



1 Civic Center Circle, Brea, CA 92821-5732

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City Council and Successor Agency to the Brea Redevelopment Agency Agenda

Tuesday, November 7, 2017

5:00 p.m. - Closed Session

6:00 p.m. - Study Session

7:00 p.m. - General Session

Cecilia Hupp, Mayor

Glenn Parker, Mayor Pro Tem

Christine Marick, Council Member

Marty Simonoff, Council Member

Steven Vargas, Council Member

This agenda contains a brief general description of each item Council will consider. The City Clerk has on file copies of written documentation relating to each item of business on this Agenda available for public inspection. Contact the City Clerk's Office at (714) 990-7756 or view the Agenda and related materials on the City's website at www.cityofbrea.net. 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)

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CLOSED SESSION
5:00 p.m. - Executive Conference Room
Level Three

CALL TO ORDER / ROLL CALL - COUNCIL

1. Public Comment

Closed Session may convene to consider matters of purchase / sale of real property (G. C. §54956.8), pending litigation [G.C.§54956.9(d)(1)], potential litigation [G.C. §54956.9(d)(2)(3) or (4)], liability claims (G. C. §54961) or personnel items (G.C.§54957.6). Records not available for public inspection.

- 2. Conference with City's Labor Negotiator Pursuant to Government Code 54957.6 Regarding the Administrative and Professional Employees' Association (APEA) - Chris Emeterio and Mario Maldonado, Negotiators**
- 3. Conference with Legal Counsel - Potential Litigation Pursuant to Govt. Code §54956.9 - One Case - McCarthy Building Companies, Inc., for the Brea Superblock I Parking Structure - City Engineer Kooyman**
- 4. Conference with Legal Counsel – Anticipated Litigation. Significant Exposure to Litigation Pursuant to Govt. Code § 54956.9(d)(2) – 1 potential case. - Facts and Circumstances: Brea Downtown Protest.**

STUDY SESSION
6:00 p.m. - Executive Conference Room
Level Three

CALL TO ORDER / ROLL CALL - COUNCIL

- 5. Public Comment**
- 6. Clarify Regular Meeting Topics**

DISCUSSION ITEMS

- 7. Brea Development Fee Study Report and Results - Receive a Presentation on the Brea Fee Study and its Results and Provide Feedback to City Staff Regarding Proposed Development Related Fees and Deposits.**
- 8. Police Services User Fees and Orange County Animal Care Fees Update - Discuss Proposed Fee Increases Related to User Fees Within the Police Services Department and Proposed Fee Increases Provided Through OC Animal Care.**
- 9. Council Priorities and Projects Update - Receive and File.**

REPORTS

10. Council Member Report

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

CALL TO ORDER/ ROLL CALL - COUNCIL

11. Pledge of Allegiance: Brea Police Explorer Post 822
12. Invocation: Pastor Rich Dannenbring, Christ Lutheran
13. Proclamation: Small Business Saturday
14. Report - Prior Study Session
15. Community Announcements
16. Matters from the Audience
17. Response to Public Inquiries - Mayor / City Manager
18. Fire Chief Knabe Report Regarding the Carbon Canyon Fire

ADMINISTRATIVE ITEMS - *This agenda category is for City Council 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."*

19. **2017 Legislative Briefing** – Provided by Townsend Public Affairs (TPA), Inc
20. **Review of Process for Removal of Council Appointed Commissioners** - City Council to review the current process for removal of Council appointed commissioners and determine if any action is necessary.
21. **Purchasing System Update** – Introduce **Ordinance 1198** Amending Chapter 3.24 of the Brea City Code for First Reading by Title Only and Waive Further Reading; and Adopt **Resolution 2017-067** Designating Purchasing Policy Limits and the Local Vendor Preference Amount for the City's Purchasing System.

22. **Ordinance No. 1195 for Transferring and Granting a Pipeline Franchise to Matrix Investment, L.P.** Adopt **Ordinance 1195** for Second Reading and Waive Further Reading.
23. **Ordinance No. 1196 for Transferring and Granting a Pipeline Franchise to Torrance Pipeline Company, LLC** - Adopt **Ordinance 1196** for Second Reading and Waive Further Reading.
24. **Public, Education and Governmental (PEG) Programming Access Supporting Fee Reauthorization Ordinance** - Adopt **Ordinance 1199** Reauthorizing and Readopting the City's Public, Educational, and Governmental Access Support Fee" by Four-Fifths Vote by Title Only and Waive Second Reading.

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

25. **October 17, 2017 City Council Regular Meeting Minutes** - Approve.
26. **Budget Adjustments to the City Operating and Capital Improvement Program (CIP) Budgets for Fiscal Year 2016-17** - Adopt **Resolutions 2017-068** and **2017-069** to Adjust the Fiscal Year 2016-17 City Operating and CIP Budgets. Budget Adjustments for the General Fund (110) Resulted in an Increase in Revenues and Transfers-in of \$1,564,785 and an Increase in Expenditures of \$890,910. The Capital Improvement Program (CIP) Budget Adjustments Consists of a Decrease in Expenditures of \$473,487.
27. **Encroachment License Agreement with Old Brea, LLC and Southern California Edison (SCE) Easements on City Owned Parking Lot for 180 S. Brea Boulevard** - Approve Encroachment License Agreement and Grant of Easements to SCE. The Costs Associated with this Action and Staff Efforts to Approve the Agreement for the Property Owner and Grant of Easement to SCE is Included in the Development Fees Collected from the Applicant Pursuant to the Conditions of Approval (COA).
28. **Contract with GRFCO, Inc. for Randolph Avenue Sewer Replacement, Project 7621, in the amount of \$724,650** - Receive Bids, Award Contract to GRFCO, Inc. in the Amount of \$724,650 and Authorize the Public Works Director or His Designee to Issue Contract Change Orders Up to a "Not to Exceed" Amount of 15% of the Contract Price \$111,093. The Source of Funding is from Fund 430 (Sewer).
29. **Monthly Report of Investments for the City of Brea for Period Ending September 30, 2017** - Receive and file.
30. **October 20 & 27 and November 3, 2017 City Check Registers** - Receive and File.

CITY/SUCCESSOR AGENCY - CONSENT

- 31. Budget Adjustments to the Successor Agency to the Brea Redevelopment Agency Operating Program Budget for Fiscal Year 2016-17 - Adopt Resolution SA 2017-12 to Adjust the FY 2016-17 Successor Agency to the Brea Redevelopment Agency Operating Budget. The Fiscal Impact to the Successor Agency to the Brea Redevelopment Agency FY 2016-17 Budget is a Net Increase in Revenues and Transfers-in of \$190,804.**
- 32. Monthly Report of Investments for the Successor Agency to the Brea Redevelopment Agency for Period Ending September 30, 2017 - Receive and File.**
- 33. October 27, 2017 Successor Agency Check Register - Receive and File.**

ADMINISTRATIVE ANNOUNCEMENTS

- 34. City Manager**
- 35. City Attorney**

COUNCIL ANNOUNCEMENTS

ADJOURNMENT

City of Brea

COUNCIL COMMUNICATION

TO: Honorable Mayor and City Council Members
FROM: Bill Gallardo, City Manager
DATE: 11/07/2017
SUBJECT: Brea Development Fee Study Report and Results

RECOMMENDATION

Receive a presentation on the Brea Fee Study and its results and provide feedback to City staff regarding proposed development related fees and deposits

BACKGROUND/DISCUSSION

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

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

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

BACKGROUND

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

increased.

In addition to the costs used to develop the City’s current hourly rates, the fee study identifies certain allowable costs that have not been included in the City’s previous and current hourly rate calculations. These costs are mostly indirect costs (division, department and City-wide allocated costs) and support costs (review required from internal departments for approval). These eligible costs have been added to the City’s fee calculations as appropriate.

Overall, the following items are the main drivers for the change in the proposed rates are as follows:

- Based on base salary for mid-range planning and engineering positions, labor costs have increased 35% - 38% since 2003.
- The cost of holiday, vacation and other leave time (paid non-work hours) which were not previously included have been taken into account when developing the hourly labor rate. This change increases hourly rate costs by approximately 12% - 15%.
- There are allowable costs which have not previously been included in the City’s hourly rate calculations, such as department and City-wide support as well as the cost associated with managerial, supervisory, clerical duties, etc. which represents an additional 12% - 64% of additional allowable costs.

Based on these costs, the current hourly rates are only covering between 51% and 73% of the allowable cost of “fully-burdened” hourly rate for these services. The following is a summary of the current rates as compared to the proposed rates at 100% cost recovery; the current hourly deficit and the current recovery percentage rate:

Description	Current Hourly Rate	Full Cost Recovery Hourly Rates	Current Hourly Surplus/ (Deficit)	Current Hourly Rate Recovery Percentage
<u>Planning</u>				
Management	\$126	\$201	(\$75)	63%
Plan Check	\$94	\$136	(\$42)	69%
<u>Building</u>				
Management	\$126	\$253	(\$127)	50%
Plan Check	\$94	\$183	(\$89)	51%
Inspection	\$88	\$161	(\$73)	55%
<u>Fire Prevention</u>				
Plan Check	\$94	\$128	(\$34)	73%
Inspection	\$88	\$128	(\$40)	69%
<u>Engineering</u>				
Management	\$126	\$175	(\$49)	72%
Plan Check	\$94	\$174	(\$80)	54%
Inspection	\$88	\$171	(\$83)	51%

Proposed Fees and Comparisons

Appendix A.1 through A.4 to the attached Brea Fee Study Report are the proposed fee tables which outline how the cost of service for each activity was calculated. For those activities that are deposits or "Cost Center Accounts", the recommended fee level is the initial deposit amount the City would collect. For ease of administration, the recommended initial deposits have been rounded down to the thousand or five hundred. While the recommended cost recovery for these items may be listed at less than 100% for these items due to rounded initial deposit recommendation, the hourly rate that will be charged against this amount is based on 100% cost recovery.

Certain development activities are charged based on a flat fee. Those fees have been calculated based on these same hourly rates and the estimated number of hours to process a typical permit. Those activities that are recommended for flat fees are so noted on the fee tables. The majority of these items are simple permits, such as:

- Temporary signs
- Small Appliance Installation
- Residential Re-roof
- Water heater installation
- Driveway approach
- Fire Permits & Inspections
- Overnight Parking Permits

In some cases, staff has recommended a flat fee at less than 100% cost recovery to encourage compliance with City codes.

Appendices B.1 and B.2 to the attached Brea Fee Study Report outline the comparison of the proposed hourly rates and flat fees to our neighboring communities. Many of the activities in our neighboring communities are not on a deposit-based system using hourly rates and actual time worked. However, where hourly rates are used for these activities in other communities, the hourly rates range from \$36/hr to \$195/hr. Flat fees vary for each activity. For example, staff is recommending \$100 for a water heater permit. In the neighboring cities, the fee ranges from \$32-\$148. For temporary signs, staff is recommending \$75, and the neighboring cities charge from \$32-\$181.

FISCAL IMPACT/SUMMARY

Section 6 of the study states the following:

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

Staff is recommending the hourly rates as proposed for 100% or full cost recovery. Assuming

the City's current estimated revenues represent 56% of full cost recovery, the potential increase in revenue is approximately \$668,000 per year based on similar development activity. However, staff concurs with the consultant's recommendation not to count too heavily on increased revenues in the near-term.

RESPECTFULLY SUBMITTED:

William Gallardo, City Manager

Prepared by: Cindy Russell, Administrative Service Director

Attachments

Brea Fee Study Report



City of Brea

Citywide User Fee Study

Final Report

October 3, 2017

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Temecula, CA 92592
Toll free: 800.434.8349 Fax: 951.296.1998

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Appendices

Cost of Service Analysis (Fee Tables)

Planning Fees	Appendix A.1
Building Fees	Appendix A.2
Fire Prevention Fees	Appendix A.3
Public Works Fees	Appendix A.4

Comparative Surveys

Comparison Hourly Rate Survey
Fixed Fee/Deposit Amount Survey

Appendix B. 1
Appendix B. 2

Executive Summary

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

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

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

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

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

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

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

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

Outcomes

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

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

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

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

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

Report Format

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

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

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

Section 1 – Introduction and Fundamentals

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

- Planning
- Building
- Fire
- Public Works

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

Methods of Analysis

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

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

Cost of Service Analysis

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

Components of the full cost of service include direct labor costs; indirect labor costs, specific direct non-labor costs where applicable, allocated non-labor costs, and allocated Citywide overhead.

Definitions of these cost components are as follows:

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

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

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

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

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

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

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

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

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

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

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

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

Fee Establishment

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

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

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

Cost Recovery Evaluation

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

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

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

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

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

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

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

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

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

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

Comparative Fee Survey

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

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

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

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

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

Data Sources

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

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

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

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

Section 2 – Planning Division Fees

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

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

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

Cost of Service Analysis

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

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

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

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

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

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

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

Fee Establishment

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

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

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

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

Cost Recovery Evaluation

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

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

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

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

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

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

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

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

- Screen Checks
- Temporary Signs and Banners

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

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

Section 3 – Building Division Fees

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

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

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

Cost of Service Analysis

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

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

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

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

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

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

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

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

Fee Establishment

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

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

Cost Recovery Evaluation

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

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

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

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

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

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

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

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

Section 4 – Fire Department– Fire Prevention Fees

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

Cost of Service Analysis

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

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

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

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

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

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

Fee Establishment

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

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

2. Development review services:

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

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

Cost Recovery Evaluation

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

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

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

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

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

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

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

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

Section 5 – Public Works Fees

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

Cost of Service Analysis

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

Figure 1 of 2:

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

Figure 2 of 2:

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

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

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

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

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

Fee Establishment

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

Cost Recovery Evaluation

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

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

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

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

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

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

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

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

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

Section 6 – Conclusion

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

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

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

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

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

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

APPENDIX A.1

Cost of Service Analysis – Planning

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

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

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

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

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

[Notes]

- [1] Sourced from: *Master_fee_schedule_effective_july_1_2014.PDF*
- [2] Sourced from: *Building Permit Revenue Analysis FYE15*
- [3] Not analyzed by NBS
- [4] Time, current fee, volume, sourced from: *Copy of Brea_Plan_TimeEstimatesVol_toclient_051716 (002).xlsx*
- [5] Building time estimates provided by the city, sourced from: *Brea Fee Study - Cross Departmental Support Activity*

APPENDIX A.2

Cost of Service Analysis – Building

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

[Notes]

- [1] Sourced from "master_fee_schedule_effective_july_1_2014" PDF.
- [2] Sourced from [Building Permit Revenue Analysis FYE15].
- [3] Fine/Penalty not analyzed by NBS
- [4] Per the rates provided by there professional service agreements provided by the contractor to
- [5] MFS Placeholder - Not Analyzed by NBS
- [6] All Amounts are Deposits

APPENDIX A.3

Cost of Service Analysis – Fire Prevention

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

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

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

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

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

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

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

[Notes]

- [1] Sourced from "master_fee_schedule_effective_july_1_2014" PDF.
- [2] Sourced from [Building Permit Revenue Analysis FYE15].
- [3] Fine/Penalty not analyzed by NBS
- [4] Time estimates from "Copy of Brea Fire TimestimatesVol tocilent 051716.xlsx"
- [5] Fire Code Permits Time Estimates from "Brea Fire TimestimatesVol tocilent 060916.xlsx"
- [6] Volume sourced from excel file "Permit Count 6-1-16"
- [7] Includes Rough and final inspections
- [8] The City charges a Paramedic Assessment Fee for all medical aid dispatches. This cost is not included in this fee schedule.
- [9] These are operational Fire Code Permits - Cost for Administrative Permit. Cost for ir
- [10] Not a penalty - cost incurred when a false alarm is triggered but the system is being
- [11] Cost for first permit, additional intake/processing per permit renewal, additional plan check/inspection is per hour
- [12] Currently, the Initial Deposit amount is determined at time of submittal.
- [13] This fee is in addition to intake and processing fees
- [14] Depending on position
- [15] Deposit activities are charged on an hourly basis, and are

APPENDIX A.4

Cost of Service Analysis – Public Works

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

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

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

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

[Notes]

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

APPENDIX B.1

Comparison Hourly Rate Survey

**City of Brea
Comparison Hourly Rate Survey⁽¹⁾**

Date Prepared: August 15, 2017

Appendix B. 1

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

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

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

APPENDIX B.2

Fixed Fee/Deposit Amount Survey

City of Brea
Fixed Fee/Deposit Amount Survey⁽¹⁾

Date Prepared: August 15, 2017

Appendix B. 2

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

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

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

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

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

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

City of Brea

COUNCIL COMMUNICATION

TO: Honorable Mayor and City Council Members

FROM: Bill Gallardo, City Manager

DATE: 11/07/2017

SUBJECT: Police Services User Fees and Orange County Animal Care Fees Update

RECOMMENDATION

Discuss proposed fee increases related to user fees within the Police Services Department and proposed fee increases provided through OC Animal Care.

BACKGROUND/DISCUSSION

Police Services User Fee Increases

The proposed fee increases as presented in Exhibit A were evaluated by staff and were not included in the City's User Fee Study as provided by NBS Consulting. Typically user fees are evaluated annually by departments as part of the budget process. The Police Services department followed this process and evaluated their user fees based upon an analysis of the cost of providing the service, date of last review and/or update, and demand for the service relative to resources necessary to provide said program or services. Staff have evaluated the Police Services user fees and is recommending to adopt the fees identified within Exhibit A in a future public hearing meeting.

OC Animal Care Fee Increases

The City of Brea contracts with OC Animal Care to provide animal care services in our community and the City currently pays the net cost of animal care services, meaning total service costs less revenues from user fees. The net cost to the City is paid from the City's General Fund and has increased by 112% in the last five years.

Recently, the Orange County Auditor Controller's Office completed a comprehensive review of all OC Animal Care (OCAC) user fees charged to the public. The purpose of the Fee Study is to: (i) calculate the full cost of all fee-related services provided to the public (including residents of contract cities and unincorporated County areas); (ii) determine the percentage of cost recovery using current fees; and (iii) evaluate changes to current fees to improve cost recovery. Exhibit B outlines the County's memo to the City that details the Fee Study and the proposed fee increases. The County Fee Study identifies that, overall, the current fees recover 50.3% of the costs. The cost recovery levels on the proposed fees vary, resulting in an overall proposed cost recovery level of 64.4%. Based on the same frequency of services and permits, adoption of the recommended fees would result in an annualized cost savings for Brea of \$60,000.

FISCAL IMPACT/SUMMARY

The proposed fee increases are presented at this City Council Study Session for discussion purposes and staff is seeking direction on the following options regarding user fee increases related to Animal Care Services:

1. Adopt the County recommended fees along with the other City fees being proposed at a future public hearing:

- Wait and see what the Board of Supervisors does regarding the fees. If they adopt the increase, then no action is needed by City Council, or
- If the Board of Supervisors does not approve the increase, the City Council would need to adopt the new fees.

2. Opt to adopt different fees up to 100% cost recovery as indicated in the County study.

3. Make no change in the animal care services.

RESPECTFULLY SUBMITTED:

William Gallardo, City Manager

Prepared by: Alicia Brenner, Senior Management Analyst

Concurrence: Cindy Russell, Administrative Services Director

Attachments

Exhibit A

Exhibit B

Police Services Department

User Fee Updates

Service Fee/License/Permit	Fee Type	Current Fee or Deposit	Proposed Fee or Deposit
Alarm System Permit Application (Residential)	Flat	\$25	\$30
Alarm System Permit Application (Commercial)	Flat	\$50	\$60
Digital Photos/Videos	Flat	\$25	\$35
Booking Fees	Flat	\$297	\$310



OC ANIMAL CARE

FEE STUDY BRIEFING MEMO

PURPOSE:

Orange County Auditor Controller has completed a comprehensive review of all OC Animal Care (OCAC) user fees charged to the public. The purpose of the Fee Study is to:

- i. calculate the full cost of all fee-related services provided to the public (including residents of contract cities and unincorporated County areas)
- ii. determine the percentage of cost recovery using current fees
- iii. evaluate changes to current fees to improve cost recovery

BACKGROUND:

The contract cities and the County pay the net cost of animal care services, meaning total service costs less revenue from user fees. The current user fees, approved by the Orange County Board of Supervisors in June 2014, recover an estimated 50.3% of the cost of services. The remaining 49.7% is paid by the contract cities and the County. Over the last five fiscal years, net costs paid by the cities and County have increased due to a disproportional change in sources and uses. Uses have increased by an average of 3% per year while sources have decreased by an average of 7% per year:

USES:	SOURCES:
<ul style="list-style-type: none"> ⇒ \$2.3 million increase in operating costs <ul style="list-style-type: none"> • Increased Salaries & Benefit costs • Increased Services & Supplies • Uncollected Revenue expense implemented FY 14-15 ⇒ Loss of 4 cities effective 1/1/17 resulting in fixed costs being allocated to remaining Cities & County 	<ul style="list-style-type: none"> ⇒ \$2.8 million decrease in revenue <ul style="list-style-type: none"> • Change in user fee revenue recognition policy from accrual basis to cash basis, following years of increasing uncollected fee invoices • Loss of 4 cities effective 1/1/17

These results highlight the fact that OCAC's current fee structure is not keeping up with modest operating cost increases and is actually declining due primarily to the change in revenue recognition policy, resulting in higher net costs charged to the contract cities and the County.

COUNTY FINANCIAL CONTRIBUTIONS:

The County is sensitive to increasing costs to the contract cities, and to date, has subsidized the purchase of critical, high-value services and equipment totaling \$2,988,874 as follows:

- ⇒ 800 MHz communications equipment: \$158,251 (FY 2015-16)
- ⇒ Animal Control vehicles: \$130,623 (FY 2016-17)
- ⇒ JVR Shelter Strategies (Consultant): \$50,000 (FY 2015-16) plus \$200,000 projected for FY 2017-18
- ⇒ Convergent Non-Profit Solutions (new shelter fundraiser): \$200,000
- ⇒ New Animal Shelter Construction: \$2.2 million over \$5.0 million original commitment
- ⇒ New Animal Shelter: \$50,000 new communications equipment projected for FY 2017-18

RECOMMENDATION:

With the support of the contract cities management and City Councils, OCAC is prepared to recommend fee increases to the Board of Supervisors in order to improve the user fee cost recovery percentage. Based on current fee recommendations, the cost recovery percentage is estimated to increase to 64.4% from its current level of 50.3%, and generate an additional \$2.4 million (\$1.2 million for one-half of FY 2017-18), all of which will offset operating costs, thereby reducing net costs to the contract cities and the County.

FY 2017-18 USER FEE SERVICES - REVENUE ANALYSIS (W/ PROJECTED FEES)

FEE TITLE	FY 12-13 FULL COST RECOVERY FEE	FY 17-18 FULL COST RECOVERY FEE	CURRENT FEE	CURRENT COST RECOVERY PERCENTAGE	PROJECTED FEE	PROJECTED COST RECOVERY PERCENTAGE	FEE INCREASE AMOUNT	FEE INCREASE PERCENTAGE	# OF FEE UNITS	ESTIMATED REVENUE @ FULL COST	ESTIMATED REVENUE @ CURRENT FEES	RECOVERY LEVEL @ CURRENT FEES	ESTIMATED REVENUE @ PROJECTED FEES	RECOVERY LEVEL @ PROJECTED FEES
	A	B	C	D = C / B	E	F = E / B	G	H = G / C	I	J = I x B	K = I x C	L = K / J	M = I x E	N = M / J
I. FEES FOR ANIMAL LICENSES														
Annual Dog License (12 months)														
a. Non-neutered	\$ 162	\$ 159	\$ 100	62.89%	\$ 159	100.00%	\$ 59	59.00%	17,061	\$ 2,712,699	\$ 1,706,100	62.89%	\$ 2,712,699	100.00%
b. Neutered	\$ 46	\$ 51	\$ 27	52.94%	\$ 28	54.90%	\$ 1	3.70%	121,073	\$ 6,174,723	\$ 3,268,971	52.94%	\$ 3,390,044	54.90%
c. Neutered, Sr Citizen discount	\$ 46	\$ 51	\$ 14	27.45%	\$ 14	27.45%	\$ -	0.00%	20,280	\$ 1,034,280	\$ 283,920	27.45%	\$ 283,920	27.45%
d. Puppy, 6 months old or younger	\$ 46	\$ 51	\$ 27	52.94%	\$ 28	54.90%	\$ 1	3.70%	3,593	\$ 183,243	\$ 97,011	52.94%	\$ 100,604	54.90%
Cat License (12 months)														
a. Non-neutered	\$ 6	\$ 9	\$ 6	66.67%	\$ 9	100.00%	\$ 3	50.00%	134	\$ 1,206	\$ 804	66.67%	\$ 1,206	100.00%
b. Neutered	\$ 6	\$ 9	\$ 6	66.67%	\$ 9	100.00%	\$ 3	50.00%	284	\$ 2,556	\$ 1,704	66.67%	\$ 2,556	100.00%
Other														
a. Reissue of lost dog or cat license tag	\$ 3	\$ 9	\$ 3	33.33%	\$ 9	100.00%	\$ 6	200.00%	1,458	\$ 13,122	\$ 4,374	33.33%	\$ 13,122	100.00%
b. Transfer of dog or cat license	\$ 6	\$ 9	\$ 6	66.67%	\$ 9	100.00%	\$ 3	50.00%	1,659	\$ 14,931	\$ 9,954	66.67%	\$ 14,931	100.00%
c. Assistance dog license	\$ 2	\$ 11	\$ -	0.00%	\$ 11	100.00%	\$ 11	0.00%	581	\$ 6,391	\$ -	0.00%	\$ 6,391	100.00%
d. Police/Law Enforcement dog license	\$ 2	\$ 11	\$ -	0.00%	\$ 11	100.00%	\$ 11	0.00%	-	\$ -	\$ -	0.00%	\$ -	0.00%
e. Exotic Animal Permit														
Per Aviary	\$ 1,396	\$ 691	\$ 225	32.56%	\$ 450	65.12%	\$ 225	100.00%	1	\$ 691	\$ 225	32.56%	\$ 450	65.12%
Per Species	\$ 1,396	\$ 997	\$ 225	22.57%	\$ 450	45.14%	\$ 225	100.00%	6	\$ 5,982	\$ 1,350	22.57%	\$ 2,700	45.14%
f. Animal Permit (per household per year)														
More than three (3) animals	\$ 896	\$ 627	\$ 300	47.85%	\$ 300	47.85%	\$ -	0.00%	246	\$ 154,242	\$ 73,800	47.85%	\$ 73,800	47.85%
More than three (3) animals - Nonprofit	\$ 896	\$ 627	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	12	\$ 7,524	\$ -	0.00%	\$ -	0.00%
Late Fee	\$ 35	\$ 48	\$ 35	72.92%	\$ 48	100.00%	\$ 13	37.14%	23,295	\$ 1,118,160	\$ 815,325	72.92%	\$ 1,118,160	100.00%
Non-Compliance Fee-Collections	\$ 30	\$ 58	\$ 30	51.72%	\$ 58	100.00%	\$ 28	93.33%	7,406	\$ 429,548	\$ 222,180	51.72%	\$ 429,548	100.00%
Non-Compliance Fee	\$ 112	\$ 150	\$ 112	74.67%	\$ 150	100.00%	\$ 38	33.93%	-	\$ -	\$ -	0.00%	\$ -	0.00%
4-1-95 Declared Dog														
a. 4-1-95 Declared Dog Permit	\$ 377	\$ 692	\$ 377	54.48%	\$ 450	65.03%	\$ 73	19.36%	191	\$ 132,172	\$ 72,007	54.48%	\$ 85,950	65.03%
b. Compliance Discount on Permit Fee - Deleted	\$ 123													
Subtotal Animal License Fees									197,280	\$ 11,991,470	\$ 6,557,725	54.69%	\$ 8,236,081	68.68%
II. FEES FOR ANIMAL BUSINESS LICENSES														
Application Fee	\$ 351.00	\$ 138	\$ 200	144.93%	\$ 138	100.00%	\$ (62)	-31.00%	184	\$ 25,392	\$ 36,800	144.93%	\$ 25,392	100.00%
Penalty Fee	25%													
Reinspection Fee	\$ 248	\$ 466	\$ 385	82.62%	\$ 400	85.84%	\$ 15	3.90%	1	\$ 466	\$ 385	82.62%	\$ 400	85.84%
Commercial Kennels Permit - Modified														
a. under 30 animals	\$ 829	\$ 874	\$ 450	51.49%	\$ 550	62.93%	\$ 100	22.22%	18	\$ 15,732	\$ 8,100	51.49%	\$ 9,900	62.93%
b. over 30 animals	\$ 829	\$ 933	\$ 450	48.23%	\$ 750	80.39%	\$ 300	66.67%	52	\$ 48,516	\$ 23,400	48.23%	\$ 39,000	80.39%
Pet Shop														
a. Aquatic only	\$ 823	\$ 1,219	\$ 325	26.66%	\$ 350	28.71%	\$ 25	7.69%	23	\$ 28,037	\$ 7,475	26.66%	\$ 8,050	28.71%
b. Pet shop	\$ 833	\$ 1,160	\$ 475	40.95%	\$ 800	68.97%	\$ 325	68.42%	59	\$ 68,440	\$ 28,025	40.95%	\$ 47,200	68.97%
Fixed Location Grooming Parlor (per year)	\$ 827	\$ 608	\$ 425	69.90%	\$ 525	86.35%	\$ 100	23.53%	86	\$ 52,288	\$ 36,550	69.90%	\$ 45,150	86.35%
Mobile Groomers														
a. Field Inspection	\$ 892	\$ 585	\$ 400	68.38%	\$ 450	76.92%	\$ 50	12.50%	4	\$ 2,340	\$ 1,600	68.38%	\$ 1,800	76.92%
b. OCAC Inspection	\$ 800	\$ 500	\$ 150	30.00%	\$ 200	40.00%	\$ 50	33.33%	19	\$ 9,500	\$ 2,850	30.00%	\$ 3,800	40.00%
Animal Rental Establishment (per year)	\$ 737	\$ 531	\$ 325	61.21%	\$ 500	94.16%	\$ 175	53.85%	1	\$ 531	\$ 325	61.21%	\$ 500	94.16%
Permanent Animal Exhibition (per year)	\$ 839	\$ 707	\$ 585	82.74%	\$ 650	91.94%	\$ 65	11.11%	15	\$ 10,605	\$ 8,775	82.74%	\$ 9,750	91.94%
Temporary Animal Exhibition														
a. First day	\$ 147	\$ 161	\$ 100	62.11%	\$ 150	93.17%	\$ 50	50.00%	22	\$ 3,542	\$ 2,200	62.11%	\$ 3,300	93.17%
b. Additional day (not to exceed per year max)	\$ 73	\$ 80	\$ 50	62.50%	\$ 75	93.75%	\$ 25	50.00%	56	\$ 4,480	\$ 2,800	62.50%	\$ 4,200	93.75%

FY 2017-18 USER FEE SERVICES - REVENUE ANALYSIS (W/ PROJECTED FEES)

FEE TITLE	FY 12-13 FULL COST RECOVERY FEE	FY 17-18 FULL COST RECOVERY FEE	CURRENT FEE	CURRENT COST RECOVERY PERCENTAGE	PROJECTED FEE	PROJECTED COST RECOVERY PERCENTAGE	FEE INCREASE AMOUNT	FEE INCREASE PERCENTAGE	# OF FEE UNITS	ESTIMATED REVENUE @ FULL COST	ESTIMATED REVENUE @ CURRENT FEES	RECOVERY LEVEL @ CURRENT FEES	ESTIMATED REVENUE @ PROJECTED FEES	RECOVERY LEVEL @ PROJECTED FEES
Commercial Stable (per year)														
a. 1-49 horses	\$ 814	\$ 1,120	\$ 450	40.18%	\$ 1,120	100.00%	\$ 670	148.89%	9	\$ 10,080	\$ 4,050	40.18%	\$ 10,080	100.00%
b. 50-99 horses	\$ 841	\$ 1,238	\$ 475	38.37%	\$ 1,238	100.00%	\$ 763	160.63%	6	\$ 7,428	\$ 2,850	38.37%	\$ 7,428	100.00%
c. 100 or more	\$ 928	\$ 2,073	\$ 525	25.33%	\$ 2,073	100.00%	\$ 1,548	294.86%	14	\$ 29,022	\$ 7,350	25.33%	\$ 29,022	100.00%
Circus (billed as hrly rate)														
Business Licensing Hrly Rate	\$ 184	\$ 145	\$ 184	126.90%	\$ 145	100.00%	\$ (39)	-21.20%	31	\$ 4,495	\$ 5,704	126.90%	\$ 4,495	100.00%
Vet Svcs. Hrly Rate	\$ 90	\$ 123	\$ 90	73.17%	\$ 123	100.00%	\$ 33	36.67%	12	\$ 1,476	\$ 1,080	73.17%	\$ 1,476	100.00%
Rodeo (billed as hrly rate)	\$ 184	\$ 145	\$ 184	126.90%	\$ 145	100.00%	\$ (39)	-21.20%	48	\$ 6,960	\$ 8,832	126.90%	\$ 6,960	100.00%
Subtotal Animal Business License Fees									660	\$ 329,330	\$ 189,151	57.44%	\$ 257,903	136.35%
III. FEES FOR ANIMALS IMPOUNDED														
Daily Feed and Care														
a. Large animal	\$ 136	\$ 155	\$ 136	87.74%	\$ 136	87.74%	\$ -	0.00%	-	\$ -	\$ -	0.00%	\$ -	0.00%
b. Medium animal	\$ 89	\$ 101	\$ 89	88.12%	\$ 89	88.12%	\$ -	0.00%	-	\$ -	\$ -	0.00%	\$ -	0.00%
c. Dog or cat	\$ 69	\$ 136	\$ 35	25.74%	\$ 50	36.76%	\$ 15	42.86%	10,062	\$ 1,368,432	\$ 352,170	25.74%	\$ 503,100	36.76%
d. All other animals	N/A	N/A												
Veterinary Services														
a. Rabies Vaccination	\$ 9	\$ 10	\$ 9	90.00%	\$ 10	100.00%	\$ 1	11.11%	6,343	\$ 63,430	\$ 57,087	90.00%	\$ 63,430	100.00%
b. Svcs. performed by County staff, per qtr. Hr.	\$ 26	\$ 31												
c. Emergency services performed by other than County staff, per treatment	\$ 75	\$ 75	\$ 75	100.00%		0.00%	\$ (75)	-100.00%	1,000	\$ 75,000	\$ 75,000	100.00%	\$ -	0.00%
d. Other procedures - (Notes 1 & 2)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	various	\$ 510,229	\$ 290,562	56.95%	\$ 290,562	56.95%
e. Owner Requested Euthanasia	\$ 41	\$ 132	\$ 41	31.06%	\$ 132	100.00%	\$ 91	221.95%	1,778	\$ 234,696	\$ 72,898	31.06%	\$ 234,696	100.00%
Health Related Grooming														
a. Minor	\$ 21	\$ -	\$ 21	0.00%	\$ 21	0.00%	\$ -	0.00%	1	\$ -	\$ 21	100.00%	\$ 21	0.00%
b. Major	\$ 32	\$ 90	\$ 32	35.56%	\$ 90	100.00%	\$ 58	181.25%	7	\$ 630	\$ 224	35.56%	\$ 630	100.00%
Health Related Bath														
a. Small	\$ 17	\$ 24	\$ 17	70.83%	\$ 24	100.00%	\$ 7	41.18%	5	\$ 120	\$ 85	70.83%	\$ 120	100.00%
b. Medium	\$ 38	\$ 33	\$ 38	115.15%	\$ 33	100.00%	\$ (5)	-13.15%	1	\$ 33	\$ 38	115.15%	\$ 33	100.00%
c. Large	\$ 50	\$ 50	\$ 50	100.00%	\$ 50	100.00%	\$ -	0.00%	8	\$ 400	\$ 400	100.00%	\$ 400	100.00%
Disposal Options														
a. Cremation														
<i>Cat:</i>														
Communal	\$ 47	\$ 52	\$ 47	90.38%		0.00%	\$ (47)	-100.00%	-	\$ -	\$ -	0.00%	\$ -	0.00%
Private	\$ 77	\$ 82	\$ 77	93.90%		0.00%	\$ (77)	-100.00%	11	\$ 902	\$ 847	93.90%	\$ -	0.00%
<i>Dog - Communal:</i>														
Up to 25 lbs.	\$ 47	\$ 52	\$ 47	90.38%		0.00%	\$ (47)	-100.00%	3	\$ 156	\$ 141	90.38%	\$ -	0.00%
26 to 65 lbs.	\$ 62	\$ 67	\$ 62	92.54%		0.00%	\$ (62)	-100.00%	-	\$ -	\$ -	0.00%	\$ -	0.00%
66 to 99 lbs.	\$ 77	\$ 82	\$ 77	93.90%		0.00%	\$ (77)	-100.00%	1	\$ 82	\$ 77	93.90%	\$ -	0.00%
100 lbs or more	\$ 97	\$ 102	\$ 97	95.10%		0.00%	\$ (97)	-100.00%	-	\$ -	\$ -	0.00%	\$ -	0.00%
<i>Dog - Private:</i>														
Up to 25 lbs.	\$ 77	\$ 82	\$ 77	93.90%		0.00%	\$ (77)	-100.00%	26	\$ 2,132	\$ 2,002	93.90%	\$ -	0.00%
26 to 65 lbs.	\$ 102	\$ 107	\$ 102	95.33%		0.00%	\$ (102)	-100.00%	27	\$ 2,889	\$ 2,754	95.33%	\$ -	0.00%
66 to 99 lbs.	\$ 122	\$ 127	\$ 122	96.06%		0.00%	\$ (122)	-100.00%	7	\$ 889	\$ 854	96.06%	\$ -	0.00%
100 lbs or more	\$ 137	\$ 142	\$ 137	96.48%		0.00%	\$ (137)	-100.00%	2	\$ 284	\$ 274	96.48%	\$ -	0.00%
(plus \$1.25/lb for every pound over 100)														
b. Rendering	\$ 9	\$ 19	\$ 9	47.37%	\$ 19	100.00%	\$ 10	111.11%	2,449	\$ 46,531	\$ 22,041	47.37%	\$ 46,531	100.00%
Rabies Vaccination Exemption Fee - New	N/A	\$ 65	\$ -	0.00%	\$ 65	100.00%	\$ 65	0.00%	619	\$ 40,235	\$ -	0.00%	\$ 40,235	100.00%
Impound Fees - Modified														
<i>Brought in by Field Officers</i>														
a. Large animal (horse, cow, etc.)	\$ 160	\$ 171	\$ 160	93.57%	\$ 171	100.00%	\$ 11	6.88%	-	\$ -	\$ -	0.00%	\$ -	0.00%
b. Medium animal (pig, sheep, etc.)	\$ 126	\$ 134	\$ 126	94.03%	\$ 134	100.00%	\$ 8	6.35%	-	\$ -	\$ -	0.00%	\$ -	0.00%

FY 2017-18 USER FEE SERVICES - REVENUE ANALYSIS (W/ PROJECTED FEES)

FEE TITLE	FY 12-13 FULL COST RECOVERY FEE	FY 17-18 FULL COST RECOVERY FEE	CURRENT FEE	CURRENT COST RECOVERY PERCENTAGE	PROJECTED FEE	PROJECTED COST RECOVERY PERCENTAGE	FEE INCREASE AMOUNT	FEE INCREASE PERCENTAGE	# OF FEE UNITS	ESTIMATED REVENUE @ FULL COST	ESTIMATED REVENUE @ CURRENT FEES	RECOVERY LEVEL @ CURRENT FEES	ESTIMATED REVENUE @ PROJECTED FEES	RECOVERY LEVEL @ PROJECTED FEES
c. Dog, cat or other small animal *	\$ 108	\$ 205	\$ 108	52.68%	\$ 134	65.37%	\$ 26	24.07%	1,361	\$ 279,005	\$ 146,988	52.68%	\$ 182,374	65.37%
<i>Brought in by Citizens/Over the Counter</i>														
a. Large animal (horse, cow, etc.)	\$ -	\$ 126	\$ 160	126.98%	\$ 126	100.00%	\$ (34)	-21.25%	-	\$ -	\$ -	0.00%	\$ -	0.00%
b. Medium animal (pig, sheep, etc.)	\$ -	\$ 99	\$ 126	127.27%	\$ 99	100.00%	\$ (27)	-21.43%	-	\$ -	\$ -	0.00%	\$ -	0.00%
c. Dog, cat or other small animal *	\$ -	\$ 134	\$ 108	80.60%	\$ 134	100.00%	\$ 26	24.07%	1,308	\$ 175,272	\$ 141,264	80.60%	\$ 175,272	100.00%
* Take Me Home within 24 Hours	N/A	\$ 170	\$ -	0.00%		0.00%	\$ -	0.00%	140	\$ 23,849	\$ -	0.00%	\$ -	0.00%
Owner Requested Disposal from Field														
a. Large animal (horse, cow, etc.)	\$ 227	\$ 232	\$ 227	97.84%	\$ 232	100.00%	\$ 5	2.20%	-	\$ -	\$ -	0.00%	\$ -	0.00%
b. Medium animal (pig, sheep, etc.)	\$ 133	\$ 138	\$ 133	96.38%	\$ 138	100.00%	\$ 5	3.76%	12	\$ 1,656	\$ 1,596	96.38%	\$ 1,656	100.00%
c. Dog, cat or other small animal	\$ 27	\$ 32	\$ 27	84.38%	\$ 32	100.00%	\$ 5	18.52%	70	\$ 2,240	\$ 1,890	84.38%	\$ 2,240	100.00%
Impound Fines														
a. First Occurrence	\$ 35	\$ 35							1,447					
b. Second Occurrence	\$ 50	\$ 50							123					
c. Thirds or subsequent occurrence	\$ 100	\$ 100							31					
Placement Fees														
a. Dog														
Days 1-5 after being made available	\$ 50	\$ 53	\$ 50	94.34%	\$ 50	94.34%	\$ -	0.00%	2,678	\$ 141,934	\$ 133,900	94.34%	\$ 133,900	94.34%
Days 6-30 after being made available	\$ 50	\$ 53	\$ 20	37.74%	\$ 20	37.74%	\$ -	0.00%	1,093	\$ 57,929	\$ 21,860	37.74%	\$ 21,860	37.74%
Day 31 and over after being made available	\$ 50	\$ 53	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	123	\$ 6,519	\$ -	0.00%	\$ -	0.00%
b. Cat														
Day 1 after being made available	\$ 50	\$ 53	\$ 50	94.34%	\$ 50	94.34%	\$ -	0.00%	653	\$ 34,609	\$ 32,650	94.34%	\$ 32,650	94.34%
Day 2 after being made available	\$ 50	\$ 53	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	-	\$ -	\$ -	0.00%	\$ -	0.00%
c. Exotic animals, including birds and reptiles	\$ 50	\$ 53	\$ 50	94.34%	\$ 50	94.34%	\$ -	0.00%	1	\$ 53	\$ 50	94.34%	\$ 50	94.34%
d. Other animals (except livestock)	\$ 50	\$ 53	\$ 20	37.74%	\$ 20	37.74%	\$ -	0.00%	389	\$ 20,617	\$ 7,780	37.74%	\$ 7,780	37.74%
e. Livestock														
f. Sr. Animal for Sr. Citizen - Dog														
Dog	\$ 50	\$ 53	\$ -	0.00%		0.00%	\$ -	0.00%	96	\$ 5,088	\$ -	0.00%	\$ -	0.00%
Cat	\$ 50	\$ 53	\$ -	0.00%		0.00%	\$ -	0.00%	16	\$ 848	\$ -	0.00%	\$ -	0.00%
Microchip														
a. Implant & Registration Fee	\$ 17	\$ 14	\$ 17	121.43%	\$ 14	100.00%	\$ (3)	-17.65%	6,058	\$ 84,812	\$ 102,986	121.43%	\$ 84,812	100.00%
b. Home Again Re-Registration Only Fee	\$ 4	\$ -	\$ 4	0.00%		0.00%	\$ (4)	-100.00%	-	\$ -	\$ -	0.00%	\$ -	0.00%
c. Home Again New Registration Only Fee	\$ 21	\$ -	\$ 10	0.00%		0.00%	\$ (10)	-100.00%	-	\$ -	\$ -	0.00%	\$ -	0.00%
d. Avid Registration Only Fee	\$ 2	\$ 1	\$ 2	200.00%	\$ 1	100.00%	\$ (1)	-50.00%	842	\$ 842	\$ 1,684	200.00%	\$ 842	100.00%
Canine Spay/Neuter Fee	\$ 146	\$ 209	\$ 50	23.92%	\$ 65	31.10%	\$ 15	30.00%	3,252	\$ 679,668	\$ 162,600	23.92%	\$ 211,380	31.10%
Feline/Rabbit Spay Neuter Fee	\$ 397	\$ 417	\$ 40	9.59%	\$ 65	15.59%	\$ 25	62.50%	1,170	\$ 487,890	\$ 46,800	9.59%	\$ 76,050	15.59%
Relinquishment Fee (Owner Surrender)	\$ 46	\$ 34	\$ 30	88.24%	\$ 34	100.00%	\$ 4	13.33%	1,440	\$ 48,960	\$ 43,200	88.24%	\$ 48,960	100.00%
Deceased Animal Disposal (at Shelter) Fee	\$ 2	\$ 13	\$ 2	15.38%	\$ 13	100.00%	\$ 11	550.00%	358	\$ 4,654	\$ 716	15.38%	\$ 4,654	100.00%
Quarantine Fee	\$ 95	\$ 145	\$ 95	65.52%	\$ 145	100.00%	\$ 50	52.63%	719	\$ 104,255	\$ 68,305	65.52%	\$ 104,255	100.00%
Animal Delivery Fee	\$ 42	\$ 54	\$ 42	77.78%	\$ 54	100.00%	\$ 12	28.57%	58	\$ 3,132	\$ 2,436	77.78%	\$ 3,132	100.00%
Vicious Declaration Fee	\$ 484	\$ 1,571	\$ 484	30.81%	\$ 1,300	82.75%	\$ 816	168.60%	258	\$ 405,318	\$ 124,872	30.81%	\$ 335,400	82.75%
4-1-95 Non-Compliance Fee	\$ 242	\$ 899	\$ 242	26.92%	\$ 899	100.00%	\$ 657	271.49%	21	\$ 18,879	\$ 5,082	26.92%	\$ 18,879	100.00%
Taxable Sales														
a. Cat carrier fee	\$ 6	\$ 4	\$ 6	150.00%	\$ 4	100.00%	\$ (2)	-33.33%	467	\$ 1,868	\$ 2,802	150.00%	\$ 1,868	100.00%
b. Animal leash fee	\$ 3	\$ 1	\$ 3	300.00%	\$ 1	100.00%	\$ (2)	-66.67%	363	\$ 363	\$ 1,089	300.00%	\$ 363	100.00%
c. Pet ID tag (Unlicensed)	\$ 3	\$ 2	\$ 3	150.00%	\$ 2	100.00%	\$ (1)	-33.33%	786	\$ 1,572	\$ 2,358	150.00%	\$ 1,572	100.00%
Sedation Fee	\$ 10	\$ 15	\$ 10	66.67%	\$ 15	100.00%	\$ 5	50.00%	-	\$ -	\$ -	0.00%	\$ -	0.00%
Subtotal Fees for Animals Impounded									47,683	\$ 4,938,902	\$ 1,930,383	39.09%	\$ 2,629,707	53.24%
Grand Total - User Fee Services									245,623	\$ 17,259,702	\$ 8,677,259	50.27%	\$ 11,123,691	64.45%

City of Brea

COUNCIL COMMUNICATION

TO: Honorable Mayor and City Council Members
FROM: Bill Gallardo, City Manager
DATE: 11/07/2017
SUBJECT: Council Priorities and Projects Update

RECOMMENDATION

Receive and File

BACKGROUND/DISCUSSION

On May 1, 2017, the City Council along with the Executive Management Team identified and discussed Priorities and Project Goals for the coming year. Now at the six month mark, the attached listing provides a brief status update of our collective work towards completion of these priorities and projects.

RESPECTFULLY SUBMITTED:

William Gallardo, City Manager

Attachments

Council Priorities and Project Updates

Council Priorities and Project Updates

1. Complete Initial Design of 57/Lambert Road Interchange

In 2016, the total Project was estimated at \$72.5 million with a funding gap of over \$45 million to complete the total Project design and construction. Just recently, Brea, OCTA, and Caltrans met to discuss the Project status and funding options. The Project is now estimated between \$75 and \$100 million. To date, the City has secured a total of \$27 million from OCTA, STIP, FED, and Local Funds (Fund 540). Due to this funding gap, the City, OCTA, and Caltrans agreed to split the Project into four phases, with Phase 1 slated as the priority. The City has completed 95% of the plans and specifications for the Phase 1 Project. We are also in the initial stages of the right-of-way acquisition phase. The current cost estimate to construct the Phase 1 Project is approximately \$22 million. The City recently applied for OCTA Measure M2 funds to complete the Phase 1 construction funding in the amount of \$12.8 million with City match of almost \$9 million from the Traffic Impact Funds (Fund 540). We anticipate a recommendation to award the letter from OCTA for this grant in January 2018.

Furthermore, OCTA and Caltrans are looking at other funding sources to complete the remaining phases or the entire Project. The current funding gap amount for the total Project is estimated between \$45 to \$70 million depending on the full scope of the Project inclusive of the truck climbing lane component (Phase 4) and lead agency roles. Caltrans is looking at their SHOPP funding to either fund the entire Project or just Phase 1. Either way, they would assume the lead agency role and the cost estimates would be at the upper range. OCTA is also seeking funds from the INFRA (America's Global Freight Gateway) grant funds in the amount of \$25 million to fund Phases 1 and 4, which are connected to the SR-57 northbound truck climbing lane project (Caltrans/OCTA lead). Additionally, Brea has applied for the 2017 TIGGER Grant Funds in the amount of

approximately \$25 million. The approvals for these other grant programs and SHOPP are anticipated in the summer of 2018. If successful, the funding combination from Caltrans, City, and OCTA would meet the need to fund the entire Project.

2. Determine Appropriate Reserve Levels in Fixed Asset Replacement Fund (FARP)

A Request for Proposal and contract was secured for EMG to begin citywide facility condition assessment. Assessment review has begun of city facilities and estimated completion is January 2018. The assessment review and reserves funding discussions will coincide with preparation of FY 2018-2019 Budget.

3. Determine Future Service Needs Based on Added Housing Units

As part of the annual budget process all departments are continually reviewing service level needs. In the Police Department, for example, service levels are in part based on calls for service, response time and staffing plans, with a policing ratio of approximately 1.46 police officers per thousand residents. In addition service demands take into consideration both the number and needs of residents as well as the demands caused by a daytime policing population of 90-100,000 persons due to Brea's status as a destination city for work, shopping, and entertainment. In the Public Works Department, for example, Parks and Trail Maintenance service levels are calculated on a per acre basis and we can extrapolate future trail and maintenance costs based on our current standards and costs.

4. Continue to Pay Down Unfunded Pension Liability and Manage the Other Post Pension Liability (OBEB)

Through active labor negotiations with employee groups the medical retiree minimum has been negotiated from \$325 per month to \$119 per month (CalPERS Minimum) for most employee groups. A contract with Bartel and Associates (Actuary Service) for the City of Brea has been initiated to outline specifically for Brea the CalPERS impact over a 20 year horizon and effect of lowering the medical minimum to the OPEB Liability. This report will be shared with Council when it is completed in November. In addition, one year of the employer portion of retirement payments were pre-paid for CalPERS, resulting in a savings to the General Fund of over \$225,000.

5. Support Advocacy for Pension Reform and Workers Compensation

Through our legislative representatives, lobbyists and League of California Cities Pension Reform Committee discussions have been initiated. This is a long term goal of getting stakeholder/CalPERS and legislators willing to tackle solutions. The League of Cities - City Managers Department, has made preliminary recommendations to change CalPERS Law to allow cities latitude in pension offerings and contract changes that can reduce costs to cities. The North Orange County Cities Coalition comprised of City Managers from eight cities (Brea, La Habra, Placentia, Fullerton, Yorba Linda, Orange, Buena Park and La Palma) are in support of a letter requesting active dialogue and discussion on further pension reform. In addition, with the assistance from our state lobbyists, meetings are being scheduled in Sacramento with key legislative committees to further this discussion.

We also continue to monitor and support active Workers Compensation reforms at the State level and active management of workers compensation claims by City Employees.

6. Determine Next Steps for Downtown / Central Brea with Proactive Planning

Phase I of Brea Core planning is currently underway, and as requested by Council plans are underway to ensure there is a comprehensive community outreach effort. The Council will be updated frequently regarding this important planning effort.

7. Prepare to Support the Changing Needs and Interest of a Historic Increase in the Senior Population

The City of Brea along with other Orange County community leaders, have united to launch the Orange County Strategic Plan for Aging (OCSPA) Initiative to develop a short-term and a long-term Strategic Plan to prepare Orange County for the growing number of older adults and the issues they will face. Within the next 15 years, Orange County's senior population will grow by 63%, with Orange County being among the fastest growing aging counties in America. While there have been multiple efforts to gather data across sectors, this will be the first strategic plan since 1998 to identify the areas of greatest need and coordinate multiple resources to address those needs. Adopting pillars around known needs for seniors to achieve near-term (18 month) wins that will provide measurable, county-wide impacts. In parallel, the plan will consider longer term strategic planning, including models for successful aging designed to enable seniors to thrive in the community as they age. Included there will be developed focused efforts in the areas of funding, technology, transportation and communications in support of all planning efforts.

8. Determine Priorities for Spending "Extra" Dollars Available at the End of the Fiscal Year.

Administrative Services staff is in the process of closing the financial records for FY 2016-2017 in preparation for review by the external auditors who are currently confirming the City's year-end financial statements. Any "extra" dollars will be available for review and consideration during the mid-year budget review in January 2018.

9. Discuss Payback of \$1.4 million Toward Fund 560 of the Solar Energy Project

In conjunction with preparation of the FY 2017-2018 Budget, Council deferred this discussion to a later date due to budget considerations. This item can be reviewed again at the mid-term budget review in January 2018.

10. City App for City Issues - TELL US (Promote this Since it is Currently Available)

A refreshed website will be unveiled in December and shortly thereafter a user friendly mobile application will be launched which will allow easier access and functionality to access city information and links to the features like TELL US.

11. City Advocacy with Other Agencies to Complete Promised Projects (E.g. Glenbrook Freeway Landscaping; Undergrounding Utilities at Mauna Loa St.; Railroad Right-of-Way Issue Re: Nine Parking Spaces)

The City successfully removed the Glenbrook Landscaping improvements forward and entered into a cooperative agreement with OCTA to complete this long delayed

landscaping project on behalf of the residents of Glenbrook. The project is out to bid and completion of this project is scheduled for early December 2017.

12. Brea Envisions

Project Completed and report delivered to City Council October 17, 2017. The legacy of Brea Envisions and its direction will carry-forward via City work programs and within consideration of Council budget discussions and organizational planning.

13. Completion of Tracks Project

This four mile trail and linear park features separate bike and pedestrian trails providing for alternative transportation as well as fitness and recreational opportunities. Trail segments 1, 3, and 5 have been completed and are open to the public. Construction is underway for segments 2, 4 and 6. Final completion of entire Tracks Project will be in spring 2018 at which time we will have a dedication ceremony to celebrate the opening of the entire four mile trail.

14. Create Plan to Upgrade Older Parks in the Community (Inventory of Needs Underway)

A parks assessment and evaluation has been completed by a park specialist. The draft report is under review and a final report with recommendations is expected to be completed and submitted to the Parks, Recreation, and Human Services Commission and City Council in early 2018.

15. Finalize Special/General Benefit Study for LLMD's

A matrix on the pro and con of using a Community Facility District (CFD) as a funding source has been prepared for consideration to the District #1 LLMD working group. A meeting is being set up with leadership of the LLMD working group to explore this option.

16. Strengthened Teamwork on Council

Ongoing effort by Council and the Executive Management Team.

17. Discussion with County regarding State Landfill Permit

The County selected a new Director of OC Waste and Recycling in July. He is the point person on these discussions and is getting up to speed on the issues. We expect dialogue to resume shortly and we will report back to Council the outcome of these discussions.

18. Organics & Commercial Recycling

Ongoing discussions with Republic Services (City's Refuse Hauler) on the manner in which to implement this new state mandate are being developed and may be incorporated into Republic's contract amendment.

19. Water Conservation/Water Rates

The City Council asked for review of summer water usage to determine if removing the mandatory conservation targets resulted in greater water usage and its impact on the Water Fund. This item will be brought back to the Council's second meeting in November.

20. Cal Domestic Water Company Review

A report of interested issues was completed by an outside legal firm. Brea's representatives on the Cal Domestic Board have been very open, transparent and available to answer any further questions Council or staff may have on the matter.

21. Transfer of Chevron Property to the City

Weekly meetings have been taking place between City staff and representatives of Chevron to facilitate the transfer of the property to the City. The goal is to have substantial completion of the remaining "punch list" items by calendar year end.

22. Tres Hermanos Property

Staff continues to monitor this issue which are primarily focused on the City of Industry's plans to construct a solar facility on property within the sphere of influence and the jurisdiction of City of Chino Hills and City of Diamond Bar. Both cities have filed a lawsuit on the sale of the property by the Industry Oversight Board to the City of Industry.

23. Laurel Elementary Magnet School/Lagos de Moreno Park Improvements

This project involves improvement to Lagos de Moreno Park located within Laurel Elementary School at the corner of Birch and Flower Street. The construction includes demolition, grading and drainage improvements, concrete and asphalt pavement, restroom, playground equipment, ramp and retaining walls, play courts, planting, irrigation, fencing and gates, site amenities, signage, plant establishment and maintenance. This project will dramatically improve the park playground facilities and add restrooms. The estimated completion of this project is February 2018. The

Centennial Sculpture to be located at the corner of Laurel and Birch has been completed by artist Carlos Terres and has been delivered to the City Yard and is awaiting installation.

24. Downtown Parking Structure

This new four level parking structure will provide 485 parking spaces, a net gain of 307 stalls from the previous surface lot. This project will be substantially completed in December 2017.

25. Permanent Improvements at Santa Fe/Carbon Canyon Road

A final design of a permanent right turn is being prepared with construction estimated to begin in Spring 2018.

26. Emergency Medical Transport

The Council requested the Fire Department work with its current partner, Emergency Ambulance Services, to explore options in providing Emergency Medical Transport. Ongoing discussions are being held with the Brea Fire Chief and representatives of Emergency Ambulance Services.

27. Balanced Budget

This is an ongoing effort, with staff providing regular updates to the City Council.

28. Tracks at Brea Extension – West

A cooperative effort with the City of La Habra is underway, to initiate the Tracks Extension west to the city limits, and ultimately connecting to similar trails in the City of Whittier. Through this joint effort both cities are using the same environmental firm

and appraisals of the land are being completed by both cities in order to develop an offer for the permanent easement of the railroad right-of-way. This item will be back to the Council for discussion in December 2017.

29. Homelessness

With the addition of FY 2017/18 funding from the State for the North Orange County Police Safety Task Force for the next four years, we have placed more effort in this area by adding a full-time Homeless Liaison Officer. This effort along with work by our Community Services Resource Center have strengthen our partnering efforts towards finding solutions to the homelessness in Brea.

30. Reclaimed Water Projects

The feasibility report has been slightly delayed due to insufficient water quality data from both Thompson's Oil operations and Chevron's ground water well extraction operations. We are currently working with the Consultant (Carollo) and our Contract Lab to obtain the proper water quality samples for the two sites to complete the analysis. It is expected the report will be completed early 2018.

31. Renegotiate Refuse Franchise

The City Council at the October 17 Study Session, authorized staff to move forward with modernizing the refuse franchise agreement. Public Works staff is currently in data gathering mode and it is expected that staff will come back in early 2018 with a progress report on this effort.

32. Brea/Fullerton Fire Department Consolidation

On September 19, the City of Fullerton appointed two members of the City Council to serve on the Brea/Fullerton Municipal Services JPA. A first meeting of the JPA is currently being scheduled. Both City Councils have at the present time paused full consolidation discussions; however, both agencies are interested in continuing the fire command sharing agreement which currently expires on June 30, 2019. Other municipal services where both cities can partner are also being explored.

Other Items of Interest by the Council – “On Deck”

- i. Term Limits
- ii. Campaign Finance Reform
- iii. Renegotiate Refuse Franchise (moved up to the priority list)
- iv. Revive 4 Corners Coalition
- v. Brea/Fullerton Fire Department Consolidation (moved up to the priority list)
- vi. Citywide Security Cameras
- vii. Bike Master Plan

City of Brea

COUNCIL COMMUNICATION

TO: Honorable Mayor and City Council Members

FROM: Bill Gallardo, City Manager

DATE: 11/07/2017

SUBJECT: Review of Process for Removal of Council Appointed Commissioners

RECOMMENDATION

City Council to review the current process for removal of Council appointed commissioners and determine if any action is necessary.

BACKGROUND/DISCUSSION

At the September 5, 2017 City Council Study Session the council discussed the difference in process for removal of a Commissioner found in Code of Conduct for City Council which was adopted in November 2014 and the Brea Municipal Code:

The Council furthered the discussion and requested a review of the process by seeing what other agencies are doing in this regard. The City Attorney at this meeting offered to gather information from their City clients to show the various options available for consideration.

Code of Conduct

• *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.

(Adopted November 2014)

Brea Municipal Code

§ 2.16.050 *Removal of Commission Members.*

Any member of any Commission may be removed without cause during such Commissioner's term of office by the affirmative vote of three (3) members of the City Council. In addition, a commission member may be removed by unilateral declaration of the Council member who nominated that Commissioner.

(Ord. 930, passed 12-15-1992)

Options for Consideration

If the City Council determines that a change should be made, the following actions can be considered.

1. Do nothing, keeping the current removal process of Commissioners found in the Brea Municipal Code. It would be up to the City Council, City Manager and City Attorney to be aware that the Council Code of Ethics suggests a removal process which suggests counseling for inappropriate behavior, but is not a binding or legal process.

2. In terms of removing a Commissioner, provide clarification and amend the **Code of Conduct** to reflect there is a removal process in the Brea Municipal Code. This modification does not change the current Brea Municipal Code and the ability for a Commissioner to be unilaterally removed.

Underline is added text

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. In addition, Brea Municipal Code Section 2.16.050 also applies to members of the Planning Commission, the Parks, Recreation and Human Services Commission, and the Cultural Arts Commission. Any member of these Commissions may be removed by unilateral declaration of the Council member who nominated that Commissioner.

3. Amend the Brea Municipal Code in a manner that reflects examples found in other agencies. There are numerous examples and this is strictly a policy decision by the Council. Amending the Brea Municipal Code requires a new ordinance be written, a public hearing, two readings of the ordinance and following 30 days from the second reading the Brea Municipal Code is amended.

4. Other considerations as determined by the Council

RESPECTFULLY SUBMITTED:

Prepared by: William Gallardo, City Manager

Attachments

Planning Commission Survey

Planning Commission Survey

Orange County

City	Charter City (Y/N)	Directly Elected Mayor (Y/N)	Process
Brea	N	N	<p>BMC 2.16</p> <ul style="list-style-type: none"> -Vacancies annually posted by City Clerk in manner consistent with GC 54972 et. seq. -Applicants submit written applications for consideration at least 45 days prior to scheduled vacancies or pursuant to GC 54974 for unscheduled vacancies; CC interviews the applicants -Each CC member nominates one applicant, followed by a vote (need 3 votes, including that of nominating member). If there is no nomination, entire CC votes to make an appointment -Removal <u>without cause</u> by vote of 3 CC members. Alternatively, removal may occur by unilateral declaration of nominating CC member. -Removal also governed by Code of Conduct approved by the CC
Buena Park	Y	N	<p>BPMC 2.44</p> <ul style="list-style-type: none"> -7 members appointed by the mayor, with consent of the CC. -Removal by majority vote of the entire CC.
Seal Beach	Y	N	<p>City Charter, Sections 802, 807</p> <ul style="list-style-type: none"> -Each CC member nominates one qualified elector from his/her district to serve on the PC. Nominations must be confirmed by at least 3 affirmative votes of the CC. -Removal by motion of the CC with at least 3 affirmative votes -If a member is absent for 3 consecutive regular meetings , unless by permission expressed in official minutes; is convicted of a crime involving moral turpitude; or ceases to be a qualified

City	Charter City (Y/N)	Directly Elected Mayor (Y/N)	Process
			elector of the City, the office becomes vacant by declaration of the CC.

