Advocacy Programs, *San Diego, California*
- MAPPING THE HOOD Interactive Community Engagement Project & Multi-media Gallery Installation, *San Diego, California*
- Pershing Portal Pedestrian Plaza and Entry Signage, *San Diego, California*
- Vermont Street Pedestrian Bridge Public Art, *San Diego, California*
- Watermarks Entry Sculpture at Mission Trails Regional Park, *San Diego, California*
- Grandmother's Kitchen/Grandfather's Garden Multi-media Gallery Installation, *San Diego, California*
- Stone Histories Community Sculpture Park, *San Diego, California*



SECTION TWO  
Technical Proposal





## Laura R. Stetson, AICP

PRINCIPAL-IN-CHARGE

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### AREAS OF EXPERTISE

General Plans / Land Use Planning / Zoning Codes  
Specific Plans / Meeting Facilitation

### EDUCATION

Laura Stetson is an MIG Principal with over 28 years experience in the area of general plans, zoning codes, specific plans, and special planning studies for diverse cities throughout California. Ms. Stetson has worked with advisory committees, commissions, and councils to develop long-range goals, policies, and programs, and to craft the regulatory tools to implement those programs. She has conducted background research for planning, written plan elements, coordinated preparation of plans and related environmental documentation, and presented recommendations to decision-making bodies. She also directs preparation of CEQA documents, either as part of planning programs or to address development projects.

Ms. Stetson led a team of specialists to prepare the City of Riverside's key land use regulatory tools: the General Plan, the zoning ordinance, the subdivision ordinance, and citywide Design Guidelines, as well as a Program EIR. The program involved working with many community groups to affirm direction defined through a prior visioning process and economic strategy study.

As part of crafting a vision for the City of Claremont that was to be integrated into the General Plan, Ms. Stetson led a multi-layered public involvement program, including working with a 100 plus member General Plan Committee with topic-oriented subcommittees.

### PROFESSIONAL AFFILIATIONS

- American Institute of Certified Planners
- American Planning Association
- California Planning Roundtable

### EDUCATION

- Bachelor of Science, Stanford University
- Graduate Coursework in Public Administration, American University

### RELEVANT EXPERIENCE

- Brea General Plan, *Brea, California*
- Redwood City General Plan Update, *Redwood City, California*
- Rancho Cucamonga General Plan Update, *Rancho Cucamonga, California*
- Torrance General Plan Update, *Torrance, California*
- Long Beach General Plan Land Use Element, *Long Beach, California*
- Long Beach Comprehensive Zoning Code Update, *Long Beach, California*
- Manhattan Beach General Plan, *Manhattan Beach, California*
- Rialto General Plan, *Rialto, California*
- Riverside General Plan, *Riverside, California*
- Pasadena Land Use and Mobility Element, *Pasadena, California*
- Rosedale Planned Community EIR, *Azusa, California*
- Del Mar Station Mixed Use EIR, *Del Mar, California*
- La Mirada Zoning Code, *La Mirada, California*

### PROJECT AWARDS

- **Brea General Plan**  
American Planning Association Award, California Chapter
- **Redwood City General Plan**  
American Planning Association, California Chapter, Outstanding Achievement for Small Jurisdiction Planning Effort
- **Riverside General Plan**  
American Planning Association Award, California Chapter
- **Claremont General Plan**  
American Planning Association Award, California Chapter





## Daniel Iacofano, Ph.D / FAICP / FASLA

CONSULTING PRINCIPAL

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### AREAS OF EXPERTISE

Facilitation / Public Outreach / Visioning  
Land Use Planning

### QUALIFICATIONS

Daniel Iacofano is a founding principal of MIG with over 30 years of experience in urban design, community planning and facilitation. He has managed and facilitated a wide range of planning studies, addressing issues related to land use, growth strategies, and urban development and revitalization. He is an expert in managing multidisciplinary projects, developing and implementing community development strategies, and building consensus among multiple interests. Mr. Iacofano has combined his planning expertise with public involvement and facilitation techniques to assist numerous communities and developers in articulating goals, visions, and strategies for future planning.

Mr. Iacofano has been a visiting lecturer at Stanford University, the University of California at Berkeley and the University of California at Davis, teaching courses in urban planning, urban and environmental conflict management, group process management, and advanced communications. He is author of *Public Involvement as an Organizational Development Process* (Garland Publishing, 1990) and *Meeting of the Minds: A Guide to Successful Meeting Facilitation* (MIG Communications, 2002), and the *The Inclusive City*, a collection of project studies highlighting the best of universal, inclusive design for buildings, neighborhoods and urban spaces.

Mr. Iacofano's projects have won awards from the National League of Cities, the International Downtown Association, the American Planning Association, and the American Society of Landscape Architects.

### PROFESSIONAL AFFILIATIONS

- American Institute of Certified Planners, Fellow
- American Planning Association
- American Society of Landscape Architects, Fellow
- International Association for the Study of People and Their Physical Surroundings (IAPS)

### EDUCATION

- PhD, Environmental Planning, University of California, Berkeley
- Masters of Science, Environmental Psychology, University of Surrey, England
- Bachelor of Urban Planning, Summa Cum Laude, University of Cincinnati

### RELEVANT EXPERIENCE

- Brea Vision Plan and General Plan, *Brea, California*
- Santa Monica Pier Visioning, *Santa Monica, California*
- Los Angeles Downtown Development Strategy, *Los Angeles, California*
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- Downtown Denver Area Plan, *Denver, Colorado*
- Brentwood General Plan, *Brentwood, California*
- Pasadena General Plan Update, *Pasadena, California*
- Laguna Beach Visioning Process and Strategic Plan, *Laguna Beach, California*



# Noemi Bass

PROJECT ASSOCIATE

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## AREAS OF EXPERTISE

Community Outreach / Facilitation  
Stakeholder Involvement / Community Planning

## QUALIFICATIONS

Noemi Bass is a Project Associate in MIG's Pasadena office. She has been an integral part on numerous planning and public involvement efforts, and recently developed public outreach material for the Housing Element update for the City of West Hollywood.

She is currently involved in developing and implementing a community engagement plan for the Mojave Integrated Regional Water Management Plan for the Mojave Water Agency. Her role on MIG's planning projects is to craft and carry out community workshops, as she has recently successfully accomplished for housing element updates in Azusa and Baldwin Park. Ms. Bass is fluent in Spanish, and has translated public outreach materials, and presented information to better reach non-English speaking communities. She has experience working with the public on various planning projects and also brings with her extensive research skills.

Ms. Bass has professional experience on a variety of private and public planning assignments. She has a thorough understanding of current and advanced land use planning practices. In addition, she is experienced in working with public agencies in outreach programs to gain community support for proposed projects. Ms. Bass has coordinated, presented, and translated in Spanish at community meetings for both government agencies and private developers.

## PROFESSIONAL AFFILIATION

- American Planning Association

## EDUCATION

- Bachelor of Arts, Environmental Analysis and Design, University of California, Irvine

## RELEVANT EXPERIENCE

- Mojave Integrated Regional Water Management Plan, *Mojave, California*
- West Hollywood Housing Element Update, *West Hollywood, California*
- Joshua Tree Downtown Design Guidelines, *Joshua Tree, California*
- Grand Terrace Business Corridor Specific Plan, *Grand Terrace, California*
- Consolidated Plan, *National City, California*
- Consolidated Plan, *Garden Grove, California*
- Azusa Housing Element Update, *Azusa, California*
- Azusa SB 244 Code Amendment, *Azusa, California*
- Baldwin Park Sustainability Element, *Baldwin Park, California*
- Baldwin Park Housing Element Update, *Baldwin Park, California*



## Philip Myrick, AICP

PLACEMAKING EXPERT

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### AREAS OF EXPERTISE

Public Space Planning / Land Use Planning /  
Transportation Planning / Livable Street Design  
Public Engagement and Facilitation

### QUALIFICATIONS

Philip Myrick, AICP, is a certified planner whose expertise encompasses public space planning, downtown revitalization, transportation and land use planning, livable street design, and facilitation. Mr. Myrick recently joined MIG after 18 years with Project for Public Spaces, renowned placemaking experts. He has extensive expertise in development, design and delivery of major projects, building and challenging teams of designers and planners, and presenting work to clients around the world.

Mr. Myrick is currently working on programming and concept planning for Hemisfair Park, the largest investment in downtown San Antonio since 1968 when this site was developed as a World's Fair. He has worked with many communities and agencies over the years to improve the connection between transportation and land use. In scores of projects, including main streets, he has led communities and agencies through the visioning process with an outcome that both created a better built environment and worked functionally for transportation. Mr. Myrick led the PPS team throughout their two year training course in Context Sensitive Solutions for the NH Department of Transportation; he has also taught the NTI/NHI Transportation and Land Use course with Gary Toth since 2008.

### AFFILIATIONS

- American Institute of Certified Planners
- American Planning Association
- Urban Land Institute

### EDUCATION

- Master of Urban Planning, Hunter College, City University of New York
- Bachelor of Arts, Grinnell College, Grinnell, Iowa

### RELEVANT EXPERIENCE

- Hemisfair Civic Park Master Plan, *San Antonio, Texas*
- Metropolitan Park (2011 Pan-American Games Site), *Guadalajara, Mexico*
- Houston Discovery Green Park Master Plan Framework, *Houston, Texas*
- New York City Streets Renaissance Plans: Columbus Avenue, 9th Avenue, Myrtle Avenue, *New York, New York*
- Pittsburgh Market Square, *Pittsburgh, Pennsylvania*
- Marina District Precinct Plan, *Saadiyat Island, Abu Dhabi*
- Downtown Urban Open Space Plan, *Tempe, Arizona*
- Allston New Campus Design at Harvard University, *Cambridge, Massachusetts*
- Mississauga Downtown Civic Spaces Plan, *Mississauga, Ontario, Canada*
- Transportation and Land Use for the National Highway Institute (NHI) Training Course
- US 3/NH 25 Improvements: Transportation Planning Study, *Meredith, New Hampshire*

# PLACE IT!

## James Rojas

COMMUNITY ENGAGEMENT SPECIALIST

---

### AREAS OF EXPERTISE

Community Outreach / Facilitation  
Stakeholder Involvement / Community Planning

### QUALIFICATIONS

James Rojas, owner and founder of PLACE IT!, is a national leader in integrating the power of art, creativity, and imagination to increase public participation in shaping the city, particularly among historically underrepresented communities. Through his years of expertise in community planning and public engagement, he has developed a method to engage the community in the urban planning process through creative thinking.

Mr. Rojas has conducted over two hundred and fifty workshops on various land use and transportation projects for museums, universities, schools, community based organizations, and municipalities. Throughout the US and Canada, he has collaborated with artists, municipal agencies, educators, community advocates and others to explore the city.

### PROFESSIONAL AFFILIATIONS

- Latino Urban Forum
- American Planning Association

### AWARDS

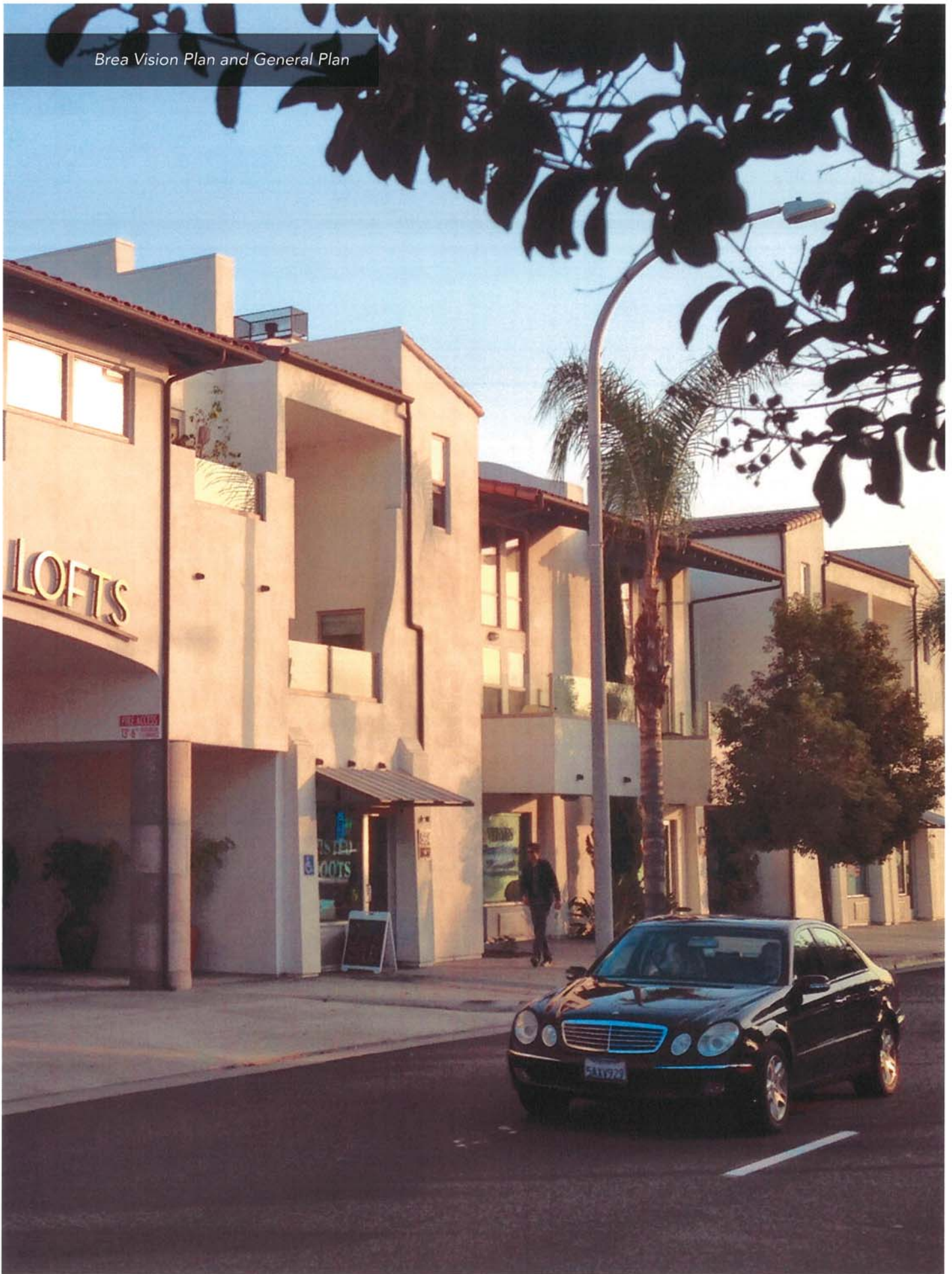
- North East Los Angeles (NELA) Social Justice Award
- California Community Foundations Emerging Artist Award, 2012
- American Planning Association Los Angeles Educational Project Award, 2009

### EDUCATION

- Masters of City Planning (MCP) & Masters of Science in Architecture Studies (SMarchs), Massachusetts Institute of Technology, Cambridge, Massachusetts
- Bachelor of Science in Interior Design, Woodbury University, Burbank, California

### RELEVANT EXPERIENCE

- City as Play, *Los Angeles, California*
- How would you improve transportation in LA? Community Workshop, *Los Angeles, California*
- Re-Imagine Chinatown, *Los Angeles, California*
- A Sustainable Vision for Phoenix's Central City South, *Phoenix, Arizona*
- Re-Imagine Raleigh, *Raleigh, North Carolina*
- Hollywood Urban Planning Pop-Up Shop, Woodbury Gallery, *Hollywood, California*
- Imagine a Sustainable LA, Tree People's Green City Fair, *Los Angeles, California*
- Mobility Los Angeles, City of Los Angeles Planning Department Workshops, *Los Angeles, California*
- Reimagine Lake Avenue, Hugely Tiny Festival, *Pasadena, California*
- Sustainable Monterey Park, Earth Day Festival, *Monterey Park, California*
- Create a Sustainable San Diego, *San Diego, California*





## Understanding

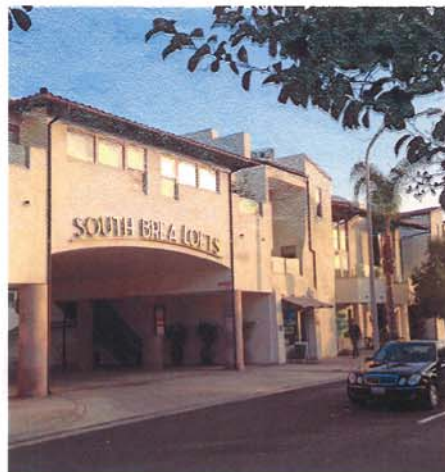
**The Envision Brea 2035 project offers great promise and great challenge to the City and entire Brea community.**

City staff and City leaders have an enviable commitment to and history of creatively engaging residents, business owners, and other stakeholders in planning for the future, and critically, in successfully implementing the goals the community sets for itself. Of course, this practice establishes a high standard that requires a continuing high level of imagination and innovation to respond to the needs of an evolving community and economy, particularly in this era of more limited local funds. **Brea is the right community to take on this challenge and to continue as a leader in meaningful public engagement in civic decision-making.**

### ISSUES AND CHALLENGES

#### Accommodating Population Growth

Brea's population is expected to grow from 41,000 residents today to 50,000 by 2035, affecting the entire City fabric. The demographic composition is also expected to change to include a higher percentage of senior residents, as well as a richer diversity of households with varied cultural roots. These and other changes will shape demands for housing, mobility, parks, recreation and enrichment services, employment and business services, cultural arts, emergency services, technology, education and fiscal sustainability.



#### Shifting Development Pattern

With the City approaching "built out" status, the community must develop a shared understanding for how future growth can be accommodated in existing communities. As ideas and priorities emerge, some community members fear changes in community character, or that certain groups will be priced-out of the local housing market. City land use policies and the General Plan must be understood as a roadmap for the future, leveraging market forces to support the community-wide vision, and balancing opportunities for everyone.

#### Addressing Mobility and Congestion

As a largely auto-oriented city, ensuring that residents and businesses have safe and efficient means of travel is critical to the local economy and residents' quality of life. Improved traffic safety and congestion management will largely be derived from smarter design of the existing street network that improves local and regional connectivity and use of alternative modes. Such investments will require significant resources, as well as community support for expanding use of alternative modes.

#### Meeting Parks and Recreation Needs

Today, purchasing new park space is an extremely challenging proposition in a nearly built-out city, and is compounded by the challenge of maintaining existing parks with limited resources. As noted above, changing demographics will continue to change how parks are used



and what recreation resources are demanded, including the demand for more team play and more uses for an active aging population. How today's park facilities and recreation programs evolve to meet these demands will determine their overall value to the broader community in the future.

### Supporting Cultural Arts

In today's lean economy, cultural arts tend to be the first community enrichment resource that municipalities and public schools sacrifice. Yet while the outcomes from cultural arts investments tend to be intangible, their prevalence in community life can be a factor in supporting economic development, education and other public investments. Sound investments in cultural arts require sound planning.

### Investing in Public Services and Facilities

Public agencies have been forced to "do more with less" in providing services and facilities in recent years. In some cases, new technologies for public safety, emergency services, facilities management and community engagement can create efficiencies and improve service delivery, but upfront investments may be costly. Major infrastructure needs such as emergency service facilities and upgraded water/sewer lines will always require major capital investments, typically requiring new funding and financing sources that require community support.

### Communicating Complexities

The decision-making around the above issues involves complexities and details that can be difficult for the average community member to understand. This is due to many reasons, including limited time and opportunity for civic engagement in daily life. To obtain meaningful and broad-based input, the City must be strategic in ensuring that all community members have equal and complete access to pertinent information and opportunities—particularly in the languages and means of communication they feel most comfortable.

## OPPORTUNITIES

### Building on Success and Assets

In pursuing new initiatives and priorities, the City can point to its legacy of successful initiatives and investments that have earned wide acclaim. The City can engage its residents, businesses and policymakers in determining its priorities for the future by reflecting on its valued assets and the positive outcomes of past investments. Additionally, there can be lessons learned from communities with similar conditions (demographics, size, economics, etc.). Framing the visioning and decision-making process around preserving quality-of-life and building on existing assets can build community understanding and confidence in the path forward.





### Creating Places

With the success of Downtown Brea, the community has a solid example of what it means to create places with infill development. Expanding on this success, the community can consider opportunity areas or corridors — such as Birch Street and nodes along the Imperial Highway corridor — for creating similar places that provide needed housing, services, and entertainment.

### Expanding Mobility Choices

Linked to this development approach is defining the critical destinations that need strong connections for bicycles, pedestrians and transit such as Brea Mall to Downtown, and schools to the Community Center. Similarly, there is opportunity build on the ongoing rails-to-trails planning to strengthen to the neighboring cities, Chino Hills State Park, and other regional destinations. Such improvements have significant opportunities for leveraging State and Federal funding sources.

### Increasing Access to Parks and Recreation

With improved mobility options comes increased access to parks and recreation facilities and programs. And while increased use leads to increased maintenance needs, there are greater opportunities for community involvement. Frequent users can become more invested and active participants in their upkeep as “Friends of Brea Parks.” Additionally, robust joint-use agreements for use of local school facilities could expand public access to play fields and equipment that the City may not be able to provide on its own.

### Leveraging Cultural Arts for Economic Development

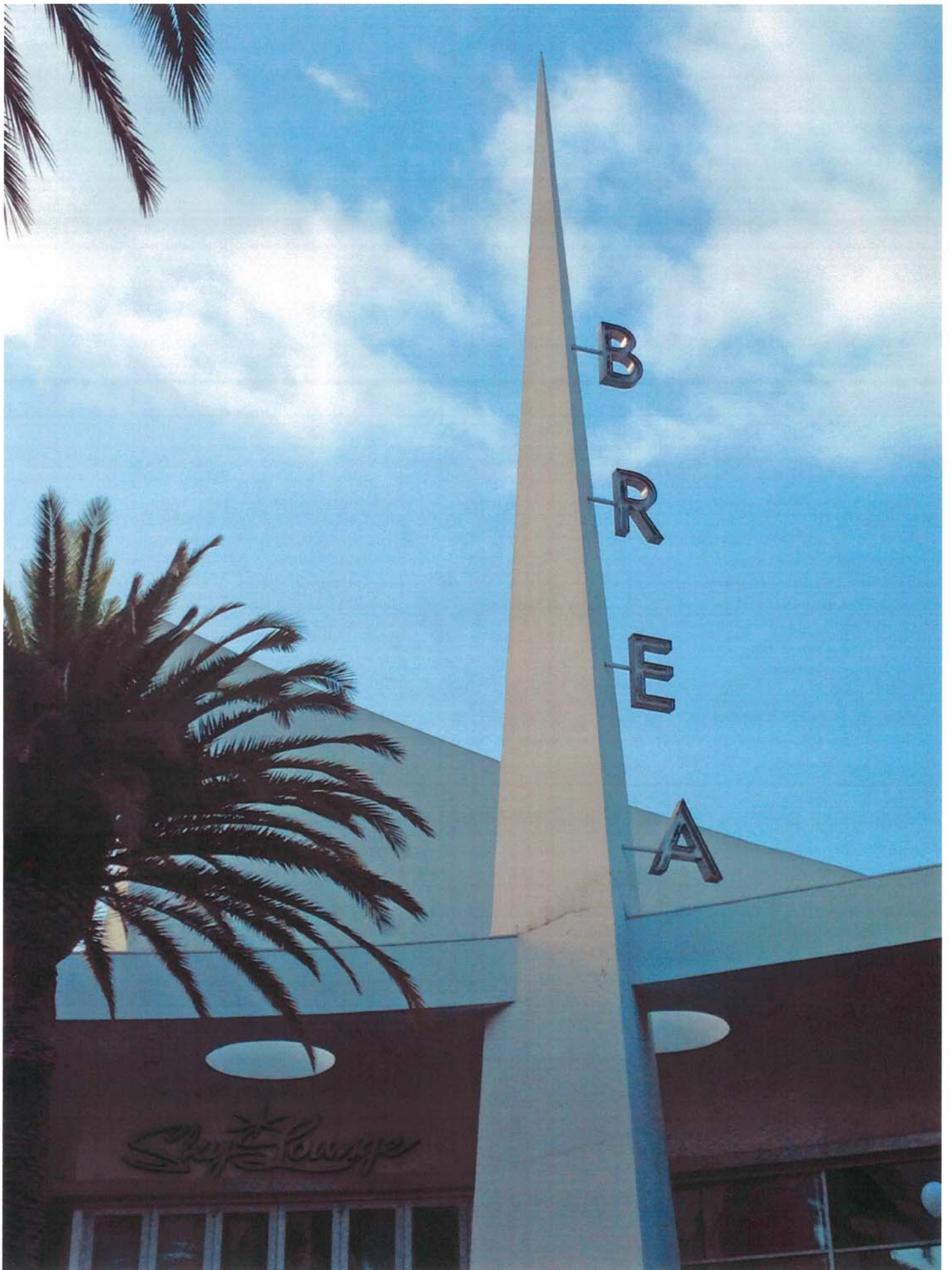
Strategic investment in cultural arts can facilitate development of creative, thriving and unique districts that are a local and regional draw. Cultural arts can also contribute to building an attractive and appealing community character that increases the desirability and value for residents and businesses.

### Pursuing Public and Private Sector Partnerships

Doing more with less can facilitate greater coordination and partnerships with other public agencies to share or streamline services. For example, collaboration among schools, social service agencies, and parks and recreation can improve referrals between their programs. The City’s initiatives to contract out and share emergency services with its Orange County neighbors have been an outstanding example of cooperation and cost sharing. These continued and expanded partnerships can increase use of underutilized and needed programs, and inform how these agencies refine their offerings to better meet needs.

### Building Community Commitment and Trust

As all of these issues, challenges and opportunities arise, the public agencies that conduct an iterative process of planning and implementation and embrace change are most successful in meeting community needs. When community members have the opportunity to engage in civic initiatives on their own terms, they build greater confidence and trust in civic leaders to make informed, strategic decisions about the community’s future.



## Approach and Methodology

To create a Vision and Work Plan that represents the City's unique social, recreational, educational, artistic, and cultural dynamics, the process will involve a wide range of stakeholders including residents, businesses, youth, senior citizens, and others who may not normally engage in civic initiatives. This involvement will result in a plan that reflects the vision of all community members.

Engaging a wide range of stakeholders requires employing a wide range of proven outreach tools, each with their own purpose and target audiences. To this end, MIG proposes a "high touch, high tech" approach tailored to the City's demographics that reaches community members on their terms. For example, busy working families will be easier to reach through community events linked to other family-oriented activities, or through multi-media channels that facilitate remote participation. Also, community leaders who have close ties to community networks and their "finger on the pulse" can be highly valuable partners in extending outreach efforts. They warrant close one-on-one or small group engagement at times and locations that fit their schedule. Tech-savvy youth and young adults may be inclined to participate through social media-based activities linked to their existing networks that encourage "tweets" and posts as input to the vision. Senior citizens and other community members that will be more inclined to participate in traditional outreach activities such as community workshops and open houses, or through presentations to their neighborhood or community-based organizations.

As such the visioning process will provide all community members with opportunities both to learn about the process and to provide input. This comprehensive program will provide:

- A wide variety of ways for community members to get involved and receive information;
- Meaningful opportunities throughout the process to engage with updated, relevant information;
- Thorough outreach to accurately assess community values, needs, opportunities and priorities;
- Excellent documentation of the process and outcomes at every step; and



- A shared vision and work plan that provides City leaders with clear direction.

MIG proposes a phased approach that builds from the City's existing values, develops a shared vision by understanding the issues and capitalizing on opportunities to develop an implementable work plan that is supported by the community. Specifically, the phased approach is structured as follows:

- **Phase 1: Values, Needs and Opportunities.** The City and MIG will initiate the project through outreach to City and community leaders, followed by a broader public launch of the project through a major community festival and a multi-media outreach campaign, all of which will develop an understanding of the community's shared values, needs and opportunities.
- **Phase 2: Strategic Framework and Priorities.** Community discussions through meetings with City and community leaders, neighborhood "chats" in-person and through social media, and surveys will contribute to building a strategic framework for building the Work Plan around community priorities for the future.
- **Phase 3: Vision and Work Plan.** The draft and final Vision and Work Plan will be shared community-wide before review with City Commissions and final adoption by the City Council.

To achieve the goals of the Envision Brea 2035, the MIG team will design and launch an outreach and education campaign to provide education about the city's evolution

over the last 20 years, generate excitement about the future vision, and engage the community actively participating in the process.

### TAILORED APPROACH

MIG looks forward to finalizing a scope of work with the City that represents the highest value of the combined City and MIG staff and resources. The service “levels” noted within tasks in the following scope of work can be understood as follows:

- **Level 1:** Leverages available City staff and pre-existing resources
- **Level 2:** Maximizes the use of consultant staff resources
- **Level 3:** Incorporates enhanced customized tools

MIG is committed to providing the City with attentive service, meaningful community engagement, and a quality Vision and Work Plan for all levels.

## Scope of Work and Deliverables

### PHASE 1: VALUES, NEEDS AND OPPORTUNITIES

#### Task 1.1: Project Initiation Meeting and Ongoing Coordination

After finalizing the contract, MIG will meet with City staff during a three-hour kick-off meeting to discuss desired project outcomes; refine the work program, schedule and deliverables; and identify project management protocols. The project team will establish a schedule for regular communication such as team meetings and conference calls. Key project management staff from the City and MIG teams will also be determined. The meeting will also address the public participation approach including identifying key stakeholders, refining the tools and methods for communicating with and involving the community, and the scheduling of activities. Immediately following the kick-off meeting, MIG and City staff will tour key areas of the city to begin an interactive discussion about preliminary assets, opportunities and vision.

MIG will finalize the project work program, schedule and public participation approach to reflect the outcomes of the kick-off meeting and other input from City staff. The MIG Project Manager will maintain regular contact with City staff

and the project team through email communications and regularly scheduled conference calls. At key points in the process, the MIG Project Manager and other select team members will meet with City staff, and other consultants to discuss the project status, upcoming and ongoing activities, and deliverables. This task assumes four in-person meetings at the City’s offices. MIG will develop an agenda and meeting recap memo for each meeting.

#### Deliverables:

- Kick off Meeting
- Final Work Program, Project Schedule, Public Outreach and Project Management Plan and Protocols
- Four project team meetings
- Meeting agendas
- Meeting recap memo

#### Task 1.2. All Hands City Leadership Workshop

MIG and City staff will identify a list of individuals and group representatives to serve to participate in the two-hour workshop. This leadership group will serve as an ad hoc steering committee in an advisory capacity and provide feedback to the project team at key points in process. Participants will include City department heads and other executive staff, but could also include key community partners who may have a role in implementing the plan in future months and years. The purpose of the workshop will be to review the visioning and planning process, discuss desired outcomes, and begin the community conversation





about values, needs and opportunities. MIG will facilitate the workshop, and record the discussion using “facilitation graphics” on a large wallgraphic. MIG will summarize the workshop findings in a concise memorandum, including a photo-reduction image of the wallgraphic.

**Deliverables:**

- Workshop agenda
- Workshop summary memorandum
- Wallgraphic photo-reduction

**Task 1.3. Stakeholder Community Leader Interviews**

MIG will conduct twelve (12) interviews with stakeholders. The interviews will cover values, needs, and opportunities, as well as desired outcomes from the visioning process. The interviews will also focus on how to engage other community leaders in the process, and integrate visioning and planning in other civic initiatives and the community fabric. Additionally, stakeholders will recommend specific organizations and individuals in the project areas to engage during the process. Each interview will be between a half or full hour. The interviews will be conducted over a 2-3 day block at a central location in the city. City staff will coordinate the venue and schedule the interviews. MIG will provide City staff with an electronic copy of a summary of key findings from all of the interviews and will incorporate the findings into the Community Values, Needs and Opportunities Summary Report (task 1.9).

**Deliverables:**

- Twelve (12) interviews
- Interview key findings summary

**Task 1.4. Project Brand and Guidelines**

MIG will develop a branding for the project that provides a cohesive, unifying identity for the program for use in a variety outreach media. MIG will develop two (2) initial logo concepts for review by City staff. The preferred logo will be further refined to a final version, to also include guidelines to ensure that the brand is effectively implemented across all channels (web, print, etc.).

**Deliverables:**

- Draft logo concepts (2)
- Final logo design
- Brand guidelines

**Task 1.5. Vision Process Fact Sheet**

MIG will design, produce and distribute a set of outreach materials designed to build project awareness and encourage engagement in the visioning process through multi-media channels and public events. Following the stakeholder interviews and before the public launch of the Envision Brea 2035 process, MIG will develop a fact sheet that provides an introduction to the process. The fact sheet will be graphically oriented and include information that will set the context for the purpose and importance for the planning effort.

The Vision Process Fact Sheet will be a one-page document. The information contained in the Vision Process Fact Sheet will be designed and formatted so that it can be incorporated into the project website and other multi-media platforms. City staff will review a text-only draft and provide MIG with one consolidated set of revisions. MIG will then develop a full design draft and City staff will provide one consolidated set of revisions.

**Deliverables:**

- Visioning process fact sheet

### Task 1.6. Project Website

A project website will serve as the “portal” and hub for all communications and data to be accessed by stakeholders, the media, the general public, and the project team.

- **Level 1:** City staff would manage a page or pages on the City’s existing website, or a separate website developed by the city. MIG will provide the city staff with the content from project collateral materials to include on the project website/web page. MIG will also coordinate final project deliverable for city staff to post or link to the website/web page.
- **Level 2:** MIG would create and manage a Facebook page dedicated to the Envision Brea 2013 process. The Facebook page will include information on all workshops and events associated with the process, and weekly posts about the process to keep the community engaged in the process.
- **Level 3:** MIG will design, launch, host and maintain an interactive project website that allows for users to sign-up for automatic email notifications when new project information is posted on the website, review the latest information, download public documents related to the project, and provide project input. MIG’s suite of web tools incorporated into our unique Townsquare™ technology also provides easy-to-update features and news items, an interactive calendar, online survey and polling, discussions, and press room and automatic email notification of events and postings. This multi-layered website can also support other extended outreach activities, as well as expand collaboration among the project staff, data sharing and online analysis. Additionally, if needed, staff and consultants will have authenticated, password-protected access to specific portions of the website that will allow for specialized communications and document access. Select City staff and technical team members will have “administrator” access to manage content, if desired. MIG will also link the project website to the multi-media channels outlined in Task 1.7. MIG will update the content for the website on an approximately weekly basis as needed to include postings of event notifications, materials, and summary reports; and other information provided by the City related to the project.



Anaheim Urban Greening Website

#### Deliverables:

- **Level 1:** Weekly content updates
- **Level 2:** Manage Facebook page
- **Level 3:** Design, launch, and manage content of project website

### Task 1.7. Multi-Media Input Campaign #1

MIG will develop a multi-media input campaign for the visioning process that will provide community members with regular project updates and opportunities for participating through multiple media channels. The campaign will include the following channels:

- **Facebook and Twitter feeds** for the project will be important channels to provide project updates, and for directing users to input opportunities.
- A **Nextdoor** project website will link to existing Brea Nextdoor sites and users, linking the project to existing community-based communication channels
- **QR codes** will be used on collateral materials to link the community to electronic media platforms including the project website and facebook page.

These multi-media channels could use existing City resources (i.e., City website, social media feeds, etc.), or project-specific feeds could be created. MIG will be responsible for developing the content distributed through the campaign, with City staff reviewing and approving all content. MIG will also summarize participant input and any usage metrics in a summary memorandum and as part of the Community Values, Needs and Opportunities Summary.

**Deliverables:**

- Content development for all channels: project website, social media feeds, and Nextdoor website
- Summary memorandum of participant input and usage metrics

**Task 1.8: Envision Brea 2035 Virtual “Photo Booth”**

Prior to the Envision Brea 2035 Festival, MIG will initiate a virtual workshop through the Virtual “Photo Booth” to engage community members in the planning process. The Envision Brea 2035 Virtual “Photo Booth” achieves two objectives: 1) it creates excitement about the process by engaging the community ahead of the festival therefore drawing the community to the Envision Brea 2035 Festival; and 2) it provides an alternative for gathering feedback from those who cannot attend the Festival in person.

Envision Brea Virtual “Photo Booth” is an activity that will draw a cross section of the community. MIG will work with the City’s project team to develop a set of compelling questions that will prompt community members to share their ideas through photo imagery. Community members will have an opportunity to share photos from Brea and other communities that highlight their visions, values and opportunities for the future. Participants will upload photos or other images from smart phones, tablets, and computers through the various media channels. MIG will coordinate the results to ensure they appear on the City’s preferred website platform. Imagery from this activity will be shared at the Envision Brea 2035 Festival.

**Deliverables:**

- Envision Brea 2035 “Photo Booth” prompts
- Catalog of photos and images

**Task 1.9: Envision Brea 2035 Festival**

MIG will design and co-facilitate with the city the Envision Brea 2035 Festival. The purpose of this half-day event is to engage a wide range of community members in a fun, festive event that facilitates their input about community values, needs and opportunities for the future. A series of activities or games will be created for all ages that inform about the process and state of the city, inspire creative and hands-on involvement, and capture participants’ input in meaningful ways. MIG will design the festival and components, and will work with the City on locating the event, coordinating logistics, and securing City staff and volunteers to assist at the event. MIG will design a flyer with information about the festival. Outreach and public noticing will occur through distribution of the flyer, the multi-media campaign (Task 1.7), and through City-coordinated media outreach. MIG will produce the materials for the activities/ games, will provide three (3) staff at the festival, and will be responsible for summarizing public input in a memorandum, and as part of the Community Values, Needs and Opportunities Summary Report (Task 1.9)

**Deliverables:**

- Festival flyer
- Design and production of festival materials
- Festival summary memorandum



### Task 1.10: Community Values, Needs and Opportunities Summary Report

MIG will prepare a Community Values, Needs and Opportunities Summary Report that summarizes the findings of Phase I activities. The report will include an overall summary of the findings from the stakeholder interviews, City Leadership Convenings, multi-media campaign, “Photo Booth”, and Festival. MIG will provide a draft of the report for City review, who will provide MIG with one set of consolidated revisions. MIG will provide the final draft in electronic format (PDF and native format).

**Deliverable:**

- Draft and Final Community Values, Needs and Opportunities Summary Report

## PHASE 2: STRATEGIC FRAMEWORK AND PRIORITIES

### Task 2.1: City Leadership Convening

MIG and City staff will convene the leadership group in a 2-hour session to review the key findings from the Community Values, Needs and Opportunities Report. The group will focus on identifying additional information needs from the community to better define the vision and key priorities for the future, particularly as they relate to updating of the General Plan; Parks, Recreation and Human Services Master Plan; and the development of a Cultural Arts Plan. The group will also review and advise on targeted outreach efforts to key stakeholders. MIG will be responsible for facilitate and graphically record the session. MIG will summarize the workshop findings in a concise memorandum, including a photo-reduction image of the wallgraphic.

**Deliverables:**

- Meeting agenda
- Meeting summary memorandum
- Wallgraphic photo-reduction

### Task 2.2: Neighborhood and Community Chats

Based on the findings of the Community Values, Needs and Opportunities Report, MIG will develop a set of questions to be used during a series of community “chats”. These “chats” will be focused on refining community priorities for the future. They will be designed to collect more specific

information from community members about their needs and opportunities as they relate to an emerging framework and focus areas of the Work Plan. The questions can be structured in a manner that will provide more specific inputs on topics related the General Plan; Parks, Recreation and Human Services Master Plan; and the development of a Cultural Arts Plan. While the input will be largely qualitative in nature, some patterns organized by stakeholder groups, neighborhoods, or other factors will emerge to provide the project team with initial indicators for priority strategies.

The format will be structured as a concise set of open-ended questions that could be completed by an individual, or used as a tool to conduct “chats” with one or a few family members, friends or neighbors. MIG will design the input form and will summarize the resulting data and key findings.

The purpose for these “chats” is to broaden the reach of community participation while creating greater opportunities for implementing “high touch” activities. This will be a great alternative to involve individuals who don’t have time to attend meetings and/or reluctant to participate through the various media channels. We are proposing three options implementing this activity.

- **Level 1:** City staff will distribute the form to different department staff to gather feedback from community-based stakeholder groups. City staff will collect and send completed forms to MIG.
- **Level 2:** MIG will train City staff and select community stakeholders in how to gather input through chats. City staff will collect and send completed forms to MIG.
- **Level 3:** In addition to utilizing the community leaders who will gather feedback, MIG will design a web-based interactive game designed to collect input and facilitate interaction among participants through social media.

MIG will create a press release to announce introduce the community “chats” and encourage the community to participate in the next phase of the process.

**Deliverables:**

- **Level 1, 2 and 3:** Design of “chat” input form
- **Level 1, 2 and 3:** Compilation of input and summary of key findings



- **Level 2:** Training session with City staff and community stakeholders in how to convene and conduct a “chat”
- **Level 3:** Design of a web-based interactive game
- Press release

### Task 2.3. Multi-Media Input Campaign #2

Linked to the Neighborhood and Community Chats (Task 2.2), MIG will use the second multi-media input campaign to promote the neighborhood and community chats. The campaign will utilize multi-media channels that engage community members with the questions developed as part of the chats. MIG will develop weekly prompts and results snap shots for posting to multi media outlets. MIG will monitor the social media outlets to assess key themes to be integrated into the emerging Vision and Key Priorities Summary Report.

#### Deliverables:

- Weekly posts
- Key themes summary



Pasadena General Plan Update Open Space Questionnaire

### Task 2.4. Community Questionnaire/Survey

MIG will develop a questionnaire/survey to gather input on community priorities and potential strategies for the Work Plan. The questionnaire/survey will be designed in a format that collects the richest and most informative data while enabling the most efficient and effective data collection and tabulation methods. City staff will review one draft of the questionnaire/survey instrument and will provide MIG with one collective set of revisions. MIG will design the input form and will summarize the resulting data and key findings.

- **Level 1:** Paper-based questionnaire completed and tabulated by City staff and/or community volunteers
- **Level 2:** Web-based questionnaire promoted through the project website and social media channels
- **Level 3:** Statistically-valid phone survey of 600 residents conducted by MIG

#### Deliverables:

- **Level 1:** Questionnaire/survey design
- **Level 2:** Questionnaire/survey design and summary of results
- **Level 3:** Statistically-valid phone survey of 600 residents

### Task 2.5. Envision Brea 2035 Prioritization Workshop

MIG will design and conduct one (1) three-hour prioritization workshop focused on defining community priorities for Work Plan strategies. MIG will provide electronic visual keypad polling surveys and related equipment for up to 150 meeting participants. MIG will prepare and produce all necessary materials for the workshops, to include the agenda, comment cards, small group activity materials, and slideshow graphics. MIG will print up to 10 wall posters for the workshop, as needed.

- **Level 1:** MIG will conduct live “tweeting” and/or Facebook updates during the workshop
- **Level 2:** MIG will coordinate with the City's video production unit to conduct a GoToMeeting (or similar) live webcast.
- **Level 3:** MIG will coordinate with the City's video production unit to conduct a ConsiderIt or Town Hall live webcast that facilitates remote participation in the priority setting exercises.



MIG will facilitate and graphically record the workshop and develop workshop materials including agenda, displays, and workshop flyer to notice the workshop. MIG will provide up to three (3) staff members at the workshop. City staff will be responsible for securing the workshop location. MIG will summarize the workshop findings in a concise memorandum, including a photo-reduction image of the wallgraphic.

**Deliverables:**

- Workshop flyer
- Workshop agenda
- Workshop summary memorandum
- **Level 1:** Coordinate social media
- **Level 2:** Coordinate GoToMeeting
- **Level 3:** Coordinate interactive web poll tool

**Task 2.6. Emerging Vision and Key Priorities**

Using information gathered during Phase I, MIG will prepare a draft version of the Emerging Vision and Strategic Framework. The Strategic Framework defines the City's Values, Vision, and Strategic Goals, and constitutes the core guiding elements of the Vision and Work Plan. MIG will work closely with City staff to ensure that the language used to define the framework accurately reflects the thinking and direction that emerges from the visioning process. The Emerging Vision and Strategic Framework will be graphically designed to provide a one-page overview within Work Plan document (to be developed in Phase 2) and will be used as a stand-alone product.

**Deliverable:**

- Emerging Vision and Strategic Framework document

**Task 2.7: City Leadership Convening**

MIG and City staff will convene the leadership group in a 2-hour session to review the key findings from the Prioritization Workshop. The group will focus on refining strategies and implementation steps for the Work Plan, including identifying lead responsibilities, timeline and resource needs. MIG will facilitate and graphically record the meeting. MIG will develop a meeting agenda, summary of findings, and a photo-reduction of the wallgraphic.

**Deliverables:**

- Agenda
- Key findings summary
- Wallgraphic photo-reduction

**PHASE 3: VISION AND WORK PLAN**

**Task 3.1: Draft Vision and Work Plan**

MIG will write the Draft Vision and Work Plan through an iterative process with City staff. MIG will work collaboratively with city staff to develop: (a.) annotated outline, (b.) first text draft, and (c.) final text draft. MIG will format the approved final draft text into a graphically designed document. City staff will provide MIG with one consolidated set of revisions to each of the drafts. MIG will provide City staff with electronic files in print-ready .PDF format and native format.

The Draft Vision and Work Plan will include the following:

- Background and summary of the process
- 2035 Vision Statement
- Core Community Values
- Strategic Priorities
- Work Plan including measurable outcomes, near-, mid-, and long-term actions, implementation timeline, key partners, and Phase II recommendations

**Deliverable:**

- Annotated outline
- First text draft
- Final text draft
- Graphically designed Draft Vision Work Plan

**Task 3.2: Draft Vision and Work Plan Community Reveal**

MIG will design and conduct a Community Reveal period for public review and input on the Draft Vision and Work Plan. For all levels MIG will develop a notice that announces the availability of the Draft Vision and Work Plan. The notice can be applied to all media outlets.



- **Level 1:** Provide an input form on the project website, with public noticing conducted via social media channels.
- **Level 2:** Level 1 plus conducting one 3-hour open house to solicit feedback from the community on the Draft Vision and Work Plan. MIG will compile all input in a summary memorandum, including recommendations for final revisions to the Draft Vision and Work Plan for City staff consideration.
- **Level 3:** Level 1 plus conducting one 3-hour interactive meeting to solicit feedback from the community on the Draft Vision and Work Plan. The meeting will include a structured format to provide input. MIG will compile all input in a summary memorandum, including recommendations for final revisions to the Draft Vision and Work Plan for City staff consideration.

**Deliverables:**

- Summary memorandum of compiled input and recommendations for final revisions (all levels)
- Notice (all levels)
- **Level 1:** Methodology and coordination for posting on social media
- **Level 2:** Display materials and comment cards
- **Level 3:** Agenda, interactive displays, and topics specific comment tools

**Task 3.5: Presentation to City Commissions**

MIG will present the Draft Vision and Work Plan to the Planning Commission; Parks, Recreation and Human Services Commission; Art in Public Places Advisory Committee; and Cultural Arts Commission in coordination with City staff.

**Deliverable:**

- Presentation to four (4) commissions

**Task 3.4: Final Vision and Work Plan**

MIG will revise the Draft Vision and Work Plan to create the Final Vision and Work Plan. MIG will incorporate the feedback from the Community Reveal and any feedback from the city commissions. MIG will provide City staff with electronic files in print-ready .PDF format and native format.

**Deliverable:**

- Final Vision and Work Plan (print-ready and native files)

**Task 3.5: Presentation to the City Council**

MIG will present the Final Vision and Work Plan to the City Council in coordination with City staff.

**Deliverable:**

- Presentation to City Council



## Project Schedule

We propose a 10-month schedule initiating in December 2013 and commencing in September 2014. Our project schedule is illustrated on the following page.

