



FINANCE COMMITTEE AGENDA

Tuesday, May 26, 2015

8:30 AM

Executive Conference Room, Level Three

Brea Civic & Cultural Center, 1 Civic Center Circle, Brea, California

MEMBERS: Council Members Cecilia Hupp and Steven Vargas

ALTERNATE: Mayor Marty Simonoff

Materials related to an item on this agenda submitted to the Finance Committee after distribution of the agenda packet are available for public inspection in the third floor lobby of the Civic and Cultural Center at 1 Civic Center Circle, Brea, CA during normal business hours. Such documents may also be available on the City's website subject to staff's ability to post documents before the meeting.

CALL TO ORDER / ROLL CALL

1. Matters from the Audience

CONSENT

2. Approval of Minutes of May 12, 2015 Meeting

[Finance Committee Meeting Minutes - May 12, 2015](#)

3. Amendment No. 1 to Professional Services Agreement with Gonzalez Goodale Architects for the Addition of Construction Administration Services on the Council Chambers ADA Improvements, CIP 7910

[Staff Report](#)

[Agreement](#)

4. Budget Adjustments to the Successor Agency to Brea Redevelopment Agency Operating and Capital Improvement Budget for FY 2014-15

[Staff Report](#)

[Resolution](#)

[Exhibit A](#)

DISCUSSION

5. Informational Item - Water Share Purchase - Oral Report

[Chevron Letter](#)

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

6. Next meeting scheduled: June 9, 2015

Special Accommodations

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

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



FINANCE COMMITTEE MINUTES

Tuesday, May 12, 2015

8:30 AM

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

CALL TO ORDER / ROLL CALL

ATTENDEES: Council Member Cecilia Hupp, Council Member Steven Vargas, Bill Gallardo, David Crabtree, Chris Emeterio, Eric Nicoll, Lillian Harris-Neal, Julie Kunze, Gabe Linares, Faith Madrazo, Lee Squire, Alicia Brenner, Ana Conrique, Mario Maldonado and Crystal Martinez

OTHER ATTENDEES: Bill Christensen

1. Matters from the Audience – *None*.

CONSENT

2. Approval of Minutes of April 14, 2015 – *Recommended for Council approval.*
3. Professional Services Agreements for On-Call Building and Safety Plan Check and Inspection Services – *Recommended for Council approval.*
4. Professional Services Agreements for Annual On-Call Fire Plan Check and Inspection Services for Various Development Projects – *Recommended for Council approval.*
5. Approval of Fiscal Year 2015-16 Property Tax Rate to Fund the City Paramedic Program – *Recommended for Council approval.*
6. Public Hearing and Adoption of 2014-15 Operating Budget for the Brea Community Benefit Financing Authority – *Recommended for Council approval.*
7. Fiscal Year 2015-16 Appropriation Limit – *Recommended for Council approval.*

DISCUSSION

8. Fiscal Year 2015-16 Refuse Rates (Informational Item) - *The contractual relationship with Republic Services requires the Public Works Director to review and administratively modify the refuse rates effective July 1st each year. Reviewed by Finance Committee (Council approval not required since item is for informational purposes only). Committee also recommends evaluating refuse disposal service pricing from other providers and discuss at future Committee meeting.*

9. Schedule next meeting: May 26, 2015

Meeting adjourned: 9:04 AM

cc: Mayor Marty Simonoff
Mayor Pro Tem Christine Marick
Council Member Glenn Parker

City of Brea

Agenda Item:

COUNCIL COMMUNICATION

Date: June 16, 2015

To: Honorable Mayor and City Council

From: City Manager

Subject: **AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT WITH GONZALEZ GOODALE ARCHITECTS FOR THE ADDITION OF CONSTRUCTION ADMINISTRATION SERVICES ON THE COUNCIL CHAMBERS ADA IMPROVEMENTS, CIP PROJECT 7910**

RECOMMENDATION

Approve Amendment No. 1 to professional services agreement.

BACKGROUND

The City Staff ADA working group has worked diligently to make sure the Civic Center Council Chamber remodel obtained quality designers to verify disabled access compliance and improvements to the audio visual system. On August 6, 2013 the City entered into an agreement with Gonzalez Goodale Architects (GGA) to provide the services necessary to provide construction level plans and to shepherd the Council Chambers project until the formal City bid process was completed.