Los Angeles County

City	Charter City (Y/N)	Directly Elected Mayor (Y/N)	Process
Agoura Hills	N	N	AHMC §§ 2801-2809 -Appointed by the mayor and ratified by the CC -Terminable at any time by the mayor provided that such termination is affirmed by 4 members of the CC
Artesia	N	N	AMC 2-2 -Each member of the CC appoints one member to the PC at a regular CC meeting. -Removal by a majority vote of the full CC; or -Any member of the PC is absent for any 2 consecutive regular meetings of the PC, unless excused from such attendance by the consent of the Commission expressed by action of record in its minutes, or any member who is absent from a total of 4 regular meetings of the Commission in any 12 month period, automatically forfeits office. The name of such person shall be automatically removed from the membership of the PC immediately after the adjournment of any such 2nd consecutive meeting or of any such 4th meeting in any 12 months' period, at which the member does not appear. The Chairman or Secretary of the PC then notifies the CC of the removal.
Beverly Hills	N	N	BHMC 2-2

City	Charter City (Y/N)	Directly Elected Mayor (Y/N)	Process
			<p>-Appointments made by the CC</p> <p>-If member is absent from 4 regular meetings within a 12 month period, the commissioner shall meet with an ad hoc committee appointed by the mayor to discuss the reasons for the absences. If the committee believes that the absences are likely to continue, the committee will place the matter on a CC agenda. The CC, in its sole discretion, may consider the following actions: 1) if the CC finds that the absences were due to health reasons or for other unusual hardship that justifies the absence, the CC may excuse the absences and if necessary, appoint a temporary commissioner to fill the role until such time as the commissioner is able to serve; or 2) remove such commissioner and if necessary, appoint a temporary commissioner until such time as a new commissioner is appointed. Notwithstanding the foregoing, a commissioner's term shall automatically terminate in the event a commissioner is absent from 9 regular meetings within a 24 month period.</p> <p>-CC may remove any member from a commission or committee for any reason. Such removal may be accomplished by resolution or minute order of the CC.</p> <p>-In the event of a commissioner vacancy due to resignation or termination, the CC liaisons shall recommend a former commissioner until a new commissioner is appointed, subject to CC approval.</p>
Covina	N	N	<p>CMC 2.28</p> <p>-Members appointed by the CC</p> <p>-Members may be removed by the mayor at his pleasure subject to the approval of the CC, or by a majority vote of the CC.</p>
La Mirada	N	N	<p>LMMC 2.52</p> <p>-Each PC member of the PC shall be nominated for appointment by one member of the CC and shall be</p>

City	Charter City (Y/N)	Directly Elected Mayor (Y/N)	Process
			<p>appointed to the PC by the mayor, subject to the approval of a majority of the CC. PC vacancies filled in the same manner.</p> <p>-A member may be removed from office, prior to the expiration of the member's term, upon expiration of the term of their appointing CC member if the commissioner's term would otherwise automatically expire the following June without action of the CC.</p> <p>-Removal occurs: by order of the mayor, subject to the approval of a majority of the CC; by a majority vote of the entire CC; when a commissioner is absent from 3 consecutive regular meetings or 4 regular meetings in any 12-month period (office deemed vacant and without CC action); or when a member of the commission fails to take the oath</p>
Manhattan Beach	N	N	<p>MBMC 2.44</p> <p>-Applications for a specific vacancy must be submitted to the City Clerk's Office after a public notice. CC may elect to conduct public interviews for appointment to fill a vacancy as it deems appropriate.</p> <p>-The CC has authority, at its sole discretion, to remove any member or modify said member's term with or without just cause by a majority vote of the CC.</p> <p>-A commissioner who is absent from 4 Regular, Adjourned, Joint and Special meetings (2 with no explanation required and 2 for medical emergencies) within a 12 month period shall, upon occurrence of the 4th absence, automatically vacate his or her seat. Said member may appeal to the CC.</p>
Norwalk	N	N	<p>NMC 2.16</p> <p>-Individual CC members may designate a nominee for membership on the Commission. All appointments shall be approved by a majority of the CC and shall hold</p>

City	Charter City (Y/N)	Directly Elected Mayor (Y/N)	Process
			office for a term coexistent with that of the councilman making the appointment. Same process for vacancies. -Any member of the Commission may be removed by either of the following: the appointing official, subject to approval of the CC; or a majority vote of the CC.
San Marino	N	N	The PC shall consist of 5 members and 2 alternates appointed by the mayor, with the approval of the CC. -No removal provision but vacancies are filled by appointment of the mayor with the CC approval, after providing 20 days public notice period of the vacancy.
Westlake Village	N/A	N/A	N/A - The CC serves as the City's PC

San Bernardino County

City	Charter City (Y/N)	Directly Elected Mayor (Y/N)	Process
Highland	N	N	HMC 2.15 -Appointed by the CC -Members removed from office or their offices declared vacant: after failure to meet any of the requirements for membership, at which time the removal shall be automatic and no action by the CC shall be necessary; or on the recommendation of 2 CC members, ratified by a majority vote of the CC.
Rancho Cucamonga	N	Y	RCMC 2.20 The PC shall consist of five members who shall be appointed by the CC. The mayor shall submit to the CC the name of any person proposed for appointment to the PC, and, upon such appointment by the CC, the

City	Charter City (Y/N)	Directly Elected Mayor (Y/N)	Process
			<p>name of the appointee shall be recorded in the minutes of the CC meeting.</p> <p>-PC members may be removed at any time by a majority vote of the entire CC.</p>
Upland	N	Y	<p>UMC 2.16</p> <p>-The mayor appoints the commissioners who shall serve on the various and sundry commissions established by the CC and which have been heretofore established by the CC with the approval of the CC. The term of each commissioner shall be four years from the date of the appointment unless otherwise prescribed by a majority vote of the CC. No commissioner, either present or future, shall serve as such commissioner for more than two consecutive 4-year terms without the approval of the CC by a 4/5 vote. The CC shall by resolution establish a process for the screening of individuals desiring to serve on city commissions.</p> <p>-Any commissioner, present or future, may be removed from office during his or her unexpired term by the mayor of the city with the approval of the CC by a 4/5 vote of the CC when, in the sole discretion of the CC, such removal is deemed appropriate.</p>
Yucaipa	N	N	<p>YMC 2.16</p> <p>-The CC shall appoint one member who has been recommended and nominated by each of the CC members. The CC shall appoint two members to serve as members-at-large who may be recommended by any CC member. Each appointment shall be by majority vote of the CC.</p> <p>-No removal provision</p>

Riverside County

City	Charter City (Y/N)	Directly Elected Mayor (Y/N)	Process
Calimesa	N	N	<p>CMC 2.45</p> <p>-Each CC member appoints one person to the PC, which appointment shall not become effective until ratified by a majority vote of the CC. Each CC member shall make his or her appointment within 60 days of the date the city has received a complete application that is filed after the vacancy has occurred and is from an applicant who meets the minimum standards set by the code for the position. In the event the appointing CC member does not make his or her appointment within that 60-day time period, the nomination may be made by any member of the CC and approved with a majority vote of the CC.</p> <p>-The person appointed shall serve at the pleasure of the CC and may be removed without cause either: (1) at the request of the appointing CC member and with the majority vote of the CC; (2) at the request of a CC member other than the appointing CC member and with a four-fifths vote of the CC; or (3) at the request of any member of the CC and with a majority vote of the CC if the person was appointed to the position by the CC rather than an individual CC member. In the event the appointing CC member does not complete his or her term of office, his or her replacement may remove any commissioner appointed by his or her predecessor without cause and without the approval of the CC. Appointments to fill the seat of a commissioner who has been removed from the commission shall not become effective until ratified by the majority vote of the CC.</p>
Indio	N	N	<p>IMC 32.01</p> <p>-Each CC member “appoints” (looks like actually “nominates”) one citizen to each commission after public notice and application period. CC members may use any one or combination of selection methods including but not limited to a review of commissioner applications, interview of candidates individually at a location determined by the CC member, or interview of candidates as a group at a location determined by the CC member. CC members nominate their selections for</p>

			<p>commissioners to the full CC. The appointment of any commissioner must be ratified by a 3/5 vote of the CC.</p> <p>-Removal may be initiated only by the nominating CC member and must be ratified by a 4/5 vote of the CC.</p>
Jurupa Valley	N	N	<p>JVMC 2.35(2013 Ordinance)</p> <p>-Each CC member nominates one member of the PC. Nominations require confirmation by a majority vote of the entire CC. Same process for vacancies</p> <p>-Members of the PC serve at the pleasure of the CC and a member of the PC may be removed by a majority vote of the entire CC for any reason, with or without cause.</p>
Temecula	N	N	<p>TMC 2.40</p> <p>-Members of each commission nominated by an ad hoc committee of two CC members, subject to the approval of a majority of the CC. A majority of the CC may remove an appointee for good cause.</p>

Ventura County

City	Charter City (Y/N)	Directly Elected Mayor (Y/N)	Process
Moorpark	N	Y	<p>MMC 2.36</p> <p>-In accordance with an advertisement and recruitment process as established by CC policy and/or resolution, the mayor solicits suggested nominees from members of the CC. Prior to making a motion for appointment, the mayor announces the names of all persons he or she intends to nominate, and in the order to be nominated; the mayor shall then make a motion putting forth each individual name to be approved for appointment; a second shall be required; and the CC shall vote on each appointment individually. Vacancies filled for the unexpired portion of the term of office by the same nomination process.</p>

City	Charter City (Y/N)	Directly Elected Mayor (Y/N)	Process
			<p>- Any member of the PC may be removed by: a majority vote of the legislative body; or absence from three (3) consecutive regular meetings without formal consent of the commission shall be deemed to constitute the resignation of the commissioner and the position declared vacant.</p>

Northern California

City	Charter City (Y/N)	Directly Elected Mayor (Y/N)	Process
Fairfield	N	N	<p>FMC 2.22, 2.24</p> <p>-Members appointed by the mayor with CC approval.</p> <p>-No removal procedure detailed, but commissioners “serve at the pleasure of the city council” for no more than two terms plus any unexpired term to which he or she is appointed but in no event for more than ten years.</p>
Mill Valley	N	N	<p>MVMC 2.08.050</p> <p>The CC invites applications via public notice. Qualified persons appointed or removed by a majority vote of all members of the CC.</p> <p>-Removal from office may be with or without cause by majority vote of the CC. Any member of a Commission who is absent without an excuse from three consecutive meetings shall forfeit membership on said body. A majority of the members of any commission may vote to excuse an absence of a member.</p>
Ross	N/A	N/A	N/A - The Town CC serves as the PC

City of Brea

COUNCIL COMMUNICATION

TO: Honorable Mayor and City Council Members

FROM: Bill Gallardo, City Manager

DATE: 11/07/2017

SUBJECT: Purchasing System Update – Introduction of Ordinance No. 1198 and Adoption of Resolution No. 2017-067

RECOMMENDATION

Introduce Ordinance No. 1198 amending Chapter 3.24 of the Brea City Code for first reading by title only and waive further reading; and adopt Resolution No. 2017-067 designating Purchasing Policy Limits and the Local Vendor Preference Amount for the City's Purchasing System.

BACKGROUND/DISCUSSION

The City's Purchasing Ordinance is codified at Chapter 3.24 of the Brea City Code. The Purchasing Ordinance defines the procedures for purchasing supplies, materials, equipment, and services; exercises positive financial control over purchases; clearly defines the authority for the purchasing functions; and promotes buying without favor or prejudice. The Purchasing Policy defines the limits for Open Market Purchases, Informal Solicitation Purchases, and Formal Solicitation Purchases, and the local vendor preference amount. The local vendor preference amount is only used for comparison purposes and only in connection with Formal Solicitation Purchases of supplies, materials, equipment, and services.

The City's current purchasing system was originally established in 1961. Periodically, the Purchasing Ordinance and the Purchasing Policy need to be revised to conform to new and revised legislation, to modernize and clarify requirements, and to update the purchase limits based on various economic factors.

The last significant revision to the Purchasing Ordinance was in 2004 when the City Council adopted Ordinance No. 1076 amending the purchasing procedures for bidding of public projects and emergency procurements pursuant to the Uniform Public Construction Cost Accounting Act (UPCCAA). The remaining portions of the Purchasing Ordinance have remained unchanged since 1987 when the City Council adopted Ordinance No. 818.

The last revision to the Purchasing Policy was in 2008 when the City Council adopted Resolution No. 2008-75, which revised the purchasing limits for the Open Market Purchases from \$1,500 to \$3,000.

The attached Ordinance No. 1198 will comprehensively revise the Purchasing Ordinance to modernize and clarify the City's purchasing system consistent with applicable law. The attached Resolution No. 2017-067 will update the Purchasing Policy to improve the efficiency of the City's purchasing system and, with respect to public works projects, to keep such system consistent

with amendments to the UPCCAA. The highlights of the Purchasing Ordinance and Purchasing Policy revisions include:

- Updating the definitions;
- Allowing for electronic bidding;
- Clarifying who can execute contracts and purchase orders;
- Clarifying who is a responsive and responsible bidder;
- Clarifying the acquisition process of professional services;
- Clarifying special circumstances including: Special Government Payments, Legal Notices, Emergency; Procurements, Developer-Funded Professional Services, Public Interest Exemption, Sole Source Procurements, Piggyback or Cooperative Purchase Procurements, and Uniformity Exemption;
- Adding conditions for executing change orders;
- Clarifying surplus personal property disposal: retirement of police dogs; and
- Changing the limits for Open Market Purchases from \$3,000 to \$5,000 to help account for inflation and State-mandated increases in minimum wage.

The chart below shows the current and proposed Purchasing Policy limits for City operations, which include all non-Public Works projects, and Public Works projects. Other than the increase in the limit for Open Market Purchases for City operations, all other limits will remain the same. Additionally, the local vendor preference amount will continue to be 1% of the bid amount.

Purchasing Limits	City Operations		Public Works Projects	
	Current	Proposed	Current	Proposed
Open Market	\$3,000	\$5,000	\$45,000	\$45,000
Informal Solicitation (unchanged)	\$25,000	\$25,000	\$175,000	\$175,000
Formal Solicitation (unchanged)	> \$25,000	> \$25,000	> \$175,000	> \$175,000

The updates to the Purchasing Ordinance and Purchasing Policy will modernize and clarify the City’s purchasing system consistent with applicable law; improve the efficiency of the City’s purchasing system; and with respect to Public Works projects, keep such system consistent with amendments to the UPCCAA.

FISCAL IMPACT/SUMMARY

There is no direct fiscal impact on the General Fund.

RESPECTFULLY SUBMITTED:

William Gallardo, City Manager
 Prepared by: Neil Groom, Procurement and Contracts Administrator
 Concurrence: Cindy Russell, Administrative Services Director

Attachments

Ordinance 1198 Amending Chapter 2.25 of the Brea City Code
 Resolution 2017-067

ORDINANCE NO. 1198

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BREA UPDATING THE CITY'S PURCHASING SYSTEM AND AMENDING THE BREA CITY CODE

THE CITY COUNCIL OF THE CITY OF BREA DOES ORDAIN AS FOLLOWS:

A. RECITALS:

(i) The City's current purchasing system, codified at Chapter 3.24 of the Brea City Code, was established in 1961.

(ii) In the fifty-six years since the City's current purchasing system was established, statutes and case law governing municipal purchasing have evolved. Additionally, there have been changes in the City's internal organization and operations.

(iii) The purpose of this Ordinance is to modernize and clarify the City's purchasing system consistent with applicable law.

B. ORDINANCE:

Section 1. The facts set forth in the Recitals, Part A of this Ordinance, are true and correct.

Section 2. Chapter 3.24 (Purchasing) of Title 3 (Revenue and Finance) of Part I (Municipal Code) of the Brea City Code is amended to read as follows:

"CHAPTER 3.24: PURCHASING

Section

3.24.010	Adoption of Purchasing System
3.24.020	Definitions
3.24.030	Centralized Purchasing Division; Purchasing Agent
3.24.040	Exemptions from Centralized Purchasing
3.24.050	Requisitions
3.24.060	Use of Purchasing Cards, Purchase Orders, and Written Contracts
3.24.070	Open Market Purchases
3.24.080	Informal Solicitation Purchases

3.24.090	Formal Solicitation Purchases
3.24.100	Professional Service Purchases
3.24.110	Public Works Project Purchases
3.24.120	Special Circumstances
3.24.130	Bonds
3.24.140	Change Orders
3.24.150	Surplus Personal Property Disposal

§ 3.24.010 – Adoption of Purchasing System.

In order to establish efficient procedures for the purchase of supplies, materials, equipment, and services at the lowest cost commensurate with quality needed and with due consideration to disposability; to exercise positive financial control over purchases; to clearly define authority for the purchasing functions; and to buy without favor or prejudice, a purchasing system is adopted and shall control the procedure for all purchases except as otherwise provided by law.

§ 3.24.020 – Definitions.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

- A. “Cost-Based Services”: All services other than professional services.
- B. “Department”: Any of the departments, offices, or other organization units of the city, or of any special agency whose affairs and funds are under the supervision and control of the City Council and for which the City Council is ex-officio the governing body.
- C. “Director”: The person appointed by the City Manager to lead a department.
- D. “Emergency”: A sudden, unexpected occurrence requiring immediate action to maintain public safety, or to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

E. "Local Vendor": A vendor that satisfies all of the following criteria: (i) regularly maintains a place of business and transacts business in, or regularly maintains an inventory of merchandise for sale in, the city; (ii) is current in the payment of business taxes to the city; and (iii) possesses all necessary licenses and permits from the city.

F. "Local Vendor Preference Amount": the amount by which an offer from a local vendor in a formal solicitation pursuant to § 3.24.090 shall be reduced for offer comparison purposes.

G. "Offer": A quote, bid, or proposal.

H. "Offeror": The individual or entity providing a quote, bid, or proposal.

I. "Professional Services": The services of architects, artists and designers, attorneys, auditors, computer programmers, economic analysts, engineers, environmental analysts, financial analysts, grant and specification writers, insurance brokers, property analysts, real estate agents, specialized trainers, or other individuals or entities possessing a high degree of specialized skill or expertise that, in the determination of the City Manager, do not readily fall within a cost-based competitive offer process.

J. "Public Works Project": A public project as defined by the UPCCAA.

K. "Purchase": Purchase of supplies, materials, equipment, and services shall include leases or rentals of such items as well as transactions by which the city acquires ownership or services.

L. "Purchasing Policy": The City Council resolution designating: (i) the limits for open market, informal solicitation, and formal solicitation purchases of supplies, materials, equipment, services, and public works projects; and (ii) the local vendor preference amount.

M. “Responsive and Responsible Offeror”: An offeror that both: (i) has submitted an offer to furnish supplies, materials, equipment, services, or a public works project in conformity with the solicitation; and (ii) has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily provide the supplies, materials, equipment, services, or public works project specified in the solicitation (as determined from prior experience with the city, references, and other available information).

N. “Services”: Any and all cost-based services and professional services.

O. “Solicitation”: A request for quote, bid or proposal.

P. “Supplies”, “Materials”, and “Equipment”: Any and all items that shall be furnished to or used by any department.

Q. “Surplus Personal Property”: Any item that is obsolete, worn out, or no longer used by the acquiring department.

R. “UPCCAA”: The Uniform Public Construction Cost Accounting Act (Cal. Pub. Cont. Code § 22000 et seq.).

S. “Vendor”: A consultant, contractor, or provider of supplies, materials, equipment, and services.

T. “Vendors List”: A current file of vendors for supplies, materials, equipment, and services.

§ 3.24.030 – Centralized Purchasing Division; Purchasing Agent.

A. Centralized Purchasing Division. There is created a centralized purchasing division within the Administrative Services Department in which is vested authority to purchase supplies, materials, equipment, and services. The City Manager, acting for and on behalf of the City Council, shall have the power to issue instructions as deemed necessary for the operation of the purchasing division.

B. Purchasing Agent. There is created the position of Purchasing Agent. The Purchasing Agent shall be appointed by the City Manager to direct and manage the city's purchasing division. The Purchasing Agent shall have the authority to purchase supplies, materials, equipment, and services in accordance with this chapter. The Purchasing Agent shall establish methods and procedures necessary for the efficient and economical functioning of the purchasing division.

§ 3.24.040 – Exemptions from Centralized Purchasing.

The Purchasing Agent may, and where legally required to do so shall, authorize a department to independently purchase particular classes of supplies, materials, equipment, or services in accordance with this chapter. Unless otherwise prohibited by law, the Purchasing Agent also may rescind such authorization to purchase independently.

§ 3.24.050 – Requisitions.

All departments shall submit requests to the Purchasing Agent by standard requisition forms for the supplies, materials, equipment, and services required for their operations subject to available City Council-adopted budget appropriations.

§ 3.24.060 – Use of Purchasing Cards, Purchase Orders, and Written Contracts.

Purchases of supplies, materials, equipment, and services shall be made by purchasing card transaction, or by a purchase order, or by both a written contract and a purchase order as specified below and within the limits specified in the purchasing policy.

§ 3.24.070 – Open Market Purchases.

A. Applicability. The Purchasing Agent, Directors, and Directors' designees may use the procedure set forth in this section for purchases of supplies, materials, equipment, and cost-based services of a value within the open market purchase limit specified in the purchasing policy.

B. Solicitation. The Purchasing Agent, Directors, and Directors' designees shall make a reasonable effort to obtain the lowest cost commensurate with quality needed by written, electronic, or other means without the necessity of publishing notice of the solicitation or seeking competitive offers.

C. Execution. Open market purchases may be executed by a purchasing card transaction or by a purchase order as deemed appropriate by the Purchasing Agent. Any such purchasing card transaction may be executed by the Purchasing Agent, Directors, and Directors' designees. Any such purchase order may be executed by the Purchasing Agent.

§ 3.24.080 – Informal Solicitation Purchases.

A. Applicability. The Purchasing Agent may use the procedure set forth in this section for purchases of supplies, materials, equipment, and cost-based services of a value within the informal solicitation limit specified in the purchasing policy.

B. Solicitation. The Purchasing Agent shall make a reasonable effort to obtain at least three competitive offers by written, electronic, or other means without the necessity of publishing notice of the solicitation. In the event three competitive offers are not obtained, the Purchasing Agent shall document the reasons therefore in the files of the Purchasing Division.

C. Offer Submission. Offers shall be submitted to the Purchasing Agent as specified in the solicitation.

D. Purchase Award; Offer Rejection. The Purchasing Agent shall award the purchase to the lowest responsive and responsible offeror or shall reject all offers. If all offers are rejected, then the Purchasing Agent may cancel the procurement or may reissue the solicitation.

E. Tie Offers. If two or more offers received are for the same total amount or unit price, quality and service being equal, then the Purchasing Agent may either: (i) select one based on delivery date, scope of warranty, local vendor status, or other benefit deemed to be in the city's best interests; or (ii) accept the offer made by negotiation with the tie offerors.

F. Execution. Informal solicitation purchases may be executed by a purchase order or by both a written contract and a purchase order as deemed appropriate by the Purchasing Agent. Any such purchase order and written contract may be executed by the Purchasing Agent or the Administrative Services Director.

§ 3.24.090 – Formal Solicitation Purchases.

A. Applicability. The Purchasing Agent shall use the procedure set forth in this section for purchases of supplies, materials, equipment, and cost-based services of a value within the formal solicitation limit specified in the purchasing policy.

B. Solicitation. The Purchasing Agent shall publish notice of the solicitation. Such notice shall include a general description of the supplies, materials, equipment, or services to be purchased; shall state where the solicitation documents may be obtained; and shall state the time and place for opening of offers. The Purchasing Agent shall also solicit offers from vendors whose names are on the vendors list for the category of purchase being solicited.

C. Offer Submission. At the discretion of the Purchasing Agent, sealed written offers may be received in paper copy or by secured electronic means, as specified in the solicitation.

D. Offer Opening. The Purchasing Agent shall publicly open offers at the time and place stated in the solicitation. If an offer is submitted by a local vendor, the

Purchasing Agent shall, for the purpose of offer comparison only, reduce the amount of such offer by the local vendor preference amount. Offer results shall be posted publicly or otherwise made available for public inspection.

E. Purchase Award; Offer Rejection. The City Council shall award the purchase to the lowest responsive and responsible offeror or shall reject all offers. If all offers are rejected, then the City Council may cancel the procurement or may order reissuance of the solicitation.

F. Tie Offers. If two or more low offers received are for the same total amount or unit price, quality and service being equal, then the City Council may either: (i) select one based on delivery date, scope of warranty, local vendor status, or other benefit deemed to be in the city's best interests; or (ii) accept the lowest offer made by negotiation with the tie offerors.

G. Execution. Formal solicitation purchases may be executed by a purchase order or by both a written contract and a purchase order as deemed appropriate by the Purchasing Agent. Any such purchase order may be executed by the Administrative Services Director. Any such written contract may be executed by the Mayor or the City Manager.

§ 3.24.100 – Professional Service Purchases.

A. Open Market Solicitation. The Purchasing Agent, Directors, and Directors' designees may use the procedure set forth in this paragraph for purchases of professional services of a value within the open market purchase limit specified in the purchasing policy.

1. The Purchasing Agent, Directors, and Directors' designees shall make a reasonable effort to obtain offers by written, electronic, or other means without the necessity of publishing notice of the solicitation or seeking competitive offers.

2. Open market purchases may be executed by a purchasing card transaction or by a purchase order as deemed appropriate by the Purchasing Agent. Any such purchasing card transaction may be executed by the Purchasing Agent, Directors, and Directors' designees. Any such purchase order may be executed by the Purchasing Agent.

B. Informal Solicitation. The Purchasing Agent may use the procedure set forth in this paragraph for purchases of professional services of a value within the informal solicitation limit specified in the purchasing policy.

1. The Purchasing Agent shall make a reasonable effort to obtain at least three competitive offers by written, electronic, or other means without the necessity of publishing notice of the solicitation. In the event three competitive offers are not obtained, the Purchasing Agent shall document the reasons therefore in the files of the Purchasing Division.

2. The Purchasing Agent shall either: (i) award the purchase to a responsive and responsible offeror on the basis of demonstrated competence, professional qualifications, and a fair and reasonable price for the city; or (ii) reject all offers. If all offers are rejected, then the Purchasing Agent may cancel the procurement or may reissue the solicitation.

3. Informal solicitation purchases may be executed by a purchase order or by both a written contract and a purchase order as deemed appropriate by the Purchasing Agent. Any such purchase order and written contract may be executed by the Purchasing Agent or the Administrative Services Director.

C. Formal Solicitation. The Purchasing Agent shall use the procedure set forth in this paragraph for purchases of professional services of a value within the formal solicitation limit specified in the purchasing policy.

1. The Purchasing Agent shall publish a notice of the solicitation.

2. The City Council shall either: (i) award the purchase to a responsive and responsible offeror on the basis of demonstrated competence, professional qualifications, and a fair and reasonable price for the city; or (ii) reject all offers. If all offers are rejected, then the City Council may cancel the procurement or may order reissuance of the solicitation.

3. Formal solicitation purchases may be executed by a purchase order or by both a written contract and a purchase order as deemed appropriate by the Purchasing Agent. Any such purchase order may be executed by the Administrative Services Director. Any such written contract may be executed by the Mayor or the City Manager.

§ 3.24.110 – Public Works Project Purchases.

A. Open Market Purchases. The Public Works Director may execute written contracts for public works projects of a value within the open market purchase limit specified in the purchasing policy. Such purchases may be made without competitive bidding.

B. Informal Solicitation Purchases. The Public Works Director may use the procedure set forth in this paragraph for public works project contract awards within the informal solicitation limit specified in the purchasing policy.

1. The city shall maintain a list of all qualified contractors, identified according to categories of work. The criteria for development and maintenance of the contractors list shall be as determined by the California Uniform Construction Cost Accounting Commission.

2. Not less than ten (10) calendar days before offers will be due, the Public Works Director shall issue an offer invitation notice to all qualified contractors on

the list for the category of work being solicited or to all trade journals specified pursuant to Cal. Pub. Cont. Code § 22036, or both, unless the product or service is proprietary. The notice shall describe the project in general terms and how to obtain more detailed information about the project, and shall state the time and place for submission of offers.

3. All received offers that are timely shall be evaluated by the Public Works Department.

4. The Public Works Director shall award the contract to the lowest responsive and responsible offeror or shall reject all offers. If all offers are rejected, then the Public Works Director may cancel the procurement or may reissue the solicitation.

5. If all offers received are in excess of the public works project informal solicitation limit specified in the purchasing policy, then, by adoption of a resolution by four-fifths vote, and upon determining that the city's cost estimate was reasonable, the City Council may award the contract to the lowest responsive and responsible offeror in an amount up to the limit specified in the purchasing policy for such circumstances.

C. Formal Purchases. The Public Works Director shall use the formal solicitation procedure set forth in the UPCCAA for public works project contract awards within the formal solicitation limit specified in the purchasing policy.

D. Execution. Public works project purchases shall be executed by both a written contract and a purchase order. Any such purchase order may be executed by the Purchasing Agent or the Administrative Services Director as applicable. Written contracts for an open market purchase, and for an informal solicitation purchase within the informal solicitation limit specified in the purchasing policy, may be executed by the Public Works Director. All other written contracts may be executed by the Mayor or City Manager.

E. Administration. Public works project contract administration will be the responsibility of the Public Works Department.

§ 3.24.120 – Special Circumstances.

A. Special Government Payments. This chapter does not apply to payments made for Department of Justice background checks, U.S. Postal Service postage, or permit fees imposed by other government agencies.

B. Legal Notices. This chapter does not apply to contracts for printing of legal notices in a newspaper of general circulation. The City Council shall annually award such contracts in accordance with Cal. Pub. Cont. Code § 20169 based on price, circulation, and any other matters deemed to affect the value to the public.

C. Emergency Procurements.

1. Public Works Projects. When repairs or replacements are necessary in an emergency, the City Council, by a four-fifths vote, may proceed at once to repair or replace any public facility without adopting plans, specifications, or working details, or publishing a notice of the solicitation, and without otherwise complying with the requirements of this chapter. Prior to taking such action, the City Council shall make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay resulting from a solicitation for competitive offers, and that the action is necessary to respond to the emergency. The work may be done by day labor, by contract, or by a combination of the two. If a notice of the solicitation is not published, the city shall comply with Cal. Pub. Cont. Code § 22050. The City Manager is delegated the authority to declare the emergency in such circumstances when it is not feasible for the City Council to meet to do so, and to take such actions as the City Manager deems necessary, consistent with the provisions of this paragraph. The City Manager's actions shall be subject to prompt review by the City Council as to the need to continue the emergency action, in accordance with the provisions of § 22050.

2. Supplies, Materials, Equipment and Services. In the event of an emergency giving rise to the need to procure supplies, materials, equipment or services without complying with this chapter, the City Council may dispense with bidding or other requirements of this chapter, and may expend any sum to make the procurement required due to the emergency. The City Manager is delegated the authority to declare the emergency in such circumstances when it is not feasible for the City Council to meet to do so, and to take such actions as the City Manager deems necessary, consistent with the provisions of this paragraph. The City Manager's actions shall be subject to prompt review by the City Council as to the need to continue the emergency action.

D. Developer-Funded Professional Services. This chapter does not apply to purchases of professional services that both: (i) relate to a private development project under review by the city; and (ii) are solely funded by the project applicant or an affiliate of the project applicant. Such purchases may be executed by a purchasing card transaction, or by a purchase order, or by both a written contract and a purchase order as deemed appropriate by the Purchasing Agent. Any such purchasing card transaction, purchase order, or written contract may be executed by the Purchasing Agent or the Administrative Services Director.

E. Public Interest Exemption. The competitive offer requirements of this chapter shall not apply to purchases of supplies, materials, equipment, or services when the Purchasing Agent, with the approval of the City Manager, determines that the best interests of the city would be served thereby and the amount of the contract does not exceed twice the formal solicitation limit specified in the purchasing policy. This exemption may not be used for public works projects. Whenever the City Manager approves the use of this exemption, the City Manager may require that the Purchasing Agent solicit informal offers under such conditions and limitations as the City Manager may impose. If the value

of a procurement made using this exemption is within the open market limit specified by the purchasing policy, then the purchase may be executed by purchasing card or purchase order as deemed appropriate by the Purchasing Agent. If the value of a procurement made using this exemption is within the informal solicitation limit specified by the purchasing policy, then a purchase order and written contract shall be executed by the Purchasing Agent. For all other procurements made using this exemption, a written contract shall be executed by the City Manager and a purchase order shall be executed by the Purchasing Agent or Administrative Services Director.

F. Sole Source Procurements. The competitive offer requirements of this chapter shall not apply to purchases of supplies, materials, equipment, or services that are available from only one (1) source. The Purchasing Agent may negotiate with such source to the end that the city receives the desired supplies, materials, equipment, or service on fair terms. Such procurements shall be executed in accordance with paragraph J below.

G. Piggyback or Cooperative Purchase Procurements. The competitive offer requirements of this chapter shall not apply to purchases of supplies, materials, equipment, or services available through: (i) a valid contract executed by another public agency; or (ii) a cooperative purchasing program in which the city's participation is authorized by law and is deemed to be in the city's best interests in the determination of the Purchasing Agent. Such procurements shall be executed in accordance with paragraph J below.

H. Uniformity Exemption. The competitive offer requirements of this chapter shall not apply to purchases of supplies, materials, equipment, or services that are required to maintain compatibility, functionality, or conformity with existing designs, products, equipment, facilities, systems, software, technologies, standardizations, and

the like or to maintain current warranties or contractual obligations deemed to be in the city's best interests in the determination of the Purchasing Agent. Such procurements shall be executed in accordance with paragraph J below.

I. Best Value Purchases. If the Purchasing Agent determines that it is not in the city's best interests to obtain a particular cost-based service using the competitive offer process of §§ 3.24.080 and 3.24.090, then the Purchasing Agent may procure such service on a best value basis. For such procurements, the Purchasing Agent shall determine the vendor that offers the best overall value to the city based on qualifications, experience, past performance, and price. Such procurements shall be executed in accordance with paragraph J below.

J. Execution. If the value of a procurement made under paragraphs F through I above is within the open market limit specified by the purchasing policy, then the purchase may be executed by purchasing card or purchase order as deemed appropriate by the Purchasing Agent. If the value of a procurement made under paragraphs F through I above is within the informal solicitation limit specified by the purchasing policy, then a purchase order or both a purchase order and written contract shall be executed by the Purchasing Agent. If the value of a procurement made under paragraphs F through I above is within the formal solicitation limit specified by the purchasing policy, then the purchase shall be subject to City Council approval, a written contract shall be executed by the Mayor or the City Manager, and a purchase order shall be executed by Administrative Services Director.

§ 3.24.130 – Bonds.

A. Authority. The Public Works Director or the Purchasing Agent shall have authority to require a bid, performance, payment, or other bond as deemed necessary to

protect the best interest of the city. The form and the amount of any required bond shall be described in the solicitation.

B. Return or Forfeiture of Bid Bond. Offerors shall be entitled to return of bid security; provided that a successful offeror shall forfeit its bid bond upon refusal or failure to execute the contract within ten (10) days after the notice of award has been issued. If the purchase is awarded to another offeror, then the amount of the lowest offeror's bid bond shall be applied by the city to the contract price differential between the lowest offer and the awarded offer, and any surplus shall be returned to the lowest offeror. If all offers are rejected and the solicitation is reissued, then the amount of the lowest offeror's bid bond may be used to offset the cost of receiving new offers, and any surplus shall be returned to the lowest offeror.

§ 3.24.140 – Change Orders.

For any City Council-approved purchase, the Administrative Services Director may execute change orders that cumulatively do not exceed the contingency limit specified by the City Council. If no contingency limit has been specified, then the Purchasing Agent and the Administrative Services Director may execute change orders that cumulatively do not exceed five percent (5%) of the original purchase amount or five thousand dollars (\$5,000), whichever is less.

§ 3.24.150 – Surplus Personal Property Disposal.

A. Reports. All departments shall submit to the Purchasing Agent, at such times and in such form as the Purchasing Agent shall prescribe, reports showing stocks of surplus personal property.

B. Interdepartmental Transfers. The Purchasing Agent may transfer any usable surplus personal property to another department in lieu of filling requisitions for the purchase of new and additional stocks of the same or similar articles.

C. Estimate of Value. The Purchasing Agent shall make an estimate of the value of all surplus personal property that is not usable by any department.

D. Exchange, Trade-in, or Sale. The Purchasing Agent may exchange, trade-in, or sell any surplus personal property that is not usable by any department.

1. For items with an estimated value within the open market limit specified in the purchasing policy, the Purchasing Agent shall make a reasonable effort to obtain a fair price by written, electronic, or other means without the necessity of publishing notice of the sale or seeking competitive offers.

2. For items with an estimated value within the informal solicitation limit specified in the purchasing policy, the Purchasing Agent shall make a reasonable effort to obtain at least three (3) competitive offers by written, electronic, or other means without the necessity of publishing notice of the sale.

3. For items with an estimated value within the formal limit specified in the purchasing policy, the Purchasing Agent shall publish notice of the sale. Such notice shall include a general description of the supplies, materials, or equipment to be sold; shall state where the solicitation documents may be secured; and shall state the time and place for opening of offers.

4. The Purchasing Agent shall also solicit offers from responsible vendors whose names are on the vendor list or by means of a contracted professional auction services.

E. Employee Offers. Employee offers will be considered on all publicly advertised sales; however, no employee whose job responsibility includes the administration of such surplus personal property sales shall be permitted to bid on or purchase such items.

F. Scrapping, Donation, and Destruction. If the Purchasing Agent is unable to exchange, trade-in, or sell surplus personal property, then the Purchasing Agent shall document the reasons therefore in the files of the Purchasing Division and may dispose of such articles through scrap sale, donation to another public agency, destruction, or any other disposition thereof.

G. Retired Police Dogs. The Purchasing Agent, upon approval of the City Manager and Police Chief, may sell a retired police dog to its handler or another member of the police department without need for competitive bidding.

H. Payments. Payments shall be made in full prior to transfer of the property to the winning bidder. Deposits shall be made into the general fund unless otherwise restricted by law.”

SECTION 1. The City Council declares that, should any provision, section, paragraph, sentence, or word of this Ordinance be rendered or declared invalid by any final court action in a court of competent jurisdiction, or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences, and words of this Ordinance shall remain in full force and effect.

SECTION 2. The City Clerk shall certify to the adoption of this Ordinance.

APPROVED AND ADOPTED this ___ day of _____, 2017.

Cecilia Hupp, Mayor

ATTEST: _____
Lillian Harris-City Clerk

I, Lillian Harris-Neal, 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 7th day of November, 2017, and was finally passed at a regular meeting of the City Council of the City of Brea held on the ___ day of _____, 2017, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

DATED: _____

City Clerk

RESOLUTION NO. 2017-067

A RESOLUTION OF THE BREA CITY COUNCIL DESIGNATING PURCHASING POLICY LIMITS AND THE LOCAL VENDOR PREFERENCE AMOUNT FOR THE CITY'S PURCHASING SYSTEM

A. RECITALS:

(i) Chapter 3.24 (Purchasing) of Title 3 (Revenue and Finance) of Part I (Municipal Code) of the Brea City Code sets forth the City's purchasing system. Section 3.24.020 of Chapter 3.24 defines "Purchasing Policy" as the City Council resolution designating: (a) the limits for open market, informal solicitation, and formal solicitation purchases of supplies, materials, equipment, services, and public works projects; and (b) the local vendor preference amount.

(ii) This Resolution constitutes the Purchasing Policy described in Section 3.24.020.

(iii) It is the intent of the City Council in adopting this Resolution to update existing purchasing limits to improve the efficiency of the City's purchasing system and, with respect to public works projects, to keep such system consistent with amendments to the Uniform Public Construction Cost Accounting Act ("UPCCAA") (Cal. Pub. Cont. Code § 22000 et seq.).

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

B. RESOLUTION:

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

1. The facts as set forth in the Recitals are true and correct.
2. City Council Resolution No. 2008-75 is hereby repealed.

3. The following purchasing policy limits are established for the City's purchasing system:

- a. Supplies, Equipment, Materials, and Services:
 - i. Open Market Purchases: purchases up to \$5,000 or, if applicable, up to the micro-purchase threshold set by federal regulation
 - ii. Informal Solicitation Purchases: purchases over \$5,000 (or, if applicable, the micro-purchase threshold set by federal regulation) and up to \$25,000
 - iii. Formal Solicitation Purchases: purchases over \$25,000
- b. Public Works Projects (governed by UPCCAA):
 - i. Open Market Purchases: purchases up to \$45,000
 - ii. Informal Solicitation Purchases: purchases over \$45,000 and up to \$175,000
 - iii. Formal Solicitation Purchases: purchases over \$175,000
 - iv. If all offers received for an informal solicitation public works project purchase are in excess of \$175,000, then, by adoption of a resolution by four-fifths vote, and upon determining that the City's cost estimate was reasonable, the City Council may award the contract to the lowest responsive and responsible offeror at \$187,500 or less.

4. If an offer for a purchase made pursuant to Brea City Code Section 3.24.090 is submitted by a local vendor, then the Purchasing Agent shall, for the purpose

of offer comparison only, reduce the amount of such offer by 1%.

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

APPROVED AND ADOPTED this 7th day of November, 2017.

Cecilia Hupp, Mayor

ATTEST: _____
Lillian Harris-Neal, City Clerk

I, Lillian Harris-Neal, City Clerk of the City of Brea, do hereby certify that the foregoing Resolution was adopted at a meeting of the City Council of the City of Brea held on the 7th day of November, 2017, by the following vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:
ABSTAIN:	COUNCIL MEMBERS:

DATED: November 7, 2017

Lillian Harris-Neal, City Clerk

City of Brea

COUNCIL COMMUNICATION

TO: Honorable Mayor and City Council Members

FROM: Bill Gallardo, City Manager

DATE: 11/07/2017

SUBJECT: Ordinance No. 1195 for Transferring and Granting a Pipeline Franchise to Matrix Investment, L.P.

RECOMMENDATION

Adopt Ordinance

BACKGROUND/DISCUSSION

The California Public Utilities Code ("CPUC") and Brea City Code ("BCC") requires any person, firm or corporation utilizing City property for the conveyance of petroleum or other products to have a valid franchise with the City of Brea. Matrix Investments, L.P. ("Matrix"), as successor in interest to California Resources Production Corporation, has submitted an application requesting that a pipeline franchise be transferred and granted to them in order to operate and maintain the existing petroleum pipelines in the City of Brea.

The CPUC establishes the procedures that the City must follow when considering an application for a pipeline franchise, which is granted by ordinance. In order to act on this franchise application, the City Council is required to:

1. Adopt a Resolution of Intention to grant a franchise and set a Public Hearing date.
2. Conduct the Public Hearing then introduce the franchise ordinance for first reading.
3. Adopt franchise ordinance whereupon it will become effective 30 days later.

On September 5, 2017, the City Council adopted Resolution 2017-060 declaring its intention to consider transferring and granting a pipeline franchise to Matrix. The City Council directed staff to introduce the franchise ordinance and set a Public Hearing on October 3, 2017. Notice of the Public Hearing was posted at the three designated City posting places and published in the Brea Star Progress on September 8 and September 15, 2017. On October 3, 2017, the City Council introduced the ordinance and conducted the Public Hearing. No public comments were received during the Public Hearing and no public comments have been received since the October 3, 2017 Public Hearing.

The second reading of the Ordinance was waived by the City Council during the first reading on October 3, 2017. If the Ordinance is adopted, then the Ordinance and franchise would become effective thirty (30) days later and Matrix would be the franchisee of 8,980 linear feet of 6-inch pipelines along Whittier Avenue, Puente Street, Central Avenue, Berry Street and Challenger Way. The term of the franchise is ten years. Attached is Exhibit 'A' depicting the location of the pipeline facilities owned and operated by Matrix within the City of Brea.

FISCAL IMPACT/SUMMARY

The Public Utilities Commission regulates pipeline activity and establishes the rates charged for franchise agreements. The annual payments are based on a formula associated with the internal diameter and length of the pipelines. The franchise fees for the pipelines depicted in Exhibit 'A' have been paid to the end of 2017 under Ordinance 1057. If adopted, the new Ordinance franchise fee is estimated at \$8,100 for 2018. Therefore, there will be a positive impact to the General Fund.

Matrix submitted an application requesting that a pipeline franchise be transferred and granted to them in order to operate and maintain the existing petroleum pipelines in the City of Brea. The City Council adopted Resolution 2017-060 declaring its intention to consider transferring and granting a pipeline franchise to Matrix on September 5, 2017 and directed staff to introduce the franchise ordinance and set a Public Hearing on October 3, 2017. The Public Hearing was open on October 3, 2017 and Ordinance 1195 was introduced with the first reading. The second reading was waived by the City Council. There were no public comments received during the Public Hearing or subsequently to the hearing. Therefore, staff is recommending the City Council adopt Ordinance No. 1195 for transferring and granting a pipeline franchise to Matrix Investment, L.P.

RESPECTFULLY SUBMITTED:

William Gallardo, City Manager

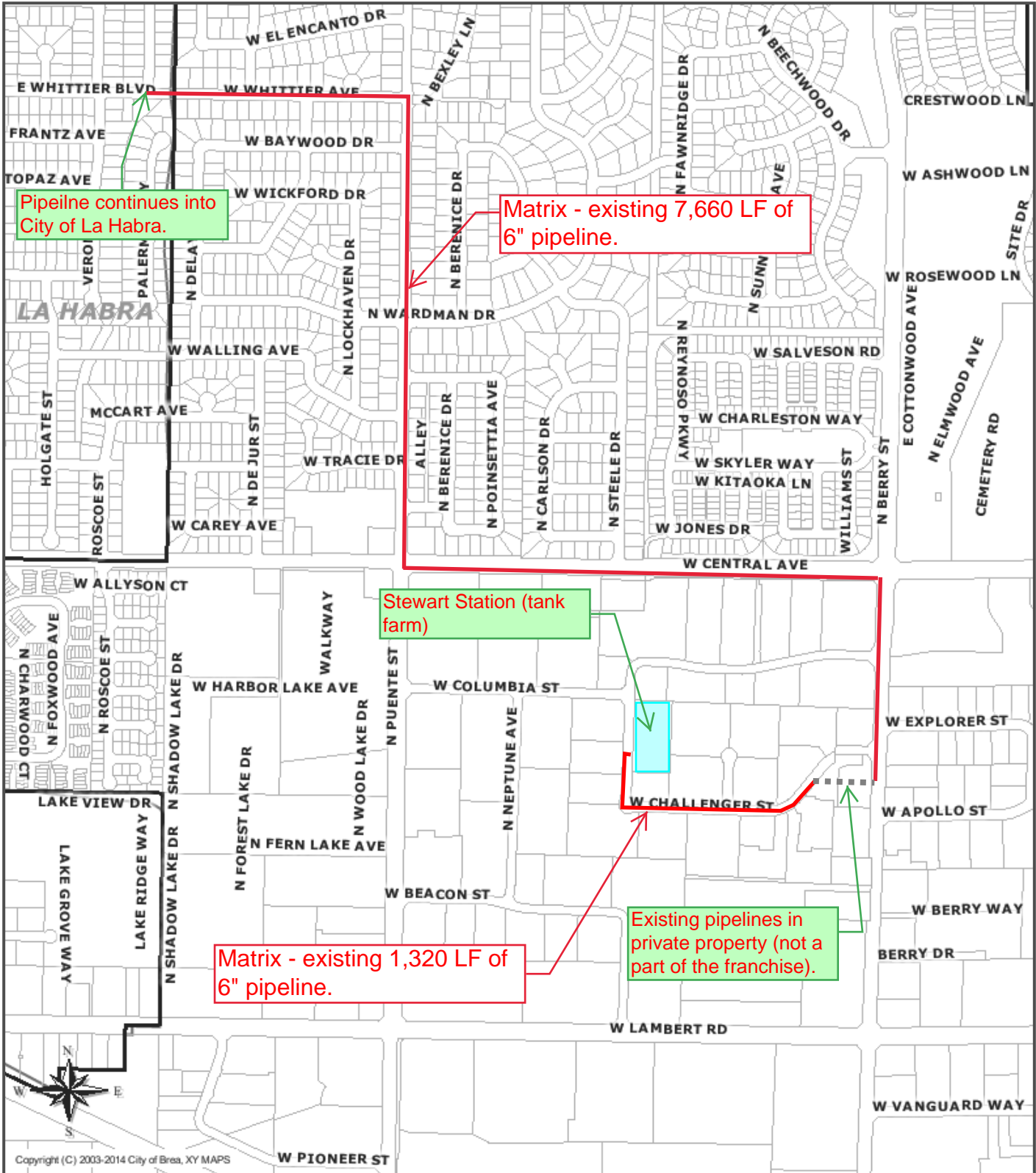
Prepared by: Hsing Chao, Associate Engineer

Concurrence: Steve Kooyman. P.E. City Engineer

Attachments

Exhibit 'A'

Ordinance 1195

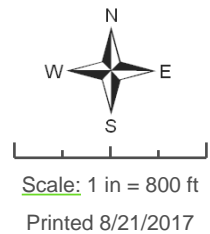


Copyright (C) 2003-2014 City of Brea, XY MAPS



EXHIBIT 'A'

MATRIX INVESTMENTS, L.P.
PIPELINE LOCATION EXHIBIT



ORDINANCE NO. 1195

AN ORDINANCE OF THE CITY OF BREA GRANTING A PIPELINE FRANCHISE TO MATRIX INVESTMENTS, L.P.

A. Recitals:

(i) On June 2, 1992, the Brea City Council adopted Ordinance No. 922, granting to Union Oil Company of California, d/b/a UNOCAL, a California corporation and Ordinance No. 923 to Union California Pipeline Company, a California Corporation, the right to construct, operate and maintain pipelines for the transportation of hydrocarbon substances in the City of Brea, and by their terms, both franchises expired on or about July 1, 2002.

(ii) On February 16, 1996, Union Oil Company conveyed certain pipelines franchised under Ordinance No. 922 to Nuevo Energy Company.

(iii) On August 1, 1998, Nuevo Energy Company conveyed the pipelines referenced in Recital No. (ii), above, to Crimson Resource Management Corporation.

(iv) On September 3, 2002, Brea City Council adopted and approved Ordinance No. 1057. Ordinance No. 1057 transferred certain pipelines that Union Oil Company had operated under the franchise granted by Ordinance No. 922, all of the pipelines that Union California Pipeline Company had operated under the franchise granted by Ordinance No. 923, together with certain additional pipelines not previously franchised to Crimson Resource Management Corporation.

(v) On October 1, 2002, Brea City Council adopted Ordinance 1059 to extend and amend the pipeline franchise granted to Union Oil Company for the remainder of the pipelines granted by Ordinance No. 922.

(vi) On June 3, 2003, Crimson Resource Management Corporation transferred some, but not all, of the franchised pipelines of Ordinance No. 1057 to Bentley-Simonson, Inc.

(vii) On March 1, 2005, Bentley-Simonson conveyed the pipelines referenced in Recital No. (vi), above, to Brown PXP Properties, LLC, which subsequently conveyed the same pipelines to Plains Exploration and Production Company.

(viii) On November 13, 2006, Vintage Production California, LLC, notified the City of Brea that Vintage was going to acquire Plains Exploration and Production Company's interest in Ordinance No. 1057, and the pipelines referenced in Recital No. (vi), above.

(ix) On October 8, 2009, the City of Brea accepted Vintage Production California, LLC's replacement bond for the bond required by Ordinance No. 1057. Vintage's bond replaced the Bentley-Simonson, Inc., bond.

(x) On September 2, 2014 Vintage Production California, LLC, changed its name to California Resources Production Corporation.

(xi) On April 1, 2016, Matrix Investments, LP, acquired California Resources Production Corporation's interest in Ordinance No. 1057, and the pipelines referenced in Recital No. (vi), above.

(xi) On September 5, 2017, the City Council adopted its Resolution No. 2017-060 declaring the Council's intent to grant a pipeline franchise to Matrix Investments, LP, pursuant to California Public Utilities Code § 6201, et seq.

(xii) Pursuant to Resolution No. 2017-060 on September 5, 2017 the City Council conducted and concluded a public hearing concerning the proposed pipeline franchise grant, and thereafter approved the application on the terms and conditions provided herein.

B. ORDINANCE:

NOW, THEREFORE, the City Council of the City of Brea hereby ordains as follows:

Section 1. The facts set forth in the Recitals, Part A, of this Ordinance, are true and correct.

Section 2. In accordance with the provisions of Chapter 8.42 of the Brea City Code, the City Council hereby grants a franchise to Matrix Investments, LP, a California limited partnership ("Franchisee"), for a term of ten (10) years from the effective date of this Ordinance, to maintain, operate, renew, replace, repair, remove or abandon in place existing pipes and pipelines for the collection, transportation or distribution of oil, gas, gasoline, petroleum, wet gas, hydrocarbon substances, water, waste water, mud, steam, and/or other liquid and gaseous substances which are not more hazardous than the aforementioned substances, together with all existing manholes, valves, appurtenances and service connections necessary or convenient for the operation of said pipes or pipelines including existing conduits, cathodic protection devices, wires, cables and other appurtenances necessary or convenient for the exercise of the Franchisee's business, in, under, along or across Brea City streets and other property, all as depicted in Exhibit "A" attached hereto and incorporated by reference herein.

Section 3. This franchise is granted subject to, and the Franchisee shall comply with, all provisions of this Ordinance and Chapter 8.42 of Title 8 of the Brea City Code, and said Chapter is incorporated by reference herein.

Section 4. Compliance. Franchisee shall at all times be in compliance with all applicable federal and state laws and regulations regarding the maintenance, operation,

and testing of the Pipeline Facilities within the City of Brea. Without prior demand by the City, Franchisee shall submit to the City for review, the results of any and all pipeline testing required to be performed pursuant to applicable federal or state law, by January 31st of every year during the term of this Franchise, or otherwise upon request of the City. If such testing is not required by federal or state law to be performed in any given year, then the Franchisee shall report to the City in writing that no testing is required during that year by January 31st

Section 5. To the extent not contrary to Applicable Law, as defined in Chapter 8.42 of Title 8 of the Brea City Code, the City Council may from time to time amend this Ordinance or Chapter 8.42 of Title 8 and such amendments shall apply to the Franchisee to the extent such amendments are of general application to pipeline franchises in the City of Brea. Except as amended by this Ordinance, each and every provision of Chapter 8.42 of Title 8 of the Brea City Code shall apply to the franchise granted herein.

Section 6. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by the decision or legislation of any court of competent jurisdiction, or by reason of preemptive legislation, such decision or legislation shall not affect the validity of the remaining portions thereof. The City Council declares that it would have passed this Ordinance, and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that one or more of the sections, subsections, sentences, clauses, or phrases thereof is declared invalid or unconstitutional.

Section 7. The City Clerk shall certify to the adoption of this Ordinance.

PASSED, APPROVED and ADOPTED this 7th day of November, 2017.

Cecilia Hupp, Mayor

ATTEST: _____
Lillian Harris-Neal, City Clerk

I, Lillian Harris-Neal, 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 3rd day of October, 2017, and was finally passed at a regular meeting of the City Council of the City of Brea on the 7th day of November, 2017, by the following vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:
ABSTAINED:	COUNCIL MEMBERS:

DATED: November 7, 2017

Lillian Harris-Neal, City Clerk

City of Brea

COUNCIL COMMUNICATION

TO: Honorable Mayor and City Council Members

FROM: Bill Gallardo, City Manager

DATE: 11/07/2017

SUBJECT: Ordinance No. 1196 for Transferring and Granting a Pipeline Franchise to Torrance Pipeline Company, LLC

RECOMMENDATION

Adopt Ordinance

BACKGROUND/DISCUSSION

The California Public Utilities Code ("CPUC") and Brea City Code ("BCC") require any person, firm or corporation utilizing City property for the conveyance of petroleum or other products to have a valid franchise with the City of Brea. Torrance Pipeline Company, LLC ("Torrance"), as successor in interest to Exxon Mobil Corporation, has submitted an application requesting that a pipeline franchise be transferred and granted to them in order to operate and maintain the existing petroleum pipelines in the City of Brea.

The CPUC establishes the procedures that the City must follow when considering an application for a pipeline franchise, which is granted by ordinance. In order to act on this franchise application, the City Council is required to:

1. Adopt a Resolution of Intention to grant a franchise and set a Public Hearing date.
2. Conduct the Public Hearing then introduce the franchise ordinance for first reading.
3. Adopt franchise ordinance whereupon it will become effective 30 days later.

On September 5, 2017, the City Council adopted Resolution 2017-061 declaring its intention to consider transferring and granting a pipeline franchise to Torrance. The City Council directed staff to introduce the franchise ordinance and set a Public Hearing on October 3, 2017. Notice of the Public Hearing was posted at the three designated City posting places and published in the Brea Star Progress on September 8 and September 15, 2017. On October 3, 2017, the City Council introduced the Ordinance and conducted the Public Hearing. No public comments were received during the public hearing and no public comments have been received since the hearing.

The second reading of Ordinance 1196 was waived by the City Council during the first reading on October 3, 2017. If Ordinance 1196 is adopted, then the Ordinance and franchise would become effective thirty (30) days later and Torrance would be the franchisee for 5,980 linear feet of 8-inch and 9,790 linear feet of 6-inch pipelines on Central Avenue from the westerly City limit to Lambert Road, then on Lambert Road from State College Boulevard to about 800 feet east of Associated Road. Additionally, the franchise also includes 1,100 linear feet of 6-inch pipelines on Blake Road. The term of the franchise is ten years. Attached is Exhibit 'A' depicting the location

of Torrance pipeline facilities within the City of Brea.

FISCAL IMPACT/SUMMARY

The Public Utilities Commission regulates pipeline activity and establishes the rates charged for franchise agreements. The annual payments are based on a formula associated with the internal diameter and length of the pipelines. The franchise fees for the pipelines depicted in Exhibit 'A' have been paid to the end of 2017 under Ordinance 973. If adopted, the new Ordinance franchise fee is estimated at \$12,000 for 2018. Therefore, there will be a positive fiscal impact to the General Fund.

Torrance submitted an application requesting that a pipeline franchise be transferred and granted to them in order to operate and maintain the existing petroleum pipelines in the City of Brea. The City Council adopted Resolution 2017-061 declaring its intention to consider transferring and granting a pipeline franchise to Torrance on September 5, 2017 and directed staff to introduce the franchise ordinance and set a Public Hearing on October 3, 2017. On October 3, 2017, the Public Hearing was opened and Ordinance 1196 was introduced with the first reading. The second reading of Ordinance 1196 was waived by City Council. No public comments were received during the Public Hearing or subsequently. Therefore, staff is recommending the City Council adopt Ordinance No. 1196 for transferring and granting a pipeline franchise to Torrance Pipeline Company, LLC.

RESPECTFULLY SUBMITTED:

William Gallardo, City Manager

Prepared by: Hsing Chao, Associate Engineer

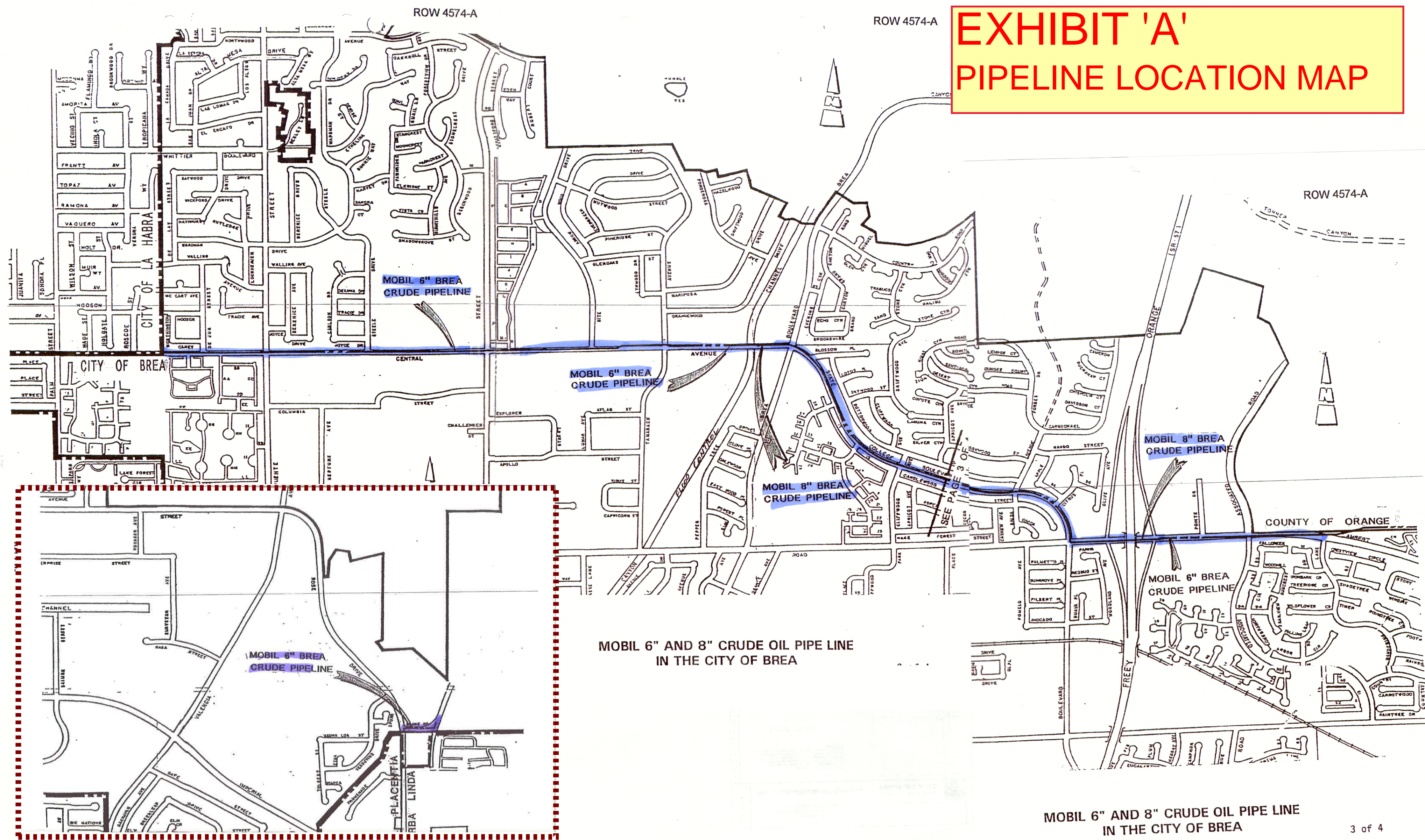
Concurrence: Steve Kooyman, P.E. City Engineer and Tony Olmos, P.E., Public Works Director

Attachments

Exhibit 'A'

Ordinance 1196

EXHIBIT 'A'
PIPELINE LOCATION MAP



MOBIL 6" AND 8" CRUDE OIL PIPE LINE
IN THE CITY OF BREA

MOBIL 6" AND 8" CRUDE OIL PIPE LINE
IN THE CITY OF BREA

ORDINANCE NO. 1196

AN ORDINANCE OF THE CITY OF BREA RENEWING AND GRANTING A PIPELINE FRANCHISE TO TORRANCE PIPELINE COMPANY, LLC, TO OPERATE AND MAINTAIN PIPELINES FOR THE TRANSPORTATION OF HYDROCARBON SUBSTANCES IN THE CITY OF BREA.

A. RECITALS:

(i) The City Council of the City of Brea (“City”) heretofore adopted Ordinance No.973, granting Mobil Oil Corporation (“Mobil Oil”), a franchise to construct, operate and maintain pipelines and related facilities (collectively, “Pipeline Facilities”) for the transportation of hydrocarbon substances in the City (“Original Franchise”).

(ii) Mobil Oil changed its name to ExxonMobil Oil Corporation (“ExxonMobil”) on June 1, 2001.

(iii) Ordinance No. 973 expired on November 2, 2005.

(iv) Although Ordinance No. 973 expired, ExxonMobil continued to operate the Pipeline Facilities in compliance with all terms and conditions of the Original Franchise.

(v) The Office of the State Fire Marshall has verified that there have not been and are currently no pipeline safety violations concerning the Pipeline Facilities.

(vi) On or around July 1, 2016, the Pipeline Facilities were transferred by ExxonMobil to Torrance Pipeline Company LLC (“Torrance Pipeline”).

(vii) Torrance Pipeline has continued to operate the Pipeline Facilities in compliance with all terms and conditions of the Original Franchise.

(viii) Torrance Pipeline has requested the Brea City Council adopt a new ordinance which would renew and grant the right to operate and maintain the Pipeline Facilities for the transportation of oil or products in the City, but subject to newer City regulations governing the operation of such pipelines.

(ix) On September 5th, 2017, the City Council adopted its Resolution No. 2017-061 declaring the Council’s intent to renew and grant a pipeline franchise to Torrance Pipeline, pursuant to California Public Utilities Code § 6201, et seq.

(x) Pursuant to Resolution No. 2014-061, on October 3, 2017 the City Council conducted and concluded a public hearing concerning the proposed pipeline franchise renewal and grant, and thereafter approved the application on the terms and conditions provided herein.

(xi) 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. In accordance with the provisions of Chapter 8.42 of the Brea City Code, the City Council hereby renews the franchise originally granted to Mobil Oil Corporation pursuant to Ordinance No. 973, and based thereon, grants a new franchise to Mobil Oil Corporation's successor-in-interest, Torrance Pipeline Company, LLC, a Delaware Limited Liability Company ("Franchisee"), for a term of ten (10) years from the effective date of this Ordinance, to maintain, operate, renew, repair, remove or abandon in place existing pipes and pipelines for the collection, transportation or distribution of oil, gas, gasoline, petroleum, wet gas, hydrocarbon substances, water, waste water, mud, steam, and/or other liquid and gaseous substances which are not more hazardous than the aforementioned substances, together with all existing manholes, valves, appurtenances and service connections necessary or convenient for the operation of said pipes or pipelines including existing conduits, cathodic protection devices, wires, cables and other appurtenances necessary or convenient for the exercise of the Franchisee's business, in, under, along or across City streets and other property, all as depicted in Exhibit "A" attached hereto and incorporated by reference herein.

Section 2. This franchise is granted subject to, and the Franchisee shall comply with, all provisions of this Ordinance and Chapter 8.42 of Title 8 of the Brea City Code, and said Chapter is incorporated by reference herein.

Section 3. Compliance. Franchisee shall at all times be in compliance with all applicable federal and state laws and regulations regarding the maintenance, operation, and testing of the Pipeline Facilities within the City of Brea. Franchisee shall submit within sixty (60) days after the end of each calendar year and during the life of the franchise for each and every year, including the year of the granting the franchise, a statement listing all pipeline testing, and certification that Torrance Pipeline Company is in compliance with all testing requirements pursuant to applicable federal or state law for the prior reporting period. Notwithstanding the foregoing, City shall, at any time during the term of this Franchise, be authorized to request and obtain a copy of any letter of compliance (or notification of non-compliance) relating to the Pipeline Facilities from California State Fire Marshal pursuant to CFR Title 49, Volume 3, Part 195. Franchisee shall fully cooperate and assist the City in obtaining a copy of any such letter of compliance or notification of non-compliance. Such assistance shall include, but is not limited to, promptly executing any consent, release, or waiver, or any other document required by the California State Fire Marshal as a condition of providing the City with any letter of compliance or notification of non-compliance.