# community engagement and strategic plan

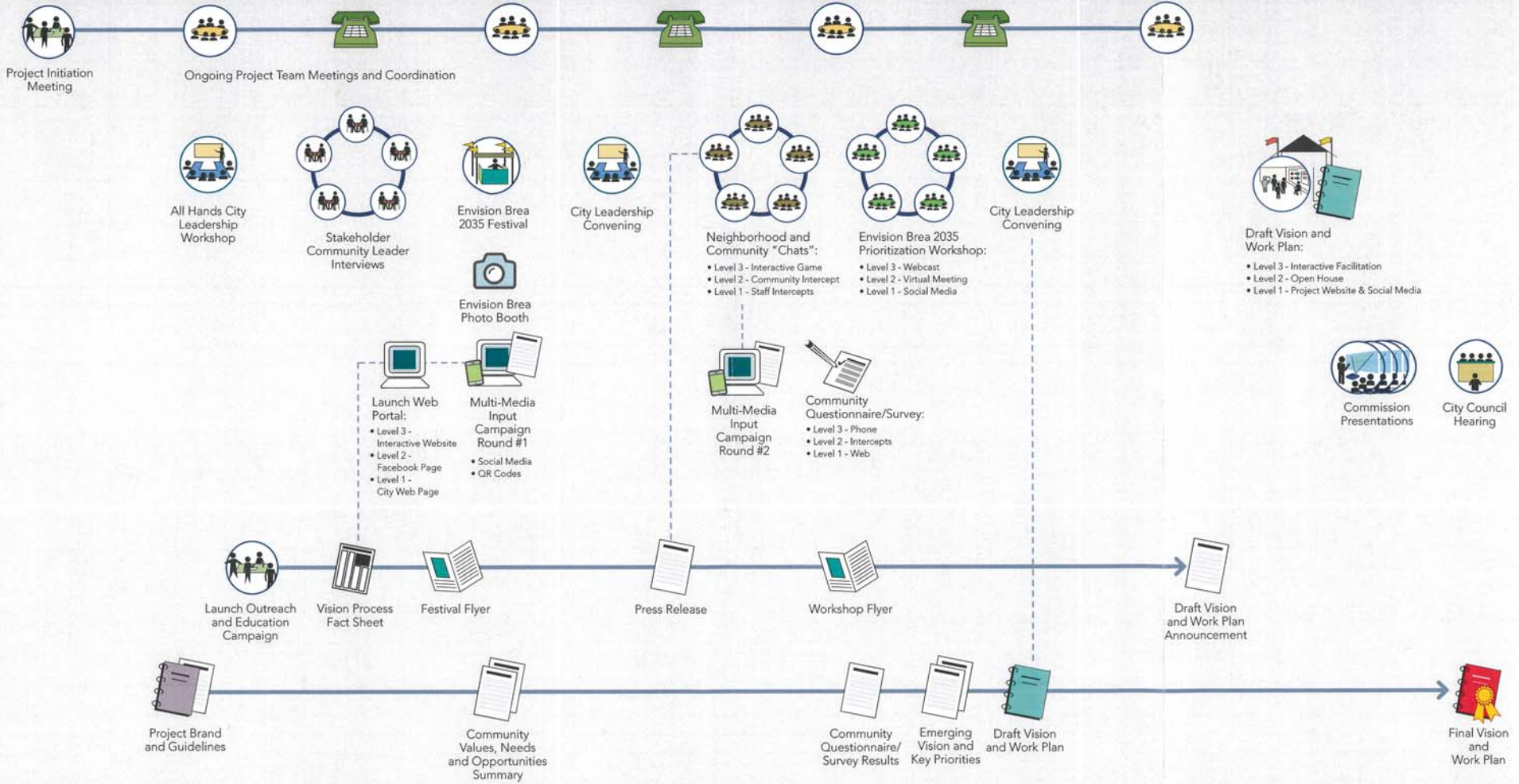
Phase I: Values, Needs and Opportunities

Phase II: Vision and Work Plan Development

Phase III: Draft and Final Vision Work Plan

ENGAGEMENT AND MANAGEMENT

DOCUMENTATION



DECEMBER 2013    JANUARY 2014    FEBRUARY    MARCH    APRIL    MAY    JUNE    JULY    AUGUST    SEPTEMBER 2014

SECTION THREE  
Cost Proposal



Level 1 costs

	L. Stetson <i>Principal-in-Charge</i>		D. Iacofano <i>Advising Principal</i>		E. Garcia <i>Project Manager</i>		A. Pendoley <i>Deputy Project Manager</i>		MIG <i>Art Director</i>		MIG <i>Graphic Designer</i>		MIG <i>IT</i>		MIG <i>Project Associate</i>		MIG <i>Project Assistant</i>		MIG		Stone Paper Scissors Public Art	PLACE IT! Interactive Games	True North Research Telephone Survey	Subconsultant Total	Direct Costs	TOTAL Labor, Subconsultant & Direct Costs		
	Hours	\$195	Hours	\$295	Hours	\$175	Hours	\$135	Hours	\$160	Hours	\$135	Hours	\$155	Hours	\$95	Hours	\$85	Hours	Total								
<b>1 Values, Needs and Opportunities</b>																												
1.1 Project Initiation and Ongoing Coordination	22	\$4,290	3	\$885	75	\$13,125	10	\$1,350		\$0		\$0		\$0	12	\$1,020	122	\$20,670							\$0	\$150	\$20,820	
1.2 All Hands City Leadership Workshop	3	\$585		\$0	6	\$1,050	1	\$135		\$0		\$0	8	\$760	1	\$85	19	\$2,615							\$0	\$200	\$2,815	
1.3 Stakeholder Community Leader Interviews	8	\$1,560		\$0	6	\$1,050	1	\$135		\$0		\$0	16	\$1,520	1	\$85	32	\$4,350							\$0	\$100	\$4,450	
1.4 Project Brand and Guidelines	1	\$195		\$0	4	\$700	1	\$135	8	\$1,280	15	\$2,025	\$0	1	\$95	\$0	30	\$4,430							\$0	\$45	\$4,475	
1.5 Vision Process Fact Sheet	1	\$195		\$0	2	\$350	5	\$675		\$0	2	\$270		\$0	12	\$1,140	\$0	22	\$2,630						\$0	\$25	\$2,655	
1.6 Project Website	0	\$0		\$0	1	\$175	12	\$1,620		\$0		\$0	34	\$3,230		\$0	47	\$5,025							\$0	\$0	\$5,025	
1.7 Multi-Media Input Campaign #1	1	\$195		\$0	5	\$875	10	\$1,350		\$0		\$0	15	\$1,425		\$0	31	\$3,845							\$0	\$0	\$3,845	
1.8 Envision Brea 2035 Virtual "Photo Booth"	1	\$195		\$0	2	\$350	4	\$540		\$0		\$0	12	\$1,140	1	\$85	20	\$2,310							\$0	\$0	\$2,310	
1.9 Envision Brea 2035 Festival	12	\$2,340	1	\$295	15	\$2,625	3	\$405		\$0		\$0	56	\$5,320	22	\$1,870	109	\$12,855			\$2,500			\$2,500	\$2,500	\$17,855		
1.10. Community Values, Needs and Opportunities Summary Rep	2	\$390		\$0	5	\$875	1	\$135		\$0		\$0	18	\$1,710	1	\$85	27	\$3,195							\$0	\$25	\$3,220	
<b>Subtotal</b>	<b>51</b>	<b>\$9,945</b>	<b>4</b>	<b>\$1,180</b>	<b>121</b>	<b>\$21,175</b>	<b>48</b>	<b>\$6,480</b>	<b>8</b>	<b>\$1,280</b>	<b>17</b>	<b>\$2,295</b>	<b>0</b>	<b>\$0</b>	<b>172</b>	<b>\$16,340</b>	<b>38</b>	<b>\$3,230</b>	<b>459</b>	<b>\$61,925</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$3,045</b>	<b>\$67,470</b>		
<b>2 Strategic Framework and Priorities</b>																												
2.1 City Leadership Convening	2	\$390		\$0	5	\$875	0	\$0	0	\$0	0	\$0	0	\$0	12	\$1,140	2	\$170	21	\$2,575						\$0	\$100	\$2,675
2.2 Neighborhood and Community Chats	1	\$195	0	\$0	2	\$350	1	\$135		\$0		\$0	8	\$760	0	\$0	12	\$1,440								\$0	\$1	\$1,441
2.3 Multi-Media Input Campaign #2	0	\$0	0	\$0	5	\$875	10	\$1,350	1	\$160	1	\$135	1	\$155	1	\$95	1	\$85	20	\$2,855						\$0	\$1	\$2,856
2.4 Community Questionnaire/Survey	1	\$195	0	\$0	1	\$175	5	\$675	0	\$0	0	\$0	21	\$1,995	0	\$0	28	\$3,040			\$500			\$500	\$300	\$3,840		
2.5 Envision Brea 2035 Prioritization Workshop	12	\$2,340		\$0	15	\$2,625	8	\$1,080		\$0		\$0	21	\$1,995	3	\$255	59	\$8,295	\$1,200	\$800				\$2,000	\$1,200	\$11,495		
2.6 Emerging Vision and Key Priorities	1	\$195	0	\$0	2	\$350	1	\$135		\$0		\$0	27	\$2,565	1	\$85	32	\$3,330							\$0	\$0	\$3,330	
2.7 City Leadership Convening	2	\$390		\$0	5	\$875		\$0		\$0		\$0	12	\$1,140	2	\$170	21	\$2,575							\$0	\$100	\$2,675	
<b>Subtotal</b>	<b>19</b>	<b>\$3,705</b>	<b>0</b>	<b>\$0</b>	<b>35</b>	<b>\$6,125</b>	<b>25</b>	<b>\$3,375</b>	<b>1</b>	<b>\$160</b>	<b>1</b>	<b>\$135</b>	<b>1</b>	<b>\$155</b>	<b>102</b>	<b>\$9,690</b>	<b>9</b>	<b>\$765</b>	<b>193</b>	<b>\$24,110</b>	<b>\$1,700</b>	<b>\$800</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$1,702</b>	<b>\$28,312</b>		
<b>3 Vision and Work Plan</b>																												
3.1 Draft Vision and Work Plan	3	\$585		\$0	4	\$700	12	\$1,620	2	\$320	12	\$1,620		\$0	65	\$6,175	2	\$170	100	\$11,190					\$500	\$25	\$11,715	
3.2 Draft Vision and Work Plan Community Reveal	1	\$195		\$0	5	\$875	12	\$1,620		\$0		\$0	16	\$1,520	2	\$170	36	\$4,380							\$0	\$250	\$4,630	
3.3 Presentation to City of Commissions	6	\$1,170		\$0	8	\$1,400		\$0		\$0		\$0	4	\$380		\$0	18	\$2,950							\$125	\$3,075		
3.4 Final Vision and Work Plan	2	\$390		\$0	4	\$700	6	\$810		\$0		\$0	21	\$1,995	2	\$170	35	\$4,065							\$25	\$4,090		
3.5 Presentation to the City Council	2	\$390		\$0	2	\$350		\$0		\$0		\$0	6	\$570		\$0	10	\$1,310							\$50	\$1,360		
<b>Subtotal</b>	<b>14</b>	<b>\$2,730</b>	<b>0</b>	<b>\$0</b>	<b>23</b>	<b>\$4,025</b>	<b>30</b>	<b>\$4,050</b>	<b>2</b>	<b>\$320</b>	<b>12</b>	<b>\$1,620</b>	<b>0</b>	<b>\$0</b>	<b>112</b>	<b>\$10,640</b>	<b>6</b>	<b>\$340</b>	<b>199</b>	<b>\$23,895</b>	<b>\$500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500</b>	<b>\$475</b>	<b>\$24,870</b>		
<b>SUBTOTAL</b>	<b>84</b>	<b>\$16,380</b>	<b>4</b>	<b>\$1,180</b>	<b>179</b>	<b>\$31,325</b>	<b>103</b>	<b>\$13,905</b>	<b>11</b>	<b>\$1,760</b>	<b>30</b>	<b>\$4,050</b>	<b>1</b>	<b>\$155</b>	<b>386</b>	<b>\$36,670</b>	<b>53</b>	<b>\$4,335</b>	<b>851</b>	<b>\$109,930</b>	<b>\$2,200</b>	<b>\$3,300</b>	<b>\$0</b>	<b>\$5,500</b>	<b>\$5,222</b>	<b>\$120,652</b>		
<b>Grand Total</b>																												



level 2 costs

	L. Stetson		D Iacofano		E. Garcia		A. Pendoley		MIG		MIG		MIG		MIG		MIG		Stone Paper Scissors Public Art	PLACE IT! Interactive Games	True North Research Telephone Survey	Subconsultant Total	Direct Costs	TOTAL Labor, Subconsultant & Direct Costs			
	Principal-in-Charge		Advising Principal		Project Manager		Deputy Project Manager		Art Director		Graphic Designer		IT		Project Associate		Project Assistant										
	Hours	\$195	Hours	\$295	Hours	\$175	Hours	\$135	Hours	\$160	Hours	\$135	Hours	\$155	Hours	\$95	Hours	\$85							Hours	Total	
<b>1 Values, Needs and Opportunities</b>																											
1.1	Project Initiation and Ongoing Coordination	22	\$4,290	3	\$885	75	\$13,125	10	\$1,350		\$0		\$0		\$0	12	\$1,020	122	\$ 20,670				\$0	\$150	\$ 20,820		
1.2	All Hands City Leadership Workshop	3	\$585		\$0	6	\$1,050	1	\$135		\$0		\$0	8	\$760	1	\$85	19	\$ 2,615				\$0	\$200	\$ 2,815		
1.3	Stakeholder Community Leader Interviews	8	\$1,560		\$0	6	\$1,050	1	\$135		\$0		\$0	16	\$1,520	1	\$85	32	\$ 4,350				\$0	\$100	\$ 4,450		
1.4	Project Brand and Guidelines	1	\$195		\$0	4	\$700	1	\$135	8	\$1,280	15	\$2,025		\$0	1	\$95		\$0	30	\$ 4,430			\$0	\$45	\$ 4,475	
1.5	Vision Process Fact Sheet	1	\$195		\$0	2	\$350	5	\$675		\$0	2	\$270		\$0	12	\$1,140		\$0	22	\$ 2,630			\$0	\$25	\$ 2,655	
1.6	Project Website	0	\$0		\$0	1	\$175	21	\$2,835		\$0		\$0	45	\$4,275	18	\$1,530	85	\$ 8,815				\$0	\$0	\$ 8,815		
1.7	Multi-Media Input Campaign #1	1	\$195		\$0	5	\$875	10	\$1,350		\$0		\$0	15	\$1,425		\$0	31	\$ 3,845				\$0	\$0	\$ 3,845		
1.8	Envision Brea 2035 Virtual "Photo Booth"	1	\$195		\$0	2	\$350	4	\$540		\$0		\$0	12	\$1,140	1	\$85	20	\$ 2,310				\$0	\$0	\$ 2,310		
1.9	Envision Brea 2035 Festival	12	\$2,340	1	\$295	15	\$2,625	3	\$405		\$0		\$0	56	\$5,320	22	\$1,870	109	\$ 12,855	\$2,500		\$2,500	\$2,500	\$ 17,855			
1.10	Community Values, Needs and Opportunities Summary Report	2	\$390		\$0	5	\$875	1	\$135		\$0		\$0	18	\$1,710	1	\$85	27	\$ 3,195				\$0	\$25	\$ 3,220		
	<b>Subtotal</b>	<b>51</b>	<b>\$9,945</b>	<b>4</b>	<b>\$1,180</b>	<b>121</b>	<b>\$21,175</b>	<b>57</b>	<b>\$7,695</b>	<b>8</b>	<b>\$1,280</b>	<b>17</b>	<b>\$2,295</b>	<b>0</b>	<b>\$0</b>	<b>183</b>	<b>\$17,385</b>	<b>56</b>	<b>\$4,760</b>	<b>497</b>	<b>\$ 65,715</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$3,045</b>	<b>\$ 71,260</b>
<b>2 Strategic Framework and Priorities</b>																											
2.1	City Leadership Convening	2	\$390		\$0	5	\$875	0	\$0	0	\$0	0	\$0	12	\$1,140	2	\$170	21	\$ 2,575				\$0	\$100	\$ 2,675		
2.2	Neighborhood and Community Chats	1	\$195	0	\$0	2	\$350	1	\$135		\$0		\$0	8	\$760	0	\$0	12	\$ 1,440				\$0	\$1	\$ 1,441		
2.3	Multi-Media Input Campaign #2	0	\$0	0	\$0	5	\$875	10	\$1,350	1	\$160	1	\$135	1	\$155	1	\$95	1	\$85	20	\$ 2,855			\$0	\$1	\$ 2,856	
2.4	Community Questionnaire/Survey	1	\$195	0	\$0	1	\$175	12	\$1,620	0	\$0	0	\$0	32	\$3,040	18	\$1,530	64	\$ 6,560	\$500		\$500	\$300	\$ 7,360			
2.5	Envision Brea 2035 Prioritization Workshop	12	\$2,340		\$0	15	\$2,625	8	\$1,080		\$0		\$0	35	\$3,325	3	\$255	73	\$ 9,625	\$1,200	\$800	\$2,000	\$2,500	\$ 14,125			
2.6	Emerging Vision and Key Priorities	1	\$195	0	\$0	2	\$350	1	\$135		\$0		\$0	27	\$2,565	1	\$85	32	\$ 3,330				\$0	\$0	\$ 3,330		
2.7	City Leadership Convening	2	\$390		\$0	5	\$875		\$0		\$0		\$0	12	\$1,140	2	\$170	21	\$ 2,575				\$0	\$100	\$ 2,675		
	<b>Subtotal</b>	<b>19</b>	<b>\$3,705</b>	<b>0</b>	<b>\$0</b>	<b>35</b>	<b>\$6,125</b>	<b>32</b>	<b>\$4,320</b>	<b>1</b>	<b>\$160</b>	<b>1</b>	<b>\$135</b>	<b>1</b>	<b>\$155</b>	<b>127</b>	<b>\$12,065</b>	<b>27</b>	<b>\$2,295</b>	<b>243</b>	<b>\$ 28,960</b>	<b>\$1,700</b>	<b>\$800</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$3,002</b>	<b>\$ 34,462</b>
<b>3 Vision and Work Plan</b>																											
3.1	Draft Vision and Work Plan	3	\$585		\$0	4	\$700	12	\$1,620	2	\$320	12	\$1,620		\$0	65	\$6,175	2	\$170	100	\$ 11,190	\$500		\$500	\$25	\$ 11,715	
3.2	Draft Vision and Work Plan Community Reveal	1	\$195		\$0	5	\$875	12	\$1,620		\$0		\$0	32	\$3,040	8	\$680	58	\$ 6,410				\$0	\$250	\$ 6,660		
3.3	Presentation to City of Commissions	6	\$1,170		\$0	8	\$1,400		\$0		\$0		\$0	4	\$380		\$0	18	\$ 2,950				\$125	\$ 3,075			
3.4	Final Vision and Work Plan	2	\$390		\$0	4	\$700	6	\$810		\$0		\$0	21	\$1,995	2	\$170	35	\$ 4,065				\$25	\$ 4,090			
3.5	Presentation to the City Council	2	\$390		\$0	2	\$350		\$0		\$0		\$0	6	\$570		\$0	10	\$ 1,310				\$50	\$ 1,360			
	<b>Subtotal</b>	<b>14</b>	<b>\$2,730</b>	<b>0</b>	<b>\$0</b>	<b>23</b>	<b>\$4,025</b>	<b>30</b>	<b>\$4,050</b>	<b>2</b>	<b>\$320</b>	<b>12</b>	<b>\$1,620</b>	<b>0</b>	<b>\$0</b>	<b>128</b>	<b>\$12,160</b>	<b>12</b>	<b>\$850</b>	<b>221</b>	<b>\$ 25,925</b>	<b>\$500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500</b>	<b>\$475</b>	<b>\$ 26,900</b>
<b>SUBTOTAL</b>		<b>84</b>	<b>\$16,380</b>	<b>4</b>	<b>\$1,180</b>	<b>179</b>	<b>\$31,325</b>	<b>119</b>	<b>\$16,065</b>	<b>11</b>	<b>\$1,760</b>	<b>30</b>	<b>\$4,050</b>	<b>1</b>	<b>\$155</b>	<b>438</b>	<b>\$41,610</b>	<b>95</b>	<b>\$7,905</b>	<b>961</b>	<b>\$120,600</b>	<b>\$2,200</b>	<b>\$3,300</b>	<b>\$0</b>	<b>\$5,500</b>	<b>\$6,522</b>	<b>\$132,622</b>
<b>Grand Total</b>																										<b>\$132,622</b>	



level 3 costs

	L. Stetson		D. Iacofano		E. Garcia		A. Pendoley		MIG		MIG		MIG		MIG		MIG		MIG		Stone Paper Scissors Public Art	PLACE IT! Interactive Games	True North Research Telephone Survey	Subconsultant Total	Direct Costs	TOTAL Labor, Subconsultant & Direct Costs	
	Principal-in-Charge		Advising Principal		Project Manager		Deputy Project Manager		Art Director		Graphic Designer		IT		Project Associate		Project Assistant										
	Hours	\$195	Hours	\$295	Hours	\$175	Hours	\$135	Hours	\$160	Hours	\$135	Hours	\$155	Hours	\$95	Hours	\$85	Hours	Total							
<b>1 Values, Needs and Opportunities</b>																											
1.1	Project Initiation and Ongoing Coordination	22	\$4,290	3	\$885	75	\$13,125	10	\$1,350		\$0		\$0		\$0	12	\$1,020	122	\$ 20,670					\$0	\$150	\$ 20,820	
1.2	All Hands City Leadership Workshop	3	\$585		\$0	6	\$1,050	1	\$135		\$0		\$0	8	\$760	1	\$85	19	\$ 2,615					\$0	\$200	\$ 2,815	
1.3	Stakeholder Community Leader Interviews	8	\$1,560		\$0	6	\$1,050	1	\$135		\$0		\$0	16	\$1,520	1	\$85	32	\$ 4,350					\$0	\$100	\$ 4,450	
1.4	Project Brand and Guidelines	1	\$195		\$0	4	\$700	1	\$135	8	\$1,280	15	\$2,025		\$0	1	\$95		\$0	30	\$ 4,430				\$0	\$45	\$ 4,475
1.5	Vision Process Fact Sheet	1	\$195		\$0	2	\$350	5	\$675		\$0	2	\$270		\$0	12	\$1,140		\$0	22	\$ 2,630				\$0	\$25	\$ 2,655
1.6	Project Website	0	\$0		\$0	1	\$175	12	\$1,620	8	\$1,280	12	\$1,620	42	\$6,510	60	\$5,700	24	\$2,040	159	\$ 18,945				\$0	\$7,000	\$ 25,945
1.7	Multi-Media Input Campaign #1	1	\$195		\$0	5	\$875	10	\$1,350		\$0		\$0	15	\$1,425		\$0	31	\$ 3,845					\$0	\$0	\$ 3,845	
1.8	Envision Brea 2035 Virtual "Photo Booth"	1	\$195		\$0	2	\$350	4	\$540		\$0		\$0	12	\$1,140	1	\$85	20	\$ 2,310					\$0	\$0	\$ 2,310	
1.9	Envision Brea 2035 Festival	12	\$2,340	1	\$295	15	\$2,625	3	\$405		\$0		\$0	56	\$5,320	22	\$1,870	109	\$ 12,855			\$2,500		\$2,500	\$2,500	\$ 17,855	
1.10	Community Values, Needs and Opportunities Summary Reps	2	\$390		\$0	5	\$875	1	\$135		\$0		\$0	18	\$1,710	1	\$85	27	\$ 3,195					\$0	\$25	\$ 3,220	
	<b>Subtotal</b>	<b>51</b>	<b>\$9,945</b>	<b>4</b>	<b>\$1,180</b>	<b>121</b>	<b>\$21,175</b>	<b>48</b>	<b>\$6,480</b>	<b>16</b>	<b>\$2,560</b>	<b>29</b>	<b>\$3,915</b>	<b>42</b>	<b>\$6,510</b>	<b>198</b>	<b>\$18,810</b>	<b>62</b>	<b>\$5,270</b>	<b>571</b>	<b>\$ 75,845</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$10,045</b>	<b>\$ 88,390</b>
<b>2 Strategic Framework and Priorities</b>																											
2.1	City Leadership Convening	2	\$390		\$0	5	\$875	0	\$0	0	\$0	0	\$0	12	\$1,140	2	\$170	21	\$ 2,575					\$0	\$100	\$ 2,675	
2.2	Neighborhood and Community Chats	1	\$195	0	\$0	2	\$350	1	\$135		\$0		\$0	8	\$760	0	\$0	12	\$ 1,440					\$0	\$1	\$ 1,441	
2.3	Multi-Media Input Campaign #2	0	\$0	0	\$0	5	\$875	10	\$1,350	1	\$160	1	\$135	1	\$155	1	\$95	1	\$85	20	\$ 2,855				\$0	\$1	\$ 2,856
2.4	Community Questionnaire/Survey	1	\$195	0	\$0	1	\$175	5	\$675	0	\$0	0	\$0	21	\$1,995	0	\$0	28	\$ 3,040	\$500			\$32,000	\$32,500	\$300	\$ 35,840	
2.5	Envision Brea 2035 Prioritization Workshop	12	\$2,340		\$0	15	\$2,625	8	\$1,080		\$0		\$0	42	\$3,990	8	\$680	85	\$ 10,715	\$1,200		\$800		\$2,000	\$21,000	\$ 33,715	
2.6	Emerging Vision and Key Priorities	1	\$195	0	\$0	2	\$350	1	\$135		\$0		\$0	27	\$2,565	1	\$85	32	\$ 3,330					\$0	\$0	\$ 3,330	
2.7	City Leadership Convening	2	\$390		\$0	5	\$875		\$0		\$0		\$0	12	\$1,140	2	\$170	21	\$ 2,575					\$0	\$100	\$ 2,675	
	<b>Subtotal</b>	<b>19</b>	<b>\$3,705</b>	<b>0</b>	<b>\$0</b>	<b>35</b>	<b>\$6,125</b>	<b>25</b>	<b>\$3,375</b>	<b>1</b>	<b>\$160</b>	<b>1</b>	<b>\$135</b>	<b>1</b>	<b>\$155</b>	<b>123</b>	<b>\$11,685</b>	<b>14</b>	<b>\$1,190</b>	<b>219</b>	<b>\$ 26,530</b>	<b>\$1,700</b>	<b>\$800</b>	<b>\$32,000</b>	<b>\$34,500</b>	<b>\$21,502</b>	<b>\$ 82,532</b>
<b>3 Vision and Work Plan</b>																											
3.1	Draft Vision and Work Plan	3	\$585		\$0	4	\$700	12	\$1,620	2	\$320	12	\$1,620		\$0	65	\$6,175	2	\$170	100	\$ 11,190	\$500			\$500	\$25	\$ 11,715
3.2	Draft Vision and Work Plan Community Reveal	1	\$195		\$0	5	\$875	12	\$1,620		\$0		\$0	42	\$3,990	15	\$1,275	75	\$ 7,955					\$0	\$250	\$ 8,205	
3.3	Presentation to City of Commissions	6	\$1,170		\$0	8	\$1,400		\$0		\$0		\$0	4	\$380		\$0	18	\$ 2,950					\$125	\$ 3,075		
3.4	Final Vision and Work Plan	2	\$390		\$0	4	\$700	6	\$810		\$0		\$0	21	\$1,995	2	\$170	35	\$ 4,065					\$0	\$25	\$ 4,090	
3.5	Presentation to the City Council	2	\$390		\$0	2	\$350		\$0		\$0		\$0	6	\$570		\$0	10	\$ 1,310					\$0	\$50	\$ 1,360	
	<b>Subtotal</b>	<b>14</b>	<b>\$2,730</b>	<b>0</b>	<b>\$0</b>	<b>23</b>	<b>\$4,025</b>	<b>30</b>	<b>\$4,050</b>	<b>2</b>	<b>\$320</b>	<b>12</b>	<b>\$1,620</b>	<b>0</b>	<b>\$0</b>	<b>138</b>	<b>\$13,110</b>	<b>19</b>	<b>\$1,445</b>	<b>238</b>	<b>\$ 27,470</b>	<b>\$500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500</b>	<b>\$475</b>	<b>\$ 28,445</b>
<b>SUBTOTAL</b>		<b>84</b>	<b>\$16,380</b>	<b>4</b>	<b>\$1,180</b>	<b>179</b>	<b>#####</b>	<b>103</b>	<b>\$13,905</b>	<b>19</b>	<b>\$3,040</b>	<b>42</b>	<b>\$5,670</b>	<b>43</b>	<b>\$6,665</b>	<b>459</b>	<b>\$43,605</b>	<b>95</b>	<b>\$7,905</b>	<b>1028</b>	<b>\$129,845</b>	<b>\$2,200</b>	<b>\$3,300</b>	<b>\$32,000</b>	<b>\$37,500</b>	<b>\$32,022</b>	<b>\$199,367</b>
<b>Grand Total</b>																										<b>\$199,367</b>	

**PROFESSIONAL SERVICES AGREEMENT**

This Agreement is made and entered into this 20<sup>th</sup> day of January 2015, between the City of Brea, a Municipal Corporation (hereinafter referred to as “CITY”) and MIG, Inc. (hereinafter referred to as “CONSULTANT”).

A. Recitals

(i) CITY desires to retain CONSULTANT to perform professional services with respect to the preparation of Envision Brea 2035 Project, Vision and Strategic Plan (“Project” hereafter).

(ii) CONSULTANT has now submitted its proposal for the performance of such services, an executive summary of which is attached hereto as Exhibit A, and a full, true and correct copy of which proposal is attached hereto as Exhibit B and by this reference made a part hereof.

(iii) CITY desires to retain CONSULTANT to perform professional services necessary to render advice and assistance to CITY.

(iv) CONSULTANT represents that it is qualified to perform such services and is willing to perform such professional services as hereinafter defined.

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

B. Agreement

1. Definitions: The following definitions shall apply to the following terms, except where the context of this Agreement otherwise requires:

(a) Project: Envision Brea 2035 Project, Vision and Strategic Plan described in Exhibits A and B hereto including, but not limited to, the execution of workshops, preparation of maps, surveys, reports and documents, the presentation, both oral and in writing, of such plans, maps, surveys, reports and documents to CITY as required and attendance at any and all work sessions and other meetings conducted by CITY with respect to the project.

(b) Services: Such professional services as are necessary to be performed by CONSULTANT in order to complete the Project.

(c) Completion of Project: The date of completion of all phases of the Project, including any and all procedures, development plans, maps, surveys, plan documents, technical reports, meetings and oral presentations for the project as set forth in Exhibits A and B hereto.

2. CONSULTANT agrees as follows:

(a) CONSULTANT shall forthwith undertake and complete the Project in accordance with Exhibits A and B hereto and all in accordance with Federal, State and CITY statutes, regulations, ordinances and guidelines, all to the reasonable satisfaction of CITY.

(b) CONSULTANT shall supply copies of all maps, surveys, reports, plans and documents, including all supplemental technical documents (hereinafter collectively referred to as “documents”), as described in Exhibits A and B to CITY within the time specified by CITY’s written notice to proceed with any assigned Tasks. Copies of documents shall be in such numbers as are required in CITY. CITY may thereafter review and forward to CONSULTANT comments regarding said documents and CONSULTANT shall thereafter make such revisions to said documents as are deemed necessary. CITY shall receive revised documents in such form and in the quantities determined necessary by CITY. The time limits set forth in said written notice to proceed may be extended upon written approval of CITY.

(c) CONSULTANT shall, at CONSULTANT’s sole cost and expense, secure and hire such other persons as may, in the opinion of CONSULTANT, be necessary to comply with the terms of this Agreement. In the event any such other persons are retained by CONSULTANT, CONSULTANT hereby warrants that such persons shall be fully qualified to perform services required hereunder. CONSULTANT further agrees that no subcontractor shall be retained by CONSULTANT except upon the prior written approval of CITY.

3. CITY agrees as follows:

(a) To pay CONSULTANT a maximum sum of two hundred thousand dollars and zero cents (\$200,000.00) for the performance of the services required hereunder. This amount includes a contingency. This Said sum(s) shall cover the cost of all staff time and all other direct and indirect costs or fees, including the work of employees, consultants and subcontractors to CONSULTANT, except as may otherwise be set forth in Exhibits A and B. Payment to CONSULTANT, by CITY, shall be made in accordance with the schedule set forth below. CITY must receive a written request from CONSULTANT to use any of the contingency amount prior to performing any work that is outside the Project scope as defined in Exhibits A and B. It will be the CITY's sole discretion to authorize the use of the contingency funds and the CITY must give this authorization to CONSULTANT in writing prior to the commencement of said work. Any work performed outside the Project scope as defined in Exhibits A and B that has not received prior written approval by CITY is assumed to have been performed in support of said Project and included within the not-to-exceed contract amount.

(b) Payments to CONSULTANT shall be made by CITY in accordance with the invoices submitted by CONSULTANT, on a monthly basis, and such invoices shall be approved within a reasonable time after said invoices are received by CITY and paid within 30 days after approval. All charges shall be in accordance with CONSULTANT's proposal either with respect to hourly rates, time and materials, or lump sum amounts for individual tasks. Notwithstanding any provision herein or as incorporated by reference, (i) in no event shall the totality of said invoices exceed 95% of the individual task totals described in Exhibit A and (ii) further provided that in no event shall CONSULTANT, or any person claiming by or through CONSULTANT be paid an aggregate amount in excess of two hundred thousand dollars and zero cents (\$200,000.00).

(c) CONSULTANT agrees that, in no event, shall CITY be required to pay to CONSULTANT any sum in excess of 95% of the maximum payable hereunder prior to receipt

by CITY of all final documents, together with all supplemental technical documents, as described herein acceptable in form and content to CITY. Final payment shall be made not later than 60 days after presentation of final documents and acceptance thereof by CITY.

(d) Additional services: Payments for additional services requested, in writing, by CITY, and not included in CONSULTANT's proposal as set forth in Exhibit B hereof, shall be paid on a reimbursement basis in accordance with the fee schedule set forth in said Exhibit B. Charges for additional services shall be invoiced on a monthly basis and shall be paid by CITY within a reasonable time after said invoices are received by CITY.

4. CITY agrees to provide to CONSULTANT:

(a) Information and assistance as set forth in Exhibits A and B hereto.

(b) Photographically reproducible copies of maps and other information, if available, which CONSULTANT considers necessary in order to complete the Project.

(c) Such information as is generally available from CITY files applicable to the Project.

(d) Assistance, if necessary, in obtaining information from other governmental agencies and/or private parties. However, it shall be CONSULTANT's responsibility to make all initial contact with respect to the gathering of such information.

5. Ownership of Documents: All documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by CONSULTANT pursuant to this Agreement shall be considered the property of CITY and, upon payment for services performed by CONSULTANT, such documents and other identified materials shall be delivered to CITY by CONSULTANT. CONSULTANT may, however, make and retain such copies of said documents and materials as CONSULTANT may desire.

6. Termination: This Agreement may be terminated by CITY upon the giving of a written "Notice of Termination" to CONSULTANT at least fifteen (15) days prior to the date of

termination specified in said Notice. In the event this Agreement is so terminated, CONSULTANT shall be paid on a pro-rata basis with respect to the percentage of the Project completed as of the date of termination. In no event, however, shall CONSULTANT receive more than the maximum specified in paragraph 3(a), above. CONSULTANT shall provide to CITY any and all documents, data, studies, surveys, drawings, maps, models, photographs and reports, whether in draft or final form, prepared by CONSULTANT as of the date of termination. CONSULTANT may not terminate this Agreement except for cause.

7. Notices and Designated Representatives: Any and all notices, demands, invoices and written communications between the parties hereto shall be addressed as set forth in this Section 7. The below named individuals, furthermore, shall be those persons primarily responsible for the performance by the parties under this Agreement:

CITY REPRESENTATIVE

David Crabtree, Director  
Community Development - City of Brea  
1 Civic Center Circle  
Brea, CA 92821

CONSULTANT REPRESENTATIVE

Adele Torreano  
MIG, Inc.  
800 Hearst St.  
Berkeley, CA 94710

Any such notices, demands, invoices and written communications, by mail, shall be deemed to have been received by the addressee forty-eight (48) hours after deposit thereof in the United States mail, postage prepaid and properly addressed as set forth above.

8. Insurance: The CONSULTANT shall not commence work under this contract until it has obtained all insurance required hereunder in a company or companies acceptable to CITY nor shall the CONSULTANT allow any subcontractor to commence work on its subcontract until all insurance required of the subcontractor has been obtained. The CONSULTANT shall take out and maintain at all times during the life of this contract the following policies of insurance:

(a) Compensation insurance: Before beginning work, the CONSULTANT shall furnish to the CITY a certificate of insurance as proof that it has taken out full compensation insurance for all persons whom the CONSULTANT may employ directly or through subcontractors in carrying out the work specified herein, in accordance with the laws of the State of California. Such insurance shall be maintained in full force and effect during the period covered by this contract. Further, such policy of insurance shall provide that the insurer waives all rights of subrogation against CITY and its elected officials, officers, employees and agents.

In accordance with the provisions of Section 3700 of the California Labor Code, every contractor shall secure the payment of compensation to his employees. CONSULTANT, by executing this Agreement, certifies as follows:

“I am aware of the provisions of Section 3700 of the labor Code which require every employer to be insured against liability for workers’ compensation or to undertake self insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of work of this contract.”

(b) For all operations of the CONSULTANT or any subcontractor in performing the work provided for herein, insurance with the following minimum limits and coverage:

(1) Commercial General Liability (occurrence) - for bodily injury, death and property damage for products/completed operations and any and all other activities undertaken by the CONSULTANT in the performance of this Agreement - - or - -:

(2) (Alternative to Commercial General Liability) - Comprehensive, broad form General Public Liability (occurrence) - for bodily injury, death and property damage arising out of any activities undertaken by CONSULTANT in the performance of this Agreement.

(3) Comprehensive Automobile Liability (occurrence) - for bodily injury, death and property damage insuring against all liability arising out of the use of any vehicle.

(4) Professional Errors and Omissions Liability - insuring against all liability arising out of professional errors and/or omissions, providing protection of at least two



million dollars and zero cents (\$2,000,000.00) for errors and/or omissions (“malpractice”) of CONSULTANT in the performance of this Agreement. Such policy may be subject to a deductible or retention in an amount acceptable to CITY and shall further be subject to the provisions of subsections (2) and (6) of Section c, below. If a “claims made” policy is provided, such policy shall be maintained in effect from the date of performance of work or services on CITY’s behalf until three (3) years after the date the work or services are accepted as completed. Coverage for the post-completion period may be provided by renewal or replacement of the policy for each of the three (3) years or by a three (3) year extended reporting period endorsement which reinstates all limits for the extended reported period. If any such policy and/or policies have a retroactive date, that date shall be no later than the date of first performance of work or services on behalf of CITY. Renewal or replacement policies shall not allow for any advancement of such retroactive date. Each such policy or policies shall include a standard “notice of circumstances” provision.

(5) Other required insurance, endorsements or exclusions as required by the Request for Proposal.

(6) The policies of insurance required in this Section 8(b) shall have no less than the following limits of coverage:

- (i) \$2,000,000 (Two Million Dollars) for bodily injury or death;
- (ii) \$2,000,000 (Two Million Dollars) for property damage;
- (iii) The total of the limits specified in subsections (i) and (ii), above, where a combined single limit is provided.

(c) The policies of insurance required in subsections (1), (2) and (3) of Section 8(b), above shall:

- (1) Be subject to no deductible amount unless otherwise provided, or approved in writing by CITY;

(2) Be issued by an insurance company approved in writing by CITY, which is admitted and licensed to do business in the State of California and which is rated A/ VII or better according to the most recent A.M. Best Co. Rating Guide;

(3) Name as additional insureds the CITY, its elected officials, officers, employees, attorneys and agents, and any other parties, including subcontractors, specified by CITY to be included;

(4) Specify that it acts as primary insurance and that no insurance held or owned by the designated additional insureds shall be called upon to cover a loss under said policy;

(5) Specify that it applies separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability;

(6) Contain a clause substantially in the following words:

“It is hereby understood and agreed that this policy may not be canceled nor the amount of coverage thereof reduced until thirty (30) days after receipt by CITY of written notice of such cancellation or reduction of coverage as evidenced by receipt of a registered letter.”

(7) Specify that any failure to comply with reporting or other provisions of the required policy, including breaches of warranty, shall not affect the coverage required to be provided;

(8) Specify that the insurer waives all rights of subrogation against any of the named additional insureds; and

(9) Specify that any and all costs of adjusting and/or defending any claim against any insured, including court costs and attorneys' fees, shall be paid in addition to and shall not deplete any policy limits.

(10) Otherwise be in form satisfactory to CITY.

(d) Prior to commencing performance under this Agreement, the CONSULTANT shall furnish the CITY with original endorsements, or copies of each required policy, effecting and evidencing the insurance coverage required by this Agreement. The endorsements shall be signed by a person authorized by the insurer(s) to bind coverage on its behalf. All endorsements or policies shall be received and approved by the CITY before CONSULTANT commences performance. If performance of this Agreement shall extend beyond one (1) year, CONSULTANT shall provide CITY with the required policies or endorsements evidencing renewal of the required policies of insurance prior to the expiration of any required policies of insurance.

9. Indemnification: Other than in the performance of professional services and to the fullest extent permitted by law, CONSULTANT shall indemnify, defend and hold CITY, its employees, agents and officials harmless from and against their tort liability, (including liability for claims, suits, actions, expenses or costs of any kind, whether actual, alleged or threatened, actual attorney's fees incurred by CITY, court costs, interest or defense costs including expert witness fees), where the same arise out of, in whole or in part, the performance of the Agreement by CONSULTANT (or any individual or entity that CONSULTANT shall bear the legal liability thereof) and which result in bodily injury or property damage to any individual or entity, including the employees or officials of CONSULTANT.

In addition to the foregoing, CONSULTANT shall indemnify, defend and hold harmless CITY and its officials and employees from and against any and all losses, liabilities, damages, costs and expenses, including reasonable attorney's fees and costs to the extent the same are caused by the professional negligence of CONSULTANT (or any entity or individual that CONSULTANT shall bear the legal liability thereof) in the performance of professional services pursuant to this Agreement.

10. Assignment: No assignment of this Agreement or of any part or obligation of performance hereunder shall be made, either in whole or in part, by CONSULTANT without the prior written consent of CITY.

11. Damages: In the event that CONSULTANT fails to complete an assigned Task, together with all documents and supplemental material required hereunder, in form to the reasonable satisfaction of CITY, within the time set forth in the notice to proceed, or as may be extended by written consent of the parties hereto, CONSULTANT shall pay to CITY, as liquidated damages and not as a penalty, the sum of N/A dollars (\$000.00) per day for each day CONSULTANT is in default, which sum represents a reasonable endeavor by the parties hereto to estimate a fair compensation for the foreseeable losses that might result from such a default in performance by CONSULTANT, and due to the difficulty which would otherwise occur in establishing actual damages resulting from such default, unless said default is caused by CITY or by acts of God, acts of the public enemy, fire, floods, epidemics, or quarantine restrictions.

12. Independent Contractor: The parties hereto agree that CONSULTANT and its employers, officers and agents are independent contractors under this Agreement and shall not be construed for any purpose to be employees of CITY.

13. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of California.

14. Attorneys' Fees: In the event any legal proceeding is instituted to enforce any term or provision of the Agreement, the prevailing party in said legal proceeding shall be entitled to recover attorneys' fees and costs from the opposing party in an amount determined by the court to be reasonable.

15. Entire Agreement: This Agreement supersedes any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. Each party

to this Agreement acknowledges that no representation by any party which is not embodied herein nor any other agreement, statement, or promise not contained in this Agreement shall be valid and binding. Any modification of this Agreement shall be effective only if it is in writing signed by all parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first set forth above:

CONSULTANT

\_\_\_\_\_  
\_\_\_\_\_

CITY

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_

**BREA CITY COUNCIL, SUCCESSOR AGENCY  
TO THE BREA REDEVELOPMENT AGENCY  
AND BREA ARTS CORPORATION  
REGULAR AND SPECIAL  
MINUTES**

**DECEMBER 16, 2014**

**CLOSED SESSION  
5:00 p.m. - Executive Conference Room  
Level Three**

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

Mayor Simonoff called the Closed Session of the Brea City Council / Successor Agency / Brea Public Financing Authority meeting to order at 5:00 p.m.

**COUNCIL / AGENCY / CORPORATION MEMBERS**

PRESENT: Hupp, Parker, Vargas, Marick, and Simonoff

ABSENT: None

EXCUSED: None

**PUBLIC COMMENT**

None.

**CONFERENCE WITH CITY'S LABOR NEGOTIATOR PURSUANT TO GOVERNMENT CODE §54957.6 REGARDING ALL BARGAINING UNITS - ADMINISTRATIVE AND PROFESSIONAL EMPLOYEES' ASSOCIATION, BREA CITY EMPLOYEES' ASSOCIATION, BREA POLICE ASSOCIATION, BREA POLICE MANAGEMENT ASSOCIATION, BREA FIREFIGHTERS' ASSOCIATION, BREA FIRE MANAGEMENT ASSOCIATION, AND BREA MANAGEMENT ASSOCIATION (NON- SAFETY); TERRIE STEVENS, NEGOTIATOR**

Mayor Simonoff recessed the Closed Session at 6:03 p.m.

**STUDY SESSION  
6:00 p.m. - Executive Conference Room  
Level Three**

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

Mayor Simonoff called the Study Session of the Brea City Council to order at 6:05 p.m.

**PUBLIC COMMENT**

None.

**CLARIFY REGULAR MEETING TOPICS**

Mayor Simonoff requested that staff inform Townsend Public Affairs that the City Council would like to receive a bimonthly report. Council Member Vargas expressed his concerns with the legislative platform as the current Council did not determine the priorities. Council Member Hupp requested that the Townsend Public Affairs Item No. 29 be tabled until the newly elected Council Members are brought up to speed. Mayor Simonoff stated that Item No. 20 relating to the Townsend Public Affairs contract will be pulled from the agenda and brought back to a future Council meeting. Council Member Parker clarified that Item No. 20 relating to the plans and specifications for the Aboveground Fuel Storage Tanks is only a request for bids and would come back to City Council to award the bid and contract. Council Member Hupp requested that discussion be reopened on the Demonstration Garden and Code of Conduct. Mayor Simonoff announced that the Code of Conduct will be brought back to the Council for discussion. Public Works Director Nicoll stated that the plans and specifications for the Demonstration Garden will be brought back to the City Council for review. Council Member Hupp stated that she would be recusing herself during the discussion and vote on Consent Calendar Item No. 18 relating to the adoption of Ordinance 1176 approving the Development Agreement with Trailview Brea, LLC, because she has a long term business relationship with George Taunton the developer concerned with the subject development and therefore was advised to abstain from voting on the Development Agreement ordinance. Council Member Vargas also stated that he would be recusing himself from the discussion and vote on Item Nos. 9 and 25 relating to the Birch Hills Golf Course Clubhouse and agreement as he has earned more than \$500 from Chevron over the last five months, thereby creating a potential conflict.

**DISCUSSION ITEMS**

**PLANNING COMMISSION RESIGNATION - COMMISSION/COMMITTEE RECRUITMENT**

Staff presented a report on upcoming vacancies on the Cultural Arts, Parks, Recreation and Human Services, and Planning Commissions and on the Traffic Committee. Following discussion motion was made by Mayor Pro Tem Marick and seconded by Council Member Hupp to (1) accept the resignation of Carrie Flanders from the Planning Commission effective December 5, 2014; (2) approve the recruitment timeline as presented; and (3) appoint Council Members Hupp and Vargas to serve on the interview panel.

Motion carried as follows:

AYES: COUNCIL MEMBERS: Hupp, Parker, Vargas, Marick and Simonoff

NOES: COUNCIL MEMBERS: None

ABSTAIN: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: None

**CITY TREASURER RESIGNATION AND RECRUITMENT**

Staff presented a report on the resignation of City Treasurer Glenn Parker and proposed recruitment process and timeline. Following discussion motion was made by Council Member Hupp and seconded by Mayor Pro Tem Marick to (1) accept the resignation of Glenn Parker

as City Treasurer effective December 2, 2014; and (2) approve the vacancy procedures and recruitment timeline as presented.

Motion carried as follows:

AYES: COUNCIL MEMBERS: Hupp, Parker, Vargas, Marick and Simonoff

NOES: COUNCIL MEMBERS: None

ABSTAIN: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: None

**COMMITTEE ASSIGNMENTS**

Mayor Simonoff announced his City Council committee assignments as follows:

Committee/Authority/Board	Member(s)	Alternate
Development Committee	Christine Marick and Glenn Parker	Marty Simonoff
Finance Committee	Cecilia Hupp and Steven Vargas	Marty Simonoff
Orange County Sanitation District	Glenn Parker	Christine Marick
Investment Advisory Committee	Christine Marick	Steven Vargas
Wildlife Corridor Conservation Authority	Glenn Parker	Christine Marick
Committee/Authority/Board	Member(s)	Alternate
Orange County Vector Control Board	Roy Moore (end of term 2015)	n/a
Orange County Public Library Advisory Board	Christine Marick	Cecilia Hupp
Hillside Open Space Education Coalition Steering Committee	Glenn Parker	Christine Marick
City/Chamber Liaison	Marty Simonoff and Tim O'Donnell	n/a
Four Corners Transportation Policy Committee	Steven Vargas	None selected
Four Corners Transportation Coalition	Steven Vargas	None selected

Mayor Simonoff announced that he had a solid waste provider as a source of income and therefore is disqualified from discussing solid waste matters, including the selection of the committee member for the Orange County Waste Management Commission. He left the room for the discussion.

The City Council discussed the City Selection Committee's appointment process for the Orange County Waste Management Commission. Council Member Vargas and Mayor Pro Tem Marick expressed an interest to serve on the Commission. Following discussion, a motion was made by Council Member Vargas and seconded by Council Member Hupp to



submit a nomination to the City Selection Committee for Mayor Pro Tem Marick to serve on the Commission.

Motion carried as follows:

AYES:	COUNCIL MEMBERS:	Hupp, Parker, Vargas, and Marick
NOES:	COUNCIL MEMBERS:	None
ABSTAIN:	COUNCIL MEMBERS:	None
DISQUALIFIED:	COUNCIL MEMBERS:	Simonoff

Mayor Simonoff returned to the room at 6:43 p.m.

**CALIFORNIA DOMESTIC WATER COMPANY PROXY**

City Manager O'Donnell left the room for the discussion as he serves on the California Domestic Water Board. Staff presented a report regarding the appointment of proxy holders for the California Domestic Water Company Board of Directors on behalf of the City. Following discussion a motion was made by Council Member Hupp and seconded by Council Member Vargas to authorize Richard Rich, or in his absence Tim O'Donnell, to vote all of the City's shares in California Domestic Water Company at the Annual Meeting of its shareholders on December 19, 2014, or any adjournments for the election of Jerry Kolb, Michael Quinn, and Richard Jones to serve as directors for two year terms.

Motion carried as follows:

AYES:	COUNCIL MEMBERS:	Hupp, Parker, Vargas, Marick and Simonoff
NOES:	COUNCIL MEMBERS:	None
ABSTAIN:	COUNCIL MEMBERS:	None
ABSENT:	COUNCIL MEMBERS:	None

Council Member Vargas left the room at 6:52 p.m.

**BIRCH HILLS GOLF COURSE CLUBHOUSE**

Staff presented a report on the architecture design and improvements for the proposed Birch Hills Golf Course Clubhouse. Following discussion, a motion was made by Council Member Parker and seconded by Council Member Hupp to pull this item off of the Consent Calendar Agenda and defer the discussion to a future council meeting.

Motion carried as follows:

AYES:	COUNCIL MEMBERS:	Hupp, Parker, Marick, and Simonoff
NOES:	COUNCIL MEMBERS:	None
ABSTAIN:	COUNCIL MEMBERS:	None
DISQUALIFIED:	COUNCIL MEMBERS:	Vargas

## **REPORTS**

### **COUNCIL MEMBER REPORTS**

None.

Mayor Simonoff recessed the Study Session at 7:03 p.m.

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

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### **CALL TO ORDER / ROLL CALL - COUNCIL / AGENCY / CORPORATION**

Mayor Simonoff called the General Session of the Brea City Council, Successor Agency to the Brea Redevelopment Agency, and Brea Arts Corporation to order at 7:05 p.m.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Girl Scout Troop 2628

### **INVOCATION**

The invocation was led by Pastor Dave Rader.

### **COMMUNITY ANNOUNCEMENTS**

Council Member Vargas announced that registration is now open for Brea's Youth Basketball program for children ages 4 to 12. Council Member Parker announced that the Family Resource Center is collecting donations of gift cards for families and individuals during the holiday season and you can help a Brea Family by selecting a tag from one of the wish trees located at the Civic Center, Brea Community Center, the Family Resource Center, and the Senior Center and making your donation by December 23rd. Council Member Hupp announced that the Brea Police Department held their Shop with a Cop program treating children from underprivileged families to breakfast and a holiday shopping spree. She also announced that Spark of Love Campaign donations are still be accepted at all four Fire Stations until December 24th and at the Civic and Cultural Center through December 23rd. Mayor Pro Tem Marick announced that tickets will go on sale December 17th for Disney's Beauty and the Beast, Jr., at the Curtis Theatre.

### **MATTERS FROM THE AUDIENCE**

Laura Hearn spoke regarding upcoming events at the Brea Library. Keith Fullington congratulated the newly elected Council Members and spoke regarding agendas, the code of conduct, salaries and Council travel expenditures.

### **RESPONSE TO PUBLIC INQUIRIES - MAYOR/CITY MANAGER**

Mayor Simonoff responded to public inquiries.

## **ADMINISTRATIVE ITEMS**

### **CONFLICT OF INTEREST CODE AMENDMENTS - RESOLUTION ADOPTED**

Staff presented a report on the Biennial Review of the Conflict of Interest Code and the proposed amendments. Mayor Simonoff opened the floor for comments from affected employees. No one spoke regarding the matter. Following discussion, a motion was made by Council Member Vargas and seconded by Council Member Hupp to adopt **Resolution**

**No. 2014-076** of the City Council of the City of Brea Amending the City's Conflict of Interest Code for Designated Positions, to conform to organizational changes and current State law for designated City employees and officials thereby repealing Resolution 2012-078.

Motion carried as follows:

AYES: COUNCIL MEMBERS: Hupp, Parker, Vargas, Marick and Simonoff  
NOES: COUNCIL MEMBERS: None  
ABSTAIN: COUNCIL MEMBERS: None  
ABSENT: COUNCIL MEMBERS: None

**DEVELOPMENT AGREEMENT DA 14-01 - TRAILVIEW BREA LLC - ORDINANCE ADOPTED**

Council Member Hupp left the chambers at 7:23 p.m. City Attorney Markman informed the City Council that it is only appropriate for members of the City Council to approve the Development Agreement if they had either attended the public hearing, viewed the recording, or reviewed a transcript of that meeting; whereupon, the title having been read and further reading waived, a motion was made by Council Member Vargas and seconded by Council Member Parker to adopt **Ordinance No. 1176** entitled "*An Ordinance of the City Council of the City of Brea Approving Development Agreement No. DA 14-01 Concerning the Development of 146, 148, and 150 North Orange Avenue, Brea, California*" with Trailview Brea, LLC to construct thirteen residential townhomes in the R-3 Multiple Family Residential Zone.

Motion carried as follows:

AYES: COUNCIL MEMBERS: Parker, Vargas, Marick and Simonoff  
NOES: COUNCIL MEMBERS: None  
ABSTAIN: COUNCIL MEMBERS: None  
DISQUALIFIED: COUNCIL MEMBERS: Hupp

Council Member Hupp returned to the Dais.

**VEHICLE USE RESTRICTION - VALENCIA AVENUE - NO GENERAL FUND IMPACT - ORDINANCE INTRODUCED**

Staff presented a report on the proposed ordinance to restrict vehicles exceeding 6,000 pound weight limit from use of Valencia Avenue between Lambert Road/Carbon Canyon Road and its northerly terminus between hours 8:00 p.m. and 6:00 a.m.; whereupon, the title having been read and further reading waived, a motion was made by Council Member Hupp and seconded by Council Member Parker to introduce **Ordinance No. 1177** entitled "*An*

*Ordinance of the City Council of the City Of Brea Amending Restrictions for Vehicles Exceeding a Specified Weight Limit on Designated Streets, and Amending Title 10 of the Brea City Code.*

Motion carried as follows:

AYES: COUNCIL MEMBERS: Hupp, Parker, Vargas, Marick and Simonoff

NOES: COUNCIL MEMBERS: None

ABSTAIN: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: None

### **ABOVE GROUND FUEL STORAGE TANKS**

Staff presented a report on the Aboveground Fuel Storage Tanks at City Yard and Brea Sports Park, Project 7918. Following discussion a motion was made by Council Member Vargas and seconded by Council Member Parker to (1) approve the plans and specification for the Above Ground Fuel Storage Tanks at City Yard and Sports Park to remove and replace three existing underground fuel storage tanks with 10,000 gallon aboveground split fuel storage tank system at City Yard and install new 1,000 gallon aboveground split fuel storage tank system at Brea Sports Park to comply with air quality and environmental regulations, offer operational efficiencies and significantly reduce maintenance costs; and (2) authorize the City Clerk to advertise and receive bids

Motion carried as follows:

AYES: COUNCIL MEMBERS: Hupp, Parker, Vargas, Marick and Simonoff

NOES: COUNCIL MEMBERS: None

ABSTAIN: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: None

### **CITY COUNCIL - CONSENT**

Mayor Simonoff announced that Item No. 25 relating to the Imperial Golf agreement and Item No. 29 relating to the Townsend Public Affairs agreement were pulled from the agenda.