In order to verify the quality of the work performed by our public project low bid winner, City staff requested GGA include an estimate fee for the future construction administration phase. The exact construction administration phase will include items such as Architect and Audio Engineer meeting attendance to discuss shop drawings, specifications, product samples, verification of material installed, coordination

AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT WITH GONZALEZ GOODALE ARCHITECTS FOR THE ADDITION OF CONSTRUCTION ADMINISTRATION SERVICES ON THE COUNCIL CHAMBERS ADA IMPROVEMENTS, CIP PROJECT 7910

contractors, and final project commissioning of A/V equipment. Please see the attached Amendment No. 1 to Professional Services Agreement and GGA scope of work proposal that fully describes the list of additional duties. Implementing the construction administration phase by GGA will ensure that the vision of the City staff and Architects get completed by the contractor.

DISCUSSION

The original agreement with Gonzalez Goodale Architects (GGA) allocated funds for the schematic design, construction document and bid phases that resulted in a complete set of construction documents. City staff requested GGA to provide a place holder or an estimate for the construction administration phase to assist in the verification of a quality product. The actual scope for the construction administration would be refined once the project was fully designed and a better idea of the project scope was realized.

On February 2015, the construction project was awarded through the City of Brea's low bid process. Now that the project is commencing and verification of materials is required we have requested that GGA provide us with a precise estimate for the construction administration services.

City Staff is requesting that the Amendment No. 1 be approved by Council in the amount not to exceed \$45,000 plus \$5,000 contingency totaling \$50,000. Project administration services are necessary as the city does not have an in-house Architect nor an Audio Engineer that is qualified or knowledgeable enough to administer and

AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT WITH GONZALEZ GOODALE ARCHITECTS FOR THE ADDITION OF CONSTRUCTION ADMINISTRATION SERVICES ON THE COUNCIL CHAMBERS ADA IMPROVEMENTS, CIP PROJECT 7910

commission the Council Chambers renovation. Additionally, this project is in a high profile location that requires attention to detail and is in need of greater coordination with our communications and marketing team to guarantee a product that meets the full vision of the City team.

GGA has done an excellent job in designing the improvements with all the complexities and unforeseen challenges. They are very responsive and knowledgeable, and work collaboratively with City staff. GGA brings many resources to the project including years of experience working on Council Chambers and Audio Visual improvements. City Staff is confident that they can provide the project administration needed.

FISCAL IMPACT

The not-to-exceed amount for construction administration services is for \$50,000; this amount will bring the current \$95,000 agreement to \$145,000. Staff is requesting an additional appropriation of \$50,000 from FARP to provide the project close out. There are funds available in the Civic Center Improvements Project 7891. Thus, there is no impact to the City's General Fund.

SUMMARY

The Cultural Civic Center Council Chambers remodel is under way. The project has been designed, reviewed, and construction contracts have been awarded. The next step for City staff is to verify through diligent construction administration that the vision specified on the plans by the Architect is implemented and the project is commissioned.

AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT WITH GONZALEZ GOODALE ARCHITECTS FOR THE ADDITION OF CONSTRUCTION ADMINISTRATION SERVICES ON THE COUNCIL CHAMBERS ADA IMPROVEMENTS, CIP PROJECT 7910

City staff is requesting to amend the original agreement and implement the construction administration phase for GGA in the amount not to exceed \$50,000. The amendment will be funded by FARP specifically the Civic Center Improvement Fund. Therefore there is no fiscal impact to the General Fund.

Respectfully Submitted:

Tim O'Donnell, City Manager

Prepared by:

Gabriel Linares P.E., CBO
Deputy Director of Community Development

Concurrence:

David Crabtree
Community Development Director

Attachment: Amendment No. 1 to PSA with Gonzales Goodale Architects
Scope of Work for Construction Administration Phase

AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT

This Amendment No. 1 to Professional Services Agreement is made and entered into this 2nd day of June 2015, by and between **Gonzalez Goodale architects** ("CONSULTANT") and the **CITY OF BREA** ("CITY").

A. Recitals.

(i) **On or about August 6, 2013**, CITY and CONSULTANT entered into an agreement for professional services, whereby CONSULTANT provided professional services with respect to the preparation of conceptual design and construction-ready documents for accessibility and audio/visual upgrades to the Brea City Council Chambers ("Agreement", hereinafter.)