Section 4. To the extent not contrary to Applicable Law, as defined in Chapter 8.42 of Title 8 of the Brea City Code, the City Council may from time to time amend this Ordinance or Chapter 8.42 of Title 8 and such amendments shall apply to the Franchisee to the extent such amendments are of general application to pipeline franchises in the City of Brea. Except as amended by this Ordinance, each and every

provision of Chapter 8.42 of Title 8 of the Brea City Code shall apply to the franchise granted herein.

Section 5. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by the decision or legislation of any court of competent jurisdiction, or by reason of preemptive legislation, such decision or legislation shall not affect the validity of the remaining portions thereof. The City Council declares that it would have passed this Ordinance, and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that one or more of the sections, subsections, sentences, clauses, or phrases thereof is declared invalid or unconstitutional.

Section 6. The City Clerk shall certify to the adoption of this Ordinance.

PASSED, APPROVED and ADOPTED this 7th day of November, 2017.

Cecilia Hupp, Mayor

ATTEST:

Lillian Harris-Neal, City Clerk

I, Lillian Harris-Neal, 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 3rd day of October, 2017, and was finally passed at a regular meeting of the City Council of the City of Brea on the _____ day of _____, 2017, by the following vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:
ABSTAINED:	COUNCIL MEMBERS:

DATED: _____

Lillian Harris-Neal, City Clerk

City of Brea

COUNCIL COMMUNICATION

TO: Honorable Mayor and City Council Members

FROM: Bill Gallardo, City Manager

DATE: 11/07/2017

SUBJECT: Ordinance No. 1199, Reauthorizing and Readopting a Public, Educational, and Governmental Access Support Fee

RECOMMENDATION

Adopt an ordinance entitled “Ordinance of the City of Brea Reauthorizing and Readopting the City’s Public, Educational, and Governmental Access Support Fee” by four-fifths vote by title only and waive second reading

BACKGROUND/DISCUSSION

In 2006, the California Legislature adopted the Digital Infrastructure and Video Competition Act (“DIVCA”), which changed the manner in which video services are regulated by replacing local franchising with a state franchising system administered by the Public Utilities Commission. DIVCA requires state franchise holders to offer at least three PEG channels to each community in which they operate. DIVCA also authorizes cities to adopt an ordinance imposing a fee on state franchise holders to support PEG programming facilities.

The City Council established such a fee on April 17, 2007 by adopting Ordinance No. 1099 to require video service providers who have been issued state franchises to pay the City a PEG access fee of 1% of the video service provider’s gross revenues.

DIVCA also provides, however, that any ordinance adopting a PEG access fee “shall expire, and may be reauthorized, upon the expiration of the state franchise.” Public Utilities Code section 5870.

California Video Franchise Certificate Franchise No. 0020 granted to Time Warner Cable Pacific West LLC d/b/a Charter Communications will expire on January 1, 2018. The City’s PEG fee will therefore expire on January 1, 2018 unless the City Council reauthorizes the fee.

The proposed Ordinance would reauthorize the City’s PEG fee and therefore preserve funding available to support PEG programming facilities. If approved for introduction, this Ordinance will be scheduled for a second reading on November 21, 2017 and become effective thirty days after its second reading on December 21, 2018.

If this Ordinance does not become effective by January 2, 2018, funding for City PEG facilities could lapse causing residents who rely on PEG channels for emergency broadcasts and news updates to lose a vital source of City information. Any lapse in funding may also lead to confusion among state video franchisees operating within the City regarding the payment of PEG access fee leading the City to incur additional costs to recover any overdue fees.

FISCAL IMPACT/SUMMARY

The City's General Fund receives approximately \$97,000 annually from PEG fees which offsets a portion of the cost of providing important civic programming including emergency alerts; community and governmental news as well as the broadcasting of City Council meetings.

In accordance with state law, the City imposes a 1% Public, Educational and Governmental ("PEG") access fee on all state franchised video service providers operating within the City to support PEG programming facilities. The Ordinances will reauthorize a 1% PEG access support fee that the City currently receives. If the City Council does not reauthorize the PEG access support fee, the City will not receive further PEG access fees from video service providers operating under state franchises within the City. This would result in a loss of General Fund revenues of approximately \$97,000 annually. The City's General Fund receives approximately \$97,000 annually from PEG fees which offsets a portion of the cost of providing important civic programming including emergency alerts; community and governmental news as well as the broadcasting of City Council meetings.

In accordance with state law, the City imposes a 1% Public, Educational and Governmental ("PEG") access fee on all state franchised video service providers operating within the City to support PEG programming facilities. The Ordinances will reauthorize a 1% PEG access support fee that the City currently receives. If the City Council does not reauthorize the PEG access support fee, the City will not receive further PEG access fees from video service providers operating under state franchises within the City. This would result in a loss of General Fund revenues of approximately \$97,000 annually.

RESPECTFULLY SUBMITTED:

James L. Markman, City Attorney

Prepared by: Cindy Russell, Administrative Services Director

Attachments

Ordinance 1199

ORDINANCE NO. 1199

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BREA, CALIFORNIA, REAUTHORIZING AND READOPTING THE CITY'S PUBLIC, EDUCATIONAL, AND GOVERNMENTAL ACCESS SUPPORT FEE.

WHEREAS, Section 5870(n) of the Public Utilities Code, which was enacted as part of the as the Digital Infrastructure and Video Competition Act of 2006, authorized the City to adopt an ordinance establishing a fee on state-franchised video service providers to support public, educational, and governmental ("PEG") access channel facilities; and

WHEREAS, the City adopted such a fee, which is codified in Section 5.208.092 of Chapter 5.208 of Title 5 of the Brea City Code; and

WHEREAS, Section 5870(n) of the Public Utilities Code states that such an ordinance shall expire, and may be reauthorized, upon the expiration of a state franchise, and that a fee may be adopted at any time; and

WHEREAS, California Video Franchise Certificate Franchise No. 0020 granted to Time Warner Cable Pacific West LLC d/b/a Charter Communications will expire on January 2, 2018.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BREA DOES ORDAIN AS FOLLOWS:

Section 1. The City Council hereby reauthorizes and readopts the fee on state-franchised video service providers to support public, educational, and governmental channel facilities codified in Section 5.208.092 of Chapter 5.208 of Title 5 of the Brea City Code, which fee shall remain unchanged and in full effect as to all state-franchised video service providers providing service in the City.

Section 2. The City Clerk shall certify to the adoption of this Ordinance.

APPROVED AND ADOPTED this _____ day of _____, 2017.

Cecilia Hupp, Mayor

ATTEST: _____
Lillian Harris-Neal, City Clerk

I, Lillian Harris-Neal, 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 7th day of November, 2017, and was finally passed at a regular meeting of the City Council of the City of Brea on the _____ day of _____, 2017, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAINED: COUNCIL MEMBERS:

Dated: _____

Lillian Harris-Neal, City Clerk

City of Brea

COUNCIL COMMUNICATION

FROM: Bill Gallardo, City Manager

DATE: 11/07/2017

SUBJECT: October 17, 2017 City Council Regular Meeting Minutes - Approve.

Attachments

Minutes

DRAFT

BREA CITY COUNCIL SUCCESSOR AGENCY TO THE BREA REDEVELOPMENT AGENCY MEETING

MINUTES October 17, 2017

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

CALL TO ORDER / ROLL CALL - COUNCIL

Mayor Hupp called the Closed Session to order at 5:45 p.m., all members were present.

Present: Hupp, Parker, Marick, Simonoff, Vargas

- 1. Public Comment**
None.

Closed Session may convene to consider matters of purchase / sale of real property (G. C. §54956.8), pending litigation [G.C. §54956.9(d)(1)], potential litigation [G.C. §54956.9(d)(2)(3) or (4)], liability claims (G. C. §54961) or personnel items (G.C. §54957.6). Records not available for public inspection.

- 2. Potential Litigation - Conference with Legal Counsel Pursuant to Govt. Code §54956.9 - One Case - McCarthy Building Companies, Inc., for the Brea Superblock I Parking Structure - City Engineer Kooyman**
- 3. Conference with City's Labor Negotiator Pursuant to Government Code 54957.6 Regarding the Administrative and Professional Employees' Association (APEA) - Chris Emeterio and Mario Maldonado, Negotiators**

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

CALL TO ORDER / ROLL CALL - COUNCIL

Mayor Hupp called the Study Session to order at 6:31 p.m., all members were present.

- 4. Public Comment**
None.

- 5. Clarify Regular Meeting Topics**

Mayor Hupp stated that Item 7 (Mayor Appointment of Delegate and Alternate for the National League of Cities 2017 City Summit in Charlotte, North Carolina) will be discussed prior to Item 6 (Republic Services Contract Update) and that Item 23 (October 3, 2017 City Council Regular Meeting Minutes) will be voted on separately.

DISCUSSION ITEM

7. Mayor Appointment of Delegate and Alternate for the National League of Cities 2017 City Summit in Charlotte, North Carolina

Mayor Hupp announced that she and Council Member Simonoff will be attending the National League of Cities 2017 City Summit as the Voting Delegate and Voting Alternate, respectively.

6. Republic Services Contract Update

Council Member Simonoff recused himself and left the Executive Conference Room at 6:33 p.m.

Public Works Director Olmos presented a powerpoint that included the purpose of the contract update, the background/history, the current contract, company overview, collection services, community outreach, contract amendment next steps/options, and possible City Council direction.

The City Council expressed concern for the 20 year contract and are looking forward to evaluating the contract and making proper amendments. Council Member Marick stated that she is open to having the contract go through the Request for Proposal (RFP) process and suggested separate billing for trash services in the new contract would be a benefit, however, this is a first step and would like to see how this process goes.

In response to Council Member Vargas' question, Public Works Director Olmos clarified that in preparation of the contract, other contracts with neighboring Orange County cities will be assessed.

City Attorney Markman stated that staff will bring back the item with a list of revised recommendations for Council to review.

REPORT

8. Council Member Report

Mayor Hupp announced that she had a great trip to the Brea Sister City of Anseong, South Korea.

Adjournment

Mayor Hupp adjourned the Study Session at 6:56 p.m.

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

CALL TO ORDER/ ROLL CALL - COUNCIL

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

9. Pledge of Allegiance

Brea Girl Scouts led the Pledge of Allegiance.

10. Invocation

Pastor Kirk Randolph, Southlands Brea, delivered the invocation.

11. Commendation

Mayor Hupp presented a commendation to Andrew Kim, Spoonful Corporation, in recognition for his donations of dietary supplements to the elderly in the City of Brea.

12. Proclamation

Mayor Hupp presented a proclamation to Sargent Aiden Yeung, proclaiming the week of October 16, 2017 as Red Ribbon Week.

13. Brea Centennial Update

Wayne Wedin provided the Centennial Update and showed a video recapping the "Brea Loves Art" event.

14. Presentation of Check from California Domestic Water Company for Landscape Improvements at Brea Community Center

California Domestic Water Company Board Members Chris Blake and Thomas Prenovost and Vice President/General Manager Lynda Noriega, presented a check to the City of Brea for landscape improvements at the Brea Community Center.

15. Report - Prior Study Session

City Manager Gallardo provided the Prior Study Session report.

16. Community Announcements

Mayor Pro Tem Parker announced that the City of Brea will host its 23rd annual Nutcracker Craft Boutique on Friday, November 17, from 9 a.m. to 6 p.m., and Saturday, November 18 from 9 a.m. to 4 p.m., at the Brea Community Center. Admission is \$2 and parking is free. Visit CityofBrea.net for more information. He also announced that residents can apply for the Brea Police Department's 2018 Citizen Academy. Brea residents get a close-up look at police work with the Brea Police Department's Citizen Academy. The free, 10-week course begins on Wednesday, January 10, 2018 from 6 p.m. to 9 p.m. and continues through March 21. Classes will be held at the Brea Civic & Cultural Center. Visit BreaPolice.com for more information.

Council Member Marick announced that the Orange County's Eco Challenge Day at the Honda Center is on Saturday, November 4, from 8 a.m. to 11 a.m. Brea is partnering with Orange County's Waste & Recycling Department to get the word out about this effort. Residents can get rid of any e-waste, like old computers and accessories and bring their documents for shredding. Residents can also donate gently used clothing or household goods for resale through Goodwill. She also announced that Brea's Veteran's Day ceremony is on Saturday, November 11. The annual Veteran's Day ceremony starts at 10:00 a.m. at the Brea War Memorial in front of the Brea Civic & Cultural Center. Visit CityofBrea.net for more information.

17. Matters from the Audience

Bev Perry announced that the Orange County Court of Appeals decided in favor of Hills for Everyone in their case against the Madrona Project.

Dwight Manley expressed concern about receiving funds from the California Domestic Water Company; discussed trash fees for Brea Downtown business owners; and stated that strategic planning is necessary if Brea will continue to grow.

Bill Higgins discussed the Brea Community Emergency Council (BCEC) box program to help those in need within the community.

Wayne Wedin expressed support for the efforts of the Brea Envisions Committee.

Heidi Gallegos, Brea Chamber of Commerce CEO, thanked the City Council and City staff for their attendance at the golf tournament fundraiser, discussed Brea Rotary's "Gotta Have Art" Program, and commended staff for their participation in reviving the program.

18. Response to Public Inquiries - Mayor / City Manager

None.

ADMINISTRATIVE ITEMS - *This agenda category is for City Council 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."*

19. Brea Envisions Committee Final Report

Janet Sohn, Mary Martinez, Craig Ferris, Sean Thomas, Margaret Harris, and Craig Livingston, members of the Brea Envisions Committee, presented a PowerPoint that included: what the plan was, who the committee members are, who did what in the committee, how did they reach results, what did the committee learn, what is the vision, what are the initiatives, meeting the goals and objectives, and what are the next steps.

The City Council thanked the Brea Envisions Committee for their work and dedication to the project.

Mayor Hupp recessed the meeting at 8:05 p.m.

Mayor Hupp reconvened the meeting at 8:15 p.m.

20. Brea Core Process Update

Community Development Director Crabtree and City Planner Lilley presented a PowerPoint that included the history of the Brea Core process, connection to Brea Envisions, project roadmap, Brea Core plan, and community conversations.

In response to Council questions and feedback, City Planner Lilley clarified that there will be more diverse efforts to conduct community outreach to ensure that all communities within Brea are able to provide their input in an efficient way; and indicated that the timeline is flexible and may be adjusted to reflect Council recommendations.

21. Authorize the Issuance of Community Facilities District No. 2008-2 (Brea Plaza Area Public Improvements) 2017 Special Tax Refunding Bonds and Approve Related Documents and Actions

Financial Services Manager Squire provided a background of the refunding bonds for the Brea Plaza Area Public Improvements.

Motion was made by Council Member Simonoff, seconded by Mayor Pro Tem Parker to Adopt **Resolution 2017-065**, Authorizing the Issuance of Refunding Bonds.

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

Passed

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

22. Extension of Interim Ordinance No. 1190, Prohibiting All Commercial Non-Medical Cannabis Activity and Uses in the City, Including Outdoor Cultivation on Private Residences and Declaring the Urgency Thereof

City Planner Lilley provided a background of the interim ordinance progress and next steps.

Mayor Hupp opened the public hearing.

Hearing no testimony, Mayor Hupp closed the public hearing.

Motion was made by Council Member Simonoff, seconded by Council Member Vargas to Adopt **Interim Ordinance No. 1197**, Approving an Extension of Interim Ordinance No. 1190 for One (1) Year or Until Repealed Pursuant to California Government Code Section 65858(b), and Approving the Issuance of the Section 65858(d) Report Describing the Measures Taken to Alleviate the Condition Which Led to the Adoption of the Ordinance.

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

Passed

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

CITY COUNCIL - CONSENT

**23. October 3, 2017 City Council Regular Meeting Minutes
Mayor Hupp abstained from this item.**

Motion was made by Council Member Vargas, seconded by Council Member Simonoff to Approve Item 23 (October 3, 2017 City Council Regular Meeting Minutes).

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

Other: Mayor Hupp (ABSTAIN)

Passed

24. June 14, 2017 and September 13, 2017 Cultural Arts Commission Meeting Minutes

Received and Filed.

25. Dragon Dictation Purchase

The City Council Authorized the Purchase of Dragon Software from SHI in the Amount of \$38,115 for Law Enforcement Specific Voice Recognition Software for the Police Department.

26. Accela Land Management Hosted Permitting Software Upgrade

The City Council Approved Agreement to Authorize the Purchase of Accela Land Management Hosted Software for Community Development (Building Plan Check & Inspection, Code Enforcement, Planning), Public Works (Engineering), Fire (Prevention & Inspection) in the Amount of \$52,536.00 Per Year for Three (3) Consecutive One (1) Year Terms.

27. Byrne Software Technologies, Inc. Permitting Software Workflow Implementation Contract

The City Council Authorized the Contract with Byrne Software Technologies, Inc. for the Multi-Department Permitting System, in the Amount of \$72,000 for a One (1) Year Workflow Implementation Agreement.

28. Acceptance of Contract and Notice of Completion for Contract with O'Duffy Bros., Inc. and Appropriate Additional Funds for the Glenbrook Tract Water and Street Improvements, Project 7452

The City Council: 1) Accepted the Project as Complete and Authorized the City Clerk to Record Notice of Completion; 2) Authorized the City Clerk to Release the Payment and Performance Bond Upon Notification from Public Works Department; 3) Adopted **Resolution 2017-066** to Appropriate an Additional \$63,750 from the Water Fund (Fund 420) and \$61,250 from Measure M (Fund 260) in the Sum Total of \$125,000 for the Project Construction Contingency and Administration; and 4) Increased the Construction Contingency from 22% to 28%.

29. Public Water Easements for La Floresta Development Planning Area 11

The City Council Accepted Easements and Authorized the City Clerk to Execute and Record the Easements.

30. October 6 and 13, 2017 City Check Registers

The City Council Approved the October 6 and 13, 2017 City Check Registers.

Motion was made by Mayor Pro Tem Parker, seconded by Council Member Simonoff to Approve Consent Calendar Items 24-30.

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

Passed

ADMINISTRATIVE ANNOUNCEMENTS

31. City Manager

None.

32. City Attorney

None.

COUNCIL ANNOUNCEMENTS

Mayor Hupp announced that she had a great experience on her trip to Brea's Sister City of Anseong, South Korea.

ADJOURNMENT

Mayor Hupp adjourned the General Session at 8:38 p.m.

Respectfully submitted,

The foregoing minutes are hereby
approved this 7th day of November 2017.

Lillian Harris-Neal, City Clerk

Cecilia Hupp, Mayor

City of Brea

COUNCIL COMMUNICATION

TO: Honorable Mayor and City Council Members

FROM: Bill Gallardo, City Manager

DATE: 11/07/2017

SUBJECT: Budget Adjustments to the City Operating and Capital Improvement Program
Budgets for Fiscal Year 2016-17

RECOMMENDATION

Adopt the attached resolutions appropriating funds to adjust the Fiscal Year 2016-17 City Operating and Capital Improvement Program Budgets.

BACKGROUND/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 fiscal year, or staff recommended adjustments for City Council consideration. The recommended adjustments to the City Operating Budget are listed in Exhibit A - City. These adjustments are separated by funding source and the accounts are identified as either revenue or expenditure accounts.

During FY 2016-17, the City was fortunate to receive proceeds from the sale of two properties (340 N. Orange Ave. - former Job Center and the corner lot at 112 N. Braken Ave.) owned by the Former Redevelopment Agency, as well as the pre-payment of the lease from the Brea Gateway Center Owners. The proceeds to the City totaled \$1,337,978. This revenue is available to offset additional expenditures.

At the February 7, 2017 meeting, the City Council approved a professional services agreement with PlaceWorks to prepare the Central City Core Planning Study. The funding for this study is from the General Plan Maintenance Fund (120). Since general expenses are not recorded in this fund, \$218,000 is being transferred to the General Fund (110) and will be expensed in the Community Development Department's Planning Division.

An increase in the Police Services Budget is being requested for overall personnel related expenses. This includes overtime costs, which exceeded the budget by \$398,250, which were primarily due to large investigations and shift coverage. During Fiscal Year 2016-17, there were four cases that required a significant amount of staffing. Two of these cases were homicide investigations, as well as a cold case homicide investigation, and a large scale investigation of criminal threats. Coverage includes leave due to injuries, illnesses, and holidays as well as scheduled vacations. Overtime is also generated due to vacancies and training. Department-wide, there were a few vacancies for a number of months and when these positions were filled, training of personnel was required. Furthermore, this adjustment includes mandatory holiday and vacation payouts and other special pays related to employee benefits, terminations

and retirements, as well as disability payments. These payouts fluctuate from year to year and are often difficult to predict. Mandatory payoffs and disability pay exceeded the budget by \$454,490 and \$187,600 respectively. The Police Department had some budget savings (approximately \$540,340) in other accounts such as full-time and part-time salaries and benefits (due to vacancies) to help offset these expenses. Therefore, the budget adjustment requested is \$500,000.

The Fire Department continues to respond to mutual aid throughout California. Fortunately, Fire Administration has been diligent in seeking reimbursement from both the Federal (\$51,249) and State (\$83,185) Governments for costs incurred. Responses include fires in the Sierra, Sequoia, and Cleveland National Forests. Fire responses include: the Sage Fire in Santa Clarita, the Sacata Fire, the Soberanes Fire in San Benito - Monterey, the Cedar Fire, and the Holy Fire. These strike teams responses resulted in the Fire Department's Overtime Budget to incur \$134,434 in costs. This cost is fully offset by reimbursements. In fact, the Fire Department is able to recuperate overhead charges which are included in these reimbursements.

Also included in these budget adjustments are overhead costs (municipal contributions) that were not included in the FY 2016-17 Budget for the Urban Runoff Fund (410) for \$103,239 and the Sewer Utility Fund (430) for \$173,363. These figures represent each enterprise's contribution for overhead costs incurred by the General Fund (110).

Two budget increases to the Sanitation & Street Sweeping Fund (440) are being requested. The City collected approximately \$80,800 more in Franchise Fees than anticipated. In addition, the FY 2016-17 Adopted Budget included an estimated contractual increase in disposal and refuse collection costs; however, the amount was underestimated by \$136,500 due to new customers, as well as higher contract rates. Sanitation & Street Sweeping Fund (440) revenues are sufficient to cover the expense.

Lastly, included in these budget adjustments is the elimination of two transfers from the Traffic Impact Fees Fund (540) to the Capital Improvement Program Fund (510). Expenditures for the Lambert Road Synchronization Project were incorrectly budgeted (\$300,208) and were spent in FY 2015-16. Also, revenue for the Brea Blvd. Synchronization Project was provided through an Orange County Transit Authority (OCTA) grant (\$170,400); thus, eliminating funding from the Traffic Impact Fees Fund (540).

COMMISSION/COMMITTEE RECOMMENDATION

The attached FY 2016-17 budget adjustments were reviewed by the Finance Committee on October 31, 2017, and recommended for approval.

FISCAL IMPACT/SUMMARY

The City Operating Budget adjustments for the General Fund (110) in Exhibit A resulted in an increase in revenues and transfers-in of \$1,564,785 and an increase in expenditures of \$890,910, for a net General Fund increase in revenues and transfers-in of \$673,875. As mentioned previously, this increase is due to one-time revenue received from the sale of Former Redevelopment Agency Assets. Overall, the City Operating Budget adjustments for all funds resulted in an increase in revenues and transfers-in of \$1,692,637 and an increase in expenditures and transfers-out of \$1,045,184 for a net increase in revenues and transfers-in of \$647,453.

The Capital Improvement Program Budget adjustments in Exhibit A - CIP consists of a decrease

in expenditures of \$473,487 with a corresponding net decrease in revenues and transfers-in. The adjustments to revenue and transfers-in are as follows:

General Fund (110)	\$25,525
Gas Tax Fund (220)	\$35,173
Traffic Impact Fees Fund (540)	(\$439,075)
Other County Grants	(\$61,600)
Federal Grants	(\$33,510)
Total	(\$473,487)

RESPECTFULLY SUBMITTED:

William Gallardo, City Manager

Prepared by: Faith Madrazo, Revenue & Budget Manager

Concurrence: Cindy Russell, Administrative Services Director

Attachments

Resolution 2017-068

Exhibit A - City

Resolution 2017-069

Exhibit A - CIP

RESOLUTION NO. 2017-068

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BREA
AMENDING THE CITY OPERATING BUDGET FOR FY 2016-17 AS
AMENDED**

A. RESOLUTION:

The City Council of the City of Brea does hereby find, determine and resolve that the City Operating Budget for FY 2016-17, Resolution No. 2016-048, as heretofore amended, be further amended as set forth in City – Exhibit A, attached.

APPROVED AND ADOPTED this 7th day of November, 2017.

Cecilia Hupp, Mayor

ATTEST: _____
Lillian Harris-Neal, City Clerk

I, Lillian Harris-Neal, City Clerk of the City of Brea, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Brea, held on the 7th day of November, 2017 by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

DATED: November 7, 2017

Lillian Harris-Neal, City Clerk

City of Brea

**BUDGET ADJUSTMENTS
FY 2016-17 OPERATING BUDGET**

November 7, 2017

Account Number	Current Budget	Revised Budget	Funding Required	Description
<u>GENERAL FUND (110)</u>				
3115 (REV) Asset Liquidation	0	1,337,978	1,337,978	City's share of assets sold from the Former Brea Redevelopment Agency.
3985 (REV) Transfers-in from Fund 120	0	218,000	218,000	Transfer-in from the General Plan Maintenance Fund (120) for the Central City Core Planning Study.
3985 (REV) Transfers-in from Fund 231	0	1,422	1,422	Transfer-in from the Narcotics Enforcement Asset Seizure Fund (231) for State and Local Overtime (SLOT) Revenue coded in error.
3985 (REV) Transfers-in from Fund 250	140,000	0	(140,000)	Eliminate the Transfers-in from the Park Development Fund (250) for the Tracks at Brea Project. No reimbursement was needed as funding was available.
<u>Management Services</u>				
1112 (EXP) Legal Services	(323,540)	(393,540)	(70,000)	Transfer from Non-Departmental Budget to cover legal expenses.
<u>Administrative Services</u>				
1412 (EXP) Non-Departmental	(85,000)	(15,000)	70,000	Transfer budget from Non-Departmental Budget to cover legal expenses
<u>Police Services</u>				
2131 (EXP) Patrol	(8,931,514)	(9,431,514)	(500,000)	Department wide Overtime and Payroll Expenses
<u>Fire Services</u>				
3549 (REV) State Grants	165,894	249,079	83,185	Reimbursement for Strike Team Responses
3569 (REV) Federal Grants	157,748	208,997	51,249	Reimbursement for Strike Team Responses
2221 (EXP) Operations	(5,123,563)	(5,177,337)	(53,774)	Overtime accrued from Strike Team Responses
2222 (EXP) Paramedic	(5,169,743)	(5,250,403)	(80,660)	
<u>Community Development</u>				
3231 (EXP) Planning	(1,122,574)	(1,340,574)	(218,000)	Central City Core Planning Study
<u>Community Services</u>				
3749 (REV) Contributions- Other	130,247	130,433	186	Donations to Olinda Oil Museum & Trail
4311 (EXP) Administration	(788,958)	(789,144)	(186)	
3749 (REV) Contributions- Other	130,433	130,933	500	Republic Services Donation
4521 (EXP) Senior Center	(595,249)	(595,749)	(500)	
3749 (REV) Contributions - Other	130,933	132,933	2,000	Target National Night Out
4426 (EXP) Community Services/Activities	(212,392)	(214,392)	(2,000)	

Account Number		Current Budget	Revised Budget	Funding Required	Description
3749 (REV) Contributions- Other		132,933	135,585	2,652	
4521 (EXP) Senior Center		(595,749)	(598,401)	(2,652)	Chevron - Donations
3569 (REV) Federal Grants		208,997	216,610	7,613	
4521 (EXP) Senior Center		(598,401)	(606,014)	(7,613)	Community Senior Serve
4525 (EXP) Transportation Program		(158,978)	(111,926)	47,052	Transfer budget for Senior Mobility Program (SMP) Vehicle Purchase
5985 (EXP) Transfers-out to Fund 480		0	(47,052)	(47,052)	Transfers-out to Equipment & Vehicle Maintenance Fund (480) for SMP Vehicle Purchase
5985 (EXP) Transfers-out to Fund 510		0	(25,525)	(25,525)	Transfers-out to the Capital Improvement Fund (510) for feasibility study for the Tracks at Brea. Approved at the April 4, 2017 Council Meeting
Fund Total				673,875	

GENERAL PLAN MAINTENANCE FUND (120)

5985 (EXP) Transfers-Out to Fund 110		0	(218,000)	(218,000)	Transfer-out to the General Fund (110) for the Central City Core Planning Study
Fund Total				(218,000)	

GAS TAX FUND (220)

5985 (EXP) Transfers-Out to Fund 510		(3,723)	(38,896)	(35,173)	Transfers-out to the Capital Improvement Fund (510) for traffic signal at the Tracks at Brea.
Fund Total				(35,173)	

NARCOTICS ENFORCEMENT ASSET SEIZURE - TREASURY (231)

5985 (EXP) Transfers-out to Fund 110		0	(1,422)	(1,422)	Transfer-out to the General Fund (110) for State and Local Overtime (SLOT) Revenue coded in error.
Fund Total				(1,422)	

Account Number		Current Budget	Revised Budget	Funding Required	Description
<u>PARK DEVELOPMENT FEES FUND (250)</u>					
5985 (EXP)	Transfers-Out to Fund 110	(140,000)	0	140,000	Eliminate the Transfers-out to the General Fund (110) for the Tracks at Brea Project. No reimbursement was needed as funding was available.
Fund Total				140,000	
<u>LANDSCAPE & LIGHTING MAINTENANCE DISTRICT #1 FUND (341)</u>					
5112 (EXP)	Maintenance District	(63,521)	(67,531)	(4,010)	Higher than expected water costs. Assessments collected did not cover the additional expense; therefore, fund reserves will be used.
Fund Total				(4,010)	
<u>LANDSCAPE & LIGHTING MAINTENANCE DISTRICT #3 FUND (343)</u>					
5112 (EXP)	Maintenance District	(77,359)	(78,509)	(1,150)	Contract services for tree trimming. Assessments collected were sufficient to cover the additional expense.
Fund Total				(1,150)	
<u>LANDSCAPE & LIGHTING MAINTENANCE DISTRICT #6 FUND (346)</u>					
5112 (EXP)	Maintenance District	(191,007)	(202,807)	(11,800)	Higher than expected water costs. Assessments collected were sufficient to cover the additional expense.
Fund Total				(11,800)	
<u>COMMUNITY FACILITIES DISTRICT - LA FLORESTA 20011-1 FUND (361)</u>					
5112 (EXP)	Maintenance District	(235,351)	(236,991)	(1,640)	Professional services costs for CFD formation transferred from the General Fund. Assessments collected were sufficient to cover the additional expense.
Fund Total				(1,640)	
<u>URBAN FUNOFF (NPDES) FUND (410)</u>					
5132 (EXP)	Urban Runoff (NPDES)	(394,220)	(497,459)	(103,239)	Municipal contribution not budgeted
Fund Total				(103,239)	

Account Number		Current Budget	Revised Budget	Funding Required	Description
<u>SEWER UTILITY FUND (430)</u>					
5123 (EXP)	Sewers	(904,220)	(1,077,583)	(173,363)	Municipal contribution not budgeted
Fund Total				(173,363)	
<u>SANITATION & STREET SWEEPING FUND (440)</u>					
3128 (REV)	Franchise-Refuse Collection	765,000	845,800	80,800	Collected greater than expected in franchise fees
5122 (EXP)	Sanitation & Street Sweeping	(2,411,166)	(2,547,666)	(136,500)	Increase budget for contracted disposal services
Fund Total				(55,700)	
<u>EQUIPMENT & VEHICLE MAINTENANCE (480)</u>					
3985 (REV)	Transfer-in from Fund 110	0	47,052	47,052	Transfers-in from the General Fund for Senior Mobility Program (SMP) Purchase
5161 (EXP)	Equipment Maintenance	(2,523,124)	(2,570,176)	(47,052)	Purchase of SMP Vehicle
Fund Total				0	
<u>TRAFFIC IMPACT FEES FUND (540)</u>					
5895 (EXP)	Transfers-Out to Fund 510	(4,408,411)	(4,108,203)	300,208	Eliminate transfers-out to Fund 510; expenditures were budgeted incorrectly and spent in FY 2015-16 for the Lambert Road Signal Synchronization Project.
5895 (EXP)	Transfers-Out to Fund 510	(4,108,203)	(3,937,803)	170,400	Eliminate transfers-out to Fund 510; revenue for the Brea Blvd Signal Synchronization Project was provided by grant funding.
5985 (EXP)	Transfers-Out to Fund 510	(3,937,803)	(3,969,336)	(31,533)	Transfers-out to the Capital Improvement Fund (510) for the Birch Street Signal Synchronization Project.
Fund Total				439,075	
Total Funds				647,453	

RESOLUTION NO. 2017-069

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BREA
AMENDING FISCAL YEAR 2016-17 OF THE CAPITAL IMPROVEMENT
PROGRAM BUDGET AND APPROPRIATING ADDITIONAL FUNDS**

A. RESOLUTION:

The City Council of the City of Brea does hereby find, determine and resolve that Fiscal Year 2016-17 of the Capital Improvement Program Budget, Resolution No. 2016-042, as heretofore amended, be further amended as set forth in CIP - Exhibit A, attached.

APPROVED AND ADOPTED this 7th day of November, 2017.

Cecilia Hupp, Mayor

ATTEST: _____
Lillian Harris-Neal, City Clerk

I, Lillian Harris-Neal, City Clerk of the City of Brea, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Brea, held on the 7th day of November, 2017, by the following vote:

- AYES: COUNCIL MEMBERS:
- NOES: COUNCIL MEMBERS:
- ABSENT: COUNCIL MEMBERS:
- ABSTAIN: COUNCIL MEMBERS:

DATED: November 7, 2017

Lilian Harris-Neal, City Clerk

City of Brea

**QUARTERLY BUDGET ADJUSTMENTS
FY 2016-17 CAPITAL IMPROVEMENT PROGRAM BUDGET**

November 7, 2017

Account Number			Current Budget	Revised Budget	Funding Required	Description
CAPITAL IMPROVEMENT PROGRAM FUND (510)						
3539	REV	Other County Grants	732,000	500,000	(232,000)	
3985	REV	Transfers-in from Fund 540	1,923,614	1,923,614	-	Reduction in Grant Funding due to funds being spent during FY 2015-16
7251	EXP	SR-57 / Lambert Interchange	(2,655,914)	(2,423,914)	232,000	
3985	REV	Transfers-in from Fund 540	300,208	-	(300,208)	Expenditures were spent in FY 2015-16; therefore, budget is no longer
7706	EXP	Lambert Rd. Signal Synch	(300,208)	-	300,208	needed.
3539	REV	Other County Grants	12,000	182,400	170,400	Correct grant funding received from the Orange Country Transit
3985	REV	Transfers-in from Fund 540	269,109	98,709	(170,400)	Authority (OCTA)
7707	EXP	Brea Blvd Signal Synch	(281,109)	(281,109)	-	
3539	REV	Other County Grants	617,110	617,110	-	Increase budget to include cost associated with the monitoring and
3985	REV	Transfers-in from Fund 540	37,258	68,791	31,533	calibration of the Birch Street traffic light system.
7709	EXP	Birch Street Signal Synch	(654,368)	(685,901)	(31,533)	
3569	REV	Other Federal Grants	33,510	-	(33,510)	
3985	REV	Transfers-in From Fund 220	3,723	38,896	35,173	Change funding source from grant revenue to Gas Tax revenues and
7712	EXP	Traffic Signal at Tracks	(37,233)	(38,896)	(1,663)	increase expenditure for the traffic signal at the Tracks at Brea Project.
3985	REV	Transfers-In from Fund 110	-	25,525	25,525	Transfer-in from the General Fund (110) for feasibility study for the
7946	EXP	Tracks Expansion Study	-	(25,525)	(25,525)	Tracks at Brea. Approved at the April 4, 2017 Council Meeting

City of Brea

COUNCIL COMMUNICATION

TO: Honorable Mayor and City Council Members

FROM: Bill Gallardo, City Manager

DATE: 11/07/2017

SUBJECT: Encroachment License Agreement with Old Brea, LLC and Southern California Edison Easements on City Owned Parking Lot for 180 S. Brea Boulevard.

RECOMMENDATION

Approve Encroachment License Agreement and Grant of Easements to Southern California Edison.

BACKGROUND/DISCUSSION

On October 25, 2016, Planning Commission approved Resolution No. PC 2016-17 for the entertainment venue, restaurants, and related improvements for 180 S. Brea Boulevard ("Project"). The property at 180 S. Brea Boulevard is owned by Old Brea, LLC, and is located in Downtown Brea at the northeast corner of Birch Street and Brea Boulevard. It is adjacent to the existing City owned parking lot (APN 296-364-28 and Lot 5 of LLA 02-02) located on the north side of Birch Street and east of Orange Avenue. Exhibit 'A' Location Map is attached herewith for reference. The subject property at 180 S. Brea Boulevard and the City owned public parking lot are part of the Brea Downtown Owner's Association ("BDOA") and its Covenants, Conditions and Restrictions ("CC&R").

The approved Project consists of interior demolition of the existing building (formerly occupied by Old Navy) for tenant improvements to create entertainment facilities (such as theater), restaurants, and courtyard area within the existing building footprint. The facade of the building will also be enhanced as part of the Project. Furthermore, this Project includes a number of site improvements. These site improvements comprise of constructing a trash enclosure and associated landscaping, installation of electrical transformer and conduits, installation of grease interceptor and sewer drain line, and installation of a bicycle rack.

The aforementioned site improvements have been designed to be located within the City owned public parking lot pursuant to the approved Resolution PC No. 2016-17 Conditions of Approval ("COA") and are therefore considered an encroachment onto the City owned property. In addition to these improvements, some parts of the building, such as the proposed stairwell, proposed electrical enclosure and existing door swing areas, as well as the proposed bicycle rack and the existing fire service lines encroach into the City owned property. Refer to Exhibit 'B' for Site Improvement Exhibit and Exhibit 'C' for Encroachment Area Exhibit.

Pursuant to the COA for this Project, the property owner is required to enter into an Encroachment License Agreement ("Agreement") with the City for terms and conditions of construction and maintenance of these site improvements within the City owned property.

This Agreement stipulates that the property owner is solely responsible for the construction and maintenance of the improvements. Staff prepared the Agreement with review and concurrence from the City Attorney's office (Refer to Encroachment License Agreement).

Furthermore, the proposed electrical transformer and the conduits servicing the new use for the Project require easements to be granted to Southern California Edison ("SCE"). Pursuant to the COA, the property owner is responsible to pay for any cost and perform any work related to the easement process with SCE. The final Grant of Easement document has been reviewed by the City Engineer for the legal description of the easement area and the easement form is in compliance with the form previously reviewed by the City Attorney's office and approved by the City Council (Refer to SCE Easement).

FISCAL IMPACT/SUMMARY

The costs associated with this action and staff efforts to approve the Agreement for the property owner and Grant of Easement to SCE is included in the development fees collected from the applicant pursuant to the COA. SCE will be paying for the County of Orange recordation fee. Therefore, there is no General Fund impact from this action.

The new use of the existing building at 180 S. Brea Boulevard, from retail use to entertainment venue and restaurants, was approved by the Planning Commission on October 25, 2016, pursuant to Resolution No. PC 2016-17. There are a number of site improvements related to this Project and these site improvements are located within the City owned parking lot adjacent to the Project (APN 296-364-28 and Lot 5 of LLA 02-02).

The property owner is required to enter into an Agreement with the City for the site improvements that encroach into the City owned property, as well as, processing the easements for the new transformers and electrical conduits that SCE requires in order to install this new system within the City owned property. Both the Agreement and the Grant of Easement documents have been reviewed by the City Engineer and City Attorney's office. Therefore, staff is recommending the City Council consider approving the Agreement with the property owner to encroach within the City owned property and Grant of Easement to Southern California Edison to install the electrical transformer and conduits which serve the adjacent properties.

RESPECTFULLY SUBMITTED:

William Gallardo, City Manager

Prepared by: Hsing Chao, Associate Engineer

Concurrence: Steve Kooyman, P.E. City Engineer

Attachments

Exhibit 'A' - Location Exhibit

Site Improvement Exhibit 'B'

Exhibit 'C' - Encroachment Area Exhibit

Encroachment License Agreement

SCE Easement

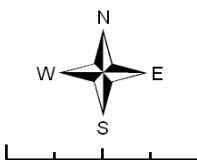


City owned parking lot.
(APN 296-364-28)

180 S. Brea Blvd.
(APN 296-364-17)



Exhibit 'A' - Location Exhibit



Scale: 1 in = 80 ft
Printed 8/8/2017

ORANGE AVE.

Site Improvements encroached into City owned property.

City Owned Parking Lot

180 S. Brea Blvd.

EXISTING SURFACE PARKING LOT (NOT A PART)

EXISTING BUILDING (NOT A PART)

SITE PLAN KEYNOTES

- EXISTING PROPERTY LINE.
- EXISTING LOT LINE.
- EXISTING CURB. VERIFY WITH CIVIL.
- EXISTING CONCRETE SIDEWALK.
- EXISTING PARKING TO REMAIN.
- REMOVE EXISTING TREE.
- EXISTING LIGHT POLE. TYP. U.N.O.
- EXISTING FIRE HYDRANT.
- EXISTING ACCESSIBLE PARKING STALLS. ACCESSIBLE PARKING STALLS SHALL COMPLY WITH CBC FIGURE 11B-18A. SEE DETAIL 1/A501.1.
- EXISTING POLE MOUNTED ACCESSIBLE PARKING SPACE IDENTIFICATION SIGNS. SEE DETAILS 3&4/A501.1.
- EXISTING BUS STOP.
- REMOVE EXISTING PARKING SPACES FOR NEW DRIVE AISLE.
- REMOVE AND RELOCATE EXISTING METAL SHADE STRUCTURE.
- RELOCATED PARKING LOT LIGHT POLE.
- NEW CONCRETE CURB. SEE DTL 14/A501.1. SEE CIVIL.
- NEW LANDSCAPE AREA.
- NEW CURB RAMP. SEE DTL 8&12/A501.1.
- NEW FIRE LANE ENTRY SIGN.
- NEW TRASH AND RECYCLING AREA.
- NEW TRASH ENCLOSURE WITH METAL ROOF COVER AND GREENSCREEN LANDSCAPING ON EXTERIOR WALLS. SEE A501.2
- NEW GREASE INTERCEPTOR. SEE PLUMBING.
- NEW ELECTRICAL TRANSFORMER. SEE ELEC.
- NEW BOLLARDS. SEE DTL 18 & 19/A501.1.
- NEW DETECTABLE WARNING. DETECTABLE WARNING SHALL COMPLY WITH 2013 CBC 11B-247.1.2.5 AND 11B-705. SEE DTLS 8,11,&12/A501.1.
- NEW CONCRETE WHEEL STOP. SEE 10/A501.1.
- NEW RAISED CONCRETE PLANTER. SEE CIVIL.
- NEW SHADE TREE.
- NEW ACCESSIBLE PARKING SIGN AT DRIVEWAY ENTRANCE. SEE DTL 2/A501.1.
- NEW SHORT-TERM BICYCLE PARKING. SEE M-5/A602.
- DESIGNATED PARKING FOR FUEL EFFICIENT VEHICLES. PAINT LETTERING SHALL BE AT LEAST 8 INCHES HIGH. THE LOWER EDGE OF THE LAST WORD SHALL ALIGN WITH THE END OF THE STALL STRIPING AND IS TO BE VISIBLE BENEATH A PARKED VEHICLE.

LEGEND

- PROPERTY LINE
- R.O.W. CENTERLINE. SEE CIVIL.
- LIMIT OF WORK
- LANDSCAPE AREA
- PAINT STRIPING
- PARKING AREA COUNT
- 4 FT. WIDE ACCESSIBLE PATH OF TRAVEL (5% MAX SLOPE, 2.08% MAX CROSS SLOPE.) SEE SITE PLAN NOTE #2.



HTH Architects LLP
3767 Overland Avenue Suite 111
Los Angeles, California 90034
T.310.842.7040 © 2016 F.310.842.7170

Seal:

Consultant:

A project for:
MANLEY FANTICOLA
330 W. BIRCH ST., SUITE 201,
BREA, CALIFORNIA 92821

Project Name:
180 S. BREA BLVD.
SHELL BUILDING REMODEL

180 S. BREA BLVD.,
BREA, CALIFORNIA 92821

Revisions:

04.21.17	ADDENDUM
03.03.17	4TH PC SUBMITTAL
01.23.17	3RD PC SUBMITTAL
11.15.16	2ND PC SUBMITTAL & PRELIM PRICING
08.18.16	1ST PC SUBMITTAL

Sheet Title:

SITE PLAN

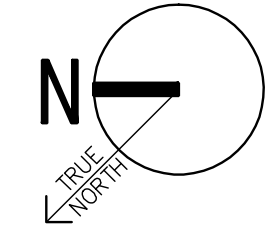
GREEN BUILDING RE

SHORT-TERM BICYCLE PARKING. CALGREEN BLDG CODE, TABLE A5.106.4.1 REQUIRED: (5% OF PARKING CAPACITY); PROVIDED:	N/A
LONG-TERM BICYCLE PARKING. CALGREEN BLDG CODE, TABLE A5.106.4.2 REQUIRED: (5% OF PRNG CAPACITY FOR BLDGS WITH OVER 10 TENANT OCCUPANTS) PROVIDED:	N/A
DESIGNATED PARKING: FUEL EFFICIENT VEHICLES. CALGREEN BLDG CODE, TABLE A5.106.5.2 REQUIRED: (PER TABLE A5.106.5.2) PROVIDED:	11 SPACES 11 SPACES

- DETECTABLE WARNING WHICH IS 36 INCHES WIDE, COMPLYING WITH CBC 11B-705.
- SEE A501.2 FOR NEW TRASH ENCLOSURE DETAILS.
- MINIMUM 5% GRADE (2% WITH HARD SURFACE SUCH AS CONCRETE) FOR 10' FROM EXTERIOR WALL TO DRAIN WATER AWAY FROM EXTERIOR FOOTING. (CBC 1804.3)
- SITE TO FULLY COMPLY WITH T-24; ACCESSIBILITY STANDARDS; AND SUBJECT TO FIELD VERIFICATION.

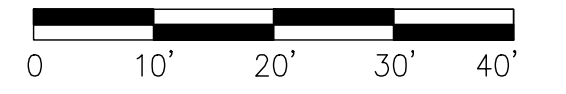
NOT FOR CONSTRUCTION UNLESS SIGNED, STAMPED AND APPROVED BY GOVERNING AGENCIES

Exhibit 'B' - Site Improvement Exhibit



SITE PLAN

SCALE: 1/16" = 1'-0"



1

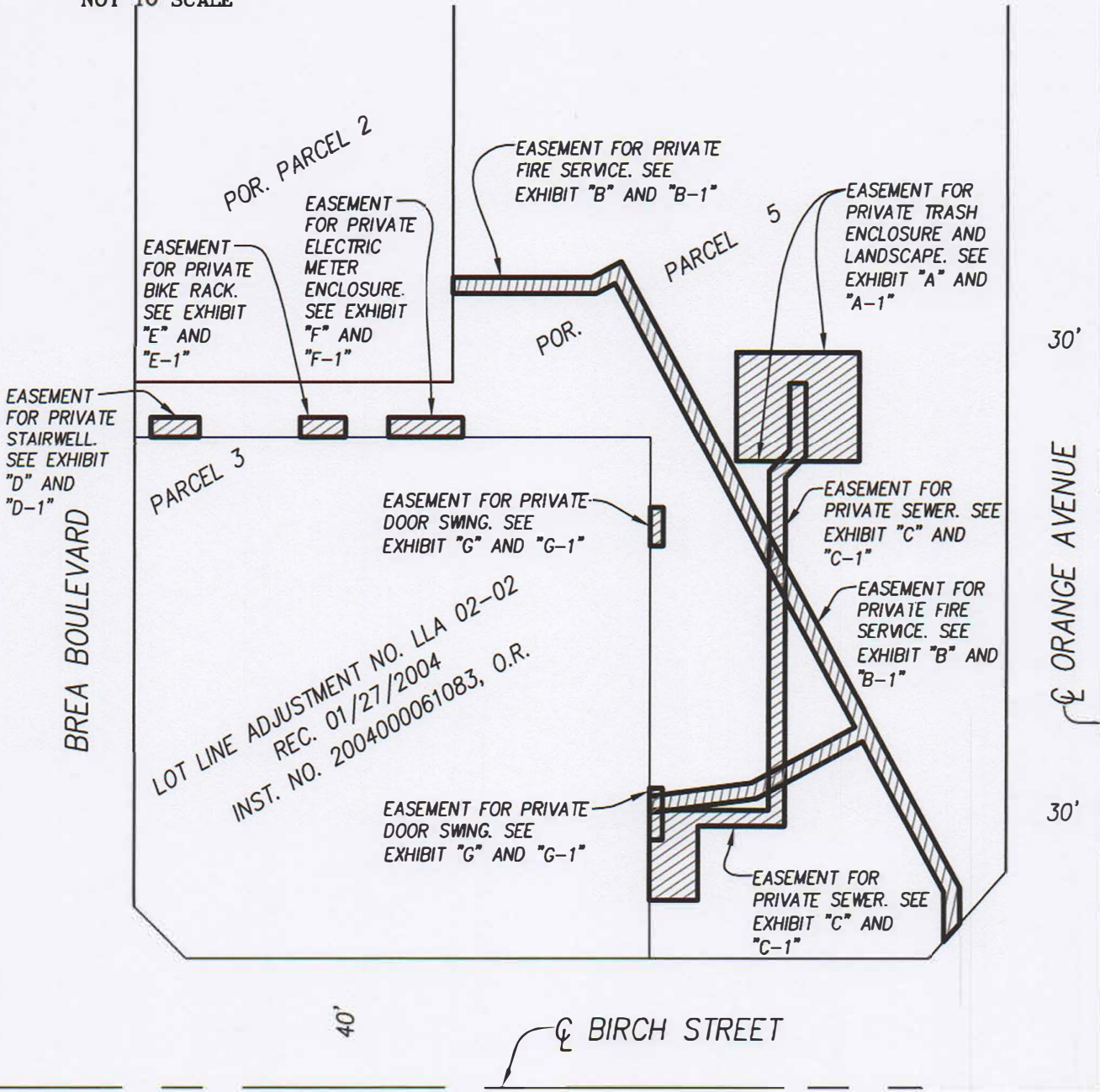
15.491.04
CM
JH
08.18.16
/16" = 1'-0"
A001.dwg

A001


**EXHIBIT 'C'
AREAS OF
ENCROACHMENT**



NOT TO SCALE



LEGEND

 INDICATES LOCATION OF PRIVATE EASEMENTS

RECORDING REQUESTED BY,
AND WHEN RECORDED RETURN TO:

City Clerk
City of Brea
1 Civic Center Circle
Brea, California 92821
Attn: City Clerk

With a copy to Licensee at:

Old Brea, LLC
330 W. Birch Street, Suite E201
Brea, CA 92821

Free recording requested per Government Code Section 6103

ENCROACHMENT LICENSE AGREEMENT (“LICENSE”)

The CITY OF BREA, a municipal corporation (“City” hereinafter) hereby grants a revocable license to **Old Brea, LLC**, a California limited liability company (“Licensee” hereinafter), the owner of building located at 180 S. Brea Boulevard, to install, operate and maintain the private improvements (hereinafter described) on the public parking lot (APN 296-364-28) located on the north side of Birch Street between Brea Boulevard and Orange Avenue, owned by City within the City of Brea, subject to all existing matters of record (and Licensee shall comply therewith) and in consideration thereof, Licensee agrees to comply with all terms, covenants and conditions set forth herein.

1. Encroachment Improvements and Areas. The permitted item(s) and areas of encroachment are limited to and described as follows: trash enclosure and associate site and landscape improvements with electrical transformers, double detector check valve, fire department connections, post indicator valve, grease interceptor, bicycle rack, electric room, stairway, planter pots, door swings, landscaped islands, sewer lines, fire service lines, irrigation lines, and electric conduits. These improvements and the areas of encroachment are more fully depicted as “Encroachment Improvements” on Attachment “A” hereto.

2. Term. The term of this license shall commence upon mutual execution and shall continue unless and until terminated as provided in Section 3(1) below.

3. Covenants and Conditions:

(a) Licensee agrees to install, operate and maintain the Encroachment Improvements in accordance with all applicable laws, ordinances, and regulations of any governmental body with jurisdiction applicable thereto.

(b) Licensee shall construct Encroachment Improvements in accordance with plans and specifications as approved by the Building & Safety Manager and/or City Engineer.

Any additions, revisions or modifications to approved plans and specifications for Encroachment Improvements shall be reviewed and approved by the Building & Safety Manager and/or City Engineer prior to construction or implementation.

(c) Licensee agrees to operate and maintain the Encroachment Improvements at all times in a first class condition at its own sole cost and expense. Licensee agrees to remove all graffiti on any Encroachment Improvements within 24 hours of notification.

(d) Licensee shall maintain a minimum four (4) feet clear public walkway around the property in accordance with the Brea Downtown Architectural Control Criteria and Americans with Disabilities Act (ADA) requirements at all times.

(e) Licensee agrees to defend with legal counsel of City's selection, indemnify and hold City and its officers, agents, volunteers, and employees harmless, with respect to all costs, attorney's fees, any and all liability and claims arising from any injury to person or property alleged or asserted to have been occasioned, caused by, or contributed to by the Encroachment Improvements, their design, or Licensee's activities in connection therewith, including their construction, installation, presence, operation, maintenance or repair, and regardless of the theory of liability asserted against the City or whether City, or its officers, agents, or employees might have been negligent with respect thereto.

(f) Throughout the term of this Agreement, Licensee shall maintain, at its own sole cost, commercial general liability insurance naming the City and its officers, agents, volunteers, and employees as additional insureds, all set forth in Attachment "B" hereto, and which is incorporated by reference herein. Prior to entering City property, Licensee shall provide reasonable evidence of such insurance (such as a certificate of insurance and copy of additional insured endorsement) to City.

(g) This license is subject to City's right to cause maintenance, repair and/or construction work to be conducted on City property described herein from time to time and should such maintenance, repair and/or construction work or any activity connected therewith result in any damage to or destruction of the Encroachment Improvements described herein, City shall not be liable for such damage or destruction regardless of the theory of liability of City or whether City or its officers, agents, or employees might have been negligent with respect thereto, unless such damage or destruction is intentionally caused.

(h) The City, its agents, or assigns, or any utility company or City franchisee with a proper possessory interest, may at any time, enter upon the areas covered by this Agreement for the purpose of installing, maintaining, relocating, altering, enlarging, repairing, or inspecting any utility, facility, or public work thereon. To the extent reasonably possible, any such entry will be during hours where disruption to Licensee's business activities will be minimized. Licensee agrees to be responsible at Licensee's cost for the removal or relocation of any or all of the Encroachment Improvements. Except in emergency situations, City shall provide not less than thirty (30) days prior written notice of its intent to enter for any of the foregoing purposes.

(i) City reserves the right to remove any portion of the Encroachment Improvements, as may be required in any emergency that is declared by the City, without liability for any interruption of use or service. Further, the City shall not be obligated to restore use or service, or to pay the costs or expenses of restoring use or service, unless, by final court decision or agreement of the parties, there has been a determination that no emergency condition necessitated such removal. The City shall utilize its best efforts to notify Licensee in advance of any such emergency to give Licensee an opportunity to remove the affected Encroachment Improvements. In the event of any emergency where the City is unable to notify Licensee prior to the removal of Encroachment Improvements, the City shall provide notice as soon as is practical. Licensee shall provide to the City a 24-hour telephone number for emergency calls.

(j) If it is necessary to temporarily move or remove any of the Encroachment in order for any third party to lawfully move a large object, vehicle, building, or other structure in the normal course of business, Licensee shall, upon reasonable notice from the City and in an orderly manner that will enable Licensee to minimize disruption of use or service to any of Licensee's customers, move any of the Encroachment Improvements at the expense of the person or entity requesting the temporary move or removal. Notwithstanding the foregoing, Licensee shall permanently or temporarily move any of the Encroachment Improvements at its own cost, if that temporary or permanent move or removal is required in order to accommodate projects funded by the City, projects jointly funded by the City with other entities, or is otherwise required by the City for any public purpose, or any other public agency or public utility with pre-existing rights.

(k) This instrument is a revocable license, is not transferable or assignable and does not constitute a sale, lease, or any transaction other than granting of a license and Licensee shall not acquire any rights whatsoever based on the encroachment permitted herein excepting those rights specifically delineated herein. Licensee shall not attempt to sell, transfer, assign or otherwise convey any interest in this Agreement without the prior written consent of City, and any such action by Licensee without the prior written consent of the City shall be void and shall constitute an immediate termination of this Agreement. Notwithstanding the foregoing, this license shall inure to any transferee of the property of Licensee on the same terms and conditions herein set forth provided such transferee in writing, on a form furnished by the City, acknowledges within thirty (30) days after said transfer of this license that said transferee agrees to and is bound by all terms and conditions of this license.

(l) Licensee's breach of any provision contained in this license shall be grounds for the termination of this license by the City for cause provided City gives written notice of the specific breach to the Licensee and Licensee fails to cure such breach within thirty (30) days. Additionally, this Agreement constitutes a license that is subject to revocation without cause by the City provided, however, that the City shall provide not less than six (6) months' prior written notice of revocation.

(m) Upon any termination of this license, Licensee agrees to remove the Encroachment Improvements described herein from City property, and restore said property to its original condition, all at the expense of Licensee, and if Licensee should fail to do so for a period of thirty (30) days after written notice given to Licensee at the address provided in this license, City may proceed to remove the Encroachment Improvements. Licensee shall be liable

to City for all costs and expenses incurred by City in connection therewith. Licensee shall file and thereafter at all times during the term of this Agreement keep on file with the City Clerk a cash deposit or other security satisfactory to the City, in the amount of **\$100,000**, to ensure Licensee's compliance with this subsection. In lieu of the foregoing security, the City will accept the Encroachment Site Restoration Fund (Fund) maintained by the Brea Downtown Owners Association (BDOA) pursuant to its Encroachment Site Restoration Agreement with the City, as substitute security provided: (i) BDOA has executed the "Consent to Use of BDOA Site Restoration Fund" form attached hereto as Exhibit "1"; and (ii) BDOA continues to maintain the Fund as required by the Encroachment Site Restoration Agreement, and to authorize use of the Fund by Licensee as substitute for the security otherwise required herein.

Notwithstanding the foregoing, if at any time BDOA provides written notice to the City that the Licensee is no longer authorized to rely on the Fund in lieu of a cash deposit or other security, then, within thirty (30) days of City mailing a copy of the BDOA notice to Licensee, Licensee shall provide the cash deposit or other security otherwise required by this subsection. Failure to timely provide the required security shall constitute a material breach and the City may immediately terminate this Agreement. Licensee hereby waives and releases the City from any and all claims and liability arising out of or relating to BDOA withdrawing its authorization for Licensee to substitute the Fund for the security required by this subsection.

(n) Licensee agrees to pay to City, upon written demand therefor, the increased costs of maintenance, repair, reconstruction or otherwise, of City's property occasioned by the Encroachment Improvements permitted hereunder.

(o) In the event that either party must maintain an action to enforce any of its rights or the obligations of the other party hereunder, or arising out of this license, the losing party in said action agrees to pay all cost and expenses, including reasonable attorneys' fees, incurred by the prevailing party in connection therewith.

(p) Licensee agrees to reimburse City for any fee or fees which City may pay to the Orange County Recorder for the recording of this license.

4. Compliance with Law. Licensee shall install and maintain the Encroachment Improvements permitted hereunder in full compliance with City's zoning ordinance and any and all other City, State and federal laws and regulations.

5. Notification. Unless a different address of record is provided by Licensee at least thirty (30) days in advance, all notices may be sent by certified first class mail or reputable overnight messenger to:

Old Brea, LLC

330 W. Birch Street, Suite E201

Brea, CA 92821

Attn: Dwight Manley (714) 990-8748

6. Governing Law; Venue. This License shall be governed by the laws of the State of California. Venue for any legal action shall be the Superior Court of the County of Orange, California.

7. Time of Essence. Time is of the essence of every provision hereof in which time is a factor.

8. “AS-IS”. Licensee accepts the encroachment areas in their current “AS-IS” condition, without representation or warranty, express or implied.

Wherefore, the parties have executed this agreement as of this _____ day of _____, 2017.

CITY:

CITY OF BREA

By: _____
Print Name: _____
Title: _____

LICENSEE:

By: _____
Print Name: _____
Title: _____

Attest: _____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Orange)

On _____, before me, _____,
(insert name and title of the officer)

Notary Public, personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Orange)

On _____, before me, _____,
(insert name and title of the officer)

Notary Public, personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

EXHIBIT 1

CONSENT TO USE OF BDOA ENCROACHMENT SITE RESTORATION FUND

BDOA, by and through its legal counsel, has read and understands the terms of the Encroachment License Agreement to which this Exhibit is attached (“License”), including the provisions of Section 4 (m) which require the Licensee to provide security in a specified form, guaranteeing restoration of the affected Encroachment Area. Alternatively, Section 4 (m) allows the Licensee to utilize as substitute security, that certain Encroachment Site Restoration Fund maintained by BDOA pursuant to its separate agreement with the City of Brea (“Fund”), provided BDOA has executed this Consent form and has not revoked its consent (“consent”) to Licensee’s use of the Fund.

By BDOA’s authorized representative signing below, BDOA hereby consents to the substitution of the Fund, in lieu of the Licensee herein having to post the form of security otherwise required by Section 4 (m) of the License. This consent shall remain in effect unless and until notice of revocation of BDOA’s consent is provided in writing to the City, or City otherwise becomes aware that the Fund is no longer maintained by BDOA.

I, _____ [authorized representative of BDOA] hereby declare under penalty of perjury under the laws of the State of California that I am qualified to execute this Consent to Use of BDOA Encroachment Site Restoration Fund.

BDOA

By: _____

Title: _____

Date: _____

ATTACHMENT "A"

**DESCRIPTION OF ENCROACHMENT IMPROVEMENTS AND ENCROACHMENT
AREAS**

(Attached.)

ENCROACHMENT AREA LOCATION EXHIBIT

SHEET 1 OF 1

NOT TO SCALE

BREA BOULEVARD

ORANGE AVENUE

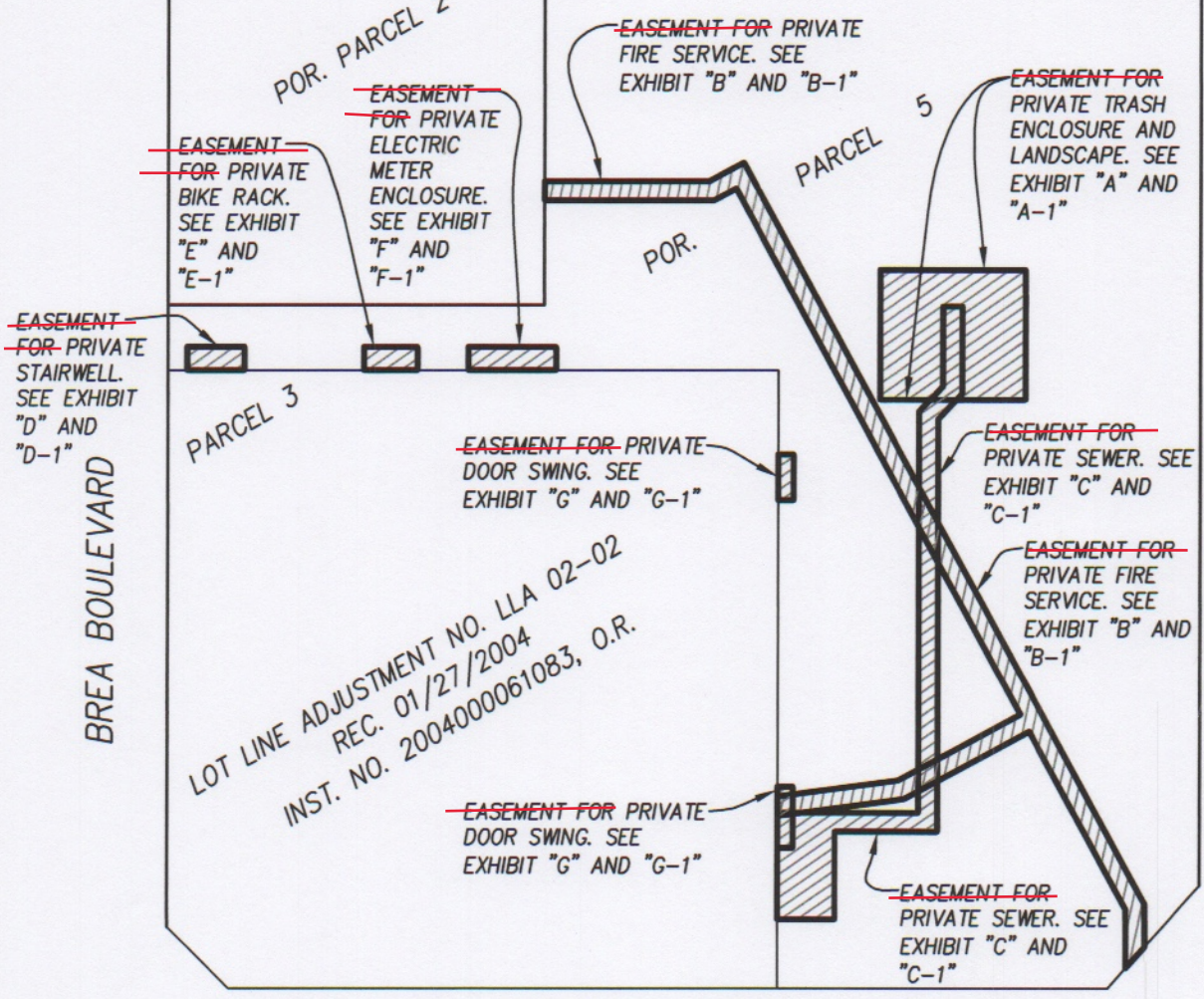
BIRCH STREET


POR. PARCEL 2

PARCEL 5

PARCEL 3

LOT LINE ADJUSTMENT NO. LLA 02-02
REC. 01/27/2004
INST. NO. 2004000061083, O.R.