Motion was made by Council Member Parker and seconded by Council Member Hupp to approve the recommended items on the City Council Consent Calendar meeting as follows:

### **CITY COUNCIL MINUTES**

The City Council approved the December 2, 2014 City Council, Successor Agency, Brea Arts Corporation, Brea Public Financing Authority, Brea Community Benefit Financing Authority, Industrial Development Authority of the City of Brea, and Midbury Assessment Authority Commission Meeting Minutes as presented.

### **CITY WARRANT REGISTERS**

The City Council approved the December 5 and 12, 2014 City Warrant registers as presented.

### **TREASURER'S REPORT FOR CITY OF BREA**

The City Council received and ordered filed the Treasurer's Report for the period ended November 30, 2014 as presented.

**2015 LEGISLATIVE PLATFORM - NO FISCAL IMPACT**

The City Council adopted the legislative platform for the 2015 legislative session as presented.

**AMENDMENT - IMPERIAL GOLF, LLC - BIRCH HILLS GOLF COURSE CLUBHOUSE - NO GENERAL FUND IMPACT**

This item was pulled from the agenda.

**AMENDMENT - NINYO AND MOORE - THE TRACKS AT BREA PROJECT 7873 - NO GENERAL FUND IMPACT**

The City Council approved the second amendment to the agreement with Ninyo and Moore not-to-exceed \$294,500 funded by Land and Water Conservation and Housing Related Parks grant funds for additional environmental and geotechnical services for The Tracks at Brea, Project 7873.

**CHANGE ORDER - AMERICAN INTEGRATED SERVICE, INC. - THE TRACKS AT BREA PROJECT 7873 - NO GENERAL FUND IMPACT**

The City Council approved the change order to the agreement with American Integrated Service, Inc. for \$300,000 funded by the Environmental Protection Agency and Land and Water Conservation grant funds for additional costs due to unforeseen conditions for The Tracks at Brea Soil Remediation, Project 7873 Segment 3.

**AMENDMENT - PROJECT DIMENSIONS - THE TRACKS AT BREA PROJECT 7873 - NO GENERAL FUND IMPACT**

The City Council approved the second amendment to the agreement with Project Dimensions, Inc., to increase the contract to \$190,000 funded by Land and Water Conservation grant funds for additional construction management services for the completion of soil remediation and rough grading for The Tracks at Brea, Project 7873 Segment 3.

**AGREEMENT - TOWNSEND PUBLIC AFFAIRS**

This item was pulled from the agenda.

**AGREEMENT - CIVILSOURCE, INC. - RANDOLPH AVENUE/IMPERIAL HIGHWAY/LAMBERT ROAD/STATE COLLEGE BOULEVARD SEWER MAIN REPLACEMENT PROJECT 7621 - NO GENERAL FUND IMPACT**

The City Council approved the Professional Services Agreement with CivilSource, Inc., not-to-exceed \$121,323 funded by the Sewer Fund for civil engineer design services for Randolph Avenue/Imperial Highway/Lambert Road/State College Boulevard Sewer Main Replacement Project 7621.

**FINAL APPROVAL - PARCEL MAP 2014-117 - NO GENERAL FUND IMPACT**

The City Council approved the Final Parcel Map 2014-117 proposed by Brea Industrial II, LLC to subdivide 16.6-acre site into three parcels in Light Industrial Use zone and construct sidewalk, driveways, utility connections and relocate street lights and fire hydrant at 3170 Nasa Street.

**ANNUAL REPORT**

The City Council received and ordered filed the Annual Development Impact Fee report for Fiscal Year ended June 30, 2014 as presented.

**BID AWARD AND CONTRACT - RAMONA, INC - MISCELLANEOUS ALLEY AND SEWER CAPITAL IMPROVEMENT PROJECTS 7307, 7622, AND 7623 - NO GENERAL FUND IMPACT**

The City Council awarded the bid and contract to Ramona, Inc. for \$817,785 plus 15 percent contingency funded by the Gas Tax and Sewer Fund to reconstruct the alley east of Brea Boulevard, south of Imperial Highway and to replace or rehabilitate sewer lines at various locations for Miscellaneous Alley and Sewer Capital Improvement Projects 7307, 7622 and 7623.

Motion carried as follows:

AYES: COUNCIL MEMBERS: Hupp, Parker, Vargas, Marick and Simonoff

NOES: COUNCIL MEMBERS: None

ABSTAIN: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: None

**BREA ARTS CORPORATION - CONSENT**

Motion was made by Vice Chair Marick and seconded by Director Vargas to approve the recommended items on the Brea Arts Corporation Consent Calendar as follows:

**ANNUAL REPORT**

The Board of Directors received and ordered filed the Brea Arts Corporation Annual report as presented.

Motion carried as follows:

AYES: DIRECTORS: Hupp, Parker, Vargas, Marick and Simonoff

NOES: DIRECTORS: None

ABSTAIN: DIRECTORS: None

ABSENT: DIRECTORS: None

**CITY / SUCCESSOR AGENCY - CONSENT**

Motion was made by Council Member Hupp and seconded by Mayor Pro Tem Marick to approve the recommended items on the City / Successor Agency Consent Calendar as follows:

**TREASURER'S REPORT FOR CITY OF BREA AS SUCCESSOR AGENCY TO THE BREA REDEVELOPEMENT AGENCY**

The City of Brea as Successor Agency to the Brea Redevelopment Agency received and

ordered filed the Treasurer's Report for the period ended November 30, 2014 as presented.

Motion carried as follows:

AYES: COUNCIL MEMBERS: Hupp, Parker, Vargas, Marick and Simonoff

NOES: COUNCIL MEMBERS: None

ABSTAIN: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: None

**ADMINISTRATIVE ANNOUNCEMENTS**

**CITY MANAGER**

None.

**CITY ATTORNEY**

None.

**COUNCIL ANNOUNCEMENTS**

Council Members Parker, Vargas, Hupp, Marick, and Simonoff wished everyone a safe and happy holiday season.

**ADJOURNMENT**

Mayor Simonoff adjourned the meeting at 8:14 p.m.

Respectfully submitted,

The foregoing minutes are hereby approved  
this 20th day of January, 2015.

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Cheryl Balz, City Clerk

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Marty Simonoff, Mayor

**CULTURAL ARTS COMMISSION  
Minutes of Regular Meeting of July 8, 2014**

The Regular Meeting of the Cultural Arts Commission was called to order by Chair Schultz at 6:05 p.m.

**ROLL CALL**

Chair, Ben Schultz; Vice Chair, Nita Causey; and Commissioners, Dave Rader, Innie Hahn and Judy Randlett.

**STAFF PRESENT**

Chris Emeterio, Community Services Director; Carrie Hernandez, Community Services Manager; Sean L. Matlock, Community Services Manager; Tiina Mittler, Theatre Manager; Christina Mercer, Gallery Director; and Lenore Sommers, Executive Assistant.

**PLEDGE OF ALLEGIANCE**

Commissioner Rader

**INVOCATION**

Chair Schultz

**APPROVAL OF MINUTES**

Minutes of the Regular Meeting of April 8, 2014, and the Special Joint Meeting with the Parks, Recreation and Human Services Commission of June 10, 2014, were approved as submitted.

**ANNOUNCEMENTS**

None

**MATTERS FROM THE AUDIENCE**

Commissioner Rader introduced his wife, Stacey Rader, and David Gorman, a member of his congregation.

**CORRESPONDENCE**

Commissioners' attention was called to thank you letters received from various nonprofit organizations expressing gratitude for the donation of theatre tickets for their various fundraising events. The remark was made that not only does it benefit the nonprofit organizations, it helps to expose the Curtis Theatre to the community.

**ACTION**



Adoption of Resolution Changing the Regular Meeting Day of the Cultural Arts Commission

Commissioners reviewed their availability and discussed the benefits of changing their meeting day and time so that their regularly scheduled meetings could be held in the Executive Conference Room enabling them to take advantage of technology resources available in that room.

**MOTION:** Rader  
**SECOND:** Causey

That the Commission adopt a Resolution changing the time and place of the regular meetings of the Cultural Arts Commission to the second Wednesday of each month at 5:30 p.m. so that the meetings can be held in the Executive Conference Room located on Level Three of the Civic & Cultural Center.

**AYES:** Causey, Hahn, Rader, Randlett, Schultz  
**NOES:** None  
**ABSENT:** None

**INFORMATION MEMORANDUM**

In reviewing the Information Memorandum, Commissioners discussed their availability to help at Brea Fest and also reviewed their availability to introduce the bands for Concerts in the Park.

Theatre Manager Mittler highlighted Theatre activities including the performance by the comedy troupe, Four Clowns, Jr., of *Somewhere like Earth* for participants of the Brea After School Program and subsequent clown workshop. She also mentioned the partnership between the Theatre and the Brea Library to provide performance space for the Library's Summer Reading Series.

Gallery Director Mercer informed Commissioners that two works of art were sold from the recent exhibition, *Rare Glimpse* that closed on July 3. She also reported that Gallery staff is busy packing and returning art work from that exhibition and getting ready for the next exhibition, *Push and Pull*, *LA Printmakers Society Exhibition* that opens on Saturday, July 26, 2014.

**REPORTS**Theatre Subcommittee

Chair Schultz commented that he was happy with the selections for the season and Commissioner Rader thanked Ms. Mittler for all of her work in putting the season together.

Gallery Subcommittee

The Gallery Subcommittee has not met and Ms. Mercer indicated she will be contacting Subcommittee members to schedule a meeting to prepare for 2015.

Art in Public Places Advisory Committee

Commissioner Randlett reported that an art conservator spent two days repairing *Hermandad*, a piece located on the side of the Curtis Theatre, however, there still appear to be cracks in it and the conservator is being asked to come back. She also reported that permission has been received from the artist who created *The Eagle*, located on the northeast corner of Birch and Flower Hill, to make adjustments to the base. Finally, Ms. Randlett reported that staff is working with representatives from the Brea Mall on the two art pieces that were moved during the Mall renovation.

Prior to adjournment, Commissioners asked to be provided with an update on the Art in Public Places pieces at a future meeting including the proposed piece at La Floresta..

**ADJOURNMENT**

With no further business, the meeting was adjourned at 7 p.m.

**CITY OF BREA PLANNING COMMISSION**  
Minutes of Study Session – October 14, 2014

Item No.: 21

**MEETING CALLED TO ORDER:** 6:00 p.m.

**MEMBERS PRESENT:** Chair James McGrade  
Vice Chair Carrie Flanders  
Commissioner Pat Fox  
Commissioner Michael Kim  
Commissioner George Ullrich

**MEMBERS ABSENT:** None

**STAFF PRESENT:** David Crabtree, Community Development Director  
Adrienne Gladson, Interim City Planner  
Maribeth Tinio, Acting Senior Planner  
Star Haro, Assistant Planner  
Yvonne Nemeth, Assistant Planner  
Kathie DeRobbio, Economic Development Manager  
Hsing Chao, Associate Engineer  
Laura Pierce, Secretary

**OTHERS PRESENT:** George Taunton, Trailview Project  
Steve DiBernardo, Trailview Project  
Albert Sandoval, Vinculums Services

**CALL TO ORDER**

**MATTERS FROM THE AUDIENCE**

None

**AGENDA ITEMS**

Assistant Planner Yvonne Nemeth provided the Commission a revised page 1-2 of the staff report for CUP 14-06 & CUP 14-7 and one letter of correspondence related to the same agenda item.

**PREVIEW OF 1220 E. BIRCH STREET – WIRELESS COMMUNICATION FACILITY**

Assistant Planner Star Haro provided a preview regarding the request for a wireless communication facility (faux monoecalyptus tree for Verizon Wireless). This installation will require ground mounted equipment that will be screened and the stealth monoecalyptus will be located within the existing tree line adjacent to the 57 freeway.

**INFORMATIONAL / PROJECT UPDATES / PROJECT FORECAST**

Ms. Gladson noted the Commissions & Committees recognition dinner is next Thursday and to please RSVP if anyone has not done so already.

Vice Chair Flanders reported on another stolen art piece. One of the little boys was cut away and removed from an existing sculpture. This piece is located across from the two girls that were recently stolen at the Shea homes development at Lambert and Kraemer.

The meeting adjourned at 6:25 p.m.

  
\_\_\_\_\_  
Chair, Planning Commission

ATTEST:   
\_\_\_\_\_  
Secretary, Planning Commission

SS Minutes 10/14/14

**CITY OF BREA PLANNING COMMISSION**

Minutes of Meeting Held October 14, 2014

**MEETING CALLED TO ORDER:** 7:00 p.m.

**MEMBERS PRESENT:** Chair James McGrade  
Vice Chair Carrie Flanders  
Commissioner Pat Fox  
Commissioner Michael Kim  
Commissioner George Ullrich

**MEMBERS ABSENT:** None

**STAFF PRESENT:** David Crabtree, Community Development Director  
Adrienne Gladson, Interim City Planner  
Maribeth Tinio, Acting Senior Planner  
Star Haro, Assistant Planner  
Yvonne Nemeth, Assistant Planner  
Hsing Chao, Associate Engineer  
Laura Pierce, Secretary

**INVOCATION:** Pastor Rick Darden – Friends Community Church

**PLEDGE:** Commissioner Pat Fox

**MATTERS FROM THE AUDIENCE**

None

**APPROVAL OF MINUTES**

Approval of the Planning Commission meeting of September 23, 2014. Commissioner Fox made a motion to approve the minutes, seconded by Commissioner Ullrich and carried 5/0.

**PUBLIC HEARINGS**

**CONDITIONAL USE PERMIT NOS. CUP 14-07 & CUP 14-08:** A request to add on-site sale of beer and wine only as an ancillary use at two (2) existing movie theaters within the Brea Downtown area. The proposed sites are located at 155 W. Birch Street (Edwards 12 Cinemas) and 255 W. Birch Street (Edwards 10 Cinemas) within the Mixed-Use I (MU-I) zoning district; legally described as Map Book 296, Page 62, block 362, parcels 25 & 27 as shown in the latest records of the County of Orange Tax Assessor.

Applicant: Regal Entertainment Group  
Edwards Theaters Circuit, Inc.  
300 Newport Center Drive  
Newport Beach, CA 92660

Assistant Planner Yvonne Nemeth presented the applicant's request. Staff recommends approval of Conditional Use Permit Nos. CUP 14-07 and CUP 14-08, subject to conditions contained in the draft Resolutions. During tonight's study session, Ms. Nemeth distributed to the Commission one letter of correspondence in opposition of the project and a revised page 1-2 of the staff report to correct minor typos.

#### HEARING OPENED TO THE FLOOR

**Bruce Evans, attorney for applicant** – Mr. Evans noted that Regal's District Manager, Sean Mullins, was present in the audience and available to answer questions. Mr. Evans stated that the theaters will maintain the family movie going environment and the proposed alcohol use is ancillary and intended to provide an upscale service to get patrons out of their homes and into the theaters. Mr. Evans noted that at peak hours of Friday and Saturday nights at their other locations with alcohol service, the alcohol sales are less than 10%. Regal understands the Commission's concerns and takes this proposed use very seriously. That is why they voluntarily made the wristband a requirement with a two drink limit, and with the special alcohol beverage cups and additional theater monitoring feel they can provide a movie going experience for all to enjoy. He added that the Type 41 ABC (Alcoholic Beverage Control) license requires them to serve bone fide meal and their draft conditions with ABC requires that the food service be available all hours the theater operates. The kitchen will be expanded and the menu is still evolving and will include pizza, hamburgers, hot dogs, etc. There will be designated concession stands for the purchase of beer and wine and every patron must provide identification to verify their age and their movie ticket to receive the wristband and make a purchase. He added that one person will not be able to purchase two drinks at a time.

Commissioner Kim inquired if a movie patron can purchase alcohol with making a food purchase. Mr. Evans responded that a patron can order a drink without a food purchase because the ABC requirement is that food is available. Commissioner Kim asked if there was more detail available on the kitchen layout. Mr. Evans responded that Health Department regulations will determine the kitchen layout in conjunction with the food menu that is being developed by Regal. Commissioner Kim expressed concern for the advertising of alcohol. Mr. Evans responded that interior signage will be installed to direct patrons to the correct concession stand. Commissioner Kim asked Mr. Evans if he would object to a condition for a mandatory one-year review to see how things are going. Mr. Evans replied that he would not have an objection; however, requested that the condition contain language that the review would begin upon the commencement of the service of alcohol.

Mr. Evans responded to Commissioner Fox that food purchases will be more than enough even if patrons purchasing alcohol do not buy food as alcohol sales will be a very small percentage of their total sales. Commissioner Fox inquired about the possibility of movie hopping and a patron's ability to purchase more than two drinks. Mr. Evans replied that movie hopping may occur; however, with the theater monitoring every 30 minutes and the durability of the wristband should safeguard any additional purchases. Commissioner Fox expressed concern of how 18 year old employees will be able to identify patrons in their seats that are of age to drink. Mr. Evans noted that an additional measure required by ABC is that the lighting has to be sufficient to identify the alcohol container (which are vastly different from a Coke cup) and the bright colored wristband will be easily identifiable.

Vice Chair Flanders requested clarification regarding the ABC lighting requirement and if the theaters will be lit brighter than they currently are today. Mr. Evans felt the lighting is currently sufficient to meet ABC and CUP conditions; however, a site visit is included as part of ABC's licensing process and they will make that determination. Vice Chair Flanders was still struggling with the idea that a patron could get a wristband at the alcohol concession stand, purchase the two drinks, and possibly tear it off and just show their movie stub at the alcohol concession stand to receive another wristband to purchase two more drinks. She felt that surrendering the movie ticket might alleviate this from happening. Mr. Evans responded that it could possibly happen but it hasn't been a problem yet.

Commissioner Ullrich had no questions.

Chair McGrade commented that he appreciated the Commission's discussion of this subject matter which was discussed for almost an hour at a previous study session which covered a lot of ground. He stated that with all the safeguards in place and with the CUP and ABC conditions, he was comfortable with the proposed use.

Ms. Gladson suggested to Chair McGrade that the Commission may want to hear from Ms. Ward, Supervising Agent, Santa Ana District Office, who was present from ABC. Chair McGrade asked Ms. Ward to walk the Commission through the typical process for a Type 41 beer and wine license with food service. Ms. Ward noted that Mr. Evans explained the process correctly. Once ABC reviews all of the conditions and their investigation is deemed complete, including City approval, then the ABC license is approved. Ms. Ward noted that the use is not a new concept and is similar to a theater production where you may purchase alcohol at specified concession stands. She added that many movie theaters are moving to this type of service and have been adhering to all State laws. ABC has undercover agents to ensure enforcement of the conditions are in place and being followed correctly. If a violation should occur, the business operator is held to the same standards as any other operation of this license type. For ABC, three offenses of the same violation within three years is grounds for revocation.

Commissioner Kim requested to hear ABC's definition of a bona fide eating place. Ms. Ward replied that it is enough food to substantiate a meal with food sales being over 50% of the concessions receipts. ABC also looks at the big picture with alcohol sales being incidental to the primary use of food service.

Commissioner Ullrich asked Ms. Ward if she was aware of any movie theater with a Type 41 license having a violation. Ms. Ward responded that she does not have the answer for statewide; however, Orange County has not had any violations.

#### HEARING CLOSED TO THE FLOOR

Commissioner Kim commented that he has no problem approving this item but insists on the one-year review.

Commissioner Fox agreed with Commissioner Kim's comment and felt the review time should begin when they start serving alcohol. Chair McGrade stated he was open to hearing potential language for such a condition.

Commissioner Ullrich didn't see the significance in the mandatory review. The Commission would need to establish criteria to be reviewed and what consequences there would be for it to be of any value.

Ms. Gladson read some potential language for Commission consideration. "This Conditional Use Permit (CUP) shall be reviewed one year from the date of the approval of the ABC license by the Community Development Director and Police Chief or designee. The purpose of this review shall be to identify uniquely adverse issues such as loitering, vandalism, significant increase in criminal activity or calls for service, noise, or nuisance resulting from approval of the CUP. If such issues are identified, the CUP shall be presented to the Planning Commission for their consideration of conditions, modifications, or revocation."

Chair McGrade inquired of staff if this review would come back to the Planning Commission as a public hearing. Ms. Gladson responded no, that it would be accomplished by staff review and then staff reporting to the Commission. With that process in mind, Chair McGrade felt he could support such a condition.

Commissioner Ullrich commented that the review was no different than the process we have in place now. The Police Department would go staff for follow-up if any issues arise. He felt this condition really just makes a few Commissioners feel comfortable with their decision.

Commissioner Kim said this is brand new use to Brea and would like to bring it back if for no other reason than to learn this operation is doing well or if it has had some issues.

Commissioner Ullrich commented that we need clarification for the term "bring it back" for our review. The authority has been delegated back to the Police Chief and Director. Commissioner Kim responded that he still wants the informational aspect of it.

Chair McGrade remarked that we have a lot of tools within the CUP and ABC conditions and request staff to just bring it back for review in a year to see how things are going.

Commissioner Ullrich feels this is a new precedent to request a review. We currently don't do this for bars or established bars and restaurants.

Commissioner Fox commented that it would be nice to have staff report back all the CUP's that the Planning Commission approves just to see how they are doing, but realizes that is not possible.

Ms. Gladson offered and received confirmation from the Commission that in lieu of a specifying a condition, that staff will provide an informational update to the Commission one year after the use has commenced.

Commissioner Kim also requested that there be no exterior signage advertising alcohol sales at the theater. Director Crabtree responded that the Downtown has architectural control criteria for signage which has protections in place to not allow such signage.

Vice Chair Flanders referred to the letter from Joe Palmero. She felt the comment he made that this will be one less place you can have your kids go where there is no alcohol resonated with her and she wondered how the rest of the Commission felt.



Commissioner Fox responded that she is trying to look beyond her personal feelings and be open minded. Staff received only one negative response and this won't keep her from voting for this item.

Commissioner Ullrich remarked that as the Planning Commission they need to reflect the values of the community. By the lack of a significant response, it appears our community is ok with this use and added he doesn't feel it's a problem for the Brea community.

Chair McGrade noted that he respects what the letter states; however, there are plenty of conditions in place to deal with this use which so far, hasn't been problematic in other cities. He recognizes that this concept is different for Brea which is why the Commission is struggling, but feels comfortable that it will work.

*The Commission took both items in one motion.*

Commissioner Ullrich made a motion to:

**ADOPT RESOLUTION NO. PC 14-10, A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BREA APPROVING CONDITIONAL USE PERMIT NO. CUP 14-07, SUBJECT TO THE CONDITIONS AS SET FORTH HEREIN**

**ADOPT RESOLUTION NO. PC 14-11, A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BREA APPROVING CONDITIONAL USE PERMIT NO. CUP 14-08, SUBJECT TO THE CONDITIONS AS SET FORTH HEREIN**

Vice Chair Flanders seconded the motion and the votes were:

AYES:	COMMISSIONERS:	McGrade, Flanders, Fox, Kim, Ullrich
NOES:	COMMISSIONERS:	None
ABSENT:	COMMISSIONERS:	None
ABSTAIN:	COMMISSIONERS:	None

**DEVELOPMENT AGREEMENT NO. DA 14-01, CONDITIONAL USE PERMIT NO. CUP 14-09 AND TENTATIVE TRACT MAP NO. TTM 17780:** A request to subdivide for condominium purposes and construct thirteen (13) residential townhomes in the R-3 Multiple Family Residential zone) zone in accordance with Chapters 20.12, 20.220 and 20.408.030 of the Brea Zoning Code. The proposed site is located at 146, 148 and 150 North Orange Avenue legally described as Map Book 319, Page 28, block 281, parcels 01, 02 and 03, as shown in the latest records of the County of Orange Tax Assessor.

Applicant: Trailview Brea LLC.  
1108 Wardman Drive  
Brea, CA 92821

Assistant Planner Star Haro presented the applicant's request. Staff recommends approval of Development Agreement No. DA 14-01, Conditional Use Permit No. CUP 14-09 and

Tentative Tract Map No. TTM 17780, subject to conditions contained in the draft Resolutions.

Commissioner Ullrich referenced the dilapidated comment of the site and questioned if there may be anything of historical significance. Commissioner Fox responded a resounding no and added that she was previously on the Historical Committee and there is nothing of value there.

Commissioner Fox referred to the 10-year term period in the Development Agreement and questioned if the obligations end at that time. Ms. Gladson responded that the obligations do not go away; however, it is a tool for regulating the timing of the development, to lock in fees for the developer and provide assurances that the project can be built without delay.

Vice Chair Flanders & Commissioner Ullrich had no questions at this time.

#### HEARING OPENED TO THE FLOOR

**Steve DiBernardo, applicant** – Mr. DiBernardo introduced George and Carolyn Taunton who were also present in the audience. Mr. DiBernardo commented on the excellent job by staff over the past 7-8 months guiding them along the way to the project you see today. Ms. Haro did an excellent job coving the information. Mr. DiBernardo noted that they are very excited for this project which includes the proximity to the Trail.

Commissioner Kim commented that the plans don't reflect a lot of landscaping and wondered if the trail portion negated the need for some of the landscape. He also inquired about the density of the project. Mr. DiBernardo responded that the project does meet the required landscape requirements and no additional density was gained due to the Trail.

Ms. Gladson confirmed that the project meets City standards, codes, and doesn't require any variances or special needs.

**George Taunton, 684 Dundee Court** – commented on the green space, crushed granite walks, and bench seating which will all be a benefit to the City, trail goers, and provide homeowners access to the trail as well.

Commissioner Fox asked informational questions considering trail parking that staff answered.

#### HEARING CLOSED TO THE FLOOR

Commissioner Kim had no further comments.

Commissioner Fox referred to page 19 item 20.b. which relates to City street parking. Ms. Gladson responded that this project would not be eligible for the City On-Street or Overnight Street Parking Program nor will they qualify for an exemption because they have sufficient garage parking. Ms. Haro added that this item will also be part of the CC&Rs and will be disclosed to buyers.

Commissioner Ullrich commented that this looks like an exciting project and appreciates the synergy of those involved.

Vice Chair Flanders added that it will be a beautiful addition to the City.

Chair McGrade noted that this is a significant improvement to the site and will solve some vehicle circulation issues.

*The Commission took both items in one motion.*

Commissioner Ullrich made a motion to:

**ADOPT RESOLUTION NO. PC 14-12, A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BREA APPROVING DEVELOPMENT AGREEMENT NO. DA 14-01 AND CONDITIONAL USE PERMIT NO. CUP 14-09, SUBJECT TO THE CONDITIONS AS SET FORTH HEREIN**

**ADOPT RESOLUTION NO. PC 14-13, A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BREA APPROVING TENTATIVE TRACT MAP NO. TT 17780, SUBJECT TO THE CONDITIONS AS SET FORTH HEREIN**

Commissioner Fox seconded the motion and the votes were:

AYES:	COMMISSIONERS:	McGrade, Flanders, Fox, Kim, Ullrich
NOES:	COMMISSIONERS:	None
ABSENT:	COMMISSIONERS:	None
ABSTAIN:	COMMISSIONERS:	None

**NEW BUSINESS**

None

**OLD BUSINESS**

None

**COMMITTEE REPORTS**

Commissioner Fox commented on the missing portion of another art piece that was brought up during study session by Vice Chair Flanders.

**INFORMATIONAL / PROJECT UPDATES**

Information items were handled during study session earlier this evening.

The meeting adjourned at 8:32 p.m.

  
\_\_\_\_\_  
Chair, Planning Commission

ATTEST:   
\_\_\_\_\_  
Secretary, Planning Commission

**City of Brea  
Outgoing Wire Log**

Date: 01-20-15

Item No.: 22

DECEMBER 2014

<b>Effective Date</b>	<b>Agency</b>	<b>Vendor</b>	<b>Account</b>	<b>Description</b>	<b>Amount</b>
12/22/2014	City	Bank of New York	439952	2009 Water Bond Debt Service Payment	638,411.65
12/22/2014	City	Bank of New York	441724	2010 Water Bond Debt Service Payment	337,434.07
12/22/2014	City	Bank of New York	551855	2014 Water Bond Debt Service Payment	272,458.98

Return to Agenda

PENTAMATION ENTERPRISES INC  
 DATE: 12/17/2014  
 TIME: 07:24:08

CITY OF BREA  
 CHECK REGISTER

PAGE NUMBER: 1  
 VENCHK11  
 ACCOUNTING PERIOD: 6/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
167342	1020	12/19/14	18389 1-800-RADIATOR	4366	FIRE EXPLORER RADIATOR	154.44
167343	1020	12/19/14	23645 ARC	4728	DIGITAL PROCESSING	47.23
167344	1020	12/19/14	23273 ARC IMAGING RESOURCES	4329	HP PLOTTER	231.28
167345	1020	12/19/14	22050 AT&T	4212	TELEPHONE	2,193.75
167346	1020	12/19/14	20391 AT&T CALNET 2	3609	AT&T CALNET 2	17.28
167346	1020	12/19/14	20391 AT&T CALNET 2	4212	AT&T- CALNET 2	4,042.77
167346	1020	12/19/14	20391 AT&T CALNET 2	4212	AT&T- CALNET 2	677.54
167346	1020	12/19/14	20391 AT&T CALNET 2	4212	AT&T- CALNET 2	814.94
167346	1020	12/19/14	20391 AT&T CALNET 2	4212	AT&T- CALNET 2	837.87
167346	1020	12/19/14	20391 AT&T CALNET 2	4212	AT&T- CALNET 2	129.02
TOTAL CHECK						6,519.42
167347	1020	12/19/14	3723 AWARDS BY RUBI	4441	FRAME/ENGRAVING	45.01
167348	1020	12/19/14	24556 AZTECA SYSTEMS INC	4321	TO PROVIDE CITYWORKS SERV	462.50
167348	1020	12/19/14	24556 AZTECA SYSTEMS INC	4321	TO PROVIDE CITYWORKS SERV	462.50
TOTAL CHECK						925.00
167349	1020	12/19/14	16062 THE BANK OF NEW YORK MELL	4249	BREACFD20082-ADMN FEE	1,965.00
167350	1020	12/19/14	24788 BLACK & WHITE EMERGENCY V	4269	PCO 997 ARROWSTICK INSTAL	309.05
167350	1020	12/19/14	24788 BLACK & WHITE EMERGENCY V	4269	PCO 996 ARROWSTICK INSTAL	309.05
TOTAL CHECK						618.10
167351	1020	12/19/14	1970 BREA OLINDA UNIFIED SCHOO	4728	RANDOLPH CREEK	223.97
167352	1020	12/19/14	15828 CANNINGS ACE HARDWARE	4333	BCC DOOR HARDWARE	7.87
167353	1020	12/19/14	2278 DEPARTMENT OF CONSERVATIO	3223	LESS 5%-SEISMIC EDUC	-238.80
167353	1020	12/19/14	2278 DEPARTMENT OF CONSERVATIO	2161	STRONG MOTION FEE-AUG	4,775.88
TOTAL CHECK						4,537.08
167354	1020	12/19/14	2278 DEPARTMENT OF CONSERVATIO	4441	EQ PERMIT FEE	3.20
167354	1020	12/19/14	2278 DEPARTMENT OF CONSERVATIO	3223	LESS 5%-SEISMIC EDUC	-50.99
167354	1020	12/19/14	2278 DEPARTMENT OF CONSERVATIO	2161	STRONG MOTION FEE-SEP	1,019.77
TOTAL CHECK						971.98
167355	1020	12/19/14	18138 DOWNTOWN FORD SALES	4641	2014 FORD F150 1/2 TON, 4	17,566.20
167355	1020	12/19/14	18138 DOWNTOWN FORD SALES	4641	BLACK TUBULAR RUNNING BOA	304.56
167355	1020	12/19/14	18138 DOWNTOWN FORD SALES	4641	BLUETOOTH DEALER INSTALLE	534.60
167355	1020	12/19/14	18138 DOWNTOWN FORD SALES	4641	DISCOUNT	-500.00
167355	1020	12/19/14	18138 DOWNTOWN FORD SALES	4641	DOC FEE	86.40
167355	1020	12/19/14	18138 DOWNTOWN FORD SALES	4641	EXTRA KEY	190.08
167355	1020	12/19/14	18138 DOWNTOWN FORD SALES	4641	POWER GROUP	1,165.32
167355	1020	12/19/14	18138 DOWNTOWN FORD SALES	4641	SHIPPING	350.00
167355	1020	12/19/14	18138 DOWNTOWN FORD SALES	4641	SPRAY IN BEDLINER	614.52
167355	1020	12/19/14	18138 DOWNTOWN FORD SALES	4641	TAILGATE STEP	380.16
167355	1020	12/19/14	18138 DOWNTOWN FORD SALES	4641	TIRE FEE	8.75
167355	1020	12/19/14	18138 DOWNTOWN FORD SALES	4641	TRAILER TOW PACKAGE	380.16
TOTAL CHECK						21,080.75
167356	1020	12/19/14	18138 DOWNTOWN FORD SALES	4641	2014 FORD F150, 1/2 TON T	17,566.20

PENTAMATION ENTERPRISES INC  
 DATE: 12/17/2014  
 TIME: 07:24:08

CITY OF BREA  
 CHECK REGISTER

PAGE NUMBER: 2  
 VENCHK11  
 ACCOUNTING PERIOD: 6/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
167356	1020	12/19/14	18138 DOWNTOWN FORD SALES	4641	BLACK TUBULAR RUNNING BOA	304.56
167356	1020	12/19/14	18138 DOWNTOWN FORD SALES	4641	BLUETOOTH DEALER INSTALLE	534.60
167356	1020	12/19/14	18138 DOWNTOWN FORD SALES	4641	DISCOUNT	-500.00
167356	1020	12/19/14	18138 DOWNTOWN FORD SALES	4641	DOC FEE	86.40
167356	1020	12/19/14	18138 DOWNTOWN FORD SALES	4641	EXTRA KEY	190.08
167356	1020	12/19/14	18138 DOWNTOWN FORD SALES	4641	POWER GROUP	1,165.32
167356	1020	12/19/14	18138 DOWNTOWN FORD SALES	4641	SHIPPING	350.00
167356	1020	12/19/14	18138 DOWNTOWN FORD SALES	4641	SPRAY IN BEDLINER	614.52
167356	1020	12/19/14	18138 DOWNTOWN FORD SALES	4641	TAILGATE STEP	380.16
167356	1020	12/19/14	18138 DOWNTOWN FORD SALES	4641	TIRE FEE	8.75
167356	1020	12/19/14	18138 DOWNTOWN FORD SALES	4641	TRAILER TOW PACKAGE	380.16
TOTAL CHECK						21,080.75
167357	1020	12/19/14	18138 DOWNTOWN FORD SALES	4641	2015 FORD INTERCEPTOR SUV	28,815.67
167357	1020	12/19/14	18138 DOWNTOWN FORD SALES	4641	AUXILLARY AIR CONDITIONIN	642.60
167357	1020	12/19/14	18138 DOWNTOWN FORD SALES	4641	DISCOUNT	-604.82
167357	1020	12/19/14	18138 DOWNTOWN FORD SALES	4641	KEYED ALIKE 1284X	54.00
167357	1020	12/19/14	18138 DOWNTOWN FORD SALES	4641	PRE WIRE FOR GRILL LAMP,	55.08
167357	1020	12/19/14	18138 DOWNTOWN FORD SALES	4641	REAR VIEW CAMERA	258.12
167357	1020	12/19/14	18138 DOWNTOWN FORD SALES	4641	SPOT LAMPS INCANDESCENT B	415.80
TOTAL CHECK						29,636.45
167358	1020	12/19/14	3343 EDISON CO	4282	ELECTRICITY	3,083.05
167358	1020	12/19/14	3343 EDISON CO	4283	ELECTRICITY	12,070.99
167358	1020	12/19/14	3343 EDISON CO	4282	ELECTRICITY	20,734.57
167358	1020	12/19/14	3343 EDISON CO	4723	ELECTRICITY	82.80
TOTAL CHECK						35,971.41
167359	1020	12/19/14	12002 EMERGENCY POWER CONTROLS	4722	INSTALLATION OF ONE (1) G	9,355.00
167359	1020	12/19/14	12002 EMERGENCY POWER CONTROLS	4249	REMOVE AND HAUL AWAY EXIS	6,800.00
TOTAL CHECK						16,155.00
167360	1020	12/19/14	12043 FRANCHISE TAX BOARD/ST OF	2090WAGE	PAYROLL DEDUCTION	90.00
167361	1020	12/19/14	12043 FRANCHISE TAX BOARD/ST OF	2090WAGE	PAYROLL DEDUCTION	50.00
167362	1020	12/19/14	12043 FRANCHISE TAX BOARD/ST OF	2090WAGE	PAYROLL DEDUCTION	923.73
167363	1020	12/19/14	12043 FRANCHISE TAX BOARD/ST OF	2090WAGE	PAYROLL DEDUCTION	50.00
167364	1020	12/19/14	3749 THE GAS COMPANY	4281	GAS	14.79
167365	1020	12/19/14	24420 GONZALEZ GOODALE ARCHITEC	4715	DESIGN COUNCIL CHAMBR	7,725.00
167365	1020	12/19/14	24420 GONZALEZ GOODALE ARCHITEC	4715	DESIGN COUNCIL CHAMBR	-7,725.00
167365	1020	12/19/14	24420 GONZALEZ GOODALE ARCHITEC	4715	DESIGN COUNCIL CHAMBR	1,592.82
167365	1020	12/19/14	24420 GONZALEZ GOODALE ARCHITEC	4715	DESIGN COUNCIL CHAMBR	267.18
TOTAL CHECK						1,860.00
167366	1020	12/19/14	25112 HCI SYSTEMS INC	4269	FIRE SPRINKLER REPAIRS CC	2,428.80
167366	1020	12/19/14	25112 HCI SYSTEMS INC	4722	MATERIAL: (235) EACH TYCO	7,668.00
167366	1020	12/19/14	25112 HCI SYSTEMS INC	4722	REPLACE FIRE SPRINKLER HE	7,600.00
167366	1020	12/19/14	25112 HCI SYSTEMS INC	4722	TRUCK CHARGES: (3) AT \$65	195.00
TOTAL CHECK						17,891.80
167367	1020	12/19/14	12184 HILLYARD INC	4332	HILLYARD FLOOR FINISH FOR	900.57
167367	1020	12/19/14	12184 HILLYARD INC	4359	HILLYARD FLOOR FINISH FOR	3,000.00

PENTAMATION ENTERPRISES INC  
 DATE: 12/17/2014  
 TIME: 07:24:08

CITY OF BREA  
 CHECK REGISTER

PAGE NUMBER: 3  
 VENCHK11  
 ACCOUNTING PERIOD: 6/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
167367	1020	12/19/14	12184 HILLYARD INC	4332	GYM PAINT	872.84
167367	1020	12/19/14	12184 HILLYARD INC	4332	GYM FLOOR PADS	270.93
			TOTAL CHECK			5,044.34
167368	1020	12/19/14	5642 HUNTINGTON T BLOCK INS AG	4429	FINE ART INSUR-GALLRY	750.00
167369	1020	12/19/14	25261 CECILIA HUPP	1111	CANDIDATE FEE REIMBT	200.00
167370	1020	12/19/14	20876 IN TIME SERVICES INC	6024	ILJAOC	1,070.80
167371	1020	12/19/14	23606 INTEGRITY CEILINGS, INC.	4269	ADD 188 LINEAR FEET OF IN	1,785.00
167371	1020	12/19/14	23606 INTEGRITY CEILINGS, INC.	4269	PROVIDE LABOR AND MATERIA	12,369.00
			TOTAL CHECK			14,154.00
167372	1020	12/19/14	23771 KWIK KLEEN	4249	PARTS WASHER SERVICE	134.00
167373	1020	12/19/14	16718 LA HABRA SMOG	4262	27013 SMOG	40.00
167373	1020	12/19/14	16718 LA HABRA SMOG	4262	28008 SMOG	40.00
			TOTAL CHECK			80.00
167374	1020	12/19/14	19704 LANGUAGE LINE SERVICES	4212	PHONE INTERPRETATION	31.02
167375	1020	12/19/14	24555 LARSON'S FURNITURE AND CA	4269	FS4 RESTROOM LOCKERS	1,476.00
167376	1020	12/19/14	25271 LAWPOA	4225	TRAINING	90.00
167377	1020	12/19/14	2868 LEBARD & UNDERWOOD, INC.	4311	SAFETY GLOVES/PADS	82.99
167378	1020	12/19/14	10530 LIFE-ASSIST, INC.	4442	PARAMEDIC SUPPLIES	553.58
167378	1020	12/19/14	10530 LIFE-ASSIST, INC.	2060	SALES TAX PAYABLE	-2.56
167378	1020	12/19/14	10530 LIFE-ASSIST, INC.	4442	PARAMEDIC SUPPLIES	527.62
167378	1020	12/19/14	10530 LIFE-ASSIST, INC.	2060	SALES TAX PAYABLE	-2.09
167378	1020	12/19/14	10530 LIFE-ASSIST, INC.	4442	PARAMEDIC SUPPLIES	1,633.20
167378	1020	12/19/14	10530 LIFE-ASSIST, INC.	2060	SALES TAX PAYABLE	-7.55
167378	1020	12/19/14	10530 LIFE-ASSIST, INC.	4442	PARAMEDIC SUPPLIES	971.66
167378	1020	12/19/14	10530 LIFE-ASSIST, INC.	2060	SALES TAX PAYABLE	-3.80
167378	1020	12/19/14	10530 LIFE-ASSIST, INC.	4442	PARAMEDIC SUPPLIES	9.95
167378	1020	12/19/14	10530 LIFE-ASSIST, INC.	2060	SALES TAX PAYABLE	-.04
			TOTAL CHECK			3,679.97
167379	1020	12/19/14	19728 STEVEN LOCKSHAW	2590	PW DEPOSIT REFUND	4,000.00
167380	1020	12/19/14	25270 PATRICIA MEEKER	2099	REFUND	25.00
167381	1020	12/19/14	10627 MUNISERVICES, LLC	3121	SUTA SVC END 6/30/14	77.72
167382	1020	12/19/14	10636 NORTH HILLS CHURCH	4443	TREE LIGHTING SOUND	500.00
167383	1020	12/19/14	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	151.19
167383	1020	12/19/14	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	26.63
167383	1020	12/19/14	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	3.96
			TOTAL CHECK			181.78
167384	1020	12/19/14	2338 THE ORANGE COUNTY REGISTE	3609	LEGAL ADS	87.45
167384	1020	12/19/14	2338 THE ORANGE COUNTY REGISTE	4249	LEGAL ADS	90.75
			TOTAL CHECK			178.20

PENTAMATION ENTERPRISES INC  
 DATE: 12/17/2014  
 TIME: 07:24:08

CITY OF BREA  
 CHECK REGISTER

PAGE NUMBER: 4  
 VENCHK11  
 ACCOUNTING PERIOD: 6/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
167385	1020	12/19/14	2338 THE ORANGE COUNTY REGISTE	4443	NUTCRACKER AD	1,784.00
167386	1020	12/19/14	20581 PACIFIC WESTERN BANK	4721	RETENTION PN 7285	11,461.27
167387	1020	12/19/14	20581 PACIFIC WESTERN BANK	4721	RETENTION PN 7285	12,560.06
167388	1020	12/19/14	18392 PLUMBING WHOLESALE OUTLET	4335	CCC CAST IRON PARTS	87.63
167389	1020	12/19/14	20422 PRIORITY MAILING SYSTEMS	4261	ANNUAL EQUIPMNT MAINT	527.00
167390	1020	12/19/14	3377 PRUDENTIAL OVERALL SUPPLY	4299	SERVICES	34.72
167390	1020	12/19/14	3377 PRUDENTIAL OVERALL SUPPLY	4299	SERVICES	49.83
167390	1020	12/19/14	3377 PRUDENTIAL OVERALL SUPPLY	4299	SERVICES	70.75
167390	1020	12/19/14	3377 PRUDENTIAL OVERALL SUPPLY	4299	SERVICES	102.19
167390	1020	12/19/14	3377 PRUDENTIAL OVERALL SUPPLY	4299	SERVICES	103.71
167390	1020	12/19/14	3377 PRUDENTIAL OVERALL SUPPLY	4299	SERVICES	115.09
167390	1020	12/19/14	3377 PRUDENTIAL OVERALL SUPPLY	4263	SERVICES	116.98
167390	1020	12/19/14	3377 PRUDENTIAL OVERALL SUPPLY	4299	SERVICES	128.62
167390	1020	12/19/14	3377 PRUDENTIAL OVERALL SUPPLY	4299	SERVICES	155.72
167390	1020	12/19/14	3377 PRUDENTIAL OVERALL SUPPLY	4299	SERVICES	201.38
167390	1020	12/19/14	3377 PRUDENTIAL OVERALL SUPPLY	4299	SERVICES	203.60
167390	1020	12/19/14	3377 PRUDENTIAL OVERALL SUPPLY	4299	SERVICES	255.55
167390	1020	12/19/14	3377 PRUDENTIAL OVERALL SUPPLY	4299	SERVICES	458.20
			TOTAL CHECK			1,996.34
167391	1020	12/19/14	24636 RED HAWK FIRE & SECURITY	4249	HALON INSPECTION	375.00
167392	1020	12/19/14	25269 JOANNA ROBLEDO	2099	REFUND	542.00
167393	1020	12/19/14	20415 SBSB-EVOC	4223	(PIT) COURSE 11/26/14	2,400.00
167394	1020	12/19/14	24764 SEA-CLEAR POOLS	4269	POOL CONTROL REPAIR	290.00
167395	1020	12/19/14	7438 SHRED-IT USA INC.	4249	SERVICE 11/25/14	96.00
167396	1020	12/19/14	3001 SPARKLETTES	4333	CCC FOUNTAIN WATER	17.11
167397	1020	12/19/14	16067 SPRINT	4212	THROUGH 11/27/14	566.71
167398	1020	12/19/14	20886 STAR AUTO SERVICE	4262	26028 4 WHEEL ALGNMNT	75.00
167399	1020	12/19/14	16084 SUPERCO SPECIALTY PRODUCT	4332	BCC CHEMS	527.77
167400	1020	12/19/14	25268 T. T. WILLIAMS, JR., INVE	4244	RETAINER	4,500.00
167401	1020	12/19/14	19304 TIME WARNER CABLE	4261	CABLE - BCC	76.28
167401	1020	12/19/14	19304 TIME WARNER CABLE	4249	CABLE - MAINTENANCE	78.66
			TOTAL CHECK			154.94
167402	1020	12/19/14	18881 TOWNSEND PUBLIC AFFAIRS,	4249	CONSULTING FEE DEC.	1,000.00
167402	1020	12/19/14	18881 TOWNSEND PUBLIC AFFAIRS,	4249	CONSULTING FEE DEC.	1,000.00
167402	1020	12/19/14	18881 TOWNSEND PUBLIC AFFAIRS,	4249	CONSULTING FEE DEC.	1,000.00
167402	1020	12/19/14	18881 TOWNSEND PUBLIC AFFAIRS,	4249	CONSULTING FEE DEC.	1,000.00
167402	1020	12/19/14	18881 TOWNSEND PUBLIC AFFAIRS,	4249	CONSULTING FEE DEC.	1,000.00
			TOTAL CHECK			5,000.00





PENTAMATION ENTERPRISES INC  
DATE: 12/17/2014  
TIME: 07:24:08

CITY OF BREA  
CHECK REGISTER

PAGE NUMBER: 6  
VENCHK11  
ACCOUNTING PERIOD: 6/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
TOTAL FUND						278,047.05
TOTAL REPORT						278,047.05

PENTAMATION ENTERPRISES INC  
 DATE: 12/17/2014  
 TIME: 07:54:58

CITY OF BREA  
 VOUCHER REGISTER

PAGE NUMBER: 1  
 VENCHK11  
 ACCOUNTING PERIOD: 6/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
V14893	1020	12/19/14	3344 ADMINISTRATIVE & PROF	2090DUES	DED:4010 APEA DUES	351.00
V14894	1020	12/19/14	24539 THE ADVANTAGE GROUP	2090S125	DED:808B TAG DEPCAR	987.73
V14894	1020	12/19/14	24539 THE ADVANTAGE GROUP	2090S125	DED:808C TAG MEDFSA	3,970.30
			TOTAL VOUCHER			4,958.03
V14895	1020	12/19/14	4668 ALTEC INDUSTRIES INC	4366	LIFT TRUCK REPAIR PARTS	229.12
V14896	1020	12/19/14	22047 AVCOGAS PROPANE SALES & S	4361	PROPANE FUEL	933.97
V14896	1020	12/19/14	22047 AVCOGAS PROPANE SALES & S	4361	GALLONS USED	-149.69
			TOTAL VOUCHER			784.28
V14897	1020	12/19/14	16230 BEST LAWN MOWER SERVICE	4366	LAWN EQUIP STATER/COIL	129.98
V14898	1020	12/19/14	10510 BILL'S AUTO UPHOLSTERY	4262	DRIVERS SEAT REPAIR	420.00
V14899	1020	12/19/14	14990 BPSEA MEMORIAL FOUNDATION	2090DUES	DED:4050 MEMORIAL	257.50
V14900	1020	12/19/14	3236 BREA CITY EMPLOYEES ASSOC	2090DUES	DED:4005 BCEA DUES	640.00
V14901	1020	12/19/14	3237 BREA FIREFIGHTERS ASSOCIA	2090DUES	DED:4015 ASSOCAFLAC	31.72
V14901	1020	12/19/14	3237 BREA FIREFIGHTERS ASSOCIA	2090DUES	DED:4016 ASSOC DUES	2,028.00
			TOTAL VOUCHER			2,059.72
V14902	1020	12/19/14	3769 BREA POLICE ASSOCIATION	2090DUES	DED:4030 BPA REG	3,400.00
V14903	1020	12/19/14	1068 BREA POLICE ATHLETIC LEAG	2090DUES	DED:5010 B.P.A.L.	115.00
V14904	1020	12/19/14	21189 BREA POLICE MANAGEMENT AS	2090DUES	DED:4020 ASSOC DUES	242.00
V14905	1020	12/19/14	3817 BREA TROPHY & ENGRAVING	4442	HOURS BADGE	89.24
V14905	1020	12/19/14	3817 BREA TROPHY & ENGRAVING	3335	RTD CHECK FEE	-12.00
			TOTAL VOUCHER			77.24
V14906	1020	12/19/14	3388 CALIFORNIA DOMESTIC WATER	4284	CONSUMPTION -NOV 2014	127,069.67
V14907	1020	12/19/14	15491 CALIFORNIA HEALTH & SAFET	4621	SCBA FLOW TEST	2,700.00
V14907	1020	12/19/14	15491 CALIFORNIA HEALTH & SAFET	4621	AIRE SAVER BOOT	745.02
			TOTAL VOUCHER			3,445.02
V14908	1020	12/19/14	15260 CANON SOLUTIONS AMERICA,	4253	COPIER OVERAGE-OCT	-26.98
V14908	1020	12/19/14	15260 CANON SOLUTIONS AMERICA,	4269	COPIER OVERAGE-OCT	.28
V14908	1020	12/19/14	15260 CANON SOLUTIONS AMERICA,	4253	COPIER OVERAGE-OCT	46.02
V14908	1020	12/19/14	15260 CANON SOLUTIONS AMERICA,	4269	COPIER OVERAGE-NOV	.07
V14908	1020	12/19/14	15260 CANON SOLUTIONS AMERICA,	4253	COPIER OVERAGE-NOV	7.24
V14908	1020	12/19/14	15260 CANON SOLUTIONS AMERICA,	4253	COPIER OVERAGE-NOV	21.15
			TOTAL VOUCHER			47.78
V14909	1020	12/19/14	4375 CHANDLER ASSET MANAGEMENT	3416	MGT FEE CITY NOV '14	19.00
V14909	1020	12/19/14	4375 CHANDLER ASSET MANAGEMENT	3416	MGT FEE CITY NOV '14	32.80
V14909	1020	12/19/14	4375 CHANDLER ASSET MANAGEMENT	3416	MGT FEE CITY NOV '14	59.30
V14909	1020	12/19/14	4375 CHANDLER ASSET MANAGEMENT	4249	MGT FEE CITY NOV '14	231.90
V14909	1020	12/19/14	4375 CHANDLER ASSET MANAGEMENT	3411	MGT FEE CITY NOV '14	4,072.00
V14909	1020	12/19/14	4375 CHANDLER ASSET MANAGEMENT	3411	MGT FEE SA NOV '14	177.00
V14909	1020	12/19/14	4375 CHANDLER ASSET MANAGEMENT	4249	MGT FEE SA NOV '14	246.00
			TOTAL VOUCHER			4,838.00