(ii) The parties hereto desire to amend the Agreement to increase the contract amount from \$95,000 to \$145,000. The additional not to exceed amount of 50,000 is for additional services requested by the City of Brea. The services provided shall be construction administration, commissioning and project closeout for Council Chambers remodel.

B. Amendment.

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

1. Notwithstanding any other provision therein, the term of the Agreement is hereby increased from \$95,000 to \$145,000. Except as amended by this Amendment No. 1, all other terms and conditions of the Agreement remain unchanged.

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

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

CITY OF BREA
A California municipal corporation

Gonzalez Goodale Architects.
A California corporation

Marty Simonoff, Mayor

Attest: _____





(two signatures required if corporation)

January 29, 2015

Mr. Gabriel Linares, P.E., CBO, Building & Safety Manager
City of Brea, Community Development Department
Civic & Cultural Center
1 Civic Center Circle
Brea, California 92821-5732

RE: Construction Administration Services

Dear Mr. Linares:

We are pleased to submit this proposed additional scope of work for providing construction administration phase services for the Audio/Visual and Accessibility Upgrade projects at the City of Brea Council Chambers. These services were not included in the originally issued Purchase Order for the design, construction document, and bidding phases of the project.

ANTHONY E. GONZALEZ, P.E.

DARRYL L. GOODALE, AIA

SCOPE OF WORK

JUDITH FERGUSON, AIA

The scope of work for Construction Administration Phase includes the following tasks:

- Attendance and written record of bi-weekly construction meetings for the Accessibility Upgrades Contract (for 3 months – 7 meetings anticipated)
- Attendance and written record of bi-weekly construction meetings for the Audio/Visual Contract (for 2 months – 5 meetings anticipated)
- Periodic site visits – concurrent with bi-weekly construction meetings
- Review of shop drawings, samples and product data submitted by contractors. Specific items will also be transmitted to the City for review. We will also provide the City with a tracking log for submittals.
- Review and response to Requests for Information or Requests for Clarification from the contractors (A/V and Accessibility contractors). We will also provide the City with a tracking log for RFI/RFC.
- Review of monthly construction payment applications
- Review of change order request submittals
- Review of project close out submittals including operations and maintenance manuals and warranties
- Assistance with commissioning of A/V equipment
- Preparation of record documents based on as-built plans submitted by Contractor

HARRY R. DRANE, AIA

ALI BAKAR, AIA

City of Brea

Agenda Item:

COUNCIL COMMUNICATION

Date: June 16, 2015

To: Mayor and City Council

From: City Manager

Subject: BUDGET ADJUSTMENTS TO THE SUCCESSOR AGENCY TO BREA REDEVELOPMENT AGENCY OPERATING AND CAPITAL IMPROVEMENT BUDGET FOR FY 2014-15

RECOMMENDATION

City Council, as Successor Agency: Adopt resolution to adjust the FY 2014-15 Successor Agency to the Brea Redevelopment Agency Operating and Capital Improvement Program Budget.

BACKGROUND AND DISCUSSION

Budget adjustments are presented to the City Council periodically for review. These adjustments represent the appropriation of items previously approved by the City Council during the current fiscal year, or staff recommended budget adjustments for City Council consideration to consolidate project area funds.

The recommended adjustments to the Successor Agency to Brea Redevelopment Agency Operating and Capital Improvement Budget are listed in Exhibit A. These adjustments are separated by funding source and the accounts are identified as either revenue or expenditure accounts.

Included in these adjustments is the transferring of cash from Debt Service Fund (813) to Debt Service Fund (731). As required by the Department of Finance, excess

BUDGET ADJUSTMENTS TO THE SUCCESSOR AGENCY TO THE BREA REDEVELOPMENT AGENCY OPERATING AND CAPITAL IMPROVEMENT BUDGET FOR FY 2014-15

property tax revenues should be used for payment of enforceable obligations prior to using excess housing or other such available funds.

FINANCE COMMITTEE REVIEW

The attached FY 2014-15 budget adjustments were reviewed by the Finance Committee on May 26, 2015, and

FISCAL IMPACT

The fiscal impact of Exhibit A to the Successor Agency to the Brea Redevelopment Agency FY 2014-15 budget is an equal increase of revenues and transfers-in of \$92,569 and expenditures and transfers-out of \$92,569 for a net impact of zero.