LEGEND
 INDICATES LOCATION OF PRIVATE EASEMENTS

ENCROACHMENT IMPROVEMENTS AND ENCROACHMENT AREA

Kevin D. MacDonald

08-05-2017

KEVIN D. MACDONALD, L.S. 8431 DATE



EXHIBIT "A"

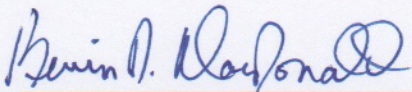
PRIVATE TRASH ENCLOSURE AND LANDSCAPE ~~EASEMENT~~ ENCROACHMENT AREA
LEGAL DESCRIPTION

A STRIP OF LAND 34.00 FEET WIDE LYING IN A PORTION OF PARCEL 5 OF LOT LINE ADJUSTMENT LLA 02-02, IN THE CITY OF BREA, COUNTY OF ORANGE, STATE OF CALIFORNIA, RECORDED JANUARY 27, 2004 AS INSTRUMENT NO. 2004000061083 OF OFFICIAL RECORDS IN THE OFFICE OF THE COUNTY RECORDER OF SAID ORANGE COUNTY, THE SOUTHWESTERLY LINE OF SAID STRIP BEING DESCRIBED AS FOLLOWS:

COMMENCING AT A POINT IN THE WESTERLY BOUNDARY OF SAID PARCEL 5, SAID POINT BEING THE SOUTHWESTERLY TERMINUS OF THAT CERTAIN COURSE DESCRIBED AS HAVING A BEARING AND DISTANCE OF "NORTH 25°04'52" EAST, 161.94 FEET"; THENCE NORTH 25°04'52" EAST, ALONG SAID DESCRIBED LINE, A DISTANCE OF 154.18 FEET; THENCE SOUTH 64°55'08" EAST, A DISTANCE OF 26.62 FEET TO THE **TRUE POINT OF BEGINNING**; THENCE CONTINUING SOUTH 64°55'08" EAST, A DISTANCE OF 38.00 FEET.

CONTAINING AN AREA 1,292 SQUARE FEET, MORE OR LESS.

ALL AS SHOWN ON EXHIBIT "A-1" ATTACHED HERETO AND MADE A PART HEREOF.



KEVIN D. MACDONALD, L.S. 8431

DATE: 08-05-2017



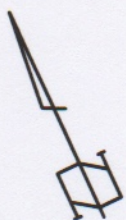
SHEET 1 OF 2

EXHIBIT "A-1"

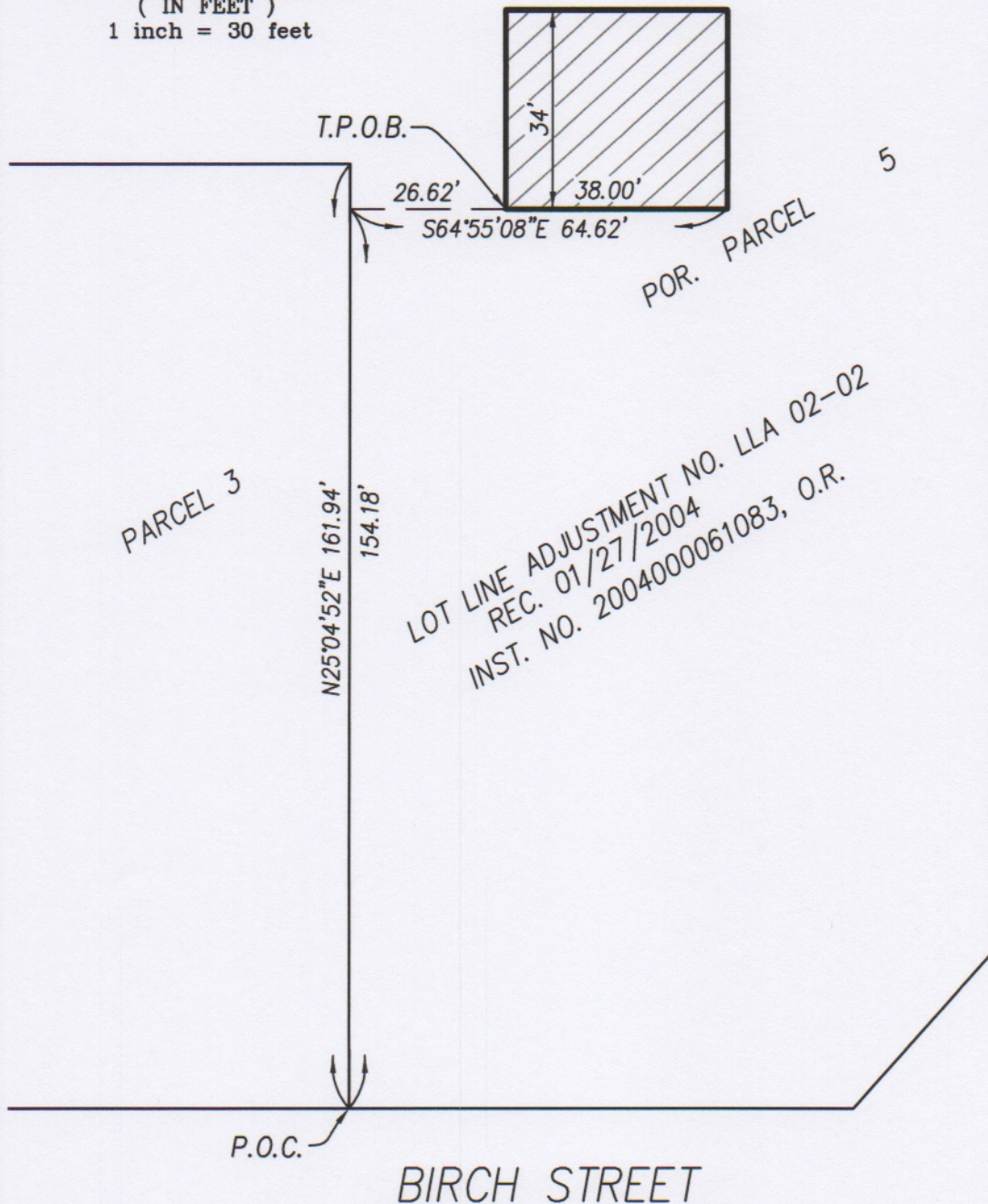
SHEET 2 OF 2

PRIVATE TRASH ENCLOSURE AND LANDSCAPE ~~EASEMENT~~

ENCROACHMENT AREA



(IN FEET)
1 inch = 30 feet



30'

30'

ORANGE AVENUE

PARCEL 3

PARCEL 5

LOT LINE ADJUSTMENT NO. LLA 02-02
REC. 01/27/2004
INST. NO. 2004000061083, O.R.

P.O.C.

BIRCH STREET

LEGEND



INDICATES LOCATION OF PRIVATE TRASH ENCLOSURE AND LANDSCAPE EASEMENT

Kevin D. Macdonald

08-05-2017

KEVIN D. MACDONALD, L.S. 8431 DATE

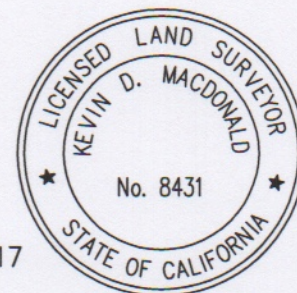


EXHIBIT "B"

**PRIVATE FIRE SERVICE EASEMENT ENCROACHMENT AREA
LEGAL DESCRIPTION**

STRIP 1

A STRIP OF LAND 5.00 FEET WIDE LYING IN A PORTION OF PARCEL 5 OF LOT LINE ADJUSTMENT LLA 02-02, IN THE CITY OF BREA, COUNTY OF ORANGE, STATE OF CALIFORNIA, RECORDED JANUARY 27, 2004 AS INSTRUMENT NO. 2004000061083 OF OFFICIAL RECORDS IN THE OFFICE OF THE COUNTY RECORDER OF SAID ORANGE COUNTY, THE CENTERLINE OF SAID STRIP BEING DESCRIBED AS FOLLOWS:

COMMENCING AT A POINT IN THE WESTERLY BOUNDARY OF SAID PARCEL 5, SAID POINT BEING THE SOUTHWESTERLY TERMINUS OF THAT CERTAIN COURSE DESCRIBED AS HAVING A BEARING AND DISTANCE OF "NORTH 25°04'52" EAST, 139.10 FEET"; THENCE NORTH 25°04'52" EAST, ALONG SAID DESCRIBED LINE, A DISTANCE OF 29.86 FEET TO THE **TRUE POINT OF BEGINNING**; THENCE SOUTH 64°55'08" EAST, A DISTANCE OF 43.65 FEET; THENCE NORTH 86°36'31" EAST, A DISTANCE OF 8.39 FEET; THENCE SOUTH 03°23'39" EAST, A DISTANCE OF 161.59 FEET TO A POINT HEREIN AFTER REFERRED TO AS **POINT "A"**; THENCE SOUTH 03°23'39" EAST, A DISTANCE OF 55.99 FEET; THENCE SOUTH 25°04'52" WEST, A DISTANCE OF 13.50 FEET TO A POINT IN THE SOUTHERLY BOUNDARY OF SAID PARCEL 5, SAID SOUTHERLY BOUNDARY IS DESCRIBED AS HAVING A BEARING AND DISTANCE OF "NORTH 66°43'11" EAST, 36.12 FEET".

THE SIDELINES OF STRIP SHALL BE LENGTHENED OR SHORTENED WESTERLY TO TERMINATE IN SAID WESTERLY BOUNDARY AND SHALL BE LENGTHENED OR SHORTENED SOUTHERLY TO TERMINATE IN SAID SOUTHERLY BOUNDARY.

STRIP 2

A STRIP OF LAND 5.00 FEET WIDE LYING IN A PORTION OF PARCEL 5 OF LOT LINE ADJUSTMENT LLA 02-02, IN THE CITY OF BREA, COUNTY OF ORANGE, STATE OF CALIFORNIA, RECORDED JANUARY 27, 2004 AS INSTRUMENT NO. 2004000061083 OF OFFICIAL RECORDS IN THE OFFICE OF THE COUNTY RECORDER OF SAID ORANGE COUNTY, THE CENTERLINE OF SAID STRIP BEING DESCRIBED AS FOLLOWS:

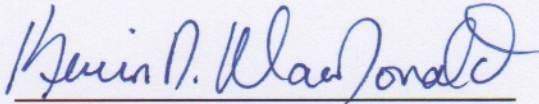
BEGINNING AT PREVIOUSLY DESCRIBED **POINT "A"**; THENCE SOUTH 86°36'31" WEST, A DISTANCE OF 39.19 FEET; THENCE NORTH 72°36'04" WEST, A DISTANCE OF 32.70 FEET TO A POINT IN THE WESTERLY BOUNDARY OF SAID PARCEL 5, SAID WESTERLY BOUNDARY IS DESCRIBED AS HAVING A BEARING AND DISTANCE OF "NORTH 25°04'52" EAST, 161.94 FEET".

EXCEPTING THEREFROM THAT PORTION LYING IN SAID STRIP 1.

THE SIDELINES OF STRIP SHALL BE LENGTHENED OR SHORTENED WESTERLY TO TERMINATE IN SAID WESTERLY BOUNDARY.

CONTAINING AN AREA 1,763 SQUARE FEET, MORE OR LESS.

ALL AS SHOWN ON EXHIBIT "B-1" ATTACHED HERETO AND MADE A PART HEREOF.



KEVIN D. MACDONALD, L.S. 8431

DATE: 08-05-2017

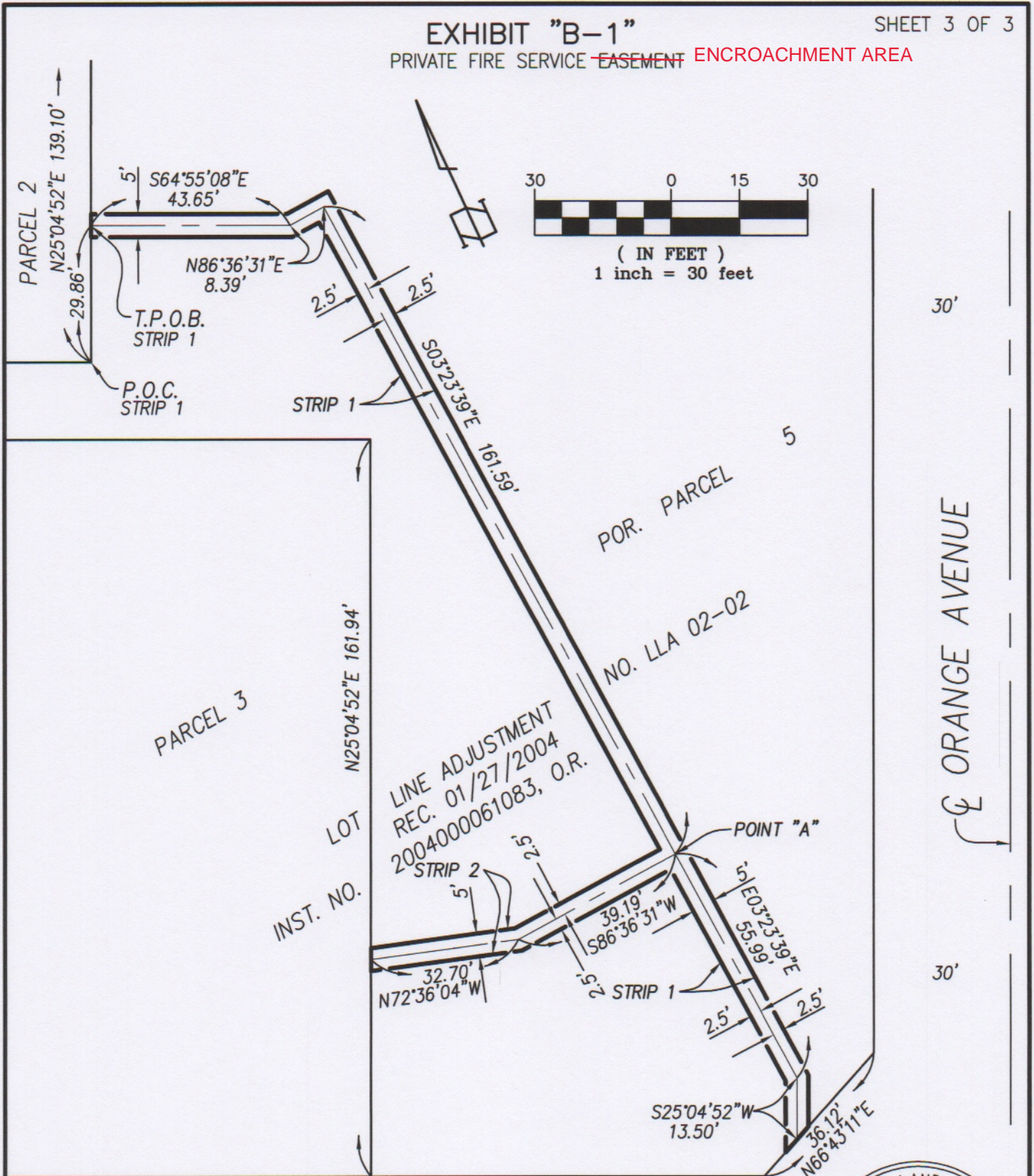


SHEET 2 OF 3

EXHIBIT "B-1"

SHEET 3 OF 3

PRIVATE FIRE SERVICE EASEMENT ENCROACHMENT AREA



PARCEL 3

POR. PARCEL 5

NO. LLA 02-02

LINE ADJUSTMENT
REC. 01/27/2004
2004000061083, O.R.

INST. NO.

BIRCH STREET

ORANGE AVENUE

Kevin D. MacDonald 08-05-2017
KEVIN D. MACDONALD, L.S. 8431 DATE



EXHIBIT "C"

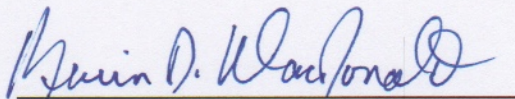
**PRIVATE SEWER ~~EASEMENT~~ ENCROACHMENT AREA
LEGAL DESCRIPTION**

THAT PORTION OF PARCEL 5 OF LOT LINE ADJUSTMENT LLA 02-02, IN THE CITY OF BREA, COUNTY OF ORANGE, STATE OF CALIFORNIA, RECORDED JANUARY 27, 2004 AS INSTRUMENT NO. 2004000061083 OF OFFICIAL RECORDS IN THE OFFICE OF THE COUNTY RECORDER OF SAID ORANGE COUNTY, SAID PORTION BEING DESCRIBED AS FOLLOWS:

COMMENCING AT A POINT IN THE WESTERLY BOUNDARY OF SAID PARCEL 5, SAID POINT BEING THE SOUTHWESTERLY TERMINUS OF THAT CERTAIN COURSE DESCRIBED AS HAVING A BEARING AND DISTANCE OF "NORTH 25°04'52" EAST, 161.94 FEET"; THENCE NORTH 25°04'52" EAST, ALONG SAID DESCRIBED LINE, A DISTANCE OF 18.08 FEET TO THE **TRUE POINT OF BEGINNING**; THENCE CONTINUING NORTHEASTERLY ALONG SAID DESCRIBED LINE, NORTH 25°04'52" EAST, A DISTANCE OF 28.00 FEET; THENCE SOUTH 64°57'33" EAST, A DISTANCE OF 36.82 FEET; THENCE NORTH 25°04'52" EAST, A DISTANCE OF 104.88 FEET; THENCE NORTH 68°07'17" EAST, A DISTANCE OF 9.18 FEET; THENCE NORTH 25°04'52" EAST, A DISTANCE OF 21.00 FEET; THENCE SOUTH 64°55'08" EAST, A DISTANCE OF 5.00 FEET; THENCE SOUTH 25°04'52" WEST, A DISTANCE OF 22.97 FEET; THENCE SOUTH 68°07'17" WEST, A DISTANCE OF 9.18 FEET; THENCE SOUTH 25°04'52" WEST, A DISTANCE OF 107.91 FEET; THENCE NORTH 64°57'33" WEST, A DISTANCE OF 26.82 FEET; THENCE SOUTH 25°04'52" WEST, A DISTANCE OF 23.00 FEET; THENCE NORTH 64°57'33" WEST, A DISTANCE OF 15.00 FEET TO **THE TRUE POINT OF BEGINNING**.

CONTAINING AN AREA 1,229 SQUARE FEET, MORE OR LESS.

ALL AS SHOWN ON EXHIBIT "C-1" ATTACHED HERETO AND MADE A PART HEREOF.


KEVIN D. MACDONALD, L.S. 8431



DATE: 08-05-2017

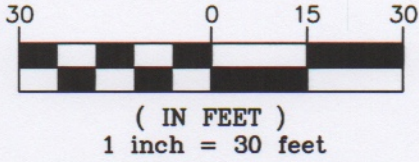
SHEET 1 OF 2

EXHIBIT "C-1"

SHEET 2 OF 2

PRIVATE SEWER EASEMENT ENCROACHMENT AREA

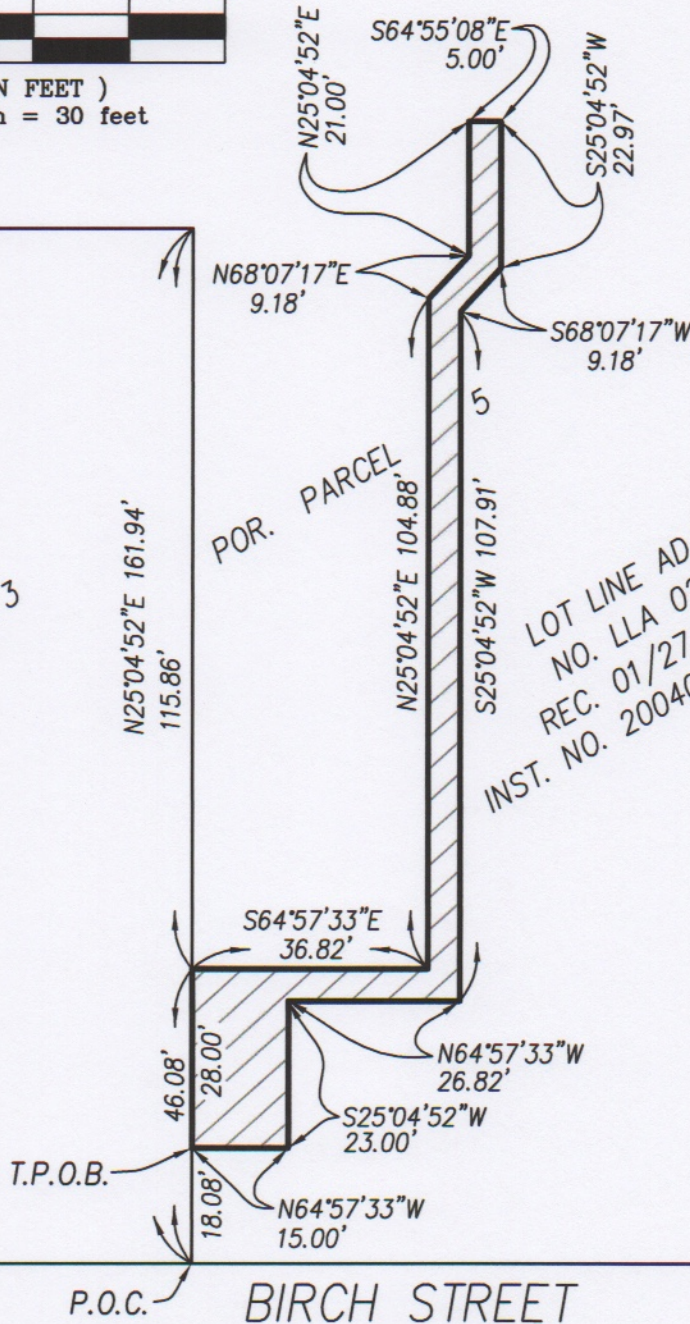
PARCEL 2



PARCEL 3

POR. PARCEL

LOT LINE ADJUSTMENT
 NO. LLA 02-02
 REC. 01/27/2004
 INST. NO. 2004000061083, O.R.



T.P.O.B.

P.O.C.

BIRCH STREET

30'

30'

ORANGE AVENUE

LEGEND



INDICATES LOCATION OF PRIVATE SEWER EASEMENT

Kevin D. Macdonald
 KEVIN D. MACDONALD, L.S. 8431

08-05-2017

DATE



EXHIBIT "D"

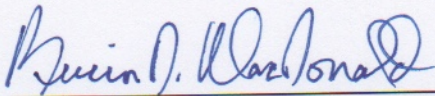
PRIVATE STAIRWELL ~~EASEMENT~~ ENCROACHMENT AREA
LEGAL DESCRIPTION

A STRIP OF LAND 6.00 FEET WIDE LYING IN A PORTION OF PARCEL 5 OF LOT LINE ADJUSTMENT LLA 02-02, IN THE CITY OF BREA, COUNTY OF ORANGE, STATE OF CALIFORNIA, RECORDED JANUARY 27, 2004 AS INSTRUMENT NO. 2004000061083 OF OFFICIAL RECORDS IN THE OFFICE OF THE COUNTY RECORDER OF SAID ORANGE COUNTY, THE SOUTHWESTERLY LINE OF SAID STRIP BEING DESCRIBED AS FOLLOWS:

COMMENCING AT A POINT IN THE WESTERLY BOUNDARY OF SAID PARCEL 5, SAID POINT BEING THE NORTHWESTERLY TERMINUS OF THAT CERTAIN COURSE DESCRIBED AS HAVING A BEARING AND DISTANCE OF "NORTH 64°55'08" WEST, 159.60 FEET"; THENCE SOUTH 64°55'08" EAST, ALONG SAID DESCRIBED LINE, A DISTANCE OF 5.00 FEET TO THE **TRUE POINT OF BEGINNING**; THENCE CONTINUING SOUTHEASTERLY ALONG SAID DESCRIBED LINE, SOUTH 64°55'08" EAST, A DISTANCE OF 15.00 FEET.

CONTAINING AN AREA 90 SQUARE FEET, MORE OR LESS.

ALL AS SHOWN ON EXHIBIT "D-1" ATTACHED HERETO AND MADE A PART HEREOF.



KEVIN D. MACDONALD, L.S. 8431

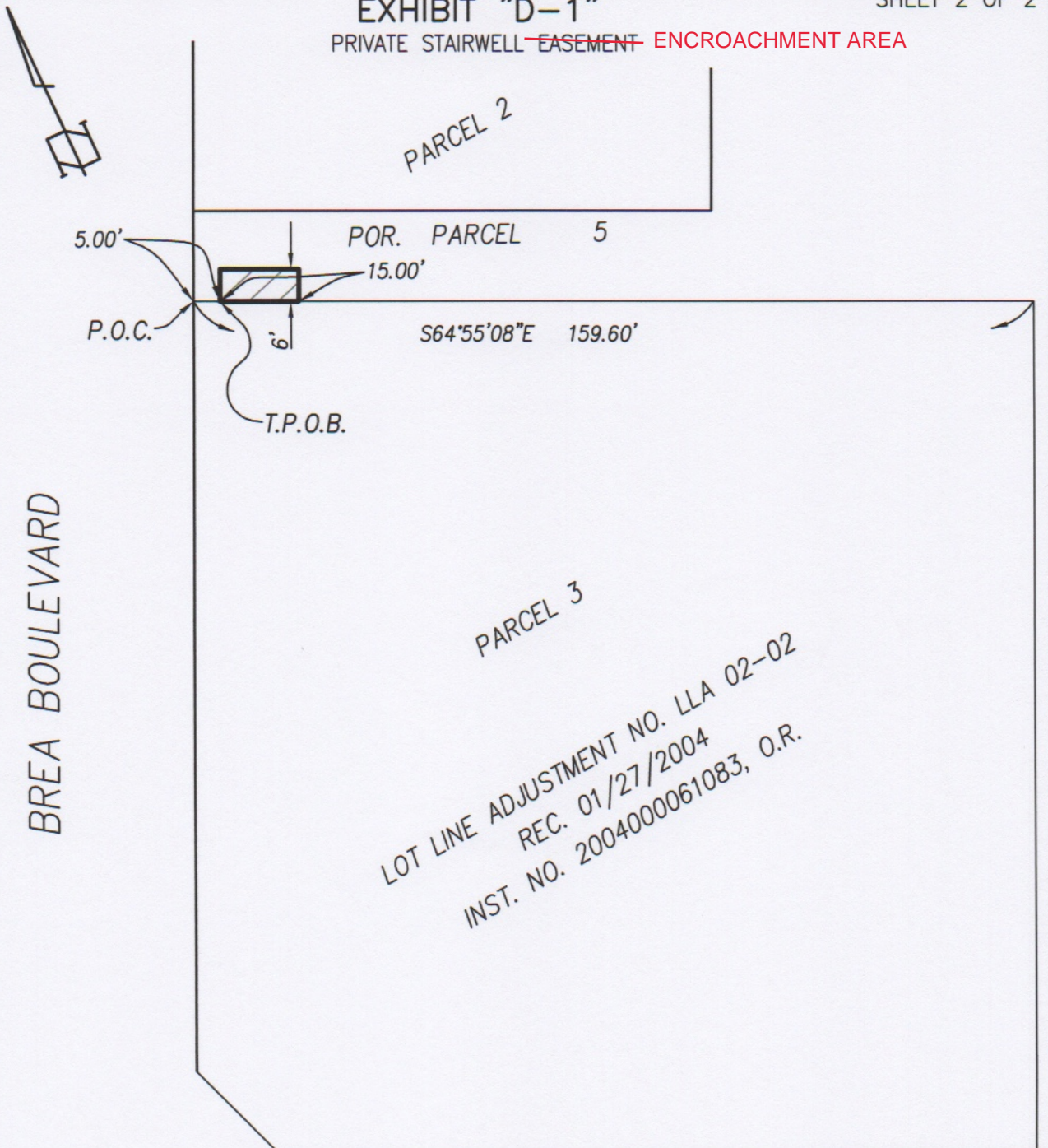
DATE: 08-05-2017



EXHIBIT "D-1"

SHEET 2 OF 2

PRIVATE STAIRWELL EASEMENT ENCROACHMENT AREA




BREA BOULEVARD

LOT LINE ADJUSTMENT NO. LLA 02-02
REC. 01/27/2004
INST. NO. 2004000061083, O.R.

BIRCH STREET



(IN FEET)
1 inch = 30 feet

LEGEND
 INDICATES LOCATION OF PRIVATE STAIRWELL EASEMENT

Kevin D. MacDonald 08-05-2017
 KEVIN D. MACDONALD, L.S. 8431 DATE



EXHIBIT "E"

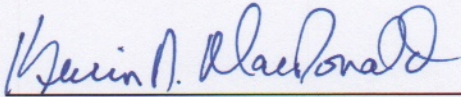
PRIVATE BIKE RACK ~~EASEMENT~~ ENCROACHMENT AREA
LEGAL DESCRIPTION

A STRIP OF LAND 6.00 FEET WIDE LYING IN A PORTION OF PARCEL 5 OF LOT LINE ADJUSTMENT LLA 02-02, IN THE CITY OF BREA, COUNTY OF ORANGE, STATE OF CALIFORNIA, RECORDED JANUARY 27, 2004 AS INSTRUMENT NO. 2004000061083 OF OFFICIAL RECORDS IN THE OFFICE OF THE COUNTY RECORDER OF SAID ORANGE COUNTY, THE SOUTHWESTERLY LINE OF SAID STRIP BEING DESCRIBED AS FOLLOWS:

COMMENCING AT A POINT IN THE WESTERLY BOUNDARY OF SAID PARCEL 5, SAID POINT BEING THE NORTHWESTERLY TERMINUS OF THAT CERTAIN COURSE DESCRIBED AS HAVING A BEARING AND DISTANCE OF "NORTH 64°55'08" WEST, 159.60 FEET"; THENCE SOUTH 64°55'08" EAST, ALONG SAID DESCRIBED LINE, A DISTANCE OF 51.19 FEET TO THE **TRUE POINT OF BEGINNING**; THENCE CONTINUING SOUTHEASTERLY ALONG SAID DESCRIBED LINE, SOUTH 64°55'08" EAST, A DISTANCE OF 14.00 FEET.

CONTAINING AN AREA 84 SQUARE FEET, MORE OR LESS.

ALL AS SHOWN ON EXHIBIT "E-1" ATTACHED HERETO AND MADE A PART HEREOF.



KEVIN D. MACDONALD, L.S. 8431



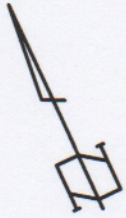
DATE: 08-05-2017

SHEET 1 OF 2

EXHIBIT "E-1"

SHEET 2 OF 2

PRIVATE BIKE RACK ~~EASEMENT~~ ENCROACHMENT AREA



PARCEL 2

POR. PARCEL 5

51.19'

P.O.C.

S64°55'08"E 159.60'

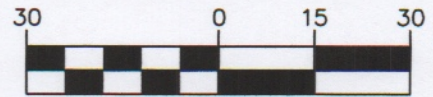
T.P.O.B.

14.00'

BREA BOULEVARD

PARCEL 3

LOT LINE ADJUSTMENT NO. LLA 02-02
REC. 01/27/2004
INST. NO. 2004000061083, O.R.



(IN FEET)
1 inch = 30 feet

BIRCH STREET

LEGEND



INDICATES LOCATION OF
PRIVATE BIKE RACK EASEMENT

Kevin D. Macdonald

08-05-2017

KEVIN D. MACDONALD, L.S. 8431 DATE

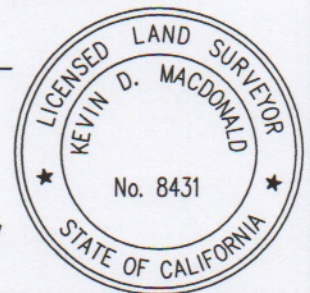


EXHIBIT "F"

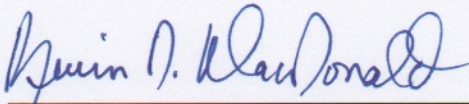
PRIVATE ELECTRIC METER ENCLOSURE ~~EASEMENT~~ ENCROACHMENT AREA
LEGAL DESCRIPTION

A STRIP OF LAND 6.00 FEET WIDE LYING IN A PORTION OF PARCEL 5 OF LOT LINE ADJUSTMENT LLA 02-02, IN THE CITY OF BREA, COUNTY OF ORANGE, STATE OF CALIFORNIA, RECORDED JANUARY 27, 2004 AS INSTRUMENT NO. 2004000061083 OF OFFICIAL RECORDS IN THE OFFICE OF THE COUNTY RECORDER OF SAID ORANGE COUNTY, THE SOUTHWESTERLY LINE OF SAID STRIP BEING DESCRIBED AS FOLLOWS:

COMMENCING AT A POINT IN THE WESTERLY BOUNDARY OF SAID PARCEL 5, SAID POINT BEING THE NORTHWESTERLY TERMINUS OF THAT CERTAIN COURSE DESCRIBED AS HAVING A BEARING AND DISTANCE OF "NORTH 64°55'08" WEST, 159.60 FEET"; THENCE SOUTH 64°55'08" EAST, ALONG SAID DESCRIBED LINE, A DISTANCE OF 78.46 FEET TO THE **TRUE POINT OF BEGINNING**; THENCE CONTINUING SOUTHEASTERLY ALONG SAID DESCRIBED LINE, SOUTH 64°55'08" EAST, A DISTANCE OF 23.00 FEET.

CONTAINING AN AREA 138 SQUARE FEET, MORE OR LESS.

ALL AS SHOWN ON EXHIBIT "F-1" ATTACHED HERETO AND MADE A PART HEREOF.



KEVIN D. MACDONALD, L.S. 8431



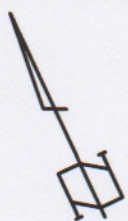
DATE: 08-05-2017

SHEET 1 OF 2

EXHIBIT "F-1"

SHEET 2 OF 2

PRIVATE ELECTRIC METER ENCLOSURE EASEMENT ENCROACHMENT AREA



PARCEL 2

POR. PARCEL 5

P.O.C.

78.46'

S64°55'08"E 159.60'

T.P.O.B.

23.00'

5

BREA BOULEVARD

PARCEL 3

LOT LINE ADJUSTMENT NO. LLA 02-02
REC. 01/27/2004
INST. NO. 2004000061083, O.R.



(IN FEET)
1 inch = 30 feet

BIRCH STREET

LEGEND



INDICATES LOCATION OF PRIVATE ELECTRIC METER ENCLOSURE EASEMENT

Kevin D. MacDonald

08-05-2017

KEVIN D. MACDONALD, L.S. 8431 DATE

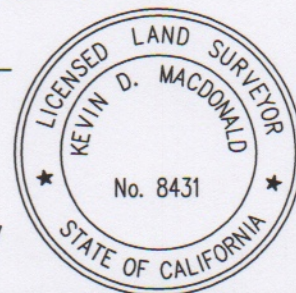


EXHIBIT "G"

**PRIVATE DOOR SWING ~~EASEMENT~~ ENCROACHMENT AREA
LEGAL DESCRIPTION**

STRIP 1

A STRIP OF LAND 4.00 FEET WIDE LYING IN A PORTION OF PARCEL 5 OF LOT LINE ADJUSTMENT LLA 02-02, IN THE CITY OF BREA, COUNTY OF ORANGE, STATE OF CALIFORNIA, RECORDED JANUARY 27, 2004 AS INSTRUMENT NO. 2004000061083 OF OFFICIAL RECORDS IN THE OFFICE OF THE COUNTY RECORDER OF SAID ORANGE COUNTY, THE NORTHWESTERLY LINE OF SAID STRIP BEING DESCRIBED AS FOLLOWS:

COMMENCING AT A POINT IN THE WESTERLY BOUNDARY OF SAID PARCEL 5, SAID POINT BEING THE SOUTHWESTERLY TERMINUS OF THAT CERTAIN COURSE DESCRIBED AS HAVING A BEARING AND DISTANCE OF "NORTH 25°04'52" EAST, 161.94 FEET"; THENCE NORTH 25°04'52" EAST, ALONG SAID DESCRIBED LINE, A DISTANCE OF 36.83 FEET TO THE **TRUE POINT OF BEGINNING**; THENCE CONTINUING NORTHEASTERLY ALONG SAID DESCRIBED LINE, NORTH 25°04'52" EAST, A DISTANCE OF 16.00 FEET TO A POINT HEREINAFTER REFERRED TO AS **POINT "A"**.

CONTAINING AN AREA 64 SQUARE FEET, MORE OR LESS.

STRIP 2

A STRIP OF LAND 4.00 FEET WIDE LYING IN A PORTION OF PARCEL 5 OF LOT LINE ADJUSTMENT LLA 02-02, IN THE CITY OF BREA, COUNTY OF ORANGE, STATE OF CALIFORNIA, RECORDED JANUARY 27, 2004 AS INSTRUMENT NO. 2004000061083 OF OFFICIAL RECORDS IN THE OFFICE OF THE COUNTY RECORDER OF SAID ORANGE COUNTY, THE NORTHWESTERLY LINE OF SAID STRIP BEING DESCRIBED AS FOLLOWS:

COMMENCING AT A POINT PREVIOUSLY DESCRIBED **POINT "A"**; THENCE NORTH 25° 04'52" EAST, ALONG SAID DESCRIBED WESTERLY BOUNDARY OF PARCEL 5, HAVING A BEARING AND DISTANCE OF "NORTH 25°04'52" EAST, 161.94 FEET"; THENCE NORTH 25° 04'52" EAST, ALONG SAID DESCRIBED LINE, A DISTANCE OF 75.08 FEET TO THE **TRUE POINT OF BEGINNING**; THENCE CONTINUING NORTHEASTERLY ALONG SAID DESCRIBED LINE, NORTH 25°04'52" EAST, A DISTANCE OF 12.00 FEET.

CONTAINING AN AREA 48 SQUARE FEET, MORE OR LESS.

ALL AS SHOWN ON EXHIBIT "G-1" ATTACHED HERETO AND MADE A PART HEREOF.

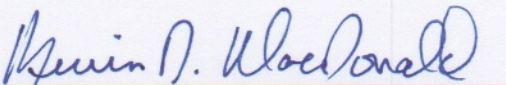
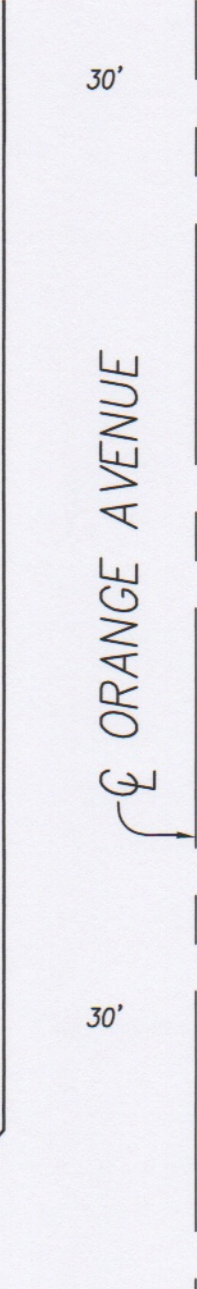
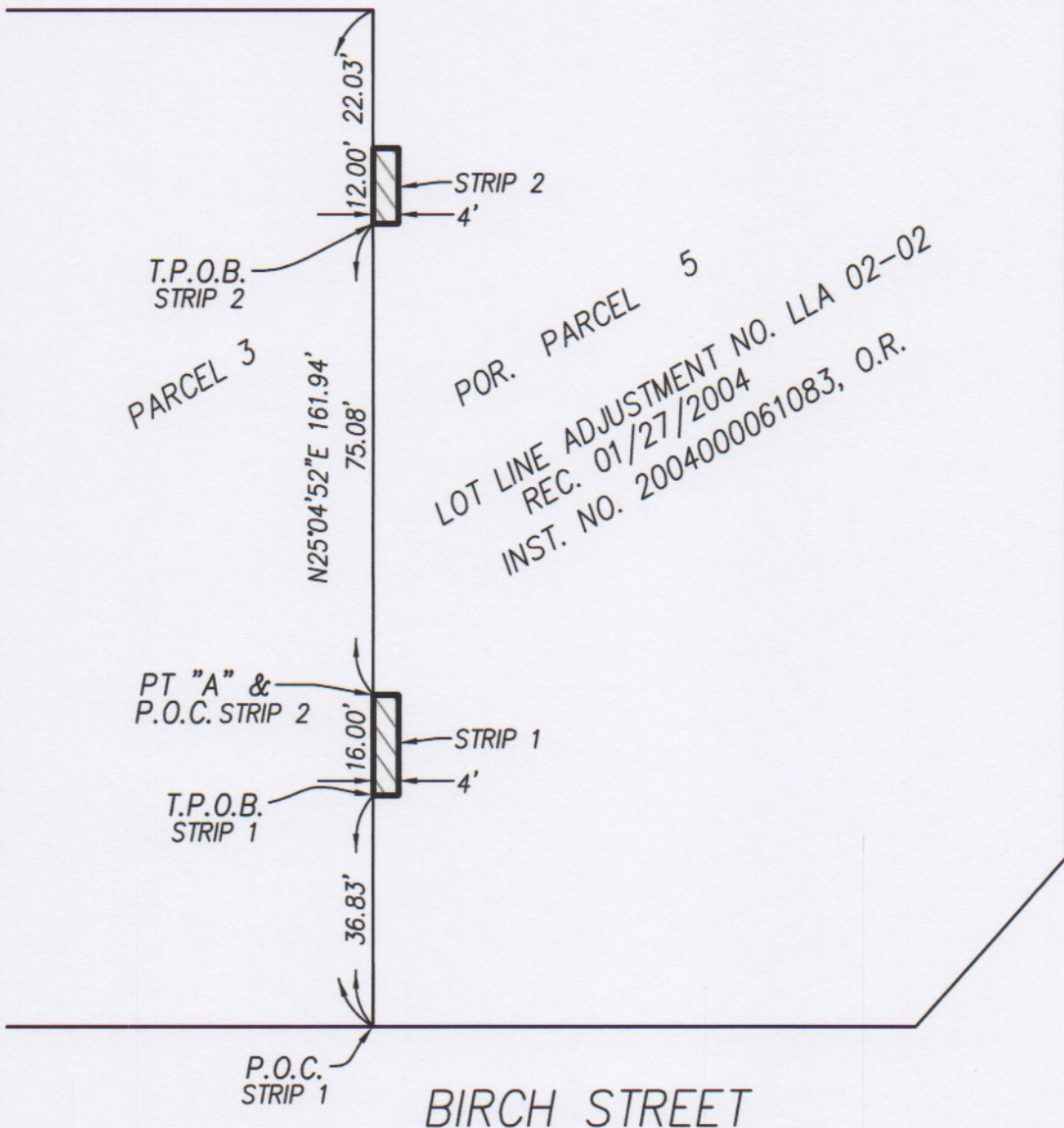
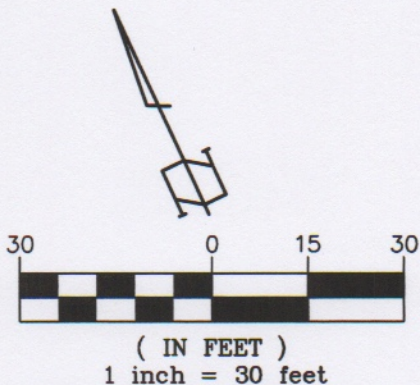

KEVIN D. MACDONALD, L.S. 8431
DATE: 08-05-2017




EXHIBIT "G-1"

SHEET 2 OF 2

PRIVATE DOOR SWING EASEMENT ENCROACHMENT AREA



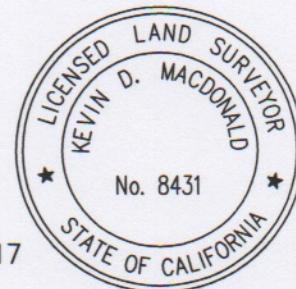
LEGEND

 INDICATES LOCATION OF PRIVATE DOOR SWING EASEMENT

Kevin D. Macdonald

08-05-2017

KEVIN D. MACDONALD, L.S. 8431 DATE



ATTACHMENT "B"
REQUIRED INSURANCE

(Attached.)

Attachment "B"
Insurance Requirements

Licensee shall neither commence work under this Agreement until it has obtained all insurance required hereunder from a company or companies acceptable to City nor shall Licensee allow any subcontractor to commence work on a subcontract until all insurance required of the subcontractor has been obtained. Licensee shall take out and maintain at all time during the term of this Agreement the following policies of insurance:

- (a) For all use and operations of the Licensee or any subcontractor in performing the work provided for herein, and for the ongoing use, development and maintenance of Encroachment Improvements, insurance with the following minimum limits and coverage:

Commercial General Liability (occurrence) – for bodily injury, death, and property damage for products/completed installation or operations and any and all other activities undertaken by the Licensee as authorized by this Agreement, and any activity related thereto.

- (b) The policies of insurance required shall have no less than the following limits of coverage:

- (i) \$1,000,000 for bodily injury or death;
- (ii) \$500,000 for property damage
- (iii) The total of the limits specified in subsections (i) and (ii) above, where the combined limit is provided.

- (c) Each such policy of insurance required in paragraphs b (i) through b (ii) 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 of Brea, Agency, and City's and Agency's elected officials, officers, 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 insurer waives all rights of subrogation against any of the named additional insured; 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 Licensee 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

Licensee commences performance. Licensee 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.

- (e) Procurement of insurance by Licensee shall not be construed as a limitation of Licensee's liability or as full performance of Licensee's duties to indemnify, hold harmless, indemnify and defend under this Agreement.

RECORDING REQUESTED BY



SOUTHERN CALIFORNIA
EDISON

An EDISON INTERNATIONAL Company

WHEN RECORDED MAIL TO

SOUTHERN CALIFORNIA EDISON COMPANY

2 INNOVATION WAY, 2nd FLOOR
POMONA, CA 91768

Attn: Title and Real Estate Services

SPACE ABOVE THIS LINE FOR RECORDER'S USE

SCE Doc. No.

**GRANT OF
EASEMENT**

<u>DOCUMENTARY TRANSFER TAX \$ NONE</u> <u>VALUE AND CONSIDERATION LESS THAN \$100.00</u>		DISTRICT Fullerton	SERVICE ORDER TD1243910	SERIAL NO.	MAP SIZE
SCE Company		FIM 65-13C-3	APPROVED:	BY	DATE
SIG. OF DECLARANT OR AGENT DETERMINING TAX	FIRM NAME	APN 296-364-28	REAL PROPERTIES DEPARTMENT	SLS/BT	09/20/2017

CITY OF BREA, a California municipal corporation, (hereinafter referred to as "Grantor"), hereby grants to SOUTHERN CALIFORNIA EDISON COMPANY, a corporation, its successors and assigns (hereinafter referred to as "Grantee"), an easement and right of way to construct, use, maintain, operate, alter, add to, repair, replace, reconstruct, inspect and remove at any time and from time to time underground electrical supply systems and communication systems (hereinafter referred to as "systems"), consisting of wires, underground conduits, cables, vaults, manholes, handholes, and including above-ground enclosures, markers and concrete pads and other appurtenant fixtures and equipment necessary or useful for distributing electrical energy and for transmitting intelligence, data and/or communications (eg. through fiber optic cable), in, on, over, under, across and along that certain real property in the County of Orange, State of California, described as follows:

FOR LEGAL DESCRIPTION, SEE EXHIBITS "A" AND "B", BOTH ATTACHED HERETO AND MADE A PART HEREOF.

The rights herein granted shall continue indefinitely. To the extent Grantee, in its sole discretion, determines it no longer requires the easement, it shall quitclaim the rights granted herein to Grantee on a form to be mutually approved by Grantor and Grantee.

Grantor agrees for himself, his heirs and assigns, not to erect, place or maintain, nor to permit the erection, placement or maintenance of any building, planter boxes, earth fill or other structures except walls and fences on the above described real property. The Grantee, and its contractors, agents and employees, shall have the right to trim or cut tree roots as may endanger or interfere with said systems and shall have free access to said systems and every part thereof, at all times, for the purpose of exercising the rights herein granted; provided, however, that in making any excavation on said property of the Grantor, the Grantee shall make the same in such a manner as will cause the least injury to the surface of the ground around such excavation, and shall replace the earth so removed by it and restore the surface of the ground to as near the same condition as it was prior to such excavation as is practicable.

EXECUTED this ____ day of _____, 20 ____.

GRANTOR

CITY OF BREA, a California municipal corporation

Signature

Print Name

Title

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)

County of _____)

On _____ before me, _____, Notary Public, personally appeared

_____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

EXECUTED this _____ day of _____, 20__.

GRANTEE

SOUTHERN CALIFORNIA EDISON COMPANY,
a corporation

Signature

Print Name

Title

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)

County of _____)

On _____ before me, _____, Notary Public, personally appeared

_____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

EXHIBIT "A"

VARIOUS STRIPS OF LAND LYING WITHIN PARCEL 5 OF LOT LINE ADJUSTMENT NO. LLA 02-02, IN THE CITY OF BREA, COUNTY OF ORANGE, STATE OF CALIFORNIA, RECORDED ON JANUARY 27, 2004 AS DOCUMENT NO. 2004000061083, OF OFFICIAL RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF THE COUNTY OF ORANGE, STATE OF CALIFORNIA, THE CENTERLINES OF SAID STRIPS ARE DESCRIBED AS FOLLOWS:

STRIP #1 (6.00 FEET WIDE)

COMMENCING AT THE MOST EASTERLY CORNER OF PARCEL 3 OF SAID LOT LINE ADJUSTMENT NO. LLA 02-02; THENCE ALONG THE NORTHEASTERLY LINE OF SAID PARCEL 3, NORTH 64°55'08" WEST 65.58 FEET TO THE **TRUE POINT OF BEGINNING**; THENCE LEAVING THE NORTHEASTERLY LINE OF SAID PARCEL 3, NORTH 25°04'52" EAST 4.00 FEET; THENCE SOUTH 64°55'08" EAST 95.00 FEET TO A POINT OF ENDING, SAID POINT HEREINAFTER REFERRED TO AS POINT "A".

THE SIDELINES OF SAID STRIP ARE TO BE PROLONGED OR SHORTENED TO JOIN AT THE ANGLE POINT.

STRIP #2 (16.00 FEET WIDE)

COMMENCING AT SAID POINT "A"; THENCE SOUTH 25°04'52" WEST 1.94 FEET TO THE **TRUE POINT OF BEGINNING**; THENCE SOUTH 64°55'08" EAST 11.45 FEET TO A POINT HEREINAFTER REFERRED TO AS POINT "B"; THENCE CONTINUING SOUTH 64°55'08" EAST 23.55 FEET TO A POINT OF ENDING.

STRIP #3 (6.00 FEET WIDE)

BEGINNING AT SAID POINT "B"; THENCE NORTH 24°53'01" WEST 81.00 FEET TO A POINT OF ENDING.

EXCEPTING THEREFROM THAT PORTION INCLUDED WITHIN STRIP #2 DESCRIBED HEREINABOVE.

FOR SKETCH TO ACCOMPANY LEGAL DESCRIPTION, SEE EXHIBIT "B" ATTACHED HERETO AND MADE A PART HEREOF.

Prepared by me or under my supervision:

Dated: Sept. 20, 2017

Glenn M. Bakke
Glenn M. Bakke R.C.E. #18619 Exp. 06-30-2019

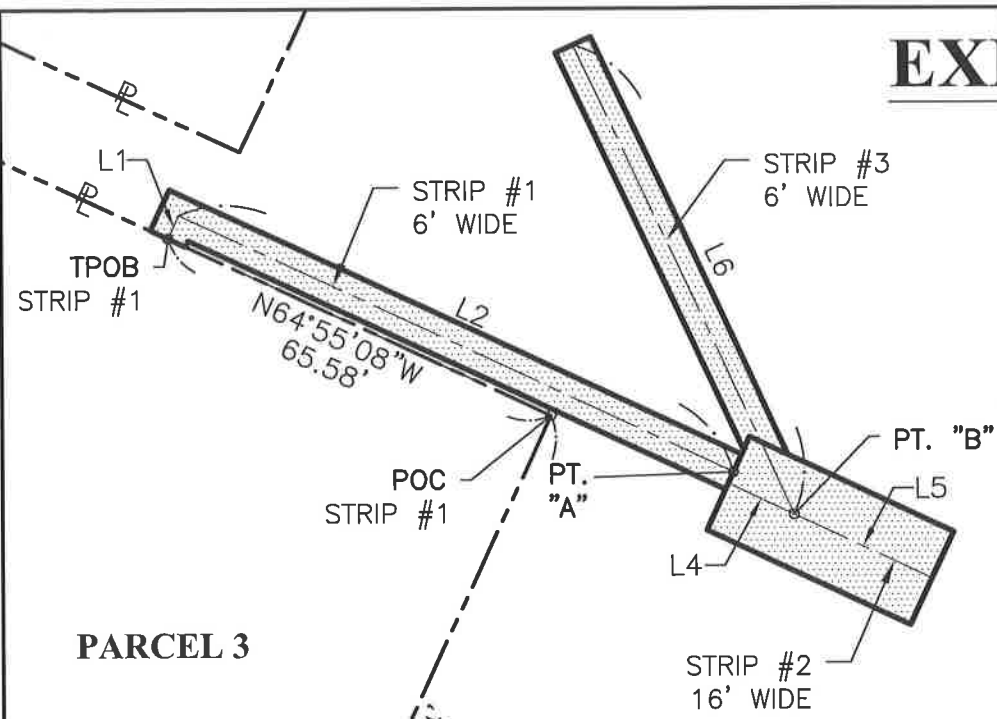


EXHIBIT "B"



SCALE: 1"=30'

LINE TABLE		
LINE #	BEARING	LENGTH
L1	N25°04'52"E	4.00'
L2	S64°55'08"E	95.00'
L3	S25°04'52"W	1.94'
L4	S64°55'08"E	11.45'
L5	S64°55'08"E	23.55'
L6	N24°53'01"W	81.00'



PARCEL 3


PARCEL 5

**LOT LINE ADJUSTMENT
NO. LLA 02-02
REC. 01/27/2004
DOC. # 2004000061083, O.R.
ORANGE CO.**

WEST BIRCH STREET
N64°54'57"W

SOUTH ORANGE AVENUE
N25°05'20"E



LEGEND
 DENOTES SCE EASEMENT AREA
 POC = POINT OF COMMENCEMENT
 TPOB = TRUE POINT OF BEGINNING

Dated Sept. 20, 2017

Glenn M. Bakke

Glenn M. Bakke R.C.E.# 18619 Exp. 6-30-19

City of Brea

COUNCIL COMMUNICATION

TO: Honorable Mayor and City Council Members

FROM: Bill Gallardo, City Manager

DATE: 11/07/2017

SUBJECT: Contract with GRFCO, Inc. for Randolph Avenue Sewer Replacement, Project 7621, in the amount of \$724,650.00

RECOMMENDATION

Receive bids, award contract to GRFCO, Inc. in the amount of \$724,650.00 and authorize the Public Works Director or his designee to issue Contract Change Orders up to a “not to exceed” amount of 15% of the contract price \$111,093.00.

BACKGROUND/DISCUSSION

On June 1, 2004, the City Council adopted the Sewer Master Plan Update ("Master Plan") which identified deficiencies in the City’s sewer system. These deficiencies were listed by priority, and as a result, the highest priorities have been included in past and current Capital Improvement Programs (CIP). Phases 1 to 6 installed approximately 10,200 linear feet of new sewer mains in various locations in the City. Additionally, on May 16, 2017, the City Council adopted Resolution 2017-032 approving the City's Sewer System Management Plan, which included a list of priority sewer capacity improvements. The Randolph Avenue Sewer Replacement Project, CIP 7621 ("Project") will be the seventh phase of priority sewer improvements that are required to mitigate the current capacity deficiencies in the Rolling Hills drainage area per the Master Plan.

This Project will replace approximately 1,500 linear feet of undersized sewer mains on Randolph Avenue from approximately 200-feet north of Imperial Hwy, through the Randolph Creek section, and connect to the sewer main on State College Boulevard at Craig Regional Park entrance. Refer to Exhibit "A" for the project location.

On June 20, 2017, City Council approved the plans and specifications and authorized staff to advertise and receive bids for construction. On September 21, 2017, five bids were received with the following results:

1.	GRFCO, Inc.	\$724,650.00
2.	MNR Construction, Inc.	\$838,380.00
3.	Lucas Builders, Inc.	\$851,395.00
4.	VASILJ, Inc.	\$1,109,600.00
5.	Ramona, Inc.	\$1,488,000.00
	Engineer's Estimate	\$591,155.00

The lowest responsive bidder was GRFCO, Inc., in the amount of \$740,650.00. The company has a valid contractor's license and has been in the construction business since 1974. GRFCO, Inc. has successfully completed sewer projects for the City of Alhambra, Home Gardens Sanitary District and City of Compton. The responses from the reference calls made on these projects were satisfactory and above satisfactory. Additionally, City of Compton, City of El Cajon and Home Gardens Sanitary District provided letter of reference with positive remarks for the work performed by GRFCO, Inc.

Pipe bursting method is being utilized to replace the sewer pipes lines in this project. Therefore, a qualified pipe bursting subcontractor is as critical to this project as the general contractor. Mocon Corporation is the listed subcontractor to perform the pipe bursting operation. This subcontractor meets the requirement set forth in the project specification of performing a minimum of 10,000 feet of pipe bursting work with a minimum three years of experience. Additionally, Mocon Corporation is listed as the pipe bursting subcontractor for all bidders, which indicates that it is one of the few experienced contractors that meets the project requirement.

If awarded, the Project is anticipated to start in January 2018 and expected to be completed in June 2018.

COMMISSION/COMMITTEE RECOMMENDATION

The Finance Committee reviewed staff's recommendation at their October 31, 2017 meeting and recommended to proceed.

FISCAL IMPACT/SUMMARY

The total overall budget was originally estimated at \$1,249,641 including design, construction, and construction engineering in FY 2017/2018 CIP budget. The source of funding is from Fund 430 (Sewer) and there is no General Fund impact. Based on the detailed budget summary below, there are sufficient funds to fully fund the Project.

Construction Expenditures	Amount
Design	\$110,300
Construction Contract	\$724,650
Contingency (15%)	\$110,093
Sub-Total	\$850,743
Construction Engineering	\$210,220
Total Estimated Construction Cost	\$1,060,963
Total Estimated Project Cost	\$1,171,263
Allocated Budget	\$1,249,641
Probable Funding Balance	\$78,378

This Project is included in the City's Sewer Master Plan and Sewer System Management Plan, which will replace approximately 1,500 linear feet of existing sewer main. Staff is requesting that City Council award a contract to GRFCO, Inc. in the amount of \$724,650 for the construction of the Project and authorize the Public Works Director or his designee to issue Contract Change Orders up to a "not to exceed" amount of 15% of the Contract amount

RESPECTFULLY SUBMITTED:

William Gallardo, City Manager

Prepared by: Hsing Chao, Associate Engineer

Concurrence: Steve Kooyman, P.E. City Engineer; Tony Olmos, P.E. Public Works Director

Attachments

Exhibit 'A' - Project Location

Contract

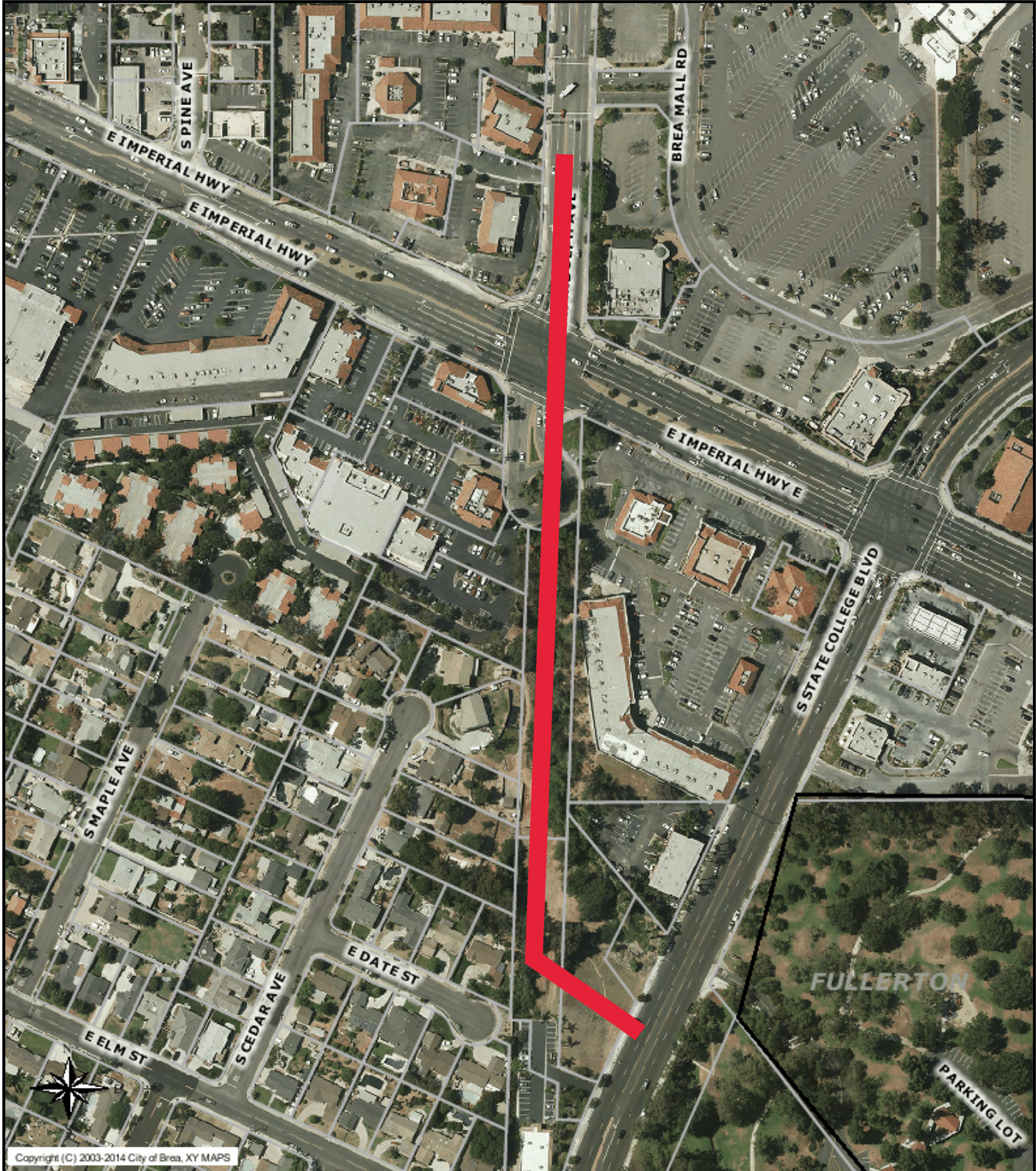


Exhibit "A"

Project Location

Scale: 1 in = 236 ft
Printed 6/9/2017

A G R E E M E N T

THIS AGREEMENT (“Agreement” or “Contract”) is made and entered this day of _____, 201_ (“Effective Date”), by and between **GRFCO, INC.** (hereinafter referred to as “CONTRACTOR”) and the City of Brea, California, a municipal corporation (hereinafter referred to as “CITY”).

WHEREAS, pursuant to the Notice Inviting Sealed Bids or Proposals, bids were received, publicly opened, and declared on the date specified in said Notice;

WHEREAS, CITY did accept the bid of CONTRACTOR and;

WHEREAS, CITY’s City Council has authorized a written contract to be entered into with CONTRACTOR for furnishing labor, equipment, and material for the construction of the **RANDOLPH AVE./IMPERIAL HWY SEWER MAIN REPLACEMENT CIP PROJECT NO.7621**

NOW, THEREFORE, in consideration of the mutual covenants herein contained, CITY AND CONTRACTOR hereby agree as follows:

1. GENERAL SCOPE OF WORK: CONTRACTOR shall furnish all necessary labor, tools, materials, appliances, and equipment for and do the work for the construction of the Randolph Ave./Imperial HWY Sewer Main replacement Project 7621 (“Project”). Said work shall be performed in accordance with contract documents for this Project on file in the office of the CITY Engineer and in accordance with bid prices, plans and specifications hereinafter mentioned and in accordance with the instructions of the Public Works Director. CONTRACTOR shall at all times comply with all applicable federal, state and local laws, regulations, statutes, orders and policies throughout the term of this Agreement.

2. CONTRACT PRICE AND PAYMENT: As total and complete compensation for all work required hereunder, CITY shall pay to the CONTRACTOR for furnishing and material and doing the prescribed work the unit prices set forth in CONTRACTOR’s bid or proposal dated **July 27, 2017**. Progress payments shall be made for each portion of the work satisfactorily completed. Notwithstanding the foregoing, CITY shall be authorized to withhold a retention from payments in the maximum amount permitted by law.