PENTAMATION ENTERPRISES INC  
 DATE: 12/17/2014  
 TIME: 07:54:58

CITY OF BREA  
 VOUCHER REGISTER

PAGE NUMBER: 2  
 VENCHK11  
 ACCOUNTING PERIOD: 6/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT	
V14910	1020	12/19/14	23925	CIVICPLUS	4231	WEBSIRE ANN FEE-THEAT	600.00
V14910	1020	12/19/14	23925	CIVICPLUS	4231	WEBSITE ANN FEE-BCC	600.00
V14910	1020	12/19/14	23925	CIVICPLUS	4249	WEBSITE ANN FEE-CITY	4,960.00
V14910	1020	12/19/14	23925	CIVICPLUS	4231	WEBSITE ANN FEE-GALL	600.00
				TOTAL VOUCHER			6,760.00
V14911	1020	12/19/14	20003	CLARK SECURITY PRODUCTS,	4341	BCC DOOR HARDWARE	227.49
V14911	1020	12/19/14	20003	CLARK SECURITY PRODUCTS,	4341	BCC DOOR HARDWARE	10.11
V14911	1020	12/19/14	20003	CLARK SECURITY PRODUCTS,	4341	BCC DOOR HARDWARE	51.99
V14911	1020	12/19/14	20003	CLARK SECURITY PRODUCTS,	4341	CREDIT-SATURN LVR	-446.20
V14911	1020	12/19/14	20003	CLARK SECURITY PRODUCTS,	4333	BCC LOCKS	51.99
V14911	1020	12/19/14	20003	CLARK SECURITY PRODUCTS,	4333	BCC LOCKS	321.30
				TOTAL VOUCHER			216.68
V14912	1020	12/19/14	16963	CLUB SERVICES	4261	MONTHLY SVC/REPAIRS	262.50
V14913	1020	12/19/14	16220	CODE CONSULTING GROUP, LL	4246	PROFESSIONAL SVCS-NOV	2,812.50
V14914	1020	12/19/14	13625	COMLOCK SECURITY-GROUP	4333	CCC KEYS & LOCKS	184.55
V14915	1020	12/19/14	17263	COMPUTER PROTECTION TECHN	4612	MITSUBISHI 7011A SER	8,316.64
V14915	1020	12/19/14	17263	COMPUTER PROTECTION TECHN	4612	MITSUBISHI 7011A SER	8,316.66
				TOTAL VOUCHER			16,633.30
V14916	1020	12/19/14	4856	ROBERT CONNER	4225	TRAVEL ADVANCE	-79.00
V14916	1020	12/19/14	4856	ROBERT CONNER	4223	TRAVEL AND EXPENSE	108.58
				TOTAL VOUCHER			29.58
V14917	1020	12/19/14	3133	DANIELS TIRE SERVICE	4262	21023 REPLA TRACTOR TIRES	220.00
V14917	1020	12/19/14	3133	DANIELS TIRE SERVICE	4363	21023 REPLA TRACTOR TIRES	419.92
V14917	1020	12/19/14	3133	DANIELS TIRE SERVICE	4363	VEHICLE TIRES	473.69
				TOTAL VOUCHER			1,113.61
V14918	1020	12/19/14	20410	DEVICES FOR LIFE, LLC	4442	SAM-PAD/PAK	290.00
V14919	1020	12/19/14	2287	DISPLAY APPEAL	4366	VEHICLE DECALS	102.06
V14920	1020	12/19/14	3457	ENTENMANN ROVIN COMPANY	4442	PD DOME BADGE	403.70
V14921	1020	12/19/14	15895	ENTERPRISE FM TRUST	4254	CHEV CAMARO-LEASE-DEC	745.36
V14921	1020	12/19/14	15895	ENTERPRISE FM TRUST	4669	FORD F15E-LEASE-DEC	473.20
				TOTAL VOUCHER			1,218.56
V14922	1020	12/19/14	3298	EXTERMINETICS OF SO CALIF	4263	NOV PEST ALL BUILD	755.00
V14922	1020	12/19/14	3298	EXTERMINETICS OF SO CALIF	4249	NOV PEST DOWNTOWN	180.00
				TOTAL VOUCHER			935.00
V14923	1020	12/19/14	3504	FACTORY MOTOR PARTS COMPA	4366	MOLDED RADIATOR HOSE	51.56
V14924	1020	12/19/14	2043	FILARSKY & WATT LLP	4244	PROFESSIONAL SVCS-NOV	400.00
V14925	1020	12/19/14	18487	FLEMING ENVIRONMENTAL, IN	4249	CITY YARD UST TESTING/CER	1,570.00
V14925	1020	12/19/14	18487	FLEMING ENVIRONMENTAL, IN	4249	CCC UST TEST/CERT	500.00
V14925	1020	12/19/14	18487	FLEMING ENVIRONMENTAL, IN	4249	FIRE STA 3 UST TEST/CERT	500.00
				TOTAL VOUCHER			2,570.00

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
V14926	1020	12/19/14	GALLS/QUARTERMASTER	4311	UNIFORM-BASAITES	153.23
V14927	1020	12/19/14	GK & ASSOCIATES	3609	409 SATURN ST	1,852.50
V14927	1020	12/19/14	GK & ASSOCIATES	3609	415 SATURN ST	2,945.00
V14927	1020	12/19/14	GK & ASSOCIATES	3609	185 E ALDER ST	680.00
V14927	1020	12/19/14	GK & ASSOCIATES	3609	825 E IMPERIAL HWY	552.50
V14927	1020	12/19/14	GK & ASSOCIATES	3609	PA-3 N LA FLORESTA	3,705.00
V14927	1020	12/19/14	GK & ASSOCIATES	3609	3172 NASA	950.00
V14927	1020	12/19/14	GK & ASSOCIATES	4249	MISC PUBLIC WORKS PRMT	2,847.50
V14927	1020	12/19/14	GK & ASSOCIATES	3609	TIME WARNER	1,105.00
V14927	1020	12/19/14	GK & ASSOCIATES	3609	GOLF COURSE-CHEVRON	3,740.00
V14927	1020	12/19/14	GK & ASSOCIATES	4732	GREENBELT/VALNCA-IMP	2,210.00
V14927	1020	12/19/14	GK & ASSOCIATES	3609	PA5/BACKBONE LA FLRST	475.00
V14927	1020	12/19/14	GK & ASSOCIATES	3609	540 LAMBERT RD	170.00
V14927	1020	12/19/14	GK & ASSOCIATES	3609	340 W CENTRAL AVE	2,647.50
V14927	1020	12/19/14	GK & ASSOCIATES	3609	536 VANGUARD	85.00
V14927	1020	12/19/14	GK & ASSOCIATES	3609	MACALLAN'S RESTAURANT	85.00
TOTAL VOUCHER						24,050.00
V14928	1020	12/19/14	DON GOLDEN	4246	COST CENTER INSPCTN	13,530.00
V14928	1020	12/19/14	DON GOLDEN	4246	GENERAL OFFICE HOURS	1,080.00
TOTAL VOUCHER						14,610.00
V14929	1020	12/19/14	INFOSEND, INC.	4231	HOLIDAY HRS	54.95
V14929	1020	12/19/14	INFOSEND, INC.	4211	POSTAGE WTR BILLS-NOV	4,253.15
V14929	1020	12/19/14	INFOSEND, INC.	4299	PRNT/MAIL SVC-WTR BIL	1,504.89
V14929	1020	12/19/14	INFOSEND, INC.	4443	TREE LIGHTING	54.95
TOTAL VOUCHER						5,867.94
V14930	1020	12/19/14	JOEAMERICO CALABRESE ARCH	4721	PROVIDE ARCHITECT SERVICE	3,750.00
V14931	1020	12/19/14	K PRO STONE CARE	4249	BCC LOCKER TILE REPAIR	2,000.00
V14931	1020	12/19/14	K PRO STONE CARE	4269	VET STONE CLEANING	500.00
TOTAL VOUCHER						2,500.00
V14932	1020	12/19/14	KEENAN & ASSOCIATES	4249	W/C CLAIM ADM-1 OF 12	8,487.50
V14933	1020	12/19/14	KREUZER CONSULTING GROUP	4733	IMPERIAL HWY 7285	4,958.18
V14933	1020	12/19/14	KREUZER CONSULTING GROUP	4733	VALENCA MEDIAN 7206	6,556.52
TOTAL VOUCHER						11,514.70
V14934	1020	12/19/14	KUSSMAUL ELECTRONICS	2060	SALES TAX PAYABLE	-47.60
V14934	1020	12/19/14	KUSSMAUL ELECTRONICS	4366	VEHICLE BATTERY CHARGER	642.60
TOTAL VOUCHER						595.00
V14935	1020	12/19/14	LA HABRA FENCE CO., INC.	4722	FURNISH/INSTALL FENCE	2,431.50
V14935	1020	12/19/14	LA HABRA FENCE CO., INC.	4722	FURNISH/INSTALL FENCE	2,431.50
TOTAL VOUCHER						4,863.00
V14936	1020	12/19/14	LAKIN TIRE WEST, INC.	4249	USED TIRE DISPOSAL	310.48
V14937	1020	12/19/14	LEO'S A/C, INC	4269	PATCH/PAINT BCC ROOM	1,700.00
V14938	1020	12/19/14	THE LIGHTHOUSE	4366	MINI LED LIGHTBARS	691.20
V14938	1020	12/19/14	THE LIGHTHOUSE	4366	LED ARROWSTICK	513.00

PENTAMATION ENTERPRISES INC  
 DATE: 12/17/2014  
 TIME: 07:54:58

CITY OF BREA  
 VOUCHER REGISTER

PAGE NUMBER: 4  
 VENCHK11  
 ACCOUNTING PERIOD: 6/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
TOTAL VOUCHER						1,204.20
V14939	1020	12/19/14	19659 JASON LOGAN	4249	FORFEIT FEES	250.00
V14939	1020	12/19/14	19659 JASON LOGAN	2099	FORFEIT FEES	200.00
TOTAL VOUCHER						450.00
V14940	1020	12/19/14	7300 LOS ANGELES FREIGHTLINER	4366	AIR SYSTEM VALVE	211.73
V14940	1020	12/19/14	7300 LOS ANGELES FREIGHTLINER	4366	FUEL FILTERS	205.10
TOTAL VOUCHER						416.83
V14941	1020	12/19/14	25238 MAC GREINE ENERGY CORP.	4722	MATERIAL FS4 SOLAR	14,473.50
V14942	1020	12/19/14	19203 MAKE IT "PERSONAL"	4329	NAMEPLATES	22.68
V14942	1020	12/19/14	19203 MAKE IT "PERSONAL"	4329	NAMEPLATES	15.12
V14942	1020	12/19/14	19203 MAKE IT "PERSONAL"	4329	NAMEPLATE	3.24
TOTAL VOUCHER						41.04
V14943	1020	12/19/14	16896 MALLORY SAFETY & SUPPLY	4441	3M COMTAC ACH DUAL COMM (	587.31
V14944	1020	12/19/14	21602 MISSION AIRE CORPORATION	4269	CCC SERVER RM HVAC REPAIR	1,745.00
V14945	1020	12/19/14	3451 ORANGE COUNTY UNITED WAY	2090UWAY	DED:5005 UNITED WAY	76.12
V14946	1020	12/19/14	12386 EDGAR PADILLA	4225	TRAINING ADVANCE	307.95
V14947	1020	12/19/14	14276 PRADO FAMILY SHOOTING RAN	4383	TRAINING 9/22/14	350.00
V14947	1020	12/19/14	14276 PRADO FAMILY SHOOTING RAN	4382	TRAINING 9/23/14	350.00
TOTAL VOUCHER						700.00
V14948	1020	12/19/14	17604 PREMIERE WATER SERVICES	4263	WATER TREATMENT NOV	375.00
V14949	1020	12/19/14	23924 PROJECT DIMENSIONS	4249	THE TRACKS	19,200.00
V14950	1020	12/19/14	12380 QUINN COMPANY	4366	SENSORS/HOSE ASSY/SEA	237.45
V14950	1020	12/19/14	12380 QUINN COMPANY	4366	CREDIT MEMO	-108.99
TOTAL VOUCHER						128.46
V14951	1020	12/19/14	17241 RAFTELIS FINANCIAL CONSUL	4249	WATER RATE STUDY	2,525.00
V14952	1020	12/19/14	8978 RICHARDS, WATSON & GERSHO	4244	GENERAL LEGAL SVCS	16,964.56
V14952	1020	12/19/14	8978 RICHARDS, WATSON & GERSHO	3609	REIMBURSABLE WORK	176.00
V14952	1020	12/19/14	8978 RICHARDS, WATSON & GERSHO	4244	LEGAL/REGULATORY	780.00
V14952	1020	12/19/14	8978 RICHARDS, WATSON & GERSHO	4244	VARGAS VS BALZ	4,611.95
V14952	1020	12/19/14	8978 RICHARDS, WATSON & GERSHO	4244	BREA AUTO SPA PROPTY	361.00
V14952	1020	12/19/14	8978 RICHARDS, WATSON & GERSHO	3313	3247 PHILLIPS CT	3,669.20
V14952	1020	12/19/14	8978 RICHARDS, WATSON & GERSHO	4244	BARTLEY VS WESTERN	1,472.00
V14952	1020	12/19/14	8978 RICHARDS, WATSON & GERSHO	4244	HILLS FOR EVERYONE	2,032.80
TOTAL VOUCHER						30,067.51
V14953	1020	12/19/14	24585 CHARLES ROBERT	4249	CLASS INSTRUCTOR	24.00
V14954	1020	12/19/14	12486 CAROL RODRIGUEZ-SMITH	4249	BCC CLASS INSTRUCTOR	210.00
V14955	1020	12/19/14	21638 RUSSELL SIGLER INC.	4339	CCC SERVER RM COMPRESSOR	2,341.97
V14956	1020	12/19/14	22766 SATCOM GLOBAL, INC.	2060	SALES TAX PAYABLE	-2.89

PENTAMATION ENTERPRISES INC  
 DATE: 12/17/2014  
 TIME: 07:54:58

CITY OF BREA  
 VOUCHER REGISTER

PAGE NUMBER: 5  
 VENCHK11  
 ACCOUNTING PERIOD: 6/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
V14956	1020	12/19/14	SATCOM GLOBAL, INC.	4219	SIM CARD	44.86
			TOTAL VOUCHER			41.97
V14957	1020	12/19/14	SC FUELS	4361	8,730 GALLONS REGULAR UNL	23,046.98
V14957	1020	12/19/14	SC FUELS	4361	1,491 GALLONS OF ULS DIES	4,310.50
V14957	1020	12/19/14	SC FUELS	4361	6,473 GALLONS REGULAR UNL	16,839.58
			TOTAL VOUCHER			44,197.06
V14958	1020	12/19/14	JERRY L SHORT	4249	CLASS INSTRUCTOR	855.00
V14959	1020	12/19/14	SIMPLEXGRINNELL LP	4261	FS3 FIRE INSPECTION	753.54
V14959	1020	12/19/14	SIMPLEXGRINNELL LP	4261	YARD FIRE INSPECTION	753.54
			TOTAL VOUCHER			1,507.08
V14960	1020	12/19/14	SMART & FINAL	4442	ASP CAFE	166.09
V14961	1020	12/19/14	ANDREW SONG	4271	MILEAGE REIMBT	128.80
V14962	1020	12/19/14	SOUTH COAST EMERGENCY VEH	4366	FIRE TRUCK STEP LADDR	661.35
V14962	1020	12/19/14	SOUTH COAST EMERGENCY VEH	4366	90 DEGREE INTAKE HOSE	53.35
V14962	1020	12/19/14	SOUTH COAST EMERGENCY VEH	4366	COOLANT HOSE	25.75
V14962	1020	12/19/14	SOUTH COAST EMERGENCY VEH	4366	ISOLATOR FLANGE/SPACERS	429.58
			TOTAL VOUCHER			1,170.03
V14963	1020	12/19/14	STAPLES TECHNOLOGY SOLUTI	4321	COMPUTER SUPPLIES	148.73
V14964	1020	12/19/14	STERICYCLE, INC.	4249	HAZMAT RECYCLING	225.00
V14965	1020	12/19/14	SUNGARD PUBLIC SECTOR INC	4291	ASP BACKUP SVCS JAN	1,631.52
V14966	1020	12/19/14	SUPER FORD	4366	LEVER ASSY	157.44
V14966	1020	12/19/14	SUPER FORD	4366	PAN SCREWS/NUTS/COVER	21.26
V14966	1020	12/19/14	SUPER FORD	4366	1332 BUMPER ASSY	373.83
V14966	1020	12/19/14	SUPER FORD	4366	LAMP ASSY	82.84
V14966	1020	12/19/14	SUPER FORD	4366	CREDIT MEMO	-14.41
V14966	1020	12/19/14	SUPER FORD	4366	OIL PLUG/ ABS JEWELS	108.62
V14966	1020	12/19/14	SUPER FORD	4262	27003 INTAKE REPLACMT	595.00
V14966	1020	12/19/14	SUPER FORD	4366	27003 INTAKE REPLACMT	657.86
			TOTAL VOUCHER			1,982.44
V14967	1020	12/19/14	TANGRAM	4261	4613529SR STEELCASE HANDL	23.04
V14967	1020	12/19/14	TANGRAM	4261	FEE; ONSITEREPU; SERVICE	50.40
V14967	1020	12/19/14	TANGRAM	4261	SERVICE TO REUPHOLSTER (1	150.00
			TOTAL VOUCHER			223.44
V14968	1020	12/19/14	TOMARK SPORTS	4639	REMOVE AND INSTALL 2 SCOR	595.00
V14968	1020	12/19/14	TOMARK SPORTS	4639	TIME OUT LEFT DIGITS/PANA	324.00
V14968	1020	12/19/14	TOMARK SPORTS	4639	TUFFSPORT PANAVIEW 8' W X	7,322.40
V14968	1020	12/19/14	TOMARK SPORTS	4639	WIRELESS CONTROL RECEIVER	810.00
V14968	1020	12/19/14	TOMARK SPORTS	4639	WIRELESS CONTROL TRANSMIT	810.00
			TOTAL VOUCHER			9,861.40
V14969	1020	12/19/14	UNDERGROUND SERVICE ALERT	4249	UNDERGROUND TICKETS	112.50
V14970	1020	12/19/14	UNITED ROTARY BRUSH CORPO	4366	SWEEPER BROOMS	291.72

PENTAMATION ENTERPRISES INC  
 DATE: 12/17/2014  
 TIME: 07:54:58

CITY OF BREA  
 VOUCHER REGISTER

PAGE NUMBER: 6  
 VENCHK11  
 ACCOUNTING PERIOD: 6/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
V14971	1020	12/19/14	24704 US BANK XX0338 CITY MGR	4279	CITY MGR CALCARDS	-493.00
V14971	1020	12/19/14	24704 US BANK XX0338 CITY MGR	4443	CITY MGR VARIOUS CALCARDS	3.19
V14971	1020	12/19/14	24704 US BANK XX0338 CITY MGR	4221	CITY MGR VARIOUS CALCARDS	501.00
V14971	1020	12/19/14	24704 US BANK XX0338 CITY MGR	4279	CITY MGR VARIOUS CALCARDS	174.38
V14971	1020	12/19/14	24704 US BANK XX0338 CITY MGR	4279	CITY MGR VARIOUS CALCARDS	167.42
V14971	1020	12/19/14	24704 US BANK XX0338 CITY MGR	4279	CITY MGR VARIOUS CALCARDS	642.75
TOTAL VOUCHER						995.74
V14972	1020	12/19/14	24776 US BANK XX0312 HR	4249	HR VARIOUS CREDIT CARDS	6.78
V14972	1020	12/19/14	24776 US BANK XX0312 HR	4279	HR VARIOUS CREDIT CARDS	1,834.02
V14972	1020	12/19/14	24776 US BANK XX0312 HR	4221	HR VARIOUS CREDIT CARDS	24.20
V14972	1020	12/19/14	24776 US BANK XX0312 HR	4279	HR VARIOUS CREDIT CARDS	553.34
TOTAL VOUCHER						2,418.34
V14973			24777 US BANK XX0593 COMM SVC		VOID: MULTI STUB VOUCHER	
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4329	CAL CARD	8.63
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4442	CAL CARD	24.86
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4299	CAL CARD	318.85
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4311	CAL CARD	25.54
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4329	CAL CARD	8.63
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4311	CAL CARD	107.50
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4249	CAL CARD	1,379.00
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4442	CAL CARD	112.32
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4249	CAL CARD	358.95
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4231	CAL CARD	415.00
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4441	CAL CARD -	4.54
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4329	CAL CARD -	11.17
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4442	CAL CARD -	65.00
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4279	CAL CARD -	190.38
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4329	CAL CARD -	10.76
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4311	CAL CARD -	91.21
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4443	CAL CARD -	682.05
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4329	CAL CARD -	27.47
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4299	CAL CARD -	281.50
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4442	CAL CARD -	416.66
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4441	CAL CARD -	72.90
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4299	CAL CARD -	100.06
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4442	CAL CARD -	50.91
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4311	CAL CARD -	209.27
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4442	CAL CARD -	496.08
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4279	CAL CARD -	46.69
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4279	CAL CARD -	380.71
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4249	CAL CARD -	75.00
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4359	CAL CARD -	393.21
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4359	CAL CARD -	551.78
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4359	CAL CARD -	166.24
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4311	CAL CARD -	136.89
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4359	CAL CARD -	256.09
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4442	CAL CARD -	260.15
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4443	CAL CARD -	465.00
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4442	CAL CARD -	3.49
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4269	CAL CARD -	129.12
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4441	CAL CARD -	816.58
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4443	CAL CARD -	25.79
V14974	1020	12/19/14	24777 US BANK XX0593 COMM SVC	4443	CAL CARD -	54.36



PENTAMATION ENTERPRISES INC  
 DATE: 12/17/2014  
 TIME: 07:54:58

CITY OF BREA  
 VOUCHER REGISTER

PAGE NUMBER: 7  
 VENCHK11  
 ACCOUNTING PERIOD: 6/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----				ACCT	-----DESCRIPTION-----	AMOUNT
V14974	1020	12/19/14	24777	US BANK	XX0593	COMM SVC	4441	CALCARD	90.00
V14974	1020	12/19/14	24777	US BANK	XX0593	COMM SVC	4222	CALCARD	135.00
V14974	1020	12/19/14	24777	US BANK	XX0593	COMM SVC	4279	CALCARD	150.98
V14974	1020	12/19/14	24777	US BANK	XX0593	COMM SVC	4279	CALCARD	263.98
V14974	1020	12/19/14	24777	US BANK	XX0593	COMM SVC	4442	CALCARD	4.31
V14974	1020	12/19/14	24777	US BANK	XX0593	COMM SVC	4221	CALCARD	9.00
V14974	1020	12/19/14	24777	US BANK	XX0593	COMM SVC	4231	CALCARD	21.00
V14974	1020	12/19/14	24777	US BANK	XX0593	COMM SVC	2060	SALES TAX PAYABLE	-67.57
TOTAL VOUCHER									9,837.04
V14975	1020	12/19/14	24781	US BANK	XX0270	ADMIN SVC	4329	CAL CARD PURCHASES	1,653.48
V14975	1020	12/19/14	24781	US BANK	XX0270	ADMIN SVC	4441	CAL CARD PURCHASES	2,475.45
V14975	1020	12/19/14	24781	US BANK	XX0270	ADMIN SVC	4299	CAL CARD PURCHASES	67.02
V14975	1020	12/19/14	24781	US BANK	XX0270	ADMIN SVC	4441	CAL CARDS FINANCE	90.91
V14975	1020	12/19/14	24781	US BANK	XX0270	ADMIN SVC	4222	CAL CARDS FINANCE	110.00
V14975	1020	12/19/14	24781	US BANK	XX0270	ADMIN SVC	4222	CAL CARDS FINANCE	110.00
V14975	1020	12/19/14	24781	US BANK	XX0270	ADMIN SVC	4443	CAL CARDS FINANCE	140.54
V14975	1020	12/19/14	24781	US BANK	XX0270	ADMIN SVC	4279	CAL CARDS FINANCE	350.00
V14975	1020	12/19/14	24781	US BANK	XX0270	ADMIN SVC	4279	CAL CARDS FINANCE	359.31
V14975	1020	12/19/14	24781	US BANK	XX0270	ADMIN SVC	4279	CAL CARDS FINANCE	535.19
V14975	1020	12/19/14	24781	US BANK	XX0270	ADMIN SVC	4279	CAL CARDS FINANCE	778.50
V14975	1020	12/19/14	24781	US BANK	XX0270	ADMIN SVC	4443	CAL CARDS FINANCE	5.10
V14975	1020	12/19/14	24781	US BANK	XX0270	ADMIN SVC	4329	CAL CARDS FINANCE	17.36
V14975	1020	12/19/14	24781	US BANK	XX0270	ADMIN SVC	4311	CAL CARDS FINANCE	33.75
V14975	1020	12/19/14	24781	US BANK	XX0270	ADMIN SVC	4221	US BANK CITY CLERKS OFFIC	63.00
V14975	1020	12/19/14	24781	US BANK	XX0270	ADMIN SVC	4279	US BANK CITY CLERKS OFFIC	71.85
V14975	1020	12/19/14	24781	US BANK	XX0270	ADMIN SVC	4311	US BANK CITY CLERKS OFFIC	553.60
TOTAL VOUCHER									7,415.06
V14976	1020	12/19/14	24782	US BANK	XX0650	FIRE	4311	CC DEC 2014	18.40
V14976	1020	12/19/14	24782	US BANK	XX0650	FIRE	4329	CC DEC 2014	33.63
V14976	1020	12/19/14	24782	US BANK	XX0650	FIRE	4442	CC DEC 2014	54.66
V14976	1020	12/19/14	24782	US BANK	XX0650	FIRE	4222	CC DEC 2014	85.00
V14976	1020	12/19/14	24782	US BANK	XX0650	FIRE	4329	CC DEC 2014	86.40
V14976	1020	12/19/14	24782	US BANK	XX0650	FIRE	4311	CC DEC 2014	113.49
V14976	1020	12/19/14	24782	US BANK	XX0650	FIRE	4321	CC DEC 2014	223.12
V14976	1020	12/19/14	24782	US BANK	XX0650	FIRE	4369	CC DEC 2014	238.36
V14976	1020	12/19/14	24782	US BANK	XX0650	FIRE	4269	CC DEC 2014	1,308.43
V14976	1020	12/19/14	24782	US BANK	XX0650	FIRE	2060	SALES TAX PAYABLE	-11.76
TOTAL VOUCHER									2,149.73
V14977	1020	12/19/14	24783	US BANK	XX0346	IT	4311	CAL CARDS IT	9.00
V14977	1020	12/19/14	24783	US BANK	XX0346	IT	4321	CAL CARDS IT	26.94
V14977	1020	12/19/14	24783	US BANK	XX0346	IT	4212	CAL CARDS IT	37.83
V14977	1020	12/19/14	24783	US BANK	XX0346	IT	4261	CAL CARDS IT	52.83
V14977	1020	12/19/14	24783	US BANK	XX0346	IT	4321	CAL CARDS IT	64.54
V14977	1020	12/19/14	24783	US BANK	XX0346	IT	4271	CAL CARDS IT	74.10
V14977	1020	12/19/14	24783	US BANK	XX0346	IT	4295	CAL CARDS IT	96.59
V14977	1020	12/19/14	24783	US BANK	XX0346	IT	4295	CAL CARDS IT	117.13
V14977	1020	12/19/14	24783	US BANK	XX0346	IT	4321	CAL CARDS IT	124.00
V14977	1020	12/19/14	24783	US BANK	XX0346	IT	4291	CAL CARDS IT	130.00
V14977	1020	12/19/14	24783	US BANK	XX0346	IT	4299	CAL CARDS IT	148.00
V14977	1020	12/19/14	24783	US BANK	XX0346	IT	4212	CAL CARDS IT	207.71
V14977	1020	12/19/14	24783	US BANK	XX0346	IT	4329	CAL CARDS IT	210.60
V14977	1020	12/19/14	24783	US BANK	XX0346	IT	4291	CAL CARDS IT	274.02
V14977	1020	12/19/14	24783	US BANK	XX0346	IT	4738	CAL CARDS IT	291.59

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
V14977	1020	12/19/14	24783 US BANK XX0346 IT	4269	CAL CARDS IT	315.36
V14977	1020	12/19/14	24783 US BANK XX0346 IT	4295	CAL CARDS IT	394.25
V14977	1020	12/19/14	24783 US BANK XX0346 IT	4295	CAL CARDS IT	405.64
V14977	1020	12/19/14	24783 US BANK XX0346 IT	4295	CAL CARDS IT	614.81
V14977	1020	12/19/14	24783 US BANK XX0346 IT	4329	CAL CARDS IT	631.80
V14977	1020	12/19/14	24783 US BANK XX0346 IT	4321	CAL CARDS IT	1,580.40
V14977	1020	12/19/14	24783 US BANK XX0346 IT	4612	CAL CARDS IT	2,184.02
V14977	1020	12/19/14	24783 US BANK XX0346 IT	4639	CAL CARDS IT	2,232.56
V14977	1020	12/19/14	24783 US BANK XX0346 IT	2060	SALES TAX PAYABLE	-250.24
V14977	1020	12/19/14	24783 US BANK XX0346 IT	2060	SALES TAX PAYABLE	-29.93
TOTAL VOUCHER						9,943.55
V14978			24784 US BANK XX0221 PW		VOID: MULTI STUB VOUCHER	
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4339	11/24/14 CREDIT CARDS	56.10
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4333	11/24/14 CREDIT CARDS	60.77
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4212	11/24/14 CREDIT CARDS	63.43
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4339	11/24/14 CREDIT CARDS	69.70
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4331	11/24/14 CREDIT CARDS	79.83
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4369	11/24/14 CREDIT CARDS	82.25
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4311	11/24/14 CREDIT CARDS	102.23
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4349	11/24/14 CREDIT CARDS	107.04
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4279	11/24/14 CREDIT CARDS	125.00
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4212	11/24/14 CREDIT CARDS	139.32
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4349	11/24/14 CREDIT CARDS	144.01
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4219	11/24/14 CREDIT CARDS	179.64
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4349	11/24/14 CREDIT CARDS	191.44
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4335	11/24/14 CREDIT CARDS	198.64
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4331	11/24/14 CREDIT CARDS	221.22
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4311	11/24/14 CREDIT CARDS	350.02
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4221	11/24/14 CREDIT CARDS	379.00
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4321	11/24/14 CREDIT CARDS	523.76
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4339	11/24/14 CREDIT CARDS	546.59
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4333	11/24/14 CREDIT CARDS	617.32
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4262	11/24/14 CREDIT CARDS	901.80
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4366	11/24/14 CREDIT CARDS	2,647.67
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4335	11/24/14 CREDIT CARDS	7.14
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4339	11/24/14 CREDIT CARDS	10.78
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4335	11/24/14 CREDIT CARDS	11.31
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4349	11/24/14 CREDIT CARDS	30.18
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4333	11/24/14 CREDIT CARDS	55.82
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4337	11/24/14 CREDIT CARDS	79.69
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4333	11/24/14 CREDIT CARDS	97.99
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4337	11/24/14 CREDIT CARDS	120.29
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4339	11/24/14 CREDIT CARDS	135.79
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4337	11/24/14 CREDIT CARDS	237.15
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4335	11/24/14 CREDIT CARDS	255.25
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4335	11/24/14 CREDIT CARDS	302.73
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4339	11/24/14 CREDIT CARDS	613.17
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4113	11/24/14 CREDIT CARDS	7.16
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4335	11/24/14 CREDIT CARDS	7.53
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4331	11/24/14 CREDIT CARDS	8.12
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4331	11/24/14 CREDIT CARDS	9.75
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4311	11/24/14 CREDIT CARDS	10.00
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4337	11/24/14 CREDIT CARDS	10.67
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4339	11/24/14 CREDIT CARDS	17.22

PENTAMATION ENTERPRISES INC  
 DATE: 12/17/2014  
 TIME: 07:54:58

CITY OF BREA  
 VOUCHER REGISTER

PAGE NUMBER: 9  
 VENCHK11  
 ACCOUNTING PERIOD: 6/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4349	11/24/14 CREDIT CARDS	17.54
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4339	11/24/14 CREDIT CARDS	17.82
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4331	11/24/14 CREDIT CARDS	32.83
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4212	11/24/14 CREDIT CARDS	43.19
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4333	11/24/14 CREDIT CARDS	43.77
V14979	1020	12/19/14	24784 US BANK XX0221 PW	4331	11/24/14 CREDIT CARDS	48.56
TOTAL VOUCHER						10,018.23
V14980	1020	12/19/14	24785 US BANK XX0544 POLICE	4442	PD ADMIN CREDIT CARDS	55.60
V14980	1020	12/19/14	24785 US BANK XX0544 POLICE	4222	PD ADMIN CREDIT CARDS	225.00
V14980	1020	12/19/14	24785 US BANK XX0544 POLICE	4311	PD ADMIN CREDIT CARDS	912.94
V14980	1020	12/19/14	24785 US BANK XX0544 POLICE	4361	PD CREDIT CARDS	60.00
V14980	1020	12/19/14	24785 US BANK XX0544 POLICE	4262	PD CREDIT CARDS	100.00
V14980	1020	12/19/14	24785 US BANK XX0544 POLICE	4366	PD CREDIT CARDS	318.86
V14980	1020	12/19/14	24785 US BANK XX0544 POLICE	4442	PD CREDIT CARDS	20.50
V14980	1020	12/19/14	24785 US BANK XX0544 POLICE	4442	PD CREDIT CARDS	22.25
V14980	1020	12/19/14	24785 US BANK XX0544 POLICE	4212	PD CREDIT CARDS	34.99
V14980	1020	12/19/14	24785 US BANK XX0544 POLICE	4221	PD CREDIT CARDS	35.00
V14980	1020	12/19/14	24785 US BANK XX0544 POLICE	4329	PD CREDIT CARDS	86.67
V14980	1020	12/19/14	24785 US BANK XX0544 POLICE	4222	PD CREDIT CARDS	105.00
V14980	1020	12/19/14	24785 US BANK XX0544 POLICE	4311	PD CREDIT CARDS	114.87
V14980	1020	12/19/14	24785 US BANK XX0544 POLICE	4639	PD CREDIT CARDS	115.26
V14980	1020	12/19/14	24785 US BANK XX0544 POLICE	4219	PD CREDIT CARDS	120.29
V14980	1020	12/19/14	24785 US BANK XX0544 POLICE	4311	PD CREDIT CARDS	128.46
V14980	1020	12/19/14	24785 US BANK XX0544 POLICE	4329	PD CREDIT CARDS	141.18
V14980	1020	12/19/14	24785 US BANK XX0544 POLICE	4381	PD CREDIT CARDS	151.79
V14980	1020	12/19/14	24785 US BANK XX0544 POLICE	4361	PD CREDIT CARDS	1,043.14
V14980	1020	12/19/14	24785 US BANK XX0544 POLICE	2060	SALES TAX PAYABLE	-13.98
V14980	1020	12/19/14	24785 US BANK XX0544 POLICE	2060	SALES TAX PAYABLE	-4.71
TOTAL VOUCHER						3,773.11
V14981	1020	12/19/14	24786 US BANK XX3401 PW- ADMIN	4221	OCT/NOV CREDIT CARDS	16.95
V14981	1020	12/19/14	24786 US BANK XX3401 PW- ADMIN	4279	OCT/NOV CREDIT CARDS	24.20
V14981	1020	12/19/14	24786 US BANK XX3401 PW- ADMIN	4329	OCT/NOV CREDIT CARDS	58.02
V14981	1020	12/19/14	24786 US BANK XX3401 PW- ADMIN	4212	OCT/NOV CREDIT CARDS	83.67
V14981	1020	12/19/14	24786 US BANK XX3401 PW- ADMIN	4279	OCT/NOV CREDIT CARDS	96.66
V14981	1020	12/19/14	24786 US BANK XX3401 PW- ADMIN	4279	OCT/NOV CREDIT CARDS	328.40
V14981	1020	12/19/14	24786 US BANK XX3401 PW- ADMIN	4329	OCT/NOV CREDIT CARDS	476.06
TOTAL VOUCHER						1,083.96
V14982	1020	12/19/14	18980 VALLEYCREST LANDSCAPE MAI	4249	RESERVOIR MAINT DEC	900.00
V14983	1020	12/19/14	23508 VIRTUAL PROJECT MANAGER	4728	MGMT BACKUP DEC	125.00
V14983	1020	12/19/14	23508 VIRTUAL PROJECT MANAGER	4728	MGMT BACKUP DEC	125.00
V14983	1020	12/19/14	23508 VIRTUAL PROJECT MANAGER	4728	MGMT BACKUP DEC	125.00
V14983	1020	12/19/14	23508 VIRTUAL PROJECT MANAGER	4728	MGMT BACKUP DEC	125.00
TOTAL VOUCHER						500.00
V14984	1020	12/19/14	4573 VISTA PAINT CORPORATION	4331	SC SHED PAINT	51.32
V14984	1020	12/19/14	4573 VISTA PAINT CORPORATION	4331	BCC GROUP X PAINT	178.70
TOTAL VOUCHER						230.02
V14985	1020	12/19/14	15007 VORTEX	4269	YARD GATE REPAIR	868.07
V14985	1020	12/19/14	15007 VORTEX	4269	BCC REAR DOOR REPAIRS	1,333.21
TOTAL VOUCHER						2,201.28

PENTAMATION ENTERPRISES INC  
 DATE: 12/17/2014  
 TIME: 07:54:58

CITY OF BREA  
 VOUCHER REGISTER

PAGE NUMBER: 10  
 VENCHK11  
 ACCOUNTING PERIOD: 6/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
V14986	1020	12/19/14	11519 WEST COAST SAND & GRAVEL,	4334	BASE	220.07
V14986	1020	12/19/14	11519 WEST COAST SAND & GRAVEL,	4334	SAND	151.30
V14986	1020	12/19/14	11519 WEST COAST SAND & GRAVEL,	4334	BASE	320.12
V14986	1020	12/19/14	11519 WEST COAST SAND & GRAVEL,	4334	SAND	220.07
			TOTAL VOUCHER			911.56
V14987	1020	12/19/14	12445 WILLDAN ENGINEERING	3609	LA FLORESTA	370.00
V14987	1020	12/19/14	12445 WILLDAN ENGINEERING	3609	610 NEPTUNE	555.00
V14987	1020	12/19/14	12445 WILLDAN ENGINEERING	3609	LA FLORESTA	370.00
			TOTAL VOUCHER			1,295.00
V14988	1020	12/19/14	23538 ZOLL MEDICAL CORPORATION	4442	PARAMEDIC SUPPLIES	129.60
V14988	1020	12/19/14	23538 ZOLL MEDICAL CORPORATION	4442	PARAMEDIC SUPPLIES	259.20
			TOTAL VOUCHER			388.80
TOTAL FUND						452,927.88
TOTAL REPORT						452,927.88

Return to Agenda

PENTAMATION ENTERPRISES INC  
 DATE: 12/23/2014  
 TIME: 07:12:35

CITY OF BREA  
 CHECK REGISTER

PAGE NUMBER: 1  
 VENCHK11  
 ACCOUNTING PERIOD: 6/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
167412	1020	12/26/14	17246 A & B ELECTRIC	4249	ELECTRICAL	323.18
167413	1020	12/26/14	24112 ACCLAIM RESOURCE PARTNERS	4451	ARP# 98473	1,303.86
167414	1020	12/26/14	1483 ANAHEIM FIRE EXTINGUISHER	4442	EXTINGSHR MAINT	47.00
167415	1020	12/26/14	1737 AT&T LONG DISTANCE	4212	LONG DISTANC-9/8-10/7	15.80
167416	1020	12/26/14	25283 MARY BACKER	2061	CONSIGNMENT SALES	2,100.00
167417	1020	12/26/14	25282 JOHN F. BARNARD	2061	CONSIGNMT SALES	770.00
167418	1020	12/26/14	25265 JAMES K. BLAKELY	4451	CLAIM#503-14-26	225.00
167419	1020	12/26/14	21427 LINDA BRANNEN	2099	REFUND-MOVING	140.00
167420	1020	12/26/14	1970 BREA OLINDA UNIFIED SCHOO	4249	FEASIBILITY STUDY	2,500.00
167421	1020	12/26/14	1970 BREA OLINDA UNIFIED SCHOO	4251	BHS-MAIN GYM SVCS	5,555.50
167422	1020	12/26/14	3817 BREA TROPHY & ENGRAVING	4442	BADGES	89.24
167422	1020	12/26/14	3817 BREA TROPHY & ENGRAVING	3335	RETURNED CHECK CHG	-12.00
			TOTAL CHECK			77.24
167423	1020	12/26/14	6520 C.I. BUSINESS EQUIPMENT I	4329	PAPER SHREDDER REPAIR	97.87
167424	1020	12/26/14	25264 CALERO SOFTWARE LLC	4291	SN#36734 1YR MAINT	1,522.34
167425	1020	12/26/14	15634 CALIFORNIA DENTAL NETWORK	4441	ADMIN FEE	10.00
167425	1020	12/26/14	15634 CALIFORNIA DENTAL NETWORK	2090DNTL	DENTAL JANUARY 2015	288.75
167425	1020	12/26/14	15634 CALIFORNIA DENTAL NETWORK	2090DNTL	PREMUIM-RABAGO	101.00
			TOTAL CHECK			399.75
167426	1020	12/26/14	3455 CALIFORNIA PARKS & REC SO	4222	RENEWAL	775.00
167427	1020	12/26/14	20648 CANON FINANCIAL SERVICES,	4253	COPIER LEASE-DEC 2014	2,106.00
167427	1020	12/26/14	20648 CANON FINANCIAL SERVICES,	4253	COPIER LEASE-JAN 2015	2,106.00
			TOTAL CHECK			4,212.00
167428	1020	12/26/14	3705 CITY OF YORBA LINDA	3312	YL PRKNG CITATNS-NOV	96.50
167429	1020	12/26/14	25280 ROBIN ROGERS CLOUD	2061	CONSIGNMENT SALES	840.00
167430	1020	12/26/14	25279 NANCY COLE	3695	REFUND CANCELLATION	25.00
167431	1020	12/26/14	5252 COSTCO/CAPITAL ONE COMMER	4441	REORG ITEMS	115.58
167432	1020	12/26/14	4799 COUNTY OF ORANGE	4291	BREA PRKNG CITATN-NOV	2,807.00
167432	1020	12/26/14	4799 COUNTY OF ORANGE	4291	YL PRKNG CITATN-NOV	36.50
			TOTAL CHECK			2,843.50
167433	1020	12/26/14	4799 COUNTY OF ORANGE	4253	OCATS SVCS- NOV	653.00
167434	1020	12/26/14	25266 CYBERSOURCE CORPORATION	4299	CR CARD PROCESSING	18.12
167435	1020	12/26/14	20981 DAVID EVANS AND ASSOCIATE	4715	THE TRACKS	8,775.67

PENTAMATION ENTERPRISES INC  
 DATE: 12/23/2014  
 TIME: 07:12:35

CITY OF BREA  
 CHECK REGISTER

PAGE NUMBER: 2  
 VENCHK11  
 ACCOUNTING PERIOD: 6/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
167435	1020	12/26/14	DAVID EVANS AND ASSOCIATE	4715	THE TRACKS	3,600.30
			TOTAL CHECK			12,375.97
167436	1020	12/26/14	DEPARTMENT OF INDUSTRIAL	4428	ASSESSMENT 14/15	26,445.78
167437	1020	12/26/14	DEPARTMENT OF JUSTICE	4249	IDENTIFICATION SVCS	399.00
167438	1020	12/26/14	DIVE/CORR, INC.	4249	RESERVOIR INSPECTIONS	1,000.00
167438	1020	12/26/14	DIVE/CORR, INC.	4249	RESERVOIR INSPECTIONS	1,000.00
167438	1020	12/26/14	DIVE/CORR, INC.	4249	RESERVOIR INSPECTIONS	1,000.00
167438	1020	12/26/14	DIVE/CORR, INC.	4249	RESERVOIR INSPECTIONS	1,000.00
			TOTAL CHECK			4,000.00
167439	1020	12/26/14	DOWNTOWN FORD SALES	4641	2015 FORD F250 3/4 TON RE	19,983.24
167439	1020	12/26/14	DOWNTOWN FORD SALES	4641	CAB STEPS (RUNNING BOARDS	375.84
167439	1020	12/26/14	DOWNTOWN FORD SALES	4641	DISCOUNT	-500.00
167439	1020	12/26/14	DOWNTOWN FORD SALES	4641	DOC FEE	86.40
167439	1020	12/26/14	DOWNTOWN FORD SALES	4641	HD SERVICE SUSPENSION	127.44
167439	1020	12/26/14	DOWNTOWN FORD SALES	4641	OVERHEAD MATERIAL RACK	1,398.60
167439	1020	12/26/14	DOWNTOWN FORD SALES	4641	PACIFIC 96401549 VF SERVI	5,304.96
167439	1020	12/26/14	DOWNTOWN FORD SALES	4641	POWER GROUP	1,162.08
167439	1020	12/26/14	DOWNTOWN FORD SALES	4641	RECEIVER HITCH	642.60
167439	1020	12/26/14	DOWNTOWN FORD SALES	4641	SHIPPING	350.00
167439	1020	12/26/14	DOWNTOWN FORD SALES	4641	SPRAY IN BEDLINER	625.32
167439	1020	12/26/14	DOWNTOWN FORD SALES	4641	TIRE FEE	8.75
167439	1020	12/26/14	DOWNTOWN FORD SALES	4641	TOW COMMAND BRAKE CONTROL	273.24
			TOTAL CHECK			29,838.47
167440	1020	12/26/14	JANET M. DUTTON	2061	CONSIGNMENT SALES	1,750.00
167441	1020	12/26/14	EDISON CO	4282	ELECTRICITY	140.57
167441	1020	12/26/14	EDISON CO	4282	ELECTRICITY	280.53
167441	1020	12/26/14	EDISON CO	4282	ELECTRICITY	1,011.40
167441	1020	12/26/14	EDISON CO	4282	ELECTRICITY	1,310.30
167441	1020	12/26/14	EDISON CO	4282	ELECTRICITY	1,717.84
167441	1020	12/26/14	EDISON CO	4283	ELECTRICITY	1,718.61
167441	1020	12/26/14	EDISON CO	4282	ELECTRICITY	1,941.08
			TOTAL CHECK			8,120.33
167442	1020	12/26/14	MISHAEL J. ELIAS	3312	REFUND	2.00
167443	1020	12/26/14	EXAGRID SYSTEMS, INC	4261	5X8 ONE YEAR SUPPORT & MA	4,058.00
167444	1020	12/26/14	FILTREXX INTERNATIONAL LL	4339	MATERIALS FOR NPDES	2,366.25
167445	1020	12/26/14	FORD MOTOR CREDIT COMPANY	4641	NEW 2015 FORD INTERCEPTOR	1,609.24
167446	1020	12/26/14	FORENSIC PIECES, INC	4225	REGISTRATION-TRAINING	325.00
167447	1020	12/26/14	THE GAS COMPANY	4281	GAS	322.93
167447	1020	12/26/14	THE GAS COMPANY	4281	GAS	448.75
167447	1020	12/26/14	THE GAS COMPANY	4281	GAS	476.10
167447	1020	12/26/14	THE GAS COMPANY	4282	GAS	117.80
167447	1020	12/26/14	THE GAS COMPANY	4281	GAS	188.81
167447	1020	12/26/14	THE GAS COMPANY	4281	GAS	208.59
			TOTAL CHECK			1,762.98

PENTAMATION ENTERPRISES INC  
 DATE: 12/23/2014  
 TIME: 07:12:35

CITY OF BREA  
 CHECK REGISTER

PAGE NUMBER: 3  
 VENCHK11  
 ACCOUNTING PERIOD: 6/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
167448	1020	12/26/14	1411 GOLDEN BELL PRODUCTS, INC	4372	TABLETS	167.40
167449	1020	12/26/14	25248 JUAN T. GUZMAN	2510	REFUND-POOL DEPOSIT	250.00
167450	1020	12/26/14	14763 THE HARTFORD	4429	#14480943	750.00
167451	1020	12/26/14	25276 PATTY HAYDEN	2099	REFUND-CONFLICT	25.00
167452	1020	12/26/14	15920 HOSHIZAKI WESTERN D.C. IN	4441	COMM REFRIG B SERIES	2,201.82
167453	1020	12/26/14	20876 IN TIME SERVICES INC	6024	ILJAOC	51,525.00
167454	1020	12/26/14	24713 KEYSTONE UNIFORMS OC	4311	UNIFORMS-ROBINS	247.23
167454	1020	12/26/14	24713 KEYSTONE UNIFORMS OC	4311	UNIFORMS-COOPER	292.48
			TOTAL CHECK			539.71
167455	1020	12/26/14	12144 LAW OFFICES OF JONES & MA	4244	POLICE DEPT	320.00
167456	1020	12/26/14	24913 LISA HALL & ASSOCIATES IN	4249	TRANSLATING SVCS	180.00
167456	1020	12/26/14	24913 LISA HALL & ASSOCIATES IN	4249	TRANSLATING SVCS	145.00
			TOTAL CHECK			325.00
167457	1020	12/26/14	21677 MAILFINANCE	4253	LEASE 11/27-12/26/14	611.87
167458	1020	12/26/14	25023 MARINA LANDSCAPE, INC	4721	IMPERIAL HWY GRNBELT	31,421.49
167459	1020	12/26/14	22906 MARCIANO MARTINEZ	4249	WATERCOLOR DEMO	573.75
167460	1020	12/26/14	25187 EILEEN MCCULLOUGH	2061	ART WORK SOLD	525.00
167460	1020	12/26/14	25187 EILEEN MCCULLOUGH	4249	DEMO ARTIST	1,113.75
			TOTAL CHECK			1,638.75
167461	1020	12/26/14	22134 NINYO & MOORE	4249	THE TRACKS	290.00
167461	1020	12/26/14	22134 NINYO & MOORE	4249	THE TRACKS	66,644.20
167461	1020	12/26/14	22134 NINYO & MOORE	4716	ALLEY IMPROV PN 7307	9,898.00
			TOTAL CHECK			76,832.20
167462	1020	12/26/14	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	5.77
167462	1020	12/26/14	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	50.32
167462	1020	12/26/14	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	1,885.46
167462	1020	12/26/14	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	6.56
167462	1020	12/26/14	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	142.71
167462	1020	12/26/14	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	29.76
167462	1020	12/26/14	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	4.76
			TOTAL CHECK			2,125.34
167463	1020	12/26/14	20581 PACIFIC WESTERN BANK	4721	RETENTION PROJ 7285	1,653.76
167464	1020	12/26/14	15658 PETTY CASH CUSTODIAN	10100006	PETTY CASH REIMBT	89.46
167465	1020	12/26/14	22003 PITNEY BOWES PRESORT SERV	4211	PRESORT MAIL SERVICES	8.94
167466	1020	12/26/14	21428 PRECISION SURVEY SUPPLY L	4612	CS SMARTWORX VIVA LT LICE	429.84
167466	1020	12/26/14	21428 PRECISION SURVEY SUPPLY L	4612	FORENSICS ACCESSORY PACKA	1,510.92
167466	1020	12/26/14	21428 PRECISION SURVEY SUPPLY L	4612	FORENSICS CONTROLLER - LE	5,188.32