Respectfully submitted,

Tim O'Donnell
City Manager

Prepared by:

Lee Squire
Financial Services Manager/Accounting

Faith Madrazo
Revenue and Budget Manager

**BUDGET ADJUSTMENTS TO THE SUCCESSOR AGENCY TO THE BREA
REDEVELOPMENT AGENCY OPERATING AND CAPITAL IMPROVEMENT BUDGET
FOR FY 2014-15**

In concurrence:

David Crabtree
Community Development Director

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BREA, AS SUCCESSOR AGENCY TO THE BREA REDEVELOPMENT AGENCY, AMENDING THE SUCCESSOR AGENCY TO THE BREA REDEVELOPMENT AGENCY OPERATING AND CAPITAL IMPROVEMENT BUDGET FOR FISCAL YEAR 2014-15 AS AMENDED

A. RESOLUTION:

The City Council of the City of Brea, as Successor Agency to the Brea Redevelopment Agency, does hereby find, determine and resolve that the Successor Agency to the Brea Redevelopment Agency Operating and Capital Improvement Budget for Fiscal Year 2014-15, as heretofore amended, be further amended as set forth in Exhibit A, attached. The Successor Agency to the Brea Redevelopment Agency Operating and Capital Improvement Budget for Fiscal Year 2014-15 originally adopted in Resolution No. SA 2014-02 by the City Council of the City of Brea, as Successor Agency to the Brea Redevelopment Agency.

APPROVED AND ADOPTED this 16th day of June, 2015.

Mayor

ATTEST: _____
City Clerk

I, Lillian Harris-Neal, City Clerk of the City of Brea, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Brea, as Successor Agency, held on the 16th day of June, 2015 by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

DATED: _____

City Clerk

Successor Agency to the Brea Redevelopment Agency

BUDGET ADJUSTMENTS
FY 2014-15

June 16, 2015

<u>Account Number</u>	<u>Program</u>	<u>Current Budget</u>	<u>Revised Budget</u>	<u>Funding Required</u>
-----------------------	----------------	-----------------------	-----------------------	-------------------------

As required, transfer excess cash from property tax revenues from Debt Service Fund (813) to Debt Service Fund (731)

PROJECT AREA AB**LOW AND MODERATE INCOME HOUSING FUND**Permanent Fund (523)

5985 (EXP)	Transfers-out to Fund 731	179,366	86,797	(92,569)
Fund Total		179,366	86,797	(92,569)

DEBT SERVICE FUNDSPermanent Fund (731)

3985 (REV)	Transfers-in from Fund 523	(179,366)	(86,797)	92,569
3985 (REV)	Transfers-in from Fund 813	0	(92,569)	(92,569)
Fund Total		0	(92,569)	(92,569)

DEBT SERVICE FUNDSPermanent Fund (813)

5985 (EXP)	Transfers-out to Fund 731	0	92,569	92,569
Fund Total		0	92,569	92,569



Michael W. Woody
Assistant Secretary

Union Oil Company of California
6001 Bollinger Canyon Road
San Ramon, CA 94583-2324

Telephone: (925) 842-1551
Fax: (925) 842-2846
mwoody@chevron.com

May 11, 2015

California Domestic Water Company
Attn: Mr. Jim Byerrum, President
15505 Whittier Blvd.
P.O. Box 1338
Whittier, CA 90609

Dear Mr. Byerrum:

Please find enclosed a stock certificate of California Domestic Water Company ("CalDomestic") which is owned by Union Oil Company of California ("Union"). This certificate represents 346 shares of CalDomestic stock. At the time Union's subsidiaries, La Floresta, LLC and Birch/Kraemer, LLC, obtained their entitlements from the City of Brea to develop the La Floresta and Birch Hills Golf Course projects, Union agreed to dedicate a total of 350 of its shares of CalDomestic stock to the City of Brea on a phased basis as residential subdivisions are completed. Based upon the current status of the project and the agreement of the parties, Union desires to make its final conveyance of 195 shares to the City of Brea in furtherance of its share dedication obligation set forth above.