At the written request and expense of CONTRACTOR, securities equivalent to any moneys withheld by the CITY to ensure performance under this Agreement shall be deposited with the CITY, or with a state or federally chartered bank in the State of California as the escrow agent, that shall then pay those moneys to CONTRACTOR. Upon satisfactory completion of the Agreement, the securities shall be returned to CONTRACTOR. Alternatively, CONTRACTOR may request that the CITY shall make payment of retentions earned directly to the escrow agent at the expense of CONTRACTOR. At the expense of CONTRACTOR, CONTRACTOR may direct the investment of the payments into securities, and CONTRACTOR shall receive the interest earned on the investments upon the same terms provided for securities deposited by CONTRACTOR.

Upon satisfactory completion of the Agreement, CONTRACTOR shall receive from the escrow agent all securities, interest, and payments received by the escrow agent from the CITY, pursuant to the terms of this Section. Securities eligible for investment shall include those listed in California Government Code Section 16430, bank or savings and loan certificates of deposit, interest-bearing demand deposit accounts, standby letters of credit, or any other security to which

CONTRACTOR and the CITY mutually agree in writing. CONTRACTOR shall be the beneficial owner of any securities substituted for moneys withheld and shall receive any interest thereon.

If CONTRACTOR elects to receive interest on moneys withheld in retention by the CITY, it shall, at the request of any subcontractor performing more than five percent (5%) of CONTRACTOR's total Proposal, make that option available to the subcontractor regarding any moneys withheld in retention by CONTRACTOR from the subcontractor. Further mandatory details are provided in Public Contract Code Section 22300(d), which is incorporated herein by this reference.

The escrow agreement for security deposits in lieu of retention shall be substantially similar to the form provided in Public Contract Code Section 22300(f), which is incorporated herein by this reference.

3. CUSTOMER CARE: CONTRACTOR, while fulfilling the terms of this Agreement, shall provide exceptional customer care. Any negative contact with staff, residents/citizens, businesses, visitors or other contractors shall be reported by CONTRACTOR immediately to CITY. CONTRACTOR's management and supervisory personnel shall intercede to resolve or mitigate the negative contact in conjunction with CITY staff. CITY and CONTRACTOR may agree in advance to a single person contact, a representative of either the CITY or CONTRACTOR, for the investigation and response to complaints.

4. INCORPORATED DOCUMENTS: The documents referenced in Section 1, above, the Resolution and Notice Inviting Bids attached hereto, and Instructions to Bidders, and attachments thereto, all of which are incorporated by reference herein, and this written agreement (collectively, "Contract Documents"), shall constitute the entire agreement between the parties. This Contract is intended to require a complete and finished piece of work, and the CONTRACTOR shall perform all work necessary to properly complete the work and the Project in accordance with all applicable local, State, and federal regulations, laws and statutes, whether set out specifically in the Contract Documents or not. Should it be ascertained that any inconsistency exists between any of the Contract Documents, the provisions of this written agreement shall control.

5. TERM OF CONTRACT: CONTRACTOR agrees to complete the Project and all of the work within **105** working days from the date of Notice of Proceed ("completion date"). CONTRACTOR agrees further to the assessment of liquidated damages in the amount of **\$1,200** for each working day the work remains incomplete beyond the completion date. CITY may deduct the amount thereof from any monies due or that may become due the CONTRACTOR under this Contract. Progress payments made after the scheduled date of completion shall not constitute a waiver of liquidated damages. The CITY may cancel this Agreement at any time with or without cause and without penalty upon thirty (30) days' written notice. In the event of termination without fault of CONTRACTOR, CITY shall pay CONTRACTOR for all services satisfactorily rendered prior to date of termination, which in any case shall not exceed the total Contract price, and such payment shall be in full satisfaction of all services rendered hereunder.

6. INSURANCE: CONTRACTOR 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 CONTRACTOR allow any subcontractor to commence work on its subcontract until all insurance required of the subcontractor has been obtained. The CONTRACTOR 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 CONTRACTOR shall furnish to the CITY a certificate of insurance as proof that it has taken out full compensation insurance for all persons whom the CONTRACTOR 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. CONTRACTOR, 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 worker’s 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 CONTRACTOR 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 products/completed operations and all other activities undertaken by the CONTRACTOR in the performance of this Agreement, - - or - - :

(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) Owner’s and CONTRACTOR’s Protective (occurrence) - for bodily injury, death and property damage arising out of any activities undertaken by CONTRACTOR in the performance of this Agreement.

(4) Other required insurance, endorsement or exclusions as required by the plans and specifications.

(5) The policies of insurance required in this Section 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. Each such policy of insurance required in paragraph b 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, Cooper and Brain Company, 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 the named additional insureds;
- (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; and
- (10) Otherwise be in form satisfactory to CITY.

d. Prior to commencing performance under this Agreement, the CONTRACTOR 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 CONTRACTOR commences performance. If performance of this Agreement shall extend beyond one (1) year, CONTRACTOR shall provide CITY with the required policies or endorsements evidencing renewal of the required policies of insurance prior to their expiration of any required policies of insurance.

7. LABOR CODE COMPLIANCE:

a. CONTRACTOR acknowledges that the work required is a "public work" as defined in Labor Code Section 1720, et seq. Notice is hereby given that in accordance with the provisions of California Labor Code, Division 2, Part 7, Chapter 1, Articles 1 and 2, the

CONTRACTOR is required to pay not less than the general prevailing rate of per diem wages for work of a similar character in locality in which the public work is performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work. In that regard, the Director of the Department of Industrial Relations of the State of California is required to and has determined such general prevailing rates of per diem wages. The applicable prevailing rates can be found on the following website: <http://www.dir.ca.gov/OPRL/pwd/>. For federal projects, Davis-Bacon requirements apply, and the appropriate wage determinations can be found in the project specifications. CONTRACTOR shall ascertain all prevailing wages applicable to the Project and shall cause a copy of such wage determinations to be posted at the job site.

Pursuant to Labor Code §1775, the CONTRACTOR shall forfeit, as penalty to CITY, not more than two hundred dollars (\$200.00) for each laborer, workman, or mechanic employed for each calendar day or portion thereof, if such laborer, workman, or mechanic is paid less than the general prevailing rate of wages hereinbefore stipulated for any work done under this Contract, by him or by any subcontractor under him, in violation of the provisions of said Labor Code.

b. CONTRACTOR shall comply with and be bound by the provisions of Labor Code Section 1777.5 concerning the employment of apprentices on public works projects. CONTRACTOR shall be responsible for compliance with Section 1777.5 for all apprenticeable occupations. Prior to commencing work under this Agreement, CONTRACTOR shall provide CITY with a copy of the information submitted to any applicable apprenticeship program. Within sixty (60) days after concluding work pursuant to this Agreement, CONTRACTOR and each of its subcontractors shall submit to the CITY a verified statement of the journeyman and apprentice hours performed under this Agreement.

c. Eight (8) hours of labor shall constitute a legal day's work for all workmen employed in the execution of this Contract, and the CONTRACTOR and any subcontractor under him shall comply with and be governed by the laws of the State of California having to do with working hours set forth in Division 2, Part 7, Chapter 1, Article 3 of the Labor Code of the State of California as amended.

The CONTRACTOR shall forfeit, as a penalty to CITY, twenty-five dollars (\$25.00) for each laborer, workman, or mechanic employed in the execution of the Contract, by him or any subcontractor under him, upon any of the work hereinbefore mentioned, for each calendar day during which said laborer, workman, or mechanic is required or permitted to labor more than eight (8) hours in violation of said Labor Code.

d. CONTRACTOR shall comply with and be bound by the provisions of Labor Code Section 1776, which requires CONTRACTOR and each subcontractor to (1) keep accurate payroll records and verify such records in writing under penalty of perjury, as specified in Section 1776, (2) certify and make such payroll records available for inspection as provided by Section 1776, and (3) inform the CITY of the location of the records.

e. For every subcontractor who will perform work on the project, CONTRACTOR shall be responsible for such subcontractors' compliance with Labor Code Sections 1771, 1775, 1776, 1777.5, 1813, and 1815, and CONTRACTOR shall include in the written contract between it and each subcontractor copies of Labor Code Sections 1771, 1775, 1776, 1777.5, 1813, and 1815 and a requirement that each subcontractor shall comply with these aforementioned sections. CONTRACTOR shall be required to take all actions necessary to enforce such contractual provisions and ensure subcontractor's compliance, including without limitation, conducting a periodic review of the certified payroll records of the subcontractor and upon becoming aware of a failure of the subcontractor to pay his or her workers the specified

prevailing rate of wages, CONTRACTOR shall diligently take corrective action to halt or rectify the failure.

f. CONTRACTOR truthfully represents that at the time CONTRACTOR submitted its bid or proposal for this Project, and thereafter, CONTRACTOR possessed, and now possesses the required license(s) from the State Contractors State Licensing Board, and as required in the bid documents, as well as all permits, qualifications, insurance and approvals of any nature that are legally required of CONTRACTOR to practice its trade(s) and complete the Project. CONTRACTOR agrees to not be debarred at any time through the duration of this Agreement. CONTRACTOR has investigated and represents and will ensure that all subcontractors possessed and now possesses a valid specialty trade license in its trade, as well as all permits, qualifications, insurance and approvals of any nature that are legally required of the subcontractor to practice its trade during the term of this Agreement and at the time the CONTRACTOR's bid was submitted. All licenses must comply with California Business and Professions Code Section 7057 regarding a general building contractor. CONTRACTOR and all subcontractors must comply with business license requirements of the CITY. CONTRACTOR shall not perform work with debarred subcontractor pursuant to Labor Code Section 1777.1 or 1777.7.

8. UNRESOLVED DISPUTES: In the event that a dispute arises between the CITY and CONTRACTOR regarding whether the conditions materially differ, involve hazardous waste, or cause a decrease or increase in CONTRACTOR's cost of or time required for performance of any part of the work, CONTRACTOR shall not be excused from any scheduled completion date provided for by the Agreement, but shall proceed with all work to be performed under the Agreement. CONTRACTOR shall retain any and all rights provided that pertain to the resolution of disputes and protests between the parties. In the event of any dispute or controversy with the CITY over any matter whatsoever, CONTRACTOR shall not cause any delay or cessation in or of work, but shall proceed with the performance of the work in dispute. This includes disputed time extension requests and prices for changes. The disputed work will be categorized as an "unresolved dispute" and payment, if any, shall be as later determined by mutual agreement or a court of law. CONTRACTOR shall keep accurate, detailed records of all disputed work, claims and other disputed matters. Public Contract Code Section 20104, *et seq.* and Brea City Code chapter 1.12 ("Claims Against the City) shall govern the procedures of the claim process, and these provisions are incorporated herein by this reference.

9. ANTI-TRUST CLAIMS: In entering into this Agreement, CONTRACTOR offers and agrees to assign to the CITY all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the California Business and Professions Code) arising from purchases of goods, services, or materials pursuant to the Agreement. This assignment shall be made and become effective at the time the CITY tenders final payment to CONTRACTOR without further action or acknowledgment by the parties.

10. TRENCHING AND EXCAVATIONS: If the Project involves trenching more than four (4) feet deep, CONTRACTOR shall promptly and before the following conditions are disturbed notify the CITY in writing of any: material that CONTRACTOR believes may be material that is hazardous waste, as defined in California Health and Safety Code Section 25117, that is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law; subsurface or latent physical conditions at the site differing from those indicated; or unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the Agreement. The CITY shall investigate the conditions, and if the

CITY finds that the conditions do materially differ or do involve hazardous waste and cause a decrease or increase in CONTRACTOR's cost of or the time required for the performance of any part of the work, the CITY shall issue a change order.

In addition, whenever work under the Agreement that involves an estimated expenditure in excess of twenty-five thousand dollars (\$25,000) for the excavation of any trench or trenches five (5) feet or more in depth, CONTRACTOR shall submit for acceptance by CITY or by a registered civil or structural engineer employed by CITY to whom authority to accept has been delegated ("Engineer"), in advance of excavation, a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation, of such trench or trenches. If such plan varies from the shoring system standards established by the Construction Safety Orders of the Division of Industrial Safety, the plan shall be prepared by a registered civil or structural engineer employed by CONTRACTOR, and all costs therefor shall be included in the price named in the Agreement for completion of the work as set forth in the Agreement. Nothing in this provision shall be deemed to allow the use of a shoring, sloping, or another protective system less effective than that required by the Construction Safety Orders. Nothing in this provision shall be construed to impose tort liability on the CITY or on any CITY officer, agent, or employee. All plans, plan review, processing, and shoring costs are CONTRACTOR's responsibility.

11. UTILITIES: The CITY acknowledges its responsibilities under Government Code section 4215 concerning existing utilities and that section is incorporated herein by this reference.

12. LOCATION OF EXISTING ELEMENTS: The methods used and costs involved to locate existing elements, points of connection and all construction methods are CONTRACTOR's sole responsibility. The accuracy of information furnished, as to existing conditions, is not guaranteed by the CITY. Prior to commencement of work on the Project, CONTRACTOR, at its sole expense, must make all investigations necessary to determine locations of existing elements, which may include, without limitation, contacting U.S.A. Alert and other private underground locating firm(s), utilizing specialized locating equipment and/or hand trenching.

13. CONTRACTOR'S LIABILITY: The CITY of Brea and its officers, agents and employees shall not be answerable or accountable in any manner for any loss or damage that may happen to the work or any part thereof, or for any of the materials or other things used or employed in performing the work; or for injury or damage to any person or persons, either workmen, employees of the CONTRACTOR or his subcontractors or the public, or for damage to adjoining or other property from any cause whatsoever arising out of or in connection with the performance of the work. The CONTRACTOR shall be responsible for any damage or injury to any person or property resulting from defects or obstructions or from any cause whatsoever, except the sole negligence or willful misconduct of CITY, its employees, servants, or independent contractors who are directly responsible to CITY during the progress of the work or at any time before its completion and final acceptance.

The CONTRACTOR will defend, indemnify and hold the CITY, its elected official, officers, employees, agents and volunteers free and harmless with respect to any and all actions, claims, liens, stop notices, damages to persons or property, penalties, obligations, or liabilities that may be asserted or claimed by any person, firm, entity, corporation, political subdivision, or other entity in any way arising out of or in connection with the acts, omissions, willful misconduct, work, operations, violation of the Labor Code or any other code or regulation, and/or activities of the CONTRACTOR, its agents, employees, subcontractors, and/or invitees in or related to the

performance of this Agreement (collectively, "Claim(s)"), whether or not there is concurrent passive or active negligence on the part of CITY, but excluding such actions, claims, damages to persons or property, penalties, obligations, or liabilities arising from the sole negligence or willful misconduct of CITY, its employees, servants, or independent contractors who are directly responsible to CITY, as determined by a final court decision or agreement of the parties, and in connection therewith:

- a. The CONTRACTOR will defend any action or actions filed in connection with any Claim(s) and will pay all costs and expenses, including actual attorneys' fees incurred in connection therewith.
- b. The CONTRACTOR will promptly pay any judgment rendered against the CONTRACTOR or CITY as a result of any Claim(s) hereunder, and the CONTRACTOR agrees to indemnify and save and hold the CITY harmless therefrom.
- c. In the event CITY is made a party to any action or proceeding filed or prosecuted against the CONTRACTOR in connection with any Claim(s) hereunder, the CONTRACTOR agrees to pay to CITY any and all costs and expenses incurred by CITY in such action or proceeding together with actual attorneys' fees.

So much of the money due to the CONTRACTOR under and by virtue of this Contract, as shall be considered necessary by CITY, may be retained by CITY until CONTRACTOR has satisfied its indemnity obligations under this Section.

14. ASSIGNMENT: CONTRACTOR shall not assign or transfer any interest in this Agreement or any part thereof, whether by assignment or novation, without the CITY's prior written consent. Any purported assignment without written consent shall be null, void, and of no effect, and CONTRACTOR shall hold harmless, defend and indemnify the CITY and its officers, officials, employees, agents and representatives with respect to any claim, demand or action arising from or relating to any unauthorized assignment.

15. CONTRACTOR'S REPRESENTATIONS: CONTRACTOR represents, covenants and agrees that: a) CONTRACTOR is qualified and capable of furnishing the labor, materials, and expertise necessary to perform the services in accordance with the terms and conditions set forth in this Agreement; b) there are no obligations, commitments, or impediments of any kind that will limit or prevent CONTRACTOR's full performance under this Agreement; c) there is no litigation pending against CONTRACTOR or any owner or officer thereof, involving theft, dishonesty or fraud involving public works project, and neither CONTRACTOR nor any owner or officer thereof not the subject of any criminal investigation or proceeding involving a public works project; and d) to CONTRACTOR's actual knowledge, neither CONTRACTOR nor any owner or officer thereof has been convicted of a felony involving theft, dishonesty or fraud in connection with a public works project, within the last ten (10) years.

16. NOTICES: Except as otherwise required by law, any notice, payment, or other communication authorized or required by this Agreement shall be in writing and shall be deemed received on (a) the day of delivery if delivered by hand or overnight courier service during the CITY's regular business hours or (b) on the third business day following deposit in the United States mail, postage prepaid, to the addresses listed below, or at such other address as one party may notify the other:

To CITY:

Director of Public Works
City of Brea
1 Civic Center Circle
Brea, California 92821

To CONTRACTOR:

George Frost, President
GRFCO, Inc.
P.O. Box 1747, Brea CA 92822

17. NON-DISCRIMINATION: No discrimination shall be made in the employment of persons upon public works because of the race, color, or religion of such persons, or on any other basis specified in Government Code Section 12940, and every contractor for public works violating this section is subject to all the penalties imposed for a violation of Division 2, Part 7, Chapter 1 of the Labor Code in accordance with the provisions of Section 1735 of said Code.

18. APPLICABLE LAW: The validity, interpretation, and performance of this Agreement shall be controlled by and construed under the laws of the State of California, excluding the choice of law rules. Venue for any such action relating to this Agreement shall be in the Orange County Superior Court.

19. ATTORNEYS' FEES: In the event that any action or proceeding is brought by either party to enforce any term or provision of this Agreement, the prevailing party shall recover its reasonable attorneys' fees and costs incurred with respect thereto.

20. ENTIRE AGREEMENT: This Agreement, including the Contract Documents, and any other documents incorporated herein by specific reference, represents the entire and integrated agreement between CITY and CONTRACTOR. This Agreement supersedes all prior oral or written negotiations, representations or agreements. This Agreement may not be modified or amended, nor any provision or breach waived, except in a writing signed by both parties which expressly refers to this Agreement.

21. NON-WAIVER OF TERMS: Waiver by either party of any one or more of the conditions of performance under this Agreement shall not be a waiver of any other condition of performance under this Agreement. In no event shall the making by the CITY of any payment to CONTRACTOR constitute or be construed as a waiver by the CITY of any breach of covenant, or any default which may then exist on the part of CONTRACTOR, and the making of any such payment by the CITY shall in no way impair or prejudice any right or remedy available to the CITY with regard to such breach or default.

IN WITNESS WHEREOF, the parties hereto have entered this Agreement as of the Effective Date set forth above.

CONTRACTOR _____

State of California
Contractor License No. _____

By: _____

By: _____

Title: _____

Title: _____

(two corporate signatures required if corporation)

CITY OF BREA, CALIFORNIA

By: _____
Mayor

Attest: _____
City Clerk

City of Brea

COUNCIL COMMUNICATION

TO: Honorable Mayor and City Council Members

FROM: Bill Gallardo, City Manager

DATE: 11/07/2017

SUBJECT: Monthly Report of Investments for the City of Brea for Period Ending September 30, 2017

RECOMMENDATION

Receive and file.

BACKGROUND/DISCUSSION

The Monthly Report of Investments (formally known as the Treasurer's Report) is in accordance with Government Code Section 53607 and contains information on the investment activities for the month of September 2017. Cash for day-to-day activities is deposited in the demand and interest-bearing checking accounts. The Local Agency Investment Fund (LAIF) is used for short term investment and functions like a savings account. The City's managed investment portfolio is for longer-term investments which are managed through Chandler Asset Management. Together, the short and long-term investment accounts represent the City's investment portfolio. Attachment A includes a Portfolio Summary, Holdings Report, Book Value Report and Compliance with Investment Policy Statement prepared by Chandler Asset Management for the invested funds. The book value is the cost, plus or minus amortization/accretion.

As of September 30, 2017, the total market value of the managed investment portfolio, including accrued interest, was \$59,451,563.22 as compared to \$59,592,100.51 at August 31, 2017. The weighted average investment yield for September 2017 was 1.66%, which was slightly higher from the prior month of 1.64%. The City's Local Agency Investment Fund (LAIF) had a total market value, including accrued interest of \$5,599,291.13 at September 30, 2017. This brings the total value of the City's investment portfolio as of September 30, 2017 to \$65,050,854.35, as compared to \$65,186,293.29 at August 31, 2017.

Restricted cash and investments are held in the post-employment benefits trust account administered by PARS (*PARS account*) and managed by High Mark Capital and the City's various bond reserve accounts which are managed by Chandler Asset Management. Attachment A includes a monthly statement from US Bank for the PARS account as well as a portfolio report from Chandler Asset Management for each bond reserve account that is invested. As of September 30, 2017, the market value of the PARS account, including short-term cash and accrued interest was \$7,063,813.37 as compared to \$6,966,092.72 from the prior month. All other restricted cash investments (bond reserve accounts), including short-term cash and accrued interest was \$6,796,075.39 in comparison to \$7,299,580.23 from the prior month. Furthermore, the City of Brea holds 2,106.5 shares of water common stock with Cal Domestic valued at \$6,692,116.02 and 687.85 shares of Class A preferred stock with Pellissier

Co-Tenancy, valued at \$8,444,403.67 as of June 30, 2016.

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

COMMISSION/COMMITTEE RECOMMENDATION

The Investment Advisory Committee reviewed the Monthly Report of Investments at its meeting on October 30, 2017 and took action to receive and file the report. Additionally, the Investment Advisory Committee recommended renaming the report from Treasurer's Report to Monthly Report of Investments.

FISCAL IMPACT/SUMMARY

During the month of September, the total value of the City's investment portfolio decreased by \$135,438.94. The decrease is attributed to a combination of activities including receipt of sales tax revenues and progress payments related to the construction of the Downtown Superblock Parking Structure. The City's PARS account increased by \$97,720.65 primarily due to investment activity and the City's bond reserve accounts decreased by \$503,504.84 primarily due to the Brea Downtown CFD and Olinda Ranch CFD debt payments that were paid to the bond holders during the month.

RESPECTFULLY SUBMITTED:

William Gallardo, City Manager

Prepared by: Alicia Brenner, Senior Management Analyst

Concurrence: Cindy Russell, Administrative Services Director

Attachments

Attachment A

City of Brea
Cash and Investment Information
September 30, 2017

		Cost Value	Market Value*
Demand and Interest-Bearing Checking Accounts	Citizen's Bank	\$ 2,623,345.23	\$ 2,623,345.23
Local Agency Investment Fund	LAIF	\$ 5,581,580.99	\$ 5,599,291.13
Managed Investment Portfolio - CHANDLER	Chandler	\$ 59,279,385.78	\$ 59,451,563.22
PARS Post-Employment Benefits Trust**	US Bank	\$ 6,418,745.98	\$ 7,063,813.37
<u>Fiscal Agent Cash & Investments**</u>			
2005 Olinda Ranch Public Improvements Bonds (CFD 1997-1)	Chandler/BNY	\$ 451,055.82	\$ 452,631.14
2009 Water Revenue Bonds	Chandler/BNY	\$ 1,923,029.33	\$ 1,899,769.00
2009 Brea Plaza Public Improvements CFD Bonds (CFD 2008-2)	Chandler/BNY	\$ 830,134.36	\$ 832,957.30
2010 Water Revenue Bonds	Chandler/BNY	\$ 1,356,901.14	\$ 1,341,006.40
2010 Lease Revenue Bonds	Chandler/BNY	\$ 395,208.77	\$ 392,109.76
2011 Tax Allocation Bonds, Series B	Chandler/BNY	\$ 1,714,125.52	\$ 1,714,125.52
2014 Downtown Brea Public Improvements CFD Bonds	Chandler/BNY	\$ 163,391.98	\$ 163,391.98
2014 Water Revenue Bonds	Chandler/BNY	\$ 84.29	\$ 84.29
Sub-total - Fiscal Agent Cash & Investments		\$ 6,833,931.21	\$ 6,796,075.39
Report Grand Total		\$ 80,736,989.19	\$ 81,534,088.34

* Includes accrued interest on invested funds

** Reserve Fund

City of Brea
Cash and Investment Information
September 30, 2017

Fiscal Agent Cash & Investments Detail		Cost Value	Market Value
10103	2005 Olinda Ranch Public Improvements Bonds (CFD 1997-1) - CHANDLER	\$ 450,996.66	\$ 452,571.98
	Short-Term Treasury Funds - BNY	\$ 59.16	\$ 59.16
	Sub-total	\$ 451,055.82	\$ 452,631.14
10073	2009 Water Revenue Bonds - CHANDLER	\$ 1,923,029.33	\$ 1,899,769.00
	Short-Term Treasury Funds - BNY	\$ -	\$ -
	Sub-total	\$ 1,923,029.33	\$ 1,899,769.00
10118	2009 Brea Plaza Public Improvements CFD Bonds (CFD 2008-2) - CHANDLER	\$ 830,134.36	\$ 832,957.30
	Short-Term Treasury Funds - BNY	\$ -	\$ -
	Sub-total	\$ 830,134.36	\$ 832,957.30
10128	2010 Water Revenue Bonds - CHANDLER	\$ 1,356,829.48	\$ 1,340,934.74
	Short-Term Treasury Funds - BNY	\$ 71.66	\$ 71.66
	Sub-total	\$ 1,356,901.14	\$ 1,341,006.40
10129	2010 Lease Revenue Bonds - CHANDLER	\$ 266,324.63	\$ 263,225.62
	Short-Term Treasury Funds - BNY	\$ 128,884.14	\$ 128,884.14
	Sub-total	\$ 395,208.77	\$ 392,109.76
	2011 Tax Allocation Bonds, Series B - CHANDLER	\$ -	\$ -
	Short-Term Treasury Funds - BNY	\$ 1,714,125.52	\$ 1,714,125.52
	Sub-total	\$ 1,714,125.52	\$ 1,714,125.52
	2014 Downtown Brea Public Improvements CFD Bonds - CHANDLER	\$ -	\$ -
	Short-Term Treasury Funds - BNY	\$ 163,391.98	\$ 163,391.98
	Sub-total	\$ 163,391.98	\$ 163,391.98
	2014 Water Revenue Bonds - CHANDLER	\$ -	\$ -
	Short-Term Treasury Funds - BNY	\$ 84.29	\$ 84.29
	Sub-total	\$ 84.29	\$ 84.29
Report Grand Total		\$ 6,833,931.21	\$ 6,796,075.39

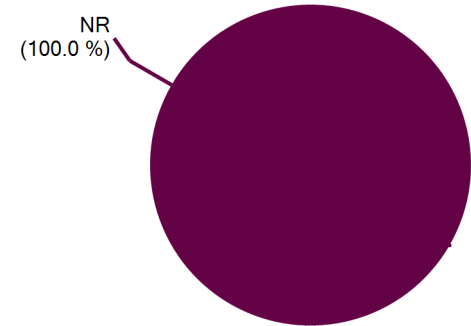
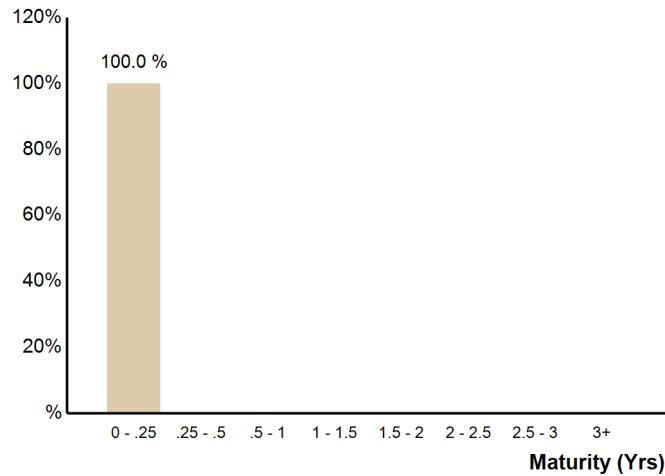
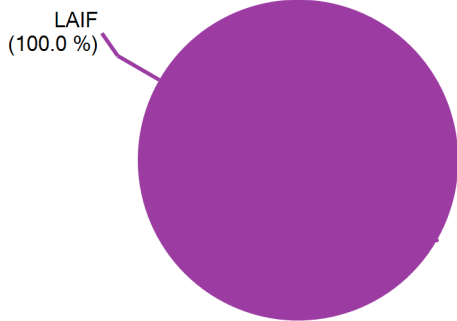
PORTFOLIO CHARACTERISTICS ACCOUNT SUMMARY TOP ISSUERS

Average Duration	0.00
Average Coupon	1.12 %
Average Purchase YTM	1.12 %
Average Market YTM	1.12 %
Average S&P/Moody Rating	NR/NR
Average Final Maturity	0.00 yrs
Average Life	0.00 yrs

	Beg. Values as of 8/31/17	End Values as of 9/30/17
Market Value	5,581,581	5,581,581
Accrued Interest	12,612	17,710
Total Market Value	5,594,193	5,599,291
Income Earned	6,206	5,098
Cont/WD		0
Par	5,581,581	5,581,581
Book Value	5,581,581	5,581,581
Cost Value	5,581,581	5,581,581

Issuer	% Portfolio
Local Agency Investment Fund	100.0 %
	100.0 %

SECTOR ALLOCATION MATURITY DISTRIBUTION CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

Total Rate of Return As of 9/30/2017	Current Month	Latest 3 Months	Year To Date	1 Yr	Annualized				Since 2/28/2012
					3 Yrs	5 Yrs	10 Yrs	2/28/2012	
City of Brea Laif	0.09 %	0.26 %	0.67 %	0.84 %	0.54 %	0.43 %	N/A	N/A	N/A



Holdings Report

As of 9/30/17

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
LAIF									
90LAIF\$00	Local Agency Investment Fund State Pool	5,581,580.99	Various 1.12 %	5,581,580.99 5,581,580.99	1.00 1.12 %	5,581,580.99 17,710.14	100.00 % 0.00	NR / NR NR	0.00 0.00
Total LAIF		5,581,580.99	1.12 %	5,581,580.99 5,581,580.99	1.12 %	5,581,580.99 17,710.14	100.00 % 0.00	NR / NR NR	0.00 0.00
TOTAL PORTFOLIO		5,581,580.99	1.12 %	5,581,580.99 5,581,580.99	1.12 %	5,581,580.99 17,710.14	100.00 % 0.00	NR / NR NR	0.00 0.00
TOTAL MARKET VALUE PLUS ACCRUED						5,599,291.13			

PORTFOLIO CHARACTERISTICS

Average Duration	2.49
Average Coupon	1.60 %
Average Purchase YTM	1.66 %
Average Market YTM	1.71 %
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	2.68 yrs
Average Life	2.56 yrs

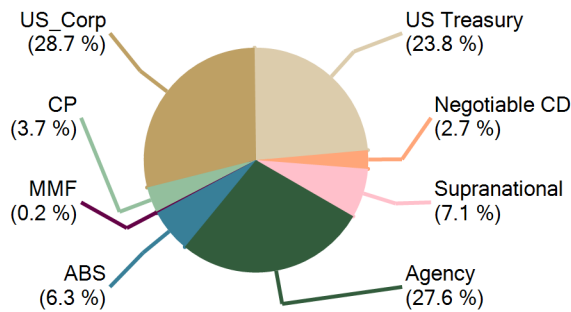
ACCOUNT SUMMARY

	Beg. Values as of 8/31/17	End Values as of 9/30/17
Market Value	59,390,540	59,239,290
Accrued Interest	201,561	212,273
Total Market Value	59,592,101	59,451,563
Income Earned	81,124	80,174
Cont/WD		0
Par	59,374,773	59,446,266
Book Value	59,269,592	59,339,053
Cost Value	59,212,312	59,279,386

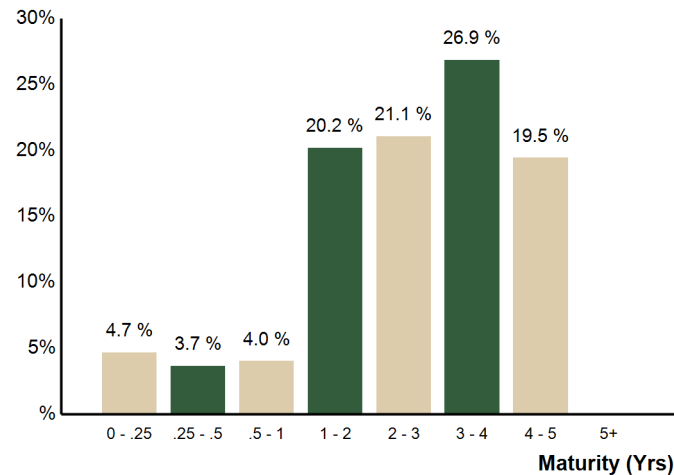
TOP ISSUERS

Issuer	% Portfolio
Government of United States	23.8 %
Federal National Mortgage Assoc	15.3 %
Federal Home Loan Mortgage Corp	8.4 %
Inter-American Dev Bank	4.6 %
Federal Home Loan Bank	3.9 %
Intl Bank Recon and Development	2.5 %
John Deere ABS	2.3 %
Bank of Tokyo-Mit UFJ	2.2 %
	63.0 %

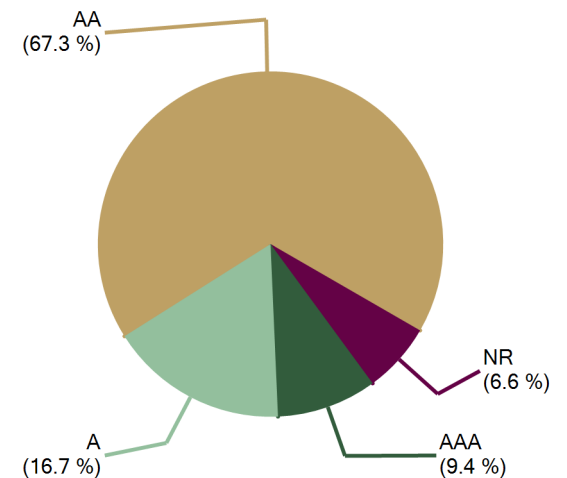
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

Total Rate of Return As of 9/30/2017	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	-0.24 %	0.39 %	1.39 %	0.49 %	1.47 %	1.11 %	2.58 %	3.97 %	130.27 %
BAML 1-5 Yr US Treasury/Agency Index*	-0.33 %	0.29 %	1.05 %	-0.03 %	1.20 %	0.85 %	2.37 %	3.59 %	112.75 %
BAML 1-5 Yr US Issuers Corp/Govt Rated AAA-A Index	-0.31 %	0.34 %	1.20 %	0.15 %	1.33 %	0.99 %	2.46 %	N/A	N/A

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



City of Brea
September 30, 2017

COMPLIANCE WITH INVESTMENT POLICY

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

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



Reconciliation Summary

As of 9/30/2017

BOOK VALUE RECONCILIATION	
Beginning Book Value	\$59,269,592.42
Acquisition	
+ Security Purchases	\$1,395,493.04
+ Money Market Fund Purchases	\$1,158,462.31
+ Money Market Contributions	\$0.00
+ Security Contributions	\$0.00
+ Security Transfers	\$0.00
Total Acquisitions	\$2,553,955.35
Dispositions	
- Security Sales	\$0.00
- Money Market Fund Sales	\$1,397,163.74
- MMF Withdrawals	\$0.00
- Security Withdrawals	\$0.00
- Security Transfers	\$0.00
- Other Dispositions	\$0.00
- Maturities	\$0.00
- Calls	\$0.00
- Principal Paydowns	\$1,089,805.77
Total Dispositions	\$2,486,969.51
Amortization/Accretion	
+/- Net Accretion	\$2,475.06
	\$2,475.06
Gain/Loss on Dispositions	
+/- Realized Gain/Loss	\$0.00
	\$0.00
Ending Book Value	\$59,339,053.32

CASH TRANSACTION SUMMARY	
BEGINNING BALANCE	\$352,955.01
Acquisition	
Contributions	\$0.00
Security Sale Proceeds	\$0.00
Accrued Interest Received	\$0.00
Interest Received	\$68,538.67
Dividend Received	\$117.87
Principal on Maturities	\$0.00
Interest on Maturities	\$0.00
Calls/Redemption (Principal)	\$0.00
Interest from Calls/Redemption	\$0.00
Principal Paydown	\$1,089,805.77
Total Acquisitions	\$1,158,462.31
Disposition	
Withdrawals	\$0.00
Security Purchase	\$1,395,493.04
Accrued Interest Paid	\$1,670.70
Total Dispositions	\$1,397,163.74
Ending Book Value	\$114,253.58

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
ABS									
89236WAC2	Toyota Auto Receivables Owner 2015-A 1.12% Due 2/15/2019	148,878.16	02/24/2015 1.13 %	148,855.64 148,875.30	99.94 1.36 %	148,792.48 74.11	0.25 % (82.82)	Aaa / AAA NR	1.38 0.25
47788NAB4	John Deere Owner Trust 2016-B A2 1.09% Due 2/15/2019	305,717.23	07/19/2016 1.10 %	305,698.58 305,707.20	99.94 1.40 %	305,524.60 148.10	0.51 % (182.60)	Aaa / NR AAA	1.38 0.20
43814RAB2	Honda Auto Receivables 2016-4 A2 1.04% Due 4/18/2019	553,782.39	10/18/2016 1.05 %	553,766.93 553,772.76	99.86 1.41 %	552,989.36 207.98	0.93 % (783.40)	NR / AAA AAA	1.55 0.38
65478WAB1	Nissan Auto Receivables Owner 2016-C A2A 1.07% Due 5/15/2019	223,875.50	08/02/2016 1.08 %	223,866.67 223,870.32	99.91 1.37 %	223,679.50 106.47	0.38 % (190.82)	Aaa / NR AAA	1.62 0.30
89231LAB3	Toyota Auto Receivables Owner 2016-D 1.06% Due 5/15/2019	358,269.89	10/04/2016 1.07 %	358,241.23 358,251.97	99.88 1.39 %	357,857.10 168.78	0.60 % (394.87)	Aaa / AAA NR	1.62 0.35
43814TAB8	Honda Auto Receivables 2017-1 A2 1.42% Due 7/22/2019	352,489.27	03/21/2017 1.43 %	352,480.85 352,482.71	99.96 1.50 %	352,355.30 139.04	0.59 % (127.41)	Aaa / NR AAA	1.81 0.53
89238MAB4	Toyota Auto Receivables Owner 2017-A 1.42% Due 9/16/2019	420,000.00	03/07/2017 1.43 %	419,959.47 419,968.33	99.96 1.51 %	419,832.42 265.07	0.71 % (135.91)	Aaa / AAA NR	1.96 0.47
47787XAB3	John Deere Owner Trust 2017-A A2 1.5% Due 10/15/2019	285,000.00	02/22/2017 1.50 %	284,998.86 284,999.11	99.96 1.56 %	284,894.27 190.00	0.48 % (104.84)	Aaa / NR AAA	2.04 0.63
654747AB0	Nissan Auto Receivables 2017-A A2A 1.47% Due 1/15/2020	275,000.00	03/21/2017 1.47 %	274,998.60 274,998.86	99.97 1.52 %	274,926.03 179.67	0.46 % (72.83)	Aaa / NR AAA	2.29 0.65
47788MAC4	John Deere Owner Trust 2016-A A3 1.36% Due 4/15/2020	485,000.00	02/23/2016 1.37 %	484,923.66 484,952.98	99.83 1.60 %	484,163.38 293.16	0.81 % (789.60)	Aaa / NR AAA	2.54 0.73
47788BAB0	John Deere Owner Trust 2017-B A2A 1.59% Due 4/15/2020	185,000.00	07/11/2017 1.60 %	184,983.92 184,985.12	99.94 1.66 %	184,894.37 130.73	0.31 % (90.75)	Aaa / NR AAA	2.54 0.92
47788BAD6	John Deere Owner Trust 2017-B A3 1.82% Due 10/15/2021	130,000.00	07/11/2017 1.83 %	129,990.48 129,990.94	99.93 1.86 %	129,914.46 105.16	0.22 % (76.48)	Aaa / NR AAA	4.04 2.12
Total ABS		3,723,012.44	1.30 %	3,722,764.89 3,722,855.60	1.49 %	3,719,823.27 2,008.27	6.26 % (3,032.33)	Aaa / AAA AAA	1.97 0.55
AGENCY									
3137EADK2	FHLMC Note 1.25% Due 8/1/2019	1,270,000.00	Various 1.81 %	1,237,124.88 1,257,593.21	99.53 1.51 %	1,263,967.50 2,645.83	2.13 % 6,374.29	Aaa / AA+ AAA	1.84 1.80
3137EADM8	FHLMC Note 1.25% Due 10/2/2019	1,250,000.00	05/26/2015 1.48 %	1,237,873.75 1,244,421.47	99.43 1.54 %	1,242,840.00 7,769.10	2.10 % (1,581.47)	Aaa / AA+ AAA	2.01 1.96
3135G0A78	FNMA Note 1.625% Due 1/21/2020	1,250,000.00	Various 1.46 %	1,260,040.40 1,254,686.63	100.13 1.57 %	1,251,576.25 3,949.66	2.11 % (3,110.38)	Aaa / AA+ AAA	2.31 2.25
3137EADR7	FHLMC Note 1.375% Due 5/1/2020	1,250,000.00	05/28/2015 1.52 %	1,241,437.50 1,245,511.71	99.45 1.59 %	1,243,175.00 7,161.46	2.10 % (2,336.71)	Aaa / AA+ AAA	2.59 2.52
3135G0D75	FNMA Note 1.5% Due 6/22/2020	1,030,000.00	Various 1.57 %	1,026,700.60 1,028,138.18	99.72 1.61 %	1,027,111.88 4,248.75	1.73 % (1,026.30)	Aaa / AA+ AAA	2.73 2.65
3135G0F73	FNMA Note 1.5% Due 11/30/2020	1,225,000.00	12/16/2015 1.90 %	1,201,847.50 1,210,213.10	99.33 1.72 %	1,216,788.83 6,176.04	2.06 % 6,575.73	Aaa / AA+ AAA	3.17 3.06

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
AGENCY									
3130A7CV5	FHLB Note 1.375% Due 2/18/2021	1,070,000.00	02/17/2016 1.46 %	1,065,677.20 1,067,075.54	98.97 1.69 %	1,058,941.55 1,757.33	1.78 % (8,133.99)	Aaa / AA+ AAA	3.39 3.28
3135G0J20	FNMA Note 1.375% Due 2/26/2021	1,275,000.00	Various 1.46 %	1,269,953.70 1,271,461.24	98.77 1.75 %	1,259,302.20 1,704.42	2.12 % (12,159.04)	Aaa / AA+ AAA	3.41 3.31
3135G0K69	FNMA Note 1.25% Due 5/6/2021	400,000.00	05/27/2016 1.48 %	395,724.00 396,882.63	98.22 1.76 %	392,893.60 2,013.89	0.66 % (3,989.03)	Aaa / AA+ AAA	3.60 3.48
3130A8QS5	FHLB Note 1.125% Due 7/14/2021	1,285,000.00	10/04/2016 1.33 %	1,273,126.60 1,275,580.35	97.69 1.76 %	1,255,275.38 3,092.03	2.12 % (20,304.97)	Aaa / AA+ AAA	3.79 3.68
3137EAEC9	FHLMC Note 1.125% Due 8/12/2021	1,250,000.00	08/30/2016 1.33 %	1,237,737.50 1,240,424.80	97.46 1.81 %	1,218,230.00 1,914.06	2.05 % (22,194.80)	Aaa / AA+ AAA	3.87 3.75
3135G0N82	FNMA Note 1.25% Due 8/17/2021	1,285,000.00	Various 1.29 %	1,282,305.71 1,282,857.15	97.85 1.83 %	1,257,385.35 1,963.20	2.12 % (25,471.80)	Aaa / AA+ AAA	3.88 3.76
3135G0S38	FNMA Note 2% Due 1/5/2022	1,350,000.00	04/25/2017 1.92 %	1,354,927.50 1,354,476.15	100.25 1.94 %	1,353,430.35 6,450.00	2.29 % (1,045.80)	Aaa / AA+ AAA	4.27 4.05
3135G0T45	FNMA Note 1.875% Due 4/5/2022	1,315,000.00	06/19/2017 1.88 %	1,314,801.44 1,314,813.13	99.77 1.93 %	1,312,008.37 11,711.72	2.23 % (2,804.76)	Aaa / AA+ AAA	4.52 4.27
Total Agency		16,505,000.00	1.57 %	16,399,278.28 16,444,135.29	1.72 %	16,352,926.26 62,557.49	27.61 % (91,209.03)	Aaa / AA+ AAA	3.24 3.13
COMMERCIAL PAPER									
21687AY31	Rabobank Nederland NV NY Discount CP 1.2% Due 11/3/2017	910,000.00	03/28/2017 1.22 %	903,387.33 903,387.33	99.27 1.22 %	903,387.33 5,611.67	1.53 % 0.00	P-1 / A-1 NR	0.09 0.09
06538BY80	Bank of Tokyo Mitsubishi NY Discount CP 1.33% Due 11/8/2017	1,285,000.00	07/07/2017 1.35 %	1,279,113.27 1,279,113.27	99.54 1.35 %	1,279,113.27 4,082.73	2.16 % 0.00	P-1 / A-1 NR	0.11 0.11
Total Commercial Paper		2,195,000.00	1.30 %	2,182,500.60 2,182,500.60	1.30 %	2,182,500.60 9,694.40	3.69 % 0.00	P-1 / A-1 NR	0.10 0.10
MONEY MARKET FUND FI									
316175884	Fidelity Institutional Money Market Fund 696	114,253.58	Various 0.66 %	114,253.58 114,253.58	1.00 0.66 %	114,253.58 0.00	0.19 % 0.00	Aaa / AAA NR	0.00 0.00
Total Money Market Fund FI		114,253.58	0.66 %	114,253.58 114,253.58	0.66 %	114,253.58 0.00	0.19 % 0.00	Aaa / AAA NR	0.00 0.00
NEGOTIABLE CD									
96121T3U0	Westpac Banking Corp Yankee CD 1.51% Due 7/20/2018	540,000.00	07/24/2017 1.51 %	539,998.65 539,998.91	100.00 1.51 %	539,998.91 1,630.80	0.91 % 0.00	P-1 / A-1+ F-1+	0.80 0.80

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
NEGOTIABLE CD									
06417GXH6	Bank of Nova Scotia Yankee CD 1.57% Due 8/9/2018	1,040,000.00	08/08/2017 1.57 %	1,040,000.00 1,040,000.00	100.00 1.57 %	1,040,000.00 2,403.84	1.75 % 0.00	P-1 / A-1 NR	0.86 0.85
Total Negotiable CD		1,580,000.00	1.55 %	1,579,998.65 1,579,998.91	1.55 %	1,579,998.91 4,034.64	2.66 % 0.00	P-1 / A-1 F-1+	0.84 0.83
SUPRANATIONAL									
459058ER0	Intl. Bank Recon & Development Note 1% Due 10/5/2018	1,460,000.00	09/30/2015 1.06 %	1,457,518.00 1,459,162.84	99.61 1.39 %	1,454,273.88 7,137.78	2.46 % (4,888.96)	Aaa / AAA AAA	1.01 1.00
4581X0CX4	Inter-American Dev Bank Note 1.625% Due 5/12/2020	1,065,000.00	04/05/2017 1.70 %	1,062,475.95 1,062,861.51	99.71 1.74 %	1,061,958.36 8,124.32	1.80 % (903.15)	Aaa / AAA AAA	2.62 2.53
4581X0CW6	Inter-American Dev Bank Note 2.125% Due 1/18/2022	1,275,000.00	01/10/2017 2.15 %	1,273,431.75 1,273,651.61	100.49 2.01 %	1,281,244.95 5,494.01	2.16 % 7,593.34	Aaa / NR AAA	4.30 4.07
4581X0CZ9	Inter-American Dev Bank Note 1.75% Due 9/14/2022	400,000.00	09/26/2017 2.01 %	395,060.00 395,068.18	98.31 2.11 %	393,258.00 330.56	0.66 % (1,810.18)	Aaa / NR AAA	4.96 4.71
Total Supranational		4,200,000.00	1.64 %	4,188,485.70 4,190,744.14	1.73 %	4,190,735.19 21,086.67	7.08 % (8.95)	Aaa / AAA AAA	2.79 2.68
US CORPORATE									
458140AL4	Intel Corp Note 1.35% Due 12/15/2017	485,000.00	Various 1.27 %	486,565.96 485,076.22	100.01 1.28 %	485,067.90 1,927.87	0.82 % (8.32)	A1 / A+ A+	0.21 0.21
89236TCA1	Toyota Motor Credit Corp Note 1.45% Due 1/12/2018	780,000.00	Various 1.31 %	782,765.40 780,299.32	100.02 1.36 %	780,178.62 2,481.92	1.32 % (120.70)	Aa3 / AA- A	0.28 0.28
084670BH0	Berkshire Hathaway Note 1.55% Due 2/9/2018	700,000.00	09/18/2014 1.65 %	697,725.00 699,758.68	100.00 1.55 %	699,981.10 1,567.22	1.18 % 222.42	Aa2 / AA A+	0.36 0.36
166764AV2	Chevron Corp Note 1.365% Due 3/2/2018	700,000.00	02/24/2015 1.37 %	700,000.00 700,000.00	99.99 1.39 %	699,923.00 769.71	1.18 % (77.00)	Aa2 / AA- NR	0.42 0.42
037833AJ9	Apple Inc Note 1% Due 5/3/2018	810,000.00	Various 1.20 %	802,722.10 809,066.38	99.77 1.40 %	808,104.60 3,330.00	1.36 % (961.78)	Aa1 / AA+ NR	0.59 0.59
02665WAC5	American Honda Finance Note 2.125% Due 10/10/2018	800,000.00	Various 1.90 %	807,073.15 801,766.59	100.58 1.55 %	804,679.21 8,075.00	1.37 % 2,912.62	A1 / A+ NR	1.03 1.00
74005PBH6	Praxair Note 1.25% Due 11/7/2018	810,000.00	Various 1.67 %	797,684.40 806,418.33	99.61 1.60 %	806,880.69 4,050.00	1.36 % 462.36	A2 / A NR	1.10 1.08
24422ESF7	John Deere Capital Corp Note 1.95% Due 12/13/2018	430,000.00	12/10/2013 1.99 %	429,084.10 429,780.30	100.36 1.64 %	431,563.91 2,515.50	0.73 % 1,783.61	A2 / A A	1.20 1.18
36962G7G3	General Electric Capital Corp Note 2.3% Due 1/14/2019	800,000.00	Various 2.27 %	800,569.30 800,307.47	100.90 1.59 %	807,239.21 3,935.56	1.36 % 6,931.74	A1 / AA- AA-	1.29 1.26
17275RAR3	Cisco Systems Note 2.125% Due 3/1/2019	715,000.00	Various 2.04 %	717,853.05 715,808.24	100.75 1.58 %	720,397.54 1,266.16	1.21 % 4,589.30	A1 / AA- NR	1.42 1.39

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US CORPORATE									
91159HHH6	US Bancorp Callable Note Cont 3/25/2019 2.2% Due 4/25/2019	700,000.00	Various 2.08 %	703,858.75 701,206.14	100.62 1.78 %	704,305.71 6,673.33	1.20 % 3,099.57	A1 / A+ AA	1.57 1.44
40434CAC9	HSBC USA Inc Note 2.25% Due 6/23/2019	800,000.00	06/20/2017 1.99 %	804,088.00 803,528.00	100.60 1.89 %	804,804.00 4,900.00	1.36 % 1,276.00	A2 / A AA-	1.73 1.68
06406HCW7	Bank of New York Callable Note Cont 8/11/2019 2.3% Due 9/11/2019	705,000.00	Various 2.29 %	705,272.60 705,102.18	100.78 1.87 %	710,469.39 900.84	1.20 % 5,367.21	A1 / A AA-	1.95 1.82
94974BGF1	Wells Fargo Corp Note 2.15% Due 1/30/2020	735,000.00	01/26/2015 2.17 %	734,204.40 734,628.60	100.27 2.03 %	736,991.85 2,677.65	1.24 % 2,363.25	A2 / A AA-	2.33 2.26
22160KAG0	Costco Wholesale Corp Note 1.75% Due 2/15/2020	465,000.00	02/05/2015 1.77 %	464,511.75 464,767.92	99.75 1.86 %	463,814.25 1,039.79	0.78 % (953.67)	A1 / A+ A+	2.38 2.31
747525AD5	Qualcomm Inc Note 2.25% Due 5/20/2020	750,000.00	06/11/2015 2.49 %	741,693.75 745,560.77	101.06 1.84 %	757,942.50 6,140.62	1.29 % 12,381.73	A1 / A NR	2.64 2.53
437076BQ4	Home Depot Note 1.8% Due 6/5/2020	330,000.00	05/24/2017 1.82 %	329,808.60 329,829.21	100.07 1.77 %	330,241.23 1,914.00	0.56 % 412.02	A2 / A A	2.68 2.59
594918BG8	Microsoft Callable Note Cont. 10/03/20 2% Due 11/3/2020	325,000.00	10/29/2015 2.02 %	324,740.00 324,839.33	100.57 1.80 %	326,856.40 2,672.22	0.55 % 2,017.07	Aaa / AAA AA+	3.10 2.89
00440EAT4	ACE INA Holdings Inc Callable Note Cont 10/3/2020 2.3% Due 11/3/2020	800,000.00	02/06/2017 2.16 %	803,768.00 803,106.05	100.73 2.05 %	805,861.60 7,564.44	1.37 % 2,755.55	A3 / A A	3.10 2.87
30231GAV4	Exxon Mobil Corp Callable Note Cont 2/1/2021 2.222% Due 3/1/2021	875,000.00	Various 1.97 %	884,992.10 882,132.31	100.76 1.99 %	881,609.75 1,620.21	1.49 % (522.56)	Aaa / AA+ NR	3.42 3.27
24422ESL4	John Deere Capital Corp Note 2.8% Due 3/4/2021	315,000.00	05/24/2017 2.12 %	322,663.95 321,972.30	102.04 2.18 %	321,420.65 661.50	0.54 % (551.65)	A2 / A A	3.43 3.25
857477AV5	State Street Bank Note 1.95% Due 5/19/2021	440,000.00	05/16/2016 1.96 %	439,771.20 439,833.85	99.33 2.14 %	437,048.48 3,146.00	0.74 % (2,785.37)	A1 / A AA-	3.64 3.47
594918BP8	Microsoft Callable Note Cont 7/8/21 1.55% Due 8/8/2021	590,000.00	Various 1.57 %	589,298.90 589,459.77	98.23 2.03 %	579,581.78 1,346.35	0.98 % (9,877.99)	Aaa / AAA AA+	3.86 3.71
68389XBK0	Oracle Corp Callable Note Cont 8/01/21 1.9% Due 9/15/2021	804,000.00	11/29/2016 2.40 %	785,998.44 789,118.85	99.27 2.09 %	798,133.21 678.93	1.34 % 9,014.36	A1 / AA- A+	3.96 3.79
91159HHP8	US Bancorp Note 2.625% Due 1/24/2022	390,000.00	01/19/2017 2.66 %	389,329.20 389,421.04	101.39 2.28 %	395,436.21 1,905.31	0.67 % 6,015.17	A1 / A+ AA	4.32 4.05
69353RFE3	PNC Bank Callable Note Cont 6/28/2022 2.45% Due 7/28/2022	890,000.00	07/25/2017 2.45 %	889,919.90 889,922.75	100.10 2.43 %	890,868.64 3,815.88	1.50 % 945.89	A2 / A A+	4.83 4.44
Total US Corporate		16,944,000.00	1.95 %	16,935,962.00 16,942,710.60	1.80 %	16,989,401.43 77,576.01	28.71 % 46,690.83	A1 / A+ A+	2.11 2.01
US TREASURY									
912828R85	US Treasury Note 0.875% Due 6/15/2019	1,100,000.00	07/28/2016 0.82 %	1,101,722.44 1,101,019.37	99.04 1.45 %	1,089,387.20 2,840.16	1.84 % (11,632.17)	Aaa / AA+ AAA	1.71 1.68

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US TREASURY									
912828J84	US Treasury Note 1.375% Due 3/31/2020	1,250,000.00	10/23/2015 1.35 %	1,251,224.89 1,250,690.42	99.54 1.57 %	1,244,190.00 47.22	2.09 % (6,500.42)	Aaa / AA+ AAA	2.50 2.45
912828VF4	US Treasury Note 1.375% Due 5/31/2020	650,000.00	Various 1.63 %	642,866.47 645,839.22	99.46 1.58 %	646,521.20 3,003.59	1.09 % 681.98	Aaa / AA+ AAA	2.67 2.60
912828L32	US Treasury Note 1.375% Due 8/31/2020	1,250,000.00	09/29/2015 1.37 %	1,250,394.81 1,250,233.99	99.31 1.62 %	1,241,406.25 1,471.86	2.09 % (8,827.74)	Aaa / AA+ AAA	2.92 2.84
912828L99	US Treasury Note 1.375% Due 10/31/2020	800,000.00	11/23/2015 1.71 %	787,471.43 792,175.72	99.17 1.65 %	793,375.20 4,603.26	1.34 % 1,199.48	Aaa / AA+ AAA	3.09 2.99
912828N89	US Treasury Note 1.375% Due 1/31/2021	1,300,000.00	03/09/2016 1.40 %	1,298,734.82 1,299,137.67	98.94 1.70 %	1,286,238.20 3,011.55	2.17 % (12,899.47)	Aaa / AA+ AAA	3.34 3.24
912828B90	US Treasury Note 2% Due 2/28/2021	1,250,000.00	04/26/2016 1.40 %	1,285,111.61 1,274,758.95	100.96 1.71 %	1,262,011.25 2,140.88	2.13 % (12,747.70)	Aaa / AA+ AAA	3.42 3.29
912828Q37	US Treasury Note 1.25% Due 3/31/2021	800,000.00	12/13/2016 1.81 %	781,471.43 784,910.09	98.38 1.73 %	787,031.20 27.47	1.32 % 2,121.11	Aaa / AA+ AAA	3.50 3.41
912828T34	US Treasury Note 1.125% Due 9/30/2021	1,300,000.00	11/09/2016 1.48 %	1,278,016.07 1,282,018.75	97.37 1.81 %	1,265,824.30 40.18	2.13 % (16,194.45)	Aaa / AA+ AAA	4.00 3.89
912828F96	US Treasury Note 2% Due 10/31/2021	1,025,000.00	01/27/2017 1.94 %	1,027,686.05 1,027,308.30	100.72 1.82 %	1,032,367.70 8,578.80	1.75 % 5,059.40	Aaa / AA+ AAA	4.09 3.88
912828J43	US Treasury Note 1.75% Due 2/28/2022	1,360,000.00	03/13/2017 2.14 %	1,335,407.68 1,338,123.56	99.51 1.87 %	1,353,306.08 2,038.12	2.28 % 15,182.52	Aaa / AA+ AAA	4.42 4.22
912828XG0	US Treasury Note 2.125% Due 6/30/2022	1,100,000.00	08/15/2017 1.82 %	1,115,601.34 1,115,206.48	100.96 1.91 %	1,110,569.90 5,907.27	1.88 % (4,636.58)	Aaa / AA+ AAA	4.75 4.48
912828L24	US Treasury Note 1.875% Due 8/31/2022	1,000,000.00	09/26/2017 1.87 %	1,000,433.04 1,000,432.08	99.74 1.93 %	997,422.00 1,605.66	1.68 % (3,010.08)	Aaa / AA+ AAA	4.92 4.67
Total US Treasury		14,185,000.00	1.58 %	14,156,142.08 14,161,854.60	1.72 %	14,109,650.48 35,316.02	23.79 % (52,204.12)	Aaa / AA+ AAA	3.51 3.38
TOTAL PORTFOLIO		59,446,266.02	1.66 %	59,279,385.78 59,339,053.32	1.71 %	59,239,289.72 212,273.50	100.00 % (99,763.60)	Aa1 / AA AAA	2.68 2.49
TOTAL MARKET VALUE PLUS ACCRUED						59,451,563.22			

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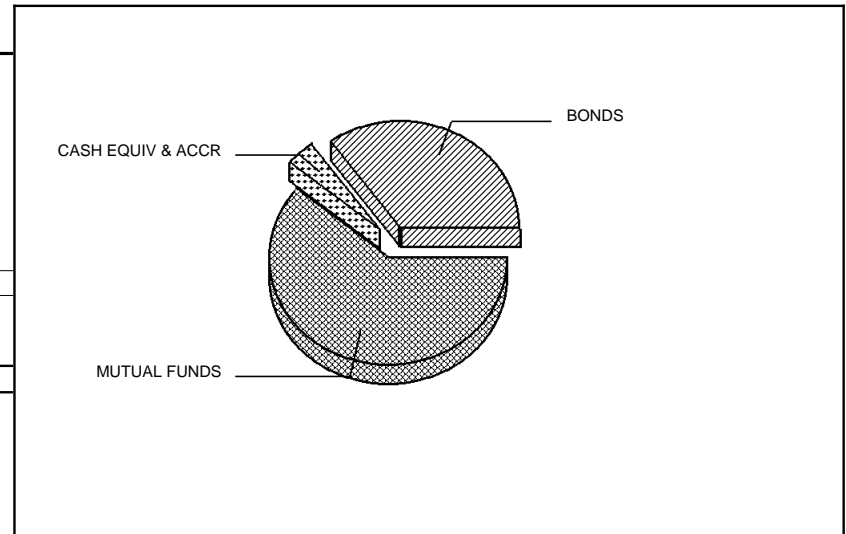


PARS/CITY OF BREA 115P
 ACCOUNT 6746050800

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 Period from September 1, 2017 to September 30, 2017

ASSET SUMMARY

ASSETS	09/30/2017 MARKET	09/30/2017 BOOK VALUE	% OF MARKET
Cash And Equivalents	196,555.07	196,555.07	2.78
Corporate Issues	2,482,788.25	2,562,395.75	35.15
Mutual Funds-Equity	4,241,627.16	3,536,730.15	60.05
Mutual Funds-Fixed Income	122,924.18	123,065.01	1.74
Total Assets	7,043,894.66	6,418,745.98	99.72
Accrued Income	19,918.71	19,918.71	0.28
Grand Total	7,063,813.37	6,438,664.69	100.00
Estimated Annual Income	160,978.68		



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PARS/CITY OF BREA 115P
 ACCOUNT 6746050800

ASSET DETAIL

DESCRIPTION	SHARES/ FACE AMOUNT	MARKET PRICE/UNIT	BOOK VALUE	UNREALIZED GAIN (LOSS) SINCE INCEPTION/ CURRENT PERIOD	ENDING ACCRUAL	YIELD ON MARKET
Cash And Equivalents						
Money Markets						
First Am Govt Ob Fd Cl Z 31846V567 Asset Minor Code 1	196,166.350	196,166.35 1.0000	196,166.35	.00 .00	133.35	0.88
Total Money Markets	196,166.350	196,166.35	196,166.35	.00 .00	133.35	0.88
Cash						
Cash		388.72	388.72			
Total Cash	.000	388.72	388.72	.00 .00	.00	0.00
Total Cash And Equivalents	196,166.350	196,555.07	196,555.07	.00 .00	133.35	0.87
Corporate Issues						
Apple Inc 2.850% 2/23/23 Standard & Poors Rating: AA+ Moody's Rating: Aa1 037833BU3 Asset Minor Code 28	150,000.000	153,595.50 102.3970	158,403.00	- 4,807.50 - 588.00	451.25	2.78
Bank Ny Mellon Mtn 5.450% 5/15/19 Standard & Poors Rating: A Moody's Rating: A1 06406HBM0 Asset Minor Code 28	200,000.000	211,318.00 105.6590	223,052.00	- 11,734.00 - 1,094.00	4,117.78	5.16

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PARS/CITY OF BREA 115P
 ACCOUNT 6746050800

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 Period from September 1, 2017 to September 30, 2017

ASSET DETAIL (continued)

DESCRIPTION	SHARES/ FACE AMOUNT	MARKET PRICE/UNIT	BOOK VALUE	UNREALIZED GAIN (LOSS) SINCE INCEPTION/ CURRENT PERIOD	ENDING ACCRUAL	YIELD ON MARKET
Cisco Systems Inc 2.900% 3/04/21 Standard & Poors Rating: AA- Moody's Rating: A1 17275RAP7 Asset Minor Code 28	200,000.000	205,320.00 102.6600	207,884.00	- 2,564.00 - 1,228.00	435.00	2.82
Gen Elec Cap Crp Mtn 6.000% 8/07/19 Standard & Poors Rating: AA- Moody's Rating: A1 36962G4D3 Asset Minor Code 28	175,000.000	188,468.00 107.6960	200,947.25	- 12,479.25 - 791.00	1,575.00	5.57
Gen Elec Cap Crp Mtn 5.500% 1/08/20 Standard & Poors Rating: AA- Moody's Rating: A1 36962G4J0 Asset Minor Code 28	200,000.000	215,808.00 107.9040	228,930.00	- 13,122.00 - 584.00	2,536.11	5.10
General Elec Cap Mtn 3.100% 1/09/23 Standard & Poors Rating: AA- Moody's Rating: A1 36962G6S8 Asset Minor Code 28	100,000.000	104,305.00 104.3050	106,031.00	- 1,726.00 - 266.00	706.11	2.97
Intercontinental 3.750% 12/01/25 Standard & Poors Rating: A Moody's Rating: A2 45866FAD6 Asset Minor Code 28 Date Last Priced: 11/28/16	100,000.000	103,518.00 103.5180 @	104,231.00	- 713.00 .00	1,250.00	3.62
Jp Morgan Chase Co 2.700% 5/18/23 Standard & Poors Rating: A- Moody's Rating: A3 46625HRL6 Asset Minor Code 28	75,000.000	75,020.25 100.0270	74,970.75	49.50 49.50	748.13	2.70

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PARS/CITY OF BREA 115P
 ACCOUNT 6746050800

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ASSET DETAIL (continued)

DESCRIPTION	SHARES/ FACE AMOUNT	MARKET PRICE/UNIT	BOOK VALUE	UNREALIZED GAIN (LOSS) SINCE INCEPTION/ CURRENT PERIOD	ENDING ACCRUAL	YIELD ON MARKET
Kimberly Clark Corp 2.750% 2/15/26 Standard & Poors Rating: A Moody's Rating: A2 494368BU6 Asset Minor Code 28	100,000.000	99,057.00 99.0570	103,111.00	- 4,054.00 - 1,673.00	351.39	2.78
Medtronic Inc 3.125% 3/15/22 Standard & Poors Rating: A Moody's Rating: A3 585055AX4 Asset Minor Code 28	200,000.000	205,908.00 102.9540	208,046.00	- 2,138.00 - 1,380.00	277.78	3.04
Mondelez Int 4.000% 2/01/24 Standard & Poors Rating: BBB Moody's Rating: Baa1 609207AB1 Asset Minor Code 28	100,000.000	106,391.00 106.3910	109,303.00	- 2,912.00 - 1,197.00	666.67	3.76
Pepsico Inc 2.750% 4/30/25 Standard & Poors Rating: A+ Moody's Rating: A1 713448CT3 Asset Minor Code 28	75,000.000	75,046.50 100.0620	73,932.75	1,113.75 - 690.75	865.10	2.75
Verizon 5.150% 9/15/23 Standard & Poors Rating: BBB+ Moody's Rating: Baa1 92343VBR4 Asset Minor Code 28	200,000.000	224,194.00 112.0970	230,048.00	- 5,854.00 666.00	457.78	4.59
Visa Inc 2.200% 12/14/20 Standard & Poors Rating: A+ Moody's Rating: A1 92826CAB8 Asset Minor Code 28	200,000.000	202,042.00 101.0210	204,764.00	- 2,722.00 - 418.00	1,307.78	2.18
Wells Fargo Mtn 3.300% 9/09/24 Standard & Poors Rating: A Moody's Rating: A2 94974BGA2 Asset Minor Code 28	100,000.000	101,647.00 101.6470	103,890.00	- 2,243.00 - 853.00	201.67	3.25

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ASSET DETAIL (continued)

DESCRIPTION	SHARES/ FACE AMOUNT	MARKET PRICE/UNIT	BOOK VALUE	UNREALIZED GAIN (LOSS) SINCE INCEPTION/ CURRENT PERIOD	ENDING ACCRUAL	YIELD ON MARKET
Xto Energy Inc 6.500% 12/15/18 Standard & Poors Rating: AA+ Moody's Rating: Aaa 98385XAT3 Asset Minor Code 28	200,000.000	211,150.00 105.5750	224,852.00	- 13,702.00 - 1,008.00	3,827.78	6.16
Total Corporate Issues	2,375,000.000	2,482,788.25	2,562,395.75	- 79,607.50 - 11,055.25	19,775.33	3.92

Mutual Funds

Mutual Funds-Equity

Columbia Contrarian Core Z 19765P406 Asset Minor Code 98	14,180.550	368,552.49 25.9900	298,023.76	70,528.73 - 4,809.24	.00	0.78
Dodge & Cox International Stock Fund 256206103 Asset Minor Code 98	4,933.434	230,194.03 46.6600	176,277.90	53,916.13 5,726.77	.00	1.82
Dodge & Cox Stock Fund 256219106 Asset Minor Code 98	2,503.533	502,008.44 200.5200	426,157.53	75,850.91 16,209.50	.00	1.64
Harbor Capital Appreciaton CI R 411512528 Asset Minor Code 98	2,416.557	174,427.08 72.1800	135,583.02	38,844.06 - 1,252.93	.00	0.14
Hartford Schroders Emerging Markets 41665H797 Asset Minor Code 98	17,590.553	276,347.59 15.7100	198,803.22	77,544.37 - 5,108.36	.00	0.74
Ishares Russell Mid Cap Etf 464287499 Asset Minor Code 94	1,613.000	318,002.95 197.1500	273,625.54	44,377.41 6,527.28	.00	1.67
Mfs Intl Growth Fd CI I 55273E848 Asset Minor Code 98	.000	.00 36.2800	.00	.00 4,235.23	.00	0.00

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ASSET DETAIL (continued)

DESCRIPTION	SHARES/ FACE AMOUNT	MARKET PRICE/UNIT	BOOK VALUE	UNREALIZED GAIN (LOSS) SINCE INCEPTION/ CURRENT PERIOD	ENDING ACCRUAL	YIELD ON MARKET
Mfs International Growth R6 552746356 Asset Minor Code 98	6,999.118	229,151.12 32.7400	183,127.39	46,023.73 - 1,157.87	.00	1.16
Nationwide Bailard Intl Equities R6 63868B815 Asset Minor Code 98	39,417.199	344,900.49 8.7500	291,453.76	53,446.73 783.67	.00	2.33
Price T Rowe Growth Stk Fd Inc 741479406 Asset Minor Code 98	2,607.876	175,275.35 67.2100	130,158.76	45,116.59 - 919.67	.00	0.19
T Rowe Price New Horizons Fund I 779562206 Asset Minor Code 98	5,907.067	322,171.43 54.5400	248,134.62	74,036.81 9,524.92	.00	0.00
Jp Undiscovered Mgrs Be Val Cl L 904504842 Asset Minor Code 98	4,698.243	325,964.10 69.3800	288,493.92	37,470.18 19,359.62	.00	0.92
Vanguard Growth & Income Adm Shs#593 921913208 Asset Minor Code 98	11,353.156	862,045.14 75.9300	775,656.48	86,388.66 11,231.24	.00	1.82
Vanguard Reit Index Fund Etf 922908553 Asset Minor Code 94	1,355.000	112,586.95 83.0900	111,234.25	1,352.70 - 1,296.99	.00	4.75
Total Mutual Funds-Equity	115,575.286	4,241,627.16	3,536,730.15	704,897.01 59,053.17	.00	1.36
Mutual Funds-Fixed Income						
Eaton Vance Float Rate High Income 277911541 Asset Minor Code 99	9,912.536	87,924.19 8.8700	88,065.02	- 140.83 239.16	10.03	4.10
Vanguard Short Term Invt Grade #539 922031836 Asset Minor Code 99	3,274.087	34,999.99 10.6900	34,999.99	.00 .00	.00	1.87

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ASSET DETAIL (continued)

DESCRIPTION	SHARES/ FACE AMOUNT	MARKET PRICE/UNIT	BOOK VALUE	UNREALIZED GAIN (LOSS) SINCE INCEPTION/ CURRENT PERIOD	ENDING ACCRUAL	YIELD ON MARKET
Total Mutual Funds-Fixed Income	13,186.623	122,924.18	123,065.01	- 140.83 239.16	10.03	3.46
Total Mutual Funds	128,761.909	4,364,551.34	3,659,795.16	704,756.18 59,292.33	10.03	1.42
Total Assets	2,699,928.259	7,043,894.66	6,418,745.98	625,148.68 48,237.08	19,918.71	2.29
Accrued Income	.000	19,918.71	19,918.71			
Grand Total	2,699,928.259	7,063,813.37	6,438,664.69			

ASSET DETAIL MESSAGES

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

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

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

@ No current price is available.