PENTAMATION ENTERPRISES INC  
 DATE: 12/23/2014  
 TIME: 07:12:35

CITY OF BREA  
 CHECK REGISTER

PAGE NUMBER: 4  
 VENCHK11  
 ACCOUNTING PERIOD: 6/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
167466	1020	12/26/14	PRECISION SURVEY SUPPLY L	4612	FORENSICS ROBOTIC MAPPING	19,438.92
167466	1020	12/26/14	PRECISION SURVEY SUPPLY L	4612	ON-SITE FORENSIC TRAINING	3,000.00
TOTAL CHECK						29,568.00
167467	1020	12/26/14	PRIORITY MAILING SYSTEMS	4211	SUPPLIES	109.67
167468	1020	12/26/14	RCI	4722	PATIO FOR FS#4	8,826.00
167469	1020	12/26/14	RELIANCE DI	2090CRIT	CRITICAL ILLNESS	233.40
167469	1020	12/26/14	RELIANCE DI	2090STD	SHORT TERM DISABILITY	3,042.58
TOTAL CHECK						3,275.98
167470	1020	12/26/14	RICK HAMM CONSTRUCTION	2590	PW PERMIT REFUND	1,000.00
167471	1020	12/26/14	SHRED-IT USA INC.	4249	SERVICES 12/10/14	96.00
167472	1020	12/26/14	ST. JOSEPH HERITAGE HEALT	4245	HR MEDICAL	340.00
167473	1020	12/26/14	STAGELIGHT FAMILY PRODUCT	4249	BEAUTY & THE BEAST	17,919.00
167474	1020	12/26/14	DONALD TAYLOR	2061	ART WORK SOLD	682.50
167475	1020	12/26/14	ZHOU TIANYA	2061	ART WORK SOLD	1,330.00
167476	1020	12/26/14	TIME WARNER CABLE	4219	CABLE - CITY MANAGER	21.80
167476	1020	12/26/14	TIME WARNER CABLE	4212	CABLE - I.T.	3,773.62
TOTAL CHECK						3,795.42
167477	1020	12/26/14	T-MOBILE	4212	SUPPLIES - R HAEFNER	700.00
167478	1020	12/26/14	TRANS UNION LLC	4249	HR SERVICES	25.44
167479	1020	12/26/14	PHYLLIS TSENG	2061	ART WORK SOLD	840.00
167480	1020	12/26/14	UL LLC	4442	GROUND LADDERS	1,167.95
167481	1020	12/26/14	UNITED PARCEL SERVICE	4211	POSTAGE	30.71
167482	1020	12/26/14	VERIZON CALIFORNIA	4212		59.84
167483	1020	12/26/14	WATERCOLOR WEST	4299	DEMOS & WORKSHOPS	1,175.00
167484	1020	12/26/14	WATERCOLOR WEST	4299	GALLERY SERVICES	1,638.70
TOTAL FUND						361,348.96
TOTAL REPORT						361,348.96



PENTAMATION ENTERPRISES INC  
 DATE: 12/23/2014  
 TIME: 07:41:32

CITY OF BREA  
 VOUCHER REGISTER

PAGE NUMBER: 1  
 VENCHK11  
 ACCOUNTING PERIOD: 6/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
V14989	1020	12/26/14	4023 ADAMSON POLICE PRODUCTS	4311	BLACK CARRIER-CARPNTN	1,466.64
V14990	1020	12/26/14	23067 AEGIS ITS, INC	4269	PREVNTATV MAINT-NOV	2,850.64
V14990	1020	12/26/14	23067 AEGIS ITS, INC	4269	ROLLING REPORT-NOV	2,782.79
			TOTAL VOUCHER			5,633.43
V14991	1020	12/26/14	19771 AKAL CONSULTANTS	4712	TO PROVIDE ADDITIONAL SER	8,835.00
V14992	1020	12/26/14	24765 ALI ALAVIZADEH	4721	16% CONTINGENCY	10,337.80
V14993	1020	12/26/14	24490 DONJOHN ALEGRE	4299	FITNESS TRAINING-3 MONS	62.50
V14993	1020	12/26/14	24490 DONJOHN ALEGRE	4299	AFTNOON BOOT CMP-3MON	138.75
V14993	1020	12/26/14	24490 DONJOHN ALEGRE	4299	PM BOOT CAMP-3 MONTHS	356.00
			TOTAL VOUCHER			557.25
V14994	1020	12/26/14	6604 ALL CITY MANAGEMENT SERVS	4249	SCH CR GRD-11/23-12/6	1,116.44
V14995	1020	12/26/14	3794 AMERICAN LEGAL PUBLISHING	4249	RENEWAL-1/1/15	495.00
V14996	1020	12/26/14	3681 ANIMAL PEST MANAGEMENT SE	4249	PEST CONTROL SVCS-NOV	380.00
V14997	1020	12/26/14	22047 AVCOGAS PROPANE SALES & S	4361	PROPANE FUEL	1,103.13
V14998	1020	12/26/14	23516 BRENT BRAYSHAW	4249	CLASS INSTR-BECKMAN	75.00
V14999	1020	12/26/14	3330 BREA DISPOSAL, INC	4268	NOV RESIDENTIAL TONNAGE	55,374.44
V15000	1020	12/26/14	25145 DARREN BRECHT	4245	REIMBURSEMENT	100.00
V15001	1020	12/26/14	22121 AJA BRIOSO	4221	MILEAGE REIMBURSEMENT	22.45
V15002	1020	12/26/14	13055 C.WELLS PIPELINE MATERIAL	4335	PLUMBING SUPPLIES	1,838.51
V15003	1020	12/26/14	3390 CLINICAL LABORATORY OF	4249	LAB TESTING-NOV	876.00
V15004	1020	12/26/14	13625 COMLOCK SECURITY-GROUP	4639	LOCKS	184.68
V15005	1020	12/26/14	2971 CPS HR CONSULTING	4249	PROFESSIONAL SERVICES	819.50
V15005	1020	12/26/14	2971 CPS HR CONSULTING	4249	CREDIT-POLICE TECH	-175.00
			TOTAL VOUCHER			644.50
V15006	1020	12/26/14	4562 DANGELO CO	4335	PLUMBING SUPPLIES	60.20
V15006	1020	12/26/14	4562 DANGELO CO	4335	PLUMBING SUPPLIES	45.87
			TOTAL VOUCHER			106.07
V15007	1020	12/26/14	14017 NATHAN DARNELL	4223	TRAVEL AND EXPENSE	40.66
V15008	1020	12/26/14	23311 DE LAGE LANDEN FINANCIAL	4253	12/1-31/14-LEASE	625.51
V15009	1020	12/26/14	22010 DF POLYGRAPH	4249	POLYGRAPH EXAMS	525.00
V15010	1020	12/26/14	8022 DJS PLUS	4249	ACTIVITY NIGHT-12/12	400.00
V15011	1020	12/26/14	4522 EQUIPMENT DIRECT INC	4343	SAFETY GLOVES	86.83
V15011	1020	12/26/14	4522 EQUIPMENT DIRECT INC	4343	SAFETY VEST	11.88
V15011	1020	12/26/14	4522 EQUIPMENT DIRECT INC	4343	SAFETY GLASSES	163.52

PENTAMATION ENTERPRISES INC  
 DATE: 12/23/2014  
 TIME: 07:41:32

CITY OF BREA  
 VOUCHER REGISTER

PAGE NUMBER: 2  
 VENCHK11  
 ACCOUNTING PERIOD: 6/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
V15011	1020	12/26/14	EQUIPMENT DIRECT INC	4343	SAFETY VEST	14.66
			TOTAL VOUCHER			276.89
V15012	1020	12/26/14	EWING IRRIGATION PRODUCTS	4335	IRRIGATION VALVE-P1	152.78
V15013	1020	12/26/14	EXPERIAN	4249	PROFESSIONAL SERVICES	77.72
V15014	1020	12/26/14	FLEET SERVICES	4249	DIESEL CAPACITY TEST	548.80
V15015	1020	12/26/14	ERIC FRANK	4225	ADVANCE FOR TRAINING	24.00
V15016	1020	12/26/14	DON GOLDEN	4246	COST CENTER INSPECTNS	3,330.00
V15016	1020	12/26/14	DON GOLDEN	4246	GENERAL OFFICE HOURS	150.00
			TOTAL VOUCHER			3,480.00
V15017	1020	12/26/14	HITECH SOFTWARE INC	4261	CAR COUNTS-MAINT-NOV	920.00
V15017	1020	12/26/14	HITECH SOFTWARE INC	4261	CAR COUNTS-MAINT-DEC	920.00
			TOTAL VOUCHER			1,840.00
V15018	1020	12/26/14	HUNTINGTON COURT REPORTS&	4249	TRNSCRPT SVC-11/16-30	712.98
V15019	1020	12/26/14	INK LINK INC	4231	DATE PATCHES	38.88
V15020	1020	12/26/14	KRAUSE CONSTRUCTION	4462	CDBG-WALSH	9,049.00
V15021	1020	12/26/14	LOS ANGELES FREIGHTLINER	4366	SWEEPER SENSOR HARNESS	90.69
V15022	1020	12/26/14	TANYA LOSCUTOFF	4299	BECKMAN CLASS INSTR	99.00
V15023	1020	12/26/14	RANDY MCDANIEL	4221	PARAMEDIC LIC RMBT	200.00
V15024	1020	12/26/14	TIMOTHY MERCADO	4225	ADVANCE	-301.00
V15024	1020	12/26/14	TIMOTHY MERCADO	4223	TRAINING	343.00
			TOTAL VOUCHER			42.00
V15025	1020	12/26/14	MUELLER COMPANY	4631	METER PARTS	1,841.51
V15026	1020	12/26/14	MUNICIPAL WATER DISTRICT	4284	WTR DLVRY NOV 2014	253,923.66
V15027	1020	12/26/14	MYERS AND SONS	4345	NEW SIGNS DBL ARROWS	680.18
V15028	1020	12/26/14	NATIVE GROW NURSERY	4728	RANDOLPH CREEK	461.10
V15029	1020	12/26/14	OZUNA ELECTRIC CO.INC.	4249	ST COLLEGE/BREA BLVD	2,000.00
V15029	1020	12/26/14	OZUNA ELECTRIC CO.INC.	4249	ST COLLEGE/BREA BLVD	1,250.00
			TOTAL VOUCHER			3,250.00
V15030	1020	12/26/14	PAVECO CONSTRUCTION, INC.	4269	PAVEMENT REPAIRS	26,250.00
V15031	1020	12/26/14	RICHARDS, WATSON & GERSHO	4244	HOUSING SUCCESSOR	861.00
V15031	1020	12/26/14	RICHARDS, WATSON & GERSHO	4244	RAILS TO TRAILS PROJ	512.50
			TOTAL VOUCHER			1,373.50
V15032	1020	12/26/14	SADDLEBACK MATERIALS COMP	4339	GRAVEL BAGS	1,710.72
V15033	1020	12/26/14	SIERRA-CEDAR, INC	6029	ILJAOC	4,875.00

PENTAMATION ENTERPRISES INC  
 DATE: 12/23/2014  
 TIME: 07:41:32

CITY OF BREA  
 VOUCHER REGISTER

PAGE NUMBER: 3  
 VENCHK11  
 ACCOUNTING PERIOD: 6/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
V15034	1020	12/26/14	16060 SPECTRUM GAS PRODUCTS, IN	4442	OXYGEN	25.75
V15035	1020	12/26/14	22888 STAPLES TECHNOLOGY SOLUTI	4321	COMPUTER SUPPLIES	65.57
V15035	1020	12/26/14	22888 STAPLES TECHNOLOGY SOLUTI	4329	OFFICE SUPPLIES	148.73
V15035	1020	12/26/14	22888 STAPLES TECHNOLOGY SOLUTI	4321	COMPUTER SUPPLIES	395.19
			TOTAL VOUCHER			609.49
V15036	1020	12/26/14	11177 SUNGARD PUBLIC SECTOR INC	4421	WEB CONF - NO SHOW	160.00
V15037	1020	12/26/14	19715 RENEE TALBOTT	4299	EMPLOYEE YOGA	184.00
V15037	1020	12/26/14	19715 RENEE TALBOTT	4249	BCC CLASS INSTRUCTOR	25.00
V15037	1020	12/26/14	19715 RENEE TALBOTT	4249	BECKMAN CLASS INSTR	75.00
			TOTAL VOUCHER			284.00
V15038	1020	12/26/14	22020 THOMSON REUTERS - WEST	4249	INFORMATION CHARGES	235.94
V15039	1020	12/26/14	1472 TURBO DATA SYSTEMS, INC.	4291	CITATION PROCESSING	2,104.78
V15040	1020	12/26/14	22202 UNITED INSPECTION & TESTI	4736	IMP HWY GRNBT CIP7285	2,701.00
V15041	1020	12/26/14	16649 UNITED ROTARY BRUSH CORPO	4366	SWEEPER BROOMS	291.72
V15042	1020	12/26/14	16506 VALLEY POWER SYSTEMS, INC	4366	OIL FILTER KITS	100.86
V15043	1020	12/26/14	4573 VISTA PAINT CORPORATION	4331	TREE GRATES DWNTWN	61.99
V15044	1020	12/26/14	3332 WAXIE SANITARY SUPPLY	4332	JANITORIAL SUPPLIES	601.72
V15044	1020	12/26/14	3332 WAXIE SANITARY SUPPLY	4332	JANITORIAL SUPPLIES	459.59
V15044	1020	12/26/14	3332 WAXIE SANITARY SUPPLY	4332	JANITORIAL SUPPLIES	430.75
V15044	1020	12/26/14	3332 WAXIE SANITARY SUPPLY	4332	JANITORIAL SUPPLIES	1,032.47
			TOTAL VOUCHER			2,524.53
V15045	1020	12/26/14	23538 ZOLL MEDICAL CORPORATION	4261	1 YR EXTENDED WARRNTY	5,152.50
V15045	1020	12/26/14	23538 ZOLL MEDICAL CORPORATION	4261	PREVENTATIVE MAINT	1,150.00
			TOTAL VOUCHER			6,302.50
V15046	1020	12/26/14	3802 ZUMAR INDUSTRIES, INC.	4345	ST SIGN HARDWARE	180.12
V15046	1020	12/26/14	3802 ZUMAR INDUSTRIES, INC.	4345	SIGN LAMBERT/POINTE	129.00
V15046	1020	12/26/14	3802 ZUMAR INDUSTRIES, INC.	4345	SIGNS DOWNTOWN	179.25
			TOTAL VOUCHER			488.37
TOTAL FUND						417,626.85
TOTAL REPORT						417,626.85

# Return to Agenda

PENTAMATION ENTERPRISES INC  
 DATE: 01/07/2015  
 TIME: 07:54:59

CITY OF BREA  
 CHECK REGISTER

PAGE NUMBER: 1  
 VENCHK11  
 ACCOUNTING PERIOD: 7/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
167485	1020	01/09/15	25290 ANDERSEN ENVIRONMENTAL	4464	ACACIA ST APTS REHAB	750.00
167486	1020	01/09/15	22390 AT&T	4212	TELEPHONE	702.29
167486	1020	01/09/15	22390 AT&T	4212	TELEPHONE	224.08
167486	1020	01/09/15	22390 AT&T	4212	TELEPHONE	1,250.46
			TOTAL CHECK			2,176.83
167487	1020	01/09/15	20391 AT&T CALNET 2	4212	CALNET 2-TELEPHONE	17.32
167488	1020	01/09/15	20312 AXCESS VIDEO, INC.	4269	BCC VISIX MAINT	829.00
167489	1020	01/09/15	24788 BLACK & WHITE EMERGENCY V	4366	POLICE CSI VAN CHANGEOVER	2,659.38
167489	1020	01/09/15	24788 BLACK & WHITE EMERGENCY V	4269	POLICE CSI VAN CHANGEOVER	2,600.00
			TOTAL CHECK			5,259.38
167490	1020	01/09/15	25285 DANNY PAUL BROBST	3312	CITATION REFUND	38.00
167491	1020	01/09/15	18311 C.A.P.E. ACCOUNTING	4222	MEMBERSHIP 2015	135.00
167492	1020	01/09/15	24347 CINTAS FAS	4359	BCC-FIRST AID SUPPLIE	31.39
167493	1020	01/09/15	2039 CITY OF BREA--WATER DEPT	4285	WATER	19.84
167493	1020	01/09/15	2039 CITY OF BREA--WATER DEPT	4285	WATER	1,083.76
167493	1020	01/09/15	2039 CITY OF BREA--WATER DEPT	4285	WATER	2,399.95
167493	1020	01/09/15	2039 CITY OF BREA--WATER DEPT	4285	WATER	337.59
167493	1020	01/09/15	2039 CITY OF BREA--WATER DEPT	4285	WATER	434.62
167493	1020	01/09/15	2039 CITY OF BREA--WATER DEPT	4285	WATER	705.87
			TOTAL CHECK			4,981.63
167494	1020	01/09/15	5252 COSTCO/CAPITAL ONE COMMER	4279	SUPPLIES	47.80
167495	1020	01/09/15	5252 COSTCO/CAPITAL ONE COMMER	4279	PROMOTIONAL CEREMONY	118.08
167496	1020	01/09/15	5252 COSTCO/CAPITAL ONE COMMER	4299	FRIDAY LUNCHEON PROG	220.95
167497	1020	01/09/15	5252 COSTCO/CAPITAL ONE COMMER	4279	VITAMIX5200S	379.99
167498	1020	01/09/15	5252 COSTCO/CAPITAL ONE COMMER	4311	GATORADE/WATER	251.77
167499	1020	01/09/15	4799 COUNTY OF ORANGE	4253	OCATS SVCS-DEC	653.00
167500	1020	01/09/15	1928 COUNTY OF ORANGE TAX COLL	4411	SECURED PROP TAX	513.92
167500	1020	01/09/15	1928 COUNTY OF ORANGE TAX COLL	4411	SECURED PROP TAX	1,448.74
			TOTAL CHECK			1,962.66
167501	1020	01/09/15	20981 DAVID EVANS AND ASSOCIATE	4715	THE TRACKS-SEGMENT 3	3,600.30
167502	1020	01/09/15	18138 DOWNTOWN FORD SALES	4641	"PAINT" TUTONE FRONT DOOR	1,063.80
167502	1020	01/09/15	18138 DOWNTOWN FORD SALES	4641	2015 FORD INTERCEPTOR SUV	28,731.24
167502	1020	01/09/15	18138 DOWNTOWN FORD SALES	4641	AUXILLARY AIR CONDITIONIN	642.60
167502	1020	01/09/15	18138 DOWNTOWN FORD SALES	4641	DISCOUNT-2%	-634.31
167502	1020	01/09/15	18138 DOWNTOWN FORD SALES	4641	DOC FEE	86.40
167502	1020	01/09/15	18138 DOWNTOWN FORD SALES	4641	KEYED ALIKE 1284X	54.00
167502	1020	01/09/15	18138 DOWNTOWN FORD SALES	4641	NOISE SUPPRESSION BONDING	104.76
167502	1020	01/09/15	18138 DOWNTOWN FORD SALES	4641	REAR VIEW CAMERA	258.12
167502	1020	01/09/15	18138 DOWNTOWN FORD SALES	4641	SHIPPING	350.00

PENTAMATION ENTERPRISES INC  
 DATE: 01/07/2015  
 TIME: 07:54:59

CITY OF BREA  
 CHECK REGISTER

PAGE NUMBER: 2  
 VENCHK11  
 ACCOUNTING PERIOD: 7/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
167502	1020	01/09/15	18138 DOWNTOWN FORD SALES	4641	SPOT LAMPS INCADESCENT BU	415.80
167502	1020	01/09/15	18138 DOWNTOWN FORD SALES	4641	TIRE FEE	8.75
TOTAL CHECK						31,081.16
167503	1020	01/09/15	3343 EDISON CO	4283	ELECTRICITY	6,371.07
167503	1020	01/09/15	3343 EDISON CO	4282	ELECTRICITY	5,602.38
TOTAL CHECK						11,973.45
167504	1020	01/09/15	12043 FRANCHISE TAX BOARD/ST OF	2090WAGE	PAYROLL DEDUCTION	90.00
167505	1020	01/09/15	12043 FRANCHISE TAX BOARD/ST OF	2090WAGE	PAYROLL DEDUCTION	50.00
167506	1020	01/09/15	12043 FRANCHISE TAX BOARD/ST OF	2090WAGE	PAYROLL DEDUCTION	980.76
167507	1020	01/09/15	12043 FRANCHISE TAX BOARD/ST OF	2090WAGE	PAYROLL DEDUCTION	50.00
167508	1020	01/09/15	3749 THE GAS COMPANY	4281	GAS	698.56
167508	1020	01/09/15	3749 THE GAS COMPANY	4281	GAS	22.32
167508	1020	01/09/15	3749 THE GAS COMPANY	4281	GAS	98.66
TOTAL CHECK						819.54
167509	1020	01/09/15	24866 KAREY GLAVIANO	4299	MASSAGE THERAPIST	212.50
167510	1020	01/09/15	25284 FERNANDO GOMEZ	3312	CITATION REFUND	41.00
167510	1020	01/09/15	25284 FERNANDO GOMEZ	3312	CITATION REFUND	41.00
TOTAL CHECK						82.00
167511	1020	01/09/15	5492 HOME DEPOT	4329	RECARPETING SUPPLIES	354.13
167512	1020	01/09/15	25236 HOPE BUILDERS, INC.	4464	ACACIA ST APT-INV #5	2,945.00
167513	1020	01/09/15	25236 HOPE BUILDERS, INC.	4464	ACACIA ST APT REHAB	4,943.82
167514	1020	01/09/15	22902 HUNTER SYSTEMS GROUP	6014	ILJAOC	1,500.00
167515	1020	01/09/15	23904 INLAND WATER WORKS SUPPLY	4631	METER BOXES & LIDS	967.68
167516	1020	01/09/15	21677 MAILFINANCE	4253	LEASE 12/27-1/26/15	611.87
167517	1020	01/09/15	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	102.20
167517	1020	01/09/15	4743 OFFICE DEPOT, INC	4321	COMPUTER SUPPLIES	129.59
167517	1020	01/09/15	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	23.44
167517	1020	01/09/15	4743 OFFICE DEPOT, INC	4329	CREDIT MEMO	-15.54
167517	1020	01/09/15	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	10.78
167517	1020	01/09/15	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	25.21
167517	1020	01/09/15	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	11.51
167517	1020	01/09/15	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	50.51
167517	1020	01/09/15	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	7.55
TOTAL CHECK						345.25
167518	1020	01/09/15	20422 PRIORITY MAILING SYSTEMS	4211	SUPPLIES	232.28
167519	1020	01/09/15	10123 SAM'S CLUB DIRECT	4441	BLDG MAINTENANCE	430.92
167519	1020	01/09/15	10123 SAM'S CLUB DIRECT	4441	BLDG MAINTENANCE	575.11
167519	1020	01/09/15	10123 SAM'S CLUB DIRECT	4441	TREE TRIMMING	79.48
TOTAL CHECK						1,085.51

PENTAMATION ENTERPRISES INC  
 DATE: 01/07/2015  
 TIME: 07:54:59

CITY OF BREA  
 CHECK REGISTER

PAGE NUMBER: 3  
 VENCHK11  
 ACCOUNTING PERIOD: 7/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
167520	1020	01/09/15	SND CONSTRUCTION, INC	4721	BERRY & IMPERIAL	326,347.80
167521	1020	01/09/15	SPRINT	4212	11/15 -12/14/14	1,234.45
167522	1020	01/09/15	SPRINT	4212	11/15 - 12/14/14	283.55
167523	1020	01/09/15	TIME WARNER CABLE	4269	SENIOR CTR 1/6-2/5	16.21
167523	1020	01/09/15	TIME WARNER CABLE	4269	SENIOR CTR 12/6-1/5	16.21
167523	1020	01/09/15	TIME WARNER CABLE	4249	RESERVOIRS 12/18-1/17	99.29
TOTAL CHECK						131.71
167524	1020	01/09/15	UNITED STATES TREASURY	2090WAGE	PAYROLL DEDUCTION	118.50
167525	1020	01/09/15	URBAN GRAFFITI ENTERPRISE	4249	GRAFFETI REMOVAL	730.00
167526	1020	01/09/15	VERIZON CALIFORNIA	4212	12/16/14 - 1/15/15	42.39
167527	1020	01/09/15	KELLY WALKER	3424	START \$\$ BRIDAL SHOW	1,000.00
TOTAL FUND						409,666.45
TOTAL REPORT						409,666.45

PENTAMATION ENTERPRISES INC  
 DATE: 01/07/2015  
 TIME: 08:13:54

CITY OF BREA  
 VOUCHER REGISTER

PAGE NUMBER: 1  
 VENCHK11  
 ACCOUNTING PERIOD: 7/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
V15047	1020	01/09/15	3344 ADMINISTRATIVE & PROF	2090DUES	DED:4010 APEA DUES	351.00
V15048	1020	01/09/15	24539 THE ADVANTAGE GROUP	2090S125	DED:808B TAG DEPCAR	987.71
V15048	1020	01/09/15	24539 THE ADVANTAGE GROUP	2090S125	DED:808C TAG MEDFSA	4,251.33
			TOTAL VOUCHER			5,239.04
V15049	1020	01/09/15	22923 AFLAC-ACCOUNT #EZA73	2090ACC	ACCIDENT POLICY-DEC	3,962.46
V15049	1020	01/09/15	22923 AFLAC-ACCOUNT #EZA73	2090CNCR	CANCER POLICY-DEC	6,007.29
			TOTAL VOUCHER			9,969.75
V15050	1020	01/09/15	24490 DONJOHN ALEGRE	4299	BOOT CAMP-PM	26.95
V15051	1020	01/09/15	13785 ALLIANT INSURANCES SVCS	4429	SPCL EVNT INS/OCT-DEC	4,256.00
V15052	1020	01/09/15	14990 BPSEA MEMORIAL FOUNDATION	2090DUES	DED:4050 MEMORIAL	257.50
V15053	1020	01/09/15	3236 BREA CITY EMPLOYEES ASSOC	2090DUES	DED:4005 BCEA DUES	640.00
V15054	1020	01/09/15	3237 BREA FIREFIGHTERS ASSOCIA	2090DUES	DED:4015 ASSOCAFLAC	31.72
V15054	1020	01/09/15	3237 BREA FIREFIGHTERS ASSOCIA	2090DUES	DED:4016 ASSOC DUES	2,028.00
			TOTAL VOUCHER			2,059.72
V15055	1020	01/09/15	7531 BREA HISTORICAL SOCIETY	4233	DVD/VHS-BREA HISTORY	20.00
V15056	1020	01/09/15	3769 BREA POLICE ASSOCIATION	2090DUES	DED:4030 BPA REG	3,400.00
V15057	1020	01/09/15	1068 BREA POLICE ATHLETIC LEAG	2090DUES	DED:5010 B.P.A.L.	115.00
V15058	1020	01/09/15	21189 BREA POLICE MANAGEMENT AS	2090DUES	DED:4020 ASSOC DUES	242.00
V15059	1020	01/09/15	15260 CANON SOLUTIONS AMERICA,	4253	COPIER MAIN-10/2-11/1	979.00
V15059	1020	01/09/15	15260 CANON SOLUTIONS AMERICA,	4253	COPIER MAIN-11/2-12/1	979.00
V15059	1020	01/09/15	15260 CANON SOLUTIONS AMERICA,	4253	COPIER MAIN-12/2-1/1	979.00
			TOTAL VOUCHER			2,937.00
V15060	1020	01/09/15	5356 CHARTER OAKS GYMNASTICS,	4249	CONTRACT CLASS INSTR	319.50
V15061	1020	01/09/15	4562 DANGELO CO	4639	GAUGE	16.82
V15062	1020	01/09/15	23151 DELOITTE CONSULTING LLP	2099	ILJAOC	110,250.00
V15063	1020	01/09/15	5421 DOOLEY ENTERPRISES INC	4383	AMMUNITION	1,479.60
V15064	1020	01/09/15	14494 DUALGRAPHICS	4211	POSTCARD MAILING	1,334.59
V15065	1020	01/09/15	4522 EQUIPMENT DIRECT INC	4343	SAFETY VEST & GLOVES	110.59
V15066	1020	01/09/15	2043 FILARSKY & WATT LLP	4244	PROFESSIONAL SERVICES	280.00
V15067	1020	01/09/15	22361 KAREN E GREENO	4249	CONTRACT CLASS INSTR	468.00
V15068	1020	01/09/15	14462 HOLMAN PROFESSIONAL COUNS	4249	EMP ASSIST PROG-JAN	1,288.63
V15069	1020	01/09/15	20448 JEREME HSU	4225	ADVANCE FOR TRAINING	80.00
V15070	1020	01/09/15	18131 HUNTINGTON COURT REPORTS&	4249	TRANSCRIPTION SERVICES FO	277.44

PENTAMATION ENTERPRISES INC  
 DATE: 01/07/2015  
 TIME: 08:13:54

CITY OF BREA  
 VOUCHER REGISTER

PAGE NUMBER: 2  
 VENCHK11  
 ACCOUNTING PERIOD: 7/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
V15070	1020	01/09/15	18131 HUNTINGTON COURT REPORTS&	4249	TRNSCRPTN SVC-12/1-15	917.49
			TOTAL VOUCHER			1,194.93
V15071	1020	01/09/15	19831 KRAUSE CONSTRUCTION	4464	ACACIA APTS REHAB	300.00
V15072	1020	01/09/15	3120 LA HABRA FENCE CO., INC.	4249	ST COLLEGE & BIRCH	2,994.00
V15073	1020	01/09/15	24398 FRANCESCO LA TORRE	4271	MILEAGE REIMBT	22.40
V15074	1020	01/09/15	22092 TANYA LOSCUTOFF	4299	ULTIMATE BOOT CAMP	105.00
V15075	1020	01/09/15	25217 MESSINA AND ASSOCIATES	4221	HR TRAINING	1,837.50
V15076	1020	01/09/15	18067 MUELLER COMPANY	4336	GROUNDING RING RESALE	380.00
V15076	1020	01/09/15	18067 MUELLER COMPANY	4336	METERS FOR RESALE	5,096.00
			TOTAL VOUCHER			5,476.00
V15077	1020	01/09/15	14689 ORANGE COUNTY SANITATION	4441	SEWER USER FEE	56,497.05
V15078	1020	01/09/15	3451 ORANGE COUNTY UNITED WAY	2090UWAY	DED:5005 UNITED WAY	75.00
V15079	1020	01/09/15	19696 PACIFIC TELEMANAGEMENT SE	4212	I.T. SERVICES	75.00
V15080	1020	01/09/15	14542 PLUMBERS DEPOT INC.	4269	CC TV MOTOR REPAIR	1,490.81
V15081	1020	01/09/15	21135 PRINT & FINISHING SOLUTIO	4261	EQUIPMENT REPAIR	162.50
V15082	1020	01/09/15	3444 READWRITE EDUCATIONAL, IN	4249	CLASS INSTRUCTOR	400.00
V15083	1020	01/09/15	19906 SAFETY DRIVERS ED	4249	CLASS INSTRUCTOR	52.80
V15084	1020	01/09/15	19969 SO CALIFORNIA ACADEMY OF	4249	CLASS INSTRUCTOR	980.00
V15085	1020	01/09/15	16060 SPECTRUM GAS PRODUCTS, IN	4442	OXYGEN	34.25
V15086	1020	01/09/15	12688 TENNIS ANYONE ACADEMY	4249	CLASS INSTRUCTOR	1,639.50
V15087	1020	01/09/15	22020 THOMSON REUTERS - WEST	4233	11/5-12/4/14	62.96
V15088	1020	01/09/15	18980 VALLEYCREST LANDSCAPE MAI	4269	DT SUPERBLOCKS - DEC	664.58
V15089	1020	01/09/15	3332 WAXIE SANITARY SUPPLY	4332	JANITORIAL SUPPLIES	1,287.95
V15089	1020	01/09/15	3332 WAXIE SANITARY SUPPLY	4332	JANITORIAL SUPPLIES	1,032.47
			TOTAL VOUCHER			2,320.42
V15090	1020	01/09/15	23538 ZOLL MEDICAL CORPORATION	4442	SUNPWER RECHARGABLE LITHI	1,539.00
V15090	1020	01/09/15	23538 ZOLL MEDICAL CORPORATION	4442	SUREPOWER CHARGING STATIO	1,842.75
			TOTAL VOUCHER			3,381.75
V15091	1020	01/09/15	3802 ZUMAR INDUSTRIES, INC.	4722	CLIFFWOOD/ST COLLEGE	2,233.52
V15091	1020	01/09/15	3802 ZUMAR INDUSTRIES, INC.	4722	BALSA & MANGO ST SIGN	2,098.44
V15091	1020	01/09/15	3802 ZUMAR INDUSTRIES, INC.	4722	NAPOLI DR ST SIGN	231.81
			TOTAL VOUCHER			4,563.77
TOTAL FUND						229,471.91



PENTAMATION ENTERPRISES INC  
DATE: 01/07/2015  
TIME: 08:13:54

CITY OF BREA  
VOUCHER REGISTER

PAGE NUMBER: 3  
VENCHK11  
ACCOUNTING PERIOD: 7/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
TOTAL REPORT						229,471.91

Return to Agenda

PENTAMATION ENTERPRISES INC  
 DATE: 01/14/2015  
 TIME: 07:09:24

CITY OF BREA  
 CHECK REGISTER

PAGE NUMBER: 1  
 VENCHK11  
 ACCOUNTING PERIOD: 7/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
167528	1020	01/16/15	23149 A+ GLASS	4262	955 WINDSHIELD REPLACEMEN	409.05
167528	1020	01/16/15	23149 A+ GLASS	4262	1120 WINDSHIELD REPLACEME	387.35
			TOTAL CHECK			796.40
167529	1020	01/16/15	19188 ALBERTSONS	3634	REFUND-POLICE REPORT	7.00
167530	1020	01/16/15	3723 AWARDS BY RUBI	4441	PLATES & ENGRAVING	43.20
167531	1020	01/16/15	24788 BLACK & WHITE EMERGENCY V	4269	955 EMERGENCY LIGHT REMOV	150.00
167532			18749 BUSINESS CARD		VOID: MULTI STUB CHECK	
167533	1020	01/16/15	18749 BUSINESS CARD	4299	4521	632.18
167533	1020	01/16/15	18749 BUSINESS CARD	4443	4521	166.50
167533	1020	01/16/15	18749 BUSINESS CARD	4329	2121	152.55
167533	1020	01/16/15	18749 BUSINESS CARD	4251	2121	240.00
167533	1020	01/16/15	18749 BUSINESS CARD	4331	5131	16.72
167533	1020	01/16/15	18749 BUSINESS CARD	4329	5131	20.39
167533	1020	01/16/15	18749 BUSINESS CARD	4311	5131	28.56
167533	1020	01/16/15	18749 BUSINESS CARD	4639	5131	102.83
167533	1020	01/16/15	18749 BUSINESS CARD	4372	5131	229.68
167533	1020	01/16/15	18749 BUSINESS CARD	4311	2111	135.70
167533	1020	01/16/15	18749 BUSINESS CARD	4329	2111	230.06
167533	1020	01/16/15	18749 BUSINESS CARD	4381	2131	84.44
167533	1020	01/16/15	18749 BUSINESS CARD	4311	2221	383.68
167533	1020	01/16/15	18749 BUSINESS CARD	6016	ILJAO	8.98
167533	1020	01/16/15	18749 BUSINESS CARD	4329	1481	10.51
167533	1020	01/16/15	18749 BUSINESS CARD	4299	1481	125.77
167533	1020	01/16/15	18749 BUSINESS CARD	4441	4441	42.56
167533	1020	01/16/15	18749 BUSINESS CARD	4441	4211	32.39
167533	1020	01/16/15	18749 BUSINESS CARD	4231	4215	1,181.54
167533	1020	01/16/15	18749 BUSINESS CARD	4442	4215	1,824.52
167533	1020	01/16/15	18749 BUSINESS CARD	4359	4217	42.15
167533	1020	01/16/15	18749 BUSINESS CARD	4311	4425	114.11
167533	1020	01/16/15	18749 BUSINESS CARD	4359	4425	147.69
167533	1020	01/16/15	18749 BUSINESS CARD	2060	SALES TAX PAYABLE	-8.34
167533	1020	01/16/15	18749 BUSINESS CARD	4359	4217	228.47
167533	1020	01/16/15	18749 BUSINESS CARD	4359	4420	105.39
167533	1020	01/16/15	18749 BUSINESS CARD	4359	4425	129.23
167533	1020	01/16/15	18749 BUSINESS CARD	4359	4429	66.95
			TOTAL CHECK			6,475.21
167534	1020	01/16/15	18311 C.A.P.E. ACCOUNTING	4222	MEMBRSH-P-BAIR/CLAIBOR	90.00
167535	1020	01/16/15	24558 CALTROP CORPORATION	4733	BERRY/IMPERIAL SEWER	6,720.00
167535	1020	01/16/15	24558 CALTROP CORPORATION	4732	BERRY/IMPERIAL SEWER	13,815.00
167535	1020	01/16/15	24558 CALTROP CORPORATION	4749	BERRY/IMPERIAL SEWER	156.00
			TOTAL CHECK			20,691.00
167536	1020	01/16/15	15828 CANNINGS ACE HARDWARE	4369	SHOP SUPPLIES	15.20
167537	1020	01/16/15	25292 HSIN CHEN	3312	REFUND-PRKNG CITATN	2.00
167538	1020	01/16/15	13333 CITY OF WESTMINSTER	4225	REGISTRATN FEE-CREWS	25.00
167539	1020	01/16/15	4799 COUNTY OF ORANGE	4249	TMDL-COYOTE CREEK	5,946.81

PENTAMATION ENTERPRISES INC  
 DATE: 01/14/2015  
 TIME: 07:09:24

CITY OF BREA  
 CHECK REGISTER

PAGE NUMBER: 2  
 VENCHK11  
 ACCOUNTING PERIOD: 7/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
167540	1020	01/16/15	4799 COUNTY OF ORANGE	4329	FORMS	155.65
167541	1020	01/16/15	4799 COUNTY OF ORANGE	4253	AFIS- DEC	1,133.15
167542	1020	01/16/15	1757 CRESTMONT MOBILE ESTATES	3651	LIFELINE DISC-DEC	240.76
167542	1020	01/16/15	1757 CRESTMONT MOBILE ESTATES	3651	LIFELINE DISC-NOV	246.89
167542	1020	01/16/15	1757 CRESTMONT MOBILE ESTATES	3651	LIFELINE DISC-OCT	253.75
			TOTAL CHECK			741.40
167543	1020	01/16/15	15660 D & D SIGN SERVICE	4269	DOWNTOWN SIGN-REPAIR	95.00
167544	1020	01/16/15	20981 DAVID EVANS AND ASSOCIATE	4715	TRACKS-SEGMENT 2	18,529.67
167545	1020	01/16/15	25028 ALISSA DE LOS REYES	4299	MASSAGE THERAPIST	250.00
167546	1020	01/16/15	3343 EDISON CO	4282	ELECTRICITY	25.99
167546	1020	01/16/15	3343 EDISON CO	4282	ELECTRICITY	31.99
167546	1020	01/16/15	3343 EDISON CO	4282	ELECTRICITY	18,367.39
167546	1020	01/16/15	3343 EDISON CO	4283	ELECTRICITY	4,382.99
167546	1020	01/16/15	3343 EDISON CO	4282	ELECTRICITY	5,372.38
167546	1020	01/16/15	3343 EDISON CO	4282	ELECTRICITY	102.64
167546	1020	01/16/15	3343 EDISON CO	4282	ELECTRICITY	118.07
167546	1020	01/16/15	3343 EDISON CO	4282	ELECTRICITY	157.00
167546	1020	01/16/15	3343 EDISON CO	4282	ELECTRICITY	421.32
167546	1020	01/16/15	3343 EDISON CO	4282	ELECTRICITY	1,051.79
			TOTAL CHECK			30,031.56
167547	1020	01/16/15	3343 EDISON CO	4282	ELECTRICITY	720.13
167547	1020	01/16/15	3343 EDISON CO	4282	ELECTRICITY	786.21
167547	1020	01/16/15	3343 EDISON CO	4282	ELECTRICITY	913.57
167547	1020	01/16/15	3343 EDISON CO	4282	ELECTRICITY	1,253.88
167547	1020	01/16/15	3343 EDISON CO	4282	ELECTRICITY	330.57
167547	1020	01/16/15	3343 EDISON CO	4282	ELECTRICITY	419.64
167547	1020	01/16/15	3343 EDISON CO	4282	ELECTRICITY	480.07
167547	1020	01/16/15	3343 EDISON CO	4723	ELECTRICITY	75.90
167547	1020	01/16/15	3343 EDISON CO	4282	ELECTRICITY	267.47
167547	1020	01/16/15	3343 EDISON CO	4283	ELECTRICITY	10,688.53
167547	1020	01/16/15	3343 EDISON CO	4282	ELECTRICITY	16,706.56
167547	1020	01/16/15	3343 EDISON CO	4282	ELECTRICITY	2,273.88
167547	1020	01/16/15	3343 EDISON CO	4282	ELECTRICITY	62.39
167547	1020	01/16/15	3343 EDISON CO	4282	ELECTRICITY	18.17
			TOTAL CHECK			34,996.97
167548	1020	01/16/15	15545 FORD MOTOR CREDIT COMPANY	4259	NEW 2015 FORD INTERCEPTOR	1,609.24
167549	1020	01/16/15	12043 FRANCHISE TAX BOARD/ST OF	2090WAGE	PAYROLL DEDUCTION	90.00
167550	1020	01/16/15	12043 FRANCHISE TAX BOARD/ST OF	2090WAGE	PAYROLL DEDUCTION	50.00
167551	1020	01/16/15	12043 FRANCHISE TAX BOARD/ST OF	2090WAGE	PAYROLL DEDUCTION	313.54
167552	1020	01/16/15	3749 THE GAS COMPANY	4281	GAS	15.29
167552	1020	01/16/15	3749 THE GAS COMPANY	4281	GAS	322.93
167552	1020	01/16/15	3749 THE GAS COMPANY	4281	GAS	117.80
167552	1020	01/16/15	3749 THE GAS COMPANY	4281	GAS	188.81

PENTAMATION ENTERPRISES INC  
 DATE: 01/14/2015  
 TIME: 07:09:24

CITY OF BREA  
 CHECK REGISTER

PAGE NUMBER: 3  
 VENCHK11  
 ACCOUNTING PERIOD: 7/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
167552	1020	01/16/15	THE GAS COMPANY	4281	GAS	208.59
167552	1020	01/16/15	THE GAS COMPANY	4281	GAS	448.75
167552	1020	01/16/15	THE GAS COMPANY	4281	GAS	476.10
TOTAL CHECK						1,778.27
167553	1020	01/16/15	KAREY GLAVIANO	4299	MASSAGE THERAPIST	130.00
167554	1020	01/16/15	GOVERNMENT FINANCE OFFICE	4222	MEMBERSHIP	250.00
167555	1020	01/16/15	IBM CORPORATION	6026	ILJAO	4,775.00
167556	1020	01/16/15	IMPERIAL BUILDING MATERIA	4334	FIELD SAND	53.17
167556	1020	01/16/15	IMPERIAL BUILDING MATERIA	4334	FIELD SAND	79.75
TOTAL CHECK						132.92
167557	1020	01/16/15	IN TIME SERVICES INC	6024	ILJAO	946.96
167558	1020	01/16/15	INTERNATIONAL CODE COUNCI	4222	MEMBRSHIP-LINARES	125.00
167559	1020	01/16/15	INT'L NARCOTICS INTERDICT	4225	TRAVEL & EXP-HADDAD	395.00
167559	1020	01/16/15	INT'L NARCOTICS INTERDICT	4225	TRAVEL & EXP-HOETKER	395.00
TOTAL CHECK						790.00
167560	1020	01/16/15	MINNIE JO	2099	CLASS REFUND	64.00
167561	1020	01/16/15	LISA JOHNSON	3694	TICKET REFUND	90.00
167562	1020	01/16/15	KEYSTONE UNIFORMS OC	4311	UNIFORMS-A RODRIGUEZ	337.32
167563	1020	01/16/15	THE KOREA DAILY	4231	ADVERTISEMENT	400.00
167564	1020	01/16/15	KRAMER LAW GROUP	3634	POLICE REPORT REFUND	25.00
167565	1020	01/16/15	LA HABRA SMOG	4262	22021 SMOG	40.00
167565	1020	01/16/15	LA HABRA SMOG	4262	22029 SMOG	40.00
167565	1020	01/16/15	LA HABRA SMOG	4262	24011 SMOG	40.00
167565	1020	01/16/15	LA HABRA SMOG	4262	24015 SMOG	40.00
167565	1020	01/16/15	LA HABRA SMOG	4262	26006 SMOG	40.00
167565	1020	01/16/15	LA HABRA SMOG	4262	26030 SMOG	40.00
167565	1020	01/16/15	LA HABRA SMOG	4262	27001 SMOG	40.00
167565	1020	01/16/15	LA HABRA SMOG	4262	27022 SMOG	40.00
TOTAL CHECK						320.00
167566	1020	01/16/15	LAKE PARK BREA	3651	LIFELINE WTR DISCOUNT	901.19
167567	1020	01/16/15	LAW OFFICES OF JONES & MA	4244	CODE ENF	1,120.00
167567	1020	01/16/15	LAW OFFICES OF JONES & MA	4244	POLICE DEPT	1,040.00
167567	1020	01/16/15	LAW OFFICES OF JONES & MA	4244	CODE ENF	1,920.00
TOTAL CHECK						4,080.00
167568	1020	01/16/15	LIFE-ASSIST, INC.	4442	PARAMEDIC SUPPLIES	195.35
167568	1020	01/16/15	LIFE-ASSIST, INC.	2060	SALES TAX PAYABLE	-.90
TOTAL CHECK						194.45
167569	1020	01/16/15	LINDA LIU	3312	CITATION REFUND	38.00

PENTAMATION ENTERPRISES INC  
 DATE: 01/14/2015  
 TIME: 07:09:24

CITY OF BREA  
 CHECK REGISTER

PAGE NUMBER: 4  
 VENCHK11  
 ACCOUNTING PERIOD: 7/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
167570	1020	01/16/15	14687 LOMA VISTA NURSERY	4379	PLANTS FOR BCC	284.04
167570	1020	01/16/15	14687 LOMA VISTA NURSERY	4379	PLANTS	619.79
167570	1020	01/16/15	14687 LOMA VISTA NURSERY	4379	PLANTS FOR CCC	238.46
TOTAL CHECK						1,142.29
167571	1020	01/16/15	23231 BOB MCDONELL	6016	ILJAOC	396.01
167572	1020	01/16/15	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	17.19
167572	1020	01/16/15	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	12.82
167572	1020	01/16/15	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	54.19
167572	1020	01/16/15	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	.84
167572	1020	01/16/15	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	248.75
167572	1020	01/16/15	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	73.97
167572	1020	01/16/15	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	9.37
167572	1020	01/16/15	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	.52
167572	1020	01/16/15	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	46.59
167572	1020	01/16/15	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	4.31
167572	1020	01/16/15	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	10.48
167572	1020	01/16/15	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	13.05
167572	1020	01/16/15	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	90.87
167572	1020	01/16/15	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	86.03
167572	1020	01/16/15	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	53.07
167572	1020	01/16/15	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	24.30
167572	1020	01/16/15	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	49.90
167572	1020	01/16/15	4743 OFFICE DEPOT, INC	4329	CREDIT MEMO	-7.55
167572	1020	01/16/15	4743 OFFICE DEPOT, INC	4329	OFFICE SUPPLIES	7.55
TOTAL CHECK						796.25
167573	1020	01/16/15	13157 ORANGE CTY INDOOR SHOOTIN	4382	AMMUNITION	2,810.16
167573	1020	01/16/15	13157 ORANGE CTY INDOOR SHOOTIN	4382	SHOOTERS	643.50
167573	1020	01/16/15	13157 ORANGE CTY INDOOR SHOOTIN	4382	SHOOTERS/AMMUNITION	2,036.20
167573	1020	01/16/15	13157 ORANGE CTY INDOOR SHOOTIN	4382	AMMUNITION	540.00
167573	1020	01/16/15	13157 ORANGE CTY INDOOR SHOOTIN	4382	SHOOTERS/AMMUNITION	1,577.86
TOTAL CHECK						7,607.72
167574	1020	01/16/15	15768 PETTY CASH CUSTODIAN	10100009	PETTY CASH REIMBT	45.39
167575	1020	01/16/15	18392 PLUMBING WHOLESALE OUTLET	4333	PLUMBING PARTS	76.92
167575	1020	01/16/15	18392 PLUMBING WHOLESALE OUTLET	4339	DRINKING FOUNTAIN	326.81
TOTAL CHECK						403.73
167576	1020	01/16/15	3377 PRUDENTIAL OVERALL SUPPLY	4299	SERVICES	62.12
167576	1020	01/16/15	3377 PRUDENTIAL OVERALL SUPPLY	4299	SERVICES	490.30
167576	1020	01/16/15	3377 PRUDENTIAL OVERALL SUPPLY	4299	SERVICES	320.10
167576	1020	01/16/15	3377 PRUDENTIAL OVERALL SUPPLY	4299	SERVICES	155.34
167576	1020	01/16/15	3377 PRUDENTIAL OVERALL SUPPLY	4299	SERVICES	160.34
167576	1020	01/16/15	3377 PRUDENTIAL OVERALL SUPPLY	4299	SERVICES	194.64
167576	1020	01/16/15	3377 PRUDENTIAL OVERALL SUPPLY	4299	SERVICES	220.99
167576	1020	01/16/15	3377 PRUDENTIAL OVERALL SUPPLY	4299	SERVICES	237.64
167576	1020	01/16/15	3377 PRUDENTIAL OVERALL SUPPLY	4299	SERVICES	31.06
167576	1020	01/16/15	3377 PRUDENTIAL OVERALL SUPPLY	4263	SERVICES	116.98
167576	1020	01/16/15	3377 PRUDENTIAL OVERALL SUPPLY	4299	SERVICES	121.23
167576	1020	01/16/15	3377 PRUDENTIAL OVERALL SUPPLY	4299	SERVICES	129.28
167576	1020	01/16/15	3377 PRUDENTIAL OVERALL SUPPLY	4299	SERVICES	129.34
TOTAL CHECK						2,369.36

PENTAMATION ENTERPRISES INC  
 DATE: 01/14/2015  
 TIME: 07:09:24

CITY OF BREA  
 CHECK REGISTER

PAGE NUMBER: 5  
 VENCHK11  
 ACCOUNTING PERIOD: 7/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
167577	1020	01/16/15	8824 SCCCA	4221	MEETING - JENN	40.00
167578	1020	01/16/15	7438 SHRED-IT USA INC.	4249	SERVICE DATE 12/24/14	96.00
167579	1020	01/16/15	3277 SOUTHERN CALIFORNIA EDISO	4723	VALENCIA MEDIAN	5,689.66
167580	1020	01/16/15	3001 SPARKLETTS	4311	COUNCIL WATER	5.97
167581	1020	01/16/15	16067 SPRINT	4212	I.T. SVC FEE/EQUIPMNT	566.71
167582	1020	01/16/15	10952 ST. JOSEPH HERITAGE HEALT	4245	HR MEDICAL	218.53
167582	1020	01/16/15	10952 ST. JOSEPH HERITAGE HEALT	4245	HR MEDICAL	74.92
			TOTAL CHECK			293.45
167583	1020	01/16/15	15689 THE STANDARD INSURANCE CO	2090LIFE	LIFE INSURANCE	6,302.10
167584	1020	01/16/15	1237 STAPLES CREDIT PLAN	4329	OFFICE SUPPLIES	28.07
167585	1020	01/16/15	17013 STATE FIRE TRAINING	4221	WILLIAMS, B APP FEE	40.00
167586	1020	01/16/15	16084 SUPERCO SPECIALTY PRODUCT	4331	GRAFFITI REMOVER	1,021.25
167587	1020	01/16/15	19304 TIME WARNER CABLE	4219	CITY MGR 1/6-2/5/15	21.80
167587	1020	01/16/15	19304 TIME WARNER CABLE	4249	MAINT 1/11 - 2/10	73.91
			TOTAL CHECK			95.71
167588	1020	01/16/15	18881 TOWNSEND PUBLIC AFFAIRS,	4249	JAN. '15 CONSULTING	1,000.00
167588	1020	01/16/15	18881 TOWNSEND PUBLIC AFFAIRS,	4249	JAN. '15 CONSULTING	1,000.00
167588	1020	01/16/15	18881 TOWNSEND PUBLIC AFFAIRS,	4249	JAN. '15 CONSULTING	1,000.00
167588	1020	01/16/15	18881 TOWNSEND PUBLIC AFFAIRS,	4249	JAN. '15 CONSULTING	1,000.00
167588	1020	01/16/15	18881 TOWNSEND PUBLIC AFFAIRS,	4249	JAN. '15 CONSULTING	1,000.00
			TOTAL CHECK			5,000.00
167589	1020	01/16/15	8371 TRANS UNION LLC	4249	HR SERVICES	43.64
167590	1020	01/16/15	25287 BENITO FONTANILLA TRINIDA	3312	CITATION REFUND	31.00
167591	1020	01/16/15	13323 UL LLC	4249	AERIAL INSPECTION	765.00
167592	1020	01/16/15	21122 VERIZON WIRELESS	4219	CELL PHNS/HOTSPOT 6	974.89
167592	1020	01/16/15	21122 VERIZON WIRELESS	4212	CELL PHONES	1,928.66
167592	1020	01/16/15	21122 VERIZON WIRELESS	4212	DISPATCH PHONES	225.58
167592	1020	01/16/15	21122 VERIZON WIRELESS	4212	NOV 23 - DEC 22	17.30
167592	1020	01/16/15	21122 VERIZON WIRELESS	4212	NOV 23 - DEC 22	38.01
167592	1020	01/16/15	21122 VERIZON WIRELESS	4212	NOV 23 - DEC 22	52.07
167592	1020	01/16/15	21122 VERIZON WIRELESS	4212	NOV 23 - DEC 22	52.07
167592	1020	01/16/15	21122 VERIZON WIRELESS	4212	NOV 23 - DEC 22	52.07
167592	1020	01/16/15	21122 VERIZON WIRELESS	4212	NOV 23 - DEC 22	52.07
167592	1020	01/16/15	21122 VERIZON WIRELESS	4219	NOV 23 - DEC 22	52.07
167592	1020	01/16/15	21122 VERIZON WIRELESS	4212	NOV 23 - DEC 22	52.07
167592	1020	01/16/15	21122 VERIZON WIRELESS	4212	NOV 23 - DEC 22	52.07
167592	1020	01/16/15	21122 VERIZON WIRELESS	4212	NOV 23 - DEC 22	52.07
167592	1020	01/16/15	21122 VERIZON WIRELESS	4212	NOV 23 - DEC 22	90.08
167592	1020	01/16/15	21122 VERIZON WIRELESS	4212	NOV 23 - DEC 22	93.32
167592	1020	01/16/15	21122 VERIZON WIRELESS	4212	NOV 23 - DEC 22	710.14
167592	1020	01/16/15	21122 VERIZON WIRELESS	4212	NOV 23 - DEC 22	306.17