Additionally, La Floresta, LLC, Birch/Kraemer, LLC, and the City of Brea previously entered into that certain Operating Memorandum No 1 modifying certain minor terms relating to the entitlements for the projects; one such modification allowed the City to control the date on which it would have the right to elect to purchase the final 100 shares of CalDomestic stock related to the Birch Hills Golf Course. Based upon the entitlements as modified by the Operating Memorandum, La Floresta, LLC and Birch/Kraemer, LLC are required to complete the transfer of the final 100 shares of CalDomestic stock to the City within 120 days after the City provides written notice of its election to purchase such 100 shares, provided that the City has tendered to Union the payment of the stock purchase fee in an amount of \$7,800 per share, for a total amount of \$780,000. The City provided written notice of its election to purchase the 100 shares of CalDomestic stock on March 17, 2015.

The following certificate has been endorsed by Union for the purposes of effectuating a transfer of a total of 295 shares to the City of Brea:

Certificate No.	Shares
A4671	346

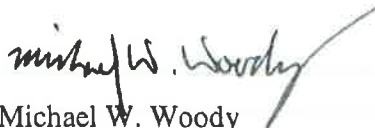
May 11, 2015

Page 2

Once you have received notice from Union that the City of Brea has wired its purchase money to Union in connection with its purchase of the 100 shares, this certificate should be cancelled and a total of 295 shares should be issued to the City of Brea with the remaining 51 shares issued back to Union. Please issue and deliver the new stock certificate to the City of Brea concurrently with your return to me of Union's new stock certificate.

Thank you for your prompt attention and assistance in this matter. If you have any questions or need further information, you may call Mary Parish at 925-842-4337, or me at the number given above.

Sincerely,



Michael W. Woody
Assistant Secretary

Cc Brian Kelly, Chevron
Mary Parish, Chevron
Jim Martinez, Chevron
Bill Gallardo, City of Brea
Lee Squire, City of Brea
Jim Byerrum, CalDomestic

INCORPORATED UNDER THE LAWS OF THE STATE OF CALIFORNIA
OCTOBER 9, 1902

Number A 4671

- 346 - Shares

California Domestic Water Company

AUTHORIZED CAPITAL STOCK \$500,000.00
10,000 SHARES PAR VALUE \$50.00
ISSUED ON A BASIS OF ONE-TENTH OF AN INCH OF WATER TO EACH SHARE.

UNION OIL COMPANY OF CALIFORNIA

.....is the registered holder of

- Three Hundred Forty Six - - shares, being the shares represented hereby, each of the par value of Fifty Dollars, of the capital stock of California Domestic Water Company, a mutual water company, hereinafter designated "the corporation", transferable on the Share Register of the corporation upon surrender of this certificate properly endorsed.

The shares represented hereby are assessable and are subject to liens for assessments, as provided by Article EIGHTH of the Articles of Incorporation of the corporation, which is as follows:

All of the shares of the capital stock of this corporation are assessable, and the power to levy and collect assessments thereon is hereby expressly granted to and conferred upon the Board of Directors. Assessments shall be in such amounts and shall be collected by such method as the Board of Directors shall from time to time fix; and the Board of Directors is hereby expressly authorized to fix the amount, time or interval of payment, notice, and method of collection thereof. The remedy for the collection of assessments shall be by sale or forfeiture, and/or by action, in the discretion of the Board of Directors; and the remedy by action is hereby expressly authorized. The liability for an assessment shall attach and the assessment shall be a lien upon the shares assessed from the time of the resolution of the Board of Directors levying the assessment.

By the acceptance of this certificate the holder hereof assents to and agrees to be bound by all of the provisions of the Articles of Incorporation and By-Laws of the corporation.

Witness the seal of the corporation and the signatures of its duly authorized officers. Dated May 15, 1920

Yannwald Grangelito
Assistant Secretary

[Signature]
President

FOR VALUE RECEIVED, the undersigned hereby sells, assigns, and transfers
to.....
.....Shares of the capital stock of
CALIFORNIA DOMESTIC WATER COMPANY, represented by the within
certificate.

Dated....., 19.....

In presence of.....
.....
Michael W. Woody Assistant Secretary

NOTICE: The signature to this assignment must correspond, without any
change whatsoever, with the name of the registered holder of the shares
represented by this Certificate, as written on the face of the Certificate.