PORTFOLIO CHARACTERISTICS

Average Duration	3.08
Average Coupon	1.58 %
Average Purchase YTM	1.64 %
Average Market YTM	1.70 %
Average S&P/Moody Rating	AA+/Aaa
Average Final Maturity	3.20 yrs
Average Life	3.20 yrs

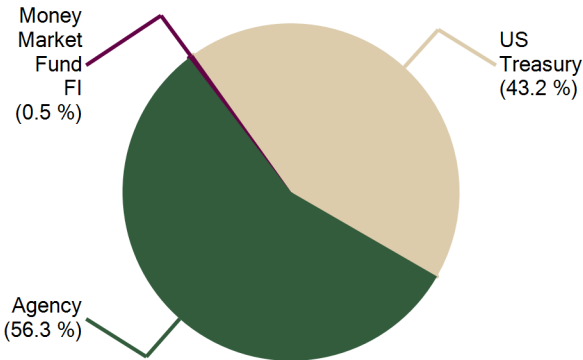
ACCOUNT SUMMARY

	Beg. Values as of 8/31/17	End Values as of 9/30/17
Market Value	452,638	450,752
Accrued Interest	1,690	1,820
Total Market Value	454,328	452,572
Income Earned	622	613
Cont/WD		0
Par	451,946	452,234
Book Value	451,310	451,988
Cost Value	449,805	450,997

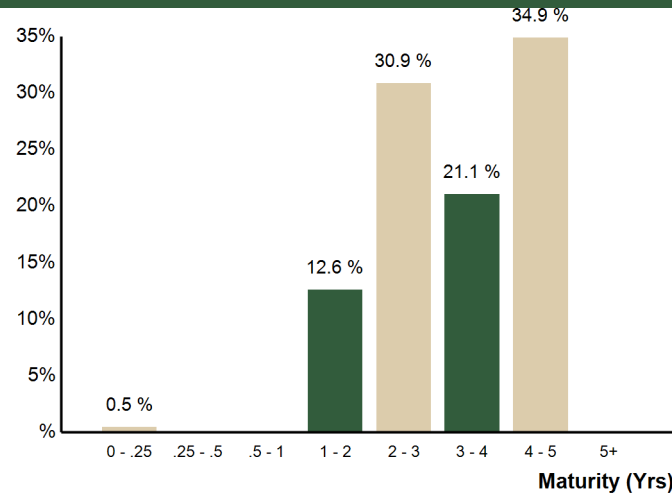
TOP ISSUERS

Issuer	% Portfolio
Government of United States	43.2 %
Federal National Mortgage Assoc	24.3 %
Federal Home Loan Bank	16.6 %
Federal Home Loan Mortgage Corp	15.5 %
AIM STIT-Treasury Portfolio	0.5 %
	100.0 %

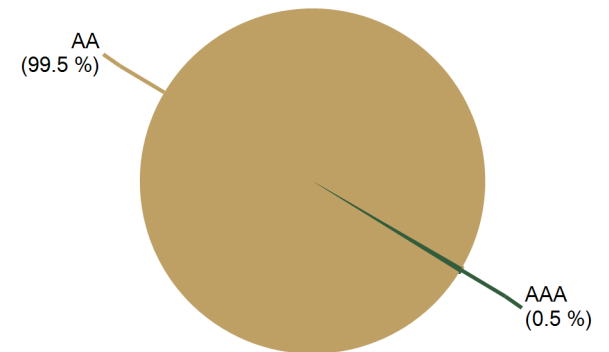
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

Total Rate of Return As of 9/30/2017	Current Month	Latest 3 Months	Year To Date	1 Yr	Annualized			Since 11/30/2009	
					3 Yrs	5 Yrs	10 Yrs		
Brea 05 CFD 97-1 Spec Tax Reserve Fund	-0.39 %	0.29 %	1.27 %	-0.02 %	1.71 %	1.18 %	N/A	2.11 %	17.73 %
BAML 3-Month US Treasury Bill Index	0.09 %	0.26 %	0.57 %	0.66 %	0.32 %	0.22 %	N/A	0.18 %	1.41 %



BOOK VALUE RECONCILIATION	
Beginning Book Value	\$451,309.90
Acquisition	
+ Security Purchases	\$30,051.66
+ Money Market Fund Purchases	\$405.76
+ Money Market Contributions	\$0.00
+ Security Contributions	\$0.00
+ Security Transfers	\$0.00
Total Acquisitions	\$30,457.42
Dispositions	
- Security Sales	\$29,887.53
- Money Market Fund Sales	\$117.47
- MMF Withdrawals	\$0.00
- Security Withdrawals	\$0.00
- Security Transfers	\$0.00
- Other Dispositions	\$0.00
- Maturities	\$0.00
- Calls	\$0.00
- Principal Paydowns	\$0.00
Total Dispositions	\$30,005.00
Amortization/Accretion	
+/- Net Accretion	\$30.01
	\$30.01
Gain/Loss on Dispositions	
+/- Realized Gain/Loss	\$195.17
	\$195.17
Ending Book Value	\$451,987.50

CASH TRANSACTION SUMMARY	
BEGINNING BALANCE	\$1,945.89
Acquisition	
Contributions	\$0.00
Security Sale Proceeds	\$29,887.53
Accrued Interest Received	\$76.18
Interest Received	\$405.00
Dividend Received	\$0.76
Principal on Maturities	\$0.00
Interest on Maturities	\$0.00
Calls/Redemption (Principal)	\$0.00
Interest from Calls/Redemption	\$0.00
Principal Paydown	\$0.00
Total Acquisitions	\$30,369.47
Disposition	
Withdrawals	\$0.00
Security Purchase	\$30,051.66
Accrued Interest Paid	\$29.52
Total Dispositions	\$30,081.18
Ending Book Value	\$2,234.18



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
3137EADK2	FHLMC Note 1.25% Due 8/1/2019	30,000.00	09/09/2014 1.84 %	29,180.70 29,693.11	99.53 1.51 %	29,857.50 62.50	6.61 % 164.39	Aaa / AA+ AAA	1.84 1.80
3135G0ZG1	FNMA Note 1.75% Due 9/12/2019	27,000.00	11/17/2014 1.77 %	26,972.73 26,988.98	100.42 1.53 %	27,114.48 24.94	6.00 % 125.50	Aaa / AA+ AAA	1.95 1.91
3137EADM8	FHLMC Note 1.25% Due 10/2/2019	40,000.00	03/25/2015 1.40 %	39,735.60 39,882.93	99.43 1.54 %	39,770.88 248.61	8.84 % (112.05)	Aaa / AA+ AAA	2.01 1.96
313383HU8	FHLB Note 1.75% Due 6/12/2020	40,000.00	06/26/2015 1.87 %	39,779.20 39,879.84	100.17 1.69 %	40,066.32 211.94	8.90 % 186.48	Aaa / AA+ NR	2.70 2.61
3130A7CV5	FHLB Note 1.375% Due 2/18/2021	35,000.00	03/11/2016 1.64 %	34,566.00 34,702.32	98.97 1.69 %	34,638.28 57.48	7.67 % (64.04)	Aaa / AA+ AAA	3.39 3.28
3135G0Q89	FNMA Note 1.375% Due 10/7/2021	43,000.00	10/27/2016 1.50 %	42,738.13 42,787.17	98.11 1.86 %	42,188.38 285.77	9.39 % (598.79)	Aaa / AA+ AAA	4.02 3.86
3135G0S38	FNMA Note 2% Due 1/5/2022	40,000.00	04/24/2017 1.92 %	40,142.40 40,129.28	100.25 1.94 %	40,101.64 191.11	8.90 % (27.64)	Aaa / AA+ AAA	4.27 4.05
Total Agency		255,000.00	1.70 %	253,114.76 254,063.63	1.70 %	253,737.48 1,082.35	56.30 % (326.15)	Aaa / AA+ AAA	2.97 2.87
MONEY MARKET FUND FI									
825252109	Invesco Treasury MMFD Private Class	2,234.18	Various 0.60 %	2,234.18 2,234.18	1.00 0.60 %	2,234.18 0.00	0.49 % 0.00	Aaa / AAA AAA	0.00 0.00
Total Money Market Fund FI		2,234.18	0.60 %	2,234.18 2,234.18	0.60 %	2,234.18 0.00	0.49 % 0.00	Aaa / AAA AAA	0.00 0.00
US TREASURY									
912828UQ1	US Treasury Note 1.25% Due 2/29/2020	30,000.00	Various 1.46 %	29,709.47 29,855.33	99.30 1.54 %	29,791.42 32.12	6.59 % (63.91)	Aaa / AA+ AAA	2.42 2.37
912828UV0	US Treasury Note 1.125% Due 3/31/2020	30,000.00	05/07/2015 1.57 %	29,379.01 29,683.43	98.94 1.56 %	29,682.42 0.93	6.56 % (1.01)	Aaa / AA+ AAA	2.50 2.45
912828WC0	US Treasury Note 1.75% Due 10/31/2020	30,000.00	11/04/2015 1.63 %	30,166.51 30,102.90	100.30 1.65 %	30,090.24 219.70	6.70 % (12.66)	Aaa / AA+ AAA	3.09 2.97
912828WN6	US Treasury Note 2% Due 5/31/2021	30,000.00	07/11/2016 1.01 %	31,406.35 31,054.76	100.89 1.75 %	30,267.18 201.64	6.73 % (787.58)	Aaa / AA+ AAA	3.67 3.50
912828G53	US Treasury Note 1.875% Due 11/30/2021	35,000.00	01/18/2017 1.89 %	34,974.14 34,977.85	100.21 1.82 %	35,075.18 220.54	7.80 % 97.33	Aaa / AA+ AAA	4.17 3.97
912828J43	US Treasury Note 1.75% Due 2/28/2022	10,000.00	04/24/2017 1.84 %	9,960.58 9,964.10	99.51 1.87 %	9,950.78 14.99	2.20 % (13.32)	Aaa / AA+ AAA	4.42 4.22



Holdings Report

As of 9/30/17

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US TREASURY									
912828L24	US Treasury Note 1.875% Due 8/31/2022	30,000.00	09/18/2017 1.84 %	30,051.66 30,051.32	99.74 1.93 %	29,922.66 48.17	6.62 % (128.66)	Aaa / AA+ AAA	4.92 4.67
Total US Treasury		195,000.00	1.59 %	195,647.72 195,689.69	1.72 %	194,779.88 738.09	43.20 % (909.81)	Aaa / AA+ AAA	3.53 3.39
TOTAL PORTFOLIO		452,234.18	1.64 %	450,996.66 451,987.50	1.70 %	450,751.54 1,820.44	100.00 % (1,235.96)	Aaa / AA+ AAA	3.20 3.08
TOTAL MARKET VALUE PLUS ACCRUED						452,571.98			



PORTFOLIO CHARACTERISTICS

Average Duration	3.11
Average Coupon	1.71 %
Average Purchase YTM	1.29 %
Average Market YTM	1.67 %
Average S&P/Moody Rating	AA+/Aaa
Average Final Maturity	3.23 yrs
Average Life	3.23 yrs

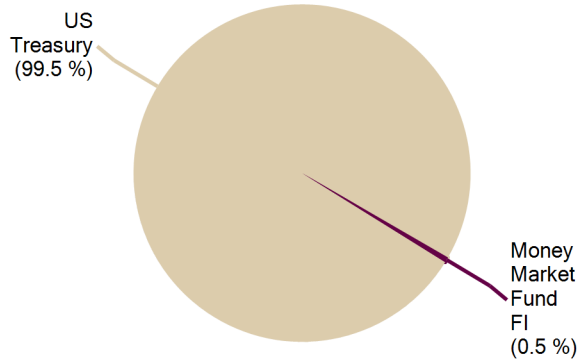
ACCOUNT SUMMARY

	Beg. Values as of 8/31/17	End Values as of 9/30/17
Market Value	1,901,571	1,894,052
Accrued Interest	5,902	5,717
Total Market Value	1,907,473	1,899,769
Income Earned	1,993	1,971
Cont/WD		0
Par	1,887,968	1,889,797
Book Value	1,913,664	1,915,620
Cost Value	1,919,063	1,923,029

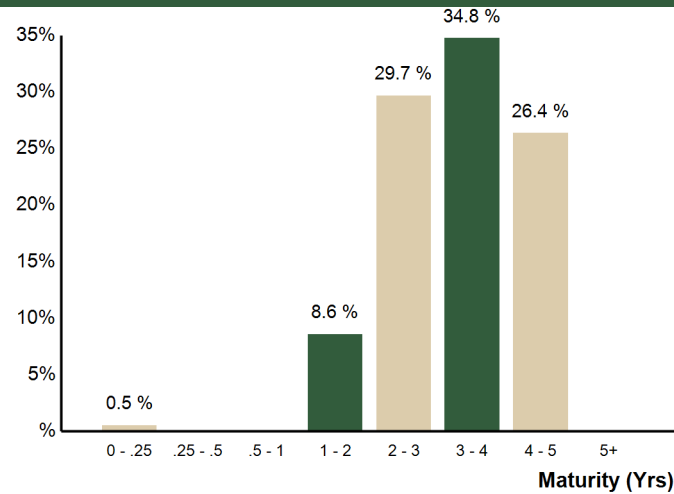
TOP ISSUERS

Issuer	% Portfolio
Government of United States	99.5 %
AIM STIT-Treasury Portfolio	0.5 %
	100.0 %

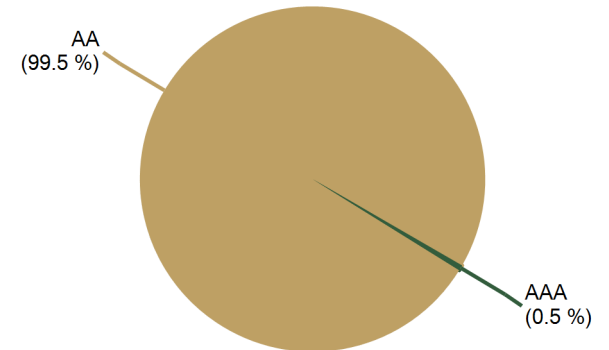
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

Total Rate of Return As of 9/30/2017	Current Month	Latest 3 Months	Year To Date	1 Yr	Annualized			6/30/2009	Since 6/30/2009
					3 Yrs	5 Yrs	10 Yrs		
Brea 2009 Water Revenue Bond Reserve Fund	-0.40 %	0.29 %	1.24 %	-0.39 %	1.58 %	1.11 %	N/A	2.42 %	21.81 %
BAML 3-Month US Treasury Bill Index	0.09 %	0.26 %	0.57 %	0.66 %	0.32 %	0.22 %	N/A	0.18 %	1.51 %



BOOK VALUE RECONCILIATION	
Beginning Book Value	\$1,913,664.01
Acquisition	
+ Security Purchases	\$165,284.15
+ Money Market Fund Purchases	\$2,370.83
+ Money Market Contributions	\$0.00
+ Security Contributions	\$0.00
+ Security Transfers	\$0.00
Total Acquisitions	\$167,654.98
Dispositions	
- Security Sales	\$164,342.03
- Money Market Fund Sales	\$541.54
- MMF Withdrawals	\$0.00
- Security Withdrawals	\$0.00
- Security Transfers	\$0.00
- Other Dispositions	\$0.00
- Maturities	\$0.00
- Calls	\$0.00
- Principal Paydowns	\$0.00
Total Dispositions	\$164,883.57
Amortization/Accretion	
+/- Net Accretion	(\$615.27)
	(\$615.27)
Gain/Loss on Dispositions	
+/- Realized Gain/Loss	(\$200.65)
	(\$200.65)
Ending Book Value	\$1,915,619.50

CASH TRANSACTION SUMMARY	
BEGINNING BALANCE	\$7,967.58
Acquisition	
Contributions	\$0.00
Security Sale Proceeds	\$164,342.03
Accrued Interest Received	\$562.96
Interest Received	\$2,368.75
Dividend Received	\$2.08
Principal on Maturities	\$0.00
Interest on Maturities	\$0.00
Calls/Redemption (Principal)	\$0.00
Interest from Calls/Redemption	\$0.00
Principal Paydown	\$0.00
Total Acquisitions	\$167,275.82
Disposition	
Withdrawals	\$0.00
Security Purchase	\$165,284.15
Accrued Interest Paid	\$162.38
Total Dispositions	\$165,446.53
Ending Book Value	\$9,796.87



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
MONEY MARKET FUND FI									
825252109	Invesco Treasury MMFD Private Class	9,796.87	Various 0.60 %	9,796.87 9,796.87	1.00 0.60 %	9,796.87 0.00	0.52 % 0.00	Aaa / AAA AAA	0.00 0.00
Total Money Market Fund FI		9,796.87	0.60 %	9,796.87 9,796.87	0.60 %	9,796.87 0.00	0.52 % 0.00	Aaa / AAA AAA	0.00 0.00
US TREASURY									
912828TH3	US Treasury Note 0.875% Due 7/31/2019	165,000.00	08/24/2016 0.85 %	165,110.12 165,068.75	98.96 1.45 %	163,279.05 243.24	8.61 % (1,789.70)	Aaa / AA+ AAA	1.83 1.81
912828G61	US Treasury Note 1.5% Due 11/30/2019	165,000.00	08/24/2016 0.92 %	168,081.41 167,042.21	99.98 1.51 %	164,974.26 831.76	8.73 % (2,067.95)	Aaa / AA+ AAA	2.17 2.11
912828UQ1	US Treasury Note 1.25% Due 2/29/2020	135,000.00	Various 1.60 %	132,834.83 133,901.36	99.30 1.54 %	134,061.35 144.51	7.06 % 159.99	Aaa / AA+ AAA	2.42 2.37
912828UV0	US Treasury Note 1.125% Due 3/31/2020	100,000.00	05/07/2015 1.57 %	97,930.02 98,944.76	98.94 1.56 %	98,941.40 3.09	5.21 % (3.36)	Aaa / AA+ AAA	2.50 2.45
912828XM7	US Treasury Note 1.625% Due 7/31/2020	165,000.00	08/24/2016 1.03 %	168,796.84 167,733.94	100.05 1.60 %	165,090.26 451.73	8.71 % (2,643.68)	Aaa / AA+ AAA	2.84 2.75
912828WC0	US Treasury Note 1.75% Due 10/31/2020	160,000.00	Various 1.46 %	161,991.55 161,395.00	100.30 1.65 %	160,481.28 1,171.74	8.51 % (913.72)	Aaa / AA+ AAA	3.09 2.97
912828A83	US Treasury Note 2.375% Due 12/31/2020	165,000.00	08/24/2016 1.08 %	174,062.66 171,769.90	102.18 1.68 %	168,596.51 990.34	8.93 % (3,173.39)	Aaa / AA+ AAA	3.25 3.10
912828B90	US Treasury Note 2% Due 2/28/2021	165,000.00	08/24/2016 1.10 %	171,516.76 169,927.11	100.96 1.71 %	166,585.49 282.60	8.78 % (3,341.62)	Aaa / AA+ AAA	3.42 3.29
912828WN6	US Treasury Note 2% Due 5/31/2021	160,000.00	Various 1.04 %	167,290.77 165,490.77	100.89 1.75 %	161,424.96 1,075.41	8.55 % (4,065.81)	Aaa / AA+ AAA	3.67 3.50
912828F21	US Treasury Note 2.125% Due 9/30/2021	170,000.00	10/27/2016 1.38 %	175,983.77 174,858.90	101.21 1.81 %	172,058.53 9.92	9.06 % (2,800.37)	Aaa / AA+ AAA	4.00 3.82
912828J43	US Treasury Note 1.75% Due 2/28/2022	165,000.00	04/24/2017 1.84 %	164,349.58 164,407.67	99.51 1.87 %	164,187.87 247.27	8.66 % (219.80)	Aaa / AA+ AAA	4.42 4.22
912828L24	US Treasury Note 1.875% Due 8/31/2022	165,000.00	09/18/2017 1.84 %	165,284.15 165,282.26	99.74 1.93 %	164,574.63 264.93	8.68 % (707.63)	Aaa / AA+ AAA	4.92 4.67
Total US Treasury		1,880,000.00	1.29 %	1,913,232.46 1,905,822.63	1.68 %	1,884,255.59 5,716.54	99.48 % (21,567.04)	Aaa / AA+ AAA	3.25 3.13
TOTAL PORTFOLIO		1,889,796.87	1.29 %	1,923,029.33 1,915,619.50	1.67 %	1,894,052.46 5,716.54	100.00 % (21,567.04)	Aaa / AA+ AAA	3.23 3.11
TOTAL MARKET VALUE PLUS ACCRUED						1,899,769.00			



PORTFOLIO CHARACTERISTICS

Average Duration	3.09
Average Coupon	1.59 %
Average Purchase YTM	1.65 %
Average Market YTM	1.70 %
Average S&P/Moody Rating	AA+/Aaa
Average Final Maturity	3.21 yrs
Average Life	3.21 yrs

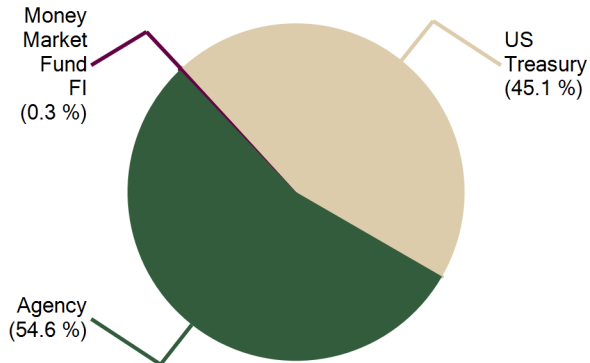
ACCOUNT SUMMARY

	Beg. Values as of 8/31/17	End Values as of 9/30/17
Market Value	833,108	829,912
Accrued Interest	3,140	3,045
Total Market Value	836,249	832,957
Income Earned	1,146	1,129
Cont/WD		0
Par	831,557	832,444
Book Value	830,740	832,196
Cost Value	827,951	830,134

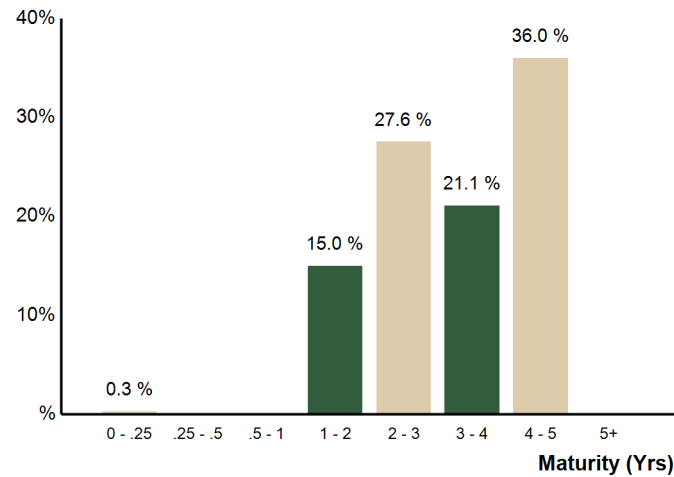
TOP ISSUERS

Issuer	% Portfolio
Government of United States	45.1 %
Federal National Mortgage Assoc	23.4 %
Federal Home Loan Bank	15.6 %
Federal Home Loan Mortgage Corp	15.6 %
AIM STIT-Treasury Portfolio	0.3 %
	100.0 %

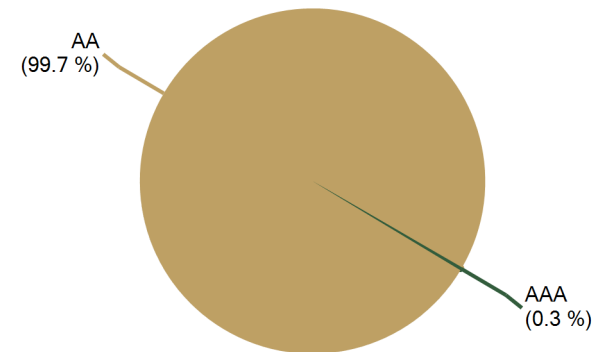
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

Total Rate of Return As of 9/30/2017	Current Month	Latest 3 Months	Year To Date	1 Yr	Annualized			2/28/2010	Since 2/28/2010
					3 Yrs	5 Yrs	10 Yrs		
Brea CFD No. 2008-2 Reserve Fund	-0.39 %	0.29 %	1.27 %	-0.03 %	1.70 %	1.18 %	N/A	2.17 %	17.66 %
BAML 3-Month US Treasury Bill Index	0.09 %	0.26 %	0.57 %	0.66 %	0.32 %	0.22 %	N/A	0.18 %	1.40 %



BOOK VALUE RECONCILIATION	
Beginning Book Value	\$830,740.33
Acquisition	
+ Security Purchases	\$50,086.11
+ Money Market Fund Purchases	\$1,050.42
+ Money Market Contributions	\$0.00
+ Security Contributions	\$0.00
+ Security Transfers	\$0.00
Total Acquisitions	\$51,136.53
Dispositions	
- Security Sales	\$49,800.61
- Money Market Fund Sales	\$164.12
- MMF Withdrawals	\$0.00
- Security Withdrawals	\$0.00
- Security Transfers	\$0.00
- Other Dispositions	\$0.00
- Maturities	\$0.00
- Calls	\$0.00
- Principal Paydowns	\$0.00
Total Dispositions	\$49,964.73
Amortization/Accretion	
+/- Net Accretion	\$52.09
	\$52.09
Gain/Loss on Dispositions	
+/- Realized Gain/Loss	\$231.45
	\$231.45
Ending Book Value	\$832,195.67

CASH TRANSACTION SUMMARY	
BEGINNING BALANCE	\$1,557.43
Acquisition	
Contributions	\$0.00
Security Sale Proceeds	\$49,800.61
Accrued Interest Received	\$170.59
Interest Received	\$1,050.00
Dividend Received	\$0.42
Principal on Maturities	\$0.00
Interest on Maturities	\$0.00
Calls/Redemption (Principal)	\$0.00
Interest from Calls/Redemption	\$0.00
Principal Paydown	\$0.00
Total Acquisitions	\$51,021.62
Disposition	
Withdrawals	\$0.00
Security Purchase	\$50,086.11
Accrued Interest Paid	\$49.21
Total Dispositions	\$50,135.32
Ending Book Value	\$2,443.73



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
AGENCY									
3137EADK2	FHLMC Note 1.25% Due 8/1/2019	80,000.00	09/09/2014 1.84 %	77,815.20 79,181.62	99.53 1.51 %	79,620.00 166.67	9.58 % 438.38	Aaa / AA+ AAA	1.84 1.80
3135G0ZG1	FNMA Note 1.75% Due 9/12/2019	45,000.00	11/17/2014 1.77 %	44,954.55 44,981.63	100.42 1.53 %	45,190.80 41.56	5.43 % 209.17	Aaa / AA+ AAA	1.95 1.91
3137EADM8	FHLMC Note 1.25% Due 10/2/2019	50,000.00	03/25/2015 1.40 %	49,669.50 49,853.67	99.43 1.54 %	49,713.60 310.76	6.01 % (140.07)	Aaa / AA+ AAA	2.01 1.96
313383HU8	FHLB Note 1.75% Due 6/12/2020	65,000.00	06/26/2015 1.87 %	64,641.20 64,804.74	100.17 1.69 %	65,107.77 344.41	7.86 % 303.03	Aaa / AA+ NR	2.70 2.61
3130A7CV5	FHLB Note 1.375% Due 2/18/2021	65,000.00	03/11/2016 1.64 %	64,194.00 64,447.16	98.97 1.69 %	64,328.23 106.75	7.74 % (118.93)	Aaa / AA+ AAA	3.39 3.28
3135G0Q89	FNMA Note 1.375% Due 10/7/2021	80,000.00	10/27/2016 1.50 %	79,512.80 79,604.03	98.11 1.86 %	78,490.00 531.67	9.49 % (1,114.03)	Aaa / AA+ AAA	4.02 3.86
3135G0S38	FNMA Note 2% Due 1/5/2022	70,000.00	04/24/2017 1.92 %	70,249.20 70,226.24	100.25 1.94 %	70,177.87 334.44	8.47 % (48.37)	Aaa / AA+ AAA	4.27 4.05
Total Agency		455,000.00	1.71 %	451,036.45 453,099.09	1.69 %	452,628.27 1,836.26	54.56 % (470.82)	Aaa / AA+ AAA	2.97 2.86
MONEY MARKET FUND FI									
825252109	Invesco Treasury MMFD Private Class	2,443.73	Various 0.60 %	2,443.73 2,443.73	1.00 0.60 %	2,443.73 0.00	0.29 % 0.00	Aaa / AAA AAA	0.00 0.00
Total Money Market Fund FI		2,443.73	0.60 %	2,443.73 2,443.73	0.60 %	2,443.73 0.00	0.29 % 0.00	Aaa / AAA AAA	0.00 0.00
US TREASURY									
912828UQ1	US Treasury Note 1.25% Due 2/29/2020	55,000.00	Various 1.43 %	54,534.75 54,769.02	99.30 1.54 %	54,617.59 58.88	6.56 % (151.43)	Aaa / AA+ AAA	2.42 2.37
912828UV0	US Treasury Note 1.125% Due 3/31/2020	60,000.00	05/07/2015 1.57 %	58,758.01 59,366.86	98.94 1.56 %	59,364.84 1.85	7.13 % (2.02)	Aaa / AA+ AAA	2.50 2.45
912828WC0	US Treasury Note 1.75% Due 10/31/2020	50,000.00	11/04/2015 1.63 %	50,277.51 50,171.50	100.30 1.65 %	50,150.40 366.17	6.06 % (21.10)	Aaa / AA+ AAA	3.09 2.97
912828WN6	US Treasury Note 2% Due 5/31/2021	60,000.00	07/11/2016 1.01 %	62,812.70 62,109.53	100.89 1.75 %	60,534.36 403.28	7.32 % (1,575.17)	Aaa / AA+ AAA	3.67 3.50
912828F21	US Treasury Note 2.125% Due 9/30/2021	30,000.00	01/18/2017 1.88 %	30,332.91 30,283.41	101.21 1.81 %	30,363.27 1.75	3.65 % 79.86	Aaa / AA+ AAA	4.00 3.82
912828G53	US Treasury Note 1.875% Due 11/30/2021	40,000.00	01/18/2017 1.89 %	39,970.45 39,974.69	100.21 1.82 %	40,085.92 252.05	4.84 % 111.23	Aaa / AA+ AAA	4.17 3.97
912828J43	US Treasury Note 1.75% Due 2/28/2022	30,000.00	04/24/2017 1.84 %	29,881.74 29,892.30	99.51 1.87 %	29,852.34 44.96	3.59 % (39.96)	Aaa / AA+ AAA	4.42 4.22



Holdings Report

As of 9/30/17

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US TREASURY									
912828L24	US Treasury Note 1.875% Due 8/31/2022	50,000.00	09/18/2017 1.84 %	50,086.11 50,085.54	99.74 1.93 %	49,871.10 80.28	6.00 % (214.44)	Aaa / AA+ AAA	4.92 4.67
Total US Treasury		375,000.00	1.58 %	376,654.18 376,652.85	1.72 %	374,839.82 1,209.22	45.15 % (1,813.03)	Aaa / AA+ AAA	3.53 3.39
TOTAL PORTFOLIO		832,443.73	1.65 %	830,134.36 832,195.67	1.70 %	829,911.82 3,045.48	100.00 % (2,283.85)	Aaa / AA+ AAA	3.21 3.09
TOTAL MARKET VALUE PLUS ACCRUED						832,957.30			



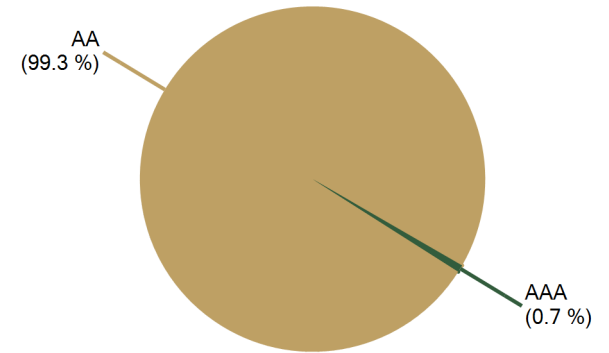
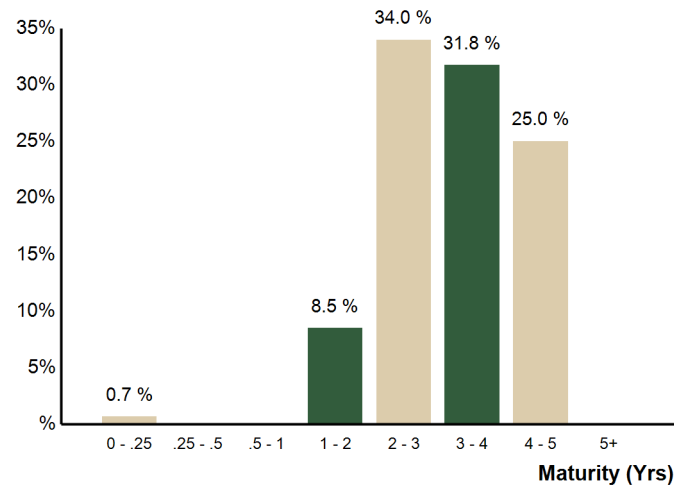
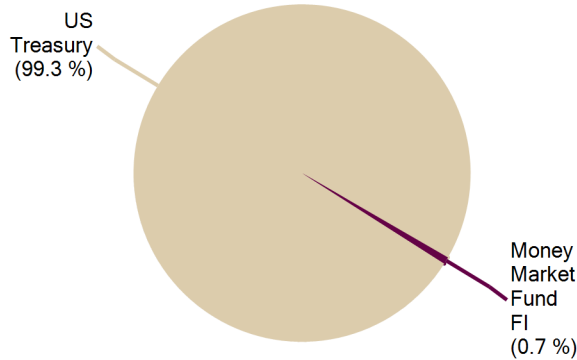
PORTFOLIO CHARACTERISTICS **ACCOUNT SUMMARY** **TOP ISSUERS**

Average Duration	3.06
Average Coupon	1.67 %
Average Purchase YTM	1.28 %
Average Market YTM	1.66 %
Average S&P/Moody Rating	AA+/Aaa
Average Final Maturity	3.18 yrs
Average Life	3.18 yrs

	Beg. Values as of 8/31/17	End Values as of 9/30/17
Market Value	1,342,202	1,337,181
Accrued Interest	4,066	3,754
Total Market Value	1,346,268	1,340,935
Income Earned	1,404	1,387
Cont/WD		0
Par	1,333,623	1,335,061
Book Value	1,350,441	1,352,000
Cost Value	1,353,858	1,356,829

Issuer	% Portfolio
Government of United States	99.3 %
AIM STIT-Treasury Portfolio	0.7 %
	100.0 %

SECTOR ALLOCATION **MATURITY DISTRIBUTION** **CREDIT QUALITY (S&P)**



PERFORMANCE REVIEW

Total Rate of Return As of 9/30/2017	Current Month	Latest 3 Months	Year To Date	1 Yr	Annualized			5/31/2010	Since 5/31/2010
					3 Yrs	5 Yrs	10 Yrs		
Brea Water Revenue Bonds, Series B, Reserve Account	-0.40 %	0.29 %	1.22 %	-0.38 %	1.58 %	1.10 %	N/A	2.02 %	15.79 %
BAML 3-Month US Treasury Bill Index	0.09 %	0.26 %	0.57 %	0.66 %	0.32 %	0.22 %	N/A	0.19 %	1.37 %



BOOK VALUE RECONCILIATION	
Beginning Book Value	\$1,350,440.97
Acquisition	
+ Security Purchases	\$115,198.04
+ Money Market Fund Purchases	\$3,438.51
+ Money Market Contributions	\$0.00
+ Security Contributions	\$0.00
+ Security Transfers	\$0.00
Total Acquisitions	\$118,636.55
Dispositions	
- Security Sales	\$116,533.44
- Money Market Fund Sales	\$0.00
- MMF Withdrawals	\$0.00
- Security Withdrawals	\$0.00
- Security Transfers	\$0.00
- Other Dispositions	\$0.00
- Maturities	\$0.00
- Calls	\$0.00
- Principal Paydowns	\$0.00
Total Dispositions	\$116,533.44
Amortization/Accretion	
+/- Net Accretion	(\$404.46)
	(\$404.46)
Gain/Loss on Dispositions	
+/- Realized Gain/Loss	(\$139.22)
	(\$139.22)
Ending Book Value	\$1,352,000.40

CASH TRANSACTION SUMMARY	
BEGINNING BALANCE	\$5,622.87
Acquisition	
Contributions	\$0.00
Security Sale Proceeds	\$116,533.44
Accrued Interest Received	\$399.19
Interest Received	\$1,815.63
Dividend Received	\$1.46
Principal on Maturities	\$0.00
Interest on Maturities	\$0.00
Calls/Redemption (Principal)	\$0.00
Interest from Calls/Redemption	\$0.00
Principal Paydown	\$0.00
Total Acquisitions	\$118,749.72
Disposition	
Withdrawals	\$0.00
Security Purchase	\$115,198.04
Accrued Interest Paid	\$113.17
Total Dispositions	\$115,311.21
Ending Book Value	\$9,061.38



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
MONEY MARKET FUND FI									
825252109	Invesco Treasury MMFD Private Class	9,061.38	Various 0.60 %	9,061.38 9,061.38	1.00 0.60 %	9,061.38 0.00	0.68 % 0.00	Aaa / AAA AAA	0.00 0.00
Total Money Market Fund FI		9,061.38	0.60 %	9,061.38 9,061.38	0.60 %	9,061.38 0.00	0.68 % 0.00	Aaa / AAA AAA	0.00 0.00
US TREASURY									
912828TH3	US Treasury Note 0.875% Due 7/31/2019	115,000.00	08/24/2016 0.85 %	115,076.75 115,047.91	98.96 1.45 %	113,800.55 169.53	8.50 % (1,247.36)	Aaa / AA+ AAA	1.83 1.81
912828G61	US Treasury Note 1.5% Due 11/30/2019	115,000.00	08/24/2016 0.92 %	117,147.65 116,423.36	99.98 1.51 %	114,982.06 579.71	8.62 % (1,441.30)	Aaa / AA+ AAA	2.17 2.11
912828UQ1	US Treasury Note 1.25% Due 2/29/2020	112,000.00	Various 1.40 %	111,138.03 111,600.59	99.30 1.54 %	111,221.27 119.90	8.30 % (379.32)	Aaa / AA+ AAA	2.42 2.37
912828UV0	US Treasury Note 1.125% Due 3/31/2020	115,000.00	Various 1.47 %	113,111.52 114,055.39	98.94 1.56 %	113,782.61 3.55	8.49 % (272.78)	Aaa / AA+ AAA	2.50 2.45
912828XM7	US Treasury Note 1.625% Due 7/31/2020	115,000.00	08/24/2016 1.03 %	117,646.28 116,905.47	100.05 1.60 %	115,062.91 314.84	8.60 % (1,842.56)	Aaa / AA+ AAA	2.84 2.75
912828WC0	US Treasury Note 1.75% Due 10/31/2020	88,000.00	11/04/2015 1.63 %	88,488.42 88,301.85	100.30 1.65 %	88,264.70 644.46	6.63 % (37.15)	Aaa / AA+ AAA	3.09 2.97
912828A83	US Treasury Note 2.375% Due 12/31/2020	115,000.00	08/24/2016 1.08 %	121,316.40 119,718.42	102.18 1.68 %	117,506.66 690.23	8.81 % (2,211.76)	Aaa / AA+ AAA	3.25 3.10
912828B90	US Treasury Note 2% Due 2/28/2021	115,000.00	08/24/2016 1.10 %	119,541.99 118,434.05	100.96 1.71 %	116,105.04 196.96	8.67 % (2,329.01)	Aaa / AA+ AAA	3.42 3.29
912828WN6	US Treasury Note 2% Due 5/31/2021	101,000.00	Various 1.03 %	105,664.79 104,506.16	100.89 1.75 %	101,899.51 678.85	7.65 % (2,606.65)	Aaa / AA+ AAA	3.67 3.50
912828F21	US Treasury Note 2.125% Due 9/30/2021	110,000.00	10/27/2016 1.38 %	113,871.85 113,143.99	101.21 1.81 %	111,331.99 6.42	8.30 % (1,812.00)	Aaa / AA+ AAA	4.00 3.82
912828J43	US Treasury Note 1.75% Due 2/28/2022	110,000.00	04/24/2017 1.84 %	109,566.38 109,605.11	99.51 1.87 %	109,458.58 164.85	8.18 % (146.53)	Aaa / AA+ AAA	4.42 4.22
912828L24	US Treasury Note 1.875% Due 8/31/2022	115,000.00	09/18/2017 1.84 %	115,198.04 115,196.72	99.74 1.93 %	114,703.53 184.65	8.57 % (493.19)	Aaa / AA+ AAA	4.92 4.67
Total US Treasury		1,326,000.00	1.29 %	1,347,768.10 1,342,939.02	1.67 %	1,328,119.41 3,753.95	99.32 % (14,819.61)	Aaa / AA+ AAA	3.20 3.08
TOTAL PORTFOLIO		1,335,061.38	1.28 %	1,356,829.48 1,352,000.40	1.66 %	1,337,180.79 3,753.95	100.00 % (14,819.61)	Aaa / AA+ AAA	3.18 3.06
TOTAL MARKET VALUE PLUS ACCRUED						1,340,934.74			



PORTFOLIO CHARACTERISTICS

Average Duration	3.12
Average Coupon	1.70 %
Average Purchase YTM	1.30 %
Average Market YTM	1.68 %
Average S&P/Moody Rating	AA+/Aaa
Average Final Maturity	3.24 yrs
Average Life	3.24 yrs

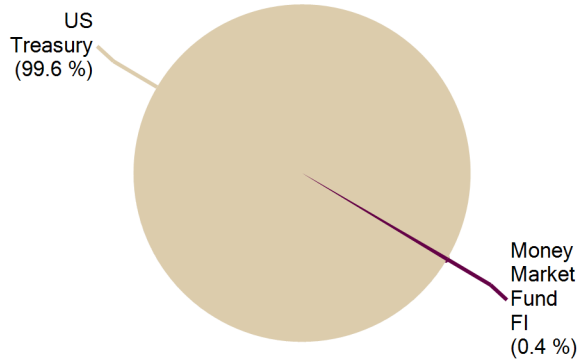
ACCOUNT SUMMARY

	Beg. Values as of 8/31/17	End Values as of 9/30/17
Market Value	267,644	262,461
Accrued Interest	817	765
Total Market Value	268,461	263,226
Income Earned	287	282
Cont/WD		-4,167
Par	265,816	261,940
Book Value	269,085	265,373
Cost Value	269,571	266,325

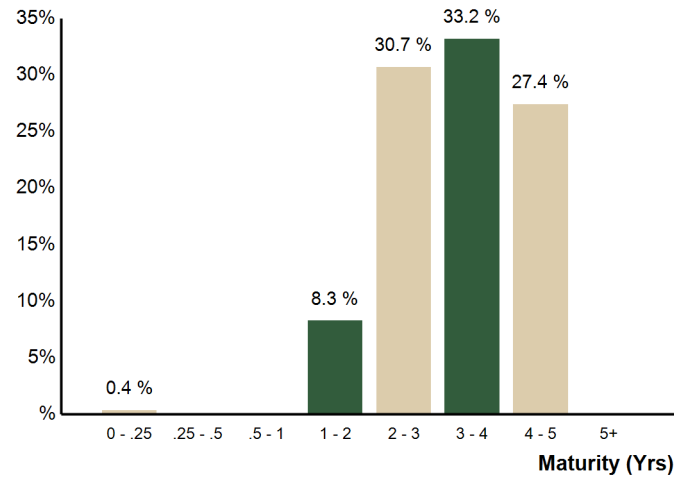
TOP ISSUERS

Issuer	% Portfolio
Government of United States	99.6 %
AIM STIT-Treasury Portfolio	0.4 %
	100.0 %

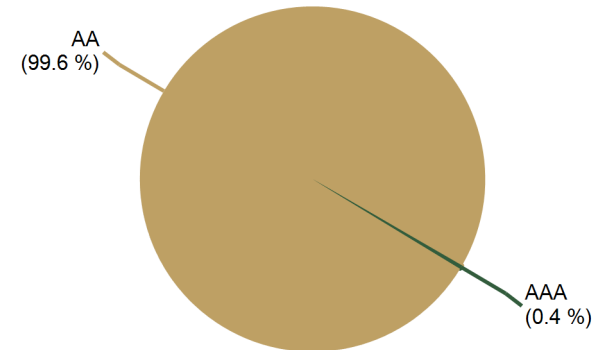
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

Total Rate of Return As of 9/30/2017	Current Month	Latest 3 Months	Year To Date	1 Yr	Annualized			5/31/2010	Since 5/31/2010
					3 Yrs	5 Yrs	10 Yrs		
Brea Lease Revenue Bonds, Reserve Account	-0.40 %	0.28 %	1.23 %	-0.39 %	1.58 %	1.11 %	N/A	2.04 %	15.95 %
BAML 3-Month US Treasury Bill Index	0.09 %	0.26 %	0.57 %	0.66 %	0.32 %	0.22 %	N/A	0.19 %	1.37 %



BOOK VALUE RECONCILIATION	
Beginning Book Value	\$269,084.68
Acquisition	
+ Security Purchases	\$23,039.61
+ Money Market Fund Purchases	\$364.92
+ Money Market Contributions	\$0.00
+ Security Contributions	\$0.00
+ Security Transfers	\$0.00
Total Acquisitions	\$23,404.53
Dispositions	
- Security Sales	\$19,920.25
- Money Market Fund Sales	\$3,073.75
- MMF Withdrawals	\$4,167.03
- Security Withdrawals	\$0.00
- Security Transfers	\$0.00
- Other Dispositions	\$0.00
- Maturities	\$0.00
- Calls	\$0.00
- Principal Paydowns	\$0.00
Total Dispositions	\$27,161.03
Amortization/Accretion	
+/- Net Accretion	(\$77.09)
	(\$77.09)
Gain/Loss on Dispositions	
+/- Realized Gain/Loss	\$122.17
	\$122.17
Ending Book Value	\$265,373.26

CASH TRANSACTION SUMMARY	
BEGINNING BALANCE	\$7,815.69
Acquisition	
Contributions	\$0.00
Security Sale Proceeds	\$19,920.25
Accrued Interest Received	\$68.24
Interest Received	\$361.26
Dividend Received	\$3.66
Principal on Maturities	\$0.00
Interest on Maturities	\$0.00
Calls/Redemption (Principal)	\$0.00
Interest from Calls/Redemption	\$0.00
Principal Paydown	\$0.00
Total Acquisitions	\$20,353.41
Disposition	
Withdrawals	\$4,167.03
Security Purchase	\$23,039.61
Accrued Interest Paid	\$22.63
Total Dispositions	\$27,229.27
Ending Book Value	\$939.83



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
MONEY MARKET FUND FI									
825252109	Invesco Treasury MMFD Private Class	939.83	Various 0.60 %	939.83 939.83	1.00 0.60 %	939.83 0.00	0.36 % 0.00	Aaa / AAA AAA	0.00 0.00
Total Money Market Fund FI		939.83	0.60 %	939.83 939.83	0.60 %	939.83 0.00	0.36 % 0.00	Aaa / AAA AAA	0.00 0.00
US TREASURY									
912828TH3	US Treasury Note 0.875% Due 7/31/2019	22,000.00	08/24/2016 0.85 %	22,014.68 22,009.16	98.96 1.45 %	21,770.54 32.43	8.28 % (238.62)	Aaa / AA+ AAA	1.83 1.81
912828G61	US Treasury Note 1.5% Due 11/30/2019	22,000.00	08/24/2016 0.92 %	22,410.85 22,272.29	99.98 1.51 %	21,996.57 110.90	8.40 % (275.72)	Aaa / AA+ AAA	2.17 2.11
912828UQ1	US Treasury Note 1.25% Due 2/29/2020	20,000.00	Various 1.59 %	19,688.54 19,842.40	99.30 1.54 %	19,860.95 21.41	7.55 % 18.55	Aaa / AA+ AAA	2.42 2.37
912828UV0	US Treasury Note 1.125% Due 3/31/2020	17,000.00	05/07/2015 1.57 %	16,648.10 16,820.61	98.94 1.56 %	16,820.04 0.53	6.39 % (0.57)	Aaa / AA+ AAA	2.50 2.45
912828XM7	US Treasury Note 1.625% Due 7/31/2020	22,000.00	08/24/2016 1.03 %	22,506.25 22,364.53	100.05 1.60 %	22,012.03 60.23	8.39 % (352.50)	Aaa / AA+ AAA	2.84 2.75
912828WC0	US Treasury Note 1.75% Due 10/31/2020	22,000.00	Various 1.45 %	22,276.59 22,193.92	100.30 1.65 %	22,066.18 161.11	8.44 % (127.74)	Aaa / AA+ AAA	3.09 2.97
912828A83	US Treasury Note 2.375% Due 12/31/2020	22,000.00	08/24/2016 1.08 %	23,208.35 22,902.65	102.18 1.68 %	22,479.53 132.04	8.59 % (423.12)	Aaa / AA+ AAA	3.25 3.10
912828B90	US Treasury Note 2% Due 2/28/2021	22,000.00	08/24/2016 1.10 %	22,868.90 22,656.95	100.96 1.71 %	22,211.40 37.68	8.45 % (445.55)	Aaa / AA+ AAA	3.42 3.29
912828WN6	US Treasury Note 2% Due 5/31/2021	20,000.00	07/11/2016 1.01 %	20,937.57 20,703.18	100.89 1.75 %	20,178.12 134.43	7.72 % (525.06)	Aaa / AA+ AAA	3.67 3.50
912828F21	US Treasury Note 2.125% Due 9/30/2021	25,000.00	10/27/2016 1.38 %	25,879.97 25,714.55	101.21 1.81 %	25,302.73 1.46	9.61 % (411.82)	Aaa / AA+ AAA	4.00 3.82
912828J43	US Treasury Note 1.75% Due 2/28/2022	24,000.00	04/24/2017 1.84 %	23,905.39 23,913.84	99.51 1.87 %	23,881.87 35.97	9.09 % (31.97)	Aaa / AA+ AAA	4.42 4.22
912828L24	US Treasury Note 1.875% Due 8/31/2022	23,000.00	09/18/2017 1.84 %	23,039.61 23,039.35	99.74 1.93 %	22,940.71 36.93	8.73 % (98.64)	Aaa / AA+ AAA	4.92 4.67
Total US Treasury		261,000.00	1.30 %	265,384.80 264,433.43	1.68 %	261,520.67 765.12	99.64 % (2,912.76)	Aaa / AA+ AAA	3.25 3.13
TOTAL PORTFOLIO		261,939.83	1.30 %	266,324.63 265,373.26	1.68 %	262,460.50 765.12	100.00 % (2,912.76)	Aaa / AA+ AAA	3.24 3.12
TOTAL MARKET VALUE PLUS ACCRUED						263,225.62			

City of Brea

COUNCIL COMMUNICATION

FROM: Bill Gallardo, City Manager

DATE: 11/07/2017

SUBJECT: October 20 & 27 and November 3, 2017 City Check Registers - Receive and File.