PENTAMATION ENTERPRISES INC  
 DATE: 01/14/2015  
 TIME: 07:09:24

CITY OF BREA  
 CHECK REGISTER

PAGE NUMBER: 6  
 VENCHK11  
 ACCOUNTING PERIOD: 7/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
167592	1020	01/16/15	VERIZON WIRELESS	4212	NOV 23 - DEC 22	364.49
167592	1020	01/16/15	VERIZON WIRELESS	4212	NOV 23 - DEC 22	374.51
167592	1020	01/16/15	VERIZON WIRELESS	4212	NOV 23 - DEC 22	409.91
167592	1020	01/16/15	VERIZON WIRELESS	4212	NOV 23 - DEC 22	490.07
167592	1020	01/16/15	VERIZON WIRELESS	4219	SHRDCOST	142.15
167592	1020	01/16/15	VERIZON WIRELESS	4212	SWAT CELL PHONE	52.07
TOTAL CHECK						6,633.91
167593	1020	01/16/15	VERIZON WIRELESS	4249	WIRELESS NOV27-DEC26	38.01
167594	1020	01/16/15	VILLAGE ART CENTER	4443	FRAMED CANVAS	1,182.55
167595	1020	01/16/15	VILLAGE NURSERIES	4379	PLANTS	386.80
167596	1020	01/16/15	XEROX CORPORATION	4253	LEASE - DEC 2014	108.00
167596	1020	01/16/15	XEROX CORPORATION	4253	LEASE - DEC 2014	276.59
167596	1020	01/16/15	XEROX CORPORATION	4253	LEASE - DEC 2014	276.59
167596	1020	01/16/15	XEROX CORPORATION	4253	LEASE - DEC 2014	289.17
167596	1020	01/16/15	XEROX CORPORATION	4253	LEASE - DEC 2014	310.07
TOTAL CHECK						1,260.42
TOTAL FUND						179,897.11
TOTAL REPORT						179,897.11

PENTAMATION ENTERPRISES INC  
 DATE: 01/14/2015  
 TIME: 07:34:34

CITY OF BREA  
 VOUCHER REGISTER

PAGE NUMBER: 1  
 VENCHK11  
 ACCOUNTING PERIOD: 7/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
V15092	1020	01/16/15	3344 ADMINISTRATIVE & PROF	2090DUES	DED:4010 APEA DUES	333.00
V15093	1020	01/16/15	24539 THE ADVANTAGE GROUP	2090S125	DED:808B TAG DEPCAR	1,614.97
V15093	1020	01/16/15	24539 THE ADVANTAGE GROUP	2090S125	DED:808C TAG MEDFSA	3,949.09
			TOTAL VOUCHER			5,564.06
V15094	1020	01/16/15	24490 DONJOHN ALEGRE	4249	CLASS INSTR-BECKMAN	275.00
V15094	1020	01/16/15	24490 DONJOHN ALEGRE	4299	CLASS INSTR-BECKMAN	510.00
V15094	1020	01/16/15	24490 DONJOHN ALEGRE	4299	CLASS INSTRUCTOR	453.50
V15094	1020	01/16/15	24490 DONJOHN ALEGRE	4299	CLASS INSTR-BECKMAN	75.00
			TOTAL VOUCHER			1,313.50
V15095	1020	01/16/15	6604 ALL CITY MANAGEMENT SERVS	4249	SCH CRO GRD-12/7-20	2,791.10
V15096	1020	01/16/15	20447 JUDY ALLEN	4249	CLASS INSTRUCTOR	345.00
V15096	1020	01/16/15	20447 JUDY ALLEN	4249	CLASS INSTR-BECKMAN	75.00
			TOTAL VOUCHER			420.00
V15097	1020	01/16/15	8353 ALLSTAR FIRE EQUIPMENT	4442	SBCA MASKS	503.48
V15098	1020	01/16/15	3681 ANIMAL PEST MANAGEMENT SE	4249	GRND SQUIRL CONTR-NOV	435.00
V15099	1020	01/16/15	22047 AVCOGAS PROPANE SALES & S	4361	GALLONS USED	-63.27
V15099	1020	01/16/15	22047 AVCOGAS PROPANE SALES & S	4361	GALLONS USED	-72.15
V15099	1020	01/16/15	22047 AVCOGAS PROPANE SALES & S	4361	GALLONS USED	-149.69
V15099	1020	01/16/15	22047 AVCOGAS PROPANE SALES & S	4361	LIQUID PETROLEUM	768.04
V15099	1020	01/16/15	22047 AVCOGAS PROPANE SALES & S	4361	GALLONS USED	-82.49
			TOTAL VOUCHER			400.44
V15100	1020	01/16/15	20990 ANTONIA BARNETT	4249	CLASS INSTRUCTOR	200.00
V15101	1020	01/16/15	20777 BATTERIES PLUS	4337	FLOOD LIGHTS	58.30
V15102	1020	01/16/15	20291 SEONAG BAUER	4299	CLASS INSTRUCTOR	630.00
V15102	1020	01/16/15	20291 SEONAG BAUER	4249	CLASS INSTRUCTOR	125.00
			TOTAL VOUCHER			755.00
V15103	1020	01/16/15	18460 CHRISTINE BOATNER	4249	CLASS INSTRUCTOR	529.00
V15103	1020	01/16/15	18460 CHRISTINE BOATNER	4249	MEETING	15.00
V15103	1020	01/16/15	18460 CHRISTINE BOATNER	4299	CLASS INSTRUCTOR	272.00
			TOTAL VOUCHER			816.00
V15104	1020	01/16/15	14990 BPSEA MEMORIAL FOUNDATION	2090DUES	DED:4050 MEMORIAL	247.50
V15105	1020	01/16/15	23516 BRENT BRAYSHAW	4249	CLASS INSTR-BECKMAN	50.00
V15106	1020	01/16/15	3236 BREA CITY EMPLOYEES ASSOC	2090DUES	DED:4005 BCEA DUES	632.00
V15107	1020	01/16/15	3330 BREA DISPOSAL, INC	4267	REFUSE COLLECTN-DEC	131,636.68
V15108	1020	01/16/15	3237 BREA FIREFIGHTERS ASSOCIA	2090DUES	DED:4015 ASSOCAFLAC	31.72
V15108	1020	01/16/15	3237 BREA FIREFIGHTERS ASSOCIA	2090DUES	DED:4016 ASSOC DUES	1,976.00
			TOTAL VOUCHER			2,007.72
V15109	1020	01/16/15	3769 BREA POLICE ASSOCIATION	2090DUES	DED:4030 BPA REG	3,350.00



PENTAMATION ENTERPRISES INC  
 DATE: 01/14/2015  
 TIME: 07:34:34

CITY OF BREA  
 VOUCHER REGISTER

PAGE NUMBER: 2  
 VENCHK11  
 ACCOUNTING PERIOD: 7/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
V15110	1020	01/16/15	1068 BREA POLICE ATHLETIC LEAG	2090DUES	DED:5010 B.P.A.L.	110.00
V15111	1020	01/16/15	21189 BREA POLICE MANAGEMENT AS	2090DUES	DED:4020 ASSOC DUES	209.50
V15112	1020	01/16/15	21898 BRUCE CAMPBELL SAND AND G	4334	SEED TOP DRESSING	621.00
V15112	1020	01/16/15	21898 BRUCE CAMPBELL SAND AND G	4334	SEED TOP DRESSING	642.60
V15112	1020	01/16/15	21898 BRUCE CAMPBELL SAND AND G	4334	SEED TOP DRESSING	1,026.00
			TOTAL VOUCHER			2,289.60
V15113	1020	01/16/15	12266 BUCKNAM & ASSOCIATES INC	4249	RECYCLD H2O FEASIBLTY	1,946.60
V15114	1020	01/16/15	4042 CALIFORNIA COMMERCIAL LIG	4337	BOLLARD LIGHTS	69.39
V15115	1020	01/16/15	3388 CALIFORNIA DOMESTIC WATER	4284	DECEMBER CONSUMPTION	179,045.21
V15116	1020	01/16/15	16220 CODE CONSULTING GROUP, LL	4246	INSPECTION SVCS-DEC	1,425.00
V15117	1020	01/16/15	13625 COMLOCK SECURITY-GROUP	4339	DEAD BOLT/KEYS	68.16
V15118	1020	01/16/15	23562 COMPLETE LANDSCAPE CARE I	4269	MAINTENANCE-DEC	8,319.16
V15118	1020	01/16/15	23562 COMPLETE LANDSCAPE CARE I	4269	REMOVE SHRUBS	250.00
			TOTAL VOUCHER			8,569.16
V15119	1020	01/16/15	10996 CUMMINS CAL PACIFIC LLC	4262	1102 ENGINE REPAIR	665.00
V15120	1020	01/16/15	23350 NATHANIEL DE LEON	4299	MASSAGE THERAPIST	360.00
V15121	1020	01/16/15	2287 DISPLAY APPEAL	4366	PW DECALS	206.82
V15122	1020	01/16/15	25228 MICHAEL DURALDE	4299	CLASS INSTRUCTOR	42.00
V15122	1020	01/16/15	25228 MICHAEL DURALDE	4249	CLASS INSTRUCTOR	60.00
			TOTAL VOUCHER			102.00
V15123	1020	01/16/15	18083 MYRA DUVALL	4249	CLASS INSTR-BECKMAN	100.00
V15123	1020	01/16/15	18083 MYRA DUVALL	4249	CLASS INSTRUCTOR	253.00
			TOTAL VOUCHER			353.00
V15124	1020	01/16/15	21988 ECS IMAGING INC	4291	LASERFICHE ANNUAL MAINTAN	14,090.00
V15125	1020	01/16/15	3457 ENTENMANN ROVIN COMPANY	4311	DOME BADGES	220.42
V15125	1020	01/16/15	3457 ENTENMANN ROVIN COMPANY	4311	DOME BADGE	220.42
			TOTAL VOUCHER			440.84
V15126	1020	01/16/15	4522 EQUIPMENT DIRECT INC	4343	JACKETS/RAIN GEAR	109.32
V15126	1020	01/16/15	4522 EQUIPMENT DIRECT INC	4343	RAIN GEAR/JACKETS	155.03
			TOTAL VOUCHER			264.35
V15127	1020	01/16/15	3504 FACTORY MOTOR PARTS COMPA	4366	MTC BRAB253	82.87
V15128	1020	01/16/15	21090 GALE SUPPLY COMPANY	4332	JANITORIAL SUPPLIES ON AN	687.42
V15128	1020	01/16/15	21090 GALE SUPPLY COMPANY	4332	JANITORIAL SUPPLIES ON AN	775.98
			TOTAL VOUCHER			1,463.40
V15129	1020	01/16/15	12619 GALE GARFIELD	4249	CLASS INSTRUCTOR	150.00
V15130	1020	01/16/15	16281 GENERAL PUMP COMPANY	4269	BERRY ST PUMP STAT-#6	28,266.44

PENTAMATION ENTERPRISES INC  
 DATE: 01/14/2015  
 TIME: 07:34:34

CITY OF BREA  
 VOUCHER REGISTER

PAGE NUMBER: 3  
 VENCHK11  
 ACCOUNTING PERIOD: 7/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
V15130	1020	01/16/15	GENERAL PUMP COMPANY	4722	BERRY ST PUMP STAT-#6	17,787.84
			TOTAL VOUCHER			46,054.28
V15131	1020	01/16/15	MELISSA GIFFORD	4249	CLASS INSTRUCTOR	300.00
V15132	1020	01/16/15	GRAINGER	4333	WATER HEATER/PARTS	277.70
V15132	1020	01/16/15	GRAINGER	4329	BATTERIES	278.93
			TOTAL VOUCHER			556.63
V15133	1020	01/16/15	GREGORY HERNANDEZ	4249	CLASS INSTRUCTOR	150.00
V15134	1020	01/16/15	MONA HERNANDEZ	4299	MASSAGE THERAPIST	536.00
V15134	1020	01/16/15	MONA HERNANDEZ	4299	MASSAGE THERAPIST	65.00
			TOTAL VOUCHER			601.00
V15135	1020	01/16/15	MELISSA HORNING	4249	CLASS INSTRUCTOR	57.00
V15136	1020	01/16/15	HUNTINGTON COURT REPORTS&	4249	TRANSCRIPTION SERVICES FO	296.65
V15137	1020	01/16/15	DAVID HUYNH	4299	CLASS INSTRUCTOR	20.00
V15138	1020	01/16/15	JACKSON'S AUTO SUPPLY	4364	AUTO PARTS	926.81
V15138	1020	01/16/15	JACKSON'S AUTO SUPPLY	4366	AUTO PARTS	2,942.03
			TOTAL VOUCHER			3,868.84
V15139	1020	01/16/15	JOHN DEERE LANDSCAPES	4349	IRRIGATION PARTS/TRASHERS	33.67
V15139	1020	01/16/15	JOHN DEERE LANDSCAPES	4335	IRRIGATION PARTS/TRASHERS	75.36
V15139	1020	01/16/15	JOHN DEERE LANDSCAPES	4335	IRRIGATION PARTS	86.71
V15139	1020	01/16/15	JOHN DEERE LANDSCAPES	4335	IRRIGATION PARTS	104.81
V15139	1020	01/16/15	JOHN DEERE LANDSCAPES	4335	IRRIGATION PARTS	191.20
V15139	1020	01/16/15	JOHN DEERE LANDSCAPES	4335	IRRIGATION PARTS	97.17
V15139	1020	01/16/15	JOHN DEERE LANDSCAPES	4335	PARTS RETURNED	-44.69
V15139	1020	01/16/15	JOHN DEERE LANDSCAPES	4335	IRRIGATION PARTS	293.65
			TOTAL VOUCHER			837.88
V15140	1020	01/16/15	KELLY PAPER	4329	SUPPLIES	240.36
V15140	1020	01/16/15	KELLY PAPER	4329	SUPPLIES	-24.25
V15140	1020	01/16/15	KELLY PAPER	4329	SUPPLIES	194.01
			TOTAL VOUCHER			410.12
V15141	1020	01/16/15	KERNTEC INDUSTRIES, INC.	4246	PROFESSIONAL SERVICES	675.00
V15141	1020	01/16/15	KERNTEC INDUSTRIES, INC.	4246	PROFESSIONAL SERVICES	750.00
V15141	1020	01/16/15	KERNTEC INDUSTRIES, INC.	4246	PROFESSIONAL SERVICES	450.00
			TOTAL VOUCHER			1,875.00
V15142	1020	01/16/15	KAREN KIESS	4249	CLASS INSTRUCTOR	161.00
V15143	1020	01/16/15	MARSHALL KING	4299	CLASS INSTRUCTOR	543.00
V15144	1020	01/16/15	DOLLY LAI	4249	CLASS INSTRUCTOR	120.00
V15145	1020	01/16/15	LANCE, SOLL & LUNGHARD LL	4241	AGENCY AUDIT	500.00
V15145	1020	01/16/15	LANCE, SOLL & LUNGHARD LL	4241	AGENCY AUDIT	2,362.50
V15145	1020	01/16/15	LANCE, SOLL & LUNGHARD LL	4241	CITY AUDIT	181.25
V15145	1020	01/16/15	LANCE, SOLL & LUNGHARD LL	4241	CITY AUDIT	362.50
V15145	1020	01/16/15	LANCE, SOLL & LUNGHARD LL	4241	CITY AUDIT	2,362.50

PENTAMATION ENTERPRISES INC  
 DATE: 01/14/2015  
 TIME: 07:34:34

CITY OF BREA  
 VOUCHER REGISTER

PAGE NUMBER: 4  
 VENCHK11  
 ACCOUNTING PERIOD: 7/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
V15145	1020	01/16/15	8267 LANCE, SOLL & LUNGHARD LL	4241	CITY AUDIT	2,700.00
V15145	1020	01/16/15	8267 LANCE, SOLL & LUNGHARD LL	4241	CITY AUDIT	3,081.25
V15145	1020	01/16/15	8267 LANCE, SOLL & LUNGHARD LL	6013	ILJAOC	12,240.00
TOTAL VOUCHER						23,790.00
V15146	1020	01/16/15	22942 LAND CONCERN, LTD	4249	LANDSCAPE DESIGN	5,910.53
V15146	1020	01/16/15	22942 LAND CONCERN, LTD	4261	SIGN DESIGN	600.00
TOTAL VOUCHER						6,510.53
V15147	1020	01/16/15	6754 RENEE F. LAVACOT	4249	CLASS INSTRUCTOR	300.00
V15148	1020	01/16/15	2489 LIEBERT CASSIDY WHITMORE	4244	HR LEGAL	180.00
V15149	1020	01/16/15	8787 THE LIGHTHOUSE	4366	GRILLE LED LIGHTING	414.72
V15149	1020	01/16/15	8787 THE LIGHTHOUSE	4366	AMBER LED LIGHTING	167.01
TOTAL VOUCHER						581.73
V15150	1020	01/16/15	18120 LONG BEACH BMW	4363	TIRES/FILTERS/BRAKES	941.20
V15150	1020	01/16/15	18120 LONG BEACH BMW	4366	TIRES/FILTERS/BRAKES	1,763.34
TOTAL VOUCHER						2,704.54
V15151	1020	01/16/15	7300 LOS ANGELES FREIGHTLINER	4366	THROTTLE PEDAL	367.04
V15151	1020	01/16/15	7300 LOS ANGELES FREIGHTLINER	4366	CREDIT	-367.04
V15151	1020	01/16/15	7300 LOS ANGELES FREIGHTLINER	4366	SERPENTINE BELT	63.11
V15151	1020	01/16/15	7300 LOS ANGELES FREIGHTLINER	4366	MODULE RELAY	440.27
TOTAL VOUCHER						503.38
V15152	1020	01/16/15	22092 TANYA LOSCUTOFF	4249	BECKMAN CLASS INSTR	75.00
V15152	1020	01/16/15	22092 TANYA LOSCUTOFF	4299	CLASS INSTRUCTOR	316.00
V15152	1020	01/16/15	22092 TANYA LOSCUTOFF	4249	CLASS INSTRUCTOR	192.00
TOTAL VOUCHER						583.00
V15153	1020	01/16/15	19203 MAKE IT "PERSONAL"	4329	NAMEPLATES	8.64
V15154	1020	01/16/15	16896 MALLORY SAFETY & SUPPLY	4441	3M COMTAC ACH DUAL COMM (	-3.48
V15154	1020	01/16/15	16896 MALLORY SAFETY & SUPPLY	4441	3M COMTAC SINGLE COMM KIT	278.14
V15154	1020	01/16/15	16896 MALLORY SAFETY & SUPPLY	4441	GEL EAR SEAL	2.93
V15154	1020	01/16/15	16896 MALLORY SAFETY & SUPPLY	4441	HEADSET CARRY BAG	3.07
V15154	1020	01/16/15	16896 MALLORY SAFETY & SUPPLY	4441	PUSH TO TALK ADAPTOR, MOT	19.25
V15154	1020	01/16/15	16896 MALLORY SAFETY & SUPPLY	4441	3M COMTAC ACH DUAL COMM (	-43.57
V15154	1020	01/16/15	16896 MALLORY SAFETY & SUPPLY	4441	3M COMTAC SINGLE COMM KIT	3,487.90
V15154	1020	01/16/15	16896 MALLORY SAFETY & SUPPLY	4441	GEL EAR SEAL	36.73
V15154	1020	01/16/15	16896 MALLORY SAFETY & SUPPLY	4441	HEADSET CARRY BAG	38.53
V15154	1020	01/16/15	16896 MALLORY SAFETY & SUPPLY	4441	PUSH TO TALK ADAPTOR, MOT	241.40
V15154	1020	01/16/15	16896 MALLORY SAFETY & SUPPLY	4441	3M COMTAC ACH DUAL COMM (	- .49
V15154	1020	01/16/15	16896 MALLORY SAFETY & SUPPLY	4441	3M COMTAC SINGLE COMM KIT	38.54
V15154	1020	01/16/15	16896 MALLORY SAFETY & SUPPLY	4441	GEL EAR SEAL	.41
V15154	1020	01/16/15	16896 MALLORY SAFETY & SUPPLY	4441	HEADSET CARRY BAG	.42
V15154	1020	01/16/15	16896 MALLORY SAFETY & SUPPLY	4441	PUSH TO TALK ADAPTOR, MOT	2.67
V15154	1020	01/16/15	16896 MALLORY SAFETY & SUPPLY	4441	3M COMTAC ACH DUAL COMM (	-3.01
V15154	1020	01/16/15	16896 MALLORY SAFETY & SUPPLY	4441	3M COMTAC SINGLE COMM KIT	241.40
V15154	1020	01/16/15	16896 MALLORY SAFETY & SUPPLY	4441	GEL EAR SEAL	2.54
V15154	1020	01/16/15	16896 MALLORY SAFETY & SUPPLY	4441	HEADSET CARRY BAG	2.67
V15154	1020	01/16/15	16896 MALLORY SAFETY & SUPPLY	4441	PUSH TO TALK ADAPTOR, MOT	16.71
TOTAL VOUCHER						4,362.76

PENTAMATION ENTERPRISES INC  
 DATE: 01/14/2015  
 TIME: 07:34:34

CITY OF BREA  
 VOUCHER REGISTER

PAGE NUMBER: 5  
 VENCHK11  
 ACCOUNTING PERIOD: 7/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
V15155	1020	01/16/15	MAR-CO EQUIPMENT COMPANY	4262	21027 SWEEPER HOPPER REPA	420.00
V15155	1020	01/16/15	MAR-CO EQUIPMENT COMPANY	4366	21027 SWEEPER HOPPER REPA	1,377.18
TOTAL VOUCHER						1,797.18
V15156	1020	01/16/15	SUSAN MARTIN	4249	COUNSELING SERVICE	1,890.00
V15157	1020	01/16/15	KRIS MARUMOTO	4249	BECKMAN CLASS INSTR	50.00
V15157	1020	01/16/15	KRIS MARUMOTO	4249	CLASS INSTRUCTOR	175.00
TOTAL VOUCHER						225.00
V15158	1020	01/16/15	ARLENE MINER	4311	SUPPLIES REIMBT	7.49
V15159	1020	01/16/15	JENNIFER MONZON-SCROFINI	4249	CLASS INSTRUCTOR	192.00
V15160	1020	01/16/15	NATASHA MOORE	4249	BCC CLASS INSTRUCTOR	150.00
V15161	1020	01/16/15	MSL ELECTRIC INC.	4269	EMERGENCY REPAIR	3,122.25
V15161	1020	01/16/15	MSL ELECTRIC INC.	4269	CREDIT ON REPAIR	-122.26
TOTAL VOUCHER						2,999.99
V15162	1020	01/16/15	MUELLER COMPANY	4631	METER PARTS	1,054.13
V15163	1020	01/16/15	ERIC ODEN	4225	TRAINING ADVANCE	178.00
V15164	1020	01/16/15	ORANGE COUNTY SANITATION	3623	LESS 5% DISCOUNT	-6,227.34
V15164	1020	01/16/15	ORANGE COUNTY SANITATION	2160	RESIDENTIAL	124,546.82
TOTAL VOUCHER						118,319.48
V15165	1020	01/16/15	ORANGE COUNTY UNITED WAY	2090UWAY	DED:5005 UNITED WAY	76.12
V15166	1020	01/16/15	PIERRE PASA	4249	CLASS INSTRUCTOR	210.00
V15167	1020	01/16/15	HERMAN PERDOMO JR,	4249	CLASS INSTRUCTOR	100.00
V15168	1020	01/16/15	RCS INVESTIGATIONS & CONS	4249	BACKGROUND CHECK	1,650.00
V15169	1020	01/16/15	CAROL RODRIGUEZ-SMITH	4249	CLASS INSTRUCTOR	210.00
V15170	1020	01/16/15	RPW SERVICES, INC.	4269	WEED CONTROL	945.00
V15171	1020	01/16/15	SADDLEBACK MATERIALS COMP	4339	SANDBAGS	1,710.72
V15172	1020	01/16/15	SATCOM GLOBAL, INC.	2060	SALES TAX PAYABLE	-2.89
V15172	1020	01/16/15	SATCOM GLOBAL, INC.	4219	SIM CARD	45.11
TOTAL VOUCHER						42.22
V15173	1020	01/16/15	JOSHUA SAZDANOFF	4299	CLASS INSTRUCTOR	402.00
V15174	1020	01/16/15	SC FUELS	4361	1331.90 GALLONS OF ULS DI	3,211.19
V15174	1020	01/16/15	SC FUELS	4361	1000.10 GALLONS OF ULS DI	2,446.21
V15174	1020	01/16/15	SC FUELS	4361	1,795 GALLONS OF ULS DIES	2,500.51
V15174	1020	01/16/15	SC FUELS	4361	3,088 GALLONS REGULAR UNL	4,055.56
V15174	1020	01/16/15	SC FUELS	4361	8,583 GALLONS OF REGULAR	10,822.00
V15174	1020	01/16/15	SC FUELS	4361	1,795 GALLONS OF ULS DIES	1,514.84
V15174	1020	01/16/15	SC FUELS	4361	3,088 GALLONS REGULAR UNL	2,456.90
V15174	1020	01/16/15	SC FUELS	4361	8,583 GALLONS OF REGULAR	6,556.07

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
TOTAL VOUCHER						33,563.28
V15175	1020	01/16/15	11756 HEIDE SHAKERI	4249	CLASS INSTRUCTOR	90.00
V15176	1020	01/16/15	12440 SIGN-A-RAMA	4339	SIGNS	408.19
V15176	1020	01/16/15	12440 SIGN-A-RAMA	4339	SIGNS	445.49
TOTAL VOUCHER						853.68
V15177	1020	01/16/15	24370 ISMAEL O SILVA	4249	BECKMAN CLASS INSTR	75.00
V15177	1020	01/16/15	24370 ISMAEL O SILVA	4249	CLASS INSTRUCTOR	425.00
TOTAL VOUCHER						500.00
V15178	1020	01/16/15	3269 SMART & FINAL	4299	FRIDAY LUNCH PROGRAM	67.82
V15178	1020	01/16/15	3269 SMART & FINAL	4299	FRIDAY LUNCH PROGRAM	89.65
V15178	1020	01/16/15	3269 SMART & FINAL	4299	FRIDAY LUNCH PROGRAM	122.55
TOTAL VOUCHER						280.02
V15179	1020	01/16/15	24367 MEGAN SOMERVILLE	4299	CLASS INSTRUCTOR	30.00
V15180	1020	01/16/15	16665 ANDREW SONG	4271	MILEAGE REIMBT	232.40
V15181	1020	01/16/15	18619 SOUTH COAST EMERGENCY VEH	4262	LADDER TRK OUTRIGGER REPA	720.57
V15182	1020	01/16/15	16060 SPECTRUM GAS PRODUCTS, IN	4442	OXYGEN	34.25
V15183	1020	01/16/15	22888 STAPLES TECHNOLOGY SOLUTI	4321	COMPUTER SUPPLIES	234.73
V15183	1020	01/16/15	22888 STAPLES TECHNOLOGY SOLUTI	4321	COMPUTER SUPPLIES	685.78
V15183	1020	01/16/15	22888 STAPLES TECHNOLOGY SOLUTI	4321	COMPUTER SUPPLIES	123.43
TOTAL VOUCHER						1,043.94
V15184	1020	01/16/15	24072 STEAMX LLC	4366	PRESSURE WASHER PARTS	453.84
V15185	1020	01/16/15	5586 DOUGLAS STEVENSON	4271	MILEAGE REIMBT	242.48
V15186	1020	01/16/15	15803 STOVER SEED COMPANY	4379	GRASS SEED	2,916.00
V15187	1020	01/16/15	18798 SUPER FORD	4366	COVERS	859.61
V15187	1020	01/16/15	18798 SUPER FORD	4366	SEAT BELT	172.08
V15187	1020	01/16/15	18798 SUPER FORD	4366	CREDIT	-19.61
V15187	1020	01/16/15	18798 SUPER FORD	4366	GRILLE ASSY	676.09
V15187	1020	01/16/15	18798 SUPER FORD	4366	CREDIT	-797.43
TOTAL VOUCHER						890.74
V15188	1020	01/16/15	19715 RENEE TALBOTT	4249	BECKMAN CLASS INSTR	75.00
V15188	1020	01/16/15	19715 RENEE TALBOTT	4249	CLASS INSTRUCTOR	25.00
TOTAL VOUCHER						100.00
V15189	1020	01/16/15	6852 STEVEN THOMPSON	4225	TRAINING ADVANCE	178.00
V15190	1020	01/16/15	24756 KATIA TOROSIAN	4249	CLASS INSTRUCTOR	120.00
V15191	1020	01/16/15	2062 TROPICAL PLAZA NURSERY, I	4249	IRRIGATION REPAIR	311.24
V15191	1020	01/16/15	2062 TROPICAL PLAZA NURSERY, I	4249	IRRIGATION REPAIR	172.94
V15191	1020	01/16/15	2062 TROPICAL PLAZA NURSERY, I	4249	IRRIGATION REPAIR	70.00
V15191	1020	01/16/15	2062 TROPICAL PLAZA NURSERY, I	4249	IRRIGATION REPAIR	263.40
V15191	1020	01/16/15	2062 TROPICAL PLAZA NURSERY, I	4249	CHANNEL CLEANING	364.00

PENTAMATION ENTERPRISES INC  
 DATE: 01/14/2015  
 TIME: 07:34:34

CITY OF BREA  
 VOUCHER REGISTER

PAGE NUMBER: 7  
 VENCHK11  
 ACCOUNTING PERIOD: 7/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
V15191	1020	01/16/15	2062 TROPICAL PLAZA NURSERY, I	4266	DIST#3 DEC 2014	1,827.34
V15191	1020	01/16/15	2062 TROPICAL PLAZA NURSERY, I	4266	DIST#1 DEC 2014	1,688.50
V15191	1020	01/16/15	2062 TROPICAL PLAZA NURSERY, I	4266	DIST#6 DEC 2014	5,936.59
V15191	1020	01/16/15	2062 TROPICAL PLAZA NURSERY, I	4266	DIST#5 DEC 2014	2,194.09
V15191	1020	01/16/15	2062 TROPICAL PLAZA NURSERY, I	4269	HAND RAIL REPLACEMENT	1,800.00
TOTAL VOUCHER						14,628.10
V15192	1020	01/16/15	22054 LETICIA TRUJILLO	4249	CLASS INSTRUCTOR	161.00
V15193	1020	01/16/15	21951 EDEN TURNER	4249	CLASS INSTRUCTOR	132.00
V15194	1020	01/16/15	4537 UNDERGROUND SERVICE ALERT	4249	UNDERGROUND TICKETS	82.50
V15195	1020	01/16/15	22202 UNITED INSPECTION & TESTI	4736	IMPERIAL HWY GRNBLT	1,488.75
V15195	1020	01/16/15	22202 UNITED INSPECTION & TESTI	4736	IMPERIAL HWY GRNBLT	510.00
V15195	1020	01/16/15	22202 UNITED INSPECTION & TESTI	4736	IMPERIAL HWY GRNBLT	757.50
TOTAL VOUCHER						2,756.25
V15196	1020	01/16/15	16649 UNITED ROTARY BRUSH CORPO	4366	SWEEPER BROOMS	291.72
V15196	1020	01/16/15	16649 UNITED ROTARY BRUSH CORPO	4366	SWEEPER BROOMS	194.48
TOTAL VOUCHER						486.20
V15197	1020	01/16/15	24704 US BANK XX0338 CITY MGR	4279	CITY MGR VARIOUS CC	194.98
V15197	1020	01/16/15	24704 US BANK XX0338 CITY MGR	4279	CITY MGR VARIOUS CC	811.65
V15197	1020	01/16/15	24704 US BANK XX0338 CITY MGR	4329	CITY MGR VARIOUS CC	13.35
V15197	1020	01/16/15	24704 US BANK XX0338 CITY MGR	4329	CITY MGR VARIOUS CC	209.69
V15197	1020	01/16/15	24704 US BANK XX0338 CITY MGR	4299	CITY MGR VARIOUS CC	283.44
V15197	1020	01/16/15	24704 US BANK XX0338 CITY MGR	4279	CITY MGR VARIOUS CC	455.00
V15197	1020	01/16/15	24704 US BANK XX0338 CITY MGR	4279	CITY MGR VARIOUS CC	550.00
V15197	1020	01/16/15	24704 US BANK XX0338 CITY MGR	4279	CITY MGR VARIOUS CC	210.70
V15197	1020	01/16/15	24704 US BANK XX0338 CITY MGR	4279	CITY MGR VARIOUS CC	959.10
TOTAL VOUCHER						3,687.91
V15198	1020	01/16/15	24776 US BANK XX0312 HR	4221	HR VARIOUS CR CARDS	79.00
V15198	1020	01/16/15	24776 US BANK XX0312 HR	4441	HR VARIOUS CREDIT CARDS	100.00
V15198	1020	01/16/15	24776 US BANK XX0312 HR	4299	HR VARIOUS CREDIT CARDS	169.28
V15198	1020	01/16/15	24776 US BANK XX0312 HR	4441	HR VARIOUS CREDIT CARDS	11.87
V15198	1020	01/16/15	24776 US BANK XX0312 HR	4299	HR VARIOUS CREDIT CARDS	35.01
V15198	1020	01/16/15	24776 US BANK XX0312 HR	4249	HR VARIOUS CREDIT CARDS	215.57
V15198	1020	01/16/15	24776 US BANK XX0312 HR	4299	HR VARIOUS CREDIT CARDS	139.82
TOTAL VOUCHER						750.55
V15199			24777 US BANK XX0593 COMM SVC		VOID: MULTI STUB VOUCHER	
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4231	CALCARD-12/14-	98.61
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4299	CALCARD-12/14-	345.51
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4311	CALCARD-12/14-	487.42
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4441	CALCARD-12/14-	5.39
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4329	CALCARD-12/14-	52.92
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4311	CALCARD-12/14-	2.09
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4231	CALCARD-12/14-	94.00
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4231	CALCARD-12/14-	22.68
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4441	CALCARD-12/14-	22.62
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4299	CALCARD-12/14-	454.25
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4441	CALCARD-12/14-	57.50
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4442	CALCARD-12/14-	89.48

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4231	CALCARD-12/14-	100.00
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4442	CALCARD-12/14-	1,217.92
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4442	CALCARD-12/14-	148.19
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4442	CALCARD-12/14-	42.88
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4311	CALCARD-12/14-	60.29
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4231	CALCARD-12/14-	84.11
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4341	CALCARD-12/14-	428.27
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4299	CALCARD-12/14-	29.75
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4329	CALCARD-12/14-	36.47
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4249	CALCARD-12/14-	587.40
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4359	CALCARD-12/14-	3.69
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4359	CALCARD-12/14-	20.00
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4329	CALCARD-12/14-	31.31
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4442	CALCARD-12/14-	55.81
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4359	CALCARD-12/14-	75.17
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4359	CALCARD-12/14-	21.59
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4359	CALCARD-12/14-	132.85
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4311	CALCARD-12/14-	294.89
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4359	CALCARD-12/14-	11.38
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4359	CALCARD-12/14-	15.22
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4441	CALCARD-12/14-	261.86
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4311	CALCARD-12/14-	26.06
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4311	CALCARD-12/14-	26.64
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4441	CALCARD-12/14-	44.73
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4329	CALCARD-12/14-	78.31
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4442	CALCARD-12/14-	248.91
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4299	CALCARD-12/14-	131.24
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4442	CALCARD-12/14-	26.99
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4231	CALCARD-12/14-	245.00
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4249	CALCARD-12/14-	255.00
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4442	CALCARD-12/14-	3.49
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4329	CALCARD-12/14-	24.83
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4269	CALCARD-12/14-	68.40
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4441	CALCARD-12/14-	153.81
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4443	CALCARD-12/14-	5.53
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4443	CALCARD-12/14-	1,467.67
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	4329	CALCARD-12/14-	23.31
V15200	1020	01/16/15	24777 US BANK XX0593 COMM SVC	2060	SALES TAX PAYABLE	-89.33
TOTAL VOUCHER						8,132.11
V15201	1020	01/16/15	24778 US BANK XX0502 COMM & MK	4442	COMM & MKTG CREDIT CARDS	33.11
V15201	1020	01/16/15	24778 US BANK XX0502 COMM & MK	4232	COMM & MKTG CREDIT CARDS	70.21
V15201	1020	01/16/15	24778 US BANK XX0502 COMM & MK	2060	SALES TAX PAYABLE	-1.12
TOTAL VOUCHER						102.20
V15202	1020	01/16/15	24779 US BANK XX0353 COMM DEV	4329	COMM DEV/PLANNING-B&S	18.46
V15202	1020	01/16/15	24779 US BANK XX0353 COMM DEV	4279	COMM DEV/PLANNING-B&S	487.61
V15202	1020	01/16/15	24779 US BANK XX0353 COMM DEV	4233	COMM DEV/PLANNING-B&S	264.65
V15202	1020	01/16/15	24779 US BANK XX0353 COMM DEV	2060	SALES TAX PAYABLE	-1.34
V15202	1020	01/16/15	24779 US BANK XX0353 COMM DEV	4279	COMM DEV/PLANNING-B&S	30.00
V15202	1020	01/16/15	24779 US BANK XX0353 COMM DEV	4329	COMM DEV/PLANNING-B&S	39.95
V15202	1020	01/16/15	24779 US BANK XX0353 COMM DEV	4329	COMM DEV/PLANNING-B&S	48.60
V15202	1020	01/16/15	24779 US BANK XX0353 COMM DEV	4299	COMM DEV/PLANNING-B&S	97.00
V15202	1020	01/16/15	24779 US BANK XX0353 COMM DEV	4279	COMM DEV/PLANNING-B&S	-299.00
V15202	1020	01/16/15	24779 US BANK XX0353 COMM DEV	2060	SALES TAX PAYABLE	-3.60
TOTAL VOUCHER						682.33

PENTAMATION ENTERPRISES INC  
 DATE: 01/14/2015  
 TIME: 07:34:34

CITY OF BREA  
 VOUCHER REGISTER

PAGE NUMBER: 9  
 VENCHK11  
 ACCOUNTING PERIOD: 7/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
V15203	1020	01/16/15	24780 US BANK XX0304 EC DEV	4279	COMM DEV/ECON DEV	50.00
V15203	1020	01/16/15	24780 US BANK XX0304 EC DEV	4279	COMM DEV/ECON DEV	351.20
V15203	1020	01/16/15	24780 US BANK XX0304 EC DEV	4329	COMM DEV/ECON DEV	12.82
V15203	1020	01/16/15	24780 US BANK XX0304 EC DEV	4441	COMM DEV/ECON DEV	38.64
V15203	1020	01/16/15	24780 US BANK XX0304 EC DEV	4279	COMM DEV/ECON DEV	44.93
V15203	1020	01/16/15	24780 US BANK XX0304 EC DEV	4321	COMM DEV/ECON DEV	59.97
TOTAL VOUCHER						557.56
V15204	1020	01/16/15	24781 US BANK XX0270 ADMIN SVC	4329	CAL CARDS CITY CLERKS	6.25
V15204	1020	01/16/15	24781 US BANK XX0270 ADMIN SVC	4222	CAL CARDS CITY CLERKS	45.78
V15204	1020	01/16/15	24781 US BANK XX0270 ADMIN SVC	4221	CAL CARDS CITY CLERKS	189.00
V15204	1020	01/16/15	24781 US BANK XX0270 ADMIN SVC	4441	CAL CARDS CITY CLERKS	227.03
V15204	1020	01/16/15	24781 US BANK XX0270 ADMIN SVC	4311	CAL CARDS CITY CLERKS	298.56
V15204	1020	01/16/15	24781 US BANK XX0270 ADMIN SVC	4279	CAL CARDS CITY CLERKS	501.40
V15204	1020	01/16/15	24781 US BANK XX0270 ADMIN SVC	4311	CAL CARDS FINANCE	20.97
V15204	1020	01/16/15	24781 US BANK XX0270 ADMIN SVC	4329	CAL CARDS FINANCE	23.31
V15204	1020	01/16/15	24781 US BANK XX0270 ADMIN SVC	4329	CAL CARDS FINANCE	34.73
V15204	1020	01/16/15	24781 US BANK XX0270 ADMIN SVC	4212	CAL CARDS FINANCE	48.60
V15204	1020	01/16/15	24781 US BANK XX0270 ADMIN SVC	4311	CAL CARDS FINANCE	99.92
V15204	1020	01/16/15	24781 US BANK XX0270 ADMIN SVC	4311	CAL CARDS FINANCE	172.70
V15204	1020	01/16/15	24781 US BANK XX0270 ADMIN SVC	4279	CAL CARDS FINANCE	658.30
V15204	1020	01/16/15	24781 US BANK XX0270 ADMIN SVC	4211	CAL CARDS PURCHASES	371.52
TOTAL VOUCHER						2,698.07
V15205	1020	01/16/15	24782 US BANK XX0650 FIRE	4442	CC DEC 2014	125.68
V15205	1020	01/16/15	24782 US BANK XX0650 FIRE	4279	CC DEC 2014	44.43
V15205	1020	01/16/15	24782 US BANK XX0650 FIRE	4311	CC DEC 2014	69.50
V15205	1020	01/16/15	24782 US BANK XX0650 FIRE	4222	CC DEC 2014	165.00
V15205	1020	01/16/15	24782 US BANK XX0650 FIRE	4369	CC DEC 2014	203.43
V15205	1020	01/16/15	24782 US BANK XX0650 FIRE	4269	CC DEC 2014	209.43
V15205	1020	01/16/15	24782 US BANK XX0650 FIRE	4232	CC DEC 2014	1,355.95
V15205	1020	01/16/15	24782 US BANK XX0650 FIRE	2060	SALES TAX PAYABLE	-6.38
TOTAL VOUCHER						2,167.04
V15206	1020	01/16/15	24783 US BANK XX0346 IT	4639	CAL CARDS IT	3.67
V15206	1020	01/16/15	24783 US BANK XX0346 IT	4212	CAL CARDS IT	37.83
V15206	1020	01/16/15	24783 US BANK XX0346 IT	4261	CAL CARDS IT	52.83
V15206	1020	01/16/15	24783 US BANK XX0346 IT	4271	CAL CARDS IT	69.80
V15206	1020	01/16/15	24783 US BANK XX0346 IT	4295	CAL CARDS IT	81.26
V15206	1020	01/16/15	24783 US BANK XX0346 IT	4212	CAL CARDS IT	125.66
V15206	1020	01/16/15	24783 US BANK XX0346 IT	4249	CAL CARDS IT	130.00
V15206	1020	01/16/15	24783 US BANK XX0346 IT	4295	CAL CARDS IT	141.69
V15206	1020	01/16/15	24783 US BANK XX0346 IT	4295	CAL CARDS IT	204.83
V15206	1020	01/16/15	24783 US BANK XX0346 IT	4329	CAL CARDS IT	278.60
V15206	1020	01/16/15	24783 US BANK XX0346 IT	4321	CAL CARDS IT	290.35
V15206	1020	01/16/15	24783 US BANK XX0346 IT	4639	CAL CARDS IT	802.72
V15206	1020	01/16/15	24783 US BANK XX0346 IT	4321	CAL CARDS IT	802.72
V15206	1020	01/16/15	24783 US BANK XX0346 IT	2060	SALES TAX PAYABLE	1.92
V15206	1020	01/16/15	24783 US BANK XX0346 IT	2060	SALES TAX PAYABLE	-11.70
TOTAL VOUCHER						3,012.18
V15207			24784 US BANK XX0221 PW		VOID: MULTI STUB VOUCHER	
V15208	1020	01/16/15	24784 US BANK XX0221 PW	2060	SALES TAX PAYABLE	-14.00
V15208	1020	01/16/15	24784 US BANK XX0221 PW	2060	SALES TAX PAYABLE	-1.36



FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4333	US BANK 12/22/14	4.52
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4335	US BANK 12/22/14	5.12
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4333	US BANK 12/22/14	11.12
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4335	US BANK 12/22/14	14.04
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4349	US BANK 12/22/14	18.33
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4337	US BANK 12/22/14	26.85
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4333	US BANK 12/22/14	26.98
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4333	US BANK 12/22/14	26.98
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4374	US BANK 12/22/14	30.22
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4339	US BANK 12/22/14	37.20
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4331	US BANK 12/22/14	39.88
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4331	US BANK 12/22/14	39.89
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4349	US BANK 12/22/14	41.90
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4369	US BANK 12/22/14	43.04
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4339	US BANK 12/22/14	45.22
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4221	US BANK 12/22/14	60.00
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4333	US BANK 12/22/14	64.34
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4349	US BANK 12/22/14	73.04
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4339	US BANK 12/22/14	86.90
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4335	US BANK 12/22/14	89.28
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4349	US BANK 12/22/14	106.92
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4333	US BANK 12/22/14	108.40
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4331	US BANK 12/22/14	110.31
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4349	US BANK 12/22/14	116.58
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4337	US BANK 12/22/14	126.27
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4333	US BANK 12/22/14	129.54
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4337	US BANK 12/22/14	140.71
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4335	US BANK 12/22/14	145.84
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4339	US BANK 12/22/14	147.35
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4337	US BANK 12/22/14	150.95
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4339	US BANK 12/22/14	155.72
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4379	US BANK 12/22/14	181.96
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4331	US BANK 12/22/14	188.73
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4321	US BANK 12/22/14	215.98
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4259	US BANK 12/22/14	237.02
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4349	US BANK 12/22/14	316.07
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4219	US BANK 12/22/14	339.83
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4339	US BANK 12/22/14	379.85
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4345	US BANK 12/22/14	425.70
V15208	1020	01/16/15	24784 US BANK XX0221 PW	4366	US BANK 12/22/14	1,582.95
TOTAL VOUCHER						6,076.17
V15209	1020	01/16/15	24785 US BANK XX0544 POLICE	4222	PD ADMIN CREDIT CARDS	320.00
V15209	1020	01/16/15	24785 US BANK XX0544 POLICE	4311	PD ADMIN CREDIT CARDS	529.76
V15209	1020	01/16/15	24785 US BANK XX0544 POLICE	4279	PD CREDIT CARDS	6.00
V15209	1020	01/16/15	24785 US BANK XX0544 POLICE	4311	PD CREDIT CARDS	24.79
V15209	1020	01/16/15	24785 US BANK XX0544 POLICE	4222	PD CREDIT CARDS	117.50
V15209	1020	01/16/15	24785 US BANK XX0544 POLICE	4329	PD CREDIT CARDS	195.48
V15209	1020	01/16/15	24785 US BANK XX0544 POLICE	4247	PD CREDIT CARDS	288.78
V15209	1020	01/16/15	24785 US BANK XX0544 POLICE	4329	PD CREDIT CARDS	295.39
V15209	1020	01/16/15	24785 US BANK XX0544 POLICE	4361	PD CREDIT CARDS	593.32
V15209	1020	01/16/15	24785 US BANK XX0544 POLICE	4223	PD CREDIT CARDS	844.24
V15209	1020	01/16/15	24785 US BANK XX0544 POLICE	4222	POLICE CREDIT CARDS 20F2	15.00
V15209	1020	01/16/15	24785 US BANK XX0544 POLICE	4361	POLICE CREDIT CARDS 20F2	10.67
V15209	1020	01/16/15	24785 US BANK XX0544 POLICE	2060	SALES TAX PAYABLE	-12.72
TOTAL VOUCHER						3,228.21

PENTAMATION ENTERPRISES INC  
 DATE: 01/14/2015  
 TIME: 07:34:34

CITY OF BREA  
 VOUCHER REGISTER

PAGE NUMBER: 11  
 VENCHK11  
 ACCOUNTING PERIOD: 7/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
V15210	1020	01/16/15	24786 US BANK XX3401 PW- ADMIN	4279	NOV/DEC CREDIT CARDS	20.00
V15210	1020	01/16/15	24786 US BANK XX3401 PW- ADMIN	4329	NOV/DEC CREDIT CARDS	24.83
V15210	1020	01/16/15	24786 US BANK XX3401 PW- ADMIN	4329	NOV/DEC CREDIT CARDS	29.16
V15210	1020	01/16/15	24786 US BANK XX3401 PW- ADMIN	4279	NOV/DEC CREDIT CARDS	30.73
V15210	1020	01/16/15	24786 US BANK XX3401 PW- ADMIN	4279	NOV/DEC CREDIT CARDS	57.43
V15210	1020	01/16/15	24786 US BANK XX3401 PW- ADMIN	4232	NOV/DEC CREDIT CARDS	98.29
			TOTAL VOUCHER			260.44
V15211	1020	01/16/15	18980 VALLEYCREST LANDSCAPE MAI	4266	DIST#7 DEC 2014	831.23
V15211	1020	01/16/15	18980 VALLEYCREST LANDSCAPE MAI	4266	GATEWAY DEC 2014	997.88
V15211	1020	01/16/15	18980 VALLEYCREST LANDSCAPE MAI	4269	THEATER DEC 2014	190.89
V15211	1020	01/16/15	18980 VALLEYCREST LANDSCAPE MAI	4269	PARKS DEC 2014	17.36
V15211	1020	01/16/15	18980 VALLEYCREST LANDSCAPE MAI	4269	PARKS DEC 2014	40.19
V15211	1020	01/16/15	18980 VALLEYCREST LANDSCAPE MAI	4269	PARKS DEC 2014	4,567.22
			TOTAL VOUCHER			6,644.77
V15212	1020	01/16/15	24179 VENDINI	4299	BOX OFFICE PROCESSING	1,510.65
V15213	1020	01/16/15	17752 JUANA VENTURA	4249	CLASS INSTRUCTOR	176.00
V15214	1020	01/16/15	11871 LINDA WATSON	4249	CLASS INSTRUCTOR	210.00
V15215	1020	01/16/15	1556 WEST COAST ARBORISTS, INC	4249	TRIM/REMOVALS/PLANT	3,229.80
V15215	1020	01/16/15	1556 WEST COAST ARBORISTS, INC	4249	TREE TRIMMING	220.40
V15215	1020	01/16/15	1556 WEST COAST ARBORISTS, INC	4249	TREE TRIMMING	923.65
V15215	1020	01/16/15	1556 WEST COAST ARBORISTS, INC	4249	TREE PLANTING	208.90
V15215	1020	01/16/15	1556 WEST COAST ARBORISTS, INC	4249	TREE REMOVALS	5,561.90
V15215	1020	01/16/15	1556 WEST COAST ARBORISTS, INC	4249	TRIM/REMOVALS/PLANT	5,915.71
			TOTAL VOUCHER			16,060.36
V15216	1020	01/16/15	12445 WILLDAN ENGINEERING	3609	LA FLORESTA PLAN CK	185.00
V15216	1020	01/16/15	12445 WILLDAN ENGINEERING	4713	STORM DRAIN MP	240.74
V15216	1020	01/16/15	12445 WILLDAN ENGINEERING	3609	LA FLORESTA TR 17153	277.50
V15216	1020	01/16/15	12445 WILLDAN ENGINEERING	3609	LA FLORESTA PA 5	323.75
V15216	1020	01/16/15	12445 WILLDAN ENGINEERING	4249	TRAFFIC ENGINEER SVCS	1,362.40
V15216	1020	01/16/15	12445 WILLDAN ENGINEERING	4249	TRAFFIC ENGINEER SVCS	9,117.60
V15216	1020	01/16/15	12445 WILLDAN ENGINEERING	3609	BREA BUSINESS CTR	160.00
V15216	1020	01/16/15	12445 WILLDAN ENGINEERING	4713	KRAEMER BLVD TSSP	800.00
V15216	1020	01/16/15	12445 WILLDAN ENGINEERING	4713	TRAFFIC CONT TECH	880.00
			TOTAL VOUCHER			13,346.99
V15217	1020	01/16/15	20043 ROCHELLE WOODS	4249	CLASS INSTRUCTOR	48.00
V15218	1020	01/16/15	23937 CORINNE WORLAND	4299	MASSAGE THERAPIST	389.50
V15219	1020	01/16/15	24757 STEVEN YACH	4249	CLASS INSTRUCTOR	75.00
V15220	1020	01/16/15	3802 ZUMAR INDUSTRIES, INC.	4343	SAFETY MATERIAL	347.06
V15220	1020	01/16/15	3802 ZUMAR INDUSTRIES, INC.	4345	NEW SIGNS BRACKETS	251.79
V15220	1020	01/16/15	3802 ZUMAR INDUSTRIES, INC.	4343	SAFETY BARRICADES	1,342.88
V15220	1020	01/16/15	3802 ZUMAR INDUSTRIES, INC.	4722	PUENTE STREET SIGN	81.00
			TOTAL VOUCHER			2,022.73
TOTAL FUND						723,294.01

PENTAMATION ENTERPRISES INC  
DATE: 01/14/2015  
TIME: 07:34:34

CITY OF BREA  
VOUCHER REGISTER

PAGE NUMBER: 12  
VENCHK11  
ACCOUNTING PERIOD: 7/15

FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
TOTAL REPORT						723,294.01

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**COUNCIL COMMUNICATION**

**Date:** January 20, 2015

**To:** Honorable Mayor and City Council

**From:** City Manager

**Subject: TREASURER'S REPORT FOR THE CITY OF BREA FOR PERIOD ENDING  
DECEMBER 31, 2014**

**RECOMMENDATION**

Receive and file.