Attachments

10-20-17 City Check Register

10-27-17 City Check Register

11-3-17 City Check Register

City Check Register for: Oct 20, 2017

Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount	
176242	ROSEANN ADAMS	10/20/2017	27136	110	REFUND:ICE SKATING	\$49.00	
ROSEANN ADAMS						Total Check Amount:	\$49.00
176243	THE ALLEY CATS MUSIC, INC	10/20/2017	12680	110404312	CNTNL GALA CONCERT	\$1,500.00	
THE ALLEY CATS MUSIC, INC						Total Check Amount:	\$1,500.00
176244	APEX LAW GROUP, APC	10/20/2017	27114	110000000	REPORT REQST OVERPYMT	\$7.00	
APEX LAW GROUP, APC						Total Check Amount:	\$7.00
176245	AT&T LONG DISTANCE	10/20/2017	1737	110141471	807752441 10/3-11/2	\$86.61	
AT&T LONG DISTANCE						Total Check Amount:	\$86.61
176246	BARR & CLARK	10/20/2017	26778	280323215	CDBG 1034 BIRCHCREST	\$195.00	
BARR & CLARK						Total Check Amount:	\$195.00
176247	BRYCE BENEKOS	10/20/2017	27130	420000000	CLOSED WATER ACCOUNT	\$112.42	
BRYCE BENEKOS						Total Check Amount:	\$112.42
176248	BOYS & GIRLS CLUBS	10/20/2017	26980	110212111	17/18 DONATION #3	\$3,767.12	
BOYS & GIRLS CLUBS						Total Check Amount:	\$3,767.12
176249	RICARDO CABIESES	10/20/2017	27131	420000000	CLOSED WATER ACCOUNT	\$95.34	
RICARDO CABIESES						Total Check Amount:	\$95.34
176250	CALIFORNIA NEWSPAPER PARTNERSHIP	10/20/2017	26287	110000000	LEGAL NOTICE 9/15/17	\$308.00	
CALIFORNIA NEWSPAPER PARTNERSHIP						Total Check Amount:	\$308.00
176251	CENTURY 21 EXCELLANCE	10/20/2017	27120	420000000	CLOSED WATER ACCOUNT	\$68.78	
CENTURY 21 EXCELLANCE						Total Check Amount:	\$68.78
176252	CINTAS FAS	10/20/2017	24347	110404211	FIRSTAID SUPPLIES BCC	\$66.17	
		10/20/2017	24347	110404542	FIRSTAID SUPP THEATRE	\$91.91	
CINTAS FAS						Total Check Amount:	\$158.08
176253	CITY OF ANAHEIM	10/20/2017	4908	110222211	METRO CITIES 17/18 Q2	\$62,743.79	
CITY OF ANAHEIM						Total Check Amount:	\$62,743.79
176254	CLARK & SONS CONTRACTING CORP	10/20/2017	27119	420000000	CLOSED WATER ACCOUNT	\$1,753.68	
CLARK & SONS CONTRACTING CORP						Total Check Amount:	\$1,753.68
176255	COLETTE'S CATERING & SPECIALTY CAKE	10/20/2017	27126	110	CNTNL GALA CATERING	\$14,235.62	
COLETTE'S CATERING & SPECIALTY CAKE						Total Check Amount:	\$14,235.62
176256	CORE & MAIN LP	10/20/2017	27049	420515131	SPOOLS	\$2,289.16	
		10/20/2017	27049	420515131	WATER METER	\$2,289.16	
		10/20/2017	27049	420515131	WATER METERS	\$2,599.25	
CORE & MAIN LP						Total Check Amount:	\$7,177.57
176257	COSTCO MEMBERSHIP	10/20/2017	14520	110141441	2017 MEMBRSHPP RENEWAL	\$165.00	
COSTCO MEMBERSHIP						Total Check Amount:	\$165.00
176258	COSTCO/CAPITAL ONE COMMERCIAL	10/20/2017	5252	110404211	GATORADE/WATER BCC	\$344.52	
		10/20/2017	5252	110404425	TINY TOTS FOOD	\$227.98	

City Check Register for: Oct 20, 2017

Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount	
176258	COSTCO/CAPITAL ONE COMMERCIAL	10/20/2017	5252	110404426	NATIONAL NIGHT OUT	\$645.42	
					COSTCO/CAPITAL ONE COMMERCIAL	Total Check Amount:	\$1,217.92
176259	DJS PLUS	10/20/2017	8022	110404420	6THGR SNEAK PRVW 10/6	\$400.00	
					DJS PLUS	Total Check Amount:	\$400.00
176260	BONNIE DOBSON	10/20/2017	27139	110000000	REFUND:SALMINEN WKSHP	\$200.00	
					BONNIE DOBSON	Total Check Amount:	\$200.00
176261	EDISON CO	10/20/2017	3343	110515121	ELECTRICITY SEP/OCT17	\$3,272.52	
		10/20/2017	3343	420515131	ELECTRICITY SEP/OCT17	\$3,346.23	
		10/20/2017	3343	490515151	ELECTRICITY SEP/OCT17	\$36,296.58	
		10/20/2017	3343	510707285	ELECTRICITY SEP/OCT17	\$76.62	
					EDISON CO	Total Check Amount:	\$42,991.95
176262	FRANCHISE TAX BOARD	10/20/2017	13287	110	CD-9120-02824 101317	\$187.54	
					FRANCHISE TAX BOARD	Total Check Amount:	\$187.54
176263	THE GAS COMPANY	10/20/2017	3749	490515151	GAS SEP/OCT 2017	\$1,366.41	
					THE GAS COMPANY	Total Check Amount:	\$1,366.41
176264	IRENE GASTELUM	10/20/2017	27132	420000000	CLOSED WATER ACCOUNT	\$60.02	
					IRENE GASTELUM	Total Check Amount:	\$60.02
176265	WILLIAM GOFFINETT	10/20/2017	27122	420000000	CLOSED WATER ACCOUNT	\$77.10	
					WILLIAM GOFFINETT	Total Check Amount:	\$77.10
176266	GOLDEN WEST COLLEGE	10/20/2017	9477	110212111	RBC CLASS 156 FALL17	\$5,779.50	
					GOLDEN WEST COLLEGE	Total Check Amount:	\$5,779.50
176267	IN TIME SERVICES INC	10/20/2017	20876	950000000	ILJAO ISELINK SEPT17	\$1,306.32	
					IN TIME SERVICES INC	Total Check Amount:	\$1,306.32
176268	INTELLI-TECH	10/20/2017	8774	950000000	DELL LATITUDE LAPTOP	\$2,537.82	
					INTELLI-TECH	Total Check Amount:	\$2,537.82
176269	DEBBIE JOSEPHSON	10/20/2017	27137	110000000	REFUND:SALMINEN WKSHP	\$600.00	
					DEBBIE JOSEPHSON	Total Check Amount:	\$600.00
176270	JUNIOR'S GOLF CARTS, INC.	10/20/2017	26482	110404521	GOLFCART RENTAL SRCTR	\$50.00	
					JUNIOR'S GOLF CARTS, INC.	Total Check Amount:	\$50.00
176271	MR. MINSEOK KANG	10/20/2017	27121	420000000	CLOSED WATER ACCOUNT	\$13.09	
					MR. MINSEOK KANG	Total Check Amount:	\$13.09
176272	LANGUAGE LINE SERVICES	10/20/2017	19704	110212133	OTP INTERPRETATION	\$5.64	
					LANGUAGE LINE SERVICES	Total Check Amount:	\$5.64
176273	LAUGHING BEAGLE DESIGN	10/20/2017	17663	110404542	CURTIS BROCHURE DESGN	\$2,000.00	
					LAUGHING BEAGLE DESIGN	Total Check Amount:	\$2,000.00
176274	LAW OFFICES OF JONES & MAYER	10/20/2017	12144	110111112	LEGAL:CODE ENF AUG17	\$2,240.00	
					LAW OFFICES OF JONES & MAYER	Total Check Amount:	\$2,240.00
176275	PAMELA MEJIA	10/20/2017	27138	110000000	REFUND:SALMINEN WKSHP	\$600.00	
					PAMELA MEJIA	Total Check Amount:	\$600.00

City Check Register for: Oct 20, 2017

Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
176276	ROBERT MORROW	10/20/2017	27135	420000000	CLOSED WATER ACCOUNT	\$6.72
ROBERT MORROW						Total Check Amount: \$6.72
176277	NDS, LLC (NORCO DELIVERY SERVICES)	10/20/2017	25312	110141441	PRESORT MAILSVCS SEP17	\$345.78
NDS, LLC (NORCO DELIVERY SERVICES)						Total Check Amount: \$345.78
176278	KRISCYNTHIA OUTLAW	10/20/2017	27117	110404215	CHAIR MSG:WLLNSS FEST	\$100.00
KRISCYNTHIA OUTLAW						Total Check Amount: \$100.00
176279	U.S. POSTAL SERVICE	10/20/2017	10732	110141441	PERMIT#95015000 2017	\$1,000.00
U.S. POSTAL SERVICE						Total Check Amount: \$1,000.00
176280	PUBLIC SURPLUS/THE PUBLIC GROUP	10/20/2017	18564	110000000	SURPLUS 7% CHG SEPT17	\$8.65
PUBLIC SURPLUS/THE PUBLIC GROUP						Total Check Amount: \$8.65
176281	PUENTE HILLS FORD	10/20/2017	25742	480515161	ROTORS/ RELAYS	\$478.12
		10/20/2017	25742	480515161	SPARE KEY AND FOB	\$322.43
PUENTE HILLS FORD						Total Check Amount: \$800.55
176282	REDDOOR SOLUTIONS	10/20/2017	27125	420000000	CLOSED WATER ACCOUNT	\$162.08
REDDOOR SOLUTIONS						Total Check Amount: \$162.08
176283	NATHAN ROBERTSON	10/20/2017	27134	420000000	CLOSED WATER ACCOUNT	\$27.71
NATHAN ROBERTSON						Total Check Amount: \$27.71
176284	KRISTOPHER ROSS	10/20/2017	27123	420000000	CLOSED WATER ACCOUNT	\$25.70
KRISTOPHER ROSS						Total Check Amount: \$25.70
176285	SEEVERS JORDAN ZIEGENMEYER	10/20/2017	27019	875141431	APPRAISAL:2017 BONDS	\$25,000.00
SEEVERS JORDAN ZIEGENMEYER						Total Check Amount: \$25,000.00
176286	RASHEED SIMJEE	10/20/2017	27133	420000000	CLOSED WATER ACCOUNT	\$66.73
RASHEED SIMJEE						Total Check Amount: \$66.73
176287	SOUTH COAST AQMD	10/20/2017	10871	480515161	EMISSIONS FEE:CCC GEN	\$127.46
		10/20/2017	10871	480515161	RENEWAL FEE:CCC GEN	\$378.28
SOUTH COAST AQMD						Total Check Amount: \$505.74
176288	SPARKLETTS	10/20/2017	3001	110111161	092717 COUNCL MTG WTR	\$14.31
SPARKLETTS						Total Check Amount: \$14.31
176289	TIME WARNER CABLE	10/20/2017	19304	110111143	CABLE CHGS 10/2-11/1	\$28.63
		10/20/2017	19304	110111151	CABLE CHGS 10/2-11/1	\$57.26
		10/20/2017	19304	110141411	CABLE CHGS 10/2-11/1	\$74.37
		10/20/2017	19304	110212111	CABLE CHGS 10/2-11/1	\$320.52
		10/20/2017	19304	110222211	CABLE CHGS 10/2-11/1	\$74.37
		10/20/2017	19304	110323212	CABLE CHGS 10/2-11/1	\$75.85
		10/20/2017	19304	110404211	CABLE 10/2-11/1 40955	\$99.31
		10/20/2017	19304	110404311	CABLE CHGS 10/2-11/1	\$18.56
		10/20/2017	19304	110404521	CABLE 10/2-11/1 15759	\$24.19
		10/20/2017	19304	420515131	CABLE 10/2-11/1 20981	\$112.37
		10/20/2017	19304	420515131	CABLE 10/2-11/1 49861	\$73.91

City Check Register for: Oct 20, 2017

Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
176289	TIME WARNER CABLE	10/20/2017	19304	490515151	CABLE CHGS 10/2-11/1	\$18.56
TIME WARNER CABLE					Total Check Amount:	\$977.90
176290	TOTAL ADMINISTRATIVE SERVICE CORP.	10/20/2017	26329	110141481	FSA FUNDING TRUE-UPS	\$85.38
TOTAL ADMINISTRATIVE SERVICE CORP.					Total Check Amount:	\$85.38
176291	TURNOUT MAINTENANCE COMPANY, LLC	10/20/2017	19898	110222221	TURNOUT COAT/PANT MNT	\$160.00
TURNOUT MAINTENANCE COMPANY, LLC					Total Check Amount:	\$160.00
176292	U.S. POSTAL SERVICE	10/20/2017	13260	110404542	PERMIT#8138 BREA ARTS	\$225.00
U.S. POSTAL SERVICE					Total Check Amount:	\$225.00
176293	U.S. POSTAL SERVICE	10/20/2017	3284	110111151	BREA LINE NOV/DEC17	\$2,927.67
U.S. POSTAL SERVICE					Total Check Amount:	\$2,927.67
176294	URBAN GRAFFITI ENTERPRISES INC.	10/20/2017	4352	110515121	GRAFFTI REMOVAL AUG17	\$2,000.00
URBAN GRAFFITI ENTERPRISES INC.					Total Check Amount:	\$2,000.00
176295	VERIZON WIRELESS	10/20/2017	21122	110515141	9793484315 8/27-9/26	\$162.58
		10/20/2017	21122	420515131	9793484315 8/27-9/26	\$1,040.82
		10/20/2017	21122	430515123	9793484315 8/27-9/26	\$847.82
VERIZON WIRELESS					Total Check Amount:	\$2,051.22
176296	VERIZON WIRELESS	10/20/2017	21122	420515131	9793491812 8/27-9/26	\$38.01
VERIZON WIRELESS					Total Check Amount:	\$38.01
176297	MONICA WEISSHAAR	10/20/2017	27115	110	RENTAL DEPOSIT REFUND	\$500.00
MONICA WEISSHAAR					Total Check Amount:	\$500.00
176298	XEROX CORPORATION	10/20/2017	3349	110141441	CLR CPIER/PRNTR SEP17	\$2,493.44
		10/20/2017	3349	110141441	COLOR COPY MACH SEP17	\$309.35
		10/20/2017	3349	110141441	ENV LBL SOFTWARE SEP17	\$288.50
		10/20/2017	3349	110141441	LEASE-EAST WALL SEP17	\$2,693.98
		10/20/2017	3349	110141441	LEASE-WEST WALL SEP17	\$2,734.66
		10/20/2017	3349	110141441	SOFTWARE MAINT SEPT17	\$113.40
		10/20/2017	3349	110141441	SRVR/MNTR EAST SEPT17	\$275.95
		10/20/2017	3349	110141441	SRVR/MNTR WEST SEPT17	\$275.95
XEROX CORPORATION					Total Check Amount:	\$9,185.23
176299	PAM YRUNGARAY	10/20/2017	27124	420000000	CLOSED WATER ACCOUNT	\$72.10
PAM YRUNGARAY					Total Check Amount:	\$72.10
176300	ZERO WASTE USA INC.	10/20/2017	22125	343515112	DOG WASTE BAGS	\$357.59
ZERO WASTE USA INC.					Total Check Amount:	\$357.59
Check Subtotal						\$200,700.39
V26107	ADLERHORST INT'L INC	10/20/2017	2223	110212131	K9 TRAINING OCT 2017	\$350.00
ADLERHORST INT'L INC					Total Check Amount:	\$350.00
V26108	ADMINISTRATIVE & PROF	10/20/2017	3344	110	DED:4010 APEA DUES	\$552.00

City Check Register for: Oct 20, 2017

Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
ADMINISTRATIVE & PROF						Total Check Amount: \$552.00
V26109	AMERICAN AIR FILTER COMPANY, INC.	10/20/2017	27128	490515151	HVAC FILTERS	\$1,203.24
AMERICAN AIR FILTER COMPANY, INC.						Total Check Amount: \$1,203.24
V26110	ASPLUNDH CONSTRUCTION CORP.	10/20/2017	26587	510707709	BIRCH/ROSE TSSP FINAL	\$15,405.07
ASPLUNDH CONSTRUCTION CORP.						Total Check Amount: \$15,405.07
V26111	BEN'S ASPHALT, INC..	10/20/2017	1808	510707442	WATER UTILITY CUTS	\$25,686.00
BEN'S ASPHALT, INC..						Total Check Amount: \$25,686.00
V26112	BPSEA MEMORIAL FOUNDATION	10/20/2017	14990	110	DED:4050 MEMORIAL	\$242.50
BPSEA MEMORIAL FOUNDATION						Total Check Amount: \$242.50
V26113	BREA CITY EMPLOYEES ASSOCIATION	10/20/2017	3236	110	DED:4005 BCEA DUES	\$650.00
BREA CITY EMPLOYEES ASSOCIATION						Total Check Amount: \$650.00
V26114	BREA FIREFIGHTERS ASSOCIATION	10/20/2017	3237	110	DED:4016 ASSOC DUES	\$2,389.00
BREA FIREFIGHTERS ASSOCIATION						Total Check Amount: \$2,389.00
V26115	BREA POLICE ASSOCIATION	10/20/2017	3769	110	DED:4030 BPA REG	\$3,650.00
BREA POLICE ASSOCIATION						Total Check Amount: \$3,650.00
V26116	BREA POLICE ATHLETIC LEAGUE	10/20/2017	1068	110	DED:5010 B.P.A.L.	\$117.50
BREA POLICE ATHLETIC LEAGUE						Total Check Amount: \$117.50
V26117	BREA POLICE MANAGEMENT ASSOCIATION	10/20/2017	21189	110	DED:4019 LDF DUES	\$14.50
		10/20/2017	21189	110	DED:4020 ASSOC DUES	\$195.00
BREA POLICE MANAGEMENT ASSOCIATION						Total Check Amount: \$209.50
V26118	SHANNON BUCKELS	10/20/2017	12046	110212111	CAMPUS SAFETY CONF	\$81.59
SHANNON BUCKELS						Total Check Amount: \$81.59
V26119	BUCKNAM INFRASTRUCTURE GROUP, INC	10/20/2017	23775	110515121	BLACKSTONE PMP UPDATE	\$3,180.00
BUCKNAM INFRASTRUCTURE GROUP, INC						Total Check Amount: \$3,180.00
V26120	CABINET MAGIC, INC.	10/20/2017	19581	510707930	JAILER OFFICE CABINETS	\$2,500.00
CABINET MAGIC, INC.						Total Check Amount: \$2,500.00
V26121	CALIFORNIA RETROFIT, INC	10/20/2017	4447	110515121	STREET LGHT MATERIALS	\$805.43
CALIFORNIA RETROFIT, INC						Total Check Amount: \$805.43
V26122	CANON SOLUTIONS AMERICA, INC	10/20/2017	15260	110141441	PROP EVD MNT SEPT-OCT	\$600.00
		10/20/2017	15260	110141441	PROP EVD USG AUG-SEPT	\$220.02
CANON SOLUTIONS AMERICA, INC						Total Check Amount: \$820.02
V26123	CIVILSOURCE INC	10/20/2017	22210	110000000	STAFF AUGMNTTN AUG17	\$425.00
		10/20/2017	22210	110515171	STAFF AUGMNTTN AUG17	\$300.00
		10/20/2017	22210	510707251	STAFF AUGMNTTN AUG17	\$1,425.00
		10/20/2017	22210	510707310	STAFF AUGMNTTN AUG17	\$150.00
CIVILSOURCE INC						Total Check Amount: \$2,300.00
V26124	COMLOCK SECURITY-GROUP	10/20/2017	13625	490515151	LOCKS & KEYS	\$84.08
COMLOCK SECURITY-GROUP						Total Check Amount: \$84.08
V26125	NATHAN DARNELL	10/20/2017	14017	110212111	MEALS:RIFLE CLASS	\$16.00

City Check Register for: Oct 20, 2017

Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
NATHAN DARNELL						Total Check Amount:
						\$16.00
V26126	DAVID EVANS AND ASSOCIATES, INC.	10/20/2017	20981	510707873	TRACKS S4 7/30-8/26	\$3,928.40
		10/20/2017	20981	510707873	TRKS S2/S3 CONST MGMT	\$11,968.18
DAVID EVANS AND ASSOCIATES, INC.						Total Check Amount:
						\$15,896.58
V26127	DAVID DICKINSON	10/20/2017	7926	110212131	POST MGT COURSE MOD B	\$200.00
DAVID DICKINSON						Total Check Amount:
						\$200.00
V26128	FUN WITH HORSES	10/20/2017	15171	110404145	FUN ON THE FARM CLASS	\$75.00
		10/20/2017	15171	110404145	HORSE FUN:PRESCHOOL	\$195.00
FUN WITH HORSES						Total Check Amount:
						\$270.00
V26129	DON GOLDEN	10/20/2017	10729	110000000	INSP SVCS 9/28-10/11	\$8,693.06
		10/20/2017	10729	110323242	INSP SVCS 9/28-10/11	\$938.10
		10/20/2017	10729	510707903	INSP SVCS 9/28-10/11	\$234.53
DON GOLDEN						Total Check Amount:
						\$9,865.69
V26130	ROBERT HAEFNER	10/20/2017	14703	110212111	INTIME UNIVERSITY 2017	\$883.49
ROBERT HAEFNER						Total Check Amount:
						\$883.49
V26131	HOUSING PROGRAMS	10/20/2017	26542	280323215	HSG REH SVCS 8/1-9/30	\$2,175.00
HOUSING PROGRAMS						Total Check Amount:
						\$2,175.00
V26132	JEREME HSU	10/20/2017	20448	110212111	NARCOTICS INV TRNG	\$36.00
JEREME HSU						Total Check Amount:
						\$36.00
V26133	MICHAEL JOHNSON	10/20/2017	26058	460141474	MILEAGE:SEPT 2017	\$239.68
MICHAEL JOHNSON						Total Check Amount:
						\$239.68
V26134	JOHNSON'S CARPET CARE	10/20/2017	23220	110404521	CARPET CLEANING SRCTR	\$876.00
JOHNSON'S CARPET CARE						Total Check Amount:
						\$876.00
V26135	KELLY PAPER	10/20/2017	7039	110141441	PAPER	\$293.92
		10/20/2017	7039	110141441	SUPPLIES	\$193.54
KELLY PAPER						Total Check Amount:
						\$487.46
V26136	FRANCESCO LA TORRE	10/20/2017	24398	110404521	MILEAGE:SEPT 2017	\$25.92
FRANCESCO LA TORRE						Total Check Amount:
						\$25.92
V26137	LINCOLN AQUATICS	10/20/2017	17902	110404422	POOL CHEMICALS	\$137.14
LINCOLN AQUATICS						Total Check Amount:
						\$137.14
V26138	MARIO MALDONADO	10/20/2017	26138	110141481	LEAGUE/CA CITIES CONF	\$40.00
MARIO MALDONADO						Total Check Amount:
						\$40.00
V26139	SUSAN MARTIN	10/20/2017	23655	110404524	COUNSELING SUPV SEP17	\$1,960.00
SUSAN MARTIN						Total Check Amount:
						\$1,960.00
V26140	KELLY MILLER	10/20/2017	27118	110404215	BECKMAN FITNESS	\$60.00
KELLY MILLER						Total Check Amount:
						\$60.00
V26141	DALE MULLINS	10/20/2017	12794	110212111	INTIME UNIVERSITY 2017	\$468.86
DALE MULLINS						Total Check Amount:
						\$468.86
V26142	SHAWN NEEL	10/20/2017	5849	110212111	MEALS:RIFLE CLASS	\$16.00

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SHAWN NEEL						Total Check Amount:
						\$16.00
V26143	ORANGE COUNTY UNITED WAY	10/20/2017	3451	110	DED:5005 UNITED WAY	\$47.40
ORANGE COUNTY UNITED WAY						Total Check Amount:
						\$47.40
V26144	PRADO FAMILY SHOOTING RANGE	10/20/2017	14276	110212131	FULL-DAY TRNG OCT 3-5	\$750.00
PRADO FAMILY SHOOTING RANGE						Total Check Amount:
						\$750.00
V26145	PROJECT DIMENSIONS	10/20/2017	23924	510707873	TRKS S2 CONST MGT AUG	\$17,750.00
		10/20/2017	23924	510707873	TRKS S6 CONST MGT AUG	\$10,160.00
PROJECT DIMENSIONS						Total Check Amount:
						\$27,910.00
V26146	QUALITY PLACEMENT AUTHORITY, LLC	10/20/2017	27027	110141411	TEMP STAFF 9/11-9/17	\$823.68
		10/20/2017	27027	110141411	TEMP STAFF 9/25-10/1	\$821.62
QUALITY PLACEMENT AUTHORITY, LLC						Total Check Amount:
						\$1,645.30
V26147	READWRITE EDUCATIONAL, INC.	10/20/2017	3444	110404145	READING DEV'T CLASSES	\$357.00
READWRITE EDUCATIONAL, INC.						Total Check Amount:
						\$357.00
V26148	CARL ROWE	10/20/2017	23677	110404542	PIANO TUNING-RAG FEST	\$480.00
CARL ROWE						Total Check Amount:
						\$480.00
V26149	MICHAEL RYAN	10/20/2017	12856	460141474	MILEAGE:SEPT 2017	\$117.70
MICHAEL RYAN						Total Check Amount:
						\$117.70
V26150	VINCENT SANCHEZ	10/20/2017	26162	460141474	MILEAGE:SEPT 2017	\$507.18
VINCENT SANCHEZ						Total Check Amount:
						\$507.18
V26151	SANDLER BROTHERS	10/20/2017	18004	420515131	RAGS	\$357.30
SANDLER BROTHERS						Total Check Amount:
						\$357.30
V26152	SIGNS & SERVICES COMPANY	10/20/2017	12271	110515141	REPAIR SIGN LETTERS	\$1,393.00
SIGNS & SERVICES COMPANY						Total Check Amount:
						\$1,393.00
V26153	SPECTRUM GAS PRODUCTS, INC.	10/20/2017	16060	110222222	OXYGEN	\$28.40
SPECTRUM GAS PRODUCTS, INC.						Total Check Amount:
						\$28.40
V26154	TECHNICOLOR PRINTING	10/20/2017	24354	110	ADULT SPORTS SHIRTS	(\$12.09)
		10/20/2017	24354	110404223	ADULT SPORTS SHIRTS	\$215.50
TECHNICOLOR PRINTING						Total Check Amount:
						\$203.41
V26155	TECHNIGLOVE INTERNATIONAL INC	10/20/2017	17691	110212131	NITRILE GLOVES	\$260.82
TECHNIGLOVE INTERNATIONAL INC						Total Check Amount:
						\$260.82
V26156	THYSSENKRUPP ELEVATOR	10/20/2017	10308	110515125	ELEVATOR SVC DT PS1	\$1,009.09
THYSSENKRUPP ELEVATOR						Total Check Amount:
						\$1,009.09
V26157	TOTAL ADMINISTRATIVE SERVICE CORP.	10/20/2017	26017	110	DED:808B FSA DEPCAR	\$1,652.49
		10/20/2017	26017	110	DED:808C FSA UR MED	\$4,617.88
TOTAL ADMINISTRATIVE SERVICE CORP.						Total Check Amount:
						\$6,270.37
V26158	TYLER TECHNOLOGIES, INC.	10/20/2017	25937	110212131	PD DECALS	\$538.75
TYLER TECHNOLOGIES, INC.						Total Check Amount:
						\$538.75
V26159	UNDERGROUND SERVICE ALERT/SC	10/20/2017	4537	420515131	UNDERGRND TCKTS SEP17	\$148.60
UNDERGROUND SERVICE ALERT/SC						Total Check Amount:
						\$148.60

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V26160	UNITED ROTARY BRUSH CORPORATION	10/20/2017	16649	480515161	SWEEPER BROOMS (2)	\$200.42
UNITED ROTARY BRUSH CORPORATION					Total Check Amount:	\$200.42
V26161	US BANK XX0338 CITY MGR	10/20/2017	24704	110111111	CALCARD CM 092217	\$1,190.87
		10/20/2017	24704	110111143	CALCARD CM 092217	\$1,813.55
		10/20/2017	24704	110141481	CALCARD CM 092217	\$77.61
		10/20/2017	24704	110404311	CALCARD CM 092217	\$171.95
US BANK XX0338 CITY MGR					Total Check Amount:	\$3,253.98
V26162	US BANK XX0312 HR	10/20/2017	24776	110	CALCARD HR 092217TX	(\$0.74)
		10/20/2017	24776	110141481	CALCARD HR 092217	\$3,118.77
		10/20/2017	24776	110141481	CALCARD HR 092217TX	\$0.74
		10/20/2017	24776	470141483	CALCARD HR 092217	\$899.34
US BANK XX0312 HR					Total Check Amount:	\$4,018.11
V26165	US BANK XX0593 COMM SVC	10/20/2017	24777	110	CALCARD CS 092217	\$366.68
		10/20/2017	24777	110	CALCARD CS 092217TX	(\$126.77)
		10/20/2017	24777	110111111	CALCARD CS 092217	\$27.58
		10/20/2017	24777	110111143	CALCARD CS 092217	\$237.08
		10/20/2017	24777	110141481	CALCARD CS 092217	\$86.83
		10/20/2017	24777	110404154	CALCARD CS 092217	\$22.50
		10/20/2017	24777	110404211	CALCARD CS 092217	\$1,481.59
		10/20/2017	24777	110404215	CALCARD CS 092217	\$3,250.17
		10/20/2017	24777	110404215	CALCARD CS 092217TX	\$80.83
		10/20/2017	24777	110404224	CALCARD CS 092217	\$24.97
		10/20/2017	24777	110404311	CALCARD CS 092217	\$2,430.55
		10/20/2017	24777	110404312	CALCARD CS 092217	\$431.00
		10/20/2017	24777	110404420	CALCARD CS 092217	\$21.98
		10/20/2017	24777	110404421	CALCARD CS 092217	\$230.97
		10/20/2017	24777	110404424	CALCARD CS 092217	\$116.94
		10/20/2017	24777	110404425	CALCARD CS 092217	\$214.95
		10/20/2017	24777	110404425	CALCARD CS 092217TX	\$15.98
		10/20/2017	24777	110404428	CALCARD CS 092217	\$388.49
		10/20/2017	24777	110404429	CALCARD CS 092217	\$315.38
		10/20/2017	24777	110404521	CALCARD CS 092217	\$3,283.39
		10/20/2017	24777	110404521	CALCARD CS 092217TX	\$10.66
		10/20/2017	24777	110404523	CALCARD CS 092217	\$313.46
		10/20/2017	24777	110404523	CALCARD CS 092217TX	\$19.30
		10/20/2017	24777	110404541	CALCARD CS 092217	\$673.45
		10/20/2017	24777	110404542	CALCARD CS 092217	\$551.33
		10/20/2017	24777	110404544	CALCARD CS 092217	\$96.78

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US BANK XX0593 COMM SVC						Total Check Amount:
						\$14,566.07
V26166	US BANK XX0502 COMM & MKTG	10/20/2017	24778	110	CALCARD COMM 092217TX	(\$9.68)
		10/20/2017	24778	110111143	CALCARD COMM 092217TX	\$27.48
		10/20/2017	24778	110111151	CALCARD COMM 092217	\$171.92
		10/20/2017	24778	110111152	CALCARD COMM 092217	\$213.86
		10/20/2017	24778	110111152	CALCARD COMM 092217TX	\$9.68
US BANK XX0502 COMM & MKTG						Total Check Amount:
						\$413.26
V26167	US BANK XX0353 COMM DEV	10/20/2017	24779	110	CALCARD CD 092217TX	\$15.68
		10/20/2017	24779	110111111	CALCARD CD 092217TX	\$56.00
		10/20/2017	24779	110141481	CALCARD CD 092217TX	\$56.01
		10/20/2017	24779	110323212	CALCARD CD 092217	\$1,206.06
		10/20/2017	24779	110323214	CALCARD CD 092217	\$393.14
		10/20/2017	24779	110323231	CALCARD CD 092217	\$1,336.44
		10/20/2017	24779	110323231	CALCARD CD 092217TX	\$4.32
		10/20/2017	24779	110323241	CALCARD CD 092217	\$108.00
		10/20/2017	24779	110323242	CALCARD CD 092217	\$16.00
US BANK XX0353 COMM DEV						Total Check Amount:
						\$3,191.65
V26168	US BANK XX0270 ADMIN SVCS	10/20/2017	24781	110	CALCARD AD 092217TX	(\$0.19)
		10/20/2017	24781	110111111	CALCARD AD 092217	\$8.95
		10/20/2017	24781	110111161	CALCARD CC 092217	(\$9.29)
		10/20/2017	24781	110111161	CALCARD CC 092217TX	\$1,364.15
		10/20/2017	24781	110141411	CALCARD AD 092217	\$29.59
		10/20/2017	24781	110141414	CALCARD AD 092217	\$363.88
		10/20/2017	24781	110141422	CALCARD AD 092217	\$300.00
		10/20/2017	24781	110141481	CALCARD AD 092217	\$1,739.60
		10/20/2017	24781	110404312	CALCARD AD 092217	\$1.80
		10/20/2017	24781	110404312	CALCARD AD 092217TX	\$0.19
US BANK XX0270 ADMIN SVCS						Total Check Amount:
						\$3,798.68
V26170	US BANK XX0650 FIRE	10/20/2017	24782	110	CALCARD FIRE 092217TX	(\$6.99)
		10/20/2017	24782	110222211	CALCARD FIRE 092217	\$1,636.11
		10/20/2017	24782	110222211	CALCARD FIRE 092217TX	\$6.99
		10/20/2017	24782	110222212	CALCARD FIRE 092217	\$300.00
		10/20/2017	24782	110222213	CALCARD FIRE 092217	\$1,453.04
		10/20/2017	24782	110222221	CALCARD FIRE 092217	\$1,273.59
		10/20/2017	24782	110222222	CALCARD FIRE 092217	\$711.35
		10/20/2017	24782	110222223	CALCARD FIRE 092217	\$1,761.07
		10/20/2017	24782	110222231	CALCARD FIRE 092217	\$440.00
		10/20/2017	24782	480515161	CALCARD FIRE 092217	\$370.16

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US BANK XX0650 FIRE						Total Check Amount:
						\$7,945.32
V26171	US BANK XX0346 IT	10/20/2017	24783	110	CAL CARDS IT 092217	\$84.99
		10/20/2017	24783	110212141	CAL CARDS IT 092217	\$50.69
		10/20/2017	24783	110404213	CAL CARDS IT 092217	\$37.83
		10/20/2017	24783	110515125	CAL CARDS IT 092217	\$52.83
		10/20/2017	24783	280323215	CAL CARDS IT 092217	\$9.95
		10/20/2017	24783	460	CALCARD IT 092217TX	(\$16.73)
		10/20/2017	24783	460141474	CAL CARDS IT 092217	\$1,602.07
		10/20/2017	24783	460141474	CALCARD IT 092217TX	\$16.73
		10/20/2017	24783	475141471	CAL CARDS IT 092217	\$1,537.03
		10/20/2017	24783	510707903	CAL CARDS IT 092217	\$304.47
US BANK XX0346 IT						Total Check Amount:
						\$3,679.86
V26173	US BANK XX0221 PW	10/20/2017	24784	110	CALCARD PW 092217TX	(\$10.00)
		10/20/2017	24784	110141481	CALCARD PW 092217	\$128.11
		10/20/2017	24784	110515111	CALCARD PW 092217TX	\$69.99
		10/20/2017	24784	110515121	CALCARD PW 092217	\$367.74
		10/20/2017	24784	110515125	CALCARD PW 092217	\$212.18
		10/20/2017	24784	110515141	CALCARD PW 092217	\$527.26
		10/20/2017	24784	110515143	CALCARD PW 092217	\$10.88
		10/20/2017	24784	110515144	CALCARD PW 092217	\$765.21
		10/20/2017	24784	110515144	CALCARD PW 092217TX	\$10.00
		10/20/2017	24784	341515112	CALCARD PW 092217	\$96.76
		10/20/2017	24784	360515145	CALCARD PW 092217	\$115.89
		10/20/2017	24784	360515147	CALCARD PW 092217	\$101.25
		10/20/2017	24784	420515131	CALCARD PW 092217	\$287.34
		10/20/2017	24784	430515123	CALCARD PW 092217	\$298.06
		10/20/2017	24784	440515122	CALCARD PW 092217	\$258.00
		10/20/2017	24784	480515161	CALCARD PW 092217	\$4,284.17
		10/20/2017	24784	480515161	CALCARD PW 092217TX	(\$0.99)
		10/20/2017	24784	490515151	CALCARD PW 092217	\$1,049.39
US BANK XX0221 PW						Total Check Amount:
						\$8,571.24
V26175	US BANK XX0544 POLICE	10/20/2017	24785	110141481	CALCARD PD 092217	\$117.53
		10/20/2017	24785	110212111	CALCARD PD 092217	\$601.47
		10/20/2017	24785	110212121	CALCARD PD 092217	\$2,256.94
		10/20/2017	24785	110212122	CALCARD PD 092217	\$203.63
		10/20/2017	24785	110212131	CALCARD PD 092217	\$2,055.75
		10/20/2017	24785	480515161	CALCARD PD 092217	\$1,029.42
		10/20/2017	24785	510707930	CALCARD PD 092217	\$754.64

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US BANK XX0544 POLICE						Total Check Amount:
						\$7,019.38
V26176	US BANK XX3401 PW- ADMIN	10/20/2017	24786	110515111	CALCARDS PWADMIN 092217	\$284.53
		10/20/2017	24786	110515171	CALCARDS PWADMIN 092217	\$50.57
		10/20/2017	24786	410515132	CALCARDS PWADMIN 092217	\$52.20
US BANK XX3401 PW- ADMIN						Total Check Amount:
						\$387.30
V26177	VERITIV OPERATING COMPANY	10/20/2017	26025	110141441	PAPER	\$1,648.57
VERITIV OPERATING COMPANY						Total Check Amount:
						\$1,648.57
V26178	VISTA PAINT CORPORATION	10/20/2017	4573	110515125	DOWNTOWN PAINT PROJ	\$44.71
		10/20/2017	4573	490515151	PAINT PROJECT @ BCC	\$168.09
		10/20/2017	4573	490515151	PAINT PROJECT @ CCC	\$104.35
VISTA PAINT CORPORATION						Total Check Amount:
						\$317.15
V26179	WILLDAN ENGINEERING	10/20/2017	12445	510707310	CENTRAL/TAMARACK 8/25	\$80.00
WILLDAN ENGINEERING						Total Check Amount:
						\$80.00
V26180	SARA WOODWARD	10/20/2017	26083	110212122	MILEAGE:SEPT 2017	\$87.74
SARA WOODWARD						Total Check Amount:
						\$87.74
V26181	ZUMAR INDUSTRIES, INC.	10/20/2017	3802	510707212	ST COLL SIGN CORRECTN	\$427.77
ZUMAR INDUSTRIES, INC.						Total Check Amount:
						\$427.77
Voucher Subtotal						\$195,510.57
TOTAL						\$396,210.96

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176301	AES MECHANICAL SERVICES	10/27/2017	27143	110	CANC PRMT 2315 E. IMP	\$3.00
		10/27/2017	27143	110000000	CANC PRMT 2315 E. IMP	\$133.42
AES MECHANICAL SERVICES					Total Check Amount:	\$136.42
176302	ALL AMERICAN ASPHALT	10/27/2017	1571	510707310	CENTRL/TAMARACK SEP17	\$156,742.33
ALL AMERICAN ASPHALT					Total Check Amount:	\$156,742.33
176303	AT&T	10/27/2017	22390	110141471	7149110022 2277 10/14	\$222.08
		10/27/2017	22390	110212133	7149907901 5259 10/14	\$201.41
AT&T					Total Check Amount:	\$423.49
176304	AT&T CALNET	10/27/2017	20391	110141471	9391011962 10/13	\$20.49
		10/27/2017	20391	110141471	9391011970 10/13	\$78.48
AT&T CALNET					Total Check Amount:	\$98.97
176305	B & A HEALTH PRODUCTS INC	10/27/2017	24709	110000000	DEV'T FEE REFUND	\$133.21
B & A HEALTH PRODUCTS INC					Total Check Amount:	\$133.21
176306	CHLOE BAEK	10/27/2017	27141	110	RENTAL DEPOSIT REFUND	\$940.00
CHLOE BAEK					Total Check Amount:	\$940.00
176307	BREA OLINDA UNIFIED SCHOOL DISTRICT	10/27/2017	1970	110404424	NJB RENTAL OCT/NOV17	\$1,768.00
BREA OLINDA UNIFIED SCHOOL DISTRICT					Total Check Amount:	\$1,768.00
176308	CALIFORNIA NEWSPAPER PARTNERSHIP	10/27/2017	26287	110000000	LEGAL NOTICES SEPT17	\$675.54
		10/27/2017	26287	110323231	LEGAL NOTICES SEPT17	\$246.00
		10/27/2017	26287	110323241	LEGAL NOTICES SEPT17	\$261.00
CALIFORNIA NEWSPAPER PARTNERSHIP					Total Check Amount:	\$1,182.54
176309	CALTROP CORPORATION	10/27/2017	24558	510707318	LAMBRT/KRMR REHAB AUG	\$18,270.00
		10/27/2017	24558	510707318	LAMBRT/KRMR REHAB JUL	\$12,180.00
CALTROP CORPORATION					Total Check Amount:	\$30,450.00
176310	CHEMSEARCH	10/27/2017	1606	420515131	CHEMICAL	\$386.98
CHEMSEARCH					Total Check Amount:	\$386.98
176311	CLERK OF THE COURT	10/27/2017	26305	110	BAIL DEPOSIT 17-3747	\$10,000.00
CLERK OF THE COURT					Total Check Amount:	\$10,000.00
176312	COCA-COLA REFRESHMENTS	10/27/2017	24973	110404542	THEATRE CONCESSIONS	\$407.45
COCA-COLA REFRESHMENTS					Total Check Amount:	\$407.45
176313	COUNTY OF ORANGE	10/27/2017	4799	110212131	ANIMAL SHELTR JUL-SEP	\$11,057.87
COUNTY OF ORANGE					Total Check Amount:	\$11,057.87
176314	DEPARTMENT OF JUSTICE	10/27/2017	13406	110141481	FINGERPRNT APPS SEP17	\$637.00
DEPARTMENT OF JUSTICE					Total Check Amount:	\$637.00
176315	EDISON CO	10/27/2017	3343	110515121	ELECTRICITY SEP/OCT17	\$4,714.60
EDISON CO					Total Check Amount:	\$4,714.60
176316	FIRE SPRINKLER SYSTEMS, INC.	10/27/2017	27144	110	PERMIT REFUND CD0252	\$1.00
		10/27/2017	27144	110000000	PERMIT REFUND CD0252	\$286.57

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176316	FIRE SPRINKLER SYSTEMS, INC.	10/27/2017	27144	120000000	PERMIT REFUND CD0252	\$3.44	
					FIRE SPRINKLER SYSTEMS, INC.	Total Check Amount:	\$291.01
176317	FRONTIER COMMUNICATIONS	10/27/2017	26183	420515131	562 1821083 10/7-11/6	\$62.18	
					FRONTIER COMMUNICATIONS	Total Check Amount:	\$62.18
176318	G & G TROPHY CO.	10/27/2017	1709	110404424	TROPHIES:TIKES SOCCER	\$754.25	
					G & G TROPHY CO.	Total Check Amount:	\$754.25
176319	THE GAS COMPANY	10/27/2017	3749	490515151	GAS SEP/OCT 2017	\$51.94	
					THE GAS COMPANY	Total Check Amount:	\$51.94
176320	HABIT BURGER GRILL	10/27/2017	26970	110141481	2017 EMP AWARDS	\$344.39	
					HABIT BURGER GRILL	Total Check Amount:	\$344.39
176321	INFANTE MEDIA	10/27/2017	24628	110404542	PROJECTOR RENTAL	\$500.00	
					INFANTE MEDIA	Total Check Amount:	\$500.00
176322	KEYSTONE UNIFORMS OC	10/27/2017	24713	110212111	PD UNIFORM	\$443.87	
		10/27/2017	24713	110212111	PD UNIFORMS	\$189.60	
					KEYSTONE UNIFORMS OC	Total Check Amount:	\$633.47
176323	LACEY CUSTOM LINENS, INC.	10/27/2017	2772	110141441	DUPL 192568-02 & 03	(\$190.35)	
		10/27/2017	2772	110141441	GAS SURCHARGE AUG17	\$8.50	
		10/27/2017	2772	110141441	GAS SURCHARGE FEB17	\$17.00	
		10/27/2017	2772	110141441	LINEN CLEANING	\$172.28	
		10/27/2017	2772	110404542	LINEN CLEANING	\$20.76	
					LACEY CUSTOM LINENS, INC.	Total Check Amount:	\$28.19
176324	LAW OFFICES OF JONES & MAYER	10/27/2017	12144	110111112	LEGAL:CODE ENF SEPT17	\$1,440.00	
		10/27/2017	12144	110212111	LGL SVCS:POLICE SEP17	\$480.00	
					LAW OFFICES OF JONES & MAYER	Total Check Amount:	\$1,920.00
176325	LIEN ON ME, INC.	10/27/2017	26319	470141483	BILL REVIEW FEES	\$6.00	
					LIEN ON ME, INC.	Total Check Amount:	\$6.00
176326	LIFE-ASSIST, INC.	10/27/2017	10530	110222222	MEDICAL SUPPLIES	\$729.58	
					LIFE-ASSIST, INC.	Total Check Amount:	\$729.58
176327	JOANETTE LIMA PT/MS/CPE	10/27/2017	27093	470141483	ERGONOMIC EVALUATION	\$112.50	
					JOANETTE LIMA PT/MS/CPE	Total Check Amount:	\$112.50
176328	VERNA LINDELL	10/27/2017	27030	420000000	REPL WARR #175913	\$45.01	
					VERNA LINDELL	Total Check Amount:	\$45.01
176329	NETWORKFLEET INC.	10/27/2017	25293	480515161	GPS FEES SEPT 2017	\$969.00	
					NETWORKFLEET INC.	Total Check Amount:	\$969.00
176330	OFFICE DEPOT, INC	10/27/2017	4743	110111151	OFFICE SUPPLIES	\$71.58	
		10/27/2017	4743	110141481	COFFEE	\$30.32	
		10/27/2017	4743	110141481	OFFICE SUPPLIES	\$8.62	
		10/27/2017	4743	110212111	TONER	\$761.87	
		10/27/2017	4743	110222211	OFFICE SUPPLIES	\$37.28	

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176330	OFFICE DEPOT, INC	10/27/2017	4743	110323212	OFFICE SUPPLIES	\$37.99
		10/27/2017	4743	110404311	OFFICE SUPPLIES	\$446.18
		10/27/2017	4743	110515111	OFFICE SUPPLIES	\$29.42
		10/27/2017	4743	110515171	OFFICE SUPPLIES	\$81.56
OFFICE DEPOT, INC					Total Check Amount:	\$1,504.82
176331	PAYLESS WATER HEATERS	10/27/2017	27142	110	DUPL 1451 STRATTFORD	\$1.50
		10/27/2017	27142	110000000	DUPL 1451 STRATTFORD	\$89.10
PAYLESS WATER HEATERS					Total Check Amount:	\$90.60
176332	PETTY CASH CUSTODIAN	10/27/2017	15657	110	REIMB OF PETTY CASH	\$139.76
PETTY CASH CUSTODIAN					Total Check Amount:	\$139.76
176333	CHARLES PHOENIX	10/27/2017	15368	110	RETRO DISNEYLAND SHOW	\$3,245.40
CHARLES PHOENIX					Total Check Amount:	\$3,245.40
176334	PLUMBING WHOLESALE OUTLET, INC.	10/27/2017	18392	490515151	RR REPAIR KIT	\$60.39
PLUMBING WHOLESALE OUTLET, INC.					Total Check Amount:	\$60.39
176335	JOHN T. SALMINEN	10/27/2017	27145	110404541	WW DEMO ARTIST 10/1	\$1,158.75
		10/27/2017	27145	110404541	WW JUROR 9/27-9/30	\$2,700.00
JOHN T. SALMINEN					Total Check Amount:	\$3,858.75
176336	SOUTH COAST AQMD	10/27/2017	10871	480515161	EMISNFEE:SWRLFT LA FL	\$127.46
		10/27/2017	10871	480515161	OPER FEE:SWRLFT/LA FL	\$378.28
SOUTH COAST AQMD					Total Check Amount:	\$505.74
176337	SPARKLETTS	10/27/2017	3001	110141441	5GAL WTR BOTTLS SEP17	\$424.30
		10/27/2017	3001	110141441	RENTAL SEPT 2017	\$94.64
SPARKLETTS					Total Check Amount:	\$518.94
176338	SPARKLETTS	10/27/2017	3001	490515151	101317 CCC FOUNTN WTR	\$16.58
SPARKLETTS					Total Check Amount:	\$16.58
176339	ST JOSEPH HERITAGE HEALTHCARE	10/27/2017	10952	470141483	FIRST AID SVCS 100817	\$173.40
ST JOSEPH HERITAGE HEALTHCARE					Total Check Amount:	\$173.40
176340	THE STANDARD INSURANCE COMPANY	10/27/2017	15689	110	643015 LIFE INS OCT17	\$4,481.40
THE STANDARD INSURANCE COMPANY					Total Check Amount:	\$4,481.40
176341	U.S. BANK N.A.	10/27/2017	26621	510707903	ESCROW 133890061 PP15	\$33,456.20
U.S. BANK N.A.					Total Check Amount:	\$33,456.20
Check Subtotal						\$273,578.36
V26182	ACORN PAPER PRODUCTS, CO.	10/27/2017	26589	490515151	CR TO INV #1796678	(\$1,138.87)
		10/27/2017	26589	490515151	INDUSTRIAL DUST HEAD	\$208.56
		10/27/2017	26589	490515151	URETHANE FLOOR FINISH	\$1,138.87
ACORN PAPER PRODUCTS, CO.					Total Check Amount:	\$208.56
V26183	ALL CITY MANAGEMENT SERVS INC	10/27/2017	6604	110212132	CRSSNG GRDS 9/10-9/23	\$3,071.25
ALL CITY MANAGEMENT SERVS INC					Total Check Amount:	\$3,071.25

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Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
V26184	B & S GRAPHICS INC.	10/27/2017	24357	480515161	VEHICLE DECALS	\$404.06
B & S GRAPHICS INC.						Total Check Amount: \$404.06
V26185	JESUS BARBOSA	10/27/2017	6423	110212111	ICS-300 TRAINING	\$100.07
JESUS BARBOSA						Total Check Amount: \$100.07
V26186	BLX GROUP	10/27/2017	21902	110141431	2010 LEASE REV BONDS	\$2,000.00
BLX GROUP						Total Check Amount: \$2,000.00
V26187	C.WELLS PIPELINE MATERIALS INC	10/27/2017	13055	420515131	PLUMBING SUPPLIES	\$1,773.57
C.WELLS PIPELINE MATERIALS INC						Total Check Amount: \$1,773.57
V26188	CARRIER CORPORATION	10/27/2017	20023	490515151	CHLLR/COOLNG TWR SVC	\$2,098.25
CARRIER CORPORATION						Total Check Amount: \$2,098.25
V26189	CLARK SECURITY PRODUCTS, INC.	10/27/2017	20003	490515151	ADA DOOR MATERIAL	\$1,840.53
CLARK SECURITY PRODUCTS, INC.						Total Check Amount: \$1,840.53
V26190	CLINICAL LABORATORY OF	10/27/2017	3390	420515131	WATER SAMPLING SEPT17	\$1,062.00
CLINICAL LABORATORY OF						Total Check Amount: \$1,062.00
V26191	CORE & MAIN LP	10/27/2017	27049	420515131	ENCODER	\$440.00
		10/27/2017	27049	420515131	WATER METERS	\$12,816.09
CORE & MAIN LP						Total Check Amount: \$13,256.09
V26192	DANGELO CO	10/27/2017	4562	420515131	GASKET	\$73.61
DANGELO CO						Total Check Amount: \$73.61
V26193	DANIELS TIRE SERVICE	10/27/2017	3133	480515161	TIRES	\$705.13
		10/27/2017	3133	480515161	TRUCK TIRES	\$117.46
DANIELS TIRE SERVICE						Total Check Amount: \$822.59
V26194	DISPLAY APPEAL	10/27/2017	2287	480515161	NUMBER DECALS	\$35.56
DISPLAY APPEAL						Total Check Amount: \$35.56
V26195	DOOLEY ENTERPRISES INC	10/27/2017	5421	110212131	AMMUNITION	\$3,017.00
DOOLEY ENTERPRISES INC						Total Check Amount: \$3,017.00
V26196	DUALGRAPHICS	10/27/2017	14494	110404542	CURTIS THTR BROCHURE	\$2,969.59
DUALGRAPHICS						Total Check Amount: \$2,969.59
V26197	ECONOLITE SYSTEMS, INC.	10/27/2017	27147	110515121	EXTRAORD SGNL MNT SEP	\$4,656.93
		10/27/2017	27147	110515121	EXTRO RD SGNL MNT 8/14	\$307.50
		10/27/2017	27147	110515121	MO SIGNAL MNT SEPT17	\$2,838.00
ECONOLITE SYSTEMS, INC.						Total Check Amount: \$7,802.43
V26198	ENTENMANN ROVIN COMPANY	10/27/2017	3457	110212111	PD BADGES	\$402.95
ENTENMANN ROVIN COMPANY						Total Check Amount: \$402.95
V26199	ENTERPRISE FM TRUST	10/27/2017	15895	110212121	LEASE CH TAHOE SEP17	\$697.97
ENTERPRISE FM TRUST						Total Check Amount: \$697.97
V26200	FACTORY MOTOR PARTS COMPANY	10/27/2017	3504	480515161	BRAKE CALIPERS	\$329.97
		10/27/2017	3504	480515161	BRAKE PADS	\$56.15
		10/27/2017	3504	480515161	BRAKE PADS/WPR BLADES	\$328.12

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Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
V26200	FACTORY MOTOR PARTS COMPANY	10/27/2017	3504	480515161	FRONT SUSP ARM ASSY	\$249.48
		10/27/2017	3504	480515161	INTANK FUEL PUMP ASSY	\$270.24
FACTORY MOTOR PARTS COMPANY					Total Check Amount:	\$1,233.96
V26201	FLEET SERVICES	10/27/2017	5658	480515161	AIR HOSE	\$23.36
FLEET SERVICES					Total Check Amount:	\$23.36
V26202	GRAINGER	10/27/2017	13634	110212131	BATTERIES	\$465.48
GRAINGER					Total Check Amount:	\$465.48
V26203	GRIFFIN STRUCTURES, INC.	10/27/2017	18352	510707903	SPRBLK CONST MGMT SEP	\$17,940.00
GRIFFIN STRUCTURES, INC.					Total Check Amount:	\$17,940.00
V26204	STACY GUSTIN	10/27/2017	18050	110212111	SPILLMAN CONFERENCE	\$27.93
STACY GUSTIN					Total Check Amount:	\$27.93
V26205	HAAKER EQUIPMENT CO.	10/27/2017	4297	480515161	BALL VALVE	\$135.47
HAAKER EQUIPMENT CO.					Total Check Amount:	\$135.47
V26206	SANDRA HALL	10/27/2017	1540	110212133	SPILLMAN CONFERENCE	\$92.93
SANDRA HALL					Total Check Amount:	\$92.93
V26207	HALO BRANDED SOLUTIONS	10/27/2017	22408	110404421	VETERANS PINS	\$430.09
HALO BRANDED SOLUTIONS					Total Check Amount:	\$430.09
V26208	CHRISTOPHER HARVEY	10/27/2017	10364	110212111	ICS-300 TRAINING	\$102.00
CHRISTOPHER HARVEY					Total Check Amount:	\$102.00
V26209	HI STANDARD AUTOMOTIVE, LLC	10/27/2017	2226	480515161	LED LIGHTS / RADIO MOUNTS	\$2,913.88
HI STANDARD AUTOMOTIVE, LLC					Total Check Amount:	\$2,913.88
V26210	J G TUCKER & SON INC	10/27/2017	3640	420515131	PAINT	\$45.26
		10/27/2017	3640	420515131	RUBBER MAT	\$146.54
J G TUCKER & SON INC					Total Check Amount:	\$191.80
V26211	JAX AUTO	10/27/2017	20187	480515161	1418 SMOG INSPECTION	\$59.75
JAX AUTO					Total Check Amount:	\$59.75
V26212	JUNIOR'S GOLF CARTS, INC.	10/27/2017	26482	110404521	GOLFCART RENTAL SRCTR	\$200.00
JUNIOR'S GOLF CARTS, INC.					Total Check Amount:	\$200.00
V26213	KEENAN & ASSOCIATES	10/27/2017	22439	470141483	2017 WORKERS' COMP 11	\$8,674.58
KEENAN & ASSOCIATES					Total Check Amount:	\$8,674.58
V26214	KELLY PAPER	10/27/2017	7039	110141441	PAPER	\$536.40
KELLY PAPER					Total Check Amount:	\$536.40
V26215	KIMLEY-HORN AND ASSOCIATES, INC.	10/27/2017	26302	110000000	BREA PL/HINES 063017	\$8,259.36
		10/27/2017	26302	110000000	BREA PL/HINES 073117	\$695.59
KIMLEY-HORN AND ASSOCIATES, INC.					Total Check Amount:	\$8,954.95
V26216	LINCOLN AQUATICS	10/27/2017	17902	490515151	POOL PLASTER	\$1,131.38
		10/27/2017	17902	490515151	REPL POOL DRAINCOVERS	\$813.86
LINCOLN AQUATICS					Total Check Amount:	\$1,945.24
V26217	LUCAS BUILDERS, INC.	10/27/2017	26671	510707929	LAGOS DE MORENO SEP17	\$138,890.00

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Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
LUCAS BUILDERS, INC.						Total Check Amount:
						\$138,890.00
V26218	ELIZABETH LUSK	10/27/2017	16911	110212111	DSPTCH FUNDMNTL:SUPVN	\$13.75
		10/27/2017	16911	110212133	SPILLMAN CONFERENCE	\$77.93
ELIZABETH LUSK						Total Check Amount:
						\$91.68
V26219	MAR-CO EQUIPMENT COMPANY	10/27/2017	20329	480515161	HOPPER SYSTEM REPAIR	\$5,355.16
MAR-CO EQUIPMENT COMPANY						Total Check Amount:
						\$5,355.16
V26220	MCCARTHY BUILDING COMPANIES, INC.	10/27/2017	26304	510707903	DT SPRBLK PKG #15 SEP	\$635,667.80
MCCARTHY BUILDING COMPANIES, INC.						Total Check Amount:
						\$635,667.80
V26221	METRO CITIES FIRE AUTHORITY	10/27/2017	23145	110222211	PAGERS JUL-AUG17	\$115.56
METRO CITIES FIRE AUTHORITY						Total Check Amount:
						\$115.56
V26222	TINA MEYER	10/27/2017	12786	110212111	DSPTCH FUNDMNTL:SUPVN	\$13.75
		10/27/2017	12786	110212133	SPILLMAN CONFERENCE	\$27.93
TINA MEYER						Total Check Amount:
						\$41.68
V26223	MUNICIPAL WATER DISTRICT	10/27/2017	3784	420515131	WATER DELIVERY SEP17	\$198,236.59
MUNICIPAL WATER DISTRICT						Total Check Amount:
						\$198,236.59
V26224	NBS GOVERNMENT FINANCE GROUP	10/27/2017	26031	110222231	COST ALLOC PLAN SEP17	\$267.50
		10/27/2017	26031	110323231	COST ALLOC PLAN SEP17	\$267.50
		10/27/2017	26031	110323241	COST ALLOC PLAN SEP17	\$267.50
		10/27/2017	26031	110515171	COST ALLOC PLAN SEP17	\$267.50
NBS GOVERNMENT FINANCE GROUP						Total Check Amount:
						\$1,070.00
V26225	NINYO & MOORE	10/27/2017	22134	510707873	GEOTECH:TRKS S4 8/25	\$1,176.00
		10/27/2017	22134	510707873	TRCKS S4 CONSULT 8/25	\$98,204.03
		10/27/2017	22134	510707873	TRKS S2/3 GEOTCH 7/28	\$13,669.75
		10/27/2017	22134	510707873	TRKS S2/3 RR/PLZ 7/28	\$23,294.05
		10/27/2017	22134	510707873	TRKS S2/3 RR/PLZ 8/25	\$4,043.25
NINYO & MOORE						Total Check Amount:
						\$140,387.08
V26226	PLUMBERS DEPOT INC.	10/27/2017	14542	430515123	CCTV SEWER CAM REPAIR	\$2,639.30
PLUMBERS DEPOT INC.						Total Check Amount:
						\$2,639.30
V26227	PRADO FAMILY SHOOTING RANGE	10/27/2017	14276	110212131	TRAINING 10/13/17	\$375.00
PRADO FAMILY SHOOTING RANGE						Total Check Amount:
						\$375.00
V26228	PRIME SYSTEMS INDUSTRIAL AUTOMATION	10/27/2017	27059	420515131	PRGRMNG:BERRY PUMPSTN	\$840.00
PRIME SYSTEMS INDUSTRIAL AUTOMATION						Total Check Amount:
						\$840.00
V26229	RICHARDS, WATSON & GERSHON	10/27/2017	8978	110111112	0001 GEN LGL SVCS SEP	\$11,421.44
		10/27/2017	8978	110111112	9999 GEN LGL SVCS SEP	\$17,216.00
		10/27/2017	8978	510707251	0145 57-LAMBERT SEP17	\$3,036.00
RICHARDS, WATSON & GERSHON						Total Check Amount:
						\$31,673.44
V26230	RSG, INC.	10/27/2017	26650	280323215	AFF HSG MONTRNG SEP17	\$1,547.50
RSG, INC.						Total Check Amount:
						\$1,547.50

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V26231	RUSSELL SIGLER INC.	10/27/2017	21638	490515151	HVAC AIR GRILLE	\$13.63
		10/27/2017	21638	490515151	HVAC FILTERS	\$49.65
		10/27/2017	21638	490515151	HVAC V BELT	\$14.55
RUSSELL SIGLER INC.					Total Check Amount:	\$77.83
V26232	SC FUELS	10/27/2017	16654	480515161	CARB ULTRA 1281 GAL	\$3,176.62
		10/27/2017	16654	480515161	CARB ULTRA 1800 GAL	\$4,536.79
		10/27/2017	16654	480515161	REG ETH 4368 GAL	\$10,815.74
		10/27/2017	16654	480515161	UNL ETH 4336 GAL	\$11,231.33
SC FUELS					Total Check Amount:	\$29,760.48
V26233	SMART & FINAL	10/27/2017	3269	110404429	ASP CAFE	\$456.94
SMART & FINAL					Total Check Amount:	\$456.94
V26234	SPILLMAN TECHNOLOGIES, INC.	10/27/2017	26570	172212141	PREMISES/HZMT MODULES	\$8,472.00
SPILLMAN TECHNOLOGIES, INC.					Total Check Amount:	\$8,472.00
V26235	STAPLES TECHNOLOGY SOLUTIONS	10/27/2017	22888	110404311	TONER	\$1,098.59
STAPLES TECHNOLOGY SOLUTIONS					Total Check Amount:	\$1,098.59
V26236	STATE INDUSTRIAL PRODUCTS	10/27/2017	8572	490515151	TRUCK WASH @ FS	\$131.89
STATE INDUSTRIAL PRODUCTS					Total Check Amount:	\$131.89
V26237	STERICYCLE, INC.	10/27/2017	11925	110212121	STERI-SAFE OCT 2017	\$458.84
STERICYCLE, INC.					Total Check Amount:	\$458.84
V26238	SUPERION, LLC	10/27/2017	26879	475141471	PLUS MNT OCT17-SEP18	\$2,742.20
SUPERION, LLC					Total Check Amount:	\$2,742.20
V26239	SUPERIOR ALARM SYSTEMS	10/27/2017	11074	110404211	MONITORING:OCT-DEC17	\$210.00
SUPERIOR ALARM SYSTEMS					Total Check Amount:	\$210.00
V26240	THOMSON REUTERS - WEST	10/27/2017	22020	110212121	WEST INFO CHGS SEPT17	\$344.18
THOMSON REUTERS - WEST					Total Check Amount:	\$344.18
V26241	THYSSENKRUPP ELEVATOR	10/27/2017	10308	110515125	QTRLY ELEV SVC:DT PS1	\$1,606.32
		10/27/2017	10308	110515125	QTRLY ELEV SVC:DT PS2	\$1,606.32
THYSSENKRUPP ELEVATOR					Total Check Amount:	\$3,212.64
V26242	TITAN WATER TECHNOLOGY, INC.	10/27/2017	25776	490515151	WATER TREATMENT OCT17	\$415.00
TITAN WATER TECHNOLOGY, INC.					Total Check Amount:	\$415.00
V26243	TRANS UNION LLC	10/27/2017	8371	110141481	HR SVCS 8/28-9/25/17	\$38.13
TRANS UNION LLC					Total Check Amount:	\$38.13
V26244	RYAN TRENT	10/27/2017	14155	110212111	CAROTD RESTRAINT INST	\$16.00
RYAN TRENT					Total Check Amount:	\$16.00
V26245	TROPICAL PLAZA NURSERY, INC	10/27/2017	2062	110515141	FNDRS/WDCRST/AROV SEP	\$1,942.65
		10/27/2017	2062	110515143	CITY LNDSCP/S3 SEPT17	\$14,476.39
		10/27/2017	2062	110515143	TRCKS S5 LNDSCP SEP17	\$18.74
		10/27/2017	2062	341515112	DISTRICT 1 SEPT 2017	\$1,746.34
		10/27/2017	2062	343515112	DISTRICT 3 SEPT 2017	\$1,925.98

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Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
V26245	TROPICAL PLAZA NURSERY, INC	10/27/2017	2062	345515112	DISTRICT 5 SEPT 2017	\$2,312.54
		10/27/2017	2062	346515112	DISTRICT 6 SEPT 2017	\$6,257.03
		10/27/2017	2062	347515112	DISTRICT 7 SEPT 2017	\$1,019.00
		10/27/2017	2062	880515113	GATEWAY CENTER SEPT17	\$1,171.85
TROPICAL PLAZA NURSERY, INC					Total Check Amount:	\$30,870.52
V26246	UNITED ROTARY BRUSH CORPORATION	10/27/2017	16649	480515161	SWEEPER BROOM	\$100.21
		10/27/2017	16649	480515161	SWEEPER BROOMS (3)	\$300.62
UNITED ROTARY BRUSH CORPORATION					Total Check Amount:	\$400.83
V26247	WALTERS WHOLESALE ELECTRIC	10/27/2017	1667	490515151	CR TO #S109021581.001	(\$267.22)
		10/27/2017	1667	490515151	LIGHTING REPAIR @ CCC	\$38.78
		10/27/2017	1667	490515151	LIGHTNG REPAIR:SR CTR	\$267.22
WALTERS WHOLESALE ELECTRIC					Total Check Amount:	\$38.78
V26248	WILLDAN ENGINEERING	10/27/2017	12445	510707903	INSP:SPRBLK PKG 8/25	\$17,736.00
WILLDAN ENGINEERING					Total Check Amount:	\$17,736.00
V26249	ZOLL MEDICAL CORPORATION	10/27/2017	23538	110222222	LIFEBAND	\$1,187.94
ZOLL MEDICAL CORPORATION					Total Check Amount:	\$1,187.94
					Voucher Subtotal	\$1,340,163.48

TOTAL \$1,613,741.84

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Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
176342	MICHAEL AHN	11/03/2017	27168	420000000	CLOSED WATER ACCOUNT	\$82.20
MICHAEL AHN					Total Check Amount:	\$82.20
176343	DYLAN SCOTT ALLEE	11/03/2017	27155	470141483	CLM 503-17-26 8/24/17	\$240.00
DYLAN SCOTT ALLEE					Total Check Amount:	\$240.00
176344	AMERICAN INTEGRATED SERVICES INC	11/03/2017	25207	510707873	TRACKS S4 #2 OCT17	\$543,568.63
AMERICAN INTEGRATED SERVICES INC					Total Check Amount:	\$543,568.63
176345	AT&T CALNET	11/03/2017	20391	110141471	9391011968 10/22	\$21.07
AT&T CALNET					Total Check Amount:	\$21.07
176346	JENNIFER AURIO	11/03/2017	27162	420000000	CLOSED WATER ACCOUNT	\$81.31
JENNIFER AURIO					Total Check Amount:	\$81.31
176347	BRENDA BURKHOLDER	11/03/2017	27169	420000000	CLOSED WATER ACCOUNT	\$21.05
BRENDA BURKHOLDER					Total Check Amount:	\$21.05
176348	BUTLER CHEMICALS, INC.	11/03/2017	6515	490515151	DW SVC SR CTR SEPT17	\$167.01
BUTLER CHEMICALS, INC.					Total Check Amount:	\$167.01
176349	CANNINGS ACE HARDWARE	11/03/2017	15828	110515141	HOSE PARTS/PLIERS	\$77.91
		11/03/2017	15828	110515141	TAPE	\$21.63
		11/03/2017	15828	480515161	SHOP SUPPLIES	\$50.19
CANNINGS ACE HARDWARE					Total Check Amount:	\$149.73
176350	CARLOS TERRES	11/03/2017	26724	110404312	175239 ADJ TO PO68284	(\$22,000.00)
		11/03/2017	26724	110404312	INSTALL LA PUERTA@LDM	\$22,000.00
		11/03/2017	26724	110404312	MODEL CMLPTE:LAPUERTA	\$22,000.00
CARLOS TERRES					Total Check Amount:	\$22,000.00
176351	COUNTY OF ORANGE	11/03/2017	4799	110212122	FINGERPRINT ID OCT17	\$1,608.00
COUNTY OF ORANGE					Total Check Amount:	\$1,608.00
176352	COUNTY OF ORANGE TREASURER/	11/03/2017	1928	420515131	1718 SECURED PROP TAX	\$1,661.96
		11/03/2017	1928	490515151	1718 SECURED PROP TAX	\$22,385.28
COUNTY OF ORANGE TREASURER/					Total Check Amount:	\$24,047.24
176353	CYBERSOURCE CORPORATION	11/03/2017	25266	110404542	BOX OFFCE CC PROC SEP	\$20.00
CYBERSOURCE CORPORATION					Total Check Amount:	\$20.00
176354	LESLIE DAMPIER	11/03/2017	27164	420000000	CLOSED WATER ACCOUNT	\$43.74
LESLIE DAMPIER					Total Check Amount:	\$43.74
176355	JOHN S. STO DOMINGO SR	11/03/2017	27148	110000000	CITATION REFUND	\$51.00
JOHN S. STO DOMINGO SR					Total Check Amount:	\$51.00
176356	FRANCHISE TAX BOARD	11/03/2017	13287	110	CD-9120-02824 102717	\$184.92
FRANCHISE TAX BOARD					Total Check Amount:	\$184.92
176357	FRIENDS OF JAZZ, INC.	11/03/2017	27156	110	TICKET PAYOUT:RAGFEST	\$965.25
FRIENDS OF JAZZ, INC.					Total Check Amount:	\$965.25
176358	FRONTIER COMMUNICATIONS	11/03/2017	26183	475141471	562 1820146 1016-1115	\$44.60
FRONTIER COMMUNICATIONS					Total Check Amount:	\$44.60