**BACKGROUND**

The Treasurer's Report contains information on the investment activities for the month of December 2014. The source of the reported current value of City investments is data obtained from Interactive Data Services. Attachment A contains information prepared by Chandler Asset Management, and includes a Portfolio Summary, Holdings Report, Book Value Report and Compliance with Investment Policy statement. Attachment B shows supplementary cash and investment information for the quarterly period from October 1, 2014 through December 31, 2014.

**DISCUSSION**

As of December 31, 2014, the total book value of the investment portfolio was \$56,597,696.88, as compared to \$56,720,117.94 at November 30, 2014. The weighted average investment yield for December 2014 was 1.30%, which was slightly lower than the yield of 1.32% for the prior month. Additionally, the City's Local Agency Investment Fund (LAIF), which is used for short term investment and functions like a savings

**MONTHLY TREASURER'S REPORT FOR THE CITY OF BREA FOR PERIOD ENDING  
DECEMBER 31, 2014**

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account, had a balance of \$8,597,438.03 at December 31, 2014. This brings the total portfolio value as of December 31, 2014 to \$65,195,134.91, as compared to \$68,017,555.97 at November 30, 2014.

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

**FISCAL IMPACT**

During the month of December, the total value of the City's investment portfolio decreased by \$2,822,421.06. The decrease was primarily due to operating expenditures and three debt service payments that were made during the month. Debt service payments were made for the 2009 Water Revenues Bonds, 2010 Water Revenue Bonds and the 2014 Water Revenue Bonds.

Respectfully submitted,



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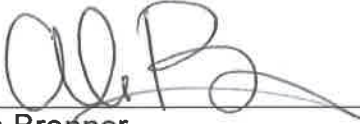
Tim O'Donnell  
City Manager

**MONTHLY TREASURER'S REPORT FOR THE CITY OF BREA FOR PERIOD ENDING  
DECEMBER 31, 2014**

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Prepared by:

Concurrence:



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Alicia Brenner  
Senior Management Analyst



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Faith E. Madrazo  
Revenue and Budget Manager

Concurrence:



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William Gallardo  
Assistant City Manager/Administrative  
Services Director



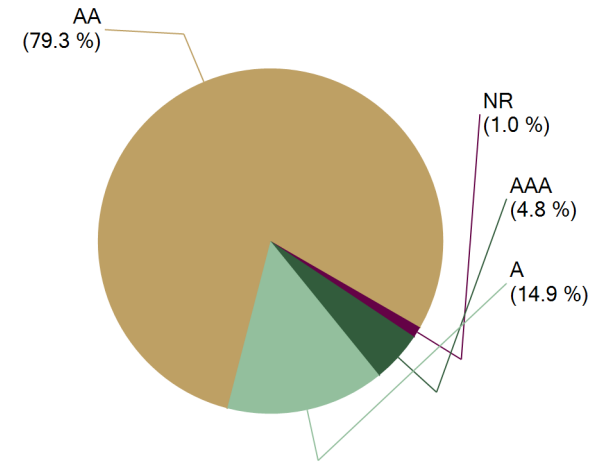
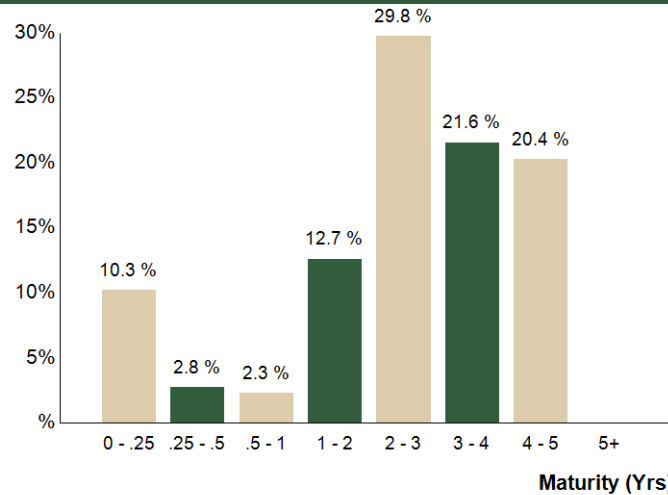
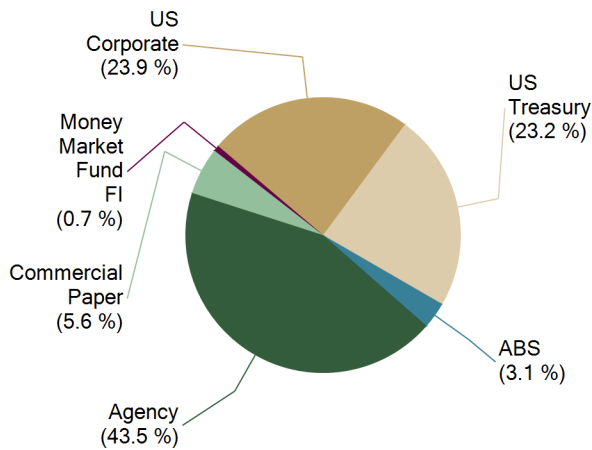
**PORTFOLIO CHARACTERISTICS      ACCOUNT SUMMARY      TOP ISSUERS**

Average Duration	2.46
Average Coupon	1.36 %
Average Purchase YTM	1.30 %
Average Market YTM	1.08 %
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	2.60 yrs
Average Life	2.51 yrs

	Beg. Values as of 11/30/14	End Values as of 12/31/14
<b>Market Value</b>	56,531,247	56,401,018
<b>Accrued Interest</b>	188,871	196,679
<b>Total Market Value</b>	<b>56,720,118</b>	<b>56,597,697</b>
<b>Income Earned</b>	62,151	61,644
<b>Cont/WD</b>		0
<b>Par</b>	56,300,244	56,400,294
<b>Book Value</b>	56,215,690	56,277,000
<b>Cost Value</b>	56,471,834	56,521,789

Issuer	% Portfolio
Government of United States	23.2 %
Federal Home Loan Mortgage Corp	14.8 %
Federal Home Loan Bank	12.2 %
Federal National Mortgage Assoc	12.2 %
Federal Farm Credit Bank	2.4 %
Bank of New York	2.3 %
Berkshire Hathaway	2.2 %
Wells Fargo Corp	2.2 %
<b>Total</b>	<b>71.6 %</b>

**SECTOR ALLOCATION      MATURITY DISTRIBUTION      CREDIT QUALITY (S&P)**



**PERFORMANCE REVIEW**

Total Rate of Return As of 12/31/2014	Current Month	Latest 3 Months	Year To Date	1 Yr	Annualized			4/30/1996	Since 4/30/1996
					3 Yrs	5 Yrs	10 Yrs		
City of Brea	-0.22 %	0.56 %	1.49 %	1.49 %	1.14 %	2.08 %	3.27 %	4.36 %	121.64 %
1-5 yr Government*	-0.32 %	0.48 %	1.25 %	1.25 %	0.69 %	1.73 %	3.10 %	3.96 %	106.28 %
1-5 Year Govt/A Rated or better Corporate	-0.32 %	0.48 %	1.42 %	1.42 %	1.16 %	2.08 %	3.23 %	4.50 %	127.31 %

\*1 yr T-Bill to 9/30/01, then 1-5 Year Govt



**City of Brea**  
**December 31, 2014**

**COMPLIANCE WITH INVESTMENT POLICY**

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

<b>Category</b>	<b>Standard</b>	<b>Comment</b>
Treasury Issues	No limitations	Complies
US Agencies	25% per issuer limit	Complies
Banker's Acceptances	40% max; 180 days max maturity	Complies
Commercial Paper	A-1/P-1; 25% max; 270 days max maturity	Complies
Repurchase Agreements	1 year max maturity	Complies
Time CDs	FDIC Insured and/or Collateralized	Complies
Negotiable CDs	30% maximum	Complies
Medium Term Notes	30% maximum; "A" rated	Complies
LAIF	40%; <60%, with OCIP	Complies
OCIP	40%; <60%, with LAIF	Complies
Money Market Acct	20% maximum; "AAA" or SEC adviser	Complies
Pass Through Securities, Asset-Backed Securities (ABS), CMOs	20% max (all), 5% max (ABS); CMOs must pass FFIEC test	Complies
Agency Callable notes	5% maximum	Complies
Range notes	Prohibited	Complies
Interest-only strips	Prohibited	Complies
Zero interest accruals	Prohibited	Complies
Per issuer max	5% of portfolio	Complies
Maximum Maturity	5 years	Complies



## Reconciliation Summary

As of 12/31/2014

BOOK VALUE RECONCILIATION		
<b>Beginning Book Value</b>		<b>\$56,215,689.75</b>
<b>Acquisition</b>		
+ Security Purchases	\$1,128,097.07	
+ Money Market Fund Purchases	\$747,877.87	
+ Money Market Contributions	\$0.00	
+ Security Contributions	\$0.00	
+ Security Transfers	\$0.00	
<b>Total Acquisitions</b>		<b>\$1,875,974.94</b>
<b>Dispositions</b>		
- Security Sales	\$621,364.15	
- Money Market Fund Sales	\$506,899.62	
- MMF Withdrawals	\$0.00	
- Security Withdrawals	\$0.00	
- Security Transfers	\$0.00	
- Other Dispositions	\$0.00	
- Maturities	\$670,000.00	
- Calls	\$0.00	
- Principal Paydowns	\$20,927.95	
<b>Total Dispositions</b>		<b>\$1,819,191.72</b>
<b>Amortization/Accretion</b>		
+/- Net Accretion	(\$2,947.98)	
		(\$2,947.98)
<b>Gain/Loss on Dispositions</b>		
+/- Realized Gain/Loss	\$7,475.34	
		\$7,475.34
<b>Ending Book Value</b>		<b>\$56,277,000.33</b>

CASH TRANSACTION SUMMARY		
<b>BEGINNING BALANCE</b>		<b>\$145,791.55</b>
<b>Acquisition</b>		
Contributions	\$0.00	
Security Sale Proceeds	\$621,364.15	
Accrued Interest Received	\$441.40	
Interest Received	\$56,949.17	
Dividend Received	\$0.75	
Principal on Maturities	\$670,000.00	
Interest on Maturities	\$0.00	
Calls/Redemption (Principal)	\$0.00	
Interest from Calls/Redemption	\$0.00	
Principal Paydown	\$20,927.95	
<b>Total Acquisitions</b>		<b>\$1,369,683.42</b>
<b>Disposition</b>		
Withdrawals	\$0.00	
Security Purchase	\$1,128,097.07	
Accrued Interest Paid	\$608.10	
<b>Total Dispositions</b>		<b>\$1,128,705.17</b>
<b>Ending Book Value</b>		<b>\$386,769.80</b>



### Holdings Report

As of 12/31/14

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>									
89231NAC7	Toyota Auto Receivable 2012-B A3 0.46% Due 7/15/2016	173,524.29	10/29/2013 0.46 %	173,531.07 173,526.84	100.02 0.41 %	173,558.47 35.48	0.31 % 31.63	Aaa / AAA NR	1.54 0.37
161571FL3	Chase CHAIT Pool #2012-A5 0.59% Due 8/15/2017	550,000.00	02/12/2014 0.52 %	551,009.77 550,758.52	100.03 0.53 %	550,173.25 144.22	0.97 % (585.27)	NR / AAA AAA	2.62 0.60
89231MAC9	Toyota Auto Receivables Owner 2014-A 0.67% Due 12/15/2017	465,000.00	03/11/2014 0.69 %	464,914.07 464,937.98	99.89 0.75 %	464,490.36 138.47	0.82 % (447.62)	Aaa / AAA NR	2.96 1.45
47787VAC5	John Deere Owner Trust 2014-A A3 0.92% Due 4/16/2018	575,000.00	04/02/2014 0.93 %	574,907.89 574,930.21	99.95 0.95 %	574,736.65 235.11	1.02 % (193.56)	Aaa / NR AAA	3.29 1.50
<b>Total ABS</b>		<b>1,763,524.29</b>	<b>0.69 %</b>	<b>1,764,362.80</b> <b>1,764,153.55</b>	<b>0.71 %</b>	<b>1,762,958.73</b> <b>553.28</b>	<b>3.12 %</b> <b>(1,194.82)</b>	<b>Aaa / AAA</b> <b>Aaa</b>	<b>2.82</b> <b>1.09</b>
<b>AGENCY</b>									
31331J6C2	FFCB Note 2.35% Due 12/22/2015	800,000.00	03/28/2011 2.27 %	802,896.00 800,594.61	101.97 0.32 %	815,797.60 470.00	1.44 % 15,202.99	Aaa / AA+ AAA	0.98 0.97
3136FPDC8	FNMA Callable Note 1X 3/8/2011 2% Due 3/8/2016	675,000.00	08/24/2011 1.22 %	698,193.00 681,046.70	101.88 0.41 %	687,656.93 4,237.50	1.22 % 6,610.23	Aaa / AA+ AAA	1.19 1.17
3137EAAD1	FHLMC Note 5.25% Due 4/18/2016	450,000.00	06/07/2011 1.76 %	522,760.50 469,378.22	106.15 0.49 %	477,672.75 4,790.63	0.85 % 8,294.53	Aaa / AA+ AAA	1.30 1.26
3137EACT4	FHLMC Note 2.5% Due 5/27/2016	275,000.00	06/14/2011 1.86 %	283,248.35 277,338.40	102.83 0.48 %	282,772.88 649.31	0.50 % 5,434.48	Aaa / AA+ AAA	1.41 1.38
313373SZ6	FHLB Note 2.125% Due 6/10/2016	1,110,000.00	07/19/2011 1.75 %	1,129,447.20 1,115,724.25	102.24 0.56 %	1,134,864.00 1,375.94	2.01 % 19,139.75	Aaa / AA+ AAA	1.44 1.42
313383R78	FHLB Note 0.75% Due 7/18/2016	925,000.00	07/22/2013 0.68 %	926,951.75 926,009.90	100.26 0.58 %	927,431.83 3,141.15	1.64 % 1,421.93	Aaa / AA+ AAA	1.55 1.53
3135G0YE7	FNMA Note 0.625% Due 8/26/2016	1,125,000.00	09/29/2014 0.59 %	1,125,810.00 1,125,701.77	99.98 0.64 %	1,124,771.63 2,441.41	1.99 % (930.14)	Aaa / AA+ AAA	1.65 1.64
3130A2T97	FHLB Note 0.5% Due 9/28/2016	600,000.00	09/30/2014 0.68 %	597,894.00 598,162.67	99.73 0.65 %	598,409.40 775.00	1.06 % 246.73	Aaa / AA+ AAA	1.75 1.73
3137EADS5	FHLMC Note 0.875% Due 10/14/2016	300,000.00	06/26/2014 0.62 %	301,758.30 301,364.78	100.37 0.66 %	301,118.40 561.46	0.53 % (246.38)	Aaa / AA+ AAA	1.79 1.77
3135G0UY7	FNMA Callable Note 1X 2/27/15 1% Due 2/27/2017	545,000.00	04/23/2013 0.48 %	550,177.50 545,437.86	100.00 0.99 %	545,005.45 1,877.22	0.97 % (432.41)	Aaa / AA+ AAA	2.16 0.88
3137EADC0	FHLMC Note 1% Due 3/8/2017	1,115,000.00	Various 0.94 %	1,117,448.45 1,116,527.76	100.29 0.87 %	1,118,231.27 3,499.86	1.98 % 1,703.51	Aaa / AA+ AAA	2.19 2.15
3133782N0	FHLB Note 0.875% Due 3/10/2017	890,000.00	03/13/2013 0.70 %	896,043.10 893,316.23	99.94 0.90 %	889,448.20 2,401.15	1.58 % (3,868.03)	Aaa / AA+ AAA	2.19 2.16
3137EADF3	FHLMC Note 1.25% Due 5/12/2017	1,115,000.00	Various 1.03 %	1,124,885.25 1,120,544.14	100.74 0.93 %	1,123,263.27 1,897.05	1.99 % 2,719.13	Aaa / AA+ AAA	2.36 2.32
313379FW4	FHLB Note 1% Due 6/9/2017	1,075,000.00	Various 0.81 %	1,084,565.00 1,079,889.93	99.91 1.04 %	1,074,012.08 656.94	1.90 % (5,877.85)	Aaa / AA+ AAA	2.44 2.40



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>AGENCY</b>									
3137EADH9	FHLMC Note 1% Due 6/29/2017	540,000.00	07/27/2012 0.85 %	543,915.00 541,984.76	100.20 0.92 %	541,063.26 30.00	0.96 % (921.50)	Aaa / AA+ AAA	2.50 2.46
3137EADJ5	FHLMC Note 1% Due 7/28/2017	540,000.00	08/06/2012 0.84 %	544,141.80 542,143.96	99.96 1.01 %	539,797.50 2,295.00	0.96 % (2,346.46)	Aaa / AA+ AAA	2.58 2.53
313380EC7	FHLB Note 0.75% Due 9/8/2017	625,000.00	10/25/2012 0.92 %	620,106.25 622,293.82	99.20 1.05 %	620,002.50 1,471.35	1.10 % (2,291.32)	Aaa / AA+ AAA	2.69 2.64
3133EAY28	FFCB Note 0.83% Due 9/21/2017	550,000.00	09/18/2012 0.83 %	550,000.00 550,000.00	100.40 0.68 %	552,203.30 1,268.06	0.98 % 2,203.30	Aaa / AA+ NR	2.73 2.68
3135G0ZL0	FNMA Note 1% Due 9/27/2017	1,130,000.00	Various 1.14 %	1,125,361.69 1,125,856.75	99.80 1.07 %	1,127,724.18 2,950.56	2.00 % 1,867.43	Aaa / AA+ AAA	2.74 2.69
313381B20	FHLB Note 0.75% Due 12/8/2017	550,000.00	01/04/2013 0.91 %	545,671.50 547,413.52	98.85 1.15 %	543,672.25 263.54	0.96 % (3,741.27)	Aaa / AA+ AAA	2.94 2.89
3137EADN6	FHLMC Note 0.75% Due 1/12/2018	630,000.00	Various 1.14 %	618,582.21 622,734.19	98.56 1.23 %	620,958.87 2,218.13	1.10 % (1,775.32)	Aaa / AA+ AAA	3.04 2.97
3137EADP1	FHLMC Note 0.875% Due 3/7/2018	1,125,000.00	09/04/2014 1.38 %	1,105,663.50 1,107,406.21	98.80 1.26 %	1,111,447.13 3,117.19	1.97 % 4,040.92	Aaa / AA+ AAA	3.18 3.12
313378A43	FHLB Note 1.375% Due 3/9/2018	1,125,000.00	09/04/2014 1.31 %	1,127,430.00 1,127,211.34	100.24 1.30 %	1,127,739.38 4,812.50	2.00 % 528.04	Aaa / AA+ AAA	3.19 3.10
3135G0WJ8	FNMA Note 0.875% Due 5/21/2018	1,145,000.00	Various 1.53 %	1,113,053.45 1,120,451.76	98.34 1.38 %	1,125,960.94 1,113.20	1.99 % 5,509.18	Aaa / AA+ AAA	3.39 3.32
880591EQ1	Tennessee Valley Authority Note 1.75% Due 10/15/2018	1,005,000.00	Various 1.58 %	1,013,173.05 1,011,242.27	100.94 1.49 %	1,014,398.76 3,712.92	1.80 % 3,156.49	Aaa / AA+ AAA	3.79 3.64
3135G0YT4	FNMA Note 1.625% Due 11/27/2018	1,125,000.00	Various 1.69 %	1,121,455.75 1,122,191.59	100.48 1.50 %	1,130,416.88 1,726.56	2.00 % 8,225.29	Aaa / AA+ AAA	3.91 3.77
3135G0ZA4	FNMA Note 1.875% Due 2/19/2019	1,120,000.00	Various 1.71 %	1,128,376.70 1,127,184.47	101.52 1.49 %	1,136,994.88 7,700.00	2.02 % 9,810.41	Aaa / AA+ AAA	4.14 3.94
3137EADG1	FHLMC Note 1.75% Due 5/30/2019	1,125,000.00	09/04/2014 1.74 %	1,125,572.63 1,125,534.45	100.55 1.62 %	1,131,237.00 1,695.31	2.00 % 5,702.55	Aaa / AA+ AAA	4.41 4.23
3137EADK2	FHLMC Note 1.25% Due 8/1/2019	1,150,000.00	09/04/2014 1.83 %	1,118,628.00 1,120,645.77	98.15 1.67 %	1,128,766.40 5,989.58	2.00 % 8,120.63	Aaa / AA+ AAA	4.59 4.41
<b>Total Agency</b>		<b>24,485,000.00</b>	<b>1.24 %</b>	<b>24,563,209.93</b> <b>24,465,332.08</b>	<b>1.04 %</b>	<b>24,552,838.92</b> <b>69,138.52</b>	<b>43.50 %</b> <b>87,506.84</b>	<b>Aaa / AA+</b> <b>Aaa</b>	<b>2.71</b> <b>2.61</b>
<b>COMMERCIAL PAPER</b>									
89233HN59	Toyota Motor Credit Discount CP 0.2% Due 1/5/2015	650,000.00	05/28/2014 0.20 %	649,205.55 649,205.55	99.88 0.20 %	649,205.55 780.01	1.15 % 0.00	P-1 / A-1+ F-1	0.01 0.01
06538CPL9	Bank of Tokyo Mitsubishi NY Discount CP 0.21% Due 2/20/2015	900,000.00	10/20/2014 0.21 %	899,359.50 899,359.50	99.93 0.21 %	899,359.50 378.00	1.59 % 0.00	P-1 / A-1 F-1	0.14 0.14
89233HSF2	Toyota Motor Credit Discount CP 0.21% Due 5/15/2015	500,000.00	09/29/2014 0.21 %	499,337.92 499,337.92	99.87 0.21 %	499,337.92 271.25	0.88 % 0.00	P-1 / A-1+ F-1	0.37 0.37

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>COMMERCIAL PAPER</b>									
69349KT59	PNC Bank Discount CP 0.28% Due 6/5/2015	1,100,000.00	09/09/2014 0.28 %	1,097,707.11 1,097,707.11	99.79 0.28 %	1,097,707.11 966.78	1.94 % 0.00	P-1 / A-1 F-1	0.43 0.43
<b>Total Commercial Paper</b>		<b>3,150,000.00</b>	<b>0.24 %</b>	<b>3,145,610.08</b> <b>3,145,610.08</b>	<b>0.24 %</b>	<b>3,145,610.08</b> <b>2,396.04</b>	<b>5.56 %</b> <b>0.00</b>	<b>P-1 / A-1</b> <b>F-1</b>	<b>0.25</b> <b>0.25</b>
<b>MONEY MARKET FUND FI</b>									
316175884	Fidelity Institutional Money Market Fund 696	386,769.80	Various 0.01 %	386,769.80 386,769.80	1.00 0.01 %	386,769.80 0.00	0.68 % 0.00	Aaa / AAA AAA	0.00 0.00
<b>Total Money Market Fund FI</b>		<b>386,769.80</b>	<b>0.01 %</b>	<b>386,769.80</b> <b>386,769.80</b>	<b>0.01 %</b>	<b>386,769.80</b> <b>0.00</b>	<b>0.68 %</b> <b>0.00</b>	<b>Aaa / AAA</b> <b>Aaa</b>	<b>0.00</b> <b>0.00</b>
<b>US CORPORATE</b>									
713448BM9	Pepsico Inc. Note 3.1% Due 1/15/2015	700,000.00	Various 2.07 %	730,385.76 700,265.40	100.08 1.02 %	700,561.41 10,006.11	1.26 % 296.01	A1 / A- A	0.04 0.04
46625HHP8	JP Morgan Chase Note 3.7% Due 1/20/2015	600,000.00	Various 3.22 %	611,179.35 600,138.84	100.17 0.51 %	601,006.20 9,928.33	1.08 % 867.36	A3 / A A+	0.05 0.05
459200HB0	IBM Corp Note 0.55% Due 2/6/2015	255,000.00	02/01/2012 0.72 %	253,753.05 254,959.04	100.02 0.33 %	255,053.30 564.90	0.45 % 94.26	Aa3 / AA- A+	0.10 0.10
94980VAA6	Wells Fargo Bank Note 4.75% Due 2/9/2015	500,000.00	Various 3.53 %	524,443.95 500,599.06	100.40 0.95 %	501,992.50 9,368.05	0.90 % 1,393.44	A1 / A+ A+	0.11 0.11
084670AV0	Berkshire Hathaway Note 3.2% Due 2/11/2015	525,000.00	Various 3.06 %	528,082.78 525,074.73	100.29 0.62 %	526,502.02 6,533.34	0.94 % 1,427.29	Aa2 / AA A+	0.12 0.11
191216AX8	Coca Cola Company Note 0.75% Due 3/13/2015	660,000.00	Various 0.80 %	658,940.70 659,931.17	100.10 0.24 %	660,665.94 1,485.00	1.17 % 734.77	Aa3 / AA A+	0.20 0.20
06406JHB4	Bank of New York Mellon Note 4.95% Due 3/15/2015	600,000.00	Various 2.12 %	672,641.51 603,225.70	100.80 1.05 %	604,783.80 8,745.00	1.08 % 1,558.10	A2 / A A+	0.20 0.21
278642AB9	Ebay Inc Note 1.625% Due 10/15/2015	500,000.00	Various 1.70 %	498,169.11 499,710.16	100.77 0.64 %	503,850.50 1,715.27	0.89 % 4,140.34	A2 / A A-	0.79 0.78
24422ERZ4	John Deere Capital Corp Note 0.75% Due 1/22/2016	225,000.00	01/17/2013 0.79 %	224,761.50 224,915.85	99.98 0.77 %	224,952.98 745.31	0.40 % 37.13	A2 / A NR	1.06 1.05
38259PAC6	Google Inc Note 2.125% Due 5/19/2016	460,000.00	11/15/2012 0.75 %	481,753.65 468,592.35	102.15 0.56 %	469,887.71 1,140.42	0.83 % 1,295.36	Aa2 / AA NR	1.38 1.36
674599CB9	Occidental Petroleum Note 1.75% Due 2/15/2017	540,000.00	03/08/2013 1.13 %	552,868.20 546,958.69	100.58 1.47 %	543,114.72 3,570.00	0.97 % (3,843.97)	A2 / A A	2.13 2.06
68389XAN5	Oracle Corp Note 1.2% Due 10/15/2017	755,000.00	11/01/2013 1.48 %	746,959.25 749,311.69	99.64 1.33 %	752,312.96 1,912.67	1.33 % 3,001.27	A1 / A+ A+	2.79 2.73
458140AL4	Intel Corp Note 1.35% Due 12/15/2017	685,000.00	12/12/2012 1.29 %	687,045.60 686,210.09	99.85 1.40 %	683,997.16 411.00	1.21 % (2,212.93)	A1 / A+ A+	2.96 2.89
084670BH0	Berkshire Hathaway Note 1.55% Due 2/9/2018	700,000.00	09/18/2014 1.65 %	697,725.00 697,909.21	99.95 1.57 %	699,656.30 4,279.72	1.24 % 1,747.09	Aa2 / AA A+	3.11 3.00

# Holdings Report

As of 12/31/14

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>US CORPORATE</b>									
931142DF7	Wal-Mart Stores Note 1.125% Due 4/11/2018	400,000.00	04/04/2013 1.14 %	399,632.00 399,758.97	98.85 1.48 %	395,412.80 1,000.00	0.70 % (4,346.17)	Aa2 / AA AA	3.28 3.20
037833AJ9	Apple Inc Note 1% Due 5/3/2018	685,000.00	05/20/2013 1.20 %	678,602.10 680,685.14	98.52 1.46 %	674,834.60 1,103.61	1.19 % (5,850.54)	Aa1 / AA+ NR	3.34 3.26
02665WAC5	American Honda Finance Note 2.125% Due 10/10/2018	690,000.00	Various 1.95 %	695,182.25 694,395.71	100.61 1.96 %	694,198.66 3,299.07	1.23 % (197.05)	A1 / A+ NR	3.78 3.60
24422ESF7	John Deere Capital Corp Note 1.95% Due 12/13/2018	430,000.00	12/10/2013 1.99 %	429,084.10 429,276.71	99.98 1.96 %	429,898.95 419.25	0.76 % 622.24	A2 / A NR	3.95 3.78
36962G7G3	General Electric Capital Corp Note 2.3% Due 1/14/2019	695,000.00	01/08/2014 2.32 %	694,319.80 694,450.93	101.60 1.89 %	706,090.81 7,415.26	1.26 % 11,639.88	A1 / AA+ NR	4.04 3.80
94974BFQ8	Wells Fargo Corp Note 2.15% Due 1/15/2019	700,000.00	09/09/2014 2.07 %	702,338.00 702,171.63	100.26 2.08 %	701,851.50 6,939.72	1.25 % (320.13)	A2 / A+ AA-	4.04 3.81
17275RAR3	Cisco Systems Note 2.125% Due 3/1/2019	715,000.00	Various 2.04 %	717,853.05 717,380.88	100.47 2.01 %	718,364.08 5,064.58	1.28 % 983.20	A1 / AA- NR	4.17 3.94
91159HHH6	US Bancorp Callable Note Cont 3/25/2019 2.2% Due 4/25/2019	700,000.00	Various 2.08 %	703,858.75 703,448.65	100.46 2.09 %	703,200.40 2,823.33	1.25 % (248.25)	A1 / A+ AA-	4.32 4.01
06406HCW7	Bank of New York Callable Note Cont 8/11/2019 2.3% Due 9/11/2019	705,000.00	Various 2.29 %	705,272.60 705,255.50	100.50 2.19 %	708,489.75 4,954.59	1.26 % 3,234.25	A1 / A+ AA-	4.70 4.33
<b>Total US Corporate</b>		<b>13,425,000.00</b>	<b>1.86 %</b>	<b>13,594,852.06</b> <b>13,444,626.10</b>	<b>1.36 %</b>	<b>13,460,679.05</b> <b>93,424.53</b>	<b>23.95 %</b> <b>16,052.95</b>	<b>A1 / A+</b> <b>A+</b>	<b>2.38</b> <b>2.27</b>
<b>US TREASURY</b>									
912828QA1	US Treasury Note 2.25% Due 3/31/2016	735,000.00	Various 1.77 %	751,430.83 739,220.00	102.33 0.38 %	752,111.53 4,225.24	1.34 % 12,891.53	Aaa / AA+ AAA	1.25 1.23
912828SC5	US Treasury Note 0.875% Due 1/31/2017	1,075,000.00	06/20/2012 0.70 %	1,083,360.05 1,078,775.67	100.29 0.73 %	1,078,107.83 3,936.31	1.91 % (667.84)	Aaa / AA+ AAA	2.09 2.06
912828SS0	US Treasury Note 0.875% Due 4/30/2017	850,000.00	05/27/2014 0.78 %	852,327.07 851,852.07	100.12 0.82 %	850,996.20 1,273.83	1.51 % (855.87)	Aaa / AA+ AAA	2.33 2.30
912828SY7	US Treasury Note 0.625% Due 5/31/2017	1,100,000.00	Various 0.65 %	1,098,738.06 1,099,365.50	99.43 0.86 %	1,093,726.70 604.40	1.93 % (5,638.80)	Aaa / AA+ AAA	2.42 2.39
912828TB6	US Treasury Note 0.75% Due 6/30/2017	1,075,000.00	Various 0.66 %	1,078,784.85 1,077,253.99	99.63 0.90 %	1,070,968.75 22.27	1.89 % (6,285.24)	Aaa / AA+ AAA	2.50 2.47
912828TG5	US Treasury Note 0.5% Due 7/31/2017	1,100,000.00	02/25/2013 0.73 %	1,089,132.59 1,093,665.16	98.87 0.94 %	1,087,539.20 2,301.63	1.93 % (6,125.96)	Aaa / AA+ AAA	2.58 2.55
912828UU2	US Treasury Note 0.75% Due 3/31/2018	1,100,000.00	07/29/2013 1.28 %	1,073,620.87 1,081,666.12	98.46 1.23 %	1,083,069.90 2,107.83	1.92 % 1,403.78	Aaa / AA+ AAA	3.25 3.19
912828VE7	US Treasury Note 1% Due 5/31/2018	1,150,000.00	09/04/2014 1.37 %	1,134,775.34 1,136,061.77	99.03 1.29 %	1,138,858.80 1,010.99	2.01 % 2,797.03	Aaa / AA+ AAA	3.42 3.34



### Holdings Report

As of 12/31/14

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>									
912828WD8	US Treasury Note 1.25% Due 10/31/2018	400,000.00	12/23/2013 1.62 %	393,126.34 394,564.02	99.35 1.42 %	397,406.40 856.35	0.70 % 2,842.38	Aaa / AA+ AAA	3.84 3.72
912828SD3	US Treasury Note 1.25% Due 1/31/2019	1,150,000.00	09/04/2014 1.59 %	1,133,472.60 1,134,656.07	99.04 1.49 %	1,138,949.65 6,015.63	2.02 % 4,293.58	Aaa / AA+ AAA	4.09 3.94
912828SH4	US Treasury Note 1.375% Due 2/28/2019	1,140,000.00	Various 1.71 %	1,122,272.76 1,124,891.11	99.46 1.51 %	1,133,854.27 5,326.04	2.01 % 8,963.16	Aaa / AA+ AAA	4.16 4.01
912828ST8	US Treasury Note 1.25% Due 4/30/2019	1,150,000.00	Various 1.67 %	1,127,845.65 1,130,174.68	98.84 1.53 %	1,136,612.85 2,462.02	2.01 % 6,438.17	Aaa / AA+ AAA	4.33 4.19
912828UB4	US Treasury Note 1% Due 11/30/2019	1,165,000.00	12/18/2014 1.67 %	1,128,097.07 1,128,362.56	96.99 1.64 %	1,129,959.13 1,024.18	2.00 % 1,596.57	Aaa / AA+ AAA	4.92 4.76
<b>Total US Treasury</b>		<b>13,190,000.00</b>	<b>1.23 %</b>	<b>13,066,984.08</b> <b>13,070,508.72</b>	<b>1.15 %</b>	<b>13,092,161.21</b> <b>31,166.72</b>	<b>23.19 %</b> <b>21,652.49</b>	<b>Aaa / AA+</b> <b>Aaa</b>	<b>3.22</b> <b>3.14</b>
<b>TOTAL PORTFOLIO</b>		<b>56,400,294.09</b>	<b>1.30 %</b>	<b>56,521,788.75</b> <b>56,277,000.33</b>	<b>1.08 %</b>	<b>56,401,017.79</b> <b>196,679.09</b>	<b>100.00 %</b> <b>124,017.46</b>	<b>Aa1 / AA</b> <b>Aaa</b>	<b>2.60</b> <b>2.46</b>
<b>TOTAL MARKET VALUE PLUS ACCRUED</b>						<b>56,597,696.88</b>			

<b>MIG</b>	<b>Book Value</b>	<b>12 Months or less</b>	<b>13 to 24 Months</b>	<b>25 to 60 Months</b>	<b>Total Holdings</b>
ABS	\$1,764,153.55	\$638,464.82	\$1,125,688.73	\$0.00	\$1,764,153.55
Agency	\$24,465,332.08	\$1,346,032.47	\$5,494,726.69	\$17,624,572.92	\$24,465,332.08
Commercial Paper	\$3,145,610.08	\$3,145,610.08	\$0.00	\$0.00	\$3,145,610.08
Money Market Fund FI	\$386,769.80	\$386,769.80	\$0.00	\$0.00	\$386,769.80
US Corporate	\$13,444,626.10	\$4,343,904.10	\$693,508.20	\$8,407,213.80	\$13,444,626.10
US Treasury	\$13,070,508.72	\$0.00	\$739,220.00	\$12,331,288.72	\$13,070,508.72
<b>Total</b>	<b>\$56,277,000.33</b>	<b>\$9,860,781.27</b>	<b>\$8,053,143.62</b>	<b>\$38,363,075.44</b>	<b>\$56,277,000.33</b>

**City of Brea**  
**Supplemental Cash and Investment Information**  
 4th Quarter 2014: October 1, 2014 through December 31, 2014

	Maturity Date	Carrying Value	Market or Contract Value
<b>Demand and Interest-Bearing Checking Accounts</b>		\$ 5,511,300.71	\$ 5,511,300.71
<b>Fiscal Agent Cash &amp; Investments</b>			
<u>2005 Olinda Ranch Public Improvements CFD Bonds (BNY)</u>			
U.S. Treasury Note (Reserve)	various	\$ 74,479.75	\$ 74,451.05 *
Federal Home Loan Mortgage Corporation (Reserve)	various	138,125.25	138,504.55 *
Federal National Mortgage Association (Reserve)	various	142,882.73	143,195.71 *
Federal Home Loan Banks (Reserve)	various	85,852.85	85,072.55 *
Invesco Treasury Private (Reserve)		12,595.37	12,595.37 *
Sub-total		\$ 453,935.95	\$ 453,819.23
<u>2009 Water Revenue Bonds (BNY)</u>			
Invesco Treasury Private & AIM Short-Term Treasury Funds		\$ -	\$ -
Invesco Treasury Private (Reserve)		29,769.29	29,769.29 *
U.S. Treasury Note (Reserve)	various	337,173.40	337,140.20 *
Federal National Mortgage Association (Reserve)	various	612,854.60	614,047.85 *
Federal Home Loan Mortgage Corporation (Reserve)	various	547,326.65	548,859.85 *
Federal Home Loan Banks (Reserve)	various	363,448.80	360,271.80 *
Sub-total		\$ 1,890,572.74	\$ 1,890,088.99
<u>2009 Brea Plaza Public Improvements CFD Bonds (BNY)</u>			
Invesco Treasury Private & AIM Short-Term Treasury Funds		\$ 7,146.75	\$ 7,146.75
U.S. Treasury Note (Reserve)	various	143,829.97	143,793.95 *
Federal Home Loan Mortgage Corporation (Reserve)	various	163,853.45	163,819.70 *
Federal National Mortgage Association (Reserve)	various	344,267.75	345,463.20 *
Federal Home Loan Banks (Reserve)	various	161,532.80	160,120.80 *
Sub-total		\$ 820,630.72	\$ 820,344.40
<u>2010 Water Revenue Bonds (BNY)</u>			
Invesco Treasury Private	various	\$ 349,899.51	\$ 349,899.51
U.S. Treasury Note (Reserve)	various	\$ 270,155.41	\$ 270,010.24 *
Federal National Mortgage Association (Reserve)	various	\$ 432,095.10	\$ 432,844.95 *
Federal Home Loan Banks (Reserve)	various	\$ 346,997.80	\$ 345,129.95 *
Federal Home Loan Mortgage Corporation (Reserve)	various	\$ 260,084.55	\$ 260,962.90 *
Sub-total		\$ 1,659,232.37	\$ 1,658,847.55
<u>2010 Lease Revenue Bonds (BNY)</u>			
Invesco Treasury Private	various	\$ 4,704.21	\$ 4,704.21
U.S. Treasury Note (Reserve)	various	\$ 54,366.00	\$ 54,463.65 *
Federal National Mortgage Association (Reserve)	various	\$ 99,620.25	\$ 99,740.90 *
Federal Home Loan Banks (Reserve)	various	\$ 30,518.70	\$ 30,072.90 *
Federal Home Loan Mortgage Corporation (Reserve)	various	\$ 73,957.85	\$ 74,170.25 *
Sub-total		\$ 263,167.01	\$ 263,151.91
<u>2014 Water Revenue Bonds (BNY)</u>			
Invesco Treasury Private		\$ 298,913.70	\$ 298,913.70
Sub-total		\$ 298,913.70	\$ 298,913.70
<b>Report Grand Total</b>		<b>\$ 10,897,753.20</b>	<b>\$ 10,896,466.49</b>

\* Reserve Fund



**COUNCIL COMMUNICATION**

**Date:** January 20, 2015

To: Honorable Mayor and City Council

From: City Manager

Subject: **CONSIDERATION OF AMENDING THE EXISTING CLASSIFICATION PLAN FOR CITY EMPLOYEES TO INCLUDE THE CLASSIFICATION SPECIFICATION AND SALARY RANGE FOR THE POSITION OF EMERGENCY MEDICAL SERVICES MANAGER.**

**RECOMMENDATION**

Adopt the Resolution.

**BACKGROUND/DISCUSSION**

For Council consideration is the creation of a new Emergency Medical Services (EMS) Manager position to provide services under the Brea/Fullerton Fire Command Staff agreement.

The current agreement for shared fire command services between the Cities of Brea and Fullerton provides for a temporary EMS Management role to be provided by the City of Brea. It also requires an analysis of options for contracting out or instituting an appropriate classification for EMS Management upon the cessation of temporary services provided by the City of Brea.

The current City of Brea employee, a Fire Captain – Administration, that has been providing EMS management is retiring this month. This has allowed the cities to re-

**CONSIDERATION OF THE CLASSIFICATION SPECIFICATION AND SALARY RANGE FOR THE POSITION OF EMERGENCY MEDICAL SERVICES MANAGER**

evaluate provision of these services, resulting in a determination that a non-sworn Registered Nurse (RN) could successfully fulfill this function, providing the same level of service at a total cost savings of approximately \$46,000 per year. With the 41/59 cost sharing agreement with the City of Fullerton, 41 percent of those savings will be recognized by the City of Brea. Attached is an EMS Manager classification specification and salary range proposed for this position.

**FISCAL IMPACT**

The recommended salary range and benefits for the EMS Manager would result in approximately \$19,000 of general fund savings over the existing position. These positions have been included in the FY 15-16 Budget at the revised salary ranges.

Respectfully Submitted,



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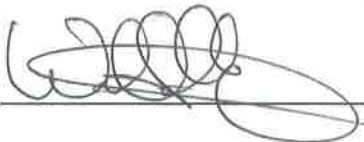
Tim O'Donnell  
City Manager

Prepared by:



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Terrie Stevens  
Human Resources Manager



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William Gallardo  
Assistant City Manager

## RESOLUTION NO

**A RESOLUTION (1) AMENDING THE CLASSIFICATION PLAN TO ADD THE JOB DESCRIPTION OF EMERGENCY MEDICAL SERVICES MANAGER; (2) ESTABLISH SALARY RANGE FOR THE CLASSIFICATION; (3) PLACE THE NEW POSITION IN THE BREA MANAGEMENT ASSOCIATION (BMA); AND (4) AMEND THE POSITION ALLOCATION LIST FOR THE FIRE DEPARTMENT TO REMOVE ONE FIRE CAPTAIN - ADMINISTRATION AND REPLACE IT WITH ONE EMERGENCY MEDICAL SERVICES MANAGER.**

### **A. RECITALS:**

(i) Section 2.08 of the Brea Municipal Code provides that the City Council shall prepare, revise and maintain a position classification plan covering all positions within the classified services, including employment standards and qualifications for each classification.

(ii) The Brea Municipal Code provides that the City Council shall approve a plan of compensation directly correlated to the position classification plan and a rate or range of pay for each classification.

(iii) It is necessary, from time to time, to review and adjust the classification and compensation plan to reflect the changing organizational responsibilities of the City and to insure the efficient economical operation of the various City departments.

### **B. RESOLUTION.**

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

1. Amend the City's existing position classification plan to include the full-time classification specifications for Emergency Medical Services Manager, as attached hereto as Exhibit A and incorporated herein by reference.

2. Amend the City's existing Brea Management Association (BMA) compensation plan by adding the job title and salary range of Emergency Medical

Services Manager as attached hereto as Exhibit B and incorporated herein by reference.

3. Amend the City's Position Allocation List for the Fire Department by adding the position of one Emergency Medical Services Manager.

**APPROVED AND ADOPTED** this        day of        , 2015.

\_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
City Clerk

I, Cheryl Balz, 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 January, 2015, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

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

\_\_\_\_\_  
City Clerk

## **EMERGENCY MEDICAL SERVICES MANAGER**

### DEFINITION

To supervise, plan, coordinate, monitor and evaluate the effectiveness of paramedic and other emergency medical services activities for the City; coordinate the medical quality assurance program, educational activities, paramedic re-certification and operational changes; and perform other related duties, as assigned.

### DISTINGUISHING CHARACTERISTICS

The EMS Coordinator is a professional civilian position responsible for the quality of emergency medical care services provided by Fire Department personnel to ensure conformance with regulatory requirements and internal standards.

### SUPERVISION RECEIVED AND EXERCISED

General supervision is received from a Chief Officer of the Command Staff. May exercise technical and functional supervision.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS - Essential job functions may include, but are not limited to, the following: *(These functions may not be present in all positions in this classification. When a position is to be filled, the essential functions will be noted in the announcement of the position availability. Management reserves the right to add, modify, change, or rescind work assignments as needed).*

Plans, coordinates, monitors and evaluates the effectiveness of paramedic and other emergency medical services activities for the City; assists in the formulation of policies and procedures for the EMS Program, including medical operations procedures for first responder and paramedic personnel.

Monitors and provides direction for patient care provided by firefighter paramedics, performing both routine and special evaluations of paramedic personnel.

Coordinates the medical quality assurance program, educational activities, paramedic re-certification and operational change.

Develops, implements and provides quality assurance for the Emergency Medical Services program for compliance with and adherence to State and local mandates and standards; reviews and implements revisions and updates to the program to ensure continued high quality pre-hospital patient care.

Develops and implements the Quality Improvement Program Plan; identifies training needs; coordinates, facilitates and/or conducts and evaluates training activities as appropriate; tracks, maintains records and generates corresponding reports regarding certification and other educational and licensing requirements; provides for continued

*CITY OF BREA*  
*Emergency Medical Services Manager (continued)*

education in accordance with State and County regulations; explains procedures; recommends and/or implements corrective action as necessary; assists base hospital and the EMS Agency with quality improvement; ensures meeting EMS Agency reporting requirements.

Represents the City at receiving facilities.

Evaluates equipment used by paramedics in providing pre-hospital care; ensures the addition, elimination or changes of equipment as needed; orders new equipment and parts, supplies and materials as required.

Serves as a liaison for EMS-related issues with State and Local regulatory agencies, medical and fire agencies and personnel.

Serves as a resource to the supervising Captains regarding evaluation of paramedic and EMT personnel.

Investigates complaints and inquires relating to EMS; oversees, recommends and coordinates action to correct problems and prevent future occurrences; trains, evaluates, and motivates personnel to ensure performance meets department standards; assists in the development, delivery, and evaluation of other training programs not related to the EMS program for the Fire Department as necessary

May manage the delivery of cardiopulmonary resuscitation (CPR) training for employees and citizens; ensures compliance with applicable regulations and standards.

May monitor and evaluate EMS expenditures, which includes: recommending budget items, evaluating past fiscal spending, and anticipating future spending.

QUALIFICATIONS

Knowledge of:

Principles, procedures, goals and responsibilities of a Paramedic Program.

Applicable County and State Emergency Medical Services policies.

Administration of Emergency Medical Services quality assurance practices, procedures, and regulations.

Principles and practices of organization, management and administration as applied to municipal fire department/EMS programs.

Practices and techniques for budgeting, purchasing and report writing.

Principles and techniques of program monitoring; evaluation tools/methods used in measuring the quality of EMS.

Ability to:

Establish a comprehensive Quality Assurance Program.

Plan, organize, schedule, assign and review the work of others.

Plan, organize, direct and coordinate a paramedic/EMS program.

Collect, interpret and evaluate program operation data; evaluate and revise program objectives and procedures.

Analyze emergency response and operations problems; plan, coordinate and initiate actions to implement decisions and/or recommendations.

Interpret and evaluate policies and practices.

Develop and conduct classroom and practice training courses and programs.

Maintain accurate records.

Establish and maintain effective and cooperative working relationships.

Communicate effectively, both orally and in writing; develop, write and present reports and presentations.

Operate office equipment and computers and applicable software.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone, computer, mobile communications device or in person.

Experience and Education:

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities, and enable the individual to successfully perform the essential functions of the position. A typical combination is:

Experience

Five (5) years as a nurse or paramedic within an EMS community.

Education



*CITY OF BREA*  
*Emergency Medical Services Manager (continued)*

Bachelor's Degree in Nursing, Allied Health Sciences or a related field;  
and completion of an approved Registered Nurse (RN) program.

Licenses and Certificates

Possession and maintenance of a California Registered Nursing License.  
Possession of a valid Class C California driver's license issued from the  
California Department of Motor Vehicles and an acceptable driving record.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS include, but are not limited  
to, the following:

Ability to:

Work in an office environment requiring prolonged sitting or standing.

Input data into a computer terminal.

Walk, kneel, crouch, squat, stoop, bend, reach, twist, grasp, drag, lift and carry  
items totaling approximately 25 pounds in weight.

Communicate with City staff, management representatives, governmental and  
business representatives, consultants, vendors, contractors, community  
groups, and the general public.

Hear and speak to City staff, other public agency staff, and outside vendors  
on the telephone and in person.

Read and interpret data; use math and mathematical reasoning; analyze and  
solve problems.

Sit, bend, stoop, reach, turn and twist while operating computer or office  
equipment or to access files and reports within work areas.

Read, analyze and interpret laws, specifications and requirements.

Work occasional evenings and weekends.

Exposure to:

The elements including damp or dry conditions.

Heights or uneven ground.

*CITY OF BREA*  
*Emergency Medical Services Manager (continued)*

Dust, chemicals, solvents, grease/oil, and fumes.

Electrical and mechanical hazards.

Vehicular traffic.

Vibration, and noises such as, but not limited to, sirens, alarms, diesel engines, pumps, power saws and hydraulic tools.

Blood or other bodily fluids or communicable diseases.

Various hazards when responding to emergency scenes.

Computer glare, vibrations, and pitch from computer and office equipment.

S:\Recruitments\Job Descriptions\Emergency Medical Services Manager.doc  
1/20/2015

CITY OF BREA - SALARY TABLE

EFFECTIVE PAY PERIODS BEGINNING **G DECEMBER** 20, 2014

11 STEP BASE	MOU % INCR	SPECIAL ASSGN %	FIXED \$ INCR	STEP	HOURLY	APPROX BI-WEEKLY	APPROX MONTHLY	APPROX ANNUAL
8,879.87	0.00%			1	40.02	3,201.26	6,936.07	83,232.80
				2	41.01	3,281.18	7,109.22	85,310.69
				3	42.04	3,363.56	7,287.71	87,452.51
				4	43.10	3,447.99	7,470.63	89,647.62
				5	44.18	3,534.05	7,657.11	91,885.34
				6	45.28	3,622.17	7,848.03	94,176.35
				7	46.41	3,712.74	8,044.27	96,531.29
				8	47.57	3,805.78	8,245.85	98,950.17
				9	48.76	3,900.86	8,451.86	101,422.32
				10	49.98	3,998.40	8,663.20	103,958.41
				11	51.23	4,098.40	8,879.87	106,558.44

## ORDINANCE NO. 1177

### AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BREA AMENDING RESTRICTIONS FOR VEHICLES EXCEEDING A SPECIFIED WEIGHT LIMIT ON DESIGNATED STREETS, AND AMENDING TITLE 10 OF THE BREA CITY CODE

#### A. RECITALS:

(i) Subject to certain exceptions, California Vehicle Code Section 21101 authorizes this City Council, by ordinance or resolution, to prohibit the use of designated streets or highways by certain vehicles, including vehicles exceeding specified weight limits.