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Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
176359	THE GAS COMPANY	11/03/2017	3749	490515151	GAS SEP/OCT 2017	\$40.78
THE GAS COMPANY					Total Check Amount:	\$40.78
176360	GATEWAY AUTO SPA	11/03/2017	19220	480515161	SHUTTLE/TROLLEY WASH	\$630.00
GATEWAY AUTO SPA					Total Check Amount:	\$630.00
176361	INTERINSURANCE EXCH OF THE AUTOCLUB	11/03/2017	19786	470141483	CLM 503-17-22 6/18/17	\$2,120.61
INTERINSURANCE EXCH OF THE AUTOCLUB					Total Check Amount:	\$2,120.61
176362	JART DIRECT MAIL SERVICES	11/03/2017	8634	110404542	1718 SEASON BROCHURES	\$1,771.21
		11/03/2017	8634	110404542	PERMT IMPRNT FEE-THTR	\$225.00
JART DIRECT MAIL SERVICES					Total Check Amount:	\$1,996.21
176363	KIWANIS CLUB INTERNATIONAL	11/03/2017	27008	110404421	2016 BEST DECOR BOOTH	\$50.00
		11/03/2017	27008	110404421	2017 CTRYFAIR CLEANUP	\$250.00
KIWANIS CLUB INTERNATIONAL					Total Check Amount:	\$300.00
176364	KNOX ATTORNEY SERVICES, LLC.	11/03/2017	27157	110000000	OFFICER WTNESS REFUND	\$275.00
KNOX ATTORNEY SERVICES, LLC.					Total Check Amount:	\$275.00
176365	LACEY CUSTOM LINENS, INC.	11/03/2017	2772	110141441	GAS SURCHARGE SEPT17	\$17.00
		11/03/2017	2772	110141441	LINEN CLEANING	\$516.61
		11/03/2017	2772	110404542	LINEN CLEANING	\$39.41
LACEY CUSTOM LINENS, INC.					Total Check Amount:	\$573.02
176366	STEFANIE LEILUA	11/03/2017	27160	110	RENTAL DEPOSIT REFUND	\$500.00
STEFANIE LEILUA					Total Check Amount:	\$500.00
176367	LIFE-ASSIST, INC.	11/03/2017	10530	110222222	MEDICAL SUPPLIES FS1	\$730.25
LIFE-ASSIST, INC.					Total Check Amount:	\$730.25
176368	JOY LOMENICK	11/03/2017	27152	110	NUTCRACKER BTQ REFUND	\$60.00
JOY LOMENICK					Total Check Amount:	\$60.00
176369	YEN LUONG	11/03/2017	27163	420000000	CLOSED WATER ACCOUNT	\$80.13
YEN LUONG					Total Check Amount:	\$80.13
176370	LAWRENCE MENARD	11/03/2017	27158	110404321	ENTERTNMNT:WW OPENING	\$200.00
LAWRENCE MENARD					Total Check Amount:	\$200.00
176371	DORA MORENO	11/03/2017	26818	110	RENTAL DEPOSIT REFUND	\$1,000.00
DORA MORENO					Total Check Amount:	\$1,000.00
176372	MSKW, INC	11/03/2017	22767	480515161	FLOOR SOAP	\$208.60
MSKW, INC					Total Check Amount:	\$208.60
176373	BEATRICE MUSACCHIA	11/03/2017	27151	110	NUTCRACKER BTQ REFUND	\$60.00
BEATRICE MUSACCHIA					Total Check Amount:	\$60.00
176374	OFFICE DEPOT, INC	11/03/2017	4743	110111111	OFFICE SUPPLIES	\$115.86
		11/03/2017	4743	110404311	OFFICE SUPPLIES	\$125.23
		11/03/2017	4743	110515111	OFFICE SUPPLIES	\$37.73

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OFFICE DEPOT, INC						Total Check Amount: \$278.82
176375	PACIFIC TRUCK EQUIPMENT INC	11/03/2017	24755	480515161	VENTURO MOTOR COVER	\$83.72
PACIFIC TRUCK EQUIPMENT INC						Total Check Amount: \$83.72
176376	PACKAGE DESIGN GLOBAL	11/03/2017	27167	420000000	CLOSED WATER ACCOUNT	\$114.65
PACKAGE DESIGN GLOBAL						Total Check Amount: \$114.65
176377	PETER PAPACHRONOPOULOS	11/03/2017	27166	420000000	CLOSED WATER ACCOUNT	\$59.20
PETER PAPACHRONOPOULOS						Total Check Amount: \$59.20
176378	PLUMBING WHOLESALE OUTLET, INC.	11/03/2017	18392	110515141	GLOVES/IRRIGATION KEY	\$24.67
		11/03/2017	18392	110515144	CHROME CARTRIDGE ASSY	\$180.59
		11/03/2017	18392	110515144	SINK PARTS	\$45.15
		11/03/2017	18392	360515145	DRAIN CLEANERS	\$54.56
		11/03/2017	18392	490515151	SHOWR VLVE REPAIR:BCC	\$311.70
PLUMBING WHOLESALE OUTLET, INC.						Total Check Amount: \$616.67
176379	PUENTE HILLS FORD	11/03/2017	25742	480515161	CORE CREDIT	(\$54.63)
		11/03/2017	25742	480515161	TUBES/GASKETS	\$260.52
PUENTE HILLS FORD						Total Check Amount: \$205.89
176380	R&H THEATRICALS	11/03/2017	17942	110404542	222386 BYT:JOSEPH2013	\$729.70
R&H THEATRICALS						Total Check Amount: \$729.70
176381	SANCON ENGINEERING, INC.	11/03/2017	26947	510707617	VALENCIA HWY SWR LINE	\$46,070.75
SANCON ENGINEERING, INC.						Total Check Amount: \$46,070.75
176382	MIKE SANDOVAL	11/03/2017	27149	110000000	CITATION REFUND	\$10.00
MIKE SANDOVAL						Total Check Amount: \$10.00
176383	SCHORR METALS, INC.	11/03/2017	3389	110515125	CO2 COVERS, DT PS 2	\$1,212.19
SCHORR METALS, INC.						Total Check Amount: \$1,212.19
176384	THE STANDARD INSURANCE COMPANY	11/03/2017	15689	110	643015 OPT INS OCT17	\$1,994.85
THE STANDARD INSURANCE COMPANY						Total Check Amount: \$1,994.85
176385	STAR AUTO SERVICE	11/03/2017	20886	480515161	1007 FRONT END ALIGNMENT	\$55.00
STAR AUTO SERVICE						Total Check Amount: \$55.00
176386	DEBORAH STILWELL	11/03/2017	27153	110	NUTCRACKER BTQ REFUND	\$60.00
DEBORAH STILWELL						Total Check Amount: \$60.00
176387	MICHELLE SYKES	11/03/2017	27159	110	NUTCRACKER BTQ REFUND	\$220.00
MICHELLE SYKES						Total Check Amount: \$220.00
176388	TAMS-WITMARK MUSIC LIBRARY, INC.	11/03/2017	10463	110404542	#25200 WOZ BOOKS	\$298.00
TAMS-WITMARK MUSIC LIBRARY, INC.						Total Check Amount: \$298.00
176389	ERIN VOGEL	11/03/2017	27165	420000000	CLOSED WATER ACCOUNT	\$76.79
ERIN VOGEL						Total Check Amount: \$76.79
176390	LAVAUN WARD	11/03/2017	27161	110	NUTCRACKER BTQ REFUND	\$60.00

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Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
LAVAUN WARD						Total Check Amount: \$60.00
176391	WESTRUX	11/03/2017	25302	480515161	1201 DOOR PANEL REPAIR	\$466.57
		11/03/2017	25302	480515161	AIR BRAKE FITTINGS	\$91.14
WESTRUX						Total Check Amount: \$557.71
176392	LANG WHITTON	11/03/2017	27154	110	MEMBERSHIP REFUND	\$31.50
LANG WHITTON						Total Check Amount: \$31.50
176393	WOODRUFF, SPRADLIN & SMART	11/03/2017	24094	950000000	ILJAO LGL SVCS SEP17	\$3,150.00
WOODRUFF, SPRADLIN & SMART						Total Check Amount: \$3,150.00
176394	LINDZIE YOO	11/03/2017	27170	110	RENTAL DEPOSIT REFUND	\$1,000.00
LINDZIE YOO						Total Check Amount: \$1,000.00
176395	YORBA REGIONAL ANIMAL HOSPITAL	11/03/2017	18528	110212131	K9 EXAM/VACC:PAIGE	\$163.84
YORBA REGIONAL ANIMAL HOSPITAL						Total Check Amount: \$163.84
Check Subtotal						\$659,119.63
V26250	ADMINISTRATIVE & PROF	11/03/2017	3344	110	DED:4010 APEA DUES	\$540.00
ADMINISTRATIVE & PROF						Total Check Amount: \$540.00
V26251	AFLAC-ACCOUNT #EZA73	11/03/2017	22923	110	ACC/CANCER INS OCT17	\$5,727.60
AFLAC-ACCOUNT #EZA73						Total Check Amount: \$5,727.60
V26252	ALL CITY MANAGEMENT SERVS INC	11/03/2017	6604	110212132	CRSSNG GRDS 9/24-10/7	\$3,071.25
ALL CITY MANAGEMENT SERVS INC						Total Check Amount: \$3,071.25
V26253	ASPLUNDH CONSTRUCTION CORP.	11/03/2017	26587	510707709	RETENTION:BIRCH/ROSE	\$22,969.43
ASPLUNDH CONSTRUCTION CORP.						Total Check Amount: \$22,969.43
V26254	AVCOGAS PROPANE SALES & SERVICES	11/03/2017	22047	480515161	LPG 509.9 GAL	\$1,083.26
		11/03/2017	22047	480515161	PETROLEUM 530 GAL	\$1,171.41
AVCOGAS PROPANE SALES & SERVICES						Total Check Amount: \$2,254.67
V26255	BEN'S ASPHALT, INC..	11/03/2017	1808	110515121	WATER UTILITY COST	\$25,686.00
BEN'S ASPHALT, INC..						Total Check Amount: \$25,686.00
V26256	BEST LAWN MOWER SERVICE	11/03/2017	16230	480515161	COIL STARTER ASSEMBLY	\$124.48
		11/03/2017	16230	480515161	GAS CAPS	\$10.80
BEST LAWN MOWER SERVICE						Total Check Amount: \$135.28
V26257	BPSEA MEMORIAL FOUNDATION	11/03/2017	14990	110	DED:4050 MEMORIAL	\$241.50
BPSEA MEMORIAL FOUNDATION						Total Check Amount: \$241.50
V26258	BREA CITY EMPLOYEES ASSOCIATION	11/03/2017	3236	110	DED:4005 BCEA DUES	\$650.00
BREA CITY EMPLOYEES ASSOCIATION						Total Check Amount: \$650.00
V26259	BREA DISPOSAL, INC	11/03/2017	3330	440515122	SEPT 2017 RES TONNAGE	\$65,120.73
BREA DISPOSAL, INC						Total Check Amount: \$65,120.73
V26260	BREA FIREFIGHTERS ASSOCIATION	11/03/2017	3237	110	DED:4016 ASSOC DUES	\$2,389.00
BREA FIREFIGHTERS ASSOCIATION						Total Check Amount: \$2,389.00
V26261	BREA POLICE ASSOCIATION	11/03/2017	3769	110	DED:4030 BPA REG	\$3,550.00
BREA POLICE ASSOCIATION						Total Check Amount: \$3,550.00

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Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount	
V26262	BREA POLICE ATHLETIC LEAGUE	11/03/2017	1068	110	DED:5010 B.P.A.L.	\$115.00	
					BREA POLICE ATHLETIC LEAGUE	Total Check Amount:	\$115.00
V26263	BREA POLICE MANAGEMENT ASSOCIATION	11/03/2017	21189	110	DED:4019 LDF DUES	\$14.50	
		11/03/2017	21189	110	DED:4020 ASSOC DUES	\$227.50	
					BREA POLICE MANAGEMENT ASSOCIATION	Total Check Amount:	\$242.00
V26264	BREA TOWING	11/03/2017	16399	110212121	TOWING: LOG# 16-3788	\$1,500.00	
		11/03/2017	16399	110212121	TOWING: LOG# 17-2278	\$590.00	
		11/03/2017	16399	110212121	TOWING: LOG# 17-2419	\$600.00	
		11/03/2017	16399	110212121	TOWING: LOG# 17-2498	\$255.00	
		11/03/2017	16399	110212121	TOWING: LOG# 17-2583	\$195.00	
		11/03/2017	16399	110212121	TOWING: LOG# 17-2587	\$225.00	
		11/03/2017	16399	110212121	TOWING: LOG# 17-2612	\$255.00	
		11/03/2017	16399	110212121	TOWING: LOG# 17-2953	\$465.00	
		11/03/2017	16399	110212121	TOWING: LOG# 17-3186	\$195.00	
		11/03/2017	16399	110212121	TOWING: LOG# 17-3488	\$487.50	
					BREA TOWING	Total Check Amount:	\$4,767.50
V26265	CALOLYMPIC SAFETY	11/03/2017	3135	480515161	LATEX/NITRILE GLOVES	\$226.01	
					CALOLYMPIC SAFETY	Total Check Amount:	\$226.01
V26266	CANON FINANCIAL SERVICES, INC.	11/03/2017	20648	110141441	13-COPIER LEASE NOV17	\$3,480.64	
					CANON FINANCIAL SERVICES, INC.	Total Check Amount:	\$3,480.64
V26267	ANDREW CATOR	11/03/2017	6646	460141474	MILEAGE: SEP 2017	\$186.18	
					ANDREW CATOR	Total Check Amount:	\$186.18
V26268	CELL BUSINESS EQUIPMENT	11/03/2017	23344	110141441	OVERAGE DSPCH JUN-SEP	\$10.49	
		11/03/2017	23344	110141441	OVERAGE FST#1 JUN-SEP	\$31.87	
		11/03/2017	23344	110141441	OVERAGE FST#2 JUN-SEP	\$48.25	
		11/03/2017	23344	110141441	OVERAGE FST#4 JUN-SEP	\$22.24	
		11/03/2017	23344	110141441	OVERAGE SRCTR JUN-SEP	\$119.66	
					CELL BUSINESS EQUIPMENT	Total Check Amount:	\$232.51
V26269	CIGNA BEHAVIORAL HEALTH, INC.	11/03/2017	26628	110141481	EAP SERVICES NOV 17	\$1,173.49	
					CIGNA BEHAVIORAL HEALTH, INC.	Total Check Amount:	\$1,173.49
V26270	CLUB SERVICES	11/03/2017	16963	110404215	EQPT MNT 10/3/17	\$425.21	
					CLUB SERVICES	Total Check Amount:	\$425.21
V26271	COMLOCK SECURITY-GROUP	11/03/2017	13625	110515141	KEYS	\$63.73	
		11/03/2017	13625	110515144	PADLOCKS	\$53.34	
					COMLOCK SECURITY-GROUP	Total Check Amount:	\$117.07
V26272	DANIELS TIRE SERVICE	11/03/2017	3133	480515161	TIRES	\$473.03	
					DANIELS TIRE SERVICE	Total Check Amount:	\$473.03
V26273	DE LAGE LANDEN FINANCIAL SERVICES	11/03/2017	23311	110141441	FS #3 CPY MCHNE LEASE	\$161.20	
					DE LAGE LANDEN FINANCIAL SERVICES	Total Check Amount:	\$161.20

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V26274	DELTA DENTAL PLAN OF CALIFORNIA	11/03/2017	3411	110	05-04253 DENTAL NOV17	\$17,990.95
					DELTA DENTAL PLAN OF CALIFORNIA	Total Check Amount: \$17,990.95
V26275	ENTENMANN ROVIN COMPANY	11/03/2017	3457	110212111	PD BADGES	\$417.06
					ENTENMANN ROVIN COMPANY	Total Check Amount: \$417.06
V26276	EQUIPMENT DIRECT INC	11/03/2017	4522	420515131	SAFETY VEST	\$14.62
					EQUIPMENT DIRECT INC	Total Check Amount: \$14.62
V26277	FACTORY MOTOR PARTS COMPANY	11/03/2017	3504	480515161	RETURN:FUEL PUMP	(\$158.49)
		11/03/2017	3504	480515161	SENSOR/FUEL PUMP	\$229.07
					FACTORY MOTOR PARTS COMPANY	Total Check Amount: \$70.58
V26278	FIREMASTER	11/03/2017	2398	490515151	KTCHEN HOOD INSP 0917	\$200.00
					FIREMASTER	Total Check Amount: \$200.00
V26279	FLEET SERVICES	11/03/2017	5658	480515161	AIR BRAKE FITTINGS	\$467.41
					FLEET SERVICES	Total Check Amount: \$467.41
V26280	GALE SUPPLY COMPANY	11/03/2017	21090	490515151	JANITORIAL SUPPLIES	\$55.95
		11/03/2017	21090	490515151	LAVA PUMICE BAR SOAP	\$48.10
		11/03/2017	21090	490515151	TRASH LINERS 24X24 IN	\$153.87
		11/03/2017	21090	490515151	TRASH LINERS 30X37 IN	\$434.45
		11/03/2017	21090	490515151	TRASH LINERS 40X48 IN	\$932.25
					GALE SUPPLY COMPANY	Total Check Amount: \$1,624.62
V26281	GBH COMMUNICATIONS, INC.	11/03/2017	14360	110212133	UNIVRSL MUTE SWITCHES	\$92.32
					GBH COMMUNICATIONS, INC.	Total Check Amount: \$92.32
V26282	GLASBY MAINTENANCE SUPPLY CO	11/03/2017	6802	490515151	GRANITE CLEANER @ CCC	\$27.91
		11/03/2017	6802	490515151	STONE CLEANER @ CCC	\$68.21
		11/03/2017	6802	490515151	VACUUM REPAIR	\$312.92
					GLASBY MAINTENANCE SUPPLY CO	Total Check Amount: \$409.04
V26283	DON GOLDEN	11/03/2017	10729	110000000	INSP SVCS 10/12-10/25	\$8,708.69
		11/03/2017	10729	110323242	INSP SVCS 10/12-10/25	\$1,485.33
		11/03/2017	10729	510707903	INSP SVCS 10/12-10/25	\$31.27
					DON GOLDEN	Total Check Amount: \$10,225.29
V26284	GRAINGER	11/03/2017	13634	420515131	PLUMBING SUPPLIES	\$975.69
		11/03/2017	13634	480515161	BACK UP ALARM	\$79.52
		11/03/2017	13634	480515161	CREDIT:INV#9484888657	(\$86.63)
		11/03/2017	13634	480515161	FLANGED INLET BREAKER	\$88.79
		11/03/2017	13634	480515161	WELDING JACKET	\$41.16
					GRAINGER	Total Check Amount: \$1,098.53
V26285	HAAKER EQUIPMENT CO.	11/03/2017	4297	480515161	VACTOR TRUCK REEL PARTS	\$216.17
					HAAKER EQUIPMENT CO.	Total Check Amount: \$216.17
V26286	HI STANDARD AUTOMOTIVE, LLC	11/03/2017	2226	480515161	957 LT BAR INSTALLATN	\$1,328.66

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Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
V26286	HI STANDARD AUTOMOTIVE, LLC	11/03/2017	2226	480515161	965 CHANGE-OVER	\$2,325.00
HI STANDARD AUTOMOTIVE, LLC					Total Check Amount:	\$3,653.66
V26287	HUNTINGTON COURT REPORTS&TRANSCRIP.	11/03/2017	18131	110212122	TRNSCRPTN 10/1-10/15	\$384.66
		11/03/2017	18131	110212122	TRNSCRPTN 9/16-9/30	\$613.98
HUNTINGTON COURT REPORTS&TRANSCRIP.					Total Check Amount:	\$998.64
V26288	JACKSON'S AUTO SUPPLY	11/03/2017	1143	480515161	AUTO SUPPLIES	\$1,324.09
JACKSON'S AUTO SUPPLY					Total Check Amount:	\$1,324.09
V26289	JAX AUTO	11/03/2017	20187	480515161	1013 SMOG INSPECTION	\$36.00
		11/03/2017	20187	480515161	1209 SMOG INSPECTION	\$59.75
		11/03/2017	20187	480515161	27009 SMOG INSPECTION	\$36.00
		11/03/2017	20187	480515161	28028 SMOG INSPECTION	\$36.00
JAX AUTO					Total Check Amount:	\$167.75
V26290	MICHAEL JOHNSON	11/03/2017	26058	460141474	MILEAGE: OCT 2017	\$166.92
MICHAEL JOHNSON					Total Check Amount:	\$166.92
V26291	KELLY PAPER	11/03/2017	7039	110404542	THEATRE PROGRAM PAPER	\$236.75
KELLY PAPER					Total Check Amount:	\$236.75
V26292	KUSSMAUL ELECTRONICS	11/03/2017	16760	480515161	FIRE BATTERY CHARGER	\$1,210.27
KUSSMAUL ELECTRONICS					Total Check Amount:	\$1,210.27
V26293	LATITUDE GEOGRAPHICS GROUP LTD.	11/03/2017	22838	475141471	GEOCORTEX ESSNTLS MNT	\$3,700.00
LATITUDE GEOGRAPHICS GROUP LTD.					Total Check Amount:	\$3,700.00
V26294	MALLORY SAFETY & SUPPLY LLC	11/03/2017	16896	110222221	HOSE	\$15,967.78
MALLORY SAFETY & SUPPLY LLC					Total Check Amount:	\$15,967.78
V26295	MATRIX CONSULTING GROUP, LTD	11/03/2017	26519	460141474	IT ORG'L ASSMNT JUN17	\$2,600.00
		11/03/2017	26519	460141474	IT ORG'L ASSMNT-FINAL	\$2,071.00
MATRIX CONSULTING GROUP, LTD					Total Check Amount:	\$4,671.00
V26296	MCCOY & MILLS FORD	11/03/2017	18636	480515161	WINDSHIELD JET ASSY	\$13.84
MCCOY & MILLS FORD					Total Check Amount:	\$13.84
V26297	RYAN MCDUFFY	11/03/2017	25627	110212111	GANG INVESTIGATN TRNG	\$1,186.00
RYAN MCDUFFY					Total Check Amount:	\$1,186.00
V26298	NICKEY PETROLEUM CO., INC.	11/03/2017	6667	480515161	MOTOR OIL/HYDRA FLUID	\$881.90
NICKEY PETROLEUM CO., INC.					Total Check Amount:	\$881.90
V26299	ORANGE COUNTY UNITED WAY	11/03/2017	3451	110	DED:5005 UNITED WAY	\$47.40
ORANGE COUNTY UNITED WAY					Total Check Amount:	\$47.40
V26300	PARKHOUSE TIRE, INC.	11/03/2017	22120	480515161	TIRES	\$706.26
PARKHOUSE TIRE, INC.					Total Check Amount:	\$706.26
V26301	PRADO FAMILY SHOOTING RANGE	11/03/2017	14276	110212131	TRAINING 10/16/17	\$375.00
PRADO FAMILY SHOOTING RANGE					Total Check Amount:	\$375.00
V26302	PRINT & FINISHING SOLUTIONS	11/03/2017	21135	110141441	SUPPLIES	\$44.51
PRINT & FINISHING SOLUTIONS					Total Check Amount:	\$44.51

City Check Register for: Nov 3, 2017

Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
V26303	QUALITY PLACEMENT AUTHORITY, LLC	11/03/2017	27027	110141411	TEMP STAFF 10/2-10/8	\$613.38
		11/03/2017	27027	110141411	TEMP STAFF 10/9-10/15	\$823.68
QUALITY PLACEMENT AUTHORITY, LLC					Total Check Amount:	\$1,437.06
V26304	R.H.F. INC.	11/03/2017	5713	110212132	NHTSA/IACP TESTING	\$85.00
R.H.F. INC.					Total Check Amount:	\$85.00
V26305	RUSSELL SIGLER INC.	11/03/2017	21638	490515151	HVAC FILTERS @ FS	\$20.67
RUSSELL SIGLER INC.					Total Check Amount:	\$20.67
V26306	TODD SCHMALTZ	11/03/2017	26048	110212111	FTO UPDATE	\$24.00
TODD SCHMALTZ					Total Check Amount:	\$24.00
V26307	SIGN-A-RAMA	11/03/2017	12440	110	MEMORIAL TREE PLAQUE	\$346.66
SIGN-A-RAMA					Total Check Amount:	\$346.66
V26308	SITEONE LANDSCAPE SUPPLY, LLC	11/03/2017	25942	110515125	PS1 PLANTER IRRIGATION	\$13.89
		11/03/2017	25942	110515141	IRRIGATION PARTS	\$516.57
SITEONE LANDSCAPE SUPPLY, LLC					Total Check Amount:	\$530.46
V26309	SNAP-ON INDUSTRIAL	11/03/2017	17125	480515161	ENGINE SCAN SOFTWARE	\$1,045.01
SNAP-ON INDUSTRIAL					Total Check Amount:	\$1,045.01
V26310	STAPLES TECHNOLOGY SOLUTIONS	11/03/2017	22888	110111151	TONER	\$543.66
STAPLES TECHNOLOGY SOLUTIONS					Total Check Amount:	\$543.66
V26311	THOMSON REUTERS - WEST	11/03/2017	22020	110111112	WEST INFOCHGS AUG-SEP	\$527.20
		11/03/2017	22020	110111112	WEST INFOCHGS SEP-OCT	\$94.00
THOMSON REUTERS - WEST					Total Check Amount:	\$621.20
V26312	TIFCO INDUSTRIES	11/03/2017	8995	480515161	DRILL SCRWS/ELECTRCAL	\$298.89
TIFCO INDUSTRIES					Total Check Amount:	\$298.89
V26313	TOTAL ADMINISTRATIVE SERVICE CORP.	11/03/2017	26017	110	DED:808B FSA DEPCAR	\$1,652.49
		11/03/2017	26017	110	DED:808C FSA UR MED	\$4,517.88
TOTAL ADMINISTRATIVE SERVICE CORP.					Total Check Amount:	\$6,170.37
V26314	TRIMAX SYSTEMS INC	11/03/2017	24557	420515131	CK SCADA COMM FAILURE	\$600.00
		11/03/2017	24557	420515131	CREDIT TO INV #108720	(\$3,747.29)
		11/03/2017	24557	420515131	SCADA SYSTEM SERVICE	\$3,747.29
TRIMAX SYSTEMS INC					Total Check Amount:	\$600.00
V26315	TURBO DATA SYSTEMS, INC.	11/03/2017	1472	110212132	HH LEASE TMP SEP17	\$258.60
TURBO DATA SYSTEMS, INC.					Total Check Amount:	\$258.60
V26316	US METRO GROUP, INC.	11/03/2017	24814	110515125	JANITORIAL SVCS OCT17	\$786.41
		11/03/2017	24814	110515125	JANITORIAL SVCS SEP17	\$786.41
		11/03/2017	24814	490515151	JAN SVCS:WELLNSS FEST	\$93.75
		11/03/2017	24814	490515151	JANITORIAL SVCS OCT17	\$31,232.44
		11/03/2017	24814	490515151	JANITORIAL SVCS SEP17	\$31,232.44
US METRO GROUP, INC.					Total Check Amount:	\$64,131.45
V26317	VAVRINEK, TRINE, DAY & CO., LLP	11/03/2017	27146	110141431	CAFR AUDIT AUG 2017	\$6,300.00

City Check Register for: Nov 3, 2017

Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount	
V26317	VAVRINEK, TRINE, DAY & CO., LLP	11/03/2017	27146	110141431	SINGLE AUDIT AUG 2017	\$2,000.00	
		11/03/2017	27146	420141431	CAFR AUDIT AUG 2017	\$1,800.00	
		11/03/2017	27146	430141431	CAFR AUDIT AUG 2017	\$900.00	
		11/03/2017	27146	630323219	SUCCESSOR AGENCY AUG	\$500.00	
VAVRINEK, TRINE, DAY & CO., LLP						Total Check Amount:	\$11,500.00
V26318	VERITIV OPERATING COMPANY	11/03/2017	26025	110141441	PAPER	\$286.08	
VERITIV OPERATING COMPANY						Total Check Amount:	\$286.08
V26319	WAXIE SANITARY SUPPLY	11/03/2017	3332	110212131	JANITORIAL SUPPLIES	\$369.16	
		11/03/2017	3332	490515151	JANITORIAL SUPPLIES	\$3,790.96	
WAXIE SANITARY SUPPLY						Total Check Amount:	\$4,160.12
						Voucher Subtotal	\$304,172.89
TOTAL							\$963,292.52

City of Brea

COUNCIL COMMUNICATION

TO: Honorable Mayor and City Council Members

FROM: Bill Gallardo, City Manager

DATE: 11/07/2017

SUBJECT: Budget Adjustments to the Successor Agency to the Brea Redevelopment Agency
Operating Program Budget for Fiscal Year 2016-17

RECOMMENDATION

City Council, as Successor Agency: Adopt resolution to adjust the FY 2016-17 Successor Agency to the Brea Redevelopment Agency Operating Budget.

BACKGROUND/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.

The recommended adjustments to the Successor Agency to Brea Redevelopment Agency Operating 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 Exhibit A is the transfer of funding from the Community Redevelopment Property Trust Fund (519) for \$190,804 to the Redevelopment Permanent Fund (511) due to the increase in rental income collected. This adjustment is to true-up the transfer to match the actual income received. Related to these increased rents is the adjustment to increase the transfer from the Redevelopment Permanent Fund (511) to the Permanent Debt Service Fund (731) of \$116,868 to comply with the Recognized Obligation Payment Schedule (ROPS). The Dissolution Act requires agencies to use available resources (i.e. rental income) to pay contractual obligations before using property tax revenues.

Lastly, these budget adjustments record the sale of two properties (340 N. Orange Ave. - former Job Center and the corner lot at 112 N. Braken Ave.) as well as the pre-payment of the Gateway Center lease from the owners of Brea Gateway Center. Total proceeds from these transactions were \$8,366,582. These proceeds were sent to the County of Orange and distributed to the various taxing agencies (the County, City of Brea, Public Education entities, etc.).

COMMISSION/COMMITTEE RECOMMENDATION

The attached FY 2016-17 budget adjustments were reviewed by the Finance Committee on October 31, 2017, and recommended for approval.

FISCAL IMPACT/SUMMARY

The fiscal impact of Exhibit A to the Successor Agency to the Brea Redevelopment Agency FY 2016-17 budget is a net increase in revenues and transfers-in of \$190,804.

RESPECTFULLY SUBMITTED:

William Gallardo, City Manager

Prepared by: Lee Squire, Financial Services Manager

Concurrence: Cindy Russell, Administrative Services Director

Attachments

Resolution SA 2017-12

Exhibit A

RESOLUTION NO. SA 2017-12

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 BUDGET FOR FISCAL YEAR 2016-17 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 Budget for Fiscal Year 2016-17, as heretofore amended, be further amended as set forth in Exhibit A, attached. The Successor Agency to the Brea Redevelopment Agency Operating Budget for Fiscal Year 2016-17 originally adopted in Resolution No. SA 2016-06 by the City Council of the City of Brea, as Successor Agency to the Brea Redevelopment Agency.

APPROVED AND ADOPTED this 7th day of November, 2017.

Cecilia Hupp, Mayor

ATTEST: _____
Lillian Harris-Neal, City Clerk

I, Lillian Harris-Neal, City Clerk of the City of Brea, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Brea, as Successor Agency, held on the 7th day of November, 2017 by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

DATED: November 7, 2017

Lillian Harris-Neal, City Clerk

Successor Agency to the Brea Redevelopment Agency

BUDGET ADJUSTMENTS
FY 2016-17

November 7, 2017

<u>Account Number</u>	<u>Program</u>	<u>Current Budget</u>	<u>Revised Budget</u>	<u>Funding Required</u>
<i>Increase the transfer from the Community Redevelopment Project Trust Fund (519) to the Redevelopment - Permanent Fund (511) due to the increase in rental income received.</i>				

PROJECT AREA AB

CAPITAL PROJECTS FUNDS

Redevelopment - Permanent Fund (511)

3985 (REV)	Transfers-in from Fund 519	250,000	440,804	190,804
		250,000	440,804	190,804
Fund Total				

Community Redevelopment Property Trust Fund (519)

3426 (REV)	Rents-Commercial Retail	250,000	431,804	181,804
3429 (REV)	Rents-Other	0	9,000	9,000
5985 (EXP)	Transfers-out to Fund 511	(250,000)	(440,804)	(190,804)
		0	0	0
Fund Total				

Increase the transfer from the Redevelopment Capital Projects Service Fund (511) to the Debt Service Permanent Fund (731) to comply with the Recognized Obligation Payment Schedule (ROPS) for 2016-17.

PROJECT AREA AB

DEBT SERVICE FUNDS

Permanent Fund (731)

3985 (REV)	Transfers-in from Fund 511	114,898	231,766	116,868
		0	231,766	116,868
Fund Total				

CAPITAL PROJECTS FUNDS

Redevelopment - Permanent Fund (511)

5985 (EXP)	Transfers-out to Fund 731	(114,898)	(231,766)	(116,868)
		0	(231,766)	(116,868)
Fund Total				

<u>Account Number</u>	<u>Program</u>	<u>Current Budget</u>	<u>Revised Budget</u>	<u>Funding Required</u>
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Sale of two properties owned by the Former Redevelopment Agency and the pre-payment of the Gateway Center lease.

PROJECT AREA AB

CAPITAL PROJECTS FUND

Community Redevelopment Property Trust Fund (519)

3725 (REV)	Land Sales	0	549,759	549,759
3727 (REV)	Miscellaneous Revenue	0	7,816,823	7,816,823
4441 (EXP)	Miscellaneous Expense	0	(8,366,582)	(8,366,582)
Fund Total		0	0	0

City of Brea

COUNCIL COMMUNICATION

TO: Honorable Mayor and City Council Members

FROM: Bill Gallardo, City Manager

DATE: 11/07/2017

SUBJECT: Monthly Report of Investments for the Successor Agency to the Brea Redevelopment Agency for Period Ending September 30, 2017

RECOMMENDATION

Receive and file.

BACKGROUND/DISCUSSION

The Monthly Report of Investments (formally known as the Treasurer's Report) is in accordance with Government Code Section 53607 and contains information on the investment activities for the month of September 2017. Funds received by the Successor Agency are typically spent within 3-6 months; therefore are not invested long-term. The Successor Agency's Local Agency Investment Fund (LAIF) is used for short-term investments and functions like a savings account until funds are required to meet expenditures needs. Attachment A includes a Portfolio Summary and Holdings Report prepared by Chandler Asset Management for the funds invested by the City. As of September 30, 2017, the market value, including accrued interest on the Successor Agency's Local Agency Investment Fund (LAIF), was \$1,115,081.28 in comparison to \$1,114,065.60 at August 31, 2017. The Successor Agency to the Brea Redevelopment Agency has sufficient cash flow to meet its expected expenditures for the next six months.

The Successor Agency also has restricted (fiscal agent) cash and investment accounts related to its various bond reserve accounts which are managed by Chandler Asset Management. Attachment A includes a portfolio report from Chandler Asset Management for each bond reserve account that is invested. As of September 30, 2017, the market value of these funds, including short-term cash and accrued interest was \$15,816,649.54 as compared to \$17,405,373.94 as of August 31, 2017.

COMMISSION/COMMITTEE RECOMMENDATION

The Investment Advisory Committee reviewed the Monthly Report of Investments at its meeting on October 30, 2017 and took action to receive and file the report. Additionally, the Investment Advisory Committee recommended renaming the report from Treasurer's Report to Monthly Report of Investments.

FISCAL IMPACT/SUMMARY

During the month of September, the total value of the Successor Agency to the Brea Redevelopment Agency's investment portfolio increased by \$1,015.68 due to investment activity. The total value of the restricted cash and investments decreased by \$1,588,724.40 primarily due to debt service payments paid to the bond holders on September 1, 2017 for the 2016 Tax Allocation Refunding Bonds.

RESPECTFULLY SUBMITTED:

William Gallardo, City Manager

Prepared by: Alicia Brenner, Senior Management Analyst

Concurrence: Cindy Russell, Administrative Services Director

Attachments

Attachment A

Successor Agency to the Brea Redevelopment Agency
Cash and Investment Information
September 30, 2017

		Cost Value	Market Value*
Demand and Interest-Bearing Checking Accounts	Citizen's Bank	\$ 676,123.10	\$ 676,123.10
Local Agency Investment Fund	LAIF	\$ 1,111,881.56	\$ 1,115,081.28
<u>Fiscal Agent Cash & Investments</u>			
2003 Tax Allocation Bonds	Chandler/BNY	\$ 889.58	\$ 889.58
2004 Brea Public Financing Authority Lease Revenue Bond	Chandler/BNY	\$ 27,119.41	\$ 27,119.41
2011 Tax Allocation Bonds, Series A	Chandler/BNY	\$ 14,679,028.47	\$ 14,688,074.67
2011 Tax Allocation Bonds, Series B	Chandler/BNY	\$ 1,050,738.43	\$ 1,057,093.59
2013 Tax Allocation Bonds	Chandler/BNY	\$ 19,680.57	\$ 19,680.57
2016 Tax Allocation Refunding Bonds, Series A & B	Chandler/BNY	\$ 23,791.72	\$ 23,791.72
Sub-total - Fiscal Agent Cash & Investments		\$ 15,801,248.18	\$ 15,816,649.54
Grand Total		\$ 17,589,252.84	\$ 17,607,853.92

* Includes accrued interest on invested funds

Successor Agency to the Brea Redevelopment Agency

Cash and Investment Information

September 30, 2017

Fiscal Agent Cash & Investments Detail		Cost Value	Market Value
	2003 Tax Allocation Bonds - CHANDLER	\$ -	\$ -
	Short-Term Treasury Funds - BNY	\$ 889.58	\$ 889.58
	Sub-total	\$ 889.58	\$ 889.58
	2004 Brea Public Financing Authority Lease Revenue Bond - CHANDLER	\$ -	\$ -
	Short-Term Treasury Funds - BNY	\$ 27,119.41	\$ 27,119.41
	Sub-total	\$ 27,119.41	\$ 27,119.41
10156	2011 Tax Allocation Bonds, Series A - CHANDLER	\$ 1,921,067.69	\$ 1,929,926.10
	Short-Term Treasury Funds - BNY	\$ 12,757,960.78	\$ 12,758,148.57
	Sub-total	\$ 14,679,028.47	\$ 14,688,074.67
10157	2011 Tax Allocation Bonds, Series B - CHANDLER	\$ 1,034,104.96	\$ 1,040,460.12
	Short-Term Treasury Funds - BNY	\$ 16,633.47	\$ 16,633.47
	Sub-total	\$ 1,050,738.43	\$ 1,057,093.59
	2013 Tax Allocation Bonds - CHANDLER	\$ -	\$ -
	Short-Term Treasury Funds - BNY	\$ 19,680.57	\$ 19,680.57
	Sub-total	\$ 19,680.57	\$ 19,680.57
	2016 Tax Allocation Refunding Bonds, Series A & B - CHANDLER	\$ -	\$ -
	Short-Term Treasury Funds - BNY	\$ 23,791.72	\$ 23,791.72
	Sub-total	\$ 23,791.72	\$ 23,791.72
Report Grand Total		\$ 15,801,248.18	\$ 15,816,649.54



PORTFOLIO CHARACTERISTICS

Average Duration	0.00
Average Coupon	1.12 %
Average Purchase YTM	1.12 %
Average Market YTM	1.12 %
Average S&P/Moody Rating	NR/NR
Average Final Maturity	0.00 yrs
Average Life	0.00 yrs

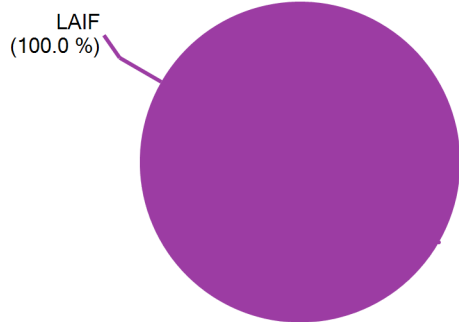
ACCOUNT SUMMARY

	Beg. Values as of 8/31/17	End Values as of 9/30/17
Market Value	1,111,882	1,111,882
Accrued Interest	2,184	3,200
Total Market Value	1,114,066	1,115,081
Income Earned	1,024	1,016
Cont/WD		0
Par	1,111,882	1,111,882
Book Value	1,111,882	1,111,882
Cost Value	1,111,882	1,111,882

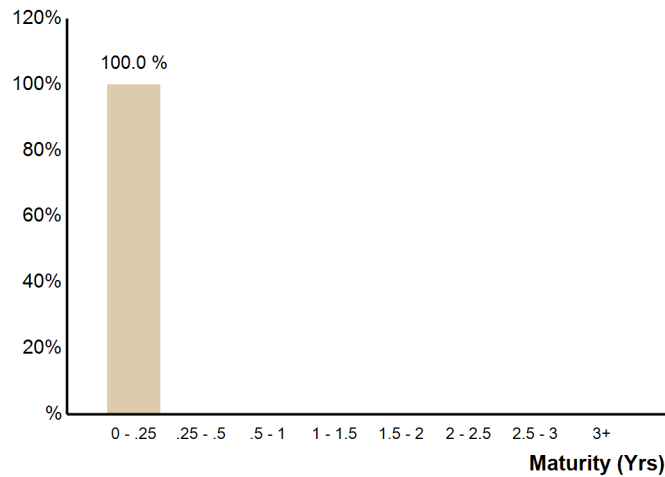
TOP ISSUERS

Issuer	% Portfolio
Local Agency Investment Fund	100.0 %
	100.0 %

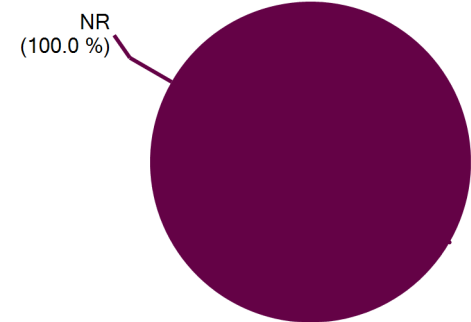
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)





Holdings Report

As of 9/30/17

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
LAIF									
90LAIF\$00	Local Agency Investment Fund State Pool	1,111,881.56	Various 1.12 %	1,111,881.56 1,111,881.56	1.00 1.12 %	1,111,881.56 3,199.72	100.00 % 0.00	NR / NR NR	0.00 0.00
Total LAIF		1,111,881.56	1.12 %	1,111,881.56 1,111,881.56	1.12 %	1,111,881.56 3,199.72	100.00 % 0.00	NR / NR NR	0.00 0.00
TOTAL PORTFOLIO		1,111,881.56	1.12 %	1,111,881.56 1,111,881.56	1.12 %	1,111,881.56 3,199.72	100.00 % 0.00	NR / NR NR	0.00 0.00
TOTAL MARKET VALUE PLUS ACCRUED						1,115,081.28			



PORTFOLIO CHARACTERISTICS

Average Duration	2.50
Average Coupon	1.45 %
Average Purchase YTM	1.58 %
Average Market YTM	1.60 %
Average S&P/Moody Rating	AA+/Aaa
Average Final Maturity	2.58 yrs
Average Life	2.58 yrs

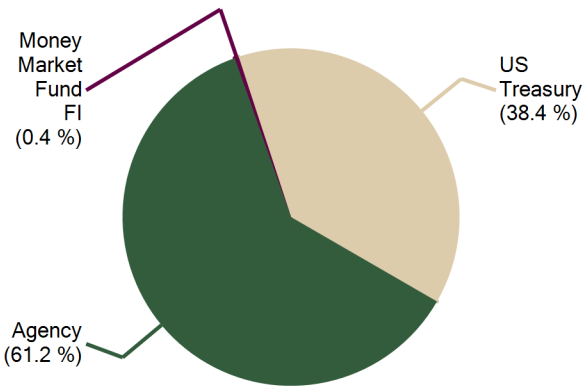
ACCOUNT SUMMARY

	Beg. Values as of 8/31/17	End Values as of 9/30/17
Market Value	1,928,371	1,923,393
Accrued Interest	6,461	6,534
Total Market Value	1,934,831	1,929,926
Income Earned	2,545	2,512
Cont/WD		0
Par	1,930,456	1,932,698
Book Value	1,925,593	1,928,032
Cost Value	1,918,826	1,921,068

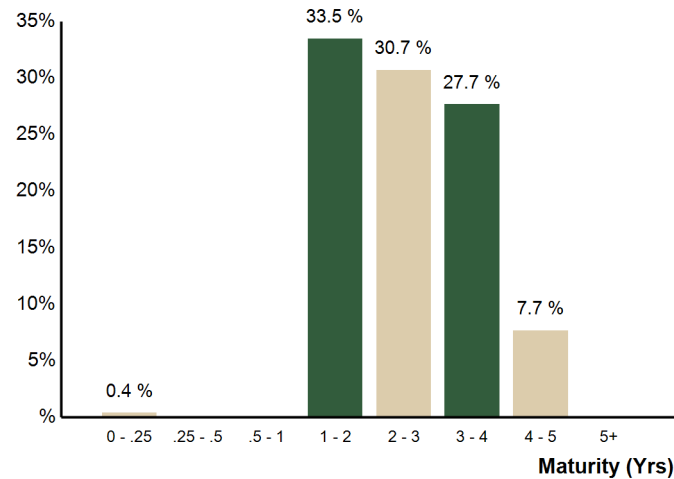
TOP ISSUERS

Issuer	% Portfolio
Government of United States	38.4 %
Federal National Mortgage Assoc	24.4 %
Federal Home Loan Bank	20.8 %
Federal Home Loan Mortgage Corp	16.0 %
AIM STIT-Treasury Portfolio	0.4 %
	100.0 %

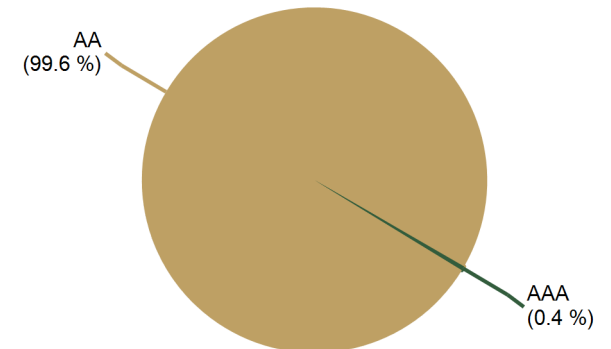
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

Total Rate of Return As of 9/30/2017	Current Month	Latest 3 Months	Year To Date	1 Yr	Annualized				Since 7/31/2011
					3 Yrs	5 Yrs	10 Yrs	7/31/2011	
2011A TABS, Successor Agency to the Brea Redevelopm	-0.25 %	0.30 %	1.24 %	-0.18 %	1.67 %	1.19 %	N/A	1.59 %	10.18 %
BAML 3-Month US Treasury Bill Index	0.09 %	0.26 %	0.57 %	0.66 %	0.32 %	0.22 %	N/A	0.19 %	1.20 %



BOOK VALUE RECONCILIATION	
Beginning Book Value	\$1,925,592.55
Acquisition	
+ Security Purchases	\$0.00
+ Money Market Fund Purchases	\$2,242.06
+ Money Market Contributions	\$0.00
+ Security Contributions	\$0.00
+ Security Transfers	\$0.00
Total Acquisitions	\$2,242.06
Dispositions	
- Security Sales	\$0.00
- Money Market Fund Sales	\$0.00
- MMF Withdrawals	\$0.00
- Security Withdrawals	\$0.00
- Security Transfers	\$0.00
- Other Dispositions	\$0.00
- Maturities	\$0.00
- Calls	\$0.00
- Principal Paydowns	\$0.00
Total Dispositions	\$0.00
Amortization/Accretion	
+/- Net Accretion	\$197.00
	\$197.00
Gain/Loss on Dispositions	
+/- Realized Gain/Loss	\$0.00
	\$0.00
Ending Book Value	\$1,928,031.61

CASH TRANSACTION SUMMARY	
BEGINNING BALANCE	\$5,455.53
Acquisition	
Contributions	\$0.00
Security Sale Proceeds	\$0.00
Accrued Interest Received	\$0.00
Interest Received	\$2,240.63
Dividend Received	\$1.43
Principal on Maturities	\$0.00
Interest on Maturities	\$0.00
Calls/Redemption (Principal)	\$0.00
Interest from Calls/Redemption	\$0.00
Principal Paydown	\$0.00
Total Acquisitions	\$2,242.06
Disposition	
Withdrawals	\$0.00
Security Purchase	\$0.00
Accrued Interest Paid	\$0.00
Total Dispositions	\$0.00
Ending Book Value	\$7,697.59



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
AGENCY									
3135G0ZA4	FNMA Note 1.875% Due 2/19/2019	170,000.00	03/18/2014 1.69 %	171,509.60 170,424.84	100.56 1.47 %	170,945.71 371.88	8.88 % 520.87	Aaa / AA+ AAA	1.39 1.36
3137EADK2	FHLMC Note 1.25% Due 8/1/2019	175,000.00	09/09/2014 1.84 %	170,220.75 173,209.79	99.53 1.51 %	174,168.75 364.58	9.04 % 958.96	Aaa / AA+ AAA	1.84 1.80
3135G0ZG1	FNMA Note 1.75% Due 9/12/2019	150,000.00	11/17/2014 1.77 %	149,848.50 149,938.76	100.42 1.53 %	150,636.00 138.54	7.81 % 697.24	Aaa / AA+ AAA	1.95 1.91
3137EADM8	FHLMC Note 1.25% Due 10/2/2019	135,000.00	03/25/2015 1.40 %	134,107.65 134,604.90	99.43 1.54 %	134,226.72 839.06	7.00 % (378.18)	Aaa / AA+ AAA	2.01 1.96
313383HU8	FHLB Note 1.75% Due 6/12/2020	130,000.00	06/26/2015 1.87 %	129,282.40 129,609.48	100.17 1.69 %	130,215.54 688.82	6.78 % 606.06	Aaa / AA+ NR	2.70 2.61
3130A7CV5	FHLB Note 1.375% Due 2/18/2021	150,000.00	03/11/2016 1.64 %	148,140.00 148,724.22	98.97 1.69 %	148,449.75 246.35	7.70 % (274.47)	Aaa / AA+ AAA	3.39 3.28
3130A8QS5	FHLB Note 1.125% Due 7/14/2021	125,000.00	10/27/2016 1.41 %	123,377.50 123,696.34	97.69 1.76 %	122,108.50 300.78	6.34 % (1,587.84)	Aaa / AA+ AAA	3.79 3.68
3135G0Q89	FNMA Note 1.375% Due 10/7/2021	150,000.00	10/27/2016 1.50 %	149,086.50 149,257.56	98.11 1.86 %	147,168.75 996.88	7.68 % (2,088.81)	Aaa / AA+ AAA	4.02 3.86
Total Agency		1,185,000.00	1.65 %	1,175,572.90 1,179,465.89	1.62 %	1,177,919.72 3,946.89	61.24 % (1,546.17)	Aaa / AA+ AAA	2.57 2.50
MONEY MARKET FUND FI									
825252109	Invesco Treasury MMFD Private Class	7,697.59	Various 0.60 %	7,697.59 7,697.59	1.00 0.60 %	7,697.59 0.00	0.40 % 0.00	Aaa / AAA AAA	0.00 0.00
Total Money Market Fund FI		7,697.59	0.60 %	7,697.59 7,697.59	0.60 %	7,697.59 0.00	0.40 % 0.00	Aaa / AAA AAA	0.00 0.00
US TREASURY									
912828SX9	US Treasury Note 1.125% Due 5/31/2019	150,000.00	Various 1.64 %	146,388.78 148,774.42	99.49 1.43 %	149,238.30 567.11	7.76 % 463.88	Aaa / AA+ AAA	1.67 1.64
912828UQ1	US Treasury Note 1.25% Due 2/29/2020	165,000.00	Various 1.42 %	163,694.10 164,352.70	99.30 1.54 %	163,852.76 176.62	8.50 % (499.94)	Aaa / AA+ AAA	2.42 2.37
912828UV0	US Treasury Note 1.125% Due 3/31/2020	165,000.00	05/07/2015 1.57 %	161,584.54 163,258.86	98.94 1.56 %	163,253.31 5.10	8.46 % (5.55)	Aaa / AA+ AAA	2.50 2.45
912828WC0	US Treasury Note 1.75% Due 10/31/2020	150,000.00	Various 1.61 %	150,973.16 150,614.68	100.30 1.65 %	150,451.20 1,098.50	7.85 % (163.48)	Aaa / AA+ AAA	3.09 2.97



Holdings Report

As of 9/30/17

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US TREASURY									
912828WN6	US Treasury Note 2% Due 5/31/2021	110,000.00	07/11/2016 1.01 %	115,156.62 113,867.47	100.89 1.75 %	110,979.66 739.34	5.79 % (2,887.81)	Aaa / AA+ AAA	3.67 3.50
Total US Treasury		740,000.00	1.47 %	737,797.20 740,868.13	1.58 %	737,775.23 2,586.67	38.36 % (3,092.90)	Aaa / AA+ AAA	2.61 2.53
TOTAL PORTFOLIO		1,932,697.59	1.58 %	1,921,067.69 1,928,031.61	1.60 %	1,923,392.54 6,533.56	100.00 % (4,639.07)	Aaa / AA+ AAA	2.58 2.50
TOTAL MARKET VALUE PLUS ACCRUED						1,929,926.10			



PORTFOLIO CHARACTERISTICS

Average Duration	2.50
Average Coupon	1.46 %
Average Purchase YTM	1.61 %
Average Market YTM	1.60 %
Average S&P/Moody Rating	AA+/Aaa
Average Final Maturity	2.58 yrs
Average Life	2.58 yrs

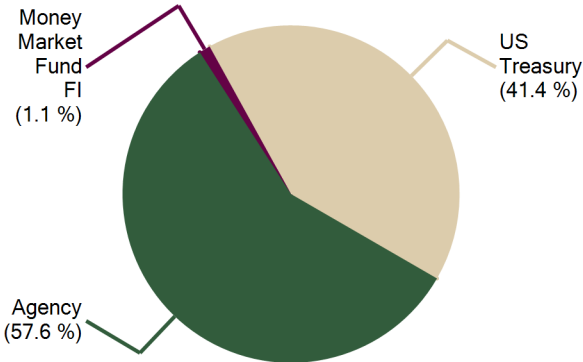
ACCOUNT SUMMARY

	Beg. Values as of 8/31/17	End Values as of 9/30/17
Market Value	1,039,811	1,036,867
Accrued Interest	3,389	3,593
Total Market Value	1,043,200	1,040,460
Income Earned	1,393	1,374
Cont/WD		0
Par	1,040,145	1,041,197
Book Value	1,037,156	1,038,327
Cost Value	1,033,054	1,034,105

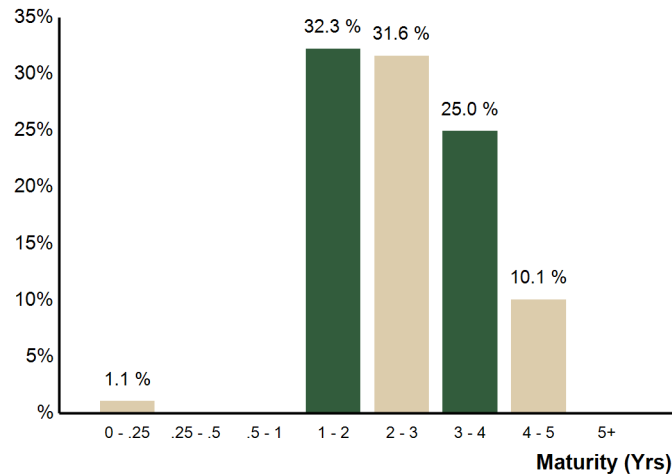
TOP ISSUERS

Issuer	% Portfolio
Government of United States	41.4 %
Federal National Mortgage Assoc	20.7 %
Federal Home Loan Bank	20.5 %
Federal Home Loan Mortgage Corp	16.3 %
Fidelity Govt. Money Market Fun	1.1 %
	100.0 %

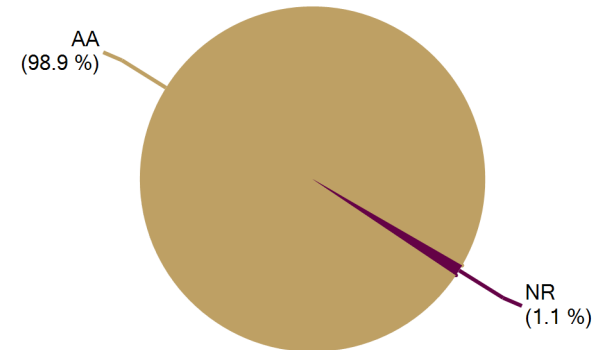
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

Total Rate of Return As of 9/30/2017	Current Month	Latest 3 Months	Year To Date	1 Yr	Annualized			7/31/2011	Since 7/31/2011
					3 Yrs	5 Yrs	10 Yrs		
Brea 2011B TABS Reserve Account, Successor Agency	-0.26 %	0.30 %	1.24 %	-0.11 %	1.70 %	1.20 %	N/A	1.57 %	10.08 %
BAML 3-Month US Treasury Bill Index	0.09 %	0.26 %	0.57 %	0.66 %	0.32 %	0.22 %	N/A	0.19 %	1.20 %



BOOK VALUE RECONCILIATION	
Beginning Book Value	\$1,037,155.57
Acquisition	
+ Security Purchases	\$0.00
+ Money Market Fund Purchases	\$1,051.26
+ Money Market Contributions	\$0.00
+ Security Contributions	\$0.00
+ Security Transfers	\$0.00
Total Acquisitions	\$1,051.26
Dispositions	
- Security Sales	\$0.00
- Money Market Fund Sales	\$0.00
- MMF Withdrawals	\$0.00
- Security Withdrawals	\$0.00
- Security Transfers	\$0.00
- Other Dispositions	\$0.00
- Maturities	\$0.00
- Calls	\$0.00
- Principal Paydowns	\$0.00
Total Dispositions	\$0.00
Amortization/Accretion	
+/- Net Accretion	\$119.73
	\$119.73
Gain/Loss on Dispositions	
+/- Realized Gain/Loss	\$0.00
	\$0.00
Ending Book Value	\$1,038,326.56

CASH TRANSACTION SUMMARY	
BEGINNING BALANCE	\$10,145.27
Acquisition	
Contributions	\$0.00
Security Sale Proceeds	\$0.00
Accrued Interest Received	\$0.00
Interest Received	\$1,046.88
Dividend Received	\$4.38
Principal on Maturities	\$0.00
Interest on Maturities	\$0.00
Calls/Redemption (Principal)	\$0.00
Interest from Calls/Redemption	\$0.00
Principal Paydown	\$0.00
Total Acquisitions	\$1,051.26
Disposition	
Withdrawals	\$0.00
Security Purchase	\$0.00
Accrued Interest Paid	\$0.00
Total Dispositions	\$0.00
Ending Book Value	\$11,196.53



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
AGENCY									
3135G0ZA4	FNMA Note 1.875% Due 2/19/2019	90,000.00	03/18/2014 1.69 %	90,799.20 90,224.91	100.56 1.47 %	90,500.67 196.88	8.72 % 275.76	Aaa / AA+ AAA	1.39 1.36
3137EADK2	FHLMC Note 1.25% Due 8/1/2019	95,000.00	09/09/2014 1.84 %	92,405.55 94,028.17	99.53 1.51 %	94,548.75 197.92	9.11 % 520.58	Aaa / AA+ AAA	1.84 1.80
3135G0ZG1	FNMA Note 1.75% Due 9/12/2019	65,000.00	11/17/2014 1.77 %	64,934.35 64,973.46	100.42 1.53 %	65,275.60 60.03	6.28 % 302.14	Aaa / AA+ AAA	1.95 1.91
3137EADM8	FHLMC Note 1.25% Due 10/2/2019	75,000.00	03/25/2015 1.40 %	74,504.25 74,780.50	99.43 1.54 %	74,570.40 466.15	7.21 % (210.10)	Aaa / AA+ AAA	2.01 1.96
313383HU8	FHLB Note 1.75% Due 6/12/2020	80,000.00	06/26/2015 1.87 %	79,558.40 79,759.68	100.17 1.69 %	80,132.64 423.89	7.74 % 372.96	Aaa / AA+ NR	2.70 2.61
3130A7CV5	FHLB Note 1.375% Due 2/18/2021	85,000.00	03/11/2016 1.64 %	83,946.00 84,277.06	98.97 1.69 %	84,121.53 139.60	8.10 % (155.53)	Aaa / AA+ AAA	3.39 3.28
3130A8QS5	FHLB Note 1.125% Due 7/14/2021	50,000.00	10/27/2016 1.41 %	49,351.00 49,478.54	97.69 1.76 %	48,843.40 120.31	4.71 % (635.14)	Aaa / AA+ AAA	3.79 3.68
3135G0Q89	FNMA Note 1.375% Due 10/7/2021	60,000.00	10/27/2016 1.50 %	59,634.60 59,703.02	98.11 1.86 %	58,867.50 398.75	5.70 % (835.52)	Aaa / AA+ AAA	4.02 3.86
Total Agency		600,000.00	1.66 %	595,133.35 597,225.34	1.61 %	596,860.49 2,003.53	57.56 % (364.85)	Aaa / AA+ AAA	2.51 2.44
MONEY MARKET FUND FI									
316175108	Fidelity Institutional Govt Money Market Fund	11,196.53	Various 0.91 %	11,196.53 11,196.53	1.00 0.91 %	11,196.53 0.00	1.08 % 0.00	NR / NR NR	0.00 0.00
Total Money Market Fund FI		11,196.53	0.91 %	11,196.53 11,196.53	0.91 %	11,196.53 0.00	1.08 % 0.00	NR / NR NR	0.00 0.00
US TREASURY									
912828SX9	US Treasury Note 1.125% Due 5/31/2019	85,000.00	06/17/2014 1.75 %	82,493.45 84,158.48	99.49 1.43 %	84,568.37 321.36	8.16 % 409.89	Aaa / AA+ AAA	1.67 1.64
912828UQ1	US Treasury Note 1.25% Due 2/29/2020	90,000.00	Various 1.41 %	89,314.17 89,656.44	99.30 1.54 %	89,374.24 96.34	8.60 % (282.20)	Aaa / AA+ AAA	2.42 2.37
912828UV0	US Treasury Note 1.125% Due 3/31/2020	85,000.00	05/07/2015 1.57 %	83,240.52 84,103.05	98.94 1.56 %	84,100.19 2.63	8.08 % (2.86)	Aaa / AA+ AAA	2.50 2.45
912828WC0	US Treasury Note 1.75% Due 10/31/2020	75,000.00	11/04/2015 1.63 %	75,416.27 75,257.26	100.30 1.65 %	75,225.60 549.25	7.28 % (31.66)	Aaa / AA+ AAA	3.09 2.97
912828WN6	US Treasury Note 2% Due 5/31/2021	50,000.00	07/11/2016 1.01 %	52,343.92 51,757.94	100.89 1.75 %	50,445.30 336.07	4.88 % (1,312.64)	Aaa / AA+ AAA	3.67 3.50



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US TREASURY									
912828G53	US Treasury Note 1.875% Due 11/30/2021	45,000.00	01/18/2017 1.89 %	44,966.75 44,971.52	100.21 1.82 %	45,096.66 283.56	4.36 % 125.14	Aaa / AA+ AAA	4.17 3.97
Total US Treasury		430,000.00	1.55 %	427,775.08 429,904.69	1.60 %	428,810.36 1,589.21	41.37 % (1,094.33)	Aaa / AA+ AAA	2.74 2.65
TOTAL PORTFOLIO		1,041,196.53	1.61 %	1,034,104.96 1,038,326.56	1.60 %	1,036,867.38 3,592.74	100.00 % (1,459.18)	Aaa / AA+ AAA	2.58 2.50
TOTAL MARKET VALUE PLUS ACCRUED						1,040,460.12			

City of Brea

COUNCIL COMMUNICATION

FROM: Bill Gallardo, City Manager

DATE: 11/07/2017

SUBJECT: October 27, 2017 Successor Agency Check Register - Receive and File.

Attachments

10-27-17 Successor Agency Check Register

Successor Agency Check Register for: Oct 27, 2017

Check #	Vendor Name	Check Date	Vendor #	Budget Unit	Description	Amount
2509	BANDERA ESTATES	10/27/2017	3121	511626224	SENIOR SUBSIDY NOV17	\$1,016.00
BANDERA ESTATES					Total Check Amount:	\$1,016.00
2510	BREA WOODS SENIOR APARTMENTS	10/27/2017	1955	511626224	SENIOR SUBSIDY NOV17	\$508.00
BREA WOODS SENIOR APARTMENTS					Total Check Amount:	\$508.00
2511	BROOKDALE - BREA	10/27/2017	4623	511626224	SENIOR SUBSIDY NOV17	\$254.00
BROOKDALE - BREA					Total Check Amount:	\$254.00
2512	CITY OF BREA	10/27/2017	1003	511	REIMB COSTS 17/18 SEP	\$25,737.18
CITY OF BREA					Total Check Amount:	\$25,737.18
2513	HERITAGE PLAZA APARTMENTS	10/27/2017	1917	511626224	SENIOR SUBSIDY NOV17	\$1,016.00
HERITAGE PLAZA APARTMENTS					Total Check Amount:	\$1,016.00
2514	HOLLYDALE MOBILE ESTATES	10/27/2017	4250	511626224	SENIOR SUBSIDY NOV17	\$254.00
HOLLYDALE MOBILE ESTATES					Total Check Amount:	\$254.00
2515	HOLLYDALE MOBILE ESTATES	10/27/2017	4577	511626224	SENIOR SUBSIDY NOV17	\$254.00
HOLLYDALE MOBILE ESTATES					Total Check Amount:	\$254.00
2516	LAKE PARK BREA	10/27/2017	2433	511626224	SENIOR SUBSIDY NOV17	\$2,286.00
LAKE PARK BREA					Total Check Amount:	\$2,286.00
2517	ORANGE VILLA SENIOR APARTMENTS	10/27/2017	2132	511626224	SENIOR SUBSIDY NOV17	\$254.00
ORANGE VILLA SENIOR APARTMENTS					Total Check Amount:	\$254.00
2518	RICHARDS WATSON & GERSHON	10/27/2017	2280	511000000	GEN LEGAL SERVICES	\$5,102.50
RICHARDS WATSON & GERSHON					Total Check Amount:	\$5,102.50
2519	VINTAGE CANYON SENIOR APARTMENTS	10/27/2017	4081	511626224	SENIOR SUBSIDY NOV17	\$1,270.00
VINTAGE CANYON SENIOR APARTMENTS					Total Check Amount:	\$1,270.00

Overall - Total \$37,951.68