(ii) The City Council has heretofore adopted regulations prohibiting the use of vehicles exceeding six thousand (6,000) pounds in gross weight within the City, except on streets expressly designated for such use.

(iii) The purpose of this Ordinance is to amend the list of streets and highways upon which vehicles described in Recital No. (ii), above, may travel.

(iv) All legal prerequisites to the adoption of this Ordinance have occurred.

#### B. ORDINANCE:

**NOW, THEREFORE,** the City Council of the City of Brea hereby ordains as follows:

Section 1. Section 10.40.050 of Chapter 10.40 of Title 10 of the Brea City Code, is hereby amended to read as follows:

**“§ 10.40.050 WEIGHTS AND ROUTES DESIGNATED.**

A. No vehicle exceeding a maximum gross weight of six thousand (6,000) pounds shall be used on any street within the city except a vehicle subject to the provisions of Cal. Pub. Util. Code, §§ 1031 to 1036, inclusive, any vehicle otherwise exempted by any provision or provisions of state law, any vehicle complying with § 10.40.020 of this code and except as provided in subsections B and C of this section.

B. The following truck routes are established for use by vehicles exceeding a maximum gross weight of six thousand (6,000) pounds during all hours of the day:

Central Avenue, West City Limit to Berry Street

Lambert Road, West City Limit to Berry Street

Imperial Highway, West City Limit to East City Limit

Carbon Canyon Road, Valencia Avenue to East City Limit

Puente Street, Central Avenue to Imperial Highway

Berry Street, Central Avenue to Imperial Highway

Brea Boulevard, North City Limit to South City Limit

State College Boulevard, Birch Street to South City Limit

Kraemer Boulevard, Imperial Highway to South City Limit

Valencia Avenue, Lambert Road/Carbon Canyon Road to Imperial Highway

Route 57 Freeway, North City Limit to South City Limit

Birch Street, Voyager Avenue to Valencia Avenue

Enterprise Street, Ranger Avenue to Surveyor Avenue

Voyager Avenue, Birch Street to Enterprise Street

Surveyor Street, Enterprise Street to Nasa Street

Nasa Street, Westerly Terminus to Valencia Avenue

C. In addition to the truck routes established in subsection B, the following truck route is established for use by vehicles exceeding a maximum gross weight of six thousand (6,000) pounds from 6:00 a.m. to 8:00 p.m. during any day:

Central Avenue, Berry Street to Brea Boulevard

State College Boulevard, Brea Boulevard to Birch Street

Lambert Road, Berry Street to Route 57 Freeway

Valencia Avenue, Northerly Terminus to Lambert Road/Carbon Canyon Road

D. Attached to Ord. \_\_\_\_\_ as Exhibit A, incorporated by reference herein and on file in the City Clerk's office, is a plat delineating the truck routes established by this section.”

Section 2. The City Clerk shall certify to the adoption of this Ordinance and shall cause the same to be published as required by law.

**APPROVED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
City Clerk

I, Cheryl Balz, City Clerk of the City of Brea, do hereby certify that the foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Brea held on the 16th day of December, 2014, and was finally passed at a regular meeting of the City Council of the City of Brea held on the \_\_\_\_\_ day of \_\_\_\_\_, 2015, by the following vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:
ABSTAINED:	COUNCIL MEMBERS:

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

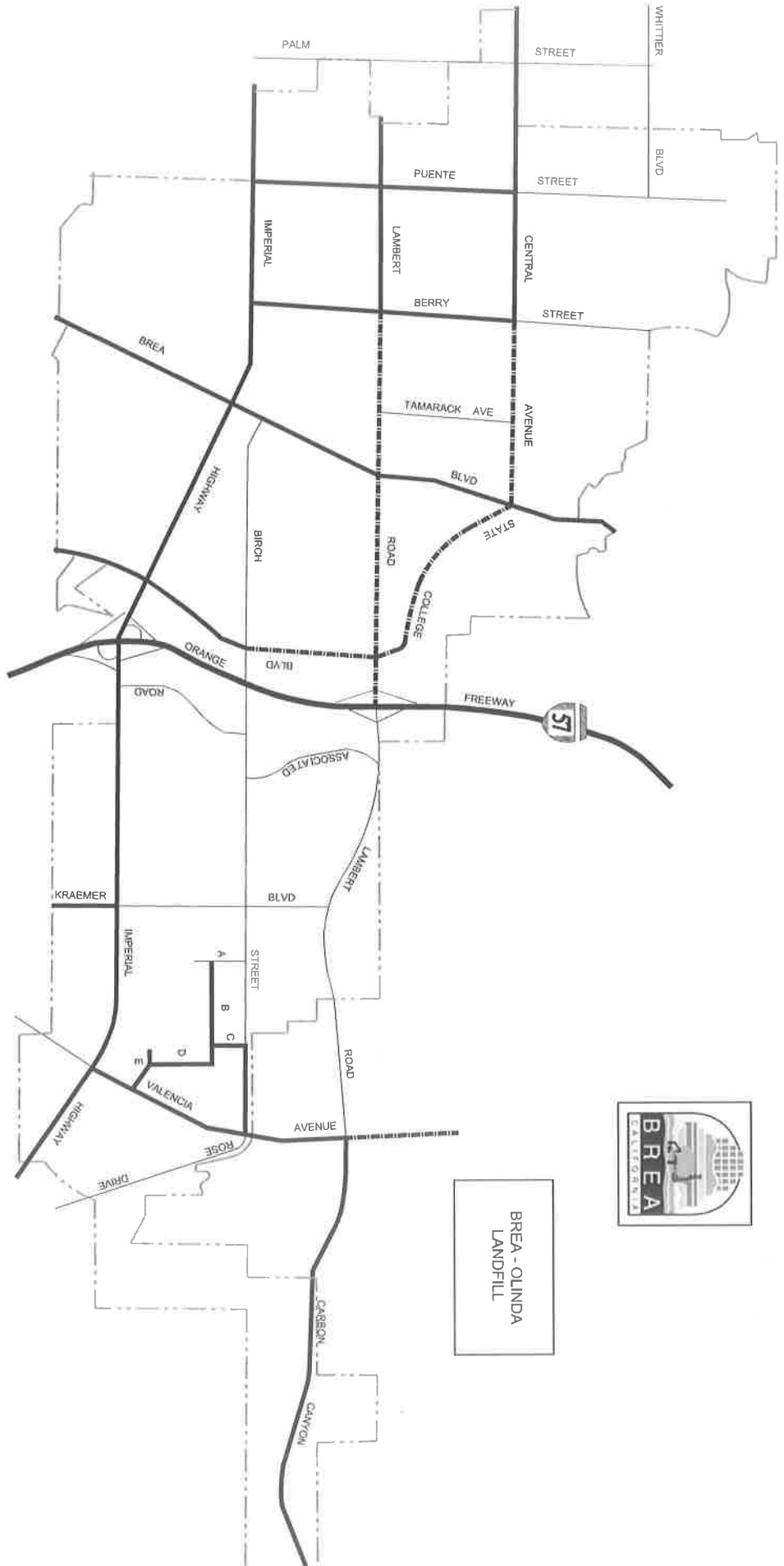
\_\_\_\_\_  
City Clerk

# EXHIBIT A

## TRUCK ROUTE MAP CITY OF BREA



BREA - OLINDA  
LANDFILL



- LEGEND**
- EXISTING ROUTES
  - RESTRICTED ROUTES
- 
- A RANGER STREET
  - B ENTERPRISE STREET
  - C VOYAGER AVE
  - D SURVEYOR AVE
  - E NASA STREET





**COUNCIL COMMUNICATION**

**Date:** January 20, 2015

To: Honorable Mayor and City Council  
From: City Manager  
Subject: **CONTRACT FOR STATE AND FEDERAL ADVOCACY SERVICES WITH TOWNSEND PUBLIC AFFAIRS, INC.**

**RECOMMENDATION**

Authorize the City Manager to sign the attached Professional Services Agreement with Townsend Public Affairs, Inc.

**BACKGROUND**

In 2007, the City of Brea entered into a Professional Services Agreement with Townsend Public Affairs, Inc. for State and Federal legislative advocacy services. Since then, they have assisted Brea in identifying and securing over \$13 million in State and Federal funding for a variety of public improvements and programs, ranging from transportation and infrastructure improvements to affordable housing and parks. The annual cost of the contract has been in an amount not to exceed \$62,000. The contract has been extended three times. The last extension to this agreement expires on February 28, 2015. Both parties are interested in signing a new agreement that updates the 2007 contract. Under the proposed contract, the fees would not change.

Since the inception of the agreement, Townsend Public Affairs, Inc. has tracked and advocated on a variety of legislative priorities for the City and secured funding for critical community projects and programs. As a result of these services, Brea has received

**PROFESSIONAL CONTRACT FOR STATE AND FEDERAL ADVOCACY SERVICES WITH TOWNSEND PUBLIC AFFAIRS, INC.**

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both State and Federal funding for local projects which has far exceeded the cost of these advocacy services. For example, in 2014 Townsend Public Affairs, Inc. assisted the City in securing \$6,990,272 in grant funding for four “Tracks at Brea” related projects. Townsend Public Affairs, Inc. also successfully helped carried City sponsored legislation, SB 1251 (Huff) that was signed into law by Governor Brown in September 2014.

Due to the protracted economic recession, fewer funds are being appropriated by the Federal and State governments and it is more difficult to receive funds through the competitive process. Therefore, it is important for the City to place itself in the best possible position to obtain a share of the available funding. Staff recommends continuing its contract with Townsend Public Affairs, Inc. to provide the best opportunity for success in the future. Moreover, the elimination of Redevelopment Agencies has made it even more critical that the City have representation in order to advocate for housing and economic development related funding and legislation.

Townsend Public Affairs, Inc. has offices conveniently located in Newport Beach, Sacramento, and Washington D.C. Throughout their contract with the City, Townsend Public Affairs, Inc. has displayed a strong understanding of Brea-specific issues and has proactively maintained communication with staff on legislative matters.

**DISCUSSION**

The City of Brea proactively engages in the legislative process by annually adopting a

**PROFESSIONAL CONTRACT FOR STATE AND FEDERAL ADVOCACY SERVICES  
WITH TOWNSEND PUBLIC AFFAIRS, INC.**

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legislative platform and working with Townsend Public Affairs, Inc. to implement the City's legislative agenda and funding priorities. One recent success of this partnership was the passage of the City sponsored pension reform legislation SB 1251 (Huff). Townsend Public Affairs, Inc. was instrumental in helping City staff draft language and facilitating meetings with key stakeholders. As a result, SB 1251 cleared the Legislature and was signed into law by Governor Brown. The legislation allows the cities of Brea and Fullerton to form a Joint Powers Authority (JPA) without impacting pension plans of current employees. We anticipate that Townsend Public Affairs, Inc. will continue to play a critical role in the implementation phase of SB 1251, especially as it relates to dealing with CalPERS staff.

Accordingly, staff proposes that the City Council authorize the City Manager to execute a Professional Services Agreement with Townsend Public Affairs, Inc. for a two-year term. The agreement would expire January 31, 2017. The proposed annual cost, including reimbursable expenses, will not exceed \$62,000, with a two-year total of \$124,000. This is the same annual cost that was agreed upon in the original Professional Services Agreement dating back to 2007. The contract may be extended automatically for an additional two-year term and would expire February 1, 2019. However, either party may terminate the agreement with a short-term notice, if desired. This will allow the City to continue to monitor the performance of the firm and adjust services as necessary.

Townsend Public Affairs, Inc. will provide the City of Brea the following services:

## **PROFESSIONAL CONTRACT FOR STATE AND FEDERAL ADVOCACY SERVICES WITH TOWNSEND PUBLIC AFFAIRS, INC.**

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- Provide legislative notification, tracking, analysis, and advocacy.
- Provide professional representation.
- Draft legislation and amendments, as necessary.
- Identify existing State and Federal funding sources that meet City of Brea needs, as necessary to help shape and develop funding programs to meet local needs.
- Assist Brea in securing favored eligibility or priority status for funding needs.
- Assist with preparing and reviewing applications for funding, securing legislative sponsors and funding recommendations, and to advocate for the funding throughout the process.
- Work to ensure rapid disbursement of funds, once the funding awards have been made.

### **SUMMARY**

Townsend Public Affairs, Inc. has been performing City of Brea's State and Federal legislative advocacy since 2007 and has assisted Brea in identifying and securing State and Federal funding for a variety of public improvements and programs, ranging from transportation and infrastructure improvements to affordable housing and parks. Accordingly, since 2007 Townsend Public Affairs, Inc. has worked with City staff to secure \$13,691,328 in grant funding. Staff recommends continuing its Professional Services Agreement with Townsend Public Affairs, Inc. for a two-year term with an option to extend it for an additional two years.

**PROFESSIONAL CONTRACT FOR STATE AND FEDERAL ADVOCACY SERVICES  
WITH TOWNSEND PUBLIC AFFAIRS, INC.**

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**FISCAL IMPACT**

The total annual cost for advocacy services will not change and is currently a budgeted item. Therefore, no additional funding is required. These funds are available in the General Fund (20%), the Sanitation and Street Sweeping Fund (20%), the Water Utility Fund (20%), the Sewer Utility Fund (20%), and the Urban Runoff Fund (20%).


Respectfully submitted,



---

Tim O'Donnell  
City Manager

Prepared by:



Mario E. Maldonado  
Assistant to the City Manager

In Concurrence:



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William Gallardo, CCMT  
Assistant City Manager/  
Administrative Services Director

Attachment

**PROFESSIONAL SERVICES AGREEMENT  
BETWEEN THE CITY OF BREA AND  
TOWNSEND PUBLIC AFFAIRS, INC.**

This Agreement is entered into this 20th day of January 2015, between the City of Brea, a Municipal Corporation (hereinafter referred to as "CITY") and Townsend Public Affairs, Inc., a California Corporation (hereinafter referred to as "CONSULTANT").

**A. Recitals**

(i) CITY desires to employ CONSULTANT to furnish ongoing professional services with respect to state grant and funding advocacy services ("Tasks" hereafter), a full, true and correct description of those services is attached hereto as Exhibit "A" and by this reference made a part hereof.

(ii) CITY further desires to retain CONSULTANT to perform professional services necessary to render advice and assistance to CITY, CITY's Planning Commission, City Council and staff to complete said Tasks.

(iii) CONSULTANT represents that it is qualified to perform such services and is willing to perform such professional services as hereinafter defined.

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

**B. Agreement**

1. Definitions: The following definitions shall apply to the following terms, except where the context of this Agreement otherwise requires:

(a) Tasks: The provision of professional consulting advice and assistance as described in Exhibit "A" hereto including, but not limited to, the preparation of

legislative strategy, analysis, reports, and documents, the presentation, both oral and in writing, of such strategies, , reports and documents to CITY as required and, as directed, attendance at any and all work sessions, public hearings and other meetings conducted by CITY with respect to said services.

(b) Services: Such professional services as are necessary to be performed by CONSULTANT in order to complete the assigned Tasks.

(c) Completion of Tasks: The date of completion of all assigned Tasks, including any and all procedures, plans, maps, surveys, plan documents, technical reports, meetings, oral presentations and attendance by CONSULTANT at public hearings.

(d) Term of Contract: This Agreement shall be effective commencing on January 20, 2015 and shall expire on January 31, 2017 unless extended or sooner terminated as provided herein.

(e) Term Extension: This Agreement shall be extended automatically through February 1, 2019 as set forth in Section 1(d) above unless either party terminates this Agreement pursuant to Section B(8) below.

2. CONSULTANT agrees as follows:

(a) CONSULTANT shall forthwith undertake and complete assigned Tasks in accordance with Exhibit "A" hereto and all in accordance with Federal, State and CITY statutes, regulations, ordinances and guidelines, all to the reasonable satisfaction of CITY.

(b) CONSULTANT shall supply copies of all maps, surveys, reports, plans and documents, including all supplemental technical documents (hereinafter collectively

referred to as "documents"), as described in Exhibit "A", to CITY within the time specified by CITY's written notice to proceed with any assigned Tasks. Copies of documents shall be in such numbers as are required in CITY. CITY may thereafter review and forward to CONSULTANT comments regarding said documents and CONSULTANT shall thereafter make such revisions to said documents as are deemed necessary. CITY shall receive revised documents in such form and in the quantities determined necessary by CITY. The time limits set forth in said written notice to proceed may be extended upon written approval of CITY.

(c) CONSULTANT shall, at CONSULTANT's sole cost and expense, secure and hire such other persons as may, in the opinion of CONSULTANT, be necessary to comply with the terms of this Agreement. In the event any such other persons are retained by CONSULTANT, CONSULTANT hereby warrants that such persons shall be fully qualified to perform services required hereunder. CONSULTANT further agrees that no subcontractor shall be retained by CONSULTANT except upon the prior written approval of CITY.

3. CITY agrees as follows:

(a) To pay CONSULTANT pursuant to the provisions of Exhibit "B" for Services required hereunder. Said sum(s) shall cover the cost of all staff time and all other direct and indirect costs or fees, including the work of employees, consultants and subcontractors to CONSULTANT, except as may otherwise be set forth in Exhibit "B". Payment to CONSULTANT, by CITY, shall be made in accordance with the schedule set forth below.

(b) Payments to CONSULTANT shall be made by CITY in accordance with the



invoices submitted by CONSULTANT, on a monthly basis, and such invoices shall be paid within a reasonable time after said invoices are received by CITY. All charges shall be in accordance with CONSULTANT's proposal either with respect to hourly rates, time and materials, or lump sum amounts for individual tasks, as approved, in writing, by CITY. In no event shall CONSULTANT, or any person claiming by or through CONSULTANT, be paid an aggregate amount in excess of \$5,000 per month plus documented, reimbursable expenses directly associated with initiatives described in Exhibit "A" in an amount not to exceed \$2,000 annually.

4. CITY agrees to provide to CONSULTANT:

(a) Information and assistance as set forth in Exhibit "A" hereto.

(b) Photographically reproducible copies of documents and other information, if available, which CONSULTANT considers necessary in order to complete assigned Tasks.

(c) Such information as is generally available from CITY files applicable to assigned Tasks.

(d) Assistance, if necessary, in obtaining information from other governmental agencies and/or private parties. However, it shall be CONSULTANT's responsibility to make all initial contact with respect to the gathering of such information.

5. Confidentiality: All data, documents, testing materials, test results, or other information developed or received by CONSULTANT or provided for performance of this Agreement are deemed confidential and shall not be disclosed to any third party by CONSULTANT without prior written consent by CITY. CITY shall grant such consent if disclosure is legally required. All CITY data shall be returned to CITY upon the

termination of this Agreement. CONSULTANT's covenant under this section shall survive the termination of this Agreement.

6. Ownership of Work Product:

(a) Unless otherwise agreed upon in writing, all reports, documents, or other written material, including any images, photographs, video files, or other media created or developed by CONSULTANT in the performance of this Agreement ("Written Products") shall be and remain the property of CITY without restriction or limitation upon its use or dissemination by CITY. All Written Products shall be considered to be "works made for hire", and all such Written Products and any and all intellectual property rights arising from their creation, including, but not limited to, 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. CONSULTANT shall not obtain or attempt to obtain copyright protection as to any of the Written Products. CITY may not sell any of the Work Products without CONSULTANT's prior, written consent.

(b) CONSULTANT hereby assigns to CITY all ownership and any and all intellectual property rights to the Written Products that are not otherwise vested in the CITY pursuant to subsection (a), above.

7. CONFLICTS OF INTEREST: CONSULTANT hereby warrants for itself, its employees, and subcontractors that those persons presently have no interest and shall not obtain any interest, direct or indirect, which would conflict in any manner with the performance of the services contemplated by this Agreement. No person having such conflicting interest shall be employed by or associated with CONSULTANT in

connection with this Agreement. CONSULTANT hereby warrants for itself, its employees, and subcontractors that no such person shall engage in any conduct which would constitute a conflict of interest under any CITY ordinance, state law or federal statute. CONSULTANT further warrants on behalf of itself and its officers, employees, associates and subcontractors, if any, that they will comply with all conflict of interest statutes of the State of California applicable to CONSULTANT'S services under this agreement, including, but not limited to, the Political Reform Act (Government Code Sections 81000, et seq.) and Government Code Section 1090. During the term of this Agreement, CONSULTANT shall retain the right to perform similar services for other clients, but neither CONSULTANT nor any of its officers, employees, associates and subcontractors shall, without the prior written approval of the City Manager, perform work for another person or entity for whom CONSULTANT is not currently performing work that would require CONSULTANT or any of its officers, employees, associates or subcontractors to abstain from a decision under this Agreement pursuant to a conflict of interest statute. CONSULTANT agrees that a clause substantially similar to this section shall be incorporated into any subcontracts which CONSULTANT executes in connection with the performance of this Agreement.

8. Termination: Either party may terminate this Agreement after providing not less than 30-days prior written notice to the other party. CONSULTANT shall not be compensated for any work performed after receipt of the Notice of Termination. CONSULTANT shall provide to CITY any and all documents, whether in draft or final form, prepared by CONSULTANT as of the date of termination.

9. Notices and Designated Representatives: Any and all notices, demands,

invoices and written communications between the parties hereto shall be addressed as set forth in this Section 9. The below named individuals, furthermore, shall be those persons primarily responsible for the performance by the parties under this Agreement:

**CITY REPRESENTATIVE**

Mario E. Maldonado  
Assistant to the City Manager  
1 Civic Center Circle  
Brea, California 92821  
(714) 990-7716  
[MarioM@cityofbrea.net](mailto:MarioM@cityofbrea.net)

**CONSULTANT REPRESENTATIVE**

Christopher Townsend, President  
Townsend Public Affairs, Inc.  
1401 Dove Street, Suite 330  
Newport Beach, CA 92660  
(949) 399-9050  
[ChristopherTownsend@Townsendpa.com](mailto:ChristopherTownsend@Townsendpa.com)

Any such notices, demands, invoices and written communications, by mail, shall be deemed to have been received by the addressee forty-eight (48) hours after deposit thereof in the United States mail, postage prepaid and properly addressed as set forth above.

10. Insurance: The CONSULTANT shall not commence work under this contract until it has obtained all insurance required hereunder in a company or companies acceptable to CITY nor shall the CONSULTANT allow any subcontractor to commence work on its subcontract until all insurance required of the subcontractor has been obtained. The CONSULTANT shall take out and maintain at all times during the life of this contract the following policies of insurance:

(a) Compensation insurance: Before beginning work, the CONSULTANT shall furnish to the CITY a certificate of insurance as proof that it has taken out full compensation insurance for all persons whom the CONSULTANT may employ directly or through subcontractors in carrying out the work specified herein, in accordance with the laws of the State of California. Such insurance shall be maintained in full force

and effect during the period covered by this contract. Further, such policy of insurance shall provide that the insurer waives all rights of subrogation against CITY and its elected officials, officers, employees and agents.

In accordance with the provisions of Section 3700 of the California Labor Code, every contractor shall secure the payment of compensation to his employees. CONSULTANT, prior to commencing work, shall sign and file with the CITY a certification as follows:

"I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of work of this contract."

(b) For all operations of the CONSULTANT or any subcontractor in performing the work provided for herein, insurance with the following minimum limits and coverage:

(1) Commercial General Liability (occurrence) - for bodily injury, death and property damage for products/completed operations and any and all other activities undertaken by the CONSULTANT in the performance of this Agreement.

(2) Comprehensive Automobile Liability (occurrence) - for bodily injury, death and property damage insuring against all liability arising out of the use of any vehicle.

(3) Professional Errors and Omissions Liability - insuring against all liability arising out of professional errors and/or omissions, providing protection of at least \$2,000,000 for errors and/or omissions ("malpractice") of

CONSULTANT in the performance of this Agreement. Such policy may be subject to a deductible or retention in an amount acceptable to CITY and shall further be subject to the provisions of subsections (2) and (6) of Section c, below. If a "claims made" policy is provided, such policy shall be maintained in effect from the date of performance of work or services on CITY's behalf until three (3) years after the date the work or services are accepted as completed. Coverage for the post-completion period may be provided by renewal or replacement of the policy for each of the three (3) years or by a three (3) year extended reporting period endorsement which reinstates all limits for the extended reported period. If any such policy and/or policies have a retroactive date, that date shall be no later than the date of first performance of work or services on behalf of CITY. Renewal or replacement policies shall not allow for any advancement of such retroactive date. Each such policy or policies shall include a standard "notice of circumstances" provision.

(4) Other required insurance, endorsements or exclusions as required by the Request for Proposal.

(5) The policies of insurance required in this Section 10(b) shall have no less than the following limits of coverage:

(i) \$2,000,000 (Two Million Dollars) for bodily injury or death;

(ii) \$1,000,000 (One Million Dollars) for property damage;

(iii) The total of the limits specified in subsections (i) and (ii), above,

where a combined single limit is provided.

(c) The policies of insurance required in subsections (1) and (2) of Section

10(b), above shall:

(1) Be subject to no deductible amount unless otherwise provided, or approved in writing by CITY;

(2) Be issued by an insurance company approved in writing by CITY, which is admitted and licensed to do business in the State of California and which is rated A: VII or better according to the most recent A.M. Best Co. Rating Guide;

(3) Name as additional insureds the CITY, its elected officials, officers, employees, attorneys and agents, and any other parties, including subcontractors, specified by CITY to be included;

(4) Specify that it acts as primary insurance and that no insurance held or owned by the designated additional insureds shall be called upon to cover a loss under said policy;

(5) Specify that it applies separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability;

(6) Contain a clause substantially in the following words:

"It is hereby understood and agreed that this policy may not be canceled until thirty (30) days after receipt by CITY of written notice of such cancellation of coverage by first class mail, postage prepaid. Ten (10) days notice shall be provided if cancellation is due to nonpayment of premium."

(7) Specify that any failure to comply with reporting or other provisions of the required policy, including breaches of warranty, shall not affect the coverage required to be provided;

(8) Specify that the insurer waives all rights of subrogation against any

of the named additional insureds; and

(9) Specify that any and all costs of adjusting and/or defending any claim against any insured, including court costs and attorneys' fees, shall be paid in addition to and shall not deplete any policy limits.

(10) Otherwise be in form satisfactory to CITY.

(d) Prior to commencing performance under this Agreement, the CONSULTANT shall furnish the CITY with original endorsements, or copies of each required policy, effecting and evidencing the insurance coverage required by this Agreement. The endorsements shall be signed by a person authorized by the insurer(s) to bind coverage on its behalf. All endorsements or policies shall be received and approved by the CITY before CONSULTANT commences performance. If performance of this Agreement shall extend beyond one (1) year, CONSULTANT shall provide CITY with the required policies or endorsements evidencing renewal of the required policies of insurance prior to the expiration of any required policies of insurance.

11. Indemnification: Other than in the performance of professional services and to the fullest extent permitted by law, CONSULTANT shall indemnify, defend and hold CITY, its employees, agents and officials harmless from and against their tort liability, (including liability for claims, suits, actions, expenses or costs of any kind, whether actual, alleged or threatened, actual attorney's fees incurred by CITY, court costs, interest or defense costs including expert witness fees), to the extent caused by CONSULTANT'S negligence or other wrongful misconduct by CONSULTANT'S negligence or other wrongful conduct in the performance of the Agreement by CONSULTANT (or any individual or entity for which CONSULTANT shall bear legal



liability) and which result in bodily injury or property damage to any individual or entity, including the employees or officials of CONSULTANT.

In addition to the foregoing, CONSULTANT shall indemnify, defend and hold harmless CITY and its officials and employees from and against any and all losses, liabilities, damages, costs and expenses, including reasonable attorney's fees and costs to the extent the same are caused by the professional negligence of CONSULTANT (or any entity or individual for which CONSULTANT shall bear legal liability) in the performance of professional services pursuant to this Agreement.

12. Assignment and Subcontracting: No assignment of this Agreement or of any part or obligation of performance hereunder shall be made, either in whole or in part, by CONSULTANT, nor shall CONSULTANT subcontract performance of any part of this Agreement, without the prior written consent of CITY.

13. Independent Contractor: The parties hereto agree that CONSULTANT and its employers, officers and agents are independent contractors under this Agreement and shall not be construed for any purpose to be employees of CITY.

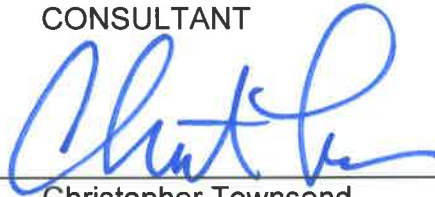
14. Governing Law and Venue: This Agreement shall be governed by and construed in accordance with the laws of the State of California. Venue for any legal action arising out of this Agreement shall be the Superior Court of the County of Orange, California.

15. Attorneys' Fees: In the event any legal proceeding is instituted for breach or to enforce any term or provision of the Agreement, the prevailing party in said legal proceeding shall be entitled to recover attorneys' fees and costs from the opposing party in an amount determined by the court to be reasonable.

16. Entire Agreement: This Agreement, together with all Exhibits which are hereby incorporated by reference herein, supersedes any and all prior representations, promises, and other agreements, whether oral or in writing, between the parties with respect to the subject matter herein. Each party to this Agreement acknowledges that no representation by any party which is not embodied herein nor any other agreement, statement, or promise not contained in this Agreement shall be valid or binding. Any modification of this Agreement shall be effective only if it is in writing signed by all parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first set forth above:

CONSULTANT



Christopher Townsend  
President and Secretary

CITY OF BREA

\_\_\_\_\_  
Tim O'Donnell, City Manager

ATTEST:

\_\_\_\_\_  
Cheryl Balz, City Clerk

## **EXHIBIT A**

### **SCOPE OF SERVICES**

CONSULTANT is to provide professional services related to state grant and funding advocacy services to CITY as follows

- ❖ Development of Legislative Platform and Strategy
- ❖ Tracking and Analyzing of Legislation
- ❖ Advocacy in Sacramento and Washington, DC including but not limited to: the Legislature, Congress, the Administration, as well as key agencies and departments.
- ❖ Professional Representation
- ❖ Drafting of Legislation and Amendments
- ❖ Development of a Funding Strategy
- ❖ Monitoring and Tracking of Funding Opportunities
- ❖ Grant Applications and Grant Advocacy
- ❖ Access to Vast Networks of Political Relationships
- ❖ In Person Meetings and Check In Calls
- ❖ Status Reports
- ❖ Preparation and Filing All Required Reports

CONSULTANT is to furnish all manpower, materials, research and reports necessary to accomplish the scope of work as necessary.

**EXHIBIT B**  
**FEES FOR SERVICES**

Based on the scope of services describe in Exhibit “A”, CONSULTANT proposes a not-to-exceed annual fee of \$60,000 to provide professional services with respect to state grant and funding advocacy services plus documented, reimbursable expenses directly associated with initiatives described in Exhibit “A” in an amount not to exceed \$2,000 annually. The total annual obligation of City to CONSULTANT under this Agreement shall not exceed \$62,000.

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**COUNCIL COMMUNICATION**

**Date: January 20, 2015**

**To:** Honorable Mayor and City Council

**From:** City Manager

**Subject: ADOPTION OF RESOLUTIONS ORDERING THE DIRECTOR OF PUBLIC WORKS TO PREPARE AND FILE REPORTS RELATING TO ANNUAL MAINTENANCE ASSESSMENT IN LANDSCAPE AND LIGHTING MAINTENANCE DISTRICTS 1 THROUGH 7**

**RECOMMENDATION**

It is recommended that the City Council adopt the resolutions ordering the Director of Public Works to prepare and file reports relating to annual maintenance assessments in Landscape and Lighting Maintenance Districts No. 1 through 7.

**BACKGROUND**

The Landscape and Lighting Act of 1972 requires that a report be created each year detailing the proposed improvements, maintenance costs and assessments for each maintenance district. The Act further requires that the administrative body adopt resolutions ordering creation of the reports.

**DISCUSSION**

The annual maintenance assessment report for each Maintenance District is scheduled to be presented to Council for consideration at the April 21, 2015, meeting at which time a public hearing date will be recommended prior to approval of the assessment for each district. Attached for Council's consideration are copies of the resolutions ordering the Director of Public Works to prepare the reports.

**ADOPTION OF RESOLUTIONS ORDERING THE DIRECTOR OF PUBLIC WORKS TO PREPARE AND FILE REPORTS RELATING TO ANNUAL MAINTENANCE ASSESSMENT IN LANDSCAPE AND LIGHTING MAINTENANCE DISTRICTS 1 THROUGH 7**

---

**FISCAL IMPACT**

There will be no impact to the General Fund as this activity is funded by maintenance districts' assessments.

**SUMMARY**

Adoption of these resolutions will direct the Director of Public Works to create reports for Maintenance Districts 1 through 7 within the City of Brea. Each report, to be presented at the April 21, 2015 Council meeting, will detail the proposed improvements, maintenance budget and assessment for each district. Public hearings will be set upon Council's receipt and filing of the reports.

Respectfully submitted,




Tim O'Donnell  
City Manager

Prepared by:



Bill Bowlus  
Public Works Superintendent

Concurrence:



Eric Nicoll  
Public Works Director

## RESOLUTION NO.

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BREA ORDERING THE DIRECTOR OF PUBLIC WORKS TO PREPARE TO FILE A REPORT RELATED TO MAINTENANCE OF PUBLIC IMPROVEMENTS IN CITY OF BREA LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT NO. 1 AND ANY ASSESSMENTS THEREON FOR FISCAL YEAR 2015-2016

#### A. RECITALS:

(i) This Council heretofore adopted a resolution forming City of Brea Landscaping and Lighting Assessment District No. 1.

(ii) California Streets and Highway Code Section 22622 provides that this Council shall adopt a resolution generally describing any proposed new improvements or substantial changes in existing improvements in such a district and ordering the Director of Public Works to prepare and file a report related to annual maintenance and assessments in such a district.

(iii) No new improvements or substantial changes in existing improvements are proposed for said Landscaping and Lighting Assessment District No. 1.

(iv) All legal prerequisites to the adoption of this 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 Director of Public Works is ordered and directed to prepare an annual report as specified in California Streets and Highways Code Section 22622 with

respect to City of Brea Landscaping and Lighting Assessment District No. 1 for fiscal year 2015-2016.

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

**APPROVED AND ADOPTED** this 20th day of January, 2015.

\_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
City Clerk

I, Cheryl Balz, City Clerk of the City of Brea, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Council of the City of Brea, held on the 20th day of January, 2015 by the following vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:
ABSTAINED:	COUNCIL MEMBERS:

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

\_\_\_\_\_  
City Clerk



## RESOLUTION NO.

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BREA ORDERING THE DIRECTOR OF PUBLIC WORKS TO PREPARE TO FILE A REPORT RELATED TO MAINTENANCE OF PUBLIC IMPROVEMENTS IN CITY OF BREA LIGHTING ASSESSMENT DISTRICT NO. 2 AND ANY ASSESSMENTS THEREON FOR FISCAL YEAR 2015-2016

#### A. RECITALS:

(i) This Council heretofore adopted a resolution forming City of Brea Lighting Assessment District No. 2.

(ii) California Streets and Highway Code Section 22622 provides that this Council shall adopt a resolution generally describing any proposed new improvements or substantial changes in existing improvements in such a district and ordering the Director of Public Works to prepare and file a report related to annual maintenance and assessments in such a district.

(iii) No new improvements or substantial changes in existing improvements are proposed for said Lighting Assessment District No. 2.

(iv) All legal prerequisites to the adoption of this 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 Director of Public Works is ordered and directed to prepare an annual report as specified in California Streets and Highways Code Section 22622 with

respect to City of Brea Lighting Assessment District No. 2 for fiscal year 2015-2016.

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

**APPROVED AND ADOPTED** this 20th day of January 2015.

\_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
City Clerk

I, Cheryl Balz, City Clerk of the City of Brea, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Council of the City of Brea, held on the 20th day of January 2015 by the following vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:
ABSTAINED:	COUNCIL MEMBERS:

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

\_\_\_\_\_  
City Clerk

## RESOLUTION NO.

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BREA ORDERING THE DIRECTOR OF PUBLIC WORKS TO PREPARE TO FILE A REPORT RELATED TO MAINTENANCE OF PUBLIC IMPROVEMENTS IN CITY OF BREA LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT NO. 3 AND ANY ASSESSMENTS THEREON FOR FISCAL YEAR 2015-2016

#### A. RECITALS:

(i) This Council heretofore adopted a resolution forming City of Brea Landscaping and Lighting Assessment District No. 3.

(ii) California Streets and Highway Code Section 22622 provides that this Council shall adopt a resolution generally describing any proposed new improvements or substantial changes in existing improvements in such a district and ordering the Director of Public Works to prepare and file a report related to annual maintenance and assessments in such a district.

(iii) No new improvements or substantial changes in existing improvements are proposed for said Landscaping and Lighting Assessment District No. 3.

(iv) All legal prerequisites to the adoption of this 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 Director of Public Works is ordered and directed to prepare an

annual report as specified in California Streets and Highways Code Section 22622 with respect to City of Brea Landscaping and Lighting Assessment District No. 3 for fiscal year 2015-2016.

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

**APPROVED AND ADOPTED** this            day of            2015.

\_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
City Clerk

I, Cheryl Balz, City Clerk of the City of Brea, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Council of the City of Brea, held on the 20th day of January 2015 by the following vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:
ABSTAINED:	COUNCIL MEMBERS:

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

\_\_\_\_\_  
City Clerk

## RESOLUTION NO.

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BREA ORDERING THE DIRECTOR OF PUBLIC WORKS TO PREPARE TO FILE A REPORT RELATED TO MAINTENANCE OF PUBLIC IMPROVEMENTS IN CITY OF BREA LIGHTING ASSESSMENT DISTRICT NO. 4 AND ANY ASSESSMENTS THEREON FOR FISCAL YEAR 2015-2016

#### A. RECITALS:

(i) This Council heretofore adopted a resolution forming City of Brea Lighting Assessment District No. 4.

(ii) California Streets and Highway Code Section 22622 provides that this Council shall adopt a resolution generally describing any proposed new improvements or substantial changes in existing improvements in such a district and ordering the Director of Public Works to prepare and file a report related to annual maintenance and assessments in such a district.

(iii) No new improvements or substantial changes in existing improvements are proposed for said Lighting Assessment District No. 4.

(iv) All legal prerequisites to the adoption of this 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 Director of Public Works is ordered and directed to prepare an

annual report as specified in California Streets and Highways Code Section 22622 with respect to City of Brea Lighting Assessment District No. 4 for fiscal year 2015-2016.

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

**APPROVED AND ADOPTED** this            day of            2015.

\_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
City Clerk

I, Cheryl Balz, City Clerk of the City of Brea, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Council of the City of Brea, held on the 20th day of January 2015 by the following vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:
ABSTAINED:	COUNCIL MEMBERS:

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

\_\_\_\_\_  
City Clerk

## RESOLUTION NO.

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BREA ORDERING THE DIRECTOR OF PUBLIC WORKS TO PREPARE TO FILE A REPORT RELATED TO MAINTENANCE OF PUBLIC IMPROVEMENTS IN CITY OF BREA LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT NO. 5 AND ANY ASSESSMENTS THEREON FOR FISCAL YEAR 2015-2016

#### A. RECITALS:

(i) This Council heretofore adopted a resolution forming City of Brea Landscaping and Lighting Assessment District No. 5.

(ii) California Streets and Highway Code Section 22622 provides that this Council shall adopt a resolution generally describing any proposed new improvements or substantial changes in existing improvements in such a district and ordering the Director of Public Works to prepare and file a report related to annual maintenance and assessments in such a district.

(iii) No new improvements or substantial changes in existing improvements are proposed for said Landscaping and Lighting Assessment District No. 5.

(iv) All legal prerequisites to the adoption of this 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 Director of Public Works is ordered and directed to prepare an

annual report as specified in California Streets and Highways Code Section 22622 with respect to City of Brea Landscaping and Lighting Assessment District No. 5 for fiscal year 2015-2016.

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

**APPROVED AND ADOPTED** this 20th day of January, 2015.

\_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
City Clerk

I, Cheryl Balz, City Clerk of the City of Brea, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Council of the City of Brea, held on the 20th day of January 2015 by the following vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:
ABSTAINED:	COUNCIL MEMBERS:

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

\_\_\_\_\_  
City Clerk



## RESOLUTION NO.

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BREA ORDERING THE DIRECTOR OF PUBLIC WORKS TO PREPARE TO FILE A REPORT RELATED TO MAINTENANCE OF PUBLIC IMPROVEMENTS IN CITY OF BREA LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT NO. 6 AND ANY ASSESSMENTS THEREON FOR FISCAL YEAR 2015-2016

#### A. RECITALS:

(i) This Council heretofore adopted a resolution forming City of Brea Landscaping and Lighting Assessment District No. 6.

(ii) California Streets and Highway Code Section 22622 provides that this Council shall adopt a resolution generally describing any proposed new improvements or substantial changes in existing improvements in such a district and ordering the Director of Public Works to prepare and file a report related to annual maintenance and assessments in such a district.

(iii) No new improvements or substantial changes in existing improvements are proposed for said Landscaping and Lighting Assessment District No. 6.

(iv) All legal prerequisites to the adoption of this 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 Director of Public Works is ordered and directed to prepare an

annual report as specified in California Streets and Highways Code Section 22622 with respect to City of Brea Landscaping and Lighting Assessment District No. 6 for fiscal year 2015-2016.

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

**APPROVED AND ADOPTED** this 20th day of Janaury, 2015.

\_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
City Clerk

I, Cheryl Balz, City Clerk of the City of Brea, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Council of the City of Brea, held on the 20th day of January 2015 by the following vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:
ABSTAINED:	COUNCIL MEMBERS:

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

\_\_\_\_\_  
City Clerk

## RESOLUTION NO.

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BREA ORDERING THE DIRECTOR OF PUBLIC WORKS TO PREPARE TO FILE A REPORT RELATED TO MAINTENANCE OF PUBLIC IMPROVEMENTS IN CITY OF BREA LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT NO. 7 AND ANY ASSESSMENTS THEREON FOR FISCAL YEAR 2015-2016

#### A. RECITALS:

(i) This Council heretofore adopted a resolution forming City of Brea Landscaping and Lighting Assessment District No. 7.

(ii) California Streets and Highway Code Section 22622 provides that this Council shall adopt a resolution generally describing any proposed new improvements or substantial changes in existing improvements in such a district and ordering the Director of Public Works to prepare and file a report related to annual maintenance and assessments in such a district.

(iii) No new improvements or substantial changes in existing improvements are proposed for said Landscaping and Lighting Assessment District No. 7.

(iv) All legal prerequisites to the adoption of this 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 Director of Public Works is ordered and directed to prepare an

annual report as specified in California Streets and Highways Code Section 22622 with respect to City of Brea Landscaping and Lighting Assessment District No. 7 for fiscal year 2015-2016.

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

**APPROVED AND ADOPTED** this 20th day of January, 2015.

\_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
City Clerk

I, Cheryl Balz, City Clerk of the City of Brea, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Council of the City of Brea, held on the 20th day of January 2015 by the following vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:
ABSTAINED:	COUNCIL MEMBERS:

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

\_\_\_\_\_  
City Clerk

## Return to Agenda

PENTAMATION ENTERPRISES INC  
 DATE: 12/22/2014  
 TIME: 08:06:33

SUCCESSOR AGENCY TO BREA REDEVELOPMENT  
 CHECK REGISTER

PAGE NUMBER: 1  
 VENCHK11  
 ACCOUNTING PERIOD: 6/15

Item No.: 28

## FUND - 020 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
1935	1020	12/26/14	3121 BANDERA ESTATES	4941	SENIOR SUBSIDY	1,778.00
1936	1020	12/26/14	4202 THE BANK OF NEW YORK MELL	4249	LEASE REVENUE BONDS	2,597.00
1937	1020	12/26/14	4277 MEHRAB BEHVANDI	4941	SENIOR SUBSIDY	254.00
1938	1020	12/26/14	4457 BLX GROUP LLC	4249	TAX ALLOC BONDS A	2,000.00
1939	1020	12/26/14	4406 BREA EMERITUS, LLC	4941	SENIOR SUBSIDY	254.00
1940	1020	12/26/14	4407 BREA EMERITUS, LLC	4941	SENIOR SUBSIDY	254.00
1941	1020	12/26/14	4442 BREA EMERITUS, LLC	4941	SENIOR SUBSIDY	254.00
1942	1020	12/26/14	3059 BREA GATEWAY CENTER	4933	TAXES 2014-2015	18,354.77
1943	1020	12/26/14	1955 BREA WOODS SENIOR APARTME	4941	SENIOR SUBSIDY	1,524.00
1944	1020	12/26/14	4156 ANNE CANAVIER	4941	SENIOR SUBSIDY	254.00
1945	1020	12/26/14	1003 CITY OF BREA	2081	NOV 2014 FY 14/15	55,103.21
1946	1020	12/26/14	3190 CORELOGIC SOLUTIONS, LLC.	4232	REAL ESTATE LISTING	185.00
1947	1020	12/26/14	2627 CRESTMONT MOBILE HOME PAR	4941	SENIOR SUBSIDY	508.00
1948	1020	12/26/14	1917 HERITAGE PLAZA APARTMENTS	4941	SENIOR SUBSIDY	2,794.00
1949	1020	12/26/14	4250 HOLLYDALE MOBILE ESTATES	4941	SENIOR SUBSIDY	254.00
1950	1020	12/26/14	4577 HOLLYDALE MOBILE ESTATES	4941	SENIOR SUBSIDY	254.00
1951	1020	12/26/14	2433 LAKE PARK BREA	4941	SENIOR SUBSIDY	4,572.00
1952	1020	12/26/14	2132 ORANGE VILLA SENIOR APART	4941	SENIOR SUBSIDY	508.00
1953	1020	12/26/14	4576 OUR LADY OF SOLACE	4941	SENIOR SUBSIDY	254.00
1954	1020	12/26/14	4501 RANCHO BREA MOBILE HOME E	4941	SENIOR SUBSIDY	254.00
1955	1020	12/26/14	2280 RICHARDS WATSON & GERSHON	4244	GENERAL LEGAL SVCS	3,444.00
1956	1020	12/26/14	4081 VINTAGE CANYON SENIOR APA	4941	SENIOR SUBSIDY	3,048.00
1957	1020	12/26/14	3149 WESTSTAR LOAN SERVICING,	4249	LOAN SERVICING	2.00
1957	1020	12/26/14	3149 WESTSTAR LOAN SERVICING,	4249	LOAN SERVICING	2.00
1957	1020	12/26/14	3149 WESTSTAR LOAN SERVICING,	4249	LOAN SERVICING	2.00
1957	1020	12/26/14	3149 WESTSTAR LOAN SERVICING,	4249	LOAN SERVICING	2.00
1957	1020	12/26/14	3149 WESTSTAR LOAN SERVICING,	4249	LOAN SERVICING	27.00
			TOTAL CHECK			35.00
			TOTAL FUND			98,736.98
			TOTAL REPORT			98,736.98

**City of Brea**

**Agenda Item: 29**

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**COUNCIL COMMUNICATION**

**Date:** January 20, 2015

**To:** Honorable Mayor and City Council

**From:** City Manager

**Subject: TREASURER'S REPORT FOR THE SUCCESSOR AGENCY TO THE BREA REDEVELOPMENT AGENCY FOR PERIOD ENDING DECEMBER 31, 2014**

**RECOMMENDATION**

Receive and file.

**BACKGROUND**

In July 2013, the Successor Agency to the Brea Redevelopment Agency account with Bank of New York Mellon (BNY) was officially closed due to investments being liquidated and transferred to the Successor Agency's Local Agency Investment Fund (LAIF) to meet anticipated expenditure needs. This report contains information on the investment activities for the month of December 2014. Attachment A shows supplementary cash and investment information for the quarterly period from October 1, 2014 through December 31, 2014.

**DISCUSSION**

As of December 31, 2014, the Successor Agency's Local Agency Investment Fund (LAIF), which is used for short term investment and functions like a savings account, had a balance of \$1,492,859.92. The total portfolio value as of December 31, 2014 was \$1,492,859.92 as compared to \$1,492,859.92 at November 30, 2014. The Successor

**MONTHLY TREASURER'S REPORT FOR THE SUCCESSOR AGENCY TO THE BREA REDEVELOPMENT AGENCY FOR PERIOD ENDING DECEMBER 31, 2014**

Agency to the Brea Redevelopment Agency has sufficient cash flow to meet its expected expenditures for the next six months.

**FISCAL IMPACT**

During the month of December, the total value of the Successor Agency to the Brea Redevelopment Agency's investment portfolio remained unchanged.

Respectfully submitted,



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Tim O'Donnell  
City Manager

Prepared by:



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Alicia Brenner  
Senior Management Analyst

Concurrence:



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Faith E. Madrazo  
Revenue and Budget Manager

Concurrence:



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William Gallardo  
Assistant City Manager/Administrative  
Services Director

**Successor Agency to the Brea Redevelopment Agency**  
**Supplemental Cash and Investment Information**  
**4th Quarter 2014: October 1, 2014 through December 31, 2014**

	Maturity Date	Carrying Value	Market or Contract Value
<b>Demand and Interest-Bearing Checking Accounts</b>			
		\$ 851,182.53	\$ 851,182.53
<b>Fiscal Agent Cash &amp; Investments</b>			
<u>2003</u>	<u>Tax Allocation Bonds (BNY)</u>		
		\$ 33,809.53	\$ 33,809.53
			AIM Short Term Treasury Funds
<u>2004</u>	<u>Brea Public Financing Authority Lease Revenue Bond (BNY)</u>		
		\$ 42,369.57	\$ 42,369.57
			Invesco Treasury Private
<u>2008</u>	<u>Refunding Bonds, Series A (BNY)</u>		
		\$ 14,507.92	\$ 14,507.92 *
			Invesco Treasury Private (Reserve)
	Various	412,612.12	412,258.35 *
			U.S. Treasury Notes (Reserve)
	Various	648,183.85	649,398.15 *
			Federal Nat'l Mortgage Assn. (Reserve)
	Various	552,057.25	553,677.15 *
			Federal Home Loan Mortgage Corp (Reserve)
	Various	283,299.20	280,345.40 *
			Federal Home Loan Banks (Reserve)
		Sub-total	\$ 1,910,660.34 \$ 1,910,186.97
<u>2008</u>	<u>Bonds, Series B (BNY)</u>		
		\$ 4,688.85	\$ 4,688.85 *
			Invesco Treasury Private (Reserve)
	Various	44,728.98	44,690.95 *
			U.S. Treasury Note (Reserve)
	Various	59,171.10	59,336.20 *
			Federal Home Loan Mortgage Corp (Reserve)
	Various	70,392.80	70,564.00 *
			Federal Nat'l Mortgage Assn. (Reserve)
	Various	25,432.25	25,060.75 *
			Federal Home Loan Banks (Reserve)
		Sub-total	\$ 204,413.98 \$ 204,340.75
<u>2011</u>	<u>Tax Allocation Bonds, Series A</u>		
		\$ 12,592,256.92	\$ 12,592,256.92 *
			Dreyfus NY AMT (Reserve)
		54,474.30	54,474.30 *
			Invesco Treasury Private (Reserve)
	Various	324,904.62	325,886.70 *
			U.S. Treasury Note (Reserve)
	Various	565,759.90	568,125.00 *
			Federal Home Loan Mortgage Corp (Reserve)
	Various	665,851.60	670,115.65 *
			Federal Nat'l Mortgage Assn. (Reserve)
	Various	322,619.00	320,392.35 *
			Federal Home Loan Banks (Reserve)
		Sub-total	\$ 14,525,866.34 \$ 14,531,250.92
<u>2011</u>	<u>Tax Allocation Bonds, Series B</u>		
		\$ 1,738,333.90	\$ 1,738,333.90 *
			Invesco Treasury Private (Reserve)
	Various	270,689.01	271,651.85 *
			U.S. Treasury Note (Reserve)
	Various	220,991.15	222,079.30 *
			Federal Home Loan Mortgage Corp (Reserve)
	Various	353,000.45	355,269.05 *
			Federal Nat'l Mortgage Assn. (Reserve)
	Various	181,460.20	180,219.65 *
			Federal Home Loan Banks (Reserve)
		Sub-total	\$ 2,764,474.71 \$ 2,767,553.75
<b>Report Grand Total</b>		<b>\$ 20,332,777.00</b>	<b>\$ 20,340,694.02</b>

\* Reserve Fund